



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**

November 16, 2021

**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:

BACHELOR'S DEGREE RECOGNITION – Assistant Chief John Mortellite

SERVICE PIN – 25 YEARS OF SERVICE – Assistant Chief John Mortellite

MASTER'S DEGREE RECOGNITION – Lieutenant Doug Higley

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*

¹ Please see Note as to Public Input.

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

ADJOURNMENT

REGULAR MEETING

MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA:

ELECTION OF BOARD OFFICERS – Chair, Vice Chair, Secretary/Treasurer

OATH OF OFFICE – Fire Chief Jeffrey Davidson

MONTHLY BUSINESS:

1. Approval of Minutes: October 19, 2021 Workshop and Regular Meetings
2. Treasurer’s Report: October, 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.

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- 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

21-26 District Administrator Position

Fire Chief

² Please see Note as to Public Input.

³ Please see Note as to Public Input.

⁴ Please see Note as to Public Input.

ADJOURNMENT

**NEXT MEETING: Workshop & Regular Meetings, December 21, 2021 at
6:00 p.m. at Belleair Beach City 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 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
OCTOBER 19, 2021
WORKSHOP AND REGULAR MEETINGS**

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

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

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

ADDITIONS OR DELETIONS: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS: None.

ADJOURNMENT – The Workshop was adjourned at 6:02 p.m.

REGULAR MEETING CALLED TO ORDER AT 6:02

ELECTION OF BOARD OFFICERS – Chair, Vice Chair, Secretary/Treasurer

Tabled until next meeting.

ADDITIONS OR DELETIONS:

21-25 Employment Agreement – Fire Chief Jeffrey Davidson

MONTHLY BUSINESS:

1. Approval of Minutes: September 22, 2021 Workshop and Regular Meetings

Discussion: Vice Chair David Ardman identified a correction needed to his name.

A motion to approve the minutes of the September 22, 2021 Workshop and Regular Meetings with the identified correction.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER SNELLING

All in favor, motion passed unanimously.

2. Treasurer's Report: September, 2021

Discussion: Secretary/Treasurer Lawrence Shear stated balance sheet accounts have been reconciled as of September 30, 2021. Consolidated government funds, assets, and liabilities are \$2.9 million; the investment program in accordance with District policy is \$2.7 million; current liabilities are within normal end-of-month limits, at \$87,700; the capital projects fund revenues total \$313,100; the new E-26 is still scheduled for a December delivery. Due to manufacturing shortfalls, all remaining planned capital acquisitions for FY2020-2021 were moved to FY2021-2022, including the air compressor for Station 27 and three utility vehicles (PS-900, DC-27, and PS-600). General fund cost recoveries include \$28,900 for Hurricane Michael and \$338,400 for COVID-19. Total operating costs resulted in a \$24,000 favorable budget variance. The FY2020/2021 ending Unassigned Fund Balance to Operating Expense ratio was 20.8%, slightly ahead of FGFOA's recommendation of 17%.

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

MOTION: COMMISSIONER SNELLING SECOND: COMMISSIONER GARDELLA

All in favor, motion passed unanimously.

3. Correspondence: Fire Chief Mike Burton read an email from a recent applicant for the Fire Chief position, Steve Schellenberg, who was very displeased at not being selected for an interview. Chief Burton informed the Board that he has reached out to the applicant to attempt further discussion.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. **COMMISSION:** Commissioner Snelling thanked Ms. Fugate and Chief Burton for the organized Fire Chief interview process which he felt well-prepared the Commission to make an

informed decision. The other Commissioners agreed. Vice Chair David Ardman asked if PSFRD would be in attendance at the Indian Rocks Beach Oktoberfest, and Chief Burton stated that Inspector Hill had been working on scheduling that.

2. ATTORNEY: Mr. Albinson stated that the District stated that he and Chief Burton have been working through the previously discussed employment issue, and an informal meeting is scheduled tomorrow with one of the involved employees and their counsel. Mr. Albinson stated that there is a related formal EEOC complaint that was scheduled to be mediated in late January 2022; however, in an effort to come to a resolution sooner, Charles Castanza, an independent mediator, has been brought on, and a mediation date has been set for November 2, 2021. Mr. Albinson explained that he is unable to provide more detail on the issue in an open session, but stated that Chief Burton has been working diligently to attempt to resolve these issues before Chief Davidson takes over.

