Pace Fire Rescue District
Board of Commissioners
Regular Meeting
July 15, 2019

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Agenda approval (Additions / Deletions)
5. Public Forum
6. Minutes from previous meeting
7. Financial Report
8. Chiefs Report – Written Report Submitted
9. Approval for the Chief to sign agreement with the Santa Rosa County Tax Collector for the collection of taxes for the district. (Back-up attached)
10. Dates for Budget Workshop / Hearings

Pace Fire Rescue District
Board of Fire Commissioners Meeting
Minutes June 17, 2019

1. Meeting Called to order
    a. Quorum present
    b. Names and attendance recorded by sign in sheet
2. Additions/Corrections to agenda
    a. None
3. Additions/Corrections to minutes
    a. None
4. Approval of minutes from previous meeting
    a. Motion to approve by Commissioner Madine , 2nd by Commissioner Chapman
    b. Minutes approved
5. Financial Report
    a. May
        i. Volunteer Account $ 92,439.98
        ii. Savings Account $ 30,813.62
        iii. MSBU Account $ 1,162,282.83
        iv. Hydrant Account $ 33,455.78
    b. Motion to approve by Commissioner Martin, 2nd by Commissioner Chapman
        i. Financial report approved
6. Chief's Report
    a. Call Report for April
        i. 264 calls for service
            1. 103 Fire responses
            2. 143 EMS responses
        ii. 394 hydrants checked
        iii. Monthly response time 7:11
    b. 2019/2020 Fiscal Year
        i. Currently planning budget proposal
        ii. Dates will be announced for workshop
    c. Station 3 Renovations
        i. Waiting on drawings from Architect
        ii. Additional room to house bunker gear will be included
    d. Annual Open House
        i. October 12, 2019 10 am – 2 pm
        ii. 60th Anniversary
    e. Vision Employee Benefit
        i. Considering different plan with better benefits and larger network of providers
        ii. Currently $3.50/employee/month
        iii. New plan (VSP) $2.50 more per/employee/month

1. Motion to approve by Commissioner Chapman, 2nd by Commissioner Martin.

    a. Motion approved

f. Sunshine Law and Ethics Presentation
    i. Days Inn Conference Center Navarre, FL
    ii. June 4, 2019 @ 5:30PM
    iii. Cost is Free
g. Pinning Ceremony
    i. Scheduled for June 21st @ 6pm
    ii. Main Station

7. Motion to adjourn meeting
    a. Motion by Commissioner Madine , 2nd by Commissioner Chapman
    b. Meeting adjourned.

Approved this 15th day of July 2019

Mike Madine, Vice-Chairman

Pace Fire Rescue District, Inc.
Balance Sheet
For the months Ending May 31, 2019 and June 30, 2019

	5/31/2019	6/30/2019
ASSETS		
CURRENT ASSETS		
Cash on Hand	$ 532.66	$ 532.66
Charter Bank- Volunteer Account	$ 92,509.64	$ 92,407.54
Charter Bank- Savings	$ 30,813.62	$ 30,819.37
Charter Bank- Operating	$ 997,918.94	$ 930,777.74
Charter Bank- Hydrant Maint.	$ 39,190.02	$ 37,821.28
Note Receivable- T. Boutwell	$ 11,643.00	$ 11,643.00
Accounts Receivable	$ 9,156.98	$ 12,519.44
Total Current Assets	$ 1,181,764.86	$ 1,116,521.03
FIXED ASSETS		
Furniture, Fixtures & Equipment	$ 1,617,104.25	$ 1,617,104.25
Buildings/Land	$ 2,134,168.00	$ 2,134,168.00
Trucks	$ 1,835,556.94	$ 1,835,556.94
Accumulated Depreciation	$ (4,062,639.00)	$ (4,062,639.00)
Total Fixed Assets	$ 1,524,190.19	$ 1,524,190.19
TOTAL ASSETS	$ 2,705,955.05	$ 2,640,711.22
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	$ 3,859.06	$ 1,661.28
Payroll Liabilities	$ 6,499.28	$ 6,135.51
Child Support	$ -	$ -
AFLAC	$ 379.35	$ 379.35
Accrued Taxes	$ -	$ -
Union Dues	$ -	$ -
Total Current Liabilities	$ 10,737.69	$ 8,176.14
TOTAL LIABILITIES	$ 10,737.69	$ 8,176.14
UNRESTRICTED FUNDS		
MSBU Fund Balance	$ 2,538,431.27	$ 2,475,748.99
Hydrant Maintenance Balance	$ 33,455.71	$ 33,455.71
Reserves	$ 30,890.40	$ 30,890.40
SAFER Grant Balance		
Volunteer Fund Balance	$ 92,439.98	$ 92,439.98
Total Unrestricted Funds	$ 2,695,217.36	$ 2,632,535.08
TOTAL LIABILITIES AND FUND BALANCES	$ 2,705,955.05	$ 2,640,711.22

Pace Fire Rescue District, Inc.
Statement of Receipts and Disbursements
For the month Ending May 31, 2019

