

**Annual Meeting of Members
Southwest Florida U.S.A.R. Florida Task Force 6, Inc.
February 16, 2017**

Administration

The meeting was called to order by Chief William Lombardo at 9:01 AM.

Roll Call

- Chief William Lombardo, South Trail Fire & Rescue
- Chief Scott Vanderbrook, Estero Fire Rescue
- Chief David Cambareri, San Carlos Park Fire Department
- Chief Joseph Daigle, Bonita Springs Fire Control & Rescue
- Chief Matthew Love, Fort Myers Beach Fire Control District
- Director Robert Farmer, Lee County Department of Public Safety
- Ken Craft, Program Manager
- Becky Fairfield, Lee County Public Safety

Election of Directors

The following persons are hereby nominated to serve as Directors of the Corporation and will serve until the next annual meeting of the members and until their successors are duly elected and qualified:

- William Lombardo
- Dave Cambareri
- Dave Howard
- Robert Farmer
- Matt Love
- Scott Vanderbrook
- Joe Daigle

A motion to approve these members as Directors was made by Director Farmer; second by Chief Vanderbrook; motion approved unanimously.

Meeting adjourned at 9:03a.m.

**Board of Directors Annual Meeting
Southwest Florida U.S.A.R. Florida Task Force 6, Inc.
February 16, 2017**

Administration

The meeting was called to order By Chief William Lombardo at 9:03 AM.

Roll Call

- Chief William Lombardo, South Trail Fire & Rescue
- Chief Scott Vanderbrook, Estero Fire Rescue
- Chief David Cambareri, San Carlos Park Fire Department
- Chief Joseph Daigle, Bonita Springs Fire Control & Rescue
- Chief Matthew Love, Fort Myers Beach Fire Control District
- Director Robert Farmer, Lee County Department of Public Safety
- Ken Craft, Program Manager
- Becky Fairfield, Lee County Public Safety

Chief Lombardo was appointed temporary chairperson.

Chief Lombardo accepted nominations for:

- Chairman/President
- Vice Chair/Vice President
- Treasurer/Secretary

Motion to appoint Chief Scott Vanderbrook as Chairman/President, Chief David Cambareri as Vice Chairman/Vice President, and Chief Joseph Daigle as Treasurer/Secretary made by Chief Vanderbrook; second by Director Farmer; motion approved.

Meeting adjourned at 9:10 AM.

SOUTHWEST FLORIDA URBAN SEARCH AND RESCUE
U.S.A.R., INC.
BOARD OF DIRECTORS MEETING
February 16, 2017

Administration:

The meeting was called to order at 9:13 AM.

Pledge of Allegiance / Moment of Silence:

Roll Call:

- Chief William Lombardo, South Trail Fire & Rescue
- Chief Scott Vanderbrook, Estero Fire Rescue
- Chief David Cambareri, San Carlos Park Fire Department
- Chief Joseph Daigle, Bonita Springs Fire Control & Rescue
- Chief Matthew Love, Fort Myers Beach Fire Control District
- Director Robert Farmer, Lee County Public Safety
- Ken Craft, Program Manager
- Becky Fairfield, Lee County Public Safety

Public Comment:

- Division Chief Edward Dwyer, Estero Fire Rescue stated that the State Fire Marshall had accepted the responsibility for the problems that occurred during the deployment for Hurricane Matthew. The Marshall's office will be working rewriting the SERP plan. He also stated that he has attended several USAR Board meetings and he considers the USAR Team an important asset. He wants the team to continue to function in the future but some very important issues (equipment PMs) must be addressed.

Approval of Minutes:

- Motion to approve Monthly Board of Directors Meeting minutes from the January 26, 2017 meeting was made by Director Farmer; second Chief Cambareri; approved unanimously.

Approval of Financial Statement:

- Ken Craft said that there is no Financial Statement at this time. The CPA did not have it prepared in time.
- Director Farmer said that he wanted to discuss the Grant audit that was performed on the USAR grants. The finding of the auditors was that there was a significant deficiency and a Corrective Action Plan was developed. This Action Plan recommends that the County design controls to ensure that all monitoring and reporting requirements are met. Jen Fenske is managing the USAR grants at the present time. It is imperative that when information is requested from USAR that it be provided in a timely manner. Also, there are certain processes that need to be followed for the use of the grants. It was suggested that Jen Fenske attend the next meeting in March to explain the processes and procedures. Chief Lombardo thought that there was documentation in place and if not the Team should adopt the policies and procedures of the County Board since all grants must go through the County. Director Farmer said he would have Jen Fenske draft a set of policies and procedures that follow the requirements of the County.
- Chief Vanderbrook wanted to know who maintained the files for the USAR Team. This includes receipts, emails, and vendor information that may be needed during an audit. Director Farmer stated that his Department maintains most of the files which are required to be kept by County

Public Records Policy 119. This policy requires that all County emails be saved. Director Farmer wanted to know how the Team archived their emails. Ken Craft stated that the emails were saved on his computer. Chief Vanderbrook said that the Program Manager was subject to Public Record policies as was the USAR Team. If Ken's computer crashes and some of the information is lost, this could cause a problem with future audits. Chief Vanderbrook suggested that all Team correspondence be routed through a government agency. He would check with IT to see how this could be done. Chief Vanderbrook said that all members of the Team should be using their government email – not their personal email – for Team business. Director Farmer also stated that all phone records pertaining to Team business are subject to Public Records Policy 119. If a personal cell phone is used, it would also be subject to this policy.

