

AGENDA FOR JANUARY 14, 2019

NOTICE: If a person decides to appeal any decision made by the Board of Commissioners with respect to a matter considered at a meeting, he/she will need to ensure that a verbatim record of the proceedings is made, which record must include the testimony and evidence upon which the appeal is to be based. F.S. 286.0105

- 1. Minutes of December 10, 2018 (Regular Meeting)**
- 2. Treasurer's Report**
- 3. Chief's Report**
- 4. Report on Emergency Operations, Fire Prevention and Employee Time Study**

OTHER BUSINESS:

- 5. EMS Growth Management Proposal Presentation**
- 6. Department Re-Accreditation**
- 7. Records Disposition Schedule**
- 8. Annual PHFR Retirement Plan Investment Activity**

COMMENTS:

BOARD OF COMMISSIONERS

Palm Harbor Special Fire Control and Rescue District

COMMISSIONERS

JAMES ANGLE
DEBRA BUSCHMAN
CASEY L. CANE
JULIE A. PELUSO
JOSEPH PETRILLO



MINUTES of DECEMBER 10, 2018

A regular meeting of the Board of Commissioners was held on December 10, 2018 and called to order at 7:00 p.m.

PRESENT: Commissioners Angle, Buschman, Cane, Peluso, and Petrillo; Chief Maciuba, Deputy Chief Breuer, Attorney Andrew Salzman, and Office Manager Eileen Brown

Commissioner Petrillo administered the Oath of Office to Commissioner James Angle.

MOTION C. Cane/J. Peluso unanimous: Approve the Minutes of November 19, 2018 as written.

Commissioner Cane read the Treasurer's Report (attached) which showed cash balances of \$5,665,743 in general funds (both operating and reserves) and \$145,148 in impact fees as of October 31, 2018 (\$43,376 in the money market account and \$101,773 in CD #28, which is from impact fees collected). A motion was made by Commissioner Buschman, seconded by Commissioner Peluso, to approve the Treasurer's Report as presented.

Chief Maciuba reviewed the Chief's Report (attached).

Deputy Chief Breuer gave the report on Emergency Operations, Fire Prevention and Employee Time Study. (attached)

MOTION J. Peluso/D. Buschman unanimous: Approve the Proposed Commission Meeting Schedule for 2019, with the following correction: December 10, 2019 should be changed to reflect the date of December 9, 2019.

MOTION D. Buschman/C. Cane unanimous: To appoint 2019 Board Officers as follows:

Chairman – Julie Peluso
Vice-Chairman – Casey Cane
Sec/Treas – James Angle

MOTION D. Buschman/C. Cane unanimous: Cash in CD #25, which matures in December of 2018, and open a new 12-month CD with Florida Community Bank, at the interest rate of 2.45%. The amount of the new CD will be the full accrued amount of CD #25 (approximately \$257,207) together with the additional budgeted reserve funds for Operating (\$204,040) and SCBA (\$16,826), for an approximate total of \$478,073.

MOTION J. Angle/J. Peluso unanimous: Approve the Health/Dental/Vision Insurance Renewals as presented.

MOTION J. Angle/C. Cane unanimous: Approve the Other Post Employment Benefit Actuarial Valuation (OPEB) – FYE 9/30/18 with the name correction to Palm Harbor Fire Rescue.

Meeting adjourned at 8:12 p.m.

Joseph Petrillo, Chairman

Debra Buschman, Commissioner

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

**TREASURER'S REPORT
AS OF NOVEMBER 2018
GENERAL FUNDS**

CASH OPERATING

Sun-General	\$	3,318,893
Sun- Petty Cash		284
BB&T-Payroll (Checking)		13,947
BB&T-Payroll (Savings)		980,805
<u>TOTAL OPERATING</u>	\$	<u>4,313,930</u>

CASH RESERVES

Florida Community Bank (CD #25) (Matures 12/19/18)	\$	257,016
Florida Community Bank (CD #27) (Matures 3/21/19)	\$	405,729
Florida Community Bank (CD #29) (Matures 8/14/19)	\$	1,263,564
Florida Community Bank (CD #30) (Matures 10/01/19)	\$	1,032,242
	\$	<u>2,958,551</u>

Capital	63.3%	\$	1,872,762
Sick & Vacation	12.6%	\$	372,777
SCBA	11.6%	\$	343,192
Operating	12.6%	\$	372,777

HEALTH RESERVES

Florida Community Bank (CD #26) (Matures 2/07/19)	\$	220,970
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GRAND TOTAL (Operating & Reserves)

\$ 7,493,451

INCOME FOR NOVEMBER

EMS	\$	221,377
Ad Valorem		2,464,439
Fire Prevention Fees		691
Miscellaneous		5,085
Tax Collector Rebate Fee		52,112
Tower Rental		3,727
Interest on Florida Community Bank (CD #25)		362
Interest on Florida Community Bank (CD #26)		328
Interest on Florida Community Bank (CD #27)		698
Interest on Florida Community Bank (CD #29)		2,570
Interest on Florida Community Bank (CD #30)		4,128 *
Interest (does not include CD's)		<u>694</u>
<u>TOTAL INCOME</u>	\$	<u>2,756,211</u>

* Represents interest for months of October and November, 2018.

