

AGENDA FOR APRIL 8, 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. Board of Commissioner's Award**
 - **Rick Chaboudy, Executive Director, Suncoast Animal League**
 - **Karey Burek, Rescue Coordinator, Suncoast Animal League**
 - **Judy Bordignon, CPT Director/ Certified Professional Trainer, Sirius K9 Service Dogs & Training Center, Inc.**
- 2. Minutes of March 11, 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 Description/Title/Status**
- 7. Updated Policies related to Purchasing/Contracting**
- 8. Resolution 2019-01**
- 9. Commission Meeting Tables**
- 10. Station 68 Replacement**

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 MARCH 11, 2019

A regular meeting of the Board of Commissioners was held on March 11, 2019 and called to order at 7:05 p.m.

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

MOTION C. Cane/J. Angle unanimous: Approve the Minutes of February 11, 2019 as written.

Commissioner Angle read the Treasurer's Report (attached) which showed cash balances of \$10,475,950 in general funds (both operating and reserves) and \$152,960 in impact fees as of January 31, 2019 (\$50,666 in the money market account and \$102,294 in CD #28, which is from impact fees collected). A motion was made by Commissioner Buschman, seconded by Commissioner Cane, to approve the Treasurer's Report as presented.

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

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

Chief Maciuba spoke to the Board with regard to the Fire Chief Title and Position Description. He discussed how, similar to the Department changing its name from Palm Harbor Fire Department to Palm Harbor Fire Rescue to reflect the services provided to the community, so should the title of the Fire Chief be changed to Chief of Department to reflect the current job description. Attorney Salzman will work together with Chief Maciuba to update the job description and title, and a formal reading will be provided at next month's Commission Meeting.

Also discussed was the Employment Agreement between Palm Harbor Fire Rescue and Scott Sanford, future Chief of Department. It was the consensus of the Board that a change was necessary to reflect the 2019 average salary of the Chiefs of Department within the Special Districts in Pinellas County, together with a cost of living increase. The updated Employment Agreement language will be provided at next month's Commission Meeting.

MOTION J. Angle/C. Cane unanimous: Accept the Palm Harbor Special Fire Control and Rescue District Firefighter's Pension Plan Actuarial Valuation, dated October 1, 2018, as presented.

MOTION J. Angle/D. Buschman unanimous: Pay the District contribution shortfall of \$28,675.62 plus interest of \$180.00 for each full month until payment is made for a total of \$29,755.62.

A discussion followed regarding Resolution 99-3 as it relates for State Statute Chapter 287. Chief Maciuba mentioned that for years the Department has conducted a sealed bid process for expenditures that exceed \$10,000. Our guiding legislation, Chapter 287-Procurement of Personal Property and Services, has changed over the years and has new thresholds set. It was the decision of the Board to have Attorney Salzman draw up a resolution as it relates to Statute Chapter 287, Category Two, raising the expenditure amount for obtaining sealed bids to \$35,000.

MOTION C. Cane/D. Buschman unanimous: Accept the 2018 Annual Operations Report and distribute to the community.

Meeting adjourned at 8:15 p.m.

Julie Peluso, Chairperson

James Angle, Secretary/Treasurer

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

**TREASURER'S REPORT
AS OF FEBRUARY 2019
GENERAL FUNDS**

CASH OPERATING

Sun-General	\$	6,590,155
Sun- Petty Cash		274
BB&T-Payroll (Checking)		43,465
BB&T-Payroll (Savings)		367,883
<u>TOTAL OPERATING</u>	\$	<u>7,001,776</u>

CASH RESERVES

Florida Community Bank (CD #27) (Matures 3/21/19)	\$	407,808
Florida Community Bank (CD #29) (Matures 8/14/19)	\$	1,271,223
Florida Community Bank (CD #30) (Matures 10/01/19)	\$	1,038,363
Florida Community Bank (CD #31) (Matures 12/19/19)	\$	480,225
	\$	<u>3,197,619</u>

Capital	58.9%	\$	1,881,799
Sick & Vacation	11.7%	\$	374,441
SCBA	11.3%	\$	361,651
Operating	18.1%	\$	579,728

HEALTH RESERVES

Florida Community Bank (CD #26) *	\$	221,946
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GRAND TOTAL (Operating & Reserves)

