

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
August 11, 2015

Meeting called to order at 7:05 p.m. by Chairman Ducrou

Pledge of Allegiance

Invocation – Commissioner Hansen

Commissioner Ducrou – Present
Commissioner Hansen – Present
Commissioner Cook – Present (7:13)
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 June 09, 2015 Board of Commissioners meeting. Motion made by Commissioner Hansen to accept the minutes. Commissioner Griffin 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 July 2015 financials. Commissioner Klos moves to accept the July 2015 financials. Commissioner Hansen 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 June 2015 financials. Commissioner Griffin moves to accept the June 2015 financials. Commissioner Klos seconded the motion. Chairman Ducrou calls for questions or comments. With no questions or discussion, and none opposed, motion carries.

Fire Marshal and Administrative Reports (attached) – Chief Nisbet reads the Fire Marshal report into the record and adds to the Fire Marshal Report; we received an administrative Change Order on the Pritchett Parkway Project pertaining to some street alignments to reflect the large pool. Everything remained the same on our end with regard to hydrant locations and that. It was an administrative change order, probably takes about 15 days. Last discussion with them was they plan on breaking ground sometime the end of August middle of September. That's the latest we've got on them. Chief Nisbet reads the Administrative report into the record. He adds we will be holding interviews for the candidates that were selected (for the full time SAFER positions). We hope to have the selection process completed by the end of the week; pre-employment physicals will be Monday through LifeScan, which they are doing here. And we

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will apply for our grant amendment to move our performance period forward, so we should be ready to go by September 2nd. We are getting two lay-offs back, so we'll be hiring four new people. Chairman Ducrou asks for questions. With no further discussion Chairman Ducrou calls for Petitions/Public Input.

Petitions before the Board/Public Input –None

Union Petitions - None

Old Business –

- Commissioner Klos wishes to note an error in statements made in the last months minutes with regard to the minimum manning of the North Fort Myers Fire District. It is not 9 or 3, 3 and 3; it was just reduced to 11. He also clarifies that Station 3 does not run all of Suncoast, but rather ½ of Suncoast. They also don't run Palmetto Park. They only run West to about the Wal-Mart, actually where Bayshore changes to Pine Island Rd. He states, it's weird because North of that is Station 2's but it's right across the street from us. But, he concludes, I just wanted to clarify that. Commissioner Ducrou asks, so, how many guys do you have on shift? Commissioner Klos responds, minimum is 11 now because of so much overtime with one of our BCs out with a bad back, so we lowered it one more person, so now we hold that 4th spot on each shift in case something happens, medical or anything like that, so they'll hold that one spot. So like, next shift, we'll run 2 people out of station 3, one of our busiest stations. Commissioner Ducrou remarks, Holy Cow. Commissioner Hansen asks, you'll run two people? Commissioner Klos states, yes, two people. A Lieutenant and an engineer. Commissioner Ducrou asks, and you'll run them on a rescue? Commissioner Klos responds, an engine; we shut the rescue down. Commissioner Ducrou makes his notes, and asks what their maximum manning is. Commissioner Klos responds, 16 or 14, something like that; we've got another guy that's leaving, so it's going to be lower yet. Commissioner Ducrou asks what their maximum is at station 3, is it 4? Commissioner Klos says 4, yes, but we do have the interns coming in, so our policy with the interns is, they call up and the BC tells them to go somewhere, they're not allowed to move. So if he tells them go to station 2 and there's 6 guys there, they have to move firefighters because the interns are not allowed to move again, that's what our policy is. Commissioner Ducrou asks, do you mean volunteers? Commissioner Klos says yes, we call them interns, but they are volunteers. Commissioner Ducrou states, interesting classification. Chief Nisbet states, we had to do that to get it by Leroy. That's when Chief Pye was there, we had to help him out and that's how we did it that Leroy would buy into it. Commissioner Klos states, it's great, because like tomorrow, we've got two of them. Commissioner Ducrou asks if they have to stay for 24 hours then. Commissioner Klos replies, no, they can come and go as they please, but they have to do a minimum of like 24 hours a month so most of the guys stay 24 hours. Chief Nisbet states they pretty much mirrored out volunteer program. Commissioner Klos states, that

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they can come in and work, like some guys work ambitrans and get off at like 7:30 and they'll come in right from that. Commissioner Ducrou states it's always nice bringing that in. Commissione Kros states, it's a body. He continues, I just wanted to cler that up so... Chief Nisbet apologizes. Commissioner Hansen asks if we will just add that in to the minutes. Chairman Ducrou states, it will become the minutes this month.

