

# AGENDA

## PARRISH FIRE DISTRICT

June 27, 2017 – 5:00p.m.

1. Open meeting for the Parrish Fire District
2. Prayer and Pledge
3. Minutes of meeting for April 25, 2017  
Special meeting minutes for May 8, 2017
4. Public Comment
5. 2015-16 Fiscal Year Audit
6. Fire Chief Selection Process
7. Financial Reports
8. Administration report
9. Commissioners Report:  
Commissioner Trompke  
Commissioner Combee  
Commissioner Chitty  
Commissioner Webb

Chairman's Report  
Commissioner Ramsey

<u>May</u>							<u>June</u>							<u>July</u>						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
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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)

April 25, 2017

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, April 25, 2017, at 5:00 P.M. in the Commission Chamber.

Present were:	Sawyer L. Ramsey	Chairman
	Edward G. Chitty	Vice-Chairman
	Holly B. Combee	Commissioner
	Steven M. Trompke	Commissioner
	Michael G. Johnson	Fire Chief
	Wayne L. Ownbey	Asst. Chief
	Maggie Mooney-Portale	Special Counsel
Absent was:	Kevin L. Webb	Commissioner

Chairman Ramsey opened the meeting of the Parrish Fire Commission.

The minutes of the previous meeting held March 28, 2017 were approved on a motion by Commissioner Chitty, seconded by Commissioner Combee, and carried by a vote of 4-0.

Chairman Ramsey called for public comment. There was none.

Chairman Ramsey presented Resolution 2017-01 Proposed Fire Assessments for fiscal year 2017-2018. Chairman Ramsey opened the public hearing on fire assessments. No one was present to speak on the matter. Commissioner Chitty made a motion to close the public hearing, seconded by Commissioner Combee and carried by a vote of 4-0. After discussion from the board, Commissioner Chitty made a motion to approve Resolution 2017-01, Fire Assessment Rates, with no increase for 2017. Motion failed due to lack of second. Commissioner Combee made a motion to approve Resolution 2017-01, Fire Assessment Rates with a 4.1 % tax increase, seconded by Commissioner Trompke, motion failed by a vote of 2-2, with Mr. Trompke voting aye, Ms. Combee voting aye, Mr. Chitty voting no, and Ms. Ramsey voting no. With no other impending action from the board, Commissioner Chitty made a motion to continue the public hearing to May 8<sup>th</sup> at 5:00 P.M. when a full board can be present for a vote, seconded by Commissioner Combee, carried by a vote of 4-0.

Chairman Ramsey welcomed Ms. Maggie Mooney-Portale, special counsel for the Fire Chief Selection process. Ms. Portale initially reviewed the Fire Chief selection schedule and then discussed the Fire Chief Qualifications salary range. After debate and feedback from board members, a motion was made by Commissioner Trompke to establish a salary range of \$80,000 to \$92,500.00, seconded by Commissioner Chitty, carried by a vote of 4-0. The next item up for discussion was the draft Fire Chief Employment Agreement. After considerable deliberation and participation from the Commission, a motion was made by Commissioner Trompke to approve the draft Fire Chief's Employment Agreement with amendments, seconded by Commissioner Combee, carried by a vote of 4-0. The 3<sup>rd</sup> item for discussion was the Fire Chief's Qualifications. After board deliberation, a motion was made by Commissioner Combee to approve the Fire Chief Qualifications as amended for publication, seconded by Commissioner Chitty, carried by a vote of 4-0. The 4<sup>th</sup> item for discussion was the legal ad for publication. After discussion and input a motion was made by Commissioner Combee to approve the legal ad for publication as amended, seconded by Commissioner Chitty, carried by a vote of 4-0. The 5<sup>th</sup> item for discussion was the Application for Employment for Fire Chief. After minor revisions, a motion was made by Commissioner Trompke to approve the Application for Employment publication as amended, seconded by Commissioner Chitty, and carried by a vote of 4-0. The final topic of discussion was Consent to a Credit and Background check form. A motion was made by Commissioner Trompke to

April 25, 2017

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approve for publication the Consent to Credit and Background check form, seconded by Commissioner Combee, and carried by a vote of 4-0.

Chief Johnson presented the Fire Prevention Code Board of Appeals Resolution 2017-02, as drafted by the Manatee County Fire Chiefs' Association with the names of the individuals recommended for appointment to serve on the Board of Appeals. Commissioner Combee made a motion to approve Resolution 2017-02, Fire Prevention Code Board of Appeals, seconded by Commissioner Chitty, carried by a vote of 4-0.

The financial report for month ending March 31, 2017 was presented. Chief Johnson indicated that the general fund revenue is \$1,184,504.00 and expenditures are relatively low. The impact fee revenue is \$41,000.00. The financial report was approved on a motion by Commissioner Chitty, seconded by Commissioner Combee and carried by a vote of 4-0.

