

**Upper Captiva Fire & Rescue District**  
4511 Hodgepodge Lane  
P.O. Box 322 Pineland, FL 33945



**Serving the Community with Pride**  
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## **REGULAR MEETING MINUTES**

Friday August 15 2025  
10:00 a.m.  
Location: Fire Station

**COMMISSIONERS & STAFF PRESENT:** Duncan Rosen, Van Hammond, Bill Fry, MJ Yafchak, Steve Holt, Chief Jesse Cottrell, Assistant Chief Tom Tracy

### **ISLANDERS/GUESTS PRESENT:**

Zoom:

Ed Boze

Richard ?

Lisa Walker

Jackson Cruse

Kristi Riggle

Sara Hammond

### **MINUTES:**

**1) Call to Order:** Commissioner Rosen

Meeting Called to Order at 10:00 AM

**2) Additions/Changes/Deletions to Agenda** Commissioner Rosen

New Business: Initial statement from the fire at 4451 Conc Shell on 8/13

**3). Public Comment on Agenda Items** Commissioner Rosen

None

**4) Review of Unapproved Minutes**

A. Approval of July 18, 2025, Regular Board Meeting Minutes - Commissioner Hammond

Meeting minutes approved by a 5-0 vote

## 5) New Business

Added item:

Commissioner Rosen read an initial statement regarding August 13, 2025, house structure fire. Full report will be presented at the (Saturday) September 20, 2025, Regular Meeting.

- A. District Credit Card Requirements – Chief Cottrell  
For the district to get a credit card in Jesse Cortell's name, Chief Jesse needs to be officially designated by the board to be the "Districts Chief Executive".

Motion to authorize Jesse Cottrell as the Chief Executive with Assistant Chief Tom Tracy as an alternative was passed by 5-0 vote by the Board of Commissioners.

## 6) Recurring Business Updates

- A. Chief's Report – Chief Cottrell  
Chief Report is available on the district website.  
Full report on August 13 fire will be presented at the September 20 Regular Board meeting.
- B. Treasurer's Report – Commissioner Fry  
Treasurer Report is available on the district website. Report accepted by 5-0 Vote.
- C. Accessway Maintenance – Commissioner Hammond  
District's Tractor is back on island and operational. Road maintenance seems to be going well but islanders should expect poor conditions during extended periods of rain. Focus over next 2 months to trim overhanging vegetation. Homeowners are encouraged to take care of their property to maintain a 15X15 Foot clearance to their property.

## 7) Public Input on Non-Agenda Items

None

## 8) Future Meeting Dates:

**All meetings start at 10:00 AM at the fire station unless otherwise specified.**

Saturday September 6, 2025: First Budget Hearing

Saturday September 20, 2025: Second (final) Budget Hearing

Saturday September 20, 2025: Regular Board Meeting (directly after Second Budget Hearing).

## 9) Adjourn

Meeting adjourned at 10:58AM