



Pinellas Suncoast Fire & Rescue

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

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**FIRE CHIEF
JEFFREY DAVIDSON**

**MINUTES
OCTOBER 17, 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, Vice Chair Elizabeth “Betsey” McKenna, 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, and Finance Director Erin Brooks were also present.

ADDITIONS OR DELETIONS:

23-11 RFQ –Professional Design and Construction – Review and Evaluation by Architect or Engineer (FS 255.065) (ZHA, Incorporated – Update)

GENERAL REMARKS FROM THE AUDIENCE: None.

DISCUSSION ITEMS:

23-11 RFQ –Professional Design and Construction – Review and Evaluation by Architect or Engineer (FS 255.065) (ZHA, Incorporated – Update)

Discussion: Chief Davidson informed the Commission that the District has contracted with ZHA, Inc. for the design criteria package and draft Request for Proposals. He explained that, while the District had received an unsolicited proposal from a P3 company, it was previously decided that the request would be open to non-P3 respondents; therefore, two requests will be drafted – one for fire stations via a P3, and one via design-build two weeks later. Fire Chief Davidson stated that the administrative team will review the proposals, rank them, and present to the Board for a decision.

ADJOURNMENT

The Workshop was adjourned at 6:10 p.m.

REGULAR MEETING CALLED TO ORDER

ADDITIONS OR DELETIONS TO AGENDA: None.

MONTHLY BUSINESS:

1. Approval of Minutes: September 27, 2023 Budget, Workshop, and Regular Meetings

Discussion: None.

A motion to approve the minutes of the September 27, 2023 Budget, Workshop, and Regular Meetings.

MOTION: COMMISSIONER GARDELLA SECOND: COMMISSIONER KOSKINAS

All in favor, motion passed unanimously.

2. Treasurer's Report: September, 2023

Discussion: Secretary/Treasurer Lawrence Schear stated that the investment program is in accordance with policy, with \$4.39 million held in interest-earning accounts, and \$268,000 in non-interest checking. In the capital projects fund, \$4,300 was collected in impact fees during the months of June and July. Fiscal year to date impact fee collections total \$69,000. In the general fund, \$5,000 was received from FEMA for our management costs to process the Hurricane Ian claim. The surplus 2001 Freightliner Squad was sold for \$12,500. Year to date Fire Prevention income totals \$46,000.

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

MOTION: COMMISSIONER MCKENNA SECOND: COMMISSIONER KOSKINAS

All in favor, motion passed unanimously.

3. Correspondence: None.

GENERAL REMARKS FROM THE AUDIENCE:

REPORTS:

1. **COMMISSION:** Secretary/Treasurer Lawrence Schear stated that he recently represented the District at the Indian Shores Police Department accreditation ceremony.
2. **ATTORNEY:** Attorney Jeff Albinson gave a brief update on the aforementioned EEOC matter that he is working on with Chief Davidson based on a complaint made by former firefighter, Charles Morris.

3. CHIEF'S REPORT: Fire Chief Davidson informed the Board that Assistant Chief Doug Higley was recently injured while on duty and must have surgery. He will work a light duty status when approved by a physician.

Chief Davidson stated that, of the four SAFER grant-funded positions, two have been filled and those personnel started yesterday. He continued that additional interviews were concluded today, and an additional two conditional job offers have been extended. The Chief mentioned that the three of the new firefighters are former military personnel, which he is proud the District has many of.

Chief Davidson stated that the engine build is behind schedule with an expected delivery date in April and a ceremony will be scheduled once received. He added that the financing company is paying for the additional interest.

The Chief stated that a new Fire Prevention Officer I started recently working under Assistant Chief Doug Higley and Fire Prevention Officer II Robert Hill. This position will be focusing on short-term rental inspections and public education.

Also related to the Fire Prevention Division, Chief Davidson stated that the MobileEyes software has been having problems recently and people have not been able to pay inspection invoices. The problem should be corrected soon.

Chief Davidson stated that State Representative Kim Berfield will be visiting Station 27 on October 16th at 11:00 a.m. prior to the delegation conference as she is sponsoring the District's legislative appropriations request. The Chief stated that he will be attending the delegation to speak on the District's request for funding. He added that he is working with Laura Jacobs Donaldson and her associates on the paperwork to request \$7 million in funding.

Chief Davidson discussed the hiring of a new part-time administrative finance assistant to assist Finance Director Erin Brooks and District Administrator Kim Hampton and interviews should take place in the next few weeks.

ACTION ITEMS:

**23-38 Request for Proposal (RFP) #24-001
Request for Auditing Services**

Discussion: Finance Director Erin Brooks recapped that the Board appointed the members of the Auditor Selection Committee – Heather Fleming Koskinas, David Gardella, and Diantha Schear – and within the first two meetings, the group was able to produce a draft RFP. If the Board approves, it will be advertised on October 25th. Director Brooks discussed the anticipated timeline of events and stated that it is the goal to secure an auditor at the December 19th Board of Fire Commissioners meeting. Commissioner Fleming Koskinas commended Director Brooks for her work on this and the quick turnaround time of the RFP.

A motion to approve Request for Proposal #24-001 be advertised.

MOTION: COMMISSIONER MCKENNA SECOND: COMMISSIONER GARDELLA

All in favor, motion passed unanimously.

23-39 District Legal Counsel Name Change – Golden Albinson Proulx, Attorneys at Law

Discussion: Attorney Jeff Albinson explained that two partners in the law firm left, and it was decided the remaining members create a new entity, even though those members were already members of the firm. He explained that this technically means he has changed law firms, and the Florida Bar offers clients three choices: Continue allowing Attorney Albinson to serve as general counsel, find new legal counsel, or stay with the former firm, which does not exist in this circumstance.

**A motion to approve the District to do business with
Attorney Jeff Albinson and Golden Albinson Proulx, Attorneys at Law.**

MOTION: COMMISSIONER MCKENNA SECOND: COMMISSIONER KOSKINAS

All in favor, motion passed unanimously.

23-40 Declared Surplus Property

Discussion: Finance Director Erin Brooks stated that she began declaring surplus property at the November meeting last year to inform the Board of items the District intends to sell. She explained that the old Marine 27 unit has been at a consignment dealer for some time, but there is no other property to declare as surplus.

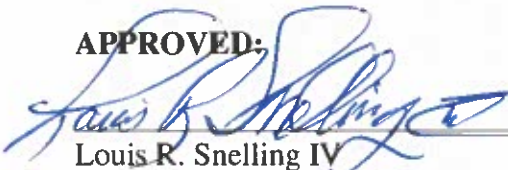
23-41 Fire Chief Evaluation – October 2023

Discussion: Chair Louis Snelling began by apologizing to Fire Chief Davidson for the delay in completing his evaluation since the change was made to his employment contract. He added that, while he has been in discussions with Finance Director Brooks, he has not received all the evaluations back yet and recommends tabling this item until the next meeting. Fire Chief Davidson stated that he understands, and he is proud of all the District is accomplishing.

Chief Davidson mentioned that Dr. David Griffin will be speaking on October 27th and Commissioners are welcome to attend either the morning or afternoon session.

There being no further business to come before the Board, the meeting was adjourned at 7:44 p.m.

APPROVED:


Louis R. Snelling IV
Chair

ATTEST:


Kimberly G. Hampton
District Administrator


Date Approved