In the administration report, Chief Johnson advised the Commission that we have received preliminary plans for the new high school, and advised the Commissioners if anyone would like to view the plan to meet with Ms. Teague. Chief reported that the Manatee County Commission had declared an emergency because of drought conditions, and issued a burning ban.

Commissioner Combee motioned to adjourn the meeting, seconded by Commissioner Trompke and carried by a vote of 4-0. Meeting adjourned at 7:10 P.M.

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CHAIRMAN

ATTEST:

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SECRETARY

May 8, 2017

The Board of Commissioners of the Parrish Fire District met in special session on Tuesday, May 8, 2017, at 5:00 P.M. in the Commission Chamber.

Present were: Saywer L. Ramsey    Chairman  
                  Edward G. Chitty    Vice-Chairman  
                  Kevin L. Webb    Commissioner  
                  Holly B. Combee    Commissioner  
                  Steven M. Trompke    Commissioner

Absent were    Michael G. Johnson    Fire Chief  
                  Wayne L. Ownbey    Asst. Chief

Chairman Ramsey opened the continuation of the Public Hearing from April 25, 2017 for Fire Assessments 2017-2018.

Chairman Ramsey called for public comment on the Fire Assessment rate, no one was present.

Commissioner Chitty made a motion to close the public hearing on Fire Assessment rate for 2017-18, and seconded by Commissioner Webb, and carried by a vote of 5-0.

Chairman Ramsey reminded the board that it was necessary to approve Resolution 2017-01 at this meeting. Commissioner Webb made a motion to approve Resolution 2017-01 with a 4.1% increase in assessments, seconded by Commissioner Combee, and carried by a vote of 4-1.

Chairman Ramsey discussed Resolution 2017-03, and informed the board since the fire assessment rates have been increased and the district hasn't increased rates in many years this resolution explains the methodology for the average annual growth rate in Florida personal income over the previous five years for increasing non-ad valorem fire assessments. Commissioner Trompke made a motion to approve Resolution 2017-03, seconded by Commissioner Webb, and carried by a vote of 5-0.

Commissioner Chitty made a motion to adjourn the meeting, seconded by Commissioner Combee, and carried by a vote of 5-0. Time 5:08 p.m.

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CHAIRMAN

ATTEST:

\_\_\_\_\_  
SECRETARY

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

**3**                      **N/A**                      **Minutes of April 25, 2017**  
**Special meeting minutes for May 8, 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**                      **insert**                      **Fiscal year audit report 2015-16**  
**COMMISSION ACTION NECESSARY**  
**Motion to approve/disapprove 2015-16 fiscal year audit report**  
**Second, Vote.**

**6**                      **N/A**                      **Fire Chief Selection Process**  
**COMMISSION ACTION NECESSARY**  
**No action necessary**

**7**                      **1-4**                      **Financial Reports – April & May 2017**  
**COMMISSION ACTION NECESSARY**  
**Motion to approve/disapprove Financial Reports**  
**Second, Vote.**

**8**                      **N/A**                      **Administration Report:**  
**COMMISSION ACTION NECESSARY**  
**None - Information Only**

