

Pinellas Suncoast Fire & Rescue District Board of Fire Commissioners



May 16, 2023



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

May 16, 2023

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

LOCATION:
Indian Shores Municipal Building
19305 Gulf Boulevard, 4th Floor
Indian Shores, FL 33785

AGENDA

WORKSHOP 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*

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*

23-12 PSFRD Schedule of Fees

Assistant Chief

23-13 Fire Prevention Code

Assistant Chief

¹ Please see Note as to Public Input.

² Please see Note as to Public Input.

23-14 Fire and Life Safety Inspections

Assistant Chief

23-15 Plans Review

Assistant Chief

23-16 Short-Term Rentals

Assistant Chief

ADJOURNMENT

REGULAR MEETING

MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA:

MONTHLY BUSINESS:

1. Approval of Minutes: March 21, 2023 Workshop and Regular Meetings
2. Treasurer's Report: March, 2023
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

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*

23-17 Special Meeting to Review RFQ for Professional Services Respondents

Fire Chief

ADJOURNMENT

NEXT MEETING: Workshop & Regular Meetings, June 20, 2023, at 6:00 p.m. at Belleair Beach City Hall.

³ Please see Note as to Public Input.

⁴ Please see Note as to Public Input.

**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 ensure 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.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT
SCHEDULE OF FEES
DRAFT ONLY

1. Public Assembly

A. Notification

- a. Notification shall be required for any special event where potential hazards exist or when a public gathering wherein it is anticipated that more than 250 persons at one time or more than 1,000 persons a day shall gather. A certificate of compliance from the Fire District shall be issued only after the applicant has demonstrated compliance with applicable laws, ordinances, best-known fire protection standards and emergency medical service standards relative to the protection of public health, safety and welfare.

B. Application

- a. An application for each separate event shall be submitted prior to the issuance of a certificate of compliance under this section. Notwithstanding this section, no application shall be required for a regularly scheduled religious service located in a church, temple, synagogue, or house of worship.

C. Application Requirements

- a. Application will be made on Fire District forms.
- b. The application by any person for a special event shall include proof of insurance to the Fire Marshal.
- c. The application shall be made at least 45 days before the date of the event.

D. Protection Requirements and Fees

- a. The Chief of the Fire District will determine manpower requirements for fire protection and emergency medical services after reviewing the application. Notice of these requirements will be sent to the applicant within 10 working days of the application.
- b. If standby manpower is required, it shall begin one hour before the start of the event and continue until one hour following the end of the event unless the Fire Chief of the Fire District approves alternative hours.
- c. Fees are due and payable to the Fire District no later than 15 working days before the event. The authorization will be issued within five working days of receipt of the fees and proof of all compliance requests. Any specialized equipment or supplies used will be billed to the event sponsor.

- d. All land-based vehicles require a minimum of one operator. All marine units require two operators.

Fee Category	Fee	Note
Pyrotechnic and/or Live Fire Displays: Site Plan and Review	\$400.00	
Pyrotechnic Field Inspection	\$300.00	Required prior to the event
Pyrotechnic Standby - Firewatch	\$271.96/hr	Required during the event – apparatus, driver, and firefighter
Special Personnel Duty (Fire Watch, Fire Alarm, Sprinkler Standby)	\$65.00/hr	
Staff Cars	\$19.97/hr	FEMA Cost Code 8077
Fire Engine	\$141.96/hr	FEMA Cost Code 8681
Ladder Truck	\$180.49/hr	FEMA Cost Code 8684
Marine Unit	\$12.73/hr	FEMA Cost Code 8131
Consumable Supplies	Actual Cost	
Fireboat	\$66.43/hr	FEMA Cost Code 6643
Mobile Fueling Standby	Unit & 3 Personnel	Minimum one hour paid in advance.
Any vehicles not listed	Closest FEMA Cost Code	

2. Life Safety/Fire Inspections

- A. All occupancies have assessed a fee based upon use. Properties with multiple structures or uses will incur a fee for each structure or use inspected.
- B. Apartment or Condominium Inspections (*Defined as a building having three (3) or more living units with independent cooking and bathroom facilities*):

Apartment/Condominium 1 to 2 Stories	\$75.00
Apartment/Condominium 3 to 5 Stories	\$150.00
Apartment/Condominium 6 to 9 Stories	\$225.00
Apartment/Condominium 10 or More Stories	\$300.00

- C. Assembly

Assembly 50 to 99	\$150.00
Assembly 100 to 300	\$200.00
Assembly 300 or More	\$300.00

- D. Automotive and or Marine Service or Storage

Automotive and or Marine Storage Up to 3,000 sq/ft	\$75.00
Automotive and or Marine Storage 3,001 to 5,000 sq/ft	\$150.00
Automotive and or Marine Storage 5,001 – 10,000 sq/ft	\$225.00
Automotive and or Marine Storage 10,000 sq/ft or More	\$300.00
Automotive and or Marine Service or Storage with Fueling Add	\$50.00

E. Industrial

Industrial Up to 1,000 sq/ft	\$75.00
Industrial 1,001 – 5,000 sq/ft	\$150.00
Industrial 5,001 – 10,000 sq/ft	\$225.00
Industrial Over 10,000 sq/ft	\$300.00

F. Mercantile

Mercantile Up to 5,000 sq/Ft	\$50.00
Mercantile 5,001-10,000 sq/ft	\$100.00
Mercantile 10,001 – 25,000 sq/ft	\$150.00
Mercantile 25,000 sq/ft or More	\$200.00

G. Mobile Home Parks, Townhouse Complex, Planned Use Developments

Mobile Home Parks (Common Areas) - All Buildings	\$100.00
Townhouse Complex/PUDS – Per Building	\$100.00

H. Business Occupancies

Business Up to 3,000 sq/ft	\$50.00
Business 3,001 – 5,000 sq/ft	\$50.00
Business 5,000 – 10,000 sq/ft	\$200.00
Business 10,000 sq/ft or More	\$150.00
Business with Fueling Additional Fee	\$100.00

I. All State Licensed Primary Educational Facilities, ALF/ACLF, Adult Day Care, Child Day Care, Foster Homes, Family Group – no charge for 1st and 2nd inspections.

Additional inspections are charged at the business occupancy rate for reinspections.

J. Reinspection Fees

1st Reinspection	\$0
2nd Reinspection	Cost of Inspection (COI)
3rd Reinspection	1.25x COI or \$500.00, whichever is less
4th and All Subsequent Reinspections	1.5x COI or \$500.00, whichever is less

K. Short-Term Rental Inspections

Life Safety Inspection Up to 1,500 sq/ft	\$75.00
Life Safety Inspections Over 1,500 sq/ft (Max Fee \$250)	\$75.00 + \$0.10 sq/ft
STR New Registration Fee (First time or change of ownership)	\$25.00
Failure to submit annual update to District (one per calendar year) - 1st offense	Written Warning Placed in File
Failure to submit annual update to District (one per calendar year) - 2nd offense	\$250.00
Failure to submit annual update District (one per calendar year) - 3rd and subsequent offenses (cumulative through life of ownership)	\$500.00

