

**PUBLIC NOTICE- PALM HARBOR FIRE RESCUE DISTRICT**  
**MONDAY, MAY 11, 2020**  
**NOTICE OF ELECTRONIC MEETING**

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Notice is hereby given that the Palm Harbor Fire Rescue District (District) will conduct a regularly scheduled public meeting using an electronic format on **May 11, 2020, at 6:00 PM**. The purpose of the meeting is to conduct business of the Board as identified in the posted agenda.

Due to these extraordinary times created by the Coronavirus Pandemic, the District's governing board will not be meeting in person; rather, via videoconference. Pursuant to Executive Order 20-69 issued on March 20, 2020 by Governor Ron DeSantis, "Local government bodies may utilize communications media technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes." Public input is permitted during the meeting via video conference or phone. Instructions are provided below. This meeting will be live-streamed and video recorded.

**INSTRUCTIONS FOR VIEWING AND PROVIDING PUBLIC COMMENT:**

The May 11, 2020 electronic Meeting of the Palm Harbor Fire Rescue District governing board will be conducted electronically (or "virtually") with no public in attendance.

**Viewing or Listening to the Meeting**

Members of the public may view the meeting electronically by Zoom Meeting

<https://us02web.zoom.us/j/86796637417?pwd=Zm92K2NxL1pkY3R1eDlwaEFuREJKQT09>

Meeting ID: 867 9663 7417

Password: 273828.

Members of the public may also listen to the meeting via telephone, by dialing

One tap mobile

+16465588656,,86796637417#,,1#,273828# US (New York)

+13017158592,,86796637417#,,1#,273828# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 867 9663 7417

Password: 273828

Find your local number: <https://us02web.zoom.us/j/kegoJpmJeV>

## **Public Comment**

Members of the public who opt to comment during the electronic meeting may do so via video or telephone using the Zoom platform. To access this platform for video comment, visit [www.zoom.us](http://www.zoom.us) and select “Join A Meeting”. You will be prompted to enter the meeting identification number and password found at the top of the meeting agenda. To provide phone comment, call the number listed at the top of the meeting agenda and follow the prompts to enter the required meeting identification number and password.

Members of the public who have joined the meeting via the Zoom platform will be placed in the “Waiting Room” and not be able to hear or see the meeting until public comment is called for. Upon calling for public comment, those wishing to provide comment will be brought into the meeting for comment. Comments will be limited to three (3) minutes.

A copy of the meeting agenda will be available at [www.palmharborfd.com](http://www.palmharborfd.com)

For additional information or assistance, please contact **Brent Breuer** at **727-683-161** prior to the day of the meeting.

**In accordance with the Americans with Disabilities Act, any persons with disabilities needing a special accommodation to participate in this proceeding should contact **Brent Breuer** at [supportservices@palmharborfd.com](mailto:supportservices@palmharborfd.com) or at **727-683-1641** prior to the day of the meeting.**

# 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 APRIL 13, 2020

**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. Adopt Virtual Meeting Resolution**
- 2. Public Comment**
- 3. Minutes of March 9, 2020, Regular Meeting**
- 4. Treasurer's Report**
- 5. Chief's Report**
- 6. Report on Emergency Operations, Fire Prevention, and Employee Time Study**

## **OTHER BUSINESS:**

- 7. Revised Commission Handbook**
- 8. Treasury Management SOP**
- 9. Station 68 Funding**

## **COMMENTS:**

May 11, 2020

EMERGENCY ORDER  
PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT  
GOVERNING BOARD TIME PLACE AND RULES

WHEREAS, Novel Coronavirus Disease 2019 (COVID-19) is a severe acute respiratory illness that can spread among humans through respiratory transmission and presents with symptoms similar to those of influenza; and

WHEREAS, Governor DeSantis issued Executive Order 20-52, declaring a state of emergency for the entire State of Florida as a result of COVID-19 on March 9, 2020; and

WHEREAS, Governor DeSantis issued Executive Order 20-69, suspending Florida statutory law requiring a quorum to be present for local government bodies to conduct official business or requiring a local government to meet at a specific public place, and further authorizing local government bodies to utilize communications media technology, such as telephonic and video conferencing, as provided in Section 120.54(5)(b)2, Florida Statutes; and

WHEREAS, the Florida Statutes and possible rules of the District may provide for specific time and place, as well as rules of conduct governing meetings of the Board of the District.

NOW, THEREFORE, pursuant to Chapter 252, Florida Statutes, the Chairman of the governing board of the Palm Harbor Special Fire Control and Rescue district does hereby issue the following emergency provisions regarding District governing board meetings to take immediate effect:

1. The provisions of the Florida Statutes and District rules relating to time, place, and conduct of meetings of the District governing board are hereby suspended.
2. The District governing board is hereby authorized to utilize communications media technology, such as telephonic and video conferencing, as provided for in Executive Order 20-69 issued by Governor DeSantis on March 20, 2020.
4. The District Manager is hereby authorized to adopt administrative rules that are deemed necessary and appropriate to implement communications media technology and to set time, place and rules of conduct and procedures for District governing board meetings.
5. This Emergency Order shall remain in effect until the expiration date of Governor DeSantis' Executive Order EO-20-69, including any extensions thereof.

DONE AND ORDERED this 11 day of May, 2020.

\_\_\_\_\_  
Casey Cane, Chair

Attest: \_\_\_\_\_

Witness: \_\_\_\_\_

# 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



## MINUTES OF MARCH 9, 2020

A regular meeting of the Board of Commissioners was held on March 9, 2020 and called to order at 6:00 p.m.

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

Commissioner Cane requested if there was any public comment. Hearing none, the meeting continued.

**MOTION D. Buschman/J. Peluso unanimous:** Approve the minutes of February 10, 2020 as written.

Commissioner Buschman read the Treasurer's Report (attached) which showed cash balances of \$12,660,261 in general funds (both operating and reserves) and \$188,108 in impact fees as of January, 2020 (\$83,394 in the money market account and \$104,714 in CD #28, which is from impact fees collected). A motion was made by Commissioner Angle, 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 Commission Handbook with the Commissioners. He informed them that he had updated those sections necessary to reflect the most current version. It was decided, by Board consensus, that under Article VI. Officers, the wording regarding signers of checks be changed to reflect that "any two commissioners can sign checks." Additionally, it was the decision of the Board that all Commissioner contact information be deleted under Section II Department Overview.

Chief Sanford informed the Board that Commissioner Nelson, Office Manager Eileen Brown, and he had met with six members from Regions Bank to discuss the transition of the Department's banking to Regions Bank. Since that meeting however, the bank has not brought the requested signature cards to the Department. It was the decision of the Board to postpone any further action until next month's Commission Meeting.

Chief Sanford then discussed the three Certificates of Deposit that are maturing within the month of March 2020:

CD #27 - designated as part of general reserves and matures March 21, 2020 at an approximate amount of \$456,569. In addition to the funds in CD #27, \$60,000 are available for disbursement and are designated as SCBA and Vacation/Sick reserves.

CD #28 - designated as Impact Fee funds and matures March 21, 2020 at an approximate amount of \$104,501.

CD #32 – designated as Healthcare Reserves and matures March 12, 2020 at an approximate amount of \$226,579. In addition to the funds in CD #32, there are \$32,000 from new impact fees available for deposit.

MOTION: J. Peluso/J. Nelson unanimous: Chief Sanford to research interest rates on the maturing Certificates of Deposit. Should the interest rate be equal to or higher than 1%, Chief Sanford is to proceed with renewing three separate 12-month Certificates of Deposit. If interest rates quoted are lower than 1%, Chief Sanford is to open a money market account with Regions Bank.

Meeting adjourned at 7:30 p.m.

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Casey Cane, Chairperson

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Debbie Buschman, Secretary/Treasurer

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

**TREASURER'S REPORT  
AS OF MARCH 2020  
GENERAL FUNDS**

**CASH OPERATING**

Sun-General (Old Account)	\$	18 *
Sun-General (New Account)		6,624,995
Sun- Petty Cash		103
BB&T-Payroll (Checking)		16,082
BB&T-Payroll (Savings)		905,092
<u>TOTAL OPERATING</u>	\$	<u>7,546,291</u>

**CASH RESERVES**

Synovus Bank (CD #27)	(Matures 3/20/20)		- **
Synovus Bank (CD #29)	(Matures 8/14/20)	\$	1,301,517
Synovus Bank (CD #30)	(Matures 10/01/20)	\$	1,063,408
Synovus Bank (CD #31)	(Matures 12/19/20)	\$	1,320,978
Iberia Bank (CD #33)	(Matures 3/24/21)	\$	458,376
		\$	<u>3,685,903</u>

Capital	62.65%	\$	2,309,218
Sick & Vacation	11.86%	\$	437,148
SCBA	9.26%	\$	341,315
Operating	16.23%	\$	598,222

**HEALTH RESERVES**

CenterState Bank (CD #32)	(Matures 3/12/21)	\$	227,482
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**GRAND TOTAL (Operating & Reserves)**

\$ 11,459,675

**INCOME FOR MARCH**

EMS	\$	227,384
Ad Valorem		145,973
Annexed Property Fees		-
Fire Prevention Fees		903
Miscellaneous		132
Tax Collector Rebate Fee		-
Tower Rental		7,571 ***
Interest on Synovus Bank (CD #27)		876
Interest on Synovus Bank (CD #29)		2,065
Interest on Synovus Bank (CD #30)		1,760
Interest on Synovus Bank (CD #31)		1,741
Interest on CenterState Bank (CD #32)		437
Interest (does not include CD's)		<u>256</u>
<u>TOTAL INCOME</u>	\$	<u>389,098</u>

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

**TREASURER'S REPORT  
AS OF MARCH 2020**

**IMPACT FEES**

**CASH BALANCE**

Money Market		\$	83,951
Synovus Bank (CD #28)	(Matured 3/21/20)	\$	- **
Iberia Bank (CD #34)	(Matures 3/24/21)	\$	105,128
(CD #34 is from Impact Fees Collected)			
	<b>TOTAL</b>	<u>\$</u>	<u>189,079</u>

**INCOME FOR MARCH**

Impact Fees	\$	-
Impact Fee Interest		<u>1</u>
<u>TOTAL INCOME</u>	<u>\$</u>	<u>1</u>

\* Check has been requested for \$18.15 balance in old SunTrust account.

