



Pinellas Suncoast Fire & Rescue

**304 FIRST STREET
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**FIRE CHIEF
T. MICHAEL BURTON**

**MINUTES
JANUARY 15, 2019
WORKSHOP AND REGULAR MEETINGS**

**Held at Indian Shores Municipal Building
19305 Gulf Boulevard, 4th Floor, Indian Shores, FL 33785**

**WORKSHOP 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, Secretary/Treasurer Larry Schear, 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.

SERVICE PIN AWARD –

Chief Mike Burton recognized Lieutenant David Livernois for 20 years and Firefighter/EMT Steve Raisch for 5 years of dedicated service to the District.

MANAGING FIRE OFFICER CERTIFICATE PRESENTATION –

Chief Mike Burton recognized Robert Williams for completing the National Fire Academy's Managing Fire Officer program.

PROMOTIONS –

Chief Mike Burton recognized and presented newly promoted employees with their pins. Promotions included Robert Williams from Lieutenant to District Chief and Charles Morris from Firefighter to Lieutenant.

HONOR GUARD PRESENTATION OF AWARDS – Inspector Bob Hill, Inspector Marshall Eiss, and Steve Surface recognized all members of the PSFRD Honor Guard for their service.

ADDITIONS OR DELETIONS: Promotions and Honor Guard presentations were additions.

REMARKS FROM THE AUDIENCE:

Belleair Beach Mayor Leslie Notaro thanked everyone for attending the PSFRD Commission meeting at Belleair Beach's City Hall.

DISCUSSION ITEMS:

19-02 Responses to Harbor Drive

Fire Chief

Discussion: Chief Mike Burton stated that there was a question at a recent meeting regarding response times to Harbor Drive. He explained that he worked with a Pinellas County 911 data analyst to conduct a one year study on responses to Harbor Drive North and South, as well as three smaller connecting streets. He stated that 24 incidents occurred in 2018, 18 of which were in compliance with the Pinellas County standard of 7 minutes and 30 seconds; 6 were not. Of those 6, the target was missed by 7 seconds one time, 10 seconds two times, one call was non-emergency, and the other two were handled by outside agencies. He stated that PSFRD will continue to do all that it can with its limitations to keep those response times in check.

19-03 Cost Per Position Comparisons

Fire Chief

Discussion: Chief Burton stated there has been discussion regarding cost per EMS seat, which, he explained, is a metric derived by Pinellas County that has been out for a couple years. Chief Burton stated that he has consulted with Jim Fogarty, Director of Pinellas County Fire and Emergency Services, who explained that the "cost per EMS seat" metric is driven by a worksheet formula developed by the County which is only used to determine funding for advanced life support first responder care. He added that it is not now, nor was ever intended to be, an actual measure of the cost for those services. Chief Burton offered some additional ways to measure cost. He stated that he did a cost comparison of PSFRD to all other fire districts in Pinellas County – Palm Harbor, East Lake, and Lealman. He also stated that, for the comparison, he also looked at other municipal departments which are similar in size – Seminole, Safety Harbor, Dunedin, Largo, and Pinellas Park. For the comparison, three different cost matrixes were looked at – cost for total department positions (operating budget minus capital divided by cost per position in the department), cost per position in the emergency services, and cost per fire station. He added that it is fair to mention that those who work in fire districts are completely self-contained with no municipal support, meaning there is no human resources department, finance department, insurance department, or legal department. He continued to explain that fire districts are required to perform all of these functions in-house or contract out for service and, in PSFRD's case, all of the functions are performed in-house with the exception of legal. The study concluded that PSFRD is the lowest cost per fire station of the nine agencies. PSFRD is the lowest cost per operations position of all four fire districts. PSFRD is the fourth lowest in cost for fire and EMS operations positions of all nine agencies. Chief Burton concluded by stating that the cost per EMS seat is a valid measure for its purpose, but there are many other ways to measure cost.

ADJOURNMENT

The meeting was adjourned at 7:27 p.m.

REGULAR MEETING CALLED TO ORDER AT 7:27 p.m.

ELECTION OF BOARD OFFICERS –

All Commissioner submitted their ballots which were tallied by Attorney Jeff Albinson. All Commissioners kept their current positions, as follows:

Chair – Joe Bruni
Vice Chair – Lou Snelling
Secretary/Treasurer – Lawrence Schear

ADDITIONS OR DELETIONS TO AGENDA: None.

MONTHLY BUSINESS:

1. Approval of Minutes: December 18, 2018 Workshop and Regular Meetings
January 3, 2019 Special Meeting

Discussion: No discussion.

A motion to approve the minutes of the December 18, 2018 Workshop and Regular Meetings, and the January 3, 2019 Special Meeting.

MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER SNELLING

All in favor, motion passed unanimously.

