

**SAN CARLOS PARK FIRE PROTECTION & RESCUE SERVICE DISTRICT  
BOARD OF FIRE COMMISSIONERS MEETING AGENDA**

**Date: April 10, 2025**

**6:00 p.m.**

**19591 BEN HILL GRIFFIN PARKWAY  
FORT MYERS, FL 33913**

**Meeting Called to Order**

**Pledge of Allegiance**

**Moment of Silence**

**Fire Commissioner Roll Call**

**Adoption of Agenda**

**Consent Agenda (Approval)**

*Items listed are considered routine and actions will be taken by one motion; if a Commissioner desires discussion, the specific item will be removed during the Adoption of the Agenda and considered separately*

- Approval of Records of Proceedings
- Approval of March 2025 Treasurers Report
- Approval of Bills to be paid.

**Fire Chief's Report – Items to be pulled**

**Old Business** [Note: Prior to Board action being taken on each of the Business Agenda Items, (old and new business) members of the public will have up to three (3) minutes per person to make public comment on each of the agenda items after the Fire Commissioners have had their discussion]

**New Business**

**Public Input:** Allocates up to 3 minutes each

**Adjournment**

**ADA COMPLIANCE:** In accordance with Florida Statute 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact San Carlos Park Fire District at 239-267-7525 at least 48 hours prior to the meeting.

**SAN CARLOS PARK FIRE DISTRICT  
REGULAR BOARD MEETING  
APRIL 10, 2025**

**RECORD OF PROCEEDINGS FROM MARCH 13, 2025, 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, Treasurer Steve Tokarz and Secretary Matt Fields attended. Chief David Cambareri, Assistant Chief Glen Van Brunt and Executive Assistant Jennifer Bossi also attended. Commissioner Mark Stirns had an excused absence.

**ADOPTION OF AGENDA**

*Commissioner Weinbaum made a motion to approve and adopt the agenda. Commissioner Fields seconded. The motion was voted upon, with no questions, the motion carried unanimously.*

**PUBLIC COMMENT**

None

**ITEMS TO BE PULLED FOR DISCUSSION**

None

**CONSENT AGENDA**

*Commissioner Weinbaum made a motion to approve the Consent Agenda. Commissioner Fields seconded. The motion was voted upon, with no further questions, the motion carried unanimously.*

**CHIEF'S REPORT**

- Annual Awards Ceremony
- Audit update
- Fire Rescue Calls (439) for February
- Thank you Letters

**OLD BUSINESS**

- Thank you to Staff for preparing the awards ceremony
- Appleton Truck Inspection

**NEW BUSINESS**

- Hydrant Maintenance
- USAR training discussion (Camp Blanding & Jacksonville)
- Joanne Rice Luncheon at South Trail Fire District
- District annual report is being completed

**PUBLIC INPUT**

None

*Commissioner Hathaway adjourned the meeting at 6:05 p.m.*

Respectfully Submitted,  
Commissioner Matthew Fields  
Secretary

**SAN CARLOS PARK FIRE DISTRICT  
TREASURER'S REPORT  
APRIL 10 2025**

BB&T OPERATING CASH BALANCE	2/28/25	\$863,809.65
DEPOSITS	3/31/25	\$20,436.79
Transfers	3/31/25	\$1,750,000.00
INTEREST	3/31/25	
DISBURSEMENTS	3/31/25	\$1,762,839.14
Transfers	3/31/25	
ACCOUNT BALANCE AS OF	3/31/25	\$871,407.30
BB&T OPERATING ACCT SAVINGS	2/28/25	\$27,456,601.29
DEPOSITS	3/31/25	\$307,568.02
Transfers	3/31/25	
INTEREST	3/31/25	\$46,329.14
DISBURSEMENTS	3/31/25	\$60.00
Transfers	3/31/25	\$1,750,000.00
ACCOUNT BALANCE AS OF	3/31/25	\$26,060,438.45
BB&T PETTY CASH ACCOUNT BALANCE	2/28/25	\$1,760.25
DEPOSITS	3/31/25	
INTEREST	3/31/25	
DISBURSEMENTS	3/31/25	\$129.30
ACCOUNT BALANCE AS OF	3/31/25	\$1,630.95
BB&T IMPACT FEE ACCOUNT	2/28/25	\$2,808,032.16
DEPOSITS	3/31/25	
Transfers	3/31/25	
INTEREST	3/31/25	\$4,917.03
DISBURSEMENTS	3/31/25	\$60.00
Transfers	3/31/25	
ACCOUNT BALANCE AS OF	3/31/25	\$2,812,889.19
BB&T COMPENSATED ABSENCES ACCOUNT	2/28/25	\$1,567,567.09
DEPOSITS	3/31/25	
Transfers	3/31/25	
INTEREST	3/31/25	\$2,744.88
DISBURSEMENTS	3/31/25	\$60.00
Transfers	3/31/25	
ACCOUNT BALANCE AS OF	3/31/25	\$1,570,251.97
FL SAFE ASSET ACCOUNT	2/28/25	\$5,353,163.41
DEPOSITS	3/31/25	
Transfers	3/31/25	
INTEREST	3/31/25	\$20,085.62
DISBURSEMENTS	3/31/25	
Transfers	3/31/25	
ACCOUNT BALANCE AS OF	3/31/25	\$5,373,249.03
OPERATING ACCOUNT BALANCE	3/31/25	\$26,931,845.75
(INCLUDES OPERATING AND SAVINGS)		
PETTY CASH ACCOUNT BALANCE	3/31/25	\$1,630.95
IMPACT FEE ACCOUNT BALANCE	3/31/25	\$2,812,889.19
COMPENSATED ABSENCES ACCOUNT BALANCE	3/31/25	\$1,570,251.97
FL SAFE ASSET ACCOUNT BALANCE	3/31/25	\$5,373,249.03
BANK BALANCES AS OF	3/31/25	\$36,689,866.89

