



# 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

August 15, 2023

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

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

### 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.<sup>1</sup>*

---

**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.<sup>2</sup>*

**23-26 FEMA Assistance to Firefighters Grant (AFG)**

**Fire Chief**

**23-27 FEMA Staffing for Adequate Fire and Emergency Response (SAFER) Grant**

**Fire Chief**

---

<sup>1</sup> Please see Note as to Public Input.

<sup>2</sup> Please see Note as to Public Input.

---

**ADJOURNMENT**

**REGULAR MEETING**

**MEETING CALLED TO ORDER**

---

**ADDITIONS OR DELETIONS TO AGENDA:**

---

**MONTHLY BUSINESS:**

1. Approval of Minutes: June 20, 2023 Workshop and Regular Meetings
2. Treasurer's Report: June and July, 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 speaker<sup>3</sup>.*

---

- 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.<sup>4</sup>*

- |                                                                                                                                             |                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>23-28 Fixing of Non-Ad Valorem Rates<br/>(Resolution 2023-08)</b>                                                                        | <b>Attorney</b>                 |
| <b>23-11 RFQ – Advertisement for Professional Design and Construction –<br/>Review and Evaluation by Architect or Engineer (FS 255.065)</b> | <b>Fire Chief</b>               |
| <b>23-21 Auditor Selection Committee</b>                                                                                                    | <b>Finance Director</b>         |
| <b>23-24 PSFRD Schedule of Fees<br/>(Resolution 2023-07)</b>                                                                                | <b>Attorney/Assistant Chief</b> |
| <b>23-25 Fire Chief Employment Contract Amendment #1</b>                                                                                    | <b>Chair/Fire Chief</b>         |

---

<sup>3</sup> Please see Note as to Public Input.

<sup>4</sup> Please see Note as to Public Input.

**23-29 Legislative Appropriations – Station 27 Rebuild**

**Fire Chief**

**23-30 Emergency Medical Services ALSFR Agreement – Amendment #1**

**Fire Chief**

---

**ADJOURNMENT**

**NEXT MEETING: Special Budget Meeting, September 13, 2023, 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 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*

**304 FIRST STREET  
INDIAN ROCKS BEACH, FLORIDA 33785-2587**

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

**FIRE CHIEF  
JEFFREY DAVIDSON**

## **MINUTES JUNE 20, 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, Secretary/Treasurer Lawrence Schear, Commissioner David Gardella, and Commissioner Heather Koskinas. A quorum was present with Chair Louis Snelling presiding. Attorney Jeff Albinson, Fire Chief Jeffrey Davidson, Assistant Chief Douglas Higley, and Finance Director Erin Brooks were also present. Vice Chair Elizabeth “Betsey” McKenna was excused.

---

**ADDITIONS OR DELETIONS:** None.

---

**GENERAL REMARKS FROM THE AUDIENCE:** None.

---

### **DISCUSSION ITEMS:**

#### **23-18 Annual Comprehensive Financial Report (ACFR) Presentation**

**Discussion:** Mr. Chuck Landers with Saltmarsh, Cleaveland & Gund, Certified Public Accountants and Consultants, presented the District’s Annual Comprehensive Financial Report (ACFR) for the fiscal year ended September 30, 2022.

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

**Discussion:** Fire Chief Jeff Davidson explained that the original RFQ did not receive any submissions. Since then, he stated that he has reached out to experts on the subject who suggested advertising the RFQ in other places rather than only in the newspaper. He stated that the District is now registered on VendorLink and has reissued the RFQ on VendorLink, in the Tampa Bay Times, and on the District’s website, effective June 11, 2023. He stated that the deadline for questions is June 28, 2023 and the deadline for submittals is July 5, 2023.

---

### **ADJOURNMENT**

The Workshop was adjourned at 6:35 p.m.

---

**REGULAR MEETING CALLED TO ORDER**

---

**ADDITIONS OR DELETIONS TO AGENDA:** None.

---

**MONTHLY BUSINESS:**

1. Approval of Minutes: May 16, 2023 Workshop and Regular Meetings

*Discussion:* None.

**A motion to approve the minutes of the May 16, 2023 Workshop and Regular Meetings.**

**MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER KOSKINAS**

**All in favor, motion passed unanimously.**

2. Treasurer's Report: May, 2023

*Discussion:* Secretary/Treasurer Lawrence Schear stated that the investment program is in accordance with policy, with \$5.01 million held in interest-earning accounts, and \$282,000 in non-interest checking. In the capital projects fund, \$1,266 was collected in impact fees during the month of May. Fiscal year to date impact fee collections total \$64,762. General fund, \$19,287 was received from the State for our Hurricane Ian Strike Team Deployment mission claim.

