

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 October 14, 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. **Public Comment**
2. **Minutes of September 9, 2019; First Public Budget Hearing**
3. **Minutes of September 9, 2019; Regular Meeting**
4. **Minutes of September 23, 2019; Final Public Budget Hearing**
5. **Treasurer's Report**
6. **Chief's Report**
7. **Report on Emergency Operations, Fire Prevention, and Employee Time Study**

OTHER BUSINESS:

8. **Commission Shirts and Badges**
9. **Consolidation of Banking Accounts**
10. **Station 68 Replacement Update**
11. **Update Mission and Vision Statement**

COMMENTS:

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MINUTES of SEPTEMBER 9, 2019

FIRST PUBLIC HEARING on 2019/2020 BUDGET

The first public hearing was held September 9, 2019 and called to order at 6:15 p.m.

PRESENT: Commissioners Angle, Buschman (arrived 6:18 p.m.), Cane, and Peluso; Chief Sanford; Deputy Chief Malpass; Attorney Salzman, and Office Manager Eileen Brown

ABSENT: Commissioner Nelson (previously excused)

Deputy Chief Malpass presented the Budget Summary for Fiscal Year 2019/2020. Commissioner Peluso inquired if the public had any comment. Hearing none, the meeting continued as follows:

MOTION C. Cane/J. Angle unanimous: To adopt a tentative millage rate of 2.0000 mils.

MOTION J. Angle/C. Cane unanimous: To adopt a tentative Budget of \$12,660,069 as presented.

The tentative millage rate of 2.0000 mils represents a 5.89% increase in the rolled-back rate of 1.8887 for an increase in property taxes of 6.41%.

Meeting adjourned at 6:40 p.m.

Julie Peluso, Chairperson

James Angle, Sec/Treas.

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MINUTES OF SEPTEMBER 9, 2019

A regular meeting of the Board of Commissioners was held on September 9, 2019 and called to order at 7:00 p.m.

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

ABSENT: Commissioner Nelson (previously excused)

Chief Sanford announced the completion of probation of FF/PM Alers, FF/PM Bracy and FF/PM Sharp. He administered the Oath of Office to each, which was repeated by all three. The meeting recessed for pictures and reconvened at 7:22 p.m.

MOTION C. Cane/D. Buschman unanimous: Approve the Minutes of August 5, 2019 (Workshop Meeting) as written.

MOTION C. Cane/J. Angle unanimous: Approve the Minutes of August 12, 2019 (Regular Meeting) as written.

Commissioner Angle read the Treasurer's Report (attached) which showed cash balances of \$8,685,455 in general funds (both operating and reserves) and \$164,102 in impact fees as of July 30, 2019 (\$60,646 in the money market account and \$103,456 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 Sanford reviewed the Chief's Report (attached). He mentioned that the date of the BOCC meeting for the agenda item "ALS First Responder Agreement," was incorrect in his report. The correct date is September 24, 2019.

Chief Sanford distributed the pictures and description of the Commission Meeting tables he found to replace the tables currently in use, and was instructed by the Commissioners to move forward with the purchase.

Chief Sanford then spoke regarding the meeting he had with Commissioner Eggers and Nancy McKibben, concerning several topics including the roundabout that has been proposed by DOT for downtown Palm Harbor. **MOTION J. Angle/C. Cane unanimous:** Chief Sanford to write a

letter opposing the roundabout, expressing the Department's concerns with response times, the increase in vehicular accidents, and the effect the roundabout would have in distorting the natural flow of traffic.

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

A discussion followed regarding the Station 68 replacement. Chief Sanford informed the Board that a Building Committee had been established, with the following members: Deputy Chief Breuer, Chair; Commissioner Cane; Fire Marshal Fisher; A-Shift Lt. Fodor and FF/PM Bittner; B-Shift Lt. White and FF/PM O'Neill; and C-Shift Lt. Gonnelli and FF/PM Curtis. The Building Committee will be meeting with Klar & Klar architects, who will be providing a quote and have agreed to do the work for free.

