

Pace Fire Rescue District  
Board of Commissioners  
Regular Meeting  
October 18, 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. Fire Station 3 update
10. New Ladder Truck update
11. Fire Station 4 update
12. Retirement

Pace Fire Rescue District  
Board of Commissioners

Regular Meeting  
September 27, 2021

1. **Meeting Called to Order**
  - a. Quorum present.
2. **Pledge of Allegiance**
3. **Moment of Silence**
4. **Agenda approved with two additions/deletions**
5. **Public Form - acknowledged**
6. **Minutes from the Previous Meeting**
  - a. Motion to approve 1<sup>st</sup> by Commissioner Madine and 2<sup>nd</sup> by Commissioner Page.
  - b. Motion Passed
7. **Financial Report (Written report attached)**
  - a. Motion to approve 1<sup>st</sup> made by Commissioner Page, 2<sup>nd</sup> by Commissioner Madine.
  - b. Motion Passed
8. **Chief Reports (written and attached)**
  - a. Motion to approve 1<sup>st</sup> made by Commissioner Page, 2<sup>nd</sup> by Commissioner Mills.
  - b. Motion Passed
9. **Station 3 update**
  - a. There has been significant progress over the past three weeks. There should be not more rain excuses due to the building being enclosed. As of right not the anticipated finish date is October 10<sup>th</sup>.
  - b. Commissioner's Gradia and Page inquired as to if there would be an open house when the building is complete. Chief Whitfield stated yes. However, it has not been set to to problem with completion of the building.

**10. Station 4**

- a. Once Station 3 is completed we will be shifting our focus on Station 4. There are a few options being considered.
- b. Temporary housing, possibly renting portable building. Station 4 will house personnel during the day so they would be able to help Allentown catch calls. Personnel will be a day crew with part-timers filling in the schedule. Chief Whitfield will forward monthly activity report to Chief Baker. Commissioner Gradia asked if we knew what they were looking for, Chief Whitfield replied they were mainly looking for help on the west side. Chief Whitfield has looked at their call load, there are not a lot of calls in this area but they would be extra on our crew. We will be helping on structure fires, which we would go to help anyway, but having a crew at Station 4 they would be closer.
- c. Chief Baker has agreed to put some money (approximately \$32,000) towards the extra expenses for Station 4. There will be no stipulations on the distribution of this money. The full amount will be given up front; there will not be any installments.

**11. Ladder update**

- a. The cab and chassis has been built.

**12. Mobile CAD**

- a. We now have Mobile CAD in four (4) vehicles.

**13. Add-on**

- a. The meeting with the developer, homeowner and Mr. Boutwell from Pace Water System was cancelled due to COVID. The meeting will be rescheduled.
- b. Chief Whitfield stated he was just notified that Jubilee has scheduled a Pre-App discussion on October 8. Commissioner Gradia asked if there was going to be a station built for that area. We are going to approach that when the time comes during discussions. If they're not going to do the station maybe we could get some land out of it for training. Chief Whitfield did not have any further information, but hopefully by the next meeting he will know more about what Jubilee will be planning.

- c. Commissioner Gradia asked how our personnel were doing as far as COVID. Chief Whitfield stated we've only had one person but they are already back on the schedule. Chief Whitfield expressed again that's why he is taking COVID into consideration for each request we get to reserve the meeting room. As of right now, we are only doing "outdoor" events.

**14. Motion to Adjourn**

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

Approved this 18<sup>th</sup> Day of October, 2021.

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Chairman

Pace Fire Rescue District  
Board of Commissioners  
Final Budget Meeting  
September 27, 2021

1. **Meeting Called to Order**
  - a. Quorum present.
  
2. **Pledge of Allegiance**
  
3. **Moment of Silence**
  
4. **Agenda approved with two additions/deletions**
  
5. **Public Form – acknowledged**
  
6. **Resolution 21-04**
  - a. Motion to approve 1st made by Vice-Chairman Madine, and 2nd by Commissioner Page.
  
  - b. Motion passed 5-0.
  
