


EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT



BOARD of FIRE COMMISSIONERS' POLICY

COMMISSION HANDBOOK

	EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT BOARD OF FIRE COMMISSIONERS' POLICY		
	Title Commission Handbook		Revision Date 11/4/2020, 2/28/2023, 12/19/2023
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SECTION 1: GENERAL

PURPOSE

The Purpose of the East Lake Tarpon Special Fire Control District Board of Fire Commissioners Handbook is to define the policies, bylaws, and operating procedures the Board will use to conduct business.


Policies of the Board

The Board of Commissioners operate in compliance with the Florida Statutes including but not limited to:

- A. F.S. 119: Public Records, Public Officers, Employees, and Records
- B. F.S. 120: Administrative Procedure Act, Public Officers, Employees, and Records
- C. F.S. 189: Special Districts
- D. F.S. 191: Independent Special Fire Control Districts
- E. F.S. 286: Sunshine Law
- F. F.S. 447: Labor Organizations

PUBLIC ACCESS

- (A) The Fire Chief or designee are authorized to manage public access to District facilities, owned and controlled property. In performance of such responsibilities, the Fire Chief or designee shall have the authority to identify which areas are to be considered designated public forum, limited designated public forum, or nonpublic forum.
- (B) The Fire Chief or designee shall have the authority to develop and implement procedures to regulate and control public access within District facilities, owned and controlled property to provide for the security and privacy of public visitors; to provide for the security and privacy of District employees, officers and Board Members; and to minimize potential disruptions to the work of the District and its facilities. Any person who engages in conduct that causes disruptions to the work of the District, its employees, officers or Board Members shall be deemed to no longer be present within the District’s facilities, owned or controlled property on legitimate public business.

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- (C) All District facilities owned, or controlled property are hereby declared to be nonpublic forums unless or until a public meeting is convened in such areas pursuant to public notice. This prohibition does not apply to members of the public from entering District facilities, owned or controlled property for legitimate business purposes.
- (D) Except when public meetings are being conducted pursuant to public notice, no recording by video and/or sound within District facilities, owned, or controlled property, without consent of all persons whose voice or image is being recorded, is permitted. If anyone is observed to be recording video and/or sound within District facilities, owned, or controlled property, without the consent of all persons whose voice or image is being recorded, and such person refuses to cease activity after being advised that such activity is prohibited, such refusal shall be considered to be a disruption to the work of the District, its employees, officers and Board Members. Therefore, such persons shall be deemed to no longer be present within District facilities, owned, or controlled property on legitimate business. The Fire Chief or designee are hereby authorized on behalf of the District to request any person who refuses to cease the unconsented video and/or sound recording to immediately leave the premises. Any person who refuses to cease the unconsented video and/or sound recording and refuses to immediately leave the premises following the request of the Fire Chief or designee shall be considered a trespasser. A trespass warning may be issued for their conduct.

SECTION 2: COMMISSION BY-LAWS

EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT BOARD OF COMMISSIONERS BY-LAWS

ARTICLE I: NAME

The name of this organization is the East Lake Tarpon Special Fire Control District.

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ARTICLE II: AUTHORITY

Section 1, **Constituting Authority:** The Constituting Authority for the District is Chapter 2000-477, House Bill 1783, Laws of Florida, June 7, 2000, and as amended from time to time, and hereinafter referred to as the “Act.”

Section 2, **Operating Authority:** The Board of Commissioners is the governing Board of the East Lake Tarpon Special Fire Control District. The Board has the power to supervise, control, regulate and manage the Fire Rescue Department that provides service to the District and to promulgate and enforce all necessary and desirable rules and regulations. The Board is authorized to undertake any action required to accomplish this directive including, without limitation to make contracts, borrow money, levy assessments and ad valorem taxes, and collect same, build necessary facilities, acquire firefighting equipment, hire a Fire Chief and other such personnel as are required; to inspect property, and provide administrative support. The board shall adopt a Fire Code and adopt ordinances for the District and such rules and regulations as it deems necessary to transact its business and carry out the provisions of the Act.

Nothing contained in these By-laws shall limit the legal authority of the District or of the Board of Fire Commissioners. These By-laws are intended to be a supplement to the laws applicable to the District and shall not supersede applicable laws, regulations or local rules. The Board of Fire Commissioners recognize that these By-laws constitute local District rules which are subject to application of controlling legal authorities.


ARTICLE III: LOCATION

Headquarters for the Commission shall be in the offices of the administrative headquarters of the East Lake Tarpon Special Fire Control District, located at 3375 Tarpon Lake Boulevard, Palm Harbor, Florida, 34685.

ARTICLE IV: ELECTIONS

The Board of Commissioners shall be comprised of five individuals who have been elected by registered voters from the East Lake Tarpon Special Fire Control District voting Districts. The Board of Commissioners will abide by procedures outlined in Robert’s Rules of Order whenever possible.

Section 1, **Seats:** The office of each Commissioner is distinguished from each other seat by a numeral: 1, 2, 3, 4 or 5. The terms of office are staggered with elections for Seats 1, 3 and 5 beginning in 2000 and every 4 years thereafter; election for Seats 2 and 4 beginning in 2002 and every 4 years thereafter.