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

**MOTION: COMMISSIONER KOSKINAS SECOND: COMMISSIONER GARDELLA**

**All in favor, motion passed unanimously.**

3. Correspondence: None.

---

**GENERAL REMARKS FROM THE AUDIENCE:**

**Paulette Cohen** – 6410 101st Avenue, Pinellas Park, FL 33782 – Ms. Cohen asked a series of questions related to the District's contract with Brycer (The Compliance Engine): Was this a sole source vendor for service or was there a selection process? Was there a negotiation of the fees that Brycer charges? How is the District going to educate vendors of fire prevention services to use Brycer? Is the District going to inform the associations and complexes of their responsibilities so that they may budget for these fees?

Fire Chief Davidson stated that he met with Ms. Cohen in Indian Shores about a month ago regarding The Compliance Engine software. He explained that the purpose is to ensure the fire department is notified when a sprinkler system, fire pump, etc. is taken out of service by a vendor

and stated that citizens' lives are put in danger when the fire department is not notified. Chief Davidson stated that the Pinellas County Fire Marshals Group developed a reporting software standard and that is what has been implemented and is becoming the standard across Pinellas County. The Chief gave examples of situations in which the fire department was not notified, and stated that he would be happy to meet again to discuss this further.

Ms. Cohen asked how the District is notifying vendors to use Brycer. She added that when she reached out to Chief Davidson via email it was suggested that she contact Brycer directly, which she stated she feels was insufficient as they are a profit-making entity. She added that there are seven or so reports that need to be submitted each year at \$15 per submission, and that is something property and business owners will want to budget for.

Chair Louis Snelling mentioned that these vendors are licensed and registered with Pinellas County and they are aware that there is a direct number to the 911 center that they are required to call.

Assistant Chief Higley stated that the maximum submittals would be five and they are \$17 each. He added that there are other software options that may be explored by the County at a later date, but stated that he believes it is very beneficial when all agencies in the County are utilizing the same submission process. He also mentioned that Brycer sends a letter to every contractor within a 100 mile radius of the department's primary station.

Commissioner Heather Koskinas asked for clarification if a sprinkler company would be considered a vendor, to which Assistant Chief Higley confirmed was correct. Commissioner Koskinas asked if that vendor has the obligation to submit the report through the software, to which Chief Higley confirmed was accurate.

Attorney Jeff Albinson stated that he believes the citizen's question might be how PSFRD or Pinellas County, specifically, decided to use this company as opposed to any other company. Assistant Chief Higley stated that he is unsure as to how it was decided. He added that Palm Harbor Fire had been using the company for approximately one year and they had went through a selection process at that time and has been very satisfied with the software. Fire Chief Davidson stated that he will find out exactly how the decision was made and bring that information back. He also clarified that the \$17 submission fee is not assessed by the District nor does it go to the District.

Ms. Cohen stated that her question as to whether it was sole source, piggyback, etc. was not answered. She also said misinformation has been shared, as she has contacted Brycer who told her that a property manager is unable to log in to view reports. Chair Snelling instructed Chief Davidson to follow up on these concerns.

---

## REPORTS:

1. **COMMISSION:** None.
2. **ATTORNEY:** None.
3. **CHIEF'S REPORT:** Fire Chief Davidson stated that he attended the Florida Association

of Special Districts (FASD) annual conference last week in Orlando and it was an excellent learning opportunity.

The Chief discussed recommendations from the Special District Performance Review suggested that training hours and fire prevention efforts be reported to the Commission monthly. He stated that firefighters are required to complete 196 hours per firefighter, per year, of fire training. He reported that the District's personnel collectively currently have 5,735 hours of fire training and 577 hours of medical training. Chief Davidson stated that since Assistant Chief Higley has been in his role, over the last 12 months, the Fire Prevention Division has completed all of its annual inspections, with the exception of three properties for which there has been difficulty in contacting the owners. Chief Davidson explained that the District's Charter requires every property to be inspected annually but the District has not been successful in accomplishing this previously. Chief Davidson stated that public education efforts this month included a Hurricane and Water Safety Expo at Belleair Beach City Hall with approximately 50 attendees.

Chief Davidson recapped the old squad that has been available for sale and discussed previously. After being advertised online and then experiencing mechanical issues that would cost the District approximately \$4,200, the Chief stated that the District has received an "as is" offer of \$12,500. Finance Director Brooks stated that the original listed reserve price was \$16,000. Chief Davidson stated that the apparatus has since been advertised internally in the event an employee would like to make an offer. The deadline was 5:00 p.m. today and no offers were made, so the Chief explained that he would like to move forward with the sale to the person who made the written offer.

Fire Chief Davidson recognized Lieutenant Patrick Schwab who was in the audience. The Chief stated that Lieutenant Schwab was on vacation in Georgia with his family last week and witnessed a vehicle rollover, and he and his wife rescued two adults and two children under the age of four and cared for them until the fire department arrived.

