Pace Fire Rescue District Board of Commissioners Regular Meeting May 20, 2024

- 1. Call to Order
- 2. Pledge of Allegiance
- 3. Moment of Silence
- 4. Public Forum
- 5. Minutes from the previous meeting
- 6. Financial Report (Written report attached)
- 7. Chief's Report (Written report attached)
- 8. Fiscal Year 2022/2023 Audit Report
- 9. Station 4
- 10. Draft Policy
- 11. Santa Rosa County Property Appraiser
- 12. Santa Rosa County Tax Collector
- 13. Station 1 Generator Grant
- 14. Paramedic Tuition
- 15. Non Ad Valorem Resolution Draft

Pace Fire Rescue District Regular Meeting April 15, 2024

1. Meeting Called to Order

a. Call to Order at approximately 6:30 p.m.

2. Pledge of Allegiance

3. Moment of Silence

4. Public Forum

a. Was acknowledged but no one was in attendance.

5. Minutes from the previous meeting

- a. Motion to approve 1st made by Vice-Chair Nick Gradia and 2nd by Commissioner Brandon Beecher.
- b. Motion passed.

6. Financial Report (Written report attached)

- a. Motion to approve 1st made by Treasurer Bob Jankowski and 2nd by Secretary Daniel Mills.
- b. Motion passed.

7. Chief's Report (Written report attached)

- a. Motion to approve 1st made by Secretary Daniel Mills and 2nd by Commissioner Brandon Beecher.
- b. Motion passed.

8. Station 4 Project Update

a. Chief Whitfield reported the Bid Process was ready to be advertised later this week or next week. Once it is advertised, they will have 30 days to submit their bids, so the end of May or first of June. Treasurer Bob Jankowski asked for the bidding procedure to be explained. Chief Whitfield went forward explaining how the bidding works. Vice-Chair Nick Gradia asked Chief Whitfield, "how many bids were submitted for Station 3"? He wanted to get an idea how many they would be looking at for Station 4. Treasurer Bob Jankowski asked if they were going to interview the top bidders at one of the meetings. All the Commissioners agreed they should be interviewed. When the advertisement goes out there needs to be a statement letting them know they will be interviewed at a public meeting. Secretary Daniel Mills stated there should be no more than

five interviews at a time. Treasurer Bob Jankowski suggested we might need a "special meeting" for the interviews. Procedures for the interviews should be finalized by the next meeting.

9. Pension Board Appointment

- a. Chief Whitfield discussed the expiration of two appointed board members. One of the board members would like to stay but one hasn't shown any interest in staying on the board. Chief Whitfield stated there was a resident who lives in Hammersmith that is interested in serving on the Pension Board. The appointment of Arthur O'Reilly was approved.
- b. Secretary Daniel Mills asked how often the Pension Board meets and Chief Whitfield said Quarterly.

10. Draft Policy

a. A lengthy discussion was held between Chief Whitfield and the Board on the draft of an Appeal Policy. There is a Progressive Discipline Standard Operating Guidelines in effect now, the draft includes new procedures inserted throughout the SOG. The discussion included the Union's status of Collective Bargaining and legality vs administrative limitations. Treasurer Bob Jankowski suggested hiring a Human Resource person. Chief Whitfield is looking into the options with Landrum in the cost of hiring a person full time or having someone "on-call". The Board agreed to table this discussion until the next meeting to see what the status is with the Union.

11. District Charter Amendment

a. Chief Whitfield is working on a draft Resolution to adopt that if approved by the board would save us money. Having the draft would exempt us from having to pay for studies, etc. This Resolution must be submitted by June 30, 2024.

12. Motion to Adjourn

a. There being no further business a Motion to Adjourn was 1st made by Treasurer Bob Jankowski and 2nd by Secretary Daniel Mills. The meeting was adjourned at approximately 7:45 p.m.

Approved this 20 th day of May 2024.	
Dean Anderson, Chairman	_

PACE FIRE & RESCUE DISTRICT INC Balance Sheet

As of April 30, 2024

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
11000 · Petty Cash	532.66
11100 · South State Bank MSBU	1,064,526.11
11200 · South State Bank Plan Review	751,161.33
11300 · South State Bank Hydrant	134,324.28 190,486.91
11400 · South State Bank Savings 11500 · Synovus Bank- Construction Acct	2,334.29
11550 · Synovus Bank - Construction Acct	3,737,310.07
11330 - Syllovus Balik -Gelleral Operating	3,737,310.07
Total Checking/Savings	5,880,675.65
Other Current Assets 11025 · Sick Pay Employee Advance	1,297.93
Total Other Current Assets	1,297.93
Total Current Assets	5,881,973.58
TOTAL ASSETS	5,881,973.58
LIABILITIES & EQUITY Liabilities Current Liabilities Other Current Liabilities 24000 · Payroll Liabilities	61,084.94
24400 · AFLAC Withholding	25.02
Total Other Current Liabilities	61,109.96
Total Current Liabilities	61,109.96
Total Liabilities	61,109.96
Equity	
31000 · District Reserves	598,591.04
32000 · Unrestricted Net Assets	2,853,503.92
32100 · Restricted for Impact Fees	386,872.82
32200 · Restricted for Hydrant	84,620.68
Net Income	1,897,275.16
Total Equity	5,820,863.62
TOTAL LIABILITIES & EQUITY	5,881,973.58

PACE FIRE & RESCUE DISTRICT INC Profit & Loss Budget vs. Actual October 2023 through April 2024

