

AGENDA

PARRISH FIRE DISTRICT

January 23, 2018 – 5:00 p.m.

1. Open meeting for the Parrish Fire District
2. Prayer and Pledge
3. Minutes of meeting November 28, 2017
4. Public Comment
5. Surplus of Asset #51-011 Brush Truck
6. Financial Reports
7. Administration Report
8. Commissioners Report:

Commissioner Trompke
Commissioner Combee
Commissioner Chitty
Commissioner Webb

Chairman's Report
Commissioner Ramsey

February

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |

March

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

April

| Su | Mo | Tu | We | Th | Fr | Sa |
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| 29 | 30 | | | | | |

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 day's notice. F.S. 286.011 (6)

November 28, 2017

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, November 28, 2017, at 5:00 P.M. in the Commission Chamber.

| | | |
|---------------|--------------------|---------------|
| Present were: | Sawyer L. Ramsey | Chairman |
| | Edward G. Chitty | Vice Chairman |
| | Kevin L. Webb | Commissioner |
| | Steven M. Trompke | Commissioner |
| | Michael G. Johnson | Fire Chief |
| | Stacey S. Bailey | Fire Chief |
| | Wayne L. Ownbey | Asst. Chief |

| | | |
|-------------|-----------------|--------------|
| Absent was: | Holly B. Combee | Commissioner |
|-------------|-----------------|--------------|

Chairman Ramsey opened the meeting of the Parrish Fire Commission.

The minutes of the previous meeting held October 24, 2017 were approved on a motion by Commissioner Webb, seconded by Commissioner Chitty and carried by a vote of 4-0.

Chairman Ramsey called for public comment, there was none.

Chairman Ramsey opened the public hearing for The Fire Prevention Ordinance No.3. An Ordinance of the Parrish Fire District adopting a fire prevention code of the Parrish Fire District; Establishing the bureau of Fire Prevention and inspection; Establishing rules and regulations for fire prevention and safety; providing a penalty for failure to comply with said regulations; providing a tax incentive for buildings and structures with complete internal fire suppression facilities; repealing ordinance #2; no one was present to speak. Commissioner Chitty made a motion to close the public hearing, seconded by Commissioner Trompke, and carried by a vote of 4-0. A motion was made by Commissioner Webb approving Fire Prevention Ordinance No.3, seconded by Commissioner Trompke, and carried by a vote of 4-0.

Chairman Ramsey introduced Kristy Terenzio from Boyd Insurance for the Health Insurance Presentation, after much discussion on the different types of plans the district could go with, Chief Johnson advised the board it would be best to stay status quo with the same plan and budget the additional funds needed, A motion was made by Commissioner Webb to approve the health insurance plan to stay status quo and to make a budget amendment for the additional monies, seconded by Commissioner Chitty, and carried by a vote of 3-1. Commissioner Trompke voted nah.

Chief Bailey spoke on the Equipment Agreement between the Parrish Fire District and the Florida Forest Service, this is an agreement for a Wildland Firefighting Vehicle, for the Parrish Fire District to use for any Wildland firefighting purposes. A motion was made by Commissioner Webb to approve the agreement between the Parrish Fire District and the Florida Forest Service, seconded by Commissioner Trompke, and carried by a vote of 4-0.

Chairman Ramsey advised appointments for 2018 to the Manatee County Fire Commissioners Association was necessary. Kevin Webb-Representative and Sawyer Ramsey-Alternate will serve and were approved on a motion by Commissioner Trompke, seconded by Commissioner Chitty, and carried by a vote of 4-0.

Chairman Ramsey brought up the next years Commission Meeting dates, if any one wanted to change anything now was the time to do it. The time of the meeting was discussed about moving it to a little later. Commissioner Chitty made a motion to keep everything the same at 5:00pm, no one seconded it so the motion died. Commissioner Trompke made a motion to move the meeting times to 5:30pm, seconded by Commissioner Webb, and carried by a vote of 3-1. Commissioner Chitty voted nah

Financial report for month ending October 2017 was presented. Chief Johnson indicated that the general fund had received \$1,315,894.00 in revenue while expenditures have been minimal. The Impact Fee account has received \$100,000.00 for the year. The financial reports were approved on a motion by Commissioner Webb, seconded by Commissioner Trompke and carried by a vote of 4-0.

In the administration report, Chief Johnson advised the Commissioners that this was his last Commission meeting and that he would be on vacation for December. Chief Bailey's Official swearing in will be December 9, 2017 at the Awards banquet.

