



# *Pinellas Suncoast Fire & Rescue*

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

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**FIRE CHIEF  
T. MICHAEL BURTON**

**MINUTES  
AUGUST 21, 2018  
SPECIAL, WORKSHOP, AND REGULAR MEETINGS**

**Held at the Indian Shores Municipal Center  
19305 Gulf Blvd., Indian Shores, FL 33785**

**SPECIAL MEETING CALLED TO ORDER AT 7:00 p.m.  
PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Commissioners answering roll call were Chair Joe Bruni, Vice Chair Lou Snelling, Commissioner Laura Martin, and Commissioner David Gardella. A quorum was present with Chair Joe Bruni presiding. Attorney Jeff Albinson, Fire Chief Mike Burton, and Finance Director David Martin were also present. Secretary/Treasurer Larry Schear was excused.

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**ADDITIONS OR DELETIONS:**

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

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**ACTION ITEMS:**

**18-09 Non-Ad Valorem Assessment Rates Fixed for FY2018/2019  
Resolution 2018-02**

**Discussion:** Chief Burton explained that the resolution and fee schedule are the same as last year, but in the next 30 to 60 days, he will bring forward additional definitions to help distinguish between different property types for consideration. He clarified that, through the Stakeholder Group, some items have been identified that are somewhat unclear, and he would like to bring more transparency to them. He added that the rates will remain the same for each category.

Attorney Albinson read Resolution 2018-02 in its entirety.

Vice Chair Snelling asked if the new definitions will require the Board to adopt a new resolution, to which Attorney Albinson confirmed it will not. He added that nothing will be changed; just clarified in further detail.

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**REMARKS FROM THE AUDIENCE:**

**Kelly Cisarik** – 448 Harbor Drive South, Indian Rocks Beach – Ms. Cisarik explained that she attended the Stakeholder Task Force meeting on August 16<sup>th</sup> which covered this topic. She explained that she had asked for clarification on how the rates were calculated for hotels and motels, and that she would like to see more transparency in this area. She added that she believes the District should be issuing TRIM notices to all property owners not in the residential category.

**A motion to adopt Resolution 2018-02, and to adopt the assessment rates for FY2018/2019.**

**MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER SNELLING**

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

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**OATH OF OFFICE – PROMOTION OF LIEUTENANT – Lieutenant Doug Higley**

Note: This item was originally scheduled on the Workshop agenda, but was moved up due to having additional time available.

**Discussion:** Lieutenant Doug Higley was sworn into his new position by Fire Chief Mike Burton.

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**ADJOURNMENT**

The meeting was adjourned at 7:20 p.m.

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**SPECIAL MEETING CALLED TO ORDER AT 7:20 p.m.**

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**ADDITIONS OR DELETIONS:**

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

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**ACTION ITEMS:**

**18-10 Presentation of Tentative Budget**

**Discussion:** Chief Burton stated, with regard to the Tentative Budget, that there are no impact fees anticipated as everything is essentially built out. He mentioned that there is a \$98,000 transfer from the restricted fund balance for the first lease payment for the new ladder truck. The Chief stated that the main challenge with the current budget is due to the decrease in EMS funding by one half of a position for Station 28 by the County as part of the settlement agreement, which is a reduction of approximately \$264,000. Chief Burton read some key points of the budget, deferrals taking place, as well as some positive changes. He explained that, since this Tentative Budget has been established, the District was informed there will be a 9% decrease in healthcare costs, which is a savings of approximately \$100,000. He added that if the FEMA grant comes through for reimbursement for Hurricane Irma, that will provide some additional relief. The Chief also mentioned that there is no general wage increase budgeted, and there has only been one in nine years. He added that the Fire Marshal position will also remain vacant.

Chief Burton asked to share the Tentative Budget with the Stakeholder Task Force once it is shared with the Commission. There was consensus among the Board.

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**ADJOURNMENT**

The meeting was adjourned at 7:25 p.m.

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**WORKSHOP MEETING CALLED TO ORDER AT 7:25 p.m.**

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**ADDITIONS OR DELETIONS:** None.

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

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**DISCUSSION ITEMS:**

**17-28 Stakeholder Group**

**Discussion:** Chief Burton gave an overview of the nine meetings of the Stakeholder Group. Topics have included a financial overview and 10 year history of the District; service contracts for the Redington Beaches; operating costs for Station 26; the Matrix report from 2008; a millage comparison of all fire districts; a comparison of administrative staffs of all departments with four or less stations; cost containments in effect; a nine-year bargaining unit and general wage increase history; the unmet needs of the District; an overview of the EMS system and its history; EMS funding and the determinants that are used to establish funding by Pinellas County; call volume by time, day, and month; the District's referendum history since 2003; charter constraints; a comparison of salaries and pensions of the commissioners of all contiguous elected bodies; apparatus replacement and funding deficits; District coverage elements including move-ups; service area; organizational structure; the Sunshine Law and how to comply with it; some information from Data Driven Focus Group and areas of concerns based on that data; elections and ballot timelines; fractile response times; a breakdown of all property types; the EMS settlement agreement; statutory exemptions from property taxes; the Optima Study that addressed the placement of the proposed Redington Beach station; voter turnout history; the cost of holding special elections; take-home staff vehicles; 2020 Penny for Pinellas; assessments for commercial properties; impact fees; hotel and motel assessment; impacts of a negative referendum; and response times within one particular grid where target response times are not being met. Chief Burton added that all agendas with backup documentation are available on the website.

Chief Burton stated that a motion was brought forward and carried at the last Stakeholder Task Force meeting recommending a \$100 flat fee increase on single family residences, apartments, condominiums, timeshares, hotels, motels, and base commercial. He added that the group had previously decided that a March 2019 election would be the best opportunity to accomplish this. He explained that there will be some costs to hold a special election on the mainland, but if there are contested seats on the beaches, the District can share the costs with those cities since they will already be holding elections.