	One Month Ending 5/31/19	Year to Date	Budgeted Amount	Remaing Budget	% Remaining
Receipts:					
MSBU	$ -	$ 1,428,228.00	$ 1,428,228.48	$ 0.48	0.00%
Total Receipts	$ -	$ 1,428,228.00	$ 1,428,228.48	$ 0.48	
Disbursements:					
Contract Services	$ 1,795.34	$ 22,144.35	$ 30,000.00	$ 7,855.65	26.19%
Accounting	$ 1,450.00	$ 11,600.00			
Web Hosting		$ -			
Copy Machine	$ 190.00	$ 1,520.00			
Garbage Service	$ 155.34	$ 1,237.04			
Mistras/Physio		$ -			
Outside Services		$ 4,245.35			
Emergency Reporting	$ -	$ 2,611.96			
Emergency Medical Services	$ -				
Physicals	$ -	$ 930.00			
Communication	$ 399.32	$ 3,874.44	$ 5,000.00	$ 1,125.56	22.51%
Cell Phones	$ 399.32	$ 3,874.44			
Other	$ -	$ -			
Postage	$ 110.00	$ 268.76	$ 750.00	$ 481.24	64.17%
Insurance & Bonds	$ 46,647.86	$ 46,647.86	$ 90,000.00	$ 43,352.14	48.17%
Repair & Maintenance	$ 3,946.47	$ 62,454.57	$ 65,500.00	$ 3,045.43	4.65%
Building	$ 241.80	$ 1,827.23			
Equipment	$ 813.43	$ 12,550.92			
Trucks	$ 2,891.24	$ 36,001.72			
Prior Year repair		$ 12,074.70			
Office Supplies	$ -	$ 808.53	$ 3,000.00	$ 2,191.47	73.05%
Other Current Charges/Legal	$ 1,000.00	$ 1,000.00	$ 5,000.00	$ 4,000.00	80.00%
Dues & Memberships	$ 100.00	$ 1,207.06	$ 1,700.00	$ 492.94	29.00%
Medical Supplies	$ 14.24	$ 947.48	$ 3,000.00	$ 2,052.52	68.42%
Training & Education	$ -	$ 350.00	$ 4,000.00	$ 3,650.00	91.25%
Fuel/Lube/Oil	$ 3,502.16	$ 24,987.53	$ 42,000.00	$ 17,012.47	40.51%

	One Month Ending 5/31/19	Year to Date	Budgeted Amount	Remaing Budget	% Remaining
Operating Supplies	**$ 1,540.39**	**$ 9,098.73**	**$ 40,000.00**	**$ 30,901.27**	**77.25%**
Rehab	$ -	$ -			
Uniforms	$ -	$ 4,657.92			
Gear		$ -			
Misc Equipment	$ 881.58	$ 881.58			
Paper/cleaning	$ 654.31	$ 3,461.98			
Other	$ 4.50	$ 97.25			
Utilities	**$ 1,973.55**	**$ 14,121.59**	**$ 26,500.00**	**$ 12,378.41**	**46.71%**
Electric	$ 1,375.76	$ 10,254.87			
Gas	$ 158.73	$ 608.44			
Water	$ 246.75	$ 1,736.33			
Internet	$ 129.95	$ 1,035.27			
Office Phone	$ 62.36	$ 486.68			
Loan Payment/ Apparatus	**$ -**	**$ 42,500.00**	**$ 114,784.00**	**$ 72,284.00**	**62.97%**
Travel & Per Diem	**$ 396.00**	$ 682.98	**$ 5,000.00**	**$ 4,317.02**	**86.34%**
Salaries	**$ 73,303.98**	$ 440,062.25	**$ 767,694.48**	**$ 327,632.23**	**42.68%**
Benefits:	**$ 20,085.10**	**$ 134,209.94**	**$ 224,300.00**	**$ 90,090.06**	**40.16%**
Taxes	$ 5,545.80	$ 33,442.28	**$ 58,728.65**		
Retirement	$ 1,984.15	$ 11,187.35	**$ 25,000.00**		
Insurance	$ 12,555.15	$ 89,580.31	**$ 140,571.35**		
Unemployment	$ -	$ -			
Total Disbursements:	**$ 154,814.41**	**$ 805,366.07**	**$ 1,428,228.48**	**$ 622,862.41**	
Total Receipts over Disbursements	**$ (154,814.41)**	**$ 622,861.93**	**$ -**	**$ (622,861.93)** under budget	

Pace Fire Rescue District, Inc.
Statement of Receipts and Disbursements
For the month Ending June 30, 2019

