

**WEST MANATEE FIRE & RESCUE DISTRICT COMMISSION  
REGULAR MEETING**

*Revised Minutes of March 19, 2019  
Administration Building*

The meeting was called to order at 6:03 pm with the following members present: David Bishop, Randy Cooper, George Harris, Larry Jennis and Al Robinson. The Pledge of Allegiance was followed by a moment of silence and the oath. Chairman Bishop announced that anyone wishing to provide public comment on any of the agenda items should fill out a Comment Card located at the table by the door and hand them in to the Chief.

**CHANGES TO AGENDA:** None

**PUBLIC COMMENTS:** None

**CONSENT AGENDA:** Commissioner Harris pulled minutes from consent agenda for further consideration. Commissioner Harris motioned to approve consent agenda; seconded by Commissioner Cooper; motion passed unanimously.

**CARRIED FROM CONSENT AGENDA:** Commissioner Harris had some suggestions on the minutes that Administrative Assistant Kichar revised as presented. Commissioner Jennis motioned to approve revised minutes; seconded by Commissioner Cooper; discussion followed. Motion passed unanimously.

**COMMUNICATIONS:** Received correspondence from Preferred Governmental (our work comp carrier) that the annual grant application that was submitted by BC Rigney has been approved and awarded for the \$5,000 that was applied towards the air pack purchase. Correspondence regarding the annual Sunshine Law/Ethic class that will be held Thursday, May 23<sup>rd</sup> from 8:30 – 12:30 at the Bradenton Area Convention Center. Registration will start April 22<sup>nd</sup>. Letter from Pam Reed thanking BC Losek and FF Dillon. She recently had her hip replaced and they arranged a food chain for her, and it was greatly appreciated. Notes from Bob & Pat Gebo and Kathy Bower thanking FF/Paramedic Flores for the Friends and Family CPR class that he taught at Anna Maria Island Library.

**OLD BUSINESS:**

- A. *Administration Building Update:* Chief Sousa stated that we are scheduled to close on April 2<sup>nd</sup>. BC Kiernan and FM Davis have been working at the church to get it ready to move in. Movers are scheduled for March 26<sup>th</sup>. Chairman Bishop stated to make sure that there is a current certificate for the elevator at the church.
- B. *Succession Planning:* Commissioner Jennis stated that he is aware that the other board members have completed their interviews with BC Rigney. Commissioner Jennis motioned to appoint Battalion Chief Ben Rigney to the position of Fire Chief pending his contract negotiations with the Chairman of the Board; seconded by Commissioner Robinson. Chairman Bishop stated that they need to agree that they don't need a formal oral presentation. Commissioner Harris motioned for no oral presentation; seconded by Commissioner Cooper; motion passed unanimously. Chairman Bishop stated he would like first motion to be amended to state upon retirement of current Chief. Jennis and Robinson agreed. Commissioner Cooper stated he is well qualified and has good ideas; Commissioner Robinson stated he is very pleased with the candidate; Commissioner Harris stated he will be a fine Chief and Chairman Bishop stated that he couldn't be happier of where we have come from. Discussion ended. Motion passed unanimously.
- C. *Cortez Old Fire Station:* Chief Sousa stated that he spoke with the President of F.I.S.H. and they are going to have a local A.M. radio station using location. There are about 4 stipulations in the deed. Chief Sousa stated he recommends getting with our attorney to clean the deed up so there are no ties to us. Commissioner Harris stated it would be wise for the attorney to look at it and give us some recommendations. Chairman Bishop stated we need our attorney to review and give the pro's and con's. Chairman Bishop stated that this is under the threshold for needing a motion and we have a line item for attorney's fees.

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D. *Contract Services for Fire Chief/Administration:* Commissioner Harris stated that he and Chief Sousa met with Southern Manatee's Chief, Chairman and Assistant Chief. This was an introductory meeting. Nothing to report until they meet with their board. Hopeful that we will be able to meet again before our next board meeting. Commissioner Jennis stated that the districts cooperate and collaborate every day without agreements. Chairman Bishop stated that he would like to see about amending title. It was agreed to change the title to "Contract Services with other Fire District's".

**NEW BUSINESS:**

A. *RFQ for Architect:* Chief Sousa stated that we will be out of administration building in a few weeks and after briefing the board in the fall about rehabbing St. 3 dorms and bathrooms. Would like to go out for an RFQ for Architect to start project at St. 3 and then keep them under contract until we find property or a building. Chairman Bishop stated that a Design, Bid, Build process is o.k., but you should also go out for a Construction Manager as well. Don't know if we want to piggy back a renovation project with new construction project. Suggest we split those items up. Concerning the St. 3 renovation, Commissioner Robinson inquired about the previous remodel and cost. Chief Sousa stated it was only a partial remodel and was around \$350,000 and was only one side of the building. Chairman Bishop stated that this would be separate RFQ's, one for Design Professional and one for Construction Manager and advertised separately noting that they would work together. Commissioner Jennis asked if we could give the Chief a more general authorization to explore various methods. Commissioner Jennis motioned to authorize Chief Sousa to move forward with selection of either an architect and/or a contractor to start the renovation process on St. 3; seconded by Commissioner Harris; motion passed unanimously.

**CHIEF'S REPORT:** Chief Sousa stated that the boat is back in service. April we will need to have the mid-year budget review workshop. B.C. Losek's retirement ceremony is March 27<sup>th</sup> at 11:00 at Station 1. We will be moving admin on March 26<sup>th</sup>. B.C. Rigney reported that he and Julie Kichar went to Tallahassee last week for the Certified District Manager Program and now will be working on our projects.

**COMMISSIONER'S COMMENTS:** Commissioner Robinson stated he would like to be present for the closing on April 2<sup>nd</sup>. Commissioner Cooper motioned to allow Commissioner Robinson to sign closing documents on behalf of the Board; seconded by Commissioner Harris; motion passed unanimously. Commissioner Jennis wanted to thank staff for all the hard work in getting the new office ready. Also, thank you to B.C. Moore for all his efforts in getting the boat back in service.

**NEXT MEETING:** Mid-Year Budget Workshop on Tuesday, April 16<sup>th</sup>, 2018 at 5:00 pm followed by regular meeting at 6:00 pm at the Administration Building.

**ADJOURNMENT:** Chairman Bishop adjourned the meeting at 6:58 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

(Seal)



**WEST MANATEE FIRE & RESCUE DISTRICT  
SPECIAL COMMISSION MEETING**

*Minutes of April 1, 2018  
Administration Building*

The meeting was called to order at 4:30 p.m. with the following members present: David Bishop, Randy Cooper, George Harris, Al Robinson and Larry Jennis. The Pledge of Allegiance was followed by a moment of silence and the oath.

**PUBLIC COMMENTS:** None

**SPECIAL BUSINESS:** A Resolution was presented appointing Commissioner Robinson to sign closing documents. Commissioner Robinson motioned to approve Resolution 2019-01; seconded by Commissioner Harris; motion passed unanimously. Administrative Finance Clerk Setefano read the resolution title: Resolution 2019-01 a Resolution of the West Manatee Fire and Rescue District ratifying the sale of its administration building to Oasis Middle School, Inc., Appointing Commissioner Al Robinson as the District's official signatory on all closing documents; Appointing Fire Chief Thomas Sousa to sign all closing documents in his official capacity where necessary and appropriate.

**CHANGE TO AGENDA:** New Administration Building

- A. *New Administration Building:* Chief Sousa stated that he has been continuing to look at parcels for the administration building and would like the board to authorize him to purchase pending board approval and to bring details and negotiate a deal. Chairman Bishop motioned to authorize Chief Sousa to negotiate the terms and conditions to purchase a parcel for the administration building pending board approval. Also, for Commissioner Cooper to help coordinate and be the board representative for the search and negotiations; seconded by Commissioner Jennis; motion passed unanimously.

**ADJOURNMENT:** Chairman Bishop adjourned the meeting at 4:44 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

/jk

West Manatee Fire Rescue  
 March 31, 2019  
 Treasurers Report

**CHECKING:**

Beginning Balance	\$795,821.78
Tax Receipts	\$155,645.19
Deposits	\$24,659.23
Tax Collector Excess Fees	\$0.00
Interest Earned on Checking	\$380.41
Interest Earned on Tax Receipts	\$0.00
Transfers in	\$0.00
Transfers out	\$0.00
Expenditures/CD Purchases	-\$790,920.73
Ending Balance as of March 31, 2019	<u>\$185,585.88</u>

**IMPACT FEE FUND:**

Beginning Balance	\$44,301.44
Deposits	\$5,500.00
Expenditures/Service Charges	\$0.00
Interest earned	\$49.64
Ending Balance as of March 31, 2019	<u>\$49,851.08</u>

**FL CLASS ASSIGNED FUND:**

Beginning Balance	\$2,026,389.69
Deposits/Withdrawals	\$0.00
Interest earned	\$4,513.75
Ending Balance as of March 31, 2019	<u>\$2,030,903.44</u>

**TOTAL FUNDS AS OF March 31, 2019** \$8,893,731.93

**MONEY MARKET ACCOUNT:**

Beginning Balance	\$3,076,412.44
Deposits	\$0.00
Transfers in	\$0.00
Transfers out	\$0.00
Expenditures/Service Charges	\$0.00
Interest earned	\$3,266.05
Ending Balance as of March 31, 2019	<u>\$3,079,678.49</u>

**UNASSIGNED FUND:**

Beginning Balance	\$790,272.17
Deposits/Withdrawals	\$0.00
Interest earned	\$838.99
Ending Balance as of March 31, 2019	<u>\$791,111.16</u>

