

## **AGENDA**

# **PARRISH FIRE DISTRICT**

**July 28, 2020 – 7:00p.m.**

- 1. Open meeting for the Parrish Fire District**
- 2. Prayer and Pledge**
- 3. Minutes of meeting for June 23, 2020**
- 4. Public Comment**
- 5. Station 2 RFQ Phase 2 for Construction Manager**
- 6. Establish a workshop date for the budget**
- 7. Chris Roe Presentation**
- 8. Resolution 2020-05**
- 9. Contract with SchenkelShultz**
- 10. Financial Report**
- 11. Administration Report**
- 11. Commissioners Report:**

**Commissioner Dirling  
Commissioner Trompke  
Commissioner Combee  
Commissioner Webb**

**Chairman's Report  
Commissioner Chitty**

If any person desires to appeal any decision of the Fire Commission or of any other Board or Commission of the Fire District, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105

The Parrish Fire District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment or in provision of services. Disabled individuals may receive special accommodation in services on one working days' notice. F.S. 286.011 (6)

June 23, 2020

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, June 23, 2020, at 7:00 P.M. in the Commission Chamber.

Present were	Edward G. Chitty	Chairman
	Kevin L. Webb	Vice-Chairman
	Holly B. Combee	Commissioner
	Steven M. Trompke	Commissioner
	Jeff A. Dirling	Commissioner
	Stacey S. Bailey	Fire Chief
	Wayne L. Ownbey	Asst. Chief

Chairman Chitty opened the meeting of the Parrish Fire Commission.

Chairman Chitty started off the 2019 Awards Ceremony, service awards 5 years – Commissioner Holly Combee, 10 years – Firefighter Joe Jago, 15 years – Firefighter Michael Riccardi. Top Responder for 2019 – Edward Stevens. Most Valuable Person – Shannon Johnson. Most Improved Firefighter – Casey Wilcox, Firefighter of the Year – Scott Fox, and Fire Officer of the Year – Joshua Arnold.

The minutes of the previous meeting held May 26, 2020 were approved on a motion by Commissioner Webb, seconded by Commissioner Combee, and carried by a vote of 5-0.

Chairman Chitty called for public comment no one signed up to speak.

Chief Bailey brought up for discussion to move forward with placing the AD for RFQ for Construction Manager. Chief Bailey advised it would be best to have them on board the same time when all the preplanning is taking place, they can provide better numbers to SchenkelShultz on the building portion so we can limit the amount of change orders. The packets will be opened on July 21<sup>st</sup> @ 9:00am. Commissioner Dirling made a motion to approve the placing of a legal ad for Construction Manager, seconded by Commissioner Webb and carried by a vote of 5-0.

The financial report for month ending May 2020 was presented. Chief Bailey indicated that we have received all of the general fund revenue with additional funds of \$15,000.00, with expenditures being kept at a minimum. Impact fee revenue is currently at \$207,878.00, with an additional funds of \$57,878.00 The financial report was approved on a motion by Commissioner Webb, seconded by Commissioner Combee and carried by a vote of 5-0.

In the administration report, Chief Bailey brought up many different items, the amendment for the Land Contract has been signed, allowing us to put up a gate at our property, put up the new sign & mow the property. The new pickup truck is now in full service and being used by Chief. Shannon will be starting full-time July 1<sup>st</sup>; she will also be working on the loan research for the new station. Still in good shape on Covid-19 supplies, and the 80 for Fire, getting everything finalized with Chris Roe.

In the Commissioner reports, Commissioner Dirling asked if we could have Chris Roe at the July meeting so the board can ask him questions directly, he also says we need to be aggressive and get in front of the election instead of damage control, he would also like to see a group picture with the Commissioners and any HOA officers that will come. Commissioner Trompke spoke about the \$80 for Fire, that we need to communicate with the community about resending the \$10.00 that increased this year, if the \$80 for Fire passes. Does not want to have to do damage control.

Commissioner Combee motioned to adjourn the meeting, seconded by Commissioner Webb and carried by a vote of 5-0. Meeting adjourned at 8:02 P.M.