05/16/17

**PARRISH FIRE DISTRICT**  
**Commission Budget vs. Actual**  
**October 2016 through April 2017**

	<u>Oct '16 - Apr 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
4110 · Tax Revenue	1,227,413.43	1,244,195.00	-16,781.57
4210 · Interest Income	0.00	0.00	0.00
4310 · Miscellaneous Income	10,805.69	18,000.00	-7,194.31
4315 · Grant Revenue	0.00	5,000.00	-5,000.00
4410 · User's Fee	710.00	500.00	210.00
<b>Total Income</b>	<u>1,238,929.12</u>	<u>1,267,695.00</u>	<u>-28,765.88</u>
<b>Gross Profit</b>	1,238,929.12	1,267,695.00	-28,765.88
<b>Expense</b>			
7100 · Salaries & Overtime	459,917.85	845,000.00	-385,082.15
7130 · 941 Taxes	35,225.38	64,700.00	-29,474.62
7150 · Employee Retirement	84,367.27	183,000.00	-98,632.73
7180 · Accounting & Bk Chgs	0.00	0.00	0.00
7190 · Capital Expenditures	3,524.30	20,000.00	-16,475.70
7210 · Commissioners' Honorarium	3,000.00	6,000.00	-3,000.00
7250 · Communications	2,955.01	6,000.00	-3,044.99
7270 · Dues & Licenses	1,280.60	5,500.00	-4,219.40
7310 · Fire Prevention	944.12	6,000.00	-5,055.88
7360 · Gas, Diesel & Oil	4,298.34	10,000.00	-5,701.66
7380 · Grant	0.00	5,000.00	-5,000.00
7410 · Insurance			
7411 · Dental	3,332.16	5,000.00	-1,667.84
7412 · Health	37,225.50	61,000.00	-23,774.50
7413 · Liability	32,025.61	38,000.00	-5,974.39
7414 · Workman's Comp.	21,516.31	28,000.00	-6,483.69
7410 · Insurance - Other	0.00	0.00	0.00
<b>Total 7410 · Insurance</b>	<u>94,099.58</u>	<u>132,000.00</u>	<u>-37,900.42</u>
7450 · Medical Supplies	1,156.59	3,500.00	-2,343.41
7460 · Medical Testing	0.00	1,500.00	-1,500.00
7510 · Miscellaneous Supplies	1,537.68	4,000.00	-2,462.32
7570 · Printing & Office	4,820.45	5,000.00	-179.55
7610 · Professional Services/Legal	12,664.30	22,000.00	-9,335.70
7620 · R & M-Equipment	4,002.71	6,000.00	-1,997.29
7630 · R & M-Radios	5,999.00	8,000.00	-2,001.00
7640 · R & M-Station	6,735.27	10,000.00	-3,264.73
7650 · R & M-Vehicles	6,319.26	16,000.00	-9,680.74
7690 · Refund	0.00	500.00	-500.00
7710 · Fire Equipment & Tools	1,332.82	3,000.00	-1,667.18
7730 · Training & Education	2,199.40	9,000.00	-6,800.60
7740 · Travel	0.00	500.00	-500.00
7760 · Uniforms & Gear	4,104.89	13,000.00	-8,895.11
7810 · Utilities	5,991.80	11,000.00	-5,008.20
7850 · Volunteer P/R	0.00	5,000.00	-5,000.00
<b>Total Expense</b>	<u>746,476.62</u>	<u>1,401,200.00</u>	<u>-654,723.38</u>
<b>Net Income</b>	<u><b>492,452.50</b></u>	<u><b>-133,505.00</b></u>	<u><b>625,957.50</b></u>

**PARRISH FIRE DISTRICT-IFF**

**05/16/18 Commission Budget vs. Actual October 2016 through September 2017**  
**October 2016 through April 2017**

	<u>Oct '16 - Apr ...</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
<b>5110 · Impact Fees Collected</b>	56,003.70	100,000.00	-43,996.30
<b>5210 · Interest IFF</b>	0.00	0.00	0.00
<b>5310 · Misc. Income</b>	600.00	0.00	600.00
<b>Total Income</b>	<u>56,603.70</u>	<u>100,000.00</u>	<u>-43,396.30</u>
<b>Cost of Goods Sold</b>			
<b>50000 · Cost of Goods Sold</b>	0.00		
<b>Total COGS</b>	<u>0.00</u>		
<b>Gross Profit</b>	56,603.70	100,000.00	-43,396.30
<b>Expense</b>			
<b>1160 · Pre Paid Expenses</b>	0.00	0.00	0.00
<b>66000 · Payroll Expenses</b>	0.00		
<b>9000 · Due other Funds</b>	0.00		
<b>9120 · Architect</b>	0.00	0.00	0.00
<b>9130 · Attorney</b>	0.00	0.00	0.00
<b>9140 · Bank charges</b>	0.00	0.00	0.00
<b>9210 · Loan</b>	0.00	0.00	0.00
<b>9250 · Loan Interest</b>	0.00	0.00	0.00
<b>9300 · Capital Expenditures</b>	1,225.50	25,000.00	-23,774.50
<b>9410 · Engineer</b>	0.00	0.00	0.00
<b>9470 · Refund of IFF</b>	3,500.00	0.00	3,500.00
<b>9480 · Station 2</b>	0.00	0.00	0.00
<b>Total Expense</b>	<u>4,725.50</u>	<u>25,000.00</u>	<u>-20,274.50</u>
<b>Net Income</b>	<u><u>51,878.20</u></u>	<u><u>75,000.00</u></u>	<u><u>-23,121.80</u></u>

