

**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 1st made by Commissioner Page, 2nd by Commissioner Gradia
 - b. Motion approved.
7. **Financial Report (Written report attached and copy emailed to Board)**
 - a. Motion to approve 1st made by Commissioner Mills, 2nd by Commissioner Page.
 - b. Motion Approved
8. **Chief Reports (written and attached)**
 - a. Motion to approve 1st made by Commissioner Mills, 2nd 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 1st 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 21-0011st made by Vice Chairman Madine, 2nd by Commissioner Mills.
- e. Motion Approved.

12. Motion to Adjourn

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

Approved this 16th August, 2021

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

	Oct '20 - Jul 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support				
43450 · Individ, Business Contributions	3,250.41			
43400 · Direct Public Support - Other	0.00	0.00	0.00	0.0%
Total 43400 · Direct Public Support	3,250.41	0.00	3,250.41	100.0%
44500 · MSBU FUNDS/Ad Valorem Taxes				
44500.5 · Discounts	-95,897.70			
44500 · MSBU FUNDS/Ad Valorem Taxes - Other	2,694,940.53	2,691,177.00	3,763.53	100.14%
Total 44500 · MSBU FUNDS/Ad Valorem Taxes	2,599,042.83	2,691,177.00	-92,134.17	96.58%
44530 · Public Safety FF Sup Comp	3,673.87			
44600 · Hydrant Grant	41,314.73			
44700 · Safer Grant	64,632.44			
44850 · Fire Prevention Review Fees	2,480.69			
45000 · Interest Income	591.72			
46400 · Other Types of Income	88,370.95			
46500 · Sheriff Utility Offset	8,393.31			
Total Income	2,811,750.95	2,691,177.00	120,573.95	104.48%
Gross Profit	2,811,750.95	2,691,177.00	120,573.95	104.48%
Expense				
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				
62165 · Pre-Hiring Expenses	2,262.40	3,500.00	-1,237.60	64.64%
62160 · Physicals - Other	3,690.00	5,500.00	-1,810.00	67.09%
Total 62160 · Physicals	5,952.40	9,000.00	-3,047.60	66.14%
Total 62100 · Contract Services	27,504.60	46,500.00	-18,995.40	59.15%
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			
Total 62800 · Repair & Maintenance	53,499.82	77,000.00	-23,500.18	69.48%
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%
Total 64100 · Utilities	25,293.31	54,663.00	-29,369.69	46.27%
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%
Total 65000 · Operations	10,999.27	30,000.00	-19,000.73	36.66%
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%

PACE 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 Station3	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

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 25th. 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.

Pace Fire Rescue District

Pace, FL

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Incident Statistics

Zone(s): All Zones | Start Date: 07/01/2021 | End Date: 07/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		118	
FIRE		110	
TOTAL		228	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E21	0	0	7
E2102	0	0	2
LA21	1	1	24
TOTAL	1	1	33
PRE-INCIDENT VALUE		LOSSES	
\$972,828.00		\$292,550.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		8	
Aid Received		5	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
66		28.95	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
PACE FIRE RESCUE DISTRICT	0:05:53	0:08:21	
AVERAGE FOR ALL CALLS		0:06:12	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
PACE FIRE RESCUE DISTRICT	0:00:10	0:01:18	
AVERAGE FOR ALL CALLS		0:00:17	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Pace Fire Rescue District		24:53	

