



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 different 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 30th.

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 27th.

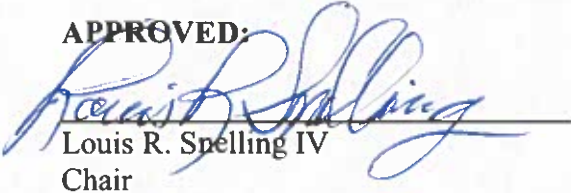
MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER KOSKINAS

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.

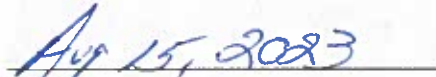
There being no further business to come before the Board, the meeting was adjourned at 8:37 p.m.

APPROVED:


Louis R. Snelling IV
Chair

ATTEST:


Kimberly G. Hampton
District Administrator


Date Approved