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Section 2, **Term of Office:** Each Commissioner shall hold office until his/her successor is elected and qualifies, unless he/she ceases to be qualified, resigns, or is removed from office.


Section 3, **Elections:** Each Commissioner shall be elected to serve for a term of four (4) years by a majority vote of the electors voting to fill such office. Voting for Commissioners shall be District-wide and non-partisan. Elections for Commissioners shall be held at the same time as scheduled elections for the office of State Representative. Any Commissioner may succeed themselves. Each Commissioner, whenever elected, shall assume his/her office within ten (10) days following his/her election. Any expense of holding elections for Commissioner Seats at the elections shall be paid for out of the funds of the District if required by proper authority.

Section 4, **Residency Requirement:** All Commissioners must reside within the boundaries of the District as defined in the Act. If any Commissioner ceases to reside within the District, his/her office shall be declared vacant as of the date he/she ceases to reside in the District and he/she shall be disqualified from further service. Commissioners may not be current, active employees of the East Lake Tarpon Special Fire Control District nor an active member of the union local representing said employees.

Section 5, **Filling of Vacancies:** Vacancies on the Board shall be filled by appointment of the remaining members of the Board. All such vacancies shall be filled as expeditiously as possible, but no later than sixty (60) days from the receipt of the vacating Commissioner's notice of resignation or other causes.

(A) Filling of vacancies shall be conducted in accordance with the following procedures:

- 1) The Board shall solicit applications to fill a Commissioner's position for a period not to exceed thirty (30) days. The selection to fill the vacancy shall be made from the list of applicants, although, the majority of the Board of Commissioners at their sole discretion may extend the time period for applications or request a new group of applicants be solicited prior to the selection of the applicant to fill the vacancy.
- 2) Upon receipt of all applications, each Board Member, at a public meeting, shall rank the applicants in order of preference with the top applicant receiving the numerical value of one (1) and the next highest applicant receiving the numerical value of two (2) and the ranking process continuing through the remaining number of applicants.
- 3) At a scheduled meeting, the rankings shall be provided by the Board of Commissioners to the Board Secretary who will tally each Board Member's

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ranking and apply the numerical value to each candidate.

- 4) The candidate receiving the lowest total numerical value (by averaging all Board of Commissioners' numerical rankings) shall be selected upon motion, second and approval by a majority of the Board of Commissioners.

ARTICLE V: PURPOSE

The purpose of this organization is to provide residents of the East Lake Tarpon Special Fire Control District with the highest quality and most cost-effective fire prevention, fire suppression and emergency medical service possible in a manner commensurate with Fair Labor practices and as set forth in the Act and to manage the assets of the District in the best interest of the residents of East Lake.

ARTICLE VI: COMMISSIONERS


The Board of Commissioners shall have the overall responsibility and authority for the operation of the District, and for ensuring that its purpose as set forth in the Act are properly carried out. The Board shall know the needs of the organization and shall work with the Fire Chief in fulfilling them as required. The Board shall exercise all the powers and duties set forth in Chapters §189 and §191, Florida Statutes, as they may be amended from time to time, and shall exercise the powers described in the Act in a manner consistent with the policies and regulations of the Pinellas County Fire Protection Authority, which was created pursuant to chapter 73-600, Laws of Florida, and shall maintain liaison with cognizant municipal, county, and state offices.

The Board may adopt such rules and regulations for the conduct of its meetings as it may deem proper. The Board shall employ a Fire Chief who is directly responsible to the Board and who has responsibility for and authority over all District personnel, property, and activities of the District.

Section 1. **Oath of Office:** All Commissioners shall be required to take an Oath of Office prior to assuming their duties on the Board.

Section 2. **Bonding:** Each Commissioner, before he/she enters upon his/her duties as Commissioner, shall execute with a qualified corporate surety, a good and sufficient bond to be approved by the Clerk of the Circuit Court of Pinellas County in the sum of \$5,000.00 All premiums for such surety on all such bonds shall be paid from the funds of the District.

Section 3. **Duty of Loyalty:** Board members have an obligation to act only on what is believed to be in the best interest of the District. Board members shall abide by decisions made by the Board. Board members must disclose any conflicts of interest to ensure that the Board's results are fair and accomplished in good faith.

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Section 4. **Performance of Duties:** Each Board member shall discharge his/her duties with the care a prudent person, in a similar position, would exercise in similar circumstances. Board members shall manage District funds wisely and in accordance with the purposes of the District.

ARTICLE VII: OFFICERS

At the November regular meeting or as soon thereafter, the Commission shall elect a Chairperson, Vice-Chairperson, Secretary and Treasurer, all of whom shall serve for a period of one (1) year or until replaced.

The **Chairperson:** Shall preside at all meetings of the Commission and shall serve as coordinator of the Commission's general activities. He/she has the authority to call special and emergency meetings and is authorized by the Board to sign all documents approved by the Board. The Chairperson shall make the final approval of all monthly meeting agenda items, including all handouts to be presented at the meeting, in advance of the meeting. He/she shall maintain liaison with the Fire Chief and keep other members of the Board advised of items of general concern. The Chairperson presides at all other functions and speaks for the Board when so authorized. He/she has the authority to appoint committees as required and shall fulfill any other assignments the Board deems necessary.


