

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
February 12, 2008

Meeting called to order at 7:02 p.m. by Commissioner Hansen

Pledge of Allegiance

Invocation by Commissioner Harader

Roll Call: Commissioner Hansen – Present
Commissioner Cook – Present (arrived 7:04)
Commissioner Ducrou - Absent
Commissioner Harader - Present
Commissioner Griffin - Present
Chief Ed Campbell - Present
Office Manager - Theresa Sharp - Present
Attorney Ian Mann - (Absent)

Others Present: Ashley & Brown, CPAs' Don Ashley & Jeff Brown, and some Public

Review and Acceptance of the January Board minutes: Commissioner Harader made a motion to accept the January Board meeting minutes. Motion seconded by Commissioner Griffin. Vote called. Motion passed 4-0.

Financial Report: Commissioner Cook made a motion to accept the January financials. Commissioner Harader seconded the motion. Vote called. Motion passed 4-0.

Admin/Ops/Fire Marshall's Report (attached)

Petitions before the Board – None

Old Business – Don Ashley of Ashley & Brown, CPA presented the audit findings. Highlights being: Financial statements present fairly the position of the District and its' operations for the year. (The most favorable report an auditor can give.) The Government Financial Accounting Board dictated the audit standards applied. Balance sheet reflects \$754,000.00 funds primarily cash in accounts and SBA. Debts total \$28,000.00. Unrestricted Fund balance \$674,000.00 to do with as we wish. Restricted Funds are \$50,000.00 Impact Fees. Gap period footnotes disclose the financial impact of the SBA on the District with regard to the freeze. Revenues budget \$1,400,000.00 / collected \$1,500,000.00. Totaling of \$107,000.00 received over budget; primarily due to taxes, interest and impact fees. Expenditures budget \$1,400,000.00 / Spent \$1,300,000.00. Totaling of \$138,000.00 spent under budget. A sum total of \$245,700.00 was realized in Total Gains. Compliance: results disclose no instance of non-compliance. All is in order. No matters of internal control are found to be a weakness. Proper internal controls are in place. Questions from the board consisted of Departmental cooperation, smoothness of the

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
February 12, 2008
(Continued)

audit, and Auditor's opinion of audit proceedings. All replies from the auditors were favorable and complimentary to the Department. Auditors were permitted to leave. Motion to accept the Audit made by Commissioner: Cook; Seconded by Commissioner: Harader. Vote called. Motion passed 4:0. Chief Campbell informed the Board of recent transfer of funds by SBA to make an additional \$1,100+ available in Fund A and any new deposits have no freeze.

New Business –Impact Fees and a phone conference with local Fire Chiefs and County Public Safety discussing stimulating the economy and the potential options up for decision to suspend, abolish, or reduce the Impact Fees. While input was received, no decision was made.

Server: Chief submitted a bid for a new server as our current one has proven unreliable, is just over 2 years old; was purchased from Ebay, and could have been modified by an unauthorized dealer. Generally servers are due for replacement in roughly 3 years. If we tried to get through to next budget it could crash, taking us down with time loss for ship time, set up of a couple days, etc. While it was not in budget, carry over is there and auditor savings was about \$6,000 which can be reassigned to cover the expense. Mention was made of our current relationship with CRS. Installation estimates 15 hours. Agreement is to remain with Dell systems but accept a couple more bids based upon CRS specifications for comparison purposes. Discussion tabled for 1 month as we need to get more information & quotes. **New Engine:** Pierce (\$325,710), Sutphen (\$329,083 'til March 1), and E-One (\$326,626) 210 days production (grant calls for language stipulating back-charges for late delivery of \$100 per day), quotes were discussed and Board approved the ordering of the Engine to be ordered from Hall-Mark(E-One) as the bid was so close and the potential impact of the loss of rental income, our service/maintenance agreement already in place, and the convenience of their business location. Accessories such as nozzles, hoses, mounting hardware & boards and deck gun were approved by the board at the Chief's discretion \$249,850 is Grant awarded in December 2007 to be used within 1 year. \$64,500 was committed in budget this year; \$22,000 encumbered last year; total \$86,500 of our money toward purchase. (Match required \$13,150) **Base quote \$336,350** & roughly \$10,000 for extras. Older truck to be in reserve; the other belongs to Hall-Mark who will receive theirs back. The old Bayshore 23 (purchased for us by our Volunteers) is out of service, but operational for hauling water and will pump but is all rusted out & windows are burnt out and not replaceable. It should be donated or sold but no decision made. Commissioner: Harader made a motion to approve the placing of the order for the Fire Engine subject to confirmation from Fire District's attorney with regard to advertising requirements (if any) for acceptance of bids. Motion seconded by Commissioner: Cook. Vote called. Motion passed 4-0.

Chief's Resignation announced with the reading of his letter effective March 31, 2008. Reason is made due to the responsibility of the position and Chief Campbell's dedication and contribution of time with 24/7 attitude with Administrative and Operational aspects. Board acknowledges need for relief via Assistant Chief. Board reluctantly accepts the resignation. Chief to investigate as to whether an Executive Session is in order to determine qualifications for new chief or if a Special Session will be called for. Also Interim chief is discussed. Dates selected for Executive Session for Thurs. Feb. 21 if permissible and Monday Feb. 25 if 10 day publication notice and Special Session is required. Time will be set for 7:30pm. No budget for Assistant Chief, so no motion at this time.

Public Input- None

Motion to Adjourn by Commissioner Harader Second by Commissioner Cook, Vote called, Passed unanimously. Meeting adjourned at 8:49pm.