

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
November 11, 2008

Meeting called to order at 7:07 p.m. by Commissioner Cook

Pledge of Allegiance

Moment of Silence

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

Others Present: Candidates for Commissioner Seat #5, Some Public & Staff

Commissioner Candidate Introductions – Candidate John Manson introduces himself and answers Boards Questions. Candidate Eric Klos introduces himself and answers Boards questions. After some discussion, Motion is made by Commissioner Ducrou to appoint Seat #5 to Eric Klos. Commissioner Griffin seconds the motion. Vote called. Motion passed unanimously. Vacant Seat to be occupied by Eric Klos. Commissioners are advised their new Terms commence 10 days after the election which will be November 14, 2008 and Oaths are taken from all incumbents and the newly appointed Commissioner. Statement of Financial Interests and other required forms are provided the new Commissioner to be completed and returned to the Department as soon as possible.

Minutes - Review and Acceptance of the October 14th, 2008 Board Meeting minutes. Commissioner Griffin motions acceptance of the October 14, 2008 minutes. Motion seconded by Commissioner Ducrou. Vote called. Motion passed unanimously.

Financial Report: Board is presented with the customary financials as well as 2 Exhibits for the Profit & Loss Budget V.S. Actual. Exhibit A being the usual report given every month directly from QuickBooks which does not reflect the balances of the Income Items the Board has Restricted or Encumbered, nor the Expense Items Reserved and Encumbered. Exhibit B is the same report from QuickBooks exported into Excel with the addition of those numbers previously mentioned. Board is to select which of these reports they wish included in their financial packets monthly. Board requests Exhibit B only for the P&L Budget VS Actual and requests the Transaction Detail in landscape. Commissioner Ducrou Motions acceptance to use Exhibit B format for the P&L and landscape presentation of the Transaction Detail. Commissioner Griffin seconds the Motion. Vote called. Motion passed unanimously. Commissioner Ducrou Motions acceptance of the October Financials. Commissioner Griffin seconds the Motion. Vote called. Motion passed unanimously.

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Office Manager requests of Attorney a suggestion as to the situation with obtaining information such as statements and bills and making changes to the various Financial Institutions, Credit & Finance companies, and utility companies with regard to release of these statements and effecting these changes in contact information. His reply brings about the following motion.

Motion by Commissioner Griffin to authorize Chief Lawrence Nisbet, III as a signatory, having all rights and privileges as that of the individual that originally opened the account. Further power is given to change contact information, acquire information and open new accounts with Sam's Club and new credit cards as required, to obtain control of those financial aspects of the District's business. Commissioner Ducrou seconds the motion. Vote called. Motion passed unanimously.

2007-2008 Tentative Closeout of 2007-2008 – Chief presents the P&L Budget V.S. Actual from excel with and without plug-ins to outline 2007-2008 total impact of budgetary changes made throughout the course of the fiscal year and the subsequent forms required to document those activities (RECORD OF BUDGET TRANSFER). The third Record of Budget Transfer is to move line items line by line to appropriate expenditures to balance line items. Due to the Changes such as the Fire Engine grant, the unencumbered Funds carried from 2006-2007 budget year, and the changes the Board requested in the Chart of Accounts to reflect the Unencumbered and Reserved lines, causing increase to the bottom line of the Budget, it is necessary to file a Resolution (RECORD OF BUDGET AMENDMENT) to accept the increase. Motion by Commissioner Ducrou to accept the 2007-2008 Budget Changes outlined in Transfers 1, 2, & 3 and the Budget Amendment Appropriation #1. Commissioner Griffin seconds the motion. Vote called. Motion passed unanimously.

Admin/Ops/~~Fire Marshall's Report~~ (attached) Chief Nisbet covers the report.

Petitions before the Board – None

Union Petitions – NONE

Old Business – Trim & Maximum Millage Levy – Chief announces our competency with the TRIM process and our compliance with the Maximum millage Levy as per confirmation Letters from the Florida Department of Revenue.

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Administrative Contracts – Board makes suggestion to add the phrase “consecutive” with regard to the requirement of a Physician’s note for 5 sick days. They request Section 6 – Vacation paragraph #1 be labeled as vacation and the Sick leave of 2 weeks (80 hours) with a maximum accrual of 2 times the annual be under a separate heading. They also suggested the “clothing maintenance allowance” outlined under Section 10 be rephrased to call it a “clothing cleaning cost allowance” or remove it all together. Chief Nisbet assures the Board (with the District’s Attorney’s corroboration) that a contract for the Administrative Specialist would definitely not set precedent. He adds that Theresa has most definitely earned the contract and has put in 110% and quite often more, that her performance has been exemplary and that nothing in the contract is out of line or ties the Board’s hands in any manner. He also states that the Bargaining Unit had had opportunity to review the contract, and had no problem with its’ content as presented herewith. The contract is however denied by the Board with concerns of setting precedent, and request is made that the Handbook and SOG’s be made to accommodate the deficiencies in the current handbook, portions of which can be brought before the board as completed, for input, approval and adoption.

New Business - Doug Underwood presented the new website and offered to include e-mailboxes for the commissioners if they so choose.

SpectorSite Tower - Chief is to get more detail and bring before the Board next Commissioner’s meeting.

Public Input – Commissioner Candidate John Mansen thanks the Board for their consideration and expresses his appreciation for the obvious direction the Department is headed. Commissioner Ducrou requests whatever is available for the Commissioner packets the Friday before the meeting be provided to them at that time. Request will be met.

As of last meeting the Board was to prepare directives to the Chief as to what they wish to see in the coming year and an evaluation of the portion of the past fiscal year over which Chief Nisbet had influence. While the Board is entirely complimentary as to the evident improvements in building and equipment maintenance, moral, and ethics, they table the opportunity to layout directives for this new fiscal year until the next board meeting.

Commissioner Ducrou inquires as to training and testing of the newly promoted Engineers and Captains. Chief outlines the testing and training programs that have been performed, and are in progress. He is in process of the 5-Year Strategic Plan and is about 90% completed with that. His current roadblock is the uncertainty of future available funds. He mentions that there was no prior fleet replacement plan, which he does have now, as well as facility acquisition and hiring of employees and expects to have his 5-year plan available in January.

Motion to Adjourn - made by Commissioner Ducrou, Second by Commissioner Griffin. Vote called, Passed unanimously. Meeting adjourned at 8:46pm.