

AGENDA

PARRISH FIRE DISTRICT

May 26, 2020 – 7:00p.m.

- 1. Open meeting for the Parrish Fire District**
- 2. Prayer and Pledge**
- 3. Minutes of meeting for April 28, 2020**
- 4. Public Comment**
- 5. Agreement with Bryant Miller Oliver**
- 6. Financial Report**
- 7. Administration Report**
- 8. RFQ Interviews**
- 9. 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)

April 28, 2020

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, April 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, with Chairman Chitty & Commissioner Combee present in the chambers, while Commissioners Webb, Trompke, and Dirling all used zoomed to connect into the meeting.

The minutes of the previous meeting held February 25, 2020 were approved on a motion by Commissioner Webb, seconded by Commissioner Combee, and carried by a vote of 5-0.

The minutes from the Emergency meeting declaring a state of emergency due to the COVID-19 that was held on March 18, 2020 were approved on a motion by Commissioner Combee, seconded by Commissioner Trompke, and carried by a vote of 5-0.

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

Chairman Chitty presented Resolution 2020-02 the Florida Personal Growth Income it establishes the methodology for the average annual growth rate increase over the previous 5 years. However if the \$80.00 for fire campaign passes, the PIG will be rolled back to last year's rate assessment amount so the community is not getting an additional amount assessed to the taxes, Commissioner Combee made a motion to approve Resolution 2020-02, seconded by Commissioner Webb, and carried by a vote of 5-0.

Chairman Chitty opened the public hearing for Fire Assessments public hearing, no one from the public signed up to speak. A motion was made to close the public hearing by Commissioner Webb, seconded by Commissioner Dirling, and carried by a vote of 5-0. Commissioner Dirling made a motion to approve Resolution 2020-03, seconded by Commissioner Trompke, and carried by a vote of 5-0.

Chief Bailey presented the Fiscal Audit 2018-19 to the board of Commissioners, the district got a clean audit this year, Commissioner Trompke made a motion to approve the Fiscal Audit for 2018-19, seconded by Commissioner Combee and carried by a vote of 5-0.

Chief Bailey presented the IT Interlocal Agreement with Manatee County, he explained it's been a long time coming for this agreement, the county will maintain our computer systems in the trucks if one goes down, or just needs maintenance. Commissioner Webb made a motion to approve Resolution 2020-04, seconded by Commissioner Dirling, and carried by a vote of 5-0.

The financial report for months ending February 2020 & March 2020 was presented. Chief Bailey indicated that we have received the majority of general fund revenue with the exception of \$70,714.07. Impact fee revenue is currently at \$178,189.00 with \$28,189.00 over what was budgeted. The financial report was approved on a motion by Commissioner Trompke, seconded by Commissioner Dirling and carried by a vote of 5-0.

In the administration report, Chief Bailey brought up many different items station 2 land purchase, the RFQ process will resume in the May 26th commission meeting, Office Expansion has been completed & the C/O has been received by the county, and the service awards will be given out at the June meeting. Chief also discussed about the COVID-19 and what all the districts are doing together.

Chairman Chitty brought up for discussion about the possibility of bringing Shannon on full-time now, she is definitely needed to help out in the office more than just 2 days. After much discussion with the Commissioners a salary amount was decided of \$53,500.00. Commissioner Trompke made the motion to hire Shannon full-time at the salary of \$53,500.00, seconded by Commissioner Combee, and carried by a vote of 5-0. Shannon is to get with Chief Bailey to discuss when she can start full-time.

Chairman Chitty called for the Commissioners report, if any, Commissioner Trompke thanked all the responders for responding to all the calls in this crazy time, also welcomed Shannon aboard! Commissioner Dirling asked the Chief to keep pushing out the \$80.00 for fire but advised that it may be better to just do 1-way communication on Facebook & Next Door. Also advised that the board may need to look at if the COVID-19 carries on for a while, we may need to wait till the March election. He also welcomed aboard Shannon. Commissioner Webb thanked Chief for working so hard on all the different COVID-19 stuff and welcomed Shannon aboard. Commissioner Combee thanked Chief for everything that he is doing and welcomed Shannon aboard. Chairman Chitty welcomed Shannon aboard also, and thanked Chief for everything being done!

Commissioner Combee motioned to adjourn the meeting, seconded by Commissioner Dirling and carried by a vote of 5-0. Meeting adjourned at 8:09 P.M.

CHAIRMAN

ATTEST:

SECRETARY

<u>AGENDA NUMBER</u>	<u>PAGE NUMBER</u>	
3	N/A	Minutes of April 28, 2020 <u>COMMISSION ACTION NECESSARY</u> 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	1-3	Agreement with Bryant Miller Oliver Special services related to the referendum and Implementation of Fire Assessment Rate Increase. <u>COMMISSION ACTION NECESSARY</u> Motion to approve/disapprove agreement with BMO Second, Vote
6	4-5	Financial Report – April 2020 <u>COMMISSION ACTION NECESSARY</u> Motion to approve/disapprove Financial Report Second, Vote.
7	N/A	Administration Report: <u>COMMISSION ACTION NECESSARY</u> None - Information Only
8	Insert	RFQ Interviews Garry Roberts – Garry Roberts Architecture LLC. - 1930 – 2000 Kenneth Dean – SchenkelShultz Architecture – 2000 – 2030 John Thompson - WilderArchitecture – 2030 – 2100 Scoring and announcements – 2100 - 2130 <u>COMMISSION ACTION NECESSARY</u> Motion to approve/disapprove selection of Architect Second, Vote.

