

### **AGENDA FOR FEBRUARY 11, 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. Promotional Oath of Office**
  - **Lieutenant Joseph Charles**
- 2. Minutes of January 14, 2019 (Regular Meeting)**
- 3. Treasurer's Report**
- 4. Chief's Report**
- 5. Report on Emergency Operations, Fire Prevention and Employee Time Study**

#### **OTHER BUSINESS:**

- 6. Fire Chief Position (Commissioner Peluso)**
- 7. Board of Commissioners Award (Commissioner Peluso)**
- 8. CD Renewals**
  - **#26 (Health Reserves)**
  - **#27 (Various Reserves)**
  - **#28 (Impact Fee Reserves)**
- 9. Surplus Equipment**
  - **Vehicle Inventory #055, 1993 Ford 350 Pickup, Rehab**
  - **Vehicle Inventory #062, 2007 Ford Escape, Spare/410**

#### **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 JANUARY 14, 2019

A regular meeting of the Board of Commissioners was held on January 14, 2019 and called to order at 7:00 p.m.

**PRESENT:** Commissioners Angle, Buschman, Cane, Peluso, and Petrillo; Chief Maciuba, Deputy Chief Breuer, Attorney Kate Cooper of Unice, Salzman, Jensen, and Office Manager Eileen Brown

**MOTION C. Cane/D. Buschman unanimous:** Approve the Minutes of December 10, 2018 as written.

Commissioner Angle read the Treasurer's Report (attached) which showed cash balances of \$7,493,451 in general funds (both operating and reserves) and \$149,172 in impact fees as of November 30, 2018 (\$47,224 in the money market account and \$101,948 in CD #28, which is from impact fees collected). A motion was made by Commissioner Cane, seconded by Commissioner Angle, 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)

A slide presentation and lengthy discussion followed regarding the County's EMS Growth Management proposal to eliminate FD's response to low priority falls and low priority sick persons. Chief Maciuba will provide updates monthly, per the Board's current direction, and will continue to monitor those Departments that opt in to the program.

Deputy Chief Sanford presented slides and led the discussion regarding the Department's reaccreditation. Commissioner Angle stated that he would like a specific time mentioned relating to the slide presentation bullet, "Seek reaccreditation at a later time," in order to have something to actually measure the Department's progress. He also suggested that the Department get someone on the team that could devote 40 hours each week to the reaccreditation. This individual would be able to work on the Community Risk Assessment and Standard of Cover sections that were not acceptable by the Board of Accreditation.

MOTION J. Angle/C. Cane unanimous: Approve bullets 1, "Staff is recommending not pursuing reaccreditation at this time" and 2, "Continue to use all our current processes," as written, and 3, with a change noting the specific time to seek reaccreditation.

Chief Maciuba advised the Board that no action was required regarding the Other Business item, "Annual PHFR Retirement Plan Investment Activity," as it was posted for informational purposes only.

Meeting adjourned at 9:08 p.m.

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Julie Peluso, Chairperson

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James Angle, Secretary/Treasurer

**PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT**

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

**GENERAL FUNDS**

**CASH OPERATING**

Sun-General	\$	6,237,410
Sun- Petty Cash		274
BB&T-Payroll (Checking)		133,640
BB&T-Payroll (Savings)		362,833
<u>TOTAL OPERATING</u>	\$	<u>6,734,157</u>

**CASH RESERVES**

Florida Community Bank (CD #27) (Matures 3/21/19)	\$	406,406
Florida Community Bank (CD #29) (Matures 8/14/19)	\$	1,266,056
Florida Community Bank (CD #30) (Matures 10/01/19)	\$	1,034,346
Florida Community Bank (CD #31) (Matures 12/19/19)	\$	478,233
	\$	<u>3,185,040</u>

Capital	58.9%	\$	1,874,396
Sick & Vacation	11.7%	\$	372,968
SCBA	11.3%	\$	360,228
Operating	18.1%	\$	577,448

**HEALTH RESERVES**

Florida Community Bank (CD #26) (Matures 2/07/19)	\$	221,288
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**GRAND TOTAL (Operating & Reserves)**