Expense 62100 · Contract Services 62110 · Accounting Fees 62140 · Legal Fees	Gross Profit	Total Income	46500 · Sheriff Utility Offset	Total 46400 · Other Types of Income	46400 · Other Types of Income 46420 · Impact Fees 46430 · Miscellaneous Revenue	Total 45000 · Interest Income	45000 · Interest Income 45030 · Interest-Savings, Short-term CD 45000 · Interest Income - Other	Total 44850 · Fire Prevention Review Fees	Sprinkler Plan Review Tents, Temporary Structures Underground Fire Line	44500 · Fire Prevention Review Building Plan Review Fire Alarm Plan Review	44530 · Public Safety FF Sup Comp 44600 · Hydrant Grant 44700 · Safer Grant	Total 44500 · MSBU FUNDS/Ad Valorem Taxes	44500 · MSBU FUNDS/Ad Valorem Taxes 44500.5 · Discounts 44500 · MSBU FUNDS/Ad Valorem Taxes - Other	Total 43400 · Direct Public Support	Ordinary Income/Expense Income 43400 · Direct Public Support 43450 · Individ, Business Contributions 43400 · Direct Public Support - Other	
12,250.00 1,061.60	4,422,040.22	4,422,040.22	6,097.74	461,785.39	153,692.17 308,093.22	48,288.27	344.08 47,944.19	6,224.09	500.00 120.00 375.00	4,774.09 375.00 80.00	3,890.00 33,077.96 0.00	3,862,406.77	-93,942.71 3,956,349.48	270.00	270.00 0.00	Oct '23 - Apr 24
21,000.00 65,000.00	4,122,456.00	4,122,456.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00	0.00 0.00	0.00 0.00 0.00	4,122,456.00	0.00 4,122,456.00	0.00	0.00	Budget
-8,750.00 -63,938.40	299,584.22	299,584.22	6,097.74	461,785.39	153,692.17 308,093.22	48,288.27	47,944.19	6,224.09	500.00 120.00 375.00	4,774.09 375.00	3,890.00 33,077.96 0.00	-260,049.23	-93,942.71 -166,106.52	270.00	270.00 0.00	\$ Over Budget

PACE FIRE & RESCUE DISTRICT INC Profit & Loss Budget vs. Actual October 2023 through April 2024

Total 65000 · Operations	64200 · Training & Education 65000 · Operations 65030 · Turnout Gear 65040 · Station Supplies 65050 · Uniforms 65060 · Operating Cleaning Supplies 65070 · Miscellaneous Equipment	Total 64100 · Utilities	63000 · Fuel/Lube/Oil 64100 · Utilities 62135 · Garbage Service 64110.1 · Electric Station 1 64110.2 · Electric Station 2 & 3 64110.4 · Electric Station 4 64120 · Gas Sewer Water Station 3 64130 · Water Station 1 64150 · Internet & Telephone 64160 · Cell Phones	Total 62800 · Repair & Maintenance	62160 · Physicals 62165 · Pre-Hiring Expenses 62160 · Physicals - Other Total 62160 · Physicals Total 62100 · Contract Services 62120 · Audit Expenses 62300 · Books/Pubs/Subscriptions 62350 · Dues & Memberships 62380 · Medical Director Fees 62380 · Medical Director Fees 62390 · Interest Expense 62400 · Office Supplies 62400 · Office Supplies 62400 · Communication 62500 · Communication 62600 · Computer Supplies & Service 62800 · Repair & Maintenance 62820 · Building Maintenance 62840 · Equip Maintenance & Repair 62850 · Truck Maintenance & Repair
26,701.17	4,540.40 342.50 3,832.16 9,430.66 581,40 12,514.45	26,659.54	27,397.36 2,066.19 9,934.38 3,263.67 544.78 1,786.58 2,169.70 2,740.56 4,153.68	64,127.93	Oct '23 - Apr 24 1,290.85 0.00 1,290.85 14,602.45 12,500.00 0.00 22,603.68 2,265.94 4,800.00 12,811.80 3,853.88 895.78 0.00 111.75 6,685.74 11,843.85 45,598.34
101,500.00	16,500.00 30,000.00 7,500.00 20,000.00 6,000.00 38,000.00	58,444.00	62,500.00 2,800.00 26,000.00 10,000.00 3,000.00 2,500.00 3,144.00 3,500.00 7,500.00	90,500.00	3,500.00 17,000.00 20,500.00 16,500.00 16,500.00 27,500.00 5,500.00 4,800.00 4,419.00 6,500.00 15,500.00 6,500.00 6,500.00
-74,798.83	-11,959.60 -29,657.50 -3,667.84 -10,569.34 -5,418.60 -25,485.55	-31,784.46	-35,102.64 -733.81 -16,065.62 -6,736.33 -2,455.22 -713.42 -974.30 -759.44 -3,346.32	-26,372.07	\$ Over Budget -2,209.15 -17,000.00 -19,209.15 -91,897.55 -4,000.00 -4,896.32 -3,234.06 0.00 -1,646.12 -3,523.22 -6,500.00 -6,388.25 -19,401.66

PACE FIRE & RESCUE DISTRICT INC Profit & Loss Budget vs. Actual October 2023 through April 2024

Total 80120 · Grant Capital Purchase Station3	80120.1 • Station 3 Loan Payment 80120.2 • Capital Construction Draws 80120.2 • Grant Capital Purchase Station3 • Other	69400 - Crant Craftal Burchase Stations	Other Income/Expense Other Expense 70100 · Contingency 80100 · Contingency	Net Ordinary Income	Total Expense	69100 · Loan Payment-Engine 21 69200 · Loan Payment- Ladder 21 69300 · Loan Payment Synovus Station 3	Total 68300 · Travel and Per Diem	68320 · Travel and Per Diem - Other	66200 · Other Current Charges 66500 · Tax Collector Fees 67100 · Operational Service Test 68300 · Travel and Per Diem	Total 66000 · Payroll Expenses	65210 · Permits Licenses 66000 · Payroll Expenses 66100 · Salaries 66120 · Benefits 66130 · Payroll Taxes 66140 · Retirement Match 66150 · Taxable Third Party Sick Pay 66000 · Payroll Expenses - Other	Total 65100 · Insurance & Bonds	65100 · Insurance & Bonds 65150 · Insurance-Vehicle & Property 65160 · Insurance-Worker's Comp & Other	
0.00	0.00 0.00 0.00	108,302.48	0.00	2,483,769.81	1,938,270.41	0.00 127,621.78 43,260.82	1,554.07	478.51 1,075.56	0.00 128,758.76 6,519.44	1,350,055.84	972,900.25 180,058.92 74,089.62 118,811.61 0.00 4,195.44	56,476.07	56,476.07 0.00	Oct '23 - Apr 24
0.00	0.00 0.00	75,000.00	68,399.00	328,399.00	3,794,057.00	70,409.00 127,622.00 56,073.00	10,000.00	10,000.00 0.00	0.00 103,061.00 19,000.00	2,779,729.00	2,086,624.00 401,760.00 159,627.00 131,718.00 0.00	115,000.00	65,000.00 50,000.00	Budget
0.00	0.00 0.00 0.00	33,302.48	-68,399.00	2,155,370.81	-1,855,786.59	-70,409.00 -0.22 -12,812.18	-8,445.93	-9,521.49 1,075.56	0.00 25,697.76 -12,480.56	-1,429,673.16	-1,113,723.75 -221,701.08 -85,537.38 -12,906.39 0.00 4,195.44	-58,523.93	-8,523.93 -50,000.00	\$ Over Budget

