

Pace Fire Rescue District
Board of Commissioners
Regular Meeting
May 16, 2022

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Agenda approval (Additions / Deletions)
5. Public Forum
6. Minutes from the previous meeting
7. Financial Report (Written report attached)
8. Chief's Report (Written report attached)
9. Budget Modification 22-001(Fuel)
10. Station 3 Update (Back-up attached)
11. FY 2022/2023 Budget
12. 500 gallon Fuel Trailer
13. Station Computers
14. Station Server
15. County EMS Contract
16. Jubilee Development

Pace Fire Rescue District

Board of Commissioners

Regular Meeting

April 18, 2022

1. Meeting Called to Order

- a. Quorum present.

2. Pledge of Allegiance

3. Moment of Silence

4. Agenda Approval (Additions/Deletions)

5. Public forum – acknowledged

6. Minutes from the previous meeting

- a. Motion to approve 1st made by Vice-Chairman Madine, 2nd by Commissioner Page.
- b. Motion passed.

7. Financial Report (Written report attached and copy emailed to Board)

- a. Motion to approve 1st made by Commissioner Page and 2nd Vice-Chairman Madine.
- b. Motion passed.

8. Chief Report (written and attached)

- a. Motion to approve 1st made by Commissioner Page, and 2nd by Vice-Chairman Madine.
- b. Motion passed.

9. Station 3 Update

- a. Friday, on the 8th, we did a walk thru and we found a lot of little stuff that needed repaired. The fire alarm wasn't completely installed. The interior doors have not been delivered.
- b. The workers took over the entire bay area/building, so we will be sending a bill for the power.
- c. The Bonding Company called inquiring about the letter we were to send them once the building was completed. Chief Whitfield informed them that it wasn't finished.

10. L.O.S.T. funding for Squad

- a. Two departments received their total amount of L.O.S.T. money and have ordered their new Squad. Chief Whitfield was informed we will receive our funding \$100,000 each year. Chief Whitfield asked the board if he could move forward and order our new Squad and bill them for it each year.
- b. Motion to approve 1st made by Commissioner Page and 2nd Vice-Chairman Madine.
- c. Motion passed.

11. Engine 2105 Surplus

- a. Engine 2105 is a 1999 Freightliner; we would like to put it on the market to sell. The money we receive will go towards any overflows we might have from the L.O.S.T. fund purchases.
- b. Motion to approve 1st made by Commissioner Page and 2nd Vice-Chairman Madine.
- c. Motion passed.

12. Motion to Adjourn.

- a. Motion to adjourn 1st made by Commissioner Page and 2nd Vice-Chairman Madine.
- b. Motion passed.

Approved this 16th day of May 2022.

