

Pinellas Suncoast Fire & Rescue

Board of Fire Commissioners Meeting Agenda Packet



May 21, 2019



Pinellas Suncoast Fire & Rescue

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

(727) 595-1117 FAX: (727) 595-5879

www.psfrd.org

**FIRE CHIEF
T. MICHAEL BURTON**

MEETING NOTICE

THIS MEETING IS OPEN TO THE PUBLIC

May 21, 2019

**The Workshop Meeting begins at 7:00 pm
The Regular Meeting begins immediately after the Workshop Meeting.**

**LOCATION:
BELLEAIR BEACH CITY HALL
444 CAUSEWAY BOULEVARD, BELLEAIR BEACH, FL 33786**

AGENDA

WORKSHOP MEETING

**MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE**

ADDITIONS OR DELETIONS TO AGENDA:

SERVICE PIN – Firefighter/Paramedic Ryan Olding for 5 Years of Service

RECOGNITION OF PERSONNEL – Squad 26 Crew for Cardiac Arrest Call

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*

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: April 16, 2019 Workshop and Regular Meetings
2. Treasurer's Report: April, 2019
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*

19-08 Public Facilities Annual Notice of Change

Fire Chief

ADJOURNMENT

**NEXT MEETING: Workshop and Regular Meetings
June 18, 2019, 7:00 p.m., to be held at the
Indian Shores Municipal Building, 19305 Gulf Blvd.,
Indian Shores, FL 33785**

³ Please see Note as to Public Input.

⁴ Please see Note as to Public Input.

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

Public Meeting and Public Hearing Information

Requirements for Appeal

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

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

Public Input

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

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

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

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

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

Accommodations

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



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**FIRE CHIEF
T. MICHAEL BURTON**

MINUTES APRIL 16, 2019 WORKSHOP AND REGULAR MEETINGS

**Held at Indian Shores Municipal Building
19305 Gulf Blvd., 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. Assistant Chief John Mortellite, Attorney Jeff Albinson, and Finance Director David Martin were also present. Fire Chief Mike Burton was excused.

AUDITOR'S FORMAL PRESENTATION – Jeanine Bittinger with Davidson, Jamieson, and Cristini presented the District's 2018/2019 Comprehensive Annual Financial Report (CAFR).

ADDITIONS OR DELETIONS: Chief Bruni would like to discuss conducting a review of Fire Chief Burton's contract.

REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS:

19-09 Review of Chief Burton's Contract (Addition)

Discussion: Finance Director David Martin explained that the Chief's contract is typically due for review in July, but Chief Burton had opted not to pursue that last year. Mr. Martin stated that he agrees Chief Burton has done a remarkable job and recommends that the Commission do something to reflect what he has achieved. Mr. Martin will provide any documents the Commission will need.

ADJOURNMENT

The meeting was adjourned at 7:11 p.m.

REGULAR MEETING CALLED TO ORDER AT 7:11 p.m.

ADDITIONS OR DELETIONS TO AGENDA:

A motion to approve the Auditor's Formal Report.

MOTION: COMMISSIONER MARTIN SECOND: COMMISSIONER SCHEAR

All in favor, motion passed unanimously.

MONTHLY BUSINESS:

1. Approval of Minutes: March 19, 2019 Workshop and Regular Meetings

Discussion: No discussion.

A motion to approve the minutes of the March 19, 2019 Workshop and Regular Meetings.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER MARTIN

All in favor, motion passed unanimously.

2. Treasurer's Report: March, 2019

Discussion: Secretary/Treasurer Schear stated all balance sheet accounts have been reconciled as of March 31, 2019. He reported the following: Consolidated government fund assets and liabilities are \$3.7 million; the investment program in accordance with District policy is \$3.7 million; current liabilities are within normal end-of-month limits at \$204,700; the capital projects fund revenues total \$30.3 thousand, with an additional \$20,300 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 a projected 100% reduction in the \$249.2 thousand budget deficit. The reserve ratio remains slightly ahead of GASB recommendations at 25.4%. See detailed Financial Report for further details.

A motion to approve the March, 2019 Treasurer's Reports.

