



## **PINELLAS SUNCOAST FIRE & RESCUE DISTRICT**

### **PUBLIC NOTICE**

#### **VIRTUAL MEETING OF THE BOARD OF FIRE COMMISSIONERS**

In light of the unprecedented situation of the COVID-19 pandemic, the Pinellas Suncoast Fire & Rescue District has identified that virtual meetings will be required to conduct the official business of the District and to keep the public informed, while protecting the health, safety, and welfare of our citizens and personnel.

In accordance with Florida Executive Order 20-69, and extended by Executive Order 20-112, **the regularly scheduled August 2020 meeting of the Board of Fire Commissioners will be held virtually**, by the means described herein. The meeting is scheduled to begin on **Tuesday, August 18, 2020 at 6:00 p.m.**

The meeting will be held as a VIRTUAL MEETING through communication media technology with the members of the Board of Fire Commission and District staff participating through video conferencing. This virtual meeting will be held on the Zoom platform used by the Executive Assistant for live remote participation. Members of the public may join the meeting via Zoom at <https://zoom.us/j/99001764325> and participate. Additionally, a dedicated phone line will be available so that any individual who does not wish, or is unable, to use Zoom, may listen to and participate in the meeting by finding your local number at <https://zoom.us/u/acSLTPoULw> and entering Meeting ID: 990 0176 4325.

Members of the public who wish to add comments may do so in one of three ways. First, any person may email the Executive Assistant, Kimberly Fugate, at [kfugate@psfrd.org](mailto:kfugate@psfrd.org) by 4:00 p.m. the day prior to the meeting, to have their comments read during the meeting. The second option is to utilize the "Raise Hand" feature in Zoom during the meeting, and wait to be called upon during the appropriate time. The third option is to utilize Zoom's "Chat" feature and send any comments to the host during the meeting. When submitting any comments, be sure to include your full name and address for the record. More detailed instructions are forthcoming.



# 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

## VIRTUAL MEETING NOTICE

**THIS MEETING IS OPEN TO THE PUBLIC**

August 18, 2020

The Workshop Meeting begins at 6:00 pm  
The Regular Meeting begins immediately after the Workshop Meeting  
\* VIA THE ZOOM PLATFORM \*

## AGENDA

### WORKSHOP MEETING

MEETING CALLED TO ORDER  
PLEDGE OF ALLEGIANCE

ROLL CALL

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### ADDITIONS OR DELETIONS TO AGENDA:

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**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.<sup>1</sup>*

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**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.<sup>2</sup>*

None.

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### ADJOURNMENT

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<sup>1</sup> Please see Note as to Public Input.

<sup>2</sup> Please see Note as to Public Input.

**REGULAR MEETING**

**MEETING CALLED TO ORDER**

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**ADDITIONS OR DELETIONS TO AGENDA:**

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**MONTHLY BUSINESS:**

1. Approval of Minutes: July 21, 2020 Workshop and Regular Meetings
2. Treasurer's Report: July, 2020
3. Correspondence

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**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 speaker<sup>3</sup>.*

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**REPORTS:**

1. COMMISSION
2. ATTORNEY
3. FIRE CHIEF

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**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.<sup>4</sup>*

|  |                   |
|--|-------------------|
| <b>20-15 Fire Chief Evaluation Process<br/>(Approval and Distribution)</b>                   | <b>Fire Chief</b> |
| <b>20-16 Fixing Rates of Non-Ad Valorem Assessments for FY20/21<br/>(Resolution 2020-01)</b> | <b>Fire Chief</b> |

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**ADJOURNMENT**

**NEXT MEETING: Special Budget, Workshop, and Regular Meetings,  
September 15, 2020 at 6:00 p.m. Location to be determined.**

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<sup>3</sup> Please see Note as to Public Input.

<sup>4</sup> 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](mailto: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.



# *Pinellas Suncoast Fire & Rescue*

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

**(727) 595-1117 FAX: (727) 595-5879  
[www.psfrd.org](http://www.psfrd.org)**

**FIRE CHIEF  
T. MICHAEL BURTON**

**MINUTES  
JULY 21, 2020  
WORKSHOP AND REGULAR MEETINGS**

**Held Virtually Via Zoom**

**WORKSHOP MEETING CALLED TO ORDER  
PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Commissioners answering roll call were Chair Joseph Bruni, Vice Chair Lou Snelling, 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.