\*\* CD #27 and CD #28 with Synovus Bank were closed. Funds opened CD #33 and CD #34 with Iberia Bank.

\*\*\* Two tower rental payments received during the month of March from TMobile.



# Palm Harbor Special Fire Control Rescue District

## Budget Expense Analysis

For the Six Periods Ending March 31, 2020

	TOTAL			
	Actual	Annual Budget	Variance	Percent
<b>Income</b>				
311.000 - Ad Valorem	8,496,636	9,021,765	525,129	94.18%
311.010 - PC Specialty Teams Reim.	31,239	80,000	48,761	39.05%
311.011 - PC Instructor Reim.	41,274	50,000	8,726	82.55%
311.012 - Infrastructure Sales Tax	0	300,000	300,000	0.0%
334.200 - Grants	81,524	200,000	118,476	40.76%
342.000 - EMS Funding	1,390,094	2,728,604	1,338,510	50.95%
361.000 - Interest	41,100	65,500	24,400	62.75%
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	10,825	25,000	14,175	43.3%
370.000 - Fees for Services	10,788	22,000	11,212	49.04%
380.100 - Tower Rental	35,592	66,000	30,408	53.93%
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>10,201,640</b>	<b>12,660,069</b>	<b>2,458,429</b>	<b>80.58%</b>
<b>Expense</b>				
<b>522.000 Payroll Expenses</b>				
Salary Commissioners	14,999	30,000	15,001	50.0%
Salary Staff	520,763	1,047,274	526,511	49.73%
Hourly-Shift	1,961,887	4,033,583	2,071,696	48.64%
Hourly-40/PT (Admin)	74,643	216,436	141,793	34.49%
Overtime	199,138	360,408	161,270	55.25%
Medicare Company	39,527	82,472	42,945	47.93%
Social Security Company	169,011	352,637	183,626	47.93%
FRS Retirement Acct.	58,076	106,763	48,687	54.4%
PHSFCD Pension Plan	1,230,219	1,230,219	0	100.0%
Group Health Ins	827,142	1,677,635	850,493	49.3%
Health Savings Account Converted	10,618	0	-10,618	100.0%
Post Employment Health Plan	66,814	66,195	-619	100.94%
Long Term Disability Insurance	14,550	31,119	16,569	46.76%
Worker's Comp Ins	111,385	165,557	54,172	67.28%
<b>Total Payroll Expenses</b>	<b>5,298,771</b>	<b>9,400,298</b>	<b>4,101,527</b>	<b>56.37%</b>
522.302 - Accreditation	0	650	650	0.0%
522.305 - Ad Valorem Fee	170,933	188,555	17,622	90.65%
522.306 - Appliances { 3,000	1,889	5,000	3,111	37.78%
522.321 - Auditing Services	8,500	24,500	16,000	34.69%
522.330 - Lawn Maintenance	7,350	17,640	10,290	41.67%
522.304 - Property Appraiser	53,093	76,828	23,735	69.11%
522.310 - Professional Services	11,223	30,000	18,777	37.41%
522.311 - Legal Fees	3,200	15,000	11,800	21.33%
522.541 - Bks-Pub-Subscriptions	0	1,000	1,000	0.0%
522.312 - Board of Commissioners	4,116	12,000	7,884	34.3%

# Palm Harbor Special Fire Control Rescue District

## Budget Expense Analysis

For the Six Periods Ending March 31, 2020

	TOTAL			
	Actual	Annual Budget	Variance	Percent
522.337 · Grants-Private	1,298	0	-1,298	100.0%
522.520 · Personal Protective Equipment	57,278	70,000	12,722	81.83%
522.521 · Clothing-Uniform	7,580	17,500	9,920	43.31%
522.323 · Communication Equip { 3,000	667	3,500	2,833	19.06%
522.525 · Computer Hardware/Software	3,315	20,000	16,685	16.57%
522.334 · Custodial Supplies	5,875	10,000	4,125	58.75%
522.335 · Credit Card Fee	43	0	-43	100.0%
522.336 · Late Fees	0	0	0	0.0%
522.316 · Community Outreach Programs	-1,351	7,000	8,351	-19.3%
522.345 · EMS Equip { 3,000	205	1,000	795	20.5%
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	36,408	91,900	55,492	39.62%
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	3,127	7,000	3,873	44.67%
522.380 · Fitness Equip { 3,000	160	1,250	1,090	12.8%
522.390 · Furnishings { 3,000	0	5,500	5,500	0.0%
522.500 · Incentive Program	22,834	27,000	4,166	84.57%
522.451 · Ins Accident &Spec Ris	11,801	17,973	6,172	65.66%
522.450 · Ins Land-Bldg-Auto-E&O	86,265	119,500	33,235	72.19%
522.398 · Bad Debt	0	0	0	0.0%
522.399 · Membership-Recertification	4,660	12,000	7,340	38.83%
522.319 · Med/Health Services	44,695	40,000	-4,695	111.74%
522.490 · Misc Operating Expense	7,803	10,000	2,197	78.03%
522.405 · Office Equip { 3,000	0	1,500	1,500	0.0%
522.510 · Office Supplies	3,207	6,500	3,293	49.34%
522.425 · Pre-employment Process	2,750	3,000	250	91.67%
522.370 · Postage	1,138	2,415	1,277	47.12%
522.470 · Printing	1,139	2,000	861	56.95%
522.480 · Public Education { 3,000	3,561	6,000	2,439	59.35%
522.445 · Rental Equip	0	350	350	0.0%
522.460 · Repair & Maintain Bldgs	31,711	100,000	68,289	31.71%
522.461 · Repair Fleet	45,302	165,000	119,698	27.46%
522.462 · Repair & Maint Equip	7,179	30,000	22,821	23.93%
522.463 · Repair & Maint Radios	16,490	20,000	3,510	82.45%
522.464 · Expenses-Sale of Capital Equipment	0	0	0	0.0%
522.550 · Training Equip { 3,000	23	700	677	3.29%
522.570 · Training & Ed	12,355	38,000	25,645	32.51%
522.400 · Travel	9,493	11,500	2,007	82.55%
522.430 · Utilities	39,982	85,283	45,301	46.88%
<b>Total Operating Expenses</b>	<b>727,295</b>	<b>1,309,444</b>	<b>582,149</b>	<b>55.54%</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	30,675	45,000	14,325	68.17%
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 Six Periods Ending March 31, 2020

	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	425	555,000	554,575	0.08%
<b>522.600 Total Capital Outlay</b>	<b>31,100</b>	<b>866,200</b>	<b>835,100</b>	<b>3.59%</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	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>6,124,956</b>	<b>12,660,069</b>	<b>6,535,113</b>	<b>48.38%</b>
<b>Net Income</b>	<b>4,076,684</b>	<b>0</b>	<b>4,076,684</b>	<b>100.0%</b>

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

**March 31, 2020**

**6 months = 50 + 10 = 60%**

**EXPENSES**

PHSFCD Pension Plan 100%

One-Time Annual Contribution to 175 Pension Plan

Post Employment Health Plan 100.94%

Annual PEHP Incentive

Worker's Comp Ins 67.28%

Down payment due at beginning of year

Ad Valorem Fee 90.65%

Bulk of Tax Collector due at beginning of year

Property Appraiser 69.11%

3<sup>rd</sup> Qtr. Commissions FY 2019-2020

Personal Protective Equipment 81.83%

New Hires' Bunker Gear

Hoods (Partial Reimbursement from TIPS Grant)

Incentive Program 84.57%

Retirement-N. Boone

Annual Fitness Bonuses

Ins Accident & Spec Risk 65.66%

Installment #3 of 4 annual payments FY 2019-2020

Ins Land-Bldg-Auto-E&O 72.19%

Installment #6 of 9 annual payments FY 2019-2020

Med/Health Services 111.74%

Life Scans

Employee Assistance Program FY 2019-2020

Misc Operating Expense 78.03%

Mardi Gras Beads

Hazmat Command Staff Meeting

Light Towers and Mini-Multi Lights for Puppy Truck-Santa at Station Event

Honor Guard Meeting

Rescue Committee Meeting

Training Recruits Lunches; Bldg. Committee Mtg. Refreshments

FLSA Meeting (Sanford, Malpass, Breuer)

FASD Meeting (Breuer, W. Fisher, Sanford)

Pre-employment Process 91.67%

New Hires-MAF Background Checks, Behavioral Health Screenings

Repair & Maint Radios 82.45%

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

Travel 82.55%

Fire Cadet Trip

Hilton Daytona Beach-Sanford

Tallahassee (Sanford)

Fire Station Designing-Plantation (Breuer)

FLSA Meeting (Sanford, Malpass, Breuer)

Orlando Fire Conference (Haynes)

FASD (Fisher)

Fire Equip > 3,000 68.17%

6 Thermal Imager Bundles

Thermal Throttle (D65)

# Fire Chief's Report

May 11, 2020

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## 1. Countywide EMS System:

- DDFG- All recent meetings have been cancelled.
- The 20/21 ALS First Responder Agreement budget has been submitted. We are seeking a \$580,514 increase, which is well over the 3% allowed. Much of the increase is a result of additional funding for E65.