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

**TREASURER'S REPORT
AS OF NOVEMBER 2018**

IMPACT FEES

CASH BALANCE

Money Market	\$	47,224
Florida Community Bank (CD #28) (Matures 3/21/19) (CD #28 is from Impact Fees Collected)	\$	101,773
Interest on CD #28	\$	175
TOTAL	\$	<u>149,172</u>

INCOME FOR NOVEMBER

Impact Fees	\$	3,847
Impact Fee Interest		<u>2</u>
<u>TOTAL INCOME</u>	\$	<u>3,849</u>

Palm Harbor Special Fire Control Rescue District Budget Expense Analysis

For the Two Periods Ending November 30, 2018

	TOTAL			
	Actual	Annual Budget	Variance	Percent
Income				
311.000 · Ad Valorem	2,466,413	8,486,010	-6,019,597	29.06%
331.200 · Grants-Federal	0	0	0	0.0%
332.200 · Grants-Private	0	0	0	0.0%
334.200 · Grants-State	137,152	0	137,152	100.0%
342.000 · Public Safety Income	467,310	2,698,093	-2,230,783	17.32%
361.000 · Interest	14,348	59,500	-45,152	24.11%
341.510 · Tax Collect Fee Rebate	52,112	45,000	7,112	115.8%
363.200 · Impact Fees	0	0	0	0.0%
365.000 · Sale of Capital Equip	0	2,000	-2,000	0.0%
369.000 · Other Miscellaneous Revenues	7,248	25,000	-17,752	28.99%
370.000 · Fees for Services	1,293	22,000	-20,707	5.88%
380.100 · Tower Rental	19,804	45,663	-25,859	43.37%
381.000 · Impact Fee Transfer	0	0	0	0.0%
381.200 · Insurance Claims Paid	0	0	0	0.0%
381.300 · Health Insurance Reimbursement	0	0	0	0.0%
382.000 · Annexed Property Fees	0	5,060	0	0.0%
Total Income	3,165,680	11,388,326	-8,222,646	27.8%
Expense				
522.000 Payroll Expenses				
Salary Commissioners	5,192	30,000	24,808	17.31%
Salary Staff	187,948	1,068,662	880,714	17.59%
Hourly-Shift	701,481	3,844,758	3,143,277	18.25%
Hourly-40/PT (Admin)	43,371	225,925	182,554	19.2%
Overtime	42,530	197,223	154,693	21.56%
Medicare Company	14,217	77,815	63,598	18.27%
Social Security Company	60,790	332,727	271,937	18.27%
FRS Retirement Acct.	39,414	189,189	149,775	20.83%
PHSFCD Pension Plan	192,298	1,082,170	889,872	17.77%
Group Health Ins	336,663	1,510,925	1,174,262	22.28%
Health Savings Account Converted	7,333	0	-7,333	100.0%
Post Employment Health Plan	0	61,919	61,919	0.0%
Long Term Disability Insurance	6,538	29,083	22,545	22.48%
Worker's Comp Ins	57,198	171,889	114,691	33.28%
Total Payroll Expenses	1,694,973	8,822,285	7,127,312	19.21%
522.302 · Accreditation	0	31,680	31,680	0.0%
522.305 · Ad Valorem Fee	50,454	167,751	117,297	30.08%
522.306 · Appliances { 3,000	0	5,000	5,000	0.0%
522.321 · Auditing Services	7,000	24,500	17,500	28.57%
522.330 · Lawn Maintenance	1,975	16,800	14,825	11.76%
522.304 · Property Appraiser	18,577	74,739	56,162	24.86%
522.310 · Professional Services	2,047	26,100	24,053	7.84%
522.311 · Legal Fees	1,488	10,000	8,512	14.88%
522.541 · Bks-Pub-Subscriptions	0	1,500	1,500	0.0%
522.312 · Board of Commissioners	845	9,000	8,155	9.39%
522.337 · Grants-Private	0	0	0	0.0%

