

**EAST LAKE TARPON  
SPECIAL FIRE CONTROL DISTRICT  
3375 Tarpon Lake Blvd., Palm Harbor, Florida**

**BOARD OF FIRE COMMISSIONERS**

**MONTHLY MEETING - AT STATION 57**

**JANUARY 24, 2023 at 6:30 p.m.**

**AGENDA**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ATTENDANCE**
- 2. MINUTES OF PRECEDING MEETING**
- 3. PUBLIC COMMENTS**
  - a. Promotional Ceremony – Division Chief Matt Wirth**
  - b. Peer Recognition, Godwin**
- 4. EAST LAKE FIRE DISTRICT ADMINISTRATIVE REPORT**
- 5. FIREFIGHTER REPORT**
- 6. FINANCIAL REPORT**
- 7. OLD BUSINESS**
  - a. Commissioner SOGs / By-Laws, Crowder/Salzman**
  - b. Legislative Delegation Request for Term Limits, Salzman**
  - c. Union Negotiations, Gennaro**
  - d. Obsolete Equipment, Godwin**
  - e. Agency Analysis Report Workshop, Gennaro**
  - f. Annual Report, Gennaro**
- 8. NEW BUSINESS**
  - a. Special District Performance Review Presentation, Jeanine Bittinger**
  - b. Pension Plan Update, Stryjewski**
- 9. ANY OTHER BUSINESS AT THE DISCRETION OF THE COMMISSIONERS**
- 10. ADJOURNED TO THE FEBRUARY 28, 2023 BOARD MEETING AT 6:30PM**

**EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT  
BOARD OF FIRE COMMISSIONERS**

**BOARD MEETING – STATION 57  
3375 Tarpon Lake Blvd. Palm Harbor, FL 34685**

UNOFFICIAL  
MINUTES

**MINUTES**

**DECEMBER 20, 2022 AT 6:30 P.M.**

**PRESENT:** CHAIRMAN KENNEY  
COMMISSIONER DALRYMPLE  
COMMISSIONER CROWDER  
COMMISSIONER DOWNES  
COMMISSIONER PEASLEY

**ALSO PRESENT:** JASON GENNARO, FIRE CHIEF  
MARIANA GALLASTEGUI, ATTORNEY

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/ATTENDANCE**

Chairman Kenney called the meeting to order. The flag was honored by recitation of the Pledge of Allegiance.

**2. MINUTES OF PRECEDING MEETINGS**

MOVE TO APPROVE THE MINUTES OF THE NOVEMBER 15, 2022 BOARD OF COMMISSIONERS MEETING AS PRESENTED.

**MOTION: DALRYMPLE**

**SECOND: CROWDER**

*Action on Motion: Upon Viva Voce Vote the motion passed unanimously.*

**3. PUBLIC COMMENTS**

- a. Chief Gennaro read a thank you letter from Chaplain Kennon Wiley.
- b. Chaplain McQueen thanked staff for recent meetings with him and passed along a donation from an attorney friend for the ELFBA.

**4. EAST LAKE FIRE DISTRICT ADMINISTRATIVE REPORT**

MOVE TO APPROVE THE ADMINISTRATIVE REPORT AS PRESENTED.

**MOTION: DALRYMPLE**

**SECOND: PEASLEY**

*Action on Motion: Upon Viva Voce Vote the motion passed unanimously.*

**5. FIREFIGHTER REPORT – DE Jackson**

**6. FINANCIAL REPORT**

MOVE TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

**MOTION: DALRYMPLE**

**SECOND: DOWNES**

*Action on Motion: Upon Viva Voce Vote the motion passed unanimously.*

**7. OLD BUSINESS**

- a. Commissioner SOGs / By-Laws
- b. Legislative Delegation Request for Term Limits
- c. Union Negotiations
- d. Obsolete Equipment
- e. Agency Analysis Report Workshop

**8. NEW BUSINESS**

- a. Annual Report

**9. ANY OTHER BUSINESS AT THE DISCRETION OF THE COMMISSIONERS**

- a. MOVE TO ADJOURN AT 7:14 P.M.

