



## SOUTHERN MANATEE FIRE RESCUE DISTRICT

### Interoffice Memorandum

**TO:** The Southern Manatee Board of Fire Commissioners

**FROM:** Robert Bounds, Fire Chief

**RE:** **Chief's Report**

**DATE:** August 18, 2021

**NOTE:** From this point forward until, an unspecified time, we are going to generate a separate report regarding all COVID-19 issues, to include personnel updates, cumulative numbers, vaccine administration, the latest updates from CDC, etc. This report will be an addendum to the "Chief's" report.

**July 19, 2021** – Received instructions from DOE to file for First Responder Pandemic Program. We were unable to upload the file due to a mistake by DOE in our name. All other fire districts were contacted and all had a variety of reasons they also could not upload the file. Awaiting instructions from DOE on how to proceed.

The DR420 and DR420MMP were certified on the TRIM site.

Received Final Site Plan Approval from Manatee County for Station 2 renovation. The approval letter was added to our website with other information regarding renovation project.

**July 20, 2021** – Received email from our appointed attorney assigned to us by VFIS for the gas explosion inquiring as to whether or not we have received any correspondence since the initial notification, we have not.

**July 22, 2021** – The Delta variant of the COVID-19 infection is now the dominant strain throughout the United States. A memo was sent out to personnel to advise them of the potential of reinstating some of the previous COVID restrictions if the "up-tic" continues.

**July 22, 2021** – In talks with Florida League of Cities to potentially relocate our investment funds from Water-Walker (90-day operating funds) to obtain a better rate of return as well as significantly lower fees.

Sent out the 1<sup>st</sup> draft of the FY22 proposed budget to all Commissioners. Once I receive comments/questions from everyone a 2<sup>nd</sup> draft will be sent out.

**July 26, 2021** – We received notification from DOE regarding First Responder Pandemic Program. The timeframe for filing was extended to the 31<sup>st</sup> of July due to multiple problems.

Spoke with Randy Dillingham (CS&L), our auditors, and they are sending a new 3-year price proposal for their services. This will be addressed in the August BOC meeting.

**July 28, 2021** – An amendment was made to the bid process regarding station 2. In the original documents it called for a presentation to be made to the BOC for those firms who were “short-listed”. After speaking with our Counsel it was determined that the “awarding” criteria was already set forth in the document and the presentation was not needed. All bidding contractors were notified of the change and the changes were made to the documents posted on our website.

I visited station 5 to evaluate the repairs to the station. Everything looked good with only a couple of “punch-list” items to be addressed. Overall the station looks great.

**July 29, 2021** – The Non-Ad Valorem rolls were submitted with corrections. The upload was successful and we received notification from the Property Appraiser to that effect. We now have accurate revenue figures for both Ad Valorem and Non-Ad Valorem and the FY22 Proposed Budget Draft #2 will show these new figures.

We were able to successfully upload our file to DOE for the Pandemic Program. When our name was created by DOE they used an ampersand in lieu of “and”. Special characters can’t be used in a DOS file. Once DOE corrected this the file went through easily.

**August 2, 2021** – Two (2) new hire FF/Paramedics started orientation today. They will spend the 1<sup>st</sup> day at admin to meet with the different divisions and complete any necessary paperwork. The remainder of the week is at stations.

**August 3, 2021** – Submitted “donation” request to Sarasota County to possibly obtain their surplus apparatus Squad 9. Per the Fleet Chief at SCFD the apparatus is in excellent condition and was being used as a back-up to their primary Squad. They took possession of a new Squad which moved Squad 9 into a surplus category. Squad 9 is a 2006 Freightliner, four (4) person cab with no pump and comparable storage space as our Squad 328. If obtained, we would be able to get rid of the donated MSO bomb unit which has limited storage and seats two (2) personnel.

**August 9, 2021** – Opened sealed bids for station 2 renovation. In attendance were Commissioner Marken, Larry Sarver, Todd Sweet & Chase Meyers (Sweet Sparkman), Lt. Tumolo, Debbie Tuckerman and me. A formal recommendation will be made at the August BOC meeting.

Conferred with General Counsel to ensure proper procedures were followed and to ensure counsel would be present at the August BOC meeting.

**August 10, 2021** – I attended the Manatee County BOC meeting as part of the Manatee County Fire Chief’s Association to receive the Proclamation designation of September 11, 2021 as “Tribute to Heroes Day”.

**August 12, 2021** – Station 5 final invoices for repairs were submitted by Sweet Sparkman & Atlas Construction. All repairs and punch list completed with the exception of the arched window in the lobby area. The window pane should arrive and be installed within two (2) weeks.