



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 October 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, October 20, 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/92306020716> 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: 923 0602 0716.

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 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

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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

October 20, 2020

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

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*

20-22 OPTIMA Resource Modeling Study

Fire Chief

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: September 15, 2020, Special Budget, Workshop, and Regular Meetings
September 24, 2020 Special Budget Meeting
2. Treasurer's Report: September, 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*

- | | |
|---|-------------------------|
| 20-23 Public Records Policy | Fire Chief |
| 20-24 FY2019-2020 Budget Amendment #2
(Resolution 2020-05) | Finance Director |
| 20-25 Increase of Minimum Capitalization Threshold | Finance Director |
| 20-26 Fire Chief Employment Agreement – Update | Chair |
| 20-27 Resumption of Future Meetings and Location Update | Fire Chief |
| 20-28 Shade Session -- Collective Bargaining Update | Fire Chief |

³ Please see Note as to Public Input.

⁴ Please see Note as to Public Input.

ADJOURNMENT

**NEXT MEETING: Workshop and Regular Meetings,
November 17, 2020 at 6:00 p.m. Location to be determined.**

**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.

RESOURCE MODELING

Pinellas Suncoast Stations Optimization Study



**Pinellas County
Fire and EMS Administration**

24 July 2020

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Summary

The Pinellas Suncoast Fire & Rescue District desires to move forward with preliminary plans to relocate Fire Station #28 to a location that better suits the District as well as the region.

To better address the possible new location options for Fire Station #28, it is prudent to examine the location of all the PSFRD stations as part of the longer-range planning process. As a result, Optima has been asked to evaluate anticipated response times based on five different station location models.

To answer this question, the team used the Optima Predict model established for Pinellas County Fire and EMS operation and created several scenarios comparing options. Scenarios were run using the call data from 1 Jan 2019 to 31 Dec 2019. The tuned simulation model is a baseline against which different scenarios are evaluated.

Five different station location configurations were provided to Optima to be simulated. The results of these simulations show that Model #4 has the largest positive impact upon performance in the Pinellas Suncoast Fire District, with no negative impacts on Pinellas County as a whole. **Model #4** provides a decrease of average response time by an anticipated **46 secs**, and a percentage increase of Fire & Medical calls reached within 7 min 30 secs of **5.77%**.

Modelling Parameters

The following parameters of the operation were varied in this study compared to the baseline model:

Location of existing bases

All other parameters of the operation were left unchanged.

As per the modelling request, the at-patient times in the Indian Shores area were examined. Historically, Pinellas Suncoast experience longer at-patient times at Indian Shores due to the high proportion of multi-family housing and condominium units where access will typically involve stairs or elevators.

The image below (Figure 1) on the **left** shows the baseline average at-patient times in minutes and seconds for the southern portion of Pinellas Suncoast, the image below on the **right** shows the same measure for the Model #4 simulation. As can be seen in the images, the at-patient times between the baseline simulation and the Model #4 simulation are very similar and both show higher at-patient times in the Indian Shores and the surrounding area.

We can be confident, therefore, that any performance change is not due to these times changing between simulations as the averages are consistent. By only changing the locations of stations #26, #27 and #28, any performance changes are due to factors involving the station location moves only.



Figure 1 Average At-patient Durations, Baseline (left) and Model #4 (right)

1 Scenario Modelling and Analysis

The established Optima Predict model for Pinellas County using 1 Jan 2019 to 31 Dec 2019 demand data was used for this analysis.

To answer the question about optimal station locations, several alternative scenarios were created in Optima Predict. The simulation was run for each scenario, producing an alternative version of system behavior over the 1 Jan 2019 to 31 Dec 2019 period. Scenario results were compared to the baseline using several measures including response times aggregated at different levels, the workload for all affected units, mileage driven by the units, etc.

1.1 Scenarios

Pinellas Suncoast Fire and Rescue District requested that five combinations of station locations were modelled within Optima Predict. The differences between the scenarios were the locations of Stations #26, #27 and #28. The location changes between the five scenarios are listed in the table below:

Table 1 Location Changes by Scenario

Scenario	Fire Station #26 Location	Fire Station #27 Location	Fire Station #28 Location
Model #1	190 173 rd Ave, Redington Beach (NRBTH)	304 1 st St, Indian Rocks Beach (Current)	14644 113 th Ave, Largo (4H)
Model #2	190 173 rd Ave, Redington Beach (NRBTH)	2205 Gulf Blvd, Indian Rocks Beach (TBD)	14644 113 th Ave, Largo (4H)
Model #3	19303 Gulf Blvd, Indian Shores (Town Hall)	304 1 st St, Indian Rocks Beach (Current)	14644 113 th Ave, Largo (4H)
Model #4	19303 Gulf Blvd, Indian Shores (Town Hall)	2205 Gulf Blvd, Indian Rocks Beach (TBD)	14550 Walsingham Rd, Largo (VFW)
Model #5	19303 Gulf Blvd, Indian Shores (Town Hall)	2205 Gulf Blvd, Indian Rocks Beach (TBD)	14644 113 th Ave, Largo (4H)

All the scenarios (including baseline) incorporated the new location of Station #39 at 12420 130th Ave North.

1.2 Findings

Table 2 Fire Response in Pinellas Suncoast, Operational Changes by Scenario lists all the scenarios with the summary of **Fire Response** simulation results (excluding Medical calls) in Pinellas Suncoast: count of Fire incidents that all the modelled fire units would have responded to over 1 Jan 2019 to 31 Dec 2019, average busy unit hours per shift for S26, E27 & T28, and the simulated average response time and percentage of incidents responded to within 7:30 in the district.

Table 2 Fire Response in Pinellas Suncoast, Operational Changes by Scenario

Scenario	Number of incidents responded to by S26, E27 and T28	Average busy unit hours per shift, S26, E27 and T28	Average response time, Pinellas Suncoast (min and secs)	Percentage within 7:30, Pinellas Suncoast
Baseline	392	0.96 hours	05:26	86.19%
Model #1	377	0.88 hours	05:37	86.19%
Model #2	397	0.90 hours	05:30	82.18%
Model #3	380	0.90 hours	04:56	89.09%
Model #4	399	0.94 hours	04:26	92.43%
Model #5	399	0.87 hours	04:39	89.76%

Table 3 Medical Response in Pinellas Suncoast lists all the scenarios with the summary of **Medical Response** simulation results in Pinellas Suncoast: the count of EMS incidents that all the modelled fire units would have responded to over 1 Jan 2019 to 31 Dec 2019, the average busy unit hours per shift for S26, E27 & T28, and the simulated average response time and percentage of incidents responded to within 7:30 in the district.

