



PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

PUBLIC NOTICE

VIRTUAL MEETING OF THE BOARD OF FIRE COMMISSIONERS

In light of the unprecedented situation of the COVID-19 pandemic, the Pinellas Suncoast Fire & Rescue District has identified that virtual meetings will be required to conduct the official business of the District and to keep the public informed, while protecting the health, safety, and welfare of our citizens and personnel.

In accordance with Florida Executive Order 20-69, and extended by Executive Order 20-112, **the regularly scheduled July 2020 meeting of the Board of Fire Commissioners will be held virtually**, by the means described herein. The meeting is scheduled to begin on **Tuesday, July 21, 2020 at 6:00 p.m.**

The meeting will be held as a VIRTUAL MEETING through communication media technology with the members of the Board of Fire Commission and District staff participating through video conferencing. This virtual meeting will be held on the Zoom platform used by the Executive Assistant for live remote participation. Members of the public may join the meeting via Zoom at <https://zoom.us/j/6577423843> and participate. Additionally, a dedicated phone line will be available so that any individual who does not wish, or is unable, to use Zoom, may listen to and participate in the meeting by finding your local number at <https://zoom.us/u/acSLTPoULw> and entering Meeting ID: 657 742 3843.

Members of the public who wish to add comments may do so in one of three ways. First, any person may email the Executive Assistant, Kimberly Fugate, at kfugate@psfrd.org by 4:00 p.m. the day prior to the meeting, to have their comments read during the meeting. The second option is to utilize the "Raise Hand" feature in Zoom during the meeting, and wait to be called upon during the appropriate time. The third option is to utilize Zoom's "Chat" feature and send any comments to the host during the meeting. When submitting any comments, be sure to include your full name and address for the record. More detailed instructions are forthcoming.



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

VIRTUAL MEETING NOTICE

THIS MEETING IS OPEN TO THE PUBLIC

July 21, 2020

The Workshop Meeting begins at 6:00 pm
The Regular Meeting begins immediately after the Workshop Meeting
* VIA THE ZOOM PLATFORM *

AGENDA

WORKSHOP MEETING

MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE

ROLL CALL

ADDITIONS OR DELETIONS TO AGENDA:

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*

20-14 Fee Study and Funding Model – Consulting Firm

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: June 16, 2020 Workshop and Regular Meetings
2. Treasurer's Report: June, 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*

**20-11 Shade Session –
Collective Bargaining Agreement Reopener**

Fire Chief

ADJOURNMENT

**NEXT MEETING: Workshop and Regular Meetings,
August 18, 2020 at 6:00 p.m. Location to be determined.**

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

Virtual Meeting:

Persons wishing to add comments during a virtual Meeting or Public Hearing should contact the Executive Assistant at kfugate@psfrd.org or (727) 595-1117 ext. 100 by 4:00 p.m. the day prior to the meeting to have their comments read, or utilize the “Raise Hand” or “Chat” function of the Zoom platform and wait to be called on during the appropriate time.

In-Person Meeting:

Persons wishing to speak during any in-person 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.

5.1 SCOPE OF SERVICES

5.1.1 SERVICE DEMAND Evaluate Data Pertaining to Fire Rescue Services: Evaluate existing District documents, ad valorem and non-ad valorem tax roll information, emergency call data, agreements, reports, levels of service, five-year budget requests, projected long-term capital needs and other data pertaining to the provision of the fire services.

5.1.2 REVIEW AND EVALUATE OUTSTANDING ISSUES Research, identify and evaluate outstanding funding issues that need to be addressed during the development of the fire services funding options and apportionment methodology and assist the District in identifying policy decisions necessary to continue the District assessment program for Fiscal Year 2021.

5.1.3 SERVICE COST Evaluate the full cost of fire rescue service delivery, using the District's most current financial information including direct and indirect costs.

5.1.4 ANALYZE CALL DATA AND CORRELATE WITH PROPERTY DATA: Evaluate a minimum of two years of the District's fire incident reports, correlate the fixed property uses on the reports to comparable property uses on the tax roll. Analyze all property use categories within the District to determine which parcels receive a special benefit from the provision of Fire Rescue Services.