L. Mobile Food Trucks

Prescheduled Inspection	\$50.00
Day of Event Inspection	\$250.00

3. Plans Review and Related Inspections

A. Fire Sprinklers

First 1,500 sq/ft	\$150.00
Each Additional 1,000 sq/ft	\$75.00

B. Fire Alarm System Devices

50 or Less Devices	\$150.00
Each Device Over 50	\$0.25

C. Other Required Reviews and Inspections

Hood Systems	\$150.00
Pre-Engineered Suppression Systems	\$75.00
Fire Pumps	\$225.00
Standpipe Systems	\$75 Plus \$5 Riser
Dock Standpipe Systems	\$150.00
Generators	\$225.00
Fuel Storage Systems	\$150.00 Plus \$50 Per Tank
Structural Demo	\$75.00 Per Structure
Certificate of Occupancy	\$50.00
Residential/Commercial Solar	\$150.00
Other Reviews Not Listed	\$75.00/hr - Minimum 2 hours (15 Min Increments)

D. Fire Final Inspections

All Finals	\$75.00 Per System
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4. **Miscellaneous Fees**

A. Nuisance Alarms

1st Alarm Location in a Calendar Year	\$0
2nd Alarm at Same Location within 48 Hours for Same Alarm	\$75.00
2nd Alarm at Same Location in a Calendar Year	Written Warning to Property Owner/Manager
3rd Response at Same Location	\$75.00
4th Response at Same Location	\$150.00
5th Response at Same Location	\$300.00
6th and Subsequent Responses at Same Location	\$500.00 with a mandatory Fire Watch, protection system full acceptance test with a member of the Fire Prevention Division present. Fire Final fee will apply.

B. Failure to Electronically Report Records

First Occurrence	\$75.00
Second Occurrence	\$150.00
Third and All Subsequent Occurrences	\$300.00

C. Failure to Notify of an Out of Service Life Safety System

Each Occurrence	\$150.00
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5. Appeals

- A. If any person, firm, or corporation is aggrieved by the rulings of the Fire Chief or Fire Marshal under the enforcement of this article, an appeal in writing shall be filed by the complaining party with the Board of Fire Commissioners within 10 working days of the ruling. Such appeal shall be placed upon the agenda of the Commission and the Commission by majority vote shall enter its finding upon such appeal and finding shall be a final ruling as to the appeal.

6. Fines

- A. Any violation of this article, or the codes adopted herein, shall be punishable as a violation of Class II under the Pinellas County Court Uniform Fine Schedule. Any fines do not alleviate the requirements to pay the fees as outlined in Section 3 and each day that the fees are not paid shall be considered a separate violation.

PASSED AND ADOPTED on the 20th Day of June, 2023.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

Board of Commissioners:

ATTEST:

Louis R. Snelling, IV
Chair

Lawrence G. Schear,
Secretary/Treasurer

RESOLUTION – FIRE PREVENTION CODE
DRAFT ONLY

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT SPECIFICALLY AMENDING THE FIRE PREVENTION CODE ORDINANCE #04; AMENDING PROVISIONS TO UPDATE ADOPTED EDITIONS OF THE FLORIDA FIRE PREVENTION CODE; AMENDING SPECIAL HAZARD PROVISIONS REDGARDING ACCESS ROADWAY CLEARANCE REQUIREMENTS AND BUILDING ACCESS; REPEALING PRIOR INCONSISTENT RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Pinellas Suncoast Fire & Rescue District (“District”) has determined that Chapter 633, Florida Statutes, Fire Prevention and Control, requires the Pinellas Suncoast Fire & Rescue District Board of Commissioners (“Board) to adopt rules and regulations and to provide for their enforcement of the health, safety, and welfare of the people of the District; and,

WHEREAS, the Board has previously adopted a Fire Prevention Code for the District; and,

WHEREAS, the Board has determined that it is in the best interest of the District to amend the Fire Prevention Code.

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

SECTION 1.

FIRE PREVENTION CODE:

- A. This Code shall be known as the Pinellas Suncoast Fire & Rescue District Fire Prevention Code (hereinafter referred to as "Fire Prevention Code").
- B. Except to the extent that they are hereinafter deleted, modified, and/or amended by this Resolution, the following are hereby adopted and incorporated as though fully set forth herein:
- C. The most current edition of the Florida Fire Prevention Code (Chapter 69A-60, FAC) and its incorporated standards and codes.
- D. Not less than one (1) copy of the most current edition of the Florida Fire Prevention Code shall be available for reference in the Prevention Division. The provisions shall be controlled throughout Pinellas Suncoast Fire & Rescue District, Florida.

SECTION 2.

DEFINITIONS:

A. Authority Having Jurisdiction (“AHJ”)

The Pinellas Suncoast Fire & Rescue District is the AHJ.

B. Board of Commissioners

Board of Commissioners shall refer to the Pinellas Suncoast Fire & Rescue District Board of Fire Commissioners.

C. Fire Chief

Fire Chief shall refer to the Fire Chief of the Pinellas Suncoast Fire & Rescue District.

D. Fire Department

Fire Department shall refer to the Pinellas Suncoast Fire & Rescue District.

E. Fire District

Fire District shall refer to the Pinellas Suncoast Fire & Rescue District.

F. Fire Marshal

Fire Marshal shall refer to fire official appointed as the Fire Marshal by the Board of Fire Commissioners to administer the Pinellas Suncoast Fire & Rescue District Fire Prevention Division.

G. Prevention Division

Prevention Division shall refer to the Pinellas Suncoast Fire & Rescue District Fire Prevention Division.

H. Inspector

Inspector shall include the Fire Marshal and any assistants to the Fire Marshal.

I. Investigator

Investigator shall include the Fire Marshal and any assistants to the Fire Marshal.

J. Plans Reviewer

Plans Reviewer shall include the Fire Marshal and any assistants to the Fire Marshal.

K. NFPA

NFPA shall refer to the National Fire Protection Association.

SECTION 3.

VIOLATIONS:

It shall be unlawful for any person to violate this resolution, to permit or maintain such a violation, to refuse to obey any such provision, or to fail or refuse to comply with any such provision or regulation except as variation may be allowed by the action of the Fire Marshal in writing. Proof of such an unlawful act or failure shall be deemed prima facie evidence that such act is that of the owner or other person in control of the premises. The prosecution, or lack thereof, of either the owner, occupant, or the person in charge shall not be deemed to relieve any of the others.

SECTION 4.

FIRE CHIEF:

- A. The Fire Chief shall be responsible for enforcing the Fire Prevention Code. The Fire Chief may assign qualified members of the Fire District as inspectors as necessary from time to time. To assist in performing the responsibilities and duties placed upon the Fire Chief, a Prevention Division in the Fire District is hereby created.
- B. The Prevention Division shall operate under the supervision of the Fire Chief. The Board of Commissioners shall appoint a Fire Marshal. The Fire Marshal shall be the administrator of the Prevention Division. The Fire Marshal shall be responsible for the direct administration and enforcement of the Fire Prevention Code as directed by the Fire Chief.
- C. The Fire Marshal shall be appointed based on examination or other method of determining qualifications in accordance with the District Charter.

SECTION 5.