3. CHIEF'S REPORT: Chief Burton stated that much of the last month has been spent on the employment process for the Fire Chief, and thanked Ms. Fugate for her efforts in that process. Chief Burton explained that a lot of his time recently has been dedicated to efforts to assist Chief Davidson in his transition into his new position.

Chief Burton stated that a bedbug infestation was found at Station 26 and has since been resolved. He explained that crews had to vacate the station for two nights and stayed at Station 27 during that time. The area was treated and Assistant Chief Mortellite has ordered new beds and bedding and they should be back in the station tonight.

ACTION ITEMS:

21-25 Employment Agreement – Fire Chief Jeffrey Davidson

Discussion: Chief Burton stated that he has been the go-between between the Chair and the Finance Director regarding this agreement, and it is nearly identical to his own agreement, with some changes to salary and vacation accrual. He added that there is one location in the agreement that has Chief Burton's name in it and that will be corrected in the final version of the document.

A motion to accept the Employment Agreement between the Pinellas Suncoast Fire & Rescue District and Jeffrey Bryant Davidson.

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 6:25 p.m.

APPROVED:

ATTEST:

David Ardman, Vice Chair
for Joseph Bruni, Chair

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

Date Approved

**JOB DESCRIPTION:
DISTRICT ADMINISTRATOR**

**PINELLAS SUNCOAST FIRE &
RESCUE DISTRICT**

Revised From: 5/08/2012 (Executive Assistant)

Effective Date: 11/16/2021

Total Pages: 4

Authorization:

Michael Burton, Fire Chief



PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

JOB DESCRIPTION

JOB TITLE: DISTRICT ADMINISTRATOR

GENERAL STATEMENT OF JOB

Technical and administrative responsibility in the performance of advanced administrative, organizational, clerical, and technological functions. The work for this position involves application of independent judgement and knowledge of departmental procedures, regulations, and District policies. Accuracy and completeness of work is essential, as is a high level of confidentiality. This position is frequently required to relieve supervisor of operational details of a routine nature by performing a variety of administrative tasks. The work requires the exercise of mature judgment and thorough knowledge of major divisional relationships, programs, and goals. Other responsibilities include coordination and resolution of a variety of work assignments, effective consultation and communication with the public, and with all levels of District personnel to maintain effective and efficient departmental operations. Serves as the Records Management Liaison Officer (RMLO) to ensure records management compliance and respond to all public records requests in accordance with Florida's Government in the Sunshine regulations.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS

- Perform administrative duties on behalf of, and provide strategic administrative support of, the Board of Fire Commissioners and the Fire Chief.

- Prepare all meeting agendas and minutes for the Board of Fire Commissioners, and all related public notices and legal advertisements, as well as attend Workshop, Regular, Budget, and Special meetings.
- Coordinate with the Gehring Group to administer benefits programs for all employees, including health, dental, vision, flexible spending accounts (FSAs), and life insurance policies, as well as supplemental insurance programs to include short-term disability, accident, and cancer policies.
- Coordinate and manage the District's annual Open Enrollment program for employee benefit elections and changes.
- Provide reports to the Department of Labor and the Equal Opportunity Commission on a periodic basis.
- Perform all human resources functions as necessary, to include reviewing applications, running background checks and education verifications, scheduling interviews, new employee on-boarding and orientation, as well as continuously updating employee personal information as required.
- Perform all administrative payroll duties, to include preparing and entering all biweekly payroll data into the payroll software, verifying correctness of all earnings, deductions, and direct deposits, preparing payroll reports for the Finance Director, and maintaining ongoing balance of sick and vacation hours for administrative employees.
- Process Workers' Compensation claims and assist employees with all related activities and follow-up.
- Complete quarterly Supplemental Compensation reports and process with the Florida State Fire College, as well as coordinate employee enrollment in the program.
- Submit monthly gross wage reports to the Florida Retirement System (FRS) and maintain records of FRS transactions and related Department of Revenue transactions.
- Work directly with the Florida Department of Health (DOH) to renew the District's Advanced Life Support (ALS) license and other licenses.
- Perform audits of retirement accounts as required by the Florida Department of Management Services.
- Perform FRS health insurance subsidy reporting annually.
- Create and maintain departmental files for order and retrieval, in accordance with accepted record keeping practices and the Florida General Records Schedule.
- Assist with promotional processes and exams.
- Work closely with the Assistant Chief on the renewal of training and educational certifications for employees.
- Assist in collective bargaining activities and negotiations and may be tasked as a confidential member of the District's Bargaining Team.
- Create and maintain confidential personnel files and associated medical files, as well as education files on all employees.
- Serve as the Notary Public for the District.
- Accept and record subpoenas and ensure delivery to designated employees.
- Write and maintain all Resolutions and Ordinances for Board action and adoption.