**ASSIGNED FUND:**

Beginning Balance	\$2,418,934.74
Deposits/Withdrawals	\$0.00
Interest earned	\$2,568.05
Ending Balance as of March 31, 2019	<u>\$2,421,502.79</u>

**FL CLASS IMPACT FUND:**

Beginning Balance	\$334,354.31
Deposits/Withdrawals	\$0.00
Interest earned	\$744.78
Ending Balance as of March 31, 2019	<u>\$335,099.09</u>

Admin Building Loan Payoff Amount 03/31/2019	\$732,962.29
St 1 Building Loan Payoff Amount 03/31/2019	\$1,333,871.49
	<u>\$2,066,833.78</u>

<b>General Fixed Assets 2016/2017 Audit</b>	
Land	\$642,669.00
Construction in Process	\$0.00
Buildings & Improvements	\$5,856,611.00
Machinery & Equipment	\$1,583,982.00
<b>TOTAL</b>	<u>\$8,083,262.00</u>



Ranges: From: To: Number From: To:  
 Checkbook ID First Last  
 Description First Last  
 User-Defined 1 First Last  
 Date 3/1/2019 3/31/2019  
 Type First Last

Sorted By: Date  
 Include Trx: Reconciled, Unreconciled, Voided

\* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance
CASH	SAVINGS ACCOUNT		\$2,779,678.49
INT000005325	3/31/2019 INT	Reconciliation Adjustment	Yes CMADJ00000994 \$3,266.05

1 Transaction(s)

Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment	Deposit
CHECKING	OPERATING ACCOUNT					\$90,767.33	
39854	3/1/2019	CHK	Payroll Check	Yes	UPRCC00000705	\$15,686.32	
DAJ000005295	3/4/2019	DAJ	Principal Dental/Vision/Life	Yes	CMTRX00002367	\$3,226.29	
DAJ000005286	3/5/2019	DAJ	EFTPS	Yes	CMTRX00002366	\$11,095.37	
39855	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39856	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$1,461.57	
39857	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$431.51	
39858	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39859	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39860	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$431.51	
39861	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39862	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$431.51	
39863	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$431.51	
39864	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$406.51	
39865	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39866	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$1,520.65	
39867	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$4,174.60	
39868	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39869	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$431.51	
39870	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39871	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39872	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$4,174.60	
39873	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39874	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$431.51	
39875	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39876	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$1,422.20	
39877	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39878	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$446.75	
39879	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39880	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39881	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39882	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$431.51	
39883	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39884	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$1,461.57	
39885	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$431.10	
39886	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39887	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$447.25	
39888	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$255.15	
39889	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000706	\$228.21	
39893	3/6/2019	CHK	Al Fingerprinting & Drug Scr	Yes	PMCHK00001355	\$30.00	
39894	3/6/2019	CHK	BoundTree	Yes	PMCHK00001355	\$1,056.00	
39895	3/6/2019	CHK	Bright House	Yes	PMCHK00001355	\$73.25	
39896	3/6/2019	CHK	City of Holmes Beach	Yes	PMCHK00001355	\$465.51	
39897	3/6/2019	CHK	CyberlinkASP	Yes	PMCHK00001355	\$462.60	
39898	3/6/2019	CHK	First Bankcard	Yes	PMCHK00001355	\$4,615.19	
39899	3/6/2019	CHK	Force Products	Yes	PMCHK00001355	\$202.99	

Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment Deposit
39900	3/6/2019	CHK	Frontier Communications	Yes	PMCHK00001355	\$168.98
39901	3/6/2019	CHK	Kiernan	No	PMCHK00001355	\$100.00
39902	3/6/2019	CHK	David Nonell	Yes	PMCHK00001355	\$4,166.66
39903	3/6/2019	CHK	Pollard Water	Yes	PMCHK00001355	\$497.27
39904	3/6/2019	CHK	Kichar Julie	Yes	PMCHK00001355	\$245.00
39905	3/6/2019	CHK	Rigney, Ben	Yes	PMCHK00001355	\$245.00
* 39906	3/6/2019	CHK	RSM International, Inc.	Yes	PMCHK00001355	\$2,649.00
39907	3/6/2019	CHK	S & R Uniforms	Yes	PMCHK00001355	\$38.00
39908	3/6/2019	CHK	Smarsh, Inc.	Yes	PMCHK00001355	\$160.00
39909	3/6/2019	CHK	Suncoast Professional	Yes	PMCHK00001355	\$1,108.20
39910	3/6/2019	CHK	TECO	Yes	PMCHK00001355	\$51.24
39911	3/6/2019	CHK	Ten-8	Yes	PMCHK00001355	\$5,774.62
39912	3/6/2019	CHK	Waste Pro	Yes	PMCHK00001355	\$116.54
DAJ000005296	3/6/2019	DAJ	457 - PP 03/06/2019	Yes	CMTRX00002368	\$5,668.29
DAJ000005297	3/6/2019	DAJ	Roth - PP 03/06/19	Yes	CMTRX00002368	\$696.50
DAJ000005298	3/6/2019	DAJ	401 PP 03/06/19	Yes	CMTRX00002368	\$524.35
DAJ000005299	3/6/2019	DAJ	RHS PP 03/06/19 w/shepard	Yes	CMTRX00002368	\$13,178.64
DD000000000000000018993	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$193.94
DD000000000000000018994	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$199.99
DD000000000000000018995	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$244.72
DD000000000000000018996	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$230.87
DD000000000000000018997	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$369.40
DD000000000000000018998	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$230.87
DD000000000000000018999	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$221.64
DD000000000000000019000	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$230.87
DD000000000000000019001	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$92.35
DD000000000000000019002	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$230.87
DD000000000000000019003	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$193.93
DD000000000000000019004	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$193.93
DD000000000000000019005	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000707	\$378.63
DD000000000000000019006	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,768.15
DD000000000000000019007	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,509.62
DD000000000000000019008	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,517.93
DD000000000000000019009	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,864.13
DD000000000000000019010	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,967.52
DD000000000000000019011	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,425.88
DD000000000000000019012	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,111.56
DD000000000000000019013	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,547.60
DD000000000000000019014	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,393.33
DD000000000000000019015	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,740.16
DD000000000000000019016	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,067.17
DD000000000000000019017	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,037.41
DD000000000000000019018	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,296.37
DD000000000000000019019	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,329.27
DD000000000000000019020	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,004.82
DD000000000000000019021	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,462.74
DD000000000000000019022	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,361.69
DD000000000000000019023	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,010.31
DD000000000000000019024	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,764.58
DD000000000000000019025	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,887.91
DD000000000000000019026	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,424.17
DD000000000000000019027	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,745.82
DD000000000000000019028	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,810.78
DD000000000000000019029	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,171.26
DD000000000000000019030	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,509.96
DD000000000000000019031	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,129.92
DD000000000000000019032	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,993.09
DD000000000000000019033	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,471.17
DD000000000000000019034	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,037.14
DD000000000000000019035	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,892.22
DD000000000000000019036	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,573.13
DD000000000000000019037	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,458.76



Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment Deposit
DD0000000000000019038	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,669.80
DD0000000000000019039	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,410.43
DD0000000000000019040	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,465.39
DD0000000000000019041	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,483.83
DD0000000000000019042	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,730.54
DD0000000000000019043	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,294.65
DD0000000000000019044	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$1,951.02
DD0000000000000019045	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,189.41
DD0000000000000019046	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,265.17
DD0000000000000019047	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,192.22
DD0000000000000019048	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,119.39
DD0000000000000019049	3/6/2019	CHK	Payroll Check	Yes	UPRCC00000708	\$2,087.79
IAJ000005301	3/6/2019	IAJ	Deposit 03/06/19	Yes	CMTRX00002370	\$7,455.37
DAJ000005300	3/8/2019	DAJ	EFTPS PP 03/06/2019	Yes	CMTRX00002369	\$35,971.85
39913	3/13/2019	CHK	Atlantic Relocation Systems	Yes	PMCHK00001356	\$16.65
39914	3/13/2019	CHK	At Your	No	PMCHK00001356	\$183.50
39915	3/13/2019	CHK	BoundTree	Yes	PMCHK00001356	\$147.90
39916	3/13/2019	CHK	Boyd Insurance	Yes	PMCHK00001356	\$15,729.54
39917	3/13/2019	CHK	CS&L	Yes	PMCHK00001356	\$800.00
39918	3/13/2019	CHK	D&D Garage Doors	Yes	PMCHK00001356	\$1,572.00
39919	3/13/2019	CHK	FPL	Yes	PMCHK00001356	\$405.85
39920	3/13/2019	CHK	Lynch Oil Company	Yes	PMCHK00001356	\$325.95
39921	3/13/2019	CHK	Manson Bolves Donaldson	Yes	PMCHK00001356	\$247.50
39922	3/13/2019	CHK	MCUD	Yes	PMCHK00001356	\$1,116.05
39923	3/13/2019	CHK	Pesco Energy	Yes	PMCHK00001356	\$34.82
39924	3/13/2019	CHK	Preferred Govern	Yes	PMCHK00001356	\$35,940.00
* 39925	3/13/2019	CHK	Reynolds Electric INC	Yes	PMCHK00001356	\$654.99
39926	3/13/2019	CHK	Sams Club	Yes	PMCHK00001356	\$493.57
39927	3/13/2019	CHK	Suburban	Yes	PMCHK00001356	\$1,374.73
39928	3/13/2019	CHK	The Trophy Case	Yes	PMCHK00001356	\$140.00
IAJ000005303	3/13/2019	IAJ	Deposit 03/13/19	Yes	CMTRX00002371	\$3,261.80
IAJ000005305	3/18/2019	IAJ	Grant for Hoses	Yes	CMTRX00002372	\$10,578.00
DAJ000005317	3/19/2019	DAJ	March Srv Charge	Yes	CMTRX00002380	\$10.00
39929	3/20/2019	CHK	AFLAC	Yes	PMCHK00001357	\$2,147.84
39930	3/20/2019	CHK	Baggett, Adam	No	PMCHK00001357	\$50.89
39931	3/20/2019	CHK	BCBS Of Fl	Yes	PMCHK00001357	\$60,406.95
39932	3/20/2019	CHK	Dye, Deitrich	Yes	PMCHK00001357	\$1,941.75
39933	3/20/2019	CHK	FPL	Yes	PMCHK00001357	\$1,256.37
39934	3/20/2019	CHK	France Lawn Care Inc.	Yes	PMCHK00001357	\$880.00
39935	3/20/2019	CHK	LegalShield	Yes	PMCHK00001357	\$51.80
39936	3/20/2019	CHK	Lynch Oil Company	Yes	PMCHK00001357	\$1,559.92
39937	3/20/2019	CHK	Manatee Lock	No	PMCHK00001357	\$71.00
* 39938	3/20/2019	CHK	Martin's Uniforms	Yes	PMCHK00001357	\$223.24
39939	3/20/2019	CHK	Martin's Moving	Yes	PMCHK00001357	\$2,350.00
39940	3/20/2019	CHK	Ogletree Deakins	Yes	PMCHK00001357	\$3,733.50
39941	3/20/2019	CHK	Principal Dental	Yes	PMCHK00001357	\$5,453.72
39942	3/20/2019	CHK	Richards Plumbing Repair	Yes	PMCHK00001357	\$654.99
39943	3/20/2019	CHK	Sousa, Tom	No	PMCHK00001357	\$20.00
39944	3/20/2019	CHK	STREAMLINE	Yes	PMCHK00001357	\$300.00
39945	3/20/2019	CHK	Suncoast Professional	No	PMCHK00001357	\$1,108.20
39946	3/20/2019	CHK	Verizon Ipads-Cells	Yes	PMCHK00001357	\$288.76
39947	3/20/2019	CHK	Marlin Business	Yes	PMCHK00001358	\$223.24
DAJ000005307	3/20/2019	DAJ	457 PP 03/20/19	Yes	CMTRX00002374	\$5,689.04
DAJ000005308	3/20/2019	DAJ	Roth PP 03/20/19	Yes	CMTRX00002374	\$946.50
DAJ000005309	3/20/2019	DAJ	401 PP 03/20/19	Yes	CMTRX00002374	\$524.35
DAJ000005310	3/20/2019	DAJ	RHS PP 03/20/19	Yes	CMTRX00002374	\$1,133.87
DAJ000005312	3/20/2019	DAJ	Correction EFTPS PP 03/20/19	Yes	CMTRX00002376	\$18,204.74
DAJ000005313	3/20/2019	DAJ	EFTPS PP 03/20/19*	Yes	CMTRX00002377	\$12,737.54
DAJ000005315	3/20/2019	DAJ	RHS PP 03/20/19	Yes	CMTRX00002378	\$1,096.27
DAJ000005316	3/20/2019	DAJ	FRS MARCH 2019	Yes	CMTRX00002379	\$12,911.10
DAJ000005320	3/20/2019	DAJ	Tax Receipt 03/20/19	Yes	CMTRX00002382	\$4,669.35
* DD0000000000000019050	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,451.39



Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
* DD0000000000000019051	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,426.69
* DD0000000000000019052	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,723.57
* DD0000000000000019053	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,285.04
* DD0000000000000019054	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,301.11
* DD0000000000000019055	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,095.44
* DD0000000000000019056	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,368.47
* DD0000000000000019057	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,286.50
* DD0000000000000019058	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,783.54
* DD0000000000000019059	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,125.60
* DD0000000000000019060	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,067.15
* DD0000000000000019061	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,338.71
* DD0000000000000019062	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,744.19
* DD0000000000000019063	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,721.84
* DD0000000000000019064	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,021.51
* DD0000000000000019065	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,803.59
* DD0000000000000019066	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,816.16
* DD0000000000000019067	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,429.55
* DD0000000000000019068	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,764.58
* DD0000000000000019069	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,257.03
* DD0000000000000019070	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,910.78
* DD0000000000000019071	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,441.13
* DD0000000000000019072	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,810.78
* DD0000000000000019073	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,973.54
* DD0000000000000019074	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,264.53
* DD0000000000000019075	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,601.70
* DD0000000000000019076	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,519.98
* DD0000000000000019077	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,471.15
* DD0000000000000019078	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,740.42
* DD0000000000000019079	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,892.24
* DD0000000000000019080	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,573.13
* DD0000000000000019081	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,870.44
* DD0000000000000019082	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,969.04
* DD0000000000000019083	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,856.52
* DD0000000000000019084	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,906.30
* DD0000000000000019085	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,483.82
* DD0000000000000019086	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,728.93
* DD0000000000000019087	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,294.63
* DD0000000000000019088	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,189.41
* DD0000000000000019089	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$1,873.10
* DD0000000000000019090	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,574.48
* DD0000000000000019091	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,338.26
* DD0000000000000019092	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000709	\$2,423.16
DD0000000000000019093	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,451.39
DD0000000000000019094	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,426.69
DD0000000000000019095	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,723.57
DD0000000000000019096	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,285.04
DD0000000000000019097	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,301.11
DD0000000000000019098	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,095.44
DD0000000000000019099	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,368.47
DD0000000000000019100	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,286.50
DD0000000000000019101	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,800.99
DD0000000000000019102	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,125.60
DD0000000000000019103	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,067.15
DD0000000000000019104	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,338.71
DD0000000000000019105	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,744.19
DD0000000000000019106	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,721.84
DD0000000000000019107	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,021.51
DD0000000000000019108	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,803.59
DD0000000000000019109	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,816.16
DD0000000000000019110	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,429.55
DD0000000000000019111	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,764.58
DD0000000000000019112	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,257.03



Checkbook ID	Description	User-Defined 1	Current Balance			
Number	Date	Type	Paid To/Rcvd From	Reconciled	Origin	Payment Deposit
DD0000000000000019113	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,910.78
DD0000000000000019114	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,441.13
DD0000000000000019115	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,838.01
DD0000000000000019116	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,973.54
DD0000000000000019117	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,264.53
DD0000000000000019118	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,601.70
DD0000000000000019119	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,519.98
DD0000000000000019120	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,471.15
DD0000000000000019121	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,740.42
DD0000000000000019122	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,009.25
DD0000000000000019123	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,573.13
DD0000000000000019124	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,870.44
DD0000000000000019125	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,969.04
DD0000000000000019126	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,877.11
DD0000000000000019127	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,906.30
DD0000000000000019128	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,483.82
DD0000000000000019129	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,728.93
DD0000000000000019130	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,294.63
DD0000000000000019131	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,189.41
DD0000000000000019132	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$1,873.10
DD0000000000000019133	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,574.48
DD0000000000000019134	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,338.26
DD0000000000000019135	3/20/2019	CHK	Payroll Check	Yes	UPRCC00000710	\$2,423.16
IAJ000005311	3/20/2019	IAJ	Correction EFTPS PP 03/20/19	Yes	CMTRX00002375	\$30,870.53
IAJ000005314	3/20/2019	IAJ	Correction RHS 03/20/19	Yes	CMTRX00002378	\$1,133.87
IAJ000005318	3/20/2019	IAJ	Deposit 03/20/19	Yes	CMTRX00002381	\$2,142.26
IAJ000005319	3/20/2019	IAJ	Tax Receipt 03/20/19	Yes	CMTRX00002382	\$155,645.19
DAJ000005306	3/22/2019	DAJ	EFTPS PP 03/20/19	Yes	CMTRX00002373	\$30,870.53
39948	3/28/2019	CHK	Crowder Bros	No	PMCHK00001359	\$176.00
39949	3/28/2019	CHK	Davis, James	No	PMCHK00001359	\$52.51
39950	3/28/2019	CHK	First Bankcard	No	PMCHK00001359	\$10,708.37
39951	3/28/2019	CHK	Force Products	No	PMCHK00001359	\$95.75
39952	3/28/2019	CHK	FPL	No	PMCHK00001359	\$1,104.43
39953	3/28/2019	CHK	Hancock Bank	No	PMCHK00001359	\$88,939.00
39954	3/28/2019	CHK	Lynch Oil Company	No	PMCHK00001359	\$521.89
39955	3/28/2019	CHK	Manatee County	No	PMCHK00001359	\$42.92
39956	3/28/2019	CHK	Palma Sola Presbyterian Chur	No	PMCHK00001359	\$3,500.00
39957	3/28/2019	CHK	Salem Trust	No	PMCHK00001359	\$72,803.42
39958	3/28/2019	CHK	USA Fence	No	PMCHK00001359	\$1,469.70
IAJ000005321	3/28/2019	IAJ	Deposit 03/28/19	Yes	CMTRX00002383	\$1,221.80
INT000005323	3/31/2019	INT	Reconciliation Adjustment	Yes	CMADJ00000992	\$380.41

272 Transaction(s)

FLCLASS ASSIGN	FL CLASS ASSIGNED ACCOUNT					\$2,030,903.44
INT000005337	3/31/2019 INT	Reconciliation Adjustment	Yes	CMADJ00000998		\$4,513.75

1 Transaction(s)

FLCLASS IMPACT	FL CLASS IMPACT FUND					\$335,099.09
INT000005336	3/31/2019 INT	Reconciliation Adjustment	Yes	CMADJ00000997		\$744.78