**MOTION: DALRYMPLE**

**SECOND: PEASELY**

*Action on Motion: Upon Viva Voce Vote the motion passed unanimously.*

**10. ADJOURNED TO THE JANUARY 24, 2023 BOARD MEETING AT 6:30 p.m.**

Submitted by:

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Katy Cunningham, Recording Secretary

Approved By:

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Maryellen Crowder, Secretary

# East Lake Fire District Administrative Report January 2023

**Jason Gennaro, Fire Chief**

**\*\*\* Gennaro on vacation from December 22<sup>nd</sup>, 2022 - January 2, 2023\*\***

## **Budget / Financial Report Highlights:**

- The general fund balance as of December 31st, 2022, was \$9.6 million.
- Year to date income is above budgeted amounts. This is expected because there is a significant amount of income fluctuation due to the fact that a majority of the district ad valorem income is deposited in November, December, and January.
- Year to date expenses are below budgeted amounts.
- The pension fund balance was \$20,398,985 million as of December 31st, 2022.

## **Organizational / Personnel Development Highlights:**

- *Pinellas County Fire Chiefs Association/International Association of Firefighters Fire Ops 101 Event 2023:* Assumed a role with the PCFCA to organize and facilitate the 2023 Fire Ops Event with Chief Jason Schwabe from Oldsmar Fire Rescue. We are working with the Pinellas County Fire Chiefs and The City of St. Petersburg Union President Richard Pauley to develop a plan for event success. The event date is confirmed for April 13, 2023. We will keep the fire board apprised of event updates for participation and awareness.
- *Labor/Management Team:* The purpose of the Labor/Management Team is to bring labor and management together to work on mutual concerns and to discuss areas of disagreement or conflict in an effort to work together more effectively. The goal of our Labor/Management Team is to make for an enjoyable atmosphere for all department members and improve our district mission productivity and efficiency for the East Lake Community. Our labor/management process does not take the place of the negotiating process

between IAFF Local 1158 and the district. The first meeting for this labor/management team is scheduled for January 27, 2023.

- *FASD*: The FASD Legislative meeting is scheduled in Tallahassee for the week of March 6th. Commissioner Kenney, Commissioner Crowder, Commissioner Downes, Commissioner Peasley, and Jason Gennaro are scheduled to participate and represent the district. Also, Chief Godwin has been accepted into the FASD Certified District Manager program, which is being held the same week in Tallahassee.
- *FDIC*: The district reinstated FDIC (Fire Department Instructors Conference) participation for the Firefighter of the Year recipient. FDIC is the top firefighter conference in the nation. Participants have the opportunity to learn from world class instructors; network with thousands of firefighters; and are exposed to the most innovative products and services in the industry. We are looking forward to hearing and seeing what Driver/Engineer Jackson will bring back to the district.

### **District Operations Highlights:**

- *Fire District Performance Review*: In 2021, Section 189.0695, Florida Statutes, was created and requires all independent special fire control districts to conduct a performance review every five years beginning October 1, 2022. This unfunded mandate performance review has an estimated cost of about \$55,000 plus staff time to facilitate the process. The vendor report has been completed and distributed to commissioners and staff for review. In addition, the vendor will provide an overview of the report at the January board meeting and then the district will file the report with the State of Florida as required by statute.
- *Advanced Life Support First Responder (ALSFR) program enhancement request*: The district has secured a 2022 Frazer Type I ambulance and the asset was received October 14, 2022. Staff estimates that this asset will be in service for the community on February 1, 2023, or sooner. This in service date has been pushed due to supply chain issues and staff workloads.
- *East Lake Interlocal Agreement with Pasco County*: Discussions have been initiated to review an enhanced mutual aid agreement with Pasco County. Our automatic aid partners in Tarpon Springs and Pinellas County Fire/EMS leadership are involved to review how this initiative would benefit the

county Fire/EMS system and East Lake emergency response incident mitigation capabilities. Pinellas County leadership and East Lake leadership have met with Pasco County representatives to evaluate this enhancement and we are working collaboratively on agreement language.