	One Month Ending 6/30/19	Year to Date	Budgeted Amount	Remaing Budget	% Remaining
Receipts:					
MSBU	$ -	$ 1,428,228.00	$ **1,428,228.48**	$ **0.48**	**0.00%**
Total Receipts	$ -	$ **1,428,228.00**	$ **1,428,228.48**	$ **0.48**	
Disbursements:					
Contract Services	$ **2,254.71**	$ **24,399.06**	$ **30,000.00**	$ **5,600.94**	**18.67%**
Accounting	$ 1,450.00	$ 13,050.00			
Web Hosting		$ -			
Copy Machine	$ 190.00	$ 1,710.00			
Garbage Service	$ 154.71	$ 1,391.75			
Mistras/Physio		$ -			
Outside Services	$ 70.00	$ 4,315.35			
Emergency Reporting	$ -	$ 2,611.96			
Emergency Medical Services	$ -				
Physicals	$ 390.00	$ 1,320.00			
Communication	$ **317.46**	$ **4,191.90**	$ **5,000.00**	$ **808.10**	**16.16%**
Cell Phones	$ 317.46	$ 4,191.90			
Other	$ -	$ -			
Postage	$ -	$ **268.76**	$ **750.00**	$ **481.24**	**64.17%**
Insurance & Bonds	$ -	$ **46,586.86**	$ **90,000.00**	$ **43,413.14**	**48.24%**
Repair & Maintenance	$ **1,165.22**	$ **63,619.79**	$ **65,500.00**	$ **1,880.21**	**2.87%**
Building	$ 149.00	$ 1,976.23			
Equipment	$ 447.00	$ 12,997.92			
Trucks	$ 569.22	$ 36,570.94			
Prior Year repair		$ 12,074.70			
Office Supplies	$ -	$ 808.53	$ **3,000.00**	$ **2,191.47**	**73.05%**
Other Current Charges/Legal		$ 1,000.00	$ **5,000.00**	$ **4,000.00**	**80.00%**
Dues & Memberships	$ **227.40**	$ 1,434.46	$ **1,700.00**	$ **265.54**	**15.62%**
Medical Supplies	$ **146.00**	$ 1,093.48	$ **3,000.00**	$ **1,906.52**	**63.55%**
Training & Education	$ **300.00**	$ 650.00	$ **4,000.00**	$ **3,350.00**	**83.75%**
Fuel/Lube/Oil	$ **1,677.54**	$ 26,665.07	$ **42,000.00**	$ **15,334.93**	**36.51%**

	One Month Ending 6/30/19	Year to Date	Budgeted Amount	Remaing Budget	% Remaining
Operating Supplies	**$ 408.81**	**$ 9,507.54**	**$ 40,000.00**	**$ 30,492.46**	**76.23%**
Rehab	$ -	$ -			
Uniforms	$ -	$ 4,657.92			
Gear	$ -	$ -			
Misc Equipment	$ -	$ 881.58			
Paper/cleaning	$ 405.81	$ 3,867.79			
Other	$ 3.00	$ 100.25			
Utilities	**$ 1,898.20**	**$ 16,019.79**	**$ 26,500.00**	**$ 10,480.21**	**39.55%**
Electric	$ 1,554.17	$ 11,809.04			
Gas	$ 62.73	$ 671.17			
Water	$ 151.35	$ 1,887.68			
Internet	$ 129.95	$ 1,165.22			
Office Phone	$ -	$ 486.68			
Loan Payment/ Apparatus	**$ -**	**$ 42,500.00**	**$ 114,784.00**	**$ 72,284.00**	**62.97%**
Travel & Per Diem	**$ 359.00**	$ 1,041.98	**$ 5,000.00**	**$ 3,958.02**	**79.16%**
Salaries	**$ 49,295.71**	$ 489,357.96	**$ 767,694.48**	**$ 278,336.52**	**36.26%**
Benefits:	**$ 15,514.83**	**$ 149,724.77**	**$ 224,300.00**	**$ 74,575.23**	**33.25%**
Taxes	$ 3,597.14	$ 37,039.42	**$ 58,728.65**		
Retirement	$ 1,230.86	$ 12,418.21	**$ 25,000.00**		
Insurance	$ 10,686.83	$ 100,267.14	**$ 140,571.35**		
Unemployment	$ -	$ -			
Total Disbursements:	**$ 73,564.88**	**$ 878,869.95**	**$ 1,428,228.48**	**$ 549,358.53**	
Total Receipts over Disbursements	**$ (73,564.88)**	**$ 549,358.05**	**$ -**	**$ (549,358.05)** under budget	

Pace Fire Rescue District

4773 Pace Patriot Blvd. • Pace, Florida 32571
850/994-6884 Fax 850 / 994-3683

To: Board of Fire Commissioners

From: Robbie Whitfield, Fire Chief

Date: July 15, 2019

Re: Chiefs Report

1. During the month of May there were 104 Fire responses for service and 183 EMS related responses for a total of 287 calls for service. There were 50 Fire Hydrants were checked by the Hydrant Maintenance Division. Our average response time for the month was 07:29.

   During the month of June there were 115 Fire responses for service and 162 EMS related responses for a total of 277 calls for service. There were 416 Fire Hydrants checked by the Hydrant Maintenance Division. Our average response time for the month was 07:19.