**SAN CARLOS PARK FIRE DISTRICT  
PREPAID BILLS  
APRIL 10 2025**

<b>VENDOR NAMES</b>	<b>AMOUNT</b>	<b>CHECK #</b>	<b>DESCRIPTION</b>
SPEEDY ELECTRIC	\$ 1,829.53	ACH	STA #3 ELECTRICAL REPAIR
INTUIT	\$ 12.50	ACH	ONLINE PAYMENT FEES
SUMMIT BROADBAND	\$ 354.30	ACH	STA #54 PHONE/INTERNET
MES-FL	\$ 4,999.00	ACH	FIREFIGHTING FOAM
TRUIST	\$ 14,567.89	ACH	INTERNET/PHONES, CAR WASHES, ETC
WASTE PRO	\$ 1,037.18	ACH	STA #1, #3 & #4 GARBAGE SERVICE
OFFICE DEPOT	\$ 175.24	ACH	OFFICE SUPPLIES
FPL	\$ 1,737.28	ACH	ELECTRIC SERVICE - STA #2 & #3
COMMERCIAL APPLIANCE REPAIR	\$ 255.00	ACH	REISSUE RETURNED POSITIVE PAYMENT
<b>PRE PAID BILLS TOTAL</b>	<b>\$24,967.92</b>		
PAYROLL TAXES PAY 12 03/14/25	\$ 88,648.66	DEBIT MEMO	
PAYROLL TAXES PAY 13 03/28/25	\$ 93,466.22	DEBIT MEMO	
PAYROLL TAXES COMM. 03/10/25	\$ 254.50	DEBIT MEMO	
<b>PAYROLL TAX TOTAL</b>	<b>\$ 182,369.38</b>		
DEBIT MEMO - DIV. OF RETIREMENT	\$ 18,196.22	STATE OF FLORIDA RETIREMENT	
DEBIT MEMO - FMPTF	\$ 203,527.28	CHAPTER 175 RETIREMENT	
DEBIT MEMO - CIGNA	\$ 190,180.32	HEALTH INSURANCE	
DEBIT MEMO - MICROSOFT	\$ 2,211.00	OFFICE 365 MONTHLY FEE	
DEBIT MEMO - PRINCIPAL LIFE	\$ 58.16	CHIEF CAMBARERI LIFE INSURANCE	
DEBIT MEMO - AMERIFLEX	\$ 152.50	COBRA/RETIREE INSURANCE BILLING	
<b>DEBIT MEMO TOTAL</b>	<b>\$ 414,325.48</b>		
<b>SUB-TOTAL</b>	<b>\$621,662.78</b>		
MONTHLY BILLS TO BE PAID	\$1,248,550.08		
<b>TOTAL</b>	<b>\$ 1,870,212.86</b>		
<b>PRE PAID BILLS TOTAL</b>	<b>\$ 24,967.92</b>		
<b>PAYROLL TAX TOTAL</b>	<b>\$ 182,369.38</b>		
<b>DEBIT MEMO TOTAL</b>	<b>\$ 414,325.48</b>		
<b>MONTHLY BILLS TOTAL</b>	<b>\$1,248,550.08</b>		
	<b>\$1,870,212.86</b>		

