

# 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 DECEMBER 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. **Public Comment**
2. **Minutes of November 18, 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. **Meeting Dates & Board Positions for 2020**
7. **Surplus Equipment**
8. **CD #31 Renewal**
9. **Position Letter on the Proposed Roundabout**
10. **Palm Harbor 175 Pension Plan**
11. **Station 68 Replacement Update**

## **COMMENTS:**

# BOARD OF COMMISSIONERS

Palm Harbor Special Fire Control and Rescue District

## COMMISSIONERS

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## MINUTES OF NOVEMBER 18, 2019

A regular meeting of the Board of Commissioners was held on November 18, 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

Chief Sanford announced the completion of probation and administered the oath of office to FF/PM Nick Brzuchalski and FF/PM Kevin Fisher. Deputy Chief Malpass presented FF/PM Brzuchalski with his yellow helmet, and Fire Marshall Fisher presented FF/PM Fisher with his yellow helmet, in recognition of their achievement.

Chairperson Peluso inquired if there was any public comment. Hearing none, the meeting continued with the following motion:

MOTION C. Cane/J. Nelson unanimous: Approve the minutes of October 14, 2019 as written.

Commissioner Angle read the Treasurer's Report (attached) which showed cash balances of \$7,983,583 in general funds (both operating and reserves) and \$167,202 in impact fees as of September, 2019 (\$63,324 in the money market account and \$103,878 in CD #28, which is from impact fees collected). It should be noted that the Total Income for August was incorrectly reflected \$1 short (due to rounding within the program). The correct figure is \$1,234. Commissioner Nelson requested that both the Contingency Reserves and Capital Reserves be moved as indicated in the Annual Budget. A motion was made by Commissioner Nelson, seconded by Commissioner Cane, to approve the Treasurer's Report with these changes.

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

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

Deputy Chief Malpass displayed several sample shirts for the Commissioners to choose and pick the colors they would like for one long-sleeve and one short-sleeve shirt. All agreed upon burgundy for the long-sleeve shirt, and black for the short-sleeve shirt. The shirts will be embroidered with their name and title.

Chief Sanford advised the Board of the updated rates charged for impact fees. MOTION J. Nelson/J. Angle unanimous: Approve the Impact Fee Rate Change.

MOTION J. Nelson/C. Cane unanimous: Approve the sale of the Reserve Pumper to St. Petersburg College and authorize Staff to negotiate the sale of the vehicle for not less than \$75,000, and payments not to exceed two fiscal years.

A discussion followed regarding the roundabout at Florida Avenue. MOTION J. Nelson/C. Cane unanimous: Staff to work with counsel to draft a letter stating facts based on predictive software that show the roundabout will delay our response.

Chief Sanford informed the Board that a phase one inspection of the property located at 3011 Alt. 19 had been started when the owner advised he was unwilling to sell the property for the appraised price at this time. Given that information, the phase one inspection was placed on hold. Commissioner Angle requested that the Building Committee come up with the details on what the Department needs, and whether it will fit on the current property.

Chief Sanford requested that the topic, "Robert McNaull," be added to the Other Business agenda. After some discussion, it was the consensus of the Board that no action would be taken at this time.

Meeting adjourned at 9:15 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 OCTOBER 2019  
GENERAL FUNDS**

**CASH OPERATING**

Sun-General	\$	3,212,431
Sun- Petty Cash		249
BB&T-Payroll (Checking)		46,315
BB&T-Payroll (Savings)		548,059
<u>TOTAL OPERATING</u>	\$	<u>3,807,054</u>

**CASH RESERVES**

Florida Community Bank (CD #27)	(Matures 3/21/20)	\$	453,818
Florida Community Bank (CD #29)	(Matures 8/14/20)	\$	1,290,731
Florida Community Bank (CD #30)	(Matures 10/01/20)	\$	1,054,808
Florida Community Bank (CD #31)	(Matures 12/19/19)	\$	488,081
		\$	<u>3,287,438</u>

Capital	58.32%	\$	1,917,234
Sick & Vacation	12.72%	\$	418,162
SCBA	11.18%	\$	367,536
Operating	17.92%	\$	589,109

**HEALTH RESERVES**

Patriot Bank (CD #32)	(Matures 3/12/20)	\$	225,201
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**GRAND TOTAL (Operating & Reserves)**

\$ 7,319,693

**INCOME FOR OCTOBER**

EMS	\$	25,792
Ad Valorem		394
Annexed Property Fees		6,780
Fire Prevention Fees		5,255
Miscellaneous		300
Tax Collector Rebate Fee		55,789
Tower Rental		5,604
Interest on Florida Community Bank (CD #27)		893
Interest on Florida Community Bank (CD #29)		2,118
Interest on Florida Community Bank (CD #30)		1,745
Interest on Florida Community Bank (CD #31)		981
Interest on Patriot Bank (CD #32)		447
Interest (does not include CD's)		<u>120</u>
<u>TOTAL INCOME</u>	\$	<u>106,218</u>

