

**AGENDA**  
**REGULAR SCHEDULED BOARD MEETING**  
BOARD OF FIRE COMMISSIONERS  
SAN CARLOS PARK FIRE PROTECTION & RESCUE SERVICE DISTRICT  
April 9, 2020 at 6:00 p.m.  
19591 Ben Hill Griffin Parkway-Administration Building  
Fort Myers, FL 33913

- I.** Meeting Called to Order
  
- II.** Pledge of Allegiance
  
- III.** Moment of Silence
  
- IV.** Fire Commissioner Roll Call
  
- V. Electronic Public Meeting Explanation**
  
- VI.** Approval of Records of Proceedings
  - March 2020 Regular Board Meeting
  
- VII.** Treasure's Report
  
- VIII.** Presentation of Bills
  
- IX.** Fire Chief's Report
  - Items to be pulled for discussion
  
- X.** Old Business
  
- XI.** New Business
  
- XII.** Public Input
  
- XIII.** Adjournment

**SAN CARLOS PARK FIRE DISTRICT  
REGULAR BOARD MEETING  
APRIL 9, 2020**

**RECORD OF PROCEEDINGS FROM MARCH 12, 2020 REGULAR BOARD MEETING:**

Commissioner Hathaway opened the regular board meeting at 6:00 p.m.

Pledge of Allegiance

Moment of Silence

**ROLL CALL**

Chairperson Darleen Hathaway, Vice-Chair Craig Weinbaum, Commissioner Mark Stirns, Commissioner Steve Tokarz and Commissioner Matt Fields attended. Fire Chief David Cambareri, Assistant Chief Gene Rison and Secretary Jennifer Bossi also attended.

**RECORD OF PROCEEDINGS**

There were no corrections to the February 13, 2020 Regular Board Meeting Minutes. *Commissioner Hathaway stated that the Record of Proceedings stand approved as read.*

**TREASURER'S REPORT**

*Commissioner Weinbaum moved to dispense with the reading of the accounts and read totals only. Commissioner Fields seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

Commissioner Tokarz read the February 2020 Treasurer's Report.

*With no questions, Commissioner Hathaway stated that the Treasurer's Report stands approved for audit.*

*Commissioner Weinbaum moved to dispense with the reading of the bills and read totals only. Commissioner Fields seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

Previously paid bills:	\$ 18,669.89
Payroll tax deductions:	\$ 120,120.10
Debit memos:	\$ 210,885.53
Monthly Bills to be paid:	\$ <u>147,136.03</u>
Grand total:	\$ 496,811.55

*Commissioner Stirns motioned to pay the bills, Commissioner Weinbaum seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

**CHIEF'S REPORT**

Fiscal Year 2018-2019 Audit Update – Chief Cambareri informed the Board that the district is in the process of completing our 2018/2019 audit and it is tentatively scheduled for presentation in May.

MDA Annual Boot Drive – Chief Cambareri announced that this year's MDA boot drive has been postponed due to the COVID-19 concerns.

Thank you Letters – Chief Cambareri presented the Board with a thank you letter from Deputy Chief Richards Tonks from the City of St. Cloud Fire Rescue Department. The District donated bunker gear for their cadet program.

Fire & Rescue Calls – The San Carlos Park Fire Protection and Rescue Service District ran 393 fire and rescue calls for the month of February 2020. Chief Cambareri thanked all staff for their continued commitment to the organization. Chief Cambareri presented the monthly fire/rescue comparison sheet.

Delivery of GMP for Station 54 (Wright Construction Group) – Chief Cambareri presented the Board with the GMP from Wright Construction Group for station 54. Discussion ensued. With all questions answered, a motion was made:

Commissioner Weinbaum motioned to retain Wright Construction Group to complete the station 54 build and authorized Chief Cambareri to move forward with obtaining a loan for the construction. Commissioner Stirns seconded. *The motion was voted upon, with no questions, the motion carried unanimously.*

**OLD BUSINESS**

Marine 50 – Chief Cambareri announced that Marine 50 has been christened and training will begin shortly.

2004 Ford Expedition – The retired rescue truck has been successfully bid on and is no longer property of the District per guidance from the Board of Commissioners.

Covered Training Structure – Chief Cambareri updated the Board on the training structure located at station 53. Work has been completed.

Plans Review Update – The District and Fort Myers Beach Fire Control District have entered into a agreement on February 28, 2020. This agreement allows FMBFCD to review the District fire plans.

**NEW BUSINESS**

COVID-19 Update – Chief Cambareri discussed the COVID-19 pandemic and informed the Board that Division Chief Dan Sieber is working on updating current guidelines.

Station 54 Groundbreaking Ceremony – Assistant Chief Rison announced that once the fill was complete on the future site of station 54 a groundbreaking ceremony will be scheduled.