---

## **ACTION ITEMS:**

### **23-12 PSFRD Schedule of Fees (Resolution 2023-01)**

**Discussion:** Attorney Jeff Albinson read Resolution 2023-01 in its entirety.

Typographical corrections: Page 1 should be "authorized" instead of "authorizes." Number 5, Appeals – A.: "Corporation" should say "business entity."

Assistant Chief Doug Higley stated that mobile fueling has been stricken from the Fire Prevention Code and "Mobile Fueling Standby" should be removed from the Public Assembly Fees on page 3. He also noted that short-term rental inspections went to a tiered square footage process to make it easier to follow.

Assistant Chief Higley stated that number 3, Plans Review, Number 6, when reading "fines," Section 3 should read "each section above."

Commissioner Gardella inquired as to the difference between "apartments and condos" and "short-term rentals." Assistant Chief Higley stated that apartments and condos are long-term, and the condo association will have an annual inspection. He added if any of the units are utilized as short-



term rentals, the interior of those units will also be inspected separately. Further discussion ensued on the inspection process of short-term rentals, and it was clarified that the individual proprietor of the short-term rental itself will be billed for the inspection and not the owner of the building.

---

**REMARKS FROM THE AUDIENCE:**

**Paulette Cohen** – 6410 101st Avenue, Pinellas Park, FL 33782 – Ms. Cohen suggested to, in the future, use a cross-through and underline method to track changes that have occurred in a document. She also asked how the District will educate complexes and associations on the changes in the requirements related to the additional keys for additional floors that are now required in the Knox Boxes and the associated costs.

Assistant Chief Higley stated the new inspection software being utilized allows the District to collect an extensive database of contact information that it did not have before to help with education. He explained that he is doing everything he can to disseminate the information and has been fielding questions and added that the District is allowing 24 months to meet the new requirements to it can be budgeted for. He said, thanks to The Compliance Engine, he is now able to specifically target those affected and let them know exactly what has changed for them.

**A motion to adopt Resolution 2023-01 with the correction of the scriveners' errors discussed and the striking of the mobile fueling section.**

**MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER KOSKINAS**

**All in favor, motion passed unanimously.**

**23-13 Fire Prevention Code  
(Resolution 2023-02)**

**Discussion:** Attorney Jeff Albinson read Resolution 2023-02. Beginning with Section 21, he read section titles and subsection titles only. He stated that the entire text is available publicly on the District's website.

Typographical corrections:

Page 1, Section 1. C should be B1 and D should be C.

All occurrences of "Prevention Division" should be corrected to read "Fire Prevention Division."

Assistant Chief Higley stated that there were not any significant changes since the last version. Chair Snelling inquired as to this document as opposed to referring to NFPA. Assistant Chief Higley stated that there are a few items the District preferred to make a little more progressive, such as the keys, digital plans, etc. According to the District Charter, a Fire Prevention Code must be adopted, and the last time that was done was by Ordinance 04 in 1996. For this update, many recommendations and suggestions were incorporated both from experience in the field and those working in the field. Chief Higley stated that the adoption of this updated Fire Prevention Code is

beneficial for the District, as well as its citizens and its visitors.

Chair Snelling inquired as to the use of 2.5 inch hose. Discussion ensued regarding fire hose pressure to upper floors. Chief Higley added that this will not be a “hard and fast” rule but is a preference.

**A motion to adopt Resolution 2023-02 as amended by the Attorney during the reading.**

**MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER KOSKINAS**

**All in favor, motion passed unanimously.**

**23-14 Fire and Life Safety Inspections  
(Resolution 2023-03)**

*Discussion:* Attorney Jeff Albinson read Resolution 2023-03 in its entirety.

Typographical errors: Page 1, Section 1 should read “Florida State Statutes” instead of “Florida Statute Statutes.”

Commissioner Gardella asked if the District currently collects fees for plans review, to which Chief Higley responded that it does, and the only change is to reference the consolidated fee schedule.

**A motion to adopt Resolution 2023-03 with the correction of the scrivener’s error.**

**MOTION: COMMISSIONER KOSKINAS SECOND: COMMISSIONER GARDELLA**

**All in favor, motion passed unanimously.**

**23-15 Plans Review  
(Resolution 2023-04)**

*Discussion:* Attorney Jeff Albinson read Resolution 2023-04 in its entirety.

**A motion to adopt Resolution 2023-04.**

**MOTION: COMMISSIONER KOSKINAS SECOND: COMMISSIONER SCHEAR**

**All in favor, motion passed unanimously.**

**23-16 Short Term Rentals  
(Resolution 2023-05)**

*Discussion:* Attorney Jeff Albinson read Resolution 2023-05 in its entirety.