\$ 10,421,342

INCOME FOR FEBRUARY

EMS	\$	221,377
Ad Valorem		306,580
Fire Prevention Fees		770
Miscellaneous		337
Tax Collector Rebate Fee		-
Tower Rental		5,441
Interest on Florida Community Bank (CD #26)		329
Interest on Florida Community Bank (CD #27)		702
Interest on Florida Community Bank (CD #29)		2,586
Interest on Florida Community Bank (CD #30)		1,908
Interest on Florida Community Bank (CD #31)		997
Interest (does not include CD's)		<u>215</u>
<u>TOTAL INCOME</u>	\$	<u>541,242</u>

* CD #26 renewed at Patriot Bank 2/12/19.

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

**TREASURER'S REPORT
AS OF FEBRUARY 2019
IMPACT FEES**

CASH BALANCE

Money Market	\$	51,266
Florida Community Bank (CD #28) (Matures 3/21/19) (CD #28 is from Impact Fees Collected)	\$	102,294
Interest on CD #28	\$	176
TOTAL	\$	<u>153,736</u>

INCOME FOR FEBRUARY

Impact Fees	\$	598
Impact Fee Interest		<u>2</u>
<u>TOTAL INCOME</u>	\$	600

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

For the Five Periods Ending February 28, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
Income				
311.000 - Ad Valorem	7,820,287	8,486,010	-665,723	92.16%
331.200 - Grants-Federal	0	0	0	0.0%
332.200 - Grants-Private	0	0	0	0.0%
334.200 - Grants-State	158,692	0	158,692	100.0%
342.000 - Public Safety Income	1,146,442	2,698,093	-1,551,651	42.49%
361.000 - Interest	34,231	59,500	-25,269	57.53%
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	10,102	25,000	-14,898	40.41%
370.000 - Fees for Services	2,743	22,000	-19,257	12.47%
380.100 - Tower Rental	36,127	45,663	-9,536	79.12%
381.000 - Impact Fee Transfer	0	0	0	0.0%
381.200 - Insurance Claims Paid	43,272	0	43,272	100.0%
381.300 - Health Insurance Reimbursement	0	0	0	0.0%
382.000 - Annexed Property Fees	0	5,060	0	0.0%
Total Income	9,304,009	11,388,326	-2,084,317	81.7%
Expense				
522.000 Payroll Expenses				
Salary Commissioners	12,692	30,000	17,308	42.31%
Salary Staff	419,217	1,068,662	649,445	39.23%
Hourly-Shift	1,736,465	3,844,758	2,108,293	45.16%
Hourly-40/PT (Admin)	125,570	225,925	100,355	55.58%
Overtime	47,554	197,223	149,669	24.11%
Medicare Company	33,560	77,815	44,255	43.13%
Social Security Company	143,498	332,727	189,229	43.13%
FRS Retirement Acct.	82,088	189,189	107,101	43.39%
PHSFCD Pension Plan	1,016,314	1,082,170	65,856	93.91%
Group Health Ins	675,816	1,510,925	835,109	44.73%
Health Savings Account Converted	15,861	0	-15,861	100.0%
Post Employment Health Plan	62,902	61,919	-983	101.59%
Long Term Disability Insurance	12,934	29,083	16,149	44.47%
Worker's Comp Ins	96,063	171,889	75,826	55.89%
Total Payroll Expenses	4,480,533	8,822,285	4,341,752	50.79%
522.302 - Accreditation	0	31,680	31,680	0.0%
522.305 - Ad Valorem Fee	157,531	167,751	10,220	93.91%
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	4,825	16,800	11,975	28.72%
522.304 - Property Appraiser	35,142	74,739	39,597	47.02%
522.310 - Professional Services	9,799	26,100	16,301	37.54%
522.311 - Legal Fees	3,375	10,000	6,625	33.75%
522.541 - Bks-Pub-Subscriptions	0	1,500	1,500	0.0%
522.312 - Board of Commissioners	2,153	9,000	6,847	23.92%
522.337 - Grants-Private	0	0	0	0.0%

