

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

**Meeting called to order** at 7:03 p.m. by Chairman Mere  
**Pledge of Allegiance**

**Invocation** – Commissioner Mere

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

**Others Present:** Some Public

**Auditor Annual Report** – Jeff Brown of Ashley Brown & Company presented the 2021/2022 Fiscal year audit. He begins with new this year pages 1-3 Independent Auditors report, slightly different format, but highlights paragraph 3 states in their opinion the financials fairly present, in all material aspects, the financial position of the District, which is a direct reflection on the Chief and Theresa, that they're doing everything in accordance with governmental accounting standards. Everything was in good auditable format, as it has been, they appreciate the efforts. He suggests page 4 reading for summary of District position. Page 10 Statement of net position gives snapshot of all the District's assets & liabilities, Total Net Position the negative 630,865 we know is due to the recognizing of the OPEB and FRS Liabilities. Page 11 shows on full Accrual basis, revenues exceeded expenses by \$29,762 improving the position of the District by that amount from last year. Page 12 is the Balance sheet without the actuarially calculated balances and gives "the real" financial position of the District, what we look at to determine the financial stability of the District and it is looking positive. He states since you have two sets of financial statements in here you have two reconciliations that reconcile the statements together. Page 13 is the reconciliation of the Balance Sheet to the Statement of Net Position. Page 14 is the Statement of Revenues, Expenditures and Changes in Fund Balance, what the auditors call the modified accounting basis of an income statement, more like a cash in cash out kind of statement, it doesn't have, for instance; you purchase a fire truck, whatever you spend on a truck is considered spent that year, where the earlier method, it is spread over the years of its useful life. Following those are a bunch of notes, back on page 21 is your changes in fixed assets, your addition & deletions, the next page is the long term debt where you started out the year and where you finished, then back on page 30, notes 9 and 10 sort of explain those negative numbers we discussed back in the beginning for the negative fund balance and negative unrestricted. Page 31 is where we look to see that you did not overspend your budget; there's no Negative variance there, so you did not overspend the legal authority of the District, and the same thing for the Impact Fee Fund on the next page. There are two more reports, one on page 36 is our report on your internal controls, which simply states there are no material weaknesses and then on the last page the statement The results of our test showed there to be no instance of non-compliance or other matters that are required to be reported under government auditing

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

standards. The next few pages are our Management Letter, our letter to you, there are some bold headings, but they are all positive statements, no prior audit findings, no current audit findings, no negative financial conditions, assessment of procedures, all statements are positive, you're in compliance. A clean, un-modified, all those good words you like to hear from an auditor. He invites questions from the Board. Commissioner Ducrou asks pertaining to the third bullet in the MD&A why does it say the ending Fund Balance is \$905,286 and of this amount \$982,149 is available for spending? The \$982,149 is the Unassigned Fund Balance, \$24,614 is the assigned Fund Balance (see audit pg. 12, but you can't count the \$101,477 as it is in the form of a receivable from the Impact Fund which is at a deficit, and you can't count the Prepaid expenses as spendable as they are already spent which brings you to the Fund Balance of \$905,286.) It is agreed that we will try to find a better way of expressing this paragraph in the next audit. With all questions resolved at this point Chairman Mere calls for a motion to accept the 2022 Fiscal Year End Audit. Commissioner Ducrou moves to accept the Audit. Commissioner Griffin seconds the motion and with all in favor, motion passes. The Auditor is offered the opportunity to leave. He offers again any assistance throughout the year. The Board thanks him and he departs.

**Public Input Agenda Items – None**

**Minutes** – Review and Acceptance of the February 14, 2023 Board Meeting minutes  
- Motion made by Commissioner Ducrou 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 February 2023 - Motion made by Commissioner Ducrou to accept the financials. 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 Fire Marshal's Report.

**Fire Marshal Report** – Chief Underwood states there are two special use inspections one of which is actually 100 and some maybe 200 out at the fair. Chairman Mere calls for administrative report.

**Administrative Report** (attached) – Chief Underwood reads the Administrative Report into the record. He gives special thanks to Captain Brunson for allowing us to use his camper at the fair. He also thanks Lt. Underwood and Lee County EMS for allowing us to use their Rangers for the fair. Commissioner Ducrou asks if Chief ever figured out the manufacture date on those tires, rating. Chief Underwood figures they had to be rated for 75mph. the newer ones as Commissioner Ducrou supplied info on, are 87mph but the best Chief could decipher the L indicates a 75mph tire. Chief states before that truck goes back into service we will examine those tires and investigate those tires more, but if they need to be replaced he will go with a higher speed rating though that truck takes 5 miles to get to that speed, typically we have shorter runs so