- *East Lake Agency Analysis:* The JAngle Group presented the analysis overview at the August fire board meeting and answered questions as needed. A district workshop will be conducted to prioritize the recommendations in early 2023 as directed by the fire board.
- *Collective Bargaining:* The union provided collective bargaining proposals on 10/25/2022. An FLSA grievance was submitted which stalled the collective bargaining process; however, IAFF Local 1158 is working with the district to resolve the FLSA grievance at the lowest level and resume collective bargaining as soon as possible. An MOU is being created to resolve the matter. We will keep the fire board apprised of updates with this matter.

### **Hurricane Ian 2022:**

- Staff completed the statewide mutual aid reimbursement documents and submitted the reimbursement package by the November 25<sup>th</sup> deadline. The state contractor, AO Disaster Consulting, has reviewed the reimbursement package and has requested additional information for clarification. We will keep the fire board apprised of reimbursement updates.
- Staff are working on the district FEMA Public Assistance reimbursement for Hurricane Ian. We are scheduled to submit this reimbursement package on January 17, 2023. We will keep the fire board apprised of reimbursement updates.

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### **Greg Godwin, Deputy Chief**

#### **Leadership:**

- Conducted individual meetings with each Division Chief in reference to organizational direction / cultural changes. This will be an on-going process throughout this year.
- Participated in Division Chief meetings concerning cultural challenges.

- Continued review of national standards, state, and federal laws as a basis for SOG development. Providing guidance to the SOG committee.
- Review of the SOG's, revisions/review will continue throughout the year.
- Participated in an administrative officer meeting.
- MA and ALS data tracking report for the BOC has been completed and is included in the Board packet. The idea is to develop a visual representation of the data that is easy to read.

### **Operations:**

- Participated in a virtual Operations SOP (600 series) committee meeting.
- Participated in the Pinellas County Operations Chiefs meeting.
- Data collection has begun for the state mandated performance audit.
- Participated in several meetings with DVP Jackson.
- Ongoing monitoring of MA and ALS data.
- Internal run card analysis is continuing, County run card update will be completed once new software is implemented throughout the county.
- Run card development has begun for new ambulance response. (ongoing)
- Reviewing AVL (Automatic Vehicle Location), closest unit response. East Lake had an incident that occurred, where AVL failed to respond our units. Pinellas County has reviewed the call and is looking into why AVL did not activate.
- Participated in numerous officer meetings.
- Monitoring and tracking of ambulance responses / Condition 3M activation. The county has activated condition 3M January 2, 2023, due to high volume of EMS calls. I will be monitoring for trends.
- QC review of all fire calls and reports.
- Ambulance policy is in process.
- Continued monitoring of the PSTRax program.
- Monitoring responses to Highland Ave. N.

### **Personnel:**

- Work has begun on the required performance evaluation.
- Evaluation of JAngle Group recommendations and suggestions. I will be working with Chief Gennaro to implement a plan for recommendations.
- Continued succession plan training with Chief Gennaro.
- Succession training with the current Division Chiefs will be on-going.
- SOG review will begin this year. Updated SOG's will be forwarded to the SOG committee for review.

- Participated in a Safety Committee meeting, recommendations have been sent to the Fire Chief. Chief Porch will take over the Safety Committee for 2023.
- Quarterly drug free workplace testing has been completed.

### **Succession Planning:**

- *Self:* Working with Chief Gennaro on the budgetary process and Union negotiations, as part of the succession planning. (Ongoing)
- Assisting the Fire Chief with Union contract negotiations. (Ongoing)
- Continued evaluation of the Divisional responsibilities to equalize workload among the Division Chiefs. This evaluation coincides with the JAngle Group efficiency study. (Ongoing)
- Chief Officers job descriptions are being updated to be accurate for the current job responsibilities. This will continue to be refined with the addition of the new Administrative Division Chief position.
- Fleet Division training and transfer to Division Chief Wirth.

### **Professional Standards:**

- Internal investigation closed.
- Currently there is one external investigation.

### **Workers' Compensation and Liability Insurance:**

- Currently, there are three active claims.

### **Technology:**

- AVL monitoring and review.
- Run card review.
- R57 run card creation and review with Pinellas County.

### **Security:**

- Security system and fob maintenance is conducted weekly.
- First Amendment Audits training has been completed.