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

For the Five Periods Ending February 28, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
522.520 · Personal Protective Equipment	8,938	70,000	61,062	12.77%
522.521 · Clothing-Uniform	3,871	14,500	10,629	26.7%
522.323 · Communication Equip { 3,000	480	3,500	3,020	13.71%
522.525 · Computer Hardware/Software	3,212	20,000	16,788	16.06%
522.334 · Custodial Supplies	2,965	8,200	5,235	36.16%
522.335 · Credit Card Fee	11	0	-11	100.0%
522.336 · Late Fees	34	0	-34	100.0%
522.316 · Community Outreach Programs	-965	7,000	7,965	-13.78%
522.345 · EMS Equip { 3,000	0	4,000	4,000	0.0%
522.346 · Emergency Mgmt Supplies	78	500	422	15.6%
522.527 · Fuel	28,357	87,524	59,167	32.4%
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	2,710	5,000	2,290	54.2%
522.380 · Fitness Equip { 3,000	160	1,250	1,090	12.8%
522.390 · Furnishings { 3,000	0	7,000	7,000	0.0%
522.500 · Incentive Program	4,748	25,500	20,752	18.62%
522.451 · Ins Accident &Spec Ris	7,845	17,373	9,528	45.16%
522.450 · Ins Land-Bldg-Auto-E&O	75,316	114,272	38,956	65.91%
522.398 · Bad Debt	0	0	0	0.0%
522.399 · Membership-Recertification	5,065	13,000	7,935	38.96%
522.319 · Med/Health Services	31,883	42,446	10,563	75.11%
522.490 · Misc Operating Expense	4,653	6,000	1,347	77.55%
522.405 · Office Equip { 3,000	409	1,575	1,166	25.97%
522.510 · Office Supplies	1,924	6,600	4,676	29.15%
522.425 · Pre-employment Process	1,511	3,000	1,489	50.35%
522.370 · Postage	575	2,300	1,725	25.0%
522.470 · Printing	0	1,800	1,800	0.0%
522.480 · Public Education { 3,000	2,954	6,000	3,046	49.23%
522.445 · Rental Equip	0	350	350	0.0%
522.460 · Repair & Maintain Bldgs	13,691	100,000	86,309	13.69%
522.461 · Repair Fleet	48,464	105,735	57,271	45.84%
522.462 · Repair & Maint Equip	6,282	30,000	23,718	20.94%
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	9,320	38,000	28,680	24.53%
522.400 · Travel	1,535	11,500	9,965	13.35%
522.430 · Utilities	33,830	83,660	49,830	40.44%
Total Operating Expenses	534,988	1,227,680	-692,692	43.58%
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 Five Periods Ending February 28, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
Replacement Vehicle-Staff	37,167	64,433	27,266	57.68%
Furnishings-Equip } 3,000	0	0	0	0.0%
Improvements/expansion	0	0	0	0.0%
522.600 Total Capital Outlay	37,167	117,433	80,266	31.65%
522.620 Reserves				
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%
522.601 Total Capital Reserves	220,866	1,085,346	864,480	20.35%
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	5,341,346	11,388,326	6,046,980	46.9%
Net Income	3,962,663	0	3,962,663	100.0%

PALM HARBOR FIRE RESCUE
BUDGET LINE ITEM JUSTIFICATION
February 28, 2019
5 months = 42 + 10 = 52%

EXPENSES

Hourly-40/PT (Admin) 55.58%
Lowman-Vacation Payout

PHSFCD Pension Plan 93.91%
Lump Sum Prepayment

Post Employment Health Plan 101.59%
Annual PEHP Incentive

Worker's Comp Ins 55.89%
Down payment due at beginning of year

Ad Valorem Fee 93.91%
Bulk of tax collector due at beginning of year

Fire Equip < 3,000 54.2%
5 CO Monitors (to be reimbursed)

Ins Land-Bldg-Auto-E&O 65.91%
Deposits due at beginning of year
Add 2019 Chevy Tahoe (D65) to policy

Med/Health Services 75.11%
Life Scans

Misc. Operating Expense 77.55%
"Ruby Pie" shirts (to be reimbursed)
Chamber Parade Beads
Curlew Animal Hospital-Ruby
Meeting with Mechanic; Infectious Control Class; Inspection Class

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

Replacement Vehicle-Staff 57.68%
2019 Chevy Tahoe (D65)



Fire Chief's Report

April 8, 2019



1. Countywide EMS System:

- Data Driven Focus Group (DDFG) –Meetings have been held nearly on a weekly basis. Additional information will be provided at Board Meeting as applicable.
- EMS Budget Proposal – Our budget was submitted on April 4..