**PUBLIC INPUT**

*Commissioner Hathway adjourned the meeting at 7:02 p.m.*

Respectfully Submitted,

Commissioner Fields  
Secretary

**SAN CARLOS PARK FIRE DISTRICT  
TREASURER'S REPORT  
APRIL 9, 2020**

BB&T OPERATING CASH BALANCE	2/29/20	\$1,156,114.55
DEPOSITS	3/31/20	\$45,967.87
Transfers	3/31/20	\$750,000.00
INTEREST	3/31/20	
DISBURSEMENTS	3/31/20	\$828,805.91
Transfers	3/31/20	
ACCOUNT BALANCE AS OF	3/31/20	\$1,123,276.51
BB&T OPERATING ACCT SAVINGS	2/29/20	\$13,511,243.43
DEPOSITS	3/31/20	\$173,211.52
Transfers	3/31/20	
INTEREST	3/31/20	\$8,231.63
DISBURSEMENTS	3/31/20	
Transfers	3/31/20	\$750,000.00
ACCOUNT BALANCE AS OF	3/31/20	\$12,942,686.58
BB&T PETTY CASH ACCOUNT BALANCE	2/29/20	\$4,985.29
DEPOSITS	3/31/20	
INTEREST	3/31/20	
DISBURSEMENTS	3/31/20	
ACCOUNT BALANCE AS OF	3/31/20	\$4,985.29
BB&T IMPACT FEE ACCOUNT	2/29/20	\$1,977,736.37
DEPOSITS	3/31/20	\$9,472.20
Transfers	3/31/20	
INTEREST	3/31/20	\$1,222.44
DISBURSEMENTS	3/31/20	
Transfers	3/31/20	
ACCOUNT BALANCE AS OF	3/31/20	\$1,988,431.01
BB&T BENEVOLENT FUND ACCOUNT	2/29/20	\$1,031,540.59
DEPOSITS	3/31/20	
Transfers	3/31/20	
INTEREST	3/31/20	\$637.15
DISBURSEMENTS	3/31/20	
Transfers	3/31/20	
ACCOUNT BALANCE AS OF	3/31/20	\$1,032,177.74
OPERATING ACCOUNT BALANCE	3/31/20	\$14,065,963.09
(INCLUDES OPERATING AND SAVINGS)		
PETTY CASH ACCOUNT BALANCE	3/31/20	\$4,985.29
IMPACT FEE ACCOUNT BALANCE	3/31/20	\$1,988,431.01
BENEVOLENT ACCOUNT BALANCE	3/31/20	\$1,032,177.74
BANK BALANCES AS OF	3/31/20	\$17,091,557.13

**SAN CARLOS PARK FIRE DISTRICT  
PREPAID BILLS  
APRIL 9, 2020**

VENDOR NAMES	AMOUNT	CHECK #	DESCRIPTION
A-EXPERT TIRE & SERVICE	\$ 45.00	24042	UNIT #02311 FLAT REPAIR
ADVANCED DISPOSAL	\$ 78.55	24043	STA. #2 GARBAGE SERVICE
AT&T MOBILITY	\$ 36.24	24044	HOT SPOT SERVICE
BB&T VISA	\$ 65.51	24045	HOUSEHOLD SUPPLIES
CHASE VISA	\$ 6,123.05	24046	ACCOMODATIONS, REGISTRATION, PARTS
CPR TOOLS	\$ 175.00	24047	HARD DRIVE DESTRUCTION
FRUGAL BROTHERS SOFTWARE	\$ 490.00	24048	GFI MAIL ARCHIVER SUBSCRIPTION
LEE CO UTILITIES	\$ 274.52	24049	STA. #3 WATER & SEWER
NEXAIR	\$ 34.23	24050	MONTHLY OXYGEN CYLINDER RENTAL
OFFICE DEPOT	\$ 10.80	24051	OFFICE SUPPLIES
UPS	\$ 11.39	24052	FLASHLIGHT REPAIR SHIPPING
WEX BANK	\$ 856.37	24053	FUEL
COMCAST	\$ 450.10	24056	STA. #1 & #2 PHONE/INTERNET
CULLIGAN	\$ 38.50	24057	STA. #3 BOTTLED WATER SERVICE
FPL	\$ 1,563.42	24058	STA. #2 & #3 ELECTRIC SERVICE
PRINCIPAL	\$ 5,019.79	24059	DENTAL INSURANCE
PGCS	\$ 16,911.00	24060	WORKER'S COMP INSURANCE
STANDARD	\$ 3,149.03	24061	LIFE/LTD INSURANCE
VERIZON WIRELESS	\$ 1,457.15	24062	MIFI & CELL PHONE SERVICE
<b>PRE PAID BILLS TOTAL</b>	<b>\$36,789.65</b>		
PAYROLL TAXES PAY 13 3/20/20	\$ 59,915.76		DEBIT MEMO
PAYROLL TAXES PAY 14 4/3/20	\$ 58,944.78		DEBIT MEMO
PAYROLL TAXES COMM. 3/12/20	\$ 254.50		DEBIT MEMO
<b>PAYROLL TAX TOTAL</b>	<b>\$ 119,115.04</b>		
DEBIT MEMO - DIV. OF RETIREMENT	\$ 24,331.94		STATE OF FLORIDA RETIREMENT
DEBIT MEMO - FMPTF	\$ 83,247.45		CHAPTER 175 RETIREMENT
DEBIT MEMO - STANDARD VISION	\$ 905.80		VISION INSURANCE
DEBIT MEMO - CIGNA	\$ 102,682.43		HEALTH INSURANCE
DEBIT MEMO - PRINCIPAL	\$ 58.16		CHIEF LIFE INSURANCE PER CONTRACT
<b>DEBIT MEMO TOTAL</b>	<b>\$ 211,225.78</b>		
<b>SUB-TOTAL</b>	<b>\$ 367,130.47</b>		
MONTHLY BILLS TO BE PAID	\$ 115,970.98		
<b>TOTAL</b>	<b>\$ 483,101.45</b>		
<b>PRE PAID BILLS TOTAL</b>	<b>\$ 36,789.65</b>		
<b>PAYROLL TAX TOTAL</b>	<b>\$ 119,115.04</b>		
<b>DEBIT MEMO TOTAL</b>	<b>\$ 211,225.78</b>		
<b>MONTHLY BILLS TOTAL</b>	<b>\$ 115,970.98</b>		
	<b>\$ 483,101.45</b>		

