

**Pace Fire Rescue District
Board of Commissioners
Regular Meeting
June 21, 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. Memorandum of Understanding with Firefighter Pension Board
11. Impact Fee's update
12. District estimated property values 2021

Pace Fire Rescue District
Board of Fire Commissioners Meeting Minutes
May 10, 2021

1. Meeting Called to order
 - a. Quorum present
2. Additions/Corrections to minutes
3. Approval of minutes from the previous meeting
 - a. Motion to approve by Commissioner Madine, 2nd by Commissioner Page
 - b. Motion passed
4. Financial Report
 - a. Written Report attached.
 - b. Motion to approve by Commissioner Madine, 2nd by Commissioner Mills.
 - c. Motion Passed.
5. Chief's Report
 - a. Written Report attached.
6. Impact Fee Study
 - a. Presentation of the study by Mr. Henry Thomas of RAFTELIS to the board on the study and its components.
 - b. Motion by Commissioner Madine to accept the Impact Fee study with the recommended fees, 2nd by Commissioner Page.
 - c. Motion Passed.
7. Chief Whitfield gave a summary of 2021 Legislation that will affect the district.
8. Station 3 update
 - a. Chief Whitfield gave an update on the progress of construction at station 3
9. Five Mile Swap Fire
 - a. Reimbursement claim is at FEMA awaiting review for approval according to the State.
10. Motion to adjourn
 - a. Motion by Commissioner Madine, 2nd by Commissioner Mills
 - b. Meeting adjourned.

Approved this 21st day of June 2021

Dean Anderson, Chairman

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

	Oct '20 - May 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support	3,128.41	0.00	0.00	0.0%
43450 · Individ. Business Contributions				
43400 · Direct Public Support - Other	0.00			
Total 43400 · Direct Public Support	3,128.41	0.00	3,128.41	100.0%
44500 · MSBU FUNDS/Ad Valorem Taxes				
44500.5 · Discounts	-95,897.70			
44500 · MSBU FUNDS/Ad Valorem Taxes - Other	2,609,659.20	2,691,177.00	-81,517.80	97.0%
Total 44500 · MSBU FUNDS/Ad Valorem Taxes	2,513,761.50	2,691,177.00	-177,415.50	93.4%
44530 · Public Safety FF Sup Comp	2,880.00			
44600 · Hydrant Grant	33,190.88			
44700 · Safer Grant	64,632.44			
44850 · Fire Prevention Review Fees	1,330.88			
Building Plan Review	125.00			
Fire Alarm Plan Review	80.00			
Fire Suppression not Sprinkler	125.00			
Sprinkler Plan Review	150.00			
Underground Fire Line				
Total 44850 · Fire Prevention Review Fees	1,810.88			
45000 · Interest Income	484.73			
46400 · Other Types of Income				
46430 · Miscellaneous Revenue	87,869.55			
Total 46400 · Other Types of Income	87,869.55			
46500 · Sheriff Utility Offset	6,749.42			
Total Income	2,714,507.81	2,691,177.00	23,330.81	100.9%
Gross Profit	2,714,507.81	2,691,177.00	23,330.81	100.9%
Expense				
62100 · Contract Services				
62110 · Accounting Fees	12,000.00	17,500.00	-5,500.00	68.6%
62140 · Legal Fees	5,439.80	20,000.00	-14,560.20	27.2%
62160 · Physicals				
62165 · Pre-Hiring Expenses	2,125.00	3,500.00	-1,375.00	60.7%
62160 · Physicals - Other	3,690.00	5,500.00	-1,810.00	67.1%
Total 62160 · Physicals	5,815.00	9,000.00	-3,185.00	64.6%
Total 62100 · Contract Services	23,254.80	46,500.00	-23,245.20	50.0%
62120 · Audit Expenses	12,000.00	18,000.00	-6,000.00	66.7%
62300 · Books/Pubs/Subscriptions	4,862.47	12,500.00	-7,637.53	38.9%
62350 · Dues & Memberships	11,853.92	12,491.44	-637.52	94.9%
62380 · Medical Supplies	124.47	3,000.00	-2,875.53	4.1%
62400 · Office Supplies	4,370.50	5,500.00	-1,129.50	79.5%
62450 · Fire Prevention	0.00	3,000.00	-3,000.00	0.0%
62500 · Communication	1,852.37	5,500.00	-3,647.63	33.7%
62600 · Computer Supplies & Service	0.00	4,000.00	-4,000.00	0.0%