Dean Anderson, Chairman

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

October 2021 through April 2022

	Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support	2,314.78	0.00	2,314.78	100.0%
44500 · MSBU FUNDS/Ad Valorem Taxes				
44500.5 · Discounts	-107,857.10	0.00	-107,857.10	100.0%
44500 · MSBU FUNDS/Ad Valorem Taxes - Other	2,895,045.57	3,007,900.00	-112,854.43	96.2%
Total 44500 · MSBU FUNDS/Ad Valorem Taxes	2,787,188.47	3,007,900.00	-220,711.53	92.7%
44530 · Public Safety FF Sup Comp	2,604.19	0.00	2,604.19	100.0%
44600 · Hydrant Grant	33,854.14	0.00	33,854.14	100.0%
44700 · Safer Grant	28,240.05	0.00	28,240.05	100.0%
44850 · Fire Prevention Review Fees	7,123.93	0.00	7,123.93	100.0%
45000 · Interest Income	165.44	0.00	165.44	100.0%
46400 · Other Types of Income				
46420 · Impact Fees	261,312.90	0.00	261,312.90	100.0%
46430 · Miscellaneous Revenue	25,405.19	0.00	25,405.19	100.0%
Total 46400 · Other Types of Income	286,718.09	0.00	286,718.09	100.0%
46500 · Sheriff Utility Offset	6,655.81	0.00	6,655.81	100.0%
Total Income	3,154,864.90	3,007,900.00	146,964.90	104.9%
Gross Profit	3,154,864.90	3,007,900.00	146,964.90	104.9%
Expense				
62100 · Contract Services				
62110 · Accounting Fees	10,150.00	17,500.00	-7,350.00	58.0%
62140 · Legal Fees	880.94	30,000.00	-29,119.06	2.9%
62160 · Physicals				
62165 · Pre-Hiring Expenses	1,433.33	3,000.00	-1,566.67	47.8%
62160 · Physicals - Other	0.00	10,000.00	-10,000.00	0.0%
Total 62160 · Physicals	1,433.33	13,000.00	-11,566.67	11.0%
Total 62100 · Contract Services	12,464.27	60,500.00	-48,035.73	20.6%
62120 · Audit Expenses	0.00	18,000.00	-18,000.00	0.0%
62300 · Books/Pubs/Subscriptions	652.96	0.00	652.96	100.0%
62350 · Dues & Memberships	11,945.23	11,500.00	445.23	103.9%
62380 · Medical Supplies	845.78	4,000.00	-3,154.22	21.1%
62385 · Medical Director Fees	4,800.00	4,800.00	0.00	100.0%
62400 · Office Supplies	2,196.20	5,500.00	-3,303.80	39.9%
62450 · Fire Prevention	0.00	3,500.00	-3,500.00	0.0%
62500 · Communication	0.00	5,500.00	-5,500.00	0.0%
62600 · Computer Supplies & Service	0.00	4,500.00	-4,500.00	0.0%
62800 · Repair & Maintenance				
62820 · Building Maintenance	7,612.33	7,500.00	112.33	101.5%
62840 · Equip Maintenance & Repair	3,026.37	10,000.00	-6,973.63	30.3%
62850 · Truck Maintenance & Repair	28,875.47	60,000.00	-31,124.53	48.1%
62800 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
Total 62800 · Repair & Maintenance	39,514.17	77,500.00	-37,985.83	51.0%
63000 · Fuel/Lube/Oil	26,915.54	40,000.00	-13,084.46	67.3%

PACE FIRE & RESCUE DISTRICT INC
Profit & Loss Budget vs. Actual
 October 2021 through April 2022

	Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
64100 · Utilities				
62135 · Garbage Service	1,620.49	2,400.00	-779.51	67.5%
64110.1 · Electric Station 1	10,760.50	25,000.00	-14,239.50	43.0%
64110.2 · Electric Station 2 & 3	1,452.52	9,800.00	-8,347.48	14.8%
64110.4 · Electric Station 4	824.07	2,900.00	-2,075.93	28.4%
64120 · Gas Sewer Water Station 3	288.83	2,500.00	-2,211.17	11.6%
64130 · Water Station 1	2,269.07	3,200.00	-930.93	70.9%
64150 · Internet & Telephone	1,469.83	2,000.00	-530.17	73.5%
64160 · Cell Phones	3,045.51	6,500.00	-3,454.49	46.9%
64100 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 64100 · Utilities	21,730.82	54,300.00	-32,569.18	40.0%
64200 · Training & Education	7,459.00	18,000.00	-10,541.00	41.4%
65000 · Operations				
65030 · Turnout Gear	629.00	15,000.00	-14,371.00	4.2%
65040 · Station Supplies	2,982.97	5,000.00	-2,017.03	59.7%
65050 · Uniforms	2,753.02	7,000.00	-4,246.98	39.3%
65060 · Operating Cleaning Supplies	1,733.57	6,500.00	-4,766.43	26.7%
65070 · Miscellaneous Equipment	14,838.20	17,500.00	-2,661.80	84.8%
Total 65000 · Operations	22,936.76	51,000.00	-28,063.24	45.0%
65100 · Insurance & Bonds	0.00	60,000.00	-60,000.00	0.0%
65120 · Insurance-General Liability	3,491.00	0.00	3,491.00	100.0%
65150 · Insurance-Vehicle & Property	779.66	50,000.00	-49,220.34	1.6%
65160 · Insurance-Worker's Comp & Other				
Total 65100 · Insurance & Bonds	4,270.66	110,000.00	-105,729.34	3.9%
65210 · Permits Licenses	4,928.98	14,500.00	-9,571.02	34.0%
66000 · Payroll Expenses				
66100 · Salaries	673,927.76	1,321,135.00	-647,207.24	51.0%
66120 · Benefits	121,167.25	295,900.00	-174,732.75	40.9%
66130 · Payroll Taxes	51,349.89	103,809.00	-52,459.11	49.5%
66140 · Retirement Match	72,723.57	204,927.00	-132,203.43	35.5%
66150 · Taxable Third Party Sick Pay	163.19	0.00	163.19	100.0%
66000 · Payroll Expenses - Other	26,467.08	0.00	26,467.08	100.0%
Total 66000 · Payroll Expenses	945,798.74	1,925,771.00	-979,972.26	49.1%
66200 · Other Current Charges	293.46	0.00	293.46	100.0%
66500 · Tax Collector Fees	56,083.15	150,395.00	-94,311.85	37.3%
67100 · Operational Service Test	7,603.60	16,000.00	-8,396.40	47.5%
68300 · Travel and Per Diem	1,955.28	6,000.00	-4,044.72	32.6%
68320 · Travel	-29.00	0.00	-29.00	100.0%
68300 · Travel and Per Diem - Other				
Total 68300 · Travel and Per Diem	1,926.28	6,000.00	-4,073.72	32.1%
69100 · Loan Payment-Engine 21	70,408.56	70,400.00	8.56	100.0%
Total Expense	1,242,774.16	2,651,666.00	-1,408,891.84	46.9%
Net Ordinary Income	1,912,090.74	356,234.00	1,555,856.74	536.8%
Other Income/Expense				
Other Expense				

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

October 2021 through April 2022

	Oct '21 - Apr 22	Budget	\$ Over Budget	% of Budget
70100 - Contingency	0.00			0.0%
80100 - Capital Purchases		36,234.00	-36,234.00	
80120 - Grant Capital Purchase Station3				
80120.1 - Station 3 Loan Payment	56,072.62			
80120.2 - Capital Construction Draws	377.94			
80120 - Grant Capital Purchase Station3 - Other	126,817.07	112,500.00	14,317.07	112.7%
Total 80120 - Grant Capital Purchase Station3	183,267.63	112,500.00	70,767.63	162.9%
80130 - Grant Capital Purchase - Equip	14,715.77	30,000.00	-15,284.23	49.1%
80140 - Grant Capital Purchase- Vehicle	0.00	48,000.00	-48,000.00	0.0%
80150 - Ladder 21 Replacement	132,663.63	129,500.00	3,163.63	102.4%
Total 80100 - Capital Purchases	330,647.03	320,000.00	10,647.03	103.3%
Total Other Expense	330,647.03	356,234.00	-25,586.97	92.8%
Net Other Income	-330,647.03	-356,234.00	25,586.97	92.8%
Net Income	1,581,443.71	0.00	1,581,443.71	100.0%



Chief's Report

April 2022

Calls April 2022

- EMS calls 109
- Fire calls 108
- Total calls 217

Average Response Time: April 06:27

Of the 217 calls for service in April, 71, or 32.72%, were overlapping calls for service. Note: We have not returned to responding to some of the calls before COVID, and our call load is increasing.

Inspections/ Pre-fire Plans/ Hydrants

- Annual Inspections 03
- Pre-Plans 00
- Plans Review 02
- Permits /Impact Fees 0/173
- Hydrants Tested 241

Training

- During April, there were 838.50 personnel hours of required training.
- Three (3) personnel attend the 45-hour Aerial Class in Crestview.
- Two (2) personnel attend Industrial Firefighting Training at the Mississippi State Fire College with the Eastman Corporation.
- Two (2) of the shifts attend Live Fire Company Training.

