

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
April 13, 2021

Meeting called to order at 7:00 p.m. by Chairman Ducrou

Invocation – Commissioner Hansen

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

Others Present: Guest and Some Public

Public Input Agenda Items – None

Guest Presentation – Independent Audit Report FY 2019-2020 Presented by Jeff Brown – He begins with the auditor’s opinion of our financial statements; specifically, that they are, in all material respects, in accordance with GAP (generally accepted accounting principles) and are a clean, unmodified representation of our activities. He encourages the Board to review the MDA (Management’s Discussion and Analysis) (pages 3-8) as there are short summaries of our activities, comparisons, what’s happened with cash and liabilities. Page 9, he states, begins the more detailed financial statements, first being the Statement of Net Position which does reflect a negative net position due to the unfunded liability with FRS. He moves on to page 11 which is the Balance Sheet, which doesn’t have all the long-term liability but does reflect the money the Impact Fund owes the General Fund for truck payments. He moves on to page 13, the Statement of Revenues, Expenditures, and Changes in Fund Balance, (the Profit & Loss or Income Statement in a For Profit world) which shows we did not spend more than we collected. Page 15 begins the notes to the financial statements that describes the significant accounting policies and page 20 shows a more detailed description of the changes in fixed assets, in what categories purchases and disposals were made, along with calculated depreciation. Page 21 is a similar presentation of the long-term debt. The following pages 22-33 are a lot of actuarial based discussions on the pension related liabilities and the other post-employment liabilities. Page 34 reflects the original budget and the amendments and that we did not overspend our final budget for the year. Page 41 is the auditor’s report on internal control and compliance and that the auditor’s report the results of their tests disclosed no instances of non-compliance or other matters that are required to be reported under the Government Auditing Standards. The Management Letter again states we have complied with everything we were supposed to and there were no prior year audit findings nor any current year audit findings. No negative comments of financial condition or management. He offers to answer any questions the Board may have and offers as always, should the Board find anything they would like clarified, the are always welcome to contact the auditor directly and he will be happy to answer any questions either now or any time throughout the year. Hearing none offered, he exits.

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Minutes – Review and Acceptance of the minutes of the February 9, 2021 Board Meeting. Motion made by Commissioner Hansen to accept the minutes. Commissioner Mere seconded the motion. Chairman Ducrou 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 February 2021. Motion made by Commissioner Mere to accept the financials. Commissioner Hansen seconded the motion. Chairman Ducrou 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 March 2021. Motion made by Commissioner Cook to accept the financials. Commissioner Mere seconded the motion. Chairman Ducrou calls for any discussion. Hearing none, he calls for any opposed and with none opposed, motion passed.

Fire Marshal Report – Chief Nisbet reads the Fire Marshal Report into the record. He asks for any questions and hearing none offered he moves on to the Administrative Report.

Administrative Reports (attached) – Chief Nisbet reads the March Administrative Report into the record. He asks for questions and hearing none offered he moves on to read the April Administrative Report into the record. Commissioner Ducrou asks Chief if he knows the catalyst for the proposed Performance Audit Bill. Chief Nisbet responds the Speaker does not like Special Taxing Districts. Commissioner Cook notes it is going to be costly. Captain Underwood states some Special Taxing Districts already get audited in this fashion internally. Chief Nisbet states FASD even had assistance from the League of Cities on this, trying, and it's falling on deaf ears; so, it's coming. They're not using the term audit now, it's "Performance Review". He continues the Administrative Report. He adds, with regard to the development of Babcock Ranch in Lee County, and the cost to build a station; Lehigh Acres just budgeted for a fire station to be built at \$400 per square foot, and they were just notified by their builder, that's not going to be enough. Captain Underwood and Chief just estimated it will now cost us over \$500 a square foot. It's really difficult to say right now where prices will be when the time comes. He continues his report. He calls for questions or comments. Commissioner Ducrou states, he is not concerned with a station out there at this time. He feels we won't do it until we can fund it; we'll just run from here and call for mutual aid in those instances where we need assistance. Commissioner Mere asks if they gave us any idea when they're going to start building in Lee County. Chief Nisbet states they stated they have run out of room in some areas of Charlotte County and they are getting ready to start infrastructure in Lee County in the next 12-16 months. Captain Underwood states they are getting ready to start closing on a builder to start buying the building lots in there in the next 60 days. Chief Nisbet adds they don't expect to go vertical for another 3 years. Captain Underwood states they're selling 20 homes a week up there and they have several builders on the lottery system. Commissioner Mere has been up there and explains how the builders buy a certain section to build their homes

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and once infrastructure is in, they can go ahead and build and another builder may have the section across the street, and they can build their homes. Commissioner Ducrou calls for any other questions for the Chief. Hearing none, he calls for Union Petitions.

Union Petitions – Hearing none he calls for Old Business.

Old Business –

- **Five-Year Plan** – Review minor additions as discussed (Page 19 #9 and page 20 #5) Chairman Ducrou calls for the next item on the agenda; the Five-Year Plan. Commissioner Mere moves to adopt the Five-Year Plan. Commissioner Hansen seconded the motion and with all in favor, and no further discussion offered, motion passed.

