

## **AGENDA**

# **PARRISH FIRE DISTRICT**

**August 25, 2020 – 7:00p.m.**

1. Open meeting for the Parrish Fire District
2. Prayer and Pledge
3. Minutes of meeting for July 28, 2020 – General
4. Minutes of meeting for July 28, 2020 – Shade Meeting
5. Minutes of meeting for August 4, 2020 – Special Mtg CM
6. Public Comment
7. Discussion of Budget
8. Establish date of public Hearing for Assessment appeals
9. Station 2 - Construction Manager
10. Financial Reports
11. Administration Report
10. 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)

July 28, 2020

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, July 28, 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.

The minutes of the previous meeting held June 23, 2020 were approved on a motion by Commissioner Webb with the minor verbiage change from resending to rescinding regarding the \$10.00 that increased this year, seconded by Commissioner Trompke, and carried by a vote of 5-0.

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

Chief Bailey asked the board to pick a date of August 4th or the 11<sup>th</sup>, 2020 to hold a special meeting for the Interview process for Construction Manager. The board chose August 4<sup>th</sup>, 2020 @ 6:00 pm. to hold the special meeting for Interviewing candidates for the Construction Manager for Station 2. Commissioner Trompke made a motion to hold the special meeting for Construction Manager, seconded by Commissioner Combee, and carried by a vote of 5-0.

Chief Bailey advised the board that he would like the board of commissioners to pick a date in August so they could have a budget workshop. August 13<sup>th</sup> or the 20<sup>th</sup>. After much discussion the Commissioners decided a budget workshop was not going to be necessary, Commissioner Dirling asked to just have available before next month's meeting a budget that shows potential raises, at a 2.5%,3%, & 3.5% plus any additional benefits like HSA. Commissioner Combee asked for Chief to please look into the possibility of Dependent's covered on the health insurance. Chief Bailey will send out that information to Commissioners before the August meeting.

Chief Bailey introduced Mr. Chris Roe, he was here to speak to the board on and answer any questions the Commissioners may have in regard to the \$80.00 for Fire campaign.

Chief Bailey presented Resolution 2020-05 – Approving the ballot language for the \$80.00 for Fire Campaign for the November election. Commissioner Combee made a motion to approve Resolution 2020-05, seconded by Commissioner Webb, and carried by a vote of 4-1. Commissioner Dirling voting no.

Chief Bailey presented the contract with SchenkelShultz for the Architecture services for Station 2, Commissioner Dirling made a motion to approve the contract with SchenkelShultz, seconded by Commissioner Trompke, and carried by a vote of 5-0.

The financial report for month ending June 2020 was presented. Chief Bailey indicated that we have received all monies with an additional of \$15,301.33. Impact fee revenue is currently at \$243,000. The Impact fee is over by \$150,000. The financial report was approved on a motion by Commissioner Webb, seconded by Commissioner Trompke and carried by a vote of 5-0.

In the administration report, Chief Bailey had several items that he reported to the board on.

Commissioner Combee motioned to adjourn the meeting, seconded by Commissioner Dirling, and carried by a vote of 5-0. Meeting adjourned at 8:19 P.M.

\_\_\_\_\_  
CHAIRMAN

ATTEST:

\_\_\_\_\_  
SECRETARY

July 28, 2020

The Board of Commissioners of the Parrish Fire District met on Tuesday, July 28, 2020 for a Shade Meeting for discussion regarding questions the board members will ask, for the selection of Construction Management the meeting took place at 8:27pm, 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 Shade Meeting of the Parrish Fire Commission.

After much discussion, the commissioners are to e-mail in their questions so it can be put in a pool of additional questions.

With no further business Commissioner Trompke made a motion to adjourn the shade meeting, seconded by Commissioner Combee, and carried by a vote of 5-0. The meeting was adjourned at 8:51 P.M.

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CHAIRMAN

ATTEST:

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SECRETARY

August 04, 2020

The Board of Commissioners of the Parrish Fire District met on Tuesday, August 04, 2020 for a Special Meeting for selection of Construction Management at 6:00 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 Special Meeting of the Parrish Fire Commission.

This was the order of the candidates for Construction Manager.

6:00 pm - A.D. Morgan  
6:30 pm - AJAX Building Company, LLC  
7:00 pm - GATES Construction  
7:30 pm - LEMA Construction  
8:00 pm - Magnum Builders of Sarasota, Inc.  
8:30 pm - Miller Construction Management, Inc.  
9:00 pm - NDC Construction Company  
9:30 pm - Willis Smith Construction

Prior to the meeting Miller Construction notified Parrish Fire District that they were declining to participate based on other obligations.

LEMA Construction did not show for their designated time and did not inform us in advance; therefore they were removed from the list.

After all the interviews were completed Commissioner Trumpke made a motion to select Willis Smith as our Construction Manager, seconded by Commissioner Dirling, and carried by a vote of 5-0.

With no further business the workshop was adjourned at 9:35 P.M.