2. We are still in the process of the design for station 3 and hope to have in finalized within the next 60-90 days.

3. New Engine is still on track for delivery in October.

Pace Fire Rescue District

Pace, FL

This report was generated on 6/5/2019 9:17:20 AM

Incident Statistics

Start Date: 05/01/2019 | End Date: 05/31/2019

INCIDENT COUNT	
INCIDENT TYPE	**# INCIDENTS**
EMS	183
FIRE	104
TOTAL	287

TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	**# of APPARATUS TRANSPORTS**	**# of PATIENT TRANSPORTS**	**TOTAL # of PATIENT CONTACTS**
0	0	0	0
E2102	0	0	8
LA21	0	0	41
R21	0	0	9
TNK21	0	0	3
TOTAL	0	0	61

PRE-INCIDENT VALUE	LOSSES
$178,600.00	$47,000.00

CO CHECKS	
TOTAL	

MUTUAL AID	
Aid Type	**Total**
Aid Given	4
Aid Received	1

OVERLAPPING CALLS	
# OVERLAPPING	**% OVERLAPPING**
113	**39.37**

LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	**EMS**	**FIRE**
PACE FIRE RESCUE DISTRICT	0:06:55	0:09:04
	AVERAGE FOR ALL CALLS	0:07:29

LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	**EMS**	**FIRE**
PACE FIRE RESCUE DISTRICT	0:01:32	0:02:26
	AVERAGE FOR ALL CALLS	0:01:46

AGENCY	AVERAGE TIME ON SCENE (MM:SS)
Pace Fire Rescue District	19:38

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = # of PCR with disposition "Treated, Transported by EMS". # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate.

