

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
June 12, 2012

**Meeting called to order** at 7:02 p.m. by Chairman Ducrou

**Invocation** – Moment of Silence

**Pledge of Allegiance**

**Roll Call:** Commissioner Ducrou – Present  
Commissioner Hansen –Excused  
Commissioner Cook – Present  
Commissioner Griffin – Present  
Commissioner Klos – Present  
Chief Larry Nisbet - Present  
Office Manager - Theresa Sharp - Present  
Attorney Ian Mann –Absent

**Others Present:** Some public

**Minutes** – Review and Acceptance of the minutes of the May 8, 2012 Board of Commissioners meeting. Motion made by Commissioner Cook to accept the minutes. Commissioner Klos seconded the motion. Chairman Ducrou calls for questions or comments. With no questions or discussion and none opposed, motion carries.

**Financial Report:** Review & Acceptance of the May 2012 financials. Commissioner Cook motioned acceptance of the May financials. Commissioner Klos seconded the motion. Chairman Ducrou calls for questions or comments. With no questions or discussion, and none opposed, motion carries.

**Admin/Ops/Fire Marshal's-Report** (attached) – Chief Nisbet reads Fire Marshal and Administrative reports into the record. Chairman Ducrou calls for any questions or comments. Commissioner Cook asks how the changes in shift went. Chief Nisbet responds that it was received well but doesn't take effect until tomorrow. Engineer Lemieux states he feels that they have all worked together long enough that he doesn't anticipate any problems with it. Commissioner Ducrou asks about the SAFER grant that Chief mentioned in his Admin report, he looks for confirmation that it extends the one we had for 2009. Chief Nisbet confirms. Commissioner Cook asks if that is for one year. Chief Nisbet responds that it is for two. Commissioner Ducrou asks when the 2009 goes out. Chief Nisbet responds that the performance period ends August 28. Commissioner Ducrou asks if that is when we stop receiving funds. Chief Nisbet states that that is when we would get our last disbursement. Commissioner Ducrou asks if they pay in arrears or what. Chief states we spend a quarter and then they reimburse us. Commissioner Ducrou asks if we know when this next one would start. Chief Nisbet responds all indications are that we should move right from one performance period to another, maybe a week or two shy on either side. He adds that we are budgeted for those positions through to October. He goes on to say that he spoke with Rita Greenburg from Big Corkscrew, who is also the Chief of the Immokalee Fire District, who received their 1199 form and in two weeks they actually had their award packet and their performance kits. He goes on to state that we received ours, Lehigh received theirs, and that's the only two he knows about at this time. Commissioner Ducrou asks when the next one goes out. Chief Nisbet replies May of next year. He continues to explain that for the upcoming budget cycle, we will have the bottom three positions funded for the full year, and the funding for the top three positions for  $\frac{3}{4}$  of the budget year; their funding won't stop until

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING

June 12, 2012

May. He adds that he has already spoken with Jennifer Stewart of the IAFF and those with the SAFER and the indications are that the 2012 focus will be on sustaining the previously funded positions. Commissioner Ducrou asks if they then wouldn't wait until August in an effort to keep it so that Departments didn't have a gap. Chief Nisbet states that is what the indications are, and that the IAFF and DC told him if our performance period ends up prior to when our first one isn't completed yet, just to give them a call, and they will have a contact for us to get that date moved for us. Commissioner Ducrou states that is nice. Chief Nisbet states that was his concern; he didn't want to lose a chunk of funding between Grants. Commissioner Ducrou calls for any other questions for the Chief. With no other questions or comments, Chairman Ducrou calls for any Petitions before the Board.

**Petitions before the Board – None**

**Union Petitions/Discussions** – DVP Lemieux states he attended a conference, paid for by the Union, they went over some different things; he notes that Commissioner Ducrou also attended the conference; they attended a class together that he found pretty informative, he believes Commissioner Ducrou had a part in setting up the class when it originally aired, they keep the class going because it is always affecting the departments, it deals with how to negotiate bargaining unit contracts. They had a good time.