5.1.5 DEVELOP APPORTIONMENT METHODOLOGY: Develop a fair and reasonable method of apportionment and accurate classification of parcels using the current ad valorem roll and fire incident data reports. Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection. Create a preliminary assessment roll database using the current tax roll and apply the apportionment methodology to the database to test validity and legal sufficiency.

5.1.6 DETERMINE ASSESSMENT RATES: Calculate a proforma schedule of rates based on the developed apportionment methodology and revenue requirements for the assessment program using the developed assessment roll.

5.1.7 IDENTIFY REVENUE REQUIREMENTS AND ALTERNATIVE REVENUE SOURCES: Advise the District by determining the total fire rescue department service assessment revenue requirements to ensure recovery of the costs of net fire rescue service delivery revenue requirement, implementing the program and collecting the assessment. Identify alternative sources of revenue to fund the service delivery costs.

5.1.8 LEGAL DOCUMENTATION & AGREEMENTS: Review current Inter-Local Agreements with third parties and related District Ordinances, including Annual Rate Resolutions, for any changes that may be necessary to meet current legal standards, or to incorporate any changes that may be adopted by the District as a result of this study.

5.1.9 REPORTS & PRESENTATIONS: Prepare an initial draft report and presentation to be provided to District Administration, as well as a final report presentation to be provided to the District Commission. The District anticipates the contractor will make at least two presentations;

however, an additional presentation may be required if there are significant changes made to the draft report.

5.2 FEE & COSTS

5.2.1 Proposers shall quote an all-inclusive fee for the work described under Scope of Services:

5.2.1.1 Provide a breakdown to show costs associated with each portion of the work listed under Scope of Services.

5.2.1.2 Costs associated with travel as well as miscellaneous expenses should be adequately described.

5.2.2 Proposer shall provide a timeline that highlights proposed tasks, and that will meet all applicable deadlines.

5.3 MANAGEMENT & PERSONNEL In the proposal, include the following information:

5.3.1 Profile of the Firm – State whether your firm is local, national, or international. Also, include the following for the office this work would originate from:

5.3.1.1 Age and size of the Firm and local office.

5.3.1.2 Location of the office where the work on this engagement is to be performed.

5.3.1.3 Number and nature of the professional staff to be assigned to this project on a full time basis (resumes will suffice).

5.3.1.4 Number and nature of staff to be assigned to this project on a part time basis (resumes will suffice).

5.3.2 Identify the supervisory and management staff who will be assigned to the engagement and indicate whether each holds and licenses applicable to the proposed project (i.e., CPA, etc.). Provide resumes for each person that will be assigned to this engagement.

5.3.3 Provide explanation of litigation, claims, contract defaults, and liens in the last three (3) years from due date of this RFP.

5.3.4 Provide at least three (3) client references for which the project team/firm has provided similar services and example deliverables (if allowed), along with contact information.

5.4 SILENCE OF SPECIFICATIONS The apparent silence of the foregoing specifications as to any detail, or omission from it as a detailed description, concerning any specifics shall be regarded as meaning that only the best commercial practices are to prevail and that only equipment and

workmanship of first quality are to be used. All interpretations of these specifications shall be made upon the basis of this statement.

DRAFT FOR DISCUSSION ONLY



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
JUNE 16, 2020
WORKSHOP AND REGULAR MEETINGS**

**Meeting held at Belleair Beach City Hall
444 Causeway Blvd., Belleair Beach, FL 33786**

**WORKSHOP MEETING CALLED TO ORDER AT 6:00 PM
MOMENT OF SILENCE**

ROLL CALL: Commissioners answering roll call were Vice Chair Lou Snelling, Secretary/Treasurer Lawrence Schear, 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. Chair Joe Bruni was excused.

ADDITIONS OR DELETIONS: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS: None.

ADJOURNMENT

The meeting was adjourned.

REGULAR MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA: None.

MONTHLY BUSINESS:

1. Approval of Minutes: May 19, 2020 Workshop and Regular Meetings

Discussion: No discussion.