Table 3 Medical Response in Pinellas Suncoast, Operational Changes by Scenario

Scenario	Number of incidents responded to by S26, E27 and T28	Average busy unit hours per day, S26, E27 and T28	Average response time, Pinellas Suncoast (min and secs)	Percentage within 7:30, Pinellas Suncoast
Baseline	1589	3.99 hours	05:04	88.95%
Model #1	1421	3.57 hours	05:05	89.98%
Model #2	1494	3.78 hours	04:52	92.38%
Model #3	1435	3.52 hours	04:44	91.07%
Model #4	1558	4.26 hours	04:16	94.61%
Model #5	1518	3.70 hours	04:24	94.07%

Table 4 lists all the scenarios with the summary of (combined) **Fire and Medical Response** simulation results in Pinellas Suncoast: the count of Fire and EMS incidents that all the modelled fire units would have responded to over 1 Jan 2019 to 31 Dec 2019, the approximate distance driven by S26, E27 & T28 during the year, the average busy unit hours per shift for S26, E27 & T28, and the simulated average response time and percentage of incidents responded to within 7:30 in the district.

Table 4 Fire & Medical Response in Pinellas Suncoast, Operational Changes by Scenario

Scenario	Number of incidents responded to by S26, E27 and T28	Distance driven by S26, E27 and T28	Average busy unit hours per day, S26, E27 and T28	Average response time, Pinellas Suncoast (min and secs)	Percentage within 7:30, Pinellas Suncoast
Baseline	1981	14,704 miles	4.96 hours	05:08	88.41%
Model #1	1798	13,223 miles	4.46 hours	05:11	89.24%
Model #2	1891	14,539 miles	4.68 hours	05:00	90.38%
Model #3	1815	13,324 miles	4.42 hours	04:46	90.68%
Model #4	1957	15,739 miles	5.21 hours	04:18	94.18%
Model #5	1917	14,015 miles	4.58 hours	04:27	93.22%

Table 2 shows the Fire Response simulation results for Pinellas Suncoast only. As the table shows, three models (#3, #4 & #5) bring improvements to the average response time (-30 secs, -60 secs & -47 secs respectively), and the percentage of Fire calls reached within 7 mins 30 secs (2.90%, 6.24% & 3.57% respectively), when compared to the baseline.

When considering which of the three models brings the greatest improvement to the Fire Response for Pinellas Suncoast, Model #4 most improves the average response time and the percentage of calls reached within 7min 30secs.

When taking into consideration the findings of the simulation results regarding Medical Response for Pinellas Suncoast only (Table 3), Model #4 once again brings the greatest improvement to the average response time (-48 secs), and the percentage of Medical calls reached within 7 min 30 secs (5.66%).

When analyzing both the Fire Response and Medical Response together for Pinellas Suncoast only (Table 4), Model #4 brings improvements to the average response time by -46 secs, and increased the percentage of Fire & Medical calls reached within 7 min 30 secs by 5.77%.

We can explore the improvements Model #4 brings in more detail by looking into the geographical analysis of the Pinellas Suncoast region.

The image on the **left** shows the average response time in minutes and seconds of the **baseline** simulation and has been split into the response grids.

The image on the **right** shows the average response time in minutes and seconds of the **Model #4** simulation, split into the response grids.

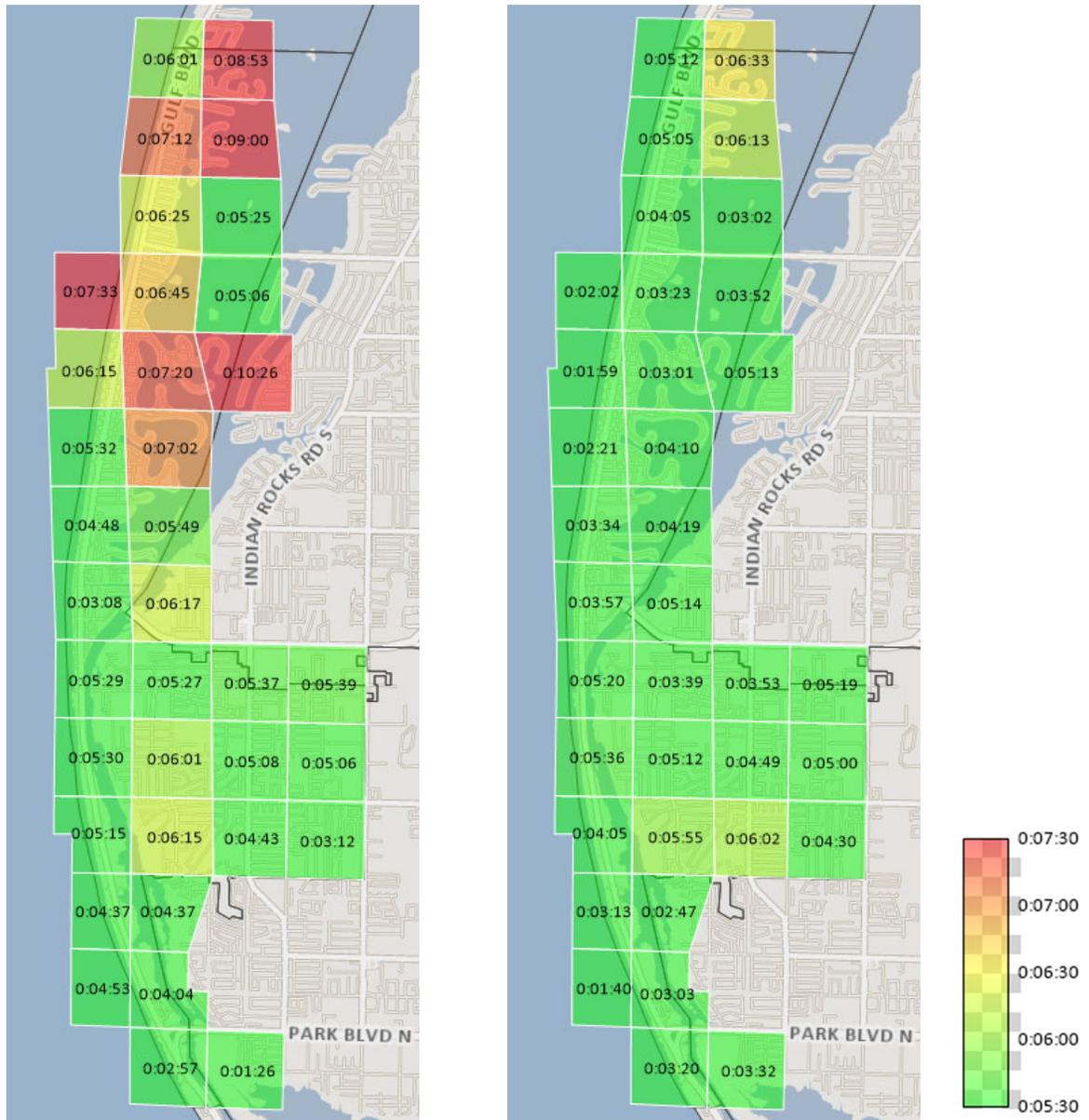


Figure 2 Average Response Time, Baseline and Model #4

As can be observed by analyzing the image on the **right**, Model #4 brings improvements to most of the fire grids. This improvement seems to be larger in the northern portion of Pinellas Suncoast than the south.