- Motion to table the approval of the January 31, 2017 Financial Statement until the next meeting in March was made by Chief Cambareri; second by Chief Lombardo; approved unanimously.

Program Manager's Report:

- The 2015 grant has been closed. The final reports and payments are being completed.
- The Team is still waiting on a \$10,000.00 reimbursement from the County for training classes.
- We are still waiting on reimbursement for shoring materials from the fire in Cape Coral.
- The 2016 HS Grant has been received. There will be \$55,000.00 available for training and \$45,315.00 available for sustainment of equipment.
- The Team is still waiting on the reimbursement (\$9600.00) from the State for deployment during Hurricane Matthew.
- The new USAR Cache List has been received and is being reviewed.
- All the semis and trailers have been PM'd. The Flood Swift Water truck and the 75 KW generator have also been PM'd.
- The Team has added 2 new members – one from South Trail Fire & Rescue and one is a civilian.
- Jody Payne and Ken Craft represented USAR at the Regional Working Group in Hendry County.
- We had a Command Staff Meeting at the beginning of February.
- We are waiting for several individuals to confirm their attendance to the Structural Collapse Ops/Tech Course – LaBarre and Robinson from South Trail Fire District, Gonzalez from Iona-McGregor Fire District, and Sanderson from Bonita Springs Fire Control & Rescue. Kerr from NCFD has confirmed and Intartaglio has declined.
- The Whistleblower and Conflict of Interest Forms need to be signed and returned to Ken Craft. These were given to each Board Member to complete.
- Motion to accept the Program Manager's Report by Chief Cambareri; second by Chief Lombardo; approved unanimously.

Old Business:

- Chief Vanderbrook temporarily relinquished the Chair to Vice Chair Chief Cambareri. He made a motion to not pursue the reimbursement for the shoring materials. This motion is for this incident only. Future incidents will be decided on a case by case basis. Discussion of the motion followed. Director Farmer stated that in the future the requesting agency should be billed and not an individual. Chief Cambareri suggested that a letter be sent to the lady in Cape Coral releasing her from any responsibility for the cost of the shoring materials. Motioned seconded by Chief Cambareri; approved unanimously.
- Chief Vanderbrook stated that he wanted to address the comments brought up by Team members at previous meetings (Public Comment). He said that he wanted to meet with the Command Staff to talk about the comments but has been unable to do so.
- Director Farmer said he has not received any of the Team policies and procedures he requested. Ken Craft said he sent out an email last month with this information but he would send them again.

New Business:

- Chief Cambareri said that since new Officers had been elected, the authorized persons on the credit card and bank account will need to be updated. This should be done as soon as possible to prevent problems in the future.
- Ken Craft said he has been contacted by Higgins Construction Company. This company is doing some repair work on the dam at Lake Okeechobee. The company would like to have a rescue team on-site during the construction time. The rescue team would be on-site 10 hours a day for one week. They are asking for a minimum of 10 people each day. The cost of having a dedicated team (hotel, meals, hourly wages, cost of team and equipment) would be paid by Higgins Construction. Ken said the Hackney would be gone for the week which should not cause a major problem for the Team. He has no specific dates at this time but thinks it would be within a month. He wanted to know if the Team had any interest in sending a team for the week. Chief Vanderbrook said that he thought the Team should do this. Director Farmer asked what positions needed to be filled on the team. Ken said there would be one medic and one logistics person at least. Ken Craft will send out an email to the members of the Team detailing the assignment and positions available to see if there is any interest in volunteering for this deployment. There was a discussion about the cost and how to calculate it fairly and accurately. Some of the Team members are volunteers (not paid) while others work for an agency (paid). There was a discussion regarding the use of 1099 forms for department personnel and for non-department personnel. It was decided to pay each volunteer \$40 per hour. Director Farmer asked if volunteers would be chosen over department staff. Ken Craft said he had not thought about that aspect of the deployment. He thought it should be based on certification and seniority.
- A motion was made by Chief Daigle to calculate the total expenses of the team and add 15% or the FEMA reimbursement rate (whichever is greater) for use of the Team and equipment. This amount will be presented to Higgins Construction for consideration; second by Director Farmer; approved unanimously.
- A motion was made by Chief Lombardo to pay the volunteers \$40 per hour for this assignment only. The volunteers would use 10-99 forms to record their income. Second by Chief Cambareri; approved unanimously.

Director Items:

- Chief Lombardo said that he sent out the monthly meeting announcements to the News-Press. He also sent the Team's annual report to Sunbiz.
- Chief Cambareri said that there are several new employees at Station 53 that are not familiar with the members of the USAR team. They do not know who is allowed in the USAR room. There is a lock box with a key for access into the room. Chief Cambareri has instructed his staff not to let anyone in the room until they have called Ken Craft for authorization.

Public Comment:

- Jody Payne said that some agencies were not sending emails regarding their daily rosters. He would like these rosters to be sent to Ken Craft every morning so it could be determined which USAR members were working on that day.

Adjournment:

- Motion for adjournment made by Director Farmer; second by Chief Lombardo. Adjournment was at 10:25 AM.

Respectfully submitted,
Becky Fairfield