

Pace Fire Rescue District
Board of Commissioners
Regular Meeting
August 19, 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. American Red Cross
9. Station 4 Update
10. Open Letter Funding

Pace Fire Rescue District

Regular Meeting

July 15, 2024

1. Meeting Called to Order

Present: Chairman Dean Anderson, Treasurer Bob Jankowski, Vice-Chairman Nick Gradia and Secretary Daniel Mills.

Not Present: Commissioner Brandon Beecher, his absence was excused.

Chairman Dean Anderson called the meeting to order at approximately 5:04 p.m.

2. Pledge of Allegiance

- a. Chairman Dean Anderson led in the Pledge of Allegiance.

3. Moment of Silence

- a. Chairman Dean Anderson led in the opening prayer.

4. Public Forum

- a. Nick Lopez, 715 Moye Lane, Pensacola, FL; Vice-President of the Santa Rosa County Professional Firefighters IAFF L-4836 Union, informed the Board that they had refiled their Rank and Supervisory Petition for Bargaining and the Board should hear from PERK soon.

5. Minutes from the previous meeting

- a. Motion to approve 1st made by Secretary Daniel Mills and 2nd by Vice-Chairman Nick Gradia.
- b. Motion passed, unanimously.

6. Financial Report (Written report attached)

- a. Treasurer Bob Jankowski suggested taking a loan out on the money we currently have to build Station 4. The interest rate on that loan would be lower than taking a straight loan. Chief Whitfield will be checking into this type of loan. Treasurer Bob Jankowski asked Chief Whitfield to bring those figures to next month's meeting.
- b. Motion to approve 1st made by Secretary Daniel Mills and 2nd by Treasurer Bob Jankowski.
- c. Motion passed, unanimously.

7. Chief's Report (Written report attached)

- c. Motion to approve 1st made by Secretary Daniel Mills and 2nd by Vice-Chairman Nick Gradia.
- a. Motion passed, unanimously.

8. State EMS Inspection

- a. Chief Whitfield informed the Board that we had our annual inspection. The inspection passed with no issues on the ALS program. Treasurer Bob Jankowski asked who was over the ALS program." Chief Whitfield said, "FF Marcus Murphy and Lt. Robert McClelland". Treasurer Bob Jankowski asked Chief Whitfield to let them know "good job".
- b. No action was needed, for informational purposes only.

9. Funding Exemptions

- a. Discussion was held to determine if the department was going to have any Ad-Valorem Fee exemptions. The Santa Rosa County Property Appraiser had requested that all three districts maintain consistency on whatever they decided. Midway Fire District and Avalon Fire District do not want any exemptions. Secretary Daniel Mills stated we needed to be careful because we can't increase taxes for five years. There was no way of knowing what growth we were looking at within the next five years. He also asked Chief Whitfield when this would go into effect and Chief Whitfield stated October 1, 2024.
- b. Motion to approve not allowing exemptions was 1st made by Treasurer Bob Jankowski and 2nd made by Secretary Daniel Mills.
- c. Motion passed, unanimously.

10. Station 4 Update

- a. Chief Whitfield informed the Board he was working on getting the site plan approved, working on financial figures, working on getting added to the August Zoning meeting to have the circular driveway approved. The sewer has been approved. The Letter of Intent has been signed by the contractor. Vice-Chairman Nick Gradia asked, "if there was getting an Emergency Light in the plan?" Chief Whitfield was looking into the types of lights that are available, where one could be installed. Chief Whitfield explained that Chumuckla Highway was not a state road so we would need to apply for L.O.S.T money or other funding. Jeremy Johnston, 3421 Argyle Drive, Pace, FL voiced his opinion on the location and what type of light would work in that location. Vice-Chairman Nick Gradia agreed with Mr. Johnston.
- b. Treasurer Bob Jankowski asked if we would have enough people to run the station once it was completed. Chief Whitfield stated the day it opens we would be in there fully staffed and ready to go. Treasurer Bob Jankowski asked if there was a completion date. Chief Whitfield explained once construction started it is 263 days including rain days. Chief Whitfield could not give an exact date.
- c. No action is needed.

11. Motion to Adjourn

- a. There being no further business the meeting was adjourned at approximately 5:25 p.m.
- b. Motion to Adjourn was 1st made by Treasurer Bob Jankowski and 2nd by Secretary Daniel Mills.
- c. Motion passed, unanimously.