This makes sense when we consider the relocation of stations #26, #27 and #28. Station #26 has moved 0.8 miles north; Station #27 has moved 1.6 miles north and Station #28 has moved 1.7 miles north. Please see the image below for an illustration of this.

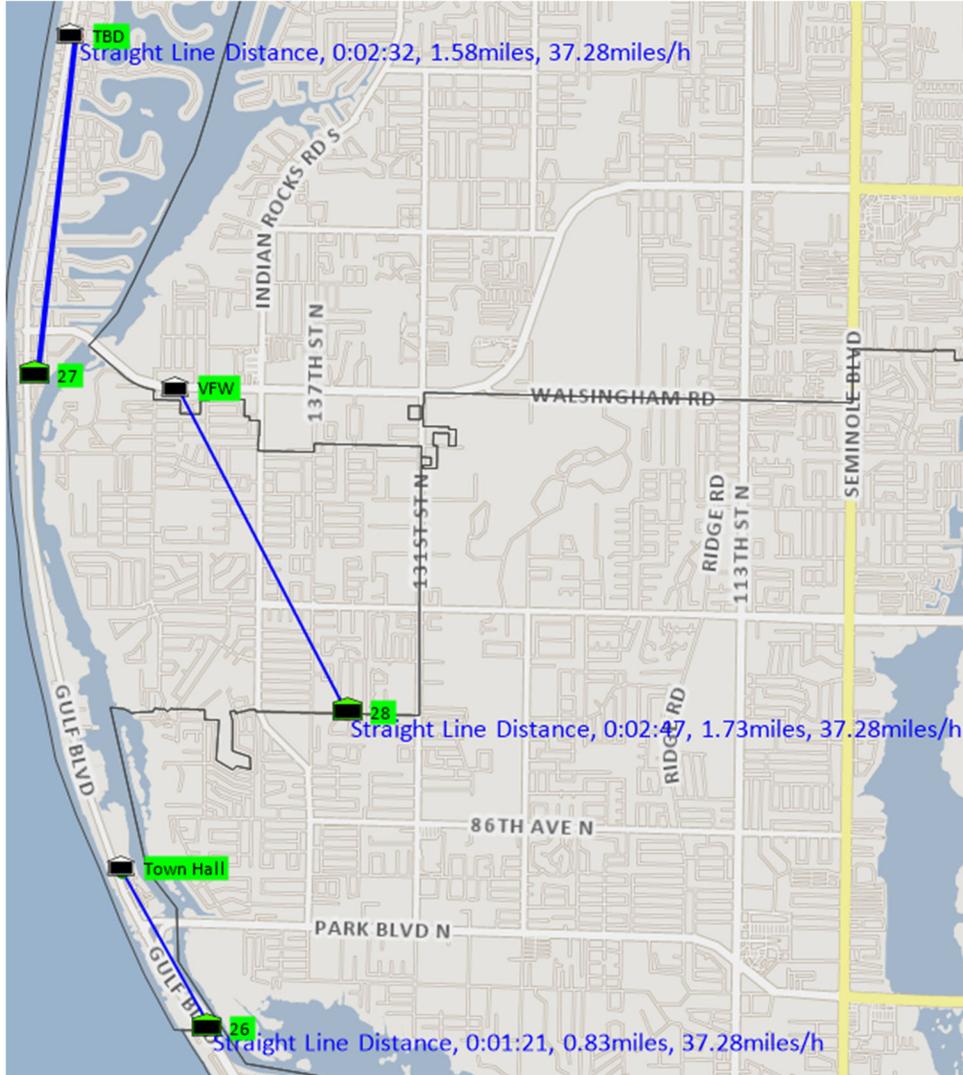


Figure 3 Distance between Old and New Station Locations

When we examine the reasons for Model #4 increasing performance, we can look at station locations in relation to demand. The below image on the **left** shows the demand count and the baseline station locations, the image on the **right** shows the demand count and the Model #4 station locations. We can see that the Model #4 station locations are in closer proximity to the highest areas of demand, this is one of the factors of performance increase.