PREVENTION DIVISION:

- A. It shall be the duty of the personnel of the Prevention Division to enforce this and all resolutions of the Fire District. The provisions of this code are applicable to:
 - a. The inspection of buildings, processes, equipment, systems, and other fire and related life safety situations;
 - b. The investigation of fires, explosions, hazardous material incidents, and other related life safety situations;
 - c. All aspects of development review, including site plans, construction plans, drawings, specifications for life safety systems, fire protection systems, access requirements, water supplies, processes, and hazardous materials, and other fire and life safety issues;
 - d. The fire safety education of responsible parties and the general public;

- e. Existing occupancies and conditions, the design and construction of new buildings, remodeling of existing buildings, additions to existing buildings, and change of occupancy;
 - f. The storage, use, processing, handling, and review of hazardous materials;
 - g. The design, alteration, modification, construction, maintenance, and testing of fire protection systems and equipment;
 - h. Hazards from outside fires in trash, building debris, yard waste, forest and vegetative debris, and other materials deemed hazardous;
 - i. The regulation and control of special events including, but not limited to, firework displays, exhibits, trade shows, amusement parks, haunted houses, and other similar special occupancies, and tents.
 - j. The interior finish, decorations, furnishings, and other combustibles that contribute to fire spread, fire load and smoke production.
- B. The personnel of the Prevention Division shall have such other powers and perform such other duties as are set forth in other sections of this Resolution and as may be conferred and imposed from time to time by law.
- C. The Fire Chief may delegate any powers or duties under this Resolution to the Fire Marshal. The Fire Chief shall prepare instructions for the Fire Marshal and the Fire Marshal's assistants.

SECTION 6.

FIRE MARSHAL APPROVAL:

Before permits may be issued as required by this Fire Prevention Code, the Fire Marshal or the Fire Marshal's assistants shall inspect and approve the plans, systems, processes, vehicles, buildings, or storage places to be used for any such purpose.

SECTION 7.

PLANS REVIEW PROCESS:

- A. Plans Review
- a. Plans shall be submitted to the appropriate jurisdiction's building department in which the project resides.
 - b. Plans shall only be accepted in digital format using an industry-approved format.
 - c. Plans shall be directly submitted to the Fire District or obtained from the appropriate jurisdiction and shall be reviewed by the District to verify compliance with all applicable codes.
 - d. Review fees shall be paid prior to the plans being reviewed.
 - e. Upon completion of the plans review, the plans will be stamped by the Fire District's Plans Examiner, the written results will be attached either by hardcopy or digitally, and the plans will be returned to the respective

building department. Incomplete submittals, those not approved, or those approved with revisions required, where no written acknowledgment of those revisions has been received by the Fire District, shall not be released to the respective building department.

SECTION 8.

PLANS REVIEW EXPIRATION:

- A. Plans review approvals shall expire within one (1) year, unless construction has commenced. Re-submittals (due to approval expiration) shall follow the same process as the original submittal.
- B. All Fire Protection System plan reviews shall expire three (3) months from the date of permit issuance unless an initial fire inspection has been completed. Re-submittals (due to permit expiration) shall follow the same process as the original submittal.
- C. All other permits (tent, fireworks display, etc.) shall expire on the date specified on the permit.
- D. Requests for extensions of approvals and permits shall be made in writing at least one (1) week prior to the expiration date. Extensions shall be at the discretion of the Fire Marshal.

SECTION 9.

INSPECTIONS BY FIRE MARSHAL:

The Fire Marshal shall inspect or cause to be inspected all new premises in conjunction with the review process, and all existing premises on a periodic basis, and shall make such orders as may be necessary for safeguarding life and property from fire and for the enforcement of the laws and resolutions governing the same.

SECTION 10.

HAZARDOUS CONDITIONS:

- A. Whenever an inspection shall find in any building, or upon any premises or other places, conditions deemed hazardous to life or property from the threat of fire including, but not limited to, combustible or explosive matter or dangerous accumulations of rubbish or unnecessary accumulation of waste paper, boxes, shavings, or any highly flammable materials especially liable to fire, and which is so situated as to endanger property; or shall find obstruction to or in fire escapes, stairs, passageways, doors, or windows, liable to interfere with the operations of the fire department or egress of occupants in case of fire, the inspector shall order the same to be removed or remedied, and such order shall

forthwith be complied with by the owner or occupant of such premises or buildings, subject to the appeals procedure provided for in the Fire Prevention Code.

- B. Any owner or occupant failing to comply with such order within a reasonable period after the service of said order shall be liable to penalties as hereinafter provided.
- C. The service of any such order may be made upon the occupant of the premises to whom it is directed, either by delivering a copy of same to such occupant personally, or leaving it with any adult person in charge of the premises, or, in case no such person is found, upon the premises by affixing a copy thereof in a conspicuous place on the door to the entrance of said premises. Whenever it may be necessary to serve such an order upon the owner of the premises, such order may be served either by delivering to and leaving with the said person a copy of the order, or if the owner is absent from the jurisdiction of the officer making the order by mailing such copy by certified mail to the owner's last known post office address.

SECTION 11.

OPEN FIRE/OPEN BURNING REGULATIONS:

The Fire District shall enforce the open fire/open burning regulations as outlined within the municipal code of the location in which the open fire occurs. Should a municipality otherwise repeal this regulation the Fire District shall revert to open fire regulations set forth by Pinellas County.

SECTION 12.

INVESTIGATION OF FIRES:

- A. The Prevention Division shall investigate, when deemed necessary, the origin, cause, and circumstances of every fire occurring in the Pinellas Suncoast Fire & Rescue District by which property has been destroyed or damaged and, so far as possible, shall determine whether the fire is the result of carelessness or design. The Fire Marshal or his designated personnel shall take charge immediately of the physical evidence, shall notify the proper authorities designated by law to pursue the investigation of such matters and shall further cooperate with the authorities in the collection of evidence and in the prosecution of the case.
- B. Each such report shall be in a form as prescribed by the Fire Marshal and shall contain a statement of all facts relating to the cause, origin and circumstances of such fires, the extent of the damage thereof and the insurance upon such property, and such other information as may be required, including the injury, death, or rescue of persons.

SECTION 13.

RECORD KEEPING:

The Fire Marshal shall compile and keep a record of all fires and of all the facts concerning the same, including injuries, deaths, the rescue of persons, and statistics as to the extent of such fires and the damage caused thereby and whether such losses were covered by insurance, and if so, in what amount. Such records shall be made daily from the reports made by the technical inspectors under the provisions of this Resolution. All such records shall be public to the extent required by the Florida Public Records Law.

SECTION 14.

ANNUAL REPORTS:

The Fire Marshal shall make an annual report of the activities of the Prevention Division and shall transmit this to the Board of Commissioners through the Fire Chief. The reports shall contain all proceedings under the Fire Prevention Code with such statistics as the Fire Chief may wish to include therein.

SECTION 15.

AMENDMENTS:

The Fire Chief or the Fire Marshal may, from time to time, recommend any amendments to the Fire Prevention Code.

SECTION 16.

APPLICABILITY:

The provisions of the Fire Prevention Code shall apply equally to both public and private property and to all structures and their occupancies, except as otherwise specified.

SECTION 17.

LIBERAL CONSTRUCTION:

This Resolution shall be deemed an exercise of the police powers of the Pinellas Suncoast Fire & Rescue District for the preservation and protection of the public health, safety, and welfare and all the provisions of the Fire Prevention Code shall be liberally construed for that purpose.

SECTION 18.

