

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
January 9, 2024

Meeting called to order at 7:03 p.m. by Chairman Mere

Pledge of Allegiance

Invocation – MOS

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

Others Present: Some Staff

Public Input Agenda Items – None

Minutes – Review and acceptance of the November 14, 2023 Board Meeting minutes – Motion made by Commissioner Ducrou to accept the minutes. Commissioner Griffin seconded the motion. With no further discussion offered Chairman Mere calls for Review of Financial Reports for November 2023.

Financial Reports – Review and Acceptance of the Financials for November 2023 - Motion made by Commissioner Ducrou 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 Review of Financial Reports for December 2023.

Financial Reports – Review and Acceptance of the Financials for December 2023 - Motion made by Commissioner Ducrou 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 Report.

Fire Marshal Report – Chief Underwood states it is as the report in the packet and we do still have a few outstanding annual inspections and follow ups to do. Chairman Mere calls for the Administrative Report.

Administrative Report (attached) – Chief Underwood reads the Administrative Report into the record. Chief covers the annual data reports. Just past the Mutual Aid on the Admin Report, the annual reports begin with Total Record Call Volume by Incident Type with a total of 1,163 incidents which includes all mutual aid calls. The next page is turnout times by apparatus which is all turnout times for our district including mutual aid and is broken out by apparatus and our max turnout

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times with the Tender typically being longest turnout; where the guys have to do musical trucks. He states our apparatus turnout time is less than a minute, with E-131 being just a hair over a minute, the rescue 131, being the primary call out at just under 40 seconds average turnout for the year. The next page Average First Apparatus Travel Time are for our District only, so the mutual aid calls to other districts have been filtered out so any to Charlotte County, mutual aid responses to Desoto, Collier, Lehigh, Cape Coral, and Pineland for strike team callouts for structure fires on Upper Captiva; those are filtered out to show what our response times are in our district, which is also what they looked at when they did our performance evaluation, to see how we were performing for our district. You can see some of our calls take more time, those would be the ones up 75 having to go to past Tuckers Grade to turn around for a call on the southbound interstate, and dirt roads like Shirley Lane, getting to the ends of those roads will give delayed responses and there are some that are there that we try to catch on QC but not always, that are scene security issues for medical calls where we will go on scene waiting in the area waiting for SO for scene security, that our arrival is supposed to be when we get there but isn't recorded until maybe 20 minutes later when SO gets there. Over all, our average travel time is 0:06:53 which he is very happy with. Commissioner Ducrou asks if they can edit those on-scene times for those security calls Chief states they can and are supposed to at QC and the Captains can fix those, but sometimes they're easier to see in these reports when you see extreme spikes. He has had conversation with the Captains on that and is going to run the report quarterly to catch more of those sooner. Have the Captains review the data and verify that the times are correct, which a majority are, but to eliminate unnecessary anomalies. He apologizes, he did not get the Training Records report in the packet, but states the ISO Training records are all at 100%, our EMTs are up on par, we are doing our quarterly training with our neighboring districts, doing our ISO training at the academy, and this facility is now able to be used as ISO, so we've been hosting several trainings here; facility training with our neighboring districts as well. Training has been maxed out with our fire-based training and again our EMTs up to par, as well as all our other trainings we're required to do annually such as hazmat and CPR. Chairman Mere calls for any questions. Hearing none, he calls for Union Petitions.

Union Petitions – NONE Hearing None, Chairman Mere calls for Old Business

Old Business –

- **State Mutual Aid Agreement** – Commissioner Ducrou asks if there's been anything more on the delegation. Chief states there has and he was going to discuss that in legislative updates under Chief Items, but he can do that now since it is old business. He continues, the Senate did file a companion Bill which is identical word for word as the House Leadership initiated Bill. It is in the Ways and Means Committee for the House but it's not on their agenda yet, the Senate introduced it today, but they have not put it in to a committee to hear. So we're

