

**CEDAR HAMMOCK FIRE CONTROL DISTRICT
AGENDA
REGULAR MEETING OF THE BOARD OF FIRE COMMISSIONERS**

DATE

August 15, 2019

CALL TO ORDER

Please turn off cell phones

INVOCATION AND PLEDGE OF ALLEGIANCE

QUORUM

CONSENT AGENDA

The following items are determined to be routine in nature and should be considered in a single motion. Items determined to warrant individual discussion should be removed from this list prior to adoption. Such items should be discussed separately.

- Minutes – July 18, 2019
- Treasurer’s Report – Financials and Check Register, July 2019
- Salary Ratification

BOARD ACTION REQUIRED

SPECIAL BUSINESS

OLD BUSINESS

Proposed Budget 2019/2020 Draft 4

NEW BUSINESS

CHIEF’S REPORT

COMMISSIONER’S COMMENTS

NEXT MEETING DATE

September 12, 2019 – Public Hearing (Final NAV, Tentative AV, and Tentative Budget)

ADJOURNMENT

**Minutes of the Public Hearing
2018/2019 Budget Amendment
And
Minutes of the Regular Meeting of the
Board of Fire Commissioners
Cedar Hammock Fire Control District
July 18, 2019**

The regular meeting was called to order by Chairman Getman at 6:00 p.m. The following commissioners were present: Diane M. Bennett, Daniel N. Brunner, Richard G. Findlay, Ronald D. Getman, and John H. Stevens.

The invocation was given by Pastor Stan Pavkovich, which was followed by the Pledge of Allegiance.

Chairman Getman confirmed a quorum present for the meeting. The meeting was properly advertised.

CONSENT AGENDA

Chairman Getman asked if there was any discussion of the minutes. There was no discussion.

**ACTION: Commissioner Bennett moved to approve the consent agenda.
Vice Chairman Brunner seconded the motion.
The motion passed unanimously (5-0).**

SPECIAL BUSINESS

Chief Hoyle announced the promotions of Firefighter Taylor Clegg to Third Class and Firefighter Pete Setefano to Second Class.

Chief Hoyle announced a Push Back Ceremony for the two new engines following the conclusion of the regular meeting.

The Regular Meeting of the Cedar Hammock Fire Control District was recessed at 6:05 p.m. so the public hearing could be convened.

PUBLIC HEARING / 2018/2019 BUDGET AMENDMENT

Chairman Getman called the Public Hearing to order and requested verification of the Public Notice of the public hearing. A copy of the advertisement and affidavit will be included in the permanent record of the minutes.

Chief Hoyle presented Resolution 2019-04, 2018/2019 Budget Amendment, "A Resolution of the Cedar Hammock Fire Control District of Manatee County, Florida, Amending the Fiscal Year 2018-2019 Budget; Providing for an Effective Date."

Chairman Getman opened the Public Hearing for the 2018/2019 Budget Amendment for comments.

There were no public comments.

Commissioner Stevens inquired about legal fees. Chief Hoyle reviewed the exhibit outlining the cost breakdown of legal fees.

Chief Hoyle stated that Deputy Chief Falcone is in the process of developing a committee to produce a new five-year plan.

Chief Hoyle requested consent from the Board to pursue funding for Phase II of the Training Tower. All commissioners present gave consent to proceed.

Chairman Getman closed the public hearing for comments.

**ACTION: Vice Chairman Brunner moved to adopt Resolution 2019-04, 2018/2019 Budget Amendment as presented.
Commissioner Stevens seconded the motion.
The motion passed unanimously (5-0).**

Chairman Getman adjourned the Public Hearing for the 2018/2019 Budget Amendment.

Chairman Getman resumed the Regular Monthly Meeting at 6:13 pm.

PUBLIC COMMENTS

There were no public comments.

OLD BUSINESS

Apparatus Update – Deputy Chief Falcone confirmed the two new engines were in service. He thanked Battalion Chief French and B-Shift.

Training Facility Update – Deputy Chief Bradshaw provided an update on the Training Tower and said that we are approaching the bid phase of the project. An application has been submitted to SWFWMD to address potential drainage issues. Commissioner Bennet asked if there were grant opportunities available. Fire Marshal Center confirmed that an opportunity would be available next year.

ADA Website Compliance – Deputy Chief Bradshaw interviewed five vendors and reviewed their services. Out of the five interviewed, the best choice is a company called adasitecompliance.com. Staff has made the decision to engage the services of adasitecompliance.com according to purchasing policy guidelines. Further updates will be available at the next commission meeting in August.

NEW BUSINESS

P25 Compatible Radios – Deputy Chief Falcone stated that all towers are up and running. Testing for the Sheriff's Department is complete. The County will start testing fire departments next week. The project is expected to go live the first of next year. He does not foresee any additional radio purchases in this budget year.

Inventory – Deputy Chief Falcone reviewed the exhibit. He requested a motion from the board to surplus items listed that are obsolete and serve no useful function.

ACTION: **Commissioner Findlay moved to surplus items listed in the memo to the Board of Commissioners as presented.**
 Commissioner Bennett seconded the motion.
 The motion passed unanimously (5-0).

2018/2019 Fiscal Year Audit Engagement – Chief Hoyle reviewed the audit engagement letter as contained in the exhibit. He requested a board motion to allow the chief to execute documents and engage Christopher, Smith, Leonard, Bristow & Stanell, P.A. to perform the District's 2019 audit for the 2018/2019 fiscal year.

ACTION: **Commissioner Bennett moved to allow Chief Hoyle to execute documents and engage Christopher, Smith, Leonard, Bristow & Stanell, P.A. to perform the District's 2019 audit for the 2018/2019 fiscal year.**
 Vice Chairman Brunner seconded the motion.
 The motion passed unanimously (5-0).