PENALTIES:

- A. Any person who shall violate any of the provisions of the Fire Prevention Code hereby adopted or shall fail to comply therewith, or shall violate or fail to comply with any order made there under, or shall build in violation of any details, statements, specifications, or plans submitted or approved thereunder, or shall operate not in accordance with the provisions of any certificate, permit, or approval issued thereunder, and from which no appeal has been taken, or who shall fail to comply with such an order as affirmed or modified by the Fire Marshal or by a court of competent jurisdiction within the time fixed herein shall for each and every violation and non-compliance, respectively in accordance with F.S. 633.214.
- B. The imposition of a penalty for any violation shall not excuse the violation nor shall the violation be permitted to continue. All such violations or defects shall be corrected within a reasonable time, and when not otherwise specified, the application of the above penalty shall not be held to prevent the enforced removal or prohibited condition.
- C. The Fire Marshal, or his representative, may present any violation of the Fire Prevention Code, or appeal thereof, to the Code Enforcement Board of the appropriate municipality or local governmental entity, provided the members of such Boards are not officers, agents, or employees of the municipality or local governmental entity.

SECTION 19.

BOARD OF APPEALS:

- A. Any person shall be permitted to appeal a decision of the Authority Having Jurisdiction (AHJ) to the Board of Appeals in accordance with NFPA 1-1.10.4.
- B. Appeals shall be submitted in writing to the AHJ within 30 calendar days of the notice of violation or adverse action.
- C. Fire Code Board of Appeals shall follow the fire code NFPA 1.1.10 for the appeals process.
- D. If a person receives an adverse ruling after proceeding through the appeals process outlined above, such person may then petition for a declaratory statement from the State Fire Marshal in accordance with Section 633.001, Florida Statutes.

SECTION 20.

SPECIAL CONSIDERATIONS:

If fire sprinklers are provided in any residential development, or other occupancy type, where no specific requirement for fire sprinklers exists in the Florida Fire Prevention Code or Florida building code, the specific requirements regarding fire department access, water

supply, and other provisions of this Code may, as an incentive for the great protection afforded by fire sprinklers, be modified by the AHJ pursuant to NPFA 1-1.4.

SECTION 21.

MINIMUM SITE PLAN, WATER SUPPLY, FIRE HYDRANT, AND ACCESS REQUIREMENTS:

The Fire Marshal shall evaluate the adequacy of water supplies for firefighting purposes and shall evaluate all sources and delivery systems within the Pinellas Suncoast Fire & Rescue District, consistent with the fire risk and the fire department capabilities. Adequacy of supply for firefighting shall be established by determining minimum rates of fire flows to control potential fires in structures and exposures within the county. The fire flow rates are based on estimates of the number of hose streams needed to control potential fires in a given structure or group of structures subject to fire.

A. Site Plan Submittal

- a. Site plans submitted in accordance with this Fire Prevention Code shall include the size, layout, and offsite connections for the water distribution system and the location of all existing and proposed fire hydrants within one thousand (1,000) feet of the proposed project.
- b. Site plans shall also include the type of construction as indicated in the most current edition of the Florida Building Code; the proposed height and the gross square footage of proposed and existing building(s) on and within one hundred (100) feet that are adjacent to the property site; the distance from property lines; the exterior wall dimensions and the distance between buildings located on the same lot.
- c. Site plans shall include all necessary fire department access roadways and fire lanes as determined by the Fire Marshal.
 - i. At least 13 feet 6 inches nominal vertical clearance shall be provided and maintained over the full width of all means of access, including, but not limited to trees, canopies, etc.
 - ii. Minimum roadway pavement width (two-way traffic) shall be twenty (20) feet.
 - iii. Minimum roadway pavement width (one-way traffic) shall be twelve (12) feet.
 - iv. Vertical clearances or roadway widths shall be increased when vertical clearances or roadway widths are not adequate to accommodate fire apparatus or as deemed necessary by the AHJ.
 - v. Dead-end roadways serving commercial or residential

occupancies must include a cul-de-sac when the roadway length exceeds one-hundred-fifty (150) feet. "Y" or "T" type turnaround arrangements are permitted.

- vi. The minimum cul-de-sac radius shall be fifty (50) feet measured to the edge of roadway pavement.
- vii. Where a bridge, ramp, or elevated road is required to be used as part of a fire department access road, it shall be constructed and maintained in accordance with nationally recognized standards. The bridge shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges, ramps, and elevated roadways where required by the AHJ.
- viii. The gradient for a fire department access road shall not exceed the maximum approved. The angle of approach and departure for any means of fire department access shall not exceed 1 ft drop in 20 ft (0.3 m drop in 6 m), or the design limitations of the fire apparatus of the fire department shall be subject to approval by the AHJ.
- ix. Where required by the AHJ, approved signs or other approved notices shall be provided and maintained for fire department access roads to identify such roads, or prohibit the obstruction thereof, or both. Fire lanes shall be marked with freestanding signs with the wording, "NO PARKING FIRE LANE BY ORDER OF THE FIRE DEPARTMENT" or similar wording. Such signs shall be 12 in. by 18 in. with a white background and red letters and shall be a maximum of seven feet in height from the roadway to the bottom part of the sign. The signs shall be within sight of the traffic flow and be a maximum of 60 feet part.
- x. The design and use of traffic calming devices shall be approved by the AHJ.
- xi. More than one fire department access road or fire lane shall be provided when it is determined by the Fire Marshal that access by a single road or fire lane may be impaired by vehicle congestion, conditions of terrain, climatic conditions, building characteristics, fire behavior, or other factors that could limit access.

B. Hydrant Spacing and Fire Flows

- a. Fire flows shall be in accordance with NFPA 1 as amended by the State of Florida through the Florida Fire Prevention Code.
- b. Hydrant spacing shall be in accordance with NFPA 1 as amended by the State of Florida through the Florida Fire Prevention Code.

C. Fire Department Connection (FDC)

- a. All fire department connections shall be located on private property unless an exception is issued in writing by the authority having jurisdiction (AHJ). Such connection shall be a two-and-one-half-inch (2 1/2") Siamese connection verified by the AHJ.
- b. All fire department connections shall be yard FDCs and shall be a minimum of 15 ft. from the protected building.
- c. Freestanding FDC piping shall be capable of supporting and/or resisting the weight and lateral forces applied by connecting two (2) three-inch (3") hose lines when subjected to a minimum of 150 psi.
- d. New FDC locations shall not be located on any double-check valve assembly.
- e. The FDC shall be a two and one-half inch (2 1/2") connection listed for use as a fire department sprinkler connection. The two and one-half inch (2 1/2") connection shall be in accordance with design specifications as stated in NFPA 1963, Standard for Fire Hose Connections.
- f. The FDC shall be arranged so that the connection is between thirty inches (30") and thirty-six inches (36") above the finished grade at the location of the connection.
- g. A supporting fire hydrant shall be within 25-50 feet of the FDC (up to 100' may be granted with Fire Marshal approval).
- h. The FHA and FDC location(s) shall be coordinated with the Prevention Division.
- i. When separate standpipe and sprinkler systems (not a combination system) are provided, individual fire department connections are required with each marked as to the system they serve, such as the connection serving the fire sprinkler system shall be noted "SPRINKLER" and the connection serving a standpipe shall be noted "STANDPIPE." Approval for locating one or both fire department connections in a location other than the private property side of the fire line backflow preventer as provided above must be obtained in writing from the authority having jurisdiction (AHJ).
- j. The fire hydrant shall be on the same side of the street as the fire department connection in a location approved by the AHJ.

