

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
August 12, 2025

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

**Invocation** – Commissioner Hansen

Commissioner Griffin – Present  
Commissioner Ducrou – Present  
Commissioner Hansen – Present (7:11pm)  
Commissioner Cook – Present  
Commission Mere – Present  
Chief Doug Underwood – Present  
Office Manager – Present  
Attorney Ian Mann – Present

**Others Present:** Some Public

**Public Input Agenda Items** – None

**Minutes** – Review and acceptance of the June 10, 2025 Board Meeting minutes – Motion made by Commissioner Ducrou to accept the minutes. Commissioner Griffin seconded the motion. With no further discussion offered, vote is called and with all in favor, motion passed. Chairman Mere calls for Acceptance of June 2025 Financials.

**Financial Reports** – Review and Acceptance of the Financials for June 2025 - Motion made by Commissioner Cook to accept the financials. 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 and Acceptance of the Financials for July 2025.

Review and Acceptance of the Financials for July 2025 - 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 Report.

**Fire Marshal Report** – Chief Underwood states the Fire Marshal report is as attached. Chairman Mere calls for Admin Report.

**Administrative Report** (on-file) – Chief Underwood reads the Administrative Report into the record. He adds Brush-132 will be back in service tomorrow. Commissioner Mere asks questions about the Lucus device, if we will be adding and whether they are portable. Chairman Mere calls for questions and hearing none, he calls for Union Petitions.

**Union Petitions** – Chairman Mere calls any Union Petitions and hearing none, calls for Old Business.

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**Old Business –**

**Lien Renewal** – Chief notes we are seeking a motion on the lien renewal on the East St. property and he wishes to advise they are in the process of a civil suit over egress for Right-of-Way to get into that property with Paints and Coatings who put a fence right down the middle of the easement which significantly hampers their ingress and egress to the property and didn't have a permit to do so, they have another hearing next week for a third emergency motion to enforce the judge's ruling to remove the fence. He has not removed it and has also filed an appeal. The property owner still wants to sell the property and the tenant is also the perspective buyer, once the legal actions are settled. Chief asks for motion to renew the lien so it remains in effect for such time as the sale goes forward. Attorney Mann states he is in possession of the executed paperwork to proceed to refile the lien. Commissioner Ducrou moves to renew the lien. Commissioner Cook seconded the motion and with all in favor, motion passed. (Chairman Mere also recognizes Commissioner Hansen's arrival for the record.). Chairman Mere calls for any further questions or any other old business and hearing none, calls for New Business.

**New Business –**

- **OM Position** – Chief Underwood states as discussed in previous executive session Theresa's interest in exploring retirement, and other options to full retirement. He turns the floor over to her. Between them they propose a 4-day approximately 32-hour work week. Leaving the office basically closed 1 day a week and her benefits intact. Commissioner Mere asks if the job can be handled in that time schedule and how long before you cut back even more and a replacement is necessary, because it's kind of hard to hire someone if you are still here 32 hours a week and able to complete all the tasks. Office Manager states she will be reducing her hours and also has insurance change proposal that would reduce expenses in her area that will assist with covering costs to train, and as part time, we wouldn't have the health insurance cost but would have the FRS. Commissioner Cook asks if we are looking for someone right now. Office Manager states we have feelers out. Chief states he has been approached by someone that has long history of service that has experience, knowledge and background that wouldn't take a whole lot to train and she would be willing to come back in, or we can go with someone with little to no experience to train part time. We are exploring options and are checking with the Board as to how they feel about it. Commissioner Ducrou asks how far out we are talking, a year, two? Office Manager feels a year maybe, possibly more, possibly less. She doesn't want to wait and have the district in a spot. The Board wishes to do a full time over a part time, with a 4-to-6-month training period. We discuss the target to start the 32-hour week to be October 1<sup>st</sup>, knowing that there are times when the job may require more time and other times where less can work, and there will be savings as she offers to switch from the group health plan to Medicare with a supplement and prescription coverage for she and her husband that will net the District a savings of more than \$300 a month. Commissioner Ducrou asks if she's

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Pension or Investment plan with FRS. Office Manager states we just want to make sure the board is ok not having someone in the office 5 days a week. The Board seems to be good with it if Chief is good with it. Chief states as long as the Board is getting the stuff they need and he is getting what he needs, he doesn't have an issue with it. He states a lot of districts around now have four 10-hour days. There's a discussion of phone systems Chief is looking into to handle incoming calls as well. Chairman Mere calls for any other new business. Chief states, he added the Bay Doors quote after packets were bound, but wishes to get permission to replace the 4 bay doors that have not yet been replaced, with hurricane rated doors with windows. This is the company we currently use for repairs, and their quote came in substantially lower than the last time we had the same doors quoted (over \$50,000 at that time). There is an additional scope of work not quoted here as they don't do that work, and that is the correction to the structural frame around bay door 6 that was damaged more than 25 years ago. It also doesn't include openers, which were replaced about a year ago that were donated by Tice. So Chief is seeking approval to replace the doors and to fix the frame on bay 6. Commissioner Ducrou moves to approve the unbudgeted expenditure for the bay doors. Commissioner Cook seconded the motion and with all in favor, motion passed. With old business concluded, Chairman Mere calls for Chief Items.

**Chief Items** – Chief states on Brush 132, he ended up getting in touch with George who used to work with E-One and longer ago, Hallmark, that helped us with the pump for T-131; well, he hooked Chief up with the Maintenance Manager for Highlands County Fire Rescue who had rebuilds sitting on the shelf. He was able to supply Chief with the contacts to get the parts to rebuild ours, but also sent us one already rebuilt. A-shift had taken it out and torn it apart and when the parts came in, B-shift helped Chief re-assemble but there's a leak on the galvanized pipe on the intake, so Captain Swindle will help Chief put that back together tomorrow so that truck will be back in service. It has already been tested though, and it's fine, so that will be back in service. He adds that Highlands County said if they are taking these trucks out of service, he will keep the parts for us. Chief thanks Highlands County for their kind donation. The new pump would have been \$5,800. The Board asks if he's doing a nice thank you letter to Highlands County. He says he most definitely will. Chief's final item is to inquire if the Board is ok with appointing and allowing 1 board member to work with Chief on his contract, despite the fact there is very little to revisit, he would like consideration that he could possibly work 4 ten-hour days where duties permit. Commissioner Ducrou states he has time and would do it if the Board approves. The Board approves. He also believes they had agreed he could work 4 tens, but Chief doesn't believe it was addressed in a meeting.

Chairman Mere calls for any other questions and hearing none, he calls for Commissioner Items.

**Commissioner Items** – None. Hearing none, Chairman Mere calls for Public Input.

**Public Input** – Hearing None Chairman Mere calls for Executive Session. 7:40

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**Reconvene – 8:50**

**Motion to Adjourn** - Commissioner Cook moves to adjourn and motion is seconded by Commissioner Ducrou and with none opposed, meeting is adjourned 8:50p.m.