

BAYSHORE FIRE PROTECTION & RESCUE SERVICE DISTRICT
MINUTES OF THE BOARD OF COMMISSIONERS MEETING
June 13, 2017

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

Invocation – Chairman Hansen

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

Others Present: Some public

Guest Presentation – Jeff Brown covers the highlights of the 2016 Fiscal Year-end audit. He directs us to page 2 disclosing the results of the audit stating they present fairly the financial position of the District. He states that's the unmodified opinion, basically that the financials the District provided were accurate. He then refers to the Management's Discussion & Analysis pages 3-8 and encourages the Board to read those for the narratives and comparisons overview. He then moves to page 9 where the financials actually start. Page 9 is the Statement of Net Position and this is a snapshot as of 09/30/2016 of all the District's assets and liabilities. He takes us to the bottom of page 9 the Total net position which is a negative number and he explains that many are in this position now due to the reflection of the District's piece of the State FRS Pension Liability underfunding and last year was the first year this was required to be reported, as such, it made it (Total Net Position) go negative, but it is all actuarial assumptions, and if your payroll remained flat, you probably wouldn't see much of a change in that number, but with the fluctuations in payroll between layoffs and grant restorations of positions, our payroll has had great fluctuations and has reflected such in this number. He then takes us to page 10, the Statement of Activities or the summarized income or the Profit & Loss of the District, again, for both funds and you can see the beginning Net position of a negative \$319,570 and then it went down by about \$110,000. He takes us to page 11 stating this is what most Districts look at as far as your carry forward and it has the two funds, the General Fund and the Impact Fee Fund. It tracks where the General Fund is and what the Impact Fee Fund owes the General Fund. He continues, if you flip to page 13, The Statement of Revenues, Expenditures and Changes in Fund Balance, it reflects both funds and shows the General Fund revenues were \$1,663,687 and the Expenditures of \$1,615,656 so you can see the revenues exceeded the expenditures by \$48,031. That's a good sign there he adds. He then takes us to page 15, the Notes to the Financial Statements, this describes your accounting policies, and then back on page 19, is the continuation of your Long Term Debt, which gives you more of a breakdown of the number on page 9 in the Statement of Net Position, of what makes up your total long term liabilities. He points out the capital lease, there's a little over \$130,000 still on that, and then at the bottom you can see where you started the year and where you ended the year as far

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as your liabilities, you started the year at a million but at the end of the year you're at 2 million due to the pension liability, it's not really fictitious, but because of your payroll spike, your liabilities were affected. Back on page 33 is your Budget versus Actual. One of the things we look for here is to see that the actual expenditures did not exceed the budgeted expenditures, and you can see the final positive variance of \$23,654. Pages 39 & 40 are our internal control report and you can see on page 40, we did not identify any weaknesses, it's sort of a compliance thing, it's also our best statement, there were no non-compliance or other matters that are required to be reported under the Government Auditing Standards. He states, our management letter is in here, I won't read it to you, but it's all positive statements, you complied with all Florida Statutes you're supposed to, rules of the Auditor general, so again, all positive, so with that, I'll try to answer any questions you've got, or, I know it's a lot, so just keep in mind, we work for you, so if you have questions or concerns during the year, feel free to reach out directly to us or your staff. Chief Nisbet states, also Commissioners, I asked Jeff to include in there a reference that the negative net position directly ties into the Florida Retirement System and that it's completely out of our control, so if anybody from the public is reading this and sees the 2 million liability, they will also see that statement. Chairman Hansen calls for any questions, and hearing none, he offers the auditor to stay or be excused from the balance of the meeting. The auditor takes the opportunity and thanks the Board and they also thank him, and he leaves.

Minutes – Review and Acceptance of the minutes of the May 9th, 2017 Board of Commissioners meeting. Motion made by Commissioner Griffin to accept the minutes. Commissioner Mere seconded the motion. Chairman Hansen calls for questions or comments. With no questions or discussion and none opposed, motion carries.

