

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
November 9, 2021

**Meeting called to order** at 7:00 p.m. by Sec/Treas. Mere

**Invocation** – Commissioner Hansen

Commissioner Hansen – Present  
Commissioner Griffin – Present  
Commissioner Mere - Present  
Commissioner Ducrou – Excused  
Commissioner Cook – Excused  
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 minutes of the October 12, 2021 Board of Commissioners meeting. Motion made by Commissioner Hansen to accept the minutes. Commissioner Griffin seconded the motion. Sec/Treas. Mere calls for any discussion. Hearing none, he calls for any opposed and with none opposed, motion passed.

**Financial Reports** – Review and Acceptance of the Financials for October 2021. Motion made by Commissioner Griffin to accept the financials. Commissioner Hansen seconded the motion. Sec/Treas. Mere calls for any discussion. Hearing none, he calls for any opposed and with none opposed, motion passed.

**Swearing In Ceremony** – Chief Underwood swears in each of the newly hired firefighters. Photo opportunity is provided. Commissioner Mere advises all the family of these new firefighters to find a balance in their relationships with these first responders as to when to talk them through their experiences and when to give them some space, and they need to learn to communicate their need with you as well. It's a great career and a great life, but there are some challenges with it. Be prepared to work them through those challenges. He welcomes them to become involved with any of the functions we host and to join us as part of this family. Chief Underwood reiterates the same sentiment.

**Fire Marshal Report** – Chief Underwood states he doesn't have a report, but he is working on some Certificates of Occupancy for new businesses in the district. He has two, one in the Nor-tech building where Direct Metals is, and a national drywall company Gator Gypsum Drywall coming in that is close to CO. Commissioner Mere asks if Nor-tech is moving. Chief explains there is a portion of the building that used to be tire storage that Nor-tech had been using for storage that they have vacated and the drywall company is preparing to move in there.

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
November 9, 2021

**Administrative Report** (attached) – Chief Underwood reads the Administrative Report into the record and offers to answer any questions. Sec/Treas. Mere calls for any questions. Hearing none, he calls for Union Petitions.

**Union Petitions** – Hearing none he calls for Old Business

**Old Business** –

- **MW Horticulture** – Chief Underwood states at the prompting of the auditor it is advised that we should remove the aged MW Horticulture invoices from the financial statements as A/R in that, that classification implies reasonable likelihood of receiving the funds within the fiscal year. We do not actually have to write off the funds, but place them more in the background of the financials. He also asks the board for permission to negotiate with their attorneys in an attempt to receive at least some portion of the debt. Attorney Mann explains it is merely an accounting principle, that it does not remove the obligation of MW Horticulture to pay the debt. He advises we follow the auditor's advice to follow the best practice from the accounting standards. With regard to negotiating with their attorneys he suggests that either be discussed in an executive session or he will be happy to discuss it with each of the board members individually, whichever they would like to do. Commissioner Hansen moves to follow the auditor's recommendation on handling the debt. Commissioner Griffin seconded the motion and with all in favor, motion is carried. Sec/Treas. Mere calls for new business.

**New Business** –

- **Radios Forestry 50/50 Grant**– Chief Underwood states last year Chief Nisbet had purchased 12 radios to replace most of the old radios, at which time he kept 4 radios that were scheduled to work until the P25 system was fully activated. At that time, he was directed not to purchase any more without board approval. We are now at a point where the P25 system is up and running and those 4 radios will no longer work. He is requesting board permission to apply for a Forestry 50/50 grant to purchase 2 radios that are dual band and he will carry one and the officer will carry the other. The total cost of the 2 radios is \$12,400 or \$6200 each, and he has discussed obtaining a grant with Forestry and he is encouraged to apply which would then cost the district \$6,200 for 2 dual band radios. These radios will enable communication with Forestry and marine operations and air ops as well as our usual communications. 39 tiers at 16 channels a tier. He adds we will still need a couple VHF radios so in lieu of the 2 radios we purchased at the beginning of the year for the VHF side, we will take those 2 single VHF radios and move them to other apparatus, and the engine and B-1 will have the new dual band. He is seeking permission to write the grant, adding that there will be 3 sets of forestry gear for the new firefighters in that grant as well, so the grant amount will be \$15,043 and we'll receive \$7,521 out of that. He states as long as we stay under \$20,000 total, they're good with the grant. Commissioner Mere asks what kind of a period are we going to have for acceptance of the grant or is it kind of a guaranteed acceptance? Chief Underwood states, these are pretty-much you write a grant and you get it. If there are funds available and we're early in the year, then we'll get approved. He continues, last year it was May when we submitted and July when we got the money, but last year was

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
November 9, 2021

different with COVID and all. Commissioner Griffin moves to allow Chief to apply for the grant. Chief reiterates that we have 17 portables now and by the end of this year the final activation of the P25 system will take 4 of our existing radios off line and with the 2 new, that will allow us to have 15 portables. Commissioner Hansen seconded the motion. With all in favor motion is passed. Commissioner Mere asks about the blue tooth headsets we were talking of when Chief Nisbet was buying radios. Chief Underwood states he was unaware that was brought before the board, and states he can and will look into those.

