

AGENDA FOR SEPTEMBER 11, 2017

NOTICE: If a person decides to appeal any decision made by the Board of Commissioners with respect to a matter considered at a meeting, he/she will need to ensure that a verbatim record of the proceedings is made, which record must include the testimony and evidence upon which the appeal is to be based. F.S. 286.0105

- 1. Minutes of August 14, 2017 (Regular Meeting)**
- 2. Treasurer's Report**
- 3. Chief's Report**
- 4. Report on Emergency Operations, Fire Prevention and Employee Time Study**

OTHER BUSINESS:

- 5. September 11 Memorial Planning (Commissioner Peluso)**
- 6. Board of Commissioners Award (Commissioner Peluso)**
- 7. 10/1/2017 – 9/30/2020 Labor Agreement, IAFF Local 2980**
- 8. Vacation Sellback**
- 9. Insurance Renewals**
- 10. Funds from Education Station (Commissioner Peluso)**

COMMENTS:

BOARD OF COMMISSIONERS

Palm Harbor Special Fire Control and Rescue District

COMMISSIONERS

DEBRA BUSCHMAN
CASEY L. CANE
JAMES P. NELSON
JULIE A. PELUSO
JOSEPH PETRILLO



MINUTES of AUGUST 14, 2017

A regular meeting of the Board of Commissioners was held on August 14, 2017 and called to order at 7:03 p.m.

PRESENT: Commissioners Buschman, Cane, Nelson, Peluso, and Petrillo; Chief Maciuba, Deputy Chief Pittman, Attorney Andrew Salzman, Office Manager Eileen Brown

Chief Maciuba announced the promotions of Lieutenant/PM Ashley White, Training Chief Jason Haynes and Deputy Chief Brent Breuer. Deputy Chief Pittman presented each with their new fire helmet, signifying their position within the Department. Chief Maciuba administered the Oath of Office to all and each signed respectively. Congratulations to all who were recognized for their achievements!

The meeting recessed for pictures and refreshments and resumed at 7:30 p.m.

MOTION J. Peluso/C. Cane unanimous: Approve the Minutes of July 10, 2017 as written.

Comm. Peluso read the Treasurer's Report (attached) which showed cash balances of \$7,003,740 in general funds (both operating and reserves) and \$150,842 in impact fees as of June 30, 2017 (\$79,808 in the money market account and \$71,034 in CD #18, which is from impact fees collected). A motion was made by Commissioner Cane, seconded by Commissioner Nelson, to approve the Treasurer's Report as presented.

Chief Maciuba reviewed the Chief's Report (attached).

Deputy Chief Pittman gave the report on Emergency Operations, Fire Prevention and Employee Time Study. (attached)

Chief Maciuba discussed with the Board CD #21, which will mature August 29, 2017, in the amount of \$715,767.88 (as of 7/27/17). He was directed to move forward in renewing the CD with Florida Community Bank, at the guaranteed interest rate of 1.55%, adding the budgeted amount of \$295,125 from Capital reserves.

Chief Maciuba also stated that the Department was presented with several options by Water Walker Investments/Florida Fixed Income Trust from the FASD Annual Conference. At the Board's request, Chief Maciuba will research what investments are with Florida Fixed, and will present the information at next month's Commission Meeting.

MOTION C. Cane/J. Peluso unanimous: Approve and sign the September 11 Proclamation.

Commissioner Peluso spoke to the Board regarding the September 11, 2017 Memorial Planning. She stated that she would like to nominate each of the 9/11 Committee Members for a Commissioner's Award, in recognition of their time and efforts dedicated for each 9/11 event. She will have a list of all those involved at next month's Commission Meeting.

In regard to Other Business Item #9, "Legal Services for 17-18 Constitution Revision Committee," MOTION failed. (J. Petrillo for/D. Buschman, C. Cane, J. Nelson, J. Peluso against)

MOTION J. Nelson/J. Petrillo unanimous: Approve the ALS First Responder Agreement.

Chief Maciuba presented the proposed 17-18 Budget for the FF 175 Pension Plan.