**San Carlos Park Fire Protection & Rescue Service District**

**Board Meeting Report**

April 9 - 10, 2025

Name	Num	Amount	Memo
<b>Apr 9 - 10, 25</b>			
Amazon.com	ACH	-1,134.29	Hydrant reflectors, bulbs, valves, etc
American Pest Pro	ACH	-170.00	Pest control
1st Due Handyman	ACH	-120.00	Chainsaw repair
Box Hub	ACH	-3,870.00	Shipping/storage container
BSFD Fleet Maintenance	ACH	-4,285.43	Apparatus preventive maintenance & repair
Pedro Nunez	ACH	-375.00	Training: Confined Space
Capital One Public Funding	ACH	-329,799.85	Sta #54 annual payment
Public Risk Underwriters	ACH	-23,949.42	W/C monthly premium
Drug Testing Place	ACH	-1,014.00	Random drug testing, post accident testing...
Cummins Southeastern Power	ACH	-1,622.09	Sta #3 generator repair
David Treglown	ACH	-850.00	TrainingL Confined Space Ops, Rope Ops
Devin Kay	ACH	-440.00	TrainingL Confined Space Ops/Tech
CRS Technology	ACH	-1,060.00	MSP reporting, AppRiver, etc
KA Lafferty, Inc.	ACH	-7,500.00	Quarterly medical director's fee
Marlon Equitz	ACH	-12.00	Training: S131 FF type 1
John Milcetic	ACH	-570.00	Training: Confined Space Ops
Fastenal Co	ACH	-4,059.25	Vending fees, household supplies
Collin Chisholm	ACH	-227.00	Training: Confined Space Ops
Coconut Point Ford	ACH	-1,397.41	Unit #2370 repair
G23 Services LLC	ACH	-507.00	Monthly MDC & Sierra wireless support
Rhyvon Bonte	ACH	-570.00	Training, Confined Space Ops
Wright Construction	ACH	-724,879.54	Sta #55 construction costs
William Johnson	ACH	-570.00	Training: Confined Space Ops
Tyler Heinzman	ACH	-290.00	Training: Confined Space Ops
Ten - 8 Equipment Inc.	ACH	-15,789.95	Hose, apparatus repair
Mobile Eyes	ACH	-7,873.32	Annual MobileEyes software, NFPA codes
Bound Tree Medical	ACH	-1,093.54	Medical supplies

Collier Electric of Fort Myers	ACH	-705.98	Sta #55 electrical components
Comcast	ACH	-156.00	Sta #2 & #3 cable boxes
Extreme Temp Air Conditionin...	ACH	-9,132.14	Sta #54 condenser replacement, Sta #1 m...
Forest Utilities, Inc.	ACH	-67.82	Sta. #2 sewer
G & C Automotive & Towing	ACH	-400.00	Towing fee unit #2370
Gotcha Covered	ACH	-20.00	Fix webbing straps
Gulfcoast Commercial Laundr...	ACH	-8,576.00	Sta #55 extractor washer, base, etc
H & H Auto Body	ACH	-4,901.34	Accident repair, wheel refurbishment
J.M. Todd	ACH	-422.60	Sta #3 copier lease & monthly maintenanc...
Knotty Wood Creations	ACH	-450.00	Retirement plaque
Lee Co Property Appraiser	ACH	-20,838.77	Quarterly Ad Valorem Payment
Lewis, Longman & Walker PA	ACH	-2,838.00	Legal services
NexAir	ACH	-390.24	Monthly oxygen cylinder rental (2), medica...
Office Depot Business Services	ACH	-86.61	Office supplies
Plumbing Solutions of SW FL	ACH	-241.06	Sta #1 plumbing repair
Task Force Tips	ACH	-1,252.04	Intake valve repairs
Taylor Tins	ACH	-653.00	Locker tags (43)
Tomahawk Construction	ACH	-105.00	Sta #53 bedding stone
Trophy Case of Fort Myers	ACH	-60.75	Accountability tags
VFIS	ACH	-53,155.00	Quarterly insurance premium
WL Construction Supply	ACH	-420.00	Diamond blade
Microsoft	ACH	-2,211.00	Office 365 Monthly licensing
Sheldon Sumicz	ACH	-290.00	Training: Confined Space Ops
Nafeco	ACH	-864.50	Uniforms
Ryan Petroleum	ACH	-6,283.14	Fuel - Sta #1, #3 & #4
<b>pr 9 - 10, 25</b>		<b><u>-1,248,550.08</u></b>	

**APRIL 10, 2025**  
**REGULAR BOARD MEETING**  
**CHIEF'S REPORT**

1. Second Quarter Report – A second quarterly report for budget year 2024-2025 is attached for your review and will be discussed at the meeting.
2. Fire & Rescue Calls – The San Carlos Park Fire Protection and Rescue Service District ran a total of 491 fire and rescue calls for the month of March 2025. Staff has been busy with training, community events and station maintenance.