PACE FIRE & RESCUE DISTRICT INC Profit & Loss Budget vs. Actual

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1,954,264.49	0.00	1,954,264.49	Net Income
-201,106.32	-328,399.00	-529,505.32	Net Other Income
201,106.32	328,399.00	529,505.32	Total Other Expense
269,505.32	260,000.00	529,505.32	Total 80100 · Capital Purchases
-32,037.76 333,240.60 -65,000.00	60,000.00 60,000.00 65,000.00	27,962.24 393,240.60 0.00	80130 · Grant Capital Purchase - Equip 80140 · Grant Capital Purchase- Vehicle 80150 · Boat 21 Replacement
\$ Over Budget	Budget	Oct '23 - Apr 24	



Chief's Report

April 2024

Operations Division

Calls

EMS	101
FIRE	102
Total Calls	203
Average Response Time	6:41
Turn Out Time –EMS Compliant Percentage	85.44%
Turn Out Time-FIRE Compliant Percentage	86.90%
Automatic / Mutual Aid Given	7
Automatic / Mutual Aid Received	1

• Of the 189 calls for service in March, 61, or 28.77 %, were overlapping calls for service.

Property Pre-Incident Value	Losses	Saved
\$421,677.00	\$7,300.00	\$414,377.00

Training

- During January, there were **861.30** personnel hours of required training.
- 45-hours Codes and Standards Class

Fire Prevention Division Pre-fire Plans/ Hydrants /Smoke Detectors /Public Education

6			
2			
2			
0			
2			
0			
0			
3			
4	0-18 Age	19-54 Age	55+ Age
	170	152	62
1			
33			
0			
87			
	0 2 0 0 3 4	0 2 0 0 3 4 0-18 Age 170 1 33 0	0 2 0 0 3 4 Age

Miscellaneous:

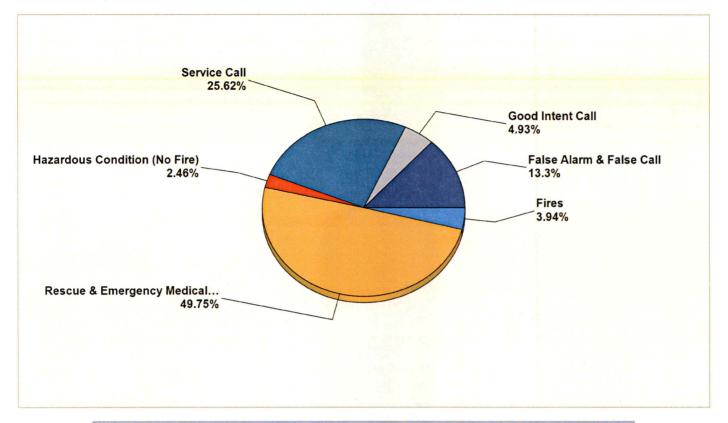
Pace. FL

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	8	3.94%
Rescue & Emergency Medical Service	101	49.75%
Hazardous Condition (No Fire)	5	2.46%
Service Call	- 52	25.62%
Good Intent Call	10	4.93%
False Alarm & False Call	27	13.3%
TOTAL	203	100%

Page # 1 of 2

INCIDENT TYPE	# INCIDENTS	% of TOTAL
121 - Fire in mobile home used as fixed residence	1	0.49%
131 - Passenger vehicle fire	3	1.48%
138 - Off-road vehicle or heavy equipment fire	1	0.49%
151 - Outside rubbish, trash or waste fire	3	1.48%
111 - Medical assist, assist EMS crew	46	22.66%
321 - EMS call, excluding vehicle accident with injury	42	20.69%
322 - Motor vehicle accident with injuries	2	0.99%
324 - Motor vehicle accident with no injuries.	9	4.43%
352 - Extrication of victim(s) from vehicle	1	0.49%
865 - Watercraft rescue	1	0.49%
112 - Gas leak (natural gas or LPG)	1	0.49%
140 - Electrical wiring/equipment problem, other	1	0.49%
144 - Power line down	2	0.99%
145 - Arcing, shorted electrical equipment	1	0.49%
511 - Lock-out	1	0.49%
550 - Public service assistance, other	2	0.99%
551 - Assist police or other governmental agency	8	3.94%
553 - Public service	6	2.96%
554 - Assist invalid	29	14.29%
561 - Unauthorized burning	6	2.96%
611 - Dispatched & cancelled en route	5	2.46%
622 - No incident found on arrival at dispatch address	2	0.99%
631 - Authorized controlled burning	1	0.49%
651 - Smoke scare, odor of smoke	2	0.99%
733 - Smoke detector activation due to malfunction	3	1.48%
734 - Heat detector activation due to malfunction	1	0.49%
735 - Alarm system sounded due to malfunction	2	0.99%
743 - Smoke detector activation, no fire - unintentional	9	4.43%
744 - Detector activation, no fire - unintentional	2	0.99%
745 - Alarm system activation, no fire - unintentional	9	4.43%
746 - Carbon monoxide detector activation, no CO	1	0.49%
TOTAL INCIDENTS:	203	100%



