

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
June 13, 2023

**Meeting called to order** at 7:00 p.m. by Chairman Mere  
**Pledge of Allegiance**

**Invocation** – Commissioner Mere

Commissioner Griffin – Present  
Commissioner Ducrou – Present  
Commissioner Hansen – Present (7:13)  
Commissioner Cook – Present  
Commissioner Mere – Present  
Chief Doug Underwood – Present  
Office Manager – Present  
Attorney Ian Mann – Absent

**Others Present:** None

**Public Input Agenda Items** – None, however, Chief takes the opportunity to note he has a few additional items he has added to the agenda; Old Business: Performance Review and MW Horticulture, and under Chief Items: Property Tax Credit

**Minutes** – Review and Acceptance of the May 9, 2023 Board Meeting minutes - Motion made by Commissioner Cook to accept the minutes. Commissioner Ducrou 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 May 2023 - Motion made by Commissioner Ducrou to accept the financials. Commissioner Cook 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 is no Fire Marshal's report for the Month of May, however Chief has given the instruction to begin the annual inspections. He states we will work on those over the next 3 to 4 months to get those completed. Commissioner Mere inquires of hydrant inspections. Chief Underwood responds they were done at the beginning of the year. They are typically done December and January. Chairman Mere calls for administrative report.

**Administrative Report** (attached) – Chief Underwood reads the Administrative Report into the record. He adds Alva to the record for the co-op training and states we received comments from several of the Chiefs, impressed with the crews' performances. The goal is to have two a year with the next being in November or December; and he thanks the south departments for providing a strike-team of

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engines to cover our departments while we trained. Chairman Mere calls for any questions. Hearing none, he calls for Union Petitions.

**Union Petitions – NONE**

**Old Business –**

- **Performance Review** – Chief states he has a decision he'd like them to make. As Senate Bill 250 has passed all legislature and is awaiting signature by the Governor; and as he has received notification that Special District Services will have the draft of the Performance Review by the end of the week, with the final draft available within in another few weeks. The question is whether the Board wants to allow Chief to review the report and if he deems appropriate, allow the Auditor to submit the report on time, without the contractual presentation, prior to submission. Commissioner Cook asks if the Board will get to see it. Chief states he can send them the rough draft when he gets it, adding that Shore's is already done and they did a really nice job with it and Shores is really happy with the product. He adds that it is not the hundred and some page report that some of these companies are producing, that are outside of the scope of the requirement. He adds we also have not had to do much of anything as so much is already available on our website; our Audit, our ISO Rating, 5 Year Plan, our Key Performance Indicators, our Goals and Objectives; they may add some goals and objectives as recommendations, but so far it has all been positive, so far, they haven't indicated any negatives. He doesn't feel the presentation would change anything with the draft. Commissioner Mere states he's ok with seeing the draft and trusts Chief to make the call so we can submit by the deadline. He asks Chief if he needs a motion. Chief states he feels it would be best since it's in the contract they would present the draft before submission. He adds he will also include a letter for attachment if he has any notes or additions. Commissioner Ducrou moves to permit Chief to review the audit on the Board's behalf, prior to submission. Commissioner Cook seconds the motion. With vote called and all in favor, motion passed. Chairman Mere calls for the next item.
- **MW Horticulture** – Chief states he will forward the Settlement Agreement he has received a copy of, between Lee County and MW Horticulture and Minus Forty Technologies; but acknowledges everyone is aware that MW Horticulture is completely out of it; which will in essence put both lawsuits on hold unless this agreement is not fulfilled; in which case the County can take over and continue with the suits. It requires the property to be cleaned up within 9 months. No-one from MW Horticulture or Mark or Denise or any company they are involved with can be involved in the clean up process; it grants them ability to use the air curtain incinerator. There's some other things, but it will allow the something like \$300,000 in code violations to go away as well as the foreclosure lawsuit, and gives the County the ability to change the zoning without the property owner approval, back to what it was before it was changed for MW Horticulture. Our attorney has finally successfully delivered the notices of our intent to lien, to the owners with evidence of receipt, and the notice period is almost up, and with the foreclosure on hold, he will be able to file our lien; which might not

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stick with the foreclosure. Commissioner Mere states “so there’s still a chance that we might actually receive something.” Chief laughs and agrees, there’s still a chance. He states Minus Forty did have to put \$325,000 in escrow in order to get this agreement; which enables the County, if they default, to use that money to clean the property up and they will foreclose; or they can just use that money to pay off the liens. He’s not certain what they can or may do. At least we have the opportunity to get this lien on it, and hopefully they will get the property cleaned up.

**Property Tax Credit** – Chief has shared the June numbers with the commissioners, and states we have received another disbursement for last month \$14,941 which is only about \$15,000 off budget, and they took out another \$1723 leaving a balance of \$1623 of the \$3704 that we are aware of. We had a total of 36 parcels affected and approved for reimbursement. They are still processing claims, but he feels confident that our July numbers will remain strong. Chairman Mere calls for New Business.

**New Business –**

- **Set Maximum Millage Rate** – Commissioner Ducrou moves to set the Maximum Millage Rate at 3.5. Commissioner Cook seconded the motion. Vote is called and with all in favor, Motion is passed.
- **Authorize Office Manager to select the Budget Hearing Dates** – Office Manager states July 1<sup>st</sup> Final numbers will come in and with them, the dates for the County and School Board Budget Hearings, so, armed with that info she will have to pick prelim and final dates that will work for optimum Board participation and meet the criteria for timing required by statute. She agrees to poll the commissioners via text to see if the dates she selects work for most. Based on the reply she can complete the preliminary TRIM deadline and place any advertising that needs to be done for the moving of the regular meeting and the Union Negotiations if required. It is agreed she will text the dates to everyone for agreement. Commissioner Griffin inquires of the Ethics Training that is now required of Commissioners Chief states it was approved, however doesn’t take effect until January 2024 and in the meantime, he will keep his eyes and ears out for the different options that will no doubt surface before the law goes into effect. He states it hasn’t yet been published what criteria will need to be covered though he expects it will largely be the same as for other governing officials of which the law has already been invoked. He will keep them advised. Chairman Mere calls for any further discussion and Chief states he is leaving for FASD conference tomorrow in Orlando. He also advises he applied for the scholarship and got it, so his only expense will be the hotel for the one night he’ll be there. That was a \$450 savings to the District for the conference fee. After the conference he will leave Sunday for a vacation for a week. Upon his return there will be some intermittent days over the next couple months he will be teaching here and there on specific topics, which will enable him to get to know some of the new recruits coming out. Next meeting (in July) we need to have an Executive Session to discuss anything we want to look at in the contract for negotiations. There’s a discussion about July timing and it is decided that we will not have a July meeting. Executive Session will be at the August meeting. Chief states finally, we have again been granted a \$5,000 Grant from PGIT, our Workers Comp Insurance as a 50/50 for \$10,000 of our expenditures for structural firefighting gear.

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- Chairman Mere calls for any other New Business, and hearing none, calls for Chief Items.

**Chief Items** – Covered above and with no other Chief's items, Chairman Mere calls for Commissioner Items.

**Commissioner Items** –With no Commissioner Items offered and no public present, Chairman Mere calls for adjournment.

**Public Input – None**

**Adjournment** – Commissioner Cook moves to adjourn and motion is seconded by Commissioner Griffin and with none opposed, meeting is adjourned 7:34 p.m.