D. Access Control

- a. As provided within the most current edition of the Florida Fire Prevention Code and its incorporated standards and codes, the AHJ shall have the authority to require access box(es) to be installed in an accessible location where access to or within a structure is difficult because of security. Access

shall also be provided to gated subdivisions or developments through the use of an approved device or system.

- b. Where automatic vehicle control access gates are used, an approved access control key switch shall be obtained through the Prevention Division and shall be installed by the owner, contractor, or agent on the access control panel for the gate. A means to open the gate manually upon loss of power must also be provided.
- c. All structures (other than one and two-family dwellings) equipped with automatic fire sprinkler systems, fire alarm systems, and any others deemed necessary by the Fire Marshal, shall have an approved access key box installed in an acceptable location. The installation height of the access key box shall be a maximum of six (6) feet above the finished floor level. The access key box shall contain all keys necessary to gain access to fire alarm panels, electrical rooms, sprinkler rooms, and any other areas to which the Pinellas Suncoast Fire & Rescue District may require access. These keys shall be stamped or engraved to identify the locations of the locks they open.
- d. Applications for the access key box must be submitted online at www.knoxbox.com and approved by the Pinellas County Fire & EMS Administration.
- e. The owner or representative shall notify the Fire District when locks are re-keyed or changed to maintain proper access.

E. Key Box Systems

- a. A key box system provides a rapid and reliable access method to buildings to determine the cause of a fire alarm or other fire protection system activation without the expense of having to repair doors or windows damaged due to forced entry by the fire department. All necessary access keys to the building are marked and kept in the key box. The fire department's master key is kept under strict supervision and security. Only Knox Box UL 1037 listed boxes are approved in the Fire District.
- b. Procedures for Obtaining a Key Box:
 - i. Obtain an Ordering Instructions Form from the representative of the Fire District and follow the instructions as outlined.
 - ii. Purchase a Knox Box by visiting www.knoxbox.com/7751. The **3200 Series of 4400 Series Knox Box** will be required to accommodate the required number of keys to be placed inside.
 - iii. Each of the following keys is required in the Knox Box:
 - 1. Access door keys
 - 2. Elevator key
 - 3. Fire pump room key
 - 4. Fire alarm key
 - 5. Fire sprinkler/water valve key

- 6. Keys to any miscellaneous/common areas of the structure
- c. Provide three (3) sets for 3-story buildings, four (4) sets for 4-story buildings, and five (5) sets for buildings with five (5) or more stories. If the current box does not allow all sets to be placed inside, an additional or different box may need to be purchased.
- d. The box will arrive in an open position, and you must contact the Fire District to have the key box locked.
- e. Location
 - i. The following guidelines are provided for locating the key box; however, the specific location shall be coordinated with the Fire District prior to installation.
 1. Installation height of the key box shall be not more than six feet (6') or as specifically approved by the Fire District.
 2. The key box should not be hidden by shrubbery or other screening material.
 3. The key box should be located to the right of the door nearest to the fire alarm panel if the building is so equipped. The specific location should be coordinated with the Fire District to ensure the adequacy of access to the key box after installation.
- f. Mounting
 - i. The key box should be mounted per the manufacturer's instructions which are included with the box upon delivery. The key box must be mounted securely. Any firm that deems it appropriate may also order the key box equipped with a tamper switch that can then be tied to its burglar alarm for increased security.
- g. Key Box Compliance
 - i. To support Pinellas County's "one-key" initiative, all locations required to maintain a key box must provide the Fire District access to a key box that complies with this code within twenty-four (24) months of this resolution. Any property that does not comply will be subject to the inspection and reinspection fee schedule until the box is ordered.

SECTION 22.

FIRE ALARMS:

- A. As provided in the most current edition of the Florida Fire Prevention Code and its incorporated standards and codes where fire department notification is required by the Florida Fire Prevention Code, the fire alarm shall be arranged to transmit the alarm automatically via a listed central station service.
- B. Fire alarm panels shall be located in an area designated by the Fire Marshal and

shall be immediately available to Fire District personnel at all times. Fire alarm panels shall not be located outdoors in non-air-conditioned areas or in individual (private) tenant spaces.

- C. The replacement of individual fire alarm equipment components (i.e., power supply, motherboard, batteries, etc.) due to age, damage, or any other reason shall comply with the applicable requirements of the most current edition of the Florida Fire Prevention Code Chapter 43 Building Rehabilitation.
- D. Replacement of Fire Alarm Control Panel (FACP)
 - a. All FACP upgrades and replacements require permits and inspections from by the Fire District
 - b. Replacing or upgrading an FACP will require the new FACP to comply with current code requirements. The upgrade of the fire alarm system shall be determined according to the scenarios listed below:
 - i. Panel Failure
 - 1. Replacement of an FACP due to catastrophic failure will not require the existing fire alarm system to be upgraded to comply with current code requirements. Any devices or appliances that need to be replaced due to the upgrade will be permitted to be replaced on a one-for-one basis in the existing locations, provided that the devices and appliances are installed in accordance with their listings and codes in effect when the system was installed.
 - ii. Model Discontinued and/or No Longer Supported by the Manufacturer
 - 1. An FACP that has been discontinued and is no longer supported by the manufacturer shall be permitted to be upgraded to the next model which has replaced it. Any devices or appliances that need to be replaced due to the upgrade will be permitted to be replaced on a one-for-one basis in their existing locations, provided that the devices and appliances are installed in accordance with their listings and codes in effect when the system was installed.
 - iii. Voluntary Replacement of a Fire Alarm Control Panel
 - 1. Replacing a functional FACP with a new panel from a different manufacturer will require the existing core areas of the building be upgraded to meet current code requirements. Core areas include lobbies, public bathrooms, common corridors, and means of egress pathways.
 - iv. Tenant/Building Improvements
 - 1. When an FACP cannot support new devices or appliances required for a building tenant improvement, the new panel and all new work associated with the tenant improvement shall comply with current code requirements. In addition, core areas building must also be brought up to compliance with current code requirements. Core areas include lobbies,

public bathrooms, common corridors, and means of egress pathways.

v. Accessibility Upgrades

1. Replacement of an FACP in order to support ADA upgrades will not require the existing fire alarm system to be upgraded to comply with current code requirements. All new fire alarm work associated with the ADA upgrades shall comply with current codes. Any devices or appliances not associated with the ADA upgrade will be permitted to be replaced on a one-for-one basis in the existing locations. This is provided the devices and appliances are installed in accordance with their listings and codes in effect when the system was installed.

vi. Other Scenarios

1. When an FACP replacement is proposed that does not meet one of the scenarios i-v above, contact the Prevention Division.

c. Inspections

- i. All projects that include the installation of a new FACP will require a 100% test of the fire alarm systems during the final inspection. Systems shall not be transferred to a new panel before the final inspection is performed by the Fire District.

SECTION 23.

TWO-WAY RADIO ENHANCEMENT SYSTEMS/BI-DIRECTIONAL AMPLIFIER SYSTEMS (BDAS) REQUIREMENTS:

- A. Two-Way Radio Enhancement Systems/BDAS shall be installed, inspected, and operationally tested in accordance with the manufacturer's published requirements by the Fire District and comply with the most current edition of the Florida Fire Prevention Code and its incorporated standards and codes. High-rises, new, and existing commercial construction shall be pre-surveyed for radio signal strength and comply with timelines outlined in Florida Statute 633.202. Pre-surveys of radio signal strength shall be submitted to the Fire Marshal in the form of heat signature mapping or a certification document of radio signal strength provided by a licensed engineer. Any alternative methods for providing radio signal strength pre-survey shall be subject to AHJ approval.

