

AGENDA

PARRISH FIRE DISTRICT

August 23, 2022 – 6:00p.m.

- 1. Open meeting for the Parrish Fire District**
- 2. Prayer and Pledge**
- 3. Minutes of meeting for June 28, 2022**
- 4. Public Comment**
- 5. Establish date of Public Hearing for Fire Assessments Appeals**
- 6. FL. Coop Liquid Assets Account – Resolution 2022-02**
- 7. Proposed 2022-23 Budget**
- 8. Resolution 2022-03 – Adopting the 2022-23 Fiscal Year Budget**
- 9. Financial Reports**
- 10. Administration Report**
- 11. Commissioners Report:**

**Commissioner Griesi
Commissioner Dirling
Commissioner Combee
Commissioner Webb**

**Chairman's Report
Commissioner Chitty**

If any person desires to appeal any decision of the Fire Commission or of any other Board or Commission of the Fire District, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105

The Parrish Fire District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment or in provision of services. Disabled individuals may receive special accommodation in services on one working days' notice. F.S. 286.011 (6)

June 28, 2022

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, June 28, 2022, at 6:00 P.M. in the Commission Chamber.

Present were	Edward G. Chitty	Chairman
	Kevin L. Webb	Vice-Chairman
	Holly B. Combee	Commissioner
	John Z. Griesi	Commissioner
	Stacey S. Bailey	Fire Chief
	Wayne L. Ownbey	Asst. Chief
Absent was	Jeff A. Dirling	Commissioner

Chairman Chitty opened the meeting of the Parrish Fire Commission.

The minutes of the previous meeting held May 24, 2022, were approved on a motion by Commissioner Webb, seconded by Commissioner Griesi, and carried by a vote of 4-0.

Chairman Chitty called for public comment no one signed up to speak.

Chief Bailey advised the Board about the Interlocal Agreement with Emergency Dispatch Services was needed, all the other departments have entered into the Interlocal, and Parrish needed to follow suite. Commissioner Webb made a motion to enter into the Interlocal Agreement with Emergency Dispatch Services, seconded by Commissioner Griesi and carried by a vote of 4-0.

Chief Bailey presented the purchase of a new Fire truck to be housed at Station 2. The need to order so early is due to supplies being limited. The completion dates are getting longer & longer out. Commissioner Combee made a motion to approve the purchase of a Freightliner Top Mount BXP Pumper truck, seconded by Commissioner Griesi and carried by a vote of 4-0.

The financial report for month ending May 2022 was presented. Chief Bailey indicated that the general fund is doing well, we have taken in an additional of \$94,048.70. Impact fee revenue is currently at \$596,441.13, with an additional funds of \$121,441.13 The financial report was approved on a motion by Commissioner Combee, seconded by Commissioner Webb and carried by a vote of 4-0.

In the administration report, Chief Bailey brought up many different items, working on Station 2, Projects underway by Staff, and events.

In the Commissioner reports,

Commissioner Griesi – Asked about raising the Commission stipend to the max amount, seconded by Commissioner Webb, carried by a vote of 3-1.

Commissioner Combee – Thanked Chief Bailey and his staff along with the firefighters for all the hard work going on around here & happy to see how far Parrish has come.

Commissioner Webb – Happy with everything going on and impressed with how quickly St. 2 is going up!

Chairman Chitty – Thanked Chief Bailey and everyone for all their hard work being done. Chairman also asked that the Chief's contract be sent out to everyone so they can discuss the Chief's raise.

With no further business Commissioner Chitty called for a motion to adjourn the meeting, Commissioner Combee motioned to adjourn the meeting, seconded by Commissioner Webb and carried by a vote of 4-0. Meeting adjourned at 6:40pm.

