

Pace Fire Rescue District  
Board of Commissioners  
Regular Meeting  
August 16, 2021

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. Station 3 update
10. Impact Fee update
11. Ladder update
12. Budget FY 2021/2022

Pace Fire Rescue District

Board of Commissioners

Regular Meeting

July 12, 2021

1. **Meeting Called to Order**
  - a. Quorum present.
2. **Pledge of Allegiance was conducted**
3. **Moment of Silence was observed**
4. **Agenda was approved with no additions / deletions**
5. **Public Form - acknowledged**
6. **Minutes from the previous meeting**
  - a. Motion to approve 1<sup>st</sup> made by Commissioner Page, 2<sup>nd</sup> by Commissioner Gradia
  - b. Motion approved.
7. **Financial Report (Written report attached and copy emailed to Board)**
  - a. Motion to approve 1<sup>st</sup> made by Commissioner Mills, 2<sup>nd</sup> by Commissioner Page.
  - b. Motion Approved
8. **Chief Reports (written and attached)**
  - a. Motion to approve 1<sup>st</sup> made by Commissioner Mills, 2<sup>nd</sup> by Commissioner Gradia.
  - b. Motion Approved.
9. **2019/2020 Audit Presentation – Warren Averrett**
  - a. Presentation was conducted by Kristin McAllister with Warren Averrett's office. This is the 1<sup>st</sup> year PFRD was audited. There were no findings to report, everything was handled properly. The Pension Fund is on track, investments seem to be strong and will continue to grow within a couple of years.

**10. Mana Food Drive – Donut Strike**

- a. We collected 20,000 pounds of food and approximately \$21,000 in cash donations in Santa Rosa and Escambia Counties.

**11. Impact Fee's Resolution**

- a. There was a meeting with the Home Builders President and Alton Lister. Their concern with the impact was not because of the rising cost of building material, basically they feel that an alternative solution is to raise the Ad Valorem Tax amount. .
- b. Commissioner Gradia stated there may still be concerns and questions from the Home Builders association which is to be expected.
- c. Commissioner Mills asked if there might be problems in the future. Chief Whitfield mentioned there might be law suits, and they will be addressed at that time. We will be paying attention over the next five years on what types of residential changes there are such as single, multiple, apartments, etc. are being built. Apartments might be considered “business” instead of “residential” it will be based on the plan reviews.  
Chief Whitfield stated the notice was in the Santa Rosa Press Gazette and proof of advertisement was received. if the resolution is approved, notification will be sent to the county and then it will go into effect in no sooner than 91 days.
- d. Motion to approve resolution 21-0011<sup>st</sup> made by Vice Chairman Madine, 2<sup>nd</sup> by Commissioner Mills.
- e. Motion Approved.

**12. Motion to Adjourn**

- a. Motion made by Vice-Chair Madine, 2<sup>nd</sup> by Commissioner Mills.
- b. Meeting adjourned.

Approved this 16<sup>th</sup> August, 2021

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**PAGE FIRE & RESCUE DISTRICT INC**  
**Profit & Loss Budget vs. Actual**  
 October 2020 through July 2021