SECTION 24.

RESPONSE TO MALFUNCTIONING OR NUISANCE ALARMS, DETECTION, AND SUPPRESSION SYSTEMS:

- A. Fire responses to malfunctioning systems not only create a burden on Fire

Department resources but also create a safety risk for the general public. Occupants in structures where malfunctioning systems are considered “routine” may acclimate to the malfunctioning system and not pay attention to these critical systems during an emergency. It shall be the responsibility of the owner, agent, and/or occupants of a structure having fire and life safety systems to maintain the systems for the life of the building by employing a qualified contractor. All structures and premises shall adhere to the inspection, testing, and maintenance requirements, as defined in the most recently adopted versions of the Florida Fire Prevention Code, National Fire Protection Association (NFPA) Standard 25, Standard for the Inspection, Testing, and Maintenance of Water Based Fire Protection Systems, and NFPA Standard 72, National Fire Alarm and Signaling Code.

- B. The owner, agent, and/or occupant(s) must have a qualified contractor on site within a reasonable time of the Fire District’s request.
 - a. If there is no responsible party on-site at the time of a malfunctioning life safety system, in the interest of saving lives and property, the Fire Department will post a “Fire Watch,” and fees shall be assessed in compliance with the Pinellas Suncoast Fire & Rescue Schedule of Fees.

SECTION 25.

FIRE SPRINKLER REQUIREMENTS:

- A. Automatic fire sprinkler systems, either code required or voluntary, regardless of occupancy classification, shall be electronically supervised by an approved fire alarm system.
- B. All fire sprinkler system control valves, including double detector check valves, shall be electronically supervised.
- C. All underground pipes, tees, plugs, caps, bends, reducers, valves, and hydrant branches shall be restrained against movement by approved mechanical restrained joint systems. The use of thrust blocks and restrained joint systems may be used.
- D. Piping shall be listed for fire protection service and comply with the standards and codes listed in the most current edition of the Florida Fire Prevention Code NFPA 24 Standard for Installation of Private Fire Mains and Their Appurtenances (2013).
- E. Unless otherwise permitted by the Fire District, access to the fire sprinkler system riser(s) and fire pumps(s), if required, shall be accomplished from an exterior door located adjacent to such equipment.

SECTION 26.

MOBILE FUELING:

- A. Mobile fueling of all equipment, vehicles, vessels, etc., is permitted within the Fire District unless specifically prohibited by another law. Mobile fueling of more than 100 gallons shall require fire department notification and a standby apparatus and crew with a minimum billable amount of one hour. Any time over one hour shall

be billed in fifteen-minute increments.

SECTION 27.

REPORTING REQUIREMENTS FOR ALL FIRE PROTECTION RELATED SYSTEMS AND DEVICES (Fire Alarm Systems, Fire Sprinkler Systems, Fixed Fire Protection, Fire Extinguishers, Private Fire Hydrants, and all other fire protection systems):

- A. All reports related to fire protection system inspection, testing, and maintenance shall be reported to the Pinellas Suncoast Fire & Rescue District by an internet-based fire inspection reporting system approved by the Fire District
- B. All contractors shall immediately notify the Fire Department when a life safety system is taken offline or out of service. Contractors that fail to notify the Fire Department of an out-of-service life safety system shall be fined in accordance with the Pinellas Suncoast Fire & Rescue District Schedule of Fees.
- C. Owners, agents, and/or occupants shall be assessed a fee for contractors who fail to submit inspection, testing, and maintenance reports electronically shall be assessed in compliance with the Pinellas Suncoast Fire & Rescue District Schedule of Fees.

SECTION 29.

FEES:

The Board of Commissioners is authorized to impose impact fees, inspection fees, plans review fees, special event fees, and others as authorized by various District resolutions, State Statutes, and the District's Charter. A schedule of all fees is on file and available by request at the administrative office of the Fire District. This fee schedule shall be known as "Pinellas Suncoast Fire & Rescue District Schedule of Fees."

SECTION 30. This Resolution shall remain in full force and effect until supplemented, amended, modified, repealed, discontinued or otherwise altered.

SECTION 31. If any section, subsection, sentence, clause, phrase of this Resolution, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application, shall not be affected thereby.

PASSED AND ADOPTED on the 16th day of May, 2023.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

Board of Commissioners:

ATTEST:

Louis R. Snelling, IV
Chair

Lawrence G. Shear,
Secretary/Treasurer

RESOLUTION – FIRE AND LIFE SAFETY INSPECTIONS
DRAFT ONLY

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST
FIRE & RESCUE DISTRICT, SUPERSEDING RESOLUTION 2011-03, ESTABLISHING
RATES AND CHARGES FOR FIRE AND LIFE SAFETY INSPECTIONS, AND PROVIDING
AN EFFECTIVE DATE.**

WHEREAS, the Pinellas Suncoast Fire & Rescue District (“District”) is authorized, pursuant to applicable Florida laws and the District Charter, to conduct fire and life safety inspections within its jurisdiction on an annual basis; and,

WHEREAS, the Board of Commissioners of the Pinellas Suncoast Fire & Rescue District is authorized to establish and collect fees proportionate to the administrative expenses incurred in the Fire and life safety inspection process; and,

WHEREAS, the District previously passed and adopted Resolution 2011-03; and,

WHEREAS, the District now desires to update and amend that Resolution to reflect the amended rates in the newly adopted Pinellas Suncoast Fire & Rescue District Schedule of Fees.

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

SECTION 1. The Pinellas Suncoast Fire & Rescue District shall charge and collect a fee for services in accordance with the Pinellas Suncoast Fire & Rescue District Schedule of Fees for all structures within its jurisdiction that require annual inspection according to the Florida Statute Statutes, Regulations and National Fire Protection Association Codes, and the District’s Short-Term Rental Resolution, and pursuant to the Charter of the Pinellas Suncoast Fire & Rescue District.

SECTION 2. All fees charged pursuant to this Resolution shall be paid to the Pinellas Suncoast Fire & Rescue District upon receipt of the invoice for services rendered.

SECTION 3. In the event of failure to pay a fee, interest shall accrue at a rate of 12 percent per annum and delinquent penalties shall incur at the rate of 10 percent per month on unpaid fees.

SECTION 4. The District shall be authorized to collect the fee for services in any manner allowed by law, including, but not limited to, imposing a lien on the structure for non-payment, and shall be further authorized to enforce said lien pursuant to all powers vested in the District and/or in the same manner as if the fee were an ad valorem taxation, at the sole discretion of the of the Pinellas Suncoast Fire & Rescue District.

SECTION 5. In the event of any formal legal action to collect a fee imposed under this Resolution, the prevailing party shall be entitled to recover all reasonable attorney fees and costs incurred.

SECTION 6. If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the validity of the remaining portions of this Resolution.

SECTION 7. This Resolution shall remain in effect unless modified, altered, or repealed by Resolution of the Board of Commissioners of the Pinellas Suncoast Fire & Rescue District.