1 Transaction(s)

HEALTH	UNASSIGNED FUND BALANCE					\$1,647,041.67
INT000005327	3/31/2019 INT	Reconciliation Adjustment	Yes	CMADJ00000996		\$838.99

1 Transaction(s)

IMPACT	IMPACT FUND					\$50,351.08
IAJ000005302	3/6/2019 IAJ	Deposit 03/06/19	Yes	CMTRX00002370		\$2,000.00
IAJ000005304	3/13/2019 IAJ	Deposit 03/13/19	Yes	CMTRX00002371		\$1,000.00

Checkbook ID	Description	User-Defined 1		Current Balance		
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
IAJ000005322	3/28/2019	IAJ	deposit 03/28/19	Yes	CMTRX00002383	\$2,500.00
INT000005324	3/31/2019	INT	Reconciliation Adjustment	Yes	CMADJ00000993	\$49.64
4 Transaction(s)						
TRAINING	ASSIGNED FUND BALANCE				\$2,421,502.79	
INT000005326	3/31/2019	INT	Reconciliation Adjustment	Yes	CMADJ00000995	\$2,568.05
1 Transaction(s)						
281 Total Transaction(s)						



**West Manatee Fire Rescue District**  
Operating Budget Variance  
10-01-15 through 09-30-16

<b>Income</b>	<b>REVENUES</b>	<b>Total</b>	<b>Budget</b>	<b>Projected YE</b>	<b>Variance</b>
		4/2/2019		2/4/2019	
Accounts	<b>Taxes, Fees, Funds</b>				
2000	Tax Receipts	\$ 6,417,943.01	\$ 7,121,512.00	\$ 7,200,000.00	\$ 78,488.00
2002	Loan	\$ -	\$ -	\$ -	\$ -
2003	Miscellaneous	\$ 1,950.00	\$ 1,500.00	\$ 2,363.51	\$ 863.51
2004	Permits	\$ -	\$ -	\$ -	\$ -
2005	Inspection Fees	\$ 2,570.00	\$ 3,000.00	\$ 5,500.00	\$ 2,500.00
2006	Grants	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
	<b>Total Taxes, Fees, Funds</b>	\$ 6,422,463.01	\$ 7,131,012.00	\$ 7,212,863.51	\$ 81,851.51
Accounts	<b>Interest</b>				
2012	Interest - Checking	\$ 60,002.07	\$ 60,000.00	\$ 79,000.00	\$ 19,000.00
	<b>Total Interest</b>	\$ 60,002.07	\$ 60,000.00	\$ 79,000.00	\$ 19,000.00
Accounts	<b>Reimbursement</b>				
2019	Retiree Insurance Reimbursement	\$ 31,794.29	\$ 50,000.00	\$ 60,000.00	\$ 10,000.00
2020	Insurance Reimbursement	\$ 27,928.57	\$ -	\$ 30,350.65	\$ 30,350.65
2021	EMS Reimbursement	\$ 15,000.00	\$ 36,000.00	\$ 36,000.00	\$ -
2022	Supplemental Comp Reimbursement	\$ 10,260.00	\$ 21,240.00	\$ 21,000.00	\$ (240.00)
2025	Tax Excess Fee Reimbursement	\$ 44,412.35	\$ 42,000.00	\$ 45,163.79	\$ 3,163.79
2027	Miscellaneous Reimbursement	\$ 15,093.73	\$ -	\$ 24,906.21	\$ 24,906.21
2028	FEMA Reimbursement	\$ 150,582.94	\$ -	\$ 256,641.94	\$ 256,641.94
2032	SAFER Award	\$ 93,290.55	\$ 40,000.00	\$ 93,294.61	\$ 53,294.61
2034	Sale of Surplus Property	\$ 15,472.77	\$ 10,000.00	\$ 27,656.76	\$ 17,656.76
5002	Cell Tower Lease	\$ 53,827.00	\$ 53,827.00	\$ 53,827.00	\$ -
	<b>Total Reimbursement</b>	\$ 457,662.20	\$ 253,067.00	\$ 648,840.96	\$ 395,773.96
	<b>Budgets Use of Assigned Reserves</b>		\$ 480,000.00		\$ (480,000.00)
	<b>Total Revenue</b>	\$ 6,940,127.28	\$ 7,924,079.00	\$ 7,940,704.47	\$ 16,625.47

**West Manatee Fire Rescue District**  
 Operating Budget Variance  
 10-01-15 through 09-30-16

<b>EXPENSES</b>	<b>EXPENSES</b>	<b>Total</b>	<b>Budget</b>	<b>Projected YE</b>	<b>Variance</b>
	<b>Wages and Benefits</b>	Year to date			
3000	Salaries	\$ 1,431,667.71	\$ 3,018,581.36	\$ 2,860,301.00	\$ (158,280.36)
3001	FLSA/Regular OT	\$ 205,710.27	\$ 401,704.23	\$ 442,811.95	\$ 41,107.72
3002	Special Event Overtime			\$ -	\$ -
3003	Education/Specialty Pay	\$ 39,212.82	\$ 111,630.00	\$ 85,123.04	\$ (26,506.96)
3004	Longevity Pay	\$ 154,390.35	\$ 172,841.36	\$ 154,390.35	\$ (18,451.01)
3005	RHS	\$ 27,064.73	\$ 81,788.73	\$ 80,611.86	\$ (1,176.87)
3006	Reserve Pay	\$ 11,985.00	\$ 45,000.00	\$ 35,000.00	\$ (10,000.00)
3007	FICA/Medicare	\$ 135,942.71	\$ 304,199.28	\$ 278,567.22	\$ (25,632.06)
3008	Unemployment Wages		\$ -	\$ -	\$ -
3009	Workers Compensation	\$ 107,980.00	\$ 178,609.16	\$ 143,920.00	\$ (34,689.16)
3010	Health Insurance	\$ 491,319.33	\$ 787,149.02	\$ 741,930.16	\$ (45,218.86)
3011	Administrative Uniforms	\$ 1,106.10	\$ 3,025.00	\$ 2,500.00	\$ (525.00)
3012	Operations Uniforms	\$ 2,450.17	\$ 10,000.00	\$ 8,521.80	\$ (1,478.20)
3013	FRS	\$ 65,828.27	\$ 112,700.58	\$ 92,545.44	\$ (20,155.14)
3014	CH175	\$ 409,627.32	\$ 780,556.28	\$ 771,505.51	\$ (9,050.77)
3015	General Retirement	\$ 6,613.50	\$ 14,666.74	\$ 13,046.53	\$ (1,620.21)
3016	Compensated Expenses	\$ 7,158.28	\$ 15,000.00	\$ 48,775.29	\$ 33,775.29
3017	Commission Honorarium	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00	\$ -
3019	Retiree Insurance	\$ 30,955.84	\$ 50,000.00	\$ 55,470.76	\$ 5,470.76
	<b>Total Wages and Benefits</b>	\$ 3,136,512.40	\$ 6,102,451.74	\$ 5,830,020.91	\$ (272,430.83)
	<b>Maintenance</b>				
3100	Building Maintenance	\$ 26,472.02	\$ 25,000.00	\$ 25,000.00	\$ -
3102	Office Equipment Maintenance	\$ 846.08	\$ 5,000.00	\$ 4,000.00	\$ (1,000.00)
3103	Vehicle Maintenance	\$ 45,247.00	\$ 75,000.00	\$ 75,000.00	\$ -
3104	Communication Equip. Maintenance	\$ 1,554.44	\$ 7,000.00	\$ 6,000.00	\$ (1,000.00)
3105	General Equipment Maintenance	\$ 761.76	\$ 4,000.00	\$ 4,500.00	\$ 500.00
3106	Rescue/Medical Maintenance	\$ 2,050.30	\$ 6,500.00	\$ 5,000.00	\$ (1,500.00)
3107	Firefighting Maintenance	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -
3108	USAR Maintenance	\$ -	\$ 5,000.00	\$ 4,500.00	\$ (500.00)
3109	Special Team Maintenance	\$ 195.02	\$ 2,000.00	\$ 1,700.00	\$ (300.00)
3110	SCBA Maintenance	\$ 1,046.57	\$ 5,000.00	\$ 3,000.00	\$ (2,000.00)
3111	Protective Gear Maintenance	\$ 407.10	\$ 7,500.00	\$ 5,500.00	\$ (2,000.00)
	<b>Total Maintenance</b>	\$ 78,580.29	\$ 147,000.00	\$ 139,200.00	\$ (7,800.00)
	<b>Insurance</b>				
3200	General Property/Vehicles	\$ 48,994.57	\$ 72,000.00	\$ 70,000.00	\$ (2,000.00)
	<b>Total Insurance</b>	\$ 48,994.57	\$ 72,000.00	\$ 70,000.00	\$ (2,000.00)
	<b>Training</b>				
3300	General Training	\$ 9,509.26	\$ 20,000.00	\$ 17,671.17	\$ (2,328.83)
3301	Education Incentive	\$ 5,302.07	\$ 40,000.00	\$ 38,248.01	\$ (1,751.99)
3302	Seminars & Conferences	\$ 13,442.53	\$ 15,000.00	\$ 15,000.00	\$ -
3303	Reserve Training	\$ -	\$ -	\$ -	\$ -
3304	Training Aids & Supplies	\$ 553.91	\$ 1,500.00	\$ 1,041.36	\$ (458.64)
	<b>Total Training</b>	\$ 28,807.77	\$ 76,500.00	\$ 71,960.54	\$ (4,539.46)
	<b>Office Expenses</b>				
3400	Postage	\$ 893.28	\$ 1,300.00	\$ 1,200.00	\$ (100.00)
3401	Printing	\$ 70.45	\$ 500.00	\$ 500.00	\$ -
3402	Advertising	\$ 257.40	\$ 2,000.00	\$ 1,700.00	\$ (300.00)
3403	Subscriptions	\$ 399.00	\$ 450.00	\$ 400.00	\$ (50.00)
3404	Legislative	\$ -	\$ 500.00	\$ -	\$ (500.00)
3405	Dues	\$ 5,523.00	\$ 7,500.00	\$ 6,000.00	\$ (1,500.00)
	<b>Total Office Expenses</b>	\$ 7,143.13	\$ 12,250.00	\$ 9,800.00	\$ (2,450.00)