Personnel Projection – Chief Hoyle reviewed the exhibit. He does not recommend hiring more personnel at this time in order to maintain the level of benefits to current employees.

CHIEF'S REPORT

The Chief's Report and departmental reports will be included in the permanent record of the minutes.

COMMISSIONER'S COMMENTS

Commissioner Stevens commended staff for providing manning for engines.

Commissioner Bennett announced that she would not be able to make the September 26, 2019, public hearing.

Commissioner Findlay acknowledged Firefighter Howell for his work on the Firefighters Benevolent Fund and Facebook page.

NEXT MEETING DATE

The next meeting of the Board of Fire Commissioners will be held August 15, 2019.

ADJOURNMENT

**ACTION: Commissioner Bennett moved to adjourn the meeting at 6:43 p.m.
Commissioner Findlay seconded the motion.
The motion passed unanimously (5-0).**

Respectfully submitted:

Chairman Ronald D. Getman

*Cedar Hammock Fire Control District
Income Statement
Period Ending 7/31/2019*

	<i>Current Month</i>	<i>Adopted Budget</i>	<u><i>YTD</i></u> <i>Actual</i>	<i>Percent</i>
<i>INCOME</i>				
BUDGETED USE OF RESERVES	\$43,082.00	\$841,167.00	\$841,167.00	100%
TAX ASSESSMENTS - FD22-AV	\$232.27	\$3,488,875.00	\$3,533,149.00	101%
TAX ASSESSMENT FD02-NON-AV	\$3,012.49	\$7,102,227.00	\$7,232,328.00	102%
IMPACT FEE COLLECTIONS	\$0.00	\$12,000.00	\$31,890.00	266%
INTEREST INCOME	\$0.00	\$100,000.00	\$134,762.00	135%
DONATIONS	\$20.00	\$0.00	\$346.00	0%
OTHER INCOME	\$68,799.45	\$690,334.00	\$630,651.76	91%
<i>TOTAL INCOME</i>	<i>\$115,146.21</i>	<i>\$12,234,603.00</i>	<i>\$12,404,293.76</i>	<i>101%</i>

<i>EXPENSES</i>				
FIRE PREVENTION BUREAU	\$2,440.05	\$14,300.00	\$6,427.41	45%
TRAINING DIVISION	\$252.75	\$40,200.00	\$19,339.73	48%
TRAINING FACILITY	\$170.41	\$6,000.00	\$4,933.20	82%
PERSONAL SERVICES -WAGES	\$413,582.93	\$5,607,025.00	\$4,486,043.53	80%
PERSONAL SERVICES -OTHER	\$217,526.99	\$3,374,971.00	\$2,829,710.99	84%
MAINTENANCE & REPAIRS	\$19,797.99	\$364,652.00	\$169,071.00	46%
OTHER OPERATING EXPENSES	\$76,022.94	\$1,647,155.00	\$1,280,736.00	78%
LAND/EQUIPMENT PURCHASE	\$1,071,681.11	\$1,180,300.00	\$1,083,089.00	92%
<i>TOTAL EXPENSE</i>	<i>\$1,801,475.17</i>	<i>\$12,234,603.00</i>	<i>\$9,879,350.86</i>	<i>81%</i>

CEDAR HAMMOCK FIRE RESCUE

CHECK REGISTER

Voided Checks *

Check Date:	7/1/2019	07/31/19
Check Number:	55772	55790
Online Checks	926	964
Electronic Payments	298	321

Check Number	Date	Vendor Name Description	Total
55772	7/9/2019	LOCAL 2546 Union Dues - Payroll Deductions	\$1,773.12
55773	7/17/2019	PAYROLL	
55774	7/17/2019	CARD SERVICE CENTER	\$3,901.86
		10lb Plug & Dike	\$22.21
		2 Cycle Oil	\$8.97
		2 Pack - GE Refrigerator Water Filters	\$50.99
		A/C Filters & Electrical Tape	\$13.46
		Air Filter - Station 1	\$4.74
		Antifreeze E21	\$8.88
		Black & Orange Spray Paint	\$9.96
		Brass Padlock - Cascade Trailer	\$13.97
		Cell Phone Case With Clips	\$47.12
		Coolant E-241	\$11.99
		DEF - E221	\$14.99
		Decon Bin For Helmets & Masks	\$25.92
		Driver Phone Cable	\$5.97
		FASD Conference Hotel June 2019 - Chief Hoyle	\$580.00
		FASD Conference Hotel June 2019 - Comm. Stevens	\$725.00
		FASD Conference Hotel June 2019 - FM Center	\$725.00
		FASD Conference June 2019 - Comm. Findlay	\$580.00
		FMLA Paperwork Mailing	\$7.35
		Flowers - New Baby	\$69.55
		Fuel C-27 FASD Conference	\$63.22
		Fuse Replacements For Apparatus	\$3.49
		Garden Hose	\$9.97
		Hardware - Installation Of Commissioner Parking Signs	\$32.78
		Hardware To Repair Station 2 Ice Machine Water Line	\$8.74
		Headlight	\$16.99
		Luggage Fee - NFPA Technical Committee - FM Center	\$30.00
		Oil Service C-41	\$82.45
		Padlock	\$6.47
		Parking Fee	\$60.00
		Parking Fee	\$76.00
		Parking Fees	\$48.00
		Priority Mail - Retirement Forms	\$7.35
		Pur Replacement Filters	\$29.58
		Resort Fee	\$60.00
		Resort Fee	\$75.00
		Resort Fee	\$75.00