Chief Sanford discussed with the Board that according to the Chief's Agreement, his performance appraisal is on the agenda for the October 14, 2019 Board of Commissioners meeting. The Board decided to readdress Chief Sanford's performance appraisal in 2020, after he has held the Chief of Department position for at least a year.

It was the consensus of the Board for Chief Sanford to research rates and proceed with renewing CD #30, which will be maturing on October 1, 2019, at the best rate available at the time.

Meeting adjourned at 9:53 p.m.

Julie Peluso, Chairperson

James Angle, Secretary/Treasurer

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MINUTES of SEPTEMBER 23, 2019

FINAL PUBLIC HEARING on 2019/2020 BUDGET

The final public hearing was held September 23, 2019 and called to order at 5:30 p.m.

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

Chief Sanford stated that there were no changes to the Final Budget. Commissioner Angle read the explanation on the percentage of increase in millage from the rolled-back rate.

Commissioner Buschman read Resolution #2019-02 (attached) into the minutes, reflecting a final millage rate of 2.0000 mils per \$1,000 of assessed valuation for fiscal year 2019/2020. A motion was made by Commissioner Angle, seconded by Commissioner Buschman, to adopt Resolution #2019-02 and it passed unanimously.

Commissioner Nelson read Resolution #2019-03 (attached) into the minutes, reflecting a final budget of \$12,660,069 for fiscal year 2019/2020. A motion was made by Commissioner Buschman, seconded by Commissioner Angle, to adopt Resolution #2019-03.

At this point in the meeting, Commissioner Nelson questioned the percentage of increase in property taxes listed as 6.41% on Resolution 2019-02. MOTION D. Buschman/J. Angle unanimous: Amend Resolution 2019-02, due to scrivener's error, to reflect the percentage of increase in property taxes listed as 6.31%.

Commissioner Angle suggested that the figure be checked against the DR-420 to be certain that the percentage was incorrect. It was determined that the correct percentage was 6.41%.

MOTION D. Buschman/J. Angle unanimous: Withdraw motion to amend Resolution 2019-02 and MOTION D. Buschman/J. Angle unanimous: Adopt Resolution #2019-02 with the correct percentage of increase in property taxes listed as 6.41%.

Meeting adjourned at 5:50 p.m.

Julie Peluso, Chairperson

James Angle, Sec/Treas.

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

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

CASH OPERATING

Sun-General	\$	4,248,251
Sun- Petty Cash		249
BB&T-Payroll (Checking)		147,818
BB&T-Payroll (Savings)		457,044
<u>TOTAL OPERATING</u>	\$	<u>4,853,362</u>

CASH RESERVES

Florida Community Bank (CD #27)	(Matures 3/21/20)	\$	452,003
Florida Community Bank (CD #29)	(Matures 8/14/20)	\$	1,286,427
Florida Community Bank (CD #30)	(Matures 10/01/19)	\$	1,050,989
Florida Community Bank (CD #31)	(Matures 12/19/19)	\$	486,089
		\$	<u>3,275,509</u>

Capital	58.32%	\$	1,910,277
Sick & Vacation	12.72%	\$	416,645
SCBA	11.18%	\$	366,202
Operating	17.92%	\$	586,971

HEALTH RESERVES

Patriot Bank (CD #32)	(Matures 3/12/20)	\$	224,293
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GRAND TOTAL (Operating & Reserves)

\$ 8,353,163

INCOME FOR AUGUST

EMS	\$	221,377
Ad Valorem		2,964
Fire Prevention Fees		1,335
Miscellaneous		4,522
Tax Collector Rebate Fee		-
Tower Rental		5,594
Interest on Florida Community Bank (CD #27)		919
Interest on Florida Community Bank (CD #29)		2,617
Interest on Florida Community Bank (CD #30)		2,138
Interest on Florida Community Bank (CD #31)		1,009
Interest on Patriot Bank (CD #32)		461
Interest (does not include CD's)		150
<u>TOTAL INCOME</u>	\$	<u>243,086</u>