**Old Business –**

- **Chief's vacation** – Chief just wants to remind the Board that even though he will not be present for the next meeting, it is very important that we have a quorum for the next meeting as we have to set the tentative millage rate and the preliminary and final budget hearing dates.
- **Mattresses** – Chief Nisbet states that we did get a trial mattress from Comfortaire which we put in the bunk room for a period of about two weeks; it did not go over well, some liked it, some did not, so we shipped it back. Firefighter Kirkland is currently looking at other mattresses. Commissioner Ducrou is somewhat disappointed that they didn't like it; he is now more apprehensive about investing the money in it for himself. (Whether the department purchases them or not, makes no difference on what price he or his department purchase them for; he was just hoping it would have been a good solution for his back issues.) Engineer Lemieux states that he feels in some part it is due to lack of participation, some tried it, some did not. He personally liked it. He feels that part of it is that there are so many settings and people had no clue of where to set it. Commissioner Griffin states that it would probably help if you could do like the place in the mall, where you lay on something and it determines your pressure points, and directs you from there. It gives you a starting point anyway. Engineer Lemieux agrees that makes much more sense. Commissioner Cook agrees, that it would be very time consuming and not very effective to try changing the settings every hour or whatever to find out where you need to be. Engineer Lemieux states that often, you can lay on something like that and it feels great, but when you wake up in the morning is when you find out the setting was not good, when you're already stiff and sore. Commissioner Ducrou suggests starting somewhere around  $\frac{1}{2}$  or  $\frac{3}{4}$  and moving it up or down from there. Engineer Lemieux agrees that you really should have some sort of a display model, with a sensor that could evaluate and give you a starting point. Commissioner Ducrou states that the closest location that actually has displays of this product is in Orlando. Commissioner Cook states that the product might actually work, but this really hurts their marketing. Chief Nisbet states he thought it was a pretty neat

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING

June 12, 2012

system, but he didn't sleep on it; it didn't matter to him one way or the other. Commissioner Cook asks if the majority didn't like it. Chief Nisbet states that he feels some probably formed an opinion because of the cost, and perhaps got a little narrow minded. Engineer Lemieux agrees that is a very good possibility. Commissioner Cook feels that knowing that is helpful. Chief states that they would have actually been cost effective since any parts that go out on them, you just replace, instead of replacing the entire mattress, and they would suit anyone who used them as to the firmness or softness. Commissioner Cook agrees, since the ones we have are only a couple years old and they already need replacing; he feels it might be worth it to look at those again. Chief notes we have already shipped it back. Engineer Lemieux mentions how the company was to work with; it didn't cost us anything to try it. Commissioner Cook states again we probably should have tried it longer. Engineer Lemieux states we gave it close to three weeks, and what participation you got probably won't change, you can't make people sleep on it if they don't want to try it. Commissioner Griffin agrees that's probably true, and he doesn't really care, they are the ones who have to like it. Chief Nisbet agrees, that's pretty much the perspective he took. Engineer Lemieux thanks Chief and the Board for letting them try it.

**New Business –**

- **CAFR Proposal** – Office Manager thanks the Board for allowing her to bring this proposal before them this evening. She states that the Board may recall that in January she began the FASD Certified District Manager Program. Her assignment was to select and exercise a project that met needs and had benefits for our District. She states the first day of class they had inquired which of the Districts represented there had a Comprehensive Annual Financial Report; and suggested that it be something we all should consider. This therefore has been her selected project. She explains the primary difference between the current Annual Financial Report (AFR) that we perform and a Comprehensive Annual Financial Report (CAFR) is the level of detail involved with regard to District purpose, general structure, general operations, and the district finances comprehensively. She suggests that with this publication on our website, anyone who was interested in how our district operates would have access to it. She sites examples of the citizens of the District, as well as the Governor's office. She also speaks of the benefits the CAFR provides with regard to transparency, public information and awareness, accountability, and that it would promote public confidence by demonstrating the District strives to not only meet reporting requirements, but exceed those requirements. She advises the Board that she is seeking their support of her in this project, in the investment of time, which she would limit to only that which would prove necessary, and District finances which she will go into shortly. She has sought and acquired Chief Nisbet's support of the relevancy of the project, support of her time involvement, and will utilize his involvement in the areas such as the District's direction and goals, such as the five year plan. She then explains the cost involved in the various aspects of the CAFR would range from the minimal amount charged by the auditor to review it (\$690, \$4,000, or hourly based upon the various auditor proposals she has acquired), to the options of having it evaluated by the GFOA and the fees involved if we opted to go for the Certificate of Achievement for Excellence in Financial Reporting which they offer and the value that would have in promoting public confidence. All told the total expense of going all the way to obtaining the Certificate of Achievement for Excellence in Financial Reporting would be a little as \$1220. She invites the Board's questions and comments. Commissioner Ducrou asks what the difference is between what

