

BOARD OF COMMISSIONERS

Palm Harbor Special Fire Control and Rescue District

COMMISSIONERS

JAMES ANGLE
DEBRA BUSCHMAN
CASEY L. CANE
JAMES P. NELSON
JULIE A. PELUSO



AGENDA FOR September 9, 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. Probationary Oath of Office**
 - Angelo Alers
 - Robert Bracy
 - Thomas Sharp
- 2. Minutes of August 5, 2019 (Workshop Meeting)**
- 3. Minutes of August 12, 2019 (Regular Meeting)**
- 4. Treasurer's Report**
- 5. Chief's Report**
- 6. Report on Emergency Operations, Fire Prevention, and Employee Time Study**

OTHER BUSINESS:

- 7. Station 68 Replacement**
- 8. Fire Chief Performance Appraisal**

COMMENTS:

WORKSHOP MINUTES OF AUGUST 5, 2019

A workshop meeting of the Board of Commissioners was held on August 5, 2019 and called to order at 6:00 p.m.

PRESENT: Commissioners Angle, Buschman, Cane (arrived 7:00 p.m.), Nelson and Peluso; Chief Sanford, Deputy Chief Breuer, Attorney Benjamin James of Unice Salzman Jensen, PA (arrived 7:00 p.m.), and Office Manager Eileen Brown

Chief Sanford gave a slide presentation, and discussed in length, the following three workshop agenda items:

1. Rescue 65 & ALS First Responder Agreement

Chief Sanford discussed the definition of a Paramedic position and explained that while an ALS Engine requires one position, an ALS Rescue requires two positions. Pinellas County currently funds two Paramedic positions for Station 65, which equates to a Rescue unit being funded.

He further stated that Engine 65 is the 10th busiest unit in the County for call volume. The average call amount for E65 is 11.37 per day and S65 is 6.04 per day, for a total of 17.41 calls daily. This leaves the Station 65 First Due area with fire protection for 76.31% of the day, and no fire or EMS protection for 11.11% of the time.

As such, the Department has submitted a request to the County for the purchase of Rescue 65, the funding for a third Paramedic position (2 for R65 and 1 for E65), and an agreement that Palm Harbor Fire Rescue would fund S65.

The County has agreed to purchase Rescue 65, up to \$200,000 without any additional staffing, and will provide funding for one full-time 40-hour employee (acting essentially as an assistant to the Department's EMS coordinator) in April 2020. Funding for this position would be provided by the County in subsequent years. Pinellas County has agreed to allow the Department to use this position as staffing for the Rescue unit.

Chief Sanford presented the Board with the budgetary concerns and Staff's recommendation to approve the proposed ALS First Responder Agreement with the Department funding of Engine 65 and Squad 65.

The meeting broke for a quick recess at 7:00 p.m. and readjoined at 7:10 p.m.

2. Robert McNaull Termination

Chief Sanford presented the Board with the background information regarding former employee, Robert McNaull, who was terminated for cause on July 24, 2017 for violation of Palm Harbor Fire Rescue's General Order 203.8.1 (Failure to Report to Duty), 203.8.13 (Knowledge of Department Rules and Regulations), 203.8.22 (Prompt Performance of Duty), and Article 21 (Sick Leave) of the Labor Agreement.

Chief Sanford explained that the Department has been contacted by Mr. McNaull's attorney, Jason Fox, who wrote, "It was apparent from the reprimand, that the worker's compensation adjuster and Palm Harbor Fire Rescue were unaware that Firefighter McNaull's authorized workers' compensation physician restricted him from working. On July 28, 2017, only four (4) days after being terminated, the workers' compensation adjuster recognized that Firefighter McNaull was, in fact, restricted from working as of April 11, 2017 and reinstated his benefits retroactively."

Chief Sanford further stated that Attorney Fox was requesting that Mr. McNaull's end of service status be changed from "cause" to "medical," as he was not eligible to apply for a disability per the rules and regulations of the Palm Harbor Special Fire Control and Rescue District Firefighters' Pension Plan. If the status was changed, stating that Mr. McNaull was terminated for "medical" reasons, he would have had 30 days to apply for disability.