2. SERP Deployment(s)/Local Disaster Reimbursement: We have received our final reimbursement from the state from Hurricane Irma. The only outstanding reimbursement is from the recent Hurricane Michael.

3. FASD: Several Commissioners and staff attended the FASD Legislative Meeting last month. We were pretty successful in meeting with a number of legislators to discuss various legislative proposals. An update on legislative proposals and impacts are outlined in the April FDC.

4. Fire Fighter Memorial (Capital Building): April 1 several members attended the unveiling of the new statue at the Fire Fighter Memorial which FF/EMT Rick Weschler helped in the design.

5. Valspar Golf (Innisbrook): Deputy Chief Breuer headed our coverage of the week. Crews were quite busy and there were no major issues or incidents. Reimbursement request has been submitted for approximately \$9,300. Chief Breuer is also working on an after action report.

6. Ruby's Birthday: Her 1st birthday party was held on March 23. Event went well although we had a small turnout.

7. Apparatus/Vehicles: The engine apparatus that we have ordered continues along the production line. Our ladder truck (T67) has been repaired and returned and is back in service. We have returned the borrowed ladder truck to Oldsmar and are thankful for their willingness to assist us for the past couple of months.

8. Personnel: Deputy Chief Sanford continues the hire process seeking FF/EMT and/or FF/PM. The application deadline was March 29 and we have received about 46 qualified candidates.

9. FireOps 101: Reminder, this program is scheduled for May 11, 2019.

Serving the communities of Ozona, Palm Harbor and Crystal Beach

- 10. TIPS Grant:** District Chief Malpass had submitted for and was awarded approximately \$450 of grant funds toward Carbon Monoxide Detectors that we have purchased and placed on EMS equipment. The money is basically half of our purchase cost. These detectors are attached to equipment that is taken into a structure for an EMS call thus providing an increased level of safety to all.

