

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
April 12, 2022

Meeting called to order at 7:00 p.m. by Chairman Mere

Invocation – Commissioner Hanson

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

Others Present: Guest Speaker (Jeff Brown, Ashley Brown & Company, Auditor), DVP

Public Input Agenda Items – None

Guest Presentation – Independent Audit Report FY 2020-2021 Presented by

Jeff Brown – He begins with the Auditor’s Opinion on the top of page 2 stating the financial statements as presented by the district’s staff, were in accordance with Governmental Accounting Standards, there were no adjustments that needed to be made, were organized, auditable and properly stated. He moves to page 3 Management’s Discussion and Analysis, which he encourages the Board to look over as they provide a nice overview of the financial highlights for 2021 vs 2020, with charts and narratives. Page 9 is the Statement of Net Position which presents to cost of both assets and liabilities. Page 10 is the Statement of Activities, he explains, in a For-Profit world it would be a full accrual version of an income statement or Profit & Loss, he notes that the Negative \$660,000 number is actually improved from last year, net position increased by about \$300,000 so the overall financial position is improved. Commissioner Mere states and that’s still showing our negative, I think we’ve discussed before, based on the format of the possible liability... Mr. Brown confirms, yes, that’s tied to that retirement fund. He moves on to page 11 is a similar, more condensed, older version of the governmental financial statements. You don’t have the fixed assets or what we call capital assets and the long-term debt stuff on there. So, this is more like what your current stuff is, the first column which is the General Fund, is just over a million and there were very few liabilities. So that unassigned fund balance of a million is a positive. The next column presents for the Impact Fee Fund. He mentions the relationship between the two funds, the due to and due from, and that position is also improving significantly. Page 13, Statement of Revenues and Expenditures is also a version of a Profit & Loss or an income statement but it doesn’t have all the full accrual related stuff, such as the pension related stuff; it’s not a cash basis, but the key thing here is the 3rd line from the bottom, the net change in fund balance, is also a positive, so both are trending in the right direction. The rest is basically the notes to the financial statements, the required supplementary information, there are some more detailed schedules than previously required, such as page 20 lists in more detail the capital assets, and on

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page 21, is the debt side of that. There are a couple more reports from us to you; back on page 35 there is a report on internal controls and the bottom of page 35 is our statement, we did not identify any deficiencies in internal control that we consider to be material weakness. Page 36 there's a similar positive statement regarding compliance. Page 37 is our report to you, the Management Letter. There are references in here to Rules of the Auditor General and Florida Statutes, no non-compliance issues. There is new information on pages 38 and 39 of statutory requirements that the Auditor General wanted everyone to start mentioning. The last page is again our statement of examination reporting no issues of non-compliance, what we call a clean, un-modified, un-qualified audit. He offers to answer any questions the Board may have. Commissioner Cook states it all sounds good. Mr. Brown briefly describes the lengths they go through to make sure we are doing as we should, how they check for commissioner approval on our invoices and paperwork and our processes, so it's kind of a pain for the preparation and analysis, but they appreciate all of our efforts administratively and as a Board to maintain and monitor these activities. There is mutual appreciation by the Auditor and the Board for each other's efforts.

Minutes – Review and Acceptance of the minutes of the March 8, 2022 Board of Commissioners meeting. Motion made by Commissioner Cook to accept the minutes. Commissioner Griffin 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 March 2022. Motion made by Commissioner Hansen to accept the financials. Commissioner Cook 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 we began in April using the new system for inspections and each shift working Friday will be assigned inspections to do on Friday with follow-ups throughout the week. He hopes to get all the annual inspections complete with pre-plans performed as training events, over the next 5 or 6 months. With no questions offered, Chairman Mere moves on to the administrative report.