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

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

CASH BALANCE

Money Market	\$	61,879
Florida Community Bank (CD #28) (Matures 3/21/20) (CD #28 is from Impact Fees Collected)	\$	103,456
Interest on CD #28	\$	211
TOTAL	\$	<u>165,546</u>

INCOME FOR AUGUST

Impact Fees	*
Impact Fee Interest	*
<u>TOTAL INCOME</u>	<u>\$ -</u>

*Waiting for bank statement from BB&T.



Fire Chief's Report

October 14, 2019

1. Countywide EMS System:

- Data-Driven Focus Group (DDFG) – The October DDFG meeting centered on refocusing the group's mission of evaluating data.
- The ALS First Responder Agreements have been signed by the Board of County Commissioners, with the exception of St. Petersburg and St. Pete Beach.

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

- The state has once again requested additional clarification on our reimbursement request for Hurricane Michael. Payment should be forthcoming.

3. Apparatus/Vehicles: Pumper (061) is still for sale, no new update.

4. CD # 30- Has been renewed at a rate of 1.95% for 12 months with Synovus bank.

5. Legislative Update: No additional bills have been filed.

- SB 462 Firefighter Cancer Benefit- We are providing coverage through Star and Shield.
- HB 0085 Diesel Exhaust Capture Systems (Casello)- has been filed for the upcoming legislative session.

6. Palm Harbor Chamber of Commerce: A table is reserved for those attending the Evening Extraordinaire Event.

7. Florida Association of Special Districts: Our annual renewal has been completed.

8. Palm Harbor 175 Pension Plan: The initial check for \$465,965.85 has been received and deposited.

9. Roundabout Meeting: Staff and Commissioner Peluso met with Nancy McKibben and Craig Fox from the Department of Transportation. Staff conveyed our concerns and current opposition to the roundabout. We focused on the following concerns:

- Increased response times associated with the roundabout. Craig Fox stated their data shows a 7.8-second delay for the roundabout.
- Pedestrian safety with the increased traffic on Florida Ave. Fox will provide updated information to address our concerns.
- Briefly discussed the additional wear and tear on the vehicle while navigating the roundabout.

Serving the communities of Ozona, Palm Harbor and Crystal Beach

10. Officer development training: Last month Howard Cross facilitated leadership training for all of our officers and acting officers. We also started the process of reviewing our strategic plan. The training was well-received, and will likely be provided on an annual basis.

11. Annexed property fees: We are working with the Cities of Dunedin and Tarpon Springs to collect the outstanding ad-valorem taxes. The City of Tarpon Springs has paid all taxes through 2018. The City of Dunedin is looking into the matter and seems cooperative at this point.

12. Mark your calendar:

- Annual Awards Banquet- Friday, December 6th.
- Christmas Parade- Saturday, December 21st. This event is still in the planning phases, but initial planning includes a new route taking the parade off Nebraska Ave for safety reasons.