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**ADDITIONS OR DELETIONS:** None.

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**GENERAL REMARKS FROM THE AUDIENCE:** None.

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**DISCUSSION ITEMS:**

**20-14 Fee Study and Funding Model – Consulting Firm**

**Discussion:** Chief Burton stated that he would just like to receive feedback from the Commission on the subject of a future referendum and taking a serious look at the District's current funding model and how to sustain in the long-term. The last referendum, based on the flat fee model, assisted the District for a few years, but the fundamental issue still remains of revenue remaining flat, costs going up, and the requirement of going back to the voters every time. Recommending bringing on a consulting group to perform research on various fire-based models to provide a long-term funding strategy. Commissioner Gardella suggested re-visiting a similar study conducted when Chief D'Angelo was with the District; Mr. Martin stated that GSG conducted that study and a lot has changed in the District since that time. Chief Burton stated that GSG leans toward an ad valorem-based model, and that he would like a company to consider models that relate to the fire risk of a structure, square footage, etc., but he stated he would revisit the study. Discussion ensued regarding the challenges of assessing fees based on property value.

Commissioner Schear suggested looking into having the State change the District's charter. Gardella stated that the District is only going on the second year of revenue from the last referendum and was hoping to not yet be having this discussion. Chief Burton discussed that there was general acceptance among the Stakeholders' Group that an increase in the flat fee was the right thing to do at that time, but that a long-term solution was still needed. Chief Burton expressed the importance of doing proper research before going back to the voters, and Commissioner Ardman agreed and discussed that it is the Commission and Administration's job to build advocacy.

Mr. Martin discussed that the last 12 years have not allowed the District to build up its reserves, and because of this is so far behind that it cannot afford its own capital structure requirements. He added that the administration 10 years ago failed to see that the District could not survive on a fixed income, and is now in a position where action must be taken in order to survive.

Commissioner Schear suggested pursuing Penny for Pinellas 4 funding. Commissioner Ardman stated that there are a lot of challenges with that funding due to the lack of money currently flowing into that program.

Chief Burton stated that he is only looking for consensus to do more work on this and is nowhere ready to bring anything forward for action. Commissioner Gardella and Commissioner Ardman requested the previous report from the consulting company.

Mr. Albinson stated that, at one time, the Florida legislature required all special districts in the state to go to their local legislatures and create a new charter that would be adopted by the State legislature. The purpose was to bring all special districts into alignment with a set of basic operating rules. He stated that it was a preference of a lot of people at that time to have the new charter include an ad valorem component for raising revenue; however, the Board at that time voted against it, which is why the current iteration of the Charter remains the same as the 1950s iteration of the Charter regarding non-ad valorem assessments. This has been an anchor to efforts by the District to revise that to include ad valorem funding and has made it so the District must return to the voters every two to five years. Without the support of the full local delegation, there is risk involved with reopening the Charter that could affect the overall survivability of the District.

Chair Bruni stated that, if nothing is done, the District will be forced to return to the voters to increase the flat rate in the short-term versus going with another model. He stated that he feels Chief Burton should move forward with this research. Commissioner Ardman volunteered to work with the Chief on this, as he has spent 20 years in the consulting and engineering and being familiar with the process. Chief Burton stated that, with the Commission's approval, he welcomes Commissioner Ardman's help. There was consensus among the Commission.

In response to earlier discussion, Mr. Martin stated that the last consultant report cost the District approximately \$20,000.

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**ADJOURNMENT**

The meeting was adjourned at 6:29.

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**REGULAR MEETING CALLED TO ORDER**

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**ADDITIONS OR DELETIONS TO AGENDA:**

**20-15 Fire Chief Evaluation Process**

*Discussion:* [Discussed during Fire Chief's report.] Chief Burton stated that he has updated the procedures for the Fire Chief evaluation process and is bringing forward to the Commission for approval. He stated there are no changes to criteria; just the institution of timelines, a remedy for the numbering system, and a few changes to descriptions. Chief Burton requested to send any recommendations to either himself or Kim Fugate, and he will bring to the next meeting for approval.