Administrative Report (attached) – Chief Underwood reads the Administrative Report into the record. Commissioner Mere asks if we are still having to respond to the North MW Horticulture facility. Chief responds we are currently out there as we speak. Chief states we will continue to as long as there is material there. He adds that they do not currently have a machine that is operational. Progress is very, very slow. He understands they were screening and taking just the dirt, a load at a time, but they no longer have a screener. He is told one of their business partners is taking a small dump truck at time with a small rented excavator, that is now broken. Commissioner Mere asks if there's anything with the County on that. Chief says County and DEP are continuing their efforts at appeals. DEPs case involves both

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yards. The emergency injunctions were denied and the appeals won't be heard until next year due to the backlog in the courts. Ian Mann agrees, nothing is going anywhere fast. Chairman Mere calls for any questions. Hearing none, he calls for Union Petitions.

Union Petitions – Hearing none he calls for Old Business

Old Business –

- **Service Truck disposal** – Chief asks for direction on how the Board wishes to dispose of the truck. Commissioner Cook thinks roadside. Commissioner Hansen offers his front lot at the church if they decide to do roadside. Commissioner Mere asks if we've gotten any KBB idea of the value and Chief says no, due to the age of the truck and its obvious cosmetics, though the mechanics are sound and the miles are low, he says anywhere between \$5,000 and \$15,000 but based on its condition maybe as high as \$9,000. Commissioner Mere feels maybe \$8,000 or \$9,000. He would hesitate to drop the price by \$2,000 right away. It is a ¾ ton with a crew cab, and they're hard to find. Commissioner Cook says his son is trying to sell the same truck for \$10,000 for a week and he's had multiple \$8,000 offers on it, but it has 200,000 miles on it. It is decided to place it on the corner of the church property for an asking price of \$9,000 as is; as moved by Commissioner Cook and seconded by Commissioner Griffin. With all in favor motion passed. Commissioner Mere asks Chief if we need to wait until the new Chevy is in service. Chief feels it is not necessary. The truck is here and is insured and has a tag, so if we need it, it is here for us to use. We are just waiting on parts. Commissioner Cook asks if that's where we're at with it, just waiting on parts. Chief says yes, everything's been ordered, we're just waiting for stuff to come in. He says in a few months it will go to Lightning Wireless for a couple weeks, but otherwise it's here and we will still have the Tahoe. He prefers to go ahead and liquidate the service truck and get it off the insurance. Commissioner Mere asks Chief what he found out about the slide tray. Chief says he found a different one, it has a tool box type roll out drawer down low, it's 12" deep with dividers and a slide-out tray above that. All aluminum, the lightest weight, strongest built construction he could find for the most reasonable price.
- **Physicals** – June 1st, 2nd, and 3rd Chief asks the Board members if they are going to have physicals. It is discussed they are a budgeted line item we just need to know if they are going to proceed and if so, who will be getting them. It is unanimous amongst present Board members that they are desired. Commissioner Cook is undecided as to whether he will get one but feels they should be offered. With no other old business, Chairman Mere calls for new business.

New Business –

- **City of Fort Myers Brush Truck donation** – Chief asks if the Board is interested in a donation of an F550 brush truck from City of Fort Myers. B-12 is a 2005 single cab with a 300G tank with a pump, very similar to what we have. They are pretty-much getting out of the brush trucks. The CFM Chief has asked him to prepare a letter and be present at their meeting stating our interest in their donation. He has already

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prepared the letter as it was required in advance of their meeting, he just needed to confirm our Board's interest in the vehicle. Chief would convert it into a truck that would be utilized for mutual aid. He would put super-single wide tires on it to make it better handling off-road. These big brush trucks we have are very costly to repair and parts availability is questionable and can take a long time, if you can get the parts. Especially the LMTV. He would like to take the LMTV B-131 out of service and decommission it, rehab B-133 to have a large brush truck for service in the district and in surrounding districts, utilize the smaller brush trucks for all of our mutual aid, strike team travel. Having an air-conditioned cab and a better handling, both on and off-road is safer for the guys. That would be his plan for this truck. Commissioner Cook moves to accept the donation. Chief adds that B-131 is loaned by Forestry but with the numerous issues we've had with this truck, actually, you can't get tires for them, one district has been spending over \$7,000 converting rims because you can't meet NFPA standards on these due to availability of tires for them. We've spent several thousand dollars (and they've not charged us for many of the hours they spent on it) trying to sort out the transmission wiring; there are a lot of electronics gremlins in these trucks. They are expensive to run. Commissioner Griffin moves to have Chief Underwood attend the meeting and advocate for us on the donation of the City of Fort Myers brush truck. Commissioner Hansen seconds the motion and with all in favor, motion is passed.