Respectfully submitted,



David Cambareri  
Fire Chief

<b>Emergency Calls For 2023, 2024, 2025</b>				
	<b>2023</b>	<b>2024</b>	<b>2025</b>	
JAN	472	516	543	5.23%
FEB	515	481	439	-8.73%
MAR	543	470	491	4.47%
APRIL	480	461	0	0.00%
MAY	466	496	0	0.00%
JUNE	446	443	0	0.00%
JULY	405	437	0	0.00%
AUG	486	480	0	0.00%
SEP	490	522	0	0.00%
OCT	469	561	0	0.00%
NOV	435	500	0	0.00%
DEC	461	529	0	0.00%
<b>TOTAL</b>	<b>5668</b>	<b>5896</b>	<b>1473</b>	<b>24.98%</b>
<b>Overall average call volume percentage to date:</b>				<b>0.32%</b>

**Incidents by District (Summary)**

Alarm Date between 2025-03-01 and 2025-03-31

<b>District</b>	<b>#</b>	<b>%</b>
San Carlos Park Fire and Rescue District	435	88.59%
Fort Myers Beach Fire Rescue EMS	0	0.00%
Lehigh Acres Fire Control District	0	0.00%
City of Fort Myers Fire Department	0	0.00%
Bonita Springs Fire Department	2	0.41%
Estero Fire and Rescue District	35	7.13%
Bayshore Fire and Rescue Service District	0	0.00%
Iona McGregor Fire District	1	0.20%
Cape Coral Fire Department	0	0.00%
Lee County Airport Rescue and Firefighting	1	0.20%
Out of County	0	0.00%
South Trail Fire Protection and Rescue District	17	3.46%
	<hr/> 491	100.00%

<b>Zone</b>	<b>#</b>	<b>%</b>
51	170	34.62%
52	69	14.05%
53	72	14.66%
54	180	36.66%
	<hr/> 491	100.00%

**Incidents by Type Report (Summary)**

Alarm Date between 2025-03-01 and 2025-03-31

<b>Incident Type Code</b>	<b>Incident Type</b>	<b>Count</b>	<b>% of Incidents</b>
<b>100 - Fire</b>			
111	Building fire	5	1.02%
112	Fires in structure other than in a building	0	0.00%
113	Cooking fire,confined to container	2	0.41%
114	Chimney or flue, confined to chimney	1	0.20%
118	Trash or rubbish fire,contained	0	0.00%
121	Fire in mobile home used as fixed residence	0	0.00%
122	Fire in motor home, camper, recreational vehicle	0	0.00%
123	Fire in portable building, fixed location	0	0.00%
131	Passenger Vehicle Fire	2	0.41%
132	Road freight or transport vehicle fire	0	0.00%
134	Water vehicle fire	0	0.00%
137	Camper or recreational vehicle (RV) fire	0	0.00%
138	Off road vehicle or heavy equipement fire	0	0.00%
140	Natural vegetation fire, other	0	0.00%
141	Forest, woods or wildland fire	2	0.41%
142	Brush or brush-and-grass mixture fire	0	0.00%
143	Grass Fire	0	0.00%
151	Outside rubbish, trash or waste fire	0	0.00%
154	Dumpster or other outside trash receptacle fire	1	0.20%
161	Outside storage fire	0	0.00%
162	Outside equipment fire	1	0.20%
173	Cultivated trees or nursery stock	0	0.00%
		<u>14</u>	2.85%
<b>200- Explosions</b>			
221	Over pressure rupture of air or gas pipe/pipline	0	0.00%
251	Excessice heat,scorch burns with no ignition	0	0.00%
		<u>0</u>	0.00%
<b>300 - EMS</b>			
311	Medical assist, assist EMS crew	14	2.85%
321	EMS call, excluding vehicle accident with injury	239	48.68%
322	Motor vehicle accident with injuries	22	4.48%
323	Motor vehicle/pedestrian accident (MV Ped)	3	0.61%
324	Motor vehicle accident with no injuries.	30	6.11%
331	Lock-in( if lock out, use 511)	0	0.00%
342	Search for person in water	0	0.00%
352	Extrication of victim(s) from vehicle	1	0.20%
353	Removal of victim(s) from stalled elevator	1	0.20%
356	High angle rescue	0	0.00%
357	Extrication of victim(s) from machinery	0	0.00%
361	Swimming/recreational water areas rescue	0	0.00%
365	Watercraft rescue	0	0.00%
371	Electrocution or potential electrocution	0	0.00%
381	Rescue or EMS standby	1	0.20%
		<u>311</u>	63.34%
<b>400 - HAZMAT</b>			
411	Gasoline or other flammable liquid spill	0	0.00%
412	Gas leak (natural gas or LPG)	3	0.61%
413	Oil or other cumbustible liquid	1	0.20%
421	Chemical hazard no spill or leak	0	0.00%
422	Chemical spill or leak	1	0.20%