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**MONTHLY BUSINESS:**

1. Approval of Minutes: June 16, 2020 Workshop and Regular Meetings

*Discussion:* Commissioner Ardman suggested one correction: the minutes state the meeting was chaired by Chair Bruni, but it was chaired by Vice Chair Snelling.

**A motion to approve the minutes of the June 16, 2020 Workshop and Regular Meetings, with correction.**

**MOTION: COMMISSIONER SCHEAR                      SECOND: COMMISSIONER ARDMAN**

**All in favor, motion passed unanimously.**

2. Treasurer's Report: June, 2020

*Discussion:* Secretary/Treasurer Schear stated all balance sheet accounts have been reconciled. Consolidated government funds, assets, and liabilities are \$3.2 million; the investment program in accordance with District policy is \$3.1 million; current liabilities are within normal end-of-month limits, at \$91,000; the capital projects fund revenues total \$7.6 thousand; general fund assessments exceed the adopted budget, due to a large sales tax in prior year refunded expenditures from the County, EMS contracted funds 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 were on hold, affecting fees; remains slightly ahead of GASB recommendations at 24.6%. Our fiscal general year fund protection does not include the FEMA cost recoveries for Hurricane Michael or COVID-19. See full Financial Report for further details.

**Discussion:** Commissioner Gardella stated that \$85,800 has been spent on COVID-19 due to firefighters being out, and inquired if it goes on to say that it could potentially be upwards of \$220,000 this year. Chief Burton stated that he will discuss this in his report.

**A motion to approve the June, 2020 Treasurer’s Report.**

**MOTION: COMMISSIONER ARDMAN SECOND: COMMISSIONER SNELLING**

**All in favor, motion passed unanimously.**

3. Correspondence: None.

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**GENERAL REMARKS FROM THE AUDIENCE:** None.

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**REPORTS:**

1. **COMMISSION:** Commissioner Ardman stated that he appeared with Mayor Kennedy on her Facebook Live group a few weeks ago, and that he updated her audience on fireworks, COVID-19, and creating advocacy for some of the District’s issues, such as fire stations and the need to upgrade, fire equipment, and the assessment fee structure. Commissioner Ardman also discussed that the Indian Rocks Beach Commission is having a work session on Thursday, July 23<sup>rd</sup> at 1:00 p.m. to discuss on-street parking.

Commissioner Schear stated that Indian Shores is putting up removable flags around the flag pole at the municipal center, representing the six military branches. He also discussed that there have been continued discussions with FDOT regarding Gulf Boulevard, and the prospect of widening the lane width, as well as other suggestions.

2. **ATTORNEY:** Nothing to report.

3. **CHIEF’S REPORT:** Chief Burton stated that the boat project at the Indian Rocks Beach dock has been completed. He shared a photo of boat wrap that is scheduled to be completed, and added that the wrap is possible due to a \$2,200 donation from Pioneer Mortgage, a new business in Indian Rocks Beach. The boat will have a small logo from the business. He added that signage for the dock space has also been secured. Commissioner Schear inquired as to if there was any issue with having the logo on the boat; Mr. Albinson stated that he is not aware of anything that would prevent it. Chief Burton stated that Assistant Chief Mortellite worked hard to have the project completed, despite many obstacles.

Chief Burton stated, as of today, PSFRD has eight staff members who have tested positive for COVID-19, and six are still out of work awaiting clearance through the Workers’

Compensation process. Of 36 line staff, 14 have been out medically; 11 were COVID-related. Those not affected have been working extraordinary hours to keep units staffed, normally 36 – 48 hour shifts, and have done a great job keeping everything afloat.

Chief Burton stated that David Martin, Kim Fugate, and Marshall Eiss are back to working in a remove environment, and that a lot has been learned but it is working out very well. Visitors are still not allowed in the fire station other than immediate family and only in the apparatus bays. The District will submit all possible COVID-19 costs for reimbursement at the right time. Mr. Martin has estimated \$130,000 in hard costs as of this week. He added that this is different from any other reimbursement, as it is usually regional and not nationwide.

Chief Burton stated that the bargaining reopener is underway and will be discussed further during the shade session.