Chief Sanford presented the Board with four (4) options to consider:

1. Change termination status from "cause" to "medical."
2. Reinstated on an unpaid leave of absence to go through the disability process.
3. Instruct legal counsel to negotiate a settlement.
4. Do nothing at all and let Mr. McNaull pursue the legal matter through the court system.

The matter will be further discussed, and a decision will be reached, at a later meeting.

3. Station 68-Public Safety/Training Complex

Chief Sanford reviewed the reasons for replacing Station 68, in particular the facts that the Station needs extensive repairs, is not storm rated, and does not meet the current needs of the District. He outlined the ideal replacement requirements and presented the property options that are available to the Department for further research (Wai Lani Road-Alt. 19, 4314 Alt. 19, Brevard Street-Alt. 19, 3011 Alt. 19, and the current location 3007 Alt. 19). He reviewed the pros and cons, future development, and the impact on call response for each location.

Chief Sanford discussed moving the Station further north, and compared the impact that would have on response time between the stations. He pointed out the additional issues that would occur from such a move, in particular the increase in call volume for Station 65 and Station 66, and the impact on marine response. In looking forward, he questioned whether relocating Station 67 would be part of the Department's long term planning.

Chief Sanford then outlined the expected cost for replacing Station 68. He compared recent similar projects from other Districts, and presented estimates for the commercial construction, temporary housing, demolition, and site plan and development. He reviewed available funding for the project, including revenue sources from anticipated Penny money and capital reserves.

In summation, Chief Sanford pointed out that the Department has not increased its capabilities since 1991 and needs to look for ways to create efficiencies. Through his presentation, the Board has hopefully been provided with enough information to have an informed conversation and to create a plan that everyone agrees upon in order to move ahead.

Workshop Meeting adjourned at 9:45 p.m.

Julie Peluso, Chairperson

James Angle, Secretary/Treasurer

BOARD OF COMMISSIONERS

Palm Harbor Special Fire Control and Rescue District

COMMISSIONERS

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MINUTES OF AUGUST 12, 2019

A regular meeting of the Board of Commissioners was held on August 12, 2019 and called to order at 7:00 p.m.

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

Commissioner Peluso administered the Oath of Office to Chief of Department Scott Sanford. Chief Sanford then announced the promotions of Lieutenant Chris Zipeto, Lieutenant William Gonnelli, District Chief Ryan Fisher, District Chief Ray Tracy, and Deputy Chief of Operations Rodney Malpass. He administered the Oath of Office to each, which was repeated and signed by all five. The meeting recessed for pictures and reconvened at 7:35 p.m.

MOTION J. Nelson/C. Cane unanimous: Approve the Minutes of July 8, 2019 as written.

Commissioner Angle read the Treasurer's Report (attached) which showed cash balances of \$9,347,960 in general funds (both operating and reserves) and \$162,044 in impact fees as of June 30, 2019 (\$58,792 in the money market account and \$103,252 in CD #28, which is from impact fees collected). A motion was made by Commissioner Cane, seconded by Commissioner Nelson, to approve the Treasurer's Report as presented.

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

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

Chief Sanford reviewed the Pinellas County Advanced Life Support First Responder Agreement (ALSFR) with the Board. **MOTION J. Angle/D. Buschman unanimous:** Approve the ALSFR Agreement as written.

Chief Sanford presented the Board with the three resumes he had received for the position on the Palm Harbor 175 Pension Plan-Board Appointee seat. **MOTION J. Angle/C. Cane unanimous:** Appoint Aaron Sherwood to the vacancy on the 175 Pension Plan.

MOTION J. Nelson/D. Buschman unanimous: Chief Sanford and Eileen to confirm current bank interest rates and to proceed with renewing CD #29, which currently is held at Florida Community Bank (Synovus Bank) and matures on 8/14/19.