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

- No update on our request for reimbursement.

## 3. Legislative Update:

- SB 1466 Special District website- Passed and is waiting to be signed into law.

## 4. Florida Association of Special Districts:

- The Annual Conference has been cancelled.
- The next quarterly meeting is scheduled for August 21, 2020

## 5. Station 68 Update:

- The Building Committee conducted a zoom meetings with the top four firms. Chief Breuer will provide an update at the meeting.
- Pinellas County requested a letter expressing our desire to continue with the process. A letter was submitted on 3/13/2020. The letter also increased our request from \$2,400,000 to \$3,500,000. The letter was reviewed by Attorney Salzman prior to submission.

## 6. Labor Negotiations:

- Negotiations were opened on 3/26/2020 as required by the Labor Agreement.

## 7. Certificates of Deposit:

- **CD # 27-** Was renewed at Center State Bank at 1.0% APY **Corrected**
- **CD # 28-** Was renewed at Iberia Bank at 0.85% APY
- **CD # 32-** Was renewed at Iberia Bank at 0.85% APY
- Based on the language in our Charter, the CD's were kept separate.

## 8. Sale of Pumper 67:

- We accepted a proposal from St. Petersburg College for the sale of the 2005 E-One pumper. The agreement calls for three equal payments of \$27,000, with the first payment upon delivery of the vehicle and the remaining payments every 12 months for the next two years. The vehicle was delivered and the first payment was received on 4/23/2020.

## 9. COVID 19 Update:

- Will be provided at the meeting to reflect the most current information.

*Serving the communities of Ozona, Palm Harbor and Crystal Beach*

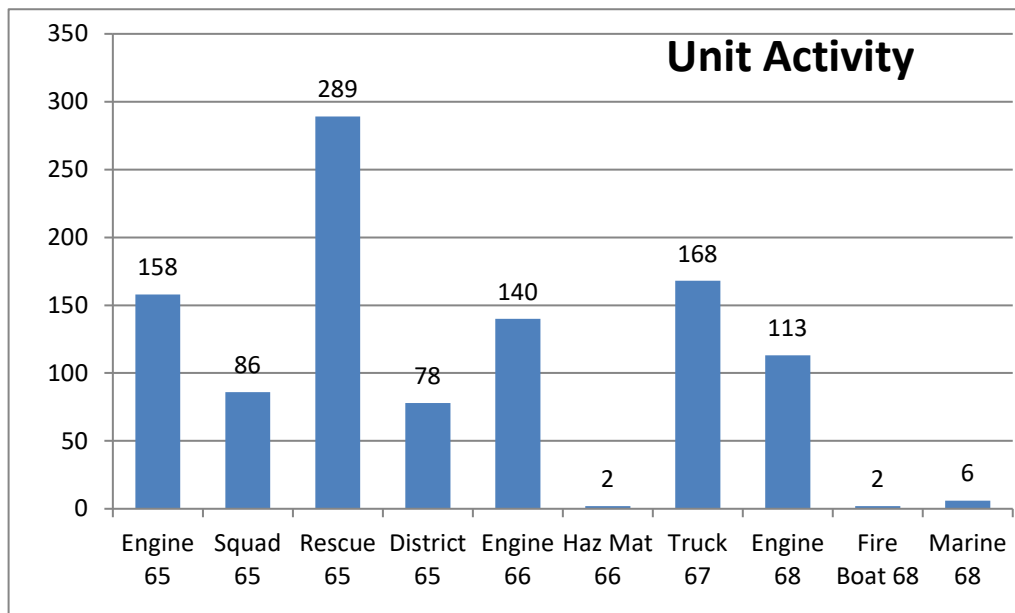
# PALM HARBOR FIRE RESCUE

## 2020 MONTHLY REPORT-MARCH

Incidents	Month	YTD	Last Mon	Fire Prevention	Month	YTD
Struc. Resp.	26	83	22	Inspections	29	85
Medical	627	1844	592	Plan Reviews	29	94
Auto Crash	44	180	66	Finals	11	23
Haz Mat	9	18	3	Dollar Loss	\$2,350	\$6,450
Aid Given	38	99	31	Last Yr Dollar Loss	\$247,918	
Aid Recv w	14	41	11	Fires	2	6
Aid Recv w/o	6	19	7			
False Alarms	24	92	40	<b>Public Education</b>		
Total Resp.	818	2454	791	Events	7	81
<b>Unit Activity</b>		<b>YTD</b>	<b>Last Mon</b>	Car Seat Checks	1	38
Engine 65	158	497	144	Participants	121	1618
Squad 65	86	291	86	<b>Time Study</b>		
Rescue 65	289	628	88	Overtime	1058	3003
District 65	78	474	303	Sick	593	1464
Engine 66	140	432	132	Vacation	916	2568
Haz Mat 66	2	6	2	Work Comp	0	17.5
Truck 67	168	472	132	Lite Duty	152	460
Engine 68	113	323	104			
Fire Boat 68	2	11	4			
Marine 68	6	6	0			

### Compliance with Standard of Coverage- Seven Minutes

Type	Incidents Month	Month < 7 Mins	Compliance	Incidents YTD	YTD < 7 Mins	Compliance
<b>EMS</b>	450	429	95%	1298	1244	96%
<b>Fires-First Due</b>	6	5	83%	20	17	85%



# Palm Harbor Fire Rescue

interoffice  
MEMORANDUM

Agenda Item # 6

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**To:** Board of Fire Commissioners  
**From:** Scott J. Sanford, Chief of Department  
**Date:** May 11, 2020  
**Subject:** Commissioners Handbook

The Commissioner Handbook has been updated with your recommendations from the March Board Meeting.

Upon your approval, the updated handbook will be distributed to each board member in its entirety.

Staff is recommending adopting the revised version.



# **PALM HARBOR FIRE RESCUE**



## **FIRE COMMISSIONOR HANDBOOK**

# Section I

## PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

### BOARD OF COMMISSIONERS BY-LAWS

## ARTICLE I. NAME

The name of this organization is the Palm Harbor Special Fire Control and Rescue District.

**Section 1. Constituting Authority:** The Constituting Authority for the District is Chapter 61-2661, Laws of Florida, as amended by Chapter 77-643, 81-469, 82-369, 84-512, 84-513, 88-477, 97-256, and 2000-386 as amended from time to time, and hereinafter referred to as the "Charter."

**Section 2. Operating Authority:** The Board of Commissioners is the governing board of the Palm Harbor Special Fire Control and Rescue District. The Board has the power to supervise, control, regulate and manage the Fire Department that provides services to the District and to promulgate and enforce all necessary and desirable rules and regulations. The Board is authorized to undertake any action required to accomplish this directive including, without limitation, to: make contracts, borrow money, levy assessments and ad valorem taxes, and collect same, build necessary facilities, acquire firefighting equipment, hire a Fire Chief and other such personnel as are required; to inspect property, or provide administrative support. The Board shall adopt a fire code and adopt ordinances for the District and such rules and regulations as it deems necessary to transact its business and carry out the provisions of the Charter.

## ARTICLE II. LOCATION

Headquarters for the Commission shall be in the offices of the administrative headquarters of the Palm Harbor Special Fire Control and Rescue District, located at 250 West Lake Road, Palm Harbor.

## ARTICLE III. ELECTIONS

The Board of Commissioners shall be comprised of five individuals who have been elected by registered voters from the Palm Harbor voting districts.

**Section 1. Seats:** The office of each Commissioner is distinguished from each of the other seats by a numeral: 1, 2, 3, 4, or 5. The terms of office are staggered with elections for Seats 1, 3, and 5 beginning in 1984 and every 4 years thereafter. Election for Seats 2 and 4 beginning in 1986 and every 4 years thereafter.

**Section 2. Term of Office:** Each Commissioner shall hold office until his/her successor is elected and qualified, unless he/she ceases to be qualified, resigns, or is removed from office.

**Section 3. Elections:** Each commissioner shall be elected to serve for a term of 4 years by majority vote of the electors voting to fill such office. Voting for Commissioners shall be district-wide and non-partisan. Elections for Commissioners shall be held at the same time as regular county elections. Any commissioner may succeed himself/herself. Each Commissioner, whenever elected, shall assume his office on the second Tuesday following his/her election. Any expenses of holding elections for Commissioner Seats at the regular county elections shall be paid for from the funds of the District if required by proper authority.

**Section 4. Residency Requirement:** All Commissioners must reside within the boundaries of the District. If any commissioner ceases to reside within the district, his/her office shall be declared vacant as of the date he/she ceases to reside in the District and he shall be disqualified from further service.

**Section 5. Filling of Vacancies:** Vacancies on the Board shall be filled as provided for in F.S 191 and the Charter. All such vacancies shall be filled as expeditiously as possible.

## **ARTICLE IV. PURPOSE**

The purpose of this organization is to provide residents of the Palm Harbor Special Fire Control and Rescue District with high quality, cost-effective fire prevention, fire suppression, and emergency medical service possible in a manner commensurate with fair labor practices and as set forth in the Charter and to manage the assets of the District in the best interest of the residents of Palm Harbor.