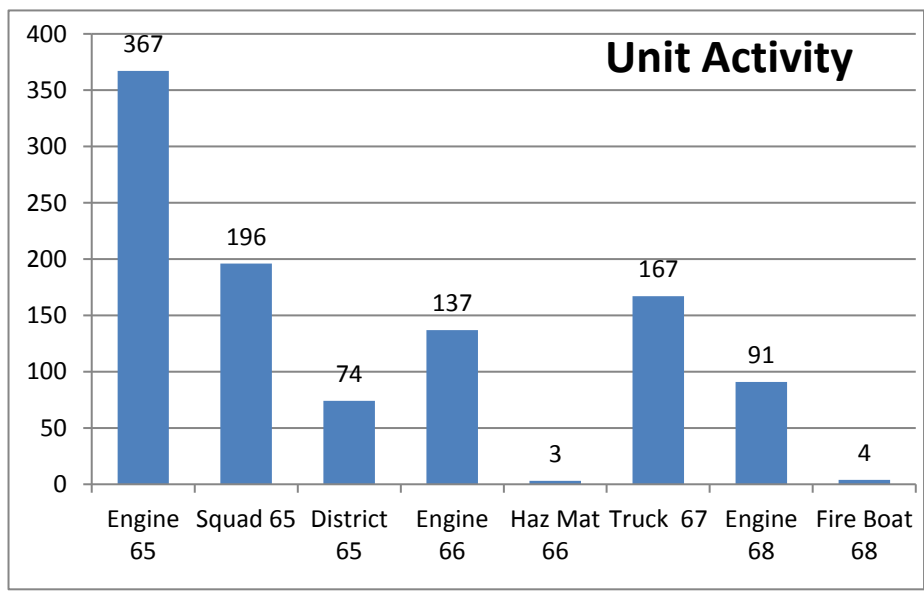
PALM HARBOR FIRE RESCUE

2019 MONTHLY REPORT-AUGUST

Incidents	Month	YTD	Last Mon	Fire Prevention	Month	YTD
Struc. Resp.	24	168	16	Inspections	86	484
Medical	623	4901	622	Plan Reviews	19	163
Auto Crash	64	566	69	Finals	6	106
Haz Mat	6	52	11	Dollar Loss	\$400	\$ 268,318
Aid Given	46	286	40	Last Yr Dollar Loss	\$65,050	
Aid Recv w	14	113	9	Fires	2	13
Aid Recv w/o	9	118	23			
False Alarms	36	240	35	Public Education		
Total Resp.	826	6571	822	Events	29	420
Unit Activity		YTD	Last Mon	Car Seat Checks		
Engine 65	367	2797	352	Participants	440	7,288
Squad 65	196	1489	185	Time Study		
District 65	74	590	81	Overtime	356	4,131
Engine 66	137	1154	142	Sick	186	4,183
Haz Mat 66	3	20	2	Vacation	1,137	9,684
Truck 67	167	1365	163	Work Comp	0	22
Engine 68	91	737	105	Lite Duty	0	425
Fire Boat 68	4	47	9			

Compliance with Standard of Coverage- Seven Minutes

Type	Incidents Month	Month < 7 Mins	Compliance	Incidents YTD	YTD < 7 Mins	Compliance
EMS	421	405	96%	3495	3339	96%
Fires-First Due	3	3	100%	31	28	90%



Palm Harbor Fire Rescue

interoffice
MEMORANDUM

Agenda Item # 8

To: Board of Fire Commissioners
From: Scott J. Sanford, Chief of Department
Date: October 14, 2019
Subject: Commissioner Apparel

There has been some discussion on embroidered shirts and badges for Commissioners to wear at public events. Rather than place individual orders, staff will provide a few samples for Commissioners to select from at the meeting.

Staff recommends each Commissioner pick two shirts and a badge style agreed upon by all board members. Staff will then make a one-time purchase from the Department vendor.

Palm Harbor Fire Rescue

interoffice
MEMORANDUM

Agenda Item # 9

To: Board of Fire Commissioners
From: Scott J. Sanford, Chief of Department
Date: October 14, 2019
Subject: Consolidation of Bank Accounts

The Department currently has accounts with SunTrust, BBT, Synovus, and Patriot banks. The SunTrust and BBT accounts are checking and savings accounts, while Synovus and Patriot are certificates of deposits.

Staff is evaluating the consolidation of all bank accounts to one provider. Currently, we pay over \$4,000 a year in fees, and we are under the impression these fees could be eliminated or greatly reduced by consolidating.

This would not replace our current practice of shopping for the best rate when renewing a certificate of deposits.

With the Board's approval and assistance from Commissioner Nelson, the staff will consolidate all checking and savings accounts to one provider.