**Palm Harbor Special Fire Control Rescue District
Budget Expense Analysis**

For the Two Periods Ending November 30, 2018

	TOTAL			
	Actual	Annual Budget	Variance	Percent
522.520 · Personal Protective Equipment	0	70,000	70,000	0.0%
522.521 · Clothing-Uniform	362	14,500	14,138	2.5%
522.323 · Communication Equip { 3,000	-40	3,500	3,540	-1.14%
522.525 · Computer Hardware/Software	0	20,000	20,000	0.0%
522.334 · Custodial Supplies	1,163	8,200	7,037	14.18%
522.335 · Credit Card Fee	9	0	-9	100.0%
522.336 · Late Fees	0	0	0	0.0%
522.316 · Community Outreach Programs	-1,284	7,000	8,284	-18.34%
522.345 · EMS Equip { 3,000	0	4,000	4,000	0.0%
522.346 · Emergency Mgmt Supplies	0	500	500	0.0%
522.527 · Fuel	14,091	87,524	73,433	16.1%
522.542 · Fire Prev-Books/Pub	0	1,900	1,900	0.0%
522.374 · Fire Prevention	0	1,000	1,000	0.0%
522.376 · Fire Equip { 3,000	1,657	5,000	3,343	33.14%
522.380 · Fitness Equip { 3,000	0	1,250	1,250	0.0%
522.390 · Furnishings { 3,000	0	7,000	7,000	0.0%
522.500 · Incentive Program	3,487	25,500	22,013	13.68%
522.451 · Ins Accident &Spec Ris	3,923	17,373	13,451	22.58%
522.450 · Ins Land-Bldg-Auto-E&O	47,230	114,272	67,042	41.33%
522.398 - Bad Debt	0	0	0	0.0%
522.399 · Membership-Recertification	4,540	13,000	8,460	34.92%
522.319 · Med/Health Services	359	42,446	42,087	0.85%
522.490 · Misc Operating Expense	967	6,000	5,033	16.12%
522.405 · Office Equip { 3,000	259	1,575	1,316	16.44%
522.510 · Office Supplies	327	6,600	6,273	4.96%
522.425 · Pre-employment Process	3,546	3,000	-546	118.2%
522.370 · Postage	254	2,300	2,046	11.04%
522.470 · Printing	0	1,800	1,800	0.0%
522.480 · Public Education { 3,000	2,810	6,000	3,190	46.83%
522.445 · Rental Equip	0	350	350	0.0%
522.460 · Repair & Maintain Bldgs	2,999	100,000	97,001	3.0%
522.461 · Repair Fleet	23,567	105,735	82,168	22.29%
522.462 · Repair & Maint Equip	1,568	30,000	28,432	5.23%
522.463 · Repair & Maint Radios	15,124	19,425	4,301	77.86%
522.464 · Expenses-Sale of Capital Equipment	0	0	0	0.0%
522.550 · Training Equip { 3,000	183	700	517	26.14%
522.570 · Training & Ed	7,398	38,000	30,602	19.47%
522.400 · Travel	193	11,500	11,307	1.68%
522.430 · Utilities	19,203	83,660	64,457	22.95%
Total Operating Expenses	236,281	1,227,680	-991,399	19.25%
522.600 Capital Outlay				
Communication Equip } 3,000	0	20,000	20,000	0.0%
EMS Equip } 3,000	0	0	0	0.0%
Fire Equip } 3,000	0	20,000	20,000	0.0%
Fitness Equip } 3,000	0	8,000	8,000	0.0%
Office Equip } 3,000	0	0	0	0.0%
Large Appliances } 3,000	0	5,000	5,000	0.0%
Replacement Apparatus	0	0	0	0.0%

**Palm Harbor Special Fire Control Rescue District
Budget Expense Analysis**

For the Two Periods Ending November 30, 2018

	TOTAL			
	Actual	Annual Budget	Variance	Percent
Replacement Vehicle-Staff	0	64,433	64,433	0.0%
Furnishings-Equip } 3,000	0	0	0	0.0%
Improvements/expansion	0	0	0	0.0%
522.600 Total Capital Outlay	0	117,433	117,433	0.0%
522.620 Reserves				
Contingency Reserve	0	160,000	160,000	0.0%
SCBA Reserve	0	16,826	16,826	0.0%
Sick/Vac Reserve	0	37,040	37,040	0.0%
Operating Reserve	0	206,040	206,040	0.0%
Capital Reserves	0	665,440	665,440	0.0%
522.601 Total Capital Reserves	0	1,085,346	1,085,346	0.0%
522.650 Transfer from Operating	0	0	0	0.0%
522.700 Loans				
BB&T Lease	67,791	135,582	67,791	50.0%
522.700 Total Loans	67,791	135,582	67,791	50.0%
Total Expense	1,999,045	11,388,326	9,389,281	17.55%
Net Income	1,166,635	0	1,166,635	100.0%