CHECK REGISTER - CONTINUED

Check Number	Date	Vendor Name Description		
	7/17/2019	CARD SERVICE CENTER - Cont.		
		Resort Fees	\$60.00	
		Rodent Remediation	\$14.94	
		Shipment To Eastern Fire Equipment - Saw Blade Repair	\$14.35	
		Shipping	\$4.99	
		Shipping - Repair Saw Blade E-211	\$19.27	
		Spotlights -New Engines	\$105.10	
		Spray Paint, Silicone Spray, Hand Cleaner	\$18.67	
		Taxi -NFPA Technical Committee - FM Center	\$47.45	
		White Spray Paint	\$5.98	
55775	7/17/2019	FL GOV'T FINANCE OFFICERS ASSOC, INC.		\$50.00
		Annual Dues - McCaughan	\$50.00	
55776	7/17/2019	NATIONAL FIRE PROTECTION ASSOC		\$155.75
		Fire Prevention Week Banners	\$155.75	
55777	7/17/2019	S & R FIRE & POLICE EQUIPMENT		\$1,115.60
		Belts - FF Melcher & FF Dirmeyer	\$39.90	
		Job Shirt - FF Stephenson	\$79.95	
		Jumpsuit - FF Blalock & FF Garside	\$221.90	
		Jumpsuit - FF Kropp	\$110.95	
		Jumpsuit - FF Morrissey & FF Pritchard	\$221.90	
		Pants	\$318.50	
		Pants	\$122.50	
55778	7/17/2019	TEN-8 FIRE EQUIPMENT		\$8,086.03
		2.5" Quick Loc Mount	\$136.40	
		5" Storz Mounting Plate	\$111.24	
		7" Strap Extinguisher Mount	\$51.78	
		8" Strap Extinguisher Mount	\$103.56	
		Altair Replacement E-211	\$669.00	
		Crow Bar Holder Set	\$35.36	
		Deck Gun Gasket Mounting Plate	\$5.50	
		Engine Mounting Equipment For New Apparatus	\$97.04	
		Extinguisher Mount	\$37.81	
		Fire Line Tape	\$24.94	
		Footmans Loop	\$49.28	
		June Preventative Maintenance E-219	\$1,776.58	
		Low Profile Bracket	\$84.80	
		Low Profile Bracket	\$117.36	
		Quick Bar/Axe Mounting Bracket	\$143.96	
		Repair & Service Work E-18	\$2,739.54	
		Repair & Service Work E-21	\$1,200.84	
		Repair Blown Coolant Hose E-232	\$307.44	
		Variable Strap 11"-16"	\$109.12	
		Variable Strap 16"-25"	\$116.00	
		Variable Strap 25"-44"	\$114.48	
		Variable Strap 8"-11"	\$54.00	

CHECK REGISTER - CONTINUED

Check Number	Date	Vendor Name Description		
55779	7/17/2019	THE TRAILER WORKS LLC		\$2,590.00
		Labor	\$500.00	
		Upgrade Trailer Axles	\$2,090.00	
55780	7/17/2019	UNITED HEALTHCARE		\$74,526.77
		August Health Insurance	\$73,631.10	
		August Life Insurance	\$391.00	
		August Vision Insurance	\$504.67	
55781	7/17/2019	WILDER ARCHITECTURE, INC.		\$5,400.00
		Architectural Services	\$3,150.00	
		Design Services	\$2,250.00	
55782	7/23/2019	LOCAL 2546		\$1,773.12
		Union Dues - Payroll Deductions	\$1,773.12	
55783	7/23/2019	PAYROLL		
55784	7/31/2019	ERIC CENTER		\$29.95
		Transportation To Airport - NFPA Tech Committee	\$29.95	
55785	7/31/2019	FLA.MUNICIPAL PENSION TRUST FUND		\$12,500.00
		August Contribution - Pmt. #7 of 8	\$12,500.00	
55786	7/31/2019	GARRETT GARSIDE		\$194.62
		Tuition Reimbursement - FF Tactics Strategies I	\$194.62	
55787	7/31/2019	JEFF HOYLE		\$190.00
		Breakfast Per Diem - FFCA Conference	\$50.00	
		Dinner Per Diem - FFCA Conference	\$80.00	
		Lunch Per Diem - FFCA Conference	\$60.00	
55788	7/31/2019	PETTY CASH		\$70.30
		Certificate Frames	\$20.00	
		July Fire Marshal's Meeting - Refreshments	\$24.74	
		Key Replacement	\$4.00	
		Safety Goggles/Fire Prevention/Torch Use	\$14.98	
		Water For Meeting	\$6.58	
55789	7/31/2019	TEN-8 FIRE EQUIPMENT		\$2,062.95
		Battery Pack Assembly	\$105.00	
		Gear Washing Detergent	\$124.24	
		Ladder Rack Arm Protection E-212 & E-221	\$605.88	
		Rear Seat Replacement - E-241	\$439.03	
		Replacement Face Caps For Streamlight	\$50.00	
		Survivor LED With 12V DC Charger	\$138.80	
		Titan Leather Boots - BC Brett & FF Ferguson	\$600.00	
55790	7/31/2019	UNITED STATES POSTAL SERVICE		\$600.00
		\$1.00 Stamps - Certified Mail	\$50.00	
		Forever Postage Stamps	\$550.00	