A brief discussion followed regarding the Duke Energy Easement Request. MOTION C. Cane/J. Angle unanimous: Accept the Duke Energy Easement Request as written.

A lengthy discussion followed regarding the Station 68 replacement. After much deliberation, the following motion was made:

MOTION J. Angle/C. Cane unanimous: Proceed ahead implementing a Building Committee to review the current location and proposed future location of Station 68. The Building Committee to retain the service of an architect to point out the pros and cons of each property location; the fee for said service not to exceed \$10,000.

Commissioner Peluso requested that the following item be added to the agenda under “Other Business”: Wall at 9/11 Memorial. She informed the Board that deceased Commissioner Petrillo’s name is being added to the wall at the 9/11 Memorial, and that a policy needed to be adopted regarding adding past deceased Commissioners’ names to the wall in the future. MOTION C. Cane/J. Angle unanimous: Any Commissioner that has served 8 years or is sitting on the Board at their time of death, should have their name added to the wall at the 9/11 Memorial.

Meeting adjourned at 9:20 p.m.

Julie Peluso, Chairperson

James Angle, Secretary/Treasurer

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

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

CASH OPERATING

Sun-General	\$	4,185,602
Sun- Petty Cash		249
BB&T-Payroll (Checking)		43,909
BB&T-Payroll (Savings)		963,038
<u>TOTAL OPERATING</u>	\$	<u>5,192,797</u>

CASH RESERVES

Florida Community Bank (CD #27)	(Matures 3/21/20)	\$	451,084
Florida Community Bank (CD #29)	(Matures 8/14/19)	\$	1,283,811
Florida Community Bank (CD #30)	(Matures 10/01/19)	\$	1,048,851
Florida Community Bank (CD #31)	(Matures 12/19/19)	\$	485,080
		\$	<u>3,268,825</u>

Capital	58.18%	\$	1,901,803
Sick & Vacation	12.72%	\$	415,795
SCBA	11.18%	\$	365,455
Operating	17.92%	\$	585,773

HEALTH RESERVES

Patriot Bank (CD #32)	(Matures 3/12/20)	\$	223,832
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GRAND TOTAL (Operating & Reserves)

\$ 8,685,455

INCOME FOR JULY

EMS	\$	221,377
Ad Valorem		1,520
Fire Prevention Fees		4,577
Miscellaneous		439
Tax Collector Rebate Fee		-
Tower Rental		5,550
Interest on Florida Community Bank (CD #27)		888
Interest on Florida Community Bank (CD #29)		2,527
Interest on Florida Community Bank (CD #30)		2,134
Interest on Florida Community Bank (CD #31)		975
Interest on Patriot Bank (CD #32)		445
Interest (does not include CD's)		<u>185</u>
<u>TOTAL INCOME</u>	\$	<u>240,616</u>

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

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

CASH BALANCE

Money Market	\$	60,646
Florida Community Bank (CD #28) (Matures 3/21/20) (CD #28 is from Impact Fees Collected)	\$	103,252
Interest on CD #28	\$	204
TOTAL	\$	<u>164,102</u>