423 Refrigeration leak	0	0.00%
424 Carbon monoxide incident	0	0.00%
440 Electrical wiring/equipment problem, other	0	0.00%
441 Heat from short circuit	0	0.00%
442 Overheated motor	1	0.20%
443 Breakdown of Light Ballast	0	0.00%
444 Power line down	0	0.00%
445 Arching Shorted elec. Equip	1	0.20%
461 Building or structure weakend or collapsed	0	0.00%
462 Aircraft standby	0	0.00%
463 Vehicle accident, general cleanup	0	0.00%
480 Attempted burning, illegal action,other	0	0.00%
481 Attempt to burn	1	0.20%
	<u>8</u>	1.63%

**500 - Service Call**

510 Person in distress, other	0	0.00%
511 Lock-out	0	0.00%
512 Ring or jewelry removal	0	0.00%
520 Water Problem, other	0	0.00%
521 Water evacuation	0	0.00%
522 Water or Steam	1	0.20%
531 Smoke or oder removal	1	0.20%
540 Animal problem, other	0	0.00%
541 Animal problem	0	0.00%
542 Animal Rescue	0	0.00%
550 Public service assistance	0	0.00%
551 Assist police or other GOV agency	1	0.20%
552 Police matter	4	0.81%
553 Public service	10	2.04%
554 Assist invalid	26	5.30%
555 Defective elevator, no occupants	2	0.41%
561 Unauthorized burning	5	1.02%
571 Stand By	0	0.00%
	<u>50</u>	10.18%

**600 - Series**

611 Dispatched & canceled en route	56	11.41%
621 Wrong Location	0	0.00%
622 No incident found on arrival at dispatch address	21	4.28%
631 Authorized controlled burning	0	0.00%
641 Vicinty alarm (incident in other location)	0	0.00%
651 Smoke scare, oder of smoke	2	0.41%
652 Steam, vapor,fog,or dust thought to be smoke	1	0.20%
653 Smoke form Barbcue, tar kettle	0	0.00%
671 Hazmat release investigation w/no hazmat	0	0.00%
	<u>80</u>	16.29%

**700 - False Alarm**

700 False alarm or false call, other	0	0.00%
710 Malicious false call, other	0	0.00%
711 Municipal alram, malicious fasle alram	1	0.20%
713 Telepone, malicious false alarm	0	0.00%
714 Central satation, malicious fasle alram	1	0.20%
715 Local alarm system, malicious false alarm	0	0.00%
731 Sprinkler activation due to malfunction	0	0.00%
733 Smoke detector activation due to malfunction	2	0.41%
734 Heat detector activation due to malfunction	1	0.20%

735 Unintentional transmission of alarm, other	4	0.81%
736 CO detector activation due to malfunction	0	0.00%
740 Unintentional transmission of alarm, other	0	0.00%
741 Sprinkler activation, no fire - unintentional	0	0.00%
743 Smoke detector activation, no fire - unintentional	3	0.61%
744 Detector activation, no fire - unintentional	7	1.43%
745 Alarm system activation, no fire - unintentional	9	1.83%
746 Carbon monoxide detector activation, no CO	0	0.00%
	<b>28</b>	<b>5.70%</b>
<b>800-Severe Weather</b>		
812 Flood assesment	0	0.00%
814 Lightning strike no fire	0	0.00%
	<b>0</b>	<b>0.00%</b>
<b>900-Special Incident</b>		
900 Special type of incident, other	0	0.00%
Total Incident Count	<b>491</b>	<b>100.00%</b>