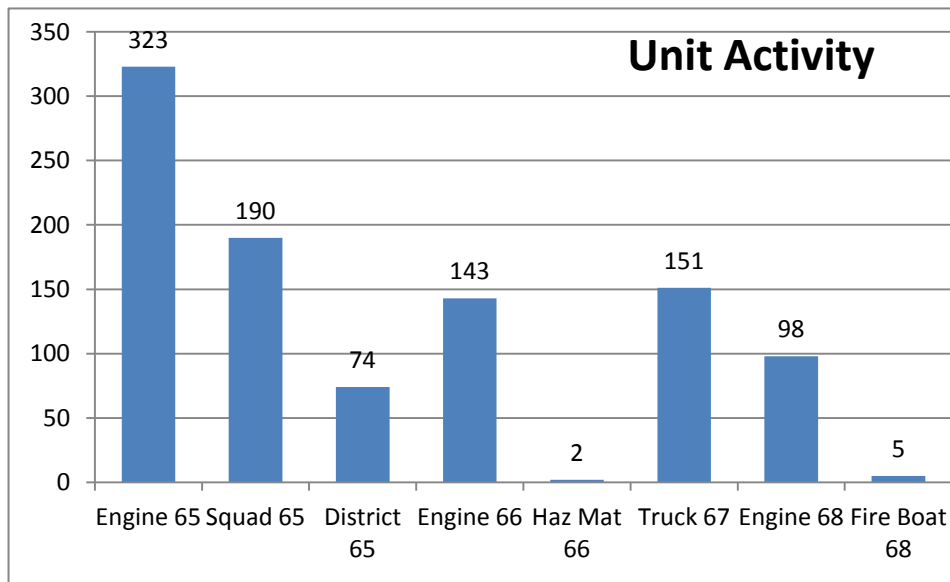
PALM HARBOR FIRE RESCUE

2019 MONTHLY REPORT-FEBRUARY

Incidents	Month	YTD	Last Mon	Fire Prevention	Month	YTD
Struc. Resp.	15	42	27	Inspections	52	89
Medical	585	1212	627	Plan Reviews	41	53
Auto Crash	79	150	71	Finals	14	19
Haz Mat	5	10	5	Dollar Loss	\$0	\$1,000
Aid Given	27	62	35	Last Yr Dollar Loss	\$86,000	\$395,000
Aid Recv w	24	32	8	Fires	0	4
Aid Recv w/o	15	29	14			
False Alarms	31	60	29	Public Education		
Total Resp.	785	1638	853	Events	32	96
Unit Activity		YTD	Last Mon	Car Seat Checks	8	46
Engine 65	323	695	372	Participants	330	905
Squad 65	190	387	197	Time Study		
District 65	74	153	79	Overtime	423	586
Engine 66	143	297	154	Sick	437	1497
Haz Mat 66	2	4	2	Vacation	947	2548
Truck 67	151	329	178	Work Comp	0	0
Engine 68	98	196	98	Lite Duty	0	0
Fire Boat 68	5	9	4			

Compliance with Standard of Coverage- Seven Minutes

Type	Incidents Month	Month < 7 Mins	Compliance	Incidents YTD	YTD < 7 Mins	Compliance
EMS	419	392	94%	869	822	95%
Fires-First Due	3	3	100%	10	8	80%



Palm Harbor Special Fire Control & Rescue District
Position Description
Fire Chief

Overview of Position

July 2019

The Chief of Department, commonly referred to as Fire Chief, is responsible for the **organization, management, and direction of all functions, divisions, and personnel** within the parameters of the fire districts enabling legislation and the direction and policies set forth by the Board of Fire Commissioners. Included within this framework is to recommend the Board of Fire Commissioners and, after approval, implement policies and programs in the areas of fire and general safety education, fire prevention, fire suppression, and the mitigation of medical and other related emergencies for the protection of the citizenry of the district.

Secondary responsibilities include acting, under the direction of the Board of Fire Commissioners, as the district's liaison with other local, state, and Federal agencies and organizations as well as serving as the district's primary spokesperson.

Essential Areas of Responsibility

Essential areas of responsibility for the Chief of Department include but are not limited to the following:

- Provide **executive leadership** to the department **by maintaining vision** for the department, continually **monitoring the state of the profession** in the areas of personnel, equipment, and operational matters, and in conjunction with the Board of Fire Commissioners, develops both strategic and short term plans for the district.
- **Serve** as the **communication link** between the Board of Fire Commissioners and the personnel of the district, other emergency service agencies and organizations, and the community.
- **Insure** that the district's **plans and programs** are carried out and that the implementation of these activities and facilities are accomplished in a **coordinated manner**; consistent with the district's enabling legislation, mission, long term goals, and annual objectives.
- In close consultation with the Board of Fire Commissioners and under their guidance, **identify, develop, and manage the district's financial resources**. This effort should include, but not be limited to, identifying revenue sources, prioritizing expenditures, procuring and managing all fire district assets, development and management of the district's annual operating and capital budgets consistent with state requirements and the directions of the Board of Fire Commissioners.

- **Initiate or respond to personnel issues** affecting the department including, but not limited to, determining the needs and desires of employees, serving as a member of the district's labor relations negotiating team, evaluating and reviewing the performance of senior staff personnel, and **presenting recommendations regarding personnel matters** to the Board of Commissioners.
- **Recommend** for consideration and **implement and administer** after adoption by the Board of Fire Commissioners **policies, rules,** and procedures for the effective management of the department.
- **Administer** and coordinate all **emergency operations of the district** insuring that the district is operating in accordance with recognized local, state, and national standards and in as safe a manner as possible.
- **Serve as the district's liaison** with other local, county, state, and federal agencies and organizations to insure the proper coordination of all departmental activities and programs and that they meet the needs of the community. An element of this function is to **maintain** both a **personal** and **departmental involvement** with the **community** and to encourage individual members of the department to actively participate in community activities.
- **Insure** that he/she personally, as well as the department as a whole, is **current and familiar with modern technology and contemporary methods** for addressing issues related to emergency service delivery. Such an effort should include insuring that the **department is prepared** to meet the wide variety of changing **training needs** in the profession.
- Negotiate service contracts/agreements for products and services with assistance from department counsel and the Board of Fire Commissioners as needed or required.
- **Provide advice and counsel** to the Board of Fire Commissioners on a variety of items and issues as they relate to and impact the district and department.
- **Provide** and other **assistance and/or information** as requested or directed by the Board of Fire Commissioners.