Approved this 19th day of August 2024.

_____

Dean Anderson, Chairman

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08/07/24

Accrual Basis

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

	Oct '23 - Jul 24	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
43400 · Direct Public Support	910.00	0.00	910.00
43450 · Individ, Business Contributions	0.00	0.00	0.00
43400 · Direct Public Support - Other			
Total 43400 · Direct Public Support	910.00	0.00	910.00
44500 · MSBU FUNDS/Ad Valorem Taxes			
44500.5 · Discounts	-146,603.80	0.00	-146,603.80
44500 · MSBU FUNDS/Ad Valorem Taxes - Other	4,105,194.92	4,122,456.00	-17,261.08
Total 44500 · MSBU FUNDS/Ad Valorem Taxes	3,958,591.12	4,122,456.00	-163,864.88
44530 · Public Safety FF Sup Comp	5,960.00	0.00	5,960.00
44600 · Hydrant Grant	48,858.56	0.00	48,858.56
44700 · Safer Grant	0.00	0.00	0.00
44850 · Fire Prevention Review Fees			
Building Plan Review	5,996.36	0.00	5,996.36
Fire Alarm Plan Review	625.00	0.00	625.00
Fire Suppression not Sprinkler	240.00	0.00	240.00
Sprinkler Plan Review	750.00	0.00	750.00
Tents, Temporary Structures	440.00	0.00	440.00
Underground Fire Line	525.00	0.00	525.00
Total 44850 · Fire Prevention Review Fees	8,576.36	0.00	8,576.36
45000 · Interest Income			
45030 · Interest-Savings, Short-term CD	503.51	0.00	503.51
45000 · Interest Income - Other	73,794.83		73,794.83
Total 45000 · Interest Income	74,298.34	0.00	74,298.34
46400 · Other Types of Income			
46420 · Impact Fees	343,795.79	0.00	343,795.79
46430 · Miscellaneous Revenue	308,975.29	0.00	308,975.29
Total 46400 · Other Types of Income	652,771.08	0.00	652,771.08
46500 · Sheriff Utility Offset	9,758.61	0.00	9,758.61
Total Income	4,759,724.07	4,122,456.00	637,268.07
Gross Profit	4,759,724.07	4,122,456.00	637,268.07
Expense			
62100 · Contract Services	17,500.00	21,000.00	-3,500.00
62110 · Accounting Fees	10,194.11	65,000.00	-54,805.89
62140 · Legal Fees			

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08/07/24

Accrual Basis

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

	Oct '23 - Jul 24	Budget	\$ Over Budget
62160 · Physicals			
62165 · Pre-Hiring Expenses	1,396.85	3,500.00	-2,103.15
62160 · Physicals - Other	13,905.00	17,000.00	-3,095.00
Total 62160 · Physicals	15,301.85	20,500.00	-5,198.15
Total 62100 · Contract Services	42,995.96	106,500.00	-63,504.04
62120 · Audit Expenses	15,500.00	16,500.00	-1,000.00
62300 · Books/Pubs/Subscriptions	1,298.00	0.00	1,298.00
62350 · Dues & Memberships	25,873.18	27,500.00	-1,626.82
62380 · Medical Supplies	3,622.93	5,500.00	-1,877.07
62385 · Medical Director Fees	4,800.00	4,800.00	0.00
62390 · Interest Expense	12,811.80	0.00	12,811.80
62400 · Office Supplies	5,957.69	5,500.00	457.69
62450 · Fire Prevention	895.78	4,419.00	-3,523.22
62500 · Communication	2,153.48	6,500.00	-4,346.52
62600 · Computer Supplies & Service	111.75	6,500.00	-6,388.25
62800 · Repair & Maintenance		15,000.00	-5,822.84
62820 · Building Maintenance	9,177.16	10,500.00	4,074.34
62840 · Equip Maintenance & Repair	14,574.34	65,000.00	-7,126.18
62850 · Truck Maintenance & Repair	57,873.82		
Total 62800 · Repair & Maintenance	81,625.32	90,500.00	-8,874.68
63000 · Fuel/Lube/Oil	40,130.94	62,500.00	-22,369.06
64100 · Utilities			
62135 · Garbage Service	2,969.17	2,800.00	169.17
64110.1 · Electric Station 1	14,634.26	26,000.00	-11,365.74
64110.2 · Electric Station 2 & 3	4,955.50	10,000.00	-5,044.50
64110.4 · Electric Station 4	894.30	3,000.00	-2,105.70
64120 · Gas Sewer Water Station 3	2,272.00	2,500.00	-228.00
64130 · Water Station 1	3,002.65	3,144.00	-141.35
64150 · Internet & Telephone	4,015.70	3,500.00	515.70
64160 · Cell Phones	5,369.30	7,500.00	-2,130.70
Total 64100 · Utilities	38,112.88	58,444.00	-20,331.12
64200 · Training & Education	12,730.88	16,500.00	-3,769.12
65000 · Operations			
65030 · Turnout Gear	2,311.58	30,000.00	-27,688.42
65040 · Station Supplies	4,260.70	7,500.00	-3,239.30
65050 · Uniforms	11,523.99	20,000.00	-8,476.01
65060 · Operating Cleaning Supplies	1,053.22	6,000.00	-4,946.78
65070 · Miscellaneous Equipment	32,999.06	38,000.00	-5,000.94
Total 65000 · Operations	52,148.55	101,500.00	-49,351.45