2024 Fire Index - Incident Types

Source: Fire incidents

Filters: Alarm Date Range: 1/1/25 to 12/31/25  
Is Locked: true  
IsActive: true

# Fire Index - Incident Type Breakdown

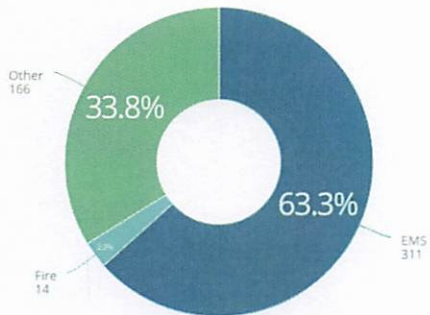
Count of Total Incidents & Exposures

Count of Incidents

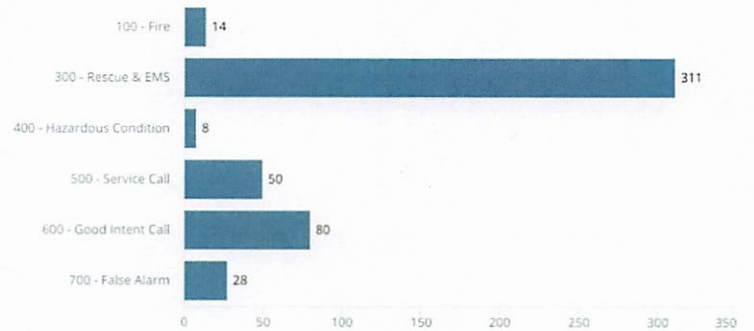
491

Additional Exposures 0

EMS/Fire Incident Breakdown



Count of Incidents by Incident Type



# San Carlos Park Fire Protection & Rescue Service District Policies & Procedures

## Policy # 105 District Meetings

Adopted: 10/1998

Revised: 02/2025

### Section 105.1 Notice of Public Meeting

#### A. Regularly Scheduled Meetings

The District Board shall file annually a schedule of its regular meetings with the Clerk of the Lee County Commission pursuant to Section 189.417, F.S. The meeting schedule may also be obtained by contacting:

1. Name
2. Address
3. Telephone Number

At the *[insert name of District]* main office located at *[insert street address, city, zip]*.

#### B. Special Meetings

The District Board may hold meetings other than regular meetings with at least 7 days notice prior to such meeting in a newspaper of general circulation in the County pursuant to Section 189.015, F.S. Such meetings shall be called by the Chairperson upon request of any Board member or the Chief. The agency shall utilize the following form in providing notice of the public meeting, hearing, or workshop.

#### NOTICE OF PUBLIC MEETING, HEARING, OR WORKSHOP

The *[name of District]* announces a public meeting, hearing, or workshop to which all persons are invited.

DATE AND TIME: \_\_\_\_\_  
PLACE: \_\_\_\_\_  
PURPOSE: \_\_\_\_\_

A copy of the agenda may be obtained by writing to (name of District) at (address) or by calling (name) at (phone #).

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/hearing/meeting is asked to advise the agency at least 48 hours before the workshop/hearing/meeting by contacting (name) at (telephone number). If you are hearing or speech impaired, please contact the District by calling (telephone number of TDD).

#### C. Emergency Meetings

Pursuant to Section 189.015, F.S., emergency meetings shall be called by the Chairperson of the Board upon request of any Board member or the Chief with reasonable notice to deal only with a specified emergency. Provided, however, Board action taken at an emergency meeting shall be subsequently ratified by the Board.

#### D. Attorney/Client Session

Pursuant to Section 286.011(8), F.S., the Board and the Fire Chief or his designee may meet in private with the Board's attorneys to discuss pending litigation to which the District is a party, providing the following conditions are met:

## San Carlos Park Fire Protection & Rescue Service District Policies & Procedures

1. The District attorney shall advise the Board at a public meeting that he or she desires advice concerning the litigation.
2. The subject matter of the meeting shall be confined to settlement negotiations or strategy sessions related to litigation expenditures.
3. The entire session shall be recorded by a certified court reporter. The reporter shall record the times of commencement and termination of the session, all discussion and proceedings, the names of all persons present at any time, and the names of all persons speaking. No portion of the session shall be off the record. The court reporter's notes shall be fully transcribed and filed with the District clerk within a reasonable time after the meeting.
4. The District shall give reasonable public notice of the time and date of the attorney-client session and the names of persons who will be attending the session. The session shall commence at an open meeting at which the person chairing the meeting shall announce the commencement and estimated length of the attorney-client session and the names of the persons attending. At the conclusion of the attorney-client session, the meeting shall be reopened, and the person chairing the meeting shall announce the termination of the session.
5. The transcript shall be made part of the public record upon conclusion of the litigation.