\$ 10,140,486

**INCOME FOR DECEMBER**

EMS	\$	236,377
Ad Valorem		4,062,478
Fire Prevention Fees		150
Miscellaneous		2,131
Tax Collector Rebate Fee		-
Tower Rental		5,441
Interest on Florida Community Bank (CD #25)		351
Interest on Florida Community Bank (CD #26)		318
Interest on Florida Community Bank (CD #27)		677
Interest on Florida Community Bank (CD #29)		2,493
Interest on Florida Community Bank (CD #30)		2,104
Interest (does not include CD's)		<u>141</u>
<u>TOTAL INCOME</u>	\$	<u>4,312,661</u>

**PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT**

**TREASURER'S REPORT  
AS OF DECEMBER 2018  
IMPACT FEES**

**CASH BALANCE**

Money Market	\$	49,971
Florida Community Bank (CD #28) (Matures 3/21/19) (CD #28 is from Impact Fees Collected)	\$	101,948
Interest on CD #28	\$	170
<b>TOTAL</b>	<b>\$</b>	<b><u>152,089</u></b>

**INCOME FOR DECEMBER**

Impact Fees	\$	2,745
Impact Fee Interest		<u>2</u>
<u>TOTAL INCOME</u>	\$	<u>2,747</u>

# Palm Harbor Special Fire Control Rescue District Budget Expense Analysis

For the Three Periods Ending December 31, 2018

	TOTAL			
	Actual	Annual Budget	Variance	Percent
<b>Income</b>				
311.000 - Ad Valorem	6,528,892	8,486,010	-1,957,118	76.94%
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	703,688	2,698,093	-1,994,405	26.08%
361.000 - Interest	20,431	59,500	-39,069	34.34%
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	9,379	25,000	-15,621	37.52%
370.000 - Fees for Services	1,443	22,000	-20,557	6.56%
380.100 - Tower Rental	25,245	45,663	-20,418	55.29%
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%
<b>Total Income</b>	<b>7,478,341</b>	<b>11,388,326</b>	<b>-3,909,985</b>	<b>65.67%</b>
<b>Expense</b>				
<b>522.000 Payroll Expenses</b>				
Salary Commissioners	7,500	30,000	22,500	25.0%
Salary Staff	257,493	1,068,662	811,169	24.1%
Hourly-Shift	1,017,053	3,844,758	2,827,705	26.45%
Hourly-40/PT (Admin)	62,524	225,925	163,401	27.68%
Overtime	52,842	197,223	144,381	26.79%
Medicare Company	20,102	77,815	57,713	25.83%
Social Security Company	85,954	332,727	246,773	25.83%
FRS Retirement Acct.	55,094	189,189	134,095	29.12%
PHSFCD Pension Plan	1,016,314	1,082,170	65,856	93.91%
Group Health Ins	431,853	1,510,925	1,079,072	28.58%
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	8,664	29,083	20,419	29.79%
Worker's Comp Ins	70,153	171,889	101,736	40.81%
<b>Total Payroll Expenses</b>	<b>3,092,879</b>	<b>8,822,285</b>	<b>5,729,406</b>	<b>35.06%</b>
522.302 - Accreditation	0	31,680	31,680	0.0%
522.305 - Ad Valorem Fee	131,703	167,751	36,048	78.51%
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	2,925	16,800	13,875	17.41%
522.304 - Property Appraiser	35,142	74,739	39,597	47.02%
522.310 - Professional Services	5,004	26,100	21,096	19.17%
522.311 - Legal Fees	2,538	10,000	7,462	25.38%
522.541 - Bks-Pub-Subscriptions	0	1,500	1,500	0.0%
522.312 - Board of Commissioners	1,338	9,000	7,662	14.87%
522.337 - Grants-Private	0	0	0	0.0%