7. **Resolution 21-05**
  - a. Motion to approve 1st made by Vice-Chairman Madine, and 2nd by Commissioner Mills.
  
  - b. Motion Passed 5-0.
  
8. **Motion to Adjourn**
  - a. Motion made by Commissioner Madine, 2<sup>nd</sup> by Commissioner Page.
  
  - b. meeting adjourned.

Approved this 18<sup>th</sup> Day of October, 2021.

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

	<u>Oct '20 - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43400 · Direct Public Support	3,256.97	0.00	3,256.97	100.0%
44500 · MSBU FUNDS/Ad Valorem Taxes				
44500.5 · Discounts	-95,897.70			
44500 · MSBU FUNDS/Ad Valorem Taxes - Other	2,695,193.18	2,691,177.00	4,016.18	100.15%
<b>Total 44500 · MSBU FUNDS/Ad Valorem Taxes</b>	<b>2,599,295.48</b>	<b>2,691,177.00</b>	<b>-91,881.52</b>	<b>96.59%</b>
44530 · Public Safety FF Sup Comp	4,963.87			
44600 · Hydrant Grant	47,917.80			
44700 · Safer Grant	94,790.39			
44850 · Fire Prevention Review Fees	3,045.62			
45000 · Interest Income	651.64			
46400 · Other Types of Income				
46430 · Miscellaneous Revenue	94,188.70			
<b>Total 46400 · Other Types of Income</b>	<b>94,188.70</b>			
46500 · Sheriff Utility Offset	10,323.74			
<b>Total Income</b>	<b>2,858,434.21</b>	<b>2,691,177.00</b>	<b>167,257.21</b>	<b>106.22%</b>
<b>Gross Profit</b>	<b>2,858,434.21</b>	<b>2,691,177.00</b>	<b>167,257.21</b>	<b>106.22%</b>
<b>Expense</b>				
62100 · Contract Services				
62110 · Accounting Fees	17,800.00	17,500.00	300.00	101.71%
62140 · Legal Fees	7,006.00	20,000.00	-12,994.00	35.03%
62160 · Physicals				
62165 · Pre-Hiring Expenses	3,124.20	3,500.00	-375.80	89.26%
62160 · Physicals - Other	3,690.00	5,500.00	-1,810.00	67.09%
<b>Total 62160 · Physicals</b>	<b>6,814.20</b>	<b>9,000.00</b>	<b>-2,185.80</b>	<b>75.71%</b>
<b>Total 62100 · Contract Services</b>	<b>31,620.20</b>	<b>46,500.00</b>	<b>-14,879.80</b>	<b>68.0%</b>
62120 · Audit Expenses	18,000.00	18,000.00	0.00	100.0%
62300 · Books/Pubs/Subscriptions	8,612.79	9,244.63	-631.84	93.17%
62350 · Dues & Memberships	15,746.81	15,746.81	0.00	100.0%
62380 · Medical Supplies	640.59	3,000.00	-2,359.41	21.35%
62400 · Office Supplies	6,346.52	6,350.00	-3.48	99.95%