On the 4<sup>th</sup> of July, Chief Burton stated that he and Robert Hill supported Indian Rocks Beach with fireworks education and enforcement. The efforts were successful and there was a lot of positive contact.

The Chief stated that there was recently a productive meeting with Pinellas County staff and Optima regarding the fire station location study. He stated that he hopes to receive Optima’s report back in two to four weeks so that work can start being done on a master plan to include fire station location plans and working with constituent cities on the beaches to gain support. He added that it will also help in pursuing Penny for Pinellas funding. Chief Burton stated the Optima study calls for three stations, all in new locations, with the data to support those. Commissioner Ardman inquired as to the cost of the study; Chief Burton confirmed that the study was paid for by Pinellas County and was of no cost to the District.

Commissioner Gardella inquired as to the prospect of hiring part-time firefighters to help with the excessive overtime. Chief Burton stated that it can be done, but would be a labor issue that would need to be worked through with the Association. He added that there had been discussions with neighboring agencies to borrow staff, should the need arise.

Commissioner Schear inquired as to the status of Squad 26. Chief Burton stated that the committee has been working on it, as he gave them 10 major areas to investigate. They will bring forward a data-driven recommendation on what it should be replaced with. Right now, the normal truck is back.

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**ACTION ITEMS:**

**20-11 Shade Session – Collective Bargaining Agreement Reopener**

Breakout session began at 6:56 p.m.

Returned to regular meeting at 7:37.

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There being no further business to come before the Board, the meeting was adjourned in due form at 7:40 p.m.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Joseph V. Bruni, Chair

\_\_\_\_\_  
Kimberly G. Fugate, Executive Assistant

\_\_\_\_\_  
Date Approved

# FIRE CHIEF EVALUATION

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## 1. PROGRAM DEVELOPMENT AND FOLLOW-THROUGH:

Components: Plans and organizes on-going programs and services; plans and organizes work involved in research program suggestions by Commission and the reporting of the results of analysis; maintains knowledge of current and innovative trends in the fire service; plans and organizes work assigned by the Commission so that it is completed with dispatch and efficiency; plans, organizes, and supervises implementation of programs adopted or approved by the Commission.

Rate the Fire Chief's performance by  the box you deem appropriate:

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

Comments:

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## 2. FISCAL MANAGEMENT:

Components: Plans and organizes preparation of an annual budget with documentation that conforms to guidelines adopted by the Commission; plans, organizes and administers the adopted budget within approved revenues and expenditures; plans, organizes, supervises and emphasizes most economic utilization of staffing, materials and equipment; plans and organizes a system of reports for the Commission that provides the most up-to-date data available concerning expenditures and revenues. Forecasts costs today for short and long range acquisitions.

Rate the Fire Chief's performance by checking  the box you deem appropriate:

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

Comments:

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**3. PERSONNEL MANAGEMENT:**

Components: Develops guidelines for job descriptions, performance criteria and professional growth of the employees; supervises and coordinates effectively with staff; establishes and fosters two-way communication between employees and administration; promotes efficiency and morale among employees by frequent personal observation; provides opportunity for additional training, qualification and advancement of employees.

Rate the Fire Chief's performance by checking  the box you deem appropriate:

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

Comments:

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**4. PHYSICAL PLAN MANAGEMENT:**

Components: Plans and organizes maintenance of District owned facilities, buildings and equipment; plans and organizes maximum utilization of facilities; plans and organizes a system of preventive maintenance for buildings, facilities and equipment; plans and organizes acquisitions and timely retirement of buildings, facilities and equipment.

Rate the Fire Chief's performance by checking  the box you deem appropriate:

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

Comments:

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**5. ORGANIZATION MANAGEMENT:**

Components: Plans and organizes the work that goes into providing services established by the Commission; plans and organizes work that carries out policies adopted by Commission and developed by staff; plans and organizes responses to public requests and complaints or areas of concern; evaluates and keeps up with current technology.