	Oct 20 - Jul 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43400 · Direct Public Support	3,250.41			
43450 · Individ, Business Contributions	0.00	0.00	0.00	0.0%
43400 · Direct Public Support - Other	3,250.41	0.00	3,250.41	100.0%
<b>Total 43400 · Direct Public Support</b>	<b>3,250.41</b>	<b>0.00</b>	<b>3,250.41</b>	<b>100.0%</b>
44500 · MSBU FUNDS/Ad Valorem Taxes	-95,897.70			
44500.5 · Discounts	2,694,940.53	2,691,177.00	3,763.53	100.14%
44500 · MSBU FUNDS/Ad Valorem Taxes - Other	2,599,042.83	2,691,177.00	-92,134.17	96.58%
<b>Total 44500 · MSBU FUNDS/Ad Valorem Taxes</b>	<b>3,673.87</b>	<b>2,691,177.00</b>	<b>-92,134.17</b>	<b>96.58%</b>
44530 · Public Safety FF Sup Comp	41,314.73			
44600 · Hydrant Grant	64,632.44			
44700 · Safer Grant	2,480.69			
44850 · Fire Prevention Review Fees	591.72			
45000 · Interest Income	88,370.95			
46400 · Other Types of Income	8,393.31			
46500 · Sheriff Utility Offset	2,811,750.95	2,691,177.00	120,573.95	104.48%
<b>Total Income</b>	<b>2,811,750.95</b>	<b>2,691,177.00</b>	<b>120,573.95</b>	<b>104.48%</b>
<b>Expense</b>				
62100 · Contract Services				
62110 · Accounting Fees	14,900.00	17,500.00	-2,600.00	85.14%
62140 · Legal Fees	6,652.20	20,000.00	-13,347.80	33.26%
62160 · Physicals	2,262.40	3,500.00	-1,237.60	64.64%
62165 · Pre-Hiring Expenses	3,690.00	5,500.00	-1,810.00	67.09%
62160 · Physicals - Other	5,952.40	9,000.00	-3,047.60	66.14%
<b>Total 62160 · Physicals</b>	<b>27,504.60</b>	<b>46,500.00</b>	<b>-18,995.40</b>	<b>59.15%</b>
<b>Total 62100 · Contract Services</b>	<b>27,504.60</b>	<b>46,500.00</b>	<b>-18,995.40</b>	<b>59.15%</b>
62120 · Audit Expenses	18,000.00	18,000.00	0.00	100.0%
62300 · Books/Pubs/Subscriptions	5,029.25	12,500.00	-7,470.75	40.23%
62350 · Dues & Memberships	13,596.18	12,491.44	1,104.74	108.84%
62380 · Medical Supplies	124.47	3,000.00	-2,875.53	4.15%

**PACE FIRE & RESCUE DISTRICT INC**  
**Profit & Loss Budget vs. Actual**  
 October 2020 through July 2021

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
62400 · Office Supplies	5,151.84	5,500.00	-348.16	93.67%
62450 · Fire Prevention	0.00	3,000.00	-3,000.00	0.0%
62500 · Communication	1,852.37	5,500.00	-3,647.63	33.68%
62600 · Computer Supplies & Service	0.00	4,000.00	-4,000.00	0.0%
62800 · Repair & Maintenance				
62820 · Building Maintenance	2,779.77	7,500.00	-4,720.23	37.06%
62840 · Equip Maintenance & Repair	11,093.38	7,500.00	3,593.38	147.91%
62850 · Truck Maintenance & Repair	39,589.60	62,000.00	-22,410.40	63.85%
62800 · Repair & Maintenance - Other	37.07			
<b>Total 62800 · Repair &amp; Maintenance</b>	<b>53,499.82</b>	<b>77,000.00</b>	<b>-23,500.18</b>	<b>69.48%</b>
63000 · Fuel/Lube/Oil	27,804.05	40,000.00	-12,195.95	69.51%
64100 · Utilities				
62135 · Garbage Service	1,827.60	2,400.00	-572.40	76.15%
64110.1 · Electric Station 1	12,922.31	26,000.00	-13,077.69	49.7%
64110.2 · Electric Station 2 & 3	916.79	9,600.00	-8,683.21	9.55%
64110.4 · Electric Station 4	1,110.71	2,520.00	-1,409.29	44.08%
64120 · Gas Sewer Water Station 3	983.12	2,500.00	-1,516.88	39.33%
64130 · Water Station 1	2,574.15	3,143.00	-568.85	81.9%
64150 · Internet & Telephone	2,023.57	2,000.00	23.57	101.18%
64160 · Cell Phones	2,935.06	6,500.00	-3,564.94	45.16%
<b>Total 64100 · Utilities</b>	<b>25,293.31</b>	<b>54,663.00</b>	<b>-29,369.69</b>	<b>46.27%</b>
64200 · Training & Education	7,216.15	10,000.00	-2,783.85	72.16%
65000 · Operations				
65030 · Turnout Gear	1,627.72	12,000.00	-10,372.28	13.56%
65040 · Station Supplies	4,125.67	5,000.00	-874.33	82.51%
65050 · Uniforms	3,018.63	6,500.00	-3,481.37	46.44%
65060 · Operating Cleaning Supplies	2,227.25	6,500.00	-4,272.75	34.27%
<b>Total 65000 · Operations</b>	<b>10,999.27</b>	<b>30,000.00</b>	<b>-19,000.73</b>	<b>36.66%</b>
65100 · Insurance & Bonds				
65120 · Insurance-General Liability	0.00	60,000.00	-60,000.00	0.0%
65150 · Insurance-Vehicle & Property	33,767.92	0.00	33,767.92	100.0%
65160 · Insurance-Worker's Comp & Other	11,516.00	75,300.00	-63,784.00	15.29%