- Preliminary Budget Hearing Date and Final Budget Hearing Date – Office Manager states we have the date as the 15th of September for the Preliminary budget hearing, immediately followed by the regular monthly Board Meeting. The 15th at 7pm. The 29th at 7pm for the Final Budget Hearing. Commissioner Hansen states he will not be available for the Final Budget Hearing as he will be out of state. Chief Nisbet states the Board was also provided a copy of the budget we are working on now. He believes it is probably 90% complete. We are just waiting on some insurance negotiations and some minor numbers; those are the areas shaded in grey. We still don't have hard solid numbers that we're happy with on those. But everything else, some of the budget items I had to adjust, like vehicle maintenance and some of the other items are addressed and we're still sitting about \$42,000 and change in surplus on the budget, \$42,360, and we still may make some more adjustments, my goal would be to try to put \$50,000 back into reserves at the end of the budget. Commissioner Ducrou states I will also not be here on the 29th as I am on shift, so make sure you guys are here on the 29th.

Chairman Ducrou calls for any other old business. Hearing none, he calls for new business.

New Business –

- Chart of Accounts – Office Manager states the last time the Chart of Accounts was adopted was in 2012 and there have been necessary additions to the chart to allow for such things as when the staff opted for Cincinnati Life, the Line of Credit we've adopted to carry us until tax revenues are received, and when work comp injuries occur we have to have a way to receive those funds, as well as more specific classification of items such as repair and maintenance classifications for office equipment and station equipment. The changes do need to be legally adopted by the Board. Commissioner Ducrou asks if all the yellow are the new additions. Office Manager states the yellow are additions, the orange are archival since the SBA fund is now closed. Commissioner Hansen asks what the peach is. Office Manager states it is a change in the type of classification of that account after a discussion with the auditors, the change from "Income" to "Other Current Assets". Commissioner Ducrou states, that is an income item. Office Manager states the Uniform Accounting System Manual classifies it as an Other Current Asset instead of Income, a minor semantic, however it does change placement of the number in the financial reports. (Office Manager notes: The difference here is that the money is not yet received and therefore it is not yet income, but rather an asset due) Commissioner Cook moves to adopt the revised Chart of

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Accounts. Seconded by Commissioner Hansen. With no further discussion and none opposed, motion carried.