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

	<u>Oct '20 - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
62450 · Fire Prevention	0.00	3,000.00	-3,000.00	0.0%
62500 · Communication	2,561.75	5,500.00	-2,938.25	46.58%
62600 · Computer Supplies & Service	0.00	4,000.00	-4,000.00	0.0%
62800 · Repair & Maintenance				
62820 · Building Maintenance	5,779.77	7,500.00	-1,720.23	77.06%
62840 · Equip Maintenance & Repair	13,781.27	13,782.00	-0.73	100.0%
62850 · Truck Maintenance & Repair	46,259.66	55,718.00	-9,458.34	83.03%
62800 · Repair & Maintenance - Other	37.07			
Total 62800 · Repair & Maintenance	65,857.77	77,000.00	-11,142.23	85.53%
63000 · Fuel/Lube/Oil	36,325.24	40,000.00	-3,674.76	90.81%
64100 · Utilities				
62135 · Garbage Service	2,216.37	2,400.00	-183.63	92.35%
64110.1 · Electric Station 1	14,661.01	25,150.00	-10,488.99	58.29%
64110.2 · Electric Station 2 & 3	1,010.64	9,600.00	-8,589.36	10.53%
64110.4 · Electric Station 4	1,373.63	2,520.00	-1,146.37	54.51%
64120 · Gas Sewer Water Station 3	1,016.12	2,500.00	-1,483.88	40.65%
64130 · Water Station 1	3,565.86	3,143.00	422.86	113.45%
64150 · Internet & Telephone	2,442.37	2,000.00	442.37	122.12%
64160 · Cell Phones	3,806.12	6,500.00	-2,693.88	58.56%
64100 · Utilities - Other	1,489.98			
Total 64100 · Utilities	31,582.10	53,813.00	-22,230.90	58.69%
64200 · Training & Education	8,966.21	10,000.00	-1,033.79	89.66%
65000 · Operations				
65030 · Turnout Gear	12,081.95	12,000.00	81.95	100.68%
65040 · Station Supplies	4,643.72	5,000.00	-356.28	92.87%
65050 · Uniforms	6,067.47	6,500.00	-432.53	93.35%
65060 · Operating Cleaning Supplies	3,133.58	6,500.00	-3,366.42	48.21%
65070 · Miscellaneous Equipment	38,887.92			
Total 65000 · Operations	64,814.64	30,000.00	34,814.64	216.05%
65100 · Insurance & Bonds				
65120 · Insurance-General Liability	33,767.92	60,000.00	-26,232.08	56.28%
65150 · Insurance-Vehicle & Property	0.00	0.00	0.00	0.0%

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

	<u>Oct '20 - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
65160 · Insurance-Worker's Comp & Other	54,231.00	75,300.00	-21,069.00	72.02%
<b>Total 65100 · Insurance &amp; Bonds</b>	<b>87,998.92</b>	<b>135,300.00</b>	<b>-47,301.08</b>	<b>65.04%</b>
65210 · Permits Licenses	175.00	8,200.00	-8,025.00	2.13%
66000 · Payroll Expenses				
66100 · Salaries	1,064,646.33	1,126,961.00	-62,314.67	94.47%
66120 · Benefits	185,317.59	249,600.00	-64,282.41	74.25%
66130 · Payroll Taxes	86,130.49	90,647.00	-4,516.51	95.02%
66140 · Retirement Match	121,854.49	203,854.00	-81,999.51	59.78%
66150 · Taxable Third Party Sick Pay	0.00			
66000 · Payroll Expenses - Other	13,009.48	0.00	13,009.48	100.0%
<b>Total 66000 · Payroll Expenses</b>	<b>1,470,958.38</b>	<b>1,671,062.00</b>	<b>-200,103.62</b>	<b>88.03%</b>
66200 · Other Current Charges	352.27			
66500 · Tax Collector Fees	51,950.51	127,268.00	-75,317.49	40.82%
67100 · Operational Service Test	4,518.00	7,000.00	-2,482.00	64.54%
68300 · Travel and Per Diem				
68320 · Travel	980.42			
68300 · Travel and Per Diem - Other	1,234.00	5,500.00	-4,266.00	22.44%
<b>Total 68300 · Travel and Per Diem</b>	<b>2,214.42</b>	<b>5,500.00</b>	<b>-3,285.58</b>	<b>40.26%</b>
69100 · Loan Payment-Engine 21	70,408.56	70,408.56	0.00	100.0%
<b>Total Expense</b>	<b>1,979,650.68</b>	<b>2,346,893.00</b>	<b>-367,242.32</b>	<b>84.35%</b>
<b>Net Ordinary Income</b>	<b>878,783.53</b>	<b>344,284.00</b>	<b>534,499.53</b>	<b>255.25%</b>
<b>Other Income/Expense</b>				
Other Expense				
70100 · Contingency	0.00	76,784.00	-76,784.00	0.0%
80100 · Capital Purchases				
80120 · Grant Capital Purchase Station3	129,413.35	112,500.00	16,913.35	115.03%
80130 · Grant Capital Purchase - Equip	94,535.14			
80140 · Grant Capital Purchase- Vehicle	42,219.00	42,219.00	0.00	100.0%
80150 · Ladder 21 Replacement	16,340.03	112,781.00	-96,440.97	14.49%
<b>Total 80100 · Capital Purchases</b>	<b>282,507.52</b>	<b>267,500.00</b>	<b>15,007.52</b>	<b>105.61%</b>
<b>Total Other Expense</b>	<b>282,507.52</b>	<b>344,284.00</b>	<b>-61,776.48</b>	<b>82.06%</b>