### **Fleet Maintenance:**

- Reserve engine (529) is repaired and in service at station 57.
  - Squad 57 is being repaired at Ten-8.
  - Engine 58 will be serviced after the reserve engine returns.
  - Ambulance outfitting has almost been completed.
  - Participated in several meetings with Andrew Kicklighter (Lealman mechanic).
  - Continuing work with DE Jackson and the truck committee as we progress through the build process of the new apparatus (equipment placement). Pre-build meeting has been pushed out to June of 2023.
  - Transfer of Fleet Division to Division Chief Wirth.
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### **Michael Porch, Deputy Chief of Training and EMS**

#### **Fire Related Duties:**

- Participated and introduced Division Chief Matt Wirth to the Pinellas County Training Officers group.
- Participated in the Florida Firefighters Safety and Health Collaborative (FFSHC), Firefighter Cancer Initiative.
- Worked with Division Chief McLain on needs for new bunker gear, SCBA's and various equipment repairs.
- Completed monthly training needed for fire related services.
- Met with newly appointed Division Chief Matt Wirth to discuss goals and objectives of training division.
- Worked on cleaning up Vector Solutions.
- Continued work towards Health and Safety Officer certification.
- Working on development of training with new gas meters.

#### **Emergency Medical Services Duties:**

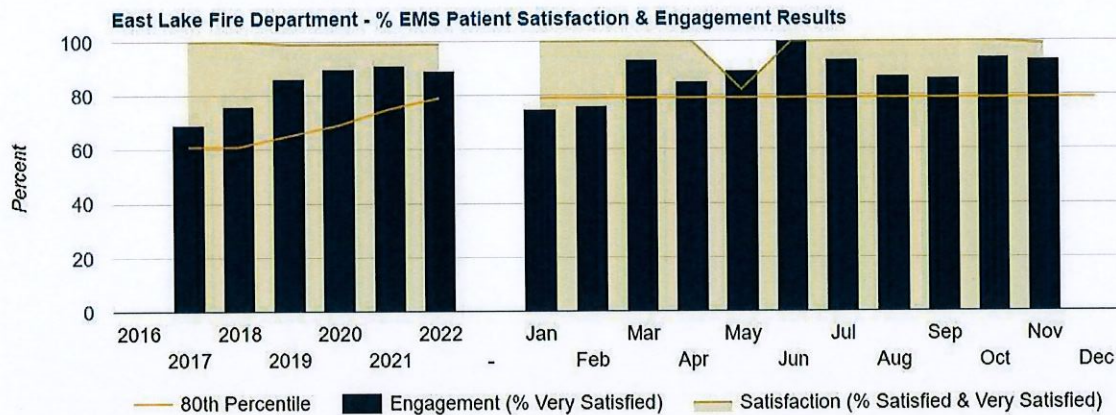
- Reviewed flagged reports through First Pass and caught the department up on First Pass.
- Participated in monthly First Pass users group meeting.
- Participated in the Pinellas County EMS Leadership Group meetings.
- Participated in Pinellas County EMS Training Group meeting.

- Went to Sunstar headquarters for narcotic exchange and equipment exchange.
- Completed monthly in-service from Pinellas County EMS.
- Review new Medical Control Directives from the County.
- Attended monthly Quality Assurance meeting with Pinellas County EMS.
- Participated in the Controlled Substance Guidance Committee meeting.
- Worked with Chief McLain on obtaining equipment for new ambulance.
- Worker with DE Jackson and FF Padilla in setting up training for new ambulance.
- Updated all EMS personnel files to meet states expectations.

**Organizational Improvement/Personnel Development/Professional Development:**

- Monitored and validated training records within Vector Solutions.
- Attended Officers meeting.
- Took over Safety Committee from Chief Godwin.
- Updated information on SharePoint for PCEM.
- Worked on budgetary items for upcoming budget meeting.
- Worked on public records request with Katy.
- Worked on updating the District's disaster Plan.
- Registered district through Grants Portal for Hurricane Ian for Request for Public Assistance (RPA).
- Met with representative from FEMA to initiate Grant work for Public Assistance for Hurricane Ian.
- Established who to send to Officer Development 2023.
- In process of developing a "Task Book" for future new employees hired with East Lake.
- Participated in Vector Solutions training with Division Chief Matt Wirth at station 54.
- Registered for the Region 4 Integrated Preparedness Plan Workshop on January 20, 2023.
- Assisted Division Chief Matt Wirth in his transition to the training division.
- Met with PEO, FLSE Hernandez to discuss goals and objectives moving forward.