INCOME FOR JULY

Impact Fees	\$	1,852
Impact Fee Interest		<u>2</u>
<u>TOTAL INCOME</u>	\$	1,854

Palm Harbor Special Fire Control Rescue District
Budget Expense Analysis
For the Ten Periods Ending July 31, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
Income				
311.000 - Ad Valorem	8,616,092	8,486,010	130,082	101.53%
331.200 - Grants-Federal	0	0	0	0.0%
332.200 - Grants-Private	458	0	0	100.0%
334.200 - Grants-State	164,613	0	164,613	100.0%
342.000 - Public Safety Income	2,253,329	2,698,093	-444,764	83.52%
361.000 - Interest	69,672	59,500	10,172	117.1%
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	21,214	25,000	-3,786	84.85%
370.000 - Fees for Services	14,824	22,000	-7,176	67.38%
380.100 - Tower Rental	63,546	45,663	17,883	139.16%
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%
Total Income	11,304,178	11,388,326	-84,148	99.26%
Expense				
522.000 Payroll Expenses				
Salary Commissioners	24,807	30,000	5,193	82.69%
Salary Staff	888,518	1,068,662	180,144	83.14%
Hourly-Shift	3,296,423	3,844,758	548,335	85.74%
Hourly-40/PT (Admin)	186,150	225,925	39,775	82.39%
Overtime	131,953	197,223	65,270	66.91%
Medicare Company	64,249	77,815	13,566	82.57%
Social Security Company	274,720	332,727	58,007	82.57%
FRS Retirement Acct.	138,776	189,189	50,413	73.35%
PHSFCD Pension Plan	1,046,070	1,082,170	36,100	96.66%
Group Health Ins	1,242,816	1,510,925	268,109	82.26%
Health Savings Account Converted	29,429	0	-29,429	100.0%
Post Employment Health Plan	62,902	61,919	-983	101.59%
Long Term Disability Insurance	23,445	29,083	5,638	80.61%
Worker's Comp Ins	147,883	171,889	24,006	86.03%
Total Payroll Expenses	7,558,140	8,822,285	1,264,145	85.67%
522.302 - Accreditation	570	31,680	31,110	1.8%
522.305 - Ad Valorem Fee	174,891	167,751	-7,140	104.26%
522.306 - Appliances { 3,000	1,776	5,000	3,224	35.52%
522.321 - Auditing Services	20,650	24,500	3,850	84.29%
522.330 - Lawn Maintenance	11,675	16,800	5,125	69.49%
522.304 - Property Appraiser	72,296	74,739	2,443	96.73%
522.310 - Professional Services	16,088	26,100	10,012	61.64%
522.311 - Legal Fees	6,175	10,000	3,825	61.75%
522.541 - Bks-Pub-Subscriptions	0	1,500	1,500	0.0%
522.312 - Board of Commissioners	9,053	9,000	-53	100.59%
522.337 - Grants-Private	0	0	0	0.0%

Palm Harbor Special Fire Control Rescue District

Budget Expense Analysis

For the Ten Periods Ending July 31, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
522.520 · Personal Protective Equipment	51,314	70,000	18,686	73.31%
522.521 · Clothing-Uniform	14,683	14,500	-183	101.26%
522.323 · Communication Equip { 3,000	765	3,500	2,735	21.85%
522.525 · Computer Hardware/Software	9,626	20,000	10,374	48.13%
522.334 · Custodial Supplies	8,380	8,200	-180	102.2%
522.335 · Credit Card Fee	98	0	-98	100.0%
522.336 · Late Fees	34	0	-34	100.0%
522.316 · Community Outreach Programs	3,229	7,000	3,771	46.13%
522.345 · EMS Equip { 3,000	165	4,000	3,835	4.13%
522.346 · Emergency Mgmt Supplies	626	500	-126	125.29%
522.527 · Fuel	69,117	87,524	18,407	78.97%
522.542 · Fire Prev-Books/Pub	0	1,900	1,900	0.0%
522.374 · Fire Prevention	58	1,000	942	5.78%
522.376 · Fire Equip { 3,000	5,192	5,000	-192	103.84%
522.380 · Fitness Equip { 3,000	240	1,250	1,010	19.2%
522.390 · Furnishings { 3,000	61	7,000	6,939	0.87%
522.500 · Incentive Program	24,827	25,500	673	97.36%
522.451 · Ins Accident &Spec Ris	15,690	17,373	1,683	90.31%
522.450 · Ins Land-Bldg-Auto-E&O	112,072	114,272	2,200	98.08%
522.398 · Bad Debt	0	0	0	0.0%
522.399 · Membership-Recertification	8,950	13,000	4,050	68.85%
522.319 · Med/Health Services	34,243	42,446	8,203	80.67%
522.490 · Misc Operating Expense	13,396	6,000	-7,396	223.26%
522.405 · Office Equip { 3,000	409	1,575	1,166	25.97%
522.510 · Office Supplies	4,128	6,600	2,472	62.55%
522.425 · Pre-employment Process	2,825	3,000	175	94.17%
522.370 · Postage	1,800	2,300	500	78.26%
522.470 · Printing	1,959	1,800	-159	108.82%
522.480 · Public Education { 3,000	5,652	6,000	348	94.2%
522.445 · Rental Equip	0	350	350	0.0%
522.460 · Repair & Maintain Bldgs	37,075	100,000	62,925	37.08%
522.461 · Repair Fleet	177,134	105,735	-71,399	167.53%
522.462 · Repair & Maint Equip	21,785	30,000	8,215	72.62%
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	19,419	38,000	18,581	51.1%
522.400 · Travel	6,678	11,500	4,822	58.07%
522.430 · Utilities	64,198	83,660	19,462	76.74%
Total Operating Expenses	1,044,352	1,227,680	-183,328	85.07%
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	17,220	20,000	2,780	86.1%
Fitness Equip } 3,000	3,497	8,000	4,503	43.71%
Office Equip } 3,000	0	0	0	0.0%
Large Appliances } 3,000	0	5,000	5,000	0.0%
Replacement Apparatus	29,575	0	-29,575	100.0%

