

Pinellas Suncoast Fire & Rescue

Board of Fire Commissioners Meeting Agenda Packet



February 18, 2020



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

February 18, 2020

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

LOCATION:
INDIAN SHORES MUNICIPAL BUILDING
19305 Gulf Blvd., 4th Floor, Indian Shores, FL 33785

AGENDA

WORKSHOP MEETING

MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS OR DELETIONS TO AGENDA:

SERVICE PIN AWARD – Lieutenant Todd Best, 15 Years of Service

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*

20-05 Short Term Rentals

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: January 21, 2020 Workshop and Regular Meetings
2. Treasurer's Report: January, 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*

20-06 Public Facilities Annual Notice of Change	Fire Chief
20-07 Interlocal Agreement with Pinellas County on Impact Fee Collection	Fire Chief
20-08 Collective Bargaining Agreement Reopener (and Assignment of Negotiator)	Fire Chief

ADJOURNMENT

**NEXT MEETING: Workshop and Regular Meetings,
March 24, 2020 at 6:00 p.m., to be held at
Belleair Beach City Hall.**

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.

APPROVAL OF MINUTES

January 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**

**MINUTES
JANUARY 21, 2020
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, Chief Mike Burton, and Finance Director David Martin were also present.

ADDITIONS OR DELETIONS: None.

EMERGENCY VEHICLE TECHNICIAN OF THE YEAR AWARD – Chief Mike Burton recognized Tom Bruni for being named one of the Emergency Vehicle Technicians of the Year by Firehouse Magazine.

AMERICAN LEGION AUXILIARY CERTIFICATE OF APPRECIATION – (This was postponed until the Regular Meeting)

GENERAL REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS: None.

ADJOURNMENT

The meeting was adjourned at 6:07 p.m.

REGULAR MEETING CALLED TO ORDER AT 6:07 p.m.

AMERICAN LEGION AUXILIARY CERTIFICATE OF APPRECIATION – Ruth Quinlan, former President of the American Legion Auxiliary Unit 138, recognized Assistant Chief John Mortellite for his fundraising help with the Children and Youth fall festival program.

ADDITIONS OR DELETIONS TO AGENDA:

20-05 Budget Meeting Dates

Discussion: Fire Chief Burton explained that the Executive Assistant Kim Fugate is attempting to schedule dates for the FY2020/2021 budget meetings. Ms. Fugate asked the Board for concurrence on scheduling two special meetings prior to the regularly scheduled Workshop and Regular Meetings on September 15, 2020, one to fix the non-ad valorem rates of assessments for the upcoming year and the other to adopt the Tentative Budget. She requested concurrence also on scheduling an additional meeting, at a location to be determined, to approve the Final Budget, either on September 23rd, 24th, or 28th, depending upon location availability. There was concurrence from the Board members.

MONTHLY BUSINESS:

1. Approval of Minutes: December 17, 2019 Workshop and Regular Meetings

Discussion: No discussion.

A motion to approve the minutes of the December 17, 2019 Workshop and Regular Meetings.

MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER ARDMAN

All in favor, motion passed unanimously.

2. Treasurer's Report: December 2019

Discussion: Secretary/Treasurer Schear stated all balance sheet accounts have been reconciled as of December 31, 2019. Consolidated government funds, assets, and liabilities are \$4.8 million; the investment program in accordance with District policy is \$4.6 million; current liabilities are within normal end-of-month limits at \$97,900; the capital projects fund revenues total \$3.4 thousand; general fund revenues are in line with the adopted budget, with the exception of the CME pass-through funding; due to realigning the capital plan for the fiscal year, the reserve ratio remains slightly ahead of GASB recommendations at 22.9%. The reserves depleted during the last ten years remain to be of concern. There are other areas of financial concern, including the deferment of the replacement of Squad 26, half of the communication radios, and two thermal imaging cameras. The funding loss due to the County has caused severe funding challenges, and the District must find other sources of revenue. See detailed Financial Report for further details.

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

MOTION: COMMISSIONER ARDMAN SECOND: COMMISSIONER GARDELLA

All in favor, motion passed unanimously.

3. Correspondence: Secretary/Treasurer Larry Schear read a commendation email for personnel's response to an incident from Ian Man.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. **COMMISSION:** Secretary/Treasurer Larry Schear stated that he distributed a fire station RFP from Lealman Fire to potentially be used as a template in the future. He also discussed South Pasadena Fire is holding an open house. Commissioner Schear asked the Commission to consider participating in the "Adopt a Road" program, in which those involved "adopt" two miles of roadway maintenance at least once per quarter for two years. There is no charge. There was concurrence among the Board. Chair Bruni asked Commissioner Schear to keep the Commission informed on updates on this project.