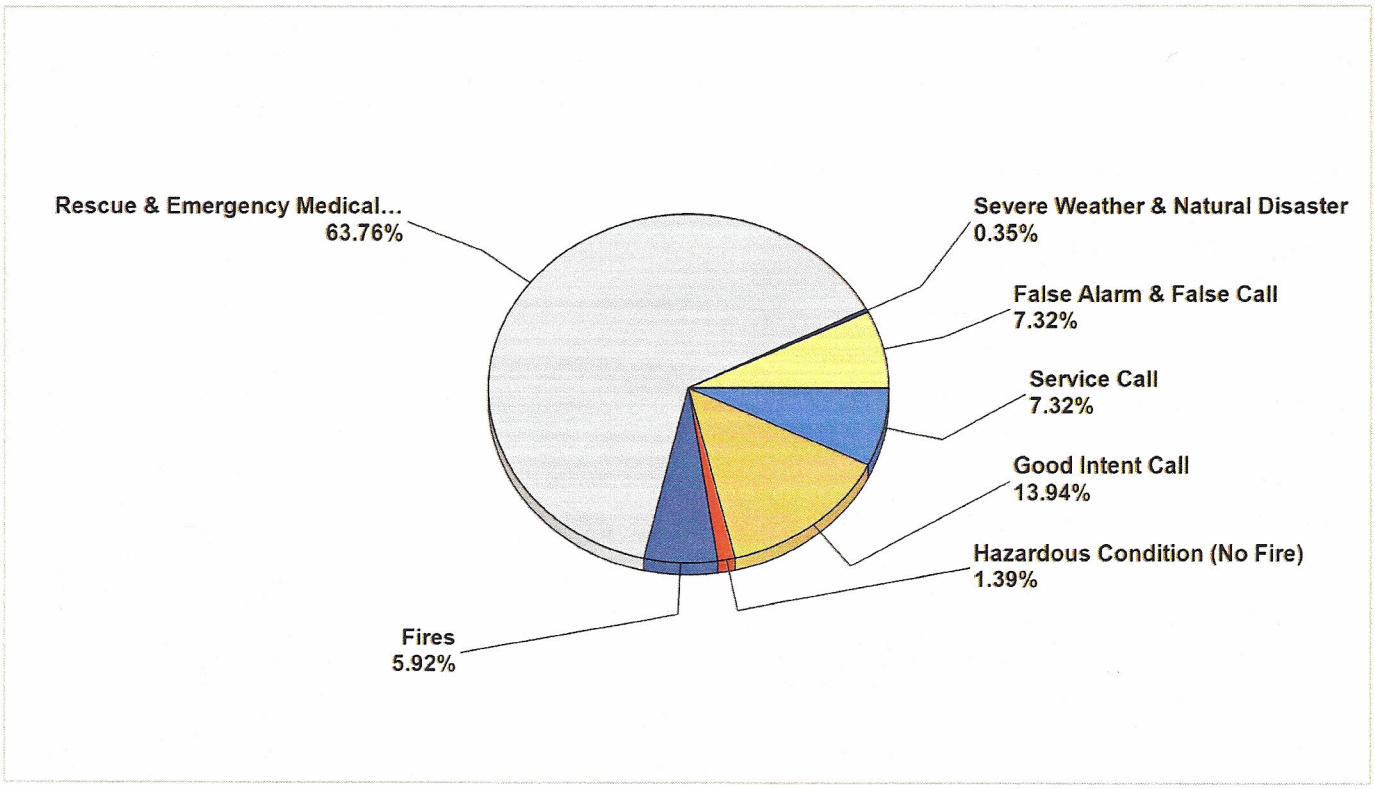
Pace Fire Rescue District

Pace, FL

This report was generated on 6/5/2019 9:19:11 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2019 | End Date: 05/31/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	17	5.92%
Rescue & Emergency Medical Service	183	63.76%
Hazardous Condition (No Fire)	4	1.39%
Service Call	21	7.32%
Good Intent Call	40	13.94%
False Alarm & False Call	21	7.32%
Severe Weather & Natural Disaster	1	0.35%
TOTAL	287	100.00%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	**# INCIDENTS**	**% of TOTAL**
111 - Building fire	5	1.74%
130 - Mobile property (vehicle) fire, other	2	0.70%
131 - Passenger vehicle fire	2	0.70%
138 - Off-road vehicle or heavy equipment fire	1	0.35%
143 - Grass fire	2	0.70%
151 - Outside rubbish, trash or waste fire	5	1.74%
311 - Medical assist, assist EMS crew	162	56.45%
322 - Motor vehicle accident with injuries	9	3.14%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.35%
324 - Motor vehicle accident with no injuries.	10	3.48%
331 - Lock-in (if lock out , use 511)	1	0.35%
411 - Gasoline or other flammable liquid spill	1	0.35%
412 - Gas leak (natural gas or LPG)	1	0.35%
445 - Arcing, shorted electrical equipment	2	0.70%
511 - Lock-out	1	0.35%
522 - Water or steam leak	3	1.05%
553 - Public service	8	2.79%
554 - Assist invalid	8	2.79%
561 - Unauthorized burning	1	0.35%
611 - Dispatched & cancelled en route	32	11.15%
621 - Wrong location	1	0.35%
622 - No incident found on arrival at dispatch address	4	1.39%
651 - Smoke scare, odor of smoke	3	1.05%
733 - Smoke detector activation due to malfunction	1	0.35%
735 - Alarm system sounded due to malfunction	2	0.70%
743 - Smoke detector activation, no fire - unintentional	3	1.05%
744 - Detector activation, no fire - unintentional	1	0.35%
745 - Alarm system activation, no fire - unintentional	14	4.88%
814 - Lightning strike (no fire)	1	0.35%
TOTAL INCIDENTS:	**287**	**100.00%**

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

Pace Fire Rescue District Hydrant Monthly Report

Date Range *5/1/2019*
5/31/2019

Hydrants Tested	49

Approximate gallons of water used	
Potable	6,897
Non-Potable	0

Hydrants out of service	34
Hydrants Repaired	0
Hydrants needing Repair	34

MILEAGE USED

Hydrant-1	112
Hydrant-2	170

Person	Counts
Rosado, Ivan	18
Sanders, Brandon J	32
Grand Total	50
Rosado Avg per day	0.82
Sanders Avg per day	1.45

Outstanding work orders by year & month

Maintenance Types	(All)											
Count of Hydrant ID	Requested Date											
Years	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total
2016	0	0	0	0	1	0	1	0	1	0	0	3
2017	1	1	0	1	0	0	0	0	0	0	0	3
2018	0	0	4	0	1	3	3	10	1	1	1	24
2019	2	0	1	1	0	0	0	0	0	0	0	4
Grand Total	3	1	5	2	2	3	4	10	2	1	1	34

Report was generated on 6/5/2019 7:16 AM

Reported By: Ivan Rosado

Pace Fire Rescue District

Pace, FL

This report was generated on 7/1/2019 10:15:36 AM

Incident Statistics

Start Date: 06/01/2019 | End Date: 06/30/2019

INCIDENT COUNT	
INCIDENT TYPE	**# INCIDENTS**
EMS	162
FIRE	115
TOTAL	277

TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	**# of APPARATUS TRANSPORTS**	**# of PATIENT TRANSPORTS**	**TOTAL # of PATIENT CONTACTS**
BAT21	0	0	1
LA21	0	0	32
R21	0	0	10
TNK21	0	0	2
TOTAL	0	0	45

PRE-INCIDENT VALUE	LOSSES
$384,243.00	$100,000.00

CO CHECKS
TOTAL

MUTUAL AID	
Aid Type	**Total**
Aid Given	7
Aid Received	1

OVERLAPPING CALLS	
# OVERLAPPING	**% OVERLAPPING**
92	**33.21**

LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	**EMS**	**FIRE**
PACE FIRE RESCUE DISTRICT	0:06:48	0:09:14
	AVERAGE FOR ALL CALLS	0:07:19

LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	**EMS**	**FIRE**
PACE FIRE RESCUE DISTRICT	0:01:21	0:02:28
	AVERAGE FOR ALL CALLS	0:01:36

AGENCY	AVERAGE TIME ON SCENE (MM:SS)
Pace Fire Rescue District	20:25

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = # of PCR with disposition "Treated, Transported by EMS". # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate.