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08/07/24

Accrual Basis

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

	Oct '23 - Jul 24	Budget	\$ Over Budget
65100 · Insurance & Bonds			
65150 · Insurance-Vehicle & Property	56,476.07	65,000.00	-8,523.93
65160 · Insurance-Worker's Comp & Other	0.00	50,000.00	-50,000.00
Total 65100 · Insurance & Bonds	56,476.07	115,000.00	-58,523.93
65210 · Permits Licenses	151.95	0.00	151.95
66000 · Payroll Expenses			
66100 · Salaries	1,368,286.71	2,086,624.00	-718,337.29
66120 · Benefits	252,134.39	401,760.00	-149,625.61
66130 · Payroll Taxes	104,060.99	159,627.00	-55,566.01
66140 · Retirement Match	171,313.20	131,718.00	39,595.20
66150 · Taxable Third Party Sick Pay	0.00	0.00	0.00
66000 · Payroll Expenses - Other	5,499.36	0.00	5,499.36
Total 66000 · Payroll Expenses	1,901,294.65	2,779,729.00	-878,434.35
66200 · Other Current Charges	0.00	0.00	0.00
66500 · Tax Collector Fees	79,074.58	103,061.00	-23,986.42
67100 · Operational Service Test	12,291.44	19,000.00	-6,708.56
68300 · Travel and Per Diem			
68320 · Travel	2,470.63	10,000.00	-7,529.37
68300 · Travel and Per Diem - Other	469.65	0.00	469.65
Total 68300 · Travel and Per Diem	2,940.28	10,000.00	-7,059.72
69100 · Loan Payment-Engine 21	0.00	70,409.00	-70,409.00
69200 · Loan Payment- Ladder 21	127,621.78	127,622.00	-0.22
69300 · Loan Payment Synovus Station 3	43,260.82	56,073.00	-12,812.18
Total Expense	2,563,880.71	3,794,057.00	-1,230,176.29
Net Ordinary Income	2,195,843.36	328,399.00	1,867,444.36
Other Income/Expense			
Other Expense			
70100 · Contingency	0.00	68,399.00	-68,399.00
80100 · Capital Purchases			
69400 · Station 4	128,734.59	75,000.00	53,734.59
80120 · Grant Capital Purchase Station3			
80120.1 · Station 3 Loan Payment	0.00	0.00	0.00
80120.2 · Capital Construction Draws	0.00	0.00	0.00
80120 · Grant Capital Purchase Station3 - Other	0.00	0.00	0.00
Total 80120 · Grant Capital Purchase Station3	0.00	0.00	0.00

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08/07/24

Accrual Basis

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

	Oct '23 - Jul 24	Budget	\$ Over Budget
80130 · Grant Capital Purchase - Equip	27,962.24	60,000.00	-32,037.76
80140 · Grant Capital Purchase- Vehicle	393,240.60	60,000.00	333,240.60
80150 · Boat 21 Replacement	0.00	65,000.00	-65,000.00
Total 80100 · Capital Purchases	549,937.43	260,000.00	289,937.43
Total Other Expense	549,937.43	328,399.00	221,538.43
Net Other Income	-549,937.43	-328,399.00	-221,538.43
Net Income	1,645,905.93	0.00	1,645,905.93



Chief's Report

July 2024

Operations Division

Calls

EMS	119
FIRE	131
Total Calls	250
Average Response Time	6:43
Turn Out Time –EMS Compliant Percentage	80.82%
Turn Out Time-FIRE Compliant Percentage	91.18%
Automatic / Mutual Aid Given	4
Automatic / Mutual Aid Received	8

- Of the 250 calls for service in July, 77, or 30.8 %, were overlapping calls for service.

