

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
May 12, 2026

Meeting called to Order – 7:03 pm by Chairman Mere

Invocation – Commissioner Mere

Attendees Commissioner Griffin - Present
 Commissioner Ducrou – Present – in bay; joined at 7:07 pm
 Commissioner Hansen - Excused
 Commissioner Cook – Present
 Commissioner Mere – Present
 Chief Doug Underwood – Present – in bay; joined at 7:07 pm
 Office Manager Theresa Sharp – Present
 Office Manager Susan Lindenmuth - Present

Others Present – Bayshore Operational Staff

Public Input Agenda Items – None

Minutes - Review and acceptance of April 14, 2026, Board Meeting Minutes – motion made by Commissioner Griffin to accept minutes. Commissioner Cook seconded the motion. Chairman Mere called for any discussion. Hearing none, he called for a vote and, with all in favor, the motion passed. Chairman Mere calls for Acceptance of the April 2026 financials.

Financial Reports - Review and acceptance of April 2026 Financials - motion made by Commissioner Cook to accept minutes. Commissioner Griffin seconded the motion. Chairman Mere called for any discussion. Hearing none, he called for a vote and, with all in favor, the motion passed. Chairman Mere calls for the Fire Marshal's Report.

Fire Marshal's Report – No Fire Marshal's Report. Chairman Mere calls for the Administrative Report.

Administrative Report (on file) – Office Manager Lindenmuth reads the Administrative Report into the record. Chief Underwood reads apparatus status into the record. Chairman Mere calls for any questions. Hearing none, he calls for Union Petitions.

Union Petitions – Hearing none, Chairman Mere calls for Old Business.

Old Business – Chief Underwood and Office Manager Sharp reminded Commissioners that Form 1 is due July 1st for those who are up for re-election. A copy of Form 1

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must be submitted with your election packet, while you are in there, print it for your packet. Reminder that last year's Ethics training must be completed and documented in Form 1. Commissioner Griffin confirmed pre-qualifications start on May 25 (Memorial Day) and packets can be submitted the following day up until noon, Friday June 12, 2026.

SOG-01-009: 40-hour guide – Chief Underwood presented the updated SOG to show the four 10-hour day working hours as well as the addition of incentives not previously noted – CPR Instructor, associate degree or bachelor's degree. Commissioner Mere made suggestion to clarify hours of work option at Chief's discretion to show employees may work either 5 days (8-hour days - 8:30am to 4:30pm) or 4 days (10-hour days – 6:30am to 4:30pm). This will cover any future changes to personnel without having to amend the SOG. Commissioner Ducrou notes additional clarification is needed throughout the SOG to account for both 8 and 10-hour work days. He also notes holidays need to be addressed as 8 hours and shortages will require make up by vacation or comp time. Discussion about the BLS Instructor incentive for Office Manager. Chief discussed having Office Manager Lindenmuth assist with some CPR classes as well as his desire to take over the American Heart Association Training Center, currently operated by Estero Fire Rescue. The AHA requires that the Training Center Coordinator be a certified BLS Instructor. Request was made to have updated SOG email to Commissioners for their review. It can then be included in the next board packet once updated. Motion made by Commissioner Ducrou to adopt SOG 01-009 with changes stipulated in this meeting. Commissioner Cook seconded the motion and with all in favor, the motion passed.

Fire Due Software discussion – Chief does not have an updated price. Agree to start mid-July. Based on a meeting with five districts and First Due, they will provide updated pricing. The first contract will be for 15 months, three months will be overlapped to align with our budget year, \$900 for onboard, then an annual fee (estimated \$7,200/annual). Additional three months will be pro-rated. Will start with NFIRS, then scheduling and inspections (including pre-plans). Training will be done remotely with someone assigned to us for each module that will meet with us every three months. Additionally, FAQ's and training videos are available as needed. There will not be a training platform. Our platform will be populated, and crews will be able to input data and there will be a go-live date that we will provide the First Due. EMS module will also be available and will be able to do waiver of refusals. May look at additional modules in the future. Motion made by Commissioner

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Ducrou to authorize Chief to move forward with First Due for an amount not to exceed \$7,400.00 for a 12-month period. Commissioner Griffin seconded the motion and with all in favor, the motion passed. Chairman Mere calls for New Business.

New Business – Chief discussed offer from a cell tower company to lease land (50 ft x 50 ft) to erect new 100 ft. cell tower for \$1,500/mo. Only area available would be behind the rear building. Concerns include neighbors, accessibility by the tower employees, liability exposures, daily operations, radio signals, health concerns and the tower interfering with our ability as a landing zone for Lee County EMS. In prior years, this offer has been denied by Commissioners. Commissioners request that Chief do more research with other departments that have agreed to host cell towers to see what the pros and cons are with the agreement.

June board meeting – Chief will be at FASD conference that week and will be able to participate virtually if the Commissioners want to still hold the meeting. After discussion and finding no pressing issues for June, Commissioners decided to cancel the Board meeting. Motion made by Commissioner Cook to cancel the meeting. Commissioner DuCrou seconded the motion and with all in favor, the motion passed.

A motion was made by Commissioner DuCrou to set the maximum millage rate at 3.5000. Commissioner Cook seconded the motion and with all in favor, the motion passed.

A motion was made by Commissioner Cook to authorize the Office Manager to select budget hearing dates. Commissioner Griffin seconded the motion and with all in favor, the motion passed. Chairman Mere calls for Chief's Items.

Chief's Items – Chief gave update on the new rescue truck. Ford F450 extended cab is on order, should arrive within next 3 months. Rather than letting the dealership install additional items, Chief reached out to other vendors (radios, lights, toolboxes, skid unit) and got much more reasonable estimates. Total estimated price will be \$123,000. This will give Bayshore a small and large brush truck. Commissioners asked Chief to consult the county to utilize Impact fees for the purchase. Chief introduced the new impact fee schedule issued by the county. Impact fees show from May, 2026 through May, 2029. Chairman Mere calls for Commissioner Items.

Commissioner Items – Commissioner Mere inquired about the damage done to the bay door that EMS utilizes. The bay door was damaged when the driver of the

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ambulance pulled the visor down while driving out of the open bay door. Because the remote for the bay door is on the visor, the driver believes she may have inadvertently pressed the button, lowering the door as she exited. EMS will cover the cost of the repair. Door panel has been ordered – estimated time for repair is three weeks. Chief will be installing curtain sensors for better motion range. We will be installing all bay doors, but the Chief asked for a quote on the front three for now. Chairman Mere calls for Public Input.

Public Input – Hearing none, Chairman Mere calls for Motion to Adjourn.

Motion to Adjourn – Commissioner Cook moves to adjourn, and motion is seconded by Commissioner Griffin and, with all in favor, meeting is adjourned at 8:25 p.m.