Commissioner Gardella mentioned that a \$100 increase for residential properties was expected to generate \$1.2 million in revenue. He asked, once the income is calculated for commercial properties, if there was the possibility of decreasing the original \$100 proposed assessment? Chief Burton stated that he

has not yet modeled that, but he will calculate and bring it back to the Commission.

Commissioner Snelling stated that he read an article in the Beacon which stated the \$100 would be on top of the existing \$160 assessment, and he asked if that error has been addressed with the paper. Chief Burton stated that he will follow up with Brian Goff tomorrow, as that should have read \$260 as opposed to \$160.

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**REMARKS FROM THE AUDIENCE:**

**Kelly Cisarik** – 448 Harbor Drive South, Indian Rocks Beach – Ms. Cisarik stated that she had emailed Brian Goff informing him of the error, but has not yet seen a correction. She said that she will forward her email to the District.

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**ADJOURNMENT**

The meeting was adjourned at 7:33 p.m.

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**REGULAR MEETING CALLED TO ORDER AT 7:33 p.m.**

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**ADDITIONS OR DELETIONS TO AGENDA:** None.

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**MONTHLY BUSINESS:**

1. Approval of Minutes: June 19, 2018 Workshop and Regular Meetings  
July 17, 2018 Workshop and Regular Meetings

**A motion to approve the minutes of the June 19, 2018 and July 17, 2018  
Workshop and Regular Meetings.**

**MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER MARTIN**

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

2. Treasurer's Report: June and July, 2018

**Discussion:** Finance Director David Martin stated all balance sheet accounts have been reconciled as of July 31, 2018. He reported the following: Consolidated government fund assets and liabilities are \$3 million; the investment program in accordance with District policy is \$2.8 million; current liabilities are within normal end-of-month limits at \$82,400; the capital projects fund is slightly ahead of budget deficit due to additional impact fees; the general fund is producing positive effects due to staff changes and continual cost reductions, resulting with an additional \$93.8 thousand surplus for the year; and, the reserve ratio remains slightly ahead of GASB recommendations at 26.5%. Regarding the FEMA grant for Hurricane Irma, it has not been included in this projection. Mr. Martin stated that the District is confident it will receive the award; however, there is no assurance at this time. See detailed Financial Report for further details.

**A motion to approve the June and July, 2018 Treasurer's Reports.**

**MOTION: COMMISSIONER MARTIN SECOND: COMMISSIONER SNELLING  
All in favor, motion passed unanimously.**

3. Correspondence: Chief Burton read a letter from Assistant Chief Scott Magnus with the City of Clearwater Fire Rescue, commending Truck 28's crew of Lieutenant Todd Grantham, Driver Jim Norberg, and Paramedic Chris Crowley, for the care they provided to Scott's mother during a significant medical emergency which had a very positive outcome. Chief Burton mentioned that Chief Magnus also wrote a more detailed letter of the incident and commendation to the Pinellas County Medical Director.

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

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**REPORTS:**

1. **COMMISSION:** None.

2. **ATTORNEY:** None.

3. **CHIEF'S REPORT:** Chief Burton stated that he has been working diligently on better defining the items within the assessment fee schedule.

Chief Burton explained that the president-elect of the new bargaining unit, Pinellas Suncoast Professional Firefighters, shared that they should be days away from Public Employee Relations Committee (PERC) giving them their formal recognition, at which point bargaining can begin, of mostly non-economic items. Chief Burton also mentioned that they have had a very peaceful relationship since they have formed.

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**ACTION ITEMS:**

**18-11 Lease Agreement for Station 26**

**Discussion:** Chief Burton stated that the District has a draft lease agreement to relocate the crew of Station 26 into the Fifth Third Bank building in Indian Shores, which is a much more suitable accommodation than they have now. He continued to explain that Mr. Albinson has some concerns about details that are not currently included in the lease, but is asking for the Board's permission to move forward and for the Chair to sign, assuming they are comfortable with the principle and the financial terms of the agreement. Mr. Albinson stated that it is a month-to-month lease, with a 30-day notice requirement to terminate the lease. He added that there is no language as to where notices are to be sent, so he will add that. He added that the District will supply its own cable television and internet. Mr. Albinson suggested the Commission could authorize Chief Burton to enter into the lease, once he has approved it, on the basic terms of \$2,200 per month on a month-to-month basis, with the landlord providing maintenance, water, electric, and garbage.

Commissioner Gardella asked if Frank [Frank Chivas, the property owner] came up with the rent amount, to which Chief Burton confirmed he did. Commissioner Gardella asked how big of a space it is. Chief Burton stated that he did not have that information with him. Mr. Martin explained that the area has three separate closets for bunker gear, a day room, a bunk room, a kitchen with two refrigerators, access to the

back area on the intercostal, and a full bathroom with large shower and closet. Mr. Martin mentioned that Mr. Chivaz is adding a platform to the back area for a barbecue and even installed a stackable washer and dryer. He added that it is approximately five to six times larger than their accommodations right now.

**A motion to approve the Fire Chief and Chairman to move forward with the Station 26 lease agreement and to sign based on the terms discussed.**

**MOTION: COMMISSIONER MARTIN SECOND: COMMISSIONER SNELLING**

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

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There being no further business to come before the Board, the meeting was adjourned in due form at 7:45 p.m.

**APPROVED:**



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Joseph V. Bruni, Chair

9/26/18

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Date Approved

**ATTEST:**



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Kimberly G. Fugate, Executive Assistant