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following the House to find out when they will hear on it again. Several fire chiefs, including Chief Underwood have been communicating, trying to get where this is coming from, at least communicate that trying to re-affirm the District every ten years is a huge issue with a lot of unintended consequences. He feels our local delegation very receptive and understanding, they're not fans of it, but again it is being pushed by leadership, so he's uncertain how far this will push. There are talks behind the scene that there's going to be some sort of alternate. He plans on going up again in two weeks unless they put it on the Ways and Means agenda. They met yesterday and didn't bring it up. We don't know when they will meet again so we don't know when this will move forward in the House, but lobbyists and several fire chiefs are continuously working with the legislators up there to have clarification as to what their goal is, and explain the issues we have with it. Commissioner Ducrou asks how much notice do they give you. Chief states maybe as little as 24 hours. A lot of times the agenda is set out before, but a legislator can come up with something the 9th hour, late at night, and want this to be heard tomorrow; it just depends on the chair of the committee if he wants to add it to the agenda. The lobbyists are up there and there are legislators feeding us information, telling us this is going to be happening; we were told this was potentially going to be heard tomorrow morning on the Senate side, but then were told they are pulling back the reins on that. We were also told that it may not be visible on the agenda until the night before, which would be tonight. He continues, on the Senate side, he has an automatic notification set that will let him know when anything he is following comes up for movement to a committee or is placed on an agenda. We have quite a few fire chiefs on deck who will go up there depending on who's available, when we hear something is happening. He adds that there are a couple other bills that were introduced yesterday that involve homestead exemption, that are daunting. They are all 100% party line votes. One increases the homestead exemption by \$25,000 which we had a \$375,000 loss through the last one at \$50,000, so ½ of that again. The second is adjusting the homestead exemption by the Consumer Price Index, and the third rides with it, allowing for a possible up to \$100,000 homestead exemption (cap). These three are amendments expected to be on the ballot in 2024. Commissioner Ducrou states if it goes before the public it will pass. Chief agrees. He adds we're doing well with the growth that we've had, but we are also going to have to protect that growth with station 2 and personnel and expenses as the district more than doubles with the development. Especially with the cost of building, and buying a fire truck that costs \$800,000 now. Another is the reintroduction of the FRS 3% COLA they are exploring with a referendum to negotiate that. He will keep the Board apprised on these developments. With no further questions on the legislative front, Chairman Mere calls for the State Mutual Aid Agreement. Commissioner Cook moves to Adopt Resolution 2024-01 Statewide Mutual Aid Agreement. Commissioner Ducrou seconds the motion and with all in favor, motion passed. With no further Old Business Chairman Mere calls for New Business.

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New Business –

- **Resolution 2024-02 Budget Amendment – 2023/2024 Appropriation #1** – Office Manager is requesting we amend the 2023/2024 Fiscal Year Budget increasing the Revenues by the \$284,608.35 additional carryforward from the amended 2022/2023 Budget and increasing the Unassigned Reserves by that same amount. Commissioner Ducrou moves to adopt Resolution 2024-02 Amending the 2023/2024 Budget. Commissioner Cook seconded the Motion and with all in favor motion passed.
- **Auditor Selection Directive** – Office Manager states contract with auditor runs out this year and she has secured a written proposal to extend the contract on an annual basis with annual increases based upon the CPI in April of each year. This year the result is a 4.9% increase taking the fee from \$10,050 to \$10,542.45 for the FYE 2024 audit. They have promised to provide the new number via a letter each May so we can either budget accordingly or seek new proposals. There were questions as to how well they are doing and the quality of the work and Chief states they are doing excellent and are very thorough and adjust their examination based on the changes within the District policies and procedures. Commissioner Ducrou moves to accept the current auditors offer to renew annually based upon the Consumer Price Index, providing we can do a Request for Proposal for the services if the adjustment is crazy high. Motion was seconded by Commissioner Cook. All in favor, motion passed.
- Office Manager requests authorization to move excess funds from Impact Fund to General Fund as partial reimbursement for 2012 Pumper in the amount of \$24,240.70 and leaving the Impact Fund with the predetermined \$1339. Taking the balance the Impact Fund owes the General Fund down to \$68,521. Commissioner Hansen moves to approve the transfer. Commissioner Griffin seconded the motion and with all in favor, motion passed. Chairman Mere calls for Chief Items.