## **ARTICLE V. COMMISSIONERS**

The Board of Commissioners shall have the overall responsibility and authority for the operation of the district, and for ensuring that its purpose, as set forth in the Charter, is properly carried out. The Board shall employ a Fire Chief who is directly responsible to the Board, and who has responsibility for and authority over all departmental personnel, property and activities of the District.

**Section 1. Oath of Office:** All Commissioners shall be required to take an Oath of Office prior to assuming their duties on the Board.

**Section 2. Bonding:** Each Commissioner, before he/she enters upon his/her duties as Commissioner, shall execute with a qualified corporate surety, a good and sufficient bond to be approved by the Clerk of the Circuit Court of Pinellas County, in the sum of \$5,000. All premiums for such surety on all such bonds shall be paid from the funds of the District.

**Section 3. Duty of Loyalty:** Board members have an obligation to act only on what is believed to be in the best interest of the District. Board members shall abide by decisions made by the Board. Board members must disclose any conflicts of interest to ensure that the Board's results are fair and accomplished in good faith. No Commissioner can be hired as a paid employee of the district until one (1) year from the date of the last day of their term of office.

**Section 4. Performance of Duties:** Each Board member shall discharge his/her duties with the care as a prudent person, in a similar position, would exercise in similar circumstances. Board members shall manage district funds wisely and in accordance with the purposes of the District.

## ARTICLE VI. OFFICERS

At the December regular meeting, the Board shall elect a Chairperson, Vice-Chairperson, and a Secretary/Treasurer, all of whom shall serve for a period of one year or until replaced.

The CHAIRPERSON shall preside at all meetings of the Board, and shall serve as coordinator of the Board's general activities. He/she has the authority to call special and emergency meetings and is authorized by the Board to sign all documents approved by the Board in the absence of other commissioners. He/she shall maintain liaison with the Fire Chief and keep other members of the Board advised of items of general concern. The Chairperson presides at all other functions and speaks for the Board when so authorized and may fulfill any other assignment the Board deems necessary.

The VICE CHAIRPERSON shall preside at all meetings in place of the Chairperson, and perform such other of his/her duties that may arise in the Chairperson's absence.

The SECRETARY/TREASURER is responsible for overseeing all of the official and public records of the District and for providing Commissioners' signatures as needed. He/she is also responsible for overseeing all accounting functions and financial records of the District. The Treasurer shall review all expenditures and accounting on a monthly basis and present a report of the revenues, expenses and financial status to the Board at its monthly meeting. **Two Commissioners, shall sign all checks that are prepared for payment of district expenses.**

## ARTICLE VII. MEETINGS

**Section 1. Regular monthly meetings:** of the Board shall be held on the second Monday of each month at 6:00 p.m. Said date and time may be changed by agreement of a majority of the Commissioners. Minutes of regular monthly meetings will be kept as required by the Charter and Florida Statutes.

**Section 2. Special Meetings:** of the Board may be held at any time agreeable to the Board to resolve issues that must be resolved prior to the next regular meeting, provided that adequate notice is given of such meetings. Adequate notice shall be at least 48 hours. Minutes will be kept of special meetings, and all actions taken will have the same force and effect as those of regular meetings, however, all actions taken and minutes recorded shall be ratified at the next regularly scheduled meeting. The agenda for such meetings must be restricted solely to the item or items that were given in the notice of the meeting.

**Section 3. Emergency meetings:** may be called to consider matters of such urgency that they must be resolved before a regular meeting may be called. When possible, a minimum of 24 hours notice will be given. The agenda for such meetings must be restricted solely to the item or items considered to be of an emergency nature. All actions taken and minutes recorded shall be ratified at the next regularly scheduled meeting.

**Section 4. Work sessions:** of the Board shall be held as necessary after proper notification and advertisement at least 48 hours prior to the meeting. These are informal meetings held for the purpose of discussion only, and no official action may be taken.

**Section 5. Open meeting policy:** Meetings and work sessions of the Board shall be held in accordance with the provision of the Florida Open Government Laws (Sunshine Law Section 286.011 and Chapter 119, "Public Records Law") and accordingly, are open to the public.

**Section 6. Notification:** A schedule of the Board's regular meetings shall be filed annually with the Board of County Commissioners and a local publication of general circulation. The schedule shall include the date, time, and location of each scheduled meeting. Notice of regular and special meetings will be advertised in a local publication of general circulation. Emergency meetings must also be posted with advance notice given to the press by telephone, fax, or electronic mail. Regardless of the type of meeting, a notice will also be posted at Fire Administration Headquarters the day of the meeting.

**Section 7. Place of meetings:** All meetings of the Board shall be held in a place that is available to the public. Meetings shall be held in a space provided for meetings in the Fire District building at 250 West Lake Road, Palm Harbor, but at the direction of the Board or the Fire Chief, may be held in any other suitable location provided that all Board members and the public are properly notified.

**Section 8. Quorum:** A majority of the Board members shall constitute a quorum for the purpose of transacting business at any duly called regular, special or emergency meeting.

**Section 9. Voting:** All Board members must vote on each issue unless a conflict of interest exists under Florida state laws. All voting shall be done by voice or written signed ballot.

**Section 10. Minutes:** All meetings of the Board of Commissioners shall be recorded on audio tape; decisions, motions and resolutions adopted shall be prepared in written form and presented to the Board at the next regularly scheduled meeting for their review and acceptance. Audio tapes will be kept on file as required by Florida Statute, after this date, they will be erased or destroyed.

## **ARTICLE VIII. COMMITTEES**

Committees may be appointed by the chairperson from time to time to do research and report on special projects or problems. Only one Commissioner may serve on a committee and if the committee is to propose action for the board to consider, those meetings must be advertised and open to the public according to the Sunshine law.

## **ARTICLE IX. RULES OF CONDUCT**

**Section 1. Interference:** No individual commissioner, shall interfere with the daily operation of the Department, except that the Board as a whole may bring to the attention of the Fire Chief areas of the daily operation in which the Board deems fit and proper.

**Section 2. Labor Negotiations:** All labor negotiations shall be conducted through established procedures which from time to time may be amended, and no individual Commissioner shall negotiate with any employee of the District or his representative.

**Section 3. Administration:** All orders for personnel will only be issued on the authority of the Fire Chief, who is solely responsible to the Commission for his actions and decisions. Requests by Board members for administrative services and information shall be made through the Fire Chief or his designee.

**Section 4. Complaints:** Complaints of any nature made by a Commissioner against an employee of the District shall be made to the Chief in a timely manner, and, the Chief shall decide whether or not to present said complaint in writing to the Board for action.

**Section 5. Actions:** Commissioners shall not represent their private positions as positions of the entire Board and may not make binding agreements with any individual or organization unless authorized by the Board to do so.

**Section 6. Meeting Attendance:** Commissioners shall attend all regular meetings unless excused. Acceptable reasons for missing a meeting include, but are not limited to: personal injury or illness, illness of a member of the Commissioner's household which requires the personal care and attention of the Commissioner; death of a member of the Commissioner's household or immediate family; religious holiday; out-of-town travel as defined as more than 50 miles away from the location of the meeting; and business commitments that preclude the Commissioner from attending the meeting.

**(B)** Commissioners may attend public board meeting by legally permissible electronic means once within a 12 (twelve) month period. Attendance by electronic means may only occur if a quorum of commissioners are present at the public meeting. For purposes of this subsection, electronic means shall mean electronic media technology which provides for interactive video and audio feed.

**(C)** Commissioners missing 3 (three) unexcused meetings within a 12 (twelve) month period will be removed from office by the Board.

**Section 7. Conflict of Interest:** Board members must abstain from voting on any contract, action or decision that may be presented to the Board from a Commissioner's family member or business associate for consideration. No board member shall personally benefit from any action or decision made by the Board of Commissioners. Any opportunity, benefit or advantage shall accrue only to the District and not to any individual Commissioner.

**Section 8. Violations:** Any Commissioner violating any of these rules of conduct shall be subject to the Board, who shall take the appropriate action:

First offense:	Public reprimand
Second Offense:	Publicly asked to resign

## **ARTICLE X. COMPENSATION**

Commissioners are to receive monthly compensation in an amount determined by the resolution, but not to exceed the amount specified in F.S. 191.

## **ARTICLE XI. FIRE CHIEF**

The Board shall hire a Fire Chief to serve as the Administrative Head of the District's Fire Department. As such, the Chief shall be responsible for all personnel, property, and the operation of the Department. He/she shall conduct his/her administration in accordance with a specific set of Rules and Regulations approved by the Board and within the policy framework established by the Board. He/she shall keep the Board advised of all non-routine matters that may arise, and maintain close liaison with its members. He/she shall prepare the preliminary annual budget for the approval of the Board, and provide such counsel and assistance as it may require from time to time.

## **ARTICLE XII. STAFF**

The Board shall provide for a staff which will serve both the Board of Commissioners and the Administration, and which will include the following:

**Section 1. Secretarial personnel:** Shall be hired and serve under the policies of the Board of Commissioners but shall be under the supervision of the Fire Chief.

**Section 2. Legal Counsel:** Shall be retained to ensure the District's compliance with all applicable state laws, authenticate documents as required, and attend regular commission meetings and such other meeting as the Board may see fit.

## **ARTICLE XIII. REPORTS**

The Board shall ascertain that all required reports on the District's finances and activities are filed with the county Board of Commissioners and other cognizant agencies as required.

## **ARTICLE XIV. FISCAL YEAR**

The Palm Harbor Special Fire Control and Rescue District's fiscal year shall run from October 1 through September 30.