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

**TREASURER'S REPORT  
AS OF OCTOBER 2019**

**IMPACT FEES**

**CASH BALANCE**

Money Market	\$	64,562
Florida Community Bank (CD #28) (Matures 3/21/20) (CD #28 is from Impact Fees Collected)	\$	103,878
Interest on CD #28	\$	205
<b>TOTAL</b>	<b>\$</b>	<b><u>168,645</u></b>

**INCOME FOR OCTOBER**

Impact Fees	\$	1,237
Impact Fee Interest		<u>1</u>
<b><u>TOTAL INCOME</u></b>	<b>\$</b>	<b>1,238</b>

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

For the Twelve Periods Ending September 30, 2019  
(Amended)

	TOTAL			
	Actual	Annual Budget	Variance	Percent
<b>Income</b>				
311.000 - Ad Valorem	8,620,215	8,486,010	134,205	101.58%
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	2,696,084	2,698,093	-2,009	99.93%
361.000 - Interest	83,745	59,500	24,245	140.75%
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	25,848	25,000	848	103.39%
370.000 - Fees for Services	17,988	22,000	-4,012	81.76%
380.100 - Tower Rental	74,744	45,663	29,081	163.69%
381.000 - Impact Fee Transfer	0	0	0	0.0%
381.200 - Insurance Claims Paid	45,925	0	45,925	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>11,785,832</b>	<b>11,388,326</b>	<b>397,506</b>	<b>103.49%</b>
<b>Expense</b>				
<b>522.000 Payroll Expenses</b>				
Salary Commissioners	29,422	30,000	578	98.07%
Salary Staff	1,078,991	1,068,662	-10,329	100.97%
Hourly-Shift	3,863,795	3,844,758	-19,037	100.5%
Hourly-40/PT (Admin)	207,393	225,925	18,532	91.8%
Overtime	135,153	197,223	62,070	68.53%
Medicare Company	75,294	77,815	2,521	96.76%
Social Security Company	321,948	332,727	10,779	96.76%
FRS Retirement Acct.	155,486	189,189	33,703	82.19%
PHSFCD Pension Plan	1,046,070	1,082,170	36,100	96.66%
Group Health Ins	1,333,415	1,510,925	177,510	88.25%
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	25,529	29,083	3,554	87.78%
Worker's Comp Ins	147,883	171,889	24,006	86.03%
<b>Total Payroll Expenses</b>	<b>8,512,712</b>	<b>8,822,285</b>	<b>309,573</b>	<b>96.49%</b>
522.302 - Accreditation	570	31,680	31,110	1.8%
522.305 - Ad Valorem Fee	174,973	167,751	-7,222	104.31%
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	15,850	16,800	950	94.35%
522.304 - Property Appraiser	72,296	74,739	2,443	96.73%
522.310 - Professional Services	31,625	26,100	-5,525	121.17%
522.311 - Legal Fees	9,163	10,000	838	91.63%
522.541 - Bks-Pub-Subscriptions	335	1,500	1,165	22.33%
522.312 - Board of Commissioners	9,103	9,000	-103	101.15%
522.337 - Grants-Private	0	0	0	0.0%