CHECK REGISTER - CONTINUED

Check Number	Date	Vendor Name Description		
EFT0000000926	7/17/2019	BATTERIES & BULBS AA & AAA Batteries - Station 4 Supplies	\$23.98	\$23.98
EFT0000000927	7/17/2019	DATUM TECHNOLOGIES LLC July Maintenance Contract & Lease	\$2,700.00	\$2,700.00
EFT0000000928	7/17/2019	ALLEGRA/SIGNS NOW Business Cards - Insp. Chrisman	\$35.00	\$35.00
EFT0000000929	7/17/2019	ALERT-ALL CORP Red Custom Fire Hats Red Drawstring Backpack School Kits - Home Exit Drill	\$675.00 \$1,100.00 \$1,152.00	\$2,927.00
EFT0000000930	7/17/2019	AUTO TRIM DESIGN Remove & Replace Decals E-212 to E-222 Remove CHFR Decals E-221 Remove Decals E-14	\$484.50 \$153.00 \$153.00	\$790.50
EFT0000000931	7/17/2019	BOYD INSURANCE & INVESTMENT Addition New Pierce Pumper Trucks To Insurance	\$1,440.00	\$1,440.00
EFT0000000932	7/17/2019	BRADENTON HERALD Advertisement - Union Negotiations Budget Amendment Hearing - Advertisement	\$56.16 \$59.67	\$115.83
EFT0000000933	7/17/2019	EASTERN FIRE EQUIPMENT SERVICES Repair Bullet Chain - Station 3	\$38.02	\$38.02
EFT0000000934	7/17/2019	KYZER CUSTOM TRUCK SERVICES Custom Metal Fabrication - Engine 212	\$375.00	\$375.00
EFT0000000935	7/17/2019	MANATEE COUNTY BOCC June Fuel Bill	\$4,042.78	\$4,042.78
EFT0000000936	7/17/2019	GULF BUSINESS SYSTEMS July Copier Maintenance Contract June Copier Usage	\$25.00 \$40.42	\$65.42
EFT0000000937	7/17/2019	LAWN MASTERS July Lawn Fertilization - Station 1	\$80.00	\$80.00
EFT0000000938	7/17/2019	MANATEE CNTY BRD OF COMM Portable Radio Antennas Radio Removal E-14 & Radio Install E-23	\$21.46 \$1,171.50	\$1,192.96

CHECK REGISTER - CONTINUED

Check Number	Date	Vendor Name Description		
EFT000000939	7/17/2019	SCOTT D'S LAWN CARE		\$1,600.00
		July Lawn Maintenance - Station 1	\$375.00	
		July Lawn Maintenance - Station 1/Vacant Lot	\$100.00	
		July Lawn Maintenance - Station 2	\$375.00	
		July Lawn Maintenance - Station 3	\$375.00	
		July Lawn Maintenance - Station 4	\$375.00	
EFT000000940	7/17/2019	PERSSON, COHEN & MOONEY, P..A.		\$333.20
		June District Counsel	\$333.20	
EFT000000941	7/17/2019	OCCUPATIONAL HEALTH CENTERS OF SW PA		\$80.00
		Fit For Duty Exam	\$80.00	
EFT000000942	7/17/2019	RICE'S OUTDOOR POWER		\$99.24
		Maintenance & Repair PPV - Engine 232	\$99.24	
EFT000000943	7/17/2019	SHEPHERD TIRE SERVICE, INC.		\$183.95
		Tire Repair & Replacement C-55	\$183.95	
EFT000000944	7/17/2019	STATE OF FL DEPT OF MGMT SVCS		\$539.55
		June Local Phone Service	\$488.07	
		June Long Distance	\$6.78	
		June Sarasota Phone Service	\$44.70	
EFT000000945	7/17/2019	TWYN ELECTRIC, LLC		\$323.26
		Repair & Replace Light Ballasts With LED - St. 1 Bay	\$323.26	
EFT000000946	7/17/2019	TOWN & COUNTRY FLAGS		\$291.00
		4x6 State Flags	\$104.00	
		5x8 American Flags	\$177.00	
		Shipping	\$10.00	
EFT000000947	7/17/2019	WYMAN PLUMBING		\$572.57
		Service & Install Clean Out/Septic Drain - St. 3	\$572.57	
EFT000000948	7/31/2019	EASTERN FIRE EQUIPMENT SERVICES		\$74.78
		Chain Sharpening	\$25.00	
		Repair Bullet Kit - Left	\$27.57	
		Repair Bullet Kit - Right	\$9.19	
		Shipping	\$13.02	
EFT000000949	7/31/2019	AMERICAN MESSAGING		\$176.65
		August Pagers	\$176.65	
EFT000000950	7/31/2019	AIRGAS SOUTH, INC.		\$92.31
		Oxygen Cylinder Delivery & Rental June/July 2019	\$92.31	
EFT000000951	7/31/2019	HULTMAN SENSENIG & JOSHI		\$712.50
		June General Labor Counsel	\$712.50	