- **Millage Rate increase** – Chief Underwood asks the board for permission to add a Millage Rate Increase Referendum to the November 2022 ballot to raise the District's 3.500 cap to the State's cap of 3.750. He estimates that would yield the District \$122,000 in Ad Valorem, \$117,000 for the budget after the 5% reduction. The translation would hope to be higher as the development in the area begins to show in tax revenue. He notes our neighbor Alva did it in the 2000 Primary election and they were successful. He states it would be a financial assistance for the District as we start to plan for Station 2 and help move toward getting our current firefighters off the grant. It would also help us to build our reserves in our budget for not only the new station, but also the equipment and apparatus that will go along with that. Commissioner Mere states he thinks that's a great idea. Commissioner Hansen asks if he needs a motion for that. Commissioner Griffin asks what that's going to cost us to put that on the ballot. Chief responds that since it is a General election there won't be a lot of cost other than the translation for the ballot and publication in the paper. There is some discussion as to whether newspaper publication is still required and as of this date and election cycle, it still is. Commissioner Hansen moves to proceed with necessary steps to put the millage cap increase to 3.750 referendum on the ballot. Commissioner Cook seconds the motion. With Commissioners Mere and Griffin voting yes as well, vote is unanimous to proceed with steps required for stated Referendum ballot proposition. Chairman Mere calls for any other new business and hearing none, calls for Chief items.

Chief's Items – Chief Underwood advises he has received the headsets as advised by the Board. He has received the headsets for E-131, in total 4 for the engines and 4 for the brush trucks. He states that we did receive grant award for headsets and the pump for B-132, as well as the funds for the radios from

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Forestry. That concludes the Chief's items. Chairman Mere calls for any questions and hearing none calls for commissioner items.

Commissioner Items –Commissioner Mere asks if there's an update on how many homes are now in the Brightwater community. Chief doesn't have the exact count but states there are no more than a dozen lots left in there. Commissioner Mere states they are getting ready to start on the other phase across the street, is that correct? Chief Underwood responds, they start flagging today to do the tie-ins to the loop system; once they get the water established, they'll be able to start going upright with homes. They're close to being able to start plotting that land with their first phase because he thinks they are doing 3 phases on that side of the 600; so definitely by the end of the year we'll see homes coming out of the ground on that side. Commissioner Griffin asks if they were approved on their zoning change. Chief states they were approved by the hearing examiner and the zoning changed with that side being 55 and up to increase the density from 1250 to 1500 units and reducing the traffic count and opening the pool up to the public to a limited extent. Chairman Mere asks if they have addressed the traffic issue at Bayshore Rd. Chief states possibilities are a right turn lane added, so those turning right will be able to turn without having to wait for those turning left. They also have a request in to State DOT to add a merge lane so you can not only turn right but adding the merge lane to facilitate the merge and flow. That's just a short-term fix, the state is still working on a longer-term fix for the I-75 corridor in general, as well as how were going to handle the overall traffic on Pritchett. There's also some discussion about taking out the free-flow coming off I-75. Commissioner Mere asks if there's any discussion of opening it back up at Loves so they can make a left hand turn there so that the truckers don't have to come down here and do a U-Turn at Leetana? Chief says ideally they would put a signal there, but they are looking at options now. There's discussion about the widening of Bayshore which is farther out still and how Babcock was successful getting state appropriations for the SR31 to Palm Beach project. The governor still has to sign that. The end result there, is that there shouldn't be any impact to the traffic flow as that will remain in play as an access road. Commissioner Mere asks of Owl Creek. Chief Underwood states they did submit for the development order. They hope to have the development order approved within 6-9 months. Realistically it may be a year before they get that approved. Chief adds that same applies to the 1000 homes for Babcock, they just applied for that. Commissioner Hansen asks of Bayshore Ranch. Chief is uncertain as to progress on that front. Chairman Mere calls for any other Commissioner Items. Hearing None, he calls for any Public Input.

Public Input – 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 7:53p.m.