CHAIRMAN

ATTEST:

SECRETARY

SUPPLEMENTAL AGENDA MATERIAL – PARRISH FIRE COMMISSION – August 23, 2022

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|----------|---------------|--|
| 3 | N/A | Minutes of June 28, 2022

<u>COMMISSION ACTION NECESSARY</u>
Motion to approve minutes. Second. Vote. |
| 4 | N/A | Public comment
All citizens wishing to speak to the Commission on an agenda item or a future agenda item must complete a speaker card. A citizen, after being recognized by the Chairman, should come to the podium and, for the public record, state their name and address and state whether they are in favor of or against the agenda item they wish to address. The length of time each citizen may address the Board of Commissioners shall be limited to two (2) minutes |
| 5 | N/A | Establish Date for Public Hearing for Fire assessments Appeals September 27, 2022

<u>COMMISSION ACTION NECESSARY</u>
Motion to establish the public hearing for September 27, 2022 Second. Vote |
| 6 | Insert | FL. Coop Liquid Assets Account Resolution 2022-02
A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE PARRISH FIRE DISTRICT APPROVING THE ENTRANCE INTO AN INTERLOCAL AGREEMENT WITH OTHER GOVERNMENTAL PARTICIPANTS FOR THE PURPOSE OF EXERCISING INVESTMENT POWER JOINTLY TO INVEST FUNDS IN CONCERT WITH OTHER PARTICIPANTS, PROVIDING FOR AN EFFECTIVE DATE.

<u>COMMISSION ACTION NECESSARY</u>
Motion to approve/disapprove Resolution 2022-02 Second, Vote |
| 7 | 1 | Proposed Budget for 2022-2023

<u>COMMISSION ACTION NECESSARY</u>
Motion to approve/disapprove the proposed budget for 2022-23. Second. Vote |

- 8 2 **Resolution 2022-03**
A RESOLUTION OF THE PARRISH FIRE DISTRICT ADOPTING
THE 2022-2023 FISCAL YEAR BUDGET.
- COMMISSION ACTION NECESSARY
Motion to approve/disapprove Resolution 2022-03
Second, Vote
- 9 3-4 **Financial Reports – July 2022**
- COMMISSION ACTION NECESSARY
Motion to approve/disapprove Financial Report
Second, Vote.
- 10 N/A **Administration Report:**
- COMMISSION ACTION NECESSARY
None - Information Only
- 11 N/A **Commissioners Reports**
- Commissioner Griesi**
Commissioner Dirling
Commissioner Combee
Commissioner Webb
Commissioner Chitty

NEXT COMMISSION MEETING IS September 27, 2022



Proposed 2022-2023 Budget

General Fund Income

Fire Assessments (gross)	\$	3,402,296.15
Less Property Appraiser - 1 1/2%	\$	51,034.44
Less Tax Collector - 1 1/2%	\$	51,034.44
Less Discounts - 4%	\$	136,091.85
Fire Assessments (net)	\$	3,164,135.42
Interest Income (est)	\$	-
Miscellaneous	\$	20,000.00
User Fees	\$	4,000.00
Total Income	\$	3,188,135.42

General Fund Expenses

Expense		
Personnel Wages		1,864,992.00
Medicare/Social Security Employer		142,671.00
Employee Retirement		448,440.00
Accounting & Bk Chgs		0.00
Capital Expenditures		30,000.00
Debt Service Engine		30,000.00
Commissioners' Honorarium		30,000.00
Communications		17,000.00
Dues & Licenses		23,000.00
Fire Prevention		6,000.00
Gas, Diesel & Oil		20,000.00
Insurance		7,500.00
Dental		7,500.00
Health		200,000.00
Liability		75,000.00
Workman's Comp.		78,000.00
Medical Supplies		5,500.00
Medical Testing		12,000.00
Household Supplies		4,000.00
Miscellaneous Supplies		5,000.00
Printing & Office		5,000.00
Professional Services/Legal		85,000.00
R & M-Equipment		10,000.00
R & M-Radios		11,000.00
R & M-Station		10,000.00
R & M-Vehicles		25,000.00
Refund		500.00
Fire Equipment & Tools		5,000.00
Training & Education		10,000.00
Travel		500.00
Uniforms & Gear		11,000.00
Utilities		15,000.00
Total Expense		3,187,103.00
Surplus/Deficit	\$	1,032.42