**PALM HARBOR FIRE RESCUE
BUDGET LINE ITEM JUSTIFICATION
November 30, 2018
2 months = 17 + 10 = 27%**

EXPENSES

Worker's Comp Ins 33.28%
Down payment due at beginning of year

Ad Valorem Fee 30.08%
Bulk of tax collector due at beginning of year

Auditing Services 28.57%
Progress Billing-FYE 9/30/18

Fire Equipment < 3,000 33.14%
Fire Gloves/SCBA Masks

Ins Land-Bldg-Auto-E&O 41.33%
Deposits due at beginning of year

Membership-Recertification 34.92%
2018-2019 FASD Membership Renewal
2017-2020 CDM Certification (Sanford); FFMIA Membership (W. Fisher)

Pre-employment Process 118.2%
New hire screenings
Life Scan (Springer)

Public Education < 3,000 46.83%
Pub Ed Expo
Foremost Promotions (Junior Firefighter Hats, Fire Stick-On Badges, etc.)

Repair & Maint Radios 77.86%
Service Agreement 10/01/18-9/30/19

BB&T Lease 50%
Bi-Annual payment of BB&T Station 65 loan



Fire Chief's Report

January 14, 2019



1. Countywide EMS System:

- Data Driven Focus Group (DDFG) – January meeting was cancelled. Next meeting scheduled for February 1st.
- EMSAC – Commissioner Casey Canes bio was submitted to be considered as the Special District Alternate to Commissioner Julie Peluso. East Lake Fire Rescue also submitted Commissioner Kevin Kenney for consideration as the Alternate. County EMS decided to select Commissioner Kenney to have two separate Special Districts represented. County EMS hopes to have this finalized prior to the March EMSAC Meeting.

2. SERP Deployment(s)/Local Disaster Reimbursement: We continue working with the state on the reimbursements from the Collier Wildfires and State EOC deployments. We are also working on the reimbursement process for our recent deployment to the Panhandle following Hurricane Michael.

3. Department Annual Operational Report: Members have begun working on the 2018 Annual Report. The target for Board review and approval is the March regular meeting.

4. Accreditation: Discussion on regular agenda.

5. FASD: Commissioner Petrillo and I will be attending the FASD quarterly meeting in Fort Meyers on January 24 – 25. The FASD Legislative Meeting in Tallahassee is scheduled for March 13, I have secured a number of hotel rooms.

6. Personnel: We have made a conditional offer to a FF/PM with the target to have him beginning orientation in late January or early February. Lt. Mike Sakal will work his final shift with us on January 22 and a farewell will be held at 2 pm that day. FPO Frank Lowman will work his final day on January 30.

7. Palm Harbor Holiday Parade: Thank you to the Board and Members that participated and helped with the parade.

8. FireOps 101: The annual program that provides an overview of Fire/EMS operations is scheduled for May 11, 2019. Please contact me if you going to attend.