Miscellaneous

As of April 30th, the call load is 7% over what it was at the same time last year.

Pace Fire Rescue District

Pace, FL

This report was generated on 5/2/2022 11:32:54 AM



Incident Statistics

Zone(s): All Zones | Start Date: 04/01/2022 | End Date: 04/30/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		109	
FIRE		108	
TOTAL		217	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E21	0	0	20
LA21	1	1	17
TOTAL	1	1	37
PRE-INCIDENT VALUE		LOSSES	
\$504,000.00		\$104,000.00	
CO CHECKS			
736 - CO detector activation due to malfunction		1	
746 - Carbon monoxide detector activation, no CO		1	
TOTAL		2	
MUTUAL AID			
Aid Type		Total	
Aid Given		8	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
71		32.72	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
PACE FIRE RESCUE DISTRICT	0:06:08	0:09:31	
AVERAGE FOR ALL CALLS		0:06:27	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
PACE FIRE RESCUE DISTRICT	0:00:08	0:02:04	
AVERAGE FOR ALL CALLS		0:00:17	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Pace Fire Rescue District		35:33	

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

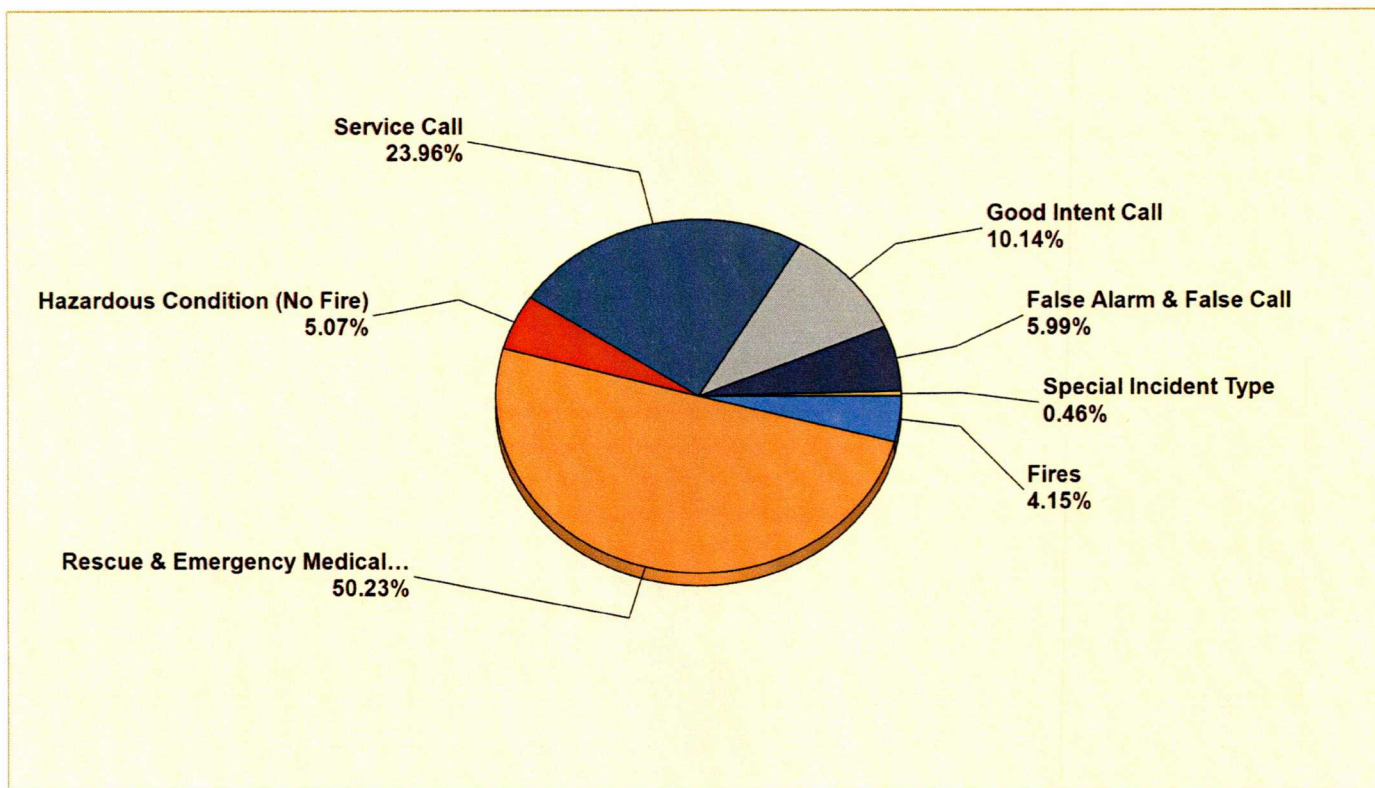
Pace, FL

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2022 | End Date: 04/30/2022



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	9	4.15%
Rescue & Emergency Medical Service	109	50.23%
Hazardous Condition (No Fire)	11	5.07%
Service Call	52	23.96%
Good Intent Call	22	10.14%
False Alarm & False Call	13	5.99%
Special Incident Type	1	0.46%
TOTAL	217	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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Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	0.92%