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

**For the Twelve Periods Ending September 30, 2019  
(Amended)**

	TOTAL			
	Actual	Annual Budget	Variance	Percent
522.520 · Personal Protective Equipment	62,102	70,000	7,898	88.72%
522.521 · Clothing-Uniform	17,570	14,500	-3,070	121.17%
522.323 · Communication Equip { 3,000	3,643	3,500	-143	104.09%
522.525 · Computer Hardware/Software	20,313	20,000	-313	101.56%
522.334 · Custodial Supplies	10,535	8,200	-2,335	128.48%
522.335 · Credit Card Fee	120	0	-120	100.0%
522.336 · Late Fees	34	0	-34	100.0%
522.316 · Community Outreach Programs	3,694	7,000	3,306	52.77%
522.345 · EMS Equip { 3,000	2,039	4,000	1,961	50.98%
522.346 · Emergency Mgmt Supplies	626	500	-126	125.29%
522.452 · Repairs Reimbursed by Insurance	2,207	0	-2,207	100.0%
522.527 · Fuel	83,390	87,524	4,134	95.28%
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	5,307	5,000	-307	106.14%
522.380 · Fitness Equip { 3,000	350	1,250	900	28.0%
522.390 · Furnishings { 3,000	5,903	7,000	1,097	84.33%
522.500 · Incentive Program	25,516	25,500	-16	100.06%
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	34,638	42,446	7,808	81.61%
522.490 · Misc Operating Expense	18,065	6,000	-12,065	301.08%
522.405 · Office Equip { 3,000	409	1,575	1,166	25.97%
522.510 · Office Supplies	5,656	6,600	944	85.7%
522.425 · Pre-employment Process	2,825	3,000	175	94.17%
522.370 · Postage	2,085	2,300	215	90.65%
522.470 · Printing	2,557	1,800	-757	142.05%
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	99,234	100,000	766	99.23%
522.461 · Repair Fleet	196,566	105,735	-90,831	185.9%
522.462 · Repair & Maint Equip	22,667	30,000	7,333	75.56%
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	613	700	87	87.57%
522.570 · Training & Ed	31,993	38,000	6,007	84.19%
522.400 · Travel	7,944	11,500	3,556	69.08%
522.430 · Utilities	77,536	83,660	6,124	92.68%
<b>Total Operating Expenses</b>	<b>1,240,020</b>	<b>1,227,680</b>	<b>12,340</b>	<b>101.01%</b>
<b>522.600 Capital Outlay</b>				
Communication Equip } 3,000	32,080	20,000	-12,080	160.4%
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%

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

For the Twelve Periods Ending September 30, 2019  
(Amended)

	TOTAL			
	Actual	Annual Budget	Variance	Percent
Replacement Apparatus	37,168	0	-37,168	100.0%
Replacement Vehicle-Staff	64,311	64,433	122	99.81%
Furnishings-Equip } 3,000	0	0	0	0.0%
Improvements/expansion	0	0	0	0.0%
<b>522.600 Total Capital Outlay</b>	<b>154,276</b>	<b>117,433</b>	<b>-36,843</b>	<b>131.37%</b>
<b>522.620 Reserves</b>				
Contingency Reserve	160,000	160,000	0	100.0%
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	665,440	665,440	0	100.0%
<b>522.601 Total Capital Reserves</b>	<b>1,085,346</b>	<b>1,085,346</b>	<b>0</b>	<b>100.0%</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	135,581	135,582	1	100.0%
<b>522.700 Total Loans</b>	<b>135,581</b>	<b>135,582</b>	<b>1</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>11,127,935</b>	<b>11,388,326</b>	<b>260,391</b>	<b>97.71%</b>
<b>Net Income</b>	<b>657,898</b>	<b>0</b>	<b>657,898</b>	<b>100.0%</b>



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

For the One Period Ending October 31, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
<b>Income</b>				
311.000 - Ad Valorem	394	9,021,765	9,021,371	0.0%
311.010 - PC Specialty Teams Reim.	0	80,000	80,000	0.0%
311.011 - PC Instructor Reim.	0	50,000	50,000	0.0%
311.012 - Infrastructure Sales Tax	0	300,000	300,000	0.0%
334.200 - Grants	77,027	200,000	122,973	38.51%
342.000 - EMS Funding	25,792	2,728,604	2,702,812	0.95%
361.000 - Interest	6,306	65,500	59,194	9.63%
341.510 - Tax Collect Fee Rebate	55,789	45,000	-10,789	123.98%
363.200 - Impact Fees	0	0	0	0.0%
365.000 - Sale of Capital Equip	0	0	0	0.0%
369.000 - Other Miscellaneous Revenues	300	25,000	24,700	1.2%
370.000 - Fees for Services	5,255	22,000	16,745	23.89%
380.100 - Tower Rental	5,604	66,000	60,396	8.49%
381.000 - Impact Fee Transfer	0	50,000	50,000	0.0%
381.200 - Insurance Claims Paid	0	0	0	0.0%
381.300 - Health Insurance Reimbursement	0	0	0	0.0%
382.000 - Annexed Property Fees	6,780	6,200	-580	109.36%
<b>Total Income</b>	<b>183,247</b>	<b>12,660,069</b>	<b>-12,476,822</b>	<b>1.45%</b>
<b>Expense</b>				
<b>522.000 Payroll Expenses</b>				
Salary Commissioners	2,885	30,000	27,116	9.62%
Salary Staff	98,405	1,047,274	948,869	9.4%
Hourly-Shift	348,315	4,033,583	3,685,268	8.64%
Hourly-40/PT (Admin)	13,641	216,436	202,795	6.3%
Overtime	7,619	360,408	352,789	2.11%
Medicare Company	6,998	82,472	75,474	8.49%
Social Security Company	29,921	352,637	322,716	8.49%
FRS Retirement Acct.	10,688	106,763	96,075	10.01%
PHSFCD Pension Plan	0	1,230,219	1,230,219	0.0%
Group Health Ins	139,338	1,677,635	1,538,297	8.31%
Health Savings Account Converted	6,722	0	-6,722	100.0%
Post Employment Health Plan	0	66,195	66,195	0.0%
Long Term Disability Insurance	4,169	31,119	26,951	13.4%
Worker's Comp Ins	51,667	165,557	113,890	31.21%
<b>Total Payroll Expenses</b>	<b>720,365</b>	<b>9,400,298</b>	<b>8,679,933</b>	<b>7.66%</b>
522.302 - Accreditation	0	650	650	0.0%
522.305 - Ad Valorem Fee	8	188,555	188,547	0.0%
522.306 - Appliances { 3,000	0	5,000	5,000	0.0%
522.321 - Auditing Services	0	24,500	24,500	0.0%
522.330 - Lawn Maintenance	1,100	17,640	16,540	6.24%
522.304 - Property Appraiser	19,208	76,828	57,620	25.0%
522.310 - Professional Services	1,071	30,000	28,929	3.57%
522.311 - Legal Fees	0	15,000	15,000	0.0%
522.541 - Bks-Pub-Subscriptions	0	1,000	1,000	0.0%
522.312 - Board of Commissioners	1,416	12,000	10,584	11.8%