\*\*\*As of January 9, 2023, East Lake Fire Rescue was at 89% Very Satisfied\*\*\*



As you can see, we faced an uphill battle having received a 75% in January 2022 then a 76% in February of 2022. When looking into these months, it was discovered that the concerns recorded from our citizens (patients) had more to do with the transport paramedics (Sunstar) than our medics.

Every other month of 2022 was well above the standard of 80%; with many of them being in the mid 90% satisfaction range. Once again, great job!

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## Claudia Hernandez, FLSE

### Meetings and Training:

- Rotary Club Meetings (Every Thursday)
- Completed NFPA Public Education Network FL State Representative Tasks
- Participated in Safe Kids Water Safety Meeting
- Participated in Safe Kids Meeting (Vice Chair of Committee)
- Assisted community members with Car Seat Installation
- Participated in Fall Prevention Coalition Meeting
- Coordinated and attended PEO Meeting
- Attended E-Board Meeting Safe Kids
- Participated in FOX13 Matter of Balance Recording
- Attended Suicide Prevention JWB Meeting
- Attended Annual Safe Kids Appreciation Luncheon
- Attended JWB Newborn Safety Meeting
- Completed NFPA "A Unique Fire Service Perspective" Webinar

- Attended Rotary Club Christmas Party
- Attended BOC Meeting

**Education and Community Outreach Events:**

- December 3<sup>rd</sup>: Windmill Pointe 2<sup>nd</sup> Annual Toy Drive: Holiday Safety
- December 3<sup>rd</sup>: Lansbrook Lakefront Park Parade: Winter Holiday Safety
- December 8<sup>th</sup>: Growing Hope: Tools & Connections Suicide Prevention
- December 8<sup>th</sup>: CPR Class- cancelled
- December 11<sup>th</sup>: 1-Day Safe Sitter Course (12 students)
- December 15<sup>th</sup>: Jerry Retirement Party Publix Brooker Creek

**Social Media Campaigns:**

Total Reach	Safety Topic
6126	Don't Drink & Drive
1642	Christmas Safety Elf
316	Reduce, Reuse, Recycle
282	Cooking Safety
246	Cold Night Shelter
906	Firepit/Bon Fire Safety
389	Smoke Alarm Safety
250	Firework Safety

**Sign Messages:**

- Don't Drink and Drive

**Scott McLain, Division Chief / A Shift**

**Organizational Improvement/Personnel Development:**

- Met with "A" shift lieutenants to discuss district communications and expectations.
- Met with all "A" shift members to provide guidance with professional development.
- Met with "A" shift to discuss goals for the shift in reference to the Organizational Satisfaction Survey.

- Will participate in monthly administrative meeting to discuss operational progress and to address any input, questions, or concerns.
- Met with Operations Chief multiple times to discuss needs and any improvements.
- Working on developing a WET SOP and training requirements.
- Attended County Technology meeting.
- Attended County AVL meeting.

### **Professional Development:**

- Completed required continuing medical training to maintain State of Florida Paramedic Licensure.
- Worked on required quarterly Target Solutions training.
- Completed new Medical Directives per county requirement per Target/Vector Solutions.

### **Logistics:**

- Ordering new firefighting equipment as needed.
- Maintained station supply inventories.
- Maintaining station apparatus bay for station supply inventories.
- Obtaining prices for new fire equipment (new engine) for future budgetary purposes.
- Continuing to work with FF Wright on maintaining and updating PSTrax for the department members.
- Working with DE Jackson on color coding fire tools for each apparatus.
- Obtaining quotes for WET dive certifications and equipment.