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

For the Three Periods Ending December 31, 2018

	TOTAL			
	Actual	Annual Budget	Variance	Percent
522.520 · Personal Protective Equipment	6,211	70,000	63,789	8.87%
522.521 · Clothing-Uniform	-242	14,500	14,742	-1.67%
522.323 · Communication Equip { 3,000	440	3,500	3,060	12.57%
522.525 · Computer Hardware/Software	1,299	20,000	18,701	6.5%
522.334 · Custodial Supplies	2,368	8,200	5,832	28.88%
522.335 · Credit Card Fee	9	0	-9	100.0%
522.336 · Late Fees	0	0	0	0.0%
522.316 · Community Outreach Programs	-919	7,000	7,919	-13.13%
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	19,256	87,524	68,268	22.0%
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	1,683	5,000	3,317	33.66%
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	4,069	25,500	21,431	15.96%
522.451 · Ins Accident &Spec Ris	7,845	17,373	9,528	45.16%
522.450 · Ins Land-Bldg-Auto-E&O	56,365	114,272	57,907	49.33%
522.398 · Bad Debt	0	0	0	0.0%
522.399 · Membership-Recertification	4,840	13,000	8,160	37.23%
522.319 · Med/Health Services	652	42,446	41,794	1.54%
522.490 · Misc Operating Expense	2,649	6,000	3,351	44.15%
522.405 · Office Equip { 3,000	259	1,575	1,316	16.44%
522.510 · Office Supplies	605	6,600	5,995	9.17%
522.425 · Pre-employment Process	3,743	3,000	-743	124.77%
522.370 · Postage	293	2,300	2,007	12.74%
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	4,843	100,000	95,157	4.84%
522.461 · Repair Fleet	34,096	105,735	71,639	32.25%
522.462 · Repair & Maint Equip	5,867	30,000	24,133	19.56%
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	7,458	38,000	30,542	19.63%
522.400 · Travel	1,332	11,500	10,168	11.58%
522.430 · Utilities	23,836	83,660	59,824	28.49%
<b>Total Operating Expenses</b>	<b>392,625</b>	<b>1,227,680</b>	<b>-835,055</b>	<b>31.98%</b>
<b>522.600 Capital Outlay</b>				
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 Three Periods Ending December 31, 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%
<b>522.600 Total Capital Outlay</b>	<b>0</b>	<b>117,433</b>	<b>117,433</b>	<b>0.0%</b>
<b>522.620 Reserves</b>				
Contingency Reserve	0	160,000	160,000	0.0%
SCBA Reserve	16,826	16,826	0	100.0%
Sick/Vac Reserve	0	37,040	37,040	0.0%
Operating Reserve	204,040	206,040	2,000	99.03%
Capital Reserves	0	665,440	665,440	0.0%
<b>522.601 Total Capital Reserves</b>	<b>0</b>	<b>1,085,346</b>	<b>864,480</b>	<b>0.0%</b>
<b>522.650 Transfer from Operating</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>522.700 Loans</b>				
BB&T Lease	67,791	135,582	67,791	50.0%
<b>522.700 Total Loans</b>	<b>67,791</b>	<b>135,582</b>	<b>67,791</b>	<b>50.0%</b>
<b>Total Expense</b>	<b>3,553,295</b>	<b>11,388,326</b>	<b>7,835,031</b>	<b>31.2%</b>
<b>Net Income</b>	<b>3,925,046</b>	<b>0</b>	<b>3,925,046</b>	<b>100.0%</b>



**PALM HARBOR FIRE RESCUE**  
**BUDGET LINE ITEM JUSTIFICATION**  
**December 31, 2018**  
**3 months = 25 + 10 = 35%**

**EXPENSES**

PHSFCD Pension Plan 93.91%  
Lump Sum Prepayment

Worker's Comp Ins 40.81%  
Down payment due at beginning of year

Ad Valorem Fee 78.51%  
Bulk of tax collector due at beginning of year

Property Appraiser 47.02%  
2<sup>nd</sup> Qtr. Commissions FY 2018-2019

Ins Accident & Spec Ris 45.16%  
2<sup>nd</sup> Installment FY 2018-2019

Ins Land-Bldg-Auto-E&O 49.33%  
Deposits due at beginning of year

Membership-Recertification 37.23%  
2018-2019 FASD Membership Renewal  
2017-2020 CDM Certification (Sanford); FFMIA Membership (W. Fisher)  
CDM Recertification Fee-E. Brown, C. Maciuba

