

AGENDA

PARRISH FIRE DISTRICT

May 28, 2024 – 6:00p.m.

- 1. Open meeting for the Parrish Fire District**
- 2. Prayer and Pledge**
- 3. Minutes of meeting for April 23, 2024**
- 4. Public Comment**
- 5. Fiscal Audit 2022-23**
- 6. Filling of Commissioners Seat 5**
- 7. Resolution 2024-02 User Fee Service Schedule**
- 8. Financial Report**
- 9. Administration Report**
- 11. Commissioners Report:**

**Commissioner
Commissioner Stevens
Commissioner Griesi
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 day's notice. F.S. 286.011 (6)

April 23, 2024

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, April 23, 2024, at 6:00 P.M. in the Commission Chamber.

Present were	Edward G. Chitty	Chairman
	Kevin L. Webb	Vice-Chairman
	John Z. Griesi	Commissioner
	Edward W. Stevens	Commissioner
	Stacey S. Bailey	Fire Chief
Absent was	Eugene F. Hendry	Commissioner

Chairman Chitty opened the meeting of the Parrish Fire Commission.

The minutes of the previous meeting held March 26, 2024, were approved on a motion by Commissioner Webb, seconded by Commissioner Griesi, and carried by a vote of 4-0.

Chairman Chitty called for public comment. No one was present to speak.

Chairman Chitty opened the public hearing for Fire Assessments Rates public hearing, no one from the public signed up to speak. A motion was made to close the public hearing by Commissioner Griesi, seconded by Commissioner Stevens, and carried by a vote of 4-0. Commissioner Webb made a motion to approve Resolution 2024-01 with a 7.48% increase, seconded by Commissioner Stevens, and carried by a vote of 4-0.

Chief Bailey advised the board that Commissioner Eugene Hendry has asked to please accept this letter of resignation from his position on the board of Fire Commissioners due to personal reasons. Commissioner Griesi made a motion to accept Commissioner Eugene Hendry's resignation, seconded by Commissioner Stevens and carried by a vote of 4-0.

Chairman Chitty gave Chief Bailey directions to advertise the vacant position in the paper and have applications ready for review at the May 28th meeting. Commissioner Stevens made a motion to approve the legal ad for the vacant seat, seconded by Commissioner Webb and carried by a vote of 4-0.

The financial report for the month ending March 2024 was presented. Chief Bailey indicated that we have received most of the general fund revenue, \$3,746,671.26 with \$129,153.96 left to collect. Impact fee revenue is currently at \$284,317.85 with \$215,682.15 still left to collect. The financial report was approved on a motion by Commissioner Griesi, seconded by Commissioner Stevens and carried by a vote of 4-0.

In the administration report, Chief Bailey brought up many different items, and projects under way by Staff, & local events that everyone has covered.

Commissioners Reports

Commissioner Stevens – Asked how we are with getting Station 3 meetings set-up.

Commissioner Griesi – Advised everyone that all the hydrants in Forest Creek have been painted and also have no parking painted on the road in front of the hydrants. Great job keep up the good work!

Commissioner Webb – Also asked about Station 3.

Chairman Chitty – Thanked everyone for all their hard work! Good job to the crews that was at the fire, great knock down.

Commissioner Stevens motioned to adjourn the meeting, seconded by Commissioner Webb, and carried by a vote of 4-0. Meeting adjourned at 6:25 P.M.

CHAIRMAN

ATTEST:

SECRETARY

AGENDA
NUMBER

PAGE
NUMBER

3 **N/A** **Minutes of April 23, 2024**

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 Audit 2022-23**

COMMISSION ACTION NECESSARY
Motion to approve/disapprove Fiscal Audit 2022-23
Second, Vote

6 **Insert** **Filling of Commissioner Seat 5**

Review applications that were submitted.

COMMISSION ACTION NECESSARY
Motion to approve/disapprove Appointed Commissioner
Second, Vote.

7 **1-5** **Resolution 2024-02 User Fee Service Schedule**

In accordance with Florida Statutes, adopting a user fee Service Schedule by Resolution that will be collected by Manatee County Building Dept.

COMMISSION ACTION NECESSARY
Motion to approve/disapprove Resolution 2024-02
User Fee Service Schedule
Second, Vote.

8 **6-7** **Financial Report – April 2024**

COMMISSION ACTION NECESSARY
Motion to approve/disapprove Financial Report
Second, Vote.