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

	Oct '20 - May 21	Budget	\$ Over Budget	% of Budget
62800 - Repair & Maintenance				
62820 - Building Maintenance	2,501.97	7,500.00	-4,998.03	33.4%
62840 - Equip Maintenance & Repair	9,080.95	7,500.00	1,580.95	121.1%
62850 - Truck Maintenance & Repair	30,668.76	62,000.00	-31,331.24	49.5%
62800 - Repair & Maintenance - Other	37.07			
Total 62800 - Repair & Maintenance	42,288.75	77,000.00	-34,711.25	54.9%
63000 - Fuel/Lube/Oil				
64100 - Utilities	21,194.73	40,000.00	-18,805.27	53.0%
62135 - Garbage Service	1,450.50	2,400.00	-949.50	60.4%
64110.1 - Electric Station 1	9,876.12	26,000.00	-16,123.88	38.0%
64110.2 - Electric Station 2 & 3	834.20	9,600.00	-8,765.80	8.7%
64110.4 - Electric Station 4	844.45	2,520.00	-1,675.55	33.5%
64120 - Gas Sewer Water Station 3	950.12	2,500.00	-1,549.88	38.0%
64130 - Water Station 1	1,870.62	3,143.00	-1,272.38	59.5%
64150 - Internet & Telephone	1,606.09	2,000.00	-393.91	80.3%
64160 - Cell Phones	2,063.52	6,500.00	-4,436.48	31.7%
Total 64100 - Utilities	19,495.62	54,663.00	-35,167.38	35.7%
64200 - Training & Education				
65000 - Operations	6,288.93	10,000.00	-3,711.07	62.9%
65030 - Turnout Gear	1,263.72	12,000.00	-10,736.28	10.5%
65040 - Station Supplies	4,125.67	5,000.00	-874.33	82.5%
65050 - Uniforms	1,723.52	6,500.00	-4,776.48	26.5%
65060 - Operating Cleaning Supplies	1,878.59	6,500.00	-4,621.41	28.9%
Total 65000 - Operations	8,991.50	30,000.00	-21,008.50	30.0%
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	15.3%
Total 65100 - Insurance & Bonds	45,283.92	135,300.00	-90,016.08	33.5%
65210 - Permits Licenses				
66000 - Payroll Expenses	175.00	8,200.00	-8,025.00	2.1%
66100 - Salaries	690,020.42	1,126,961.00	-436,940.58	61.2%
66120 - Benefits	105,211.19	249,600.00	-144,388.81	42.2%
66130 - Payroll Taxes	56,647.56	90,647.00	-33,999.44	62.5%
66140 - Retirement Match	84,476.46	203,854.00	-119,377.54	41.4%
66000 - Payroll Expenses - Other	2,523.92	0.00	2,523.92	100.0%
Total 66000 - Payroll Expenses	938,879.55	1,671,062.00	-732,182.45	56.2%
66200 - Other Current Charges	352.27			
66500 - Tax Collector Fees	50,243.14	127,268.00	-77,024.86	39.5%
67100 - Operational Service Test	4,518.00	7,000.00	-2,482.00	64.5%
68300 - Travel and Per Diem	1,073.00	5,500.00	-4,427.00	19.5%
69100 - Loan Payment-Engine 21	70,408.56	70,408.56	0.00	100.0%
Total Expense	1,267,511.50	2,346,893.00	-1,079,381.50	54.0%
Net Ordinary Income	1,446,996.31	344,284.00	1,102,712.31	420.3%

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

	Oct '20 - May 21	Budget	\$ Over Budget	% of Budget
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	285,210.26	112,500.00	152,710.26	235.7%
80130 · Grant Capital Purchase - Equip	38,502.72	40,000.00	-40,000.00	0.0%
80140 · Grant Capital Purchase- Vehicle	0.00	115,000.00	-115,000.00	0.0%
80150 · Ladder 21 Replacement	0.00			
Total 80100 · Capital Purchases	303,712.98	267,500.00	36,212.98	113.5%
Total Other Expense	303,712.98	344,284.00	-40,571.02	88.2%
Net Other Income	-303,712.98	-344,284.00	40,571.02	88.2%
Net Income	1,143,283.33	0.00	1,143,283.33	100.0%



Chief's Report

For the month of May 2021

Calls

- EMS calls 111
- Fire calls 101
- Total calls **212**

Response Time: Annual response time is 6:59

Inspections/ Pre-fire Plans/ Hydrants

- Annual Inspections 14
- Pre-Plans 00
- Plans Review 03
- Permits 01
- Hydrants Tested 272

Training

- During the month we logged 779.81 personnel hours of required training.
- Personnel attending the following training:

Firefighting Tactics and Strategies I Class
Live Fire Training Evolutions

Miscellaneous

Rescue 21 is out of service. Ten-8 is waiting on new software from Cummins to run a diagnostics on the apparatus.