11:51 AM  
 04/07/20  
 Accrual Basis

**San Carlos Park Fire Protection & Rescue Service District  
 Board Meeting Report  
 April 9, 2020**

Name	Amount	Num	Memo
<b>Apr 9, 20</b>			
American Firehouse Furniture	-1,464.00	24064	Sta. #1 dining table chairs
American Messaging	-186.34	24065	Digital Pagers
American Pest Pro	-101.00	24066	Sta. #2 lawn spraying & rodent service
AmeriGas	-116.32	24067	Sta. #3 propane
Bennett Fire Products Co	-581.00	24068	Boots, leather fronts
Bound Tree Medical	-3,221.03	24069	Medical supplies
BSFD Fleet Maintenance	-3,089.02	24070	Apparatus maintenance & repair
Carter Fence Company	-1,625.00	24071	Sta. #3 gate repair
Comcast	-410.13	24072	Sta. #3 cable boxes/internet/phone service
Convergent	-125.00	24073	Sta. #3 voicemail repair
Createch	-288.97	24074	Fogger
CRS Technology	-1,637.50	24075	Remote support, MSP reporting, etc
Curtis Parnell	-150.00	24076	Training: Building Construction
Cutter's Choice	-1,956.98	24077	Unit #02072 repair
Done Right Fire Gear Repair	-1,318.00	24078	Bunkergear advance cleaning/inspection
Eric Dalton	-150.00	24079	Training: ICS-400
Fastenal Co	-1,061.85	24080	Household supplies, etc
Florida Detroit Diesel Allison	-2,618.70	24081	Unit #02060 water pump repair
Florida Power & Light	-650.12	24082	Sta. #1 electric service
FMPTF	-8,887.50	24083	2020 Valuation & Individual Benefit Statements
Forest Utilities, Inc.	-59.18	24084	Sta. #2 sewer
Genesis Lawn & Tree Service	-1,325.00	24085	Tree trimming and tree/stump removal
Genuine Parts Co	-14.98	24086	Filters, fuse, wipers, etc
Gotcha Covered	-450.00	24087	Seat cover & tarp repair
Ground Effects	-775.00	24088	Monthly lawn maintenance - all stations
IAFC Membership Renewal	-250.00	24089	Membership Dues - G. Van Brunt 95636
J.M. Todd	-212.56	24090	Sta. #1 & #3 monthly copier maintenance, Sta. #3 lease
KA Lafferty, Inc.	-5,000.00	24091	Quarterly medical director's fee
Lee Co Property Appraiser	-20,609.66	24092	Quarterly Ad Valorem Payment
Lee Co Utilities	-247.90	24093	Sta. #1 & #2 water, firelines - all stations
Lewis, Longman & Walker PA	-1,598.50	24094	Legal services
Life Scan Wellness Centers	-34,290.00	24095	Annual employee physicals
Motorola - local	-54.75	24096	Unit #02416 mic
Nafeco	-996.35	24097	Uniforms
NexAir	-134.96	24098	Medical oxygen
Perry Plumbing	-2,119.00	24099	Sta. #2 sink & toilet repair
Pro Print, Inc	-452.75	24100	Business cards, knox box cards, letterhead
Robert Boden	-675.00	24101	Upgrade MDC OS (5)
Ryan Petroleum	-1,417.90	24102	Sta. #1 & #3 fuel
Southern Tank & Pump Co	-98.45	24103	Sta. # & #3 cabinet pump
Speedy Electric	-129.00	24104	Sta. #1 replace parking lot light
Ten - 8 Equipment Inc.	-10,896.85	24105	Apparatus repair, mount plates, etc
Trophy Center of SW Florida	-330.50	24106	Accountability tags, name plate holder
UPS	-11.76	24107	Radio repair shipping
Wright Construction	-2,985.00	24108	New station pre-construction
Zoll Medical	-1,197.47	24109	Medical supplies
	<b>-115,970.98</b>		

Apr 9, 20

**APRIL 09, 2020**  
**REGULAR BOARD MEETING**  
**CHIEF'S REPORT**

1. Second Quarter Report – A second quarterly report for budget year 2019-2020 is attached for your review and will be discussed at the meeting.
2. 2018-2019 Fiscal Year Audit Presentation – Grau & Associates may be presenting our 2018-2019 fiscal year audit at the next regularly scheduled Board meeting.
3. Thank You Letters – I am in receipt of thank you letters and will present these at the meeting for your review.
4. Fire & Rescue Calls – The San Carlos Park Fire Protection and Rescue Service District ran a total of 365 fire and rescue calls for the month of March 2020. Staff has been busy with training, community events and station maintenance.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Cambareri', with a stylized flourish at the end.