## West Manatee Fire Rescue District

Operating Budget Variance  
10-01-15 through 09-30-16

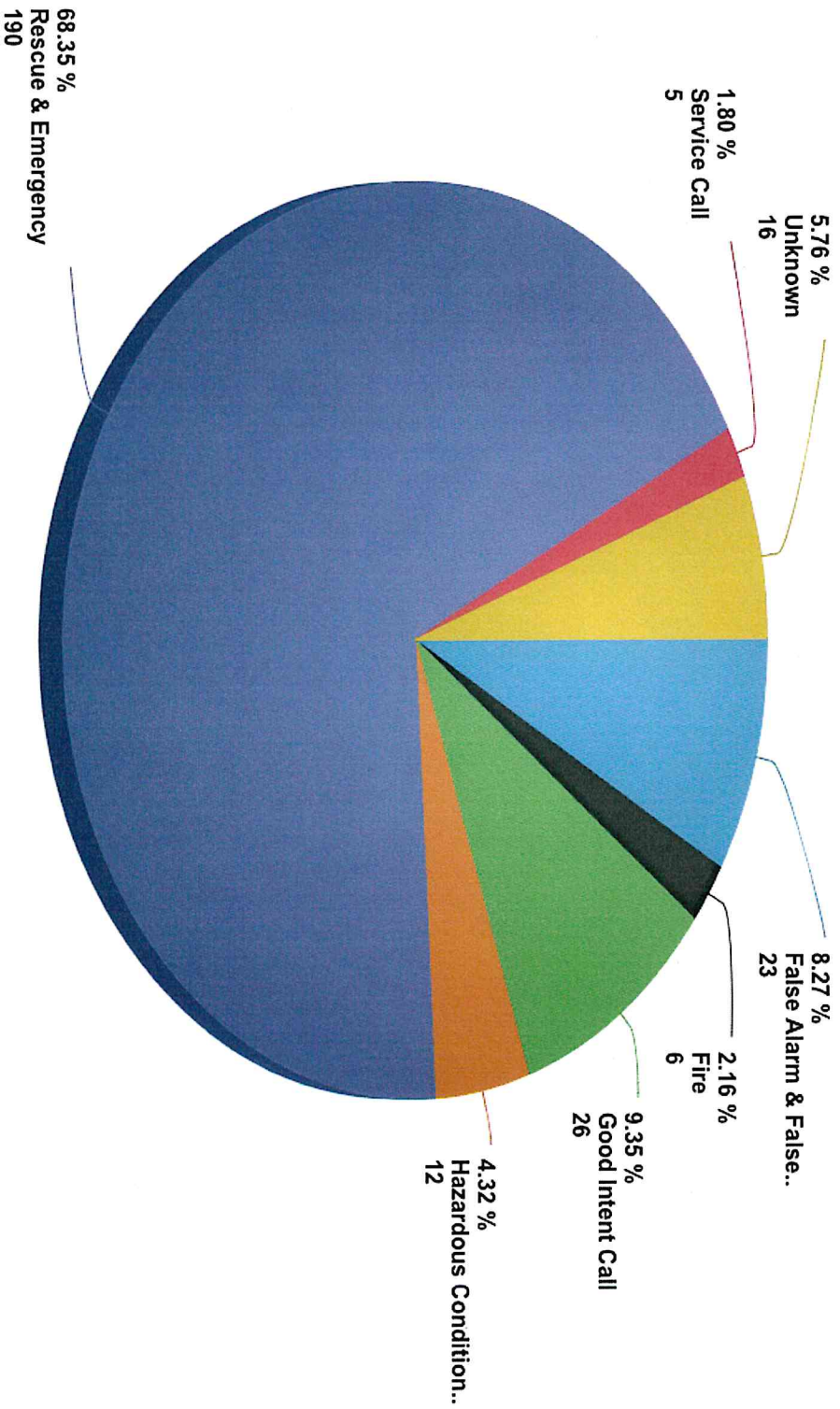
<b>Supplies</b>						
3500	Office Supplies	\$	1,531.40	\$	8,000.00	\$ 5,000.00 \$ (3,000.00)
3501	Station Supplies	\$	2,532.37	\$	5,500.00	\$ 5,500.00 \$ -
3502	Medical Supplies	\$	8,739.00	\$	31,000.00	\$ 27,000.00 \$ (4,000.00)
3503	Small Tools and Minor Equipment	\$	2,698.71	\$	10,000.00	\$ 10,000.00 \$ -
3505	Firefighting Supplies	\$	7,657.59	\$	10,000.00	\$ 9,000.00 \$ (1,000.00)
	Total Supplies	\$	23,159.07	\$	64,500.00	\$ 56,500.00 \$ (8,000.00)
<b>Utilities</b>						
3600	Fuel	\$	21,435.85	\$	45,000.00	\$ 45,000.00 \$ -
3601	Telephone/Cell/Pagers/Imobile	\$	12,337.17	\$	25,000.00	\$ 25,000.00 \$ -
3602	Electric	\$	14,449.91	\$	35,000.00	\$ 32,000.00 \$ (3,000.00)
3603	Water/Sewer/Garbage	\$	7,402.15	\$	15,000.00	\$ 13,500.00 \$ (1,500.00)
	Total Utilities	\$	55,625.08	\$	120,000.00	\$ 115,500.00 \$ (4,500.00)
<b>Fire Prevention</b>						
3700	Fire Prevention	\$	445.00	\$	2,000.00	\$ 2,000.00 \$ -
3701	Education Materials	\$	107.00	\$	5,000.00	\$ 4,800.00 \$ (200.00)
3702	Codes	\$	1,558.45	\$	2,000.00	\$ 1,800.00 \$ (200.00)
3703	Public Education	\$	4,855.98	\$	3,500.00	\$ 4,000.00
	Total Fire Prevention	\$	6,966.43	\$	12,500.00	\$ 12,600.00 \$ 100.00
<b>Special Services</b>						
3900	Accounting Services	\$	18,645.00	\$	30,000.00	\$ 30,000.00 \$ -
3901	Tax Collector	\$	193,203.09	\$	213,645.36	\$ 211,000.00 \$ (2,645.36)
3902	Legal Services	\$	15,173.25	\$	35,000.00	\$ 25,000.00 \$ (10,000.00)
3903	Contract Services	\$	97,969.12	\$	160,000.00	\$ 154,000.00 \$ (6,000.00)
3904	EAP	\$	90.00	\$	2,500.00	\$ 750.00 \$ (1,750.00)
3905	Medical Expenses	\$	23,750.00	\$	22,000.00	\$ 23,800.00 \$ 1,800.00
	Total Special Services	\$	348,830.46	\$	463,145.36	\$ 444,550.00 \$ (18,595.36)
<b>Miscellaneous</b>						
4100	Miscellaneous	\$	3,923.48	\$	10,975.90	\$ 9,000.00 \$ (1,975.90)
4101	Grant Expenditures	\$	-	\$	-	\$ -
4102	Cadet Expenses	\$	-	\$	1,000.00	\$ - \$ (1,000.00)
4103	Emergency Management	\$	213.92	\$	5,000.00	\$ 2,000.00 \$ (3,000.00)
4104	Fema Grant Expenses	\$	-	\$	-	\$ -
4106	AFG Grant Expenses	\$	-	\$	-	\$ -
4108	EMPA Grant Expenses	\$	-	\$	-	\$ -
	Total Miscellaneous	\$	4,137.40	\$	16,975.90	\$ 11,000.00 \$ (5,975.90)
<b>Capital Outlay</b>						
6000	Capital Expenses	\$	421,095.38	\$	480,000.00	\$ 449,638.00 \$ (30,362.00)
	Total Capital Outlay	\$	421,095.38	\$	480,000.00	\$ 449,638.00 \$ (30,362.00)
<b>Debt Service</b>						
6200	Interest	\$	28,207.36	\$	129,607.28	\$ 71,709.40 \$ (57,897.88)
6201	Principal	\$	149,670.64	\$	226,148.72	\$ 223,791.36 \$ (2,357.36)
	Total Debt Service	\$	177,878.00	\$	355,756.00	\$ 295,500.76 \$ (60,255.24)
<b>Total Expenses</b>						
		\$	4,337,729.98	\$	7,923,079.00	\$ 7,506,270.21 \$ (416,808.79)
		\$	2,602,397.30			



- False Alarm & False Call
- Fire
- Good Intent Call
- Hazardous Condition (No Fire)
- Rescue & Emergency Service
- Medical Incident
- Service Call
- Unknown

## Analysis by Incidents Type

03/01/2019-03/31/2019



Total of Incident Type:  
278





**West Manatee Fire Rescue**  
**FIRE PREVENTION BUREAU**  
 6417 3<sup>rd</sup> Avenue West  
 Bradenton, Florida 34209  
 Phone: 941-761-1555 – Fax: 941-237-3935  
*"Excellence through Commitment, Courage and Compassion"*

