

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 APRIL 8, 2019

A regular meeting of the Board of Commissioners was held on April 8, 2019 and called to order at 7:02 p.m.

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

ABSENT: Commissioner Petrillo

The following individuals were each presented with the Board of Commissioner's Award for their dedication, time and work involved with placing Ruby, Palm Harbor Fire Rescue's fire dog, as a permanent member of the Department's family:

- Rick Chaboudy, Executive Director, Suncoast Animal League
- Karey Burek, Rescue Coordinator, Suncoast Animal League
- July Bordignon, CPT Director/Certified Professional Trainer, Sirius K9 Service Dogs & Training Center, Inc.

MOTION C. Cane/D. Buschman unanimous: Approve the Minutes of March 11, 2019 as written.

Commissioner Angle read the Treasurer's Report (attached) which showed cash balances of \$10,421,342 in general funds (both operating and reserves) and \$153,736 in impact fees as of February 28, 2019 (\$51,266 in the money market account and \$102,470 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. Commissioner Angle inquired as to whether there were special requirements and/or certifications necessary to perform the responsibilities of the position, and a brief discussion followed.

MOTION J. Angle/D. Buschman unanimous: Accept the Fire Chief Position Description/Title with the following changes:

1. In the heading, change the words, "Fire Chief" to "Chief of Department"
2. Under Special Requirements and/or Certifications, page 3, include the wording, "A minimum Bachelor's Degree is required, with a Master's Degree preferred"

The Board also agreed to remove the clause regarding flextime and requested that Attorney Salzman have the final form prepared for next month's Commission Meeting.

MOTION C. Cane/J. Angle unanimous: Approve the updated policies regarding Purchasing and Fixed Asset and Services Procurement/Disposal.

MOTION J. Angle/C. Cane unanimous: Approve Resolution 2019-01 removing Resolution 99-3 in its entirety; and providing for an effective date.

A brief discussion and a few slides followed regarding replacing the Commission Meeting tables. Chief Maciuba will research table options and prices, and the issue will be revisited at next month's Commission Meeting.

A lengthy discussion followed regarding replacement of Station 68. The Board discussed possibly purchasing the lot of land at 3011 Alt. 19. Sending a letter of intent to the owner was mentioned, as well as obtaining a State certified appraisal. It was the final consensus of the Board to have Chief Maciuba contact the land owner to notify him of our interest in the property, and to inform him that we will provide monthly updates following each Commission Meeting. Additionally, the Chief was directed to research possibilities and impacts of moving the station further north, possibly the area of Wai Lani Road and Alt. 19. Findings to be presented at next Board meeting.

Meeting adjourned at 9:25 p.m.

Julie Peluso, Chairperson

James Angle, Secretary/Treasurer

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

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

CASH OPERATING

Sun-General	\$	5,652,142
Sun- Petty Cash		274
BB&T-Payroll (Checking)		44,798
BB&T-Payroll (Savings)		957,915
<u>TOTAL OPERATING</u>	\$	<u>6,655,129</u>

CASH RESERVES

Florida Community Bank (CD #27) (Matures 3/21/20)	\$	447,483
Florida Community Bank (CD #29) (Matures 8/14/19)	\$	1,273,563
Florida Community Bank (CD #30) (Matures 10/01/19)	\$	1,040,479
Florida Community Bank (CD #31) (Matures 12/19/19)	\$	481,128
	\$	<u>3,242,653</u>

Capital	58.9%	\$	1,908,301
Sick & Vacation	11.7%	\$	379,715
SCBA	11.3%	\$	366,744
Operating	18.1%	\$	587,893

HEALTH RESERVES

Patriot Bank (CD #32)	\$	222,029
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GRAND TOTAL (Operating & Reserves)

\$ 10,119,811

INCOME FOR MARCH

EMS	\$	221,377
Ad Valorem		117,442
Fire Prevention Fees		966
Miscellaneous		670
Tax Collector Rebate Fee		-
Tower Rental		5,441
Interest on Florida Community Bank (CD #27)		635
Interest on Florida Community Bank (CD #29)		2,340
Interest on Florida Community Bank (CD #30)		2,117
Interest on Florida Community Bank (CD #31)		903
Interest on Patriot Bank (CD #32)		412
Interest (does not include CD's)		<u>236</u>
<u>TOTAL INCOME</u>	\$	<u>352,539</u>