The **Vice-Chairperson:** Shall preside at all meetings in place of the Chairperson and perform such other of his/her duties that may arise in the Chairperson's absence.

The **Secretary:** Shall:

- (A) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of Secretary, or as may be assigned by the Board.
- (B) Conduct all correspondence not otherwise specifically delegated.

The **Treasurer:** Shall:

- (A) Be current on the District's financial status and work closely with the Fire Chief or his/her designee in the preparation of the annual budget.
- (B) The Treasurer, or his/her designee, shall be one of the signers on all checks prepared for payment of the District's expenses.
- (C) Perform such other duties as are customarily incident to the office of Treasurer or may be assigned by the Board.

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ARTICLE VIII: MEETINGS

Section 1, **Regular Monthly Meetings:** The Board shall hold monthly meetings on such Day and Time of each month as voted upon annually by the Board at the November meeting.

Section 2, **Special Meetings:** The Board may hold at any time agreeable to the majority of Board Members, Special Meetings to resolve issues that must be resolved prior to the next regular meeting, provided that reasonable notice is given of such meetings. Minutes will be kept of Special Meetings and all actions taken will have the same force and effect as those of regular meetings.

Section 3, **Emergency Meetings:** The Board may call Emergency Meetings to consider matters of such urgency that they must be resolved before a regular monthly meeting may be called. The agenda for such meetings must be restricted solely to the item or items considered to be of an emergency nature. Any action taken at an Emergency Meeting must be confirmed at the Board's next regularly held monthly meeting.


Section 4, **Rules of Meeting Procedure:** Except where inconsistent with applicable law or these by-laws, Robert's Rules of Order (latest revised edition) shall guide all proceedings of the Board.

Section 5, **Agenda:** Agendas for regular meetings of the Board shall be created and finalized at least four (4) days in advance whenever possible.

Section 6, **Open Meeting Policy:** Meetings of the Board shall be held in accordance with the provision of the Florida Open Government Laws (Sunshine Law Section §286.011 and Chapter §119, "Public Records Law") and accordingly, are open to the public. Correspondence between and among the Board shall be carried out in accordance with the provision of the Florida Open Government Laws (Sunshine Law Section §286.011 and Chapter §119, "Public Records Law").

Section 7, **Notification:** A schedule of the Board's Regular Monthly Meeting shall be published annually in a local publication of general circulation and the District's website. The schedule shall include the date, time and location of each regularly scheduled meeting. Notice of Special Meetings will be advertised in a local publication of general circulation and the District's website. Emergency Meetings will be posted with as much advance notice as time allows.

Section 8, **Place of Meetings:** All meetings of the Board shall be held in a place that is available to the public. Meetings shall be held in a space provided for meetings at Station 57 located at 3375 Tarpon Lake Blvd, Palm Harbor, FL 34685, but at the direction of the Board, meetings may be held in any other suitable location provided that all Board Members and the public are properly notified.

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Section 9, **Quorum**: A majority of the Commission Members shall constitute a quorum for the purpose of transacting business at all duly called Regular, Special or Emergency Meeting. The Board of Commissioners shall only take action with an affirmative vote of three (3) members except when filling vacancies and in cases of disciplinary actions.


Section 10, **Voting**: All Commission members must vote on each issue unless a conflict of interest exists under Florida state laws. All voting shall be done by voice, a show of hands, or by signed ballot.

Section 11, **Minutes**: All meetings of the Board of Commissioners shall be recorded as defined in §286.011(1). All motions, resolutions, and ordinances adopted shall be prepared in written or typed form and presented to the Board at the next regularly scheduled meeting for their review and acceptance. Minutes of official meetings are permanent records. Retention of any District meeting recordings shall have a minimum of a 2-year anniversary after adoption of the official minutes or certification of transcript.

Section 12, **Rules of Decorum and Participation**: At all times, all individuals who participate in any District event or function and at public meetings, shall maintain appropriate decorum and shall be courteous and polite at all times. The use of insulting, vulgar, profane, or inappropriate language directed at the Board, District staff, or members of the public shall not be tolerated. Any violation of the rules of decorum may result in the violator’s removal from the event or meeting. If said violator refuses to leave when asked to do so by the Board Chairperson, the individual may be removed by District staff or a law enforcement officer.

Each member of the public, when speaking at a public meeting, shall state their name and address for the record at the beginning of their public participation. Public comment for individuals will be limited to three (3) minutes. If a member of the public is representing a group, they will announce the group they are representing and may speak up to ten (10) minutes. All members of the public who address the Board shall address their statements to the Board Chairperson who shall refer any appropriate questions to the appropriate District administrative personnel. A question shall not be asked directly to a Board member except through the Chairperson.

Section 13, **Emails**: All electronic communication involving Commissioners acting in their capacity as Commissioners must be retained in accordance with the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies.

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ARTICLE IX: COMMITTEES

Committees may be appointed by the Chairperson from time to time to do research and report on special projects or problems. Up to two (2) Commissioners may serve on a committee, and those committee meetings must be advertised and open to the public according to the Sunshine law.

