

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
October 12, 2021

**Meeting called to order** at 7:05 p.m. by Sec/Treas. Mere

**Invocation** – Commissioner Mere

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

**Others Present:** None

**Public Input Agenda Items** – None

**Minutes** – Review and Acceptance of the minutes of the September 14, 2021 Preliminary Budget Hearing. Motion made by Commissioner Cook 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.

**Minutes** – Review and Acceptance of the minutes of the September 14, 2021 Board Meeting. Motion made by Commissioner Griffin to accept the minutes. Commissioner Cook seconded the motion. Sec/Treas. Mere calls for any discussion. Hearing none, he calls for any opposed and with none opposed, motion passed.

**Minutes** – Review and Acceptance of the minutes of the September 28, 2021 Final Budget Hearing. Motion made by Commissioner Griffin to accept the minutes. Commissioner Cook 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 September 2021. Motion made by Commissioner Cook to accept the financials. 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.

**Fire Marshal Report** – Chief Underwood states we had one Certificate of Use Occupancy.

**Administrative Report** (attached) – Chief Underwood reads the Administrative Report into the record and offers to answer any questions. Commissioner Mere asks if we are still planning on hiring in November. Chief Underwood responds we are and pre-employment physicals are in process, we have received one fit-for-duty and we have completed all of our background checks and have one more physical

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to be done. The first will start on Nov. 3 and the other two Nov. 4. Commissioner Mere asks Charles will be on the other grant? Chief responds he will until January, then he will be off the grant. 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** –

- **Medical Director Agreements** – Chief Underwood states as mentioned in his Admin report, Dr. Rode will no longer be medical director, though he has offered to stay on for 6 months to allow us time to make other arrangements. He will be speaking with Lee County Admin as EMS is getting a new medical director as well. Currently we are only using Narcan which does not require a medical director, but we do need one for our oxygen. Commissioner Cook moves to accept the medical director agreements. Commissioner Griffin seconded the motion. With all in favor, motion passed.

**New Business** –

- **Updated Employee Handbook** – Chief Underwood states as discussed in prior meetings, he has committed to updating our policies and procedures and as we have 4 new employees starting, he wanted to bring them in with current Employee Handbooks. He states the handbook is second to the contract and then policies and procedures, which is section 101. He also added 106 at the Board's request last year that volunteers with 2 years of service will get a physical, Vacation benefits number 303 to reflect the contract and our policies and procedures, as well as our 40-hour and when we'll recognize holidays. He removed in #307 the employee will receive 1 hour without pay for 15 minutes late per the contract this year and updated vacation time as outlined in the 40-hour SOG and the collective bargaining agreement. Bereavement was updated to match the collective bargaining agreement, he updated the continuation of health insurance coverage to match state statute for the cancer presumption, work schedules are updated to match the contract and also added the volunteer tracking of time in our personnel management software, and Overtime per current policies and new contract. He states the DVP did review it to ensure everything is in agreement, and he has approved the revisions. Commissioner Cook moves to adopt the handbook. Commissioner Griffin seconded the motion. With all in favor, motion is passed. Chief Underwood thanks the Board.

**Chief's Items** – Chief states he received an e-mail from Mr. Cross about an upcoming meeting about Brightwater to increase density and offers to forward that to the commissioners. Commissioner Mere asks if they've come up with any comprehensive plan to address the traffic situation. Chief Underwood states that is one of the concerns raised in the e-mail chain he received. He states that the developer and engineers are not in agreement with what the state has proposed, so they are looking for a better resolution, and he assures the Board he will stay on top of this as it builds out the problem will escalate regardless of density increase. Commissioner Mere asks about the side-by-side we had once

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discussed to help us service that community. Chief Underwood states they have not yet said no, and he will continue to pursue that as we needed one just the other day for an injury at the very end of Caloosahatchee Creek Preserve. He states the prior Chief had mentioned applying for one through the Firehouse Sub grant and he's aware the Board had directed him to apply for the breathing air machine through them, however that's not the type of item they are open to granting funds for. He will look into the Firehouse grant if it looks like Northbrook isn't going to do it. Commissioner Mere suggests we go ahead and apply for the grant. There is some discussion of the benefits and occasions we would have to use one. Chief Underwood wishes to discuss the MW Horticulture receivable again as we are now at auditor and it will no doubt come up. The potential opportunity for payment on this is dismal and is discussed once again and it is decided again to leave it on the books for now. Chief Underwood states we have 4 more radios that are going to be going out of service this winter when the county goes to P25 by the end of the year. He was looking at buying 2 more radios, he wanted to purchase HT8000 dual band radios that are VHF capable, have marine and air ops, which are what most of the command staff in the county are using, however, when the quote came in, they are no longer applying the bulk purchase price we were talking a year and a half ago when we were buying radios. He is not prepared to spend \$7500 per radio now. He states he'd rather go ahead and just get a couple VHF radios. Finally, now that he has been in position for 3 months now, he is asking for some feedback on any direction the Board would like him to head now as he has met all the goals he outlined for the first 3 months. All Commissioners present agree he has faced some challenges these first few months and has done well.

**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 Cook moves to adjourn. Commissioner Griffin seconds the motion and with none opposed meeting is adjourned 7:45 p.m.