Chief Items –

- Chief Underwood states he has received one quote for the fence which would be a fence going straight out across the property with a 20' rolling electronic gate with a timer and EVAC tying into the building. Approximately 250' of fence and a pedestrian gate Smith Fence quoted \$25,000 for schedule 40 pipe vs 16-gauge pipe and heavier gauge commercial grade chain link. He's still looking for 2 more quotes. He has a meeting with Tropical Fence next week and Coastal is also to quote. Commissioner Ducrou asks about the security cameras. Chief states he hasn't received any proposals, he has spoken with Commissioner Mere about the process he did and with his ability and knowledge, he offers to help us if we want to buy the system and the wiring as he has the tools. Chief still would like to get proposals to see what they say. Commissioner Ducrou states the wiring is the easiest part of it, it's the hard drive and the controls. Chief states yes, with a decent system that's plug-n-play, but his they don't make any more. You have to have somebody come in and program a new camera if it's a different brand, if it's an IP based you have to have somebody who has computer knowledge who can plug into the system and back door into the camera and feed it into your system. There is

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some discussion as to who Chief can check with, Commissioner Ducrou states Dillon set him up with that place down south. He states their cameras are, the one that he has, the 180° that has 4 lenses in it, that splices the picture together, it's 32 megapixels, that thing's amazing. Because you're going to need something that gives you a really wide field of view. Chief states that was to be his next call. He states Interlink had put into their bid panoramic cameras up high on the building, one camera facing each angle with a panoramic on this top corner. He states one camera may cost more than 3 combined, but you're going to get a lot better picture, a lot better view. His quote was something like \$5,000 and that was just with cameras, not the upgraded panoramic. So, he had some additional options in the quote. Commissioner Ducrou states the 2 front ones of his will follow you so you can have a wider picture because of its ability to move around. Chief says it's definitely still on the radar, he wants to get more quotes. He says Interlink's DVR he could buy \$300-\$400 cheaper online. He understands they need to make money but he wants to make sure we're comparing apples to apples and getting a good price. We can do anything with the system once we get the wiring and the DVR set up. We can add cameras to it. That's why he looked at a 16 channel and starting with 8-10 cameras. Commission Ducrou suggests we go cat 8 on the wiring to prepare for systems that aren't even out yet.

- Chief states we are getting ready to make a radio payment after which we have only 1 more, so he requests permission to go ahead and pay that off. He has unanimous Board approval.
- Lastly, Chief states he has been Chief for a little over 2 ½ years now, and his anniversary with the District just came up, 20 years paid (23 years total) and in the past we have done performance evaluations, and his contract calls for them, so he would like to know if they would like to do them and would they prefer them electronically or printed. Consensus is electronic. Commissioner Ducrou asks if this is standard with other Districts. Chief states it is something Chief Nisbet brought from another District but we haven't done them in a while. He states they are all over the board as to what the various districts do. He describes how the captains handle the staff coming off probation and how we like to address issues right away instead of waiting to address them at a specific time. Commissioner Ducrou states there's something to be said for the sitting down with someone, one on one, if there's something I've seen or it happens here, I'd rather talk to you directly, you get a resolve to it quicker. You put things to paper for a long period of time, and you could have one bad thing in your career, and a records request for 20 years of paperwork, and it comes out; you've got to think of the long-term effects. Chief states an officer would keep a log on his own, it wouldn't go into a personnel file, unless someone is consistently making the same mistake, then it's documented. That's what some fire departments are going to, having a coach and counseling log, Commissioner Ducrou points out that is still a public record. Chief states he does appreciate the relationship the board has with sharing their thoughts as things arise. Chairman Mere calls for any other Chief's items and hearing none, calls for Commissioner Items.

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Commissioner Items – With no Commissioner Items offered Chairman Mere calls for Public Input.

Public Input – None - Chairman Mere calls for Motion to adjourn.

Adjournment – Commissioner Cook moves to adjourn and motion is seconded by Commissioner Griffin and with none opposed, meeting is adjourned 7:55 p.m.