Misc. Operating Expense 44.15%  
"Ruby Pie" shirts (to be reimbursed)  
Chamber Parade Beads

Pre-employment Process 124.77%  
New hire screenings  
Life Scan (Springer)  
Life Scan (Leverone)

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

February 11, 2019



## 1. Countywide EMS System:

- Data Driven Focus Group (DDFG) –Meeting was held on February 1<sup>st</sup>, additional information will be provided at Board Meeting as applicable. As an FYI, East Lake Fire Rescue Board had voted to not participate in the County EMS Growth Management Plan and requested Chief Jamison research why other North County departments have decided not to participate. I have provided them with a list of the reasons Palm Harbor has chosen not to participate at this time.
- EMSAC – I had forwarded information regarding communication with County EMS staff on your concerns of potential Sunshine Law issues with having or potentially having two voting members on the EMSAC Board. They advise that currently there are a couple other organizations that have similar two members on EMSAC for various representative needs and that they do monitor for any issues. In the end it does not seem to be as strict as explained by Commissioner Angle at last meeting.

2. **SERP Deployment(s)/Local Disaster Reimbursement:** We continue working with the state on the reimbursements from the 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 continue working on the 2018 Annual Report. The target for Board review and approval continues to be the March regular Board meeting.
4. **Valspar Golf (Innisbrook):** Deputy Chief Breuer has been working with tournament staff and our public safety partners on the preparations and action plan for the tournament scheduled for the week of March 17.
5. **FASD:** I attended the FASD quarterly meeting in Fort Meyers in late January. I had forwarded the presentation from Dr. Susan MacManus regarding the 2019/2020 political forecast to the Board for review. Additionally, LLW advised that as of 1/24/19 there were 553 Bill proposals filed and that they were specifically tracking 18, but none had any significant impacts at this time. Reminder of the FASD Legislative Meeting in Tallahassee is scheduled for March 13, I have secured a number of hotel rooms.

*Serving the communities of Ozona, Palm Harbor and Crystal Beach*

- 6. Apparatus/Vehicles:** The engine apparatus that we have ordered has begun on the production line and further on a trip to the factory will be provided as available. The new D/C Vehicle has also been delivered and is in process of being outfitted. Further will be discussed as part of the regular agenda.
- 7. FireOps 101:** Reminder, this program is scheduled for May 11, 2019. Please contact me if you going to attend.