David Cambareri  
Fire Chief

## San Carlos Park Fire Protection &amp; Rescue Service District

04/07/20

## Expenses Profit &amp; Loss Budget vs. Actual

Accrual Basis

October 2019 through March 2020

	Oct '19 - Mar 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Expense</b>				
5221200 · Staff Regular Salaries	2,699,912.58	6,484,518.00	-3,784,605.42	41.6%
5221400 · Overtime Salaries	108,608.01	358,197.00	-249,588.99	30.3%
5221500 · Special Pays	21,770.00	43,420.00	-21,650.00	50.1%
5222100 · FICA Tax 7.65%	210,069.29	508,518.00	-298,448.71	41.3%
5222200 · State Retirement	673,559.40	1,424,096.00	-750,536.60	47.3%
5222300 · Life & Health Insurance	637,796.05	1,293,233.00	-655,436.95	49.3%
5222400 · Worker's Compensation	115,704.00	208,029.00	-92,325.00	55.6%
5223100 · Professional Services	791,776.27	1,021,553.00	-229,776.73	77.5%
5223200 · Audit & Accounting Services	27,887.50	40,000.00	-12,112.50	69.7%
5224000 · Travel and Per Diem Expense	10,869.22	25,000.00	-14,130.78	43.5%
5224100 · Communication Service	27,495.06	106,352.00	-78,856.94	25.9%
5224300 · Utility Services	21,277.13	47,830.00	-26,552.87	44.5%
5224500 · District Insurance	71,519.31	89,715.00	-18,195.69	79.7%
5224600 · Repair & Maintenance	170,927.30	341,786.00	-170,858.70	50.0%
5224700 · Printing & Binding	530.14	3,000.00	-2,469.86	17.7%
5224800 · Promotional Activity	4,599.42	13,200.00	-8,600.58	34.8%
5224900 · Other Current Charges	849.18	3,000.00	-2,150.82	28.3%
5225100 · Office Supplies	1,826.33	6,900.00	-5,073.67	26.5%
5225200 · Operating Supplies	77,201.94	260,913.00	-183,711.06	29.6%
5225400 · Training	44,886.47	103,500.00	-58,613.53	43.4%
5226400 · Capital Outlay-Mach&Equip	657,549.96	1,074,763.00	-417,213.04	61.2%
5226500 · Construction Expenses	123,809.59	189,970.00	-66,160.41	65.2%
5227100 · Debt Service-Principal	290,722.66	290,724.00	-1.34	100.0%
5227200 · Debt Service-Interest	59,181.29	59,182.00	-0.71	100.0%
<b>Total Expense</b>	<b>6,850,328.10</b>	<b>13,997,399.00</b>	<b>-7,147,070.90</b>	<b>48.9%</b>
<b>Net Ordinary Income</b>	<b>-6,850,328.10</b>	<b>-13,997,399.00</b>	<b>7,147,070.90</b>	<b>48.9%</b>
<b>Net Income</b>	<b>-6,850,328.10</b>	<b>-13,997,399.00</b>	<b>7,147,070.90</b>	<b>48.9%</b>



SCPFD

Incident Type Report (Summary)

Alarm Date Between {03/01/2020} And {03/31/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>1 Fire</b>				
111 Building fire	1	0.27%	\$140,000	11.95%
131 Passenger vehicle fire	2	0.54%	\$31,360	2.67%
132 Road freight or transport vehicle fire	1	0.27%	\$1,000,000	85.37%
141 Forest, woods or wildland fire	2	0.54%	\$0	0.00%
143 Grass fire	1	0.27%	\$0	0.00%
152 Garbage dump or sanitary landfill fire	1	0.27%	\$0	0.00%
154 Dumpster or other outside trash receptacle	1	0.27%	\$0	0.00%
161 Outside storage fire	1	0.27%	\$0	0.00%
162 Outside equipment fire	1	0.27%	\$0	0.00%
173 Cultivated trees or nursery stock fire	1	0.27%	\$0	0.00%
	<b>12</b>	<b>3.28%</b>	<b>\$1,171,360</b>	<b>100.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	51	13.97%	\$0	0.00%
321 EMS call, excluding vehicle accident with	152	41.64%	\$0	0.00%
322 Motor vehicle accident with injuries	6	1.64%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	2	0.54%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	15	4.10%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	3	0.82%	\$0	0.00%
	<b>229</b>	<b>62.73%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
411 Gasoline or other flammable liquid spill	2	0.54%	\$0	0.00%
412 Gas leak (natural gas or LPG)	2	0.54%	\$0	0.00%
424 Carbon monoxide incident	1	0.27%	\$0	0.00%
442 Overheated motor	1	0.27%	\$0	0.00%
445 Arcing, shorted electrical equipment	2	0.54%	\$0	0.00%
463 Vehicle accident, general cleanup	2	0.54%	\$0	0.00%
	<b>10</b>	<b>2.73%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
511 Lock-out	1	0.27%	\$0	0.00%
552 Police matter	3	0.82%	\$0	0.00%
553 Public service	3	0.82%	\$0	0.00%
554 Assist invalid	17	4.65%	\$0	0.00%
561 Unauthorized burning	4	1.09%	\$0	0.00%
	<b>28</b>	<b>7.67%</b>	<b>\$0</b>	<b>0.00%</b>