Pace Fire Rescue District

Pace, FL

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Incident Statistics

Zone(s): All Zones | Start Date: 05/01/2021 | End Date: 05/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		111	
FIRE		101	
TOTAL		212	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E21	0	0	18
E2102	0	0	2
LA21	0	0	11
R21	0	0	1
TOTAL	0	0	32
PRE-INCIDENT VALUE		LOSSES	
\$25,163.00		\$25,163.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		8	
Aid Received		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
43		20.28	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
PACE FIRE RESCUE DISTRICT	0:05:39	0:08:03	
AVERAGE FOR ALL CALLS		0:06:07	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
PACE FIRE RESCUE DISTRICT	0:00:07	0:00:57	
AVERAGE FOR ALL CALLS		0:00:12	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Pace Fire Rescue District		23:01	

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

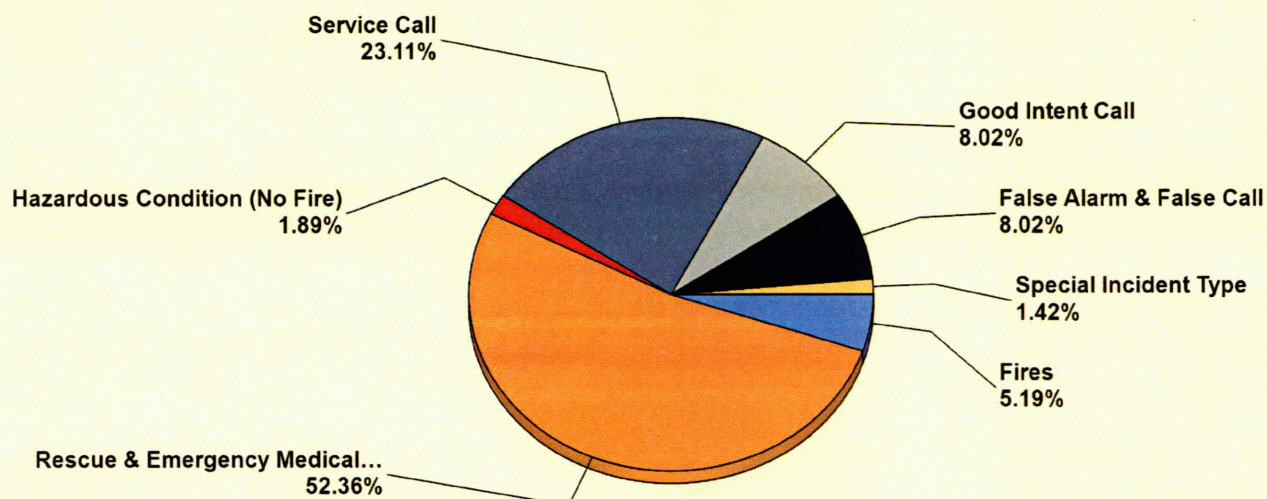
Pace, FL

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 05/01/2021 | End Date: 05/31/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	11	5.19%
Rescue & Emergency Medical Service	111	52.36%
Hazardous Condition (No Fire)	4	1.89%
Service Call	49	23.11%
Good Intent Call	17	8.02%
False Alarm & False Call	17	8.02%
Special Incident Type	3	1.42%
TOTAL	212	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	1	0.47%
131 - Passenger vehicle fire	1	0.47%
140 - Natural vegetation fire, other	2	0.94%
142 - Brush or brush-and-grass mixture fire	3	1.42%
143 - Grass fire	2	0.94%
151 - Outside rubbish, trash or waste fire	2	0.94%
311 - Medical assist, assist EMS crew	63	29.72%
321 - EMS call, excluding vehicle accident with injury	29	13.68%
322 - Motor vehicle accident with injuries	9	4.25%
324 - Motor vehicle accident with no injuries.	9	4.25%
365 - Watercraft rescue	1	0.47%
412 - Gas leak (natural gas or LPG)	2	0.94%
422 - Chemical spill or leak	1	0.47%
444 - Power line down	1	0.47%
500 - Service Call, other	3	1.42%
511 - Lock-out	1	0.47%
550 - Public service assistance, other	1	0.47%
551 - Assist police or other governmental agency	7	3.3%
553 - Public service	10	4.72%
554 - Assist invalid	22	10.38%
561 - Unauthorized burning	5	2.36%
611 - Dispatched & cancelled en route	16	7.55%
622 - No incident found on arrival at dispatch address	1	0.47%
700 - False alarm or false call, other	1	0.47%
714 - Central station, malicious false alarm	1	0.47%
735 - Alarm system sounded due to malfunction	3	1.42%
743 - Smoke detector activation, no fire - unintentional	6	2.83%
744 - Detector activation, no fire - unintentional	1	0.47%
745 - Alarm system activation, no fire - unintentional	5	2.36%
900 - Special type of incident, other	3	1.42%
TOTAL INCIDENTS:	212	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

