

Spring Hill Fire Rescue and Emergency Medical Services District

Board of Fire Commissioners

Regular Business Meeting

January 13, 2010 – 9:00 a.m.

CALL TO ORDER

Chairperson Brosnan called the meeting to order at 9:00 a.m. on January 13, 2010 at Headquarters, 3445 Bob Hartung Court, Spring Hill, Florida.

Attendee Name	Title	Status
Amy Brosnan	Chairperson	Present
John Pasquale	First Vice Chairperson	Excused
Robert Giammarco	Second Vice Chair & Sec/Treasurer	Present
Leo Jacobs	Commissioner	Present
Michael Rampino	Fire Chief	Present
Andrew Salzman	Attorney	Present

INVOCATION: Pastor Jack Martin, Department Chaplain gave the invocation.

PLEDGE OF ALLEGIANCE: Chairperson Brosnan led the Pledge of Allegiance.

APPROVAL OF AGENDA

Chairperson Brosnan called for approval of the Agenda.

Commissioner Giammarco asked to have added to the Agenda under New Business, "Chaplain's Website".

Motion

To approve the Agenda with the addition to New Business "Chaplain's Website as requested by Commissioner Giammarco.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Giammarco

SECONDER: Commissioner Jacobs

AYES: Chairperson Brosnan

CITIZENS COMMENTS

The following citizens commented on various topics/issues during this portion of the meeting: Sherry Adler-Whitford, Harry Chamberlin, Ken Fagan, David Parker and Richard Russell.

BOARD/STAFF RESPONSES

Chief Rampino responded to the comments made by the residents. He stated we have discussed the issue of the fire apparatus to birthday parties at previous meetings and we have ceased that operation. It was agreed this would be a Board decision and that the Board would create a policy for this. In regards to the legality of purchasing a rescue unit with Impact Fee Funds if Station #5 is not built; it will still be a capital purchase, that is what Impact Fees are for. He explained the plan to cover the Zone #5 area with that Rescue regardless of a structure to put it in. This purchase does meet the state statute requirements of a capital purchase to improve the service of the District. Finally, he thanked the citizens who made positive comments regarding the care they received.

Commissioner Giammarco asked Chief Rampino where the Rescue to cover Zone #5 could be housed.

Chief Rampino stated any of the stations could accommodate another ambulance except for Station #2.

Commissioner Giammarco also responded to the statements made by the residents; He agreed Board and Staff should work as a team. He gave his opinion for the protocol for conducting business at meetings. His opinion was that the Board is the final authority not the Fire Chief. He said the Station #5 Project is ongoing and no final decision has yet been made by the Board. He agreed that a policy should be created regarding excused absences. He advised the audience that Commissioner Panozzo had resigned as Fire Commissioner and Commissioner Pasquale is taking care of a sick family member. He also thanked the citizens for the positive comments regarding care they had received.

Commissioner Jacobs also addressed citizen's comments; He explained that we can buy the ambulance with Impact Fees and we do not need a building to do so. He assured everyone that the District follows the state statutes regarding all purchases. It is his opinion that the Chief is the final decision maker; the Board is here to oversee, not run the department. He reminded the citizens that we have a good department but that we need their support.

Chairperson Brosnan called for a motion to excuse Commissioner Pasquale from the meeting.

Commissioner Jacobs reminded her that the Board handled that previously by excusing him through February.

Commissioner Giammarco felt that a motion to excuse Commissioner Pasquale should be made at each meeting. He asked Attorney Salzman his opinion.

Attorney Salzman stated that is up to the Board.

Chief Rampino stated he has talked with Commissioner Pasquale and he plans to be here for the February meeting.

Commissioner Giammarco asked that Chief Rampino place on the agenda for the next meeting the discussion of Excused and Unexcused Absences of Board Members. He would like to request that Attorney Salzman look into the legal definition so the Board will have a template to work with.

Chief Rampino stated he had provided the Board with a draft copy of their Bylaws and the Commissioners were taking on the responsibility of the contents. He feels this would be the place to put the definition of excused and unexcused absences. He can add this to the agenda of the next Board meeting but suggested the Board consider holding a Workshop to address the bylaws only.

Attorney Salzman stated absences are currently covered in the Bylaws under Rules of Conduct. He read this section aloud to the Board.

The Board discussed the status of the proposed changes to the bylaws.

Chairperson Brosnan stated she was waiting for an opinion from Attorney Salzman on two items, she hopes to have the Bylaws ready by the February meeting.

Consensus of the Board was to discuss the Bylaws at the February meeting.

CONSENT AGENDA

1. Correspondence of Note
2. Approval of Disbursements for November 28, 2009 – January 2, 2010

Motion

To accept the Consent Agenda with Correspondence of Note and Approval of Disbursements for November 28, 2009 – January 2, 2010.

MOVER: Commissioner Jacobs

SECONDER: Commissioner Giammarco (for discussion)

Commissioner Giammarco asked who approves the expenditures for seminars for personnel and staff.

Chief Rampino stated it depends on the type of seminar. Out of town seminars, requiring travel expense makes it to the Chief's desk. Local seminars are approved by the Training Department. There are policies in place as to the amount paid per type of class, when a department vehicle or hotel stay are allowed, if the employee is required to return to work the following day, etc. He asked if there is a particular expense Commissioner Giammarco is asking about.

Commissioner Giammarco stated yes, there was a bill for \$322.00 a hotel stay for two employees.

Chief Rampino stated he believes that was for a seminar in Orlando, which is in excess of 90 miles away, and it was within the guidelines of what we cover for education and recertification.

Chairperson Brosnan called for a vote on the motion.

Motion

To accept the Consent Agenda with Correspondence of Note and Approval of Disbursements for November 28, 2009 – January 2, 2010.

RESULT: ADOPTED (2 to 1)

MOVER: Commissioner Jacobs

SECONDER: Commissioner Giammarco (for discussion)

AYES: Chairperson Brosnan

NAYS: Commissioner Giammarco

Approval of Minutes

Motion

To accept the minutes of December 9, 2009.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Giammarco

SECONDER: Commissioner Jacobs

AYES: Chairperson Brosnan

Chairperson Brosnan advised for the record that she did call the office to correct the spelling of a citizen's name in the minutes.

REPORT OF COUNSEL:

Attorney Salzman had no report.

Commissioner Giammarco asked Attorney Salzman if it is possible for the Board to be informed, without violating the Sunshine Law, of when and why another Commissioner asks the attorney for information.

Attorney Salzman stated he has no problem with that if it is what the Board wants him to do. He cannot however disclose some things because of the Sunshine Law.

The Board discussed at length whether or not an individual commissioner should be calling the Chief afterhours and demanding him to do something without the entire Board being made aware.

Chairperson Brosnan stated that is the dilemma and frustration of the Sunshine Law, a Commissioner cannot call another Commissioner and share their concerns; they have to go directly to the Fire Chief. We can only talk to each other here at the Board meetings.

Attorney Salzman advised the Board that this should be part of the Bylaws. He read the current wording which states "No individual Commissioner or the Board as a whole shall interfere with the daily operations of the Fire Department, the Board as a whole may bring to the Chief's attention areas of daily operation they deem fit and proper."

Chief Rampino explained the procedures that were in place for the absence of the medical director and how he handled the situation.

Commissioner Jacobs stated the Sunshine Law does not prevent the Board from sharing information; we just can't discuss items that will be voted on.

Attorney Salzman stated that is correct, however, the problem with the Sunshine is the appearance of impropriety. He is always conservative with his opinions and he does not want to see someone caught in something that is not intended. He gave examples of his concerns and stated he prefers the Board does not talk with each other, this protects them.

The consensus of the Board was to direct Attorney Salzman to keep each Board Member advised of the concerns of the other Board Members.

Attorney Salzman stated he will make his billing invoices more specific as to who asked what.

Chairperson Brosnan asked Attorney Salzman if it is correct that the Board is allowed by law to appoint the replacement for Commissioner Panozzo.

Attorney Salzman stated that is correct. Both Statute 191 and our enacting legislation say the Board will appoint someone until the next regular election.

Chairperson Brosnan stated she would like to make a motion to appoint Ben Edwards to fill the seat vacated by Commissioner Panozzo because he had put in the time and energy to run for Fire Commissioner at the last election and was only 486 votes behind Commissioner Giammarco. She passed the gavel to Commissioner Giammarco and made the following motion.

Motion

To appoint Ben Edwards to fill the vacancy of Commissioner Panozzo.

RESULT: Fails due to lack of second.

MOVER: Chairperson Brosnan

Attorney Salzman asked if the Board would like this placed on the Agenda for the next meeting? Do they want solicitations, etc.

The Board discussed at length an advertisement for letters of interest, verification of the residency requirement, background checks, public review and/or interviews, scheduling of a Special Meeting, etc.

The consensus of the Board was to hold a Special Meeting on February 3, 2010 at 9:00 a.m. for the sole purpose of appointing a new member to fill the vacancy left by Commissioner Panozzo until the next general election in November. An advertisement requesting letters of interest with qualifications from residents of the Fire District will run for three days in the two local papers and be posted on our website with a deadline for letters of January 27, 2010 at close of business.

REPORT OF CHIEF:

Chief Rampino advised the Board in regards to the property for proposed Station #5, that he had forwarded all the documents from Planning and Zoning and the Board of Hernando County Commissioners to Attorney Salzman. Attorney Salzman's office had been working with the Church as our liaison with their legal staff to solidify the terms of the agreement. Since then however, the Church has contacted him asking to recoup approximately \$6,000.00 that they had incurred for conceptual drawings to determine where on their property our building would be located. They have also advised that they are considering increasing the lease amount from \$1.00 to \$500.00 per year. He does not feel there is any malice intended or that this is unreasonable. He reviewed some of the options available to the Board to either move forward with a counter offer to help the Church recoup these costs or to walk away. He and Chief Davies have done most of the work to date on this project so the only out of pocket cost to the taxpayers is \$763.55. We are still in preliminary discussion with contractors to get an idea of the cost to bring in the infrastructure and it would be approximately \$40,000 to \$50,000 depending upon the distance from the road and the cost to bring in the utilities. He stressed the fact that this cost is not just associated with

the church property; the department will have these expenses regardless of the piece of property obtained for the future building.

The Board discussed this issue at length; the increase to the cost of the lease agreement with the Church from \$1.00 to \$500.00 per year, the cost to date for this proposed agreement including time, the total cost of the property over the 100 years, the possibility of going back to negotiations with Hernando County for the library property and the costs associated with that option, counter offers to the church, the option of walking away, the availability of another piece of property in that area, the cost associated with this regardless of the property location or whether donated or purchased, etc.

Attorney Salzman suggested rather than starting at ground zero, that the Board give the church a second chance. The Board can go back to the church and let them know that they have discussed this and the change to their offer is not acceptable, that the Board feels the amount of money needed to put in the improvements is more than adequate. While we agree they have incurred some costs, the Board is not willing to expend that money. He suggested the Board give him and Chief Rampino permission to negotiate with the Church and to put something in writing and to bring the terms back to the Board to see if they are comfortable with it.

Motion

To go back to the Church to negotiate for the Station #5 property and to send Chief Rampino as representative.

