



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
NOVEMBER 16, 2021
WORKSHOP AND REGULAR MEETINGS**

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

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

ROLL CALL: Commissioners answering roll call were Chair Joseph Bruni, Vice Chair David Ardman, Secretary/Treasurer Lawrence Shear, and Commissioner David Gardella. A quorum was present with Chair Joseph Bruni presiding. Attorney Jeff Albinson, Chief Mike Burton, and Finance Director David Martin were also present, as well as incoming Fire Chief Jeffrey Davidson and incoming Finance Director Erin Brooks. Vice Chair Louis Snelling arrived at 6:05 after roll call.

ADDITIONS OR DELETIONS: None.

BACHELOR'S DEGREE RECOGNITION AND 25 YEAR SERVICE PIN – Chief Burton recognized Assistant Chief John Mortellite for obtaining his Bachelor's Degree and for 25 years of dedicated service to the District.

MASTER'S DEGREE RECOGNITION – Chief Burton recognized Lieutenant Doug Higley for obtaining his Master's Degree.

GENERAL REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS: None.

ADJOURNMENT

The Workshop was adjourned at 6:08 p.m.

REGULAR MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA:

21-27 Authorize New Signatories for the District’s Financial Institutions

Discussion: Finance Director David Martin stated that a motion is needed to approve changes to the District’s financial institutions’ signatories as follows:

- Ameritas – Change the 457 plan administrator to Finance Director Erin Brooks.
- Truist checking account – Change the authorized signatories to Fire Chief Jeffrey Davidson, Assistant Chief John Mortellite, and Finance Director Erin Brooks.
- Truist money market account – Change the authorized signatories to Fire Chief Jeffrey Davidson, Assistant Chief John Mortellite, and Finance Director Erin Brooks.
- Seaside Money Market account – Change the authorized signatories to Fire Chief Jeffrey Davidson, Assistant Chief John Mortellite, and Finance Director Erin Brooks.
- Florida SAFE Investment Pool – Change the authorized signatories to Fire Chief Jeffrey Davidson and Finance Director Erin Brooks.

A motion to approve the identified signatory changes to the District’s financial institutions.

MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER GARDELLA

All in favor, motion passed unanimously.

ELECTION OF BOARD OFFICERS –

Ballots were submitted to Attorney Jeff Albinson, who tallied the votes. Commissioners immediately assumed their new positions. The results were as follows:

- Commissioner Bruni retains the position of Chair (5 votes).
- Commissioner Snelling assumes the position of Vice Chair (3 votes).
- Commissioner Schear retains the position of Secretary/Treasurer (5 votes).

OATH OF OFFICE – Former PSFRD Fire Chief and Fire Commissioner James Terry performed the Oath of Office for the new Fire Chief, Jeffrey Davidson. Fire Chief Davidson took his Oath and was sworn in as the new Fire Chief of PSFRD.

MONTHLY BUSINESS:

1. Approval of Minutes: October 19, 2021 Workshop and Regular Meetings

Discussion: None.

A motion to approve the minutes of the October 19, 2021 Workshop and Regular Meetings.

MOTION: COMMISSIONER ARDMAN SECOND: COMMISSIONER GARDELLA

All in favor, motion passed unanimously.

2. Treasurer's Report: October, 2021

Discussion: Secretary/Treasurer Lawrence Schear stated balance sheet accounts have been reconciled as of October 31, 2021. Consolidated government funds, assets, and liabilities are \$2.3 million; the investment program in accordance with District policy is \$2.1 million; current liabilities are within normal end-of-month limits, at \$122,500; the capital projects fund revenues total \$0.3k; PS-600 is scheduled for an early delivery in November, and E-26 and DC-27 are scheduled for delivery in December; planned acquisitions for the remainder of the year include the compressor and SCBA fill station, PS-900 replacement utility vehicle and a \$200k down payment on the E-27 replacement engine. The general fund is currently on track with the adopted budget. The projected FY2021-2022 Unassigned Fund Balance to Operating Expense ratio is 14.9%; FGFOA's recommended ratio is 17%.

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

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER SNELLING

**A motion was made and seconded.
All in favor, motion passed unanimously.**

3. Correspondence: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. **COMMISSION:** Commissioner Schear stated that he purchased popcorn through his grandson's fundraiser and he brought bags to each of the three fire stations.

Commissioner David Ardman thanked Chief Burton and Finance Director Martin for their efforts in offering such a smooth transition for the new Fire Chief and Finance Director and wished them much success moving forward. Commissioner Gardella and Chair Bruni shared his sentiments. All Commissioners agreed. Commissioner Schear stated that everyone is welcome to gather together to say goodbye to both of them at Indian Rocks Beach City Hall on December 3rd from 12:30 p.m. until 3:30 p.m.

2. ATTORNEY: Attorney Jeff Albinson stated that, regarding a previously discussed employment issue involving a recently promoted employee, the District now has a fully signed agreement and the process is almost complete, at which time it will become public record and will be able to be discussed a bit more freely. He noted that the employee was demoted and the agreement will not cost the District any cash payout. Mr. Albinson added that an EEOC claim which stemmed from the same situation is still open but confidential and has been reported to the District's insurance carrier.

3. CHIEF'S REPORT: Chief Burton thanked the Commission for offering the time and resources to work toward such a thorough transition.

Regarding the aforementioned demotion by Mr. Albinson, Chief Burton stated that Lieutenant David Karpinecz has been promoted to the rank of District Chief. He added that, due to the short notice, the promotion will be recognized at the December meeting.

Chief Burton stated that he is pleased that Jim Terry was able to administer Chief Davidson's Oath of Office, as, not only is he a personal long-time friend, but added that the Terry family also has a long-standing history with both the fire department and in Indian Rocks Beach.

Chief Burton discussed that the activities over the last few weeks have been focused on the transitions taking place, and that he and Chief Davidson have been working together on numerous items, as well as going out to meet the leaders in the community to begin fostering strong relationships. He stated that Assistant Chief Mortellite has been very involved in assisting in the transition as well, and has also often been covering for Chief Burton while he's been tied up. Chief Burton stated that Mr. Martin and Mrs. Brooks have been diligently working on activities to ensure a smooth transition as well.

Chief Davidson recognized Ms. Fugate for her efforts in assisting him since the beginning of the process. He also thanked Mr. Martin and discussed how impressed he is with his background and knowledge, and added that he feels Mrs. Brooks could not be a better replacement. Chief Davidson thanked Chief Burton for everything he has done regarding a smooth transition, as well as for his service to the District.

ACTION ITEMS:

21-26 District Administrator Position

Discussion: Chief Burton stated this is a new position, but not an additional position. He explained that a lot of work has been done updating the District’s job descriptions, and in updating the Executive Assistant position and conducting a thorough inventory of the tasks completed by Ms. Fugate, he stated that the job classification no longer seemed appropriate. He explained that the job description and associated tasks have grown exponentially, so he is recommending that the current Executive Assistant position be upgraded to District Administrator, and that the pay range be increased by 10%. The Commissioners agreed that the change was appropriate and well-deserved.

A motion to approve the upgrade of the Executive Assistant position to District Administrator.

MOTION: COMMISSIONER ARDMAN SECOND: COMMISSIONER SCHEAR

All in favor, motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned in due form at 6:41 p.m.

APPROVED:



Joseph V. Bruni, Chair

ATTEST:



Kimberly G. Fugate, Executive Assistant

12/21/2021

Date Approved