ARTICLE X: RULES OF CONDUCT

Section 1, **Interference:** No individual Commissioner, Officer, or the Board as a whole shall interfere with the daily operation of the Fire District or the Emergency Medical Service Department, except that the Board as a whole may bring to the attention of the Fire Chief an area of daily operations which the Board deems is not fit and proper.


Commissioners will adhere to labor contracts adopted by the District with regard to involvement with District personnel. Commissioners will schedule all meetings, including but not limited to structured meetings, stop-ins, coffees, lunches or formal gatherings with District personnel through the Fire Chief. Commissioners will receive approval and coordinate ride-alongs with the Fire Chief.

Section 2, **Labor Negotiations:** All labor negotiations shall be conducted through established procedures as from time to time may be amended, and no individual Commissioner or Officer shall negotiate with any employee of the District or their representative unless directed by the Board.

Section 3, **Administration:** All orders for personnel shall only be issued on the authority of the Fire Chief, who is solely responsible to the Commission for his/her actions and decisions. Requests by Board Members for administrative services and information shall be made through the Fire Chief or his designee, except that the Fire Department Office Administrator may provide Commissioners or Officers administrative support, provided that the operations of the Fire Rescue Department are not adversely affected.


Section 4, **Complaints:** All complaints of any nature made by a Commissioner against an employee of the District shall be made, in writing, to the Fire Chief in a timely manner. The Fire Chief or their designee shall investigate said complaint and present said complaint in writing to the Board for action.

Section 5, **Actions:** Commissioners and Officers shall not represent their personal positions as those of the entire Board and may not make binding agreements with any individual or organization, unless authorized by the Board to do so. Commissioners may represent their personal positions with any individual or organization provided that such said individuals or organizations are made aware of said representation.

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Section 6, **Meeting Attendance:** Commissioners shall attend all regular meetings unless excused. Commissioners shall notify the Fire Chief, with a copy to the Chairperson, by email or telephone, as soon as possible, if they are unable to attend a regular meeting and the reason for their absence. Commissioners may attend all regular meetings by legally permissible electronic means up to twice in a fiscal year. Attendance by electronic means may only occur if a quorum of Commissioners is present at the public meeting. Electronic means shall mean electronic media technology which provides for interactive video and audio feed. All Commissioners shall be granted one (1) excused absence for a regular meeting per fiscal year. The determination of an excused absence shall be made at a regular meeting by a majority vote of the remaining Commissioners. The Board has defined an excused absence as times that a Commissioner does not attend a scheduled meeting that is beyond the Commissioner's control. Any Commissioner who is absent from three (3) consecutive regular meetings shall be removed from office by the Board, pursuant to Florida Statute Chapter §191.005(5). Special and Emergency meetings, by their nature do not always permit advance notice. Commissioners shall make prudent effort to attend Special or Emergency meetings. Commissioners may attend Special or Emergency meetings by telephone or video link, however if a vote is required or called, said Commissioner may not participate in such vote if such attendance is by telephone. Voting by video link shall be permitted. The discretion of the Chairperson under Article VII shall be exercised with consideration of the ability of Commissioners to attend Special or Emergency meetings. Annual budget hearings are an integral part of the budget approval process, Commissioners shall make a prudent effort to attend annual budget hearings. All Commissioners shall be granted one (1) excused absence for a budget hearing per fiscal year. All applicable provisions of the determination of an excused absence for regular meetings shall apply to annual budget hearings.

Section 7, **Commissioner Facility Visits:** Nothing in this article is intended to limit Commissioner access to department personnel or facilities. Because even the perception of operational interference is highly negative, Commissioners are cautioned to ensure visits do not unduly disrupt department personnel or operations. To effectively carry out the duties of a commissioner as set forth in Article VI, Commissioners are allowed to visit department personnel and facilities on a not-to-interfere basis. To ensure there is no interference with daily operations of the department (per Article X section 1), Commissioners shall coordinate all such visits with the department Fire Chief and station shift personnel in a timely manner (usually no less than 72 hours in advance). At no time are Commissioners permitted to directly communicate orders to line or administrative personnel engaged in their daily activities. If high risks of danger to life, personnel safety, or damage to equipment are noticed during a visit, these issues shall be immediately communicated to the Fire Chief and Chair of the ELFR board of commissioners by the most efficient means possible, with a written follow-up as soon as practical. All other issues, both positive or negative, shall be communicated to the Fire Chief for his information once any such visit is concluded.

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Section 8, **Conflict of Interest:** Board members must abstain from voting on any contract, action or decision that may be presented to the Board from a Commissioner's family member or business associate for consideration. No Board member shall personally benefit from any action or decision made by the Board of Commissioners. Any opportunity, benefit or advantage shall accrue only to the District and not to any individual Commissioner. All Commissioners who have a conflict of interest may participate in the discussion of the issue but must timely execute the appropriate conflict of interest form.