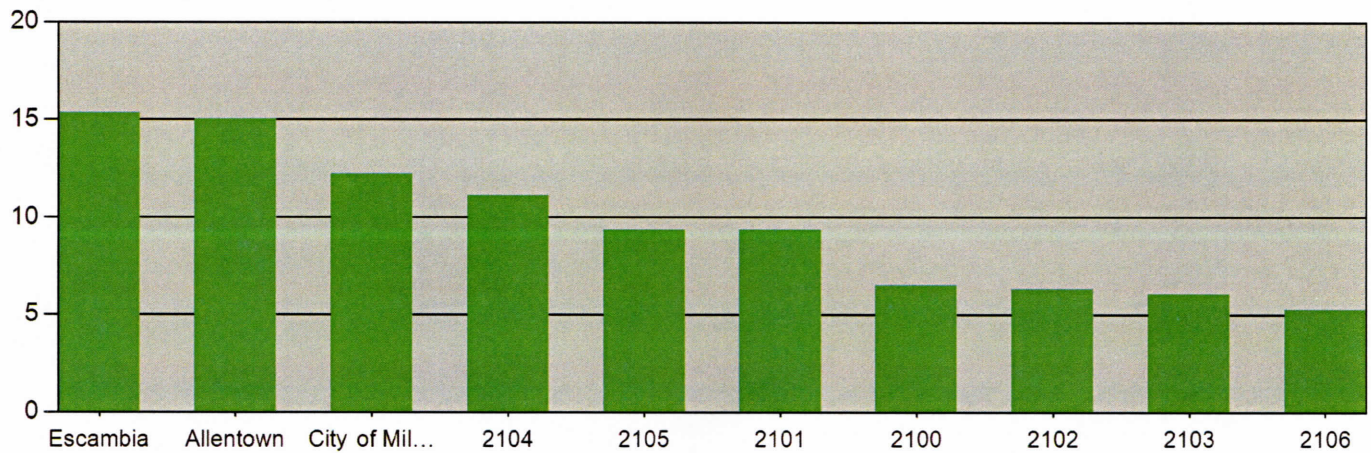
Pace, FL

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Average Response Time per Zone for Date Range

Start Date: 05/01/2021 | End Date: 05/31/2021



Zone	AVERAGE RESPONSE TIME in minutes (Dispatch to Arrived)
Escambia - Escambia	15:36
11 - Allentown	15:04
Milton - City of Milton	12:23
2104 - 2104	11:12
2105 - 2105	9:39
2101 - 2101	9:37
2100 - 2100	6:52
2102 - 2102	6:35
2103 - 2103	6:09
2106 - 2106	5:31

Only REVIEWED incidents included



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Pace Fire Rescue District

Pace, FL

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Completed Inspections per Zone for Date Range

Start Date: 05/01/2021 | End Date: 05/31/2021

ZONE	ID	OCCUPANCY	ADDRESS	INSPECTED
2100 - 2100				
	583	Take Five Oil Change	4944 Highway 90	05/03/2021
	184	Liberty Tax	5090 Highway 90	05/07/2021
	182	Do or Dye Hair Salon	5086 Highway 90	05/07/2021
	180	Maxfit Sports Nutrition	5082 Highway 90	05/07/2021
	183	Vivie Nails	5088 Highway 90 HWY	05/12/2021
	575	Sonney's	5141 Highway 90 HWY	05/13/2021
	456	American Valor Realty	4632 Highway 90	05/13/2021
	558	Rock -n- Roll Sushi	4551 Watkins ST	05/18/2021
	557	CHOP SHOP	4561 HIGHWAY 90	05/18/2021
2103 - 2103				
	19	VICTORIA MANOR	4685 CHUMUCKLA HWY	05/03/2021
2105 - 2105				
	502	Hammersmith Storage	4240 BERRYHILL RD	05/05/2021
	584	Turner Group Home & Services, Inc	3550 SMYER DR	05/12/2021
	488	Select Physical Therapy	3650 Berryhill RD	05/13/2021
2106 - 2106				
	487	Pace Church of Christ	4075 Berryhill RD	05/11/2021



