



Pinellas Suncoast Fire & Rescue

**304 FIRST STREET
INDIAN ROCKS BEACH, FLORIDA 33785-2587**

**(727) 595-1117 FAX: (727) 595-5879
www.psfrd.org**

**FIRE CHIEF
T. MICHAEL BURTON**

MEETING NOTICE

THIS MEETING IS OPEN TO THE PUBLIC

June 16, 2020

**Belleair Beach City Hall
444 Causeway Blvd., Belleair Beach, FL 33786**

**The Workshop Meeting begins at 6:00 pm
The Regular Meeting begins immediately after the Workshop Meeting**

AGENDA

WORKSHOP MEETING

**MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE**

ROLL CALL

ADDITIONS OR DELETIONS TO AGENDA:

GENERAL REMARKS FROM THE AUDIENCE: *Any member of the public may comment on any NON-AGENDA or other relevant topic not set on the DISCUSSION ITEM list during this time. When called upon to speak, the speaker will state their full name and address. There will be a 3 minute time limit per speaker.¹*

DISCUSSION ITEMS: *Any member of the public may comment on any DISCUSSION ITEM list during this time. Please note the CHAIR will call for public input during the time the DISCUSSION ITEM is being considered by the Board. When called upon to speak, the speaker will state their full name and address. There will be a 3 minute time limit per speaker.²*

None.

ADJOURNMENT

¹ Please see Note as to Public Input.

² Please see Note as to Public Input.

REGULAR MEETING

MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA:

MONTHLY BUSINESS:

1. Approval of Minutes: May 19, 2020 Workshop and Regular Meetings
2. Treasurer's Report: May, 2020
3. Correspondence

GENERAL REMARKS FROM THE AUDIENCE: *Any member of the public may comment on any NON-AGENDA or other relevant topic not set on the ACTION ITEM list during this time. When called upon to speak, the speaker will state their full name and address. There will be a 3 minute time limit per speaker³.*

REPORTS:

1. COMMISSION
2. ATTORNEY
3. FIRE CHIEF

ACTION ITEMS: *Any member of the public may comment on any ACTION ITEM during this time. Please note the CHAIR will call for public comment during the time the ACTION ITEM is being considered by the Board. When called upon to speak, the speaker will state their full name and address. There will be a 3 minute time limit per speaker.⁴*

None.

ADJOURNMENT

**NEXT MEETING: Workshop and Regular Meetings,
July 21, 2020 at 6:00 p.m.**

³ Please see Note as to Public Input.

⁴ Please see Note as to Public Input.

**Pinellas Suncoast Fire & Rescue District
Board of Fire Commissioners**

Public Meeting and Public Hearing Information

Requirements for Appeal

Persons are advised that if they wish to appeal any decision made at a meeting/hearing, they will need a record of the proceedings; and for such purpose, they may need to insure that a verbatim transcript of the meeting is made, which record includes the testimony and evidence upon which the appeal is made.

It is not the responsibility of the Secretary to provide the above-referenced verbatim record. The Secretary will provide an audio recording of the meeting, upon request and payment for the materials used for the recording.

Public Input

Virtual Meeting:

Persons wishing to add comments during a virtual Meeting or Public Hearing should contact the Executive Assistant at kfugate@psfrd.org or (727) 595-1117 ext. 100 by 4:00 p.m. the day prior to the meeting to have their comments read, or utilize the “Raise Hand” or “Chat” function of the Zoom platform and wait to be called on during the appropriate time.

In-Person Meeting:

Persons wishing to speak during any in-person Meeting or Public Hearing should try to complete a Citizen Comment Request Card at the entrance of the meeting room and submit the card to the Secretary to the Board. During each session, the Chair will call for Public Input at the appropriate times. The Board wishes to receive public input on all matters set for discussion on the agenda and on relevant topics that are not on the agenda. When recognized by the Chair and called to the podium, speakers should give their name and address for the record.

Persons may speak on an agenda item when the Board has finished their discussion on that item and prior to the vote. To speak on a non-agenda item, speakers will be called during the “General Remarks from the Audience” section of the agenda.

Please note that the Board reserves the right to adjust the time allotted to each speaker as the Chair deems proper to allow for meaningful input and a fair chance to be heard and to allow the Board fair time to undertake its duties and obligations.

When is the appropriate time to address my agenda item at a meeting?

