

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
February 14, 2023

**Meeting called to order** at 7:02 p.m. by Chairman Mere  
**Pledge of Allegiance**

**Invocation** – Commissioner Hansen

Commissioner Hansen – Present  
Commissioner Griffin – Present  
Commission Mere - Present  
Commissioner Ducrou – Present (7:10)  
Commissioner Cook – Present  
Chief Doug Underwood - Present  
Office Manager - Present  
Attorney Ian Mann – Absent

**Others Present:** Some Public

**Swearing In Ceremony** – Chief Underwood swears in Firefighter Joshua Santiago. There is applause and the Board and Staff welcome him aboard and Chairman Mere welcomes his family as well. Chief Underwood gives a brief introduction of Firefighter Santiago and his accomplishments to the Board, highlighting his dual enrollment while in high school, graduating with an Associate's Degree and the glowing reference he received prior to coming aboard. There's a brief photo session. They are offered the opportunity to leave and go celebrate the event and Valentine's Day. They exit.

**Public Input Agenda Items** – None

**Minutes** – Review and Acceptance of the January 10, 2023 Board Meeting minutes  
- Motion made by Commissioner Hansen to accept the minutes. Commissioner Griffin seconded the motion. Chairman Mere calls for any discussion. Hearing none, he calls for vote and with all in favor, motion passed. With no further discussion offered Chairman Mere calls for Review of Financial Reports

**Financial Reports** – Review and Acceptance of the Financials for January 2023 - 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 vote and with all in favor, motion passed. With no further discussion offered Chairman Mere calls for Fire Marshal's Report. (Commissioner Ducrou enters)

**Fire Marshal Report** – Chief Underwood states there is one inspection of a group home annual for the month. Chairman Mere calls for administrative report.

**Administrative Report** (attached) – Chief Underwood reads the Administrative Report into the record. Commissioner Mere asks if the tires are in (for B-131). Chief states they are, and the lift is on it and we're training on it and now we're just waiting on some steps to arrive. The Tahoe he adds is also back in service from the hurricane damage. Chairman Mere calls for any questions. Hearing none, he calls for Union Petitions.

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**Union Petitions – NONE**

**Old Business –**

- **Tax Credit** – Chief advises the Board that he had been misinformed as to the way the Tax Refund was going to go. It turns out it will not be refunded by the state, it will come out of our revenues. The terms will be that they have to apply by April 3rd which is actually April 3<sup>rd</sup> as the 1<sup>st</sup> is a Saturday and they had to have been unable to occupy their home for 30 days or more. There will be some impact on our current year budget but we have no idea at this point to what extent, however, Chief does not think it will be significant. The state is looking at different loans and such to help with the situation but nothing is provided yet. Commissioner Ducrou asks if we have any idea what the impact will be. Chief states that a lot of districts are pushing for the same information, especially the islands, not only for this year but also the coming year(s). He states we won't be anywhere near what the districts to our south will experience. Normally we get our preliminary numbers in June; they are hoping to get preliminary numbers to us in April or May. The Tax Collector is working as hard as they can to get us some kind of data. They do have preliminary numbers as to the damage, how many homes that could potentially have some damage; they are working to get some information out sooner, but it really doesn't help us much until we know what the taxable value loss is. The Property Appraiser is definitely aware of our needs to be able to preplan. He continues, that there is a Community Disaster Assistance Loan through FEMA that we can apply for if we have more than a 5% decrease in our budget, and we have until September 30, 2023 to apply, once we have our numbers. They'll come in and look at our numbers, our budget, and our futures; and give us a 4-year outlook on what they think we need and we can apply for that loan, whether we use it or not, would be decided by the Board. He states he was told by Senator Passidomo, and Spencer Roach and 1 other, that these types of loans are notoriously forgiven if we do apply for them, but we can get the ball rolling. The state is putting together a very similar program to do the same thing. They are working on that right now in the special session that they are in right now. So, there are options out there if we have a significant loss and he hopes to have numbers as soon as possible; but this budget year we won't have information before April 1st. Commissioner Ducrou reiterates, that everyone has to apply for this by the first of April if they were out of their house for 30 + days; how soon after would we expect to have preliminary numbers just on that? I'm not talking about assessed values for next year. Chief states he knows he's talking 2 different tax years; so, he tries to explain better; So, for the current year, you apply by April 1<sup>st</sup> for consideration of the taxable values for last year, for the refund. He believes they are required to have that information to the state by July 1<sup>st</sup>. Commissioner Ducrou asks him if we are going to have to cut them a check back. Chief states no, they will be deducted from our payments. There's some discussion on timing and Commissioner Ducrou is concerned as to how bad this could get. Chief reminds him that we are only talking about 3 months of value for the current budget year. He adds that our biggest numbers might be from Bay Pointe. He also