PASSED AND ADOPTED on the 20th day of June, 2023.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

Board of Commissioners:

ATTEST:

Louis R. Snelling, IV
Chair

Lawrence G. Schear,
Secretary/Treasurer

RESOLUTION – PLANS REVIEW
DRAFT ONLY

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST
 FIRE & RESCUE DISTRICT, SUPERSEDING RESOLUTION 2007-06, ESTABLISHING
 RATES AND CHARGES FOR BUILDING PLANS REVIEW AND RELATED SERVICES, AND
 PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Pinellas Suncoast Fire & Rescue District (“District”) is authorized, pursuant to applicable Florida laws and the District Charter, to conduct building plans review and related services; and,

WHEREAS, the Board of Commissioners of the Pinellas Suncoast Fire & Rescue District is authorized to establish and collect fees proportionate to the building plan review process and related services rendered; and,

WHEREAS, the District previously passed and adopted Resolution 2007-06; and,

WHEREAS, the District now desires to update and amend that Resolution to reflect the amended rates in the newly adopted Pinellas Suncoast Fire & Rescue District Schedule of Fees.

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

SECTION 1. The Pinellas Suncoast Fire & Rescue District shall charge and collect a fee for building plan reviews and related services, as are set out in the Pinellas Suncoast Fire & Rescue District Schedule of Fees.

SECTION 2. If any section, sentence, clause, or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the validity of the remaining portions of this Resolution.

SECTION 3. This Resolution shall remain in effect unless modified, altered, or repealed by Resolution of the Board of Commissioners of the Pinellas Suncoast Fire & Rescue District.

PASSED AND ADOPTED on the 20th day of June, 2023.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

Board of Commissioners:

ATTEST:

 Louis R. Snelling, IV
 Chair

 Lawrence G. Schear,
 Secretary/Treasurer

RESOLUTION – SHORT-TERM RENTALS
DRAFT ONLY

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS FOR THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT FOR THE PURPOSE OF PROTECTING THE LIFE AND PROPERTY OF THOSE PARTIES THAT OCCUPY, OWN, AND RESIDE IN TRANSIENT, VACATION, SHORT-TERM, TIMESHARE RENTALS, PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the PINELLAS SUNCOAST FIRE & RESCUE DISTRICT, hereinafter referred to as the “District”, finds it necessary to require annual registrations and shall complete regular inspections as defined by the Authority Having Jurisdiction (AHJ) for Transient, Vacation, Short-Term, and Timeshare rentals for the purpose of saving lives and preserving property.

WHEREAS, this Resolution shall be in compliance with Florida Statute 633, Florida Administrative Code 69A-43, Florida Statute 509.215, Florida Statute 553.79(13), and the most current edition of the Florida Fire Prevention Code.

WHEREAS, the District has the authority to enact Resolutions related to the prevention of fires and preservation of property (CH 2000-436).

NOW, THEREFORE, be it ordained by the Board of Fire Commissioners for the PINELLAS SUNCOAST FIRE AND RESCUE DISTRICT that:

SECTION ONE: PURPOSE OF THIS RESOLUTION

It is the intention of the District that all Transient, Vacation, Short-Term, and Timeshare rentals and Non-Owner Occupied Two-Family Homes register with the District annually to ensure that required fire and life safety inspections are conducted.

SECTION TWO: REGISTRATION

Within one hundred and twenty (120) days from the effective date of this Resolution, all Transient, Vacation, Short-Term, Timeshare Rentals, and Non-Owner Occupied Two-Family Homes shall be registered with the District and provide the following:

- A. Full legal name and contact information for the property owner(s) (this shall include a local responsible representative if the owner(s) are not local, telephone number(s), mailing address, and electronic mail (E-Mail) contact.
- B. Property owner and/or local representative will be available via phone, e-mail, or in person within twenty-four (24) hours of a District request.
- C. It shall be unlawful for any owner, agent, or realtor to rent any property as defined herein that is not registered or has not had the required fire inspection with the District.
- D. Updates to registration information are required every year during the month of November.

Properties that do not submit a current registration, by the end of the calendar year, December 31st, will be required to pay a new registration fee as defined in the Pinellas Suncoast Fire & Rescue District Schedule of Fees.

E. When a property is sold, the registration shall automatically expire. If the new owner will use the property as a rental as defined in this Resolution, registration and the required fire inspection shall be completed prior to renting.

SECTION THREE: DEFINITIONS

Verbiage contained herein shall have the following meanings:

A. **Transient Public Lodging Establishment:** Any unit, group of units, dwelling, building, or group of buildings within a single complex of buildings that is rented to guests more than three (3) times in a calendar year for periods of less than thirty (30) days or one (1) calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests. (509.013 (4)(a)1)

B. **Vacation Rental:** A vacation rental is any unit or group of units in a condominium or cooperative or any individually or collectively owned single-family, two (2) family, three (3) family, or four (4) family house or dwelling unit that is also a transient public lodging establishment but that is not a timeshare project. (509.242 1(c))

C. **Timeshare Rentals:** Single-family or Two (2) family homes that are licensed per FS Chapter 721, which are advertised as Transient Rental.

D. **Short-Term Rental:** For this resolution, a Short-Term Rental encompasses all the preceding definitions above (A, B, C).

SECTION FOUR: POSTING AND INSPECTION REQUIREMENTS

Properties, as defined, shall comply with the following posting and inspection requirements:

A. District-issued Life Safety Division decals shall be displayed on an exterior window of the rental unit, on the address side of the structure.

B. Occupant load signage as granted by Pinellas County Section 138-3232(c)(1), or the municipality in which the Short-Term Rental is located.

C. Properties shall be made available for a fire and life safety inspection, upon receiving a thirty (30) day notice from the District.

D. Multiple inspections within a twelve (12) month period shall only be conducted at the District's discretion considering: 1. Property ownership changes 2. Permitted work or alterations 3. Investigation of fire or life safety issues 4. Reports of, or suspected non-compliance.

E. Fire code violations that are deemed imminent hazards shall be abated within seventy-two (72) hours.

F. All other violations shall be abated within forty-five (45) days; this abatement period may be extended at the request of the owner if a mitigation plan is submitted and accepted by the District.

SECTION FIVE: FEES

Fees shall include but are not limited to the following:

A. A Registration Fee identified in the Pinellas Suncoast Fire & Rescue District Schedule of Fees.

There shall be no fee for the required annual update each November unless the property fails to provide the required update by December 31st. Properties failing to provide the update shall be subject to the original registration fee, and the failure to submit fee if applicable, as outlined in the Pinellas Suncoast Fire & Rescue Schedule of Fees.

B. Inspection and re-inspection fees as defined in the Pinellas Suncoast Fire & Rescue Schedule of Fees.

SECTION SIX: PENALTY FOR NON-COMPLIANCE

Parties found to be in violation of this Resolution shall face penalties as outlined in the Pinellas Suncoast Fire & Rescue Schedule of Fees.

SECTION SEVEN: EXCLUSIONS

The following properties shall be excluded from this Resolution.

A. Homes, not advertised to the public as a Transient, Vacation, Short-Term, or Timeshare rental.

B. Two (2) Family Homes where the owner occupies one (1) unit for a minimum of six (6) months per year. However, if the other unit is utilized as Short-Term Rental, that portion will be inspected.

C. Single-Family Homes that are owner-occupied.

SECTION EIGHT: SEVERABILITY If any portion of this Resolution is declared invalid, by a court of competent jurisdiction, the remaining sections shall remain enforceable and in effect.

PASSED AND ADOPTED on the 20th day of June, 2023.