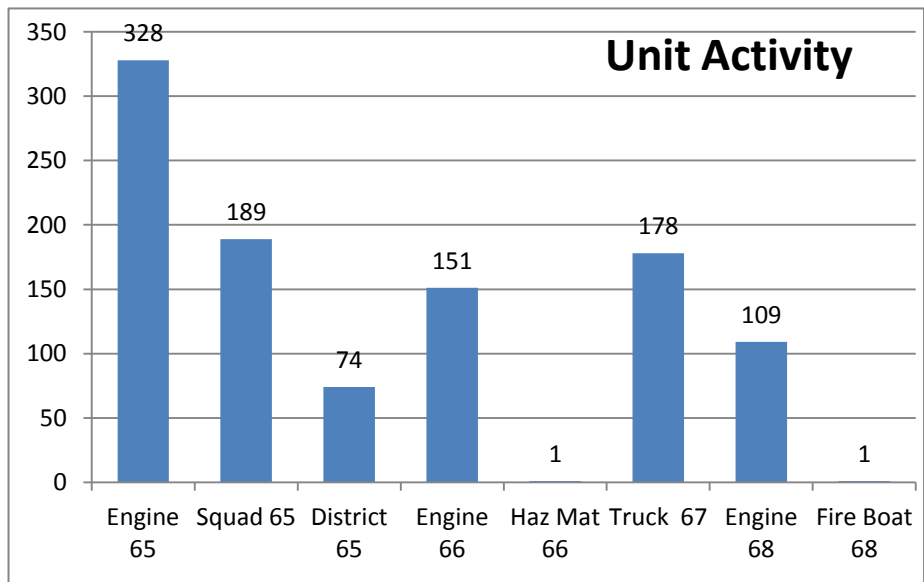
PALM HARBOR FIRE RESCUE

2018 MONTHLY REPORT-NOVEMBER

Incidents	Month	YTD	Last Mon	Fire Prevention	Month	YTD
Struc. Resp.	24	264	18	Inspections	25	460
Medical	631	6700	593	Plan Reviews	2	109
Auto Crash	61	759	60	Finals	1	56
Haz Mat	5	77	2	Dollar Loss	\$375,015	\$986,755
Aid Given	35	372	30	Last Yr Dollar Loss	\$35,350	\$919,579
Aid Recv w	10	163	6	Fires	5	53
Aid Recv w/o	13	195	15			
False Alarms	26	317	20	Public Education		
Total Resp.	810	8793	770	Events	52	503
Unit Activity		YTD	Last Mon	Car Seat Checks	16	135
Engine 65	328	3780	312	Participants	676	69,050
Squad 65	189	2007	168	Time Study		
District 65	74	815	64	Overtime	750	7,275
Engine 66	151	1616	158	Sick	1016	5,281
Haz Mat 66	1	12	2	Vacation	1483	13,911
Truck 67	178	1874	172	Work Comp	0	39
Engine 68	109	1094	86	Lite Duty	0	103
Fire Boat 68	1	35	1			

Compliance with Standard of Coverage- Seven Minutes

Type	Incidents Month	Month < 7 Mins	Compliance	Incidents YTD	YTD < 7 Mins	Compliance
EMS	447	430	96%	4879	4692	96%
Fires-First Due	6	6	100%	53	49	92%



PHFR RECORDS DISPOSITION SCHEDULE 2018

Date Approved by Board: _____

Schedule Number	Item #	Record Series Title	Retention	Begin Date	Ending Date	Eligible Destroy Date	Special Note	Control Person
GS1-SL	133	Postage/Shipping Records	3 FY	10/1/2014	9/30/2015	10/1/2018	UPS records, etc.	Renee
GS1-SL	28	Telephone Call Records	1 FY	10/1/2016	9/30/2017	10/1/2018	Doc. to chg. staff for cell phone use	Renee
GS1-SL	89	Calendars	1 AY	1/1/2016	12/31/2016	10/1/2018	Meeting Room calendar - general desk calendar reminder notes, CPR calendar	Renee
GS1-SL	365	Receipt Books	5 FA	10/1/2011	9/30/2012	10/1/2018	Cash receipt books for meeting room, CPR and general cash transactions	Renee
GS1-SL	42	Purchasing Records - Logs	5 FY	10/1/2012	9/30/2013	10/1/2018	Station Supply Orders	Renee
GS1-SL	296	Registration Records	5 FY	10/1/2012	9/30/2013	10/1/2018	CPR Class Rosters	Renee
GS1-SL	30	Management Survey/Studies (Internal)	1 CY	1/1/2016	12/31/2017	10/1/2018	Customer Satisfaction Surveys	Breuer
GS1-SL	17	Correspondence and Memos: Administrative (routine / general)	3 FY	10/1/2014	9/30/2015	10/1/2018	Does NOT create policy or procedure, document or act as a receipt	Eileen
GS1-SL	85	Bank Statements: Reconciliation	5 FA	10/1/2011	9/30/2012	10/1/2018		Eileen
GS1-SL	116	Attendance and Leave Records	3 FA	10/1/2013	9/30/2014	10/1/2018	Requests, time sheets, and accruals	Eileen
GS1-SL	157	Federal and State Tax Forms / Reports	4 AY	1/1/2013	12/31/2013	10/1/2018	W2, W4, W9, 941E, 1096, 1099, UCT-6	Eileen
GS1-SL	195	Payroll Records: Supporting Doc.	3 CY	1/1/2014	12/31/2014	12/31/2018	Time Sheets, etc.	Eileen
GS1-SL	340	Disbursement Records: Detail	5 FA	10/1/2011	9/30/2012	10/1/2018	P.O.'s, invoices, ck registers, cancelled cks, ck stubs, etc.	Eileen
GS1-SL	264	Electronic Funds Transfer Records	5 FY	10/1/2012	9/30/2013	10/1/2018	EFT	Eileen