Commissioner Ardman discussed that neither the Pinellas County Sheriff's Office nor the City of Indian Rocks Beach had any complains of fireworks being charged on New Years' Eve. Public Services Director Dean Scharman, the Commissioner explained, made him aware of a Pinellas County improvement project that may hinder traffic on Miami Avenue and affect the City boat slips. Commissioner Ardman also thanked Fire Inspector Robert Hill for meeting with him recently to discuss impact fee compliance in Indian Rocks Beach. He added that the Indian Rocks Beach City Commission is very interested about the District's plan to address code issues as they relate to short-term rentals.

2. **ATTORNEY:** Attorney Albinson stated that he and District staff have recently been made aware of a complaint filed against the District with the Equal Employment Opportunity Commission in regard to questions related to absenteeism. He confirmed there is nothing for the District to do at this time, but if the matter moves forward, he will keep the Board updated. Mr. Albinson briefly explained the process. He also discussed that he has been working with Chief Burton on updating Standard Operating Procedures in an effort to modernize them. Additionally, he stated that the Chief had asked him to review the Hold Harmless Agreement for the Largo Training Grounds and he feels it is fine for the District to enter into. Regarding the proclamation template, Mr. Albinson explained that he took some time at no cost to locate the template for the District to use.

3. **CHIEF'S REPORT:** Chief Burton stated that is working with Fire Prevention and Indian Rocks Beach staff to work on a process for short-term vacation rentals. He explained that Indian Rocks Beach has started a registry process for short-term rental properties. A short-term rental is defined as a single-family home which is rented more than three times per year for less than 30 days. He explained that there are fire code implications and he hopes to meet with Indian Rocks Beach officials soon to discuss non-compliance issues, as the District's authority is limited. Discussion ensued regarding the code requirements.

The Chief stated, from a long-range planning perspective, he has begun working with Pinellas County and Optima to try to determine station locations for the District and a five to ten-year replacement plan. Chief Burton stated that he has a conference call this Thursday with Pinellas County staff and Optima to discuss the preliminary information that has been gathered.

Chief Burton stated that staff will have the fire boat in service soon, and is working on equipment mounting, training, etc. He added that Assistant Chief Mortellite is working on operational procedures. He discussed that the boat lift project is underway and, regarding the discussion on the improvements on Miami Avenue, he stated that he has spoken to the contractor who believes he can work from the water-side of the roadway and not disrupt traffic. Chief Burton stated that the smaller inflatable boat, the marine rescue, is in the final stages before being placed into service as well.

Chief Burton stated that he was not in attendance at the December meeting as he was one of twelve trainers in the United States participating in a Train-the-Trainer course in Kansas City which educates those in leadership positions on social justice issues. The Chief stated that he is looking forward to sharing that training, and that he is sharing it tomorrow with Pinellas County instructors as part of their instructor development program.

Chief Burton stated that staff is working on obtaining a long-deferred inventory and maintenance software. The District is currently utilizing a completely manual, paper-based system for these items.

The Chief stated that the Growth Management Agreement went active on January 15th and is working as it should, which is keeping fire-based EMS services available for the higher acuity calls and the absolute lowest acuity calls handled by Sunstar only.

On New Years' Eve, the Chief, along with Inspector Hill and Engine 27 patrolled the streets of Indian Rocks Beach to assist in the City's no-fireworks approach. The public information campaign seems to have been effective, as nobody was found using fireworks.

Chief Burton stated that at the January Indian Shores Town Council Meeting, he was asked to provide more information on elevator calls during the February meeting to find frequent targets that the District is responding to repeatedly and determine what resources are available to ensure repairs are being made. He added that he will be attending the Belleair Beach meetings quarterly to provide updates as well.

Regarding the replacement of Squad 26, Chief Mortellite is leading a committee on what type of apparatus it might be replaced with. Chief Burton has challenged the group to conduct a needs assessment to determine unmet needs and design the apparatus that best fits those needs.

Chief Burton thanked Kim Fugate for working on the meeting schedule for the September budget meetings this early in the year.

The Chief stated that, to follow up on Commissioner Schear's mention on the Lealman fire station project, he is meeting sometime next week with Chief Graham to discuss the project.

Within the next couple weeks, Chief Burton stated that he will be sending the Commissioners a new policy on accepting gifts, as it applies to all employees, including appointed, so he would like to get feedback from the Commissioners before adoption.

