

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
March 8, 2022

Meeting called to order at 7:02 p.m. by Chairman Mere

Invocation – Commissioner Hanson

Commissioner Hansen – Present
Commissioner Griffin – Absent
Commissioner Mere - Present
Commissioner Ducrou – Absent
Commissioner Cook – Present
Chief Doug Underwood - Present
Office Manager - Present
Attorney Ian Mann – Absent

Others Present: None

Public Input Agenda Items – None

Minutes – Review and Acceptance of the minutes of the February 8, 2022 Board of Commissioners meeting. Motion made by Commissioner Hansen to accept the minutes. Commissioner Cook seconded the motion. Chairman Mere calls for any discussion. Hearing none, he calls for any opposed and with none opposed, motion passed.

Financial Reports – Review and Acceptance of the Financials for February 2022. Motion made by Commissioner Cook to accept the financials. Commissioner Hansen seconded the motion. Chairman Mere calls for any discussion. Hearing none, he calls for any opposed and with none opposed, motion passed.

Fire Marshal Report – Chief Underwood states there was one annual inspection reflecting Tarpon Way that was a training he was doing on reporting that even though he cancelled it in the system it still pulled into the report. There were actually only 2 inspections. He adds that he had a meeting with the captains yesterday and they are now going to be doing annual inspections instead of all in one month, they will be assigned monthly to spread them out and enable more useful data to be imported such as preplans. Commissioner Mere asks how many we have. Chief Underwood responds we have a total of 51 buildings, but due to office suites with multiple occupancies we have 58 occupancies. Commissioner Hansen asks when we do an inspection is there a re-inspection date that is set. Chief Underwood responds that when you do an inspection and there is a violation, the system asks you to schedule a re-inspect, providing the officer the opportunity to schedule a reinspection and automatically puts it back onto their calendar and outlines exactly the violations so even a firefighter has detailed information enough to perform the reinspect. Commissioner Mere asks about hydrant testing if that had been done. Chief Underwood states we just finished those in December and well do them again in November or December when the ditches are not full/mucky and it's not so hot. He adds one thing that he is changing this year is he has found a company that will test all of our hoses (about

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7000 feet at \$0.20 per foot) for about \$1300 and give us a detailed report. They are NFPA and ISO compliant. Commissioner Mere asks who used to do it. Chief states we used to and it wasn't necessarily NFPA/ISO compliant reporting. They will also do our ladder testing and our pump testing, all at the same time. We were paying \$300 for pump testing and now it'll be \$270 plus a set up fee and we haven't had our ladders tested in some time and they are due every year and its like \$175 to do our ladders. There's some discussion on the reporting and how it looks for ISO and the liability factor and work comp claims as well; that it will certainly be well worth the expense of the \$1,300. With no further question Chairman Mere moves on to the administrative report

Administrative Report (attached) – Chief Underwood reads the Administrative Report into the record and offers to answer any questions. Chairman Mere calls for any questions. Hearing none, he calls for Union Petitions.

Union Petitions – Hearing none he calls for Old Business

Old Business –

- Chief's vehicle – Chief states he spoke with each commissioner individually about the situation with the Ford and he has an opportunity to purchase a Chevy 1500 SSV (Special Service Vehicle rated for public safety use with a bigger alternator, brakes, radiator, air intake) which is available. Commissioner Hansen asks the response chief received in his discussions with all commissioners. Chief Underwood states he has consensus, all are good with moving forward. He has prepared a check to complete the purchase and will pick up the vehicle when it is finished in prep. As a vote was called to purchase the Ford so he requests a vote to move forward with the Chevy in its stead. Commissioner Hansen moves to proceed with the purchase of the available Chevy. Commissioner Cook seconded the motion and with all in favor, motion passed.
- Performance Audit – Chief in anticipation of the new performance audit requirement that is due to the state and auditor general no later than 9 months after the close of the 2021-2022 fiscal year, states FASD has prepared an RFP for districts to utilize to obtain proposals to accomplish the required audits, and we will have to modify that to suit our needs as much of it does not fit our district; but he asks if the Board wishes to review the RFP after it is tailored to us, or if they want us to just proceed to solicit the proposals once that is accomplished. Commissioner Mere asks if there is any idea how much the performance audit will cost. Chief Underwood states we had one company we spoke to last year that stated approximately \$18,000 which they will vary greatly by the district and the auditor and there has been some estimations of \$50-60,000. Commissioner Mere asks how often we will have to do that. Chief responds every five years. Commissioner Mere states we ought to narrow down what we need done for our department and maybe that will help with some of the cost... Chief Underwood states state law clearly outlines what the audits must examine. He speaks of the fellow who formerly worked with FASD and prepared the RFP as someone whose company may or may not be eligible to perform these, and the fact that he formerly