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

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
Net Other Income	-282,507.52	-344,284.00	61,776.48	82.06%
Net Income	<u>596,276.01</u>	<u>0.00</u>	<u>596,276.01</u>	<u>100.0%</u>



# Chief's Report

## For September 2021

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### Calls

- EMS calls 123
- Fire calls 88
- Total calls 211

Response Time: Average response time is 6:21

### Inspections/ Pre-fire Plans/ Hydrants

- Annual Inspections 14
- Pre-Plans 02
- Plans Review 01
- Permits 02
- Hydrants Tested 184

### Training

- During the month, there were 992.50 personnel hours of required training.
- Personnel attending the following training:

Aerial Operations Class 45 hours class  
Swift Water/ Flood Tech Class

### Miscellaneous

- The new Ladder is in production; the projected completion date is November 11th, 2021. The final Inspection is tentatively scheduled for the week of November 15<sup>th</sup>.
- Of the 211 calls for service in September, 56 or 26.5495% were overlapping calls for service.
- We are still research options for Station 4 temporary building.



# Pace Fire Rescue District

Pace, FL

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## Incident Statistics

Zone(s): All Zones | Start Date: 09/01/2021 | End Date: 09/30/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		123	
FIRE		88	
<b>TOTAL</b>		<b>211</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E21	0	0	24
E2102	0	0	2
LA21	0	0	15
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>41</b>
PRE-INCIDENT VALUE		LOSSES	
<b>\$2,878,365.00</b>		<b>\$27,500.00</b>	
CO CHECKS			
<b>TOTAL</b>			
MUTUAL AID			
Aid Type		Total	
Aid Given		6	
Aid Received		6	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
56		26.54	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
FERRYPASS FIRE DEPT.	0:05:36		
PACE FIRE RESCUE DISTRICT	0:06:16	0:08:46	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:06:21</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
FERRYPASS FIRE DEPT.	0:00:15		
PACE FIRE RESCUE DISTRICT	0:00:11	0:01:52	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:00:17</b>	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
Pace Fire Rescue District	18:22		