Typographical corrections: Page 1 should read “Florida Statute Chapter 633” instead of “Florida Statute 633.”

Page 2, Section 3, A. Correction to parentheses.

**A motion to adopt Resolution 2023-05.**

**MOTION: COMMISSIONER KOSKINAS SECOND: COMMISSIONER GARDELLA**

**All in favor, motion passed unanimously.**

### **23-19 Station 28 Funding Agreement**

**Discussion:** Fire Chief Davidson stated that there is \$3 million in the Pinellas County Fiscal Year 2023 budget allotted for Station 28 and explained the history of the due diligence performed by the County to ensure Station 28 is in the proper location and, since then, a Funding Agreement has been reached between the County and the District. He further explained that the County will sign the document in July and, within 45 days of execution, the County will write the District a check for \$3 million which will be utilized right away. Attorney Albinson added that this is a fairly unusual agreement for the County to enter into and commended Chief Davidson for his efforts to get the District to this point. He also stated that the District can put this money into an interest-bearing account while it works on getting the project off the ground, which will then offset other costs. Mr. Albinson also mentioned that the original version of this agreement stated that if the District did not use the station for 10 years it would have to pay the entire amount back; however, surprisingly, he stated, the County agreed to the amendment that, if this were the case, the District would only have to pay back a pro-rated amount on a per diem basis. This check should be received by the end of August but is guaranteed by September 30<sup>th</sup>.

Commissioner Koskinas asked if this agreement has been worked out with County Attorneys. Attorney Albinson confirmed that it has, although what was originally presented was a very different-looking contract, but he and Chief Davidson met with the Assistant County Attorney and Craig Hare and developed an agreement both parties agreed upon.

Commissioner Gardella commended Chief Davidson and Attorney Albinson and mentioned that Fifth Third Bank is offering over 5% interest on their money market account. Finance Director Erin Brooks stated the District is currently earning 5%.

Secretary/Treasurer Schear asked if an estimate of the new station cost is known. Chief Davidson stated that the unsolicited proposal received was for \$7.9 million for a three-bay, 12,000 square foot station.

**A motion to approve the contract in its current form and to authorize Chair to sign the funding agreement.**

**MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER KOSKINAS**

**All in favor, motion passed unanimously.**

### **23-20 EMS Funding Enhancement**

**Discussion:** Chief Davidson discussed the enhancement request for a station in the north area of the District. He explained that Safety Services has a meeting on Thursday and he will let the Commission know what is recommended at that meeting. He stated that, although he was not given an explanation for why the District’s funding request is not being moved forward, he believes he should have some clarification in the very near future and will provide that update when he has it. He added that a reporter from Bay News 9 has also requested information on this matter from the County but has not received an explanation either.

### **22-21 Auditor Selection Committee**

**Discussion:** Finance Director Erin Brooks discussed the need for an Auditor Selection Committee and referenced the guidance provided. She stated that there must be three members on the Committee and that at least one member must be on the Fire Commission and that member must serve as the Chair of the Committee. She added that the other two members may also be Commission members, but it is not required. Employees of the District cannot be on the Board but can act in an advisory capacity. Mrs. Brooks stated that the District is not under contract with an auditor for the current fiscal year and must go out for RFP to solicit a new auditor. Commissioner Gardella and Commissioner Koskinas volunteered to serve on the Auditor Selection Committee. Attorney Albinson suggested advertising on the District website soliciting interested parties.

**A motion to advertise the Auditor Selection Committee on the District’s website and to submit resumes within 10 days of the July meeting.**

**MOTION: COMMISSIONER SCHEAR SECOND: COMMISSIONER KOSKINAS**

**All in favor, motion passed unanimously.**

### **23-22 FY22/23 Budget Amendment #2 – Light Marine 27 Purchase (Resolution 2023-06)**

**Discussion:** Chief Davidson apologized for not discussing this item during the “Additions and Deletions” portion of the agenda. He stated that he would like to postpone this item to a future meeting as the District has not yet received a written response confirming that it will be reimbursed. Moving forward, he stated, the District will proceed with the purchase, staying within the existing budget. Chief Davidson stated that the Marine Group voted unanimously, thanks to Assistant Chief Karpinecz, to purchase a jet ski that the District intends to house at Station 26.

### **22-23 Budget Meeting Dates**

**Discussion:** District Administrator Kimberly Hampton informed the Board of available dates to schedule this year’s budget meetings.