SCPFD

Incident Type Report (Summary)

Alarm Date Between {03/01/2020} And {03/31/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
<b>6 Good Intent Call</b>				
611 Dispatched & cancelled en route	35	9.58%	\$0	0.00%
622 No Incident found on arrival at dispatch	26	7.12%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	0.27%	\$0	0.00%
	<u>62</u>	<u>16.98%</u>	<u>\$0</u>	<u>0.00%</u>
<b>7 False Alarm &amp; False Call</b>				
714 Central station, malicious false alarm	1	0.27%	\$0	0.00%
733 Smoke detector activation due to	3	0.82%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	0.82%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.27%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.27%	\$0	0.00%
743 Smoke detector activation, no fire -	4	1.09%	\$0	0.00%
744 Detector activation, no fire -	1	0.27%	\$0	0.00%
745 Alarm system activation, no fire -	10	2.73%	\$0	0.00%
	<u>24</u>	<u>6.57%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 365

Total Est Loss:

\$1,171,360

SCPFD

Incidents by District (Summary)

Alarm Date Between {03/01/2020} And {03/31/2020}

District		Count	Pct of Incidents	Est Losses	Pct of Losses
EFD	Estero Fire Rescue	30	8.21 %	\$0	0.00 %
OUT	Out of District	1	0.27 %	\$0	0.00 %
SCPFD	San Carlos Park Fire District	324	88.76 %	\$1,171,360	100.00 %
STFD	South Trail Fire District	10	2.73 %	\$0	0.00 %
<b>Total Incident Count:</b>		<b>365</b>		<b>Total Est Losses:</b>	<b>\$1,171,360</b>

Emergency Calls For 2018, 2019, 2020				
	2018	2019	2020	
JAN	418	363	376	3.58%
FEB	339	332	393	18.37%
MAR	389	401	365	-8.98%
APRIL	324	319	0	0.00%
MAY	297	335	0	0.00%
JUNE	296	319	0	0.00%
JULY	283	299	0	0.00%
AUG	300	347	0	0.00%
SEP	320	331	0	0.00%
OCT	319	379	0	0.00%
NOV	334	371	0	0.00%
DEC	349	389	0	0.00%
<b>TOTAL</b>	<b>3968</b>	<b>4185</b>	<b>1134</b>	<b>27.10%</b>
Overall average call volume percentage to date:				4.33%



**SAN CARLOS PARK FIRE PROTECTION  
AND RESCUE SERVICE DISTRICT  
Lee County, Florida Resolution # 2020-01**

**RESOLUTION AUTHORIZING SAN CARLOS PARK FIRE PROTECTION AND RESCUE SERVICE DISTRICT TO ENTER INTO AN ANNUALLY RENEWABLE LEASE PURCHASE TRANSACTION WITH CAPITAL ONE PUBLIC FUNDING, LLC, THE PROCEEDS OF WHICH WILL BE USED TO PAY THE COSTS OF ACQUIRING, CONSTRUCTING, EQUIPPING AND INSTALLING A FIRE STATION FACILITY; AND AUTHORIZING AND APPROVING THE EXECUTION AND DELIVERY OF CERTAIN DOCUMENTS IN CONNECTION THEREWITH.**

**WHEREAS**, San Carlos Park Fire Protection and Rescue Service District (the “District”), desires to obtain moneys to pay for the acquisition, construction, equipping and installation of a fire station facility and related facilities (the “Improvements”); and

**WHEREAS**, in order to facilitate the acquisition, construction, equipping and installation of the Improvements and to pay a portion of the cost thereof, it is necessary and desirable for the District to take the following actions:

1. Enter into a Base Lease (the “Base Lease”), in substantially the form attached hereto as **Exhibit A**, with Capital One Public Funding, LLC (the “Lender”), pursuant to which the District will lease certain real property (the “Land”) to the Lender;
2. Enter into a Lease Purchase Agreement (the “Lease”), in substantially the form attached hereto as **Exhibit B**, with the Lender, pursuant to which the District will lease the Land and the Improvements (together, the “Project”) from the Lender on a year-to-year basis with an option to purchase the Lender’s interest in the Project;
3. Enter into an Escrow Agreement (the “Escrow Agreement”), in substantially the form attached hereto as **Exhibit C**, with the Lender and the escrow agent named therein, as escrow agent (the “Escrow Agent”), pursuant to which the proceeds of the Lease and certain other moneys of the District deposited therein prior to completion of the Project will be held in trust by the Escrow Agent in a project fund to pay costs of the Improvements and certain costs of issuance in connection with the Lease; and
4. Enter into a Federal Tax Agreement (the “Tax Agreement”), in substantially the form attached hereto as **Exhibit D**, setting forth certain representations, facts, expectations, terms and conditions relating to the use and investment of the proceeds of the Lease in order to establish and maintain the exclusion of the interest portion of rental payments thereunder from gross income for federal income tax purposes and in order to provide guidance for complying with the arbitrage rebate provisions of the Internal Revenue Code upon the terms and conditions as set forth in the Tax Agreement.

(the Base Lease, the Lease, the Escrow Agreement and the Tax Agreement are referred to herein as the “District Documents.”)



**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF SAN CARLOS PARK FIRE PROTECTION AND RESCUE SERVICE DISTRICT, AS FOLLOWS:**

**Section 1. Findings and Determinations.** It is hereby found and determined that the terms of the Lease (including the description of the Project and amortization schedule for rental payments) as presented to the Board of Fire Commissioners of the District at this meeting, are in the best interests of the District for the acquisition, construction, equipping and installation of the Improvements.

**Section 2. Authorization and Approval of the District Documents.** The District Documents are hereby approved in substantially the forms submitted to and reviewed by the Board of Fire Commissioners of the District on the date hereof, with such insertions, omissions and changes therein as shall be approved by the Chairperson of the Board of Fire Commissioners of the District or his designee (the "Authorized Officer") executing the same, the execution thereof to be conclusive evidence of the such approval.

The Authorized Officer is hereby authorized and directed to execute and deliver the District Documents on behalf of the District in substantially the forms presented at this meeting

**Section 3. Reimbursement.** The District expects to make capital expenditures after the date of the adoption of this Resolution in connection with the Improvements, and the District intends to reimburse itself for such expenditures and also expenditures made with respect to the Improvements on or after sixty days before the date of this Resolution with proceeds of the Lease.

**Section 4. No General Liability.** The obligation of the District to pay Rental Payments (as defined in the Lease) is subject to annual appropriation and will constitute a current expense of the District and will not in any way be construed to be an indebtedness or liability of the District in contravention of any applicable constitutional or statutory limitation or requirement concerning the creation of indebtedness or liability by the District, nor will anything contained in the Lease constitute a pledge of the general tax revenues or funds of the District, and all provisions of the Lease will be construed so as to give effect to such intent. The Rental Payments under the Lease will be limited obligations of the District, subject to annual appropriation, as provided in the Lease.

**Section 5. Further Authority.** The District will, and the officials and agents of the District are hereby authorized and directed to, take such action, expend such funds (including transaction costs of the District related to the District Documents) and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this Resolution and to carry out, comply with and perform the duties of the District with respect to the District Documents, the other documents authorized or approved hereby and the Project.

**Section 6. Effective Date.** This Resolution will take effect and be in full force from and after its adoption by the Board of Fire Commissioners.

**ADOPTED** by the Board of Fire Commissioners of San Carlos Park Fire Protection and Rescue Service District on April \_\_, 2020.



THE FOREGOING RESOLUTION was offered by Commissioner \_\_\_\_\_ who moved for its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and, upon being put to a vote, the vote was as follows:

Commissioner Hathaway \_\_\_\_\_  
Commissioner Weinbaum \_\_\_\_\_  
Commissioner Tokarz \_\_\_\_\_  
Commissioner Fields \_\_\_\_\_  
Commissioner Stirns \_\_\_\_\_

DONE AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2020.

Darleen Hathaway, Chairperson  
ATTEST: Board of Fire Commissioners

Matthew Fields, Secretary

# STATE OF FLORIDA

## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NUMBER 20-69

(Emergency Management – COVID-19 – Local Government Public Meetings)

**WHEREAS**, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency as a result of COVID-19; and

**WHEREAS**, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

**WHEREAS**, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

**WHEREAS**, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as working from home and avoiding gatherings of more than 10 people; and

**WHEREAS**, on March 17, 2020, I wrote a letter to Attorney General Ashley Moody seeking an advisory opinion regarding concerns raised by local government bodies about their ability to hold meetings through teleconferencing and other technological means in order to protect the public and follow the CDC guidance regarding social distancing; and

**WHEREAS**, on March 19, 2020, Attorney General Ashley Moody delivered an opinion to me indicating that certain provisions of Florida law require a physical quorum be present for local government bodies to conduct official business, and that local government bodies may only conduct meetings by teleconferencing or other technological means if either a statute permits a quorum to be present by means other than in person, or that the in person requirement for constituting a quorum is lawfully suspended during the state of emergency; and



WHEREAS, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure;

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby suspend any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place.

