

Pinellas Suncoast Fire & Rescue

Board of Fire Commissioners Meeting Agenda Packet



September 27, 2022



Pinellas Suncoast Fire & Rescue

304 FIRST STREET
INDIAN ROCKS BEACH, FLORIDA 33785-2587

(727) 595-1117 FAX: (727) 250-0111
www.psfrd.org

FIRE CHIEF
JEFFREY DAVIDSON

MEETING NOTICE THIS MEETING IS OPEN TO THE PUBLIC

September 27, 2022

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

LOCATION:
Belleair Beach City Hall
444 Causeway Boulevard
Belleair Beach, FL 33786

AGENDA

BUDGET 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*

ACTION ITEMS: *Any member of the public may comment on any ACTION ITEM list during this time. Please note the CHAIR will call for public input 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.²*

22-20 Adoption of the Final Budget
(Resolution 2022-05)

Finance Director

ADJOURNMENT

¹ Please see Note as to Public Input.

² Please see Note as to Public Input.

WORKSHOP MEETING

MEETING CALLED TO ORDER

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.³*

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.⁴*

22-21 Commission Seat 4

Chair

ADJOURNMENT

REGULAR MEETING

MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA:

MONTHLY BUSINESS:

1. Approval of Minutes: August 16, 2022 Workshop and Regular Meetings
September 7, 2022 Budget Meeting
2. Treasurer's Report: August, 2022
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 speaker.⁵*

REPORTS:

1. COMMISSION
2. ATTORNEY
3. FIRE CHIEF

³ Please see Note as to Public Input.

⁴ Please see Note as to Public Input.

⁵ 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.⁶*

22-17 ALS First Responder Agreement

Attorney

ADJOURNMENT

**NEXT MEETING: Workshop & Regular Meetings, October 18, 2022, 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.

⁶ Please see Note as to Public Input.

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.

MINUTES

August 16, 2022

September 7, 2022



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JEFFREY DAVIDSON**

MINUTES AUGUST 16, 2022 WORKSHOP AND REGULAR MEETINGS

**Belleair Beach City Hall
444 Causeway Boulevard
Belleair Beach, FL 33786**

WORKSHOP MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

ROLL CALL: Commissioners answering roll call were Chair Joseph Bruni, Vice Chair Louis Snelling, Secretary/Treasurer Lawrence Schear, Commissioner David Gardella, and Commissioner Betsey McKenna. A quorum was present with Chair Joseph Bruni presiding. Attorney Jeff Albinson, Fire Chief Jeffrey Davidson, and Finance Director Erin Brooks were also present.

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: July 19, 2022, Workshop and Regular Meetings

Discussion: None.

**A motion to approve the minutes of the July 19, 2022,
Workshop and Regular Meetings.**

MOTION: COMMISSIONER MCKENNA SECOND: COMMISSIONER SCHEAR

All in favor, motion passed unanimously.

2. Treasurer's Report: July, 2022

Discussion: Secretary/Treasurer Lawrence Schear stated balance sheet accounts have been reconciled as of July 31, 2022. Consolidated government funds, assets, and liabilities are \$3.37 million; the investment program in accordance with District policy is \$3.06 million; current liabilities are within normal end-of-month limits, at \$148,000; the capital projects fund revenues total \$29,000; 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 July, 2022 Treasurer's Report.

MOTION: COMMISSIONER SNELLING SECOND: COMMISSIONER MCKENNA

All in favor, motion passed unanimously.

3. Correspondence: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. COMMISSION: Chair Bruni informed the Board that he is not running for Seat 4 on the Fire Commission once his term ends in November. He stated that he has learned that nobody has registered with the Supervisor of Elections for the seat and instructed the Board to move forward with the application for appointment process.

2. ATTORNEY: Attorney Albinson stated that there was a slight change in the referendum ballot language to reflect "taxable" value as opposed to "assessed" value, which the Commissioners have been informed of via email. The revision did not change the concept of the resolution or ballot language and has been sent to the Supervisor of Elections to meet the deadline.

3. CHIEF'S REPORT: Fire Chief Davidson informed the Board that District Chief Robert Williams has resigned from PSFRD to accept a promotion with another agency. The process to fill the District Chief vacancy is underway. He also informed the Board that Firefighter Paramedic Logan Emry has just had a baby girl, and that Firefighter EMT Mary Miller is currently on active military leave and will return to duty on September 7th. Additionally, Assistant Chief Doug Higley started his new position in administration recently and is doing an excellent job; the Chief stated that he is helping to get the fire prevention program and inspection process on track where it needs

to be.