- Auditor Engagement – Office Manager notes Ashley and Brown, our current Auditors have offered to continue our engagement for another four years at the same rate they have held for the past 3 years, with the usual exception that should a single audit be required, that would of course be handled separately. Should the Board choose not to accept it, we will have to procure proposals as before. Commissioner Cook asks Chief's recommendation. Chief Nisbet responds, they know our system, they've been very reasonable, I think \$6,500 in auditor expenses is very reasonable and his recommendation would be to go ahead and renew them through 2017 and then in 2017 do an RFP and shop around a little bit. Commissioner Cook states, I was just wondering, since they do it every year, you would think it would probably come down a little bit... Chief Nisbet states that actually, every year, they get new mandates from the Auditor General adding to their work... Commissioner Hansen states that, holding the price, is effectively, coming down. Commissioner Cook agrees; it truly is. Commissioner Hansen reminds, the company we had before, we were paying \$8,000 a year or \$9,000 a year. Commissioner Cook states it was higher than that when I first got here, but we were a couple years behind. Office Manager states we also work very well with them, we've had no problems with communication... Chief Nisbet adds that they don't charge us for any questions or phone calls about how something should be classified or posted, or whatever. Chairman Ducrou entertains a motion to accept the proposal. Commissioner Hansen moves to accept the engagement. Commissioner Griffin seconded the motion. With no further discussion and none opposed, motion carried.
- Actuarial Engagement – Office Manager notes Clarity in Numbers, the Actuarial firm we have used since inception had proposed to renew the engagement at a fee of \$2,250 and being asked to consider a freeze at the historical rate of \$1,950, they generously obliged provided we enter the 4 year engagement which means they will perform it twice over the next four years. Commissioner Ducrou states, that is the biggest waste of money. Chief Nisbet agrees, that one just drives him nuts, but there's nothing he can do about it. Commissioner Ducrou asks if there are any other companies that do this. Office Manager replies, there are other companies that do this and they are all more expensive. Chief Nisbet states some are significantly more expensive. He adds that we used to only have to do them once every three years and use the results for the next two years, but they are now required to be performed every second year. Chairman Ducrou entertains a motion to renew the Actuarial engagement. Commissioner Cook moves to renew the engagement. Commissioner Hansen seconds the motion. With no further discussion and none opposed, motion carried.
- Authorization to liquidate CD – Chief Nisbet states we are getting close to the budget and some of the SAFER expenses are on our dime, physicals and such, that aren't really the issue, but with some of the vehicle maintenance issues we've had to deal with, and some of the overtime, I've covered with

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you in the executive session in the last meeting, we've had to deal with; I don't foresee needing to use a CD or the amount of one CD of \$50,000, but something could happen between now and the end of the budget where I would need to use it; so I would like authorization, if needed, the ability to cash out one CD if I have to. Commissioner Cook moves to authorize the liquidation of one CD if needed. Commissioner Klos seconded the motion. Commissioner Ducrou asks, this isn't the same budget you're talking about rolling \$50,000 into reserves, right? Chief Nisbet confirms, no, that's the upcoming budget year. Commissioner Ducrou states, oh, next year; ok. Chief Nisbet states, right now, it looks as though I will have a small carry-forward, but the way we've been having some truck issues, we're getting a lot closer than I like to be. Commissioner Ducrou asks if we are getting a rebate back on that alternator. Chief states, no, I'll go over that in a bit. Chairman Ducrou has a motion and a second to liquidate a CD if necessary and calls for further discussion. Hearing none, he calls for any opposed, and hearing none, motion passed. He then asks Chief, how about getting the attorney on the alternator? That's worth a couple dollars. Chief states he'll look into it, he just hasn't had a chance to follow up on it since he's been back. He states, I've been busy with the SAFER, and yeah, it's \$2,200 and it's coming back to the company and stuff, they bench tested it for 30 minutes and said that it was fine; which it wasn't the case, because I told them, we had to put a brand new alternator in for just 3 weeks; to have to turn around and take it off again because I find that fun...you know, that's not my idea, let's just spend another \$2,200. I know that Jack Lyons is no longer doing business with that company, because they do not honor their warranties. Commissioner Ducrou asks if they ship it back to us. Chief Nisbet states actually, I have to call Jack Lyons; it's probably sitting over there on a shelf for us. I'll follow up with them; I just haven't had a chance to follow up with them. Been a little busy. Commissioner Ducrou states, ok. Commissioner Hansen asks if it is good or bad. Chief states well they said it was good, but... Commissioner Ducrou states it broke in the truck. Chief Nisbet repeats, it broke in the truck. It wasn't giving enough of a charge. Chairman Ducrou calls for any other new business. Chief Nisbet responds, just a reminder Commissioners, in the September meeting, I will be asking for an authorization to draw on the line of credit to bridge the new budget year. We'll do that in the September meeting so we can pay the bills until we start to get ad-valorem in. Chairman Ducrou states hearing no more new business, he calls for Public Input. Hearing no Public Input, he calls for recess for Executive Session. 7:31

Reconvene – 7:52pm with no further items on the agenda Chairman Ducrou entertains a motion to adjourn.

Adjournment - Commissioner Hansen moves to adjourn. Commissioner Klos seconded the motion, and with none opposed, meeting adjourned at 7:52pm.