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

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

CASH BALANCE

Money Market	\$	52,395
Florida Community Bank (CD #28) (Matures 3/21/19) (CD #28 is from Impact Fees Collected)	\$	102,471
Interest on CD #28	\$	160
TOTAL	\$	<u>155,025</u>

INCOME FOR MARCH

Impact Fees	\$	1,126
Impact Fee Interest		<u>2</u>
<u>TOTAL INCOME</u>	\$	<u>1,128</u>

Palm Harbor Special Fire Control Rescue District

Budget Expense Analysis

For the Six Periods Ending March 31, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
Income				
311.000 - Ad Valorem	7,937,729	8,486,010	-548,281	93.54%
331.200 - Grants-Federal	0	0	0	0.0%
332.200 - Grants-Private	0	0	0	0.0%
334.200 - Grants-State	164,613	0	164,613	100.0%
342.000 - Public Safety Income	1,367,820	2,698,093	-1,330,273	50.7%
361.000 - Interest	40,873	59,500	-18,627	68.69%
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	15,213	25,000	-9,787	60.85%
370.000 - Fees for Services	3,709	22,000	-18,291	16.86%
380.100 - Tower Rental	41,568	45,663	-4,095	91.03%
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	9,666,909	11,388,326	-1,721,417	84.88%
Expense				
522.000 Payroll Expenses				
Salary Commissioners	14,999	30,000	15,001	50.0%
Salary Staff	487,933	1,068,662	580,729	45.66%
Hourly-Shift	2,016,371	3,844,758	1,828,387	52.45%
Hourly-40/PT (Admin)	136,758	225,925	89,167	60.53%
Overtime	67,617	197,223	129,606	34.28%
Medicare Company	39,005	77,815	38,810	50.13%
Social Security Company	166,781	332,727	165,946	50.13%
FRS Retirement Acct.	92,183	189,189	97,006	48.73%
PHSFCD Pension Plan	1,046,070	1,082,170	36,100	96.66%
Group Health Ins	775,688	1,510,925	735,237	51.34%
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	15,095	29,083	13,988	51.9%
Worker's Comp Ins	109,018	171,889	62,871	63.42%
Total Payroll Expenses	5,046,281	8,822,285	3,776,004	57.2%
522.302 - Accreditation	0	31,680	31,680	0.0%
522.305 - Ad Valorem Fee	160,912	167,751	6,839	95.92%
522.306 - Appliances { 3,000	681	5,000	4,319	13.62%
522.321 - Auditing Services	7,000	24,500	17,500	28.57%
522.330 - Lawn Maintenance	5,775	16,800	11,025	34.38%
522.304 - Property Appraiser	53,719	74,739	21,020	71.88%
522.310 - Professional Services	10,099	26,100	16,001	38.69%
522.311 - Legal Fees	3,775	10,000	6,225	37.75%
522.541 - Bks-Pub-Subscriptions	0	1,500	1,500	0.0%
522.312 - Board of Commissioners	2,453	9,000	6,547	27.26%
522.337 - Grants-Private	0	0	0	0.0%