Section 9, **Commissioner Representation of the District and Representing an Official Board Position:**

(A) Commissioners should only represent the District’s opinion when the majority of the Board has determined a position on an issue or subject. At no time will a Commissioner represent the Board or the District through personal opinion without the authorization of a majority of the Board of Commissioners. This requirement includes but is not limited to representation verbally, in writing, through electronic mediums and social media. The restriction on representation includes the use of the District logo, letterhead, uniform, business cards, District identification card and any other District insignia without prior approval of a majority of the Board of Commissioners. In order to avoid any confusion or insinuation concerning the position of the District, Commissioners shall not wear their District shirts or use District insignias when presenting or speaking at any event, gathering, etc. without prior approval by a majority of the Board of Commissioners. Any and all written and verbal communication by a Commissioner in which prior approval has not been obtained by a majority of the Board of Commissioners shall contain the following language: “The views, opinions, or positions expressed herein are my own and do not represent those of the District or Board of Commissioners.”

(B) Comments to the public shall be factual. No Commissioner shall attempt to bind the District through verbal or written promises without prior approval of the Board of Commissioners. Once the Board of Commissioners adopts a position on an issue, that position becomes the official position of the District.

Section 10, **Abuse of Title:** Commissioners should only use their title when conducting official District business, for informational purposes, or as an indication of background and expertise. All Commissioners should carefully consider as to whether or not their use of their title exceeds the delegated representation given to them by the Board of Commissioners. Commissioners may

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not represent the Board or the District without prior permission from a majority of the Board of Commissioners. Commissioners may express their personal opinions and comments but must clarify that they are not representing the District or Board of Commissioners. Commissioners are encouraged to refer all media inquiries to the Fire Chief or Chairperson of the Board of Commissioners.

Section 11, **Commissioner Communication**: Commissioners shall be provided with a District electronic mail account (email) for use while conducting District business. Commissioners will refrain from communicating with each other in any format regarding matters that may foreseeably come before the Board for consideration or action.

Section 12, **Violations (Discipline and Removal)**: Any Commissioner violating the Rules of Conduct contained in these By-Laws shall be subject to action by the remaining Commissioners, who may take the following appropriate action: **First Offense – reprimand; Second Offense – publicly asked to resign and/or Suspension or Removal.** The Board of Commissioners shall have the power to discipline or suspend (with or without pay) any Commissioner of the District for good cause, notwithstanding any other provision in these By-Laws to the contrary. The discipline, suspension, or in the case of Article X, Section 7 the removal, must be made by a unanimous vote of the Commissioners, excluding the vote of the Commissioner in question. This may only be done at a public meeting of the Commission; **PROVIDED**, prior to such action, the Commissioner involved shall be informed of the general nature of the charges and given an opportunity to appear at the public meeting to answer the charges.

ARTICLE XI: COMPENSATION


Commissioners are to receive monthly compensation in an amount determined by resolution but not to exceed Five Hundred Dollars (\$500.00) monthly. An evaluation of this compensation shall be performed for each annual budget submission.

ARTICLE XII: INDEMNIFICATION

The District shall defend, hold harmless and indemnify any Commissioner, Officer, Agent or employee or employee against any tort or liability, claim or demand, arising out of any alleged act or omission occurring during the performance of their official duty unless such act occurs in a willful or wanton manner by the individual.

ARTICLE XIII: FIRE CHIEF

The Board shall hire a Fire Chief to serve as the administrative head of the District. As such, the Fire Chief shall be responsible for all personnel, property, and the operation of the District. The

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Fire Chief shall conduct their administration in accordance with a specific set of rules, guidelines and regulations approved by the Board and within policy framework established by the Board. The Fire Chief shall keep the Board advised of all non-routine matters that may arise and shall maintain close liaison with the Commissioners. The Fire Chief or their designee shall prepare the preliminary annual budget with close coordination with the Treasurer for the approval of the Board and provide such counsel and assistance as it may require from time to time.

ARTICLE XIV: STAFF

The Board shall provide for a staff which include the following:

Section 1, **Office Personnel:** Shall be hired and supervised by the Fire Chief and abide by the policies and procedures of the Department, including Article X, Section 3.

Section 2, **Legal Counsel:** Shall be retained to ensure the District's compliance with all applicable state laws, authenticate documents as required and attend such meetings as the Board may see fit.

Section 3, **Accounting Firm:** Shall be retained to audit the District's funds on an annual basis.

ARTICLE XV: REPORTS

The Board shall ascertain that all required reports on the District's finances and activities are filed with all authorized agencies as required.

ARTICLE XVI: FISCAL YEAR

The East Lake Tarpon Special Fire Control District's fiscal year shall run from October 1 through September 30.

ARTICLE XVII: AMENDMENTS

These By-laws may be amended by a majority vote of the Board at any regular or special meeting thereof, provided there is no conflict with existing pertinent law.


ARTICLE XVIII: DURATION

The East Lake Tarpon Special Fire Control District and its Board of Commissioners shall remain in operation until replaced by legislative process.

ARTICLE XIX: EFFECTIVE DATE

These By-Laws shall become effective upon adoption, by a super majority vote, of a resolution

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by the Board of Commissioners.