**PAGE FIRE & RESCUE DISTRICT INC**  
**Profit & Loss Budget vs. Actual**  
 October 2020 through July 2021

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
Total 65100 · Insurance & Bonds	45,283.92	135,300.00	-90,016.08	33.47%
65210 · Permits Licenses	175.00	8,200.00	-8,025.00	2.13%
66000 · Payroll Expenses				
66100 · Salaries	853,811.59	1,126,961.00	-273,149.41	75.76%
66120 · Benefits	151,535.15	249,600.00	-98,064.85	60.71%
66130 · Payroll Taxes	69,280.98	90,647.00	-21,366.02	76.43%
66140 · Retirement Match	97,939.09	203,854.00	-105,914.91	48.04%
66150 · Taxable Third Party Sick Pay	0.00			
66000 · Payroll Expenses - Other	3,717.24	0.00	3,717.24	100.0%
Total 66000 · Payroll Expenses	1,176,284.05	1,671,062.00	-494,777.95	70.39%
66200 · Other Current Charges	352.27			
66500 · Tax Collector Fees	51,948.78	127,268.00	-75,319.22	40.82%
67100 · Operational Service Test	4,518.00	7,000.00	-2,482.00	64.54%
68300 · Travel and Per Diem	1,073.00	5,500.00	-4,427.00	19.51%
69100 · Loan Payment-Engine 21	70,408.56	70,408.56	0.00	100.0%
Total Expense	1,546,114.89	2,346,893.00	-800,778.11	65.88%
Net Ordinary Income	1,265,636.06	344,284.00	921,352.06	367.61%
Other Income/Expense				
Other Expense				
70100 · Contingency	0.00	76,784.00	-76,784.00	0.0%
80100 · Capital Purchases				
80120 · Grant Capital Purchase Stations3	445,278.81	112,500.00	332,778.81	395.8%
80130 · Grant Capital Purchase - Equip	38,502.72			
80140 · Grant Capital Purchase- Vehicle	0.00	40,000.00	-40,000.00	0.0%
80150 · Ladder 21 Replacement	1,758.00	115,000.00	-113,242.00	1.53%
Total 80100 · Capital Purchases	485,539.53	267,500.00	218,039.53	181.51%
Total Other Expense	485,539.53	344,284.00	141,255.53	141.03%
Net Other Income	-485,539.53	-344,284.00	-141,255.53	141.03%
Net Income	780,096.53	0.00	780,096.53	100.0%



# Chief's Report

## For the month of July 2021

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### Calls

- EMS calls 118
- Fire calls 110
- Total calls **228**

Response Time: Average response time is 6:12

### Inspections/ Pre-fire Plans/ Hydrants

- Annual Inspections 09
- Pre-Plans 00
- Plans Review 01
- Permits 02
- Hydrants Tested 200

### Training

- During the month we logged 510.50 personnel hours of required training.
- Personnel attending the following training:

Florida Fire Chief Executive Development Conference  
Ethanol 101 Safety Training

### Miscellaneous

- The new Ladder is scheduled to begin the chassis build August 25<sup>th</sup>. Delivery should be the first of the year unless there are delays due to CoVid.
- We are currently experiencing a high frequency of CoVid related calls.
- Of the 288 calls for service in the month of July, 66 or 28.95% of the calls were overlapping calls for service.