- Coordinate, and maintain records related to, annual records disposition in accordance with the State of Florida records retention guidelines.
- Serve as the Agency Real Property Custodian/Manager.
- Serve as the Financial Disclosure Coordinator.
- Assist in process and policy development as needed.
- Create forms and other departmental documents as necessary.
- Prepare all required and public notices and legal advertisements in accordance with applicable law.
- Work with the Pinellas County Tax Collector and Property Appraiser on all required activities and forms related to the District's non-ad valorem assessment program, as well as assist citizens with questions related to their annual assessments and tax bills. (TRIM compliance activities will be required if the District implements an ad valorem tax program.)
- Coordinate referendum activities, including communication with the Supervisor of Elections, adhering to legal requirements, and assisting in the preparation of notices and ballot language.
- Transcribe dictation, including sensitive and/or confidential information.
- Type correspondence, memoranda, forms, reports, tabulations, bids, vouchers, files, specifications, Standard Operating Procedures, and other materials as required in departmental operations.
- Answer telephones, takes and relays messages, and greets visitors.
- Open, sort, and route incoming mail; prepare outgoing mail.
- Maintain inventory and perform purchasing of office supplies and related items as necessary.
- Complete all purchase orders and maintain records of such, as well as coordinate purchasing activities when needed.
- Work with the public and/or other District employees to answer questions and attempt to resolve problems of a routine matter.
- Maintain a confidential working relationship with the Fire Chief, Assistant Fire Chief, and Finance Director.
- Work in unison with the Finance Director on matters related to open enrollment, accurate pension posting (FRS & 457), workers' compensation claims, records retention, public records requests, etc.
- Research, write, and manage grant activities as requested or required.
- Other duties and management of projects as assigned by the Fire Chief or Board of Fire Commissioners.

OTHER REQUIREMENTS

- Ability to present ideas effectively orally and in writing.
- Excellent time management skills and the ability to prioritize work.
- Attention to detail and problem-solving skills, as well as strong planning and organizational skills.
- Ability to establish and maintain effective working relationships with District staff, municipal staff from the District's constituent cities/towns, Pinellas County, and the public.
- Possess and understanding of the District's political environment and sensitivities as well as the ability to function effectively within that environment.

- Advanced computer literacy skills, including the Microsoft Suite of products, payroll software, and benefits administration software.
- Willing to serve in the District’s Emergency Operations Center, as directed by the Fire Chief, for extended periods during declared states of emergencies.
- Ability to work effectively in a remote location when and if the situation supports such.
- Provide detailed proofing of all official communications, including confidential and sensitive documents.

EDUCATION

- Graduation from an accredited high school, or an acceptable equivalency diploma, is required.
- Preferred: Associate’s Degree in an appropriate field (Business Administration, Management, Public Administration, Human Resources, etc.).
- Exceeds: Bachelor’s or Master’s Degree in a related field (Business Administration, Management, Public Administration, Human Resources, etc.).

EXPERIENCE

- A minimum of five (5) years of experience in an executive-level assistant or related position, preferably in a government or public service setting.

Certification:

I certify that I have read the above job description, understand the essential job functions, minimum qualifications and performance indicators. I also certify that to the best of my knowledge, I am able to perform the essential job functions with or without accommodation, possess the minimum qualifications and can meet the minimum requirements of the performance indicators.

Applicant

Date