## Fire Prevention Report March 2019

### Inspections:

### Plan Reviews:

Regular	27	Building	
1 <sup>st</sup> Recall	10	Temporary Use Permit	
2 <sup>nd</sup> Recall	8	Hood Suppression	
3 <sup>rd</sup> Recall	3	Underground	
> than 3 recalls		Electrical	
Sprinkler Inspection		Fire Alarm	
Alarm Inspection		Site	
Pre-Fire Plans		Sprinkler	
Hood Inspection		Fireworks	
Certificate of Occupancy		Complaints	
Consultation/Site	12		
<b>Total</b>	<b>60</b>	<b>Total</b>	

### Public Education:

Fire Extinguisher Class at Trinity United Methodist Church	18		

### Fire Investigations:

Date	Incident #	Address	Type of Fire
03/17/19	3606407	7307 8Th AVE NW	113 - Cooking fire, confined to container
03/19/19	3606425	7108 15Th AVE NW	111 - Building fire
03/20/19	3606431	4600 124th ST W Cortez	130 - Mobile property (vehicle) fire, other
03/26/19	3606480	1116 64Th ST NW	112 - Fires in structure other than in a building
03/26/19	3606482	5105 Manatee AVE W	111 - Building fire
03/29/19	3606508	5805 Manatee AVE W	131 - Passenger vehicle fire



**West Manatee Fire Rescue**  
**Monthly Training Report**

March		Outside Training Attended			
Training Hours:	523.41	Name	Location	Class	Hours
Training Hours:YTD	1789.35	Kichar	Tallahassee	Certified District Manager	40
		Rigney	Tallahassee	Certified District Manager	40
<b>Shift Training Hours</b>					
A-Shift	163				
B-Shift	139.77				
C-Shift	221				
	523.41				80
<b>A-Shift</b>	<b>Hours</b>	<b>B-Shift</b>	<b>Hours</b>	<b>C-Shift</b>	<b>Hours</b>
BALZER	11.47	APPLE	12.47	ADKINS	22.46
BOWEN	12.3	BAGGETT	9.07	AGRESTA	8.32
BRUNNER	29.3	BERGBOM	29.88	BENSHOFF	7.9
FLORES	15.39	DILLON	2.91	BILL	8.9
FRAZIER	11.48	JOHNSON	6.49	GASKILL	21.21
HAYGOOD	15.14	KIERNAN	1.5	HOPKINS	11.32
HILL	8.73	LAURICELLA	6.98	KIMBRELL	37.79
JASINSKI	13.37	PETROSINO	22.98	LEASE	25.05
LEIGH	15.06	POWERS	6.24	LOSEK	5.66
LONZO	12.47	TACKETT	22.22	MACDONALD	44.72
O'KELLY	6.82	TAYLOR	10.64	STUMP	27.31
PHILIPS	11.47	VOLLMER	8.39		
	163		139.77		221



# West Manatee Fire & Rescue District


## *Memorandum*

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Date: April 8, 2019

To: West Manatee Fire & Rescue Board of Commissioners

From: Ryan Moore, Battalion Chief 

Subject: Consent Agenda – MOA United States Coast Guard Cortez

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### **Executive Summary**

We currently have a Memorandum of Agreement with the United States Coast Guard Cortez and the District. After review, there were minor updates that were needed. The only changes that were made are concerning a Coast Guard asset number that was updated and included names in the point of contact. No other changes were made.

### **Recommendation**

Staff recommends approval of the Memorandum of Agreement between United States Coast Guard Station Cortez and West Manatee Fire and Rescue District.



**MEMORANDUM OF AGREEMENT  
BETWEEN  
UNITED STATES COAST GUARD STATION CORTEZ  
AND  
WEST MANATEE FIRE AND RESCUE DISTRICT  
REGARDING FIREFIGHTING AND EMERGENCY MEDICAL  
OPERATIONS**

1. **PARTIES.** The parties to this memorandum of agreement (“MOA”) are United States Coast Guard and West Manatee Fire & Rescue District (the WMFRD). For the purposes of this MOA, U.S. Coast Guard encompasses the following bases and vessel (including visiting units) moored to either base: 4530 124<sup>th</sup> St. Ct. West Cortez, FL 34215.
2. **AUTHORITY.** This MOA is authorized under Title 14 United States Code, Section 141, and Chapter 2000-401, Laws of Florida, along with Chapters 189 and 191, Florida Statutes.
3. **PURPOSE.** The purpose of this MOA is to ensure the continual presence of adequate shore side firefighting, emergency response, and security capabilities for the Coast Guard Units.
4. **CONDITIONS AND RESPONSIBILITIES.**
  - a. Any dispatch of WMFRD equipment and personnel pursuant to this MOA is subject to the following conditions:
    1. The Coast Guard Units will make all requests for fire or emergency medical equipment and personnel by telephone via 911 operators. All non-essential personnel will be responsible for alerting locals and outlining buildings of imminent danger.
    2. Any request for fire or emergency medical equipment, and personnel under this MOA must include, at a minimum: (a) the type or nature of the fire or emergency to which response is requested; and (b) the location where equipment and personnel need to be dispatched.
    3. WMFRD will determine the amount and type of fire or emergency medical equipment and the number of personnel to be furnished.
  - b. The WMFRD fully recognizes and understands that this Coast Guard Unit is federal property and that the Officer in Charge has the ultimate authority for what takes place on board this Coast Guard Unit. WMFRD personnel will not come on board any Coast Guard Unit without the prior approval of the Officer in Charge or his/her designated representative, the Officer of the Day (“OOD”).

- c. The Officer in Charge or the OOD will brief the first WMFRD officer to arrive on-scene. The briefing will include the following information:
1. Location and status of emergency;
  2. Coast Guard Unit's ability to assist; and
  3. Instructions on how to operate fire doors and other means of confining or localizing the fire.
  4. Instructions for securing valuable records, drawings, instruments, dies or templates.
  5. Removing when feasible explosives or hazardous material from path of the fire.
  6. Instructions for activating auxiliary firefighting forces.
  7. Special circumstances that could hamper firefighting or endanger the lives of firefighters.
- d. If the Coast Guard Unit requests assistance, the WMFRD Officer-In-Charge and Station Cortez's Officer in Charge, or OOD, will jointly determine whether to commit WMFRD equipment and personnel. If WMFRD equipment or personnel are used, WMFRD will be in charge of all fire or medical equipment and personnel used. Coast Guard personnel will assist WMFRD when requested by WMFRD via the Officer in Charge or the OOD.
- e. All personnel acting on behalf of the WMFRD pursuant to this MOA will, at the time of such action, be an employee or reserve member of WMFRD, or acting in accordance with existing Mutual Aid Agreements.
- f. Reimbursement to WMFRD for cost of firefighting on the Unit is governed by Section 2210, Title 15, United States Code, and the implementation regulations set forth at part 151, Title 44, Code of Federal Regulations. Any claim for reimbursement of firefighting costs may also include costs associated with emergency medical services to the extent normally rendered by fire service in connection with a fire. Nothing in this agreement is meant to otherwise indemnify or hold harmless WMFRD for actions taken pursuant to this agreement.
- g. Any party requiring follow-up documentation after action is taken under this MOA will notify the party from whom it is requesting such documentation as soon as feasible after the event in accordance with Section 7 of this MOA. The WMFRD will respond to any requests for information in accordance with Florida Public Records Law.

- h. Nothing contained in this MOA shall be construed as to require WMFRD to provide services (e.g., costs associated with emergency medical services to the extent normally rendered by fire services in connection with a fire), if providing said services would, as determined in the sole and absolute discretion of the WMFRD, cause the WMFRD to be in violation of any current or future contractual obligations to prevent the WMFRD from performing its current contractual obligations, including but not limited to any current or future EMS First Responder Agreement with Manatee County.
  - i. The Officer in Charge will review this MOA semi-annually.
5. EXPLOSIVE HAZARDS AND SAFETY DISTANCES. The emergency withdraw distances for non-essential personnel, chemical hazard symbols, fire symbol hazards and actions for the ammunition and pyrotechnics are listed in NAVSEA OP5 VOLUME I SEVENTH REVISION. (Enclosure 1 table 4-1, enclosure 2 table 4-2, and enclosure 3 table 4-4). Specific storage of flammable liquids, ammunition and pyrotechnics are listed by berthing spot below:
- a. Northeast corner of the Station, next to the back staircase: (1,000 gallon) Diesel tank to supply generator at top of staircase.
  - b. Northwest corner of station, to the right hand side of the pier: There is a (2,000 gallon) diesel tank, a (1,000 gallon) gasoline fuel tank, and a (200 gallon) bilge water tank leading out to fuel on pier.
  - c. Southeast corner of station grounds: (250 gallon) Propane tank.
  - d. Assets at pier consist of: A 45ft vessel with a (510 gallon) diesel tank. And both 29ft vessels hold (110 gallon) gasoline fuel tanks.
  - e. Garage has (HAZMAT) storage with possible flammable materials.
  - f. Communications Center: 300 foot distance non-essential personnel (refer to map 1 for outline)
    1. Small arms ammunition
  - g. Pyrotechnics Box: 600 foot distance non-essential personnel (refer to map 2 for outline)
    1. M 79 pencil flares
    2. MK 124 day/night flares
    3. M127A1 parachute flares
  - h. CG Asset 45617: 600 foot distance non-essential personnel (refer to map 3 for outline)



1. MK79 pencil flares
  2. MK 124 day/night flares
  3. M127A1 parachute flares
6. EFFECTIVE DATE AND TERMINATION. This MOA will become effective on the date of the last party to sign (the "*Effective date*"). The MOA will remain in effect for a term of three years from the Effective Date. At this time this MOA may be extended upon written agreement of the parties. This MOA may be terminated early by any one party immediately, upon effective written notice. This MOA shall terminate upon 30 days written notice by either party.
  7. REPORTING AND DOCUMENTATION. No follow up reports are required pursuant to this agreement.
  8. NOTICES. Except as otherwise provided in this MOA, all notices, demands, requests for approvals, and other communications which are required to be given by one party to another shall be in writing and shall be deemed delivered, as applicable: (a) on the date delivered in person (including delivery by overnight courier, signature required) to an authorized representative of the party; or (b) upon the expiration of five days following the date mailed by registered or certified mail, postage prepaid, return receipt requested to authorized representative at the addressees provided on the signature pages.
  9. MODIFICATIONS. This MOA may only be modified upon the mutual written consent of all signatories or their successors.

