**East Lake Fire District**

**Administrative Report**

**June 2019**

**Tom Jamison, Fire Chief**

**Budget / Financial Report:**

* The general fund balance as of May 31st was $2.506 million. Income for May was $373 thousand, higher than budgeted due to the receipt of the balance of settlement funds from the Station 57 litigation ($175 thousand). Fiscal year income was $6.973 million, above the projected amount of $6.571 million for the same reason. Expenses for May were slightly under budget, and year-to-date expenses also remain under budget. Details on variances can be found on the General Fund Statement of Cash Flows spreadsheet under the Management Discussion and Analysis section.
* Pension: The pension fund balance is $16.789 million as of March 31st. The next Pension Board meeting is on July 17th.
* Penny-for-Pinellas Funding: A request for $2 million was submitted for the

2020-2030 surtax cycle. The county is currently reviewing and prioritizing the requested funds / projects. An updated capital improvement plan through 2030 has been provided to Pinellas County, including apparatus replacement and Station 58 replacement.

* Met with Bouchard Insurance staff to review the estimated costs of worker’s compensation and our insurance products for the upcoming fiscal year. Adjusted the draft budget to accommodate the funding needed to the recently passed cancer presumption law.

**Fire and EMS Administration**

* Data-Driven Focus Group: Attended multiple meetings to review system simulation modeling using the Optima program, and review system metrics. The results of the last meeting on May 3rd provided recommendations to the County for system improvements contingent on funding availability. The next meeting is scheduled for June 7th.
* Fire Protection Services and ALS First Responder Agreement review meeting with county staff. Both documents will be presented to the East Lake Board for approval at the July meeting.

**Organizational / Personnel Development:**

* Chiefs’ Meeting: Met with D/C’s and Administrative Chiefs to review areas of operational improvement and focus.

**Professional Development / Training:**

* Completed the May continuing medical education (CME) assignments.
* FASD CDO (Certified District Official) program: Completed.
* Completed Quantitative Analysis course at the Florida State Fire College.
* Fire Officer 4 certification: Completed
* Applied for Chief Fire Officer certification through the Center for Public Safety Excellence (CPSE).

**Operations Support:**

* Continued to work on the FY draft budget with each member of the administrative staff to receive input and provide guidance. Received the property valuation for the district from the Pinellas County Property Appraiser. The district’s taxable value increased by 4.67 percent.
* Held meetings with each member of the administrative staff for the mentoring and succession planning progress.

**Department / Union:**

* Met with Kenny Lane to discuss outstanding union business.
* Met with Kenny Lane to discuss union members’ input into the organizational satisfaction survey and SOP’s.
* Researched work weeks and paid time off policies from other fire departments in the Tampa Bay Region for negotiations.
* Contract negotiations have begun, with meetings on April 20th , May 13th, May 29th and June 19th.

**Meetings, Events, and Networking:**

* FASD (Florida Association of Special Districts) Annual Conference.
* Received award for District of the Year 2019.
* Florida Operational Requirements for Special District Managers and Governing Board Officials
* Conduct of Board Meetings
* 10 Tips for Crisis Communications: What to do when the S\*\*\* Hits the Fan
* Leadership – The Frog Logic Way
* #VegasStrong: Lessons Learned from the 2017 Vegas Shooting
* The Florida Economy
* Legislative Update
* Website Accessibility Best Practices
* Fire District Roundtable
* Pinellas County Fire Chiefs’ Association: Chaired the April meeting. Subjects included:
* Public Safety partner reports:
* Pinellas County Safety and Emergency Services (Jim Fogarty)
* EMS and Fire administration (Craig Hare)
* Medical Director (Dr. Jameson)
* Paramedics Plus (J.J. Peterson, Richard Schomp)
* SPC Fire Program Changes (Bert Polk)
* FireOps 101planning
* East Lake Fire District Chaplaincy Program: Introduced our chaplains to the crews.
* FireOps 101: Post-event evaluation and pre-planning for 2020 event.

**Legal:**

* The Figueredo arbitration ruling appeal has been submitted by legal counsel and a hearing is scheduled for July 23rd.
* Finley arbitration: This arbitration is postponed indefinitely.
* All funds have been received from the Station 57 lawsuit / mediation settlement.

**Claudia Faiola, PEO**

**Meetings and training:**

* Rotary Club Meetings (Every Thursday morning)
* Coordinated and completed car seat checks
* Created and submitted articles for HOA newsletters
* Completed NFPA Public Education Network Florida State Representative Tasks
* Attended NFPA Conference in Texas
* Attended FAFLSE & FFMIA Conference in Orlando receiving the Florida Fire & Life Safety of the Year Award
* Attended the Safe Kids General Meeting
* Attended EMS Advisory Council Meeting
* Coordinated and attended PEO County Meeting

**Education and Community Outreach Events:**

* June 6th: Disaster Preparedness Sales Tax Holiday Last Day Advertising
* June 12th: Menchies Car Seat Safety
* June 12th: CPR Class
* June 13th: Tai Chi Fall Prevention Class
* June 13th: Meeting with East Lake Library for Tai Chi Fall Prevention Class Scheduling
* June 20th: Water Safety & Hose down East Lake Woodlands Summer Camp
* Hurricane Preparedness Walmart and Publix
* Hurricane Safety: Social Media Campaign
* Click it or Ticket: Social Media Campaign
* Lightning Safety: Social Media Campaign

**Sign Messages:**

* Mental Health Awareness Messaging
* Seat Belts Save Lives Messaging
* Hurricane Preparedness Messaging