113 - Cooking fire, confined to container	3	1.38%
131 - Passenger vehicle fire	2	0.92%
132 - Road freight or transport vehicle fire	1	0.46%
141 - Forest, woods or wildland fire	1	0.46%
311 - Medical assist, assist EMS crew	53	24.42%
321 - EMS call, excluding vehicle accident with injury	30	13.82%
322 - Motor vehicle accident with injuries	13	5.99%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.46%
324 - Motor vehicle accident with no injuries.	11	5.07%
331 - Lock-in (if lock out , use 511)	1	0.46%
412 - Gas leak (natural gas or LPG)	4	1.84%
422 - Chemical spill or leak	1	0.46%
440 - Electrical wiring/equipment problem, other	1	0.46%
444 - Power line down	2	0.92%
445 - Arcing, shorted electrical equipment	3	1.38%
500 - Service Call, other	1	0.46%
550 - Public service assistance, other	2	0.92%
551 - Assist police or other governmental agency	12	5.53%
553 - Public service	6	2.76%
554 - Assist invalid	18	8.29%
561 - Unauthorized burning	13	5.99%
600 - Good intent call, other	2	0.92%
611 - Dispatched & cancelled en route	17	7.83%
622 - No incident found on arrival at dispatch address	1	0.46%
651 - Smoke scare, odor of smoke	2	0.92%
735 - Alarm system sounded due to malfunction	1	0.46%
736 - CO detector activation due to malfunction	1	0.46%
743 - Smoke detector activation, no fire - unintentional	8	3.69%
745 - Alarm system activation, no fire - unintentional	2	0.92%
746 - Carbon monoxide detector activation, no CO	1	0.46%
900 - Special type of incident, other	1	0.46%
TOTAL INCIDENTS:	217	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.



