

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
November 8, 2011

Meeting called to order at 7:07 p.m. by Vice-Chairman Griffin

Pledge of Allegiance

Invocation – Commissioner Hansen

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

Others Present: Some public

Minutes – Review and Acceptance of the minutes of the October 11, 2011 Board of Commissioners Meeting. Motion made by Commissioner Cook to accept the minutes. Motion seconded by Commissioner Hansen. Vice-Chairman Griffin calls for questions or comments. With no questions or discussion and none opposed, motion carries.

Financial Report: Review & Acceptance of the October 2011 Financials. Commissioner Hansen motioned acceptance of the October financials. Commissioner Cook seconded the Motion. With no questions or discussion, and none opposed, motion carries.

Admin/Ops/Fire Marshal's-Report (attached) – Chief Nisbet reads Fire Marshal report and Administration report into the record. Vice-Chairman Griffin calls for questions or discussion; hearing none he calls for petitions before the board.

Petitions before the Board – None

Union Petitions/Discussions – None

Old Business – Chief Nisbet advises he spoke with Attny. Mann today, and was advised to take no further action on the FRS situation and to await their follow-up; if any. He advised we have met our due diligence with regard to it.

New Business –

- **Line Item Moves and 2010-2011 Final Budget Amendments**
Office Manager notes that both Pre and Post Line Item move reports are supplied as well as Transfer #2 and Appropriation #3 adding additional Excess Fees and interest and compensating for additional expenditure called for by the auditor, and a negative Ad Valorem distribution. Vice-Chairman Griffin calls for Motion to accept Transfer #2 and Appropriation #3. Commissioner Cook Motions to adjust the budget accordingly and adopt Transfer #2 and Appropriation #3. Commissioner Hansen seconded the motion. With no discussion and none opposed, motion carried. Chief Nisbet reads Resolution 2011-08 amending the 2010-2011 budget into the record. Commissioner Hansen Motions adoption of Resolution 2011-08. Commissioner Cook seconded the motion. With no further discussion and none opposed, motion carries.

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- **Performance Based Holiday Bonus** – Chief Nisbet advises the Board that there are changes to Section 15 with regard to bonuses, so he spoke with the attorney who advised that if the Board wanted to do bonuses again this year, we would have to do a performance evaluation; he suggests it cover 30 days, and be the same format as our annual performance review. In order to comply with statute, all staff must be eligible. He suggests if the Board is interested, he would request the limit be \$1000 per employee, the evaluation to begin tomorrow morning, and end December 9. Staff must achieve a minimum score above base average. He adds that he feels this would be a good thing and advises the Board that the staff has done a lot of good this year, saving money wherever possible; he notes that Captain Brunson's shift has saved us over \$10,000 rebuilding an axle this year. Commissioner Cook asks what it is Chief needs from them. Chief Nisbet replies he seeks authorization to do the evaluations for 30 days; afterwhich, those staff members that achieve the required score or higher, be granted whatever bonus the Board desires to allot, as a performance based holiday bonus. He adds that last year it was \$1,000 per employee, but it is up to the Board to determine what amount they would be agreeable to. Commissioner Hansen asks what happens if they don't score. Chief Nisbet replies, if they don't score, they don't receive the bonus. Commissioner Hansen asks if there would be levels to it. Chief states that it was advised that they just have one level and they either make it or they don't. He states the basic level for an average employee is 51 points. Commissioner Cook states it sounds good to him. Commissioner Hansen asks what level Chief wants to use. Chief responds what we did last year would be nice. Commissioner Hansen inquires what score Chief wants to use in order to be eligible. Chief feels 51 would be good. It will satisfy the statute and provide for the staff. It is just a 30 day evaluation so it is only a snapshot of performance. Commissioner Hansen asks the DVP how the Union is with it. The DVP responds they are in agreement. Chief confirms that he has worked with the DVP and downtown and they are all good with it. He continues that everyone must be advised that we are doing it, which he will cover with a paid staff e-mail in the morning, The Captains will do their staff, Chief himself will do the Captains and Theresa's, and he will need a commissioner to do his. He adds that he doesn't really care about it for himself, but being that he is a staff member, he must be included in order to comply with statute. He requests Commissioner Hansen to do his since his proximity to the station is so close. Commissioner Cook asks how much \$1000 costs the District. Chief Nisbet responds \$15,000. He adds that taxes will come from it, but there is no retirement contribution due on it. Commissioner Hansen motions approval and the amount to be \$1,000. Commissioner Cooks seconded the motion. Vice Chairman calls for further discussion and opposed; hearing none, motion passed. Chief notes that it would be disbursed to the employees that qualify, on the 16th of December, in the form of a separate check.

Public Input – The staff that is present thanks the Board for their approval of the bonus. Commissioner Hansen states he wishes it could be more. Chief Nisbet announces the smoke training we are doing on the donated house we are going to burn Saturday is going very well. With no further input, Vice Chairman Griffin calls for motion to adjourn.

Motion to Adjourn – Commissioner Hansen motions adjournment. Commissioner Cook seconded the motion. With no discussion and no opposed, meeting is adjourned at 7:28pm.