Key: **A** - Audit, **AY** - Anniversary Year, **CY** - Calendar Year, **FY** - Fiscal Year, **FA** - Fiscal Years After Audit

PHFR RECORDS DISPOSITION SCHEDULE 2018

Date Approved by Board: _____

Schedule Number	Item #	Record Series Title	Retention	Begin Date	Ending Date	Eligible Destroy Date	Special Note	Control Person
GS1-SL	111	Insurance Records: Agency	5 FY	10/1/2012	9/30/2013	10/1/2018	policies, appls, corres, premiums, carriers	Eileen
GS1-SL	375	TRIM Compliance files	5 FY	10/1/2012	9/30/2013	10/1/2018		Eileen
GS1-SL	35	Payroll Records: Posted	5 FY	10/1/2012	9/30/2013	10/1/2018	Documents payment of wages including each rate of pay	Eileen
GS1-SL	25	Advertisements: Legal	5 FY	10/1/2012	9/30/2013	10/1/2018		Eileen
GS1-SL	65	Contracts/Leases/Agreements: non-capital improvement	5 FY	10/1/2012	9/30/2013	10/1/2018		Eileen
GS1-SL	64	Contracts/Leases/Agreements: Capital Improvement/Real Property	10 FY after term	10/1/2007	9/30/2008	10/1/2018		Eileen
GS1-SL	365	Receipt/Revenue Records: Detail	5 FY	10/1/2012	9/30/2013	10/1/2018	Cash, checks, EFTs, CR/DR, A/R	Eileen
GS1-SL	378	Personnel Records: Supp Documents Firefighters Supplemental Compensation	5 FY	10/1/2012	9/30/2013	10/1/2018	Incl. Education Request Forms	Eileen
6	1a	Program Qtrly Reports	5 FY	10/1/2012	9/30/2013	10/1/2018		Eileen
GS1-SL	389	Public Depositor Annual Report Records	5 FY	10/1/2012	9/30/2013	10/1/2018		Eileen
GS1-SL	71	Bid Records: Capital Improvement Unsuccessful Bids	5 FY	10/1/2012	9/30/2013	10/1/2018		Eileen
GSL-SL	72	Bid Records: Non-Capital Improvement	5 FY	10/1/2012	9/30/2013	10/1/2018		Eileen
GS-8	51	Fire Alarm Reports - non-arson	7 AY	1/1/2010	12/31/2010	10/1/2018		Fisher & Lowman
GS-8	1a	FireSafety Insp. Records - Compliant	5 FY	10/1/2012	9/30/2013	10/1/2018		Fisher & Lowman

PHFR RECORDS DISPOSITION SCHEDULE 2018

Date Approved by Board: _____

Schedule Number	Item #	Record Series Title	Retention	Begin Date	Ending Date	Eligible Destroy Date	Special Note	Control Person
GS-7	1a	Fire Safety Insp. Records - Violations	5 FY	10/1/2012	9/30/2013	10/1/2018	*5 FY after life of business	Fisher & Lowman
GS1-SL	4	Minutes: Official Meetings (A/V)	3 AY	1/1/2014	12/31/2014	10/1/2018	Board voted to retain 3 yrs instead of 2 yrs	Maciuba
GS1-SL	88	Budget Records: Supporting Docs	3 FY	10/1/2014	9/30/2015	10/1/2018	Working papers, drafts, requests	Maciuba
GS1-SL	348	Grant Files: Recipient	5 FY	10/1/2012	9/30/2013	10/1/2018	Documents relating to grant-funded projects	Maciuba
GS1-SL	349	Grant Files: Unfunded Applications (Applicant's Copies)	1 AY	1/1/2016	12/31/2016	10/1/2018	Documents Unfunded grant applications and denial	Maciuba
GS1-SL	321	Disaster Relief Records	5 FY	10/1/2011	9/30/2012	10/1/2018	Distribution, receipt, or expenditure of state or federal funds	Maciuba
GS1-SL	57	Audit Records: Supporting Documents	3 FY	10/1/2014	9/30/2015	10/1/2018	Documents used to develop the audit report	Maciuba
GS1-SL	110	Grievance Files	3 FY	10/1/2014	9/30/2015	10/1/2018		Maciuba
GS1-SL	167	Environmental Regulation Compliance Records	5 FY	10/1/2012	9/30/2013	10/1/2018	Fuel Storage Tanks	Malpass
GS1-SL	289	Work Schedules	1 FY	10/1/2016	9/30/2017	10/1/2018	Trade Time Requests	Malpass
GS1-SL	24	Employment Application & Selection Records (with no litigation)	4 AY	1/1/2012	12/31/2013	10/1/2018	All records pertaining to the Process of those NOT hired	Sanford