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CHAIRMAN

ATTEST:

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SECRETARY

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**SUPPLEMENTAL AGENDA MATERIAL – PARRISH FIRE COMMISSION – August 25, 2020**

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<b><u>AGENDA NUMBER</u></b>	<b><u>PAGE NUMBER</u></b>	
<b>3</b>	<b>N/A</b>	<b>Minutes of July 28, 2020 – General Meeting</b>  <b><u>COMMISSION ACTION NECESSARY</u></b> <b>Motion to approve minutes. Second. Vote.</b>
<b>4</b>	<b>N/A</b>	<b>Minutes of July 28, 2020 – Shade Meeting</b>  <b><u>COMMISSION ACTION NECESSARY</u></b> <b>Motion to approve minutes. Second. Vote.</b>
<b>5</b>	<b>N/A</b>	<b>Minutes of August 4, 2020 – Special Meeting for Interviews for Construction Manager</b>  <b><u>COMMISSION ACTION NECESSARY</u></b> <b>Motion to approve minutes. Second. Vote.</b>
<b>6</b>	<b>N/A</b>	<b>Public comment</b> 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
<b>7</b>	<b>Insert</b>	<b>Discussion of Budget for 2020-21</b> <b>Information provided that was asked for in the last commission meeting.</b>  <b><u>COMMISSION ACTION NECESSARY</u></b> <b>Motion to approve/disapprove Budget for 2020-21</b> <b>Second, Vote.</b>
<b>8</b>	<b>N/A</b>	<b>Establish a date of Public Hearing to hear assessment appeals from property owners for the 2020-21 year.</b>  <b><u>COMMISSION ACTION NECESSARY</u></b> <b>Motion to establish public hearing for September 22, 2020</b> <b>Second, Vote</b>

- 9            **N/A**            **Station 2 Construction Manager**  
Contract is with the attorney waiting for any changes that need to be done.
- COMMISSION ACTION NECESSARY  
**Information Only**
- 10           **1-2**            **Financial Reports – July 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 September 22, 2020**

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

	<u>Oct '19 - Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
4110 · Tax Revenue	1,662,708.24	1,647,377.00	15,331.24
4210 · Interest Income	578.05		
4310 · Miscellaneous Income	33,184.64	23,300.00	9,884.64
4315 · Grant Revenue	4,288.00		
4320 · FEMA	31,173.04	21,000.00	10,173.04
4410 · User's Fee	4,787.69	2,000.00	2,787.69
<b>Total Income</b>	<u>1,736,719.66</u>	<u>1,693,677.00</u>	<u>43,042.66</u>
<b>Gross Profit</b>	1,736,719.66	1,693,677.00	43,042.66
<b>Expense</b>			
7100 · Salaries & Overtime	972,849.47	1,184,390.00	-211,540.53
7102 · FF Supp.	0.00	0.00	0.00
7130 · 941 Taxes	72,813.24	91,000.00	-18,186.76
7150 · Employee Retirement	226,408.40	301,000.00	-74,591.60
7180 · Accounting & Bk Chgs	-61.80	0.00	-61.80
7190 · Capital Expenditures	127,296.84	138,000.00	-10,703.16
7210 · Commissioners' Honorari...	4,500.00	6,000.00	-1,500.00
7250 · Communications	11,177.10	8,000.00	3,177.10
7270 · Dues & Licenses	8,346.41	6,000.00	2,346.41
7310 · Fire Prevention	788.64	5,000.00	-4,211.36
7360 · Gas, Diesel & Oil	8,147.41	10,000.00	-1,852.59
7410 · Insurance			
7411 · Dental	4,834.31	5,200.00	-365.69
7412 · Health	107,592.30	127,200.00	-19,607.70
7413 · Liability	39,233.56	40,000.00	-766.44
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>	<u>188,067.17</u>	<u>204,400.00</u>	<u>-16,332.83</u>
7450 · Medical Supplies	6,235.56	4,000.00	2,235.56
7460 · Medical Testing	3,430.00	6,000.00	-2,570.00
7500 · Household Supplies	3,018.36	2,500.00	518.36
7510 · Miscellaneous Supplies	2,219.20	2,000.00	219.20
7570 · Printing & Office	2,936.29	4,000.00	-1,063.71
7610 · Professional Services/Le...	24,524.55	30,000.00	-5,475.45
7620 · R & M-Equipment	17,807.12	12,000.00	5,807.12
7630 · R & M-Radios	0.00	8,000.00	-8,000.00
7640 · R & M-Station	8,282.39	10,000.00	-1,717.61
7650 · R & M-Vehicles	12,071.02	18,000.00	-5,928.98
7690 · Refund	382.82	500.00	-117.18
7710 · Fire Equipment & Tools	2,271.72	9,000.00	-6,728.28
7730 · Training & Education	7,425.12	10,000.00	-2,574.88
7740 · Travel	684.75	500.00	184.75
7760 · Uniforms & Gear	11,594.84	10,000.00	1,594.84
7810 · Utilities	8,571.99	14,000.00	-5,428.01
7850 · Volunteer P/R	0.00	3,000.00	-3,000.00
<b>Total Expense</b>	<u>1,731,788.61</u>	<u>2,097,290.00</u>	<u>-365,501.39</u>
<b>Net Income</b>	<u><u>4,931.05</u></u>	<u><u>-403,613.00</u></u>	<u><u>408,544.05</u></u>



**PARRISH FIRE DISTRICT-IFF  
Budget vs. Actual**

**Accrual Basis**

**October 2019 through July 2020**

	<u>Oct '19 - Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Income</b>			
<b>5110 · Impact Fees Collected</b>	301,689.00	150,000.00	151,689.00
<b>5210 · Interest IFF</b>	0.00		
<b>5310 · Misc. Income</b>	0.00		
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<b>Total Income</b>	301,689.00	150,000.00	151,689.00
<b>Cost of Goods Sold</b>			
<b>50000 · Cost of Goods Sold</b>	0.00		
	<hr/>	<hr/>	<hr/>
<b>Total COGS</b>	0.00		
<b>Gross Profit</b>	301,689.00	150,000.00	151,689.00
<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>	89,854.33	335,000.00	-245,145.67
<b>9410 · Engineer</b>	0.00		
<b>9470 · Refund of IFF</b>	0.00		
<b>9480 · Station 2</b>	5,859.38		
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<b>Total Expense</b>	97,473.71	345,000.00	-247,526.29
<b>Net Income</b>	<u>204,215.29</u>	<u>-195,000.00</u>	<u>399,215.29</u>