



Pinellas Suncoast Fire & Rescue

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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

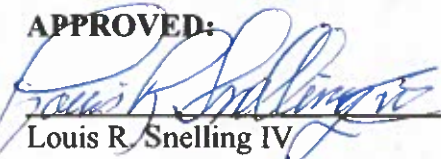
Discussion: [This item was moved to the beginning of the Regular Meeting.] Mr. Richard Cristini with BJM Group, Inc., gave an overview of the purpose of the Special District Performance Review legislation. He stated that the law requires the District to be examined from both a fire standard and financial 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:



Louis R. Snelling IV
Chair



Date Approved

ATTEST:



Kimberly G. Hampton
District Administrator