## **ARTICLE XV. AMENDMENTS**

These By-Laws may be amended by a simple majority vote of the Board at any regular or special meeting thereof, provided there is no conflict with existing pertinent law.

## **ARTICLE XVI. DURATION**

The Palm Harbor Special Fire Control District and its Board of Commissioners shall remain in operation until replaced by legislative process.



## **ARTICLE XVII. EFFECTIVE DATE**

These By-Laws shall become effective upon adoption of a resolution by the Board of Commissioners.

### **BOARD OF COMMISSIONERS**

\_\_\_\_\_  
**Casey Cane, Commissioner**

\_\_\_\_\_  
**James Angle, Commissioner**

\_\_\_\_\_  
**James Nelson, Commissioner**

\_\_\_\_\_  
**Debra Buschman, Commissioner**

\_\_\_\_\_  
**Julie Peluso, Commissioner**

\_\_\_\_\_  
**Date**

*Updated: 3/1/2020*

## Section II

### Department Overview

## HISTORY

In July of 1956, the "Ozona, Palm Harbor, Crystal Beach Volunteer Fire Department" (OPC) was organized to provide fire protection to the residents of those communities. The Fire District was chartered by the State of Florida in the early 1960's. When organized, it was an entirely volunteer force with excellent participation and soon had its own fire station, built by the volunteers. This first station, Station 66 on Illinois Avenue, served as the main station until the construction of Station 65 in 1988. The name of the District was changed in 1979 to Palm Harbor Special Fire Control District, and again in 2000 to the Palm Harbor Special Fire Control and Rescue District. The District is currently 20 square miles with a population of approximately 60,000 residents. Although primarily residential, there is considerable commercial activity with shopping centers located along U.S. 19 and U.S. Alt 19. The boundaries of the District are Curlew Road to the South, the Gulf of Mexico to the west, Klosterman Road to the North, and Lake Tarpon and the canal to the East.

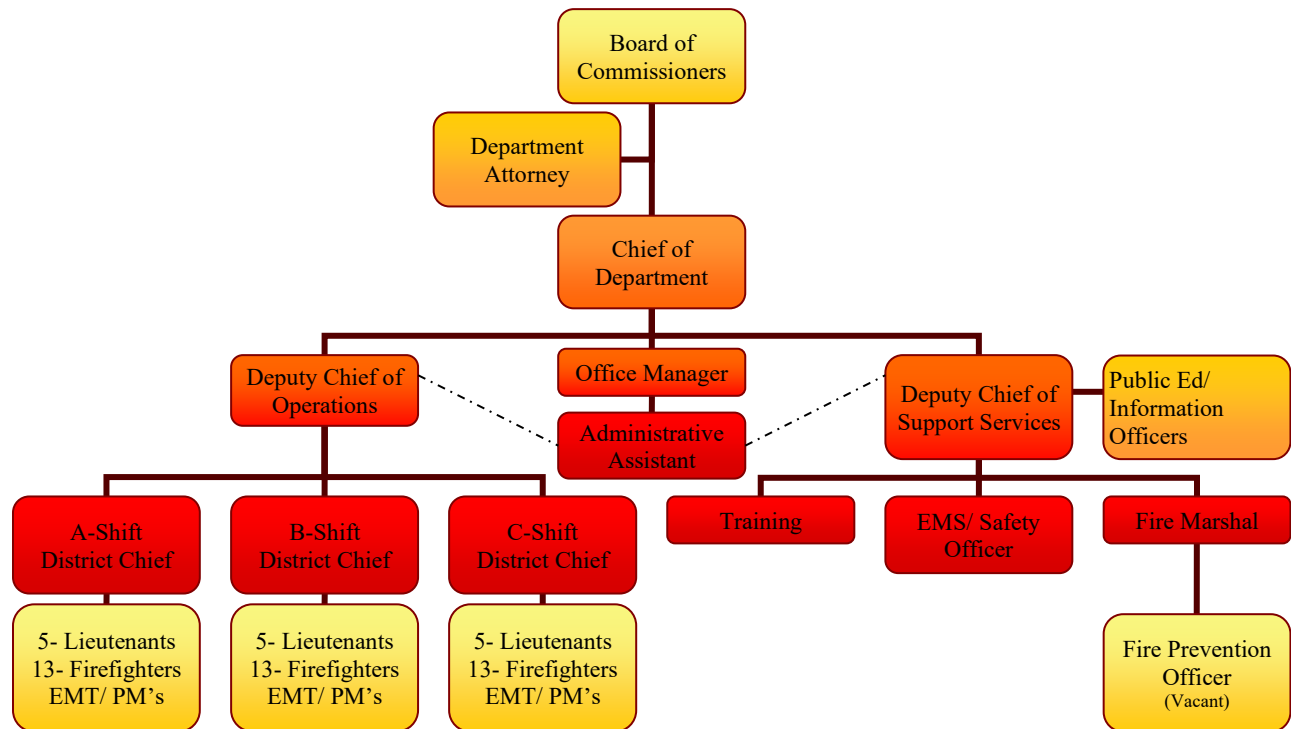
As the District continued to grow, the need for a full time Fire Chief was addressed in 1979 with the hiring of the District's first career Fire Chief. As the demand for services increased, additional personnel were hired to help cover on weekdays when volunteers were not readily available. Call volume continued to increase, and in 1982 Station 67 on Glen Eagles Parkway, was built. The decision was made to cover the two stations with career personnel. Later, as additional stations were built, career personnel were hired. Initially, career personnel were hired to augment the volunteer force, now, the Department is fully career staffed with no volunteers. In 1991, the District's fourth station, Station 68, on Alternate 19 just north of Alderman Road, was opened.

The affairs of the District are governed by a Board of five commissioners. They are elected by the residents of the District and serve four year terms. The terms are staggered, so that no more than three positions come up for re-election at the same time. They are, in fact, the only elected officials within the boundaries of the Palm Harbor Special Fire Control and Rescue District. The major responsibilities of the Board are policy making and setting the annual budget. Serving under the Board is the Fire Chief who is responsible for the day to day operations of the Department and carrying out the policy decisions of the Board. The current Organizational Structure for the District is provided further below.

For a number of years, funding of District operations was achieved through Special Assessments; where residents paid a determined amount for each dwelling or piece of property. In 1985, the District requested that the Pinellas County Legislative Delegation approve a charter change allowing the District to tax residents and businesses based on assessed value of property (ad valorem). There was some resistance to this change, so the Delegation had a four (4) question ballot created for the Referendum. Included on that ballot were questions that ranged from whether the voters felt the District should go to ad valorem taxation with a 2 mil cap, to whether the District should remain the same or become a Dependent District under Pinellas County. Because there were too many options, the voters were confused and subsequently elected to have the district remain status quo. In 1986 another referendum was held. At this point, there was only one question, requesting an ad valorem tax with a 1.5 mil cap. This time it passed. In 1996 another Referendum was held and the District's voters approved a millage cap increase of 0.5 raising the millage cap to 2.0 mils.

In the year 2000, the District codified all of its special acts into one piece of law. This was required by the Florida Legislature as a result of passing Florida Statute 191 in 1997.

# Department Organizational Chart



## METRO AREA, COMMUNITY, DISTRICT, AND DEPARTMENT OVERVIEW

### The Metropolitan Area

Located in northern Pinellas County, Florida the Palm Harbor community is 20 miles northwest of Tampa, 30 miles north of St. Petersburg, and is located between the City of Dunedin, to the south, and the City of Tarpon Springs to the north. Pinellas County is a densely populated county of approximately 925,000 (US Census Data) persons and is a part of the Tampa / St. Petersburg metropolitan area which has a population of around 2.4 million ([https://www.pinellascounty.org/Plan/comp\\_plan/01-plan-stay/CH2.pdf](https://www.pinellascounty.org/Plan/comp_plan/01-plan-stay/CH2.pdf)).

### The Community

The District serves the unincorporated communities of Palm Harbor, Ozona, and Crystal Beach in northern Pinellas County, Florida. Both Ozona and Crystal Beach are older beach communities which house many retired families in Florida style houses built 50 to 70 years ago. Palm Harbor is a newer area and straddles U.S. Highway 19, a major north-south route along the upper west coast of Florida. The Palm Harbor area is characterized by newer higher income neighborhoods. This residential character is sought by many residents in the metropolitan area.

The Community has a variety of highway commercial areas and shopping centers. However, it has a relatively small industrial base oriented primarily to wholesaling, warehousing, and small "clean" industries.

### **The District**

Formed as an independent fire control district in early 1961, the District presently encompasses 20 square miles, serves a population of approximately 60,000 persons and protects a real property value of over \$ 4.6 billion (2019 Pinellas Property Appraisal).

The Fire Chief is employed by the Board of Commissioners and serves as the District's administrator, as well as the director of the department's operations. The Fire Chief is supplemented by a staff consisting of a two Deputy Fire Chiefs, a Training Chief, EMS/Safety Chief, and Fire Marshal. There is one full-time and one part-time public education officer. There are three District Chiefs (shift commanders), 15 Lieutenants, 39 Firefighter/EMT/Paramedics, and an office manager with a staff of one full time assistant. The District experiences good labor relations with its personnel whom are represented by Local 2980 of the International Association of Fire Fighters (IAFF).

### **The Department**

Palm Harbor Fire Rescue is a full service emergency service organization providing fire and EMS service to the District from four strategically located stations. The Department has grown from a small volunteer organization to a progressive department which is responding to over 10,000 emergencies annually. Over seventy percent (80%) of these responses are emergency medical services.

