



## **PALM HARBOR FIRE RESCUE**

250 West Lake Road  
Palm Harbor, Florida 34684-3909  
(727) 784-0454 • FAX (727) 785-9131

Craig M. Maciuba  
Fire Chief



### **AGENDA FOR JUNE 17, 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 May 13, 2019 (Regular Meeting)**
- 2. Treasurer's Report**
- 3. Chief's Report**
- 4. Report on Emergency Operations, Fire Prevention and Employee Time Study**

#### **OTHER BUSINESS:**

- 5. Set Public Hearing Dates for 2019/2020 Annual Budget**
  - **Held at Station 65 Community Meeting Room**
    - **September 9<sup>th</sup> at 7:30 pm, following regular board meeting**
    - **September 23<sup>rd</sup> at 7:00 pm**
- 6. Station 68 Replacement**
- 7. Surplus Equipment**
  - **Inventory # 061- 2005 E-One Pumper**
  - **Inventory # 1971 – 1999 K12 Rescue Saw**
  - **Inventory # 2370 – 2007 Projector, Hitachi CP-X445 w/ universal bracket**
  - **Inventory # 2444 – 2007 Computer, Dell OptiPlex 755**
  - **Inventory # 2469 – 2010 Treadmill, Precor C932**
- 8. Annual Audit Report**
- 9. Additional Personnel Request**
- 10. Commission Seat 5**

#### **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 MAY 13, 2019

A regular meeting of the Board of Commissioners was held on May 13, 2019 and called to order at 7:02 p.m.

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

**MOTION C.** Cane/D. Buschman unanimous: Approve the Minutes of April 8, 2019 as written.

Commissioner Angle read the Treasurer's Report (attached) which showed cash balances of \$10,119,811 in general funds (both operating and reserves) and \$155,025 in impact fees as of March 31, 2019 (\$52,395 in the money market account and \$102,631 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 Breuer gave the report on Emergency Operations, Fire Prevention and Employee Time Study. (attached)

**MOTION J.** Angle/C. Cane unanimous: Approve Staff's recommendation that the Department moves forward in obtaining accreditation.

**MOTION D.** Buschman/C. Cane unanimous: Proceed with obtaining an appraisal on the property located at 3011 Alternate 19, Palm Harbor. Chief Maciuba will seek three prices of appraisals and present at the June Commission Meeting.

**MOTION J.** Angle/D. Buschman unanimous: Accept the Chief of Department Position Description/Title and have Chief Sanford sign the Agreement.

Meeting adjourned at 8:15 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 APRIL 2019  
GENERAL FUNDS**

**CASH OPERATING**

Sun-General	\$	6,103,386
Sun- Petty Cash		274
BB&T-Payroll (Checking)		16,573
BB&T-Payroll (Savings)		521,943
<u>TOTAL OPERATING</u>	\$	6,642,175

**CASH RESERVES**

Florida Community Bank (CD #27) (Matures 3/21/20)	\$	448,395
Florida Community Bank (CD #29) (Matures 8/14/19)	\$	1,276,159
Florida Community Bank (CD #30) (Matures 10/01/19)	\$	1,042,532
Florida Community Bank (CD #31) (Matures 12/19/19)	\$	482,129
	\$	<u>3,249,215</u>

Capital	58.9%	\$	1,912,163
Sick & Vacation	11.7%	\$	380,483
SCBA	11.3%	\$	367,486
Operating	18.1%	\$	589,083

**HEALTH RESERVES**

Patriot Bank (CD #32)	\$	222,486
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**GRAND TOTAL (Operating & Reserves)**

\$ 10,113,876

**INCOME FOR APRIL**

EMS	\$	221,377
Ad Valorem		372,929
Fire Prevention Fees		2,143
Miscellaneous		477
Tax Collector Rebate Fee		-
Tower Rental		5,441
Interest on Florida Community Bank (CD #27)		912
Interest on Florida Community Bank (CD #29)		2,596
Interest on Florida Community Bank (CD #30)		2,052
Interest on Florida Community Bank (CD #31)		1,001
Interest on Patriot Bank (CD #32)		457
Interest (does not include CD's)		<u>218</u>
<u>TOTAL INCOME</u>	\$	609,603

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

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

**CASH BALANCE**

Money Market	\$	54,718
Florida Community Bank (CD #28) (Matures 3/21/19) (CD #28 is from Impact Fees Collected)	\$	102,630
Interest on CD #28	\$	209
<b>TOTAL</b>	<b>\$</b>	<b><u>157,557</u></b>