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Output Addition of the Additio

Incident Statistics

Zone(s): All Zones | Start Date: 04/01/2024 | End Date: 04/30/2024

		INCIDENT COUNT			
INCIDE	NT TYPE		# INCIDENTS		
E	MS		101		
FIRE			102		
TO	TAL		203		
	ТОТА	L TRANSPORTS (N2 an	d N3)		
APPARATUS	# of APPAR/ TRANSPO		NT TRANSPORTS	TOTAL # of PATIENT CONTACTS	
BAT21	0		0	1	
E21	0		0	10	
E2104	0		0	4	
LA21	0		0	29	
TOTAL	0		0	44	
PRE-INCID	ENT VALUE		LOSS	ES	
\$421,677.00			\$7,300.00		
		CO CHECKS			
746 - Carbon monoxide	AND COMMENTAL CONTRACTOR OF THE PROPERTY OF TH	CO	1		
TO	TAL		1		
	M	UTUAL AID			
Aid Cives			Tota	ıl	
Aid Given Aid Received			7		
Ald H			1		
# OVE		OVERLAPPING CALLS		ADDING	
# OVERLAPPING 38			% OVERLA 18.7		
		VERAGE RESPONSE TI			
Station		EMS		FIRE	
PACE FIRE RESCUE DIS	TRICT 1	0:06:46		0:09:18	
PACE FIRE RESCUE DIS	TRICT 3	0:05:32		0:05:36	
PACE FIRE RESCUE DIS	TRICT 4	0:10:54		0:14:03	
		AVERAGE FOR ALL	CALLS	0:06:41	
LIG	HTS AND SIREN - A	VERAGE TURNOUT TIM			
Station		EMS		FIRE	
PACE FIRE RESCUE DIS	TRICT 1	0:00:36		0:01:34	
PACE FIRE RESCUE DIS		0:00:48		0:00:44	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



PACE FIRE RESCUE DISTRICT 4	0:00:24	0:00:29
	AVERAGE FOR ALL CALLS	0:00:45
AGENCY	AVERAGE TIM	E ON SCENE (MM:SS)
Pace Fire Rescue District		17:17



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Property Values versus Loss and Save per Incident for Date Range

Start Date: 04/01/2024 | End Date: 04/30/2024

INCIDENT #	PRE-INCIDENT VALUE	LOSSES	SAVED
2024-00752	\$298,777.00	\$3,600.00	\$295,177.00
2024-00771	\$105,000.00	\$1,200.00	\$103,800.00
2024-00813	\$6,500.00	\$500.00	\$6,000.00
2024-00838	\$5,000.00	\$1,000.00	\$4,000.00
2024-00877	\$6,400.00	\$1,000.00	\$5,400.00

Totals: \$421,677.00 \$7,300.00 \$414,377.00



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Monthly Incident Hydrant and Fire Marshal Services Report

Start Date: 04/01/2024 | End Date: 04/30/2024

Average Response Time - 1st arriving Unit		
Structure Fires		00:00
Other Fires		5:56
MVAs		4:29
All EMS		6:36
All Incidents		6:42

Incident Count by Type		
Fires (100-199)	Total: 8	
Total Structure Fires (111,112)	0	
Structure Fires (111,112) w/Hose Deployment	0	
Other Fires (100, 113 – 173)	8	
Total Water Usage for all Fires	0	

EMS (300-399)	Total: 101
Medical Assist, Assist EMS Crew (311)	46
EMS call, excluding vehicle accident with injury (321)	42
Motor Vehicle Accidents (322,323,324)	11
Rescue (350 – 372)	2
All other EMS (300, 320, 331, 340-343, 381)	0
Specialized Responses (400-499)	Total: 5
Service Calls (500-599)	Total: 52
Lockouts (511)	1 .
Public Service (550 - 555)	45

All Other Incidents (200s, 600s – 900s)	Total: 37
Total Calls for Date Range (100 - 999)	Total: 203

Mutual and Automatic Aid	
Total Mutual and Automatic Aid Given for Fire (100s)	0
Total Mutual and Automatic Aid Received for Fire (100s)	1
Total Mutual and Automatic Aid Given for EMS (300s)	1

Only Completed and Reviewed Primary Exposure Reports are in calculations.





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Hydrants	· 在一个人的一个人的一个人的一个人的一个人的一个人的一个人的一个人的一个人的一个人的	
Hydrants Tested		87
Fire Marshal Services		
Annual		6
Final Life Safety/Fire Inspection		2
Pre-Plan	4.50°	2

Pace, FL

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Completed Inspections by Zone by Inspection Type by Inspection Result for Date Range

Start Date: 04/01/2024 | End Date: 04/30/2024

ZONE: 2102				
INSPECTION TYPE	COMPLETED INSPECTIONS	NO VIOLATIONS NOTED	COMSHORT 1 ISSUED	COMSHORT FINAL ISSUED
Final Life Safety/Fire Inspection	1	1	0	0
TOTAL	1	-	0	0
ZONE: 2103				
INSPECTION TYPE	COMPLETED INSPECTIONS	NO VIOLATIONS NOTED	COMSHORT 1 ISSUED	COMSHORT FINAL ISSUED
Annual	9	9	0	0
Pre-Plan	2	2	0	0
TOTAL	8	8	0	0
ZONE: 2106				
INSPECTION TYPE	COMPLETED INSPECTIONS	NO VIOLATIONS NOTED	COMSHORT 1 ISSUED	COMSHORT FINAL ISSUED
Final Life Safety/Fire Inspection	1	1	0	0
TOTAL	•		0	0
GRAND TOTAL	10	10	0	



Only Completed Inspections appear in the results. This is a Custom Report, so results will vary for Users not from that Department.