**A motion to hold a meeting for adoption of the tentative budget on September 13, 2023, and a meeting for adoption of the final budget on September 27, 2023, and to reschedule the September 19, 2023 Workshop & Regular Meetings to immediately follow the budget meeting on September 27<sup>th</sup>.**

**MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER KOSKINAS**

**All in favor, motion passed unanimously.**

Secretary/Treasurer Schear and Chair Snelling both stated that they will not be in attendance at the July meeting. Commissioner Gardella stated it is possible that he also may not be available to attend that meeting.

---

There being no further business to come before the Board, the meeting was adjourned at 8:37 p.m.

**APPROVED:**

**ATTEST:**

---

Louis R. Snelling IV  
Chair

---

Kimberly G. Hampton  
District Administrator

---

Date Approved

## RESOLUTION 2023-08

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT PROVIDING FOR THE FIXING OF THE RATE OF NON-AD VALOREM ASSESSMENTS BEGINNING FISCAL YEAR OCTOBER 1, 2023, IN COMPLIANCE WITH THE CHARTER OF THE DISTRICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, The Charter of the Pinellas Suncoast Fire & Rescue District requires that the rate of non-ad valorem assessments against the assessable real property situated in the District shall be set by Resolution of the Board on or subsequent to February 1 of each year.

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

**SECTION 1.** The rate of non-ad valorem assessments against the assessable real property situated in the District shall be as is shown in Exhibit 1 to the Resolution.

**SECTION 2.** The assessments will be collected on the ad valorem tax bill to be mailed November, 2023, as authorized by section 197.3632, Florida Statutes.

**SECTION 3.** This Resolution shall remain in full force and effect until supplemented, amended, modified, repealed, discontinued or otherwise altered.

**SECTION 4.** 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.

**SECTION 5.** That this Resolution shall become effective upon the day of adoption.

PASSED AND ADOPTED on this 15<sup>th</sup> Day of August, 2023.

**PINELLAS SUNCOAST FIRE & RESCUE DISTRICT**

**BOARD OF COMMISSIONERS**

**ATTEST:**

\_\_\_\_\_  
Louis R. Snelling, IV, Chair

\_\_\_\_\_  
Lawrence Schear, Secretary/Treasurer

**PINELLAS SUNCOAST FIRE & RESCUE DISTRICT  
RESOLUTION 2023-08**

**EXHIBIT 1**

Single Family Residential	
Single Family Homes, Apartments, Condos	\$360.00
Time Shares	\$360.00
Condo Garage Space, Storage Unit, Boat Slip (separate title)	\$95.00
Vacant Lots: Each Lot	\$95.00
Vacant Lot with XFSB (i.e. Shed, Dock, Barn) Additional	\$25.00
Unplatted Land: Each Acre	\$124.00
Commercial Units: Up to 500 sq. ft.	\$386.00
Per sq. ft. over 500 sq. ft.	\$0.20
(a) With Kitchen - Additional	\$385.00
(b) With Dining Room - Additional	\$385.00
(c) With Bar - Additional	\$385.00
Hotels	\$385.00
(a) With Kitchen - Additional	\$385.00
(b) With Dining Room - Additional	\$385.00
(c) With Bar - Additional	\$385.00
(d) Each Room - Additional	\$115.00
Motels: Rental Units (Efficiencies or Otherwise)	\$265.00
Motels: Manager's or Owner's Quarters	\$260.00
Mobile Home Lots: Rental Space	\$265.00
Mobile Home Lots: Occupied by Manager or Owner	\$260.00
Recreational Vehicle Lots: Rental Space	\$265.00
Recreational Vehicle Lots: Occupied by Manager or Owner	\$260.00
Fuel Pumps (Any Number)	\$625.00
Above Ground Oil Storage Tanks: 5,000 gal or less	\$490.00
Each 1,000 gal or fraction thereof over 5,000	\$85.00

## RESOLUTION 2023-07

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT, AMENDING, IN PART, RESOLUTION 2023-01, SUPERSEDING ANY PRIOR CONFLICTING RESOLUTIONS, ESTABLISHING AN APPLICATION AND APPROVAL PROCESS FOR SPECIAL EVENTS AND ESTABLISHING RATES AND CHARGES FOR THE PROVISION OF SERVICES RELATED TO SPECIAL EVENTS, LIFE SAFETY/FIRE INSPECTIONS, PLANS REVIEW, AND MISCELLANEOUS FEES.**

**WHEREAS**, the Pinellas Suncoast Fire & Rescue District (herein referred to as “District”) is charged with the duty to protect public safety within the District; and

**WHEREAS**, the District recognizes that certain public gatherings and special events can impact public safety within the District; and

**WHEREAS**, the District has the authority to regulate special events and public gatherings and provide such services as are necessary to protect public safety as such special events and public gatherings as might take place from time to time within the District; and

**WHEREAS**, the regulation of, and provision of necessary services to, such special events and public gatherings requires the District to expend funds that should be borne by the person or entity hosting such special events or public gatherings; and