**Palm Harbor Special Fire Control Rescue District**

**Budget Expense Analysis**

For the One Period Ending October 31, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
522.337 - Grants-Private	0	0	0	0.0%
522.520 - Personal Protective Equipment	8,627	70,000	61,373	12.33%
522.521 - Clothing-Uniform	0	17,500	17,500	0.0%
522.323 - Communication Equip { 3,000	0	3,500	3,500	0.0%
522.525 - Computer Hardware/Software	0	20,000	20,000	0.0%
522.334 - Custodial Supplies	827	10,000	9,173	8.27%
522.335 - Credit Card Fee	10	0	-10	100.0%
522.336 - Late Fees	0	0	0	0.0%
522.316 - Community Outreach Programs	-820	7,000	7,820	-11.71%
522.345 - EMS Equip { 3,000	0	1,000	1,000	0.0%
522.346 - Emergency Mgmt Supplies	0	1,500	1,500	0.0%
522.452 - Repairs Reimbursed by Insurance	0	0	0	0.0%
522.527 - Fuel	5,514	91,900	86,386	6.0%
522.542 - Fire Prev-Books/Pub	0	1,900	1,900	0.0%
522.374 - Fire Prevention	0	1,500	1,500	0.0%
522.376 - Fire Equip { 3,000	506	7,000	6,494	7.23%
522.380 - Fitness Equip { 3,000	0	1,250	1,250	0.0%
522.390 - Furnishings { 3,000	0	5,500	5,500	0.0%
522.500 - Incentive Program	0	27,000	27,000	0.0%
522.451 - Ins Accident &Spec Ris	3,934	17,973	14,039	21.89%
522.450 - Ins Land-Bldg-Auto-E&O	39,180	119,500	80,320	32.79%
522.398 - Bad Debt	0	0	0	0.0%
522.399 - Membership-Recertification	180	12,000	11,820	1.5%
522.319 - Med/Health Services	198	40,000	39,802	0.49%
522.490 - Misc Operating Expense	661	10,000	9,339	6.61%
522.405 - Office Equip { 3,000	0	1,500	1,500	0.0%
522.510 - Office Supplies	0	6,500	6,500	0.0%
522.425 - Pre-employment Process	0	3,000	3,000	0.0%
522.370 - Postage	39	2,415	2,376	1.62%
522.470 - Printing	202	2,000	1,798	10.12%
522.480 - Public Education { 3,000	2,867	6,000	3,133	47.78%
522.445 - Rental Equip	0	350	350	0.0%
522.460 - Repair & Maintain Bldgs	2,890	100,000	97,110	2.89%
522.461 - Repair Fleet	4,906	165,000	160,094	2.97%
522.462 - Repair & Maint Equip	0	30,000	30,000	0.0%
522.463 - Repair & Maint Radios	15,876	20,000	4,124	79.38%
522.464 - Expenses-Sale of Capital Equipment	0	0	0	0.0%
522.550 - Training Equip { 3,000	0	700	700	0.0%
522.570 - Training & Ed	7,866	38,000	30,134	20.7%
522.400 - Travel	188	11,500	11,312	1.64%
522.430 - Utilities	5,929	85,283	79,354	6.95%
<b>Total Operating Expenses</b>	<b>122,384</b>	<b>1,309,444</b>	<b>-1,187,060</b>	<b>9.35%</b>
<b>522.600 Capital Outlay</b>				
Communication Equip } 3,000	0	21,200	21,200	0.0%
EMS Equip } 3,000	0	0	0	0.0%
Fire Equip } 3,000	0	45,000	45,000	0.0%
Fitness Equip } 3,000	0	5,000	5,000	0.0%
Office Equip } 3,000	0	5,000	5,000	0.0%