- **Inspection Fees** - Chief Underwood states he would like to add a few new items and adjust the price of a few others' fees. He covers those and requests board approval. Commissioner Griffin asks if they are comparable to other Districts. Chief Underwood states he compared them to North Fort Myers who did a 10 District study a couple years ago and these compare to theirs. Commissioner Mere suggests we review these fees more often if they change very often. Chief Underwood states he mentioned that at the Fire Marshals meeting as the study we last adopted was actually done in the early 2000's, so he will review these more often. Commissioner Griffin moves to adopt the fee schedule and Commissioner Hansen seconded the motion and with all in favor, motion is passed.
- **2020-2021 Budget Amendment** - Office Manager has provided an amended budget to zero the line items as per the Board's usual request with Resolution 2021-06 Amending the income and expenditures accordingly. Chief Underwood advises the board that there are and will be some adjustments in the budget down the road as certain expenses such as furniture like the chairs the board is using were budgeted in building equipment and furniture but due to their cost being under \$1,000 individually, the auditors are not considering those capital expenditures which is where building equipment and furniture fall, as well as some of the building renovations such as flooring which is considered more of a repair type of expense rather than an upgrade to be depreciated. Commissioner Hansen reads the Resolution into the record. Commissioner Hansen moves to amend the budget and adopt Resolution 2021-06. Commissioner Griffin seconded the motion and with all in favor, motion passed.
- **2021-2022 Budget Amendment** –Office Manager notes this amendment to the 2021-2022 budget takes into income lines the excess revenues and the underspent expenditures and accounts for those in the carryforward into the new budget in the form of reserves carried forward and into the expenditures portion of the budget to Unassigned Reserves. Commissioner Griffin inquires of the Kid's Christmas as to whether it costs the district any of its funds. The Office Manager assures it does not, however since donation checks are made payable to the district, the funds must be deposited into the depository account and are perpetually tracked in our budget to maintain the status of the funds remaining each year. Expenditures for any expenses are posted to the Kid's Christmas expenditure line, just as deposits are posted to the Kid's Christmas income line. Commissioner Griffin moves to accept the amended budget and adopt Resolution 2021-07 and reads the Resolution into the record. Commissioner Hansen seconded the motion and with all in favor, motion passed.
- **Impact Fund Reimbursement to General Fund** – Office Manager notes there is \$24,418.66 in Impact Fee Fund and the budgeted reserve for that fund is \$1,338.95 so she is requesting permission to move \$23,079.71 into the depository account of the

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
November 9, 2021

general fund as a reimbursement of previously expended payments for apparatus. Commissioner Hansen moves to reimburse the general fund the available \$23,079.71 from the Impact Fund. Commissioner Griffin seconded the motion. With all in favor, motion is passed.

**Chief's Items** – Chief states the F-150 we ordered was supposed to be a 2021, however, he was informed it would now be a 2022. He assures the board that he is told they will be honoring the price that has already been approved by the board, it will just be a later model. He still doesn't have a production date. He has also looked into the pricing of the side-by-side as directed by the board and reached back out to Brightwater Development who is reviewing his request. The pricing of one similar to the one City of Fort Myers got a few years ago is now about \$29,000. He is preparing to write a Firehouse Subs Grant the beginning of the year when that opens up again, should Metro Development decline to provide. He also announces we are having a blood drive the end of the month to promote for the blood supply and community involvement here at the station. He will send an e-mail to the commissioners in case they wish to donate blood. Lastly, he brings up commissioner pay as they have mentioned it before. Commissioner Griffin would like to look into it a little bit more before they make a decision to do that. The district's attorney also advises we have better board representation before we move forward with that since it is their pay they are deciding.

**Commissioner Items** –Sec/Treas. Mere calls for any Commissioner Items. Hearing None, he calls for any Public Input.

**Public Input – None** - Sec/Treas. Mere calls for any public input and hearing none, he calls for motion to adjourn.

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