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CHAIRMAN

ATTEST:

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SECRETARY

June 16, 2020

The Board of Commissioners of the Parrish Fire District met in a regular joint session on Tuesday, June 16, 2020, at 7:00 P.M. in the Commission Chamber in Parrish.

Present were	Edward G. Chitty	Chairman
	Steven M. Trompke	Commissioner
	Betty Stewart	Commissioner
	Linda O'Connor	Commissioner
	Kelly O'Conner	Commissioner
	Jennifer Glassburn	Commissioner
	Stacey S. Bailey	Fire Chief
	Jim Leonard	Fire Chief

Chairman Chitty opened the joint Commission meeting of the Parrish Fire Commission and Duette Fire Rescue.

Chief Bailey went over several items in the meeting, briefing on the effectiveness of the Interlocal agreement, everything is going good from both chiefs. Training is going well, the tanker shuttle was very good. Plans Review is good Leticia is busy reviewing plans for Parrish and Duette. The 2 main plans for Duette right now is Thundercloud & FPL Solar Field Elder. Chief Bailey is helping with correspondences from Chief's Association, and Leticia is helping with the Property Appraisers office and the county if Jim has any questions. Operations everything is going well, Duette has helped Parrish on a couple of vehicle accidents on SR 62 closer to the FPL plant.

All the Commissioners said they were happy with the way everything is going and looking forward to continue as we are now.

The next joint Commission meeting is set for December 8<sup>th</sup>, 2020 @ 1700hrs.

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CHAIRMAN

ATTEST:

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SECRETARY

**AGENDA  
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NUMBER**

- 3**                      **N/A**                      **Minutes of June 23, 2020**
- COMMISSION ACTION NECESSARY**  
**Motion to approve minutes. Second. Vote.**
- 4**                      **N/A**                      **Public comment**
- All citizens wishing to speak to the Commission on an agenda item or a future agenda item must complete a speaker card. A citizen, after being recognized by the Chairman, should come to the podium and, for the public record, state their name and address and state whether they are in favor of or against the agenda item they wish to address. The length of time each citizen may address the Board of Commissioners shall be limited to two (2) minutes
- 5**                      **N/A**                      **Station 2 RFQ Phase 2 for Construction Manager  
Pick from the dates listed for a special meeting in August to  
Interview Construction Firms to fulfill the position of  
Construction Manager. August 4<sup>th</sup> or the 11<sup>th</sup>.**
- COMMISSION ACTION NECESSARY**  
**Motion to approve a date for a special meeting for  
Construction Manager.  
Second, Vote.**
- 6**                      **N/A**                      **Establish a date for a budget workshop August 13<sup>th</sup> or the 20<sup>th</sup>.  
Preferably the 13<sup>th</sup>.**
- COMMISSION ACTION NECESSARY**  
**Motion to approve/disapprove date for budget workshop  
Second, Vote.**
- 7**                      **N/A**                      **Chris Roe Presentation regarding \$80.00 for Fire.**
- COMMISSION ACTION NECESSARY**  
**Informational Only**

- 8            1 - 4            Resolution 2020-05  
Approving the Ballot question for \$80.00 for Fire.
- COMMISSION ACTION NECESSARY  
Motion to approve/disapprove Resolution 2020-05 approving the  
ballot question for the 2020 November Election.  
Second, Vote.
- 9            Insert            Contract with SchenkelShultz Architecture  
For Architectural services for station 2 project.
- COMMISSION ACTION NECESSARY  
Motion to approve/disapprove contract with SchenkelShultz  
Second, Vote.
- 10           5 - 6            Financial Report – June 2020
- COMMISSION ACTION NECESSARY  
Motion to approve/disapprove Financial Report  
Second, Vote.
- 11           N/A            Administration Report:
- COMMISSION ACTION NECESSARY  
None - Information Only