Palm Harbor Fire Rescue

interoffice
MEMORANDUM

Agenda Item #10

To: Board of Fire Commissioners
From: Scott J. Sanford, Chief of Department
Date: October 14, 2019
Subject: Station 68

The Building Committee held its first meeting on September 12th to establish goals and objectives for the new building. Attached are the meeting minutes. The Committee has subsequently toured newly constructed fire stations in Pinellas, Pasco, and Hillsborough Counties. Chief Breuer will provide a verbal report at the meeting.

Assistant to the County Administrator Nancy McKibben has confirmed that none of the county-owned properties on the west side of Alternate U.S. 19 are available for use as a fire station. She is still working with county staff concerning the property located at 4314 Alt. 19. A meeting is being scheduled to discuss possible options.

Palm Harbor Fire Rescue Station 68 Building Committee

Meeting Minutes

September 12, 2019

Present: Brent Breuer, Casey Cane, Bill Fisher, Mike O'Neill, Andy Bittner, and Brian Fodor

Absent: Ashley White, Bill Gonnelli, and Zack Curtis

Next meeting: September 20, 2019 (time and location TBD.)

1. Announcements

None

2. Discussion

- **Chief Sanford:** Welcome and thank committee members. A brief discussion was conducted on the goal of the committee, project needs, and location.
- **Breuer** introduced the project and established goals and guiding principles for the group. (Practice patience, demonstrate excellent communication skills, and be flexible).
- Discussion on alternative meeting platforms to improve communications among the group members who periodically are unable to attend the meeting in person. The goal will be to have a screen-sharing platform.
- Alternative housing locations are a priority and must be addressed by the committee. Due to the current location of station 68, the committee is limited on locations available to establish temporary housing for the members during the rebuild project.
- Committee will begin visiting fire stations to develop a baseline to meet the needs of Palm Harbor Fire Rescue. The members were challenged to find fire stations in the Tampa Bay area to visit and prevent limiting options to Pinellas County only.
- Committee members should take into consideration the following criteria while making building suggestions: (a) crew turnout time; future needs (i.e. future ambulance, training site, and education fire station); Noise disturbances in surrounding community.

3. Action items

- Each committee member will identify one fire station that the committee will visit and will be prepared to explain “why” the building will assist with the project. This will be submitted to the buildingcommittee@palmharborfd.com email address. (due by 9/18)
- Breuer will continue to plan on incorporating “Free Conference Call” as an alternative platform.
- Committee members will begin visiting fire stations on Friday, September 20th.

4. Round table

- Bill Fisher- nothing
- Andy Bittner- asked for clarification on building hardening and LEED requirements. *Answer: Committee members should not get caught up in the various architectural or engineering needs, and should focus on the needs of the organization (i.e., the number of bays, size of the building, etc.)*
- Casey Cane- expressed the importance of establishing a direction before having the architects come speak to the committee.
- Mike O’Neill- nothing
- Brian Fodor- nothing

Meeting adjourned: 1045

Thank you for Attending!

September 20, 2019

- The Committee visited Stations 71, 50, 61, 25, and 7
-

October 3, 2019

- The Committee visited Station 37 and 13 (Pasco), and Station 23 (Tampa)

Palm Harbor Fire Rescue

interoffice
MEMORANDUM

Agenda Item # 11

To: Board of Fire Commissioners
From: Scott J. Sanford, Chief of Department
Date: October 14, 2019
Subject: Mission & Vision Statement

As part of last month's leadership and strategic planning, members of the Department were challenged to evaluate and update the Department's Mission Statement and create a Vision Statement.

The facilitator challenged our members to determine "why" Palm Harbor Fire Rescue exists. This challenging process allowed us to dig deep into the mission of the organization. Attached is a link for a short video by Simon Sinek that helps to explain the "why."

https://www.ted.com/talks/simon_sinek_how_great_leaders_inspire_action/transcript?language=en

I am respectfully withholding the new statements until they can be shared in person with all the background information. The members and staff are excited about this new tool that will help move our organization into the future.