Pace Fire Rescue District

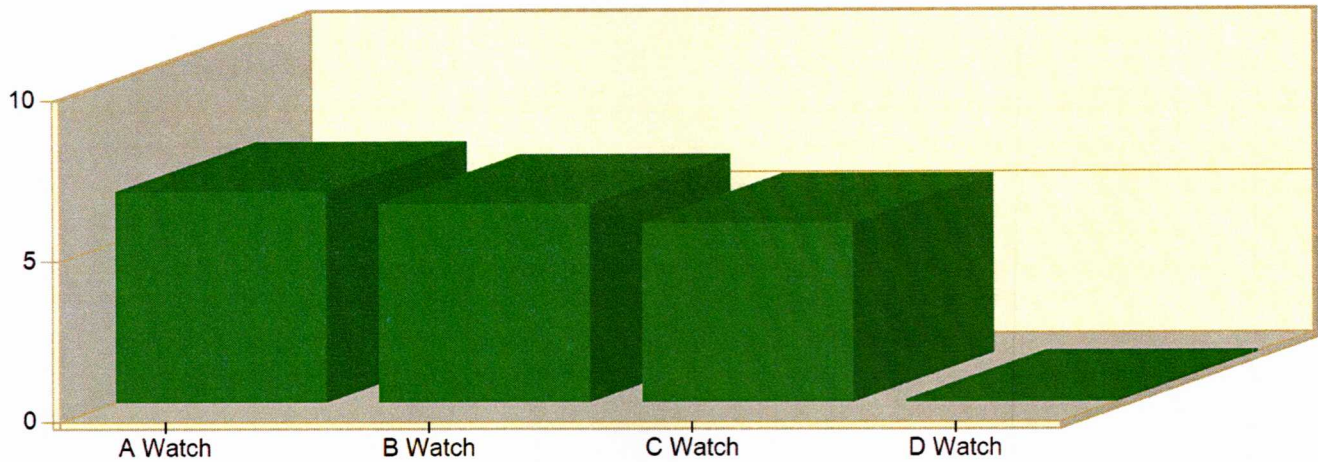
Pace, FL

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Incident Average Response Time per Shift for Date Range

Start Date: 04/01/2022 | End Date: 04/30/2022



SHIFT	AVERAGE RESPONSE TIME (min) (Dispatch to Arrived)	CALLS
A Watch	6.57	61
B Watch	6.17	67
C Watch	5.56	84
D Watch	0.07	1
Total Number of Calls:		213

Incident Average Response Time calculated from Dispatch to first arriving unit apparatus Arrived time. Only Reviewed incidents are included. Incidents that are Cancelled with no apparatus actually arriving are not part of the incident count.



BUDGET MODIFICATION RESOLUTION

No. 2022-001

Whereas, the Pace Fire Rescue District Board of Commissioners has determined that a need exists to amend the budget NOW, THEREFORE, The Board of Commissioners of The Pace Fire Rescue District does make the following budget amendments:

REQUESTER ACTION

DATE: 05/09/2022

FROM: Robbie Whitfield, Fire Chief
TO: Board of Commissioners
VIA: Finance Officer
SUBJ: Request Approval of the following

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
FROM:	70100	Contingency	\$7,000.00
TO:	62800	Fuel	

State reason for this request:

Funds needed to cover the increased cost of fuel and calls for service.

Requested by Chief Robbie Whitfield



FINANCE OFFICER ACTION

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

FINANCE OFFICER

BOARD OF COMMISSIONERS ACTION

DATE: 05/16/2022

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of Commissioners of the Pace Fire Rescue District on this 16th day of May, 2022.

Chairman of the Board



Pace Fire Rescue District

4773 Pace Patriot Blvd. • Pace, Florida 32571

850/994-6884 Fax 850 / 994-3683

Robbie Whitfield
Fire Chief

To: Pace Board of Fire Commissioners
From: Robbie Whitfield, Fire Chief
Date: May 11, 2022
Re: Fire Station 3 Update

On April 28, 2022, we received a Temporary Certificate of Occupancy from Santa Rosa County. We are currently staffing the station during the day. The following items are now corrected to have staff at the station 24/7.

1. Landscaping, we are paying for this Owner Direct Pay to save on the cost.
2. Window blinds. We are purchasing these through Owner Direct Pay to save on the cost.
3. CES has ordered the amplifier and is waiting to hook up the speakers throughout the station for alerting purposes.
4. The generator is not powering the building, working with the electrician to resolve the issue.
5. Bay roof leaks at heater vent.
6. Workers did not replace the charging cords for the apparatus in the bay.
7. One of the emergency lights in the kitchen area is inoperable. The Threshold is missing from the doorway leading into the bay from the living area.
8. The Threshold is missing from the doorway leading into the bay from the outside man-door.
9. The Watch Office electrical wall outlet is wired to the light switch. When the control is off, it turns the radio and computer off.
10. Internet connections. Mediacom is working on completing its end of the link.
11. We are waiting on the recliners for the Day Room to be shipped.