**NEXT COMMISSION MEETING IS AUGUST 25, 2020**

**RESOLUTION NO. 2020-05**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARRISH FIRE DISTRICT PROVIDING FOR A REFERENDUM TO DETERMINE WHETHER THE DISTRICT SHALL BE AUTHORIZED TO INCREASE THE RATE OF ITS ANNUAL NON-AD VALOREM SPECIAL ASSESSMENTS WHICH FUND THE DISTRICT'S FIRE PROTECTION MISSION EACH YEAR, COMMENCING WITH THE DISTRICT'S FISCAL YEAR 2021-22; ESTABLISHING THE DATE OF THE REFERENDUM; APPROVING THE BALLOT QUESTION; PROVIDING FOR NOTICE OF THE REFERENDUM AND CERTAIN OTHER MATTERS IN CONNECTION WITH CONDUCT OF THE REFERENDUM; AND PROVIDING FOR AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PARRISH FIRE DISTRICT AS FOLLOWS:**

**SECTION 1. AUTHORITY.** This Resolution of the Parrish Fire District (the "District") is adopted pursuant to the provisions of Chapter 2004-400, Laws of Florida, Chapter 191, Florida Statutes, and other applicable provisions of law.

**SECTION 2. FINDINGS.** It is hereby ascertained, determined and declared as follows:

(A) The District was created by Chapter 2004-400, Laws of Florida (the "District Charter") as an independent fire district under the provisions of Chapter 191, Florida Statutes, to provide fire protection services within the District.

(B) The District Charter and Section 191.009, Florida Statutes, authorize the District to levy annual non-ad valorem special assessments on the real property within the District which is benefited by its provision of fire protection services.

(C) The District does not impose an ad valorem tax and therefore relies almost entirely on the special assessments to fund its annual budget and service delivery mission.

(D) Special assessments present a fair and equitable means to fund the District's annual fire protection service costs by allocating costs among real property benefited by the fire protection services provided by the District under its enabling legislation and mission.

(E) The Board of Commissioners of the District (the "Commission") has carefully considered presentations and reports by District staff including the *5-Year Plan for FY 2018/19 – FY 2022/23* which describes the personnel, equipment and facilities necessary to enable the District fulfill its fire protection service

mission by continuing to provide high quality fire protection services.

(F) The Commission has also considered the *Assessment of Fire Hazards Study* prepared by District staff which describes the implementation of an additional component or tier for the District's base rate of assessment which would provide the revenue necessary to accomplish the 5-Year Plan.

(G) Such proposed rate increase involves adding a supplemental component or tier to the District's existing base rate of assessment, in amounts equal to a flat charge of \$80 per parcel for each developed residential, commercial and industrial parcel. Such increase would not apply to vacant lots, golf courses and driving ranges, golf course support facilities or acreage/agricultural properties.

(H) By way of example, if the annual base rate for a parcel with a one story single family residential dwelling is \$200, the parcel's total assessment for the year, including the rate increase, would be \$280 (\$200 base rate + \$80 flat charge).

(I) The additional revenue generated by the assessment increase will enable the District to adopt an annual budget each year which satisfies the 5-Year Plan for personnel, equipment and facilities, including but not limited to costs associated with future station 2.

(J) The Commission is therefore considering adopting such assessment rate increase for the fiscal year beginning October 1, 2021 ("FY 2021-22") to address the need for additional resources with which to accomplish the District's service mission.

(K) Section 191.009(2), Florida Statutes, requires referendum approval if the proposed rate of assessment for the forthcoming fiscal year exceeds the prior year's rate plus the average annual growth rate in Florida personal income over the previous 5 years.

(L) In fiscal years after FY 2021-22, any further assessment rate increases would be controlled by section 191.009(2), Florida Statutes, pursuant to which annual increases are limited to the personal income index unless the District obtains referendum approval for the increase.

(M) The Commission now desires to call a referendum to present the proposed assessment rate increase to the eligible voters of the District.

(N) The District has conferred with the office of the Manatee County Supervisor of Elections (the "Supervisor of Elections"), which has agreed to conduct the referendum on the District's behalf in conjunction with the general election to be held on November 3, 2020.