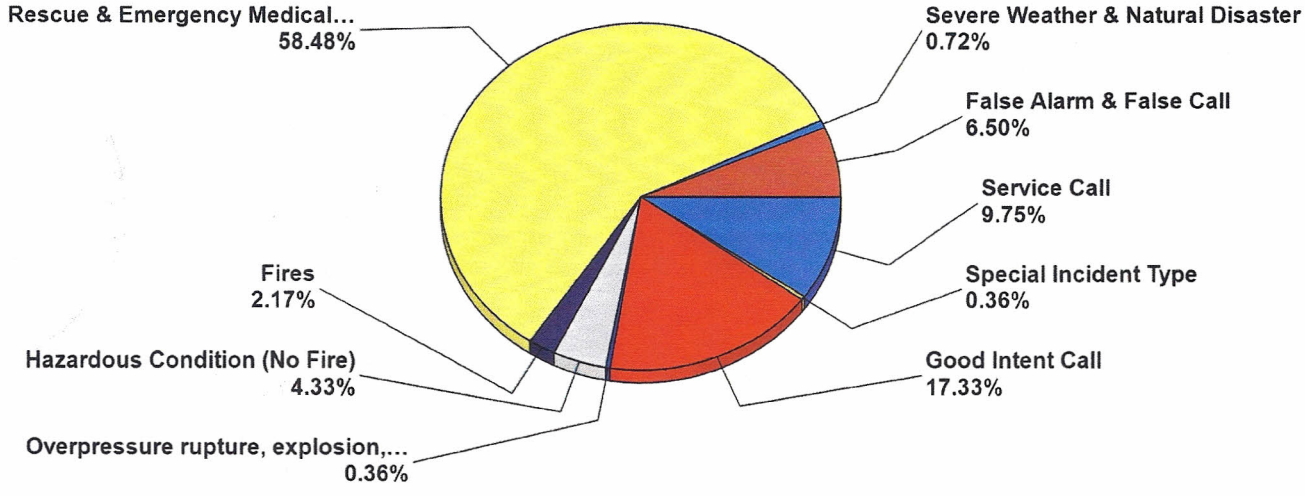
Pace Fire Rescue District

Pace, FL

This report was generated on 7/1/2019 10:18:11 AM

Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 06/01/2019 | End Date: 06/30/2019



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	6	2.17%
Overpressure rupture, explosion, overheat - no fire	1	0.36%
Rescue & Emergency Medical Service	162	58.48%
Hazardous Condition (No Fire)	12	4.33%
Service Call	27	9.75%
Good Intent Call	48	17.33%
False Alarm & False Call	18	6.50%
Severe Weather & Natural Disaster	2	0.72%
Special Incident Type	1	0.36%
TOTAL	277	100.00%

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

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	0.72%
112 - Fires in structure other than in a building	1	0.36%
113 - Cooking fire, confined to container	1	0.36%
122 - Fire in motor home, camper, recreational vehicle	1	0.36%
151 - Outside rubbish, trash or waste fire	1	0.36%
223 - Air or gas rupture of pressure or process vessel	1	0.36%
311 - Medical assist, assist EMS crew	135	48.74%
321 - EMS call, excluding vehicle accident with injury	3	1.08%
322 - Motor vehicle accident with injuries	3	1.08%
324 - Motor vehicle accident with no injuries.	19	6.86%
331 - Lock-in (if lock out , use 511)	1	0.36%
356 - High-angle rescue	1	0.36%
412 - Gas leak (natural gas or LPG)	3	1.08%
444 - Power line down	1	0.36%
445 - Arcing, shorted electrical equipment	6	2.17%
463 - Vehicle accident, general cleanup	2	0.72%
511 - Lock-out	1	0.36%
512 - Ring or jewelry removal	1	0.36%
522 - Water or steam leak	1	0.36%
541 - Animal problem	2	0.72%
551 - Assist police or other governmental agency	2	0.72%
553 - Public service	5	1.81%
554 - Assist invalid	14	5.05%
571 - Cover assignment, standby, moveup	1	0.36%
611 - Dispatched & cancelled en route	41	14.80%
621 - Wrong location	1	0.36%
622 - No incident found on arrival at dispatch address	4	1.44%
631 - Authorized controlled burning	1	0.36%
651 - Smoke scare, odor of smoke	1	0.36%
711 - Municipal alarm system, malicious false alarm	1	0.36%
733 - Smoke detector activation due to malfunction	2	0.72%
735 - Alarm system sounded due to malfunction	3	1.08%
743 - Smoke detector activation, no fire - unintentional	4	1.44%
744 - Detector activation, no fire - unintentional	1	0.36%
745 - Alarm system activation, no fire - unintentional	7	2.53%
814 - Lightning strike (no fire)	2	0.72%
900 - Special type of incident, other	1	0.36%
TOTAL INCIDENTS:	277	100.00%

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

Pace Fire Rescue District Hydrant Monthly Report

Date Range *6/1/2019*
6/30/2019

Hydrants Tested	416

Approximate gallons of water used	
Potable	**79,330**
Non-Potable	**3,545**

Hydrants out of service	34
Hydrants Repaired	1
Hydrants needing Repair	34

MILEAGE USED

Hydrant-1	112
Hydrant-2	471

Person	Counts
Rosado, Ivan	241
Miller, Matthew	174
Testby not Assigned	1
*repaired	
Rosado Avg per day	12.05
Miller Avg per day	8.70