MOVER: Commissioner Jacobs

SECONDER: Commissioner Giammarco

Chairperson Brosnan opened for Citizen's comments.

The following citizens commented on the issue: Sherry Adler-Whitford, Pastor Jack Martin, Ken Fagan, David Parker, Scott Edmisten, President Local 2794, and Ben Edwards.

Chairperson Brosnan closed citizen's comments.

Motion

To go back to the Church to negotiate for the Station #5 property and to send Chief Rampino as representative.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Jacobs

SECONDER: Commissioner Giammarco

AYES: Chairperson Brosnan

Chairperson Brosnan called for a five minute recess at 10:55 a.m. and then reconvened the meeting.

Chief Rampino said the Board is aware that we are in need of an interim Medical Director. Yesterday, the Board of County Commissioners appointed Dr. Mike LoGuidice for that position. Chief Rampino spoke with him personally last night and he is willing to assume all of the same responsibilities and monetary payments that our previous Medical Director worked under until we have a permanent one. We will be putting together a requisition for proposals and this doctor would be eligible to apply if interested. He assured the Board and the citizens that there have been no issues during the absence of a Medical Director. He has given the Board copies of the contract with the Dr. LoGuidice as interim Medical Director. Attorney Salzman has reviewed it and he finds no problem with it. If the Board agrees, it is ready to be signed tonight by Chairperson Brosnan at the conclusion of the meeting. Chief Rampino will then take it to the doctor for his signature and we will move forward.

Commissioner Giammarco asked if he would be assuming the handling of department physicals.

Chief Rampino stated he might be open to that but that is not an urgent need, it is a contractual item and he is sure the union local will work with the District allowing time for us to find someone to assume those duties. The same is true for a Workers' Compensation Doctor. These duties were handled by our previous medical director but outside of this agreement and paid for separately. This interim contract mirrors the one we had previously for Medical Director, only the name and address have changed.

Chairperson Brosnan stated she received rave reviews about this doctor from some who have worked with him. He has a heart for emergency medical service.

Motion

To accept the new Medical Director's Contract as so advised.

MOVER: Commissioner Giammarco

SECONDER: Commissioner Jacobs

Chairperson Brosnan opened for public comment. There were none and she called for a vote on the motion.

Motion

To accept the new Medical Director's Contract as so advised.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Giammarco

SECONDER: Commissioner Jacobs

AYES: Chairperson Brosnan

Chief Rampino advised the Board that last night there was a plumbing leak in a wall at Station #3. He will let the Board know the extent of damage once he has that information from the plumber. He does not think there was damage to any cabinets but there will be some drywall repairs.

Commissioner Giammarco asked Chief Rampino for information regarding the purchase of garage lifts.

Chief Rampino explained that currently we have budgeted under "Capitalized Equipment under \$1,000" the purchase of an automobile style two-post lift for the mechanic to work on cars. Our current lifts work for the fire trucks but not cars. We have already moved forward with this purchase order and the cost is approximately \$3,200. At the next meeting Chief Rampino will be presenting a purchase request for \$18,000 for two more independent floor lifts so that the aerial truck can be picked up off the ground. This will be a sole source purchase because these two new lifts must be able to talk with the current lifts. He explained the importance of these lifts to the Board.

The Board and Chief Rampino discussed at length; the number of lifts currently at the maintenance facility, what type they are, what they can and cannot do, the safety issues involved, the history of prior requests for this purchase, the thoughts of the previous management on the issue, and the fact that this is a budgeted purchase.

Commissioner Giammarco asked Chief Rampino about a letter received from a ladder testing company, which the Chief had forwarded to the Board. The letter had not been signed and he does not feel that we should accept an unsigned letter.

Chief Rampino explained that once we make the minor repairs they have asked for then the company will sign the letter completing the process. In the future, he will wait until the entire process is complete before he forwards the documents to the Board.

Commissioner Giammarco asked Chief Rampino if he had followed up on a complaint that was received on Dec. 19, 2009.

Chief Rampino stated yes, but as Attorney Salzman has previously advised the Board, when there is the possibility that the complaint could result in discipline we must let the process run its course.

Attorney Salzman explained that any complaints being investigated against employees must be allowed to go through their normal process in case it comes back to the Board as a grievance. If it is concluded without becoming a grievance then it is ok that it be given to the Board, but if it becomes a grievance, it is inappropriate until it comes back to you.

Commissioner Giammarco asked about vandalism at Station #3. Since this is District property, he feels that any vandalism should have an Incident Report as well as a Sheriff's Report.

Chief Rampino explained that our current process requires only a Damage Report and it does not come to him for signature unless it is over \$100.00. We incurred no cost from this incident and the on-duty crew washed it off easily.

The Board discussed the issue at length; the details of this particular incident, how the Chief handled the situation, current policies and consistency in procedures, when an incident report is required, when a sheriff report is required, when the Board should be notified, when an insurance claim is submitted, the Board's responsibility not to interrupt day to day business, etc.

Chief Rampino stated he would request again that the Board decide on what they expect of him so that it does not continue to change from meeting to meeting even if it requires creating some type of rulebook or manual.

Chairperson Brosnan stated before the Board give consensus to change our current policies and procedures she would like to review those that are currently in place.

Chief Rampino stated the Department Policies are available online.

UNFINISHED BUSINESS

Policy – Adm 4 (Giammarco)

Commissioner Giammarco stated the current Policy Adm 4 given to the Board by Chief Rampino is not what he was looking for. He would like a policy specific to the fire and rescue apparatus attending parties.

Chief Rampino read the last part of Policy Adm 4. (copy attached). These requests require approval by the Chief or Assistant Chief. He feels this policy meets and covers a request made by a parent to send a truck to their home for their child to view. He understands the Board's verbal directive, which is not to continue that practice and we are not doing that now. He just does not know how in-depth the Board wants to get, the policy he presented to the Board is the one he uses to address these issues.

The Board and Chief Rampino discussed at length the current policy, how public education and public relations activities are currently set up, the legalities of the Chief polling the Fire Board or building a consensus, the Chief's understanding of the Board's directive not to send units to birthday parties, the Boards trust in the Chief's judgment, the influence that firefighters have on children and the

importance of their contact with the public, the use of tax dollars for public relations, our "Ready to Assist" motto and our customer service mindset, etc.

Attorney Salzman advised that the Chief cannot contact the Board for votes, asking "can I do this", but he can notify the Board that he is going to do something. If a majority of the Board does not respond back saying "don't do that" then he will act accordingly. He suggested the Board work with the current policy along with notification from the Chief for events such as this.

Chief Rampino assured the Board that he understands their directive.

Policy – Adm 23 (Giammarco)

Commissioner Giammarco stated he feels all complaints should be investigated even if they are anonymous.

The Board discussed the issue of complaints at length; the current policy and that it does not allow for anonymous complaints, the problems with anonymous complaints, the current complaint form, emailed complaints, the type of and average number of complaints received, follow up procedures, notification of the Board, the fact that complaints regarding employees might lead to disciplinary action and therefore must follow strict protocol due to the possibility of grievance, etc.

Attorney Salzman advised the Board that if the person making the complaint can be identified as legitimate then we can respond to the complaint. When Board Members receive complaints, he would recommend that they forward those complaints to the Fire Chief so they can go through the proper channels.

Treasurer's Responsibilities (Giammarco)

Commissioner Giammarco stated he would like clarification on the responsibilities of Treasurer since this is a new Board and the first time the Department has had a Treasurer. He has questions about the signing of checks; he understands only Chief Rampino signs the checks. His suggestion to the Board would be that both the Chief and the Finance Director sign the checks regardless of the dollar amount to provide a check and balance.

Chief Rampino explained that he is not the only one who signs checks, the Finance Director, the Assistant Chief and himself are all authorized to sign checks. In addition, any check in the amount greater than \$2,500 requires two of those signatures. He explained our accounts payable process, our normal monthly expenditures, and what auditors require and look for.

The Board discussed the state statutes for disbursement of funds, the procedures of similar departments, not interfering with daily operations or tying the Chief's hands, etc.

Attorney Salzman stated the state statutes that the Board follow are numbers 191 and 261. These statutes allow the Board to adopt procedures depending upon the circumstance. The Board can have an active or inactive Treasurer. The way we run the department now is that the Board authorizes Administration to handle it and the Board is the overseer with the budgetary process and approval of the disbursement of bills. Administration handles the day-to-day operations. He will have an analysis of the statutes for the position of Treasurer by the Board's next meeting if they would like to add that to the February Agenda.

Chief Rampino reminded the Board that our Finance Director had requested that they allow Staff to continue to operate under the Financial Policies of the Hernando County Board of County Commissioners in order to allow her time to finish writing our policies. Hopefully our Financial Policies will be finished by the next meeting for the Board to look at and approve. The only hindrances he sees in requiring two signatures for expenditures under \$2,500.00 is if he and the Assistant Chief are both out of the office and a vendor comes in for payment. He reviewed the various scenarios that could result in both Chiefs being out of the building at the same time.

Commissioner Jacobs advised that he has a doctor appointment this afternoon and will have to leave the meeting in ten minutes.

Attorney Salzman reminded the Board that if Commissioner Jacobs leaves there will no longer be a quorum and the meeting will have to be adjourned.

The consensus of the Board was to table the discussion on check signing protocol and to allow Staff to continue to operate under the Hernando County Financial Policies until the Finance Director is able to complete our own policies.

Commissioners Request for Information, Reports, etc. (Giammarco)

Commissioner Giammarco asked Attorney Salzman if the Commissioners are allowed to have the same information that the Chief has in order to make comprehensive intelligent decisions.

Attorney Salzman advised that the Board should follow their bylaws and adopt a policy, because there is certain information which they can have and certain information which they should avoid having. Commissioners may certainly ask for information, but if it becomes abusive, it would then require Board action.

Chief Rampino stated he would err on the side of asking the attorney before he sends something to the Board that he thinks he should not send. There are legitimate requests made by Commissioners that just take time to prepare and it would be easier if they could stop by the office and look at the records rather than have it sent to them.

NEW BUSINESS

Spring Hill Volunteer Organization Status (Giammarco)

The Board agreed to bypass this issue due to time constraints and moved to the next item on the agenda.

Financial Reports (Giammarco)

Commissioner Giammarco asked if the monthly financial report from the Finance Director could be included in their packet each month.

The consensus of the Board was to add the Financial Report to the Agenda as information. They do not want it put under the Consent Agenda because it is not an item to be voted on.

Management Evaluations (Giammarco)

Commissioner Giammarco stated he would like the Board to look into creating a formal evaluation process to include a form that would be placed into each employee's personnel file.

Chief Rampino stated when there is a performance issue he addresses it as it comes up. He has only followed what had been done by the prior administration, which was to evaluate only the Chief positions for the purpose of salary increases.

Attorney Salzman stated he is working on this now with another organization and there are many different types of evaluations the Board should look at. He explained the different process available.

Chief Rampino stated he is looking into this now and will get back with the Board. His feeling is that if you are going to put something on a piece of paper you should have something to back it up. The last thing he wants to put on an evaluation is an opinion without basis. We do not want to put the District in a liable position so it may not be a quick fix.

Spring Hill Volunteer Organization Status (Giammarco)

Commissioner Giammarco asked what the purpose of the Spring Hill Volunteer Organization is and why it needs to be a non-profit organization corporation?