MOTION: COMMISSIONER MARTIN SECOND: COMMISSIONER GARDELLA

All in favor, motion passed unanimously.

3. Correspondence: None.
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GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. **COMMISSION:** Secretary/Treasurer Larry Schear discussed a CPR class held for Indian Shores town staff.

2. ATTORNEY: Attorney Albinson discussed that he has been working with Chief Burton regarding collective bargaining. He stated that nothing has been agreed to as of yet, and the next session is April 23rd. Attorney Albinson discussed the proposals that were presented and potential future issues. He stated that both he and Chief Burton are optimistic that the parties will begin reaching agreements soon. Attorney Albinson confirmed that Ryan Olding is the union president and chief negotiator; Assistant Chief John Mortellite confirmed that Firefighter Brandon Anderson and Lieutenant Todd Grantham have also been on the negotiating team.

3. CHIEF’S REPORT: Assistant Chief John Mortellite summarized that the District has been meeting with the Association.

Chief Mortellite stated that he recently took an executive strategic planning class at the National Fire Academy, and that Chief Burton is currently there taking a class on safety program operations.

He stated that there is no significant update on the new Truck 28, but it is still in line waiting on parts which are expected to be delivered next week.

Assistant Chief Mortellite stated that he has been working with HCA and Largo Medical Center regarding recognizing crews and one bystander who helped a gentleman who went into cardiac arrest while jogging in Indian Shores earlier in the month.

ACTION ITEMS:

19-08 Reschedule of September Meeting Date and Addition of Special Meetings

Discussion: Executive Assistant Kim Fugate explained that rescheduling of September meetings must take place to meet requirements relating to adopting the non-ad valorem assessment roll and budget.

A motion to hold a Special Meeting on Monday, September 9th at 7:00 p.m., and a Special Meeting on Wednesday, September 25th at 7:00 p.m., with Workshop and Regular Meetings to follow.

MOTION: COMMISSIONER GARDELLA

SECOND: COMMISSIONER SCHEAR

All in favor, motion passed unanimously.

REMARKS FROM THE AUDIENCE: None.

There being no further business to come before the Board, the meeting was adjourned in due form at 7:41 p.m.

APPROVED:

ATTEST:

Joseph V. Bruni, Chair

Kimberly G. Fugate, Executive Assistant

Date Approved



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**FIRE CHIEF
T. MICHAEL BURTON**

PUBLIC FACILITIES UPDATED REPORT AS REQUIRED BY CHAPTER 189.08

Adopted by the Board of Fire Commissioners on May 21, 2019.

Background: The Pinellas Suncoast Fire & Rescue District provides this information to assist in the development of comprehensive plans and to foster coordination between the District and the County of Pinellas, Town of Belleair Shore, City of Belleair Beach, City of Indian Rocks Beach, and Town of Indian Shores.

The District operates three fire stations:

Station 26 – 18395 Gulf Boulevard, Suite 101, Indian Shores, FL 33785

Legal Description: PARK BANK PROFESSIONAL OFFICE BUILDING CONDO UNIT 1

Station #26 provides fire protection, fire prevention, and advanced life support emergency medical service to the Fire District as well as emergency medical services to the Town of Redington Beach, the Town of North Redington Beach, and the Town of Redington Shores. The District is an active participant in the surrounding fire service delivery systems through the automatic aid system with one squad and a paid, full-time Lieutenant and Firefighter/Paramedic.

Station #26 is not owned by the District and is leased to the District by Frank R. Chivas.

Station 27 - 304 First Street, Indian Rocks Beach, FL 33785

Legal Description: Indian Rocks Beach Block 9, Lots 17, 18, and 19 (12/30/14/42858/009/0170).

Station #27 provides fire protection, fire prevention, and advanced life support emergency medical service to the Fire District, and the surrounding fire service delivery systems through the automatic aid system. Services are managed by administrative staff, support personnel, and response units manned with a paid full-time District Chief in a vehicle, a fire apparatus with a paid, full-time crew of one Lieutenant and two to three Firefighter/EMTs or Firefighter/Paramedics. Other units include a reserve squad, a marine unit, and a reserve District Chief vehicle.