January 3, 2019

SENT VIA EMAIL

Board of Commissioners
City of Palm Harbor
c/o Eileen Brown, Office Manager
250 West Lake Road
Palm Harbor, FL 34684

**Re: Palm Harbor Special Fire Control & Rescue District Firefighters' Pension Plan
Annual Report of Investment Activity**

Dear Ms. Brown,

In accordance with Section 112.661(15), Florida Statutes, please find enclosed the annual report of investment activity for the Palm Harbor Special Fire Control & Rescue District Firefighters' Pension Plan.

This report includes investments in the portfolio as of September 30, 2018, listed by class or type, book value, income earned and market value as of the stated date.

This report must also be made available to the public.

Thank you,



Ferrell B. Jenne
Plan Administrator



ACCOUNT STATEMENT-515

Statement Period
Account Number

10/01/2017 through 09/30/2018
3040060554
SALEM TRUST COMPANY
AS CUSTODIAN FOR THE
PALM HARBOR SPECIAL FIRE CONTROL
AND RESCUE DISTRICT FIREFIGHTERS
PENSION PLAN - BOWEN HANES

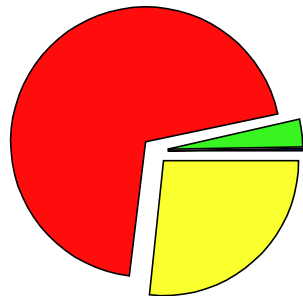
Balance Sheet

	AS OF 10/01/2017		AS OF 09/30/2018	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
A S S E T S				
CASH	0.00	0.00	0.00	0.00
ACCRUED INCOME	41,499.71	41,499.71	55,020.48	55,020.48
TOTAL CASH & RECEIVABLES	41,499.71	41,499.71	55,020.48	55,020.48
CASH AND EQUIVALENTS				
SHORT TERM INVESTMENTS	714,253.25	714,253.25	513,772.56	513,772.56
TOTAL CASH AND EQUIVALENTS	714,253.25	714,253.25	513,772.56	513,772.56
FIXED INCOME				
U S GOVERNMENT OBLIGATIONS	232,351.65	256,330.82	102,452.65	114,631.28
COLLATERALIZED MTGE OBLIG	365,227.88	378,952.07	352,327.61	352,941.96
MUNICIPAL OBLIGATIONS	297,225.00	326,655.20	247,275.00	270,163.40
CORPORATE BONDS	4,909,534.60	4,965,353.80	5,551,504.20	5,538,964.65
TOTAL FIXED INCOME	5,804,339.13	5,927,291.89	6,253,559.46	6,276,701.29
EQUITIES				
COMMON STOCK	9,629,800.49	13,555,505.80	12,397,062.07	18,610,245.30
FOREIGN STOCK	1,595,484.19	1,917,490.75	433,700.59	682,606.50
TOTAL EQUITIES	11,225,284.68	15,472,996.55	12,830,762.66	19,292,851.80
TOTAL HOLDINGS	17,743,877.06	22,114,541.69	19,598,094.68	26,083,325.65
TOTAL ASSETS	17,785,376.77	22,156,041.40	19,653,115.16	26,138,346.13
L I A B I L I T I E S				
TOTAL LIABILITIES	0.00	0.00	0.00	0.00
TOTAL NET ASSET VALUE	17,785,376.77	22,156,041.40	19,653,115.16	26,138,346.13

Statement Period
Account Number

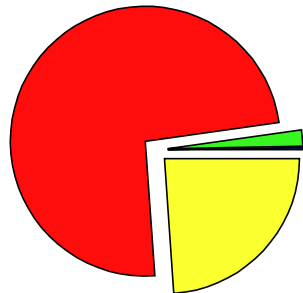
10/01/2017 through 09/30/2018
3040060554
SALEM TRUST COMPANY
AS CUSTODIAN FOR THE
PALM HARBOR SPECIAL FIRE CONTROL
AND RESCUE DISTRICT FIREFIGHTERS
PENSION PLAN - BOWEN HANES

Beginning Market Allocation



0.2%		CASH & RECEIVABLES	41,499.71
3.2%		CASH AND EQUIVALENTS	714,253.25
69.8%		EQUITIES	15,472,996.55
26.8%		FIXED INCOME	5,927,291.89
100.0%		Total	22,156,041.40