With no further business for the board, Commissioner Trompke motioned to adjourn the meeting, seconded by Commissioner Webb and carried by a vote of 4-0. Meeting adjourned at 6:00 pm.

CHAIRMAN

ATTEST:

SECRETARY

SUPPLEMENTAL AGENDA MATERIAL – PARRISH FIRE COMMISSION – January 23, 2018

**AGENDA
NUMBER** **PAGE
NUMBER**

3 **N/A** **Minutes of November 28, 2017**

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** **Surplus of Asset #51-011 Brush Truck**
American / Brush Truck 1972 82K821082510425

COMMISSION ACTION NECESSARY
Motion to approve/disapprove Surplus of vehicle
Second, Vote.

6 **1-4** **Financial Reports**

November & December 2017

COMMISSION ACTION NECESSARY
Motion to Approve/disapprove Financial reports
Second, Vote

7 **N/A** **Administration Report**

COMMISSION ACTION NECESSARY
None - Information Only

01/16/18

PARRISH FIRE DISTRICT
Commission Budget vs. Actual
October through November 2017

| | <u>Oct - Nov 17</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|------------------------------------|---------------------------|---------------------------|-------------------------|
| Income | | | |
| 4110 · Tax Revenue | 102,253.32 | 1,320,415.00 | -1,218,161.68 |
| 4210 · Interest Income | 0.00 | 0.00 | 0.00 |
| 4310 · Miscellaneous Income | 4,800.00 | 23,000.00 | -18,200.00 |
| 4315 · Grant Revenue | 0.00 | 0.00 | 0.00 |
| 4410 · User's Fee | 0.00 | 750.00 | -750.00 |
| Total Income | <u>107,053.32</u> | <u>1,344,165.00</u> | <u>-1,237,111.68</u> |
| Gross Profit | 107,053.32 | 1,344,165.00 | -1,237,111.68 |
| Expense | | | |
| 6962 · Property Appraiser | 0.00 | 0.00 | 0.00 |
| 7100 · Salaries & Overtime | 132,744.48 | 896,000.00 | -763,255.52 |
| 7130 · 941 Taxes | 10,099.93 | 69,500.00 | -59,400.07 |
| 7150 · Employee Retirement | 27,505.08 | 200,900.00 | -173,394.92 |
| 7180 · Accounting & Bk Chgs | 0.00 | 0.00 | 0.00 |
| 7190 · Capital Expenditures | 0.00 | 75,000.00 | -75,000.00 |
| 7210 · Commissioners' Honorarium | 0.00 | 6,000.00 | -6,000.00 |
| 7250 · Communications | 1,138.39 | 7,500.00 | -6,361.61 |
| 7270 · Dues & Licenses | 1,079.55 | 5,400.00 | -4,320.45 |
| 7310 · Fire Prevention | 3,748.83 | 6,000.00 | -2,251.17 |
| 7360 · Gas, Diesel & Oil | 0.00 | 10,000.00 | -10,000.00 |
| 7380 · Grant | 0.00 | 0.00 | 0.00 |
| 7410 · Insurance | | | |
| 7411 · Dental | 833.04 | 5,200.00 | -4,366.96 |
| 7412 · Health | 14,017.05 | 69,000.00 | -54,982.95 |
| 7413 · Liability | 18,670.21 | 38,600.00 | -19,929.79 |
| 7414 · Workman's Comp. | 10,959.16 | 32,000.00 | -21,040.84 |
| Total 7410 · Insurance | <u>44,479.46</u> | <u>144,800.00</u> | <u>-100,320.54</u> |
| 7450 · Medical Supplies | 744.00 | 3,500.00 | -2,756.00 |
| 7460 · Medical Testing | 0.00 | 1,500.00 | -1,500.00 |
| 7510 · Miscellaneous Supplies | 519.78 | 4,000.00 | -3,480.22 |
| 7570 · Printing & Office | 191.21 | 5,000.00 | -4,808.79 |
| 7610 · Professional Services/Legal | 4,725.00 | 25,000.00 | -20,275.00 |
| 7620 · R & M-Equipment | 1,854.29 | 7,000.00 | -5,145.71 |
| 7630 · R & M-Radios | 5,829.00 | 8,000.00 | -2,171.00 |
| 7640 · R & M-Station | 1,925.14 | 10,000.00 | -8,074.86 |
| 7650 · R & M-Vehicles | 2,441.73 | 16,000.00 | -13,558.27 |
| 7690 · Refund | 0.00 | 500.00 | -500.00 |
| 7710 · Fire Equipment & Tools | 0.00 | 3,000.00 | -3,000.00 |
| 7730 · Training & Education | 396.40 | 9,000.00 | -8,603.60 |
| 7740 · Travel | 0.00 | 500.00 | -500.00 |
| 7760 · Uniforms & Gear | 699.31 | 18,000.00 | -17,300.69 |
| 7810 · Utilities | 1,629.31 | 14,000.00 | -12,370.69 |
| 7850 · Volunteer P/R | 0.00 | 5,000.00 | -5,000.00 |
| Total Expense | <u>241,750.89</u> | <u>1,551,100.00</u> | <u>-1,309,349.11</u> |
| Net Income | <u><u>-134,697.57</u></u> | <u><u>-206,935.00</u></u> | <u><u>72,237.43</u></u> |

