

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



Serving the Community with Pride
Phone: 239-872-2263
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Minutes of REGULAR MEETING

Friday, June 19, 2026

10:00 a.m.

Location: Fire Station

MEETING MINUTES:

June 19 2026

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

ISLANDERS/GUESTS PRESENT:

Ed Dott
Joe Miklavcic
Richard Gross

Meeting Minutes:

Meeting Called to order at 10:05

The Upper Captiva Fire Board of Fire Commissioners met on June 19th. Primary topic was to discuss the purchase of a home for the district's chief housing needs. After reviewing multiple property options, the board agreed to purchase the Whitmore property at 4560 Hodge Podge Lane for \$700,000 using a lease-purchase agreement with Leasing 2 Inc.

The financing would cost either \$65,000 or \$70,000 annually for 15 years, with Bill Fry was authorized by the board to execute the purchase agreement and handle closing costs, execute the contract and related documents. The motion passed 4-0-1

The board also **approved (4-0-1) a motion authorizing the lease-purchase contract**, though they noted this document would need legal review from Maggie.

Next steps Commissioner Fry:

- Send both the Lease 2 Incorporated financing proposal document and the board's formatted resolution (with Exhibit A/legal description) to Maggie for legal review, along with the property's legal description from LEPA.
- Serve as point of contact and authorized representative to negotiate and execute the offer to purchase agreement for 4560 Hodgepodge Lane, including coordination with Mark Muller and closing attorney Wagner and Brule.
- Negotiate with Lease 2 Inc for a straight-line amortization financing option for the property purchase, and if not available, proceed with Option 2; communicate final selection to the board at the next meeting.

The district plans to pursue FEMA and state grant money to potentially build a new fire station within five years and sell the property.

The board also received an update on the Berquist Recovery Consulting Infrastructure Grant, with the civil engineer confirming receipt of required information and indicating that new soil samples would be needed rather than relying on old data.

Elizabeth (engineer) and Berquist Recovery Consulting: Complete 20% conceptual design documents and cost estimates for FEMA grant application and present at next scheduled meeting.

- Other topics discussed:
 - Board approved (4-0-1) Resolution 2026-04, renewing a \$500,000 bank line of credit with Centennial Bank for 2026-2027.
 - Board asked for clarification from our auditors on appropriate QuickBooks access and internal controls for board members and treasurer, and report findings at the next meeting.
 - Bill and Jesse will propose recommendations for QuickBooks access and internal control procedures (including roles for commissioners, treasurer, and bookkeepers) and present to the board at the next meeting, incorporating auditor input.
 - Ensure all invoices are attached to checks in QuickBooks Online going forward so Bill and the bookkeepers have full documentation for each transaction.
 - Present FEMA Category B update and any new developments at the next meeting.
 - Present slides and detailed financial impact analysis of proposed homestead exemption changes at the July board meeting.

- Present the annual audit at the July 17th board meeting.
- Research and potentially purchase the vertical bush hog attachment for the tractor to improve accessway maintenance efficiency; monitor budget for this capital expense.
- Address property maintenance issues at the firehouse (weed control, leaf removal) as discussed during public comment.
- Schedule and conduct hurricane preparedness discussions as needed for the community.
- Joe Miklavcic requested that the fire department reconsider and pay an invoice he had previously paid to Mark Justice for road repairs done after Hurricane Ian on Sierra Lane. Bill clarified that the UCCA had paid for post-Ian road work through their Island Access Fund, and suggested Joe contact UCCA about potential payment.

Adjourn Meeting adjourned at 12:25.