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

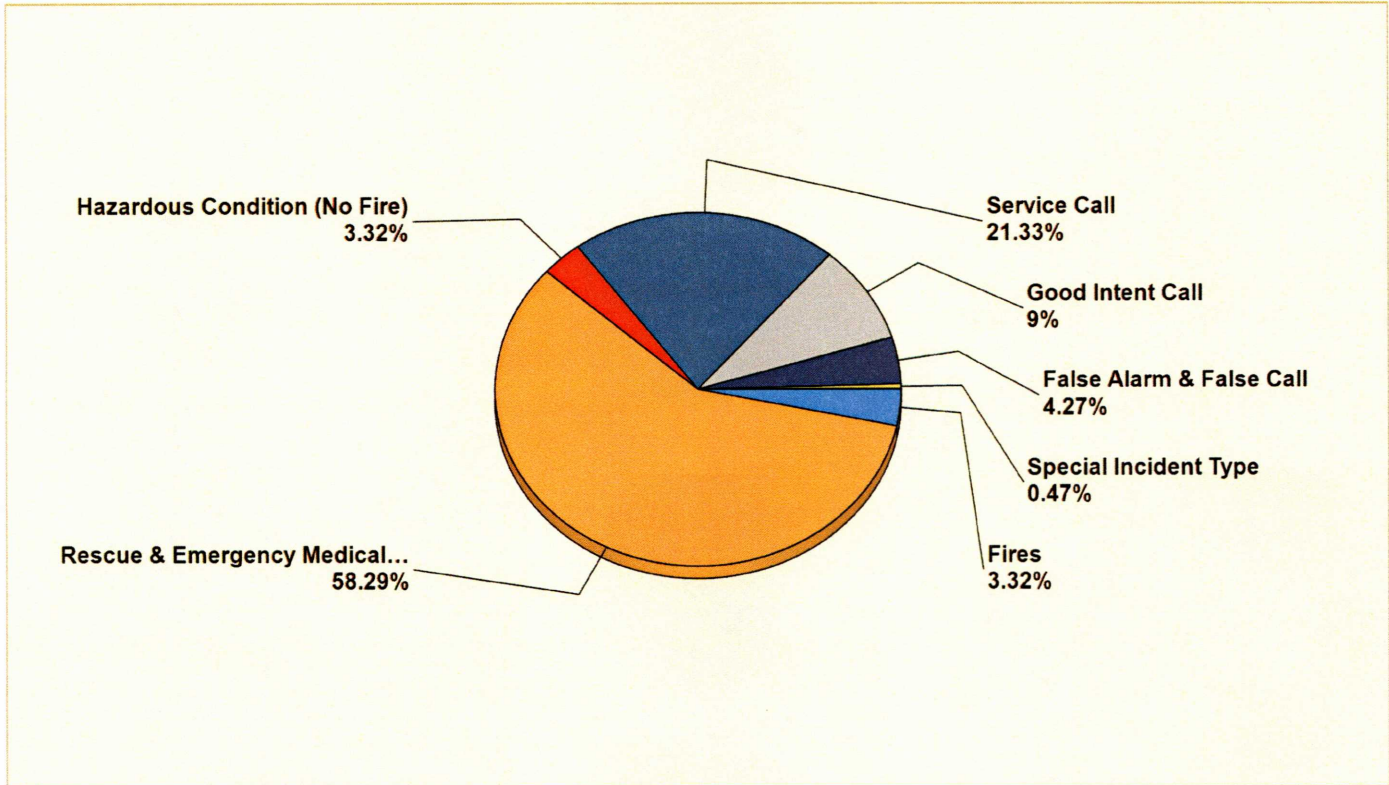
Pace, FL

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## Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 09/01/2021 | End Date: 09/30/2021



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	7	3.32%
Rescue & Emergency Medical Service	123	58.29%
Hazardous Condition (No Fire)	7	3.32%
Service Call	45	21.33%
Good Intent Call	19	9%
False Alarm & False Call	9	4.27%
Special Incident Type	1	0.47%
<b>TOTAL</b>	<b>211</b>	<b>100%</b>

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



**Detailed Breakdown by Incident Type**

<b>INCIDENT TYPE</b>	<b># INCIDENTS</b>	<b>% of TOTAL</b>
111 - Building fire	2	0.95%
151 - Outside rubbish, trash or waste fire	5	2.37%
311 - Medical assist, assist EMS crew	63	29.86%
321 - EMS call, excluding vehicle accident with injury	35	16.59%
322 - Motor vehicle accident with injuries	10	4.74%
324 - Motor vehicle accident with no injuries.	13	6.16%
331 - Lock-in (if lock out , use 511 )	1	0.47%
352 - Extrication of victim(s) from vehicle	1	0.47%
400 - Hazardous condition, other	2	0.95%
412 - Gas leak (natural gas or LPG)	2	0.95%
440 - Electrical wiring/equipment problem, other	1	0.47%
444 - Power line down	1	0.47%
445 - Arcing, shorted electrical equipment	1	0.47%
511 - Lock-out	4	1.9%
522 - Water or steam leak	1	0.47%
550 - Public service assistance, other	3	1.42%
551 - Assist police or other governmental agency	7	3.32%
553 - Public service	5	2.37%
554 - Assist invalid	24	11.37%
561 - Unauthorized burning	1	0.47%
611 - Dispatched & cancelled en route	11	5.21%
622 - No incident found on arrival at dispatch address	5	2.37%
651 - Smoke scare, odor of smoke	3	1.42%
714 - Central station, malicious false alarm	1	0.47%
743 - Smoke detector activation, no fire - unintentional	4	1.9%
745 - Alarm system activation, no fire - unintentional	4	1.9%
900 - Special type of incident, other	1	0.47%
<b>TOTAL INCIDENTS:</b>	<b>211</b>	<b>100%</b>