Property Pre-Incident Value	Losses	Saved
\$20,000.00	\$20,000.00	\$20,000.00

Training

- During July, there were 645.15 personnel hours of required training.
- Held the post-2019 G-300 class 24 hours.

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

Annual Inspections	5			
Pre-Plans	4			
Plans Review	0			
Sprinkler Inspections	0			
Final Inspections	1			
Complaints	0			
Re-Inspections	1			
Permits	5			
Public Education	4	0-18 Age	19-54 Age	55+ Age
		35	14	5
Smoke Detectors	3			
Impact Fees Residential	97			
Impact Fees Commercial	0			
Hydrants Tested	76			

Miscellaneous:

Year to Date

Annual Inspections	02			
Pre-Plans	01			
Plans Review	05			
Sprinkler Inspections	00			
Final Inspections	02			
Complaints	00			
Re-Inspections	00			
Permits	00			
Public Education	11	0-18 Age	19-54 Age	55+ Age
		199	288	48
Smoke Detectors	01			
Impact Fees Residential	28			
Impact Fees Commercial	03			
Hydrants Tested	22			



Pace Fire Rescue District

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: August 19, 2024

Item: Station 4 Addition Project

Attachment(s):

ACTION NEEDED

Information Only

SUMMARY/BACKGROUND

- **Conditional Use Approval and Variance for Fire Station:**
 - The Santa Rosa County Zoning Board unanimously approved the Conditional Use and Variance at the August 8, 2024 meeting.
 - The Board of County Commissioners must now approve the Conditional Use and Variance of County Commissioners at their August 22, 2024 meeting.
- **Department of Health Approval:**
 - The Department of Health has approved the project and obtained the Secptic Permit.
- **Signage:**
 - The architect has ordered a sign for the property with a picture of the project building.

RECOMMENDATION

None

Pace Fire Rescue District

Pace, FL

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Incident Statistics

Zone(s): All Zones | Start Date: 07/01/2024 | End Date: 07/31/2024

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		119	
FIRE		131	
TOTAL		250	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E21	0	0	9
LA21	0	0	9
SQ21	0	0	34
TNK21	0	0	1
TOTAL	0	0	53
PRE-INCIDENT VALUE		LOSSES	
\$20,000.00		\$20,000.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		4	
Aid Received		8	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
77		30.8	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS		FIRE
PACE FIRE RESCUE DISTRICT 1	0:06:33		0:08:56
PACE FIRE RESCUE DISTRICT 3	0:05:32		0:08:04
PACE FIRE RESCUE DISTRICT 4	0:09:01		0:10:36
AVERAGE FOR ALL CALLS			0:06:43
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS		FIRE
PACE FIRE RESCUE DISTRICT 1	0:00:46		0:00:52
PACE FIRE RESCUE DISTRICT 3	0:00:50		0:01:33
PACE FIRE RESCUE DISTRICT 4	0:00:39		0:01:00

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.



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Page # 1 of 2

AVERAGE FOR ALL CALLS		0:00:50
AGENCY	AVERAGE TIME ON SCENE (MM:SS)	
Pace Fire Rescue District	25:26	