CHECK REGISTER - CONTINUED

Check Number	Date	Vendor Name Description		
EFT0000000952	7/31/2019	MOBILE BOAT FUEL, INC. Generator Fuel - Station 1, 2 & 3	\$464.10	\$464.10
EFT0000000953	7/31/2019	MIKE RITCHIE REFRIGERATION, INC. Ice Machine Repair - Station 3	\$654.90	\$654.90
EFT0000000954	7/31/2019	TELSOUTH COMMUNICATIONS INC. Reprogram Night Mode Setting - Phone System	\$438.75	\$438.75
EFT0000000955	7/31/2019	SCOTT D'S LAWN CARE Shell & Rock Improvements - Station 1	\$380.00	\$380.00
EFT0000000956	7/31/2019	NORM'S TOWING Towing Charge E-241	\$175.00	\$175.00
EFT0000000957	7/31/2019	WM. F. MCDONOUGH PLUMBING Emergency Underground Fire Sprinkler Repair - St. 4	\$4,089.00	\$4,089.00
EFT0000000958	7/31/2019	CREWSENSE LLC Customer Support Plan - 12 Months	\$1,188.00	\$1,188.00
EFT0000000959	7/31/2019	D & D GARAGE DOORS, INC. Relocate Electric Eye For L-219 Bay Doors	\$490.00	\$490.00
EFT0000000960	7/31/2019	DATUM TECHNOLOGIES LLC Final Payment - New Workstation - Station 1	\$736.68	\$736.68
EFT0000000961	7/31/2019	D. S. FRANKS AND ASSOCIATES, INC. Water Retention Inspection - Station 3	\$155.00	\$155.00
EFT0000000962	7/31/2019	MANATEE APPAREL & GRAPHICS Hats Hats - Large/XL Hats - Small/Medium Shipping	\$213.30 \$152.24 \$133.21 \$12.00	\$510.75
EFT0000000963	7/31/2019	MANATEE CNTY BRD OF COMM Alerting System Repair - Station 3 Portable Radio Mic Replacement E-211 Radio/Gateway Removal From E-232 & Install E-212	\$127.50 \$115.86 \$821.12	\$1,064.48
EFT0000000964	7/31/2019	MES FLORIDA Hose Reel Repair/Service E-17	\$300.00	\$300.00
ELP0000000298	7/11/2019	FLORIDA POWER & LIGHT COMPANY June Electric - Station 4	\$611.12	\$611.12
ELP0000000299	7/11/2019	FLORIDA POWER & LIGHT COMPANY June Electric - Station 1	\$1,335.84	\$1,335.84

CHECK REGISTER - CONTINUED

Check Number	Date	Vendor Name Description		
ELP000000300	7/11/2019	SPECTRUM July Internet - Station 3	\$203.08	\$203.08
ELP000000301	7/11/2019	TECO PEOPLES GAS June Natural Gas - Station 1	\$117.68	\$117.68
ELP000000302	7/11/2019	VERIZON WIRELESS June Cell Phones	\$897.70	\$897.70
ELP000000303	7/11/2019	VERIZON WIRELESS June Spare Cell Phones	\$18.88	\$18.88
ELP000000304	7/17/2019	FPL June Electric - Station 3	\$550.65	\$550.65
ELP000000305	7/17/2019	FPL June Electric - Training Facility	\$170.41	\$170.41
ELP000000306	7/17/2019	FRONTIER July Internet - Station 1 July Internet - Station 4	\$165.98 \$125.98	\$291.96
ELP000000307	7/17/2019	MANATEE COUNTY UTILITIES DEPARTMENT June Water - Station 3	\$128.24	\$128.24
ELP000000308	7/17/2019	MANATEE COUNTY UTILITIES DEPARTMENT June Fireline - Station 4	\$13.25	\$13.25
ELP000000309	7/17/2019	MANATEE CTY UTILITIES DEPARTMENT June Fireline - Station 1 June Water - Station 1	\$24.30 \$366.02	\$390.32
ELP000000310	7/17/2019	MARLIN BUSINESS BANK August Copier Lease Payment	\$415.00	\$415.00
ELP000000311	7/17/2019	PHILLIPS HEALTHCARE Heartstart Adult/Child Pads	\$377.00	\$377.00
ELP000000312	7/17/2019	STAPLES CREDIT PLAN Copy Paper Desk Chair Mats - BC & Captains Offices Mailing Tape - 6 Pack Printer Ink Cartridges - Station 2 & 4	\$36.99 \$109.76 \$19.29 \$153.97	\$320.01
ELP000000313	7/25/2019	MANATEE COUNTY UTILITIES DEPARTMENT June Water - Station 4	\$197.99	\$197.99
ELP000000314	7/25/2019	SPECTRUM BUSINESS July Internet - Station 2	\$138.98	\$138.98

CHECK REGISTER - CONTINUED

Check Number	Date	Vendor Name Description		
ELP0000000315	7/31/2019	FLORIDA POWER & LIGHT COMPANY July Electric - Station 1	\$1,113.55	\$1,113.55
ELP0000000316	7/31/2019	FPL July Electric - Station 2	\$560.21	\$560.21
ELP0000000317	7/31/2019	FPL July Electric - Station 4	\$671.30	\$671.30
ELP0000000318	7/31/2019	MANATEE COUNTY UTILITIES DEPARTMENT June Water - Station 4	\$215.64	\$215.64
ELP0000000319	7/31/2019	SPECTRUM August Interent - Training Facility	\$105.50	\$105.50
ELP0000000320	7/31/2019	VERIZON WIRELESS July USB Data Plans	\$337.06	\$337.06
ELP0000000321	7/31/2019	VERIZON IPAD Mobile Broadband	\$360.70	\$360.70
TOTAL CHECKS: 82		TOTAL AMOUNT OF CHECKS:		\$154,114.30

Tentative Agreement - Cedar Hammock Fire Control District and Suncoast Professional Firefighters and Paramedics, IAFF Local 2546

July 11, 2019

10:00 hours

CEDAR HAMMOCK FIRE CONTROL DISTRICT PROPOSED WAGES

RANK	2018/2019	2019/2020	INCREASE
ADMINISTRATION/STAFF			
1st Class Inspector	\$80,356.36	\$81,963.49	
2nd Class Inspector	\$70,488.85	\$71,898.63	
3rd Class Inspector	\$63,439.99	\$64,708.79	
Probationary Inspector	\$59,915.52	\$61,113.83	
SUPPRESSION STAFF			
Captain	\$85,998.30	\$89,900.84	4.54%
Lieutenant	\$80,357.53	\$83,170.36	3.50%
1st Class Firefighter	\$69,077.54	\$70,460.66	
2nd Class Firefighter	\$62,030.03	\$63,269.97	
3rd Class Firefighter	\$54,227.23	\$56,450.39	4.10%
Probationary Firefighter	\$43,967.16	\$47,657.25	8.40%

Based on 2% increase unless otherwise noted

Reflects: Anticipated annual salary estimation (perhaps up to \$3.00). Based upon the annual work hours of 2756.