Impact Fee Income

Income		
5110 · Impact Fees Collected		475,000.00
5210 · Interest IFF		0.00
5310 · Misc. Income		0.00
Total Income		475,000.00

Impact Fee Expenses

Expense		
Attorney		10,000.00
Bank charges		0.00
Capital Expenditures		325,000.00
Refund of IFF		0.00
Station 2 Loan Payment		483,000.00
Total Expense		818,000.00
Surplus/Deficit		-343,000.00

Impact Fee - Reserve Fund

Total income	475,000.00
Total reserve fund	875,000.00
Total funds available	1,350,000.00
Expenditures	818,000.00
Projected Reserve Fund Balance	532,000.00

General Fund - Reserve Fund

Total income	3,188,135.42
Total reserve fund	625,000.00
Total funds available	3,813,135.42
Total Expenditures	3,187,103.00
Income less expenditures	1,032.42
Projected Reserve Fund Balance	626,032.42

Reserve fund Allocation	
Emergency Contingency Fund	100,000.00
Designated Fund	100,000.00
Restricted Reserve	100,000.00
Unrestricted Reserve	326,032.42

RESOLUTION NO. 2022-03

**A RESOLUTION OF THE PARRISH FIRE DISTRICT
ADOPTING THE 2022-2023 FISCALYEAR BUDGET**

WHEREAS, the Parrish Fire District is an Independent Special Fire District created by special act of the Florida Legislature; and,

WHEREAS, the district is required to adopt the 2022 - 2023 Fiscal Year Budget by Resolution of the Fire District Board of Commissioners in accordance with Chapter 218.34, F.S.; and,

WHEREAS, the proposed budget has been reviewed during a regular scheduled public meeting of the Board of Fire Commissioners; and,

NOW THEREFORE BE IT RESOLVED that the Board of Fire Commissioners hereby determines that the proposed budget reviewed during the August 23, 2022, public meeting satisfies the budgetary requirements for the 2022 - 2023 Fiscal Year. The Board further directs the administration of the fire district to file the adopted budget with the Clerk of the Circuit Court of Manatee County.

Adopted the 23rd day of August 2022, upon motion at a regular meeting.

VICE-CHAIRMAN

ATTEST:

SECRETARY

PARRISH FIRE DISTRICT
Budget vs. Actual
October 2021 through July 2022

	Oct '21 - Jul 22	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4110 · Tax Revenue	2,758,294.88	2,625,255.14	133,039.74
4310 · Miscellaneous Income	104,802.33	20,000.00	84,802.33
4410 · User's Fee	8,435.38	4,000.00	4,435.38
Total Income	<u>2,871,532.59</u>	<u>2,649,255.14</u>	<u>222,277.45</u>
Gross Profit	2,871,532.59	2,649,255.14	222,277.45
Expense			
7100 · Salaries & Overtime	1,245,868.19	1,594,119.19	-348,251.00
7130 · 941 Taxes	92,833.70	121,950.12	-29,116.42
7150 · Employee Retirement	288,097.93	362,422.12	-74,324.19
7180 · Accounting & Bk Chgs	153.60		
7190 · Capital Expenditures	45,312.08	70,000.00	-24,687.92
7192 · Debt Service Engine	29,992.09	30,000.00	-7.91
7210 · Commissioners' Honorarium	4,500.00	6,000.00	-1,500.00
7250 · Communications	12,191.89	10,000.00	2,191.89
7270 · Dues & Licenses	10,209.21	6,000.00	4,209.21
7310 · Fire Prevention	3,276.19	6,000.00	-2,723.81
7360 · Gas, Diesel & Oil	20,305.47	11,000.00	9,305.47
7410 · Insurance			
7411 · Dental	4,854.08	6,500.00	-1,645.92
7412 · Health	144,685.42	147,000.00	-2,314.58
7413 · Liability	44,735.10	44,000.00	735.10
7414 · Workman's Comp.	51,836.03	32,000.00	19,836.03
Total 7410 · Insurance	<u>246,110.63</u>	<u>229,500.00</u>	<u>16,610.63</u>
7450 · Medical Supplies	1,500.05	5,500.00	-3,999.95
7460 · Medical Testing	4,740.00	12,000.00	-7,260.00
7500 · Household Supplies	2,073.85	3,000.00	-926.15
7510 · Miscellaneous Supplies	1,759.72	5,000.00	-3,240.28
7570 · Printing & Office	4,505.83	5,000.00	-494.17
7610 · Professional Services/Legal	22,622.50	35,000.00	-12,377.50
7620 · R & M-Equipment	7,435.17	9,000.00	-1,564.83
7630 · R & M-Radios	10,635.12	9,000.00	1,635.12
7640 · R & M-Station	6,440.08	10,000.00	-3,559.94
7650 · R & M-Vehicles	16,476.06	18,000.00	-1,523.94
7680 · Reconciliation Discrepancies	0.02		
7690 · Refund	0.00	500.00	-500.00
7710 · Fire Equipment & Tools	6,404.70	4,000.00	2,404.70
7730 · Training & Education	8,234.61	9,000.00	-765.39
7740 · Travel	6.50	500.00	-493.50
7760 · Uniforms & Gear	7,487.31	10,000.00	-2,512.69
7810 · Utilities	9,698.10	14,000.00	-4,301.90
Total Expense	<u>2,108,870.58</u>	<u>2,596,491.43</u>	<u>-487,620.85</u>
Net Ordinary Income	762,662.01	52,763.71	709,898.30
Other Income/Expense			
Other Income			
1070 · Debt Sinking Fund Station 2	500,000.00		
9501 · Proceed from LTD-Station 2	7,300,000.00		
Total Other Income	<u>7,800,000.00</u>		
Other Expense			
7195 · Station 2 Capital Expenditures	1,288,231.87		
9599 · Cost of Issuance-Station 2	24,215.22		
Total Other Expense	<u>1,312,447.09</u>		
Net Other Income	6,487,552.91		
Net Income	<u><u>7,250,214.92</u></u>	<u><u>52,763.71</u></u>	<u><u>7,197,451.21</u></u>

PARRISH FIRE DISTRICT-IFF
Budget vs. Actual
 October 2021 through July 2022

	<u>Oct '21 - Jul 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
5110 · Impact Fees Collected	697,941.13	475,000.00	222,941.13
5210 · Interest IFF	0.00		
5310 · Misc. Income	7,562.50	0.00	7,562.50
Total Income	<u>705,503.63</u>	<u>475,000.00</u>	<u>230,503.63</u>
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00		
Total COGS	<u>0.00</u>		
Gross Profit	<u>705,503.63</u>	<u>475,000.00</u>	<u>230,503.63</u>
Expense			
1160 · Pre Paid Expenses	0.00		
66000 · Payroll Expenses	0.00		
9000 · Due other Funds	0.00		
9120 · Architect	0.00		
9130 · Attorney	3,669.54	10,000.00	-6,330.46
9140 · Bank charges	0.00		
9210 · Loan	0.00		
9250 · Loan Interest	0.00		
9300 · Capital Expenditures	389,452.67	265,000.00	124,452.67
9410 · Engineer	0.00		
9470 · Refund of IFF	0.00		
9480 · Station 2	226,776.01	200,000.00	26,776.01
Total Expense	<u>619,898.22</u>	<u>475,000.00</u>	<u>144,898.22</u>
Net Ordinary Income	<u>85,605.41</u>	<u>0.00</u>	<u>85,605.41</u>
Other Income/Expense			
Other Income	0.00	0.00	0.00
Other Expense			
9200 · Transfer Out of Impact	500,000.00		
Total Other Expense	<u>500,000.00</u>		
Net Other Income	<u>-500,000.00</u>	<u>0.00</u>	<u>-500,000.00</u>
Net Income	<u><u>-414,394.59</u></u>	<u><u>0.00</u></u>	<u><u>-414,394.59</u></u>