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

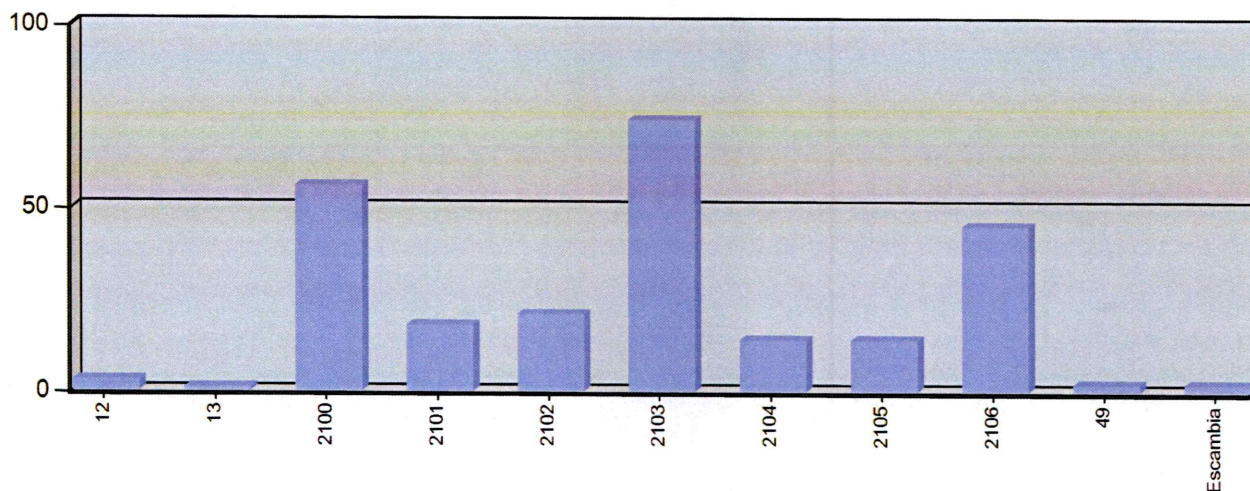
Pace, FL

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Incident Count per Zone for Date Range

Start Date: 07/01/2024 | End Date: 07/31/2024



ZONE	# INCIDENTS
12 - AVALON	3
13 - Bagdad	1
2100 - 2100	56
2101 - 2101	18
2102 - 2102	21
2103 - 2103	74
2104 - 2104	14
2105 - 2105	14
2106 - 2106	45
49 - Navarre Beach	2
Escambia - Escambia	2

TOTAL: 250

Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Archived Zones cannot be unarchived.