Station #27 is owned by the District.

Station 28 - 13501 - 94 Avenue North, Seminole, FL 33776

Legal Description: Country Gentlemen Acres S ½ of Lots 1 and 2.(20/30/15/18612/000/0011).

Station #28 provides fire protection, fire prevention, and advanced life support emergency medical

service to the Fire District and the surrounding fire service delivery systems through the automatic aid system with a quint aerial truck, a reserve engine, and a paid full-time crew of one Lieutenant and two to three Firefighter/EMTs or Firefighter/Paramedics. Station also houses a maintenance and fleet shop with one full-time emergency vehicle technician, and one maintenance person.

Station #28 is owned by the District.

As required by Chapter 189.08 F.S., the *Pinellas Suncoast Fire & Rescue District* provides the following:

- (1) **Requirement:** Identify each public facility the special district is building, improving, or expanding:

Response: There are no current District facilities being built, improved, or expanded.

- (2) **Requirement:** Identify each public facility the special district is proposing to build, improve, or expand within the next seven years.

Response: There are very preliminary plans to replace Fire Station #28 in the next 3-5 years. The construction may include an apparatus maintenance area, administrative offices for some of the District's administrative staff, and the District's Emergency Operations Center. The location of the newly proposed Station #28 has not been determined.

There are desires by the District, but no current plans, to rebuild Station #27 at an undetermined site within the next 5-7 years.

- (3) **Requirement:** Identify any public facilities the special district is helping another entity (except a county or municipality) build, improve, or expand through a lease agreement.

Response: This situation does not exist for the District.

- (4) **Requirement:** Identify how the special district proposes to finance each public facility:

Response: The District proposes to use Penny for Pinellas funds, and potentially Federal Assistance to Firefighters Grants as well as State of Florida Emergency Management Grants to replace Fire Station #28. These Penny for Pinellas funds are not currently available until 2020.

At this time there are no identified or likely funding streams for Fire Station #27.

- (5) **Requirement:** Identify the anticipated completion time of any projects above:

Response: Based upon the 2020 funding stream, the completion time for Fire Station #28 would be mid-year 2021. Based upon an uncertain funding methodology for Fire Station #27, there is not an anticipated completion time. Some District funds may be required based upon the project costs.

- (6) **Requirement:** Identify the anticipated capacity of and demands on each public facility when completed, if a public facility will be improved or expanded, include existing and

anticipated capacity.

Response: The existing Fire Station #28 is 45 years old, has a limited apparatus maintenance area, and must be evacuated in the event of a hurricane. It currently serves the District's fire protection and emergency medical service needs as well as apparatus maintenance. The proposed Fire Station #28 would be built to withstand hurricane force winds of a category 4 or greater, provide an improved maintenance area, provide suitable spaces with public access for some of the District's administrative staff, and additional space for future unforeseen needs. A new location would also improve overall response times to emergencies.

The existing Fire Station #27 is on a barrier island, is 54 years old, and has had numerous additions and alterations over its life. The building is a two-story structure with administrative offices upstairs and no elevator for public access. The staff and public parking is insufficient and the design of the structure provides some limitations as to the size and type of apparatus that can be placed there. The station must be evacuated for any hurricane threat. The proposed Fire Station #27 would be built to withstand hurricane force winds of a category 4 or greater, provide suitable spaces for some of the District's administrative staff, a training room, public accessibility, and additional space for future unforeseen needs. A new location could also improve overall response times to emergencies.

- (7) **Requirement:** If applicable, within the next ten years, the date the special district currently proposes to replace any of the public facilities identified above or in the Initial Public Facilities Report.

Response: Any anticipated time frames have been previously noted above.

Report complete.

Joseph V. Bruni, Chair
PSFRD Board of Commissioners

Date Approved

ATTEST:

Kimberly Fugate, Executive Assistant

cc: Clerk - City of Belleair Beach
Clerk - Town of Belleair Shore
Clerk - City of Indian Rocks Beach
Clerk - Town of Indian Shores
Clerk - Pinellas County Board of County Commission