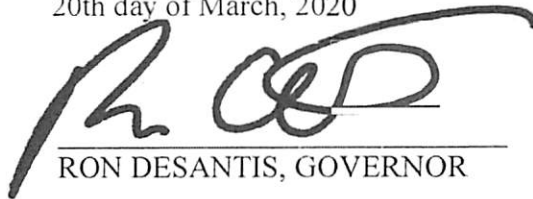
Section 2. Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in section 120.54(5)(b)2., Florida Statutes.

Section 3. This Executive Order does not waive any other requirement under the Florida Constitution and "Florida's Government in the Sunshine Laws," including Chapter 286, Florida Statutes.

Section 4. This Executive Order shall expire at the expiration of Executive Order 20-52, including any extension.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 20th day of March, 2020

  
RON DESANTIS, GOVERNOR

ATTEST:

  
SECRETARY OF STATE

2020 MAR 20 AM 9:38

FILED

EMERGENCY ORDER 2020-02  
SAN CARLOS PARK FIRE DISTRICT GOVERNING BOARD  
TIME PLACE AND RULES

WHEREAS, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

WHEREAS, Governor DeSantis issued Executive Order 20-52, declaring a state of emergency for the entire State of Florida as a result of COVID-19 on March 9, 2020; and

WHEREAS, Governor DeSantis issued Executive Order 20-69, suspending Florida statutory law requiring a quorum to be present for local government bodies to conduct official business or requiring a local government to meet at a specific public place, and further authorizing local government bodies to utilize communications media technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes; and

WHEREAS, the Florida Statutes and possible rules of the District may provide for specific time and place, as well as rules of conduct governing meetings of the Board of the District.

NOW, THEREFORE, pursuant to Chapter 252, Florida Statutes, the Chairman of the governing board of the San Carlos Park Fire District does hereby issue the following emergency provisions regarding District governing board meetings to take immediate effect:

1. The provisions of the Florida Statutes and District rules relating to time, place, and conduct of meetings of the District governing board are hereby suspended.

2. The District governing board is hereby authorized to utilize communications media technology, such as telephonic and video conferencing, as provided for in Executive Order 20-69 issued by Governor DeSantis on March 20, 2020.

4. The District Manager is hereby authorized to adopt administrative rules that are deemed necessary and appropriate to implement communications media technology and to set time, place and rules of conduct and procedures for District governing board meetings.

5. This Emergency Order shall remain in effect until the expiration date of Governor DeSantis' Executive Order EO-20-69, including any extensions thereof.

DONE AND ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Darleen Hathaway, Chairperson

Attest: \_\_\_\_\_

Witness: \_\_\_\_\_

Signing 4-7-2020

## NOTICE OF SPECIAL ELECTRONIC PUBLIC MEETING

Notice is hereby given that the San Carlos Park Fire Protection & Rescue Service District (SCPFD) will hold a special electronic public meeting at 6:00 p.m. on Thursday April 9, 2020. The purpose of the meeting is to conduct it's regular scheduled Board meeting.

Due to these extraordinary times, the District's governing board will not be meeting in person; rather, the meeting will be held via videoconference.

Pursuant to Executive Order 20-69 issued on March 20, 2020 by Governor Ron DeSantis, "Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes." Public input may be made in advance by email or during the meeting via video conference. Instructions are provided at the bottom of this notice. This meeting will be live-streamed and video recorded.

### **INSTRUCTIONS FOR VIEWING AND PROVIDING PUBLIC COMMENT: THURSDAY APRIL 9, 2020 6:00 P.M. SPECIAL ELECTRONIC PUBLIC MEETING OF SAN CARLOS PARK FIRE DISTRICT**

The special April 9, 2020 meeting of the San Carlos Park Fire District governing board meeting will be a webinar conducted electronically (or "virtually") with no public in attendance in the district office.

Members of the public may view the meeting electronically by visiting: <https://zoom.us/j/abtUdNbFzd>

Join Zoom Meeting

<https://zoom.us/j/630180405>

Meeting ID: 630 180 405

Please choose this option for viewing the meeting if you do not plan to provide public comment before or during the meeting. Members of the public also may listen to the meeting by telephone by dialing.

One tap mobile

+16465588656,,630180405# US (New York)

+13126266799,,630180405# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

Meeting ID: 630 180 405

Find your local number: <https://zoom.us/j/abtUdNbFzd>

Members of the public may provide written comments (1) to be read during the meeting or (2) to be entered into record without being read during the meeting. To do this, email your comments to [cambareri@sancarlosfire.org](mailto:cambareri@sancarlosfire.org) by 6:00 p.m. April 8, 2020. Please provide the title, "Written Comments, April 9, 2020 Meeting" and provide your name (required), address and email address. If you desire for your written comments to be read into the record during the meeting, please indicate so and limit your written comment to 300 words. Only written comments of 300 or fewer words will be read into the record during the meeting. All other written comments received by the deadline will be entered into the meeting record and distributed to the District governing board and the appropriate staff before the start of the meeting.