When your non-agenda or agenda item comes up and our Chairperson call for Public Input, that

means that the Board desires to take "public input". This is the time to get up and speak. While we understand that some of you might be nervous to speak in public, please note that every effort will be made to help you feel comfortable. When called to the podium, please come to the podium and try to speak so that your input can be heard by the entire Board as well as by the other persons present. Please give your name and address for the record and feel proud that you have participated in "government in the sunshine!"

Accommodations

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding, or those requiring language assistance (*free of charge*) should contact the Pinellas Suncoast Fire & Rescue District Administration at (727) 595-1117 ext. 100 no later than forty-eight (48) hours prior to the proceeding. If contact is made after that time the District may not have sufficient time to make special accommodations.



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**FIRE CHIEF
T. MICHAEL BURTON**

MINUTES MAY 19, 2020 WORKSHOP AND REGULAR MEETINGS

Held Virtually Via Zoom

**WORKSHOP MEETING CALLED TO ORDER AT 6:17 PM
MOMENT OF SILENCE**

ROLL CALL: Commissioners answering roll call were Chair Joseph Bruni, Secretary/Treasurer Lawrence Schear, Commissioner David Gardella, and Commissioner David Ardman. A quorum was present with Chair Joe Bruni presiding. Attorney Jeff Albinson, Chief Mike Burton, and Finance Director David Martin were also present. Vice Chair Lou Snelling joined the meeting after roll call.

ADDITIONS OR DELETIONS: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS:

20-07 Interlocal Agreement with Pinellas County on Impact Fee Collection

Discussion: Fire Chief Burton confirmed that the previously discussed agreement with Pinellas County to collect PSFRD's impact fees through their building permit process for projects they oversee has been signed and finalized. Additionally, Indian Rocks Beach will be moving their building permit services to Pinellas County, so those will be included in that process. Chief Burton stated he will be working with County staff to work out the mechanics and hopes to provide an update in June.

20-09 COVID-19 Reimbursement Approaches

Discussion: Finance Director David Martin stated that changes have been made to the FEMA reimbursement process. The total COVID-19 expenditures as of Saturday are a little less than

\$132,000, \$46,000 of which is in question due to FEMA disallowing straight time for employees to be reimbursed during this disaster; however, Mr. Martin stated that he will appeal if the claim is denied.

ADJOURNMENT

The meeting was adjourned.

REGULAR MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA: None.

MONTHLY BUSINESS:

1. Approval of Minutes: February 18, 2020 Workshop and Regular Meetings

Discussion: No discussion.

A motion to approve the minutes of the February 18, 2020 Workshop and Regular Meetings.

MOTION: COMMISSIONER ARDMAN SECOND: COMMISSIONER SCHEAR

A roll call vote was taken. All in favor, motion passed unanimously.

2. Treasurer's Report: February, March, April 2020

Discussion: Secretary/Treasurer Schear stated all balance sheet accounts have been reconciled. Consolidated government funds, assets, and liabilities are \$3.9 million; the investment program in accordance with District policy is \$3.8 million; current liabilities are within normal end-of-month limits, other than what Finance Director David Martin discussed, at \$100,200; the capital projects fund revenues total \$7.6 thousand; general fund revenues are in line with the adopted budget, and unbudgeted CME pass-through funding offsets the related overtime expenditures, and a budget amendment is pending; due to COVID-19, inspections are on hold, affecting fees; due to the COVID-19 expenditures, the reserve ratio has decreased a bit, but remains slightly ahead of GASB recommendations at 23.8%. Due to the County not funding Truck 28, the reserves depleted during the last ten years remain to be of concern. Our fiscal general year fund protection does not include the FEMA cost recoveries for Hurricane Michael or COVID-19. Five projects have been deferred: Squad 26 replacement, one utility vehicle, one command vehicle, half of the recommended communication radios, and 2 thermal imagers.

Discussion: Commissioner Ardman asked when fire inspections would be able to resume. Chief Burton stated that the fire prevention staff has mapped out which occupancies should not be inspected at this time based on their high risk, which occupancies can be inspected with a modified approach, and which occupancies can be routinely inspected with very little public contact. Inspections have been resumed according to this schedule.

A motion to approve the February, March, April 2020 Treasurer’s Reports.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER ARDMAN

A roll call vote was taken. All in favor, motion passed unanimously.