2. Treasurer's Report: December, 2018

Discussion: Secretary/Treasurer Schear stated all balance sheet accounts have been reconciled as of December 31, 2018. He reported the following: Consolidated government fund assets and liabilities are \$3.5 million; the investment program in accordance with District policy is \$3.3 million; current liabilities are within normal end-of-month limits; the capital projects fund revenues total \$29.2 thousand, based on impact fees received, with an additional \$20,000 still pending payment; general fund, FEMA grant for Hurricane Irma, unbudgeted EMS revenues, greatly improving investment interest rates, and a positive workers' compensation audit all contributed to the 70.4% reduction in the \$249.2 thousand budget deficit. The reserve ratio remains slightly ahead of GASB recommendations at 24%. See detailed Financial Report for further details.

A motion to approve the December, 2018 Treasurer's Reports.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER MARTIN

All in favor, motion passed unanimously.

3. Correspondence: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. **COMMISSION:** Secretary/Treasurer Larry Schear stated that a scrap metal collection fundraiser [for the PSFRD Honor Guard] is taking place this coming Saturday at Station 27.
2. **ATTORNEY:** None.
3. **CHIEF'S REPORT:** Chief Burton stated the damaged Truck 28 is back up in Wisconsin for repairs. The preliminary damage estimate of \$77,000 is without the truck being taken apart, so it does not disclose any of the internal damage. Chief Burton mentioned that he had a good conference call with the service manager and president of Ten-8 Fire Equipment who are overseeing the repairs, but it will still be several months before the truck will be back. He added that he was assured that the truck will be like new when it does come back. Commissioner Schear asked if the warranty will re-start when the truck is back; Chief Burton stated that he asked that question of the Chair of Ten-8 and is waiting for a response back; however, Chief Burton stated it is their contention that the truck will be nearly a year old when it comes back and has yet to respond to its first call, so it seems reasonable to reset those time certain elements of the warranty.

ACTION ITEMS:

19-01 Requesting a Referendum on the March 12, 2019 Ballot Resolution 2019-01 (Second Reading) Fire Chief

Discussion: Attorney Jeff Albinson stated that Resolution 2019-01 was first read in its entirety as a courtesy at the December 18, 2019 meeting, and then had its first formal full reading at the Special Meeting on January 3rd. Attorney Albinson stated that the District received information today from the Supervisor of Elections that they are unable to include the ampersand in the District's name, and instead must use the word "and." He added that the District will follow up to confirm this, but if it is not possible to include the ampersand, it will not affect anything.

Attorney Albinson read Resolution 2019-01 by title only.

A motion to pass and adopt Resolution 2019-01, with the caveat that either an ampersand or the word "and" is acceptable in the ballot language.

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

17-28 Stakeholder Task Force Fire Chief

Discussion: Fire Chief Burton stated that a motion was made at the December 20, 2018 meeting of the Stakeholder Task Force to sunset the group contingent upon the Fire Commission's favorable review at the January 3, 2019 meeting, and a favorable outcome at this meeting, to move the resolution forward. This was also contingent upon the Commission agreeing that the body of work the group was commissioned to accomplish originally has been completed. Chief Burton thanked the members of the Stakeholder Taskforce for their many hours of service. Attorney Albinson confirmed there would need to be a motion to immediately sunset the Stakeholder Task Force, with the understanding that, should

another issue arise for the District that might need that kind of input, a new Task Force could be assembled in the same manner this one was assembled for those specific purposes related to funding. He added that the passing of Resolution 2019-01 confirms that their work has been completed and frees them from further obligation. Commissioners Schear and Gardella both thanked them for all of their efforts.

REMARKS FROM THE AUDIENCE:

Kelly Cisarik – Ms. Cisarik stated that it was her pleasure to serve on the Task Force. She explained that she hopes the referendum is successful and that it would be her pleasure to serve again, if needed. She stated that she feels, however, it would be a good idea to wait on sunsetting the Task Force until the passing of the referendum.

Commissioner Schear stated that the pros and cons of sunsetting the Task Force at this point in time have been discussed. He explained that, since the Task Force operates under the Sunshine Law, sunsetting would provide a great benefit in informational and educational efforts, allowing members to work together. Attorney Albinson confirmed this, and said it would be especially beneficial if any two members had to meet together for some purpose.

A motion to sunset the PSFRD Stakeholder Task Force, effective immediately.

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

Chief Burton stated that he would like to bring as many Stakeholder Task Force members as possible together for the next Commission Meeting to show his appreciation. Chair Bruni concurred and thanked the members for their hard work. He added that if the group needs to be reconvened in the future, it could be the same members.

There being no further business to come before the Board, the meeting was adjourned in due form at 7:50 p.m.

APPROVED:



Joseph V. Bruni, Chair

2/19/19

Date Approved

ATTEST:



Kimberly G. Fugate, Executive Assistant