



FIRE CHIEF
T. MICHAEL BURTON

Pinellas Suncoast Fire & Rescue

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MINUTES JULY 20, 2021 WORKSHOP AND REGULAR MEETINGS

Belleair Beach City Hall
444 Causeway Blvd., Belleair Beach, FL 33786

WORKSHOP MEETING CALLED TO ORDER AT 6:18 PLEDGE OF ALLEGIANCE

ROLL CALL: Commissioners answering roll call were Vice Chair David Ardman, Secretary/Treasurer Lawrence Schear, 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 Joseph Bruni and Commissioner David Gardella were excused.

ADDITIONS OR DELETIONS: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS:

21-14 Addition of 37th Firefighting Position

Discussion: Chief Burton stated that he has been evaluating the idea of adding a 37th firefighting position to offset overtime costs. He stated that Mr. Martin has concluded that, over the last 18 months, at least one firefighter has been off on some sort of long-term leave approximately 75% of the time. The addition of the 37th position would have the capability of being reassigned to fill those gaps when they occur. The “fully loaded” cost to hire someone for this position would be \$90,000 the first year. In addition to overtime costs, Chief Burton explained that the excessive overtime is taking a toll on the employees, as an overtime shift often requires a firefighter to work a 48-hour shift. He added that there is currently a vacant fire inspector position, so the District will still be within its authorized position count. Chief Burton stated if the Commission is in consensus on this, he can bring more material forward at the August meeting. Some discussion ensued. There was consensus among the Commission for Chief Burton to move forward with this effort.

ADJOURNMENT – The Workshop was adjourned at 6:30 p.m.

REGULAR MEETING CALLED TO ORDER AT 6:30

ADDITIONS OR DELETIONS TO AGENDA:

21-15 EMS Growth Management Agreement

MONTHLY BUSINESS:

1. Approval of Minutes: June 15, 2021 Workshop and Regular Meetings

Discussion: None.

A motion to approve the minutes of the June 15, 2021 Workshop and Regular Meetings.

MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER SNELLING

All in favor, motion passed unanimously.

2. Treasurer's Report: June, 2021

Discussion: Secretary/Treasurer Lawrence Schear stated balance sheet accounts have been reconciled as of June 30, 2021. Consolidated government funds, assets, and liabilities are \$4.1 million; the investment program in accordance with District policy is \$3.8 million; current liabilities are within normal end-of-month limits, at \$87,700; the capital projects fund revenues total \$96,400; 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. Three utility vehicles (PS-900, DC-27, and PS-600) have been moved to next fiscal year due to manufacturing shortfalls. General fund cost recoveries include \$28,900 for Hurricane Michael and \$338,400 for COVID-19. Total operating costs are projected to be \$45.3k (0.7%) under budget due to changes in personnel. The FY2020/2021 projected Unassigned Fund Balance to Operating Expense ratio is 20.7%, slightly ahead of FGFOA's recommendation of 17%. The projection does not include FEMA cost recoveries for Hurricane Sally or Hurricane Elsa.

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

MOTION: COMMISSIONER SNELLING SECOND: COMMISSIONER ARDMAN

All in favor, motion passed unanimously.

3. Correspondence: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. **COMMISSION:** Secretary/Treasurer Schear stated that he presented the Fire Chief's report at the most recent Indian Shores Town Council meeting. Secretary/Treasurer Schear also discussed a couple different properties that he has been looking into that could potentially be used for Station 26. He also stated that he attended three remote classes to renew his CDO certification for the next three years.

Vice Chair Ardman stated that he attended the FASD annual conference last month in Orlando and it was very beneficial. He added that many people spoke very highly of PSFRD at the conference. Vice Chair Ardman also stated that he found another RFP from Seminole County and he will have it forwarded to the Commission. Lastly, Vice Chair Ardman stated that Indian Rocks Beach and Action 2000 are hosting Oktoberfest this year and will be seeking information on obtaining a fire permit. They have also extended an invitation to PSFRD to attend and set up an exhibit at the event.

2. **ATTORNEY:** Mr. Albinson gave an update on the employee issue that Attorney Berman is handling. The investigation is still ongoing and he believes he should have more information at the next meeting.

3. **CHIEF'S REPORT:** Chief Burton stated that he had the pleasure to teach for six days of last week at the National Fire Academy, after it had been shut down for 14 months. He added that, next week, he will be presenting three separate workshops at the FDIC in Charlotte. The Chief stated that the District prepared for Tropical Storm Elsa by increasing staffing and placing additional units in service, so there were some overtime costs associated with that, for which Mr. Martin will work on recovering. Chief Burton stated that there is work being done on defining the process for replacing the Finance Director, and he hopes to have more information on that by the next meeting.

ACTION ITEMS:

21-10 Fire Chief Annual Evaluation

Discussion: Vice Chair Ardman stated that, based on the evaluations submitted by the Commissioners, it appears that Chief Burton has the confidence of the entire Commission. Vice Chair Ardman stated that he agrees that the Chair should work with the Finance Director and the Fire Chief on any related actions.

21-15 EMS Growth Management Plan

Discussion: Chief Burton stated that the EMS Growth Management Plan has been in place for the last couple years, with six departments in Pinellas County participating. The plan indicates a subset of low acuity calls that do not require fire department response; only a Sunstar ambulance. The agreement is coming up for renewal in September and there are no changes of any substance. The Chief asked, once the final agreement has been reviewed by himself and Mr. Albinson, that the Commission authorize him to work with Chair Bruni to sign the agreement so that the process does not get held up.

A motion to authorize Chief Burton to work with the Chairman to sign the EMS Growth Management Plan agreement.

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 at 6:49 p.m.

A motion to adjourn.

MOTION: COMMISSIONER SNELLING SECOND: COMMISSIONER SCHEAR

All in favor, motion passed unanimously.

APPROVED:



David Ardman, Vice Chair
for Joseph Bruni, Chair

ATTEST:



David Gardella, Commissioner
for Kimberly G. Fugate, Executive Assistant

8/17/21

Date Approved