Pace, FL

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Apparatus Compliance Percentage for Turnout Time for Response Mode for Incident Type for Date Range for Apparatus for Zone

Response Mode: All | Apparatus: E21, E2104, LA21, R21, TNK21 and 1 more | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): 100 - Fire, other, 110 - Structure fire, other (conversion only), 111 - Building fire, 112 - Fires in structure other than in a building, 113 - Cooking fire, confined to container and 140 more | Start Date: 04/01/2024 | End Date: 04/30/2024 | Compliance Time: 00:01:20

	# RESPONSES		
APPARATUS	COMPLIANT	NOT COMPLIANT	% COMPLIANT for APPARATUS RESPONSE MODE
E21	20	4	83.33%
E2104	12	1	92.31%
LA21	41	6	87.23%
TOTAL:	73	11	86.90%
TOTAL CALLS:		84	

Pace. FL

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Apparatus Compliance Percentage for Turnout Time for Response Mode for Incident Type for Date Range for Apparatus for Zone

Response Mode: All | Apparatus: E21, E2104, LA21, R21, TNK21 and 1 more | Shift(s): All Shifts | Zone(s): All Zones | Incident Type(s): 300 - Rescue, EMS incident, other, 311 - Medical assist, assist EMS crew, 320 - Emergency medical service, other, 321 - EMS call, excluding vehicle accident with injury, 322 - Motor vehicle accident with injuries and 25 more | Start Date: 04/01/2024 | End Date: 04/30/2024 | Compliance Time: 00:01:00

	# RESPONSES		<u> </u>
APPARATUS	COMPLIANT	NOT COMPLIANT	% COMPLIANT for APPARATUS RESPONSE MODE
E21	24	6	80.00%
E2104	7	3	70.00%
LA21	55	6	90.16%
TNK21	2	0	100.00%
TOTAL:	88	15	85.44%
TOTAL CALLS:		103	





4773 Pace Patriot Blvd. • Pace, Florida 32571 850/994-6884 Fax 850 / 994-3683

Robbie Whitfield Fire Chief

Board of Fire Commissioners Agenda Item

Meeting Date:

May 20, 2024

Item:

Station 4 Addition Project

Attachment(s):

ACTION NEEDED

Information Only

SUMMARY/BACKGROUND

This project is out for bids and will close on June 3, 2024.

RECOMMENDATION

None

FISCAL IMPACTS

1.5-1.7 million dollars

NEXT STEP



4773 Pace Patriot Blvd. • Pace, Florida 32571 850/994-6884 Fax 850 / 994-3683

Robbie Whitfield Fire Chief

Board of Fire Commissioners Agenda Item

Meeting Date:

May 20, 2024

Item:

Appeals Policy

Attachment(s):

ACTION NEEDED

Information Only

SUMMARY/BACKGROUND

This subject was sent to legal; they are writing a Legal Opinion for the board. Once received, staff will e-mail it to the board for review.

RECOMMENDATION

Information Only

FISCAL IMPACTS

None

NEXT STEP



4773 Pace Patriot Blvd. • Pace, Florida 32571 850/994-6884 Fax 850 / 994-3683

Robbie Whitfield Fire Chief

Board of Fire Commissioners Agenda Item

Meeting Date:

May 20, 2024

Item:

Property Appraiser Fees

Attachment(s):

ACTION NEEDED

Approval

SUMMARY/BACKGROUND

Due to the proposed legislative changes to convert the district from an ad-valorem taxing authority to a non-ad-valorem one, Staff has met with the Santa Rosa County Property Appraiser Greg Brown and his Staff to determine if his office would be willing to continue to add the Fire Service Fees to the TRIM notices instead of outsourcing this to a private company. After discussions in the final analysis, we have estimated the 2024 assessment revenue for your district to be \$8,310,615.

Implementing such a non-ad valorem assessment is a drastic change from the simple application of an ad valorem millage rate to each parcel in your district. Due to the complexities of current improvements, new improvements, and varied use(s) on each parcel, this is not an easy or straightforward undertaking. It will each year consume many employee hours to create and maintain the programming, monitor and update the assessments based on the property records.

In addition, carrying non-ad valorem assessments invariably generates taxpayer calls and visits to their office during the year when the assessments are carried on TRIM notices. This is particularly true now that the fire assessment calculation is dependent on various parcel, building, and land characteristics.

Finally, carrying non-ad valorem assessments will result in corrections to the tax roll that would not arise when using the ad valorem assessment method. When the assessments are carried out, their tax roll and TRIM Notices are based on calculations dependent on their data, and their office handles the corrections to the tax roll when applied in error. As noted, these administrative tasks go beyond the data sharing envisioned in Section 197.3672, Florida Statutes. Accordingly, Mr. Brown has determined that the most appropriate method to compensate for the additional ongoing administrative and programming costs each year would be a flat rate of \$4,000 plus .25% of the annual assessment revenue, which costs \$24,776.54.

RECOMMENDATION

Approval.

FISCAL IMPACTS

\$25,000.00 in the FY 2024/2025 Budget Cycle

NEXT STEP

Execute the agreement with the Santa Rosa County Property Appraiser.