MOTION J. Petrillo/J. Peluso unanimous: Approve Resolution 2017-01 (Proposed FF 175 Pension Plan Changes).

Commissioner Cane spoke with the Board regarding the feasibility of adding a Rescue Unit to the Department's fleet over the next two years.

Meeting adjourned at 8:43 p.m.

Debbie Buschman, Chairman

Julie Peluso, Sec/Treas.

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

**TREASURER'S REPORT
AS OF JULY, 2017
GENERAL FUNDS**

CASH OPERATING

| | | |
|-------------------------|----|------------------|
| Sun-General | \$ | 2,428,510 |
| Sun- Petty Cash | | 284 |
| BB&T-Payroll (Checking) | | 38,501 |
| BB&T-Payroll (Savings) | | 552,285 |
| <u>TOTAL OPERATING</u> | \$ | <u>3,019,580</u> |

CASH RESERVES

| | | |
|------------------------------------------------|----|------------------|
| Wauchula State Bank (CD #21) (Matures 8/29/17) | \$ | 715,768 |
| Patriot Bank (CD #17) (Matures 3/18/18) | \$ | 254,248 |
| Patriot Bank (CD #22) (Matures 11/21/17) | \$ | 252,249 |
| Wauchula State Bank (CD #20) (Matures 8/01/17) | \$ | 906,861 |
| | \$ | <u>2,129,126</u> |

| | | | |
|-----------------|-------|----|-----------|
| Capital | 65.3% | \$ | 1,390,532 |
| Sick & Vacation | 13.4% | \$ | 284,664 |
| SCBA | 12.4% | \$ | 262,947 |
| Operating | 9.0% | \$ | 190,983 |

HEALTH RESERVES

| | | |
|-----------------------------------------|----|---------|
| Patriot Bank (CD #16) (Matures 1/29/18) | \$ | 216,996 |
|-----------------------------------------|----|---------|

GRAND TOTAL (Operating & Reserves)

\$ 5,365,702

INCOME FOR JULY

| | | |
|----------------------------------|----|----------------|
| EMS | \$ | 204,632 |
| Ad Valorem | | 3,393 |
| Fire Prevention Fees | | 1,165 |
| Miscellaneous | | 50 |
| Tax Collector Rebate Fee | | - |
| Tower Rental | | 3,567 |
| Interest on Patriot (CD #16) | | 178 |
| Interest on Patriot (CD #17) | | 209 |
| Interest on Wauchula (CD #20) | | 577 |
| Interest on Wauchula (CD #21) | | 323 |
| Interest on Patriot (CD #22) | | 207 |
| Interest (does not include CD's) | | <u>2,770</u> |
| <u>TOTAL INCOME</u> | \$ | <u>217,071</u> |

PALM HARBOR SPECIAL FIRE CONTROL AND RESCUE DISTRICT

**TREASURER'S REPORT
AS OF JULY, 2017**

IMPACT FEES

CASH BALANCE

| | | |
|--------------------------------------------------------------|----|----------------|
| Money Market | \$ | 80,919 |
| Patriot Bank (CD #18) (Matures 3/18/18) | \$ | 71,034 |
| (CD #18 is from Impact Fees Collected) | | |
| Interest on Patriot (CD #18) | \$ | <u>58</u> |
| | \$ | 71,092 |
| TOTAL | \$ | <u>152,011</u> |

INCOME FOR JULY

| | | |
|---------------------|----|----------|
| Impact Fees | \$ | 1,107 |
| Impact Fee Interest | | <u>3</u> |
| <u>TOTAL INCOME</u> | \$ | 1,110 |