NEXT COMMISSION MEETING IS June 23, 2020

March 27, 2020
Via eMail

Stacey Bailey, Fire Chief
Parrish Fire District
12132 US 301 N.
Parrish FL 34219

Re: Special Counsel Services Related to Referendum and Implementation of Fire Assessment Rate Increase

Chief Bailey:

Thank you for considering Bryant Miller Olive ("BMO") to provide special counsel services to the Parrish Fire District (the "District") related to increasing the rate of the District's annual fire assessment. We have extensive experience with fire assessments and stand ready to provide the services contemplated by the District in a timely and efficient manner.

The engagement would generally involve a referendum phase, and then, if the referendum approves the rate increase, an implementation phase. The referendum would take place in conjunction with the August 2020 primary election or November 2020 general election as administered by the County Supervisor of Elections ("SOE"). The scope of services for each phase includes the following:

Phase 1 - Referendum:

1. Facilitate the process for conducting the referendum necessary for increasing the District's annual assessment; collaborate as necessary with SOE officials.
2. Preparation of the resolutions calling the referendum and canvassing the results.
3. Drafting or revising the ballot question for the referendum and any required notices.

4. Reviewing and commenting upon any public information or education materials prepared by District staff or officials.

Phase 2 - Implementation:

5. Prepare any other resolutions and documents required for increasing the annual assessments.

6. Draft and provide any required notices for publication and mailing, facilitate provision of notice with District staff and consultants.

7. Attend and facilitate the Board of Commissioners meeting for the required public hearing to increase the assessments.

BMO will provide such services at our customary rates for fire assessment engagements which is \$265 per hour. The firm estimates that the special counsel fees will not exceed \$2,500 for Phase 1 of the engagement and \$7,500 for Phase 2 (total of \$10,000). We will not undertake any actions or submit any billing related to Phase 2 unless the referendum conducted in Phase 1 approves the rate increase. The fee estimate set forth above does not include expenses associated with any required notice mailings, publications or referendum expenses, which will be the responsibility of the District. Accomplishing the District's objectives may not require the entire budget appropriation; however, the direction of the District will control the work effort and other matters of influence beyond the direct control of the District and/or the firms may impact the anticipated work effort, and additional budget appropriations may be required.

We will bill periodically but not less often than monthly, by a detailed invoice reflecting hours and expenses with all appropriate back-up materials typically required by governmental entities, unless directed otherwise. In addition to hourly rates, the firms will invoice for reimbursement for actual costs incurred, such as computer printing or photocopies, long distance telephone charges, travel expenses, and overnight delivery charges. Any travel expenses will be reimbursed in accordance with Section 112.061, Florida Statutes. Fees and expenses incurred in developing, implementing, maintaining and/or modifying a special assessment program may be recovered by the District through proceeds of the assessment

Attorney-Client Relationship and Conflicts. During the engagement, BMO will represent the District as special counsel and an attorney-client relationship will exist between BMO and the District.

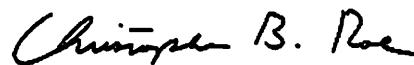
The rules regulating The Florida Bar provide that a conflict of interest exists whenever a lawyer represents one client in a matter adverse to another client. The lawyer may proceed with the representation of one client if, after disclosure of the conflict, both clients consent to the

representation. We have disclosed to the District that we have, currently do and may in the future, serve as special counsel, bond, disclosure or other counsel to other local governments or otherwise act as counsel to underwriters, investment banks and commercial banks on public finance matters. From time to time, we may represent the firms which may underwrite or purchase bonds, notes or other obligations issued by the District and other financial institutions hired by the District in connection with projects and financings for other governmental entities on unrelated matters. In either case, such representations are standard and customary within the public finance and municipal bond industry. In our opinion, we can effectively represent the District and discharge BMOs professional responsibilities notwithstanding our representation of other parties in unrelated matters, either because such representations will be sufficiently different or because the potential for such conflict is remote and minor and outweighed by consideration that it is unlikely that advice given to the other client will be relevant in any respect to the subject matter, and the District expressly consents to such other representations consistent with the circumstances herein described. However, BMO will inform the District as to any potential engagements which may implicate multiparty representation concerns and the District reserves the right to identify a representation that it finds objectionable, in which case BMO agrees to take appropriate steps to resolve the issue as required by the rules of The Florida Bar.

The District may cancel or terminate the engagement at any time upon written notice. In the event of termination, the firms will immediately cease work and shall be reimbursed for eligible and documented time at the hourly rates set forth above prior to the notice to stop work.