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doesn't believe it applies to commercial, only homesteaded properties. There are 2 discussions that ensure simultaneously now. Chief states as soon as he gets some numbers, especially in writing, he will advise. Chairman Mere calls for any other questions on either the Tax Relief or the Community Disaster Loan. Chief continues, the June numbers, we are hoping to get early, so we know what was lost in value, but they will be rough numbers. He adds those numbers will help you as a board decide if you want Chief to start the process for a Disaster Assistance Loan. They'll send out a FEMA rep just like they did with the recovery process, they'll send out a PA who will get with us and give us an idea and once we get those preliminary numbers we can get an idea about the next 4 years and make a decision on whether to apply. Commissioner Ducrou asks if there's an interest rate attached to the loan if it's not forgiven. Chief advises there is. It is on their website. And it is for 5 years, and you can get it extended to 10 years. It is discussed that rate will change but should be well below market rate. Those discussions will be more detailed once we have numbers and know if it's worth looking into.

**New Business – Community Disaster Loan** – Already discussed. Chairman Mere calls for Chief Items

**Chief Items – Ranger** – We have still not received and he is in direct contact with accounts receivable. Meanwhile he's still looking and measuring trailers and length and width are not a problem, but the height appears to be the issue. He wants to wait until it comes in and we have the light bar installed, to see what the true overall height is. Commissioner Cook asks how big the light bar is and why do we have to put it on top? Chief says it's just a mini light bar but until it gets here he can't see what options we have for installation. If we are like what the City has, we are right there, probably an inch over. Lights are supposed to be here this week. It may not even be ready by the Fair.

Chief also wishes to advise that with his time off, for his schedule of 7:30-4 or 3:30 if he doesn't take a lunch, he started working on dealing with his back issues and after multiple evaluations he is going with the pain management route and it requires therapy/personal trainer which is a few times a week. He will be handling most of those first-thing in the morning putting him at the station by 8:00 or 8:30. He's been doing it for a couple weeks and it is really improving the pain level, he will need consideration in his contractual start and end times from his contract. He opted for the 7:00 start time for therapy so as not to be stuck at a gym in the afternoon during brushfire season, so he asks for some flexibility. The board is fine with that. Without any additional Chief Items, Chairman Mere calls for anything else.

Office Manager advises the Board we have an issue with our Health Insurance check having not shown up yet at the remittance address, despite having been mailed over 3 weeks before. She ventures to guess it may never show up at this point, and in an effort to avoid the insurance being cancelled, she asks the Board to consider stopping payment on the check and reissuing payment for February premium by credit card. Commissioner Griffin asks what the cost is to stop payment. Office Manager states there is no fee if she initiates it through on-line banking. Commissioner Ducrou asks what the limit is on our

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card, which is an excellent point as our limit would not permit a transaction that size and Office Manager notes Marathon is also an issue and they won't accept credit card payments. The discussion is also had about ACH, and notes that we have positive pay on all of our accounts, so anything the bank is not notified of will not go through without our acceptance in positive pay. It is therefore discussed and decided that Chief and Theresa will work together to prepare and present to the board a policy/SOG on the handling of ACH bill payments in a manner the board will be able to approve transactions much like is currently done with checks. It is just becoming so unreliable to process checks through the mail. A form is to be created and signed off on by 2 commissioners, with a copy of bill. Commissioner Cook moves to go ahead and pay the BCBS February invoice via ACH right away. Commissioner Griffin seconded the motion and with all in favor motion passed. Chairman Mere asks if there's anything else from Administration. Hearing none he calls for Commissioner Items.

**Commissioner Items** – Commissioner Griffin asks if there is any new news on the MW Horticulture. Chief states that our Attorney sent the Notices of Intent to Lien with a window of 90 days. Chief states that timeframe may have been for legal reasons; and it was delivered via certified mail to the property owner (who now operates under a different name) and was sent to MW Horticulture via certified mail who rejected it, so it is being re-sent to the owner's home address and he's not sure of that outcome. April is the deadline, and we've not heard from any of their attorneys as to what anyone plans to do. DEP and Lee County are still moving forward with their cases. Commissioner Mere asks how the piles are doing. Chief states they are just smoldering. With no further discussion and no public remaining, Chairman Mere calls for adjournment.

**Public Input – None**

**Adjournment** – Commissioner Cook moves to adjourn. Commissioner Hansen seconds the motion and with none opposed, meeting is adjourned 7:46 p.m.