Palm Harbor Special Fire Control Rescue District
Budget Expense Analysis
For the Ten Periods Ending July 31, 2017

| | TOTAL | | | |
|------------------------------------------|------------------|-------------------|------------------|---------------|
| | Actual | Annual Budget | Variance | Percent |
| Income | | | | |
| 311.000 - Ad Valorem | 7,557,266 | 7,443,005 | 114,261 | 101.54% |
| 331.200 - Grants-Federal | 0 | 0 | 0 | 0.0% |
| 332.200 - Grants-Private | 0 | 0 | 0 | 0.0% |
| 334.200 - Grants-State | 58,592 | 50,000 | 8,592 | 117.18% |
| 342.000 - Public Safety Income | 2,081,206 | 2,455,581 | -374,375 | 84.75% |
| 361.000 - Interest | 31,092 | 16,000 | 15,092 | 194.33% |
| 341.510 - Tax Collect Fee Rebate | 47,050 | 45,000 | 2,050 | 104.56% |
| 363.200 - Impact Fees | 0 | 0 | 0 | 0.0% |
| 365.000 - Sale of Capital Equip | 0 | 5,000 | -5,000 | 0.0% |
| 369.000 - Other Miscellaneous Revenues | 19,747 | 25,000 | -5,253 | 78.99% |
| 370.000 - Fees for Services | 18,556 | 20,000 | -1,444 | 92.78% |
| 380.100 - Tower Rental | 35,189 | 43,042 | -7,853 | 81.76% |
| 381.000 - Impact Fee Transfer | 0 | 0 | 0 | 0.0% |
| 381.200 - Insurance Claims Paid | 15,581 | 0 | 15,581 | 100.0% |
| 381.300 - Health Insurance Reimbursement | 0 | 0 | 0 | 0.0% |
| 384.000 - Loan Proceeds | 0 | 0 | 0 | 0.0% |
| Total Income | 9,864,279 | 10,102,628 | -238,349 | 97.64% |
| Expense | | | | |
| 522.000 Payroll Expenses | | | | |
| Salary Commissioners | 24,807 | 30,000 | 5,193 | 82.69% |
| Salary Staff | 605,533 | 810,991 | 205,458 | 74.67% |
| Hourly-Shift | 3,068,256 | 3,670,554 | 602,298 | 83.59% |
| Hourly-40/PT (Admin) | 187,032 | 227,686 | 40,654 | 82.15% |
| Overtime | 155,430 | 200,045 | 44,615 | 77.7% |
| Medicare Company | 58,811 | 71,620 | 12,809 | 82.12% |
| Social Security Company | 251,418 | 306,235 | 54,817 | 82.1% |
| FRS Retirement Acct. | 197,932 | 260,746 | 62,814 | 75.91% |
| PHSFCD Pension Plan | 833,139 | 809,149 | -23,990 | 102.97% |
| Group Health Ins | 1,126,092 | 1,456,636 | 330,544 | 77.31% |
| Post Employment Health Plan | 57,350 | 57,354 | 4 | 99.99% |
| Long Term Disability Insurance | 25,144 | 24,990 | -154 | 100.62% |
| Worker's Comp Ins | 131,836 | 171,787 | 39,951 | 76.74% |
| Total Payroll Expenses | 6,722,780 | 8,097,793 | 1,375,013 | 83.02% |
| 522.302 - Accreditation | 1,410 | 1,510 | 100 | 93.38% |
| 522.305 - Ad Valorem Fee | 153,920 | 147,185 | -6,735 | 104.58% |
| 522.306 - Appliances { 3,000 | 0 | 2,000 | 2,000 | 0.0% |
| 522.321 - Auditing Services | 19,350 | 19,000 | -350 | 101.84% |
| 522.330 - Lawn Maintenance | 10,635 | 16,000 | 5,365 | 66.47% |
| 522.304 - Property Appraiser | 66,193 | 67,500 | 1,307 | 98.06% |
| 522.310 - Professional Services | 6,119 | 12,450 | 6,331 | 49.15% |
| 522.311 - Legal Fees | 4,600 | 10,000 | 5,400 | 46.0% |
| 522.541 - Bks-Pub-Subscriptions | 232 | 1,500 | 1,268 | 15.47% |
| 522.312 - Board of Commissioners | 7,042 | 7,000 | -42 | 100.6% |
| 522.520 - Personal Protective Equipment | 30,768 | 48,000 | 17,232 | 64.1% |
| 522.521 - Clothing-Uniform | 12,392 | 15,000 | 2,608 | 82.61% |