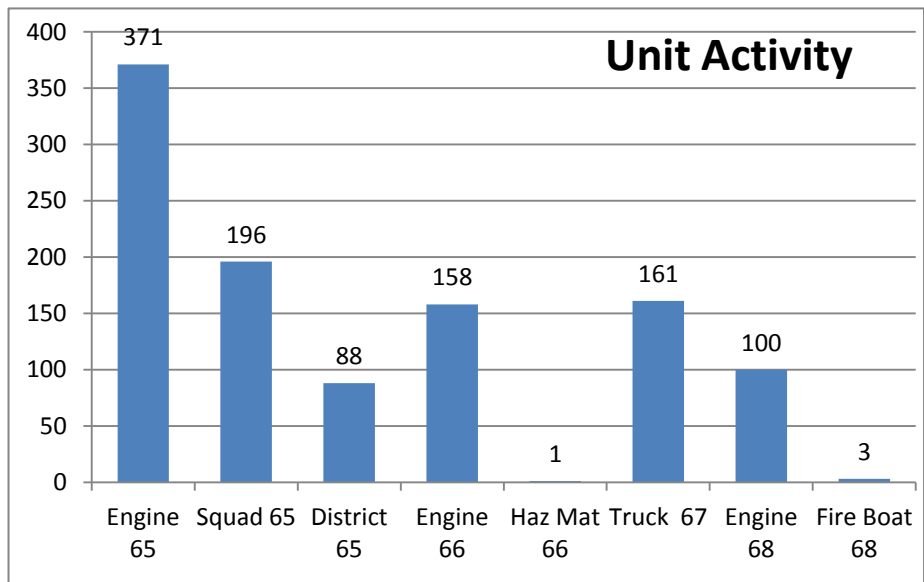
# PALM HARBOR FIRE RESCUE

## 2018 MONTHLY REPORT-DECEMBER

Incidents	Month	YTD	Last Mon	Fire Prevention	Month	YTD
Struc. Resp.	40	304	24	Inspections	56	516
Medical	637	7337	631	Plan Reviews	1	110
Auto Crash	79	838	61	Finals	9	65
Haz Mat	7	84	5	Dollar Loss	\$168,700	\$1,155,455
Aid Given	38	410	35	Last Yr Dollar Loss	\$114,500	\$1,034,079
Aid Recv w	22	185	10	Fires	2	55
Aid Recv w/o	26	221	13			
False Alarms	34	351	26	<b>Public Education</b>		
Total Resp.	855	9648	810	Events	38	541
<b>Unit Activity</b>		<b>YTD</b>	<b>Last Mon</b>	Car Seat Checks	7	142
Engine 65	371	4151	328	Participants	2082	71,132
Squad 65	196	2203	189	<b>Time Study</b>		
District 65	88	903	74	Overtime	521	7,796
Engine 66	158	1774	151	Sick	226	5,507
Haz Mat 66	1	13	1	Vacation	1,130	15,041
Truck 67	161	2035	178	Work Comp	12	51
Engine 68	100	1194	109	Lite Duty	0	103
Fire Boat 68	3	38	1			

### Compliance with Standard of Coverage- Seven Minutes

Type	Incidents Month	Month < 7 Mins	Compliance	Incidents YTD	YTD < 7 Mins	Compliance
<b>EMS</b>	470	447	95%	5349	5139	96%
<b>Fires-First Due</b>	4	3	75%	57	52	91%



# Palm Harbor Fire Rescue

## Interoffice

MEMORANDUM

Agenda Item #8

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**To:** Board of Fire Commissioners  
**From:** Craig M. Maciuba, Fire Chief  
**Date:** February 4, 2019  
**Subject:** Certificate of Deposit renewals

CD #26 is designated as the Health reserve account and matures February 7, of 2019 at an amount of around \$221,617.06. Patriot Bank has the best offer of a 13 month CD for 2.45%. Staff recommends opening a new CD with Patriot Bank at the full matured amount for the period stated. If the Board approves, staff has the documents will be available to sign at the meeting.

CD #27 is designated to the various reserve accounts and matures March 21, of 2019 at an amount of around \$408,173 and adding the budgeted amount of \$37,040 from Sick/Vacation reserves for an approximate total of \$445,213. Staff recommends this path and will seek the best available terms and present at the March meeting.

CD #28 is designated as the Impact Fee reserve account and matures March 21, of 2019 at an amount of around \$102,563. Staff recommends renewing and will seek the best available terms and present at the March meeting.

Please contact me should you have any questions.

# Palm Harbor Fire Rescue

## Interoffice

MEMORANDUM

Agenda Item #9

**To:** Board of Fire Commissioners  
**From:** Craig M. Maciuba, Fire Chief  
**Date:** February 4, 2019  
**Subject:** Surplus Equipment

With the purchase of the replacement District Chief Vehicle and the retirement of FPO Frank Lowman we have a couple of surplus vehicles and some reassignment of vehicles.

The two vehicles to be declared surplus and appropriately disposed of are as follows:

- Inventory #055, 1993 Ford-F350, currently assigned as RH68
- Inventory #062, 2007 Ford Escape, currently assigned as spare/410

With these changes we will move vehicle #172, a 2017 Chevrolet Silverado, which was assigned to FPO Lowman will be reassigned as Utility 68 for marine rescue operations. The current Utility 68, vehicle # 052, a 2005 Ford-F350 will be moved to 65 as a utility/spare vehicle. Vehicle #143, the current District Chief vehicle will be reassigned as a spare District Chief/410 vehicle.

These changes will also be reflected in the FY 19/20 CIP.

Please contact me should you have any questions.