(O) If the District voters authorize the assessment rate increase, the Commission will initiate the additional implementation processes required under Chapters 191 and 197, Florida Statutes, including the provision of notice, public hearing and adoption of related resolutions which describe the total amount to be funded through the assessment and the assessment rates for FY 2021-22.

**SECTION 3. REFERENDUM CALLED.**

(A) In accordance with Section 191.009(2), Florida Statutes, a referendum election is hereby ordered and called to be held on November 3, 2020, or such other date as may be agreed upon by the Supervisor of Elections, to approve the an increase in the rate of the District's annual non-ad valorem assessment.

(B) The referendum shall be open to all eligible voters of the District.

(C) The referendum shall be conducted by the Supervisor of Elections of behalf of the District, in accordance with all applicable requirements of law. District staff is hereby authorized and directed to take such actions as may be necessary or desirable in furtherance thereof, including coordination with the Supervisor of Elections and entering into an agreement with the Supervisor on the District's behalf regarding conduct of the referendum.

**SECTION 4. BALLOT LANGUAGE.** The title and ballot question to be used in the referendum shall be in substantially the following form:

**PARRISH FIRE DISTRICT**

**AUTHORIZATION TO INCREASE  
ANNUAL SPECIAL ASSESSMENTS  
FOR FIRE PROTECTION SERVICES**

**Shall the District be authorized to increase its base rate of assessment to include an additional flat charge of \$80 dollars for each developed residential, commercial and industrial parcel, excluding vacant, acreage and golf course parcels, to fund District costs including the hiring of firefighters and operational costs for future station 2, with the rate increase becoming effective for the District's fiscal year beginning October 1<sup>st</sup>, 2021?**

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

**SECTION 5. NOTICE.** As required by Section 100.342, Florida Statutes, at least 30 days' notice of the forthcoming referendum, including its purpose and eligibility requirements for voting, shall be published by the District in a newspaper of general circulation in the District at least twice, once in the fifth week and once in the third week prior to the week in which the referendum is to be held. Such notice shall contain the text of the proposed ballot question.

**SECTION 6. AUTHORIZATION AND DIRECTION.** District officials, staff, officers, general counsel, employees, agents and attorneys are hereby authorized and directed to do all things necessary to effectuate the referendum contemplated herein. Such authorization includes, but is not limited to, providing for printing of the ballot question approved herein and any other materials related to the election in both English and Spanish, coordinating as necessary with the Supervisor of Elections and payment of costs associated with the referendum.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED by the Parrish Fire District Board of Commissioners, meeting in regular session this 28th day of July, 2020.

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CHAIR

ATTEST:

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SECRETARY

**PARRISH FIRE DISTRICT**  
**Budget vs. Actual**  
**October 2019 through June 2020**

	Oct '19 - Jun 20	Budget	\$ Over Budget
<b>Income</b>			
4110 · Tax Revenue	1,662,678.33	1,647,377.00	15,301.33
4210 · Interest Income	578.05		
4310 · Miscellaneous Income	30,808.00	23,300.00	7,508.00
4315 · Grant Revenue	4,288.00		
4320 · FEMA	31,173.04	21,000.00	10,173.04
4410 · User's Fee	4,172.69	2,000.00	2,172.69
<b>Total Income</b>	<b>1,733,698.11</b>	<b>1,693,677.00</b>	<b>40,021.11</b>
<b>Gross Profit</b>	<b>1,733,698.11</b>	<b>1,693,677.00</b>	<b>40,021.11</b>
<b>Expense</b>			
7100 · Salaries & Overtime	835,892.89	1,072,170.00	-236,277.11
7102 · FF Supp.	0.00	0.00	0.00
7130 · 941 Taxes	62,656.75	78,000.00	-15,343.25
7150 · Employee Retirement	196,296.32	279,560.00	-83,263.68
7180 · Accounting & Bk Chgs	-65.95	0.00	-65.95
7190 · Capital Expenditures	96,483.75	138,000.00	-41,516.25
7210 · Commissioners' Honorarium	4,500.00	6,000.00	-1,500.00
7250 · Communications	9,757.57	8,000.00	1,757.57
7270 · Dues & Licenses	6,083.59	6,000.00	83.59
7310 · Fire Prevention	743.14	5,000.00	-4,256.86
7360 · Gas, Diesel & Oil	7,427.49	10,000.00	-2,572.51
7410 · Insurance			
7411 · Dental	4,142.63	5,200.00	-1,057.37
7412 · Health	98,435.40	127,200.00	-28,764.60
7413 · Liability	39,381.56	40,000.00	-618.44
7414 · Workman's Comp.	36,407.00	32,000.00	4,407.00
7410 · Insurance - Other	0.00	0.00	0.00
<b>Total 7410 · Insurance</b>	<b>178,366.59</b>	<b>204,400.00</b>	<b>-26,033.41</b>
7450 · Medical Supplies	4,443.13	4,000.00	443.13
7460 · Medical Testing	3,430.00	6,000.00	-2,570.00
7500 · Household Supplies	2,054.92	2,500.00	-445.08
7510 · Miscellaneous Supplies	2,020.57	2,000.00	20.57
7570 · Printing & Office	2,061.05	4,000.00	-1,938.95
7610 · Professional Services/Legal	23,825.05	30,000.00	-6,174.95
7620 · R & M-Equipment	16,581.66	12,000.00	4,581.66
7630 · R & M-Radios	0.00	8,000.00	-8,000.00
7640 · R & M-Station	8,069.72	10,000.00	-1,930.28
7650 · R & M-Vehicles	11,790.23	18,000.00	-6,209.77
7690 · Refund	382.82	500.00	-117.18
7710 · Fire Equipment & Tools	1,768.56	9,000.00	-7,231.44
7730 · Training & Education	4,940.12	10,000.00	-5,059.88
7740 · Travel	684.75	500.00	184.75
7760 · Uniforms & Gear	11,594.84	10,000.00	1,594.84
7810 · Utilities	7,551.74	14,000.00	-6,448.26
7850 · Volunteer P/R	0.00	3,000.00	-3,000.00
<b>Total Expense</b>	<b>1,499,341.30</b>	<b>1,950,630.00</b>	<b>-451,288.70</b>
<b>Net Income</b>	<b>234,356.81</b>	<b>-256,953.00</b>	<b>491,309.81</b>

**PARRISH FIRE DISTRICT-IFF**

**Budget vs. Actual**

**Accrual Basis**

**October 2019 through June 2020**

	<u>Oct '19 - Jun 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
<b>5110 · Impact Fees Collected</b>	243,189.00	150,000.00	93,189.00
<b>5210 · Interest IFF</b>	0.00		
<b>5310 · Misc. Income</b>	0.00		
	<hr/>	<hr/>	<hr/>
<b>Total Income</b>	243,189.00	150,000.00	93,189.00
<b>Cost of Goods Sold</b>			
<b>50000 · Cost of Goods Sold</b>	0.00		
	<hr/>	<hr/>	<hr/>
<b>Total COGS</b>	0.00		
	<hr/>	<hr/>	<hr/>
<b>Gross Profit</b>	243,189.00	150,000.00	93,189.00
<b>Expense</b>			
<b>1160 · Pre Paid Expenses</b>	0.00		
<b>66000 · Payroll Expenses</b>	0.00		
<b>9000 · Due other Funds</b>	0.00		
<b>9120 · Architect</b>	0.00		
<b>9130 · Attorney</b>	1,760.00	10,000.00	-8,240.00
<b>9140 · Bank charges</b>	0.00		
<b>9210 · Loan</b>	0.00		
<b>9250 · Loan Interest</b>	0.00		
<b>9300 · Capital Expenditures</b>	84,658.17	335,000.00	-250,341.83
<b>9410 · Engineer</b>	0.00		
<b>9470 · Refund of IFF</b>	1,500.00		
<b>9480 · Station 2</b>	5,740.50		
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<b>Total Expense</b>	93,658.67	345,000.00	-251,341.33
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<b>Net Income</b>	<b>149,530.33</b>	<b>-195,000.00</b>	<b>344,530.33</b>