The District provides fire suppression, prevention, public education, EMS and hazardous material services to District residents and visitors. The Department operates six Advanced Life Support apparatus which consists of one Rescue, three Engines, one Squad/Heavy Rescue and one 78' Ladder Truck which serves as the Department's aerial unit. The Department also provides hazardous materials response a part of a multi-agency hazardous materials response team for Pinellas County. Marine rescue is provided via a 25' center console boat that is kept on a lift at Home Port Marine and a 15 ft. rigid bottom inflatable marine unit on a trailer which is towed by a 4 X 4 pick-up/utility truck. The District also operates a 4 X 4 brush unit that doubles as a high water rescue vehicle. In addition the department has two reserve engines as well as a variety of staff vehicles. Standard staffing levels for apparatus are as follows: engine and aerial - 3 - 4 when possible; squad – 2 -3 when possible; rescue -2; marine unit - 3; hazardous materials unit - 2 -3 supplemented by Team members from other agencies within the county.

The Department is part of a county-wide automatic aid system that dispatches the closest appropriate unit, in accordance with predetermined response assignments, for either fire or EMS emergencies. Alarms are dispatched by the Pinellas County Central Dispatch Center which serves all fire/rescue agencies within Pinellas County covering 280 square miles.

## STATION INFORMATION

<b><u>Fire Administration</u></b> -	727-784-0454(Main Admin #)	250 West Lake Road, 34864-3903
Fax	727- 785-9131	
<b><u>Station 65-</u></b>	727-784-8266	250 West Lake Road
<b><u>Station 66 -</u></b>	727-786-2960	1123 Illinois Avenue
<b><u>Station 67 -</u></b>	727-937-8454	2300 Glen Eagle Parkway
<b><u>Station 68 -</u></b>	727-787-7675	3007 Alternate 19 N.

## SENIOR STAFF/PUBLIC INFORMATION OFFICER PHONE NUMBERS

Scott Sanford, Fire Chief	Office 727-683-1640
	Cell 727-647-0427
Brent Breuer, Deputy Chief	Office 727-683-1641
	Cell 727-479-3044
Rodney Malpass, Deputy Chief	Office 727-683-1646
	Cell 727-639-3840
Liz Monforti, Public Education/Information Officer	Office 727-683-1647
	Cell 727-639-4388

## LOCAL 2980 - OFFICERS

Greg Smart, President	A Shift
Hunter Brown, Vice President	B Shift
Josh Lovetere, Secretary	C Shift

All Local 2980 Officers Can Be Reached at 888-713-2980

## Section III

# General Operational Information

# CALENDAR OF EVENTS

## Workshop and Regular Meeting Schedule

Commissioner/Staff workshops are held as necessary after the required notification and advertisements. Regular meetings are held at 6:00 p.m. on the second Monday of each month at Station 65, 250 West Lake Road.

## Labor Agreement (Contract) Duration

The current Union Contract went into effect October 1, 2017 and expires on September 30, 2020. Negotiations for the next contract shall begin no later than April 1, 2020 as required by Article 51 of the current contract.

## Fiscal Year/Budget Hearing and Workshops

The Department's fiscal year is October 1 through September 30. The Board holds two budget hearings. The dates for the budget hearings are set in May or June and usually take place in September. The millage rate is set at a special meeting held in early July, usually in conjunction with the regular meeting.

## Departmental Holidays

The Department observes the following Holidays. Except for emergencies, the Administrative Offices are closed these days\*. Fire/Rescue operations personnel are scheduled as usual.

VETERANS DAY	NEW YEAR'S DAY
THANKSGIVING DAY	MARTIN LUTHER KING, JR. DAY
DAY AFTER THANKSGIVING DAY	EASTER SUNDAY
CHRISTMAS EVE DAY	MEMORIAL DAY
CHRISTMAS DAY	INDEPENDENCE DAY
NEW YEAR'S EVE	LABOR DAY

\*When a Holiday falls on a Saturday or Sunday, the Administrative Offices are closed either the Friday or Monday that week.

## Association of Special Districts Meetings

The Department is a member of the Florida Association of Special Districts (FASD). Meetings and workshops are held throughout the year at various locations. The locations and dates of these meetings are published in advance to each Commissioner. Information on the FASD can be found at [www.fasd.com](http://www.fasd.com).



## **Fire Prevention Week and Activities**

Fire Prevention Week is held nationwide during October. Although Fire Prevention is a yearlong activity, special focus is directed to fire prevention during this week. Our Department is very active throughout the year and does a number of programs during Fire Prevention Week and the entire month of October.

The District provides a number of fire and life safety, programs throughout the year on a variety of subjects such as CPR programs each month, car seat installations, and a smoke detector program.

## **COMMISSIONER INFORMATION**

### **Roles and Responsibilities Described**

Our Department exists to serve the community. The Commissioners share a number of responsibilities relating to operations and management of the District. The following are some of these roles and responsibilities.

- The Commissioners must meet the needs of the District as both residents and taxpayers, considering the needs of the Department its employees.
- Commissioners, as a group, set and approve policies, goals, and objectives for the Fire Chief to implement and achieve.
- Commissioners must assure that the District has adequate resources and that funds are responsibly spent.
- Commissioners approve an annual budget which is submitted and administered by the Fire Chief.
- Commissioners must play an active role in supporting the Department and the Fire Chief.
- Commissioners, as a group, select and evaluate the Fire Chief (Chief Executive Officer), who in turn becomes the manager for the organization.
- Commissioners may be asked to serve, individually, on committees.

### **Commissioner Salary**

Each Board member receives a salary of \$500 per month, or \$6,000 per year, paid weekly.

### **Station Visitation**

Commissioners are encouraged to visit the Stations and meet the personnel. Often, particularly during the daytime hours, crews have scheduled activities including inspections, public education programs, and training. It is therefore helpful if you call the station in advance and let them know you are coming. Of course, emergency responses cannot be predicted so the crew may be out, regardless of whether or not they know you are coming.

## Reimbursement of Expenses

Commissioners are eligible for reimbursement of expenses relating to their duties as commissioners. Some reimbursements require the use of a standard form available from the Office Manager.

## Ride-a-Longs

Commissioners may sometime want to do a ride-a-long with the operations crews. This is permitted and encouraged as it gives the Commissioner a firsthand view of the issues that crews face in the street. Ride-a-longs should be scheduled through the Fire Chief in advance. Commissioners will have to display Commissioner ID when on incidents. Also, it is important to remember that much of the information gathered by crews at emergency scenes is confidential and must not be discussed with anyone outside of the responders.

## Role in Community

- ◆ Attend special meetings and events to represent the Fire District, such as with the Chamber of Commerce.
- ◆ Speak at community functions about the District, functions of the Board, tax rates, etc.
- ◆ Elicit feedback from constituents regarding District operations.
- ◆ Represent the District at local and state organizations.
  - ◆ Florida Association of Special Districts
  - ◆ Charter Review
  - ◆ Community Center
- ◆ Represent Board at Department functions.

## Record Retention

The Board of Commissioners and the Fire District are bound by state law in terms of record retention. The Department follows the State requirements for all records. Tape recorded proceedings of all Commission meetings and workshops will be kept as provided for is State law. Written proceedings will be kept forever. In all cases, requests for record destruction will come to the Board for approval.

## RESPONDING TO INCIDENTS

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Generally, it is not expected that Commissioners respond to emergency incidents. However, it is understood that a Commissioner may elect to respond to some incidents. The Commissioner responding to the incident should carry proper identification and be aware that the Incident Commander will have a safety zone established and Fire Department personnel without protective clothing will be expected to remain outside of that zone. It is imperative that you report to the Incident Commander that you are on the scene so a proper accountability of all department personnel can be maintained.

## RESPONDING TO MEDIA REQUESTS

The Department has an approved procedure for responding to Media requests which is included in the Department Standard Operating Procedures (SOP). Below is a copy of the SOP.

### PUBLIC INFORMATION OFFICER AND MEDIA GUIDELINES

**800.1 PURPOSE:** To set procedures and guidelines to establish an information division at incidents and/or set guidelines when dealing with the media.

**800.2 DISCUSSION:** It is the policy of this Fire Department to cooperate with the media. This guideline is only designed to assist the assigned PIO with requests for comment or incident information from the print, television, radio and other media which directly or indirectly affects this Fire District.

**800.3 PROCEDURES:** Command will be responsible for the management of public information at major incidents as soon as practical. Command will establish a Public Information Division. Prior to the arrival or availability of the Department's PIO, Command may assign an officer or company to the Public Information Officer if needed.

- A. The PIO will gather and write the information structured on the worksheet as necessary. Command will establish the location of the Public Information Division so as to provide public information access to the Command Post, but not interfere with operations.
- B. The PIO's designation will be "Information".
- C. The Public Information Officer will be responsible for requiring all media representatives to stay in a safe zone away from the incident.
- D. Each Officer is responsible for the safety of media personnel in their area. If media personnel create a safety problem or hinder operations, they should be requested to move, avoiding confrontation when possible.
- E. If any PHFR employee is approached by the media for a statement, the employee shall direct the media to the Public Information Officer or, in its absence, Command.
- F. If an employee has been authorized by Command or the Public Information Officer to talk to the media, the employee may request the Department's PIO to be present.
- G. The assigned PIO shall keep the Incident Commander informed of all media releases.
- H. Command may notify the Department's PIO of any incidents, whether large or small, if it appears it may be newsworthy.
- I. As a courtesy, media contacts and interviews made by administrative officers should be relayed in a timely manner to the PIO to maintain consistent relations.

As noted, as a courtesy, media contacts and interviews by Commissioners should be relayed to the PIO as well.