PARRISH FIRE DISTRICT-IFF

**01/16/18 Commission Budget vs. Actual October 2017 through September
October through November 2017**

| | <u>Oct - Nov 17</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|-------------------------------------|---------------------|------------------|-----------------------|
| Income | | | |
| 5110 · Impact Fees Collected | 11,500.00 | 100,000.00 | -88,500.00 |
| 5210 · Interest IFF | 0.00 | 0.00 | 0.00 |
| 5310 · Misc. Income | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> |
| Total Income | 11,500.00 | 100,000.00 | -88,500.00 |
| Cost of Goods Sold | | | |
| 50000 · Cost of Goods Sold | 0.00 | | |
| | <hr/> | | |
| Total COGS | 0.00 | | |
| | <hr/> | | |
| Gross Profit | 11,500.00 | 100,000.00 | -88,500.00 |
| Expense | | | |
| 1160 · Pre Paid Expenses | 0.00 | 0.00 | 0.00 |
| 66000 · Payroll Expenses | 0.00 | | |
| 9000 · Due other Funds | 0.00 | | |
| 9120 · Architect | 0.00 | 0.00 | 0.00 |
| 9130 · Attorney | 0.00 | 0.00 | 0.00 |
| 9140 · Bank charges | 0.00 | 0.00 | 0.00 |
| 9210 · Loan | 0.00 | 0.00 | 0.00 |
| 9250 · Loan Interest | 0.00 | 0.00 | 0.00 |
| 9300 · Capital Expenditures | 3,011.00 | 25,000.00 | -21,989.00 |
| 9410 · Engineer | 0.00 | | |
| 9470 · Refund of IFF | 0.00 | 0.00 | 0.00 |
| 9480 · Station 2 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> |
| Total Expense | 3,011.00 | 25,000.00 | -21,989.00 |
| | <hr/> | <hr/> | <hr/> |
| Net Income | 8,489.00 | 75,000.00 | -66,511.00 |

01/16/18

PARRISH FIRE DISTRICT
Budget vs. Actual October 2017 through September 2018
October through December 2017