* only been 2 weeks

Outstanding work orders by year & month

Maintenance Types	(All)												
Count of Hydrant ID	Requested Date												
Years	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Grand Total	
2016	0	0	0	0	1	0	1	0	1	0	0	3	
2017	1	1	0	1	0	0	0	0	0	0	0	3	
2018	0	0	4	0	1	3	3	9	1	1	1	23	
2019	2	0	1	1	1	0	0	0	0	0	0	5	
Grand Total	3	1	5	2	3	3	4	9	2	1	1	34	

Report was generated on 7/1/2019 8:07 AM

Reported By: Ivan Rosado

UNIFORM COLLECTION AGREEMENT

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THIS AGREEMENT entered into this _____ day of _____, 2019, between STAN COLIE NICHOLS, Santa Rosa County Florida Tax Collector (hereinafter "Tax Collector"), and PACE FIRE RESCUE DISTRICT (hereinafter referred to as "Special District"), who understand and agree as follows:

WITNESSETH

WHEREAS, Special District represents it is authorized to impose assessments pursuant to §191.009, Florida Statutes (2018); and

WHEREAS, Tax Collector desires to enter into a written agreement with the Special District regarding reimbursement by the Special District of the costs incurred by the Tax Collector by virtue of including the Special District's ad valorem assessments on the combined notice of taxes and preparing a collection roll and the combined notice (the tax notice); and

WHEREAS, the Special District wishes to enter into this Agreement with the Tax Collector to establish the terms and conditions under which the Tax Collector shall collect and enforce the collection of the ad valorem assessments levied by the Special District and be reimbursed by the Special District.

NOW, THEREFORE, IN CONSIDERATION of the covenants, terms and conditions contained in this Agreement, the parties hereto, intending to be legally bound, hereby mutually agree as follows:

1. **Responsibilities of Special District**
   a. Special District understands it is responsible entirely to specifically list, extend, prepare and submit the ad valorem assessment rolls of Special District to the Tax Collector on an annual basis. The Tax Collector has no responsibility to collect any of this information.
   b. Special District will include in the electronic file furnished to the Property Appraiser the property identification numbers (PINs), the names and mailing addresses of the owner(s) of those subject to the ad valorem assessment of the Special District located in Santa Rosa County.
   c. Special District agrees to abide by and implement its duties under the uniform law pursuant to all the provisions of §191.009, Florida Statutes, or its successor of statutory provisions and all applicable rules promulgated by the Department of Revenue and their successor rules.

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2. **Responsibility of the Tax Collector.**
   a. The Tax Collector shall include the Special District's ad valorem special assessments ("Assessments") on the combined notice of taxes, prepare a collection roll and prepare a combined notice (the tax notice) for both ad valorem taxes and the Assessments.
   b. Tax Collector shall collect the "Assessments" of the Special District as certified by the duly authorized Special District representative no later than September 15 of each calendar year on compatible electronic medium, tied to the property identification number for each parcel, and in the format used by the Property Appraiser for the ad valorem rolls submitted to the Department of Revenue, using DR Form 408.
   c. The Tax Collector shall disburse funds due to Special District hereunder in accordance with the provisions of §197.383, Florida Statutes, as amended from time to time.
   d. The Tax Collector agrees to cooperate with Special District in implementation of the uniform method for collecting "Assessments." The Tax Collector shall not accept any ad valorem special assessment roll for the "Assessments" of Special District that is not officially, timely and legally certified to the Tax Collector pursuant to Chapter 197, Florida Statutes.
   e. If the Tax Collector discovers errors or omissions on such roll, the Tax Collector may request Special District to file a corrected roll or a correction of the amount of any assessment and Special District shall bear the cost of any such error or omission.
   f. If Tax Collector determines that a separate mailing is authorized pursuant to any applicable rules promulgated by the Department of Revenue, and any successor provision to said law or rules, the Tax Collector shall either mail a separate notice of the particular ad valorem special assessment ("Assessment") or shall direct Special District to mail such a separate notice.
   g. In making this decision, the Tax Collector shall consider all costs to Special District and to the taxpayers of such a separate mailing as well as the adverse effect to the taxpayers of delay in multiple notices. Tax Collector shall have sole discretion in making such decision. If such a separate mailing is affected, Special District shall bear all costs associated with the separate notice for the ad valorem special assessment that could not be merged, and all such costs shall be deducted from the second and third distributions prior to remittance of the proceeds to Special District.

3. **Compensation.** The Special District agrees to:

   a. Compensate the Tax Collector for the collection of the ad valorem assessments. The Tax Collector, at his election, shall be compensated by the Special District for the collection of ad valorem assessments pursuant to §192.091(2)(b), Florida Statutes, or based on the actual cost of collection, whichever is greater.
   b. Reimburse Tax Collector for necessary administrative costs for the collection and enforcement of the "Assessments" by the Tax Collector to include, but not be limited

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to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage and programming.

c. To pay for or alternatively to reimburse the Tax Collector for any separate tax notice necessitated by the inability of the Tax Collector to merge the ad valorem special assessment roll certified by Special District.

d. **Other Costs**. Special District shall be directly responsible for any requirements and costs associated with advertising relating to implementation of the ad valorem special assessment law pursuant to §191.009 Florida Statutes.