3. Correspondence: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. COMMISSION: Commissioner Ardman stated that he had sent a written report on May 4th regarding issues specific to Indian Rocks Beach during COVID-19. Commissioner Ardman also mentioned that the Florida League of Cities announced today that Indian Rocks Beach Mayor Cookie Kennedy was being recognized for their 2020 Home Rule Award for her work to advance the League’s efforts concerning vacation rentals and home rule.

Commissioner Larry Schear gave a brief update on restaurants in Indian Shores during the COVID-19 Phase 1 re-openings.

Commissioner Bruni asked Chief Burton to discuss a recent Zoom meeting they both participated in with the Assistant County Administrator, Lourdes Benedict, EMS & Fire Administration Director, Craig Hare, and the Director of Public Safety and Emergency Services, Jim Fogarty. Chief Burton stated that the discussion was regarding PSFRD’s budget request for the EMS budget. Per the settlement agreement, the District is funded at 2.5 positions, of the 3 that are needed. He added that PSFRD is the only agency in Pinellas County with a unit funded at 50%, so he submitted for 3 with justification; however, Craig Hare asked for it to be resubmitted at 2.5, and the other 0.5 would be submitted as an enhancement. Chief Burton stated that the meeting was friendly, productive, and informative, and he should have a response to that discussion in a couple weeks.

2. ATTORNEY: Attorney Jeff Albinson stated that he had submitted a written report recently for publication on the website. Mr. Albinson stated the only additional update he had was that the grievance related to the FMLA matter several months ago was terminated at Step 3, as the new Collective Bargaining Agreement states that a matter related to an allegation of a broken federal or state law is not covered under the grievance process; however, everyone was on good terms regarding the matter at the time of termination.

3. CHIEF’S REPORT: Chief Burton stated that he has developed a COVID-19 transition plan, mapped out week by week, for a period of 8 weeks, to work back toward a “new normal,” with the understanding that nobody is sure what that is as of yet. He discussed that grocery trips are now allowed again by crews, and the District is no longer providing meals for personnel; some training has also resumed. Office staff are now working in the office, either on a part- or full-time basis. Chief Burton stated that the office had been operating from 8:00am – 12:00pm, due to afternoons being busy with conference calls. The Chief confirmed that office hours have now transitioned to 8:00am – 4:00pm, and that he would like to keep it that way, if possible, as it helps with staff and scheduling. Next week’s plan involves resuming the allowance of station visitors. Chief Burton added that no PSFRD personnel have tested positive for COVID-19.

Chief Burton stated that the boat lift has been installed, but there is still some work to be done. He stated that Chief Mortellite has been working diligently to ensure all shifts are trained on the operation of the fire boat. He added that, while not yet officially in service, the boat had its maiden voyage last week: During training, there was a boat fire in St. Petersburg, and their boat was out of service. PSFRD’s crew responded from their training and extinguished the boat fire.

The Chief provided an update called “By the Numbers,” illustrating the number of various activities that staff have been involved in during COVID-19. He recognized Life Safety Inspector Robert Hill for organizing the delivery of meals for crews every day, as well as community members who also provided support. Chief Burton also added that he is proud, on a countywide basis, that personnel have been so diligent in their practices and with personal protective equipment use, that there have only been two responders in the Pinellas County system with positive tests, and they were both unrelated to work.

ACTION ITEMS:

20-10 Future Commission Meeting Approaches

Discussion: Chief Burton stated, at the time the agenda was distributed, it was unknown which community buildings were available for use. He continued to explain that the situation will continue to be monitored, but confirmed with the Commissioners that the plan will be to hold the June meeting in-person, as scheduled, at Belleair Beach City Hall.

20-11 Shade Session – Collective Bargaining Agreement Reopener

[At 6:56 p.m., a “breakout room” was created (in Zoom) separate from the public meeting. The Commissioners, Attorney, Fire Chief, Finance Director, and Executive Assistant were moved to this breakout room, and the shade session took place.]

All members returned to the primary meeting room at 7:13 p.m.

Secretary/Treasurer Schear reminded all Commissioners who are up for re-election to submit their paperwork with the Supervisor of Elections.

There being no further business to come before the Board, the meeting was adjourned in due form at 7:15 p.m.

APPROVED:

ATTEST:

Joseph V. Bruni, Chair

Kimberly G. Fugate, Executive Assistant

Date Approved