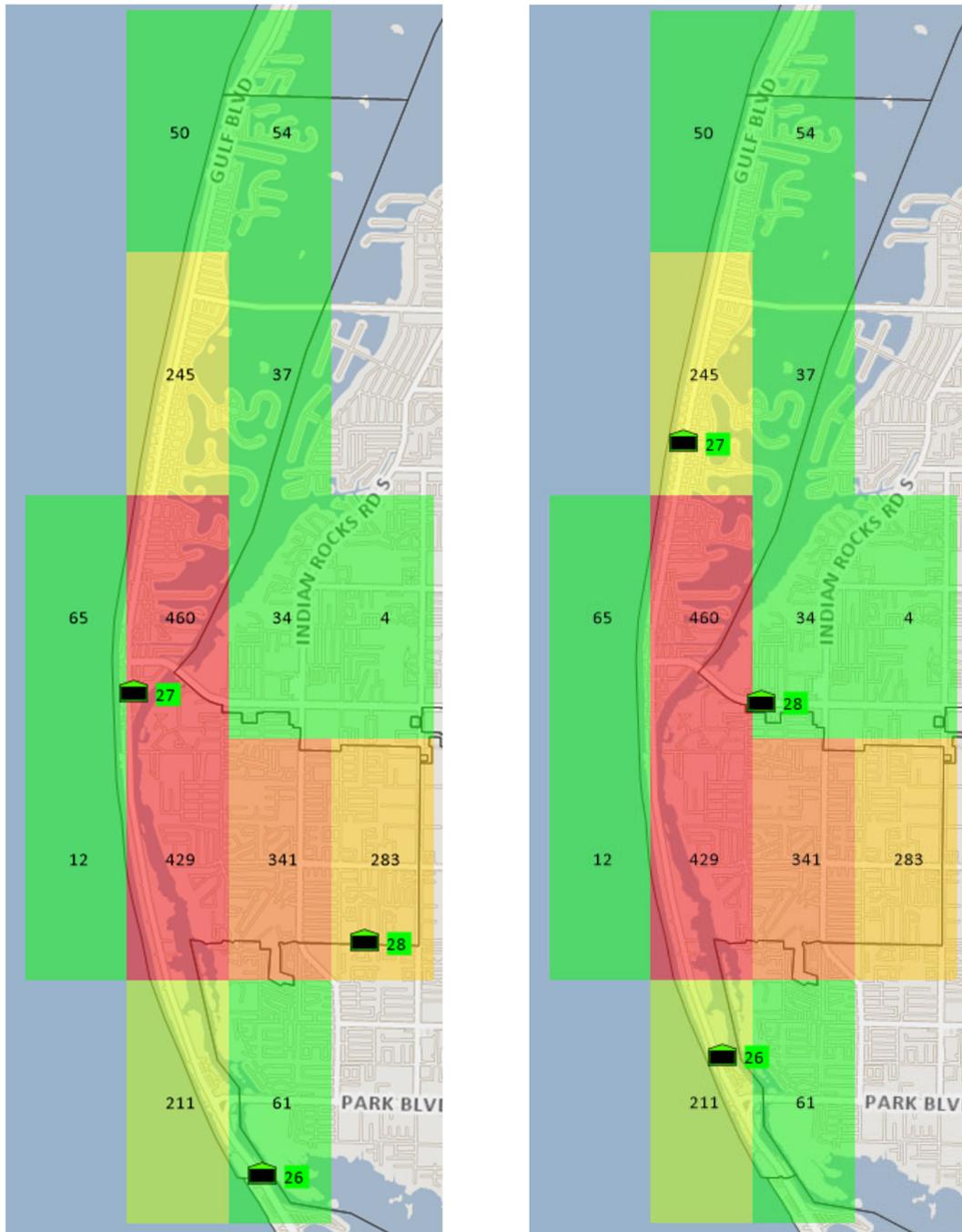


Figure 4 Fire Response Incident Count, Baseline and Model #4

The Redington Beach fire district partly relies upon units from Station #26 to respond to their EMS incidents. Because Station #26 moves north, further away from Redington Beach, we can see that the performance is impacted, although average response time still stays at a good level (5:07). The image below shows the difference in average response time for Fire Response to EMS incidents by Fire District, Baseline v Model #4. “Please note - Pinellas County is working with the Redington Communities to establish an EMS Station in the Redingtons. Construction will begin in FY20-21.”

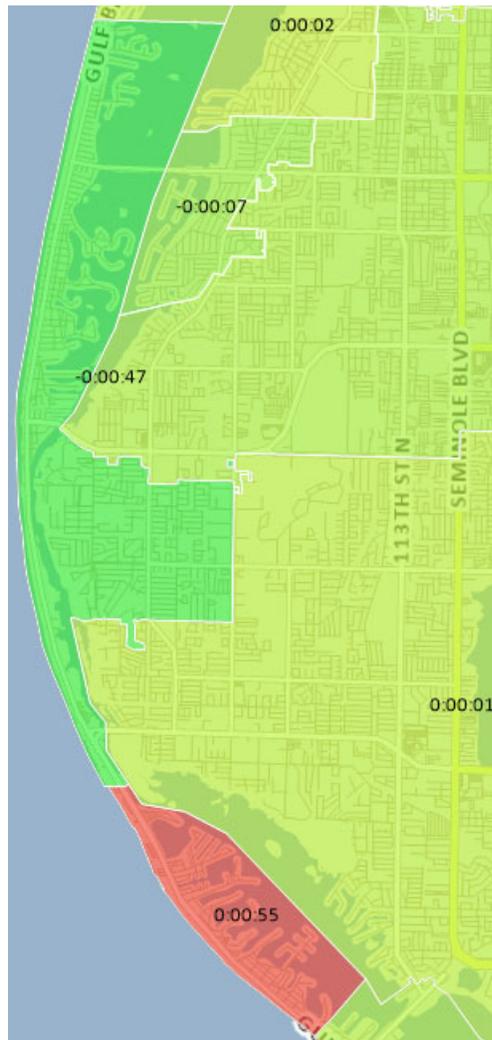


Figure 5, Baseline v Model #4 Average Response Time Difference by Fire District

1.3 Performance Impact

The simulated performance impact below is presented for the recommended scenario, Model #4.

WORKLOAD BY UNIT AND STATION

Station #26 is expected to be slightly busier in the station location configuration seen in Model #4. The expected dispatch count increases by ~15 and the utilization goes up by 0.23%.

Station #27 is expected to be less busy in the station location configuration seen in Model #4. The expected dispatch count decreases by ~650 and the utilization goes down by 3.45%.

Station #28 is expected to be busier in the station location configuration seen in Model #4. The expected dispatch count increases by ~830 and the utilization goes up by 4.25%.

Full statistics on the changes in mileage, the number of dispatches and busy unit hours for all units impacted by the change can be found in Appendix A.

As Station #28 moves northwest into Pinellas Suncoast, this moves the station further away from the border with Seminole. Unit E31 picks up more EMS work because of this move. The bar chart below shows the incident counts for individual units for the baseline and Model #4 scenarios.

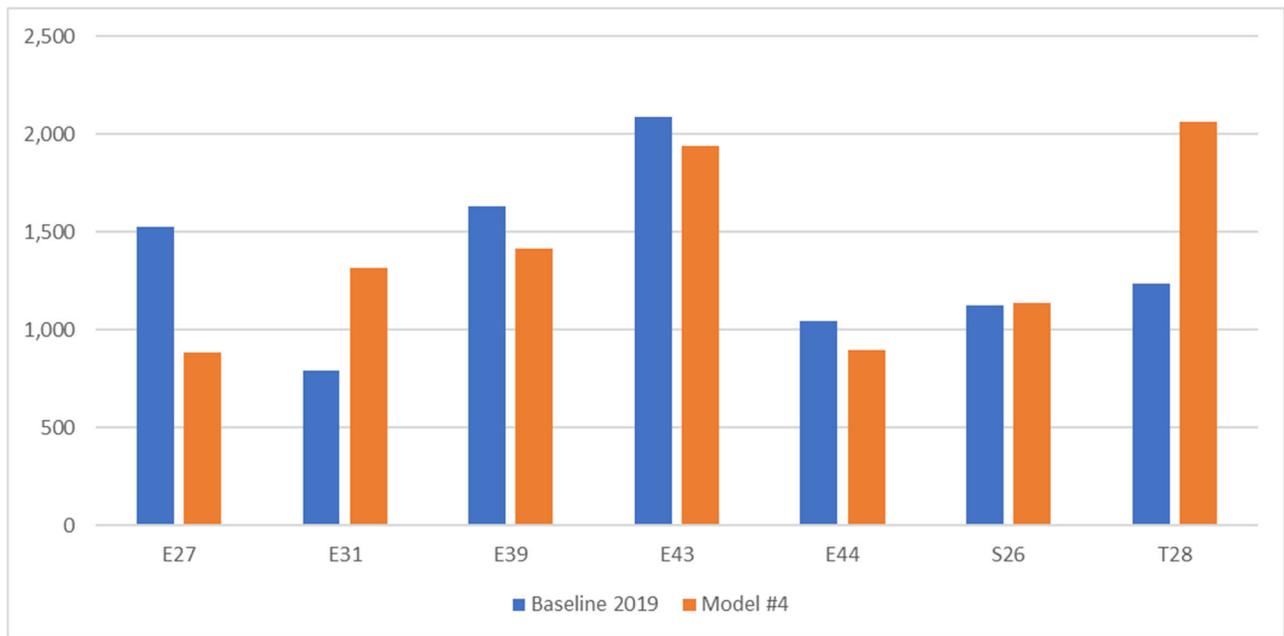


Figure 6 Incident Count by Unit, Baseline & Model #4

WORKLOAD FOR THE DISTRICT

Workload distribution between Pinellas Suncoast units as described above is expected to be the main impact on the workload in the district. The total workload by all district units will have an anticipated dispatch count increase of ~135 and the average utilization will increase by 0.6%.

WORKLOAD FOR THE COUNTY

The County workload is expected to stay very similar; when comparing the baseline simulation to the Model #4 simulation, the utilization increases by 0.04%.