PINELLAS SUNCOAST FIRE & RESCUE DISTRICT

Board of Commissioners:

ATTEST:

Louis R. Snelling, IV
Chair

Lawrence G. Schear,
Secretary/Treasurer



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**

MINUTES April 18, 2023 WORKSHOP AND REGULAR MEETINGS

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

WORKSHOP CALLED TO ORDER PLEDGE OF ALLEGIANCE

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

ADDITIONS OR DELETIONS: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS:

23-05 Request for Proposal – Station Design-Build Project

Discussion: [This item discussed in conjunction with Discussion Item #23-11.]

23-11 Request for Qualifications – Advertisement for Professional Design and Construction – Review and Evaluation by Architect or Engineer (FS 255.065)

Discussion: Fire Chief Davidson explained that a Request for Qualifications (RFQ) will be advertised and put out for professional services related to the station construction project. The District is required to hire an architect to create a design criteria package and assist the District in evaluating proposals and to advise the District throughout the entire duration of the design and

construction of the project. District Administrator Kimberly Hampton explained that the advertisement will be published in the newspaper and to the District's website on April 26, 2023, and will have a submission deadline of May 26, 2023. She continued that the Fire Chief and staff will rank the responses and bring that ranking forward to the Board for their decision at the next Commission meeting. After the architect is secured and that process has been finalized, the District will publish an RFP for the design build stage of the project.

REMARKS FROM THE AUDIENCE:

Kelly Cisarik – Ms. Cisarik inquired as to which station these requests are referring to, to which Chief Davidson replied all three current stations and potentially a fourth. Chief Davidson gave an overview of the current stations and locations and discussed that he feels confident going into the May 24th meeting with County EMS regarding the District's EMS enhancement request. He added that a station in the northern end of Indian Rocks Beach is a priority due to response time issues. He explained that multiple stations could be in the process of being built at the same time. Ms. Cisarik explained that she has discussed in the past that equipment placement will have to drive the station design. Chief Davidson agreed and stated that there are multiple factors involved, such as the sizes of the streets themselves in certain response areas, as well as the types of calls the apparatus are responding to. Ms. Cisarik asked what a new rescue at Station 27 would be called. Chief Davidson offered some potential suggestions but stated that it will ultimately be a decision made with the County.

ADJOURNMENT

The Workshop was adjourned at 6:22 p.m.

REGULAR MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA: None.

MONTHLY BUSINESS:

1. Approval of Minutes: March 21, 2023 Workshop and Regular Meetings

Discussion: None.

A motion to approve the minutes of the March 21, 2023 Workshop and Regular Meetings.

MOTION: COMMISSIONER KOSKINAS SECOND: COMMISSIONER MCKENNA

All in favor, motion passed unanimously.

2. Treasurer's Report: March, 2023

Discussion: Commissioner Gardella read the Treasurer's Report. The investment program is in accordance with policy, with \$5.48 million held in interest earning accounts and \$372 thousand in

non-interest checking. The capital projects fund impact fees received during the month total \$3,559 and there were no capital expenditures during the month. General fund: Non-ad valorem assessments and EMS funding are being received according to schedule. Expense projections are within the adopted budget. Operating expenses during the month include the \$55k performance review, \$12k for progress billing toward the fiscal year 2022 audit, and \$15.9k for paramedic school for two firefighters.

A motion to approve the March, 2023 Treasurer's Report.

MOTION: COMMISSIONER MCKENNA SECOND: COMMISSIONER KOSKINAS

All in favor, motion passed unanimously.

3. Correspondence: None.

GENERAL REMARKS FROM THE AUDIENCE: None.

REPORTS:

1. **COMMISSION:** None.

2. **ATTORNEY:** Attorney Jeff Albinson stated that he has been working with the Fire Chief on the RFP and made the recommendation to reach out to Attorney Laura Jacobs Donaldson who is very familiar with RFPs for this purpose. Mr. Albinson stated that he has also been working with the Chief on a potential employment issue that the Chief is currently looking into.

3. **CHIEF'S REPORT:** Fire Chief Davidson introduced Firefighters Wilfong, Finkhousen, and Miller who were in the audience, and congratulated them for each of their individual efforts and achievements.

The Chief stated that he, Assistant Chief Higley, Finance Director Erin Brooks, and District Administrator Kimberly Fugate attended a three-day statistical fire data analysis class at St. Petersburg Fire Rescue this week which was very beneficial.

Chief Davidson reminded the Commission about Fire Ops 101 taking place on May 13th which allows elected officials and members of the news media to participate in firefighting training for a day. He added that members of PSFRD are leading an extrication demonstration.

Chief Davidson stated the District's first recognition and awards banquet will take place on May 20th and he will email the registration link. There is no cost to the employee and one guest, which includes Commissioners and Counsel. Additional guests will be \$25. The Chief stated that next year will be a more formal event.

The Chief stated that Firefighter/EMT Christopher Barnes will be recognized at the May 18th Pinellas County Commission Meeting as Firefighter/EMT of the Year for Pinellas County.

Chief Davidson discussed that he will be having another meeting with the County on the Levrum study.

District Chief Karpinecz has been very involved in the Marine Committee and, the Chief explained, the District just received notification today of approval to purchase a two-person jet ski with a trailer and a skid unit on the back so firefighters can make rescues in the Gulf more quickly.

This is fully reimbursed by the County through the water rescue enhancement grant.

Chief Davidson stated that Assistant Chief Higley has been working on updating the fire prevention resolutions and fee schedules which should be presented at the next meeting.

The Chief informed the Commission that the District will be updating the website in the coming months and would like to post new photos of the Commissioners, new apparatus, etc. He said he will have more information soon.

Attorney Jeff Albinson mentioned that if Commissioners choose to attend the awards banquet, they are prohibited from discussing any District-related matters. He read aloud an Attorney General opinion that stated functions such as these could be attended as long as elected officials did not “engage in any discussion of matters relating to their public duties or on which foreseeable action may be taken by the ... Commission.”

ACTION ITEMS:

22-13 Special District Performance Review

Discussion: [This item was moved to the beginning of the Regular Meeting.] Mr. Richard Cristini with BJM Group, Inc., gave an overview of the purpose of the Special District Performance Review legislation. He stated that the law requires the District to be examined from both a fire standard and financial standard. Mr. Cristini stated that BJM Group has over 30 contracts in Florida, and he believes PSFRD to be in the top two, as the District is meeting and exceeding all minimum standards. Mrs. Jeanine Bittinger with BJM Group clarified that the recommendations made within the report are only to raise the bar, not because anything is being done improperly. Mr. Cristini stated that BJM Group will submit the report to the State on behalf of the District. Chair Snelling asked if PSFRD, as an independent special district, has a greater administrative burden compared to a city, to which Mrs. Bittinger responded that it absolutely does, due to all administrative functions being performed internally.

REMARKS FROM THE AUDIENCE:

Kelly Cisarik – Ms. Cisarik discussed that Mr. Cristini and Mrs. Bittinger used to perform the external financial audit on the District and asked what changed with their company’s status to be able to handle the performance review. Mr. Cristini explained that they sold their company in 2017, and Mrs. Bittinger confirmed that Saltmarsh performs the financial audits, and she and Mr. Cristini are now completely separately part of BJM Group.

There being no further business to come before the Board, the meeting was adjourned at 7:09 p.m.

APPROVED:

ATTEST:

Louis R. Snelling IV
Chair

Kimberly G. Hampton
District Administrator

Date Approved