INTERGOVERNMENTAL AGREEMENT

THIS AGREEMENT is entered into on the ___ day of **May, 2024** between the SANTA ROSA COUNTY PROPERTY APPRAISER, a Florida constitutional officer ("Property Appraiser") and the «DISTRICT NAME» ("District"), who understand and agree as follows:

WITNESSETH

WHEREAS, District, represents it is authorized to impose a non-ad valorem assessment and has elected to use the uniform method of collecting such assessment as authorized by §197.3631, Florida Statutes, pursuant to the method provided for in §197.3632 and §197.3635, Florida Statutes; and

WHEREAS, House Bill 157__ (2024), ______ District sets forth the initial non-ad valorem assessments the District is authorized to impose ("District Non-ad Valorem Assessment"); and

WHEREAS, in anticipation of House Bill 157___(2024), ________ District being signed into law and pursuant to §197.3632(2), Florida Statutes, the parties desire to enter into a written agreement regarding reimbursement by the District of the necessary administrative costs incurred by the Property Appraiser associated with furnishing the District an electronic file for use in updating the District's current year tax information; and

WHEREAS, beginning with the 2024 tax roll. District requested pursuant to §200.069(10), Florida Statutes and Property Appraiser agreed to include on the TRIM notice the District Non-ad Valorem Assessment in return for the payment of a mutually agreed upon amount to the Property Appraiser; and

WHEREAS, the inclusion of the District Non-ad Valorem Assessment on the Property Appraiser's TRIM notice benefits the District because it avoids the cost of preparing and mailing similar notices; and

WHEREAS, the District recognizes the inclusion of the District Non-ad Valorem Assessment creates an additional burden to the Property Appraiser's office due to the (1) yearly programming costs to include the District Non-ad Valorem Assessment on the TRIM notice and in the Property Appraiser's CAMA system and (2) the increased call volume to the Property Appraiser's office by taxpayers with questions about their District Non-ad Valorem Assessment.

NOW, THEREFORE, IN CONSIDERATION of the covenants, terms and conditions contained in this Agreement, the parties hereto, intending to be legally bound, hereby mutually agree as follows:

- 1. Responsibilities under §197.3632, Florida Statutes.
 - a. <u>Provision of Electronic File on or before June 1st</u>. The Property Appraiser agrees to furnish to the District on or before <u>June 1st</u> an electronic file for use by the District in updating its current tax year information.
 - b. Contents of Electronic File furnished by Property Appraiser. The electronic file furnished by the Property Appraiser shall set forth the property identification numbers (PINs), the names and mailing addresses of the owner(s) and the legal

descriptions of all property within the boundaries of the District located in Santa Rosa County. The information furnished by the Property Appraiser shall conform to the names, address and legal descriptions contained on the then existing real property assessment roll.

- c. No duty to supply information not contained on assessment roll. The Property Appraiser shall have no duty to supply any information not found on the real property assessment roll.
- d. Return of electronic file to Property Appraiser. The District shall return the completed electronic file to the Property Appraiser no later than <u>July 15th</u> of the applicable tax year and such electronic file shall be deemed timely returned.
- e. <u>Submission of electronic file submitted to Tax Collector.</u> The Property Appraiser will transfer the information required by the Santa Rosa County Tax Collector ("Tax Collector") from the returned electronic file to the Tax Collector's required media provided the <u>District</u> returns to the Property Appraiser the electronic file containing the assessment information (1) in the format required for the transfer and (2) said electronic file is returned on or before July 15th.

2. Compensation under §197.3632, Florida Statutes.

- a. Administrative Costs. As provided in Florida Statutes, the Property Appraiser may seek reimbursement from the District for all necessary administrative costs incurred providing such services under §197.3632, Florida Statutes. Administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. However, said costs may be waived or reduced at a later date at the Property Appraiser's discretion.
- b. Hold Harmless. The District also agrees to hold the Property Appraiser harmless for any and all costs, court costs, and attorney's fees resulting from or arising from any and all challenges, both administrative and judicial, which the Property Appraiser may be required to defend involving the imposition and/or levy of the Non-ad Valorem Assessment.
- c. <u>Statements.</u> All such administrative costs and additional costs, court costs, and attorney's fees incurred by the Property Appraiser in both administrative and judicial challenges, shall be paid to the Property Appraiser within thirty (30) days of the presentment of a statement or invoice setting forth the amount due and the reason therefore. Any sums not paid within thirty (30) days shall bear interest at the highest lawful rate. Should it be necessary to engage an attorney to collect the sums due hereunder, the District agrees to pay all costs, including a reasonable attorney's fee.

3. Property Appraiser Additional Responsibilities.

a. Inclusion of the District Non-Ad Valorem Assessment on TRIM Notice.

Property Appraiser agrees to bear the yearly programming cost to add the District's Non-ad Valorem Assessment information into the Property Appraiser's CAMA system as well as include the Districts non ad-valorem assessment information on

- the TRIM notice beginning with the **2024** tax roll and in the tax roll information ultimately provided to the Santa Rosa County Tax Collector.
- b. <u>District Non-Ad Valorem Assessment Related Support</u>. Property Appraiser agrees to address taxpayer's questions related to the District's Non-ad Valorem Assessment to the extent they relate to property related information maintained by the Property Appraiser in the regular course of business; but shall not include support as to how District derives or calculates its final assessment values.

4. Compensation for Additional Responsibilities.

- a. Amount. District shall reimburse Property Appraiser in the amount of \$4,000 plus 0.25% (one quarter percent) of the District's current tax year Non-ad Valorem Assessment ("Rate") for the Additional Responsibilities, beginning with the 2024 tax roll, and each year thereafter, unless otherwise terminated by the District or Property Appraiser, as provided below.
- b. Statements. On or before March 31, following the applicable tax roll year, but not prior to March 15, Property Appraiser shall provide District with a statement or invoice for the amount due. District shall pay the Property Appraiser within thirty (30) days of the presentment the statement or invoice. Any sums not paid within thirty (30) days shall bear interest at the highest lawful rate. Should it be necessary to engage an attorney to collect the sums due hereunder, the District agrees to pay all costs, including a reasonable attorney's fee.

5. **Term**.