SECTION 3: SOGs (Standard Operating Guidelines)

SOGs (Standard Operating Guidelines) All department are posted electronically on the Department website here: <https://www.elfr.org/sogs>

Commissioner specific SOGs hard copies provided in this handbook and are viewable electronically on the following website links:

SOG 101 - Commissioner Badges and Shirts

All Commissioners shall receive a District badge, badge holder, and name badge at the time of their election or appointment. At the end of the Board of Commissioner's term of office the badge and badge holder will be returned to the District. Upon the termination of their service, Commissioner's badges shall be mounted on a plaque and given to them marking their service to the District. Commissioners shall receive, at no cost, up to two shirts annually. Commissioners shall be supplied with District business cards provided by the District during their term as a Fire Commissioner.


<https://www.elfr.org/files/240a595d8/SOG+101+Board+of+Commissioners+Badges+and+Shirts.pdf>

SOG 101.1 - Commissioner Training on Ethics, Sunshine Laws, and Harassment/Discrimination

<https://www.elfr.org/files/ac76e26f1/SOG+101.1+Commissioner+Training+on+Ethics%2C+Sunshine+Laws%2C+and+Harassment+Discrimination.pdf>

SOG 101.2 - Fire Commissioner Standard Operating Guidelines

<https://www.elfr.org/files/fa0c029c6/SOG+101.2+Fire+Commissioner+Standard+Operating+Guidelines+rev.+8-25-2020.pdf>

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SECTION 4: ELECTED AND APPOINTED PUBLIC OFFICIALS TRAINING

Elected and Appointed Public Officials Training for the East Lake Tarpon Special Fire Control District


As an elected or appointed public official for the East Lake Tarpon Special Fire Control District (East Lake Fire Rescue, or East Lake), your actions are governed by both State statute and East Lake Standard Operating Guidelines (SOGs).

According to East Lake SOG 101.1, “Each newly elected or appointed Commissioner will receive training on ethics, Sunshine Law and harassment/discrimination within the first 60 days of service. Training on ethics, Sunshine Law and harassment/discrimination will be required for all Commissioners at least once every 2 years.

The District’s attorney can provide the required training, or other training options can be found on the State Attorney General’s website: www.myfloridalegal.com

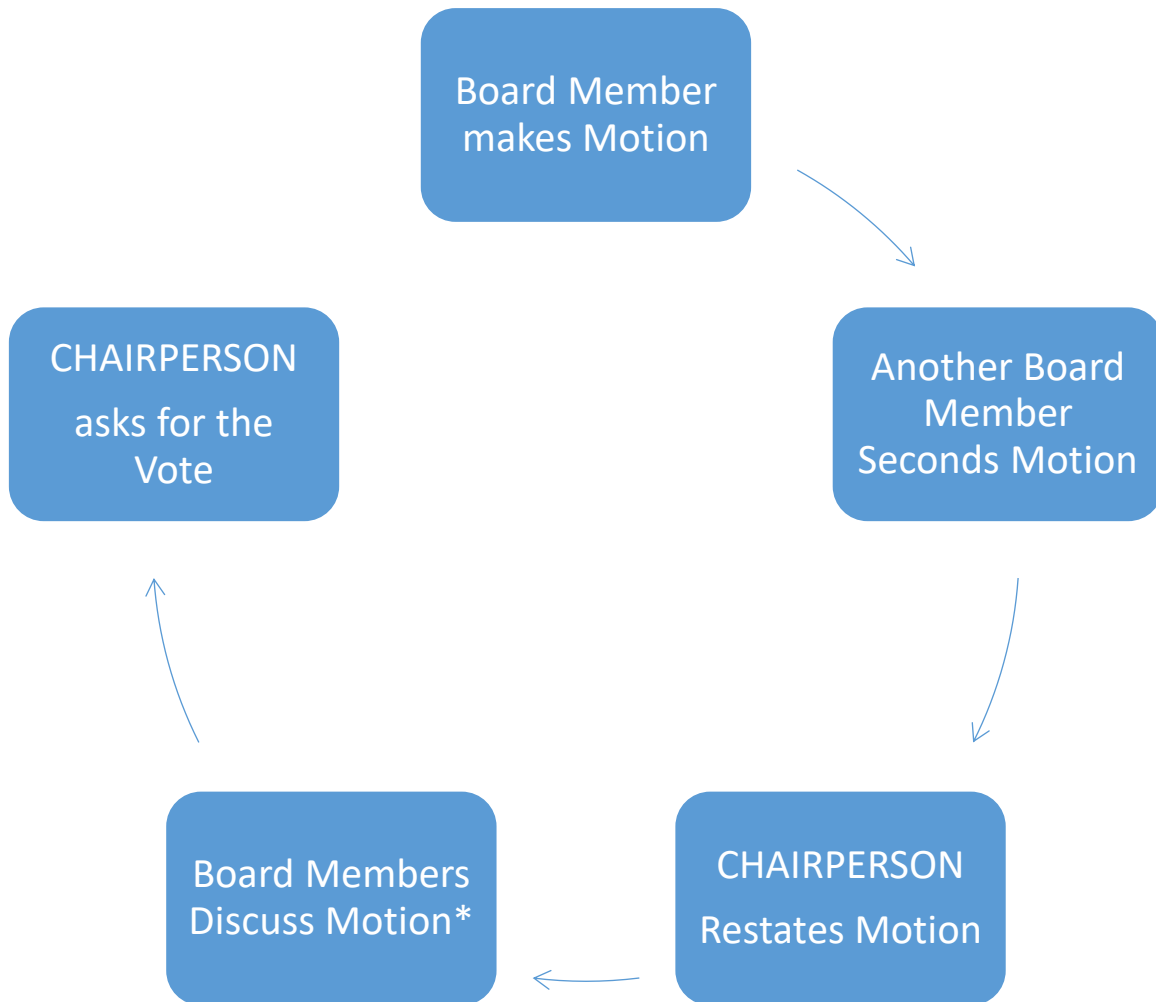
The Florida Commission of Ethics publishes a guide to Sunshine Law and code of ethics, and it can be found at: <http://www.ethics.state.fl.us/Documents/Publications/GuideBookletInternet.pdf>