Chief Davidson said that a September 11th walk is being planned to take place in Belleair Beach; PSFRD personnel and resident will walk 3.43 miles to honor the fallen firefighters.

Regarding department vehicles, Deputy Chief John Mortellite's new command vehicle was delivered recently and \$50,000 of that cost was paid for by Pinellas County due to his role as the EMS Coordinator. The Chief added that the new District Chief vehicle should arrive next week. Additionally, the District is in the process of selling vehicles that are no longer being used, to include three 2013 pickup trucks, all of which have a vendor interested in purchasing above fair market value.

Finance Director Erin Brooks stated that the final version of the audit was received and submitted to the State. She also added that the performance review required by the new legislation is underway and an initial "kick-off" meeting took place recently with the BJM Group. There is a 12-week schedule; however, the report is not due to all parties until July 30th. She mentioned that, since PSFRD was first in the pipeline for this project, the District received a \$2,500 discount.

Chief Davidson said that he and Finance Director Brooks have been working diligently on the budget for the September 7th meeting. He added that the County's Capital Improvement Plan currently published shows that the District will be receiving three full seats of funding for the first time since 2010. It is a two-year contract for the time being, with \$3 million allocated to build a new fire station. The Chief said that Station 28 can be re-built on its existing property after diligent meetings with several parties on the subject. The \$1.3 million payment for the ladder truck is also being recommended according to the Assistant County Administrator. He added that, while this is all positive news, if the referendum does not pass in November, the District will not have the funds to make up the \$8 million difference required for these projects, and they cannot move forward. If these items are approved in the County's final budget in September, they will not solve the long-term problems the District faces, but they are a significant help. Chief Davidson also added that both Lourdes Benedict, Assistant County Administrator, and Barry Burton, County Administrator, have been excellent to work with. Commissioner Gardella stated that this is all great news and that he is hopeful the County Commission will approve the budget with no changes. He asked if this is based on the settlement agreement with the County. Chief Davidson replied that it is, and that agreement approved up to \$3 million, conditional upon the relocation of Station 28, which has since been proven that it is already in the correct location and does not need to move. The Chief added that \$3 million will allow for the implementation of the engineering process. Secretary/Treasurer Schear asked if it was appropriate to inform citizens about the \$8 million shortfall when discussing the referendum. Chief Davidson said that it is a fact, as it will be a \$10 to \$11 million project, and the .67 mills accounts for that. He reminded Secretary/Treasurer Schear that as a Commissioner, he can provide factual statements and not personal opinions. Chair Bruni thanked Chief Davidson for his hard work.

Kelly Cisarik – The new ALSFR agreement presented has a clause in Appendix A that she stated she is not comfortable with and feels may affect the funding for Station 28 in the future. She read the clause, and explained that, the way it reads, once the Redington station becomes operational, PSFRD's funding will revert to two positions. She also added that PSFRD has always had the ability to receive Penny for Pinellas Funding, as other special districts have been awarded and are also currently in the running for upcoming Penny funding. Ms. Cisarik said she believes the settlement agreement should not limit the District to \$3 million. Discussion ensued on how the clause could potentially limit the District's funding.

At this time, Chair Bruni moved on to Action Item 22-17.

ACTION ITEMS:

22-17 ALS First Responder Agreement

Discussion: This discussion was continued from Ms. Cisarik’s public comment during the Fire Chief’s report. Attorney Albinson said that he feels the clause in question does not strictly prohibit full funding of the third seat; however, after further discussion, he agreed that the clause could be manually struck out with an explanation and submitted.

A motion to provide the Fire Chief the authority to sign the ALSFR agreement, subject to the clause discussed on page 43 being struck through.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER SCHEAR

All in favor, motion passed unanimously.

**22-16 Fixing Rates of Non-Ad Valorem Assessments for FY2022/2023
(Resolution 2022-03)**

Discussion: Attorney Albinson read Resolution 2022-03 in its entirety.

A motion to adopt Resolution 2022-03.

MOTION: COMMISSIONER MCKENNA SECOND: COMMISSIONER SCHEAR

All in favor, motion passed unanimously.

22-18 Generator Grant – Invitation to Bid

Discussion: Chief Davidson stated that District Chief Todd Best has been working diligently on the generator project for the District’s EOC at Indian Rocks Christian School (IRCS). District Chief Best stated that this item is an Invitation to Bid to meet federal and state standards for a government agency requesting the procurement of goods. He reminded the Commission that this is a 75/25 match grant funded project, with IRCS making up the District’s 25%, resulting in a zero cost to the District. District Chief Best explained the timeline of events for the Invitation to Bid process. Commissioner Gardella commended District Chief Best on his thorough work on this project.