Financial Report - Review & Acceptance of the May 2017 financials. Commissioner Cook moves to accept the May 2017 financials. Commissioner Griffin seconded the motion. Chairman Hansen 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 Marshall and Administrative reports into the record. Chief Nisbet notes that at the time Brush 132 is in limited service. He completes his Administrative report and invites questions. Commissioner Mere asks why the brush truck is in limited service. Chief Nisbet states we are having some power issues with it. We had the transmission fixed, but there's something going on with it, we are still trying to figure out. We just got it back from the transmission shop, something is just not quite right. Chairman Hansen offers questions or discussion on the Administrative Report and hearing none, calls for Petitions Before the board.

Petitions before the Board/Public Input –None

Union Petitions - None. Hearing none, Chairman Hansen calls for any Old Business.

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Old Business –

- **Burn Ban** - Chief Nisbet states we are back to normal burn operations. Commissioner Mere asks if we lifted it before the news put it out there that the burn ban was lifted. Chief Nisbet states well, the County wide burn ban is a separate burn ban. That one actually superseded ours. Chairman Hansen asks if there wasn't a state-wide one as well. Chief Nisbet states there never was a state-wide one, so what happened is when they let theirs expire, we went ahead and lifted ours. Chairman Hansen calls for any other old business and hearing none calls for new Business.

New Business –

- **Reminder – Elections Office – Form 1** – Chief Nisbet reminds the Board the Elections office requires the Financial Disclosures forms by July 1.
- **Acceptance of the 2015/2016 FY Audit** – Commissioner Mere moves to accept the audit as presented. Commissioner Cook seconded the motion and hearing none opposed, motion passed.
- **Maximum Millage Rate** – Chief Nisbet requests we set the maximum millage rate since we'd normally do that in July and as we are not meeting then, we'd like to do that now. He recommends we remain at 3.500. Commissioner Mere asks what it is now. Chief Nisbet responds "3.500". Commissioner Mere moves to set the maximum millage rate for 2017 at 3.5000 Mills. Commissioner Griffin seconded the motion. Commissioner Hansen asks, even with that being there, you say we're going to need extra funding, how much extra funding is it? Chief Nisbet responds \$58,000 as of the preliminary numbers. Commissioner Hansen states, right, how much extra funding, so what is our need? Chief Nisbet responds \$404,000. Commissioner Hansen states, so we just got a drop in the bucket. Chief Nisbet agrees stating "or dew, more like the sweat on the outside of the bucket." Chairman Hansen calls for any other questions or discussion and hearing none, calls for any opposed. With none opposed, motion passed.
- **Authorize Office Manager to set dates for budget hearings** – Chief Nisbet states that we will be receiving the Certification of Values in July and will need to provide the County with the hearing dates for advertising and we of course must schedule around the County and the School Board, so we are asking so she will set the dates as soon as she can, she usually tries to work it out to where we will do the Preliminary budget hearing to be immediately followed by the monthly Board meeting. We always shoot for Tuesday, but the school board usually takes either the first or second Tuesday. Commissioner Mere moves to allow the Office Manager to set the dates for the TRIM hearings. Commissioner Griffin seconded the motion. With none opposed, motion passes. Chairman Hansen calls for any other new business. Chief Nisbet, in an effort to reduce advertising costs,

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requests we determine if the meetings for the next year would remain the second Tuesday of the month. The Board is polled and all are in agreement to leave the meetings the second Tuesday of the month at 7:00 PM. Office Manager will advertise those dates along with the September meeting date/time change and the union negotiations ad. Chairman Hansen calls for any other new business and hearing none he moves to Chief's Items.

Chief's Items – Chief has none

Commissioner Items –With no Commissioner Items offered, Chairman Hansen calls for recess for Executive Session 7:22

Executive Session

Reconvene – 7:44 Chairman Hansen calls for Public Input.

Public Input –Hearing no public input offered he calls for motion to adjourn.

Adjournment - Commissioner Cook moves to adjourn. Commissioner Mere seconded the motion, and with none opposed, meeting adjourned at 7:44p.m.