Palm Harbor Special Fire Control Rescue District

Budget Expense Analysis

For the Ten Periods Ending July 31, 2017

| | TOTAL | | | |
|----------------------------------------------|----------------|------------------|-----------------|---------------|
| | Actual | Annual Budget | Variance | Percent |
| 522.323 · Communication Equip { 3,000 | 1,170 | 2,500 | 1,330 | 46.8% |
| 522.525 · Computer Hardware/Software | 19,127 | 12,000 | -7,127 | 159.39% |
| 522.334 · Custodial Supplies | 7,174 | 8,000 | 826 | 89.68% |
| 522.335 · Credit Card Fee from Square | 24 | 0 | -24 | 100.0% |
| 522.336 · Late Fees | 147 | 0 | -147 | 100.0% |
| 522.316 · Community Outreach Programs | -751 | 2,000 | 2,751 | -37.55% |
| 522.345 · EMS Equip { 3,000 | 1,271 | 4,000 | 2,729 | 31.77% |
| 522.346 · Emergency Mgmt Supplies | 70 | 500 | 430 | 14.0% |
| 522.527 · Fuel | 54,595 | 77,250 | 22,655 | 70.67% |
| 522.542 · Fire Prev-Books/Pub | 1,346 | 1,800 | 455 | 74.75% |
| 522.374 · Fire Prevention | 0 | 1,000 | 1,000 | 0.0% |
| 522.376 · Fire Equip { 3,000 | 9,177 | 5,000 | -4,177 | 183.54% |
| 522.380 · Fitness Equip { 3,000 | 351 | 1,250 | 899 | 28.08% |
| 522.390 · Furnishings { 3,000 | 0 | 7,000 | 7,000 | 0.0% |
| 522.500 · Incentive Program | 22,661 | 24,000 | 1,339 | 94.42% |
| 522.451 · Ins Accident &Spec Ris | 15,682 | 16,866 | 1,184 | 92.98% |
| 522.450 · Ins Land-Bldg-Auto-E&O | 111,460 | 121,344 | 9,884 | 91.86% |
| 522.398 · Bad Debt | 0 | 0 | 0 | 0.0% |
| 522.399 · Membership-Recertification | 8,791 | 12,000 | 3,209 | 73.26% |
| 522.319 · Med/Health Services | 29,552 | 38,500 | 8,948 | 76.76% |
| 522.490 · Misc Operating Expense | 7,887 | 6,000 | -1,887 | 131.45% |
| 522.405 · Office Equip { 3,000 | 228 | 1,575 | 1,347 | 14.46% |
| 522.510 · Office Supplies | 4,693 | 6,500 | 1,807 | 72.2% |
| 522.425 · Pre-employment Process | 745 | 4,000 | 3,255 | 18.63% |
| 522.370 · Postage | 1,765 | 2,300 | 535 | 76.74% |
| 522.470 · Printing | 376 | 1,800 | 1,424 | 20.87% |
| 522.480 · Public Education { 3,000 | 5,262 | 5,000 | -262 | 105.24% |
| 522.445 · Rental Equip | 0 | 350 | 350 | 0.0% |
| 522.460 · Repair & Maintain Bldgs | 46,327 | 77,000 | 30,673 | 60.17% |
| 522.461 · Repair Fleet | 70,957 | 95,000 | 24,043 | 74.69% |
| 522.462 · Repair & Maint Equip | 16,355 | 28,000 | 11,645 | 58.41% |
| 522.463 · Repair & Maint Radios | 13,384 | 18,000 | 4,616 | 74.36% |
| 522.464 · Expenses-Sale of Capital Equipment | 0 | 0 | 0 | 0.0% |
| 522.550 · Training Equip { 3,000 | 0 | 700 | 700 | 0.0% |
| 522.570 · Training & Ed | 23,120 | 38,000 | 14,880 | 60.84% |
| 522.400 · Travel | 4,115 | 7,500 | 3,385 | 54.87% |
| 522.430 · Utilities | 55,561 | 78,581 | 23,020 | 70.71% |
| Total Operating Expenses | 845,281 | 1,052,461 | -207,180 | 80.32% |
| 522.600 Capital Outlay | | | | |
| Communication Equip } 3,000 | 14,832 | 33,500 | 18,668 | 44.28% |
| EMS Equip } 3,000 | 0 | 0 | 0 | 0.0% |
| Fire Equip } 3,000 | 3,170 | 25,514 | 22,344 | 12.43% |
| Fitness Equip } 3,000 | 0 | 3,000 | 3,000 | 0.0% |
| Office Equip } 3,000 | 0 | 0 | 0 | 0.0% |
| Large Appliances } 3,000 | 0 | 3,000 | 3,000 | 0.0% |
| Replacement Apparatus | 34,000 | 50,000 | 16,000 | 68.0% |
| Replacement Vehicle-Staff | 93,974 | 89,544 | -4,430 | 104.95% |
| Furnishings-Equip } 3,000 | 0 | 0 | 0 | 0.0% |

