



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

June 15, 2021

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

**LOCATION:
BELLEAIR BEACH CITY HALL
444 Causeway Blvd.
Belleair Beach, FL 33786**

AGENDA

WORKSHOP MEETING

**MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE**

ROLL CALL

ADDITIONS OR DELETIONS TO AGENDA:

**OATHS OF OFFICE (Newly Promoted Officers) – District Chief Christopher Bodine
District Chief Todd Best
Lieutenant Brandon Anderson
Lieutenant Matthew Zeiner**

**OATHS OF OFFICE (Firefighters) – Firefighter/Paramedic Kaitlyn Armstrong
Firefighter/EMT John Webber
Firefighter/EMT Logan Emry
Firefighter/EMT Spencer Finkhousen**

SERVICE PINS – Lieutenant/EMT Brandon Anderson – 5 Years of Service

SPECIAL RECOGNITION – MASTER’S DEGREE – District Chief Robert Williams

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

21-09 Comprehensive Annual Financial Report (CAFR) Presentation **Finance Director**

21-10 Fire Chief Annual Evaluation **Chair**

ADJOURNMENT

REGULAR MEETING

MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA:

MONTHLY BUSINESS:

1. Approval of Minutes: May 18, 2021 Workshop and Regular Meetings
2. Treasurer's Report: May, 2021
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

¹ Please see Note as to Public Input.

² Please see Note as to Public Input.

³ Please see Note as to Public Input.

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

**21-11 FY2020/21 Budget Amendment #2
(Resolution 2021-02)**

Finance Director

21-12 Budget Meeting Dates

Chair

ADJOURNMENT

**NEXT MEETING: Workshop and Regular Meetings,
July 20, 2021 at 6:00 p.m. at
St. Jerome Parrish Hall.**

**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

⁴ Please see Note as to Public Input.

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
MAY 18, 2021
WORKSHOP AND REGULAR MEETINGS**

**Indian Shores Municipal Building
19305 Gulf Blvd., 4th Floor, Indian Shores, FL 33785**

**WORKSHOP MEETING CALLED TO ORDER
PLEDGE OF ALLEGIANCE**

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

ADDITIONS OR DELETIONS: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS: None.

ADJOURNMENT – The Workshop was adjourned at 6:03 p.m.

REGULAR MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA: None.

MONTHLY BUSINESS:

1. Approval of Minutes: April 20, 2021 Workshop and Regular Meetings

Discussion: None.

**A motion to approve the minutes of the April 20, 2021 Workshop and Regular Meetings
with the identified corrections.**

MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER GARDELLA

All in favor, motion passed unanimously.

2. Treasurer's Report: April, 2021

Discussion: Secretary/Treasurer Lawrence Schear stated balance sheet accounts have been reconciled as of April 30, 2021. Consolidated government funds, assets, and liabilities are \$4.6 million; the investment program in accordance with District policy is \$4.3 million; current liabilities are within normal end-of-month limits, at \$100,600; the capital projects fund revenues total \$69,900; the new E-26 is still scheduled for a December delivery. The remaining capital purchase plan for the fiscal year includes an air compressor for Station 27, one utility vehicle (PS-900), and two apparatus support vehicles (DC-27 & PS-600). 71% of the PS-600 replacement vehicle cost will be funded by EMS. General fund cost recoveries include \$28,900 for Hurricane Michael and \$338,400 for COVID-19. Total operating costs are projected to be \$19.9k (0.3%) less than the amended budget. Projected ending ratio remains slightly ahead of GASB recommendations at 28.5%, but is far less than the Commission's 45% objective. The projection does not include FEMA cost recoveries for Hurricane Sally.

A motion to approve the April, 2021 Treasurer's Report.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER SNELLING

All in favor, motion passed unanimously.

Finance Director David Martin stated that next month's report will show a difference in the unassigned ratio. Due to some confusion regarding what these numbers mean, he stated that he has transferred the fund balance into the assigned rolling stock reserve so that there is a clearer picture of where the District truly stands. He added that he is unable to include funds for station replacement, but he has been able to load up on rolling stock.

3. Correspondence: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. COMMISSION: Vice Chair Ardman stated that he signed up for the 2021 FASD annual conference that will take place June 16th and 17th. He added that he located another RFQ for fire station design in Highland Beach and will have it disseminated to the Commission.

2. ATTORNEY: Attorney Jeff Albinson stated that he is working with the Chief to reach a conclusion on an employment matter, and added that the Pinellas County Sheriff's Office has determined no criminal activity took place in the matter.

3. CHIEF'S REPORT: Fire Chief Mike Burton stated that, after a few months of no positive tests, two firefighters have tested positive for COVID-19 and will be out for 10-14 days. He discussed that the District Chief and Lieutenant promotional processes concluded in April but no

decisions have been made as of yet. Three new Firefighter/EMTs have started in the last three weeks: Logan Emry, Spencer Finkhousen, and Mary Miller. Chief Burton stated that he has a meeting with County Commissioner Peters coming up on June 9th, which will continue his meetings to apprise County Commissioners on the status of the District. The Chief informed the Commission that he has been invited to teach at the National Fire Academy July 10th through July 16th which he stated he feels is a great honor.

ACTION ITEMS: None.

A motion to adjourn the Regular Meeting.

MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER SNELLING

All in favor, motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned in due form at 6:18 p.m.

APPROVED:

ATTEST:

Joseph V. Bruni, Chair

Kimberly G. Fugate, Executive Assistant

Date Approved

RESOLUTION 2021-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT, AMENDING THE 2020/2021 ADOPTED BUDGET AS APPROVED BY RESOLUTION 2020-04, PROVIDING FOR THE PASS THROUGH FUNDING FOR THE COVID-19 VACCINATOR PROGRAM, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Fiscal Year 2020/2021 General Fund adopted budget does not include the recently implemented Pinellas County COVID-19 Vaccinator Program Funding or expenditure budget.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT, THAT:

SECTION 1. The Fiscal Year 2020/2021 Adopted Budget is hereby amended as follows:

BUDGET ADJUSTMENTS – FY 2020/2021

GENERAL FUND

Revenue:	499910 – Employee Wage Refunds	(\$ 26,326)
Expenditures:	622140 – Overtime Pay	<u>\$ 26,326</u>
Excess / (Deficiency of Revenue Over / (Under)		
Expenditures		<u>\$ 0</u>

SECTION 2. This Resolution shall become effective upon the day of adoption.

PASSED AND ADOPTED on this 15th Day of June, 2021.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

BOARD OF COMMISSIONERS

ATTEST:

Joseph V. Bruni
Chair

Lawrence Schear
Secretary/Treasurer