Commissioner Gardella asked if condominiums and apartments are included in the short-term rental project; Chief Burton stated they are already inspected as they are multi-family buildings. Duplexes are also included as a short-term rental. Commissioner Schear stated that he feels the fire code requirements are reasonable; the electric smoke detectors may be the only issues for some. Commissioner Ardman thanked Chief Burton and staff for their work on New Years' Eve in Indian Rocks Beach. Chair Joe Bruni asked how many single-family homes fall into the short-term rental category; Chief Burton stated that he is unable to recall – potentially more than 100 but less than hundreds. He added that it should be a workload that can be maintained without adding staff, but a new fee will need to be added to the existing fee schedule.

ACTION ITEMS:

19-33 Fire Chief Job Description

Discussion: Chief Burton discussed that he has been working on updating all job descriptions up to date, but did not feel it was appropriate for him to approve the Fire Chief description himself. He added that the standards are more rigorous than they have been in the past, but future dates are set in place so that interested personnel will have time to obtain the required training. There was some discussion. Commissioner Ardman stated that on page 2, 4th sentence, the word "personal" is likely meant to be "personnel." The Chief stated that he actually would prefer it just states "assumes command."

A motion to accept the Fire Chief Job Description.

MOTION: COMMISSIONER SNELLING SECOND: COMMISSIONER GARDELLA

All in favor, motion passed unanimously.

20-01 Hold Harmless Agreement – Largo Training Grounds

Discussion: Chief Burton stated that Largo has a fire training facility and pump test site. Due to changes in the City Attorney’s Office, they would now like this document signed annually. Since it requires authorization to sign it, the Chief is asking, as a matter of efficiency moving forward, if the Board would authorize the Fire Chief to sign it for the next three years, providing there are no material changes.

A motion to authorize the Fire Chief to enter into the Hold Harmless Agreement for the Largo Training Grounds for three consecutive years provided there are no material changes.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER ARDMAN

All in favor, motion passed unanimously.

20-02 Proclamation for PSFRD Supporters

Discussion: Chief Burton stated that Mr. Albinson had mentioned that he provided the attached draft template for the District to use to thank agencies that provide assistance to the District. Commissioner Schear stated that he feels the second paragraph should be spaced differently to ensure clarity. Attorney Albinson mentioned that this motion will be only to approve the template – any use of the proclamation in the future will be approved by the Board.

A motion to accept the Proclamation template as presented.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER SCHEAR

All in favor, motion passed unanimously.

20-03 Fee Schedules for Inspections and Non-Compliance

Discussion: Chief Burton stated that he is only requesting an expression of consensus on this item. The fee schedule used for inspections, plans reviews, etc. has not been updated since 2012. He has reached out to the Pinellas County Fire Marshal’s Association to obtain a body of data available for what the market is charging throughout the County, then bring the information back to the Board at some point in the future. The other element which causes concern is non-compliance, as the fee schedule provides for a \$25 reinspection fee, then \$50, then \$75, then \$100 seven more times, but then the District has no further recourse and never gains compliance. Finance Director David Martin stated that the only recourse the District has is a lien, which is a very arduous process, and, again, the District still does not gain compliance. All commissioners were in concurrence to allow the Chief to move forward with this process. Chief Burton also stated that the other element to this is to have discussion with the District’s

municipal partners to see if there is an opportunity in their municipal code to handle a code violation on the District's behalf, as that may bring about more change. Commissioner Schear asked if there was a difference between a fee and a fine; Mr. Albinson confirmed there was, and some differences were discussed. He stated that he will work with Chief Burton on this and report back to the Commission.

20-04 Fire Marshal Position

Discussion: Chief Burton stated that the District Charter indicates that a Fire Marshal shall be appointed. He discussed that he is unable to find any record of the Board appointing a Fire Marshal since the position was vacated around 2012. Chief Burton asked the Board to consider naming the Fire Chief the Fire Marshal at this time, until there is a Fire Marshal position available. Attorney Jeff Albinson mentioned that this might need to be added to the Fire Chief job description.

A motion to appoint the Fire Chief as the Fire Marshal until such time as the Board decides otherwise.

MOTION: COMMISSIONER SCHEAR

SECOND: COMMISSIONER ARDMAN

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 6:59 p.m.

APPROVED:

ATTEST:

Joseph V. Bruni, Chair

Kimberly G. Fugate, Executive Assistant

Date Approved

20-06

Public Facilities

Annual Notice of Change



Pinellas Suncoast Fire & Rescue

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**FIRE CHIEF
T. MICHAEL BURTON**

**PUBLIC FACILITIES ANNUAL NOTICE OF CHANGE
AS REQUIRED BY
CHAPTER 189.08**

Adopted by the Board of Fire Commissioners on February 18, 2020.

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 staffed 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 28 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 2021.

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 2022. 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 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 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

20-07

**Interlocal Agreement with
Pinellas County on Impact Fee
Collection**