Chief Rampino explained that what he has found is that the Department began as this Volunteer Organization in 1968. That Volunteer Organization currently exists for the purpose of the Fire Police to function. The Fire Police do not do any open fundraising. They do receive an occasional request to handle parking at an event and then that organization may give them a donation. The department provides them with two trucks and safety items but they purchase their own ball caps, sweatshirts, t-shirts, etc. This is a big part of our history, who we are and how we started out. And, if we ever wanted to get back to a volunteer program this would have to exist. It cost us about \$70.00 annually to maintain, but if we dissolve the organization and want to reestablish it, it would cost much more. The Fire Police have approximately \$2,000 in their checking account, they have done all the proper reporting or they would not exist. He has the entire file here today for Board's review. He was not aware of this and now understands that we have Board members who never knew this existed and he apologized for that.

Commissioner Giammarco stated under State Statute 617, which covers non-profit organizations, there is nothing that says we have to have this.

Attorney Salzman stated he would research this and send an email to Commissioner Giammarco regarding the matter.

Chairperson Brosnan advised we would have to table the Chaplain's Website and Spring Hill Volunteer Organization until the next meeting.

Chief Rampino stated that he has been informed by the Union President that they are shutting down their website, it will no longer exist. And, based on a phone call from the State, he has shut down the links from our website to both the Union website and the Chaplain's website.

CLOSING COMMENTS

Chairperson Brosnan reminded everyone that Wednesday, February 10, 2010 at 9:00 a.m. is the next regular Board Meeting and asked the Board Members since it is their responsibility to be here, not to schedule anything for that day so that there will be a full Board present to conduct monthly business. And, that February 3, 2010 is the Special Meeting to review the Board applications. She asked that anyone interested in the vacant position be present so the Board could interview them.

ADJOURNMENT

Motion

To adjourn the meeting of January 13, 2010 at 12:26 p.m.

RESULT: ADOPTED (UNANIMOUS)

MOVER: Commissioner Giammarco

SECONDER: Commissioner Jacobs

AYES: Chairperson Brosnan



Chairperson Amy Brosnan



Cynthia Taylor, Recording Secretary

Spring Hill Fire Rescue and Emergency Medical Services District

Board of Fire Commissioners Regular Business Meeting

~AGENDA~

January 13, 2010 – 9:00 a.m.

All proceedings will be conducted in a calm and civil manner. Individuals who elect to conduct themselves otherwise will be asked to leave and, if necessary, will be escorted from the meeting room.

A. Call To Order

1. Invocation
2. Pledge of Allegiance

B. Approval of Agenda

C. Citizens Comments

If you wish to address the Fire Board, please step to the podium, state your name and print it on the sign in sheet. Comments limited to three minutes per speaker, unless exception is granted by Chairman.

D. Board / Staff Responses

E. Consent Agenda

1. Correspondence of Note
2. Approval of Disbursements for November 28, 2009 – January 02, 2010

All matters listed under the Consent Agenda are considered routine and action will be taken by one motion, second of the motion and approval by Board. If discussion is requested by a Board member, that item(s) will be pulled from the Consent Agenda and placed under Tabled Items for further discussion.

F. Approval of Minutes

1. December 9, 2009 - Regular Business Meeting

G. Report of Counsel

H. Report of Chief

I. Unfinished Business

1. Policy – Adm 4 (Giammarco)
2. Policy – Adm 23 (Giammarco)
3. Treasurer's Responsibility (Giammarco)
4. Commissioner's Request for Information, Reports, Etc. (Giammarco)

J. New Business

1. Spring Hill Volunteer Organization Status (Giammarco)
2. Financial Reports (Giammarco)
3. Management Evaluations (Giammarco)

K. Closing Comments

L. Adjournment

Upcoming Meetings: The next regular meeting of the Board of Fire Commissioners is scheduled for Wednesday, February 10, 2010 at 9:00 a.m. at Headquarters.

Spring Hill Fire Rescue and Emergency Medical Services District

Board of Fire Commissioners

~ Consent Agenda ~

January 13, 2010

- 1. Correspondence of Note**
- 2. Approval of Disbursements for November 28, 2009 – January 2, 2010**

Spring Hill Fire Rescue and Emergency Medical Services District

Board of Fire Commissioners

**~ Correspondence of Note ~
(Revised)**

January 13, 2010

1. Resignation Commissioner Panozzo

SPRING HILL FIRE RESCUE



and EMS DISTRICT

"Ready to Assist"

RECEIVED JAN 11 2010

Board of
Fire Commissioners

Amy Brosnan
Robert J. Giammarco
Leo Jacobs
Gene Panozzo
John Pasquale

Fire Chief
Michael Rampino

To the Citizens, Commissioners, and Members of the SHFR District:

It is with deepest regret that I must resign my position as a Commissioner for the Spring Hill Fire Rescue and EMS District, effective immediately. It has been an honor and privilege to serve the citizens of Spring Hill, and I take many fond memories of our acquaintances and accomplishments throughout the years. I thank you for your support and wish you all the best in the future.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gene Panozzo".

Gene Panozzo
Board of Fire Commissioners
Spring Hill Fire Rescue and EMS District

Spring Hill Fire Rescue District - Check Detail
November 29, 2009 through January 2, 2010

Date	Num	Name	Memo	Account	Paid Amount
12/21/2009	1573	Adam Ark Pest Control, Inc.	Pest Control	1040001 - Suntrust Bank	-80.00
12/02/2009		Pest Control	Pest Control for the following per month: Bob Hartung Ct. - Admin & Sta. #2 Parker Ave. - FRSH... 5303401 - Contracted Services		-80.00
12/04/2009	1533	American Messaging	B1-044888	1040001 - Suntrust Bank	-80.00
12/01/2009	B1048986JL		Pager Service - 12/1/09 - 12/31/09	5304101 - Communication Services	-80.37
12/28/2009	1594	Beach Lake Sprinkler Corp.	Fire Sprinkler Inspec. Sta. 153	1040001 - Suntrust Bank	-80.37
12/08/2009	Invt. WCO-F1011		Fire Sprinkler Inspectors	5303401 - Contracted Services	-200.00
12/01/2009	89625622850	Blue Cross Blue Shield	Retiree Insurance Invoice 18022851 - December	1040001 - Suntrust Bank	-200.00
11/25/2009	18022851		Retiree Insurance Invoice 18022851 - December	5102300 - Life & Health Insurance	-498.16
12/01/2009	89625622856	Blue Cross Blue Shield	Knauff COBRA December 18022850	1040001 - Suntrust Bank	-498.16
11/25/2009	18022850		Knauff COBRA December 18022850	5102300 - Life & Health Insurance	-427.76
12/29/2009	89625622857	Blue Cross Blue Shield	Retiree Insurance January 2010	1840001 - Suntrust Bank	-427.76
12/29/2009	18081614		Retiree Insurance January 2010	5102300 - Life & Health Insurance	-498.16
12/29/2009	89625622838	Blue Cross Blue Shield	COBRA January 2010	1840001 - Suntrust Bank	-498.16
12/29/2009	18081613		COBRA January 2010	5102300 - Life & Health Insurance	-427.76
12/29/2009	89625622830	Blue Cross Blue Shield	Retiree Insurance January 2010	1040001 - Suntrust Bank	-3,908.74
12/29/2009	18081615		Retiree Insurance January 2010	5102300 - Life & Health Insurance	-3,909.74
12/02/2009	1306	Boulevard Insurance	Insurance	1040001 - Suntrust Bank	-419.06
12/02/2009	Invt. 1386310		Workers Comp Insurance - Administration	5102400 - Workers Comp Premiums	-34.68
12/02/2009			Workers Comp Insurance - Inspections	5102400 - Workers Comp Premiums	-9,534.46
12/02/2009			Workers Comp Insurance - Operations	5102400 - Workers Comp Premiums	-248.83
12/02/2009			Workers Comp Insurance - Training	5102400 - Workers Comp Premiums	-145.98
12/02/2009			Workers Comp Insurance - Vehicle Maintenance	5102400 - Workers Comp Premiums	-10,383.00
12/02/2009	1318	BoundTree Medical	Medical Supplies	1040001 - Suntrust Bank	-409.00
11/19/2009	Invt. 890385662		Blanket Purchase Order for Medical Supplies	5305225 - Operating Supplies Medical	-409.00
12/04/2009	1536	BoundTree Medical	Medical Supplies	1040001 - Suntrust Bank	-570.88
12/01/2009	Invt. 89042414		Blanket Purchase Order for Medical Supplies	5305225 - Operating Supplies Medical	-570.88

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12/09/2009 1543	BoundTree Medical	Blanket Purchase Order for Medical Supplies	1040001 - Suntrust Bank	-20.32
12/01/2009 Inv. 80343151		Blanket Purchase Order for Medical Supplies	5305225 - Operating Supplies-Medical	-227.20
12/01/2009 Inv. 80343704		Blanket Purchase Order for Medical Supplies	5305225 - Operating Supplies-Medical	-247.52
12/21/2009 1564	BoundTree Medical	Medical Supplies	1040001 - Suntrust Bank	-969.95
12/09/2009 Inv. 80346333		Blanket Purchase Order for Medical Supplies	5305225 - Operating Supplies-Medical	-969.95
12/30/2009 1817	BoundTree Medical	Blanket Purchase Order for Medical Supplies	1040001 - Suntrust Bank	-59.95
12/16/2009 Inv. 80350859		Blanket Purchase Order for Medical Supplies	5305225 - Operating Supplies-Medical	-1,240.50
12/16/2009 Inv. 80352185		Blanket Purchase Order for Medical Supplies	5305225 - Operating Supplies-Medical	-229.80
12/16/2009 Inv. 80351557		Blanket Purchase Order for Medical Supplies	5305225 - Operating Supplies-Medical	-1,530.25
12/15/2009 1550	Bright House Networks	Cable Service - 11120 Liberty Rd	1040001 - Suntrust Bank	-205.03
12/09/2009 8234150240014363	Central Carting Disposal, Inc.	Trash Removal - 10/1/09 - 9/30/10 - Sta. 1, Sta. 3, Sta. 4, FRSM (2 Yd.)	5304101 - Communication Services	-205.03
12/02/2009 1511		Trash Removal - 10/1/09 - 9/30/10 - Sta. 1, Sta. 3, Sta. 4, FRSM (2 Yd.)	1040001 - Suntrust Bank	-205.03
12/02/2009 Inv. 58769		Trash Removal - 10/1/09 - 9/30/10 - Sta. 1, Sta. 3, Sta. 4, FRSM (2 Yd.)	5304304 - Utility Services-Trash Removal	-37.15
12/02/2009 Inv. 58765		Trash Removal - 10/1/09 - 9/30/10 - Sta. 1, Sta. 3, Sta. 4, FRSM (2 Yd.)	5304304 - Utility Services-Trash Removal	-37.15
12/02/2009 Inv. 58766		Trash Removal - 10/1/09 - 9/30/10 - Sta. 2 (6 Yd.)	5304304 - Utility Services-Trash Removal	-74.30
12/02/2009 Inv. 58767		Trash Removal - 10/1/09 - 9/30/10 - Sta. 1, Sta. 3, Sta. 4, FRSM (2 Yd.)	5304304 - Utility Services-Trash Removal	-37.15
12/02/2009 Inv. 58768		Trash Removal - 10/1/09 - 9/30/10 - Sta. 1, Sta. 3, Sta. 4, FRSM (2 Yd.)	5304304 - Utility Services-Trash Removal	-37.15
12/28/2009 1595	Cheryl Ales / AP	School Reimbursement	1040001 - Suntrust Bank	-222.90
12/28/2009 School Reimbursement		School Reimbursement - Inba To Psycholgy - Cheryl Ales - August - December 2009	5305505 - Educ-Training & Tuition	-225.00
12/02/2009 1512	Coverall North America, Inc.	Cleaning Services - December	1040001 - Suntrust Bank	-225.00
12/02/2009 Inv. 108028334		Cleaning Services - twice weekly - 10/1/09 - 9/30/10	5303401 - Contracted Services	-220.00
12/02/2009 1513	Croeswood Towing, Inc.	Towing Services - Rescue 2	1040001 - Suntrust Bank	-387.00
12/01/2009 Inv. 16460		Towing Services - Rescue 2 - (Sunstate International)	5304602 - Repair/Maint-Vehicles	-495.00
12/01/2009 Inv. 16458		Overpayment - Billing	5304602 - Repair/Maint-Vehicles	-682.00
12/28/2009 1596	Edsal Snell	Overpayment - Edsal Snell RUN: 09-5455 & 09-5215; DOS: 94/09 & 7/31/09	1040001 - Suntrust Bank	-25.00
12/28/2009 Overpayment		School Reimbursement	3424001 - Emergency Services	-25.00
12/28/2009 1597	Eias Edmlsten / AP	Fire Course Delivery Class - Scott Edmlsten - 12/5 - 12/13/09	1040001 - Suntrust Bank	-150.00
12/28/2009 School Reimbursement		Rental - Office Space - Lobby Road	5305506 - Educ-Training & Tuition	-150.00
12/02/2009 1514	Famous Tels Electric Co., Inc.	Rental of Office Space at 11120 Liberty Road Spring Hill, FL 34609	1040001 - Suntrust Bank	-1,683.00
11/30/2009 Inv. 2010-3			5304405 - Rental/Lease-Buildings	-1,683.00