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

For the One Period Ending October 31, 2019

	TOTAL			
	Actual	Annual Budget	Variance	Percent
Large Appliances } 3,000	0	20,000	20,000	0.0%
Replacement Apparatus	0	200,000	200,000	0.0%
Replacement Vehicle-Staff	0	0	0	0.0%
Furnishings-Equip } 3,000	0	15,000	15,000	0.0%
Improvements/expansion	0	555,000	555,000	0.0%
<b>522.600 Total Capital Outlay</b>	<b>0</b>	<b>866,200</b>	<b>866,200</b>	<b>0.0%</b>
<b>522.620 Reserves</b>				
Contingency Reserve	0	160,000	160,000	0.0%
SCBA Reserve	0	20,000	20,000	0.0%
Sick/Vac Reserve	0	40,000	40,000	0.0%
Operating Reserve	0	228,545	228,545	0.0%
Capital Reserves	0	500,000	500,000	0.0%
<b>522.601 Total Capital Reserves</b>	<b>0</b>	<b>948,545</b>	<b>948,545</b>	<b>0.0%</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	0	135,582	135,582	0.0%
<b>522.700 Total Loans</b>	<b>0</b>	<b>135,582</b>	<b>135,582</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>842,749</b>	<b>12,660,069</b>	<b>11,817,320</b>	<b>6.66%</b>
<b>Net Income</b>	<b>-659,503</b>	<b>0</b>	<b>-659,503</b>	<b>100.0%</b>

**PALM HARBOR FIRE RESCUE**  
**BUDGET LINE ITEM JUSTIFICATION**  
**October 31, 2019**  
**1 month = 8 + 10 = 18%**

**EXPENSES**

Worker's Comp Ins 31.21%

Down payment due at beginning of year

Property Appraiser 25.0%

1<sup>st</sup> Qtr. Commissioners FY 2019-2020

Ins Accident & Spec Ris 21.89%

Deposits due at beginning of year

Ins Land-Bldg-Auto-E&O 32.79%

Deposits due at beginning of year

Public Education < 3,000 47.78%

Public Education Supplies-Foremost Promotions (Jr. Fire Hats, Mood Pencils, etc.)

Repair & Maint Radios 79.38%

Service Agreement 10/01/19-9/30/20

Training & Ed 20.7%

Contract Renewal-Target Solutions

# Fire Chief's Report

December 9, 2019

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**1. Countywide EMS System:**

- Data-Driven Focus Group (DDFG) – There has been no meeting since our November meeting. The next meeting is on December 13<sup>th</sup>.

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

- We have submitted a reimbursement request for \$28,351.10 for our response to Hurricane Dorian.

**3. Apparatus/Vehicles:** An update will be provided at the meeting.

**4. Legislative Update:** Attached is the Lewis Longman and Walker update.

**5. Florida Association of Special Districts:** The annual Legislative Conference is January 28<sup>th</sup> through the 30<sup>th</sup>. I need a confirmation of those attending to finalize travel plans.

**6. Hiring Process:** We have made a tentative job offer to four candidates. The candidates are currently going through the background process.

**7. Rescue 65:** Chief Malpass is working with Rev-RTC and Osage on the new rescue. We expect to place an order in January.

**8. Town Hall Meeting:** The Greater Palm Harbor Chamber of Commerce is hosting a town hall meeting on December 12, 2020, from 6:00 to 7:30 concerning the proposed roundabout.

**9. Christmas Parade:** The parade route has changed, it will now start at The Center. Line-up begins at 2:00 p.m. on December 21<sup>st</sup>.

**10. Check Fraud:** A current update will be provided at the meeting.



## LEGISLATIVE UPDATE

With the start of the 2020 Legislative Session just over a month away, the legislative team at LLW is already hard at work tracking a number of bills and issues that could impact Special Districts. Because session doesn't start until the first week of January, we will see many more bills filed between now and then.

### **PRIORITY ISSUES**

Listed below are issues that we are actively working on, even if legislation has yet to be introduced.

#### **ADA Website Compliance**

LLW is working closely with legislators in both the House and Senate to find a solution to Special Districts' unique exposure to ADA lawsuit abuse. We anticipate legislation resolving some of the issues being experienced will be filed prior to the beginning of the 2020 Legislative Session.

#### **Implementation of Amendment 12 (SB 7006)**

We are closely tracking the implementation of Amendment 12, which prohibits elected officials and public employees from using their positions to obtain a "disproportionate benefit" for themselves or others. The Senate has introduced SB 7006 while the House has released a proposed committee bill, both of which specifically apply the penalties already found in the Chapter 112 code of ethics to the new standard created under Amendment 12.