RESPONSE TIME BY FIRE RESPONSE GRID (AVERAGE)

Figure 7 shows the difference in the average response durations in Pinellas Suncoast, comparing the scenario Model #4 against the Baseline model. The numbers above the times are the Fire Response Grid numbers.

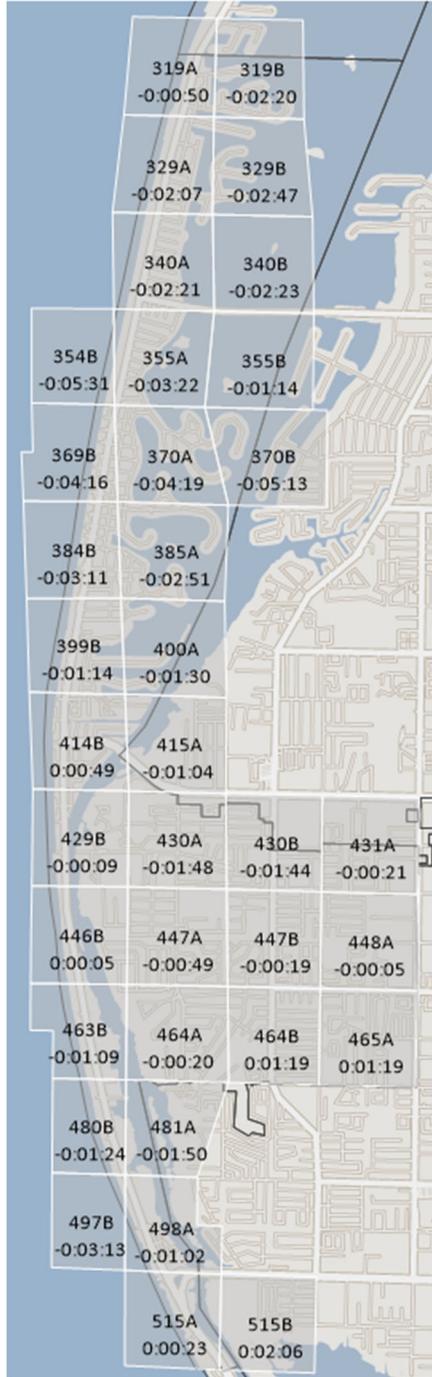


Figure 7 Average Response Time Difference by Fire Response Grid, Model #4 Scenario and Baseline

As can be seen in the above image, average response time improves more in the northern portion of Pinellas Suncoast than the south, this is due to stations moving northwards. For the same reason, average response time increases in the far south of Pinellas Suncoast.

RESPONSE TIME BY FIRE DISTRICT (PERCENTAGE WITHIN 7:30)

Performance measured over the whole of the Pinellas Suncoast Fire District is expected to improve by 5.77%.

FIRST DUE ZONES

The first due EMS zones will change, and the exact shape of the zones should be determined by the district.

FIRST FIRE UNIT COVERAGE

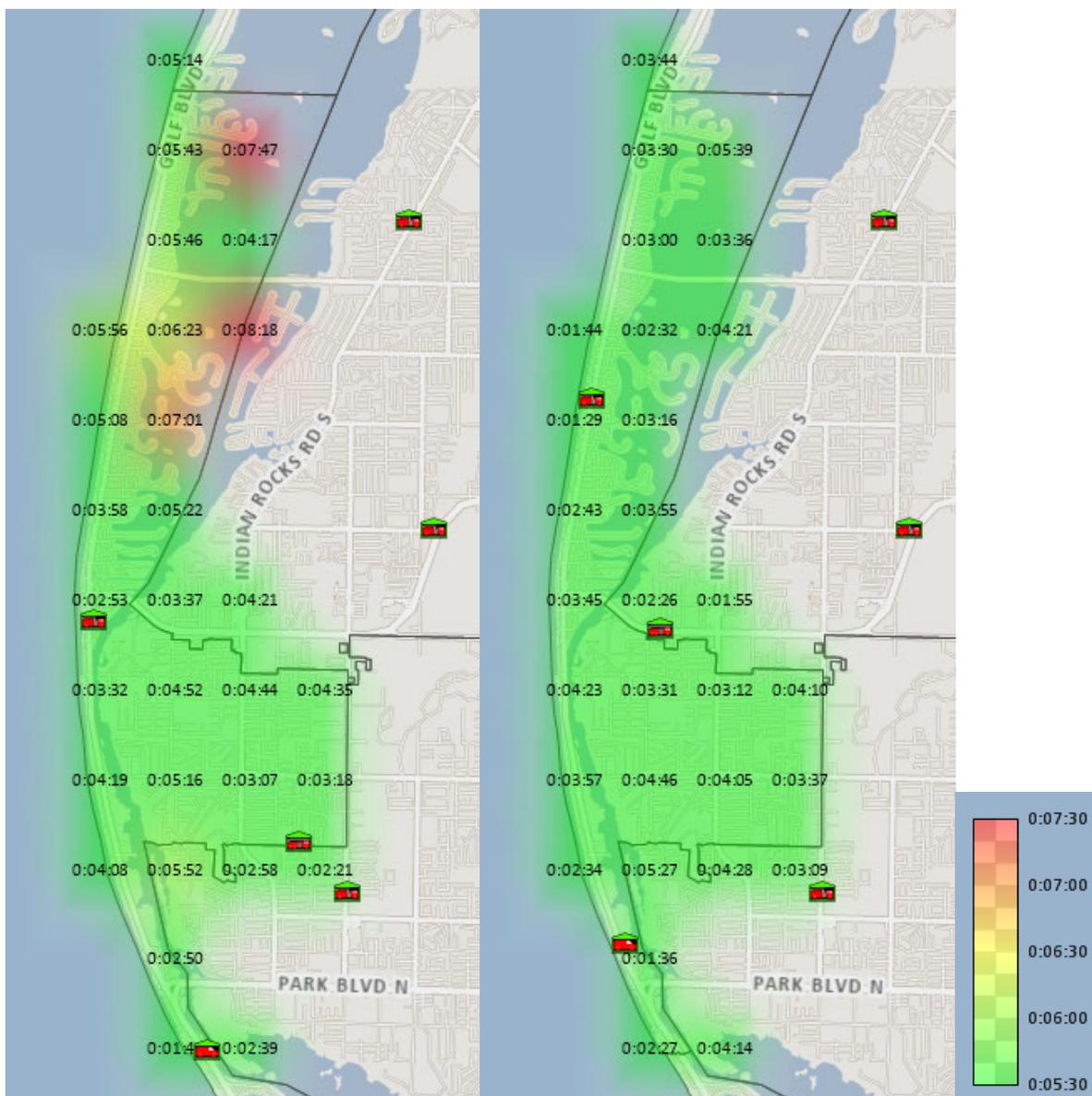


Figure 8 First Engine Capable Vehicle Coverage, Baseline and Model #4

FIRST ALARM COVERAGE

First Alarm in Pinellas Suncoast consists of 1 Truck, 1 Squad, 3 Engines and 2 District Chiefs. The first District Chief is coming from station 27, but the second must come from Seminole 29 or Largo 41, which is often further than 9 minutes away.

