

Policy and Procedure Committee Meeting Minutes
February 26, 2019

The Committee Meeting was called to order at 7:00 PM by Sharon Denson. Those Trustees and Committee Members in attendance included Sharon Denson, Dan Rawlinson and Terry Zimmerly; also Gwen Norris, scribe; Don Gassie, Allan Riga, and Barbara Greenberg.

Item 1. Banner Policy 1017P – Sharon has included Jodie’s input. The recent changes include adding #7 (personal opinions) to requirements and changing the last paragraph. She said we need a central person keeping track of the Banner.

The printing cost for 3,000 is \$816.30 and 4,000 is \$840, not much difference. Previously we decided that the most number of printings are needed January through April.

If we restricted to color on certain pages it would be cheaper. Sharon suggested that four pages be in color: first two and last two. The added color restrictions could be in the Policy.

Sharon said that Kim said that \$10 per business card is low. There was discussion on the ‘community business card section (directory)’ suggested by the Restore Bayshore Club. Don said that if some business cards are in color and some are not, it would not look good and all should be in color or not. Sharon said no one club could take up a whole page of the paper since we don’t have enough pages to give all equal time (space). She does not think colored business cards are that important. Sharon wants to know the cost of the colored pages (verses non color).

Sharon said we need to review our rates (ads). She suggested addressing our rates in a workshop.

Item 2. Swim Team Policy 1010P – Sharon said using lifeguards with pool attendants is to create more hours for pool to be open. She wants a wage rate set of the pool attendees. The changes to the policy are in bold and the additions are underlined. The pool attendant (position) needs a job description. Attendants can watch the pool while the lifeguard takes a break, can sweeping the deck, perform surveys, and lot of things the lifeguards are currently doing. A lifeguard and attendant can work as a team, cleaning, and breaks.

Sharon has requested a Safety Plan example from the state. She said as long as there is a lifeguard, he is in charge. She said one lifeguard would suffice as there is someone to give them a break. Don Gassie asked if a hook could replace a lifeguard. Sharon said that a lifeguard has to be ‘there’ even when away for the pool. If attendant blows the whistle the lifeguard better be there. Gwen said in ‘hazmat training’ the words were ‘within hailing distance’. Dan said that a whistle blown to defeat the panic when someone is ‘drowning’ so they can save themselves. Sharon said we prefer someone (attendant) that can swim. Sharon said we need as sliding wage scale. If there is no training but can swim close minimum wage of \$8.46. If the attendant has training, wages would be higher. Current certifications (First Aid and CPR) would be at the top pay. She was thinking about \$9, \$10, and \$11. She said that one lap swimmer has applied, and he wondered if the district would pay for his CPR class. She is working with the county to see if the CERT team can get CPR for adults and hope they can teach here. She said the charges for the CERT team are \$25/each with a \$30 rent for equipment (March 13th). This would be an American Heart Association Certification. She will gradually try to get it for others. She will schedule CPR and First Aid after the CERT team members get their certification. She hopes to get the training here and would

rather have pool attendants that have that certification. Dan wondered if he would be a pool attendant. Sharon said Trustees can make up to \$500. Sharon said she will check with Jim Dye.

Sharon said Red Cross charges \$102/each. She is asking Red Cross here. She will talk with them Tuesday (Tuesday morning meeting with Red Cross and the county).

Sharon said raised the lifeguard wages last year and we have four lifeguards coming back this year.

Sharon said the Jodie can use the wage range to use when hiring pool attendants.

Sharon suggested that the pool attendant's wages be from \$8.50 to \$11.00 with the following breakdown: \$9 swimming with no certifications; \$10 for CPR and First Aid (at some time); \$10.50 for more; and \$11 for max. Sharon confirmed \$11 is the start pay for a lifeguard but did not think any make that low. Dan said he thinks a lot of people would like to be involved in the position. Sharon said sent an emailed to the State that stated that we had taken out the slide and diving board and now we want to go to a lifeguard/pool attendant system and submit a Safety Plan. She did not want to send one when we had the slide because we would be in big trouble. She asked for an approved Safety Plan. She said was need to get rid of the board as surplus property.