## **Supermajority Vote Required to Impose, Authorize, or Raise Local Taxes or Fees (HB 477 by Rommel)**

In concert with a coalition of cities and counties, we are actively opposing this legislation which creates a proposed constitutional amendment requiring that all new or increased taxes and fees be approved by 2/3 of the voters.

## **TRACKED LEGISLATION**

### **Specific Types of Districts**

#### **Independent Special Fire Control Districts (SB 760 by Brandes)**

This bill specifies that Independent Fire Districts may exercise all duties outlined in Chapter 189, 191, and 163.01 within or without the district's boundary in cooperation with another governmental agency.

#### **Community Development Districts (HB 135 by Andrade)**

This bill requires CDDs to obtain a just valuation of property before acquiring any property that includes land or is permanently affixed to land.

#### **Hospital Districts (HB 535 by Santiago)**

This bill exempts certain hospital districts from contributing to the redevelopment trust fund for community redevelopment agencies under specified conditions.

#### **Children's Services Councils (HB 661 by Newton)**

This bill revises the annual reporting requirements to include specified performance data, and revises financial reporting requirements.

### **Firefighters**

#### **Firefighters Bill of Rights (HB 215 by Casello/SB 620 by Hooper)**

These bills amend the Firefighters bill of rights to require that all identifiable witnesses be interviewed and information be provided to firefighter before interrogation is conducted, prohibit firefighters from being threatened during interrogation, and require copies of interrogation be provided to the firefighter upon request.

### **First Responder Property Tax Exemption (HB 281 by Hattersley/SB 484 by Simmons)**

These bills revise the definition of the term “first responder” to include firefighters for property tax exemption purposes.

### **Nonemergency Medical Transportation Services (SB 528 by Brandes)**

This bill allows specified ambulance service providers to provide nonemergency Medicaid transport in any county at the request of a certain eligible plan and without a certificate.

### **Offenses Against Firefighters (HB 589 by Duggan)**

This bill enhances penalties for certain offenses committed against firefighters engaged in the performance of their lawful duties.

## **Government Accountability/Transparency**

### **Local Government Accountability (HB 611 by Sabatini/SB 766 by Perry)**

These bills require the Commission on Ethics to create local government lobbyist registration system and preempts regulatory authority over local government lobbyist registration.

## **Taxes/Fees**

### **Impact Fees (HB 637 by DiCeglie)**

This bill revises the conditions that local governments must meet before adopting an ordinance or resolution related to impact fees.

## **Procurement**

### **Public Construction (HB 101 by Andrade/SB 246 by Hooper)**

This legislation revises the amounts of retainage that local governmental entities and contractors may withhold from progress payments for construction services contracts.



### **Public Financing of Construction (Projects HB 579 by Aloupis/SB 178 by Rodriguez)**

This legislation requires a sea level impact projection study to be completed before construction of certain structures in coastal areas by state-financed constructors.

### **Local Government Public Construction Works (HB 279 by D. Smith/SB 504 by Perry)**

Requires local governments that perform projects using their own services, employees, and equipment to disclose the actual costs of the project after completion to the auditor general.

### **Public Procurement of Services (HB 441 by DiCeglie/SB 506 by Perry)**

These bills revise the maximum dollar amount for construction project continuing contracts, redefine the term 'continuing contract' to increase maximum dollar amounts for certain professional services, and require DMS to annually adjust statutory caps for continuing contracts by rule.

## **Public Records**

### **Public Records (SB 162 by Perry)**

This bill requires a court to assess the costs of enforcement and attorney's fees against an agency in a public records action, if the court finds that the records in question are not exempt from public records.

### **Public Records (HB 195 by Rodrigues)**

This bill prohibits an agency that receives a request to inspect or copy a public record from responding to such request by filing civil action against the individual or entity making request.

## **Miscellaneous**

### **Prohibited Places for Weapons and Firearms (HB 183 by Ponder)**

This bill allows elected members of governing bodies of political subdivisions to carry firearms to meetings of the governing body of which they are a member.