06/15/17

**PARRISH FIRE DISTRICT**  
**Commission Budget vs. Actual**  
**October 2016 through May 2017**

	Oct '16 - May 17	Budget	\$ Over Budget
<b>Income</b>			
4110 · Tax Revenue	1,249,993.78	1,244,195.00	5,798.78
4210 · Interest Income	0.00	0.00	0.00
4310 · Miscellaneous Income	12,455.69	18,000.00	-5,544.31
4315 · Grant Revenue	0.00	5,000.00	-5,000.00
4410 · User's Fee	710.00	500.00	210.00
<b>Total Income</b>	<b>1,263,159.47</b>	<b>1,267,695.00</b>	<b>-4,535.53</b>
<b>Gross Profit</b>	<b>1,263,159.47</b>	<b>1,267,695.00</b>	<b>-4,535.53</b>
<b>Expense</b>			
7100 · Salaries & Overtime	521,286.77	845,000.00	-323,713.23
7130 · 941 Taxes	39,892.60	64,700.00	-24,807.40
7150 · Employee Retirement	97,481.60	183,000.00	-85,518.40
7180 · Accounting & Bk Chgs	0.00	0.00	0.00
7190 · Capital Expenditures	3,894.29	20,000.00	-16,105.71
7210 · Commissioners' Honorarium	3,000.00	6,000.00	-3,000.00
7250 · Communications	3,646.76	6,000.00	-2,353.24
7270 · Dues & Licenses	1,742.10	5,500.00	-3,757.90
7310 · Fire Prevention	944.12	6,000.00	-5,055.88
7360 · Gas, Diesel & Oil	5,273.38	10,000.00	-4,726.62
7380 · Grant	0.00	5,000.00	-5,000.00
7410 · Insurance			
7411 · Dental	3,748.68	5,000.00	-1,251.32
7412 · Health	41,880.65	61,000.00	-19,119.35
7413 · Liability	34,782.61	38,000.00	-3,217.39
7414 · Workman's Comp.	23,370.14	28,000.00	-4,629.86
7410 · Insurance - Other	0.00	0.00	0.00
<b>Total 7410 · Insurance</b>	<b>103,782.08</b>	<b>132,000.00</b>	<b>-28,217.92</b>
7450 · Medical Supplies	1,188.97	3,500.00	-2,311.03
7460 · Medical Testing	0.00	1,500.00	-1,500.00
7510 · Miscellaneous Supplies	2,156.90	4,000.00	-1,843.10
7570 · Printing & Office	5,382.58	5,000.00	382.58
7610 · Professional Services/Legal	15,342.35	22,000.00	-6,657.65
7620 · R & M-Equipment	4,142.71	6,000.00	-1,857.29
7630 · R & M-Radios	5,999.00	8,000.00	-2,001.00
7640 · R & M-Station	7,084.17	10,000.00	-2,915.83
7650 · R & M-Vehicles	8,382.93	16,000.00	-7,617.07
7690 · Refund	0.00	500.00	-500.00
7710 · Fire Equipment & Tools	1,332.82	3,000.00	-1,667.18
7730 · Training & Education	4,055.11	9,000.00	-4,944.89
7740 · Travel	0.00	500.00	-500.00
7760 · Uniforms & Gear	4,142.87	13,000.00	-8,857.13
7810 · Utilities	7,335.32	11,000.00	-3,664.68
7850 · Volunteer P/R	0.00	5,000.00	-5,000.00
<b>Total Expense</b>	<b>847,489.43</b>	<b>1,401,200.00</b>	<b>-553,710.57</b>
<b>Net Income</b>	<b>415,670.04</b>	<b>-133,505.00</b>	<b>549,175.04</b>



**PARRISH FIRE DISTRICT-IFF**  
**06/08/16 Commission Budget vs. Actual October 2016 through September 2017**  
 October 2016 through May 2017

	Oct '16 - May...	Budget	\$ Over Budget
<b>Income</b>			
<b>5110 · Impact Fees Collected</b>	56,003.70	100,000.00	-43,996.30
<b>5210 · Interest IFF</b>	0.00	0.00	0.00
<b>5310 · Misc. Income</b>	600.00	0.00	600.00
<b>Total Income</b>	56,603.70	100,000.00	-43,396.30
<b>Cost of Goods Sold</b>			
<b>50000 · Cost of Goods Sold</b>	0.00		
<b>Total COGS</b>	0.00		
<b>Gross Profit</b>	56,603.70	100,000.00	-43,396.30
<b>Expense</b>			
<b>1160 · Pre Paid Expenses</b>	0.00	0.00	0.00
<b>66000 · Payroll Expenses</b>	0.00		
<b>9000 · Due other Funds</b>	0.00		
<b>9120 · Architect</b>	0.00	0.00	0.00
<b>9130 · Attorney</b>	0.00	0.00	0.00
<b>9140 · Bank charges</b>	0.00	0.00	0.00
<b>9210 · Loan</b>	0.00	0.00	0.00
<b>9250 · Loan Interest</b>	0.00	0.00	0.00
<b>9300 · Capital Expenditures</b>	1,225.50	25,000.00	-23,774.50
<b>9410 · Engineer</b>	0.00	0.00	0.00
<b>9470 · Refund of IFF</b>	3,500.00	0.00	3,500.00
<b>9480 · Station 2</b>	0.00	0.00	0.00
<b>Total Expense</b>	4,725.50	25,000.00	-20,274.50
<b>Net Income</b>	<b>51,878.20</b>	<b>75,000.00</b>	<b>-23,121.80</b>