Palm Harbor Special Fire Control Rescue District
Budget Expense Analysis
For the Ten Periods Ending July 31, 2017

| | TOTAL | | | |
|----------------------------------------|------------------|-------------------|------------------|----------------|
| | Actual | Annual Budget | Variance | Percent |
| Improvements/expansion | 0 | 0 | 0 | 0.0% |
| 522.600 Total Capital Outlay | 145,976 | 204,558 | 58,582 | 71.36% |
| 522.620 Reserves | | | | |
| Contingency Reserve | 0 | 130,000 | 130,000 | 0.0% |
| SCBA Reserve | 18,274 | 18,274 | 0 | 100.0% |
| Sick/Vac Reserve | 18,542 | 18,542 | 0 | 100.0% |
| Operating Reserve | 150,294 | 150,294 | 0 | 100.0% |
| Capital Reserves | 0 | 295,125 | 295,125 | 0.0% |
| 522.601 Total Capital Reserves | 187,110 | 612,235 | 425,125 | 30.56% |
| 522.650 Transfer from Operating | 0 | 0 | 0 | 0.0% |
| 522.700 Loans | | | | |
| BB&T Lease | 135,581 | 135,582 | 1 | 100.0% |
| 522.700 Total Loans | 509,801 | 135,582 | 1 | 376.01% |
| Total Expense | 8,410,948 | 10,102,629 | 1,691,681 | 83.26% |
| Net Income | 1,453,331 | 0 | 1,453,331 | 100.0% |

**PALM HARBOR FIRE RESCUE
BUDGET LINE ITEM JUSTIFICATION
July 31, 2017
10 months = 83 + 10 = 93%**

EXPENSES

PHSFCD Pension Plan 102.97%
175 Deficit Payoff

Post Employment Health Plan 99.99%
Annual PEHP Incentive

Long Term Disability Insurance 100.62%
Fees associated with new hires

Ad Valorem Fee 104.58%
Bulk of tax collector due at beginning of year

Auditing Services 101.84%
Final Billing-Audit Year Ended 9/30/16
EMS Audit Year Ended 9/30/16
PDF Format-Audit Year Ended 9/30/16

Property Appraiser 98.06%
4th Qtr. Commissions FY 2016-2017 (Fully paid)

Board of Commissioners 100.6%
FASD-Orlando

Computer Hardware/Software 159.39%
Toughbook – C. Maciuba
Port Over Content for Updated Web Site
Installation of Custom Firewall and Protection Layers

Fire Equipment < 3,000 183.54%
SCBA Flow Tests
Municipal Equipment-Fire Hose

Incentive Program 94.42%
Annual Awards Dinner-2016
Fitness Bonuses
Markford/Mercer Retirements

Misc Operating Expense 131.45%

60th Anniversary

Officer Training/New Hire Orientation/Interviews

Assessment Center; HazMat Meeting; Promotional Process

Public Education < 3,000 105.24%

Public Education Supplies

Replacement Vehicle-Staff 104.95%

2017 Chevrolet Silverado (Lowman)

2017 Chevrolet Tahoe (Deputy Chief Support Services)

2017 Ford Escape (Monforti)

Equipment Installation-2017 Chevrolet Tahoe (Deputy Chief Support Services)