**WHEREAS**, the District desires to charge fees to the host of such special events or public gatherings as are necessary to offset the expenses incurred by the District to regulate and provide such services as are necessary to protect the public safety at the special events or public gatherings in an amount proportionate to the incurred expenses of the District; and

**WHEREAS**, the Board of Commissioners of the District is authorized to establish and collect fees from the appropriate parties for the review of applications for special events and public gatherings; and

**WHEREAS**, the District has the authority to, and is tasked with, conducting certain Life Safety/Fire Inspections to protect the general public; and

**WHEREAS**, the District finds that conducting Life Safety/Fire Inspections requires the District to expend funds that should be borne by the person or entity that owns or operates the structure requiring such inspections as are necessary to protect the public safety within the District; and

**WHEREAS**, the District passed and adopted Resolution 2023-01, which resolution inadvertently failed to include plan inspection and related fees, inadvertently failed to include clarification as to the fees to be charged for buildings with roof access, and inadvertently failed to include fees charged for third-party electronic fire protection system reporting in the schedule of fees adopted under Resolution 2023-01; and

**WHEREAS**, the District hereby intends to amend Resolution 2023-01, only to the extent



necessary to include plan inspection and related fees, to clarify the fees to be charged for buildings with roof access, and to include fees charged for third-party electronic fire protection system reporting in the schedule of fees adopted under Resolution 2023-01 without otherwise amending or changing any other fees in the Schedule of Fees adopted under Resolution 2023-01.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF COMMISSIONERS OF THE PINELLAS SUNCOAST FIRE & RESCUE DISTRICT HEREBY RESOLVES AND ADOPTS THE FOLLOWING RECITATIONS AND SCHEDULE OF FEES:**

**1. Public Assembly**

**Preamble as to Public Assembly: The Pinellas Suncoast Fire & Rescue District finds that certain public assemblies create a unique set of potential hazards that must be specially addressed by the District's operations. Such events can require planning to dedicate assets and manpower to ensure the public safety. Such events also result in expenditures related to planning and monitoring the events which should not be borne by the general public. Therefore, the District enacts the following requirements and adopts the following fee schedule in connection with public assemblies taking place within the District.**

**A. Notifications**

- 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 1 hour paid in advance.
Any vehicles not listed	Closest FEMA Cost Code	

**2. Life Safety/Fire Inspections**

A. Pursuant to its Charter, the Pinellas Suncoast Fire & Rescue District is tasked with conducting certain Life Safety/Fire Inspections to protect the general public. Accordingly, all structures that must be inspected shall pay a fee based upon the use of the structure. Properties with multiple structures or uses will incur a fee for each structure or use inspected. **Buildings with roof access will count as an additional story.**

B. Apartment or Condominium Inspections (*Defined as a building having three (3) or more living units with independent cooking and bathroom facilities*):

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

C. Hotel/Motel/Lodging

Hotel Motel Under Same Mgt. 50 or Fewer Units	\$150
Every Unit Above 50	\$150 + \$3 per Unit
High Rise Hotel Over 75'	\$375

D. Assembly

Assembly 50 – 99 Occupant load	\$150.00
Assembly 100 – 300 Occupant load	\$200.00
Assembly Over 300 Occupant load	\$300.00

E. Automotive and or Marine Service or Storage

Automotive and or Marine Storage Up to 3000 sq/ft	\$75.00
Automotive and or Marine Storage 3001 to 5000 sq/ft	\$150.00
Automotive and or Marine Storage 5001 to 10000 sq/ft	\$225.00
Automotive and or Marine Storage Over 10000 sq/ft	\$300.00
Automotive and or Marine Service or Storage with Fueling Add	\$50.00

F. Industrial

Industrial Up to 1000 sq/ft	\$75.00
Industrial 1001 - 5000 sq/ft	\$150.00

Industrial 5001 - 10000 sq/ft	\$225.00
Industrial Over 10000 sq/ft	\$300.00

G. Mercantile

Mercantile Up to 5000 sq/ft	\$50.00
Mercantile 5001 - 10000 sq/ft	\$100.00
Mercantile 10001 - 25000 sq/ft	\$150.00
Mercantile Over 25000 sq/ft	\$200.00

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

Mobile Home Parks (Common Areas) - All Buildings	\$100.00
Townhouse Complex/PUDS – 1-3 Buildings	\$100.00
Each Additional Building over 3	\$25/Building

I. Business Occupancies

Business Up to 3000 sq/ft	\$50.00
Business 3001 - 5000 sq/ft	\$100.00
Business 5001 - 10000 sq/ft	\$150.00
Business over 10,000 sq/ft	\$200.00
Business with Fueling Additional Fee	\$50.00

J. All State Licensed Primary Educational Facilities, ALF/ACLF, Adult Day Care, Child Day Care, Foster Homes, Family Group – No Charge for 1<sup>st</sup> and Second Inspection. Additional inspections are charged at the business occupancy rate for reinspections.