Palm Harbor Special Fire Control Rescue District
Budget Expense Analysis
For the Ten Periods Ending July 31, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
Replacement Vehicle-Staff	64,077	64,433	356	99.45%
Furnishings-Equip } 3,000	0	0	0	0.0%
Improvements/expansion	0	0	0	0.0%
522.600 Total Capital Outlay	114,369	117,433	3,064	97.39%
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	135,581	135,582	1	100.0%
522.700 Total Loans	135,581	135,582	1	100.0%
Total Expense	9,112,348	11,388,326	2,275,978	80.02%
Net Income	2,191,829	0	2,191,829	100.0%

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

July 31, 2019

10 months = 83 + 10 = 93%

EXPENSES

PHSFCD Pension Plan 96.66%
Lump Sum Prepayment
Pension Shortfall

Post Employment Health Plan 101.59%
Annual PEHP Incentive

Ad Valorem Fee 104.26%
Bulk of tax collector due at beginning of year

Property Appraiser 96.73%
4th Qtr. Commissions (FY 2018-2019 fully paid)

Board of Commissioners 100.59%
FASD Conference-Ft. Myers (Angle, Buschman, Cane, Peluso)

Clothing-Uniform 101.26%
Necessary Uniform Replacements

Custodial Supplies 102.2%
Necessary Janitorial Supplies

Emergency Mgmt Supplies 125.29%
EOC-Stn. 65
MRE's

Fire Equipment < 3,000 103.84%
Foam (Reim. by Grant)

Incentive Program 97.36%
Fitness Bonuses

Ins Land-Bldg-Auto-E&O 98.08%
Deposits due at beginning of year
Add 2019 Chevy Tahoe (D65) to policy

Misc. Operating Expense 223.26%

Chamber Parade Beads

Meeting with Mechanic; Infectious Control Class; Inspection Class

Batteries; Training Lunch; Water

Document Shredding

Interview Process

Hazmat Deployment; Promotional Process; EMS Week

Honor Guard Polo Shirts (to be reimbursed)

Pre-employment Process 94.17%

3 New Hires (Leak, Morrin, Ortiz) - Background Checks, Screenings

Printing 108.82%

Copy expense

Pub Ed < 3,000 94.2%

Foremost Promotions

Repair Fleet 167.53%

Necessary vehicle/apparatus repairs

Replacement Apparatus 100%

New Equipment for 2019 E-One Cyclone II Pumper

Replacement Vehicle-Staff 99.45%

2019 Chevy Tahoe (DC Vehicle)

BB&T Lease 100.0%

Bi-Annual Payment (FY 2018-2019 fully paid)



Fire Chief's Report

September 9, 2019

1. Countywide EMS System:

- Data-Driven Focus Group (DDFG) – The September DDFG has been canceled due to Hurricane Dorian.
- ALS First Responder Agreement is on the BOCC agenda for September 19th.
- Pinellas County Board of Commissioners is considering renaming the current public safety building (Sunstar) after the late Commissioner John Morroni.