The graphs below show coverage for the Effective Fire Fighting Force instead: 1 Truck, 1 Squad, 3 Engines and 1 District Chief.

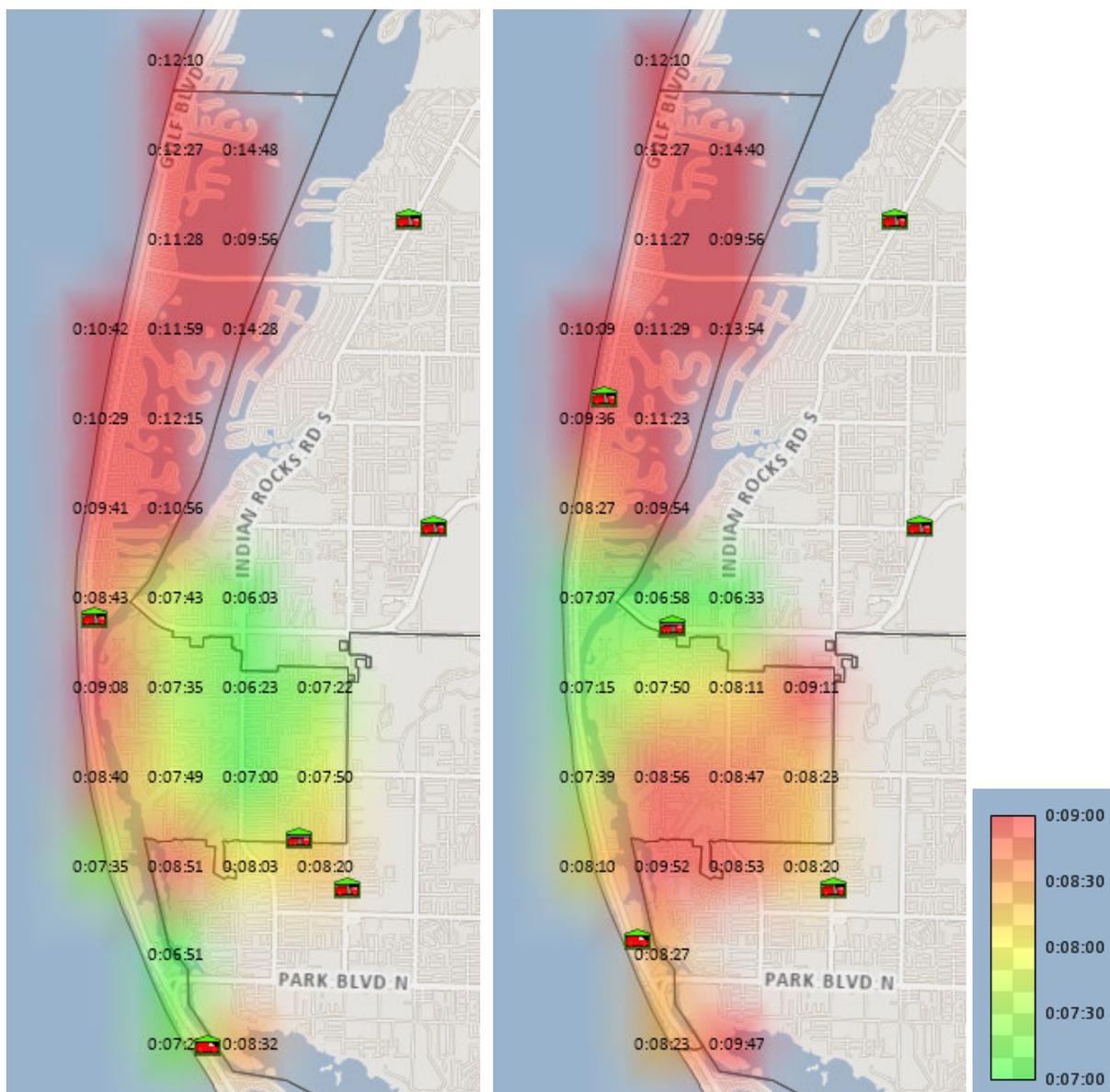


Figure 9 Effective Fire Fighting Force (1T, 1S, 3E, 1DC) Coverage, Baseline and Model #4

2 Recommendations

Pinellas Suncoast submitted five different station location configurations, of these five configurations, Model #4 provides the biggest improvement in average response time and calls reached within 7 min 30 secs to the district and the county. In terms of the new allocation of workload, we can see that Station #26 and Station #27 are both expected to be less busy and Station #28 is expected to be busier. Engine 27 being available more on the barrier island has a positive outcome as it increases its availability for Fire and EMS incidents in that area. It also worth bearing in mind that Station #31 in Seminole gets busier because Station #28 moves further away from the border.

If the change in workload for the stations and the change in district performance is acceptable to Pinellas County, we recommend that Model #4 is used as the location configuration for Stations #26, #27 and #28. This will result in an anticipated 60 secs decrease in average response time and a 6.24% increase in the percentage of Fire calls reached within 7 min 30 secs for Pinellas Suncoast.

Appendix A Unit Statistics

Baseline

Vehicle Name	Dispatch Count	Cancel Count	Reference Utilization	Distance Travelled (miles)	Average Shift Time on Calls
E27	1,526	48	8.12%	5,738.85	1:56:16
E31	792	46	4.37%	2,965.63	1:02:39
E39	1,631	177	7.97%	6,057.51	1:54:11
E43	2,090	106	11.65%	6,980.69	2:46:50
E44	1,043	26	5.69%	3,055.75	1:21:34
S26	1,123	44	5.82%	4,351.53	1:23:17
T28	1,234	58	6.72%	4,613.97	1:36:13

Scenario Model #4

Vehicle Name	Dispatch Count	Cancel Count	Reference Utilization	Distance Travelled (miles)	Average Shift Time on Calls
E27	882	51	4.67%	3,409.99	1:06:52
E31	1,314	61	7.13%	4,995.90	1:42:08
E39	1,412	150	6.89%	5,076.34	1:38:45
E43	1,942	99	10.83%	5,927.70	2:35:06
E44	898	18	4.88%	2,365.88	1:09:56
S26	1,137	29	6.05%	4,748.48	1:26:36
T28	2,063	62	10.97%	7,580.25	2:37:09

**STANDARD OPERATING PROCEDURE
114 PUBLIC RECORDS REQUESTS**

**PINELLAS SUNCOAST FIRE &
RESCUE DISTRICT
ORGANIZATIONAL**

Revised From: 1/18/2011

Effective Date: TBD

Total Pages: 4

Author: Mike Burton, Fire Chief

Authorization:

Mike Burton, Fire Chief

I. PURPOSE

This policy establishes the Pinellas Suncoast Fire & Rescue District (PSFRD) guidelines and procedures for public records requests.

II. SCOPE

This policy is applicable to all PSFRD employees.

III. POLICY

This policy is written in accordance with Section 92.525, Florida Statutes (F.S.), Section 119.021 F.S., and Section 120.525 F.S.