Equipment Installation-2017 Chevrolet Silverado (Lowman)

SCBA Reserve 100.0%

Sick/Vac Reserve 100.0%

Operating Reserve 100.0%

Added to Florida Community Bank Certificate of Deposit

BB&T Lease 100.0%

Bi-Annual Payment – Paid in Full for FY 10/16-9/17



Fire Chief's Report

September 11, 2017



1. Countywide EMS System Issues:

- a. **EMSAC:** Next meeting scheduled for September 21.
- b. **EMS Budget/Contract:** Awaiting final approval from BOCC.
- c. **Marine Rescue:** Funding for water rescue resources have been set up as a grant program through Pinellas County. The same funding levels as this year will be maintained.

2. **Council of Special Fire Districts of Pinellas:** No new information.

3. **Strategic Plan:** Continual work in progress.

4. **Labor Negotiations:** Completed pending approval of Board of Commissioners and labor members.

5. **SERP Deployment(s):** No new information regarding the reimbursement process for the Collier County Wildfires.

6. **Station 68:** We are again experiencing some problems with the 2nd story A/C. We are currently reviewing quotes to replace the A/C system ductwork, have the drop ceiling area cleaned and replace insulation and ceiling tiles where needed.

7. **Apparatus/Vehicles:** As discussed earlier, an Apparatus Committee has been working with E1 for the upcoming Engine replacement. We expect to have a purchase proposal at next month's regular meeting.

8. **Personnel:** A new member, FF/PM Paul Holmes, began his orientation on August 31 and has been assigned to 'A Shift'.

9. **Water Safety:** On August 18 our staff was joined with volunteers from within the department, PCSO, FL Dept. of Health – Pinellas, Mease/Baycare, Pip's Pools Inc., John's Hopkins All Children's Hospital and the Juvenile Welfare Board to conduct a canvass of over 140 residences for pool and home safety. The particular area targeted was due to 2 child drownings.

10. **Community Events:** The Palm Harbor Holiday Parade is in the early planning stages. The date for the parade is set for December 16, 2017. Any Commissioners desiring to ride in the parade, please let me know so vehicles can be secured.

Serving the communities of Ozona, Palm Harbor and Crystal Beach

11. Prevention: We will again be participating in this year's Fire Safety Expo at Westfield Mall (Countryside) on October 9, 2017.

12. CD #21: Moved to Florida Community Bank (FCB) for a term of 18 months at a rate of 1.55% per direction of the Board at last meeting.