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worked for a special district down south and one of the people he might use to assist in the processes might also be our former Chief Nisbet which may be conflict of interest to use that firm. Commissioner Mere asks so what do you need from us. Chief would like permission to tailor the RFP to our needs as it was prepared in detail by attorneys and such and is very broad so as to meet the needs of larger districts as well. And would like a determination as to whether the Board wishes to review the RFP before it is distributed for the bidding process. Chairman Mere feels administration should go ahead and refine the RFP for our purposes and go ahead and send it out and then we will use the Board as a whole to decide who we will use. Commissioner Hansen moves to have the administrative staff prepare the RFP and submit it for bids and then bring the bids back to the Board for discussion and decision. Commissioner Cook seconded the motion and with all in favor, motion passed. With no other old business, Chairman Mere calls for new business.

New Business –

- Service Truck disposal – Chief Underwood asks the board how they wish to handle the disposal of the service truck, sealed bids, auction or trade in. There is some discussion as to how much the proposed trade in value would be (\$4,500) and the other two options. It is determined it would definitely bring more than \$4500. Commissioner Mere suggests if we do sealed bid we place a minimum and then do it as an automatic \$100 increment bid, so you put in what your top is, so we're going to take whatever is the next hundred dollars over the top bid. So if you say I'm willing to pay \$5000 for the truck, and you put your sealed bid in saying I'm willing to pay \$6000 for the truck, then \$5,100 is what we'd sell the truck for. It allows you to level up, because you can't really do it as a bid war, because you don't know what their bid is to counter bid, because like anything else, they only want to pay the minimum they have to for it. Commissioner Cook is interested in it. He's thinking about \$6500. Everyone agrees it's worth \$8,000 or so retail. Commissioner Mere is open to outright sale or auction. Everyone agrees to table it until Chief's vehicle is ready. Chief says he will research pricing more and we can determine what price they want to put it up for and we can discuss it at the next meeting. Chairman Mere calls for any other new business and hearing none, calls for Chief items.

Chief's Items – Chief Underwood states after he completed his Admin report he received notification of approval for the 50/50 grant for B-132's pump. He had added that to the 4 Motorola headsets so that will be assistance for those items of \$33-\$3400. That concludes the Chief's items. Chairman Mere calls for any questions and hearing none calls for commissioner items.

Commissioner Items – Chairman Mere asks if we're having any issues with MW Horticulture now that we are moving into dry season. Chief Underwood responds we had not had any since October last year, but last week we had 2 one was because their track machine messed up and he couldn't get over to the other side of the pile, so he requested the tender. Then Saturday night we

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received a call from a neighboring business that said it was burning. Nothing crazy is going to get out at this point since it's all mostly wood and dirt so it's just nasty smoldering, nothing huge, but we'll start having a lot more of those calls over the next few months. Commissioner Mere asks if they're still removing material from there. Chief confirms they are. Chairman Mere calls for any other Commissioner Items. Hearing None, he calls for any Public Input.

Public Input – Chairman Mere calls for any public input and hearing none, he calls for motion to adjourn.

Adjournment – Commissioner Cook moves to adjourn. Commissioner Hansen seconds the motion and with none opposed meeting is adjourned 7:50p.m.