Members of the public who opt to comment during the electronic meeting – rather than providing written comments before the meeting -- may do so provided they register in advance. Those comments will be submitted through Zoom using the chat option. Once the comment is received by the host, it will be delivered to the Board and entered into record.

For additional information or assistance, please contact the following before the meeting:

- For public comment questions: Fire Chief David Cambareri at [cambareri@sancarlosfire.org](mailto:cambareri@sancarlosfire.org) or 239-267-7525.
- For questions on connecting to the electronic meeting: Public Information/Education Officer, Alexis Rothring at [rothring@sancarlosfire.org](mailto:rothring@sancarlosfire.org) or (239) 896-4565.

**In accordance with the Americans with Disabilities Act, any persons with disabilities needing a special accommodation to participate in this proceeding should contact [insert name, title, email and phone number], no later than [insert number of days] prior to the meeting. If hearing impaired (TDD) [insert number] or Voice (V) [insert number] via Florida Relay Service.**

**AGENDA**  
**REGULAR SCHEDULED BOARD MEETING**  
**BOARD OF FIRE COMMISSIONERS**  
**SAN CARLOS PARK FIRE PROTECTION & RESCUE SERVICE DISTRICT**  
April 9, 2020 at 6:00 p.m.  
19591 Ben Hill Griffin Parkway-Administration Building  
Fort Myers, FL 33913

- I. Meeting Called to Order**
- II. Pledge of Allegiance**
- III. Moment of Silence**
- IV. Fire Commissioner Roll Call**
- V. Electronic Public Meeting Explanation**
- VI. Approval of Records of Proceedings**
  - March 2020 Regular Board Meeting
- VII. Treasure's Report**
- VIII. Presentation of Bills**
- IX. Fire Chief's Report**
  - Items to be pulled for discussion
- X. Old Business**
- XI. New Business**
- XII. Public Input**
- XIII. Adjournment**

## SCRIPT FOR REMOTELY CONDUCTED DISTRICT BOARD MEETINGS

### Confirming Member Access:

As a preliminary matter, this is Chairperson Darleen Hathaway. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. *State each members' name.*

*Vice Chair Craig Weinbaum*

*Treasurer Steve Tokarz*

*Secretary Matt Fields*

*Commissioner Mark Stirns*

- Staff, when I call your name, please respond in the affirmative. *State each staff members' name.*

*Fire Chief David Cambareri*

*Assistant Chief Gene Rison*

*Secretary Jennifer Bossi*

*PIO/PES Alexis Rothring (Host)*

- Anticipated Speakers on the Agenda, please respond in the affirmative. *State each anticipated speakers' name.*

### Introduction to Remote Meeting Chairperson Darleen Hathaway:

Good evening. This meeting of the governing board of the San Carlos Park Fire Protection and Rescue Service District is being conducted remotely consistent with Florida Governor DeSantis' Executive Order 20-69 of March 20, 2020, due to the current State of Emergency throughout the State of Florida given the outbreak of the novel coronavirus, COVID-19.

In order to mitigate the transmission of the virus and reduce risk of COVID-19 illness, we have been advised and directed by the State to suspend public gatherings, and as such, the Governor's Order, EO-20-69, suspends the requirement of the Sunshine Law to have all meetings in a specific public place and to require a quorum to be present in person.

The Governor's Order, which you can find posted on the District's website, allows public bodies to utilize communications media technology to conduct its business. For this meeting, the Commission is convening via Zoom App. as posted on the District's website, which identifies how the public may join and participate if they wish.

Please note that this meeting is being recorded, and that some attendees are participating by video conference. Participants are advised that people may be listening who do not provide comment, and those persons are not required to identify themselves.

Accordingly, please be aware that other folks may be able to see you. Anything that you broadcast may be captured by the recording and will become a part of the public records of the District.

#### Meeting Materials:

All of the materials for this meeting are posted on the District's website with the Agenda for the meeting and we recommend the District Board Members and the public follow the agenda as posted unless we note otherwise.

#### Meeting Business Ground Rules:

We are now turning to the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- The Fire Chief, David Cambareri or I will introduce each speaker on the agenda. After they conclude their remarks, Chief Cambareri or I will go down the line of members of the governing board, inviting each by name to provide any comment, questions or motions. Please hold until your name is called.



- For any response, please wait until I yield the floor to you, and state your name before speaking.
- If Board members wish to engage in colloquy with other Board members, please do so through me, taking care to identify yourself.
- For items with public comment or a public hearing, and during the courtesy of the floor segment of the agenda:

We will afford public comment during a public hearing or courtesy of the floor as follows:

- Chief Cambareri or I will first ask members of the public who wish to speak to identify their names and addresses only by chat using the Zoom app;
  - Once Chief Cambareri has a list of all public commentators, he/she will call on each by name and afford 2 minutes for any comments.
- Finally, each vote taken in this meeting will be conducted by roll call vote.
  - Further, for all participants, Board members, staff and the public,
    - Please remember to mute your phone or computer when you are not speaking;
    - Please remember to speak clearly and in a way that helps generate accurate minutes.

[Any additional preliminary comments tailored to specific meetings]