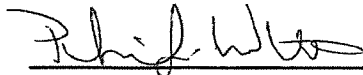
Dated this the 11th day of July, 2019

FOR CEDAR HAMMOCK FIRE CONTROL DISTRICT

FOR THE SUNCOAST PROFESSIONAL FIRE FIGHTERS
& PARAMEDICS, LOCAL 2546



Jeffrey S. Hoyle, Fire Chief



Phil Vets, President



**CEDAR HAMMOCK FIRE CONTROL DISTRICT
SUMMARY PROPOSED BUDGET DRAFT 4**

**FOR FISCAL YEAR
10/1/2019 THROUGH 9/30/2020**

BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2020

CASH FLOW SUMMARY

REVENUE (Page 2)

TOTAL INCOME	\$11,983,492
BUDGETED USE OF RESERVES	<u>\$27,159</u>
TOTAL REVENUE	\$12,010,651

EXPENDITURES (Page 3)

OPERATING EXPENSES	<u>\$12,010,651</u>
TOTAL EXPENDITURES	\$12,010,651

RESERVE-FUND BALANCE

COMMITTED (Attachment #1)	\$2,480,769
ASSIGNED (Attachment #2)	\$2,600,000
UNASSIGNED(Attachment #2)	\$246,883
RESTRICTED-IMPACT FEES/OTHER (Attachment #2)	<u>\$351,639</u>
TOTAL RESERVES	\$5,679,291

SUMMARY OF REVENUE

INCOME SOURCES

4100	Taxes & Assessments	
	Assessments	\$7,971,006
	Ad Valorem Tax (1.3 mill)	\$4,016,433
	Less 5% Early Pay Discount	\$599,372
	Total Taxes & Assessments	<u>\$11,388,067</u>
4200	Impact Fee Collections	\$12,000
4300	Interest Income	\$22,000
	Other	
4602	OI-False Alarm Penalties	\$1,000
4603	OI-Sale of Assets	\$0
4604	OI-Loan Proceeds	\$0
4605	OI-Lease of Assets	\$0
4606	OI-Refund Compensation (Education)	\$21,720
4607	OI-Insurance Reimbursement	\$0
4608	OI-Excess Fees	\$57,000
4610	OI-EMS Lease (Reduce \$18,000 EMS no longer at Station 1)	\$30,000
4612	OI-Miscellaneous	\$4,000
4613	OI-Emergency Services Billings	\$1,000
4615	OI-User Service Fees-FPB	\$15,000
4616	OI-Health Insurance Premium Reimbursement	\$107,491
4617	OI-LTRT 644	\$11,500
4621	OI-SAFER Grant (Increase - expected reimbursements)	\$312,714
	Total Other	<u>\$561,425</u>
	Total Income	<u>\$11,983,492</u>
	Budgeted Use of Reserves	\$27,159
	TOTAL REVENUE	<u>\$12,010,651</u>

SUMMARY OF EXPENDITURES/FUND BALANCE

OPERATING EXPENSES

Fire Prevention Bureau	\$14,300
Training Division	\$52,200
Training Facility	\$6,000
Personal Services Expenses	\$9,631,123
Maintenance & Repair Expenses	\$350,352
Other Operating Expenses	\$1,647,676
Equipment Purchase	\$309,000
Total Operating Expenses	<u><u>\$12,010,651</u></u>

COMMITTED FUND BALANCE (Attachment #1)

Total Committed Fund Balance \$2,480,769

ASSIGNED FUND BALANCE(Attachment #2)

90-Day Operating Fund	\$2,600,000
LTRT	\$0
Total Assigned Fund Balance	<u>\$2,600,000</u>

UNASSIGNED FUND BALANCE(Attachment #2) \$246,883

RESTRICTED FUND BALANCE/OTHER (Attachment #2) \$351,639

TOTAL FUND BALANCE \$5,679,291

EXPENDITURES-- OPERATING EXPENSES

6040 - 6049 - Fire Prevention

6041	Dues	\$1,200
6042	Educational Expense	\$500
6043	Books & Publications	\$2,700
6044	Travel/Convention/Seminars	\$4,500
6045	Fire Education & Prevention Supplies	\$4,800
6046	Divisional Supplies	\$500
6049	Divisional Equipment	\$100
	Total Fire Prevention Budget	<u>\$14,300</u>

6050 - 6059 - Training Division

6052	Educational Expense	\$43,200
6053	Books & Publications	\$1,000
6054	Travel/Convention/Seminars	\$4,000
6055	Training Aids	\$3,000
6056	Divisional Supplies	\$1,000
	Total Training Division Budget	<u>\$52,200</u>

6301 - 6304 - Training Facility Expenses

6301	TF-Maintenance & Repairs	\$1,000
6302	TF-Miscellaneous Expense	\$3,000
6303	TF- Utilities	\$2,000
	Total Training Facility Expense Budget	<u>\$6,000</u>

EXPENDITURES-- OPERATING EXPENSES

6060 - 6067 - Personal Services - Wages

6061	Gross Salaries - Operations	\$4,200,895
6063	Annual Overtime & Half-Time	\$437,480
6064	Gross Salaries - Administration	\$951,698
6065	Education Incentive (Reimbursed #4606)	\$21,720
6066	Commissioner Salary	\$30,000
6067	Accrued Leave-Sicktime/Vacation	\$175,000
	Total Personal Services Wages	<u>\$5,816,793</u>