PSFRD is committed to assisting the public in its right to inspect and obtain copies of District records pursuant to the Public Records Act, Chapter 119, F.S. PSFRD is committed to provide the highest level of customer service, for the best value, in an open, transparent setting.

A. EXEMPT/CONFIDENTIAL RECORDS

The law establishes certain records “confidential” and/or “exempt” from public disclosure and PSFRD takes every precaution to protect such records. Confidential records are not subject to public inspection and released only to those authorized by statute, court order, or specific authorization. Exempt records, while not subject to the public records law, are released under certain circumstances per the guidance of legal counsel. Examples of exempt/confidential data includes Social Security Numbers, examination answers and question sheets for the purpose of licensure, certain financial records, medical and insurance records (HIPAA), home addresses and telephone numbers of first responders, as well as other documents, as required by F.S.

B. RESPONDING TO REQUESTS

PSFRD's goal is to respond to every requestor within 24 hours acknowledging receipt of his or her request (via e-mail or phone), and when possible, fill requests within 24 hours. Staff takes into consideration the requestor's time-to-fill requirement (if known) and their other priority tasks. Staff asks for assistance from co-workers or their supervisor if they need assistance to meet the requestor's need. Communication internally and with the requestor is the key to success and great customer service.

Some requests can be fulfilled free of charge. If researching or redacting information exempt information (information that is exempt and protected under the public records law) takes thirty (30) minutes or less, there is no charge. If the request requires extensive use of District resources, charges may apply as described below. PSFRD staff provides a detailed invoice of any estimated costs to the requestor and receives payment before beginning to produce the requested records.

Note: There shall be no attempt to limit access to public records by a claim of interference with the day-to-day conduct of public business. Do not ask for the name of the requester or the purpose of the review. The requester's name and purpose of the review are optional and will not be recorded unless the information is freely provided by the requester.

C. CHARGES FOR EXTENSIVE USE OF RESOURCES

1. A special service charge will be imposed if the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both.
2. An extensive use of resources is "when District personnel must spend more than 30 minutes to retrieve copy or redact the requested material to comply with the request."
3. Clerical or supervisory assistance includes searching for and or locating the requested record, reviewing for statutorily exempt information, deletion of statutorily exempt information, and preparing, copying, and re-filing of the requested record.
4. Such charge is in addition to the actual cost of duplication.
5. If multiple agency divisions are involved, the special service charge will be based on the aggregate amount of time expended by all personnel and information technology resources, if applicable.
6. The charge for clerical or supervisory resources will be no greater than the hourly rate, including benefits, of the lowest paid personnel capable of providing such services.
7. In those cases where legal review is necessary, the charge will be at the lowest attorney rate (salary and benefits).
8. PSFRD will not pass along its costs for processing and facilitating requests.
9. When documents can be sent by email, we will do so in the interest of efficiency and to minimize costs. In these cases, we will only charge a service charge for extensive time. However, when a large volume of documents is requested and must therefore be placed on a CD, DVD, or flash drive, the costs of those materials will be recovered.

10. If the record is in electronic form, then we will copy onto CD, DVD, or flash drive as needed. You will be charged for the actual costs of the disk, not for the time to copy the documents onto the media.
11. If the cost for providing paper or electronic copies of records is less than \$5.00, including postage and special service charges, the records will be provided at no charge as long as it is not cost-effective to collect such fees.
12. PSFRD bases its charges on the following:

Material/Redaction Costs:

Materials Cost	One-sided copy:	\$0.15 per page of not more than 8.5 x 14 inches
	Double-sided copy:	\$0.20 per page of not more than 8.5 x 14 inches
	All other copies:	Actual cost of duplication (material and supplies, not labor)
	CD:	\$0.85 each
	DVD:	\$1.15 each
	Flash drive:	
	Certified copies:	\$1.00 per page
	Packaging and shipping charges:	Estimated costs may be charged to reflect actual cost incurred
Special Charges	Excessive use of District resources* (more than 30 minutes) for clerical work	\$16.03 per hour
	Excessive use of District resources* (more than 30 minutes) for technical skills such as information technology resources or redacting activity	\$19.86 per hour

*NOTE: These labor charges are calculated by taking the yearly average salary for either clerical or technical staff and dividing by 2,080 hours per year.) In estimating time for review and redaction of e-mail requests, it is presumed that 100 e-mails can reasonably be reviewed in one (1) hour.

D. COLLECTING RECOVERED COSTS

1. Payment will be collected before documents are copied, reviewed, redacted, or otherwise processed for release if their production meets the threshold for extensive time or material costs.
2. If the actual costs incurred are less than such payment as estimated, the overpayment will be refunded to the requestor. The requestor will be required to remit additional monies

upon release of the documents to pay for any costs in excess of the estimate.

3. In the event the requestor fails to remit additional monies to cover costs in excess of the deposit, the requested public records will not be released.

E. REDUCING COSTS AND LIMITING CHARGES

1. Labor costs can be reduced significantly if requests include keywords as opposed to "all documents or emails." Similarly, narrowing a request to certain individuals or divisions can greatly reduce the use of extensive labor.
2. Many easily accessible records are available online for no charge. We will continue to add documents and information as we identify some of the most frequently requested public records.
3. We will help direct you to free, online sources whenever possible.
4. Consider refining your requests for documents to provide better results and reduce unnecessary or duplicative costs.

F. STAFF RESPONSIBILITIES

Each staff member:

1. Identifies the public records for which they are owners/custodians and identify a point of contact for public records requests.
2. Identifies the types of records or information contained in the records in their custody which are exempt from inspection, examination, and copying under the Public Records Law.
3. Establishes procedures for keeping exempt records from disclosure.
4. Follows the established PSFRD policy with regard to calculation of the charges associated with a public records request, and provides the requestor with an itemized invoice of the estimated charges for the request.

RESOLUTION 2020-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT, AMENDING THE 2019/2020 BUDGET AS APPROVED BY RESOLUTION 2019-05, AND AMENDED BY RESOLUTION 2019-08, PROVIDING FOR THE FUNDING OF EXPENDITURES INCURRED AS A RESULT OF THE COVID-19 DISASTER EMERGENCY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Fiscal Year 2019/2020 General Fund adopted budget funding and expenditure requirements did not include the funding to cover COVID-19 disaster emergency expenditures.

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

SECTION 1. The Fiscal Year 2019/2020 Operating Budget is hereby amended as follows:

BUDGET ADJUSTMENTS – FY 2019/2020

GENERAL FUND

622140 – Overtime	\$125,540
622210 – FICA	<u>\$ 12,422</u>
Total Amended Expenditure	<u>\$137,962</u>
Excess / (Deficiency) of Revenue Over / (Under) Expenditures	<u>(\$137,962)</u>

SECTION 2. This Resolution shall become effective upon the day of adoption.