Necessary Knowledge, Skills, and Abilities (KSA's)

In order to effectively perform his/her responsibilities the Chief of Department must possess the following knowledge, skills, and abilities.

- Comprehensive knowledge of operational procedures, practices, regulations, methods, and standards as they impact emergency service operations in the areas of incident command, fire suppression, EMS, hazardous materials response, specialized rescue, and public fire education and prevention.

- Extensive knowledge of emergency service administration including management principles as well as the strengths and weaknesses of administering a combination department.
- Thorough knowledge of federal, state, and local laws and regulations as they pertain to emergency service operations.
- Working knowledge of educational and training resources related to the emergency service profession.
- Ability to:
 - lead, motivate, train, coordinate, and delegate.
 - provide leadership to both career and volunteer personnel.
 - analyze data, create plans, and develop budgets.
 - prioritize work so as to meet goals and objectives within established time frames.
 - write, communicate orally, and report in descriptive detail.
 - make critical decisions rapidly under emergency conditions.
 - delegate and organize multiple and changing responsibilities.
 - plan, assign, evaluate, and coordinate activities performed by the department.
 - prepare technical and administrative reports.
 - approach problem solving as an innovative process.
 - act as liaison and foster positive community and governmental interactions.

Special Requirements and/or Certifications

The Chief of Department must have the following licenses and certifications to perform the responsibilities of the position:

- Valid Florida Driver's License with 'Class E' endorsement
- Florida Fire Fighters Certification

Other desirable licenses and certifications for the Chief of Department include:

- Executive Fire Officer Program (EFOP) Completion.
- Florida Fire Officer Certification.
- Florida Municipal Fire Inspector Certification.
- Florida Basic, Officer, or Inspector Instructor Certification.
- Certified Emergency Manager (CEM).



PALM HARBOR FIRE RESCUE

Purchasing

General Order 207

Implementation Date	Revision Date(s)	Review Date(s)
January 1997	06/03, 09/07, 07/09, 04/19	02/16, 04/19

207.1 A Purchase Order (PO) must accompany all purchases of \$500 or more with the exception of office supplies, janitorial supplies, and equipment repairs where we have accounts. PO's must be signed by the Chief, Deputy Chief's, Staff Chief's, or the Office Manager. PO's or expenditures for over \$1,000 dollars must have approval of the Fire Chief or a Deputy Fire Chief.

207.2 When purchasing capital items or contracting of services, a PO and a price quote sheet (REQ-001) listing three quotes must accompany the purchase order on items costing \$3,000.00 or more and on items so designated by the Chief. State Bid List items, Pinellas County Bid List items, and single vendor items are accepted (also see SOP 212-Fixed Asset Acquisition and Disposal).

207.3 Purchases of under \$100 may be approved by the Shift Commander or those staff members listed in section 207.1.

207.4 Following the above guidelines, a PO form is filled out with all the required information and appropriate supporting documentation attached. The following is the general administrative PO process.

- A. PO are individually numbered. A log sheet is kept in the Office Manager's office and completed by the requisitioner. This log lists the purchase order number, date of requisition, requisitioner's name, vendor providing item and dollar amount required for the purchase.
- B. Copies of approved purchase orders are kept on file with the Office Manager's to match with the invoice when payment is requested. The Office Manager checks to make sure that the amount on the purchase order is identical with the amount that was approved.
- C. Payment is then processed through the normal cash disbursement process.



PALM HARBOR FIRE RESCUE

Fixed Asset and Services Procurement/Disposal

General Order 212

Implementation Date	Revision Date(s)	Review Date(s)
January 1998	06/03, 10/07, 11/16, 04/19	04/19

212.1 PURPOSE: To assure a consistent policy for maintaining an accurate inventory of Department supplies, equipment, and fixed assets. Also to define a procedure for the procurement of assets and services and the disposition of such.

212.2 STATUTORY REFERENCES: The procurement of assets and/or services is governed by Chapter 287 and is specifically addressed in section 287.017. The disposal of surplus property is governed by Chapter 274 and is specifically addressed in sections 274.05 and 274.06, Florida Statutes.