4. **Acknowledgment / Hold Harmless**

a. Special District acknowledges that the Tax Collector has no duty, authority or responsibility in the imposition and levy of any ad valorem special assessments, including Special District's "Assessments" and that is the sole responsibility and duty of Special District to follow all procedural and substantive requirements for the levy and imposition of ad valorem special assessments, including the "Assessments."

b. To the extent permitted by law, Special District shall indemnify and hold harmless Tax Collector to the extent of any legal action which may be filed in local, state or federal courts against Tax Collector regarding the imposition, levy, roll preparation and certification of the "Assessments"; Special District shall pay for or reimburse Tax Collector for fees for legal services rendered to Tax Collector with regard to any such legal action.

c. All such administrative costs and additional costs, court costs, and attorney's fees incurred by the Tax Collector in both administrative and judicial challenges, shall be paid to the Tax Collector within thirty (30) days of the presentment of a statement or invoice setting forth the amount due and the reason therefore. Any sums not paid within thirty (30) days shall bear interest at the highest lawful rate. Should it be necessary to engage an attorney to collect the sums due hereunder, the Special District agrees to pay all costs, including a reasonable attorney's fee.

5. **Term.** The term of this Agreement shall commence with the 2018 ad valorem assessments rolls of the Special District and shall continue and extend uninterrupted from year to year from the date first written above so long as the Special District has in effect a resolution authorizing the uniform method of collecting its ad valorem assessments and so long as this agreement is not in conflict with §191.009, Florida Statues, and any subsequent amendments thereto, unless a notice of discontinuance shall be issued by the Special District.

6. **Notice of Discontinuance.** If the Special District elects to use the uniform method to collect an assessment that will be collected for a period of more than 1 year, it shall inform

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the Property Appraiser, Tax Collector, and Department of Revenue by January 10 if it intends to discontinue using the uniform method of collecting such assessment.

7. **No Representations by Tax Collector as to efficacy or validity of levies.** The parties hereto agree the Tax Collector, by executing this Agreement and agreeing to assist the Special District in the collection of ad valorem assessments, does not warrant either the legal efficacy or validity of any levies made by the Special District as ad valorem assessments, or the correctness of the amount of the levy or charge imposed against the parcels of property to be subject to the levy, or any individual parcel subject to said levy.

8. **Errors / Omissions Resolved by Special District.** The parties agree any errors made in the amount of the levy or imposition or any other errors of omission or commission regardless of the nature or cause of same, shall be processed and corrected exclusively and solely by the Special District and the Tax Collector shall not be responsible for same. The parties further agree all requests or claims made by any affected property owner for correction shall be processed exclusively by the Special District and shall be filed with the Special District, or its designee, provided its designee shall not be the Tax Collector.

9. **Agreement to Cooperate**: The parties to this Agreement agree to consult and cooperate as necessary and practical for the efficient and timely listing, preparation, submissions, certification, collection and enforcement against delinquencies of the Special District ad valorem or special assessment rolls and levies, including provision by the Special District to the other parties of any staff assistance reasonably necessary and required to effect he purposes of this Agreement.

10. **Notices**. Written notice shall be given to the parties at the following address, or such other place or person as each of the parties shall designate by similar notice:

SRCTC:
Santa Rosa County Tax Collector
Honorable Stan C. Nichols
6495 Caroline Street, Suite E
Milton, FL 32570

SPECIAL DISTRICT:
Pace Fire Rescue District
4773 Pace Patriot Blvd.
Pace Florida 32571

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11. **Prior Agreements.** It is agreed any and all previous agreements between the parties hereto, concerning this subject, are hereby declared null and void.

12. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein and may not be amended, modified or discontinued, unless otherwise provided in this Agreement, except in writing and signed by all parties hereto.

13. **Severability.** If any section, subsection, sentence, clause, phrase, or portion of the Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion(s) of this Agreement which shall continue with full force and effect.

14. **Headings.** The headings in this Agreement are for convenience only and shall not be considered a part of or affect the construction or interpretation of any provision of this Agreement.

15. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.

16. **Governing Law.** This Agreement is governed by the laws of Florida.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed below by their duly authorized representatives as of the date first written above.

ATTEST:

_____

Print Name:_____

_____

Print Name:_____

SANTA ROSA COUNTY TAX COLLECTOR

_____

Stan C. Nichols, Santa Rosa County Tax Collector

Date:_____

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ATTEST:

PACE FIRE RESCUE DISTRICT

_____ _____

Print Name:_____ Print Name:_____

_____ Title:_____

Print Name:_____ Date:_____

TRAINING SIGN-IN SHEET

Title: July 2019 Board Meeting	**Meeting Date: 07/15/2019**
Facilitator(s): Mike Madine	**Place/Room:** Pace Fire Rescue District

Name Printed	Name Signature	Company	Phone	E-Mail
Keith Chapman		Pace Fire		
ROBERT MARTIN		PACE FIRE		
MIKE MADINE		PACE FIRE		
Robert Nowlin		PFRD		
Rachel Connell				
NICK ANDERSON		PFRD		