

Upper Captiva Fire & Rescue District

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Serving the Community with Pride

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BOARD OF COMMISSIONERS REGULAR MEETING 20 October 2023

COMMISSIONERS & STAFF PRESENT: Duncan Rosen, Van Hammond, Bill Fry, Mike Filipczak, Bill Byrnes, Chief Jesse Cottrell, and AChief Tom Tracy

ISLANDERS/GUESTS PRESENT:

- Room: Zeke McDonald, Alex Murphy, Teresa Bolme, others?
- Zoom: Georgia Murphy, Bill Byrnes, Jeff Brown (Auditor), and Jeremy Fremin

1) **CALL TO ORDER** (No Recording): Chairman Rosen called the meeting to order at 10:10AM

2) **ADDITIONS/CHANGES/DELETIONS TO AGENDA** (No Recording): Hammond asked to add Resolution 2024-002 (Civility Code) as 5C

3) **PUBLIC COMMENT ON AGENDA ITEMS** (No Recording): None

4) **MINUTES** (No Recording): Tabled

5) **NEW BUSINESS:**

A) FY22 Independent Audit (No Recording): Jeff Brown, partner in Ashley, Brown & Smith CPAs, presented the audit. There were 2 management findings 1) Incorrect application of contract payable for the garage in FY22 and 2) Failure to approve the audit by 30 June 2023 for submission to the State of Florida. Board approved the audit for submission to the State, **5-0**

B) Resolution 2024-001 ADOPTING COMMITMENTS AND ASSIGNMENTS OF FUND BALANCE (**Recording**): Resolution is on the website at <https://www.uppercaptivafire.org/wp-content/uploads/2023/10/Resolution-2024-001-Funds-Control-Policy.pdf>. **Fry moved, Hammond seconded**, to approve the resolution; **resolution failed (2-3; Rosen, Byrnes, and Filipczak No)**.

C) Civility Code (**Recording**): Resolution and the Civility Code are on the website at <https://www.uppercaptivafire.org/wp-content/uploads/2023/10/Resolution-2024-002.pdf>. **Filipczak moved, Rosen seconded**, to approve the resolution; **resolution passed (5-0)**.

6) **RECURRING BUSINESS UPDATES:**

A) Martin & Dubrasky Lawsuits ([Recording](#)):

- On 13 October, Rosen attended mediation session on the Martin lawsuit
- A Board Executive Session/Special Meeting on 18 October at 10AM attended by all 5 commissioners, Chief Cottrell, 3 attorneys, and a court report occurred at the Fire Station

B) Chief's Report ([Recording](#)): Written report on the website at <https://www.uppercaptivafire.org/wp-content/uploads/2023/10/Upper-Captiva-Fire-and-Rescue-Oct-20th-Chiefs-Report.pdf>

C) Treasurer's Report ([Recording](#)): Report on the website at <https://www.uppercaptivafire.org/wp-content/uploads/2023/10/Treasurers-Report-202309.pdf>. **Hammond moved, Filipczak seconded**, to approve the Treasurer's Report; **resolution passed (5-0)**.

D) Commissioner Updates:

- a. Insurance Claims and Equipment Replacements ([Recording](#)): Chief's Capital Plan is being worked with his command team, plan to present to the Board in January 2024
- b. FEMA Claim Update: Covered in Treasurer's Report
- c. Accessway Maintenance: ([Recording](#)): No written report
- d. Others ([Recording](#)): Fry stated that the County accepted our FY24 documents on Monday (16 October) and the State received our documents on Thursday (19 October)

7) **PUBLIC INPUT ON NON-AGENDA ITEMS** ([Recording](#)): Georgia Murphy asked whether the County has contacted the District about RRC; Zeke McDonald asked about Verona's increasing piles of dead vegetation on the east side of Pieces of Eight; Ed Dotts asked about the tractor's use

8) **NEXT MEETING DATE** ([Recording](#)): Next Monthly Meeting on Friday, 17 November 2023 at 10AM

9) **ADJOURN** ([Recording](#)): **Move** by **Byrnes**, **seconded** by Filipczak; meeting adjourned at 12:22PM.

Respectfully submitted,

Secretary