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

10 **N/A** Commissioners Report:

Commissioner
Commissioner Stevens
Commissioner Griesi
Commissioner Webb

Chairman's Report

Commissioner Chitty

NEXT COMMISSION MEETING IS June 25, 2024

PARRISH FIRE DISTRICT

12132 U.S. 301 N. PARRISH, FL 34219

Phone (941) 721-2093 - Fax (941) 721-2095

admin@parrishfd.org

UNIFORM SERVICE FEES SCHEDULE Collected By Manatee County Building and Development Services

The uniform fees for services provided by the Fire Districts of Manatee County shall be in full force and effect for any District who formally adopts this schedule by resolution.

1 PLANNING AND DEVELOPMENT RELATED SERVICES

This will include, but not be limited to the reviews of plans, permits, and inspections for:

- Emergency Fire Apparatus Access:
 - Roadways
 - Turnarounds
 - Emergency Access/Fire Lanes
 - Automatic Gates that do not require a building permit
- Water Supply Requirements:
 - Hydrants
 - Minimum Flow Requirements
- Fire Sprinkler/Standpipe Requirements
 - Point of Service
 - Backflow Devices
 - Fire Department Connection (FDC)

a Development of Regional Impact (DRI) \$500

b General Development/Site Plan submission

Includes:

- General Development Plans^a \$250
- Preliminary Site Plans^a \$250
- Final Site Plans^a \$250
- Administrative Permits^a \$250
- Special Permits^a \$250
- Off Street Parking \$250

(The \$250.00 fee includes the initial plan submission and all subsequent revisions)

^a The fee for each plan review and permit shall be \$250.00.

2 BUILDING AND DEMOLITION RELATED SERVICES

This will include, but not be limited to the review of plans, permits, and inspections for:

- Building:
 - New Construction^b
 - Renovations^b
 - Remodels^b
- Demolition^c
- Tents^e
- Temporary Use^e

a	Building/Demolition/Tent/Temporary Use permit submission	\$150
b	Each plan re-submittal (<i>incomplete application or previously denied pan</i>)	\$150
c	Work conducted without a permit (<i>in addition to initial review fee</i>)	\$500

3 FIRE PROTECTION SYSTEM RELATED SERVICES

This will include, but not be limited to the review of plans, permits, and inspections for:

- Fire Sprinkler Systems:
 - Underground^d
 - Aboveground^c
- Other Suppression Systems:
 - Cooking/Hood^d
 - Fire pump/Standpipe^d
 - Clean Agent^d
- Fire Alarm System^c

a	Fire Protection System Submission	\$250
b	Consultation/Pre-Construction review/Courtesy review	\$100
c	Each plan re-submittal (<i>incomplete application or previously denied plan</i>)	\$150
d	Work conducted without a permit (<i>in addition to initial review</i>)	\$500
e	Initial system field acceptance test	No Charge
f	Each system field acceptance re-test (<i>must be paid PRIOR to scheduling</i>)	\$150
g	Fire Hydrant flow data require field testing or witnessed flow test-site visit	\$100

^b The fee for each plan review and permit shall be a \$250.00 minimum up to 5,000 sq. ft. + \$0.04/sq. Ft. thereafter. Square footage is determined based on the building permit and sq. ft. under roof.

^c The fee for each plan review and permit shall be a \$250.00 minimum up to 5,000 sq. ft. + \$0.01/sq. Ft. thereafter. Square footage is determined based on the building permit and sq. ft. under roof.

^d The Fee for each plan review and permit shall be \$250.00.

^e The fee for each plan review and permit shall be \$150.00.

4 **CERTIFICATE OF OCCUPANCY RELATED SERVICES**

This will include, but not be limited to the final inspections of the following in order to receive a Certificate of Occupancy (CO) by Manatee County:

- Compliance with approved plans
- Fire Protection Systems documentation
- Life safety features
- Exit and emergency lighting
- Egress systems
- Fire extinguishers
- Addressing numbers
- Rapid entry Systems

a	Initial CO final inspection	No Charge
b	Each re-inspection of a failed initial CO final inspection	\$150
c	Occupancy prior to issuance of a CO (<i>in addition to re-inspection fees</i>)	\$500

5 **FIREWORKS AND PYROTECHNICS RELATED SERVICES***

This will include, but not be limited to the plans, permits, inspections and standby for:

- On-going fireworks/pyrotechnics related permitting
 - Storage
 - Product Testing
- Public fireworks displays by a licensed pyrotechnic
 - Indoor
 - Outdoor

a	Annual Fireworks/Pyrotechnic Testing and Storage Permit	\$500
b	Each Public Fireworks Display submission <ul style="list-style-type: none">▪ <i>Includes a pre-display site inspection, a standby of fire/rescue personnel and equipment during the display for at least 1 hour, and post-display site inspection</i>	\$500
c	Public Fireworks Display standby (<i>beyond the initial hour</i>) <ul style="list-style-type: none">▪ Equipment costs – Current F.E.M.A. Schedule of Equipment Rates▪ Personnel cost – per Fire District employee pay and benefits rates	

* The Fire Marshal may waive the fee for all publicly noticed fireworks displays which are printed prior to the display in a daily or weekly newspaper and/or a minimum of 3 days prior in an associated newspapers' website for the benefit of the general public which does not constitute an undue burden on the District. Per Florida Statute 791.08(1), private citizen displays not advertised as noted above would also be exempt from the fee on Independence Day (July 4th), New Years Eve (December 31st) and New Years Day (January 1st). Nothing herein exempts any person, municipality, or business from obtaining the proper authorization from the Fire Marshal prior to the display to the display of fireworks at any time.

6 **STANDBY SERVICES**

This will include, but not be limited to the provision of Fire District personnel and equipment for:

- Required standbys:
 - Fire Watch
 - Incidents
 - Events
- Requested Standbys
 - a Equipment costs - Current F.E.M.A. Schedule of Equipment Rates
 - b Personnel cost – per Fire District employee pay and benefits rates
 - c Supply cost – the actual replacement cost for any supplies

7 **FALSE ALARMS**

This will include, but not be limited to the following types of false alarms:

- Malfunction
 - Nuisance alarms
-
- | | |
|-----------------------|-----------|
| a False alarm fee 1-3 | No Charge |
| b False alarm fee 4-5 | \$100.00 |
| c False alarm fee 6-7 | \$250.00 |
| d False alarm fee 8+ | \$500.00 |

RESOLUTION NO. 2024-02

A RESOLUTION OF THE PARRISH FIRE DISTRICT BOARD OF FIRE COMMISSIONERS, ADOPTING A USER SERVICE FEE SCHEDULE.

WHEREAS, the Parrish Fire District pursuant to the provisions of Chapter 191.006(11), F.S. has authority to charge user fees authorized by resolution of the Board, in amounts necessary to conduct district activities and services, and to enforce their receipt and collection in the manner prescribed by resolution and authorized by law; and

WHEREAS, the Parrish Fire District may provide for a reasonable schedule of charges for inspecting structures, plans, and equipment to determine compliance with fire safety codes and standards;

NOW THEREFORE BE IT RESOLVED by the Board of Fire Commissioners of the Parrish Fire District that a User Service Fee Schedule (Exhibit A) is hereby adopted and identified herein as Parrish Fire District User Service Fee Schedule, effective October 1, 2024.

ADOPTED by the Parrish Fire District Board of Fire Commissioners, meeting in regular session on May 28, 2024.

Edward G. Chitty, Chairman

ATTEST:

John Z. Griesi, Secretary

PARRISH FIRE DISTRICT
 Budget vs. Actual 2023-2024
 October 2023 through April 2024