212.3 DEFINITIONS:

- A. Fixed Asset: Equipment purchased by the department which has a price of \$3000.00 or more and a useful life of five years or more.
- B. Services: Includes, but not limited to, services for property or equipment maintenance or repairs such as roof, painting, paving or landscaping.
- C. Property: Fixtures and tangible personal property of a non-consumable nature the value of which is \$1000.00 or more and the normal expected life of which is one year or more.

212.4 PROCEDURES:

A. Procurement of Property:

1. Purchase of materials, supplies, and equipment shall comply with SOP 207 - Purchasing.
2. Property which fits the definition of a fixed asset shall be issued a fixed asset number and recorded on the Department's Fixed Asset Inventory. To facilitate this process a form (see attached) shall be used. It is the responsibility of the employee receiving the property to complete the form and see that the inventory number is attached on the item in some way.
3. Property, other than disposable property, shall be inventoried according to established procedures for the specific property.

B. Procurement of Services:

1. Contracting of services shall comply with SOP 207 – Purchasing
2. Service cost limits shall be that may be authorized without a sealed bid process are set at the level of Category Two of Florida Statute Chapter 287, currently \$35,000 maximum.

C. Disposal of Property:

1. The Department has the discretion to classify as surplus any of its property that it is obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function. Therefore, periodically the Chief may survey the Department for property which meets this description and, with Board approval, classify said property as surplus.
2. Once a certain piece of equipment has been determined to be surplus, the department shall dispose of said property in the following manner.
 - a. If the property is consumable or disposable, the Chief will dispose of at his/her discretion, using the most efficient and cost effective means.
 - b. If the property is worth \$5000.00 or less, the Chief will dispose of at his/her discretion, using the most efficient and cost effective means.
 - c. If the property is worth more than \$5000.00 the property will be disposed by the following process:
 - i. the property may be traded in with the value applied towards the purchase price of the new property,
 - ii. the property may be offered to other governmental units on a bid basis,
 - iii. the property may be sold to the highest responsible bidder after a request for at least three bids, or by public auction after publication of notice (not less than one week, nor more than two weeks) prior to sale.
3. The cost of transferring the property must be paid by the government unit that made the successful bid or by the private non-profit agency purchasing or receiving the donation of surplus property.
4. Once disposed of by whatever means allowed above, a disposition of equipment form shall be completed by the person disposing of the property and forwarded to the inventory control person.

D. Inventory Control:

1. An inventory record will be kept on all fixed assets, as well as other department property as deemed necessary by the Board of Commissioners or the Fire Chief.
2. The inventory records will describe the property, state the purchase price, location, and purchase date of the property.
3. Each year, prior to the yearly audit, the fixed asset records will be printed and reconciled by way of a physical inventory.

PALM HARBOR FIRE RESCUE
INVENTORY CONTROL RECORD

Acquisition / Disposal
(Circle One)

Description:

Model #: _____ Serial #: _____ Estimated Life (years): _____

Purchase Price: _____ Vendor: _____ Inventory # : _____

PO Number: _____ Date: _____

Name : _____

RESOLUTION NO. 2019-_____

A RESOLUTION OF THE PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT REMOVING RESOLUTION 99-3 IN ITS ENTIRETY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Palm Harbor Special Fire Control and Rescue District Board of Commissioners previously adopted Resolution 99-3 on August 18, 1999; and

WHEREAS, Resolution 99-3 is in contradiction to Florida Statute Chapter 287 entitled Procurement of Personal Property and Services; and

WHEREAS, the Board of Commissioners desire to adhere to Florida Statutes and amend any SOPS accordingly;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners for the Palm Harbor Special Fire Control and Rescue District of Pinellas County, Florida that:

Section 1. Resolution 99-3 is removed in its entirety.

Section 2. The District shall adhere to the applicable Florida Statutes for all procurements of personal property and services for the District.

Section 3. All applicable District SOPS shall be amended according to this Resolution upon adoption.

Section 4. This Resolution shall take effect upon passage by the Palm Harbor Special Fire Control and Rescue District Board of Commissioners.

PASSED AND ADOPTED BY THE BOARD OF COMMISSIONERS OF THE PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT OF PINELLAS COUNTY, FLORIDA, THIS ___ DAY OF _____, 2019.

Julie Peluso, Chairperson