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12/02/2009 1532	FleetOne LLC	Fuel - November	1040001 - Suntrust Bank	-1,352.89
12/02/2009 Inv. 1394741		Monthly fuel - November	5305202 - Gas, Oil & Lubricants	-1,352.89
12/07/2009 1557	Florida West Coast Fire Association	2010 Membership	1040001 - Suntrust Bank	-75.00
12/15/2009 2010 Membership		2010 Membership for Rick Sudd, Barry Smith & Joan Chiodo	5305402 - Dues & Memberships	-75.00
12/21/2009 1574	Heater Financial Services	H009324055	1040001 - Suntrust Bank	-75.00
12/11/2009 Inv. H1231427		Lease of IM350 Mail Machine with Base, Sealer & S.L.B. Scale.	5304205 - Postage & Freight	-61.28
12/21/2009 1585	Henry Schein Inc.	Medical Supplies	1040001 - Suntrust Bank	-61.28
12/15/2009 Inv. 4469720-01		Blanket Purchase Order - Medical Supplies	5305225 - Operating Supplies-Medical	-100.80
12/02/2009 1515	Hernando County BOCC	HCFR - Ambulance Revenue	1040001 - Suntrust Bank	-100.80
11/30/2009 HCFR-Ambulance Funds		HCFR - Hernando's Portion of Ambulance Revenue	3424001 - Emergency Services	-8,956.36
12/07/2009 1558	Hernando County BOCC	HCFR - Ambulance Revenue	1040001 - Suntrust Bank	-8,956.36
12/15/2009 HCFR-Ambulance Funds		HCFR - Hernando's Portion of Ambulance Revenue	3424001 - Emergency Services	-1,292.79
12/20/2009 1616	Hernando County BOCC		1040001 - Suntrust Bank	-1,292.79
12/30/2009 UT Stunt		Unemployment tax paid by HCBCC - Stunt thru 9/30/2009	5102500 - Unemployment Compensation	-2,205.00
12/30/2009 FRS 12212009		Interest paid to FRS by HCBCC	5102200 - Retirement Contributions	-7.92
12/30/2009 FRS 155511		FRS #155511 paid by HCBCC	5102200 - Retirement Contributions	-15.03
12/30/2009 FRS 157691		FRS #157691 Foshier paid by HCBCC	5102200 - Retirement Contributions	-15.95
12/30/2009 FRS #157430		FRS #157430 paid by HCBCC - Heitner	5102200 - Retirement Contributions	-438.66
12/04/2009 1537	Hernando County Property Appraiser	Second Quarterly Billing	1040001 - Suntrust Bank	-2,782.56
12/03/2009 Quarterly Billing-2		Second Quarterly Billing - Funding of Hernando County Property Appraiser's Office	5304940 - Fees/Costs-Property Appraiser	-37,944.25
12/02/2009 1516	Hernando County Tax Collector	November - Ad Valorem Taxes	1040001 - Suntrust Bank	-37,944.25
11/30/2009 DIST #09-103		Commission due to Tax Collector for collections of Ad Valorem Taxes	5304936 - Fees/Costs-Tax Collected Commissions	-43,829.13
12/07/2009 1569	Hernando County Tax Collector	Commission-Ad Valorem Taxes	1040001 - Suntrust Bank	-43,829.13
12/15/2009 DIST #09-104		DIST #09-104 Commission due to Tax Collector for collections of Ad Valorem Taxes	5304936 - Fees/Costs-Tax Collected Commissions	-64,192.68
12/30/2009 1618	Hernando County Technology Services	January Payment - Phones	1040001 - Suntrust Bank	-64,192.68
12/30/2009 January Payment		Internet Usage - October 1, 2009 - September 30, 2010	5304101 - Communication Services	-200.00
		800 MHz Fiber Connection Only	5304101 - Communication Services	-90.00
		Fiber Connections with Ethernet Electronics - Station 1	5304101 - Communication Services	-130.00
		Fiber Connections with Ethernet Electronics - Station 2	5304101 - Communication Services	-130.00

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12/02/2009 1517	Hernando County Utilities Depart.	Fiber Connections with Ethernet Electronics - Station 3 Fiber Connections with Ethernet Electronics - Station 4 ATA 198 Devices (5 devices x 12 months) October 2009 - September 2010 Clear IP Phones (21 devices x 12 months) October 2009 - September 2010 Monthly Long Distance - October 2009 - September 2010	5304101 - Communication Services 5304101 - Communication Services 5304101 - Communication Services 5304101 - Communication Services 5304101 - Communication Services	-130.00 -130.00 -90.00 -378.00 -24.00
11/20/2009 Acct C09W510		Commercial Water/Sewer - 3445 Bob Hartung Ct.	5304303 - Utility SRV-Water/Sewer/PGA	-23.75
11/20/2009 Acct C092195		Commercial Water/Sewer - 3444 Bob Hartung Ct.	5304303 - Utility SRV-Water/Sewer/PGA	-37.70
11/20/2009 Acct C092195		Commercial Water/Sewer - 3444 Bob Hartung Ct. - Vert. Maint.	5304303 - Utility SRV-Water/Sewer/PGA	-26.23
11/20/2009 Acct C09W091		Commercial Water - Sta. 4	5304303 - Utility SRV-Water/Sewer/PGA	-27.06
12/04/2009 1538	Hernando County Utilities Depart.	Water - Station 3	1040001 - Suntrust Bank	-124.74
12/02/2009 Acct C092281		Commercial Water	5304303 - Utility SRV-Water/Sewer/PGA	-58.94
12/15/2009 1551	Hernando County Utilities Depart.	Water/Sew - Libby Road	1040001 - Suntrust Bank	-58.94
12/03/2009 Acct C097932-01		Commercial Water / Sewer - Libby Road - Inspections Commercial Water / Sewer - Libby Road - Training	5304303 - Utility SRV-Water/Sewer/PGA 5304303 - Utility SRV-Water/Sewer/PGA	-9.80 -9.80
12/15/2009 1551	Hernando County Utilities Depart.	Hydrant Repair - 11441 Emerald Ridge Ct. Hydrant Repair - 4185 Mariner Blvd.	1040001 - Suntrust Bank	-19.80
12/02/2009 1533	Hero's Salute Awards Company	Awards Plaques	5304806 - Repair/Maint - Hydrants 5304806 - Repair/Maint - Hydrants	248.75 -205.00
12/02/2009 Inv. 30880		Malissa Cross Shield Plaque Fire Dept. Disc Emblem 2" Malissa Wall Clock with Bravest Casting Engraving per letter for all plaques Shipping & Handling	1040001 - Suntrust Bank	-453.75
12/28/2009 1598	Humana	Overpayment	5304801 - Promotional Activities 5304801 - Promotional Activities 5304801 - Promotional Activities 5304801 - Promotional Activities 5304801 - Promotional Activities	-348.00 -36.00 -475.50 -475.70 -45.94
12/28/2009 Overpayment	Humana, Inc.	Overpayment - Eleanor V. Patroski; EVENT: #1590426-1594590; RUN: 09-4790; DOS: 7/14/09	1040001 - Suntrust Bank	-1,382.14
12/28/2009 1518	J.H. Williams Oil Company, Inc.	Overpayment	3424001 - Emergency Services	-348.18
11/30/2009 Inv. 6911892		Ultra Low Sulfur Diesel Fuel Federal Environmental Fee Recovery State Pollutant Taxes State Diesel Road Tax Florida County Diesel Tax Federal Diesel/Kero Luel Tax Tankwagon - Freight Rounding Adjustment	1040001 - Suntrust Bank	-348.18
		Overpayment - Charles Sweeney; ID: H40196175; RUN: 09-5249; DOS: 8/6/09	3424001 - Emergency Services	-437.04
		\$305202	1040001 - Suntrust Bank	-437.04
		5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants	5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants 5305202 - Gas, Oil & Lubricants	-2,297.68 -2.09 -22.78 -177.10 -150.70 -1.10 -96.25 -0.01
				-2,747.71

