

Pace Fire Rescue District
Regular Meeting
October 21, 2024

1. Meeting Called to Order

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

Not Present: Commissioner Brandon Beecher, and Treasurer Bob Jankowski absence was excused.

Chairman Dean Anderson called the meeting to order at approximately 5:06 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. The Board acknowledges the public but there was no one in attendance.

5. Minutes from the previous meeting

a. Motion to approve the Regular Meeting and Final Budget Meeting minutes were 1st made by Secretary Daniel Mills and 2nd by Vice-Chairman Nick Gradia.

b. Motion passed, unanimously.

6. Financial Report (Written report attached)

a. Motion to approve the Financial Report was 1st made by Vice-Chairman Nick Gradia and 2nd by Secretary Daniel Mills.

b. Motion passed, unanimously.

7. Chief's Report (Written report attached)

c. Motion to approve the Chief's Report was 1st made by Secretary Daniel Mills and 2nd by Vice-Chairman Nick Gradia.

a. Motion passed, unanimously.

8. FY 2023/2024 Final Budget Modification

a. Rachel Connell, Accountant for Pace Fire Rescue District, explained how Budget Modifications work. She explained that the department has thirty days after the budget year ends, to transfer any money to another budget line to offset any

outstanding expenses. And with this transfer you must do a "Budget Modification" to show where the money is being applied and why. Secretary Daniel Mills asked Chief Whitfield, "if we had a minimum amount on the Impact Fee account we didn't want to go under?" Chief Whitfield stated, "he would like to keep it around \$200,000.00. Vice-Chairman Nick Gradia asked if Impact Fees could be used to cover salaries? Chief Whitfield and Rachel Connell told him "no, Impact Fees could only be used for "capital" purchases." Secretary Mills asked if it could be used to purchase a new Engine?" The answer was yes. Vice-Chairman Nick Gradia asked if gear, equipment?" Chief Whitfield said, "yes."

- b. Motion to approve all Budget Modifications was 1st made by Vice-Chairman Nick Gradia and 2nd by Secretary Daniel Mills.
- c. Motion passed, unanimously.

9. Station 4 Construction Update

- a. Chief Whitfield and Derek Pratt updated everyone on Station 4. They both confirmed that the construction crew were there every day and that they are not wasting time on the job. Their superintendent is there sometime during the day, every day.
- b. Information for the public, no action is needed.

10. Incident Reporting Software

- a. Chief Whitfield informed the board that with the new requirements for reporting we will be changing to a new program. The quotes we received ranged from \$15,000 to \$25,000 with EPR quota at \$9,000. We have selected to go with EPR out of the three companies' quotes. We will be transitioning over the next three months. EPR will have all the programs we are using now such as Medical, Training, Preplan, etc. It will all be in the same system. The company will move all of our information into their system. Secretary Daniel Mills asked if that included new IPads? Chief Whitfield told him that it would be just the software. Vice-Chairman Nick Gradia asked if the trucks had iPad, tablets in them?" Chief Whitfield said, "some but not all of them." Secretary Daniel Mills asked, "who would be moderating the system?" Chief Whitfield said, "Nick Anderson".
- b. Motion to approve the purchase of the new software was 1st made by Secretary Daniel Mills and 2nd by Vice-Chairman Nick Gradia.

11. Additions/Deletions

- a. Secretary Daniell Mills had a few additional questions for Chief Whitfield. He was concerned with the new budget, Chief Whitfield mentioned the staffing plans Secretary Mills asked where we were at on:
 - i. Cadets? Do we have any applicants? Chief Whitfield told him that we had a few and they will be interviewed Wednesday.
 - ii. Battalion Chief position. Chief Whitfield stated they would be interviewed at the end of the month or the beginning of November, within three to four weeks.

- iii. Vice-Chairman Nick Gradia asked about the Assistant Chief position. Chief Whitfield said that he was working on hiring Firefighters/Cadets first.
- iv. Chief Whitfield informed the board that he was working with Landrum on three job descriptions for the HR position. He is also working on a work order to hire them for HR purposes.
- b. Secretary Daniel Mills asked about the training ground status. Chief Whitfield said that the county was dragging their feet on the subject so he will be going to Brad Baker and one of the Commissioners. Chief Whitfield would like to put a station there to cover Woodbine. And Station 2 for our ISO purposes it will cover some of the Quintette area.
- c. Chief Whitfield also informed the board that we sent our fuel trailer for the Milton hurricane are, Key Largo. It was back now, and they had been working on having the paperwork completed and submitted to FEMA.

12. Motion to Adjourn

- a. There being no further business the meeting was adjourned at approximately 5:30 p.m.
- b. Motion to Adjourn was 1st made by Secretary Daniel Mills and 2nd by Vice-Chairman Nick Gradia.
- c. Motion passed, unanimously.

Approved this 18th day of November 2024.



Dean Anderson, Chairman