

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
April 8, 2008

Meeting called to order at 7:10 p.m. by Commissioner Hansen

Pledge of Allegiance

Invocation by Commissioner Harader

Roll Call: Commissioner Hansen – Present
Commissioner Cook – Present
Commissioner Ducrou - Absent
Commissioner Harader - Present
Commissioner Griffin - Present
Interim Chief Rick Garcia - Present
Office Manager - Theresa Sharp - Present
Attorney Ian Mann - Absent

Others Present: Public

Review and Acceptance of the March minutes and February 25 amended minutes. Commissioner Harader made a motion to accept the February 25 amended & March 11 Board meeting minutes. Motion Seconded by Commissioner Griffin. Vote called. Motion passed 4-0.

Review and Acceptance of the March 6 Special Session Minutes. Commissioner Harader made a motion to accept the March 6 Special Session Minutes subject to 2 changes: 1) That North be referenced with regard to duties outlined (page 1), and page 3: to verify which Commissioner seconded the motion to accept cancellation of March 7 Special Meeting. Motion to accept March 6 minutes subject to above noted changes Seconded by Commissioner Griffin. Vote called. Motion Passed 4-0

Financial Report: Commissioner Griffin again points out the “0” dollars in the check register for Direct Deposit. Office Manager states it is the way QuickBooks has set it up, as they draft a lump sum from our account, with an automatic entry into check register when they process payroll; otherwise account balance would be affected twice, once for the QuickBooks draft and once for each paycheck that is direct deposited. She notes that the earliest entries were never cleared when it wasn’t done this way, however, she will check with QuickBooks support to verify there is no way to change the process for the entries so that the checks do not show up as “0”. Commissioner Cook made a motion to accept the March financials. Commissioner Harader seconded the motion. Vote called. Motion passed 4-0.

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

Petitions before the Board – None

Old Business – SBA – Chief Garcia announces a Transfer from Pool B to Pool A of \$15,283.00 on 2/08/08 and \$42,529.00 remains in Pool B. **Server** – Commissioner Hansen says he was present for the evaluation by ACT, and found them to be quite impressive. They scanned the system and found the server's condition "like new" and was not in need of replacement. Clean-up, preventative maintenance, and off-site back-up are advisable to make the system more reliable in addition to upgrading and repairing what we have. That would be \$520 repair parts and \$1000 a year for a Maintenance Agreement which includes the off-site back-up storage. It is discussed that we definitely need to maintain the system and ACT had the best, most cost effective plan and that they seemed the most honest and upfront. (Due to the expense factor Chief was authorized to move forward without vote.)

Advertisement Chief - Office Manager announces results as of 1 week ad in the New-Press (paper) (includes 1 month on CareerBuilder.com) produced minimal response, and that Chairman Hansen had authorized publishing the same ad that is also on our website, on the FSFA (Florida State Firefighter's Assn.) website as it is free. (Copy of Ad on FSFA and CareerBuilder/NewsPress attached) The 3 eligible Candidates resumes were provided to the Commissioners at an earlier date. **Filling of Chief Position** – Commissioner Hansen proposes we proceed with background checks and verification of certification and set up interviews for the 3 Candidates. He sought input as to whether the Board wishes to hold a special meeting for the interviews or do them at the next regularly scheduled meeting. Common consensus is to hold the interviews at the end of the next regularly scheduled meeting with times to be set for 7:40, 8:00 & 8:20 allowing 20 minutes for each, Bush, Nesbit and Wise in that order for the times. (Order selected by the distance they will be traveling). [Of note here Lou DeCiello jumps in to offer as Public Input at this time, that he had "sent" a package for each of the Commissioners and he extends that though 2 of his certifications need to be updated, he does have the qualifications that the Board is looking for. He asks that should the Board not come up with or decide on a Chief, he proposes that they consider his application "as an outside". That he has been running the business and is currently tied up with Muse, but will stand by the offer presented in the package (a copy of which is attached). He adds that it should have been a part of the agenda as Public Input, and if the Board so chooses, to be read aloud as Public Input. (In actuality the packages had been provided to the Office Manager, not sent, and contents of the package were not disclosed nor advised as to be a part of the agenda.) Office Manager leaves the room, to return with the packages. The Commissioners took the time to review the package and made an inquiry as to whether he is serving in Bonita now, he states no, he is retired; and ads that he also was a volunteer at Bayshore for a year when he owned property and was a taxpayer in the District. Commissioner Griffin says the only problem he has with this is that the Board of

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Commissioners had listed the criteria they were interested in, and that this is not what they asked for. Commissioner Hansen says it's in case they do not select someone. Commissioner Hansen asks that Mr. DelCiello's offer be put with the records for next month's meeting. Mr. DelCiello goes on to direct the Board's attention to a packet in his possession of certificates in illustration of his 40 years service, with 3 departments in this County; San Carlos, Upper Captiva, and now Muse (Hendry Co.), but he is not trying to intervene in the process of the selection, if they are able to select. He concedes that he does not qualify. Commissioner Hansen thanks him for the offer.]

New Business – Handbook/Policy Manual – Office Manager highlights amendments to Policy Manual exacting differences between accepted but never published adoptions as well as a few proposed changes and, with the help of Chief Garcia, the reasoning behind them. Commissioner Hansen covers the Employee Handbook (as it is to be called) change by change asking for input progressively. Each point was discussed and no conflicts were presented. Commissioner Cook made a motion to accept the manual and its' changes and amendments. Motion Seconded by Commissioner Harader. Vote called. Motion passed 4-0.

Red Cross Donation – We have donated \$250 each year for the past 2 years but there seems to be a question about donating Taxpayer money. We are to inquire with the attorney and bring the reply to next meeting for further discussion.

SFTR – 2 Commissioner Signatures for Certificates of Deposit – Office Manager requests Commissioners all sign a signature card for each of the three certificates of deposit as the bank says none are on file or could be located. A formal motion is required by the bank stating whose signatures and how many are required. There are also unsigned W-9s in the file which are not on file which the Bank requires. Commissioner Hansen says he signed a signature card; and that somewhere along the way we had already made motion in general to all accounts, however no-one else has signed and where the general motion would be found is not certain. We need a minimum of 2 Commissioner's signatures in order to move money. It is decided that while any of the 2 Commissioners can sign for movement, if at all possible the Treasurer should be one of the signatures. Commissioners are to sign the signature card, printing their name and title and enter their Officer Title as part of their signature as well. Commissioner Griffin made a motion to this end. Motion Seconded by Commissioner Harader. Vote called. Motion passed 4-0.

Copier – Office Manager states Ricoh lease terminates the end of this month. Option to buy the current copier will cost approximately \$1000 and if we want a service agreement \$1000 yr. or \$83 a month and it includes drums, toner, parts & labor; another option with Ricoh would be to lease a new one for \$113.04 X 60 months, we were previously paying \$129.15. Copies would cost .0080 per instead of the old rate of .0090. Other comparative quotes are attached. Commissioners decide to purchase the unit and enter into a service agreement that will include Toner & drums, parts & labor through Ricoh as the use on the machine has been minimal. (Since Board decided to buy it, no vote is required due to the low cost factor.) Chairman Hansen directs us to purchase and to enter into a service agreement.

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Elections – Seats 2 and 4 are up by Term, Seat 1 is up as was by Appointment. Per Chairman Hansen all Commissioners wish to run.

Public Input- Only as Above

Motion to Adjourn by Commissioner Harader. Motion Seconded by Commissioner Griffin, Vote called, Passed unanimously. Meeting adjourned at 9:02.