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Check Number	Payee Name	Description	Account	Amount
12094/2009 1539	J.H. Williams Oil Company, Inc.	Ultra Low Sulfur Diesel Fuel	1040001 - Suntrust Bank	-2,016.10
11/29/2009 Inv. 6831842		State Pollutant Taxes	5305202 - Gas, Oil & Lubricants	-20.71
		Federal Environmental Fee Recovery	5305202 - Gas, Oil & Lubricants	-1.90
		State Diesel Road Tax	5305202 - Gas, Oil & Lubricants	-161.00
		Florida County Diesel Tax	5305202 - Gas, Oil & Lubricants	-137.00
		Federal Diesel/Kero Lulst Tax	5305202 - Gas, Oil & Lubricants	-1.00
		Tankwagon - Freight	5305202 - Gas, Oil & Lubricants	-87.50
12152209 1552	J.H. Williams Oil Company, Inc.	5305202	1040001 - Suntrust Bank	-2,428.21
12/02/2009 Inv. 6832539		Ultra Low Sulfur Diesel Fuel	5305202 - Gas, Oil & Lubricants	-2,428.32
		State Diesel Road Tax	5305202 - Gas, Oil & Lubricants	-193.20
		Federal Diesel/Kero Lulst Tax	5305202 - Gas, Oil & Lubricants	-1.20
		Federal Environmental Fee Recovery	5305202 - Gas, Oil & Lubricants	-2.28
		Florida County Diesel Tax	5305202 - Gas, Oil & Lubricants	-164.40
		State Pollutant Taxes	5305202 - Gas, Oil & Lubricants	-24.84
		Tankwagon - Freight	5305202 - Gas, Oil & Lubricants	-108.00
		Rounding Adjustment	5305202 - Gas, Oil & Lubricants	-0.02
12282/2009 1690	J.H. Williams Oil Company, Inc.	5305202	1040001 - Suntrust Bank	-2,919.26
12/04/2009 Inv. 697167		15W40 Bulk Oil	5305202 - Gas, Oil & Lubricants	-296.80
12/04/2009 Inv. 697169		Ultra Low Sulfur Diesel Fuel	5305202 - Gas, Oil & Lubricants	-2,090.70
		State Diesel Road Tax	5305202 - Gas, Oil & Lubricants	-161.00
		Federal Diesel/Kero Lulst Tax	5305202 - Gas, Oil & Lubricants	-1.00
		Federal Environmental Fee Recovery	5305202 - Gas, Oil & Lubricants	-1.90
		Florida County Diesel Tax	5305202 - Gas, Oil & Lubricants	-137.00
		State Pollutant Taxes	5305202 - Gas, Oil & Lubricants	-20.70
		Tankwagon - Delivery	5305202 - Gas, Oil & Lubricants	-87.50
		Rounding Adjustment	5305202 - Gas, Oil & Lubricants	-0.01
12282/2009 1601	Jorge Cantero / AP	School Reimbursement	1040001 - Suntrust Bank	-2,766.61
12/28/2009 School Reimbursement		School Reimbursement - Atrial Ops - 10/14/09	5305506 - Educ-Training & Tuition	-226.00
		School Reimbursement - Apparatus - 1/16 - 1/19/09	5305506 - Educ-Training & Tuition	-226.00
1221/2009 1567	King Industries & Supply, Inc.*	Janitorial Supplies	1040001 - Suntrust Bank	-450.00
12/08/2009 Inv. 21914		Blanket Purchase Order - Janitorial Supplies	5305209 - Janitorial Supplies	-671.88
1221/2009 1968	Konica Minolta Business Solution USA Inc.	5304401	1040001 - Suntrust Bank	-671.88
12/08/2009 Inv. 213488654		Lease/Rental of BIZHUB 350 BMW copier.	5304401 - Rental/Lease-Equipment	-229.95
1204/2009 1540	Maria Primbicco	Overpayment	1040001 - Suntrust Bank	-229.95
12/04/2009 Overpayment		Overpayment - RUN: 08-3418; DCS: 5-19-09; PATIENT: Maria Primbicco - Paid in full by Hospice	3424001 - Emergency Services	-100.00
12710/2009 1548	Matthew Hirschak-AP	School Reimbursement	1040001 - Suntrust Bank	-100.00
12/04/2009 School Reimburse.		School Reimbursement - Plans Review - 11/20/09	5305506 - Educ-Training & Tuison	-40.00

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12/28/2009 1802	McCoe Tire Stores	Tires - R-1 & Ladder 2	1044001 - Suntrust Bank	-1,419.84
12/28/2009 Inv. T-0289000		Tires - R-1 #16359	5304802 - Repair/Maint-Vehicles	-1,066.00
		Tires - Ladder-2 #15735	5304802 - Repair/Maint-Vehicles	-10.00
		Staria Tire Fee	5304802 - Repair/Maint-Vehicles	-2,485.84
12/27/2009 1569	MIMS - A Medical Supply Company		1044001 - Suntrust Bank	-53.40
12/09/2009 Inv. 7980984000		Blanket Purchase Order - Medical Supplies	5305225 - Operating Supplies-Medical	-53.40
12/02/2009 1528	Municipal Equipment Company LLC	Safety Gear	1044001 - Suntrust Bank	-321.93
12/02/2009 Inv. 292727		Blanket Purchase Order - Safety Gear	5305207 - Safety Gear & Supplies	-321.93
12/29/2009 1619	Municipal Equipment Company LLC	Bunker Gear	1044001 - Suntrust Bank	-10,819.80
12/29/2009 Inv. #293317		CVFR-32 - V-Force Coat -	5305207 - Safety Gear & Supplies	-1,893.30
		CVFM-36 - V-Force Coat -	5305207 - Safety Gear & Supplies	-7,826.70
		PVHM - V-Force High Back Pant	5305207 - Safety Gear & Supplies	-244.00
		SR840 - V-Force Suspender	5305207 - Safety Gear & Supplies	-352.00
		SR845 - V-Force Suspender	5305207 - Safety Gear & Supplies	-21,085.80
12/09/2009 1546	Nextel South Corp.	Cellular Phone Service	1044001 - Suntrust Bank	-1,181.75
12/02/2009 Inv. 541808419		Cellular Phone Service - October 25 - November 24, 2009	5304101 - Communication Services	-1,181.75
12/02/2009 1519	North America Fire Equipment Co., Inc.	Uniforms	1044001 - Suntrust Bank	-89.95
11/20/2009 Inv. 535442		Blanket Purchase Order - Clothing & Uniforms	5305205 - Clothing & Uniform Apparel	-89.95
12/15/2009 1653	North America Fire Equipment Co., Inc.	Clothing/Uniforms	1044001 - Suntrust Bank	-67.90
12/01/2009 Inv. 537191		Blanket Purchase Order - Clothing & Uniforms	5305205 - Clothing & Uniform Apparel	-67.90
12/09/2009 1547	Oak Hill Hospital	Medical Supplies	1044001 - Suntrust Bank	-1,908.01
12/08/2009 Inv. 1044		Blanket Purchase Order for the purchase of misc. operating supplies	5305225 - Operating Supplies-Medical	-1,908.01
12/02/2009 1520	Office Depot, Inc.	51218354	1044001 - Suntrust Bank	-22.72
11/16/2009 485972965001		Office Supplies	5305101 - Office Supplies	-7.92
11/20/2009 Inv. 497244159003		Office Supplies	5305101 - Office Supplies	-19.85
12/07/2009 1560	Office Depot, Inc.	51218354	1044001 - Suntrust Bank	-244.76
12/08/2009 Inv. 498674063001		Office Supplies	5305101 - Office Supplies	-7.89
12/08/2009 Inv. 498673910001		Office Supplies	5305101 - Office Supplies	-19.85
		Office Supplies	5305101 - Office Supplies	-176.40
12/02/2009 1521	Preferred Governmental Insurance Trust	Workers Comp Insurance	1044001 - Suntrust Bank	-212.06
11/30/2009 COM#29977-3-12/2009		Workers Comp Insurance - Agreement #WYC FL1 0274202 09-06 - Administration	5102400 - Workers Comp Premiums	-537.59
		Workers Comp Insurance - Inspections	5102400 - Workers Comp Premiums	-44.48

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Check Number	Check Date	Payee Name	Description	Account Number	Amount
1229/2009 1603		Preferred Governmental Insurance Trust	Workers Comp Insurance	1040001 · Suntrust Bank	-12,227.98
			Workers Comp Insurance - Training	5102400 · Workers Comp Premiums	-319.13
			Workers Comp Insurance - Vehicle Maintenance	5102400 · Workers Comp Premiums	-187.23
			Workers Comp Insurance	5102400 · Workers Comp Premiums	-13,376.41
1228/2009	COM#28977-3-12/2009		Agreement #W/C FL1 0274202 09-06 - Admin	5102400 · Workers Comp Premiums	-57.59
			Agreement #W/C FL1 0274202 09-06 - Inspections	5102400 · Workers Comp Premiums	-44.48
			Agreement #W/C FL1 0274202 09-06 - Operations	5102400 · Workers Comp Premiums	-12,227.98
			Agreement #W/C FL1 0274202 09-06 - Training	5102400 · Workers Comp Premiums	-319.13
			Agreement #W/C FL1 0274202 09-06 - Vehicle Maint.	5102400 · Workers Comp Premiums	-187.23
1209/2009 1541		Quedmed Inc.	Blanket Purchase Order - Medical Supplies	1040001 · Suntrust Bank	-13,376.41
1124/2009 Inv. 42516			Blanket Purchase Order - Medical Supplies	5305225 · Operating Supplies-Medical	-95.70
1124/2009 Inv. 42483			Blanket Purchase Order - Medical Supplies	5305225 · Operating Supplies-Medical	-1,071.06
1221/2009 1570		Quedmed Inc.	Medical Supplies	1040001 · Suntrust Bank	-1,186.76
1208/2009 Inv. 42766			Blanket Purchase Order - Medical Supplies	5305225 · Operating Supplies-Medical	-1,128.80
1228/2009 1604		Quedmed Inc.	Medical Supplies	1040001 · Suntrust Bank	-1,128.80
1207/2009 Inv. 42995			Blanket Purchase Order - Medical Supplies	5305225 · Operating Supplies-Medical	-115.80
1230/2009 1620		Quedmed Inc.	Medical Supplies	1040001 · Suntrust Bank	-115.80
1216/2009 Inv. 43024			Blanket Purchase Order - Medical Supplies	5305225 · Operating Supplies-Medical	-214.50
1216/2009 Inv. 43074			Blanket Purchase Order - Medical Supplies	5305225 · Operating Supplies-Medical	-100.24
1202/2009 1522		Robert G. Blackburn, DO	Medical Director Services - Contract #65-008 (continued) - 10/1/09 - 9/30/10	1040001 · Suntrust Bank	-314.74
1124/2009 Galles - 23319			Various Physicals	5303465 · Contract Srv-Employee Physicals	-203.00
1124/2009 White - 19262			Various Physicals	5303465 · Contract Srv-Employee Physicals	-200.00
1124/2009 Paksasier - 23799			Various Physicals	5303465 · Contract Srv-Employee Physicals	-200.00
1124/2009 Morns - 11714			Various Physicals	5303465 · Contract Srv-Employee Physicals	-35.00
1124/2009 Smith - 22882			Various Physicals	5303465 · Contract Srv-Employee Physicals	-200.00
1130/2009 Inv. 2010-3			Medical Director Services - Contract #65-008 (continued) - 10/1/09 - 9/30/10	5303115 · Prof Srv-Medical Director	-3,066.66
1230/2009 1621		Robert G. Blackburn, DO	January - Medical Services	1040001 · Suntrust Bank	-4,104.66
1230/2009 2010-4			Medical Director Services - Contract #65-008 (continued) - 10/1/09 - 9/30/10	5303115 · Prof Srv-Medical Director	-3,066.66
1227/2009 1571		S & W Health Care Corp.	Medical Supplies	1040001 · Suntrust Bank	-3,066.66
1124/2009 Inv. 118618			Blanket Purchase Order - Medical Supplies	5305225 · Operating Supplies-Medical	-617.40
1230/2009 1622		Scott Scurlock/AP	School Reimbursement	1040001 · Suntrust Bank	-617.40
1230/2009 School Reimbursement			School Reimbursement - Quest for Wisdom - 10/29/09 - 12/20/09	5305506 · Educ-Training & Tuition	-450.00