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

they don't run that speed but that's not to say they've not gone 70, that's just not typical. That run on I75 could have been a contributing factor, we're just not sure. There's a bit of discussion about torque and weight and Chief states on I75 they're usually running behind the engine which tops out at 72 or 73mph. There's just no margin for error on 70mph tires. Commissioner Ducrou states most commercial aren't rated for much, 75 or 80 at the most, they just build heat so bad. Chief States and that happened to have been a call they were following the engine on the way back, a call that went into Tice's District; a dual-unit mutual aid, kind of a closest unit response, so sometimes when the 2<sup>nd</sup> unit isn't available, we'll go beyond Tice, and that was that call, we were on the way back up. That might have been a contributing factor (the heat). Commissioner Ducrou states he would lean toward replacing them all. Chief states the back were replaced in 2020, and the front in 2017. Chief Underwood states they were 2011 tires that were blowing out; we replaced them then as the truck had not been running so much as we didn't have the staffing we now have. Chief Nisbet had been replacing them one at a time until he had expressed his frustration and we ended up replacing all 4 on the rear then. We did the 2 front a few years before. Commissioner Ducrou asks if all the trucks had been scaled? Chief states all have with all equipment they carry. Commissioner Ducrou advises not to pressurize the tires to max unless you're carrying the max weight. Chief Underwood adds that they were also all-terrain so he's getting away from that as well. There's a bit more discussion to that and Commissioner Mere asks if we've ever looked at filling with nitrogen to control temp. Chief states he never has. Commissioner Ducrou states maybe for performance but not commercial. Chairman Mere states he's been talking with tire guys about that. Something to look into as they swear it helps with the heat. Chief states it will probably take several weeks to get the truck back, the adjuster is working directly with the paint/auto shop Chief selected. He has decided to replace the diamond plate bumper with a Ranch Hand which may require a bit of time, but he figures it will be better for us. Commissioner Ducrou asks if Chief knows what the speed rating is on the new brush truck with the large super singles. Chief states he does not but he is going to look into it, but, he states, it will not be running the interstate, it will be a brush truck so it will typically be responding with other trucks that won't travel more than 50-60mph. Commissioner Ducrou states he figured as much, but feels if it is really limited, than we probably need a policy so that everyone knows. Chief states he's already gone over that with the guys on these tires and he's going to look at what type of tire we're going to put on there to fix the issue, and possibly replacing them more often than we are. Just because NFPA says 8 years doesn't mean that will work. Commissioner Ducrou points out that it depends on how you're running them. If they're under inflated they'll heat up faster. He states the wear pattern was fine, it wasn't like they needed an alignment. Commissioner Griffin points out that letting them set too long isn't good for them either. Chief agrees. It's only in the last year, when we went from 3 to 4 in staffing and started running rescue out of it. Commissioner Ducrou states we took a lot of weight off of it too. Chief agrees, when we took the bed off we reduced the weight significantly, along with removing the foam tank and system. The compartment sizes also were reduced. Chairman Mere calls for any further questions. Hearing none, he calls for Union Petitions.

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

**Union Petitions – NONE**

**Old Business –**

- **Performance Evaluation** – Chief states he has reached out to Rep. Spencer Roach and sent an e-mail as he is looking to have us declared a Rural Area of Opportunity to avail us of an opportunity to take advantage of the ability to have our Performance Evaluation performed by OPPAGA free of charge rather than incur that expense to the District, as the term Natural Disaster is a qualifying factor. He states another bill is introduced by Senator Martin, a new Senator in this area, that if approved would provide extensions to the deadline for the due date of the report for up to 15 months from October (last) for areas affected by a category 3 or greater storm. He does feel we will have to do it, either by OPPAGA or with the contractor, he is seeking direction if they want him to move forward with the contract or sit on it for another month for the outcome of the designation he seeks. Commissioner Griffin asks if we have any kind of an idea about the timeframe that would happen. Asking if it has to be submitted by June 1<sup>st</sup>. Chief says it may not be in time, as they are very busy right now, especially Spencer Roach, as he is head of a number of committees, but he has been “unofficially” told by several that due to the hurricanes, they haven’t set a penalty for not complying and that worst case we could submit an unfinished product advising them it is just that. It is determined that if there were a consequence, it would have to be in writing. It is determined that it would definitely benefit the District is we can have OPPAGA do it and we should hold out as long as possible for that result. The District’s Attorney states under the theory that it’s better beg forgiveness than ask permission, it might be interesting to know what other Districts in the same category of slow walking it, as there is safety in numbers if there are more than just us. Chief states pretty-much all the coastal departments are, one island department has even said they are not doing it at all. They don’t have the time, the money, or the resources, they had a Chief retire in the middle of all this; and another one’s employment at the time, he has no command staff to help, he’s triple our size and he has a Chief and an Office Manager. Chief states at the same time, he doesn’t want to wait so long he loses his pricing, while they understand our position. The Board decides to trust Chief’s discretion.
- **ACH Policy** – Chief states we are looking to move a large part of our bill payments to electronic ACH and in working with the bank it is found it can benefit us in timing and expense not sending checks, envelopes and stamps through the mail, and we can ensure they are getting their money timely and actually getting there. Chief has created a policy for Board approval. He also notes that there will be a time of transition, and some of the checks they are signing tonight, and over the next few bill cycles, will be converted to ACH and the checks with the 2 signatures will be the same as an authorization to convert to ACH, if that vendor will convert. Commissioner Ducrou moves to adopt the ACH Payment request policy #06-005. Commissioner Griffin seconded the motion. Vote is called and motion passed