### **EMS:**

- Attended EMS Training Meetings at the County or via Zoom as needed.
  - Made trips to county EMS building as needed for narcotic pick-up and other EMS business.
  - Assisted Chief Porch with EMS division responsibilities.
  - Maintained EMS equipment levels and ordered supplies as needed.
  - Started to receive EMS supplies to stock new Rescue vehicle.
  - Responded to any incidents as needed.
-

## **Doug Stryjewski, Division Chief / B Shift**

### **Organizational Improvement/Personnel Development:**

- Met with “B” shift lieutenants to discuss district communications and expectations.
- Met with all “B” shift members to provide guidance with professional development.
- Will participate in monthly administrative meeting to discuss operational progress and to address any input, questions, or concerns.
- Processed Pension requests.
- Administrative meeting to discuss Department culture.

### **Professional Development:**

- Completed required continuing medical training to maintain State of Florida Paramedic Licensure.
- Completed several Target Solution training courses.
- Review of EMS and Departmental Directives.

### **Communications:**

- Submitted MDT for repair to Panasonic.
- Worked through MDT issues with County support.
- Purchased new radio straps.

### **Station Maintenance:**

- Preventive maintenance on station bay doors.
- Repair Station 58 heat.

Repair of 57 AC.

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## **Jason Letzring, Division Chief / C Shift**

### **Organizational Improvement/Personnel Development:**

- Continue to meet with Chief Godwin to discuss responsibilities, expectations, and department direction.

- Met with all “C” shift members to provide guidance with professional development and expectations.
- Will be attending monthly administrative meeting to discuss operational progress and to address any input, questions, or concerns.
- Met with all members of “C” shift to discuss status of organizational improvement goals.
- Met with all “C” shift Lieutenants to discuss any district concerns and/or improvements.

### **Professional Development**

- Completed required continuing medical training to maintain State of Florida EMT License.
- Completed numerous Target Solutions assignments.
- Review all new medical director directives and Pinellas County EMS assignments.

### **Fire Prevention:**

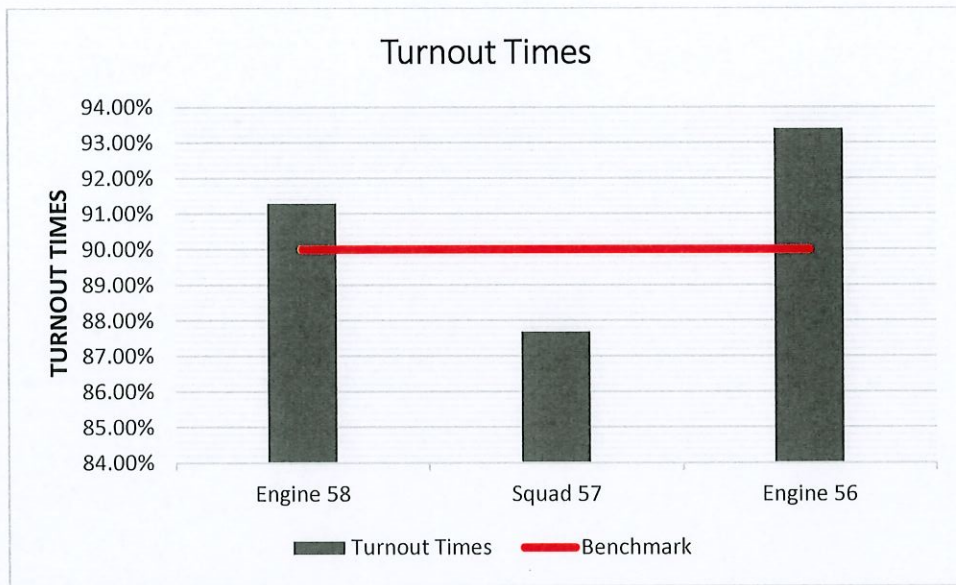
- Continue to meet with Chief Gennaro regarding Fire Marshal duties.
- Returned phone calls to citizens and contractors regarding fire prevention/fire code matters.
- Met with Lt. Lane regarding Fire Prevention division.
- Reviewed construction site plans.
- Picked up and dropped off plans at Pinellas County building department.
- Working on switching fire protection contractor.
- Provided direction to company officers on Fire Watch expectations.
- Completed inspections for extinguishers.
- Attended training class on new electronic plan review process.