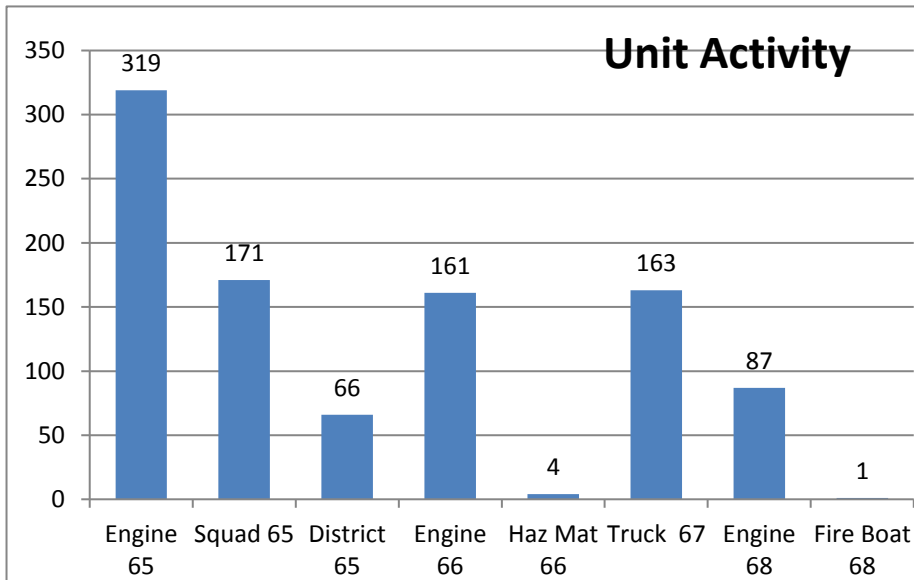
# PALM HARBOR FIRE RESCUE

## 2019 MONTHLY REPORT-OCTOBER

Incidents	Month	YTD	Last Mon	Fire Prevention	Month	YTD
Struc. Resp.	14	203	21	Inspections	79	584
Medical	570	6045	574	Plan Reviews	15	186
Auto Crash	77	715	72	Finals	8	121
Haz Mat	6	63	5	Dollar Loss	\$1,000	\$269,318
Aid Given	27	347	34	Last Yr Dollar Loss	\$1,025	
Aid Recv w	7	136	16	Fires	1	14
Aid Recv w/o	14	149	17			
False Alarms	25	286	21	<b>Public Education</b>		
Total Resp.	763	8097	763	Events	67	538
<b>Unit Activity</b>		<b>YTD</b>	<b>Last Mon</b>	Car Seat Checks	19	156
Engine 65	319	3415	299	Participants	2376	10,275
Squad 65	171	1824	164	<b>Time Study</b>		
District 65	66	725	69	Overtime	754	5613
Engine 66	161	1468	153	Sick	401	4950
Haz Mat 66	4	24	0	Vacation	1408	11,991
Truck 67	163	1697	169	Work Comp	37	60
Engine 68	87	912	88	Lite Duty	0	425
Fire Boat 68	1	53	5			

### Compliance with Standard of Coverage- Seven Minutes

Type	Incidents Month	Month < 7 Mins	Compliance	Incidents YTD	YTD < 7 Mins	Compliance
<b>EMS</b>	386	368	95%	4298	4107	96%
<b>Fires-First Due</b>	4	4	100%	37	34	92%



# Palm Harbor Fire Rescue

interoffice  
MEMORANDUM

Agenda Item # 6

**To:** Board of Fire Commissioners  
**From:** Scott J. Sanford, Chief of Department  
**Date:** November 18, 2019  
**Subject:** Meeting Schedule/Board Positions

The normally scheduled board meeting dates falls on the following days:

Scheduled Date	Alternative Date	Reason
January 13, 2020		
February 10, 2020		
March 9, 2020		
April 13, 2020	April 20, 2020	Staff holiday
May 11, 2020		
June 15, 2020	June 22, 2020	FASD Conference 6/15-18
July 13, 2020		
August 10, 2020		
September 14, 2020		First Budget Hearing 6 pm
September 14, 2020		Regular Meeting 7 pm
September 28, 2020		Second Budget Hearing 6 pm
October 12, 2020	October 19, 2020	Columbus Day
November 9, 2020		
December 14, 2020		

The December Board meeting is the meeting that the Board selects the Officers for the upcoming year.

Below you will find the Board Officer Succession Planning table that has been the template for many years. The table is for planning and discussion purposes only.

Current Year - Highlighted in Light Blue  
Next Year - Highlighted in Yellow

# Palm Harbor Fire Rescue

## Board of Fire Commissioners

### Board Officer Succession Planning

Updated 12/2019

<b>Year</b>	<b>Nelson (2020)</b>	<b>Buschman (2020)</b>	<b>Peluso (2022)</b>	<b>Cane (2020)</b>	<b>Angle (2022)</b>
2019			Chair	Vice-Chair	Sec-Tres
2020		Sec-Tres		Chair	Vice-Chair
2021	Sec-Tres	Vice-Chair			Chair
2022	Vice-Chair	Chair	Sec-Tres		
2023	Chair		Vice-Chair	Sec-Tres	

If you have any questions or comments, please contact me.