- a. <u>Commencement.</u> The term of this Agreement shall commence with the 2024 ad valorem assessment roll and shall continue and extend uninterrupted from year to year from the date first written above so long as the District has in effect a resolution authorizing the uniform method of collecting its Non-ad Valorem Assessment, unless a notice of discontinuance shall be issued by any party.
- b. Notice of Discontinuance. A notice of discontinuance shall be in writing and shall be delivered not less than ninety (90) days in advance of the commencement of the next fiscal year of the District save and except during those years when the District in timely fashion notifies the Tax Collector and the Property Appraiser it needs to collect and enforce the assessment pursuant to other provisions of law. Said notice shall specify whether the discontinuance applies to the Responsibilities under §197.3632, Florida Statutes, set forth in paragraph 1, the Additional Responsibilities, set forth in paragraph 3, or both.
- 6. No Representations by Property Appraiser as to efficacy or validity of levies. The parties hereto agree the Property Appraiser, by executing this Agreement and agreeing to assist the District in the collection of the Non-ad Valorem Assessment, does not warrant either the legal efficacy or validity of any levies made by the District as non-ad valorem assessments, or the correctness of the amount of the levy or charge imposed against the parcels of property to be subject to the levy, or any individual parcel subject to said levy.
- 7. Errors / Omissions Resolved by District. The parties agree any errors made in the amount of the levy or imposition or any other errors of omission or commission regardless

of the nature or cause of same, shall be processed and corrected exclusively and solely by the District and the Property Appraiser shall not be responsible for same. The parties further agree all requests or claims made by any affected property owner for correction shall be processed exclusively by the District and shall be filed with the District, or its designee, provided its designee shall not be the Property Appraiser. In the event District requests Property Appraiser to process the corrections and Property Appraiser consents to the request, Property Appraiser shall be compensated by the District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction. Said rate shall be adjusted annually on January 1 of each year for inflation using the percent change in the Consumer Price Index for all urban consumers, U.S. City Average, all items 1967=100, or successor reports for the preceding calendar year as initially reported by the United States Department of Labor, Bureau of Labor Statistics, if such percent change is positive.

- 8. Agreement to Cooperate: The parties to this Agreement agree to consult and cooperate as necessary and practical for the efficient and timely listing, preparation, submissions, certification, collection and enforcement against delinquencies of the District Non-ad Valorem Assessment or special assessment rolls and levies, including provision by the District to the other parties of any staff assistance reasonably necessary and required to effect the purposes of this Agreement.
- 9. <u>Notices.</u> Written notice shall be given to the parties at the following address, or such other place or person as each of the parties shall designate by similar notice:

SRCPA:

Santa Rosa County Property Appraiser Honorable Gregory S. Brown II, CFA 6495 Caroline Street, Suite K Milton, FL 32570

«Di	strict Nan	ne»;
Attr	.: «Cont	act Name»
		, FL «zip5»

- 10. <u>Prior Agreements</u>. It is agreed any and all previous agreements between the parties hereto, concerning this subject, are hereby declared null and void.
- 11. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein and may not be amended, modified or discontinued, unless otherwise provided in this Agreement, except in writing and signed by all the parties hereto.
- 12. <u>Severability.</u> If any section, subsection, sentence, clause, phrase, or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion(s) of this Agreement which shall continue in full force and effect.

- 13. <u>Headings</u>. The headings in this Agreement are for convenience only and shall not be considered a part of or affect the construction or interpretation of any provision of this Agreement.
- 14. <u>Counterparts</u>. This Agreement may be executed in counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
- 15. **Governing Law.** This Agreement is governed by the laws of Florida.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed below by their duly authorized representatives as of the date first written above.

ATTEST:	SANTA RO SA COUNTY PROPERTY APP RAISER		
Print Name:	Gregory S. Brown II, Santa Rosa County Property Appraiser		
	Date:		
Print Name:			
ATTEST:	«DISTRICT NAME»		
Print Name:	Print Name:		
	Title:		
Print Name:	Date:		



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Robbie Whitfield Fire Chief

Board of Fire Commissioners Agenda Item

Meeting Date:

May 20, 2024

Item:

Santa Rosa County Tax Collector

Attachment(s):

ACTION NEEDED

Information Only

SUMMARY/BACKGROUND

Due to the proposed legislative changes to convert the district from an ad-valorem taxing authority to a non-ad-valorem one, Staff has met with the Santa Rosa County Tax Collector Stan Nichols and his Staff to determine if his office would be willing to continue to collect the Fire Service Fees instead of outsourcing this to a private company. After discussions, he and his Staff agreed they would continue collecting the fees as they have done.

RECOMMENDATION

Information Only

FISCAL IMPACTS

NEXT STEP

Execute the agreement with the Santa Rosa County Tax Collector.



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Robbie Whitfield Fire Chief

Board of Fire Commissioners

Agenda Item

Meeting Date:

May 20, 2024

Item:

Station 1 Generator Grant

Attachment(s):

ACTION NEEDED

Approval

SUMMARY/BACKGROUND

The current Station 1 generator is a 2006-2007 model natural gas 150 kw Cummins. Staff learned about some funding the Florida Division of Emergency Management left over from Hurricane Idellia. These funds are being made available for mitigation projects to Public Safety Agencies for items such as generators. Over the years, the natural gas generator has not started as designed. Each time during its annual service, the service technician can not replicate the problem. Based on the unreliability of the starting during storms and personnel having to go out in severe weather to start the generator, the staff feels it is best to explore ways to replace the generator with a new diesel generator. The cost of a new generator is approximately \$91,000.

If the district successfully secures a grant through the Florida Division of Emergency Management, the district's project cost would be approximately 24,000 dollars.

RECOMMENDATION

Approval.

FISCAL IMPACTS



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Robbie Whitfield Fire Chief

Board of Fire Commissioners Agenda Item

Meeting Date:

May 20, 2024

Item:

Paramedic Tuition

Attachment(s):

Request from Chief Whitfield

ACTION NEEDED

Informational

SUMMARY/BACKGROUND

The Pace Fire District is in the same position as many other fire departments in the Florida Fire Service and needs more firefighters/paramedics. The current EMS contract between the Santa Rosa County Board of County Commissioners and Life Guard Ambulance Services (GMR) provides a fund to be available for training Emergency Medical Technicians and Paramedics. The staff has requested through the Firefighters Association for this fund to either pay for or reimburse the district for thee costs of tuition to the Paramedic program in the August 2024 Paramedic class at the George Stone Technical College.

RECOMMENDATION

Informational Only.