### **Operations:**

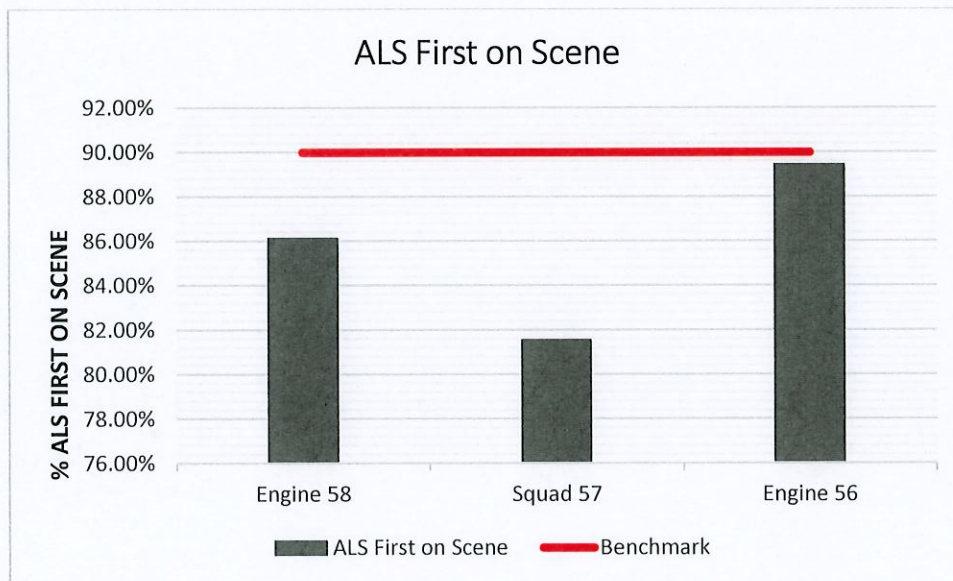
- Responded to emergency incidents as needed.
- Conducted fire prevention duties.
- Met with Chief Godwin concerning operations.
- Working with Lt. Weber on Acting DC program.
- Attended shift meeting with other Administration Chiefs.
- Scheduled annual pump testing for February.
- Working with Lt. Sullivan on an action plan to get his Acting DC role back.
- Attended January NCT.