2. SERP Deployment(s)/Local Disaster Reimbursement:

- The state has requested additional clarification to our reimbursement request for the deployment to assist with response/recovery to Hurricane Michael. Payment should be forthcoming.
- Hurricane Dorian update.

3. Apparatus/Vehicles:

- Pumper 67 (061) for sale with an asking price of \$90,000. There has been no request for additional information at this time.
- Engine 65 and District 65 are now in service.

4. Commission Meeting Tables: Discussion for the meeting.

5. CD #29- Has been renewed at a rate of 2.0 % for 12 months with Synovus bank.

6. Patriot Bank: Becomes Center Bank as of September 20, 2019.

7. Legislative Update:

- SB 462 Firefighter Cancer Benefit- This Bill went into effect on July 1, 2019. We are working to provide coverage for this new benefit.
- HB 0085 Diesel Exhaust Capture Systems (Casello)- has been filed for the upcoming legislative session. Would require the use of a filter or capture system on fire apparatus.

8. September 11 Memorial:

- The last planning meeting is scheduled for September 5th to identify the essay winners.
- Staff is working on a guideline for future inclusion to the memorial.

9. Palm Harbor Chamber of Commerce: Evening Extraordinaire event is October 17th at Innisbrook Resort. Commissioners Cane and Angle have requested tickets.

Serving the communities of Ozona, Palm Harbor and Crystal Beach

10. Florida Association of Special Districts:

- **Quarterly Meeting:** Commissioner Buschman and myself will be attending.
- **Board Seat:** As noted in an earlier email, I have been appointed to fill Commissioner Petrillo's seat for the remainder of the term.

11. Palm Harbor 175 Pension Plan:

- The initial disbursement for 2019 will be \$465,965.85; this is an increase of \$210,306.36 from the first check in 2018.
- The new appointee has been notified, as well as the other applicants.

12. Officer development training: The week of September 23, Howard Cross from the National Fire Academy will be joining us to provide leadership training for all of our Officers and Acting Officers. We will also spend two days working on our Strategic Plan.

13. Meeting with Commissioner Eggers & Nancy McKibben: We had a good meeting that touched on several topics including Penny for Pinellas funding, Station 68 land acquisition, and the roundabout.

14. Good & Welfare:

- **Liz Graham-** Recently became certified to teach the car seat installation program.
- **Chief Breuer-** Recently returned from the National Fire Academy where he completed year two of the Executive Fire Officer program.
- **Chief William Fisher-** Has been accepted into the Fire Marshal Managing Fire Prevention Programs at the National Fire Academy.

