

# Pinellas Suncoast Fire & Rescue

## Board of Fire Commissioners Meeting Agenda Packet



December 17, 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**

**December 17, 2019**

**The Workshop Meeting begins at 6:00 pm  
The Regular Meeting begins immediately after the Workshop Meeting.**

**LOCATION:  
INDIAN SHORES MUNICIPAL BUILDING  
19305 GULF BOULEVARD, 4<sup>TH</sup> FLOOR, INDIAN SHORES, FL 33785**

## **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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**FIREFIGHTER OF THE YEAR AWARDS – Brandon Anderson, Firefighter/EMT  
John Webber, Firefighter/Paramedic**

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**SERVICE PIN AWARD – District Chief Raymond Norton for 25 Years of Service**

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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>*

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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: November 19, 2019 Workshop and Regular Meetings
2. Treasurer's Report: November, 2019
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>*

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**19-36 Mainland Meeting Location – St. Jerome Parrish Hall**

**Fire Chief**

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**ADJOURNMENT**

**NEXT MEETING: Workshop and Regular Meetings,  
January 21, 6:00 p.m., to be held at the  
Belleair Beach City Hall, 444 Causeway Boulevard  
Belleair Beach, FL 33786**

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

<sup>4</sup> Please see Note as to Public Input.

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**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.

# **APPROVAL OF MINUTES**

**November 19, 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**

**MINUTES  
NOVEMBER 19, 2019  
WORKSHOP AND REGULAR MEETINGS**

**Held at Bellair Beach City Hall  
444 Causeway Boulevard, Belleair Beach, FL 33786**

**WORKSHOP MEETING CALLED TO ORDER AT 6:00 p.m.  
PLEDGE OF ALLEGIANCE**

**ROLL CALL:** Commissioners answering roll call were Chair Joseph Bruni, Vice Chair Louis Snelling, Secretary/Treasurer Lawrence Shear, Commissioner David Gardella, and Commissioner David Ardman. A quorum was present with Chair Joe Bruni presiding. Attorney Jeff Albinson, Assistant Chief John Mortellite, and Finance Director David Martin were also present. Fire Chief Mike Burton was excused.

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**ADDITIONS OR DELETIONS:** None.

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

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**DISCUSSION ITEMS:** None.

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**ADJOURNMENT**

The meeting was adjourned at 6:02 p.m.

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**REGULAR MEETING CALLED TO ORDER AT 6:02 p.m.**

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**ELECTION OF BOARD OFFICERS** – Each Commissioner submitted a paper ballot for each Board position, and Attorney Jeff Albinson tallied the votes. Each Commissioner currently in the position kept their current position: Chair Joseph Bruni, Vice Chair Louis Snelling, and Secretary/Treasurer Lawrence Shear.

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**ADDITIONS OR DELETIONS TO AGENDA:**

**19-35 FY2019/2020 Budget Amendment #1  
(Resolution 2019-08)**

**Finance Director**

**MONTHLY BUSINESS:**

1. Approval of Minutes: October 15, 2019 Workshop and Regular Meetings

*Discussion:* No discussion.

**A motion to approve the minutes of the October 15, 2019 Workshop and Regular Meetings.**

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

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

2. Treasurer's Report: October 2019

*Discussion:* Secretary/Treasurer Schear stated all balance sheet accounts have been reconciled as of October 31, 2019. Consolidated government funds, assets, and liabilities are \$1.9 million; the investment program in accordance with District policy is \$1.6 million; current liabilities are within normal end-of-month limits at \$97,500; the capital projects fund revenues total \$3.4 thousand; general fund revenues are in line with the adopted budget, with the exception of the marine funding received in October. Additionally, Pinellas County made the decision to not fund the new ladder truck, contrary to the lawsuit settlement; therefore, the reserve ratio remains slightly ahead of GASB recommendations at 22.2%. The reserves depleted during the last ten years remain to be of concern. See detailed Financial Report for further details.

**A motion to approve the October, 2019 Treasurer's Report.**

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

**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 Schear reported that the Indian Shores Property Owners' Association has changed their meeting time to accommodate PSFRD's new meeting time of 6:00 p.m., so the Commission meetings can still take place at the Indian Shores Municipal Building.

Commissioner Ardman thanked Dave Martin for dedicating time to review the financial report with him. He reported that he and Chief Burton participated in the recent Indian Rocks Beach fireworks task force meeting. The group discussed developing an educational campaign to help people become more aware of the laws regarding fireworks. Commissioner Ardman also mentioned that he found an RFQ from Pasco County for professional services related to the design of fire stations, which he stated he will send to Ms. Fugate electronically to distribute.

2. **ATTORNEY:** Attorney Albinson stated that he has been working with Chief Burton recently to update the District's tobacco policy to be compliant with new Florida law regarding vaping and the Florida Clean Indoor Art Act.