# Palm Harbor Fire Rescue

## interoffice MEMORANDUM

Agenda Item # 7

**To:** Board of Fire Commissioners  
**From:** Scott J. Sanford, Chief of Department  
**Date:** December 9, 2019  
**Subject:** Surplus Equipment

Staff is recommending the following equipment be removed from inventory and deemed surplus for disposal.

ID #	Purchase Date	Cost	Item	Life	Location	Category
2490	12-Oct	\$1,127	Computer, Panasonic Toughbook CF-19 8FKSB74577	5	U68	Office Equip
2492	13-Apr	\$1,270	Computer, Panasonic Toughbook CF-19 8DKSA52177	5	E66	Office Equip
2493	13-Apr	\$1,270	Computer, Panasonic Toughbook CF-19 8FKSB574688	5	T67	Office Equip
2494	12-Aug	\$1,195	Computer Software -Occupancy/Inspections Module & Support	5	P67	Office Equip
2494	12-Aug	\$1,195	Computer Software -Occupancy/Inspections Module & Support	5	P67	Office Equip
2440	7-Oct	\$1,631	Computer, Dell Latitude D830 SST# J8Z4WD1	5	QA Medics	Office Equip
2482	12-Aug	\$2,270	Ice Machine, Hoshizaki, Model #KM201BAH, S#B01610F	10	Stn 68	Appliances
2454	8-Jun	\$1,495	Lifepak 1000 Graphical Display only S#36734837	8	PH200	EMS Equip
2453	8-Jun	\$1,495	Lifepak 1000 Graphical Display only S#36734836	8	Spare	EMS Equip
2429	8-Jan	\$2,580	Thermal Imaging Camera K1000 Elite S#2435EV (Orig. \$8,570)	10	D65	Fire Equip
2393	7-Aug	\$3,800	Treadmill, Precor C936i	5	Stn 66	Fitness Equip
2209	6-Jan	\$1,600	TV 51" Hitachi projection S#V5G000880	10	Stn 68	Furniture

# Palm Harbor Fire Rescue

interoffice  
MEMORANDUM

Agenda Item # 8

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**To:** Board of Fire Commissioners  
**From:** Scott J. Sanford, Chief of Department  
**Date:** December 9, 2019  
**Subject:** Certificate of Deposit # 31

Certificate of Deposit # 31 with \$489,097.04 matures on 12-19-2019.

As of the close of fiscal year 18/19, we have \$825,440 of reserve funds available.

Staff recommends adding the reserves from the last fiscal year to the current CD creating a new CD for approximately \$1,314,537. With the Board's approval, staff will create a new CD at the best available rate upon the maturity of CD #31.

# Palm Harbor Fire Rescue

interoffice  
MEMORANDUM

Agenda Item #9

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**To:** Board of Fire Commissioners  
**From:** Scott J. Sanford, Chief of Department  
**Date:** December 9, 2019  
**Subject:** Roundabout

Staff is working with counsel on the position paper concerning the roundabout. A draft letter will be presented at the board meeting for your approval.

# Palm Harbor Fire Rescue

interoffice  
MEMORANDUM

Agenda Item # 10

**To:** Board of Fire Commissioners  
**From:** Scott J. Sanford, Chief of Department  
**Date:** December 9, 2019  
**Subject:** Palm Harbor 175 Pension

The Palm Harbor 175 Pension Plan has an expected annual contribution amount of \$1,230,219 for fiscal year 19/20; this amount is equal to 24.73% of salary.

The plan's actuary estimates fully funding the cost at the beginning of the year as opposed to monthly, this saves the District approximately 2% of salary or \$24,604 annually. In the past several years, the District has been required to make an additional payment of between 20K and 150K due to shortfalls.

Staff recommends we make a one-time payment of \$1,230,219 to the pension plan. This approach does not cost the District any additional monies and provides additional funding should a shortfall occur.

Please let me know if you need any additional information or have any questions.



# Palm Harbor Fire Rescue

interoffice  
MEMORANDUM

Agenda Item #11

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

Chief Breuer and I meet with Klar & Klar Architects to review their preliminary design of the property located at 3011 Alt. 19. The design lacked the necessary detail to assist in planning.

We took the opportunity to discuss our change in direction and focus solely on our current property. Steve Klar advised, our current property has challenges that will need more in-depth discussion and examination before he can advise what will fit on the property.

He recommended we order a detailed survey and hire a civil engineer as the next step to proceed forward. He estimates the cost of the survey at approximately \$5,000 and the civil engineer at \$15,000. Once the survey and civil engineer reports are completed, they can produce a detailed schematic of the property. He estimates the cost for the detailed schematic at 25k to 35K.

Klar also raised concerns over the current cell tower location. He discussed relocating the tower or eliminating it altogether. The tower currently generates approximately \$44,780 in annual revenue.