## ROLE IN THE GRIEVANCE PROCESS

The Board plays an important role in the settling of a grievance. As noted below, the Labor Agreement requires a multi-step process for resolving disputes or violations covered by the agreement. The Board steps into the process at the third step and their responsibilities are outlined below. Normally, the Staff will provide the Board with copies of the proceedings from steps 1 and 2, as well as needed background information. *The following is taken from the Labor Agreement.*

## ARTICLE 12 GRIEVANCE PROCEDURE

**Section 1.** A grievance is defined as a complaint arising out of an alleged violation concerning wages, rates of pay and other items and conditions of employment covered by this Agreement.

**Section 2.** Employees serving in their probationary period shall not have access to the grievance procedure in any case involving discharge.

**Section 3.** The Union will not be required to process grievances for non-Union employees, except as required by law, but may attend any meeting where the resolution of the grievance may occur.

**Section 4.** Time spent by Union stewards and grievance committee members on their duty days in discussing and processing grievances, as provided in this article, shall be considered hours worked.

**Section 5.** For the purposes of computing time limits herein, a day shall be considered up to 5:00 p.m. on any day during which the administrative office is open. If any time limit expires on a weekend or a day during which the administrative office is not open, the grievance shall be considered timely if it is filed by 5:00 p.m. of the next day upon which the administrative office is open.

**Section 6.** The time limits established in this article may be extended by mutual consent. Grievances not appealed in writing to the next step, as provided in this article, shall be considered settled on the basis of the last decision. If management does not answer within established time limits, the grievance shall automatically advance to the next highest step.

**Section 7.** All costs of the arbitrator shall be borne equally by the parties including, the court reporter and one copy of the transcript for the arbitrator (if requested). Each party shall bear the cost of its attorneys or representatives and the cost of any court reporter or transcript desired by that party.

**Section 8.** Grievances arising out of discharge, demotion, suspension or as a class action shall commence at Step 2 of the grievance procedure.

**Section 9.** The District and the Union agree that it is best to resolve all grievances as quickly as possible at the lowest level possible. Therefore prior to filing a formal written grievance, an employee covered by this agreement shall present their complaint within ten (10) days of the day on which the complaint arose to the District Chief in charge, with or without the presence of a Union steward. The District Chief shall have five (5) days to resolve the complaint. Should the complaint not be satisfied at this point the employee shall inform the District Chief that they are initiating the grievance procedure. The District Chief shall indicate in writing the date of the discussion and the results of that discussion. For the purpose of calculating time limits, the date of

the discussion with the District Chief will constitute the first day of the grievance process from which the employee will have five (5) days to file a grievance using outlined steps below. <sup>5</sup>

**Step 1.** If the complaint is not resolved informally, the employee has five (5) days from the time the District Chief signed the complaint form to file a grievance with the Deputy Chief of Operations or the Deputy Chief of Support Services for those employees assigned to Support Services. The written grievance for this step and all following steps must contain the following:

1. A statement of the grievance and the facts upon which it is based.
2. The alleged violation of this agreement.
3. The remedy or adjustment requested.
4. The signature of the aggrieved employee.

The Deputy Chief will discuss the grievance with the union representative and the employee, and provide an answer, in writing, on the grievance form within five (5) days after it has been presented to him/her.

**Step 2.** If the matter is not resolved, the employee may appeal the decision of the Deputy Chief to the Fire Chief within five (5) days from the day the Deputy Chief signed the grievance in Step 1. The Fire Chief will discuss the grievance with the union representative and the employee, and provide an answer, in writing, on the grievance form within five (5) days after it has been presented to him/her.

**Step 3.** If the matter is not resolved, the employee may appeal the decision of the Fire Chief to the Board of Commissioners within five (5) days from the day the Fire Chief signed the grievance form in Step 2. The grievance must be submitted in writing by the employee to the Chairperson of the Board of Commissioners via the Fire Chief. The Board may allow the employee to make an oral presentation to it at the next regularly scheduled Board meeting. The Board will issue its written decision within five (5) days after the presentation or, if there is no presentation, within five (5) days after the meeting following receipt of the grievance.

**Step 4.** If the matter is not resolved the employee may appeal the decision of the Board of Commissioners to an arbitrator. The grievance must be forwarded to the arbitrator within seven (7) days of the Board of Commissioners decision. The arbitrator will be selected from a list of seven (7) provided by the Federal Mediation and Conciliation Services. The selection will be by mutual consent, if mutual consent cannot be reached the arbitrator will be selected by striking from a list of seven (7). The arbitrator's decision shall be final and binding. The arbitrator shall have no authority to add to, delete from or alter this contract.

**Section 10.** The Arbitrator shall determine all questions of arbitative nature.

## Summary

This document has been prepared to help you, the Fire Commissioner, fulfill your duties. It is by no means a complete guide but is comprehensive enough to provide the basic information needed.

## **DOCUMENTS AVAILABLE FOR REVIEW**

6

- a. Labor Agreement(s)
- b. Standard Operation Procedures (Rules and Regulations)
- c. Disaster Plan
- d. Budget
- e. Impact Fee Legislation
- f. Minutes of Past Meetings
- g. Insurance Policies
- h. Contracts
- i. Resolutions
- j. Robert's Rules of Order
- k. Government in the Sunshine Manual

Section IV

Fire Chief's Job Description  
And  
Performance Appraisal

8

**Palm Harbor Special Fire Control & Rescue District**  
**Position Description**  
**Chief of Department**

**Overview of Position**

**July 2019**

The Chief of Department, commonly referred to as Fire Chief, is responsible for the **organization, management, and direction of all functions, divisions, and personnel** within the parameters of the fire districts enabling legislation and the direction and policies set forth by the Board of Fire Commissioners. Included within this framework is to recommend the Board of Fire Commissioners and, after approval, implement policies and programs in the areas of fire and general safety education, fire prevention, fire suppression, and the mitigation of medical and other related emergencies for the protection of the citizenry of the district.

Secondary responsibilities include acting, under the direction of the Board of Fire Commissioners, as the district's liaison with other local, state, and Federal agencies and organizations as well as serving as the district's primary spokesperson.

**Essential Areas of Responsibility**

Essential areas of responsibility for the Chief of Department include but are not limited to the following:

- Provide **executive leadership** to the department by **maintaining vision** for the department, continually **monitoring the state of the profession** in the areas of personnel, equipment, and operational matters, and in conjunction with the Board of Fire Commissioners, develops both strategic and short term plans for the district.
- **Serve** as the **communication link** between the Board of Fire Commissioners and the personnel of the district, other emergency service agencies and organizations, and the community.
- **Insure** that the district's **plans and programs** are carried out and that the implementation of these activities and facilities are accomplished in a **coordinated manner**; consistent with the district's enabling legislation, mission, long term goals, and annual objectives.
- In close consultation with the Board of Fire Commissioners and under their guidance, **identify, develop, and manage the district's financial resources**. This effort should include, but not be limited to, identifying revenue sources, prioritizing expenditures, procuring and managing all fire district assets, development and management of the district's annual operating and capital budgets consistent with state requirements and the directions of the Board of Fire Commissioners.



- **Initiate or respond to personnel issues** affecting the department including, but not limited to, determining the needs and desires of employees, serving as a member of the district's labor relations negotiating team, evaluating and reviewing the performance of senior staff personnel, and **presenting recommendations regarding personnel matters** to the Board of Commissioners.
- **Recommend** for consideration and **implement and administer** after adoption by the Board of Fire Commissioners **policies, rules,** and procedures for the effective management of the department.
- **Administer** and coordinate all **emergency operations of the district** insuring that the district is operating in accordance with recognized local, state, and national standards and in as safe a manner as possible.
- **Serve as the district's liaison** with other local, county, state, and federal agencies and organizations to insure the proper coordination of all departmental activities and programs and that they meet the needs of the community. An element of this function is to **maintain** both a **personal** and **departmental involvement** with the **community** and to encourage individual members of the department to actively participate in community activities.
- **Insure** that he/she personally, as well as the department as a whole, is **current and familiar with modern technology and contemporary methods** for addressing issues related to emergency service delivery. Such an effort should include insuring that the **department is prepared** to meet the wide variety of changing **training needs** in the profession.
- Negotiate service contracts/agreements for products and services with assistance from department counsel and the Board of Fire Commissioners as needed or required.
- **Provide advice and counsel** to the Board of Fire Commissioners on a variety of items and issues as they relate to and impact the district and department.
- **Provide** and other **assistance and/or information** as requested or directed by the Board of Fire Commissioners.

### **Necessary Knowledge, Skills, and Abilities (KSA's)**

In order to effectively perform his/her responsibilities the Chief of Department must possess the following knowledge, skills, and abilities.

- Comprehensive knowledge of operational procedures, practices, regulations, methods, and standards as they impact emergency service operations in the areas of incident command, fire suppression, EMS, hazardous materials response, specialized rescue, and public fire education and prevention.

- Extensive knowledge of emergency service administration including management principles as well as the strengths and weaknesses of administering a combination department.
- Thorough knowledge of federal, state, and local laws and regulations as they pertain to emergency service operations.
- Working knowledge of educational and training resources related to the emergency service profession.
- Ability to:
  - lead, motivate, train, coordinate, and delegate.
  - provide leadership to both career and volunteer personnel.
  - analyze data, create plans, and develop budgets.
  - prioritize work so as to meet goals and objectives within established time frames.
  - write, communicate orally, and report in descriptive detail.
  - make critical decisions rapidly under emergency conditions.
  - delegate and organize multiple and changing responsibilities.
  - plan, assign, evaluate, and coordinate activities performed by the department.
  - prepare technical and administrative reports.
  - approach problem solving as an innovative process.
  - act as liaison and foster positive community and governmental interactions.