6072 - 6079 - Personal Services - Other

6072	Workers' Compensation	\$220,000
6073	Retirement-FRS	\$1,463,009
6074	Uniforms	\$24,400
6075	Supplemental Retirement Benefits	\$100,000
6076	Health and Dental Insurance	\$1,555,436
6077	Employment Expense - New Employees	\$5,000
6078	Unemployment Expense	\$1,500
6079	FICA - Social Security	\$360,641
6095	FICA - Medicare	\$84,343
	Total Personal Services Other	<u>\$3,814,330</u>

Total Personal Services Budget	<u><u>\$9,631,123</u></u>
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EXPENDITURES-- OPERATING EXPENSES

6100 - 6249 - Maintenance & Repair

6110	M&R - Structural & Grounds	\$59,000
6114	M&R - Pest Control	\$3,000
6116	M&R - Fire Extinguishers	\$2,500
6120	M&R - Vehicular Firefighting & Rescue Equip.	\$155,000
6150	M&R - Other Firefighting & Rescue Equip.	\$43,100
6160	M&R - Radio & Communication Equip.	\$31,802
6170	M&R - Station Equipment	\$47,750
6180	M&R - Office & Divisional Equipment	\$8,200
	Total Maintenance & Repair Budget	<u>\$350,352</u>

6510 - 6999 - Other Operating Expenses

6510	Professional Fees - Audit Contract	\$26,000
6520	Professional Fees - Legal	\$57,000
6530	Professional Fees - Medical	\$33,900
6540	Professional Fees - Other	\$4,500
6550	Professional Fees - Architectural Services	\$15,000
6601	Fuel	\$70,000
6700	Debt Service	\$490,825
6810	Dues	\$5,000
6820	Education Expense - General	\$1,000
6830	Books & Publications - General	\$500
6840	Travel/Conventions/Seminars - General	\$12,000
6850	Firefighting & Rescue Supplies	\$22,800
6855	Safety Gear	\$54,383
6860	Household Supplies	\$18,000
6870	Office Supplies - General Office Supplies	\$7,000
6875	Information Technology	\$88,735
6880	Printing Costs	\$3,000
6890	Collection Expense	\$397,683
6910	Postage & Freight	\$4,000
6915	Administrative Expenses - Length of Service Awards	\$5,000
6920	Tax Refunds	\$5,000
6930	Utilities	\$95,504
6940	Commissary Expense	\$1,500
6970	Insurance	\$172,809
6980	Honorarium	\$10,000
6981	Administrative Outlay	\$4,000
6992	LTRT 644 Expense - (Anticipated Funds)	\$31,537
6994	Miscellaneous Expense	\$500
6995	Emergency/Disaster Expense	\$8,500
6996	Furniture, Fixtures, Grounds & Station Equip	\$500
6997	Furniture, Fixtures, Grounds & Station Equip	\$500
6998	Furniture, Fixtures, Grounds & Station Equip	\$500
6999	Furniture, Fixtures, Grounds & Station Equip	\$500
	Total Other Operating Expenses Budget	<u>\$1,647,676</u>

7300 - 7380 - Equipment Purchase

7342	Fire Engine Contingency - Re-stripe/Re-paint	\$16,500
7350	Other Firefighting & Rescue Equipment	\$16,000
7351	Firefighting & Rescue Equipment	\$2,500
7360	Radio & Communications Equipment	\$25,000
7370	Station Equipment and Furniture	\$242,000
7380	Office Equipment & Furniture	\$7,000
	Total/Equipment Purchase	<u>\$309,000</u>

TOTAL OPERATING EXPENSES **\$12,010,651**

2019/2020

COMMITTED FUND BALANCE

<u>Acct #</u>	<u>Account Name</u>	<u>2019/2020 Added Amount</u>	<u>2018/2019 Carry Over</u>	<u>Total Available</u>	<u>Goal</u>
#6061	Gross Salaries - Operations		\$400,000.00	\$400,000.00	
#6067	Accrued Leave/Sicktime/Vacation		\$150,000.00	\$150,000.00	\$150,000.00
#6220	Major Repair-Vehicle/FF		\$50,000.00	\$50,000.00	*
#6920	Tax Refunds		\$5,000.00	\$5,000.00	*
#7325	Station Renovation/Repair		\$250,000.00	\$250,000.00	\$250,000.00
#7341	Vehicular - Replacement		\$90,769.00	\$90,769.00	\$100,000.00
#7342	Fire Engine - Purchase/Replace	\$500,000.00	\$0.00	\$500,000.00	\$1,000,000.00
#7350	Res Equip-SCBA/Hydraulic/TIC/Radio	\$260,000.00	\$300,000.00	\$560,000.00	\$560,000.00
#7461	Construction - Training Tower		\$415,000.00	\$415,000.00	\$500,000.00
#7461-100	Construction - Training Classroom Roof		\$60,000.00	\$60,000.00	\$60,000.00
	Total	\$760,000.00	\$1,720,769.00	\$2,480,769.00	

* Goal has been met

2019/2020

ASSIGNED FUND BALANCE

<u>Acct #</u>	<u>Account Name</u>	<u>2018/2019 Added Amount</u>	<u>2018/2019 Carry Over</u>	<u>Total Available</u>	<u>Goal</u>
#6995	90-Day Operating Fund		\$ 150,000.00	\$ 2,450,000.00	\$ 2,600,000.00
#6992	LTRT			\$ -	
				<u>\$ 2,600,000.00</u>	

UNASSIGNED FUND BALANCE

<u>Acct #</u>	<u>Account Name</u>		<u>Total Available</u>
	Unassigned	(S923,122.00)	
		<u>\$ 1,170,005.00</u>	<u>\$ 246,883.00</u>