K. 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 Reinspection	1.5x COI or \$500.00, whichever is less

L. Short-Term Rental Inspections

Life Safety Inspection Up to 1000 sq/ft	\$100.00
Life Safety Inspections 1001 sq/ft – 2000 sq/ft	\$150.00

Life Safety Inspection 2001 – 3000 sq/ft	\$200.00
Life Safety Inspection Over 3001 sq/ft	\$250.00
STR New Registration Fee (First time or change of ownership)	\$100.00
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 to District (one per calendar year) - 3rd and Subsequent Offense Cumulative through life of ownership	\$500.00

M. Mobile Food Trucks

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

**3. Plans Review and Related Inspections**

A. Fire Sprinklers

First 1500 sq/ft	\$150.00
Each Additional 1000 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 List	\$75.00/hr - Min 2 hours (15 Minute Increments)

#### D. Plan Reviews

New Construction - 1 <sup>st</sup> 1500 sq/ft	\$225.00
Each additional 1000 sq/ft	\$75.00
LP Gas Tanks or Bottle Displays	\$75.00
Remodel Addition – 1 <sup>st</sup> 1500 sq/ft	\$75.00
Each additional 1000 sq/ft	\$37.50
Commercial Common Area	\$75.00
Site Plans	\$200.00

#### E. Fire Final Inspections

All Finals	\$75.00 Per system
------------	--------------------

### Miscellaneous Fees

#### F. Nuisance Alarms

1st Alarm Location in a calendar year	\$0
2nd Alarm at Same Location within 48 hours for Same Alarm	\$75.00
2nd Alarms 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 Response at Same Location	\$500.00 with a mandatory Fire Watch, protection system full acceptance test with a member of the prevention district present. Fire Final fee will also apply.

#### G. Failure to Electronically Report Records/Primary Agent/Lock or Key Changes

First Occurrence	\$75.00
Second Occurrence	\$150.00

Third and All Subsequent Occurrences	\$300.00
--------------------------------------	----------

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

Each Occurrence	\$150.00
-----------------	----------

I. Third-party electronic fire protection system reporting fees (not charged by the District) are available for review on the District's website.

4. **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.

5. **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 this 15<sup>th</sup> Day of August, 2023.

**PINELLAS SUNCOAST FIRE & RESCUE DISTRICT**

**BOARD OF COMMISSIONERS**

**ATTEST:**

\_\_\_\_\_  
Louis R. Snelling, IV  
Chair

\_\_\_\_\_  
Lawrence G. Schear  
Secretary/Treasurer

**First Amendment to Employment Agreement  
Between Pinellas Suncoast Fire & Rescue District  
and the Fire Chief of the District**

- Intention: This document is intended to serve as a written amendment of the “Employment Agreement” (Agreement) entered into between the Pinellas Suncoast Fire & Rescue District (PSFRD) and Jeffrey Davidson, dated October 19, 2021, in compliance with Article XIII (L) of the Agreement.
- Article I – Salary, B. Annual Salary Review: The Commission will evaluate the Chief’s performance on an annual basis no later than July 31 of each year. In the event the Chief’s evaluation is not completed by July 31 of each year, any subsequent proposed increases in salary would be retroactive to July 31. The Commission may adjust the Chief’s salary based on its evaluation and other relevant factors including, but not limited to, the District’s financial condition.
- Amendments: The Agreement is hereafter amended to reflect that the Chief’s performance will be evaluated on annual basis no later than October 1<sup>st</sup> of each year. This section will now read:

Article I – Salary, B. Annual Salary Review: The Commission will evaluate the Chief’s performance on an annual basis no later than October 1<sup>st</sup> of each year. Discussion regarding the evaluation and any related salary adjustments should take place no later than the date of the September meeting of the Board of Fire Commissioners each year. In the event the Chief’s evaluation is not completed by October 1<sup>st</sup> of each year, any subsequent proposed increases in salary would be retroactive to October 1<sup>st</sup>. The Commission may adjust the Chief’s salary based on its evaluation and other relevant factors including, but not limited to, the District’s financial condition.

- Limitations: No other terms, provisions, or aspects of the Agreement are intended to be amended by this document except as otherwise set out in this document.
- Appending: This document shall be appended to the Agreement.

In witness of the foregoing, the Chairman of the Board of Fire Commissioners and the Fire Chief have set their signatures below on this 18<sup>th</sup> day of July, 2023.