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING

June 12, 2012

the auditor does and what GFOA does. Theresa explains that the auditor reviews the details and documentation behind the statements in the CAFR while the GFOA examines the level of disclosure in the elements involved to determine whether we have met all the criteria that qualifies it for the Certificate of Excellence. (She has a binder laid out in front of the Board that contains samples of CAFRs as well as the rating analysis guide the GFOA uses in their determination.) Commissioner Cook states that we give the GFOA all the report and then they just look at it and give it a stamp and it costs us \$530 to get that stamp. Theresa shows the Board where in the binder the evaluation work the GFOA performs is. Commissioner Cooks asks how that helps the District. She explains it provides us with the certificate that validates the District has achieved the highest standards in governmental accounting and financial reporting. We are then able to include that certification in the following year's CAFR which would promote public confidence in our transparency and capabilities in our reporting process. Engineer Lemieux asks if the Special Districts aren't currently doing them, if it's only the Cities and Counties. Theresa explains that they are very rare in special districts right now and that is why she had such a difficult time and is showing 2 local cities, but the Fire Department sample is from Colorado, however it was recommended at the CDM program training class that all special districts consider one. Chief Nisbet states that he also feels this could also benefit us when it comes to future growth and would reflect favorably on us with lending institutions when we are looking at adding another station, and fleet growth. He continues that having this "seal of approval" would benefit us possibly even in securing a better rate. Commissioner Ducrou states that he does not doubt that it is a good thing, but questions why departments like Iona McGregor and those aren't doing it. He questions if it is a cost effective use of our Office Manager's time, while he understands it is part of a class project, he feels we wouldn't be the first in the area to do one if it was really that beneficial. Theresa states that it is no doubt forward thinking. Chief Nisbet isn't certain that other departments locally aren't doing them. Theresa states that most of what she's doing is on her own time, at home setting up the shell and templates that each year we would only have to add the new data. Commissioner Ducrou notes that we would have to do it every year or it wouldn't do anything for us. Commissioner Cook states we are paying \$530 for the stamp, we still have to do all the work. Commissioner Griffin asks what the other cost was, with the auditor. Theresa explains that for the auditor to review the CAFR is \$690. Commissioner Ducrou states that it is \$690 in addition to his regular audit fee, so in new money you're looking at \$1,220 every year. Engineer Lemieux states he is sure it will go up by next year. Chief Nisbet notes that this is not necessarily something we have to get an answer on right now, that as stated, it could take up to a couple years, per the auditor, to organize a project like this, what he feels Theresa is asking for is the support of the Board that if she proceeds to move forward with this, is the Board open to look at this when it is done. He states we have been very strong in our reporting requirements the past four years in our financials, so it may not be that much to get there, but is the Board willing to look at it again in the future? Commissioner Ducrou states he is not against it. Theresa states that her intent was to work toward having this pretty much done in time for audit, and if so, we could review everything, and make the decision then, and submit it to whatever extent we chose, just the AFR, or the CAFR to only the auditor, or go the full extent of submitting the CAFR to the GFOA for certification. If we chose to hold off until the following year, most of the shell and research would already be done; we would only have to add the more recent data and update the current financials. She adds that it would be nice to budget it this year so if we decided we wanted to go ahead and submit it, we could. She adds that she feels it is a timely project with the Governor's directive this past January, it's not a bad thing, but it is not a necessary