### **Special Requirements and/or Certifications**

The Chief of Department must have the following licenses and certifications to perform the responsibilities of the position:

- Bachelor's Degree (Master's Degree Preferred)
- Valid Florida Driver's License with 'Class E' endorsement
- Florida Fire Fighters Certification

### **Other desirable licenses and certifications for the Chief of Department include:**

- Executive Fire Officer Program (EFOP) Completion.
- Florida Fire Officer Certification.
- Florida Municipal Fire Inspector Certification.
- Florida Basic, Officer, or Inspector Instructor Certification.
- Certified Emergency Manager (CEM).

## Palm Harbor Fire Rescue Fire Chief's Performance Appraisal System

Name:

Appraisal Period:

Evaluation Prepared by: \_\_\_\_\_, Fire Commissioner

**Instructions:** Using the accompanying rating scales, the Fire Chief will be given an evaluation to describe his/her level of performance during the current appraisal period on all items. Items that are rated numerically are based on the scale below. Non-numerical items are simply rated Satisfactory or Unsatisfactory. Non-applicable items will be marked N/A.

### Level of Performance Numerical Ratings are as follows:

- Rating 5** - Greatly Exceeds Performance Standards  
**Rating 4** - Exceeds Performance Standards  
**Rating 3** - Meets Performance Standards  
**Rating 2** - Marginal Performance / Improvement Expected  
**Rating 1** - Unsatisfactory Performance

### Part 1 - ACCOMPLISHMENTS THIS RATING PERIOD (to be completed by Fire Chief)

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### Part 2 - PERFORMANCE APPRAISAL

#### *Area 1 - Personal Abilities*

##### **A. Attitude**

1. Exhibits positive attitude.	5	4	3	2	1
2. Shows initiative.	5	4	3	2	1
3. Demonstrates dependability.	5	4	3	2	1
4. Displays commitment and involvement.	5	4	3	2	1
5. Interacts well with all department members.	5	4	3	2	1

6. Strives to improve personal abilities/skills.	5	4	3	2	1
7. Maintains good personal morale.	5	4	3	2	1
8. Displays trustworthiness.	5	4	3	2	1

### **B. Leadership**

1. Strives to motivate employees.	5	4	3	2	1
2. Strives to develop employee's abilities.	5	4	3	2	1
3. Demonstrates capacity to issue directives.	5	4	3	2	1
4. Demonstrates capacity for ensuring controls.	5	4	3	2	1
5. Displays good judgment.	5	4	3	2	1
6. Accepts responsibility for actions/decisions.	5	4	3	2	1
7. Demonstrates ability to analyze problems.	5	4	3	2	1
8. Insures that all department SOP's are enforced.	5	4	3	2	1
9. Carries out Board directives in a timely manner.	5	4	3	2	1

### **C. Communications**

1. Communicates effectively with public.	5	4	3	2	1
2. Keeps Board informed of department needs.	5	4	3	2	1
3. Provides accurate and sufficient information to Board.	5	4	3	2	1
4. Is well prepared for Board meetings and workshops.	5	4	3	2	1
5. Strives to effectively communicate w/ employees.				Satisfactory	Unsatisfactory
6. Communicates orally in a timely/intelligent manner.				Satisfactory	Unsatisfactory
7. Communicates in written form timely/intelligently.				Satisfactory	Unsatisfactory
8. Communicates when necessary w/ department attorney.				Satisfactory	Unsatisfactory

9. Communicates effectively and timely with Union.	Satisfactory	Unsatisfactory
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***Area # 1 Average: Total Numerical Scores \_\_\_\_\_***

***Area # 1: Total Satisfactory Score \_\_\_\_\_***

***Area # 2 - Personnel Management***

1. Maintains good morale within the department.	Satisfactory	Unsatisfactory
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2. Delegates discipline according to chain of command.	Satisfactory	Unsatisfactory
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3. Encourages staff development.	Satisfactory	Unsatisfactory
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4. Insures personnel are familiar with job descriptions.	Satisfactory	Unsatisfactory
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5. Maintains awareness of current labor laws.	Satisfactory	Unsatisfactory
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6. Maintains awareness of other applicable laws.	Satisfactory	Unsatisfactory
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7. Demonstrates good knowledge of the Labor agreement.	Satisfactory	Unsatisfactory
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8. Maintains good interaction with the Union.	Satisfactory	Unsatisfactory
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9. Mitigates grievances properly.	Satisfactory	Unsatisfactory
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10. Operates within contract requirements.	Satisfactory	Unsatisfactory
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11. Monitors changing trends to keep department current.	Satisfactory	Unsatisfactory
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***Area # 2 : Total Satisfactory \_\_\_\_\_***

***Area # 3 - Budget and Fiscal Management***

1. Develops proposed budget in a timely manner.	Satisfactory	Unsatisfactory
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2. Adequately justifies budget requests.	Satisfactory	Unsatisfactory
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3. Maintains reasonable control of expenses.	Satisfactory	Unsatisfactory
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4. Operates within budget guidelines.	Satisfactory	Unsatisfactory
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5. Prudent use of department assets/finances.	Satisfactory	Unsatisfactory
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6. Develops plan for future needs.	Satisfactory	Unsatisfactory
7. Follows proper bidding procedures.	Satisfactory	Unsatisfactory
8. Insures proper inventory of capital assets.	Satisfactory	Unsatisfactory
9. Seeks alternative funding sources.	Satisfactory	Unsatisfactory

**Area #3 : Total Satisfactory** \_\_\_\_\_

### **Overall Rating**

<b>Category</b>	<b>Max Possible</b>		<b>Total Received</b>
Personal Abilities - Total Points	<b>105</b>		
Number Satisfactory	<b>25</b>		
		<i>Total</i>	
		<i>Total / 130</i>	
		<i>Average %</i>	
<b>Overall Job Performance</b>		<i>X 5.00</i>	

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### **PART 3 - COMMENTS CONCERNING PERFORMANCE**

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### **Part 4 - PERFORMANCE IMPROVEMENT PLAN**

Identify areas from the performance appraisal that need to be improved upon. A rating of marginal/unsatisfactory should be included.

*Developmental Plan*

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**Part 5 - FIRE CHIEF'S COMMENTS**

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**Part 6 - SIGNATURES**

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fire Chief

\_\_\_\_\_  
Date

# Palm Harbor Fire Rescue

interoffice  
MEMORANDUM

Agenda Item # 7

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**To:** Board of Fire Commissioners  
**From:** Scott J. Sanford, Chief of Department  
**Date:** May 11, 2020  
**Subject:** Treasury Management SOP

At the March meeting, staff was directed to create a policy for a future treasury management review process. Attached to this month's packet is a draft policy. This policy attempts to capture the industry-specific information Commissioner Nelson provided during our current review process.



## PALM HARBOR FIRE RESCUE



### Treasury Management Review

General Order: 233

Implementation

Revision Date: May 2020

May 2020

Reviewed Date(s):

Forms or Attachments: none

## Treasury Management Review

### 233.1 PURPOSE:

To establish a procedure and schedule to evaluate the District's Treasury Management systems.

### 233.2 SCOPE:

Palm Harbor Fire Rescue has recognized the need to evaluate the fee structures and the rate of return provided by the financial institutions that manage the District's finances. A thorough review will be conducted on a regular basis of all the District's banking processes. This review is to ensure the District is paying the lowest fees possible while achieving the highest rate of return on fund balances.

### 233.3 PROCEDURE:

- A. At least annually, the Office Manager will meet with the District's current financial institutions to evaluate the District's current Treasury Management Services. The review is designed to identify any needed or recommended improvements that will create better returns and or create workforce efficiencies.
- B. At least every three years, unless otherwise directed by the Board, the District will complete a Request for Proposal (RFP) for Treasury Management Services. The RFP process will be conducted in the following manner:
  - a. The Office Manager will conduct a review with the current financial institution to determine the District's current needs as well as identify system enhancements.
  - b. An RFP will be written based on the current RFP procedures and distributed with the following minimum requirements:
    - i. The preferred institution will have a branch in Palm Harbor but must have a location within 2.0 miles of the District's Administrative office.
    - ii. Must be a Qualified Public Depository.
    - iii. Provide a breakdown of all fees.
    - iv. Outline the fee structures with earnings credit offsets.
    - v. Outline the minimum balance necessary to maintain offsets.
    - vi. List current rates for interest-bearing accounts.
    - vii. Specify the duration of the agreement.
    - viii. Provide a list of any requested services unable to provide.
- C. The steps listed above may be conducted anytime the District has reason to believe such a review would be beneficial to the District.

# Palm Harbor Fire Rescue

interoffice  
MEMORANDUM

Agenda Item # 8

**To:** Board of Fire Commissioners  
**From:** Scott J. Sanford, Chief of Department  
**Date:** May 11, 2020  
**Subject:** Station 68 Funding

Pinellas County has expressed concerns over its ability to meet future funding commitments under the Penny for Pinellas. The Safer at Home resolution has created a significant decrease in sales tax revenue for the first part of the year. Based on the expected reduction in income, the County has asked if we would consider an alternative reimbursement schedule.

They have asked that you consider the following reimbursement schedule.

FY 19/20 \$300,000

FY 20/21 \$1,600,000

Fy 21/22 \$1,600,000

Based on our current design and construction timeframes, the staff is recommending we accept the proposed funding schedule.