**Rate the Fire Chief's performance by checking  the box you deem appropriate:**

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

**Comments:**

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**6. LONG RANGE PLANS:**

Components: Maintains a knowledge of new technologies, systems, methods, etc., in relation to District services; keeps Commission advised of new and impending legislation and developments in the area of public policy which could affect the District; plans and organizes a process of program planning in anticipation of future needs and concerns; establishes and maintains an awareness of developments occurring within other cities or other jurisdictions that may have an impact on District activities; plans, organizes and maintains process for establishing District goals to be approved or adopted by the Commission. Prepares for the Commission a detailed short- and long-range capital utilization plan, and monitors changes of that part approved by the Commission.

**Rate the Fire Chief's performance by checking  the box you deem appropriate:**

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

**Comments:**

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**7. COMMUNICATION/PUBLIC RELATIONS:**

Components: The Chief's written and verbal communications are professional, direct, clear and effective. The Chief gives clear messages and is a highly attentive listener; facilitates flow of information internally and externally. The Chief has precise responsive relationship with the media and public.

Rate the Fire Chief's performance by checking  the box you deem appropriate:

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

Comments:

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**8. PROFESSIONAL DEVELOPMENT:**

Components: The Chief seeks to improve self through continued education and/or professional seminars. The Chief is up-to-date on current trends and practices in the field of fire protection and EMS management and delivery of these services.

Rate the Fire Chief's performance by checking  the box you deem appropriate:

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

Comments:

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**9. INTERGOVERNMENTAL RELATIONS:**

Components: Seeks and maintains positive cooperative relationship with adjacent local communities; responds and interacts effectively with county, state or federal government; maintains open lines of communications with related organizations, including constituent cities and towns within the District.

Rate the Fire Chief's performance by checking  the box you deem appropriate:

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

Comments:

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**10. RELATIONS WITH COMMISSION:**

Components: Maintains effective communication, both verbal and written, with the Commission; maintains availability to Commission, either personally or through designated subordinates; establishes and maintains a system of reporting to Commission current plans and activities of the staff and advisory boards; plans and organizes materials for presentations to the Commission, either verbally or written, in the most clear and comprehensive manner possible. The Chief is never resentful of direction of elected officials.

Rate the Fire Chief's performance by checking  the box you deem appropriate:

- Exceeds Performance Standards (3)
- Meets Performance Standards (2)
- Marginal Performance/Improvement Expected (1)

Comments:

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\_\_\_\_\_  
Signature of Commissioner                      Date

\_\_\_\_\_  
Signature of Fire Chief                                      Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name





## **FIRE CHIEF PERFORMANCE EVALUATION**

### **RATING PROCEDURES**

#### **Description**

The following evaluation format incorporates ten (10) criteria for review. As the Chief Executive Officer for Administration, the role of Fire Chief is unique. Through leadership and communication abilities, the Fire Chief assists the Commission in implementing established policies and leads the staff to assure that quality services are provided to the community.

#### **Timelines**

The evaluation package and instructions shall be distributed by the Executive Assistant to all members of the Fire Commission at the six month anniversary of a newly promoted or appointed fire chief.

The evaluation package and instructions shall be distributed by the Executive Assistant to all members of the Fire Commission prior to the May Commission meeting each year for an incumbent fire chief.

The evaluation package shall be completed by each member of the Fire Commission and returned to the Executive Assistant on or prior to the June meeting.

Within seven days of receiving all of the evaluation packets from the Fire Commission, the Executive Assistant shall complete the Fire Chief Evaluation Composite Form and provide such to the Fire Chief for response, if he/she desires. The Fire Chief or any Fire Commissioner may request a meeting to review and discuss the evaluation.

The Fire Chief's evaluation instruments shall be provided within the agenda packet for the July meeting in an effort to gain final acceptance and to make recommendations, if any.

#### **Format**

Since the job of Fire Chief is multi-faceted, similar to that of a Chief Executive Officer in a private corporation, the performance must be evaluated on an overall basis rather than specifically to one decision or action.

The performance evaluation of the Fire Chief shall be determined by the Commission.

The evaluation review should be an objective appraisal of job performance, not a personal judgment of the Chief being reviewed. For the evaluation process to be successful, both the Chief and Commission must recognize its importance and spend an appropriate amount of time on implementation.