A motion to approve the minutes of the May 19, 2020 Workshop and Regular Meetings.

MOTION: COMMISSIONER ARDMAN SECOND: COMMISSIONER SCHEAR

All in favor, motion passed unanimously.

2. Treasurer's Report: May, 2020

Discussion: Secretary/Treasurer Schear stated all balance sheet accounts have been reconciled. Consolidated government funds, assets, and liabilities are \$3.8 million; the investment program in accordance with District policy is \$3.6 million; current liabilities are within normal end-of-month limits, at \$114,200; the capital projects fund revenues total \$7.6 thousand; general fund revenues are in line with the adopted budget, and unbudgeted CME pass-through funding offsets the related overtime expenditures, and a budget amendment is pending; due to COVID-19, inspections are on hold, affecting fees and investment interest rates continue to weaken; due to the COVID-19 expenditures, the reserve ratio has decreased a bit, but remains slightly ahead of GASB recommendations at 24.2%. Our fiscal general year fund protection does not include the FEMA cost recoveries for Hurricane Michael or COVID-19.

A motion to approve the May, 2020 Treasurer's Reports.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER ARDMAN

All in favor, motion passed unanimously.

3. Correspondence: Secretary/Treasurer Schear read two pieces of correspondence.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. **COMMISSION:** Secretary/Treasurer Schear gave an update on Indian Shores and the November election. Commissioner Ardman discussed weekly progress meetings regarding Gulf Boulevard. He stated also that Indian Rocks Beach rescheduled the June 9th City Commission meeting until June 30th. A public information campaign will begin regarding the ban on fireworks for the Fourth of July. Secretary/Treasurer Schear added Indian Shores also has a ban on fireworks, and is also going to hold a beach clean-up on July 5th.

2. **ATTORNEY:** No report.

3. **CHIEF’S REPORT:** Chief Burton stated that the fire boat training is almost completed, and the boat lift has been installed; just waiting on the final electrical hookup. Regarding the enhancement request made to the County for the half position for Truck 28, although the District’s rationale seems to be accepted for the change, the request was not approved; however, no enhancement requests were approved County-wide if there was a financial element to the request. Chief Burton stated that the County’s explanation was, “deferred to funding limitations,” and hopes it may still be a reality in the upcoming year.

Regarding COVID-19, Chief Burton explained the District is gradually returning to a “new normal;” however, due to an increase in positive cases and concern from the Medical Director, the District will re-implement some items as a precautionary measure, including daily wellness checks. Employee service pins have been deferred for several meetings, due to virtual meetings and social distancing limitation; the goal is to present these in July, as well as re-institute the Oath of Office to those who have been missed.

Chief Burton stated Collective Bargaining was held last week at Belleair Beach to begin negotiating the four items allowed in the contract reopener, including wages, healthcare costs, and two incentives. The Association’s bargaining team brought forward no proposals and the next meeting will be on June 22nd.

Chief Burton confirmed he attended a meeting regarding the fireworks ban, and that he will be out on the Fourth of July to help with education efforts.

Commissioner Gardella asked what the instructions are for the next Collective Bargaining session; Chief Burton stated that he hopes the Association brings forward a proposal. Chief Burton also confirmed that he provided a contract comparison document he had created during the Stakeholder Group and informed the Association’s bargaining team that he expected a similar comparison from them, if they choose to do contract comparisons. If not, the District intends to continue with the contract as-is.

ACTION ITEMS:

20-12 CAFR Presentation

Discussion: Finance Director David Martin presented the Comprehensive Annual Financial Report (CAFR). He confirmed the year was successful and the audit was clean. He informed the Commissioners that they may keep their copies of the CAFR or return them for future public records requests. There are no audit adjustments.

20-13 Budget Meetings

Discussion: Finance Director David Martin expressed the importance of a quorum at budget meetings and urged all Commissioners to ensure they will be able to attend all upcoming budget hearings.

There being no further business to come before the Board, the meeting was adjourned in due form at 6:26 p.m.

APPROVED:

ATTEST:

Joseph V. Bruni, Chair

Kimberly G. Fugate, Executive Assistant

Date Approved