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

unanimously. Chief Underwood adds that he did run the policy past the auditor who whole heartedly approved it and especially like the inclusion of the two signatures. Commissioner Mere asks if we happen to scan the invoices into QuickBooks. He is advised that we presently do not. (Post note: It is researched and found that QuickBooks discontinued the Scan Manager feature in QuickBooks 2022).

- **Ranger Trailer** – Chief states the Ranger is in and is over having the light bar installed. He states we will be within an inch or so of the trailer height, so after speaking with Tropic Trailer, he finds that for \$14 per foot, and we're ordering a 16' trailer, so for approximately \$230 we can go another 6" higher and that is also the door, so the interior 7' height becomes 7'6", so we won't have to worry about the A/C height in there or anything; it'll clear the light bar and everything. Chief still wants to take the Ranger over there and look at them together on site. Commissioner Mere states the trailer extra height is well worth it. He summarizes, then we are waiting to get that back and then for them to get on in that height so you can take it over there and check it. Chief confirms that is accurate. Chairman Mere calls for any other questions and hearing none, he calls for new business.

**New Business –**

- **Accept 2022 Audit** – Already accepted above.
- **Roof Proposals** – Chief Underwood states he brings this before the Board to be transparent; he has received 2 proposals to correct the roof, which is part of the insurance claim. One was from Better Building, Inc. which came in at \$5,400 and included removing and replacing all the ridge vents with ridge caps, resealing all the caps that are there to include pulling those caps up and cleaning and resealing them. The second quote was from Royal Roofing which is owned by Lewie Swindle, in the amount of \$4,400 to include all of the aforementioned replacements and resealing, and adds additional condensate cap/pans (like what's there now) at the ridge cap that overlaps the first beam so if there's any temperature differences where there's no insulation, that pan provides a place for the condensation to drip and have a place to dissipate; vs. dripping down inside; so he's included that above and beyond the other quote, in his \$4,400, but he wanted to bring that to the Board so we're open and transparent as a special district using a business that an employee owns is permitted as long as we're open and transparent; so he asks the Board to select which quote they would like to approve. Commissioner Ducrou asks, for the record, you were only able to get two bids. Chief advises that is correct. He states, like the ceiling tiles, he contacted five different companies just trying to get multiple bids on that, he contacted everyone he knows and only one showed up. So, that is correct, these are the only two bids he could secure for the roof (For obvious reasons – Hurricane). Commissioner Ducrou moves to accept the lowest responsive bid. Commissioner Griffin seconded the motion. Called to a vote, all are in favor of accepting the lowest of the bids which also includes additional

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

work that benefits the District. Motion passed. Chairman Mere calls for any further New Business and hearing none, calls for Chief Items.

**Chief Items** – Chief asks if there was anything on the Legislative Priorities that they wish him to clear up, and if not, he does want to bring attention to a couple Bills that are up for discussion. Hearing none, he continues, one is HB-239 which is making its way through the House and Senate. It has made it through its first week in Committee with full support, it is looking to reduce the retirement age back down to 55, which had been increased in 2011. He states there is no talk of COLA yet, but there were several Representatives in the House that spoke that now this was passed they felt the need to work on COLA. COLA was the other one that was reduced, after 2011 you get no COLA, and those that had it for every year they worked past 2011 their cola was reduced the percent. If he works 25 years his COLA will be 0.19% instead of 3%. If he works 30 years his COLA will be 0.71%, but they're looking at bringing that back in some form for those firefighters that are hired on after 2011. He adds there's no bill on it yet but they will be addressing that in the future sessions. Another change is the Form 1 that we have to do every year is going electronic and they have not brought Special Districts in on this yet, but they are now pushing some bills that seek to require Municipal County and City Officials to file Form 6 instead which is a more in-depth financial disclosure. They are also seeking to add the inclusion of Special District Officials to complete four hours of annual Ethics Training. Chairman Mere asks if there's anything else from Administration. Hearing none he calls for Commissioner Items.

**Commissioner Items** – With no Commissioner Items offered and no public remaining, Chairman Mere calls for Motion to Adjourn.

**Public Input – None**

**Adjournment** – Commissioner Ducrou moves to adjourn. Commissioner Griffin seconds the motion and with none opposed, meeting is adjourned 7:55 p.m.