Pace Fire Rescue District

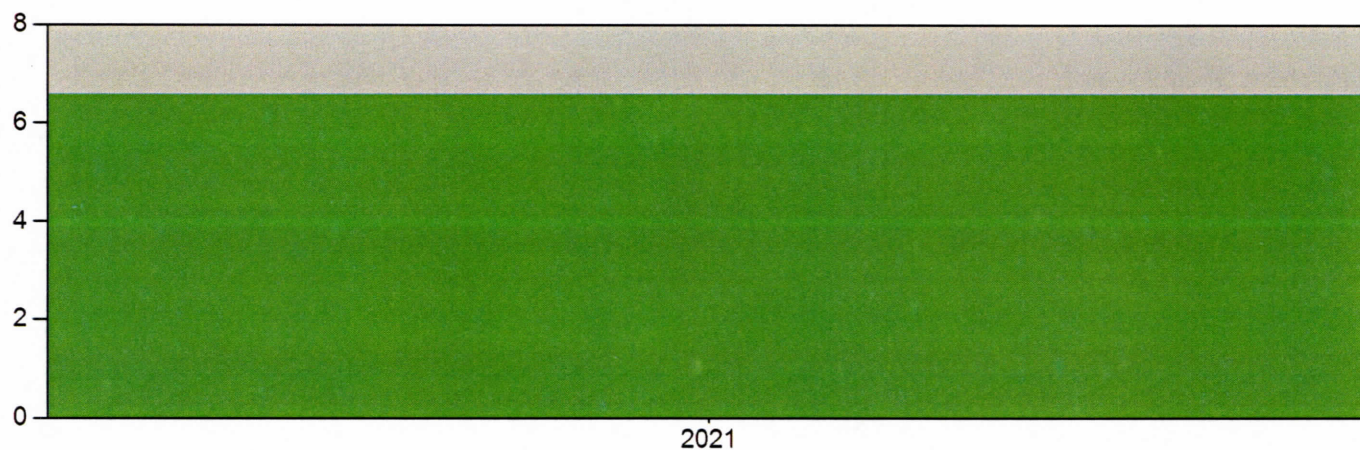
Pace, FL

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Average Response Time for Year Range

StartYear: 2021 | EndYear: 2021



YEAR	RESPONSE TIME (minutes)
2021	6.59

Response time calculated from DISPATCH and ARRIVED times of Basic Info 4 for all apparatus. Only REVIEWED incidents included.



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Pace Fire Rescue District

4773 Pace Patriot Blvd. • Pace, Florida 32571

850/994-6884 Fax 850 / 994-3683

Robbie Whitfield
Fire Chief

Memorandum of Understanding

Memorandum of Understanding between the Pace Fire Rescue District Firefighters Pension Board and the Board of Fire Commissioners regarding the use of Florida Statute 175 excise tax monies. This memorandum of understanding provides instructions to the plan administrator concerning the allocations of those funds

Pursuant to this Memorandum of Understanding, Florida Statute Chapter 175 contributions to the plan shall be retained by the District to offset any increased rates in multipliers for the retirement plan each year.

This memorandum of understanding will remain in effect until the Pension Board either provides an amended memorandum of understanding or notifies the plan administrator that such memorandum of understanding has been rescinded.

Signed on behalf of the Firefighter Pension Board according to the instructions of the Board, by

Chairperson

Date

Signed on behalf of the Board of Fire Commissioners according to the instructions of the Board, by

Chairperson

Date



Gregory S. Brown II, CFA
Santa Rosa County Property Appraiser



June 1, 2021

District Commissioners
Pace Fire Protection
4773 Pace Patriot Blvd
Pace, FL 32571

Dear Commissioners:

Pursuant to Florida Statute 200.65(8), this letter is to advise you of the estimated value for preliminary budgeting purposes. The 2021 estimated value for your district is:

2020 Final Value	\$1,816,141,789
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2021 Estimated Taxable Value	\$1,988,972,014
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2021 Estimated New Construction	\$118,345,971
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2021 Estimated Net Taxable Value	\$1,870,626,043
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The Certification of Taxable Value will be sent to you on or before July 1, 2021. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Gregory S. Brown II, CFA
Property Appraiser
Santa Rosa County

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6495 Caroline Street, Suite K
Milton, Florida 32570
(850) 983-1880

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