1. Points of contact for each party to this MOA shall be:

USCG Station Cortez	West Manatee Fire & Rescue District
BMC Zachary R. Gray	Tom Sousa
Officer In Charge	Fire Chief
4530 124 <sup>th</sup> St Ct West, Cortez, FL34215	6417 3 <sup>rd</sup> Ave W, Bradenton, FL34209
Ph: 941-794-1607	Ph: 941-761.1555
Fax: 941-794-5618	Fax: 941-795-3250
Email: zachary.r.gray@uscg.mil	Email: tom.sousa@wmfr.org

In WITNESS WHEREOFF, the parties hereto have executed this Memorandum of Agreement, by and through their duly authorized representatives, on the respective dates below.

United States Coast Guard

By:   
BMC Zachary R. Gray

West Manatee Fire Rescue District

By: \_\_\_\_\_  
David G. Bishop

Officer in Charge

Chairman, Board of Fire Commissioners







# West Manatee Fire & Rescue District

## *Memorandum*

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Date: April 8, 2019

To: West Manatee Fire & Rescue Board of Commissioners

From: Julie Kichar, Administrative Assistant *JK*

Subject: Consent Agenda – Notice of Privacy Practices

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### **Executive Summary**

During our compliance review with the Gehring Group who is our benefits broker, it was determined that we need to have in place a notice to the employees as to how the District handles their health-related information. This notice would then be distributed to all employees.

### **Recommendation**

Staff recommends approval of the Notice of Privacy Practices



THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Effective Date: April 16, 2019

## West Manatee Fire & Rescue District Health Plan

### NOTICE OF PRIVACY PRACTICES

#### General Information About This Notice

West Manatee Fire & Rescue District ("WMFR") continues its commitment to maintaining the confidentiality of your private medical information. This Notice describes the legal obligations of the group health plans maintained by WMFR under Florida Blue WMFR Welfare Plan (the "Plans" or "Health Plans") imposed by the Health Insurance Portability and Accountability Act of 1996, the American Recovery and Reinvestment Act of 2009 and accompanying regulations (the "Privacy Rules") regarding your health information. The Privacy Rules require that the Plans use and disclose your health information only as described in this Notice. ***This Notice only applies to health-related information received by or on behalf of the WMFR Welfare Plans listed below.***

This Notice applies to WMFR employees, former employees, and dependents who participate in any of the following benefit programs:

- Medical benefits under the Plan
- Dental benefits under the Plan
- Vision benefits under the Plan
- Prescription drug coverage under the Plan
- Employee Assistance Program under the Plan

In this Notice, the terms "we," "us," and "our" refer to the WMFR Health Plans, all WMFR employees involved in the administration of the WMFR Health Plans, and all third parties who perform services for the WMFR Health Plans. Actions by or obligations of the Health Plans include these WMFR employees and third parties. However, WMFR employees perform only limited Health Plan functions – most Health Plan administrative functions are performed by third party service providers.

#### CONTACT INFORMATION

If you have any questions regarding this Notice, please contact:

West Manatee Fire & Rescue  
Administrative Office  
PO Box 14028  
Bradenton, FL 34280-4028

Attn: Privacy Officer  
(941) 761-1555

Please note:

- This Notice does not apply to insured benefits including benefits provided through an insured HMO or DMO. If you are enrolled in an insured benefit, you will receive a separate notice from the insurance company or HMO provider.



## What is Protected?

Federal law requires the Health Plans to have a special policy for safeguarding a category of medical information received or created in the course of administering the WMFR Health Plans, called “protected health information,” or “PHI”. PHI is health information (including genetic information) that can be used to identify you and that relates to:

- your physical or mental health condition,
- the provision of health care to you, or
- payment for your health care.

Your medical and dental records, your claims for medical and dental benefits, and the explanation of benefits (“EOB’s”) sent in connection with payment of your claims are all examples of PHI.

If WMFR obtains your health information in another way – for example, if you are hurt in a work accident or if you provide medical records with your request for Family and Medical Leave Act (FMLA) absence--then WMFR will safeguard that information in accordance with employee policies and] other applicable laws, but such information is not subject to this Notice. Similarly, health information obtained by a non-health-related benefits program, such as the long-term disability program is not protected under this Notice. This Notice does not apply in those types of situations because the health information is not received or created in connection with a WMFR Health Plan.

The remainder of this Notice generally describes our rules with respect to your PHI received or created by the Health Plans.

## Uses and Disclosures of Your PHI

To protect the privacy of your PHI, the Health Plans not only guard the physical security of your PHI, but we also limit the way your PHI is used or disclosed to others. We may use or disclose your PHI in certain permissible ways described below. To the extent required by the Privacy Rules, we will limit the use and disclosure of your PHI to the minimum amount necessary to accomplish the intended purpose or task.

- **Treatment.** We may disclose your PHI to facilitate medical treatment or services by providers. We may disclose medical information about you to providers, including doctors, nurses, technicians, medical students, or other hospital personnel who are involved in taking care of you. For example, we might disclose information about your prior prescriptions to a pharmacist to determine if prior prescriptions contraindicate a pending prescription.
- **Payment.** We may use or disclose your PHI for Plan payment purposes, including the collection of premiums or determination of coverage and benefits. For example, we may use your PHI to reimburse you or your doctors or health care providers for covered treatments and services. We may also disclose PHI to another group health plan or health care provider for their payment purposes. For example, we may exchange your PHI with your spouse’s health plan for coordination of benefits purposes.
- **Health Care Operations.** We may use and disclose your PHI for Plan operations. These uses and disclosures are necessary to run the Plan. We may use medical



information in connection with conducting quality assessment and improvement activities; enrollment, premium rating, and other activities relating to Plan coverage; submitting claims for stop-loss (or excess-loss) coverage; conducting or arranging for medical review, legal services, audit services, and fraud & abuse detection programs; business planning and development such as cost management; and business management and general Plan administrative activities. For example, we may use your claims data to alert you to an available case management program if you become pregnant or are diagnosed with diabetes or liver failure. We may also disclose your PHI to another health plan or health care provider who has a relationship with you for their operations activities if the disclosure is for quality assessment and improvement activities, to review the qualifications of health care professionals who provide care to you, or for fraud and abuse detection and prevention purposes.

- **Family and Friends.** We may disclose PHI to a family member, friend, or other person involved in your health care if you are present and you do not object to the sharing of your PHI, or, if you are not present, in the event of an emergency.
- **As Required by Law.** We will disclose your PHI when required to do so by federal, state or local law. For example, we may disclose your PHI when required by national security laws or public health disclosure laws.
- **Workers' Compensation.** We may release your PHI for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.
- **Public Health Reasons.** We may disclose your PHI for public health actions, including (1) to a public health authority for the prevention or control of disease, injury or disability; (2) to a proper government or health authority to report child abuse or neglect; (3) to report reactions to medications or problems with products regulated by the Food and Drug Administration; (4) to notify individuals of recalls of medication or products they may be using; (5) to notify a person who may have been exposed to a communicable disease or who may be at risk for contracting or spreading a disease or condition; or (6) to report a suspected case of abuse, neglect or domestic violence, as permitted or required by applicable law.
- **Health Oversight Activities.** We may disclose your PHI to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.
- **Government Audits.** We are required to disclose your protected health information to the Secretary of the United States Department of Health and Human Services when the Secretary is investigating or determining our compliance with the Privacy Rules.
- **Lawsuits and Disputes.** If you are involved in a lawsuit or a dispute, we may disclose your PHI in response to a court or administrative order. We may also disclose your PHI in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.
- **Law Enforcement.** We may disclose your PHI if asked to do so by a law enforcement official (1) in response to a court order, subpoena, warrant, summons or similar process; (2) to identify or locate a suspect, fugitive, material witness, or missing person; (3) about the victim of a crime if, under certain limited circumstances, we are unable to obtain the victim's agreement; (4) about a death that we believe may be the result of criminal conduct; and (5) about criminal conduct.
- **Coroners, Medical Examiners and Funeral Directors.** We may release PHI to a coroner or medical examiner. This may be necessary, for example, to identify a



deceased person or determine the cause of death. We may also release medical information to funeral directors as necessary to carry out their duties.

- **Military and Veterans.** If you are a member of the armed forces, we may release your PHI as required by military command authorities. We may also release PHI about foreign military personnel to the appropriate foreign military authority.
- **To Plan Sponsor.** For the purpose of administering the Health Plan, we may disclose PHI to certain employees of WMFR. However, those employees will only use or disclose that information as described above, unless you have authorized further disclosures. Your PHI **cannot be used for employment purposes** without your specific authorization.
- **Business Associates.** We may enter into agreements with entities or individuals to provide services (for example, claims processing services) to one or more of the Health Plans. These service providers, called "business associates," may create, receive, have access to, use, and/or disclose (including to other business associates) PHI in conjunction with the services they provide to the Health Plan(s), provided that We have obtained satisfactory written assurances that the business associates will comply with all applicable Privacy Rules with respect to such Health Plan(s).