### **E. Public Meetings and Workshops**

A public meeting, for purposes of notice herein, is limited to a gathering for the purpose of conducting public business of the District.

A workshop is a conference where a majority of the members of the Board are present or a committee designated by the chairman are meeting for specific purposes at which time no official votes are to be taken, policy adopted, or Board action taken.

### **F. Recessed and Reconvened Meetings**

Any meeting of the District recessed and reconvened shall not require additional notice.

### **Section 105.2 Agenda of Meetings, Hearings and Workshops**

Pursuant to section 189.069, Florida Statutes, the Chairperson in consultation with the Chief or his designee shall prepare and make available an agenda for a regularly scheduled or advertised public meeting or workshop in time to ensure that a copy of the agenda may be posted on the District website at least seven (7) days before the meeting or workshop and provided to any person who requests one.

The agenda shall list with specificity the items in the order they are to be considered. After the agenda has been made available, the agenda may be changed only for good cause, as determined by the Chairperson and stated in the record.

The District shall utilize the following form, or substantially similar form in preparing its agenda:

**NAME OF DISTRICT  
TIME, DATE & PLACE OF MEETING  
THIS MEETING IS OPEN TO THE PUBLIC**

1. **Call to Order**
2. **Review of Minutes**
3. **Board approval of invoices**
4. **Old Business: Include specific listing of all matters that have carried over from previous Board meetings with brief summary of each**
5. **New Business: Include specific listing of all matters with brief summary of each**

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6. **Other Business:** Include specific listing of all matters with brief summary of each; this section may be used for items which do not affect the interests of the public generally
7. **Public Comment**

### Section 105.3 Public Access to Board Meetings; Chapter 286 - Government in the Sunshine Compliance

Persons may receive notice of Board meetings by requesting in writing to be placed upon the mailing list for notice of meetings. Members of the public will be permitted to provide testimony on individual agenda items if they are directly affected by such items. Otherwise, members of the public will be permitted to provide comment on any issue related to District operations at the end of any Board meeting. Public testimony will be limited to three (3) minutes per person, unless the Board adopts a motion to extend the time.

In accordance with Section 286.011, F.S., Board meetings are public and may be attended by any person. Provided, however, the Board and Chief Administrative Officer of the District or his designee may meet in private, pursuant to Section 286.011(8), F.S., with the District's attorneys to discuss pending litigation to which the District is a party.

### Section 105.4 Procedure for Running Meetings

Unless stated otherwise herein, all meetings, hearings or workshops of the Board shall be governed by the procedures set forth in the most current edition of *Robert's Rules of Order* for making motions, debate, voting and any other procedures which may provide guidance to the Board in running its meetings.

### Section 105.5 Civility Code at Meetings

The purpose of this civility code is to further establish rules of decorum and civility for members of the public addressing District staff, in addition to the Fire Commissioners and District committees, during public meetings. (For purposes of this Code, the term "public meeting" includes any and all meetings that are open to the public not only those considered "public meetings" under the Florida Sunshine Law).

The policy is intended to facilitate an open, orderly and respectful environment for all those in attendance and to foster an atmosphere of fairness, courtesy and respect for differing points of view.

All individuals attending a public meeting must:

1. Wait to be acknowledged by the Chair or Fire Commissioner running the meeting before speaking.
2. Remain seated until acknowledged by the Chair or Fire Commissioner running the meeting and return to seat or exit the room once done speaking.
3. Not interrupt the Fire Commissioner or an individual who has the floor or speak over that person.
4. Refrain from behavior which will disrupt the public meeting. This includes making loud noises, clapping, speaking in a significantly raised voice, shouting, booing, hissing or engaging in any other activity that disrupts, disturbs, hinders or impedes the orderly conduct of the meeting.
5. Refrain from behavior that can be interpreted as physically threatening to those conducting the meeting or to anyone in attendance, such as encroaching into their personal space, pointing of a finger towards a person in particular.
6. Refrain from using profanities, insults or other disparaging remarks.
7. Refrain from making comments, references or statements regarding race, gender, ethnicity, religion or sexual orientation.
8. Refrain from creating, provoking or participating in any type of disturbance involving unwelcome physical contact.
9. Refrain from speaking on their cell phone while the meeting is in session.
10. Endeavor to cite only the truth and not knowingly misrepresent, mischaracterize or misquote information received from others.

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Any individual who violates this Civility Code during a Board/Committee meeting shall be warned to stop the behavior immediately; failure to do so will subject the individual to be removed from the meeting. The Chair or Fire Commissioner running the meeting has the full discretion to conclude the meeting and is not required to continue if the behavior in violation of this Code does not cease.