- **Future Firefighter Vacancy due to Promotions** – Chief Nisbet and Captain Underwood are seeking Board direction on the vacancy that will be created June 2nd when Captain Underwood moves into the 40 Hour slot and the Captain and Engineer promotions take effect. Captain Underwood provides the impact to the budget numbers to start the Firefighter June 2nd as \$20,695, if we waited until the end of June, \$16,070, and if we don't start someone until 10/01 then there would, of course, be no impact to the current budget. All the Commissioners present, without hesitation, are in agreement that we should fill the vacancy on June 2nd. Chief Nisbet states we usually offer it to our volunteers first and they have to have a CPAT exam which includes physical agility, application and a resume, and then they sit in front of a review board and usually it's 3 Captains, a Firefighter and an Engineer and they make a selection. All Board members present agree he should fill the vacancy June 2nd and that is the direction they provide.

- **MW Horticulture** – Chief Nisbet advises the Board we have been there 25 times since January 1st. He states if we're squirting water, we're sending them a bill. If we're just going there to investigate, and we don't have to suppress, we are not billing. He states they now owe us about \$27,000. Commissioner Ducrou asks who we're sending the bill to. Chief responds Minus 40 Technologies. Commissioner Mere asks if we sent them all the old billing. Chief responds to the affirmative that we had, however the Office Manager states we have not, that it still sits in MW Horticulture's name due to all the bankruptcy proceedings and she has never been advised it was possible to bill the property owner. She will take care of that and send them all the old debt in a current statement. Commissioner Ducrou asks if they (Minus 40) have ever acknowledged receiving the bills and they have not responded to any billing. Chief Nisbet states they have a meeting with the County and he will be contacting the Commissioners individually to let them know the outcome of that meeting tomorrow, but they are asking us to work with them and he expects we will probably see some action on that property very shortly.

New Business –

- **Acceptance of the 2020 FYE Audit Report** – Chairman Cook moves to accept the audit report for the fiscal year ending 2020. Commissioner Hansen seconded the motion, Chairman Ducrou calls for any discussion, and hearing none, he states while he did receive it

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electronically, he wonders if there's a reason that there is a rush to get this through. He likes to be able to look through it and make notes on it. The auditors have to wait for the FRS numbers to come out (after January 15th) before they can complete their work which holds up their portion. Then they send us the draft and we have to check everything. Office manager states it wasn't rushed. When we received it, she had a lot going on and she has to check all the numbers and the statements and by the time the auditors were given the go ahead to bind it was too late to get the hard copies in the packets for this meeting. That is why she e-mailed it to the Board. Commissioner Ducrou asks for more time for the Board to review it next year, but says he is ok with it tonight. Commissioner Mere agrees he also would like more time but is good this year. Chairman Ducrou calls for further discussion and hearing none, calls for opposed. With none opposed, motion carries unanimously.

• **Babcock Ranch** – Discussed earlier.

• **Station Doors & Locks** – Chief Nisbet states we ordered two cypher locks based upon recommendation by the Chairman; and they are very, very nice locks but were over \$500 apiece. Their locations are discussed and it is determined those two will suffice for now. Commissioner Ducrou asks if we have standing orders with Lee County EMS that they are now to keep their bay closed? Chief Nisbet states they have been, and they are normally pretty good about it, though there is some debate on that. Chairman Ducrou calls for Commissioner Items.

Commissioner Items– Commissioner Ducrou asks if Office Manager's lights are installed and asks if they can be done this month. Captain Underwood states he will. Chairman Ducrou calls for Chief Items.

Chief Items –Soon-to-be-Chief Underwood wishes to discuss how they wish to handle the pay when he moves to the 40-hour week/salary. Do they want to pay it as a salary at \$94,536 for the month before his contract takes effect June 30th and then when his contract kicks in the end of June, we'll just change the salary amount? This enables him and Chief Nisbet to work the same hours and him to be able to respond to off-hour calls should they be received. It is decided this is how we'll handle it. Incentives are paid at the annual maximum (as Doug has reached the max.) divided by 26 pay periods. The other topic he wishes to address is the purchase of a Chief's vehicle. He and Chairman Ducrou have been speaking on this subject and the information Doug has received so far is they are not even giving production dates right now due to back-log at the major US Manufacturers and he's looking for Board direction on how far they want him to go with it. He states if we order one now, it could be 6 or 8 months or even a year if we order it now. There's some discussion on the mileage and condition of Chief's current vehicle and Commissioner Ducrou states it was his and Doug's thinking that they would put a little money into the Tahoe and use it for the errands and then have a Chief's vehicle that's newer and has less miles and then sell the pick-up. After some discussion of the options of the Ford and Chevy trucks, Chairman Ducrou suggests due to the time-frame, that we proceed to get complete specs of the vehicles we're interested in so we can prepare to order it. He also asks Doug to put together a list of what they discussed we will need to do to the Chief's old vehicle and the cost. Office

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Manager asks permission to move the Cares Act funding that the County deposited into the Impact Fund account to the Depository Account where it should have gone. (\$45,416.28)

The Board approves the move and the transfer is signed.

Chairman Ducrou calls for any discussion and hearing none, he calls for Public Input.

Public Input – None - Chairman Ducrou calls for any public input and hearing none, he calls for Adjournment.

Adjournment – Commissioner Cook moves to adjourn. Commissioner Mere seconds the motion and with none opposed meeting is adjourned 8:08p.m.