**INCOME FOR APRIL**

Impact Fees	\$	2,321
Impact Fee Interest		<u>2</u>
<u>TOTAL INCOME</u>	\$	<u>2,323</u>

# Palm Harbor Special Fire Control Rescue District Budget Expense Analysis

For the Seven Periods Ending April 30, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
<b>Income</b>				
311.000 - Ad Valorem	8,310,658	8,486,010	-175,352	97.93%
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	1,589,197	2,698,093	-1,108,896	58.9%
361.000 - Interest	48,109	59,500	-11,391	80.86%
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	4,101	2,000	2,101	205.05%
369.000 - Other Miscellaneous Revenues	15,690	25,000	-9,310	62.76%
370.000 - Fees for Services	5,852	22,000	-16,148	26.6%
380.100 - Tower Rental	47,009	45,663	1,346	102.95%
381.000 - Impact Fee Transfer	0	0	0	0.0%
381.200 - Insurance Claims Paid	44,218	0	44,218	100.0%
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>10,281,559</b>	<b>11,388,326</b>	<b>-1,106,767</b>	<b>90.28%</b>
<b>Expense</b>				
<b>522.000 Payroll Expenses</b>				
Salary Commissioners	17,307	30,000	12,693	57.69%
Salary Staff	557,368	1,068,662	511,294	52.16%
Hourly-Shift	2,313,576	3,844,758	1,531,182	60.18%
Hourly-40/PT (Admin)	148,315	225,925	77,610	65.65%
Overtime	71,229	197,223	125,994	36.12%
Medicare Company	44,666	77,815	33,149	57.4%
Social Security Company	190,985	332,727	141,742	57.4%
FRS Retirement Acct.	104,152	189,189	85,037	55.05%
PHSFCD Pension Plan	1,046,070	1,082,170	36,100	96.66%
Group Health Ins	796,859	1,510,925	714,066	52.74%
Health Savings Account Converted	23,797	0	-23,797	100.0%
Post Employment Health Plan	62,902	61,919	-983	101.59%
Long Term Disability Insurance	17,220	29,083	11,863	59.21%
Worker's Comp Ins	121,973	171,889	49,916	70.96%
<b>Total Payroll Expenses</b>	<b>5,516,419</b>	<b>8,822,285</b>	<b>3,305,866</b>	<b>62.53%</b>
522.302 - Accreditation	0	31,680	31,680	0.0%
522.305 - Ad Valorem Fee	168,370	167,751	-619	100.37%
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	6,875	16,800	9,925	40.92%
522.304 - Property Appraiser	53,719	74,739	21,020	71.88%
522.310 - Professional Services	11,148	26,100	14,952	42.71%
522.311 - Legal Fees	4,450	10,000	5,550	44.5%
522.541 - Bks-Pub-Subscriptions	0	1,500	1,500	0.0%
522.312 - Board of Commissioners	3,727	9,000	5,273	41.41%
522.337 - Grants-Private	0	0	0	0.0%