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thereafter violates subsection (1), shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. Any such subsequent violation of this section shall constitute a separate offense with respect to each unauthorized alien.

Beginning January 1, 2021, every public employer, contractor and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system. E-Verify system means an internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.

### 201.11 Anti-Nepotism

A relative of an employee will be considered for employment by the District, provided the applicant possesses all the qualifications for employment. A relative will not be hired, however, if such employment would:

- (a) Create either a direct or indirect supervisor/subordinate relationship with a relative; or
- (b) Create either an actual conflict of interest or the appearance of a conflict of interest.

The above criteria will also be considered when assigning, transferring, or promoting an employee. For the purpose of this policy "relative" shall be defined, in accordance with F.S. 112.3135, as an individual who is related to the employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Employees who marry or become members of the same household may continue employment as long as there is not:

- (a) A direct or indirect supervisor/subordinate relationship between such employees; or
- (b) An actual conflict of interest or the appearance of conflict of interest.

Should one of the above situations occur, the District will attempt to find a suitable position to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If one of the employees does not resign, the District will proceed to terminate one of the employees.

# Policy # 218 Controlled Substance, Inventory, Storage and Security

Adopted: 01/2025

Revised: 02/13/2025

## Purpose

To ensure secure storage, proper handling, and documentation of controlled substances in compliance with the Drug Enforcement Administration (DEA) regulations and Florida Statutes.

## Scope

This policy applies to all fire department personnel authorized to handle or administer controlled substances.

## Policy Statements

1. Secure Storage
  - All controlled substances must be stored in a DEA-compliant, double-locked safe in accordance with Florida Statutes Section 499.03, governing the possession of medicinal drugs.
  - Access to the safe is limited to authorized personnel, such as paramedics, medical directors, and supervisors.
  - The safe must remain bolted or secured to prevent tampering or theft.
2. Access Control
  - Keys or access codes to the safe will be issued only to authorized personnel. Access is governed under Florida Statutes Chapter 893, regulating the possession and use of controlled substances.
  - A log of all personnel with access will be maintained and reviewed quarterly.
3. Inventory Management
  - Controlled substances must be inventoried upon receipt, as required by Florida Statutes Section 893.07.
  - Daily shift-level inspections will ensure inventory accuracy. Inventory discrepancies must be documented and immediately reported to supervisors.
4. Administration
  - Controlled substances must only be administered by authorized personnel per medical protocols and Florida Administrative Code Rule 64J-1.020, which governs EMS administration of drugs.
  - Administration must be documented, including patient information, drug name, dose, route, and response.
5. Documentation
  - Maintain accurate records of controlled substance transactions as required by Florida Statutes Section 893.07(4) for at least two years.
  - Records include receipts, logs, administration records, and disposal documentation.
6. Disposal
  - Expired or unused medications must be disposed of following DEA guidelines and Florida Statutes Section 893.07(3). Use an approved reverse distributor or conduct witnessed destruction.

- Disposal activities must be documented and signed by two authorized personnel.
7. Audits and Inspections
- Monthly internal audits will be conducted by designated personnel.
  - Compliance with annual inspections by the Florida Department of Health and DEA is mandatory.
8. Incident Reporting
- Theft, loss, or misuse of controlled substances must be reported immediately to the DEA, local law enforcement, and the Florida Department of Health per Florida Statutes Section 893.07(2).
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## **Procedures**

1. Safe Access
    - Obtain written authorization from the Medical Director.
    - Sign for keys or codes in a secure-access log maintained under Florida Statutes Section 499.03.
  2. Daily Inventory
    - Verify controlled substances against inventory logs at the start and end of each shift.
    - Document any discrepancies and escalate issues immediately in compliance with Florida Statutes Section 893.07.
  3. Controlled Substance Administration
    - Follow medical protocols under Florida Administrative Code Rule 64J-1.020.
    - Record all required details in patient care reports and department logs.
  4. Handling Discrepancies
    - Notify the supervisor and Medical Director immediately.
    - Conduct a review to identify the cause of the discrepancy and file reports per Florida Statutes Section 499.03(2)(e).
  5. Training
    - All authorized personnel must complete annual training on DEA compliance, Florida Statutes Chapter 893, and department-specific protocols.
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## **Compliance**

Failure to comply with these policies may result in disciplinary action, up to termination, and potential criminal charges under Florida Statutes Chapter 893.

Policy #218 is in accordance with the San Carlos Park Fire Protection and Rescue Service District controlled substance inventory, storage and security procedures.