---

Louis Snelling  
PSFRD Board of Fire Commissioners

---

Jeffrey Davidson  
Fire Chief



**EMERGENCY MEDICAL SERVICES  
ALS FIRST RESPONDER AGREEMENT  
AMENDMENT NO. 1**

**PINELLAS SUNCOAST  
FIRE & RESCUE DISTRICT**

**2023**

**PINELLAS COUNTY  
EMERGENCY MEDICAL SERVICES AUTHORITY  
12490 Ulmerton Road  
Largo, Florida 33774**

## **ALS FIRST RESPONDER AGREEMENT AMENDMENT NO. 1**

**THIS FIRST AMENDMENT** amending the Emergency Medical Services ALS First Responder Agreement, dated October 1, 2022, made this \_\_\_\_\_ day of \_\_\_\_\_ 2023, between the PINELLAS SUNCOAST FIRE & RESCUE DISTRICT, an independent special fire district (“Contractor”), and the PINELLAS COUNTY EMERGENCY MEDICAL SERVICES AUTHORITY, a special district (“Authority”).

In consideration of the mutual benefits set forth below, the parties agree as follows:

1. Contractor currently contracts with the Authority to provide Advanced Life Support (ALS) First Responder Services. The Contractor and the Authority are currently parties to the Emergency Medical Services ALS First Responder Agreement, dated October 1, 2022, which contract is referred to herein as the “Agreement.”
2. Section 701(h) of the Agreement provides for an extraordinary budget increase which must be negotiated and approved prior to the beginning of the next fiscal year in the event any proposed budget submitted by the Contractor should exceed three (3%) percent of the prior Fiscal Year’s budget. The Contractor’s funding for FY22-23 totaled \$2,066,753 and a budget request of \$2,149,180 for FY23-24 has been submitted, resulting in an increase of 4.0% or \$82,427.
3. The Authority hereby agrees to and has funded and authorized the Contractor’s budget request of \$2,149,180 for FY23-24, which change is reflected on Appendix A hereto.
4. Authority shall provide and maintain a countywide Traffic Preemption System in cooperation with the County and municipal traffic control systems. “Traffic Preemption System” means a comprehensive system provided by the Authority that overrides the normal operation

of traffic signals during the emergency response of an ALS First Responder Unit to reduce Emergency Response Times and increase safety. Such system changes the upcoming traffic signal to green or holds a green signal so the ALS First Responder Unit can safely proceed through the intersection. Traffic Preemption System equipment shall be provided for frontline Authority Funded and Contractor Funded ALS First Responder Units. The Authority shall also provide Traffic Preemption System equipment for reserve ALS First Responder Units through a phased implementation subject to available funding. Authority shall be responsible for maintaining such equipment and replacing it at the end of a reasonable useful life, as determined by the Authority.

5. Contractor shall ensure all Personnel that have access to the 911CAD System and system information have received criminal background screening by the Florida Department of Law Enforcement (FDLE) Criminal Justice Information Services (CJIS) to the CJIS Level 2 requirements and have complied with all initial and ongoing training requirements. Personnel that have been denied CJIS Level 2 clearance shall not access the CAD System. Contractor shall have in place local policy to ensure that all rules required by the FDLE surrounding access to 911CAD and the information contained within are strictly followed.
6. Except as is otherwise set out herein, the Contractor and the Authority agree that upon approval by the respective Boards of the Contractor and the Authority and upon signing this Amendment, all terms of the Agreement will remain in full force and effect.
7. Contractor and Authority agree that the effective date is October 1, 2023.

**[Signature Page to Follow]**

**IN WITNESS WHEREOF** the parties hereto, by and through their undersigned authorized officers have caused this Agreement to be executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:  
KENNETH BURKE, CLERK

PINELLAS COUNTY EMERGENCY  
MEDICAL SERVICES AUTHORITY  
By and through its Board of County  
Commissioners

by: \_\_\_\_\_  
Deputy Clerk

by: \_\_\_\_\_  
Chairman

Countersigned:

PINELLAS SUNCOAST  
FIRE & RESCUE DISTRICT

by: \_\_\_\_\_  
Chairperson, Board of Commissioners

Attest:

by: \_\_\_\_\_  
Secretary/Treasurer

**Appendix A**  
**ALS First Responder Profile**

<b>Contractor</b>	Pinellas Suncoast
<b>EMS District(s)</b>	Pinellas Suncoast EMS District
<b>Authority Funded Units</b>	Engine 26 Engine 27 Truck 28
<b>Contractor Funded Units</b>	None
<b>EMS Coordination</b>	EMS Administrative Coordinator – 1 FTE (Pinellas Suncoast 600)
<b>FY23-24 Annual Compensation</b>	\$2,149,180
<b>Projected Capital</b>	FY22-23 None FY23-24 None FY24-25 None FY25-26 None FY26-27 EMS Coordinator Vehicle