Ending Market Allocation



0.2%		CASH & RECEIVABLES	55,020.48
2.0%		CASH AND EQUIVALENTS	513,772.56
73.8%		EQUITIES	19,292,851.80
24.0%		FIXED INCOME	6,276,701.29
100.0%		Total	26,138,346.13

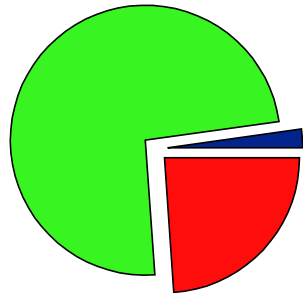


ACCOUNT STATEMENT-515

Statement Period
Account Number

10/01/2017 through 09/30/2018
3040060554
SALEM TRUST COMPANY
AS CUSTODIAN FOR THE
PALM HARBOR SPECIAL FIRE CONTROL
AND RESCUE DISTRICT FIREFIGHTERS
PENSION PLAN - BOWEN HANES

Summary Of Investments Investment Allocation



2.2%	CASH AND EQUIVALENTS	568,793.04
73.8%	EQUITIES	19,292,851.80
24.0%	FIXED INCOME	6,276,701.29
100.0%	Total	26,138,346.13

Investment Summary

	Cost	Market Value	% of Acct	Estim Ann Inc	Income Yield
CASH AND EQUIVALENTS					
CASH	55,020.48	55,020.48	0.21	0	0.00
SHORT TERM INVESTMENTS	513,772.56	513,772.56	1.97	8,426	1.64
TOTAL CASH AND EQUIVALENTS	568,793.04	568,793.04	2.18	8,426	1.48
FIXED INCOME					
U S GOVERNMENT OBLIGATIONS	102,452.65	114,631.28	0.44	2,494	2.18
COLLATERALIZED MTGE OBLIG	352,327.61	352,941.96	1.35	12,689	3.60
MUNICIPAL OBLIGATIONS	247,275.00	270,163.40	1.03	2,966	1.10



ACCOUNT STATEMENT-515

Statement Period
Account Number

10/01/2017 through 09/30/2018
3040060554
SALEM TRUST COMPANY
AS CUSTODIAN FOR THE
PALM HARBOR SPECIAL FIRE CONTROL
AND RESCUE DISTRICT FIREFIGHTERS
PENSION PLAN - BOWEN HANES

Summary Of Investments

Investment Summary

	Cost	Market Value	% of Acct	Estim Ann Inc	Income Yield
CORPORATE BONDS	5,551,504.20	5,538,964.65	21.19	149,874	2.71
TOTAL FIXED INCOME	6,253,559.46	6,276,701.29	24.01	168,024	2.68
EQUITIES					
COMMON STOCK	12,397,062.07	18,610,245.30	71.20	293,015	1.57
FOREIGN STOCK	433,700.59	682,606.50	2.61	17,012	2.49
TOTAL EQUITIES	12,830,762.66	19,292,851.80	73.81	310,027	1.61
Total Net Asset Value	19,653,115.16	26,138,346.13	100.00	486,477	1.86

PORTFOLIO SUMMARY
PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT FF PENSION PLAN
 September 30, 2018

<u>Security Type</u>	<u>Total Cost</u>	<u>Market Value</u>	<u>Pct. Assets</u>	<u>Cur. Yield</u>	<u>Est. Annual Income</u>
<u>Short Term Investments:</u>					
Cash/Money Market	514,134.06	514,134.06	2.0	2.0	10,077.03
	514,134.06	514,134.06	2.0	2.0	10,077.03
<u>Fixed Income</u>					
Certificates of Deposit	175,000.00	172,518.50	0.7	1.3	2,187.50
Government Bonds	86,888.06	114,675.37	0.4	1.9	2,125.00
U.S. Govt. Sponsored Agencies	229,499.07	218,932.89	0.8	3.4	7,437.18
Corporate Bonds	5,499,332.74	5,499,364.65	21.1	2.8	156,698.58
Municipal Bonds	247,275.00	270,165.10	1.0	2.0	5,445.50
	6,237,994.87	6,275,656.50	24.1	2.8	173,893.76
<u>Common Stocks</u>					
Common Stocks	12,711,694.91	19,292,851.80	74.0	1.6	316,612.66
	12,711,694.91	19,292,851.80	74.0	1.6	316,612.66
TOTAL PORTFOLIO	19,463,823.84	26,082,642.36	100.0	1.9	500,583.45

Clients will receive a statement, usually monthly but no less than quarterly, directly from your account custodian. Bowen, Hanes & Co. urges clients to review the information on the statement for accuracy