In no event will we use or disclose PHI that is genetic information for underwriting purposes. In addition to rating and pricing a group insurance policy, this means the Health Plans may not use genetic information (including that requested or collected in a health risk assessment or wellness program) for setting deductibles or other cost sharing mechanisms, determining premiums or other contribution amounts, or applying pre-existing condition exclusions.

State law may further limit the permissible ways the Health Plans use or disclose your PHI. If an applicable state law imposes stricter restrictions on the Health Plans, we will comply with that state law.

### **Other Disclosures**

**Personal Representatives.** We will disclose your PHI to individuals authorized by you, or to an individual designated as your personal representative, attorney-in-fact, etc., so long as you provide us with a written notice/authorization and any supporting documents (i.e., power of attorney). Note: Under the HIPAA privacy rule, we do not have to disclose information to a personal representative if we have a reasonable belief that:

- (1) you have been, or may be, subjected to domestic violence, abuse or neglect by such person; or
- (2) treating such person as your personal representative could endanger you; and
- (3) in the exercise of professional judgment, it is not in your best interest to treat the person as your personal representative.

**Spouses and Other Family Members.** With only limited exceptions, we will send all mail to the employee. This includes mail relating to the employee's spouse and other family members who are covered under the Plan and includes mail with information on the use of Plan benefits by the employee's spouse and other family members and information on the denial of any Plan benefits to the employee's spouse and other family members. If a person covered under the



Plan has requested Restrictions or Confidential Communications (see below under “Your Rights”), and if we have agreed to the request, we will send mail as provided by the request for Restrictions or Confidential Communications.

**Authorizations.** Other uses or disclosures of your PHI not described above will only be made with your written authorization. For example, disclosures of your PHI for marketing purposes, uses and disclosures of psychotherapy notes and disclosures that constitute the sale of PHI, each as defined under HIPAA regulations, would require your authorization. You may revoke written authorization at any time, so long as the revocation is in writing. Once we receive your written revocation, it will only be effective for future uses and disclosures. It will not be effective for any information that may have been used or disclosed in reliance upon the written authorization and prior to receiving your written revocation.

## **Your Rights**

Federal law provides you with certain rights regarding your PHI. Parents of minor children and other individuals with legal authority to make health decisions for a Health Plan participant may exercise these rights on behalf of the participant, consistent with state law.

**Right to request restrictions:** You have the right to request a restriction or limitation on the Health Plans’ use or disclosure of your PHI. For example, you may ask us to limit the scope of your PHI disclosures to a case manager who is assigned to you for monitoring a chronic condition. Because we use your PHI only as necessary to pay Health Plan benefits, to administer the Health Plans, and to comply with the law, it may not be possible to agree to your request. *The law does not require the Health Plans to agree to your request for restriction with one exception.* However, if we do agree to your requested restriction or limitation, we will honor the restriction until you agree to terminate the restriction or until we notify you that we are terminating the restriction on a going-forward basis.

Restriction request forms are available from the Privacy Officer. You may make a request for restriction on the use and disclosure of your PHI to the Privacy Officer. Contact information for the Privacy Officer is listed on the front of this Notice. When making such a request, you must specify: (1) the PHI you want to limit; (2) how you want the Health Plans to limit the use, disclosure, or both of that PHI; and (3) to whom you want the restrictions to apply.

**Right to receive confidential communications:** You have the right to request that the Health Plans communicate with you about your PHI at an alternative address or by alternative means if you believe that communication through normal business practices could endanger you. For example, you may request that the Health Plans contact you only at work and not at home.

You may request confidential communication of your PHI by completing and appropriate form available from the Privacy Officer. You should send your written request for confidential communication to the Privacy Officer at the address listed on the front of this Notice. We will accommodate all reasonable requests if you clearly state that you are requesting the confidential communication because you feel that disclosure in another way could endanger your safety. You must make sure your request specifies how or where you wish to be contacted.

**Right to inspect and copy your PHI:** You have the right to inspect and copy your PHI that is contained in records that the Health Plans maintain for enrollment, payment, claims determination, or case or medical management activities, or that we use to make enrollment, coverage, or payment decisions about you. If PHI is maintained in an electronic health record, you shall have the right to obtain a copy of such PHI in an electronic format and may direct the Health Plan to transmit such copy directly to an entity or person, if you clearly and conspicuously communicate your instructions.

However, we will not give you access to PHI records created in anticipation of a civil, criminal, or administrative action or proceeding. We will also deny your request to inspect and copy your PHI if a licensed health care professional hired by the Health Plans has determined that giving you the requested access is reasonably likely to endanger the life or physical safety of you or another individual or to cause substantial harm to you or another individual, or that the record makes references to another person (other than a health care provider), and that the requested access would likely cause substantial harm to the other person.

In the unlikely event that your request to inspect or copy your PHI is denied, you may have that decision reviewed. A different licensed health care professional chosen by the Health Plans will review the request and denial, and we will comply with the health care professional's decision.

You may request to inspect or copy your PHI by completing the appropriate form available from the Privacy Officer. Your written request should be sent to the Privacy Officer at the address listed on the front of this Notice. We may charge you a fee to cover the costs of copying, mailing or other supplies directly associated with your request, although if a copy is in electronic form, the fee shall not be greater than the Plan's labor costs involved in responding to your request. You will be notified of any costs before you incur any expenses.

**Right to amend your PHI:** You have the right to request an amendment of your PHI if you believe the information the Health Plans have about you is incorrect or incomplete. You have this right as long as your PHI is maintained by the Health Plans. We will correct any mistakes if we created the PHI or if the person or entity that originally created the PHI is no longer available to make the amendment.

You may request amendments of your PHI by completing the appropriate form available from the Privacy Officer. Your written request to amend your PHI should be sent to the Privacy Officer at the address listed on the front of this Notice. Be sure to include evidence to support your request because we cannot amend PHI that we believe to be accurate and complete.

**Right to receive an accounting of disclosures of PHI:** You have the right to request a list of certain disclosures of your PHI by the Health Plans. The accounting will not include (1) disclosures necessary to determine proper payment of benefits or to operate the Health Plans, (2) disclosures we make to you, (3) disclosures permitted by your authorization, (4) disclosures to friends or family members made in your presence or because of an emergency, or (5) disclosures for national security purposes. Your first request for an accounting within a 12-month period will be free. We may charge you for costs associated with providing you additional accountings. We will notify you of the costs involved, and you may choose to withdraw or modify your request before you incur any expenses.



Accounting request forms are available from the Privacy Officer. You may request an accounting of disclosures of your PHI from the Privacy Officer. Contact information for the Privacy Officer is listed on the front of this Notice. When making such a request, you must specify the time period for the accounting, which may not be longer than six (6) years and may not include dates prior to April 14, 2003, and the form (e.g., electronic, paper) in which you would like the accounting.

**Right to Receive Notification of Breaches.** The Plan must notify you within 60 days of discovery of a breach. A breach occurs if unsecured PHI is acquired, used or disclosed in a manner that is impermissible under the Privacy Rules, unless there is a low probability that the PHI has been compromised.

**Right to file a complaint:** If you believe your rights have been violated, you should let us know immediately. We will take steps to remedy any violations of the Health Plans' privacy policy or of this Notice.

You may file a formal complaint with our Privacy Officer and/or with the United States Department of Health and Human Services at the addresses below. You should attach any documents or evidence that supports your belief that your privacy rights have been violated. We take your complaints very seriously. **WMFR prohibits retaliation against any person for filing such a complaint.**

Complaints should be sent to:

West Manatee Fire & Rescue District Administrative Office PO Box 14028 Bradenton, FL 34280-4028  (941) 761-1555	U.S. Department of Health and Human Services 200 Independence Avenue, S.W. Washington, D.C. 20201
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**Additional Information About This Notice**

**Changes to this Notice:** We reserve the right to change the Health Plans' privacy practices as described in this Notice. Any change may affect the use and disclosure of your PHI already maintained by the WMFR Health Plans, as well as any of your PHI that the Health Plans may receive or create in the future. If there is a material change to the terms of this Notice, you will automatically receive a revised Notice.

**How to obtain a copy of this Notice:** You can obtain a copy of the current Notice by writing to the Privacy Officer at the address listed on the front of this Notice.

**No guarantee of employment:** This Notice does not create any right to employment for any individual, nor does it change WMFR's right to discipline or discharge any of its employees in accordance with its applicable policies and procedures.

**No change to Health Plan benefits:** This Notice explains your privacy rights as a current or former participant in WMFR Health Plans. The Health Plans are bound by the terms of this Notice as they relate to the privacy of your PHI. However, this Notice does not change any other rights or obligations you may have under the Health Plans. You should refer to the Health Plan documents for additional information regarding your Health Plan benefits.

DRAFT





# West Manatee Fire & Rescue District

## *Memorandum*

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Date: April 8, 2019

To: West Manatee Fire & Rescue Board of Commissioners

From: Tom Sousa, Fire Chief

Subject: Surplus Equipment

### **Executive Summary**

Pursuant to Florida Statute 274.05, provides that the District may classify as surplus any of its property that is obsolete or the continued use of which is uneconomical and inefficient, or which serves no useful function.

The statute provides that the District within the reasonable exercise of its discretion and having consideration of the best interests of the District, the condition of the property to be classified as surplus, and the probability of such property being desired by one to whom offered, may offer the property for donation or sale as defined in F.S. 274.01 (1), or to a private non-profit agency as defined in F.S. 274.01 (3).

The tangible personal property described in Exhibit A is classified as surplus property pursuant to F.S. 274.05.

### **Recommendation**

Staff recommends that all property in Exhibit A be declared surplus.