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

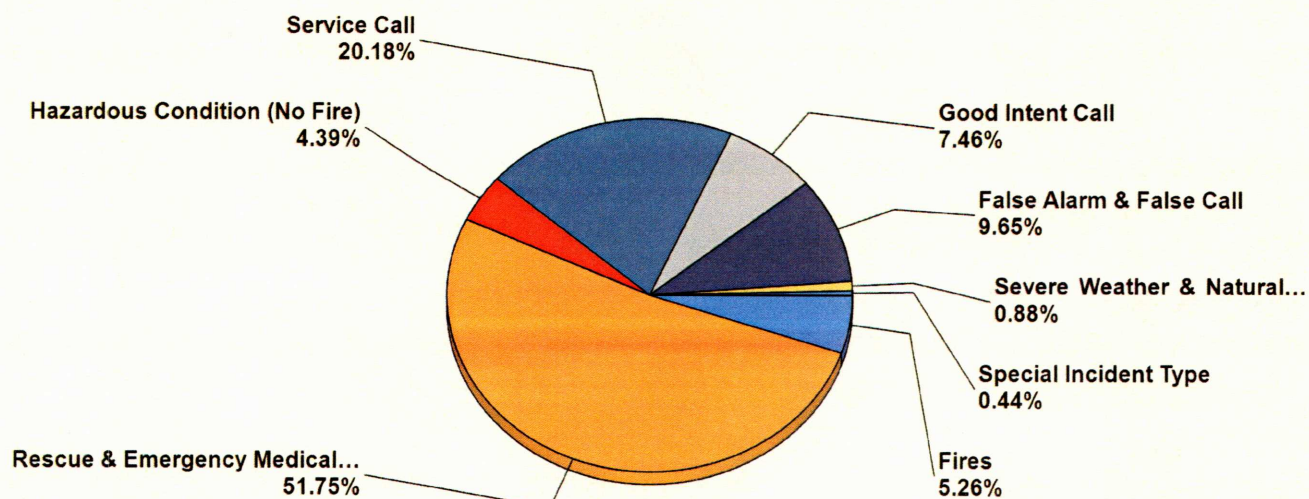
Pace, FL

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 07/01/2021 | End Date: 07/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	12	5.26%
Rescue & Emergency Medical Service	118	51.75%
Hazardous Condition (No Fire)	10	4.39%
Service Call	46	20.18%
Good Intent Call	17	7.46%
False Alarm & False Call	22	9.65%
Severe Weather & Natural Disaster	2	0.88%
Special Incident Type	1	0.44%
TOTAL	228	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	4	1.75%
113 - Cooking fire, confined to container	1	0.44%
118 - Trash or rubbish fire, contained	1	0.44%
138 - Off-road vehicle or heavy equipment fire	1	0.44%
151 - Outside rubbish, trash or waste fire	3	1.32%
154 - Dumpster or other outside trash receptacle fire	2	0.88%
311 - Medical assist, assist EMS crew	64	28.07%
321 - EMS call, excluding vehicle accident with injury	31	13.6%
322 - Motor vehicle accident with injuries	9	3.95%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.44%
324 - Motor vehicle accident with no injuries.	11	4.82%
331 - Lock-in (if lock out , use 511)	2	0.88%
411 - Gasoline or other flammable liquid spill	1	0.44%
412 - Gas leak (natural gas or LPG)	1	0.44%
440 - Electrical wiring/equipment problem, other	3	1.32%
442 - Overheated motor	1	0.44%
444 - Power line down	2	0.88%
445 - Arcing, shorted electrical equipment	2	0.88%
500 - Service Call, other	2	0.88%
511 - Lock-out	1	0.44%
542 - Animal rescue	1	0.44%
550 - Public service assistance, other	1	0.44%
551 - Assist police or other governmental agency	5	2.19%
553 - Public service	11	4.82%
554 - Assist invalid	24	10.53%
561 - Unauthorized burning	1	0.44%
600 - Good intent call, other	1	0.44%
611 - Dispatched & cancelled en route	14	6.14%
621 - Wrong location	1	0.44%
622 - No incident found on arrival at dispatch address	1	0.44%
700 - False alarm or false call, other	1	0.44%
710 - Malicious, mischievous false call, other	1	0.44%
733 - Smoke detector activation due to malfunction	4	1.75%
734 - Heat detector activation due to malfunction	2	0.88%
735 - Alarm system sounded due to malfunction	1	0.44%
740 - Unintentional transmission of alarm, other	1	0.44%
743 - Smoke detector activation, no fire - unintentional	6	2.63%
745 - Alarm system activation, no fire - unintentional	6	2.63%
800 - Severe weather or natural disaster, other	1	0.44%
814 - Lightning strike (no fire)	1	0.44%
900 - Special type of incident, other	1	0.44%
TOTAL INCIDENTS:	228	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

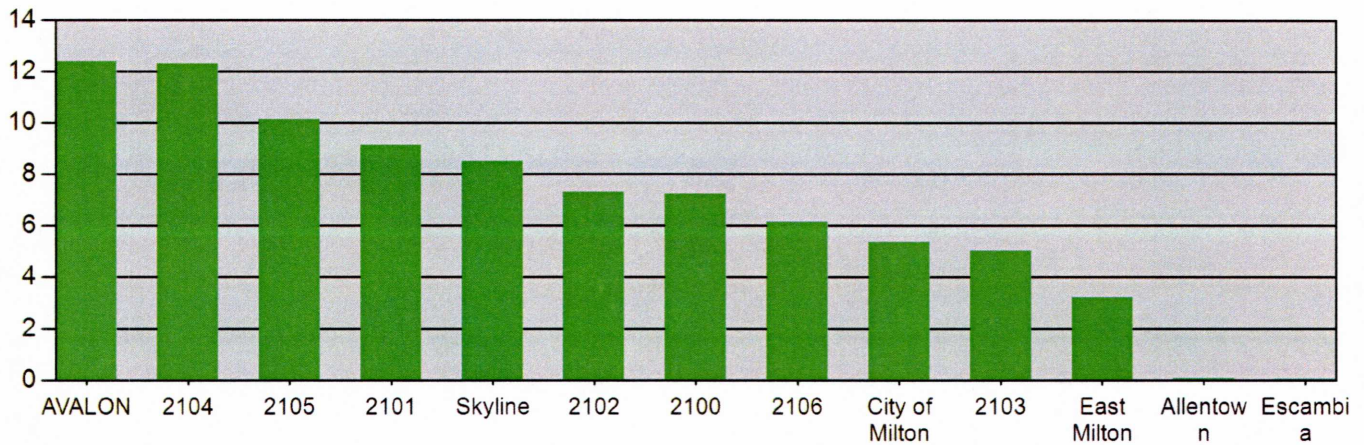
Pace, FL

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Average Response Time per Zone for Date Range

Start Date: 07/01/2021 | End Date: 07/31/2021



Zone	AVERAGE RESPONSE TIME in minutes (Dispatch to Arrived)
12 - AVALON	12:38
2104 - 2104	12:29
2105 - 2105	10:13
2101 - 2101	9:14
22 - Skyline	8:51
2102 - 2102	7:31
2100 - 2100	7:22
2106 - 2106	6:16
Milton - City of Milton	5:35
2103 - 2103	5:01
15 - East Milton	3:21
11 - Allentown	0:06
Escambia - Escambia	0:04

Only REVIEWED incidents included



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