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Check #	Payee	Description	Amount
120122009 1523	Shred-It USA	Shredding Service	-48.00
1109292009 1523	Shred-It USA	Shredding Service - Monthly - 10/1/09 - 9/30/10	-48.00
120302009 1623	Shred-It USA	Shredding Svcs	-48.00
120822009 1623	Shredding Service - Monthly - 10/1/09 - 9/30/10		-48.00
122822009 1605	Staples Business Advantage	Office Supplies	-48.00
121522009 1554	Office Supplies - Paper		-329.88
121522009 1554	Stn Trust Bank	November Statement	-329.98
121522009 November Statement			
		Postage	-20.85
		Repair of Vehicles	-2,908.60
		Operating Supplies	-18.95
		Operating Supplies	-240.18
		Clothing & Uniforms	-1,170.00
		Safety Gear	-489.60
		Janitorial Supplies	-574.95
		Operating Supplies - Mechanic	-321.45
		Operating Supplies - DP	-386.00
		Medical Supplies	-48.76
		Unspecialized Equipment	-219.98
		Gas, Oil, Lubricants	-419.50
		Contracted Services	-450.00
		Travel & Per Diem	-322.00
		Printing & Binding	-96.00
		Dues & Memberships	-15.00
		Dues & Memberships	-15.00
		Repair/Maint. DP Equipment	-367.72
		Repair/Maint. Equipment	-148.30
		Repair/Maint. Equipment	-221.67
		Repair/Maint. Equipment	-824.46
		Repair/Maint. Buildings	-400.00
		License & Subscription	-9,712.97
121522009 1555	Target/Safety		
120422009 1555	Target/Safety	License & Subscription	-9,712.97
120422009 1542	Ten-6 Fire Equipment, Inc.	Renewal - Annual user license & subscription fee for NFPA/Target/Safety	-9,750.00
120422009 1542	Ten-6 Fire Equipment, Inc.	Safety Gear	-9,750.00
120422009 1544	Ten-6 Fire Equipment, Inc.	Safety Gear	-346.90
120422009 1544	Ten-6 Fire Equipment, Inc.	Safety Gear & Supplies	-346.80
120422009 1544	Ten-6 Fire Equipment, Inc.	Safety Gear & Supplies	-20.00
120422009 1544	Ten-6 Fire Equipment, Inc.	Safety Gear	-713.60
120422009 1544	Ten-6 Fire Equipment, Inc.	Safety Gear	-352.10
120422009 1544	Ten-6 Fire Equipment, Inc.	Safety Gear & Supplies	-352.10

Spring Hill Fire Rescue District - Check Detail
November 29, 2009 through January 2, 2010

Check Number	Check Date	Check Amount	Payee Name	Description	Account Number	Balance
12/30/2009 1624			Times Publishing Company	Legal Notice - Ordinance	1040001 - Suntrust Bank	-15.49
12/30/2009 1624				Notice of Adoption of Ordinance 2009-01 & 2009-02	5304501 - Advertising-Legal	-15.49
12/29/2009 1608			Timothy LaRock/Map	School Reimbursement	1040001 - Suntrust Bank	-168.75
12/28/2009 School Reimbursement				School Reimbursement - CCS1100 Nitro Apps - August - December 2009	5306598 - Educ-Training & Tuition	-168.75
12/02/2009 1524			Tri-Gas Technologies	763658	1040001 - Suntrust Bank	-31.24
12/02/2009 Inv. 820661				Oxygen Refills - (Estimated)	5306225 - Operating Supplies-Medical	-40.26
12/02/2009 Inv. 573163				Oxygen Refills - (Estimated)	5306225 - Operating Supplies-Medical	-71.50
12/04/2009 1543			Tri-Gas Technologies	763658	1040001 - Suntrust Bank	-400.10
12/03/2009 Inv. 824323				Rental of Medical Oxygen Cylinders (Estimated)	5304401 - Rental/esse-Equipment	-40.28
12/04/2009 Inv. 573179				Oxygen Refills - (Estimated)	5306225 - Operating Supplies-Medical	-40.36
12/15/2009 1556			Tri-Gas Technologies	763658	1040001 - Suntrust Bank	-48.68
12/11/2009 Inv. 573198				Oxygen Refills - (Estimated)	5306225 - Operating Supplies-Medical	-48.68
12/21/2009 1572			Tri-Gas Technologies	763658	1040001 - Suntrust Bank	-48.68
12/17/2009 Inv. 581216				Oxygen Refills - (Estimated)	5306225 - Operating Supplies-Medical	-31.24
12/18/2009 Inv. 833974				Oxygen Refills - (Estimated)	5306225 - Operating Supplies-Medical	-79.92
12/28/2009 1607			Tri-Gas Technologies	763658	1040001 - Suntrust Bank	-48.68
12/28/2009 Inv. 763658				Oxygen Refills - (Estimated)	5306225 - Operating Supplies-Medical	-48.68
12/28/2009 1608			Universal Health Care		1040001 - Suntrust Bank	-368.58
12/28/2009 Overpayment				Overpayment - Carol A. Strahan, ID: MM 482550392; RUN: 08-11-11; DOS: 2/14/08	3424001 - Emergency Services	-324.64
12/28/2009 Overpayment				Overpayment - Carol A. Strahan, ID: MM 482550392; RUN: 08-14-07; DOS: 2/25/08	3424001 - Emergency Services	-94.22
12/28/2009 1609			Universal Health Care - 2	Overpayment	1040001 - Suntrust Bank	-368.99
12/28/2009 Overpayment				Overpayment - Robert Hill - ID: MM 991634887; RUN: 09-09-00; DOS: 9/1/09	3424001 - Emergency Services	-368.99
12/10/2009 1549			Utility Associates, Inc.	Hardware Maintenance Plan	1040001 - Suntrust Bank	-192.00
12/04/2009 Inv. 10696				AVAIL Navigator-Annual Payment	5304605 - Repair/Maint-DP Equipment	-960.00
				RCM & Hardware Maint. Pen Annual Subscription	5304605 - Repair/Maint-DP Equipment	-1,152.00
12/02/2009 1525			Medicare - 1	Refund - Overpayment	1040001 - Suntrust Bank	-207.48
11/30/2009 Refund				Refund - Overpayment - Virginia Navy; DOS: 7/6/09; RUN: 09-4516;	3424001 - Emergency Services	-207.48

Spring Hill Fire Rescue District - Check Detail
November 29, 2009 through January 2, 2010

Invoice #	Invoice Date	Invoice Description	Account #	Amount
120222009	1526	Withlacoochee River Electric Coop.	1040001 : SunTrust Bank	
11/20/2009	ID #8079019011	Electric - Libby Road - Training	5304302 : Utility Services-Electric	-86.30
11/20/2009	ID #8079019007	Electric - Libby Road - Inspections	5304302 : Utility Services-Electric	-86.29
11/20/2009	ID #8079019002	Electric - Sta. 1	5304302 : Utility Services-Electric	-588.01
11/20/2009	ID #8079019012	Electric - FRSM	5304302 : Utility Services-Electric	-118.50
11/20/2009	ID #8079019006	Electric - St. 3	5304302 : Utility Services-Electric	-689.93
11/24/2009	ID #8079019003	Electric - Sta. 4	5304302 : Utility Services-Electric	-540.78
11/24/2009	ID #8079019008	Electric - Station 2	5304302 : Utility Services-Electric	-999.62
11/24/2009	ID #8079019008	Electric - Vehicle Maintenance	5304302 : Utility Services-Electric	-262.45
12/28/2009	1610	Withlacoochee River Electric Coop.	1040001 : SunTrust Bank	
12/16/2009	ID #8079019002	Electric - FRMS	5304302 : Utility Services-Electric	-88.91
12/16/2009	ID #8079019007	Electric - Station 1	5304302 : Utility Services-Electric	-428.43
12/16/2009	ID #8079019012	Electric - Station #3	5304302 : Utility Services-Electric	-526.50
12/02/2009	1527	Zimmer, Unice & Salzman, P.A.	1040001 : SunTrust Bank	
11/12/2009	Inv. 31739	Legal Counsel - October 2009	5303105 : Prof Services-Attorney	-1,250.90
12/28/2009	1611	Zimmer, Unice & Salzman, P.A.	1040001 : SunTrust Bank	
12/04/2009	Inv. 31999	Legal Counsel - November Payment	5303105 : Prof Services-Attorney	-806.14

INTERIM MEDICAL DIRECTOR CONTRACT

Agreement for Medical Director Services for Spring Hill Fire Rescue and Emergency Medical Services District

THIS AGREEMENT dated this 12th day of January 2010, by and between the **Spring Hill Fire Rescue Fire Board (hereafter, "District")** whose address is 3445 Bob Hartung Ct., Spring Hill, FL 34606 and **Dr. Michael A. LoGuidice Sr.**, a licensed Florida physician whose address is 3152 Little Road, Suite 207, Trinity, Florida 34655, and the parties state:

WITNESSETH:

WHEREAS, the **District** desires to retain a Medical Director for the Emergency Medical Services provided by the **Spring Hill Fire Rescue and Emergency Medical Services District (hereafter, "SHFRD")** through an agreement with **Dr. Michael A. LoGuidice, Sr.**, and

WHEREAS, the **SHFRD** desires to retain a Florida licensed M.D. or D.O. as Medical Director from a broad-based medical specialty such as emergency medicine, internal medicine, anesthesiology, or other surgical specialty, with demonstrated experience in pre-hospital care and hold an Advanced Cardio Life Support (ACLS) certificate of successful course completion or be board certified in emergency medicine; and

WHEREAS, the Medical Director may be a sole practitioner or be designated by a professional association, corporation, or partnership of physicians or a hospital which delivers in-hospital emergency services; and

WHEREAS, **Dr. Michael A. LoGuidice Sr.**, is a physician licensed in the State of Florida with experience in emergency medicine; and

WHEREAS, the Medical Director shall supervise and accept direct responsibility for the medical performance of the First Responders, Emergency Medical Technicians (EMTs) and Paramedics functioning for the emergency medical service system in Spring Hill and all those mutual aid requesting municipalities outside the geographical borders of Spring Hill.

NOW THEREFORE, in consideration of the mutual promises and benefits as set forth herein, the **District** and **Dr. Michael A. LoGuidice Sr.**, agree as follows:

1. **Dr. Michael A. LoGuidice Sr.**, agrees to provide the services of Medical Director to supervise and accept responsibility for the medical performance of the First Responders, EMTs and Paramedics of Basic and Advance Life Support (BLS, ALS) agencies for the **SHFRD** operating inside the geographical borders of Spring Hill and all mutual aid requesting municipalities. The Medical Director shall be the consultant to the Advance Life Support **SHFRD** and to the Basic Life Support First Responders of the District. However, nothing herein shall in any way authorize any limitations or restrictions by the **SHFRD** on the professional acts and advice of the Medical Director.