There are numerous courses available online for harassment/discrimination training.


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SECTION 5: MOTION (Robert’s Rules of Order)

BOARD PROCEDURE IN MAKING A MOTION



- Public comment may be allowed during discussion, at the discretion of the Board Chairperson.

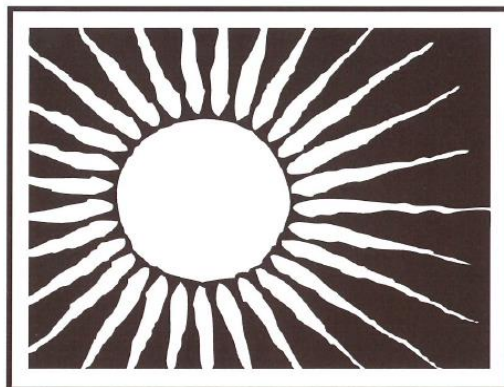
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SECTION 6: GOVERNMENT-IN-THE-SUNSHINE MANUAL

The entire Government-In-The-Sunshine Manual in PDF format (377 pages) is found here for your reference:

[http://myfloridalegal.com/webfiles.nsf/WF/MNOS-B9QQ79/\\$file/SunshineManual.pdf](http://myfloridalegal.com/webfiles.nsf/WF/MNOS-B9QQ79/$file/SunshineManual.pdf)


**GOVERNMENT-IN-THE-SUNSHINE
MANUAL**



2020 Edition

*A Reference For Compliance
with Florida's Public Records
and Open Meetings Laws*

Volume 42

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SECTION 7: STATE §189 (Uniform Special District Accountability Act F.S. 191)


F.S. 189 is posted here:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/0189.html



The screenshot shows the Florida Legislature's website with the following content:

- Header: Online Sunshine, Official Internet Site of the Florida Legislature, November 5, 2020, Search Statutes: 2020, Search, Advanced Legislative Search and Browse.
- Navigation: Home, Senate, House, Citator, Statutes, Constitution, & Laws of Florida, Florida Statutes, Search Statutes, Search Tips, Florida Constitution, Laws of Florida, Legislative & Executive Branch Lobbyists, Information Center, Joint Legislative Committees & Other Entities, Historical Committees, Florida Government Efficiency Task Force, Legislative Employment, Legistore, Links.
- Search: Select Year: 2020, Go.
- Main Content: The 2020 Florida Statutes, Title XIII PLANNING AND DEVELOPMENT, Chapter 189 UNIFORM SPECIAL DISTRICT ACCOUNTABILITY ACT, CHAPTER 189 UNIFORM SPECIAL DISTRICT ACCOUNTABILITY ACT, PART I GENERAL PROVISIONS (ss. 189.01-189.019), PART II DEPENDENT SPECIAL DISTRICTS (ss. 189.02-189.022), PART III INDEPENDENT SPECIAL DISTRICTS (ss. 189.03-189.033), PART IV ELECTIONS (ss. 189.04-189.042), PART V FINANCE (ss. 189.05-189.056), PART VI OVERSIGHT AND ACCOUNTABILITY (ss. 189.06-189.069), PART VII MERGER AND DISSOLUTION (ss. 189.07-189.0761), PART VIII COMPREHENSIVE PLANNING (ss. 189.08-189.082), PART I GENERAL PROVISIONS.
- Additional Links: View Entire Chapter, Interpreter Services for the Deaf and Hard of Hearing, Finding Florida Grades K-5, LIFE AS A LAWMAKER Grades 6+.

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SECTION 8: STATE §191 (Independent Special Fire Control Districts)

F.S. 191 is posted here:


http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0191/Sections/0191.001.html



The screenshot shows the Florida Legislature's website with the following content:

- Header: Online Sunshine, Official Internet Site of the Florida Legislature
- Navigation: Home, Senate, House, Citator, Statutes, Constitution, & Laws of Florida
- Search: November 5, 2020, Search Statutes: 2020, Search
- Year Selection: Select Year: 2020, Go
- Section Title: The 2020 Florida Statutes
- Table of Contents:

Title XIII PLANNING AND DEVELOPMENT	Chapter 191 INDEPENDENT SPECIAL FIRE CONTROL DISTRICTS	View Entire Chapter
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- Chapter 191: INDEPENDENT SPECIAL FIRE CONTROL DISTRICTS
- Statute List:
 - 191.001 Short title.
 - 191.002 Legislative intent.
 - 191.003 Definitions.
 - 191.004 Preemption of special acts and general acts of local application.
 - 191.005 District boards of commissioners; membership, officers, meetings.
 - 191.006 General powers.
 - 191.007 Exemption from taxation.
 - 191.008 Special powers.
 - 191.009 Taxes; non-ad valorem assessments; impact fees and user charges.
 - 191.011 Procedures for the levy and collection of non-ad valorem assessments.
 - 191.012 District issuance of bonds, notes, bond anticipation notes, or other evidences of indebtedness.
 - 191.013 Intergovernmental coordination.
 - 191.014 District creation and expansion.
 - 191.015 Codification.
- Footer: Copyright © 1995-2020 The Florida Legislature • Privacy Statement • Contact Us

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SECTION 9: STATE §119 (Public Records / Public Records Request)

F.S. 119 is posted here:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0119/0119ContentsIndex.html



The screenshot shows the Florida Legislature's Online Sunshine website. The page title is "The 2020 Florida Statutes". The main content area displays "CHAPTER 119 PUBLIC RECORDS". A list of sections is provided, including 119.01 through 119.15, covering general state policy, definitions, custodial requirements, officers-elect, inspection and copying of records, contracts, exemptions, and attorney fees.

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SECTION 10: STATE §112 (Public Officers and Employees: General Provisions)


F.S. 112 is posted here:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0112/0112.html



The screenshot shows the Florida Legislature's Online Sunshine website. The page title is "The 2020 Florida Statutes". The main content area displays the following structure for Chapter 112:

- Title X** PUBLIC OFFICERS, EMPLOYEES, AND RECORDS
- Chapter 112** PUBLIC OFFICERS AND EMPLOYEES: GENERAL PROVISIONS
- CHAPTER 112** PUBLIC OFFICERS AND EMPLOYEES: GENERAL PROVISIONS
- PART I** CONDITIONS OF EMPLOYMENT; RETIREMENT; TRAVEL EXPENSES (ss. 112.011-112.218)
- PART II** INTERCHANGE OF PERSONNEL BETWEEN GOVERNMENTS (ss. 112.24-112.31)
- PART III** CODE OF ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES (ss. 112.311-112.3261)
- PART IV** SUPPLEMENTAL RETIREMENT ACT FOR RETIRED MEMBERS OF STATE RETIREMENT SYSTEMS (ss. 112.351-112.363)
- PART V** SUSPENSION, REMOVAL, OR RETIREMENT OF PUBLIC OFFICERS (ss. 112.40-112.52)
- PART VI** LAW ENFORCEMENT AND CORRECTIONAL OFFICERS (ss. 112.531-112.535)
- PART VII** ACTUARIAL SOUNDNESS OF RETIREMENT SYSTEMS (ss. 112.60-112.67)
- PART VIII** FIREFIGHTERS (ss. 112.80-112.84)
- PART I** CONDITIONS OF EMPLOYMENT; RETIREMENT; TRAVEL EXPENSES

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SECTION 11: UNION COLLECTIVE BARGAINING AGREEMENT

The Current Union CBA is posted on the Department Website here:

<https://www.elfr.org/union-contract-3692ec5>

Agreement

Between




*East Lake Tarpon
Special Fire Control District*

and



**I.A.F.F.
Local 1158**

For Fiscal Years
2019-2020
2020-2021
2021-2022

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SECTION 12: OFFICE OF THE FIRE CHIEF

I. BACKGROUND

The East Lake Tarpon Special Fire Control District ("the District") believes sound management is a key to the success of the organization. Accordingly, the District will delegate authorities to the District Manager (Herein known as the Fire Chief) to carry out the operations of the District.

II. SCOPE


All Personnel

III. POLICY

District Management

I. Fire Chief/Chief Executive Officer/District Manager

- A. The Board will appoint a Fire Chief to maintain command and control of the District. The individual serving as the Fire Chief for the District serves as the Chief Executive Officer for the organization and reports directly to the elected Board of Fire Commissioners. The Fire Chief/Chief Executive Officer will serve as the District Manager Commander-in-Chief and will manage all functions of the District as identified in the Fire Chief position description and related agreements.
- B. The Fire Chief will oversee all personnel matters of the District, acting as the final authority for such matters.
- C. The Fire Chief will have the authority to execute financial matters as described within policy, as well as the authority to execute operational contracts and agreements within the District's operations.
- D. The Fire Chief is responsible for all policies, procedures, and guidelines for the operation of the District outside of that governed by the Board within the Board of Fire Commissioners Policies.

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- E. The Fire Chief is responsible for, and has the approval authority on, all position/job descriptions, with the exception of the Fire Chief position for which the Board is the approval authority.

- F. The Fire Chief is responsible for negotiating or causing negotiation to occur for the District and acts as an agent to fulfill the Board's desires.

SECTION 13: ADOPTION

- I. The Board will review this document as needed, and no less than annually.

- II. The Board may alter this document with an affirmative super majority vote of all existing District Board members (4 out of 5, 3 out of 4, 3 out of 3).

- III. By order of the East Lake Tarpon Special Fire Control District Board of Fire Commissioners, this Board of Fire Commissioner Policy is adopted on 19th day of December, 2023.