If the terms and conditions described in this letter are acceptable, please direct us to proceed by returning a signed copy for our files. We look forward to working with you and appreciate this opportunity to serve the Parrish Fire District.

Sincerely,



Christopher B. Roe

Direction to proceed this ____ day of _____, 2020:

By: _____

Print: _____

Title: _____

PARRISH FIRE DISTRICT
Budget vs. Actual
October 2019 through April 2020

	<u>Oct '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
4110 · Tax Revenue	1,601,963.35	1,647,377.00	-45,413.65
4210 · Interest Income	578.05		
4310 · Miscellaneous Income	27,781.23	23,300.00	4,481.23
4320 · FEMA	31,173.04	21,000.00	10,173.04
4410 · User's Fee	2,865.00	2,000.00	865.00
Total Income	<u>1,664,360.67</u>	<u>1,693,677.00</u>	<u>-29,316.33</u>
Gross Profit	1,664,360.67	1,693,677.00	-29,316.33
Expense			
7100 · Salaries & Overtime	655,105.07	1,118,870.00	-463,764.93
7102 · FF Supp.	0.00	0.00	0.00
7130 · 941 Taxes	49,142.58	78,000.00	-28,857.42
7150 · Employee Retirement	154,482.04	276,060.00	-121,577.96
7180 · Accounting & Bk Chgs	-167.22	0.00	-167.22
7190 · Capital Expenditures	95,518.23	138,000.00	-42,481.77
7210 · Commissioners' Honorari...	3,000.00	6,000.00	-3,000.00
7250 · Communications	6,879.23	8,000.00	-1,120.77
7270 · Dues & Licenses	5,640.99	6,000.00	-359.01
7310 · Fire Prevention	212.15	5,000.00	-4,787.85
7360 · Gas, Diesel & Oil	6,020.50	10,000.00	-3,979.50
7410 · Insurance			
7411 · Dental	3,278.03	5,200.00	-1,921.97
7412 · Health	86,836.18	84,000.00	2,836.18
7413 · Liability	33,984.56	40,000.00	-6,015.44
7414 · Workman's Comp.	31,665.81	32,000.00	-334.19
7410 · Insurance - Other	0.00	0.00	0.00
Total 7410 · Insurance	<u>155,764.58</u>	<u>161,200.00</u>	<u>-5,435.42</u>
7450 · Medical Supplies	2,883.63	4,000.00	-1,116.37
7460 · Medical Testing	3,430.00	6,000.00	-2,570.00
7500 · Household Supplies	1,549.83	2,500.00	-950.17
7510 · Miscellaneous Supplies	1,312.81	2,000.00	-687.19
7570 · Printing & Office	1,720.72	4,000.00	-2,279.28
7610 · Professional Services/Le...	23,825.05	30,000.00	-6,174.95
7620 · R & M-Equipment	12,959.00	12,000.00	959.00
7630 · R & M-Radios	0.00	8,000.00	-8,000.00
7640 · R & M-Station	6,975.45	10,000.00	-3,024.55
7650 · R & M-Vehicles	10,670.76	18,000.00	-7,329.24
7690 · Refund	550.54	500.00	50.54
7710 · Fire Equipment & Tools	1,651.51	9,000.00	-7,348.49
7730 · Training & Education	4,840.12	10,000.00	-5,159.88
7740 · Travel	684.75	500.00	184.75
7760 · Uniforms & Gear	10,761.03	10,000.00	761.03
7810 · Utilities	5,900.40	14,000.00	-8,099.60
7850 · Volunteer P/R	0.00	3,000.00	-3,000.00
Total Expense	<u>1,221,313.75</u>	<u>1,950,630.00</u>	<u>-729,316.25</u>
Net Income	<u><u>443,046.92</u></u>	<u><u>-256,953.00</u></u>	<u><u>699,999.92</u></u>

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

Accrual Basis

October 2019 through April 2020

	<u>Oct '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Income			
5110 · Impact Fees Collected	178,189.00	150,000.00	28,189.00
5210 · Interest IFF	0.00		
5310 · Misc. Income	0.00		
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Total Income	178,189.00	150,000.00	28,189.00
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00		
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Total COGS	0.00		
Gross Profit	178,189.00	150,000.00	28,189.00
Expense			
1160 · Pre Paid Expenses	0.00		
66000 · Payroll Expenses	0.00		
9000 · Due other Funds	0.00		
9120 · Architect	0.00		
9130 · Attorney	1,760.00	10,000.00	-8,240.00
9140 · Bank charges	0.00		
9210 · Loan	0.00		
9250 · Loan Interest	0.00		
9300 · Capital Expenditures	42,375.29	335,000.00	-292,624.71
9410 · Engineer	0.00		
9470 · Refund of IFF	0.00		
9480 · Station 2	0.00		
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Total Expense	44,135.29	345,000.00	-300,864.71
Net Income	<u><u>134,053.71</u></u>	<u><u>-195,000.00</u></u>	<u><u>329,053.71</u></u>