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Page # 1 of 1

Pace Fire Rescue District

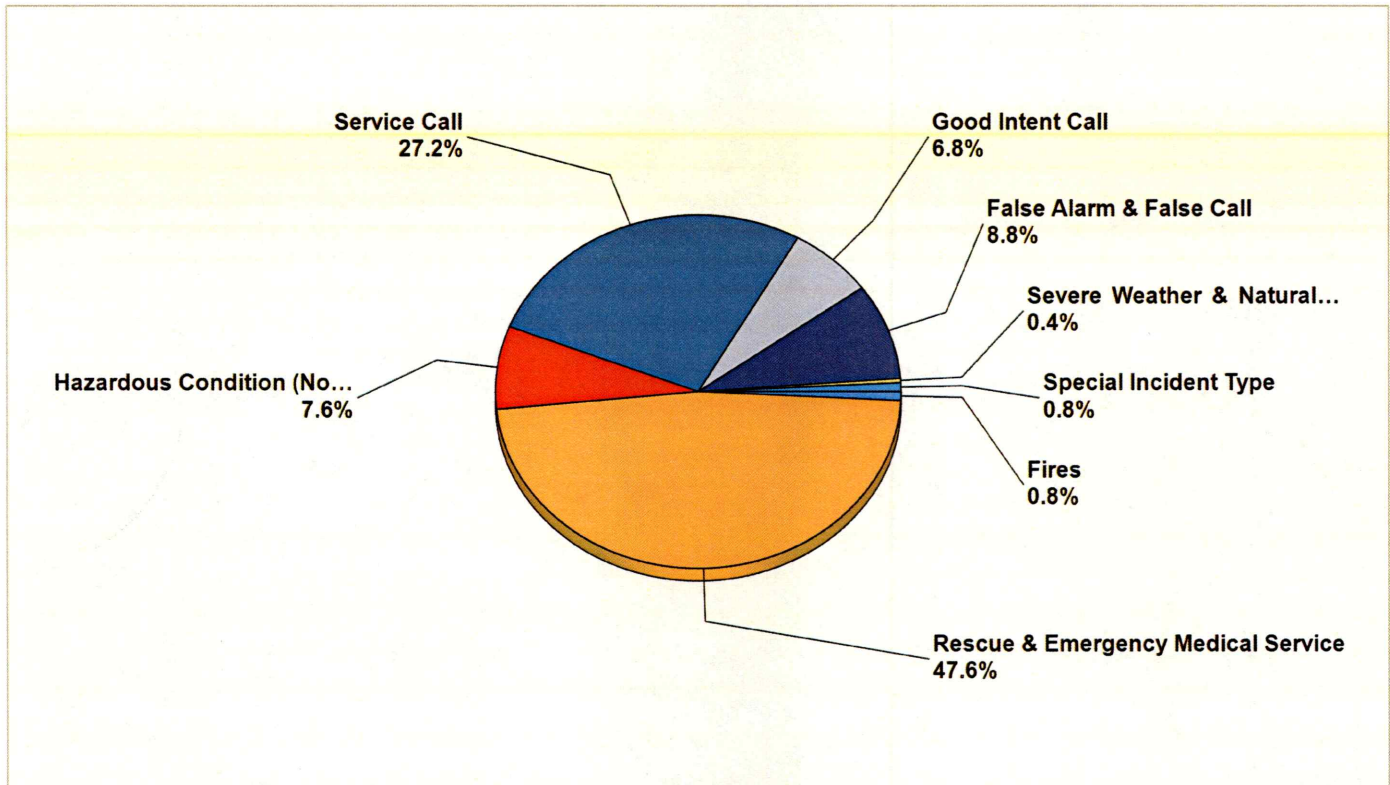
Pace, FL

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2024 | End Date: 07/31/2024



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	0.8%
Rescue & Emergency Medical Service	119	47.6%
Hazardous Condition (No Fire)	19	7.6%
Service Call	68	27.2%
Good Intent Call	17	6.8%
False Alarm & False Call	22	8.8%
Severe Weather & Natural Disaster	1	0.4%
Special Incident Type	2	0.8%
TOTAL	250	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



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Page # 1 of 2

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
112 - Fires in structure other than in a building	1	0.4%
154 - Dumpster or other outside trash receptacle fire	1	0.4%
311 - Medical assist, assist EMS crew	46	18.4%
321 - EMS call, excluding vehicle accident with injury	46	18.4%
322 - Motor vehicle accident with injuries	13	5.2%
324 - Motor vehicle accident with no injuries.	13	5.2%
331 - Lock-in (if lock out , use 511)	1	0.4%
412 - Gas leak (natural gas or LPG)	6	2.4%
440 - Electrical wiring/equipment problem, other	3	1.2%
444 - Power line down	1	0.4%
445 - Arcing, shorted electrical equipment	7	2.8%
462 - Aircraft standby	2	0.8%
500 - Service Call, other	1	0.4%
511 - Lock-out	1	0.4%
542 - Animal rescue	1	0.4%
550 - Public service assistance, other	3	1.2%
551 - Assist police or other governmental agency	15	6%
553 - Public service	8	3.2%
554 - Assist invalid	38	15.2%
561 - Unauthorized burning	1	0.4%
611 - Dispatched & cancelled en route	11	4.4%
621 - Wrong location	1	0.4%
622 - No incident found on arrival at dispatch address	4	1.6%
651 - Smoke scare, odor of smoke	1	0.4%
700 - False alarm or false call, other	2	0.8%
733 - Smoke detector activation due to malfunction	3	1.2%
735 - Alarm system sounded due to malfunction	4	1.6%
743 - Smoke detector activation, no fire - unintentional	4	1.6%
744 - Detector activation, no fire - unintentional	2	0.8%
745 - Alarm system activation, no fire - unintentional	7	2.8%
814 - Lightning strike (no fire)	1	0.4%
900 - Special type of incident, other	2	0.8%
TOTAL INCIDENTS:	250	100%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Property Values versus Loss and Save per Incident for Date Range

Start Date: 07/01/2024 | End Date: 07/31/2024

INCIDENT #	PRE-INCIDENT VALUE	LOSSES	SAVED
2024-01414	\$20,000.00	\$20,000.00	\$0.00
Totals:	\$20,000.00	\$20,000.00	\$0.00



Pace Fire Rescue District

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: August 19, 2024

Item: American Red Cross

Attachment(s): Certificate

ACTION NEEDED

Information Only

SUMMARY/BACKGROUND

- The Pace Fire Rescue District was reconized by the American Red Cross for its participation in their 2024 Home Fire Campaign. Over 500 Smoke Detectors were installed in residence in Santa Rosa County.

RECOMMENDATION

None



Certificate of Partnership

Pace Fire Department

to help us reach our goal of installing

Over 500 Smoke Alarms

In Santa Rosa County

2024 Home Fire Campaign

Thank you

American Red Cross

A handwritten signature in blue ink that reads "Terri Jenkins".

Terri Jenkins, Executive Director
NorthWest Florida Chapter

August 12, 2024