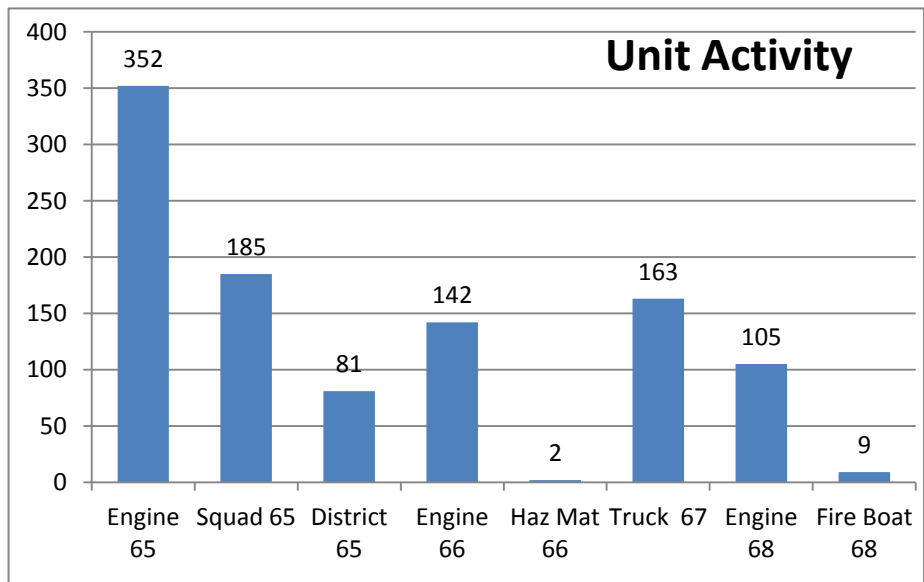
PALM HARBOR FIRE RESCUE

2019 MONTHLY REPORT-JULY

Incidents	Month	YTD	Last Mon	Fire Prevention	Month	YTD
Struc. Resp.	16	144	22	Inspections	86	398
Medical	622	4278	554	Plan Reviews	30	144
Auto Crash	69	502	64	Finals	7	100
Haz Mat	11	46	8	Dollar Loss	\$0	\$267,918
Aid Given	40	240	29	Last Yr Dollar Loss	\$1,800	
Aid Recv w	9	99	12	Fires	0	11
Aid Recv w/o	23	109	22			
False Alarms	35	204	24	Public Education		
Total Resp.	822	5745	775	Events	51	391
Unit Activity		YTD	Last Mon	Car Seat Checks		
Engine 65	352	2430	319	Participants	11	109
Squad 65	185	1293	155	Time Study		
District 65	81	516	63	Overtime	565	3775
Engine 66	142	1017	125	Sick	473	3998
Haz Mat 66	2	17	0	Vacation	1455	8548
Truck 67	163	1198	161	Work Comp	0	22
Engine 68	105	646	92	Lite Duty	72	425
Fire Boat 68	9	43	4			

Compliance with Standard of Coverage- Seven Minutes

Type	Incidents Month	Month < 7 Mins	Compliance	Incidents YTD	YTD < 7 Mins	Compliance
EMS	437	422	97%	3074	2934	95%
Fires-First Due	3	3	100%	28	25	89%



Palm Harbor Fire Rescue

interoffice
MEMORANDUM

Agenda Item #7

To: Board of Fire Commissioners
From: Scott J. Sanford, Chief of Department
Date: September 9, 2019
Subject: Station 68

An inter-departmental building committee was established. Deputy Chief Breuer will chair the committee with the following members:

- Commissioner Casey Cane
- Fire Marshal Bill Fisher
- A-Shift Lt. Fodor and FF/PM Bittner
- B-Shift Lt. White and FF/PM O'Neill
- C-Shift Lt. Gonnelli and FF/PM Curtis

Three architectural firms have been identified based on recommendations and previous work completed in the area. The architects are Klar & Klar, Wannamaker Jensen, and Fleischman Garcia. The firms of Wannamaker Jensen and Klar & Klar were contacted for quotes and both agreed to do the work for free. We are still waiting on a response from the third company, Fleischman Garcia.

Assistant to County Administrator Nancy McKibben is trying to determine if any of the county-owned property is available for a joint partnership.

Palm Harbor Fire Rescue

interoffice
MEMORANDUM

Agenda Item # 8

To: Board of Fire Commissioners
From: Scott J. Sanford, Chief of Department
Date: September 9, 2019
Subject: Annual Fire Chief's Performance Appraisal

The fire chief's performance shall be reviewed by the District Board of Commissioners on an annual basis, at least three (3) months prior to the beginning of the fiscal year commencing, in October of 2019.

The performance appraisal will be submitted to you via email for your completion. The topic is scheduled to be discussed at the October 14, 2019 Board of Commissioners meeting. Please return your completed appraisal by October 7, 2019 for inclusion into the October meeting package.

I look forward to your input and meeting with each of you and should you have questions.