Mr. Albinson also mentioned that the District has collected \$800 in restitution so far for damage to the truck in the crash and explained the delay in receiving the payments.

**3. CHIEF’S REPORT:** Assistant Chief John Mortellite explained that Chief Burton is currently in Phoenix participating in a planning session for the International Association of Fire Chiefs, but he did provide a printed report. First, Chief Burton recently attended the Indian Rocks Beach fireworks meeting and the City is wishing to make Indian Rocks Beach a fireworks-free city within two years. Chief Burton is also working with Indian Rocks Beach officials to better address the evolution of single-family homes being transformed into transient public lodging facilities and the associated fire code issues.

Assistant Chief Mortellite stated that a guest speaker attended the most recent quarterly Officers’ Meeting who shared his mental health struggles in his career and his successful story with proper treatment.

Assistant Chief Mortellite stated that the ladder truck is scheduled to be put in service Saturday, November 23<sup>rd</sup>, but there will be a week or two of c trials before the District holds the push back ceremony.

Last Friday, he explained, Chief Burton attended the Florida Fallen Firefighter Memorial Service at the Florida State Fire College in Ocala.

In March 2019, the Commission authorized Chief Burton to enter into the growth management plan with Pinellas County. That agreement has since been signed, and will be on the Board of County Commissioners agenda for December 10, 2019, and the intention is a January 2020 implementation.

Assistant Chief Mortellite also read that, due to the additional revenue from the referendum, station maintenance and improvement projects have begun, to include day room upgrades for Station 27, as well as the beginning stages of HVAC system improvements for Station 28.

Chief Mortellite stated that the District will be supporting the Town of Indian Shores at their annual tree lighting event on December 2<sup>nd</sup>. He also discussed that the rescue boat has been delivered and is being outfitted. The fire boat should be delivered around the first of December. Commissioner Schear asked if the ladder truck will be at the tree lighting ceremony, to which Chief Mortellite stated he believed the Mayor asked for a smaller vehicle, but he would be happy to have it there and will look further into it.

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**ACTION ITEMS:**

**19-32 Commission Meeting Time (Location Discrepancy)**

*Discussion:* Assistant Chief Mortellite stated that this is no longer a discrepancy due to Commissioner Schear’s information about the meeting time changes at Indian Shores.

**19-33 Fire Chief Job Description**

*Discussion:* Assistant Chief Mortellite stated that Chief Burton updated the Fire Chief job description and wishes for the Commission to review and approve it. It was agreed to table the discussion until December when the Chief returns.

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**REMARKS FROM THE AUDIENCE:**

Kelly Cisarik – 448 Harbor Drive South – Ms. Cisarik inquired as to the changes regarding the Bachelor’s Degree requirement. Chair Joe Bruni explained educational requirements are typically given specific dates to give interested parties time to meet them. Chair Bruni also confirmed that Chief Burton currently holds a Master’s Degree.

**19-34 Fire Chief Employment Agreement**

*Discussion:* Commissioner Schear stated, in Article 5 on annual physicals, section “J” should be eliminated and added to “F.” Mr. Martin clarified that it was in the original contract, but “F” is redundant since “J” already includes it, so the Chief was wishing to strike it out. Commissioner Gardella asked if the salary identified is the same salary which began in October, which Chair Bruni confirmed it was.

Chair Joe Bruni explained, regarding professional development, Chief Burton is involved with many different fire service organizations, and would like the time to be able to attend related conferences, functions, etc. If he were to receive any financial payment, he would pay it back to the District. Mr. Martin clarified there is no cost incurred by the District, as all travel expenditures are covered by the organizations.

**A motion to accept the Fire Chief’s Employment Agreement as presented.**

**MOTION: COMMISSIONER ARDMAN**

**SECOND: COMMISSIONER SCHEAR**

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

**19-35 FY2019/2020 Budget Amendment #1  
(Resolution 2019-08)**

**[Note: This item was completed immediately following the election of Board officers.]**

*Discussion:* Mr. Martin stated that this budget amendment is the same as the budget amendment and resolution presented to the Board at the end of last year for the purchase of the replacement rescue marine and fire boat, both of which are being funded by the County. He explained that the District did not receive the money before the closing of the books last fiscal year, but did receive it in this fiscal year, and the amendment is necessary for legal appropriation of the acquisition.

Mr. Albinson read Resolution 2019-08 in its entirety. He mentioned there was a typo which he corrected on the original document.

**A motion to approve to adopt FY2019/2020 Budget Amendment #1, Resolution 2019-08.**

**MOTION: COMMISSIONER SCHEAR**

**SECOND: COMMISSIONER ARDMAN**

**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 6:33 p.m.

**APPROVED:**

**ATTEST:**

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Joseph V. Bruni, Chair

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Kimberly G. Fugate, Executive Assistant

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Date Approved