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING

June 12, 2012

thing. Commissioner Ducrou states he doesn't feel it will make any difference at all to the governor. He does state that with the proposals for audit services he looked at, he said it could be more depending on which auditor the Board selects. Theresa states that she feels that particular element of the audit proposals is potentially negotiable with the lower priced auditor that has the higher CAFR review fee. It is something that we can certainly remain open to and if it doesn't negotiate out where we would like and the Board chooses to go with the other auditor, we can just not proceed with the CAFR this year, and look at it again at a later date. Commissioner Ducrou states that his reservation comes in with GASB changes and how they make things appear, wherein things that were once bundled are now separated, such as the Reserves. Commissioner Cook asks if we can do the CAFR without getting the certificate. Theresa responds that we can. Chief Nisbet states that to do so would be like going to classes and not getting the degree. Commissioner Cook asks about the GFOA, what the association is and if it is a for profit or not-for-profit organization. Commissioner Ducrou and Chief Nisbet state they believe it would be a not-for-profit. Office Manager states that it is not only a National Association, but that it also includes Canada. Commissioner Ducrou notes that this would then not be a state certification. Office Manager agrees, it is not. Commissioner Cook compare the association to that which exists in the construction industry, or the Better Business Bureau; wherein, you buy in and get decals for your window; that it is really nothing. Commissioner Ducrou asks if there are any Fire Departments in the State of Florida that have done this. Office Manager States she was not able to find one thus far. Commissioner Ducrou states if there's not, then someone would really have to explain the benefit of the certification then, because there are a lot of big Districts that would rely on this for bond ratings if it was beneficial. Chief Nisbet offers that we will contact Jimmy Engel of the FASD to see if we can get anyone else that has one in the state, and Theresa can bring any info to the July meeting. Engineer Lemieux offers that he feels the banks would certainly favor us having the certification. Commissioner Cook feels they wouldn't even see it. Office Manager explains that the lenders do request and receive copies of the Annual Financial Reports for the past 3 years when we apply. Chairman Ducrou feels they wouldn't see it as it is not in the audit. He entertains a motion to table until further information is received. Commissioner Cook motions to table.

Commissioner Griffin seconded. With no further discussion or objection motion passed.

- **Auditor Selection Committee** – Chairman of the Board has received audit selection committee guidelines and the entire Board received copies of all proposals for Audit Services and Actuary Services in their meeting packets last week. It is agreed that all Board members present will make up the selection committee. All members understand that while an important consideration, the selection can not be based solely upon price. Elimination is made of the one audit proposal that is totally out of the ball park for the District's budget capabilities. They continue to review the remaining options. Commissioner Cook asks for verification that we have no complaints with Ashley and Brown, who have done the past several audits. Chief Nisbet confirms that he has no complaints. Commissioner Ducrou offers the disclosure that while he has already investigated to find out it is **not** prohibitive to have family working for one of the contending agencies, he feels he needs to advise that his wife does work for Stroemer & Company. He further offers that she is not in a management position and is not a Board Member, and does not disqualify our selection committee from choosing either of the two remaining options. He did however feel obligated to disclose the relationship. He also states he knows the quality of the work that they do, and that they do a lot with the FASD, like teaching the class at the conference, and they work with a lot of special districts locally. Commissioner Ducrou asks if Ashley &

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT  
MINUTES OF THE BOARD OF COMMISSIONERS MEETING

June 12, 2012

Brown has provided a current list of their governmental clients. Office Manager did not request such from them as we have recent history with their service, however offers to get those. She does note that they do the City of Punta Gorda which utilizes a CAFR.

Commissioner Cook asks if they raise their fees every year. Office Manager confirms they do raise it minimally every year for cost of living. Chief Nisbet recalls that one year, he believes, they held flat for us due to the economy. Commissioner Cook asks for confirmation that we have not had any problem with them. Office Manager confirms.

Commissioner Cook states he also recalls that they seem to get us handled pretty early and recalls the days when we used to be two years behind. Office Manager notes that the time frame was stated in the request for proposals, that we wanted the preliminary report ready by December 1 so it could be reviewed and finalized in time for the December Board meeting. Commissioner Cook feels they have been ahead of that schedule every year.

(The past 4 years we have presented the Audit at either the December, January or rarely the February meeting). Chief Nisbet notes that we are ready for the audit immediately after fiscal year end, with the exception of those few items that come from outside sources, over which we have no control. Commissioner Cook motions to accept the proposal from Ashley & Brown for the Auditor for the next three years. Commissioner Klos seconded the proposal. With no further discussion and none opposed, motion passed.

- **Actuary Selection Committee** – After review of the services and prices

Commissioner Ducrou asks if we are still able to only perform the full Actuarial evaluation every three years. Office Manager confirms. Commissioner Ducrou states that while all of the Actuaries meet the qualifications, Clarity in Numbers has the least expensive and most responsible reply. Commissioner Cook makes a motion to accept the Clarity in Numbers, LLC proposal for actuarial services, for 1 year only. Commissioner Griffin seconded the motion. With no further discussion and none opposed, motion carried.

- Chairman Ducrou calls for any other new business. Hearing none he calls for Public Input.

**Public Input** – None. Chairman Ducrou calls for motion to adjourn.

**Motion to Adjourn** – Commissioner Cook motions adjournment. Commissioner Klos seconded the motion. With no discussion and none opposed, meeting is adjourned at 7:51pm.