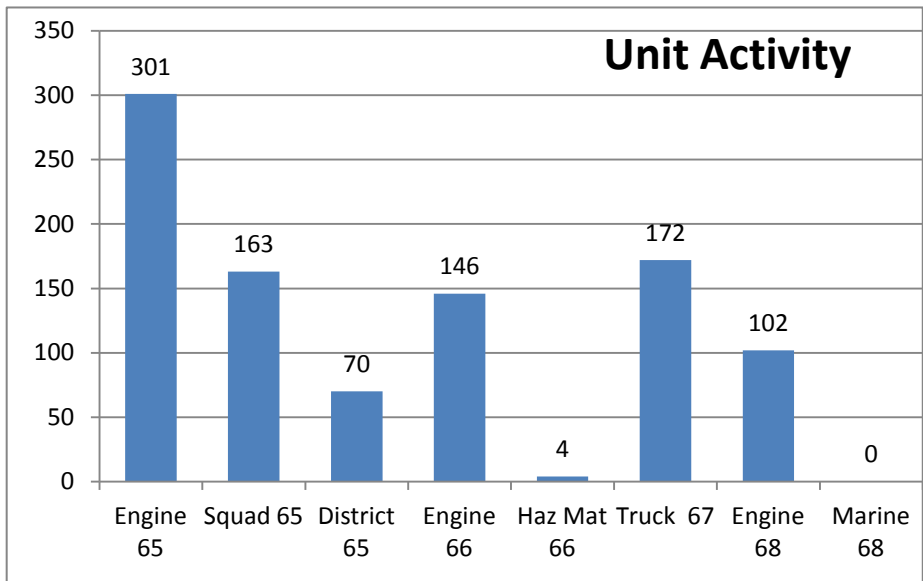
PALM HARBOR FIRE RESCUE

2017 MONTHLY REPORT-JULY

| Incidents | Month | YTD | Last Mon | Fire Prevention | Month | YTD |
|----------------------|-------|------------|-----------------|-------------------------|----------|-----------|
| Struc. Resp. | 16 | 141 | 19 | Inspections | 92 | 593 |
| Medical | 584 | 4206 | 584 | Plan Reviews | 7 | 72 |
| Auto Crash | 52 | 436 | 53 | Finals | 3 | 53 |
| Haz Mat | 0 | 36 | 5 | Dollar Loss | \$33,050 | \$667,029 |
| Aid Given | 40 | 249 | 42 | Last Yr Dollar Loss | \$90,501 | \$397,556 |
| Aid Recv w | 6 | 92 | 19 | Fires | 5 | 63 |
| Aid Recv w/o | 15 | 127 | 13 | | | |
| False Alarms | 24 | 198 | 24 | Public Education | | |
| Total Resp. | 737 | 4729 | 759 | Events | 36 | 386 |
| Unit Activity | | YTD | Last Mon | Car Seat Checks | 7 | 138 |
| Engine 65 | 301 | 2272 | 318 | Participants | 627 | 5876 |
| Squad 65 | 163 | 1220 | 150 | Time Study | | |
| District 65 | 70 | 486 | 61 | Overtime | 687 | 3602 |
| Engine 66 | 146 | 1076 | 138 | Sick | 411 | 2825 |
| Haz Mat 66 | 4 | 14 | 1 | Vacation | 1426 | 8901 |
| Truck 67 | 172 | 1182 | 179 | Work Comp | 0 | 162 |
| Engine 68 | 102 | 687 | 104 | Lite Duty | 0 | 94.75 |
| Marine 68 | 0 | 30 | 6 | | | |
| FB 68 | 4 | 4 | 0 | | | |

Compliance with Standard of Coverage- Seven Minutes

| Type | Incidents Month | Month < 7 Mins | Compliance | Incidents YTD | YTD < 7 Mins | Compliance |
|------------------------|-----------------|----------------|------------|---------------|--------------|------------|
| EMS | 421 | 404 | 96% | 3007 | 2893 | 96% |
| Fires-First Due | 4 | 4 | 100% | 30 | 27 | 90% |





Palm Harbor Fire Rescue

Interoffice

MEMORANDUM

Commission Meeting Agenda Item #6

To: Board of Fire Commissioners
From: Craig M. Maciuba, Fire Chief
Date: August 31, 2017
Subject: Board of Commissioners Award

At last month's meeting, Commissioner Peluso discussed awarding the members of the 9/11 memorial ceremony planning committee with the Board of Commissioners Award.

I have attached the policy approved by the Board in November 2015 for your reference.

The names provided for discussion are as follows:

- Mary Devine
- Keenan Knopke
- Dick Martin
- Louis Kikis (FDNY retired)
- Rich Miccio (FDNY retired)
- Paul Ryan (FDNY retired)
- Gene Gentile (NYPD retired)
- Joe Sprowls (NYPD retired)
- Pinellas County Sheriff's Office

PALM HARBOR FIRE RESCUE

‘BOARD of COMMISSIONERS AWARD’

PURPOSE: Recognition awarded by the Palm Harbor Board of Commissioners to an individual/group/company that has exhibited a significant contribution to the Palm Harbor Fire Department and/or Department efforts in the community.