| | Oct - Dec 17 | Budget | \$ Over Budget |
|------------------------------------|-------------------|---------------------|----------------------|
| Income | | | |
| 4110 · Tax Revenue | 923,895.30 | 1,320,415.00 | -396,519.70 |
| 4210 · Interest Income | 0.00 | 0.00 | 0.00 |
| 4310 · Miscellaneous Income | 6,300.00 | 23,000.00 | -16,700.00 |
| 4315 · Grant Revenue | 0.00 | 0.00 | 0.00 |
| 4410 · User's Fee | 115.00 | 750.00 | -635.00 |
| Total Income | 930,310.30 | 1,344,165.00 | -413,854.70 |
| Gross Profit | 930,310.30 | 1,344,165.00 | -413,854.70 |
| Expense | | | |
| 6962 · Property Appraiser | 0.00 | 0.00 | 0.00 |
| 7100 · Salaries & Overtime | 202,602.42 | 896,000.00 | -693,397.58 |
| 7130 · 941 Taxes | 15,521.29 | 69,500.00 | -53,978.71 |
| 7150 · Employee Retirement | 42,852.39 | 200,900.00 | -158,047.61 |
| 7180 · Accounting & Bk Chgs | 0.00 | 0.00 | 0.00 |
| 7190 · Capital Expenditures | 0.00 | 75,000.00 | -75,000.00 |
| 7210 · Commissioners' Honorarium | 1,500.00 | 6,000.00 | -4,500.00 |
| 7250 · Communications | 1,432.65 | 7,500.00 | -6,067.35 |
| 7270 · Dues & Licenses | 1,514.32 | 5,400.00 | -3,885.68 |
| 7310 · Fire Prevention | 3,748.83 | 6,000.00 | -2,251.17 |
| 7360 · Gas, Diesel & Oil | 777.72 | 10,000.00 | -9,222.28 |
| 7380 · Grant | 0.00 | 0.00 | 0.00 |
| 7410 · Insurance | | | |
| 7411 · Dental | 1,284.27 | 5,200.00 | -3,915.73 |
| 7412 · Health | 14,532.85 | 69,000.00 | -54,467.15 |
| 7413 · Liability | 18,670.21 | 38,600.00 | -19,929.79 |
| 7414 · Workman's Comp. | 16,574.99 | 32,000.00 | -15,425.01 |
| Total 7410 · Insurance | 51,062.32 | 144,800.00 | -93,737.68 |
| 7450 · Medical Supplies | 744.00 | 3,500.00 | -2,756.00 |
| 7460 · Medical Testing | 0.00 | 1,500.00 | -1,500.00 |
| 7510 · Miscellaneous Supplies | 913.52 | 4,000.00 | -3,086.48 |
| 7570 · Printing & Office | 1,040.22 | 5,000.00 | -3,959.78 |
| 7610 · Professional Services/Legal | 6,170.00 | 25,000.00 | -18,830.00 |
| 7620 · R & M-Equipment | 4,709.33 | 7,000.00 | -2,290.67 |
| 7630 · R & M-Radios | 6,018.75 | 8,000.00 | -1,981.25 |
| 7640 · R & M-Station | 2,657.68 | 10,000.00 | -7,342.32 |
| 7650 · R & M-Vehicles | 5,381.78 | 16,000.00 | -10,618.22 |
| 7690 · Refund | 0.00 | 500.00 | -500.00 |
| 7710 · Fire Equipment & Tools | 0.00 | 3,000.00 | -3,000.00 |
| 7730 · Training & Education | 1,102.50 | 9,000.00 | -7,897.50 |
| 7740 · Travel | 0.00 | 500.00 | -500.00 |
| 7760 · Uniforms & Gear | 937.63 | 18,000.00 | -17,062.37 |
| 7810 · Utilities | 1,856.21 | 14,000.00 | -12,143.79 |
| 7850 · Volunteer P/R | 0.00 | 5,000.00 | -5,000.00 |
| Total Expense | 352,543.56 | 1,551,100.00 | -1,198,556.44 |
| Net Income | 577,766.74 | -206,935.00 | 784,701.74 |

PARRISH FIRE DISTRICT-IFF

01/16/18 Commission Budget vs. Actual October 2017 through September

October through December 2017

| | <u>Oct - Dec 17</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|-------------------------------------|---------------------|------------------|-----------------------|
| Income | | | |
| 5110 · Impact Fees Collected | 22,000.00 | 100,000.00 | -78,000.00 |
| 5210 · Interest IFF | 0.00 | 0.00 | 0.00 |
| 5310 · Misc. Income | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> |
| Total Income | 22,000.00 | 100,000.00 | -78,000.00 |
| Cost of Goods Sold | | | |
| 50000 · Cost of Goods Sold | 0.00 | | |
| | <hr/> | | |
| Total COGS | 0.00 | | |
| | <hr/> | | |
| Gross Profit | 22,000.00 | 100,000.00 | -78,000.00 |
| Expense | | | |
| 1160 · Pre Paid Expenses | 0.00 | 0.00 | 0.00 |
| 66000 · Payroll Expenses | 0.00 | | |
| 9000 · Due other Funds | 0.00 | | |
| 9120 · Architect | 0.00 | 0.00 | 0.00 |
| 9130 · Attorney | 0.00 | 0.00 | 0.00 |
| 9140 · Bank charges | 0.00 | 0.00 | 0.00 |
| 9210 · Loan | 0.00 | 0.00 | 0.00 |
| 9250 · Loan Interest | 0.00 | 0.00 | 0.00 |
| 9300 · Capital Expenditures | 3,011.00 | 25,000.00 | -21,989.00 |
| 9410 · Engineer | 0.00 | | |
| 9470 · Refund of IFF | 0.00 | 0.00 | 0.00 |
| 9480 · Station 2 | 0.00 | 0.00 | 0.00 |
| | <hr/> | <hr/> | <hr/> |
| Total Expense | 3,011.00 | 25,000.00 | -21,989.00 |
| | <hr/> | <hr/> | <hr/> |
| Net Income | 18,989.00 | 75,000.00 | -56,011.00 |