## General Guidelines for Raters in Completing the Evaluation

1. Each evaluator's rating will stand alone.
2. Performance evaluations shall be made in reference to the specific factor listed. Ratings on one factor should not influence evaluations on another.
3. An overall impression of the individual should not affect the evaluations on specific factors. Each factor should be considered separately.
4. Any unusual or isolated instances should be considered in the light of circumstances that precipitated the situation and the chief's reactions to the particular situation.
5. Evaluators should cite, in written comments, positive and/or negative critical incidents during the rating period that support the evaluation. Exclusion of comments tends to diminish the value of the evaluation.
6. Evaluators should also remember all evaluations are subject to public records laws and are a public record.
7. Evaluators must cite specific examples if evaluation rates either "Exceeds Performance Standards" or "Marginal Performance/Improvement Expected." Where improvement is specifically suggested, there will be recommendation as to how this might be attained. Ratings of outstanding or poor must be supported by specific examples.

## **RESOLUTION 2020-01**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT PROVIDING FOR THE FIXING OF THE RATE OF NON-AD VALOREM ASSESSMENTS BEGINNING FISCAL YEAR OCTOBER 1, 2020, IN COMPLIANCE WITH THE CHARTER OF THE DISTRICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The Charter of the Pinellas Suncoast Fire & Rescue District requires that the rate of non-ad valorem assessments against the assessable real property situated in the District shall be set by Resolution of the Board on or subsequent to February 1 of each year.

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT, that:**

**SECTION 1.** The rate of non-ad valorem assessments against the assessable real property situated in the District shall be as is shown in Exhibit 1 to the Resolution.

**SECTION 2.** This Resolution shall remain in full force and effect until supplemented, amended, modified, repealed, discontinued or otherwise altered.

**SECTION 3.** If any section, subsection, sentence, clause, phrase of this Resolution, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application, shall not be affected thereby.

**SECTION 4.** That this Resolution shall become effective upon the day of adoption.

PASSED AND ADOPTED on this 18<sup>th</sup> Day of August, 2020.

**PINELLAS SUNCOAST FIRE & RESCUE DISTRICT**

**BOARD OF COMMISSIONERS**

**ATTEST:**

\_\_\_\_\_  
Joseph V. Bruni  
Chair

\_\_\_\_\_  
Larry Schear  
Secretary/Treasurer

**PINELLAS SUNCOAST FIRE & RESCUE DISTRICT  
RESOLUTION 2020-01**

**EXHIBIT 1**

|  |          |
|--|----------|
| Single Family Residential                                    |          |
| Single Family Homes, Apartments, Condos                      | \$360.00 |
| Time Shares  | \$360.00 |
| Condo Garage Space, Storage Unit, Boat Slip (separate title) | \$95.00  |
| Vacant Lots: Each Lot  | \$95.00  |
| Vacant Lot with XFSB (i.e. Shed, Dock, Barn) Additional      | \$25.00  |
| Unplatted Land: Each Acre                                    | \$124.00 |
| Commercial Units: Up to 500 sq. ft.                          | \$386.00 |
| Per sq. ft. over 500 sq. ft.                                 | \$0.20   |
| (a) With Kitchen - Additional                                | \$385.00 |
| (b) With Dining Room - Additional                            | \$385.00 |
| (c) With Bar - Additional                                    | \$385.00 |
| Hotels   | \$385.00 |
| (a) With Kitchen - Additional                                | \$385.00 |
| (b) With Dining Room - Additional                            | \$385.00 |
| (c) With Bar - Additional                                    | \$385.00 |
| (d) Each Room - Additional                                   | \$115.00 |
| Motels: Rental Units (Efficiencies or Otherwise)             | \$265.00 |
| Motels: Manager's or Owner's Quarters                        | \$260.00 |
| Mobile Home Lots: Rental Space                               | \$265.00 |
| Mobile Home Lots: Occupied by Manager or Owner               | \$260.00 |
| Recreational Vehicle Lots: Rental Space                      | \$265.00 |
| Recreational Vehicle Lots: Occupied by Manager or Owner      | \$260.00 |
| Fuel Pumps (Any Number)                                      | \$625.00 |
| Above Ground Oil Storage Tanks: 5,000 gal or less            | \$490.00 |
| Each 1,000 gal or fraction thereof over 5,000                | \$85.00  |