05.13.2023



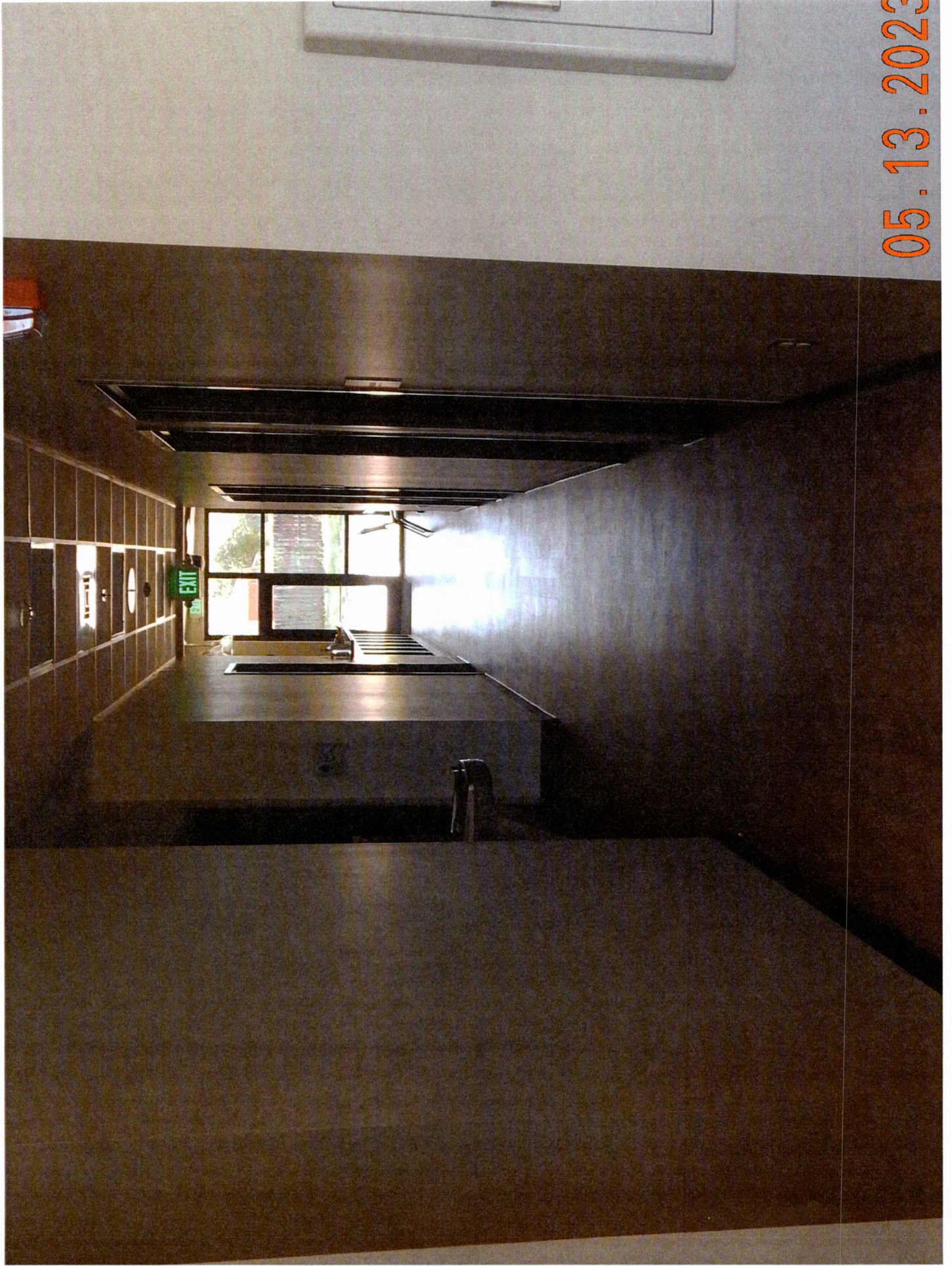
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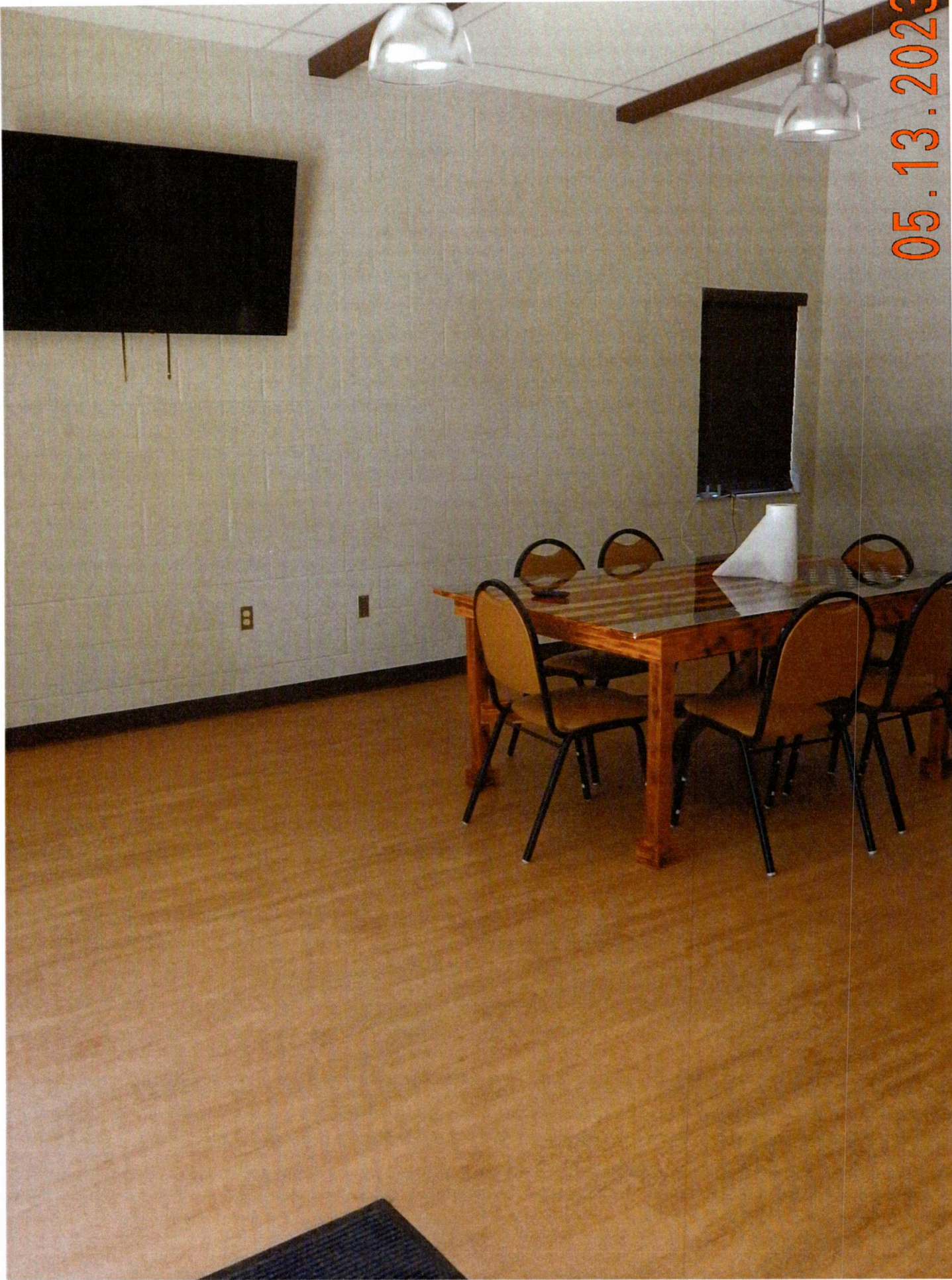
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05.13.2023



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05.13.2023



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