2. The Medical Director shall perform all services required of him/her pursuant to Chapter 401, Florida Statutes, the applicable rules of any governmental agency implementing said Chapter, and any duties upon written notice from the Florida Department of Health that such additional duties are required of the Medical Director, or upon notice from the District that such additional duties have been established by the Florida Department of Health. The Medical Director shall attend meetings of the State Association of EMS Medical Directors and, if board certified in emergency medicine, shall hold membership in the American College of Emergency Physicians.
3. **The Medical Director shall:**
 - A. Supervise and accept direct responsibility for the medical performance of the Fire Responders, Emergency Medical Technicians (EMTs) and Paramedics functioning for the **SHFRD** in the primary geographical borders of Spring Hill, excluding the Hernando County Fire Rescue District and all mutual aid requesting Counties, Municipalities, and other Fire Rescue Districts outside those geographical borders.
 - B. Perform all services required of him/her pursuant to Chapter 401, Florida Statutes, as they may be amended during the term of this contract, follow the applicable rules of any governmental agency implementing said chapter and any duties upon written notice from the Florida Department of Health that such additional duties are required of the Medical Director, or upon notice from the District that such additional duties have been established by the Florida Department of Health.
 - C. Attend meetings of the State Association of EMS Medical Directors and, if board certified in emergency medicine, shall hold membership in the American College of Emergency Physicians (A.C.O.E.P.).
 - D. Retain ultimate authority to permit any Paramedic, EMT or First Responder to utilize advanced life support techniques, basic life support, patient assessment, or patient stabilization. Develop and maintain medically correct standing orders or protocols which permit specified ALS and BLS procedures of the patient that in no way decreases or delays the pre-hospital care being delivered at this time. Seek input from **SHFRD** employees regarding the protocols on an annual basis and before any protocol revision.
 - E. Provide themselves or an appointee (appointee shall be a M.D. or D.O. with equivalent qualifications, the use of an appointee shall not exceed 10% of Medical Director's duties, without written **District** approval), twenty-four (24) hour-per-day, seven (7) days-per-week medical direction which shall include, in addition to the development of protocols and standing orders, direction to personnel of the **SHFRD** as to availability of Medical Director off-line service to resolve problems, system conflicts and provide services in an emergency.
 - F. Develop and revise, when necessary, Trauma Transport Protocols for submission to the Florida Department of Health for approval. Ensure all EMTs and Paramedics are trained in the use of the trauma score card methodology for both adult and pediatric patients.
 - G. Coordinate a minimum of one in-service training session bi-monthly.

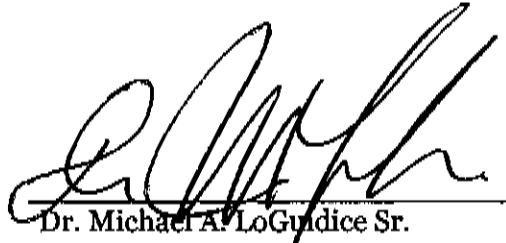
- H. Coordinate basic and advanced life support providers' courses annually for the **SHFRD**, as to ensure maintenance of licenses up to an including ACLS, BCLS, PALS, BTLs and PHTLS.
- I. Visit ALS units, on site, for the purpose of riding, observing and evaluating, a minimum of ten (10) hours during each quarterly period. The referenced (10) hours per quarter will be actual ride time on an ambulance.
- J. Maintain overview of a patient-care quality assurance system to assess the medical performance of Paramedics and EMTs. Audit the performance of system personnel, by use of a quality assurance program to include, but not be limited to, a prompt review of run reports (reviewing 10% or more of **SHFRD** Staff directed run reports and 10% or more of randomly selected run reports), direct observation, and compliance of medical protocols.
- K. Develop and maintain a system that evaluates new medications, equipment and treatment modalities for potential implementation as well as for the possible elimination of medications, equipment and treatment modalities that no longer serve the best interest of the patient and/or **SHFRD**. Obtain **SHFRD** employees input on either action.
- L. Maintain and produce copies of current registration as a Medical Director, either individually or through a hospital, with the U.S. Department of Justice, Drug Enforcement Administration (DEA). Registration shall include each address at which controlled substances are stored. Ensure and certify that security procedures of the **SHFRD** providers for medications, fluids, and controlled substances are in compliance with chapters 499 and 893 Florida Statutes and chapter 64, Florida Administrative Code, as they may be amended from time to time. Create, authorize and ensure adherence to detailed written operating procedures regarding all aspects of the handling of medications, fluids and controlled substances by the **SHFRD**.
- M. Review and approve continuing medical education for EMTs and Paramedics. The Medical Director must ensure that appropriate training is provided following any changes in medical standing orders, protocols or medical equipment usage.
- N. Review and approve EMT and Paramedic continuing education credits provided by the **SHFRD** Training Officer.
- O. Report to the Florida Bureau of EMS any EMT or Paramedic who has had their privilege to provide patient care removed by the Medical Director. Such a report of disciplinary action must include a statement and documentation of the specific acts of the disciplinary action.
- P. Set appropriate review/appeal mechanisms for the above action for any EMT or Paramedic that has had their patient care privileges suspended by the Medical Director.
- Q. Be knowledgeable of the aero-medical requirements of patients.
- R. Assure all aspects of the EMS system are developed to place the needs of the patient first.

- S. Authorize Paramedics to perform immunizations pursuant to a written agreement with a County Health Department after appropriate training has been held and documented as such on form DH 1256, Certification of Training.
- T. Develop and maintain liaison with the medical community (hospitals, emergency departments, mental health agencies, physicians and other providers of EMS).
- U. Be a member in good standing of at least one national emergency medicine constituency group, such as the National Association of EMS Physicians, the American College of Emergency Physicians, etc.
- V. Attend local and State EMS Advisory Council meetings as needed.
- W. Participate in National EMS organizations through attendance of conferences and other activities.
- X. Interact with County, Regional, State and Federal EMS authorities, regulators and legislators to ensure standards, needs and requirements are met and resource utilization is optimized.
- Y. Be a Physician licensed under chapter 458, Florida Statutes or chapter 459, Florida Statutes and practicing in Florida.
- Z. Participate in grant application process for system funding, expansion and research as determined by the **SHFRD**.
- AA. Interact, educate and act as liaison to local governmental officials on an as needed basis.
- BB. Require education/testing/proficiency for all personnel involved in EMS (First Responders, EMTs, and Paramedics) and Associate Medical Directors (if employed).
- CC. Shall provide a written report, to the **Chief of the SHFRD**, of contract activities for the previous quarter to reflect the required services documented in the contract between **SHFRD** and the Medical Director. The report shall be delivered to the Chief within fourteen (14) days of the end of the reporting quarter.
- 4. For the services provided by **Dr. Michael A. LoGuidice Sr.**, pursuant to this agreement, he shall be paid a sum of \$ 3,066.66 per month, for each calendar month during the term of this Agreement.
- 5. **Dr. Michael A. LoGuidice Sr.** shall provide \$1,000,000/\$3,000,000 professional liability coverage for services provided by this agreement and shall provide proof of such coverage on or before January 31, 2010.
- 6. The **SHFRD** shall cooperate to the greatest extent possible in the delivery of competent emergency medical care, including the implementation of the policies established by the Medical Director.
- 7. The term of this Agreement shall be from January 12, 2010 through September 30, 2010 unless sooner terminated. This Agreement may be terminated by either party upon giving (30) days written notice at the above mentioned addresses to each party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the 12th day of January 2010, in the County of Hernando, Florida.

**SPRING HILL FIRE RESCUE AND
EMERGENCY MEDICAL SERVICES
DISTRICT
BOARD OF FIRE COMMISSIONERS
HERNANDO COUNTY, FLORIDA**

by: 
Amy Bresnan, Chairperson


Dr. Michael A. LoGuidice Sr.

ATTEST:


Michael S. Rampino, Chief

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY**


Andrew Salzman, District Attorney

Spring Hill Fire Rescue District Standard Operating Procedures			
Division:	Administration	Issue Number:	Admin 4
Initiated:		Effective Date:	
Approved:		Revision Date:	12/10/2009
Subject:	Company Public Relations Activities		Page 1 of 2

1 PURPOSE:

- 1.1 For the scheduling, coordination and implementation of public relations events and activities.

2 RESPONSIBILITY:

- 2.1 These procedures apply to all members assigned to the Spring Hill Fire Rescue District.

3 PROCEDURES:

3.1 Public Relations Activities

- a. Public requests for involvement in community events/activities shall be referred to the Fire Prevention Division for review and scheduling.
- b. The assignment of Members and Equipment will be dependant upon the nature of the request and a recommendation made by the FPD to the District Chief who will have final authority.
- c. Companies providing first due response to the location of the event will be the primary company assigned. Changes in company assignment will be at the discretion of the District Chief.
- d. Prior to the event / activity, the FPD shall ensure that all necessary information and public relations materials have been provided to the Company Officer. The Company Officer shall contact the FPD if assistance is needed.
- e. Delays in arrival, or emergency cancellations for scheduled public relations events shall be reported to the appropriate District Chief and/or Assistant Chief.
- f. The District Chief shall either schedule another Company or notify the FPD as soon as possible.

3.2 Special Requests

- a. Assistant Chief notification and approval will be required for the following public relations requests:

Spring Hill Fire Rescue District Standard Operating Procedures			
Division:	Administration	Issue Number:	Admin 4
Subject:	Company Public Relations Activities		
Effective Date:		Revision Date:	Page 2 of 2

- Requests for specialty units, i.e., Engines., Ladder Co., Mobile Command Unit
- Requests for events/activities occurring outside Spring Hill Fire Rescue jurisdiction
- Large events requiring the commitment of multiple units
- Requests requiring units to be out-of-service

3.3 Public Presentations

- a. The function of the assigned Company shall be to show and demonstrate the apparatus and equipment, and to provide fire and life safety information to the citizens and visitors of our community.
- b. Members may refer to the station Public Relations box for presentation outlines on adult and child injury prevention lessons.

4 References:

4.1 Public Relations box

Spring Hill Fire Rescue District Standard Operating Procedures			
Division:	Administration	Issue Number:	Admin 23
Initiated:		Effective Date:	
Approved:		Revision Date:	
Subject:	Processing Citizen Complaints		Page 1 of 2

1 PURPOSE:

- 1.1 For the receipt and investigation of external complaints and/or allegations against the Spring Hill Fire Rescue District.

2 RESPONSIBILITY:

- 2.1 These procedures apply to all members assigned to the Spring Hill Fire Rescue District.

3 PROCEDURES

- 3.1 Any citizen who wishes to file a complaint against the Fire Rescue District shall be assisted immediately by the person receiving the complaint.
 - a. Upon receipt of the complaint, the call taker shall document the complaint information on the appropriate forms. The call taker shall assure the citizen of a timely resolution and follow up if one is requested. A copy of the Citizen Contact Form shall be faxed or emailed immediately to the Fire Chief's office for entry into a database. A copy of the complaint shall also be forwarded to the appropriate District Chief / Manager for investigation. The Assistant Chief may assign the appropriate District Chief to handle the complaint process. Citizen complaints will not be handled by a rank lower than District Chief.
 - Members who have access to the Citizen Contact Database may enter the information directly in the database in lieu of using the Citizen Contact Form, though they must still make the same staff notifications.
- 3.2 The supervisor assigned to handle the complaint shall contact the complainant to assure them that their complaint has been received, and to ask any additional questions they feel are necessary. This contact should occur on the same day that the complaint was filed.
 - a. Upon completion of the investigation, the supervisor assigned to the complaint shall document the results of their investigation, and provide any recommendations for action on the Citizen Complaint Form. Once the issue is resolved, the supervisor shall forward copies of the complaint and all narrative pages to the Fire Chiefs' office for processing.