	Oct '23 - Apr 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4110 · Tax Revenue	3,758,237.65	3,875,825.22	-117,587.57
4210 · Interest Income	7,722.84		
4310 · Miscellaneous Income	14,101.70	20,000.00	-5,898.30
4315 · Grant Revenue	953,628.83	0.00	953,628.83
4410 · User's Fee	7,156.68	4,000.00	3,156.68
9201 · IFF Transfer In for St 2 loan	482,995.04	483,000.00	-4.96
Total Income	5,223,842.74	4,382,825.22	841,017.52
Gross Profit	5,223,842.74	4,382,825.22	841,017.52
Expense			
7100 · Salaries & Overtime	1,212,890.83	2,168,330.00	-955,439.17
7130 · 941 Taxes	91,717.59	165,877.00	-74,159.41
7150 · Employee Retirement	369,147.22	650,497.00	-281,349.78
7180 · Accounting & Bk Chgs	278.54	0.00	278.54
7190 · Capital Expenditures	1,694.97	45,000.00	-43,305.03
7192 · Debt Service Engine	0.00	29,992.00	-29,992.00
7210 · Commissioners' Honorarium	15,000.00	30,000.00	-15,000.00
7250 · Communications	14,142.67	22,000.00	-7,857.33
7270 · Dues & Licenses	22,871.34	23,000.00	-128.66
7310 · Fire Prevention	5,365.59	6,000.00	-634.41
7360 · Gas, Diesel & Oil	16,264.31	28,000.00	-11,735.69
7410 · Insurance			
7411 · Dental	4,509.12	8,500.00	-3,990.88
7412 · Health	173,662.51	250,000.00	-76,337.49
7413 · Liability	70,449.99	85,000.00	-14,550.01
7414 · Workman's Comp.	69,333.00	93,000.00	-23,667.00
Total 7410 · Insurance	317,954.62	438,500.00	-118,545.38
7450 · Medical Supplies	3,282.75	7,250.00	-3,967.25
7460 · Medical Testing	11,228.00	12,500.00	-1,272.00
7500 · Household Supplies	3,542.89	5,000.00	-1,457.11
7510 · Miscellaneous Supplies	3,183.64	6,500.00	-3,316.36
7542 · Loan Principal - Station 2	1,155,244.09	284,227.00	871,017.09
7543 · Loan Interest - Station 2	293,741.03	198,767.00	94,974.03
7544 · Loan Prepayment Station 2	20,000.00		
7570 · Printing & Office	3,705.18	6,500.00	-2,794.82
7610 · Professional Services/Legal	35,636.25	35,000.00	636.25
7620 · R & M-Equipment	17,044.82	15,000.00	2,044.82
7630 · R & M-Radios	11,084.00	15,000.00	-3,916.00
7640 · R & M-Station			
7641 · R & M Station 1	7,880.74	22,000.00	-14,119.26
7642 · R & M Station 2	4,718.40	22,000.00	-17,281.60
Total 7640 · R & M-Station	12,599.14	44,000.00	-31,400.86
7650 · R & M-Vehicles	31,233.95	40,000.00	-8,766.05
7680 · Reconciliation Discrepancies	-0.09		
7690 · Refund	0.00	500.00	-500.00
7710 · Fire Equipment & Tools	3,507.90	10,000.00	-6,492.10
7730 · Training & Education	12,572.56	17,500.00	-4,927.44
7740 · Travel	466.53	500.00	-33.47
7760 · Uniforms & Gear	13,626.48	14,000.00	-373.52
7810 · Utilities			
7811 · Utilities Water Station 1	2,305.49	4,000.00	-1,694.51
7812 · Utilities Electric Station 1	5,502.11	10,000.00	-4,497.89
7813 · Utilities Water Station 2	2,677.88	5,000.00	-2,322.12
7814 · Utilities Electric Station 2	3,390.92	12,000.00	-8,609.08
Total 7810 · Utilities	13,876.40	31,000.00	-17,123.60
Total Expense	3,712,903.20	4,348,440.00	-635,536.80
Net Ordinary Income	1,510,939.54	34,385.22	1,476,554.32
Other Income/Expense			
Other Expense			
7195 · Station 2 Capital Expenditures	1,498.50	0.00	1,498.50
Total Other Expense	1,498.50	0.00	1,498.50
Net Other Income	-1,498.50	0.00	-1,498.50
Net Income	1,509,441.04	34,385.22	1,475,055.82

PARRISH FIRE DISTRICT-IFF
Budget vs. Actual 2023 - 2024
 October 2023 through April 2024

	<u>Oct '23 - Apr 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
5110 · Impact Fees Collected	370,354.30	500,000.00	-129,645.70
Total Income	370,354.30	500,000.00	-129,645.70
Gross Profit	370,354.30	500,000.00	-129,645.70
Expense			
9130 · Attorney	0.00	10,000.00	-10,000.00
9300 · Capital Expenditures	34,769.56	125,000.00	-90,230.44
Total Expense	34,769.56	135,000.00	-100,230.44
Net Ordinary Income	335,584.74	365,000.00	-29,415.26
Other Income/Expense			
Other Expense			
9200 · Transfer Out of Impact	482,995.04	483,000.00	-4.96
Total Other Expense	482,995.04	483,000.00	-4.96
Net Other Income	-482,995.04	-483,000.00	4.96
Net Income	-147,410.30	-118,000.00	-29,410.30