Palm Harbor Special Fire Control Rescue District

Budget Expense Analysis

For the Six Periods Ending March 31, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
522.520 · Personal Protective Equipment	22,749	70,000	47,251	32.5%
522.521 · Clothing-Uniform	5,509	14,500	8,991	38.0%
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	4,434	8,200	3,766	54.08%
522.335 · Credit Card Fee	28	0	-28	100.0%
522.336 · Late Fees	34	0	-34	100.0%
522.316 · Community Outreach Programs	-2,348	7,000	9,348	-33.54%
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	38,997	87,524	48,527	44.56%
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	3,068	5,000	1,932	61.36%
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	4,955	25,500	20,545	19.43%
522.451 · Ins Accident &Spec Ris	11,768	17,373	5,606	67.73%
522.450 · Ins Land-Bldg-Auto-E&O	84,451	114,272	29,821	73.9%
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	32,081	42,446	10,365	75.58%
522.490 · Misc Operating Expense	5,878	6,000	122	97.96%
522.405 · Office Equip { 3,000	409	1,575	1,166	25.97%
522.510 · Office Supplies	2,819	6,600	3,781	42.72%
522.425 · Pre-employment Process	1,511	3,000	1,489	50.35%
522.370 · Postage	591	2,300	1,709	25.69%
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	14,618	100,000	85,382	14.62%
522.461 · Repair Fleet	60,651	105,735	45,084	57.36%
522.462 · Repair & Maint Equip	10,315	30,000	19,685	34.38%
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	14,280	38,000	23,720	37.58%
522.400 · Travel	2,622	11,500	8,878	22.8%
522.430 · Utilities	39,542	83,660	44,118	47.27%
Total Operating Expenses	630,632	1,227,680	-597,048	51.37%
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 Six Periods Ending March 31, 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	37,040	37,040	0	100.0%
Operating Reserve	206,040	206,040	0	100.0%
Capital Reserves	0	665,440	665,440	0.0%
522.601 Total Capital Reserves	259,906	1,085,346	825,440	23.95%
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	6,041,776	11,388,326	5,346,550	53.05%
Net Income	3,625,132	0	3,625,132	100.0%



Fire Chief's Report

May 13, 2019

1. Countywide EMS System:

- Data Driven Focus Group (DDFG) – No new information. Next meeting scheduled for May 3rd.
- EMS Budget Proposal – Our budget was submitted on April 4. The only info we have received is a newly created proposal by County EMS that would provide us ½ administrative Lt. for EMS oversight.

2. **SERP Deployment(s)/Local Disaster Reimbursement:** No new information on deployment from Hurricane Michael.

3. **FASD:** Annual Conference is June 10 – 13. Please advise/confirm if attending.

4. **Apparatus/Vehicles:** The engine apparatus that we have ordered continues along the production line and may be completed by the time of the Commission Meeting. Once this vehicle is in service, we will seek to surplus and sell vehicle #061.

5. **FireOps 101:** Program was held on May 11, 2019. Several Commissioners and members attended.

6. **Personnel:** Deputy Chief Sanford is finalizing the hiring process seeking FF/EMT and/or FF/PM. We have two candidates with conditional offers that we are performing background checks, physicals, etc.... The internal promotional processes for the positions of Lieutenant and District Chief begin with the written test on May 8 test and the assessment center on May 15 followed by the Chief's Interview component. Process should conclude in early June.

7. **Commission Meeting Tables:** We are still working on style/design choices and should have the information finalized for your next meeting.

8. **September 11 Memorial Planning:** The committee has begun the planning meeting for this year's September 11 Memorial. More information will be provided as available.

9. **Annual Financial Audit:** Our audit has been in the process for the past several months and should be completed for Board review and approval for the June meeting.

10. June 2019 Board of Commissioners Meeting: Just a reminder that due to the FASD Conference the June meeting will be held on the 17th. It has been advertised accordingly.

PALM HARBOR FIRE RESCUE

2019 MONTHLY REPORT-MARCH

Incidents	Month	YTD	Last Mon	Fire Prevention	Month	YTD
Struc. Resp.	26	68	15	Inspections	81	170
Medical	640	1852	585	Plan Reviews	16	69
Auto Crash	84	234	79	Finals	44	63
Haz Mat	7	17	5	Dollar Loss	\$247,918	\$248,918
Aid Given	32	94	27	Last Yr Dollar Loss	\$9,150	
Aid Recv w	25	57	24	Fires	3	7
Aid Recv w/o	14	43	15			
False Alarms	30	90	31	Public Education		
Total Resp.	873	2511	785	Events	50	146
Unit Activity		YTD	Last Mon	Car Seat Checks	18	64
Engine 65	331	1026	323	Participants	539	1444
Squad 65	209	596	190	Time Study		
District 65	81	234	74	Overtime	558	1144
Engine 66	162	459	143	Sick	381	1878
Haz Mat 66	4	8	2	Vacation	927	3474
Truck 67	191	520	151	Work Comp	0	0
Engine 68	88	284	98	Lite Duty	0	0
Fire Boat 68	4	13	5			

Compliance with Standard of Coverage- Seven Minutes

Type	Incidents Month	Month < 7 Mins	Compliance	Incidents YTD	YTD < 7 Mins	Compliance
EMS	468	450	96%	1337	1272	95%
Fires-First Due	5	5	100%	15	13	87%