RESTRICTED - IMPACT FEES

<u>Acct #</u>	<u>Account Name</u>		<u>Total Available</u>
	Impact Fees		
		<u>\$351,639.00</u>	<u>\$351,639.00</u>
			<u>\$351,639.00</u>

UNSPENDABLE

<u>Acct #</u>	<u>Account Name</u>		<u>Total Available</u>
			<u>\$0.00</u>

**CEDAR HAMMOCK FIRE CONTROL DISTRICT
LOANS OUTSTANDING**

ATTACHMENT #3
2019/2020

Date	Due	Original Balance	Current Balance	Int/Prin Monthly Payts	Annual Payments P&I	Interest Rate	Purpose
Harbor Community Bank 10/31/2017 Note #6106	10/28/2024	\$ 2,226,384	\$ 1,676,077	\$ 28,460	\$ 341,522	2.75%	Consolidation of BOA Debt and SWAP Termination
Harbor Community Bank 11/20/2017 Note #6107	11/2024	\$ 948,642	\$ 717,809	\$ 12,442	\$ 149,304	2.75%	Ladder Truck
		<u>\$ 2,393,886</u>		<u>\$490,825</u>			
				Total Payments			
						9/30/2019	

CHIEF'S REPORT
CEDAR HAMMOCK FIRE CONTROL DISTRICT
REGULAR MEETING: BOARD OF FIRE COMMISSIONERS
August 15, 2019

August Birthdays

Kaleb Hazen	Aug 1
Ben Anderson	Aug 9
Eric Center	Aug 20
Garrett LeClair	Aug 20
Lenny Furst	Aug 22

Other Initiatives

- Chief Hoyle, and Deputy Chiefs' Bradshaw and Falcone attended pay negotiations with representatives of Local 2546.
- Chief Hoyle attended the Florida Fire Chiefs' Association Executive Development Conference July 12-17, 2019.
- Deputy Chiefs' Bradshaw and Falcone attended the Manatee County Emergency Operations Workgroup meeting at Blake Hospital July 17, 2019.
- Chief Hoyle and Fire Marshal Center attended a meeting to discuss inspections with the Manatee County School Board and the Manatee County Fire Chiefs' Association.
- Chief Hoyle, Deputy Chiefs' Bradshaw and Falcone, and Administrative Support Manager McCaughan attended a meeting to meet new banking personnel with Centerstate Bank on July 29, 2019.
- Chief Hoyle and Commissioner Findlay attended the Special District Summit in Lake Buena Vista on August 1, 2019.

FIRE PREVENTION BUREAU

Public Education Events

- Inspector Chrisman conducted a car seat caregiver class at Station 3.

Other Notable Events

- Inspector Massella hosted the monthly Fire Marshals meeting held at Station 1.
- Fire Marshal Center, Inspector Massella and Inspector Chrisman attended training on Bidirectional Antenna Systems held at Southern Manatee Fire & Rescue District.
- Inspector Chrisman attended the monthly Safe Kids meeting held at Southern Manatee Fire & Rescue District.
- Inspector Chrisman attended the Safe Kids executive meeting.
- Inspector Massella and Inspector Chrisman conducted tours of the new Boys and Girls club for Operations.
- Inspector Massella attended the county Review Agency Meeting.
- Fire Marshal Center attended the National Fire Protection Association second draft meeting for the Technical Committee on Assembly Occupancies.
- Fire Marshal Center attended a meeting between the fire districts and school board regarding fire safety inspections.
- Car Seat Installations YTD - 58
- User service Fees Collected \$1,745.00

TRAINING DIVISION

Training Topics

- **HAZMAT Training** – Training Officer Smith reviewed the department’s HAZMAT equipment. The crews worked through the Emergency Response guidebook to determine the necessary information for multiple chemical responses that the district may encounter.
- **Driving Course** – The engine and ladder operators performed a cone course to test and enhance their driving skills and abilities. The course was set up at the Desoto Mall. The obstacle course design is taught through our insurance company and used by departments across the country.
- **Company Tours** – Crews met with Inspector Massella and Chrisman at the new Boys and Girls club located at 5234 30th Street West. The tours given gave the crews an opportunity to see the property prior to an emergency and to help learn the layout of the building as well as the fire prevention and suppression features.
- **TECO/Peoples Gas** – A company representative from the TECO safety department came to the district to discuss operations and safety for emergency situations. The class was split into a lecture portion and a hands-on scenario. During the hands-on scenario, the crews worked to mitigate a leak using the department’s gas equipment under the direction of Training Officer Smith, The TECO Safety Rep, and a Gas Line Technician. The class was also attended by North River Fire District and West Manatee Fire & Rescue District.

Operation Manual and ROG’s

- 211 29 Fire Ops Wildland Fire Incidents
- 212 39 Fire Op at Dumpster, Garbage Trucks & Unknown
- 213 N/A Fireground Operations Compressed Natural Gas Trucks
- 501 7 Adverse Weather Operations
- 502 28 Tropical Storms & Hurricanes

Line of Duty Deaths

- 29 LODD as of August 5, 2019. This information is provided by the United States Fire Administration.

OPERATIONS DIVISION

Emergency Incident Responses	Month	Year To Date
<u>Type of Call</u>		
100 Series – Fire	9	96
200 Series – Explosions	0	0
300 Series – Rescue & EMS	411	3,226
400 Series – Hazardous Condition (no fire)	22	102
500 Series – Service Call	30	205
600 Series – Good Intent Call	52	349
700 Series – False Alarm & False Call	39	274
800 Series – Severe Weather & Natural Disaster	0	2
900 Series – Special Type	0	2
TOTAL CALLS	563	4,256
Total Calls 2018	554	3,723
FIRE LOSS	\$27,200	\$632,475
Fire Loss 2018	\$20,000	\$516,605