**A motion to approve the Fire Chief to move forward with the
Invitation to Bid for the generator grant.**

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER MCKENNA

All in favor, motion passed unanimously.

Secretary/Treasurer Schear asked if there was a script that can be provided in reference to the referendum. Chief Davidson reiterated that District personnel and Commissioners can present facts only, and a fact sheet is being drafted now and should be ready by Thursday. Attorney Albinson discussed examples of things Commissioners are and are not allowed to say. Mr. Albinson also asked if the Union had a website, to which Lieutenant Lou Stoneburg replied that the Union has a Facebook page. Mr. Albinson stated that firefighters, when off-duty, are allowed to advocate for the referendum. Commissioner Gardella asked if the District hired Beth Rawlins, to which Chief Davidson replied yes; he added that the Board approved up to \$50,000, and Ms. Rawlins' services will stay under \$30,000.

There being no further business to come before the Board, the meeting was adjourned in due form at 7:06 p.m.

APPROVED:

ATTEST:

Louis Snelling, Vice Chair

Kimberly G. Fugate, District Administrator

Date Approved



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MINUTES SEPTEMBER 7, 2022 SPECIAL BUDGET MEETING

**Belleair Beach City Hall
444 Causeway Boulevard
Belleair Beach, FL 33786**

SPECIAL BUDGET MEETING CALLED TO ORDER PLEDGE OF ALLEGIANCE

ROLL CALL: Commissioners answering roll call were Chair Joseph Bruni, Vice Chair Louis Snelling, Secretary/Treasurer Lawrence Schear, Commissioner Betsey McKenna, and Commissioner David Gardella (via telephone, approved unanimously by the Board). A quorum was present with Chair Joseph Bruni presiding. Attorney Jeff Albinson (via telephone), Fire Chief Jeffrey Davidson, and Finance Director Erin Brooks were also present.

ADDITIONS OR DELETIONS: None.

ACTION ITEMS:

22-19 Adoption of the Tentative Budget (Resolution 2022-04)

Discussion: Finance Director Erin Brooks read Resolution 2022-04 in its entirety. Mrs. Brooks pointed out to the Commission that this year's tentative budget is presented in a more consolidated format, and the 10-year capital expenditure plan is attached as page two. She stated that, after reviewing capital outlay needs, some vehicle purchases have been deferred or removed completely from the schedule. The budget does not account for any proposed funding from the County and is based on the District's current non-ad valorem assessments, as well as the 2.5 funded seats and 3% contractual increase from the County, which makes this budget very similar to last year's.

Commissioner Gardella asked, should the District receive approval for the additional half seat of funding, how it would affect this budget. Finance Director Brooks stated that she does not expect any material changes to the expenditure category this fiscal year, regardless of County funding. Commissioner Gardella asked for clarification on the \$40,000 allocated for the mechanic's vehicle. Mrs. Brooks stated that is a replacement vehicle for the District's mechanic, Tom Bruno, as it was originally scheduled for the current fiscal year, but was unable to be sourced, so it is now expected to be purchased in FY22/23. She also clarified that the vehicle for the maintenance position has been removed from the schedule completely. Mrs. Brooks stated that she is expecting to have an

amendment to last year’s budget for capital items such as these that deviated from the schedule.

Vice Chair Snelling asked if the purchase of extrication equipment would be new, replacement equipment or in addition to what the District already has. Chief Davidson said it will be in addition to; however, grant funding is actively being pursued as well to hopefully cover that cost.

Commissioner Gardella thanked Mrs. Brooks for consolidating the budget document.

REMARKS FROM AUDIENCE:

Kelly Cisarik – Mrs. Cisarik stated that she feels the consolidated budget format should include a narrative portion. She said that the public will likely be very interested in the budget with the upcoming referendum and a narrative would be helpful for them to understand the current situation the District is facing.

A motion to adopt Resolution 2022-04 – FY2022/2023 Tentative Budget.

MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER MCKENNA

All in favor, motion passed unanimously.

There being no further business to come before the Board, the meeting was adjourned in due form at 6:14 p.m.

APPROVED:

ATTEST:

Louis Snelling, Vice Chair

Kimberly G. Fugate, District Administrator

Date Approved