Item 3. Pickle Ball - Sharon said the temporary pickle ball court should be ready real soon. She said the pickle ball net, paddles and balls need to be stored somewhere convenient but not be stolen. Dan said a combination lock could be used and the office give out the combination. Only the net needs to be stored and the court marked by tape. Dan asked if the court will be reserved. There is no 'plan' now. Gwen said the reservations cannot be monitored from the office. Dan suggested the storage be in the library. There was discussion on storing it in a cabinet with a chain/ key lock or storage box and discussions on how to secure a storage box. Terry said there is a box in the pool area that may work. No one knows what is in it. We don't know how large the net and posts will be. Don said that that duct tape may not adhere to the concrete surface and was worried about it tripping someone. Sharon said if there is enough interest we could be paint the lines and the guys can check every day to make sure it is ok. Sharon said that for years she has seen the players throw hoops and not play the whole court. She said the dog park/SBA storage is where she would make the court since the old shuffleboard fence is too low and the surface is terrible. Pouring a concrete slab would be cheaper than redoing the shuffleboard court. The Recreation committee is making a survey to put in the April Banner. It will cost \$43.50 to print the flier and the Trustees and Committee members can stuff the Banner. Barbara Greenberg asked who has interest in pickle ball. The survey will help tell us and that is why there is only a \$400 investment now. If there is an interest we will put in a court. The Recreation Committee can also do a survey at the 4th of July Picnic and a demonstration. Sharon said that the basketball court would be easy to mark. Pickle ball is new but a growing sport. Dan suggested that a demonstration be advertised in the Banner. Sharon said there are young and old players. The office can make reservations for pickle ball and basketball. May padlock box to the fence.

Summarized: Need to know how big net/posts are to store. Need storage for net and posts. Need coordination with basketball (reservations if needed). Need Recreation Committee's survey insert for Banner. Set up Demonstration.

Item 4. Parking Lot Policy – Sharon tabled the policy as it is Barbara Susdorf's policy and she is not here. She said most parks close at 9:30 PM.

Item 5. Swim Team – Not a Policy. The Swimming Pool Policy Residents 1010P was included with proposed changes in bold and underlined. The name is Bayshore Dolphins Swim Team and Jeannette has registered the team. The district is buying uniforms for resident members. Outside members have to

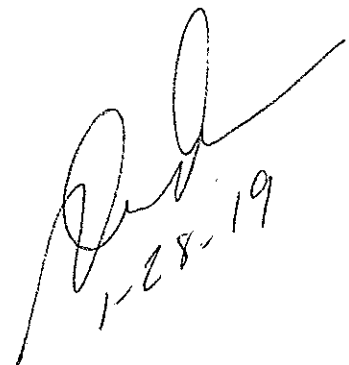
pay for their stuff. Sharon thought the ages are 9- 16 year olds and there is a deadline to register (info Nextdoor Bayshore).

Item 6. Paid Instructors (1028P) – Sharon asked that the members look it over the draft policy. The only previous comment (from belle) was in #1 about a guest/nonresident being assessed for the class. Sharon said nonresidents will have a fee. Continuing, on #3 about applications deadline on February 1st (for budgeting purposes was the reason) is not needed and needs to be removed. Dan did not remember any other comments on the Committee's review. The Recreation Committee meets March 5th.

The Committee Meeting night on the 13th may not happen due to planned power outage. Before the meeting there was discussions on FPL power outage on the 13th and 14th. Gwen felt it was intermittent power outages not whole day (just turn off your computers).

The breezeway floor coating work and ramp coating is cheaper if done at the same time (takes a couple of days). The back door to the board Room will be the access to the Hall when the breezeway and ramp are closed.

The meeting adjourned at 7:53 PM.

A handwritten signature in black ink, followed by the date "1-28-19" written below it.