PASSED AND ADOPTED on this 20th Day of October, 2020.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

BOARD OF COMMISSIONERS ATTEST:

Joseph V. Bruni
Chair

Lawrence Schear
Secretary/Treasurer

Local Government Capitalization Threshold Changes

localgov <localgov@myfloridacfo.com>

Mon 9/14/2020 3:00 PM

To: localgov <localgov@myfloridacfo.com>; Parker, Jim <Jim.Parker@myfloridacfo.com>

Cc: nwauthority@bellsouth.net <nwauthority@bellsouth.net>; Amanda.Bedenbaugh@nfwwater.com <Amanda.Bedenbaugh@nfwwater.com>; jwalker@sdsinc.org <jwalker@sdsinc.org>; alee@regionalwater.org <alee@regionalwater.org>; judikk@plcdd.net <judikk@plcdd.net>; ablakeslee@rcid.org <ablakeslee@rcid.org>; sonya.gray@srq-airport.com <sonya.gray@srq-airport.com>; jgray@sitd.us <jgray@sitd.us>; jwright@sfwmd.gov <jwright@sfwmd.gov>; ssnocwta1@cfl.rr.com <ssnocwta1@cfl.rr.com>; melisa.lowe@swfwmd.state.fl.us <melisa.lowe@swfwmd.state.fl.us>; grockwell@sjrwmd.com <grockwell@sjrwmd.com>; pjs@srwmd.org <pjs@srwmd.org>; larry.sessions@ridesvta.com <larry.sessions@ridesvta.com>; csackett@tampabaywater.org <csackett@tampabaywater.org>; secretary@tricityairportfl.com <secretary@tricityairportfl.com>; khouzamij@sfrta.fl.gov <khouzamij@sfrta.fl.gov>; kathy.wetmore@ecrc.org <kathy.wetmore@ecrc.org>; jclarkson@cslcpa.com <jclarkson@cslcpa.com>; pat@wildernesscoast.org <pat@wildernesscoast.org>

📎 1 attachments (59 KB)

Capitalization Thresholds for Capital Assets.pdf;

Hello,

This email is to inform you that the changes to the Department of Financial Services' (DFS) Rule 69I-73 will become effective October 1, 2020. The threshold for recording property (69I-73.002) for local governments changes from \$1,000 to \$5,000. Also, attractive items with a value or cost less than \$5,000 shall be recorded in the local government's financial system as property for inventory purposes. Please note that Section 274 Florida Statutes (F.S) gives the CFO's office the authority to establish rules for the recording of property but does not specifically address the issue of capitalization.

Please see the attached document from the GFOA for best practices of capital assets for state and local governments and note that it recommends a \$5,000 minimum capitalization threshold for any individual item. Please do not hesitate to give me a call or email me with any questions.

Sincerely,

Jim Parker, CPA
Financial Administrator
Department of Financial Services
Bureau of Financial Reporting
Office: 850-413-5565
jim.parker@myfloridacfo.com



BEST PRACTICES

Capitalization Thresholds for Capital Assets

State and local governments should adhere to appropriate guidelines for capitalization thresholds.

The term capital assets is used to describe assets that are used in operations and that have initial lives extending beyond a single reporting period. Capital assets may be either intangible (e.g., easements, water rights, licenses, leases) or tangible (e.g., land, buildings, building improvements, vehicles, machinery, equipment and infrastructure).

As a practical application of the materiality principle, not all tangible capital-type items with useful lives extending beyond a single reporting period are required to be reported in a government's statement of net position. Items with extremely short useful lives (e.g., less than 2 years) and/or of small monetary value are properly reported as an "expense" or "expenditure" in the period in which they are acquired.

When outlays for capital-type items are, in fact, reported on the statement of net position, they are said to be capitalized. The monetary criterion used to determine whether a given capital asset should be reported on the statement of net position is known as the capitalization threshold. A government may establish a single capitalization threshold for all of its capital assets, or it may establish different capitalization thresholds for different classes of capital assets. In selecting capitalization thresholds, governments should be able to report and depreciate substantially all capital asset value while eliminating the cost of tracking a large number of small-value items.

A government's threshold for capitalization does not need to be calculated in the same way that the government would measure the asset, if it is ultimately capitalized, for reporting in accordance with GAAP. For example, a government's capitalization policy may be to determine whether improvements to an office building (primarily plumbing and electrical upgrades) meet a dollar threshold (\$20,000) before including the cost of new window and floor treatments, which will be part of the improvements, because it does not consider those to be "core costs" of the asset improvement. For assets constructed by a government's own employees, the dollar threshold might distinguish between direct costs (time spent by construction workers, architects and engineers on that project) and indirect costs (allocated costs of the capital improvements department of public works).¹

The capitalization threshold should not be the only factor used when determining if an item should be capitalized. A government should be cognizant of whether similar items are capitalized in order to be consistent in reporting. For example, assume a government, with a capitalization threshold of \$10,000, purchases two pieces of similar equipment. Item A was purchased three years ago for \$11,000, and item B was purchased in the current year for \$9,000. The government also incurred its own direct costs (time spent by construction workers, architects and engineers on that project) and indirect costs (allocated costs of the capital improvements department of public works) for both items, which increased the values of the items to \$13,000 for item A, and \$11,000 for item B. Without the inclusion of the government's own costs, item B would not have been capitalized, while other similar items would be capitalized because they were purchased at a higher price. In this case, the government may choose to capitalize item B for the sake of consistent treatment.

Capitalization is, of its nature, primarily a financial reporting matter. That is, a government's principal concern in establishing specific capitalization thresholds ought to be the anticipated information needs of the users of the government's external financial reports. While it is essential to maintain control over all potentially capitalizable items, there are more efficient means than capitalization for accomplishing this objective in the case of a government's smaller tangible capital-type items. Furthermore, practice has demonstrated that capital asset management systems that attempt to incorporate data on numerous smaller items are often costly and difficult to maintain and operate.

Recommendation:

GFOA recommends that state and local governments adhere to the following guidelines for capitalization thresholds:

- Establish minimum cost and useful-life based thresholds to avoid the cost of capitalizing immaterial items;
- Establish a minimum capitalization threshold of \$5,000 for any individual item;
- Establish a minimum capitalization threshold of at least a two-year useful life for any individual item;
- Consider establishing different dollar capitalization thresholds for different classes of capital assets (i.e. land, infrastructure, buildings and improvements, and equipment);
- Capitalization thresholds are best applied to individual items rather than to groups of similar items (e.g., desks and tables), unless the effect of doing so would be to eliminate a significant portion of total capital assets (e.g., books of a library district);
- Governments should perform a periodic review of their capitalization thresholds;
- In establishing capitalization thresholds, governments that are recipients of federal awards should be aware of federal capitalization thresholds requirements; and
- Governments should exercise control over potentially capitalizable items that fall under the operative capitalization threshold but require special attention.

¹ Note that while indirect costs pertaining only to capital projects should be capitalized, general overhead costs such as human resources services or the commissioner's office staff of an agency not exclusively performing capital work should not be allocated to capital projects and capitalized. [Accounting for Capital Assets, A Guide for State and Local Governments, Stephen J. Gauthier, GFOA, 2008].

This best practice was previously titled *Establishing Capitalization Thresholds for Capital Assets*.