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



RESOLUTION NO. 21-06

A RESOLUTION OF THE PACE FIRE DISTRICT, FLORIDA; AMENDING AND RESTATING THE RETIREMENT PLAN AND TRUST FOR THE FIREFIGHTERS OF THE PACE FIRE DISTRICT; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Fire Commissioners established a Retirement Plan and Trust for the Firefighters of the Pace Fire District pursuant to Resolution number 19-006; and

WHEREAS, the Retirement Plan and Trust agreement was executed on December 30, 2019; and

WHEREAS, Section 3.01 of the Plan and Trust authorizes the Board of Fire Commissioners to amend the Plan and Trust, in whole or in part, either retroactively or prospectively, by delivering to the Trustee a written amendment in accordance with the limitations set out in that section; and

WHEREAS, the Board of Fire Commissioners desires to amend the Plan and Trust in order to add an option of purchasing past credited service provision.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF FIRE COMMISSIONERS OF THE PACE FIRE DISTRICT:

SECTION 1. The Board of Fire Commissioners of the Pace Fire District, in its capacity as the Trustee of the Retirement Plan and Trust for the Firefighters of the Pace Fire District, hereby approves the changes as set out forth below, with additions to the Plan and Trust indicated by underlining (underlining) and deletions by strike through (~~stricken through~~).

E. CREDITED SERVICE

Shall mean the total number of years and fractional parts of years of service as a Participant during which the Participant made required contributions to the Plan, omitting intervening years or fractional parts of years when such Participant is not employed by the Employer. (See Plan Definition)

E1) Option of Purchasing Prior Credited Service:

Credited service shall also include credited service purchased by a member in accordance with this section but will not count towards vesting:

- a) Participants who were employed in a position covered by the Plan prior to the effective date of this resolution, may purchase up to five (5) additional years of credited service for benefit accrual only under the Plan for all or a portion of their previous full-time employment with the federal government, including military service, or any state, county, or District government including the Pace Fire District. Any participant who elects, prior to 3 months from the effective date of this resolution, to purchase previous full-time employment with the federal government,



including military service, or any state, county, or District government including the Pace District, shall pay the full actuarial cost of such credited service on or before six (6) months from the effective date of this resolution, in accordance with subsection (c) below.

- b) Participants with a hire date after the effective date of this resolution, may purchase up to five (5) additional years of credited service for benefit accrual only at any time after completing three (3) years of service with the Pace Fire District; provided the member has paid into the Plan, prior to three (3) months from the date of calculation, the full actuarial cost of such credited service as determined by the plan actuary. No additional service credit will be allowed if the participant is receiving or will receive any other retirement benefit based on the prior government service.
- c) Payment for the purchase of credited service authorized in subsection (a) and (b), above, shall be made in one of the following manners:
1. Cash lump sum payment
  2. Direct transfer or rollover of an eligible rollover distribution from a qualified plan.
  3. Periodic contributions in accordance with the actuarial individual benefit calculation. Full payment for the purchase of past service credit must be made by time of separation, otherwise there shall be no credited service deemed and all monies paid for such purchase shall be refunded.
  4. The Board of Trustees shall set, through board motion, general policies for the administration and implementation of this section.

Full payment for the purchase of past service credit must be made before separation from employment. If full payment is not made by time of separation, credited service shall be based on amount of payment received.

SECTION 2. The Board of Fire Commissioners of the Pace Fire District hereby empowers the Chairperson or its appointee of the Pace Fire District with authority to execute such documents and agreements required to effectuate this amendment of the Plan.

SECTION 3. All Resolutions or parts of Resolutions, in conflict with this Resolution are hereby repealed.

SECTION 4. This Resolution shall be effective \_\_\_\_\_, 20\_\_\_\_.

PASSED AND ORDAINED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Dean Anderson, Chair

ATTEST: (SEAL)

\_\_\_\_\_  
Daniel Mills, Secretary