FISCAL IMPACTS

None

NEXT STEP



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Robbie Whitfield Fire Chief

Board of Fire Commissioners Agenda Item

Meeting Date:

May 20, 2024

Item:

Resolution Draft

Attachment(s):

Draft Resolution

ACTION NEEDED

Information Only

SUMMARY/BACKGROUND

The attached resolution is a draft being sent to legal for review for the non-ad valorem fees currently in legislation waiting for the Governor to review.

RECOMMENDATION

Information Only

FISCAL IMPACTS

NEXT STEP

RESOLUTION NO. 24 -

A RESOLUTION CONFIRMING THE INTENTION OF THE BOARD OF COMMISSIONERS OF THE PACE FIRE RESCUE DISTRICT TO UTILIZE THE UNIFORM METHOD FOR THE LEVY, COLLECTION, AND ENFORCEMENT OF NON-AD VALOREM ASSESSMENTS, WHICH HEREINAFTER MAY BE LEVIED IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 197.3632, AND 191.011, FLORIDA STATUTES, AND FLORIDA HOUSE BILL 1573 (2024); PROVIDING AN EFFECTIVE DATE.

WHEREAS the Board of Commissioners ("Board") of the Pace Fire Rescue District ("District") has determined to utilize the uniform method of levy, collection, and enforcement of certain non-ad valorem assessments pursuant to Sections 191.009(2)(a) and 197.3632, Florida Statutes, as approved by the Board for purposes of constructing, operating, and maintaining those District facilities and services listed in Chapter 191, Florida Statutes, applicable general laws of local application, and the District's enabling legislation; and

WHEREAS Florida House Bill 1573 (2024) authorizes the District Board to adopt by resolution the initial levy of a non-ad valorem assessment, subject to certain rate limitations, without the need for a referendum, notwithstanding any other provisions of law; and

WHEREAS the District, as required by law, published notice of the Board's intention to consider utilization of the uniform method of non-ad valorem assessment collection once a week for four (4) consecutive weeks in a newspaper of general circulation in Santa Rosa County, Florida before consideration of this matter; and

WHEREAS the legal description of the District boundaries containing all benefitted properties on which the non-ad valorem assessment may be levied is attached to this resolution as Exhibit "A" and incorporated herein as required by Section 197.3632, Florida Statutes; and

WHEREAS District facilities, personnel, and equipment benefitting from the non-ad valorem assessment are headquartered at 4773 Pace Patriot Blvd., Pace, FL 32571

WHEREAS the non-ad valorem assessment shall be paid in gross no later than March 31 of each calendar year, covering the full assessment amount for January 1 through December 31 of that calendar year; and

WHEREAS the total estimated costs of services benefitting from the non-ad valorem assessment is attached to this resolution as Exhibit "B" and incorporated herein as required by Section 191.011, Florida Statutes; and

WHEREAS the District shall prepare a preliminary assessment roll, provide notice to all property owners in the District, and shall hold a Public Hearing as required by Section 197.3632, Florida Statutes, prior to September 15, 2024; and

WHEREAS at the Public Hearing, the District shall have the opportunity to receive the written objections and shall hear testimony from all interested parties, and shall adjust, amend, and/or adopt the final assessment roll by vote of the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PACE FIRE RESCUE DISTRICT:

Section 1. All 'WHEREAS' clauses stated above are incorporated herein.

<u>Section 2</u>. The Board hereby expresses its intention to utilize the uniform method of collection of a non-ad valorem assessment for operation and administration of the Pace Fire Rescue District.

<u>Section 3</u>. Said assessment may be levied annually for several years by the District for the purposes stated in this Resolution and otherwise permitted by law.

<u>Section 4</u>. Florida House Bill 1573 (2024), provides a non-ad valorem assessment may be levied by the District without referendum up to the following amounts:

- (a) Two hundred fifty dollars for residential properties up to 1,600 square feet, with an additional \$0.1544 per square 38 foot in excess of 1,600 square feet.
- (b) Thirty dollars and 96 cents for vacant land.
- (c) Five hundred dollars for commercial properties up to 950 square feet, with an additional \$0.1544 per square foot in excess of 950 square feet.
- (d) Thirty dollars and 96 cents for unimproved acreage up to 3 acres, with an additional \$10.32 per acre in excess of 3 acres

<u>Section 5</u>. The District Chief or his designee is directed to prepare a preliminary assessment roll based upon the proposed rates and take all actions to advance the assessment and hold the required Public Hearing.

Section 5. This Resolution shall become effective immediately upon adoption by the Board and the District Fire Chief is directed to provide the Santa Rosa County Property Appraiser, Santa Rosa County Tax Collector, and the Florida Department of Revenue with a copy of this Resolution within 10 days of its adoption.

ASSED AND ADOPTED	THISDA	AY OF, 2024.
		DEAN ANDERSON Board Chairman
AT	TEST:	
\overline{DA}	NIEL MILLS	
Во	ard Secretary	
<u> </u>	proved to Form	

DISTRICT COUNSEL



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Robbie Whitfield Fire Chief / Administrator

Equipment and Buildings

Equipment	Annual Cost	Years Remaining	Comments
Ladder truck	129,000	5	
Engine	71,000	3	
Station 3	112,000	8	
Station 4	110,000 (estimated)		,
Station 2 relocation	2.0 million		
Tanker replacement	550,000-1,000,000		Depends or refurb or new.
Training Tower	500,000		
Maintenance Facility	1.2 million		
Total	5.122 million		

Personnel	Initial Cost	
Station 3	216,000	3-additional personnel
Station 4	1.3 million	18-personnel
Station 2	907,301	4-personnel
Maintenance Facility	150,000	2-personnel
Total	2.573 million	



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Robbie Whitfield Fire Chief / Administrator

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Robbie Whitfield Fire Chief / Administrator

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Robbie Whitfield Fire Chief / Administrator

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Robbie Whitfield Fire Chief / Administrator

Equipment and Buildings

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