GUIDELINES: This award shall be considered for any individual/group/company whom:

- Is not an employee of the Department
- Is not a contractor of the department for the service or effort being recognized

PROCEDURE:

1. Board Member shall have the topic added to the agenda of a regular meeting. Board member shall contact the Fire Chief at least 5 days prior to the meeting to add to the agenda and provide any supporting information.
2. Board Member shall present the nomination to the remaining Board Members outlining the reason(s) the award should be considered.
3. The nomination shall be discussed by the Board at a regularly scheduled meeting.
4. Upon Board approval, the award recipient(s) shall be invited to a regularly scheduled Board meeting for the award presentation. Award recipient(s) shall also receive an invitation to the Department Annual Awards & Appreciation Dinner.

Palm Harbor Fire Rescue

interoffice

MEMORANDUM

Commission Meeting Agenda Item #8

To: Board of Commissioners

From: Craig M. Maciuba, Fire Chief

Date: August 31, 2017

Subject: VACATION PAYOUT REQUEST

I have received requests from the employees identified below regarding vacation payout. This is provided for in the Labor Agreement, Administrative Staff Agreement, and the Chief Officer's Agreement, and is permissible under the following conditions:

Employees who earn more than two weeks annual leave per year may, with the approval of the District, elect to receive cash payment for all annual leave in excess of two (2) weeks to be earned during that fiscal year providing: two (2) weeks minimum leave has been or is being taken at that time, and no vacation carried over from prior years shall be converted to pay.

1. Deputy Chief Brent Breuer has requested that 122 hours of his accrued vacation time be converted to pay. Deputy Chief Breuer does accrue more than two weeks per year and will have taken two weeks of vacation leave since October 1, 2016. At his current hourly rate of \$ 49.28, this would total \$ 6,012.16.
2. District Chief Scott Sanford has requested that 146 hours of his accrued vacation time be converted to pay. D/C Sanford does accrue more than two weeks per year and will have taken two weeks of vacation leave since October 1, 2016. At his current hourly rate of \$ 32.53, this would total \$ 4,749.38.
3. EMS/Safety Chief Doug Zimmerman has requested that 75 hours of his accrued vacation time be converted to pay. D/C Zimmerman does accrue more than two weeks per year and will have taken two weeks of vacation leave since October 1, 2016. At his current hourly rate of \$ 42.89, this would total \$ 3,216.75.
4. Act/Fire Marshal Frank Lowman has requested that 80 hours of his accrued vacation time be converted to pay. A/Fire Marshal Lowman does accrue more than two weeks per year and will have taken two weeks of vacation leave since October 1, 2016. At his current hourly rate of \$ 37.09, this would total \$ 2,967.20.

The total amount is \$ 16,945.49. After the 10 periods ending July 31, 2016, the Salary - Staff item in the budget reflects a usage of 74.67 % from a possible 84.62%; Salary – Shift item in the budget reflects a usage of 83.59% from a possible 84.62% and the Hourly 40/PT reflects 82.15% of a possible 84.62%.

The Labor Agreement, Administrative Staff Agreement, and Chief Officer’s Agreement require district approval; therefore, I am requesting your approval of these requests.

This item is on the September Commission Meeting Agenda.

Please let me know if I can answer any questions.

Palm Harbor Fire Rescue

Interoffice

MEMORANDUM

Commission Meeting Agenda Item #9

To: Board of Fire Commissioners
From: Craig M. Maciuba, Fire Chief
Date: August 31, 2017
Subject: Insurance Renewals

At this month's regular meeting, we will have to do the annual insurance renewals. The following are the final rates for our insurance renewals for FY 17/18. These funds have been included in the proposed FY 17/18 Budget.

Accident & Sickness

ESIP - \$15,682 is the budget figure provided.

Liability/Vehicles/Buildings Package Insurance

VFIS - \$114,272 which includes \$1,084 (FLPLA) fuel storage tank insurance and \$10,649 for Umbrella policy.

Workers' Compensation Insurance

Our current carrier, PGIT, is providing a renewal. The premium for 17/18 is estimated to be \$169,376. Our experience modification has decreased this year to 0.64. This is the final year of the locked rate for a 2 year period.

Health Insurance

Not due for renewal until January 1, 2018.