# Palm Harbor Special Fire Control Rescue District Budget Expense Analysis

For the Seven Periods Ending April 30, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
522.520 · Personal Protective Equipment	23,077	70,000	46,923	32.97%
522.521 · Clothing-Uniform	8,441	14,500	6,059	58.21%
522.323 · Communication Equip { 3,000	495	3,500	3,005	14.14%
522.525 · Computer Hardware/Software	3,752	20,000	16,248	18.76%
522.334 · Custodial Supplies	6,428	8,200	1,772	78.39%
522.335 · Credit Card Fee	38	0	-38	100.0%
522.336 · Late Fees	34	0	-34	100.0%
522.316 · Community Outreach Programs	-1,696	7,000	8,696	-24.23%
522.345 · EMS Equip { 3,000	140	4,000	3,860	3.5%
522.346 · Emergency Mgmt Supplies	78	500	422	15.6%
522.527 · Fuel	45,059	87,524	42,465	51.48%
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	2,740	5,000	2,260	54.8%
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	93,586	114,272	20,686	81.9%
522.398 · Bad Debt	0	0	0	0.0%
522.399 · Membership-Recertification	8,745	13,000	4,255	67.27%
522.319 · Med/Health Services	32,278	42,446	10,168	76.05%
522.490 · Misc Operating Expense	6,624	6,000	-624	110.4%
522.405 · Office Equip { 3,000	409	1,575	1,166	25.97%
522.510 · Office Supplies	2,389	6,600	4,211	36.2%
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	1,289	1,800	511	71.61%
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	17,368	100,000	82,632	17.37%
522.461 · Repair Fleet	134,674	105,735	-28,939	127.37%
522.462 · Repair & Maint Equip	9,821	30,000	20,179	32.74%
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	227	700	473	32.43%
522.570 · Training & Ed	15,155	38,000	22,845	39.88%
522.400 · Travel	3,713	11,500	7,787	32.29%
522.430 · Utilities	44,182	83,660	39,478	52.81%
<b>Total Operating Expenses</b>	<b>752,078</b>	<b>1,227,680</b>	<b>-475,602</b>	<b>61.26%</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 Seven Periods Ending April 30, 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%
<b>522.600 Total Capital Outlay</b>	<b>37,167</b>	<b>117,433</b>	<b>80,266</b>	<b>31.65%</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	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%
<b>522.601 Total Capital Reserves</b>	<b>259,906</b>	<b>1,085,346</b>	<b>825,440</b>	<b>23.95%</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>6,633,361</b>	<b>11,388,326</b>	<b>4,754,965</b>	<b>58.25%</b>
<b>Net Income</b>	<b>3,648,198</b>	<b>0</b>	<b>3,648,198</b>	<b>100.0%</b>

**PALM HARBOR FIRE RESCUE  
BUDGET LINE ITEM JUSTIFICATION**

**April 30, 2019**

**7 months = 58 + 10 = 68%**

**EXPENSES**

PHSFCD Pension Plan 96.66%  
Lump Sum Prepayment  
Pension Shortfall

Post Employment Health Plan 101.59%  
Annual PEHP Incentive

Worker's Comp Ins 70.96%  
Down payment due at beginning of year

Ad Valorem Fee 100.37%  
Bulk of tax collector due at beginning of year

Property Appraiser 71.88%  
3rd Qtr. Commissions FY 2018-2019

Custodial Supplies 78.39%  
Necessary janitorial supplies

Ins Land-Bldg-Auto-E&O 81.9%  
Deposits due at beginning of year  
Add 2019 Chevy Tahoe (D65) to policy

Med/Health Services 76.05%  
Life Scans

Misc. Operating Expense 110.4%  
"Ruby Pie" shirts (to be reimbursed); Dog Food; Vet  
Ruby's Birthday  
Chamber Parade Beads  
Meeting with Mechanic; Infectious Control Class; Inspection Class  
Batteries; Training Lunch

Printing 71.61%  
Copy expense

Repair Fleet 127.37%  
Necessary vehicle/apparatus repairs

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



# PALM HARBOR FIRE RESCUE

## 2019 MONTHLY REPORT-APRIL

Incidents	Month	YTD	Last Mon	Fire Prevention	Month	YTD
Struc. Resp.	24	92	26	Inspections	70	240
Medical	624	2476	640	Plan Reviews	10	79
Auto Crash	62	296	84	Finals	3	66
Haz Mat	4	21	7	Dollar Loss	\$19,000	\$267,918
Aid Given	31	125	32	Last Yr Dollar Loss	\$3,900	
Aid Recv w	11	68	25	Fires	2	9
Aid Recv w/o	17	60	14			
False Alarms	25	115	30	<b>Public Education</b>		
Total Resp.	819	3330	873	Events	57	203
<b>Unit Activity</b>		<b>YTD</b>	<b>Last Mon</b>	Car Seat Checks	16	80
Engine 65	377	1403	331	Participants	3051	4495
Squad 65	202	798	209	<b>Time Study</b>		
District 65	71	305	81	Overtime	500	1644
Engine 66	132	591	162	Sick	762	2640
Haz Mat 66	2	10	4	Vacation	1079	4553
Truck 67	168	688	191	Work Comp	22	22
Engine 68	83	367	88	Lite Duty	32	32
Fire Boat 68	9	22	4			

### Compliance with Standard of Coverage- Seven Minutes

Type	Incidents Month	Month < 7 Mins	Compliance	Incidents YTD	YTD < 7 Mins	Compliance
<b>EMS</b>	449	420	94%	1786	1692	95%
<b>Fires-First Due</b>	4	3	75%	19	16	84%