## Turnout Times December 2022

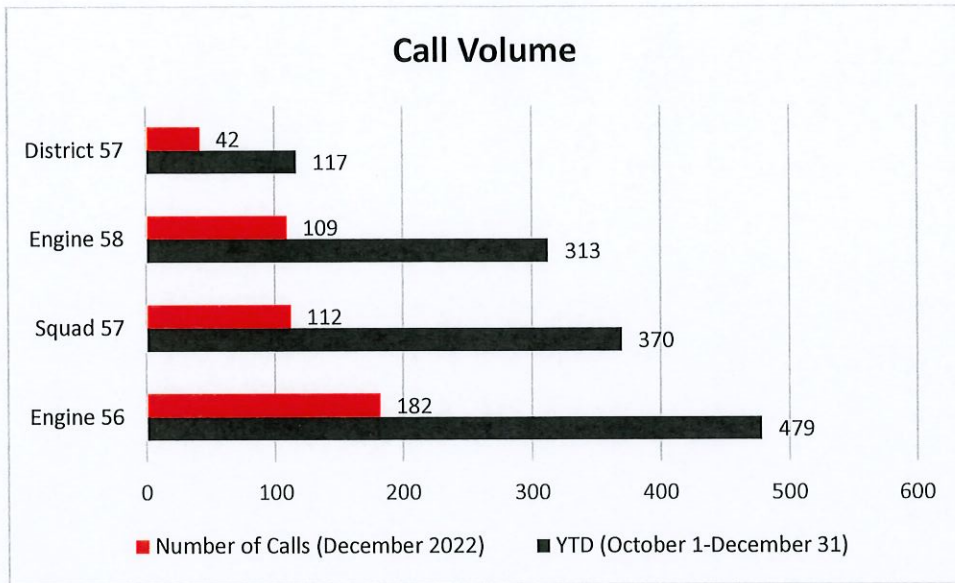


## ALS First on Scene

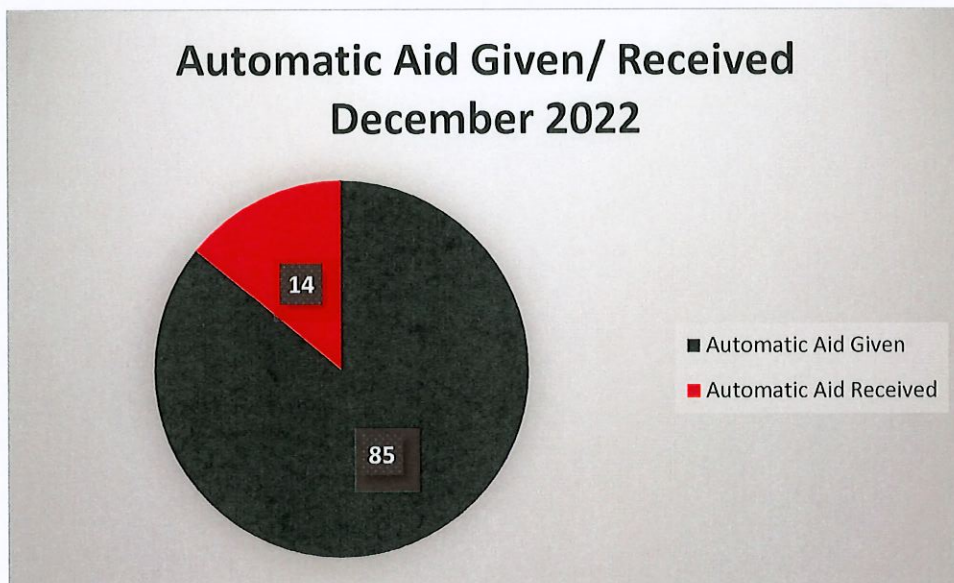




### Call Volume December/ YTD



### Automatic Aid Given/ Received December 2022



**EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT**  
**FINANCIAL REPORT - EXECUTIVE SUMMARY**  
**December 31, 2022**

**Budget Performance**

	Dec-22	Budget	YTD (Actual)	YTD (Budget)	Annual Budget
<b>INCOME:</b>					
<b>Total Income</b>	4,645,511	3,964,053	6,658,908	6,534,052	9,121,737
<b>EXPENSES:</b>					
<b>Salary and Benefits</b>	(495,733)	(560,299)	(1,627,581)	(1,769,750)	(7,213,481)
<b>Operations</b>	(140,564)	(138,791)	(278,515)	(377,070)	(1,165,289)
<b>Capital Outlay</b>	-	-	(278,814)	(300,000)	(435,000)
<b>Debt</b>	-	-	-	-	-
<b>Reserves</b>	-	(25,664)	-	(76,992)	(307,967)
<b>Total Expenses</b>	(636,297)	(724,754)	(2,184,910)	(2,523,812)	(9,121,737)

**Fifth Third- General Fund**

Cash Balance - December 1, 2022	5,686,338
Inflows: December 1 - December 31	4,556,388
Outflows: December 1 - December 31	<b>(3,052,353)</b>
<b>**Includes the Transfer of funds (\$2,500,000) to the FL-FIT</b>	
Cash Balance - December 31, 2022	<b>7,190,373</b>

**FL FIT- General Fund**

Beginning Shares Balance	2,500,000
Purchases:	0
Redemptions:	0
Reinvestment Distributions:	5,071
Ending Market Value- December 31, 2022	<b>2,505,071</b>

**Total General Fund Balance: \$ 9,695,444**

**Capital Projects Fund- Impact Fees**

Beginning Balance- December 1, 2022	34,546
Inflows: December 1 - December 31	1
Outflows: December 1 - December 31	(50)
Ending Balance- December 31, 2022	<b>34,497</b>

**Pension Plan Assets**

Plan Assets- Prior Quarter	19,201,299
Plan Assets - December 31, 2022	<b>20,398,985</b>

\*\*\*Updated Quarterly\*\*\*