	Spring Hill Fire Rescue District Standard Operating Procedures		
Division:	Administration	Issue Number:	Admin 23
Subject:	Processing Citizen Complaints		
Effective Date:		Revision Date:	Page 2 of 2

- b. Once the complaint is deemed fully resolved, the investigating supervisor shall contact the original complainant and advise them of the outcome of the investigation and the recommended action(s).

4 REFERENCES:

- 4.1 Common Forms

**SPRING HILL FIRE RESCUE and EMS DISTRICT
CITIZEN COMPLAINT PROCESSING CHECKLIST**

CALLTAKER/COMPLAINANT/COMPLAINT

RECEIVED BY: _____ DATE RECEIVED: _____

COMPLAINANT: _____ DATE OCCURRED: _____

COMPLAINANT'S CONTACT INFORMATION: _____

ADDRESS ISSUE OCCURRED: _____

NATURE OF COMPLAINT:

INCIDENT NUMBER: _____

DATE CITIZEN CONTACT FORM FAXED/EMAILED TO FIRE CHIEF: _____

DATE CITIZEN CONTACT FORM FORWARDED TO DC/MANAGER: _____

FIRE CHIEF/DISTRICT CHIEF/MANAGER

SHFR SUPERVISOR: _____ DATE RECEIVED: _____

DATE COMPLAINT FORM ENTERED INTO DATABASE: _____

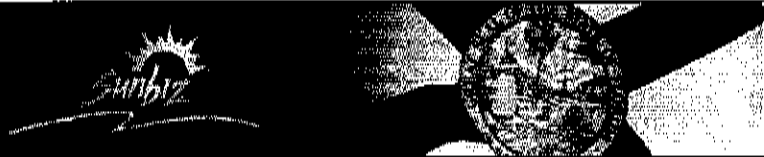
DATE COMPLAINANT CONTACTED: _____

RESOLUTION:

DATE CLOSED FILE FORWARDED TO FIRE CHIEF: _____

DATE RESOLUTION FORWARDED TO COMPLAINANT: _____

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Detail by Entity Name

Florida Non Profit Corporation

SPRING HILL FIRE & RESCUE DISTRICT VOLUNTEER ASSOCIATION, INC.

Filing Information

Document Number 715697
FEI/EIN Number 237010720
Date Filed 12/11/1968
State FL
Status ACTIVE
Last Event NAME CHANGE AMENDMENT
Event Date Filed 07/07/1988
Event Effective Date NONE

Principal Address

3445 BOB HARTUNG CT
SPRINGHILL FL 34606

Changed 03/14/1988

Mailing Address

3445 BOB HARTUNG CT
SPRINGHILL FL 34606

Changed 03/14/1988

Registered Agent Name & Address

RAMPINO, MICHAEL
3445 BOB HARTUNG COURT
SPRING HILL FL 34606 US

Name Changed: 07/28/2008

Address Changed: 07/28/2008

Officer/Director Detail

Name & Address

Title P

BYRNE, FRANK

Title VD

SACCO, JOE

Title SD

BAKER, ERIC

Title TD

EDWARDS, BEN

Title D

HERMAN, BILL

Annual Reports

Report Year	Filed Date
2007	02/05/2007
2008	07/28/2008
2009	01/12/2009

Document Images

01/12/2009 -- ANNUAL REPORT	View image in PDF format
07/28/2008 -- ANNUAL REPORT	View image in PDF format
02/05/2007 -- ANNUAL REPORT	View image in PDF format
02/13/2006 -- ANNUAL REPORT	View image in PDF format
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05/19/2002 -- ANNUAL REPORT	View image in PDF format
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07/19/2000 -- ANNUAL REPORT	View image in PDF format
04/27/1999 -- ANNUAL REPORT	View image in PDF format
05/20/1998 -- ANNUAL REPORT	View image in PDF format
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03/12/1996 -- ANNUAL REPORT	View image in PDF format
03/08/1995 -- ANNUAL REPORT	View image in PDF format

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2009 NOT-FOR-PROFIT CORPORATION ANNUAL REPORT

**FILED
Jan 12, 2009
Secretary of State**

DOCUMENT# 715697

Entity Name: SPRING HILL FIRE & RESCUE DISTRICT VOLUNTEER ASSOCIATION, INC.

Current Principal Place of Business:

3445 BOB HARTUNG CT
SPRINGHILL, FL 34606

New Principal Place of Business:

Current Mailing Address:

3445 BOB HARTUNG CT
SPRINGHILL, FL 34606

New Mailing Address:

FEI Number: 23-7010720

FEI Number Applied For ()

FEI Number Not Applicable ()

Certificate of Status Desired (X)

Name and Address of Current Registered Agent:

RAMPINO, MICHAEL
3445 BOB HARTUNG COURT
SPRING HILL, FL 34606 US

Name and Address of New Registered Agent:

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

OFFICERS AND DIRECTORS:

Title: P () Delete
Name: LOWERY, JAMES
Address:
City-St-Zip:

Title: VD () Delete
Name: JOSEPH, ANTHONY
Address:
City-St-Zip:

Title: SD () Delete
Name: BAKER, ERIC
Address: 7393 LANDMARK DR
City-St-Zip: SPRING HILL, FL 34606

Title: TD () Delete
Name: HOPKINS, MARK
Address: --
City-St-Zip:

Title: D () Delete
Name: HERMAN, BILL
Address: --
City-St-Zip:

ADDITIONS/CHANGES TO OFFICERS AND DIRECTORS:

Title: P (X) Change () Addition
Name: BYRNE, FRANK
Address:
City-St-Zip:

Title: VD (X) Change () Addition
Name: SACCO, JOE
Address: ()
City-St-Zip: ()

Title: () Change () Addition
Name:
Address:
City-St-Zip:

Title: TD (X) Change () Addition
Name: EDWARDS, BEN
Address:
City-St-Zip:

Title: () Change () Addition
Name:
Address:
City-St-Zip:

I hereby certify that the information supplied with this filing does not qualify for the exemption stated in Chapter 119, Florida Statutes. I further certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes; and that my name appears above, or on an attachment with an address, with all other like empowered.

SIGNATURE: MICHAEL RAMPINO

RA

01/12/2009

Electronic Signature of Signing Officer or Director

Date

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Events

SPRING HILL FIRE & RESCUE DISTRICT VOLUNTEER ASSOCIATION, INC.

Document Number 715697
Date Filed 12/11/1988
Effective Date None
Status Active

Event Type	Filed Date	Effective Date	Description
NAME CHANGE AMENDMENT	07/07/1986		OLD NAME WAS : SPRING HILL FIREFIGHTERS ASSOCIATION, INC.
NAME CHANGE AMENDMENT	11/24/1976		OLD NAME WAS : SPRING HILL VOLUNTEER FIRE DEPARTMENT, INC.

Note: This is not official record. See documents if question or conflict.

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SECRETARY OF STATE
TALLAHASSEE, FLORIDA

CORPORATION ANNUAL REPORT 1995

FLORIDA DEPARTMENT OF STATE
Sandra B. Mortham
Secretary of State
DIVISION OF CORPORATIONS

DOCUMENT # 715697 (9)

1. Corporation Name
SPRING HILL FIRE & RESCUE DISTRICT VOLUNTEER ASSOCIATION, INC.

Principal Place of Business Mailing Address

3445 BOB HARTUNG CT SPRINGHILL FL 34608 3445 BOB HARTUNG CT SPRINGHILL FL 34608

DO NOT WRITE IN THIS SPACE

3. Date Incorporated or Qualified 12/11/1968 3a. Date of Last Report 03/08/1994

4. FEI Number 23-7010720 Applied For Not Applicable

5. Certificate of Status Desired **\$8.75 Additional Fee Required**

6. Election Campaign Financing Trust Fund Contribution **\$5.00 May Be Added to Fees**

7. Nonprofit with IRS 501(c)(3) Tax Exempt Status **\$68.75 Supplemental Fee Not Required**

8. This corporation has liability for intangible tax under S. 199.032, Florida Statutes Yes No

2. Principal Place of Business 2a. Mailing Address

21 Suite, Apt. #, etc. 26 Suite, Apt. #, etc.

22 City & State 27 City & State

23 Zip Country 28 Zip Country

9. Name and Address of Current Registered Agent

PATTERSON, DONALD
3445 BOB HARTUNG CT
SPRING HILL FL 34608

81 Name
82 Street Address (P.O. Box Number is Not Acceptable)
83
84 City FL 85 Zip Code

10. Name and Address of New Registered Agent

11. Pursuant to the provisions of Sections 607.0502 and 607.1508, Florida Statutes, the above-named corporation submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida. Such change was authorized by the corporation's board of directors. I hereby accept the appointment as registered agent. I am familiar with, and accept the obligations of, Section 607.0505, Florida Statutes.

SIGNATURE _____ DATE _____
Signature, typed or printed name of registered agent and his if applicable. NOTE: Registered Agent signature required when changing.

12. OFFICERS AND DIRECTORS		13. ADDITIONS/CHANGES TO OFFICERS AND DIRECTORS IN 12	
TITLE NAME STREET ADDRESS CITY - ST - ZIP	PD LIPARITO, ANGELO	1.1 TITLE 1.2 NAME 1.3 STREET ADDRESS 1.4 CITY - ST - ZIP	PD MOSCA, ANTHONY J. <input checked="" type="checkbox"/> Change <input type="checkbox"/> Addition
TITLE NAME STREET ADDRESS CITY - ST - ZIP	VPD MOSCA, ANTHONY J.	2.1 TITLE 2.2 NAME 2.3 STREET ADDRESS 2.4 CITY - ST - ZIP	VPD LIPARITO, ANGELO <input checked="" type="checkbox"/> Change <input type="checkbox"/> Addition
TITLE NAME STREET ADDRESS CITY - ST - ZIP	SD SICILIANO, JEANNE	3.1 TITLE 3.2 NAME 3.3 STREET ADDRESS 3.4 CITY - ST - ZIP	<input type="checkbox"/> Change <input type="checkbox"/> Addition
TITLE NAME STREET ADDRESS CITY - ST - ZIP	TD BRUNJES, HENRY	4.1 TITLE 4.2 NAME 4.3 STREET ADDRESS 4.4 CITY - ST - ZIP	<input type="checkbox"/> Change <input type="checkbox"/> Addition
TITLE NAME STREET ADDRESS CITY - ST - ZIP	D DEAN, DAVID	5.1 TITLE 5.2 NAME 5.3 STREET ADDRESS 5.4 CITY - ST - ZIP	<input type="checkbox"/> Change <input type="checkbox"/> Addition
TITLE NAME STREET ADDRESS CITY - ST - ZIP	D PAINTER, HARRY E.	6.1 TITLE 6.2 NAME 6.3 STREET ADDRESS 6.4 CITY - ST - ZIP	<input type="checkbox"/> Change <input type="checkbox"/> Addition

14. I do hereby certify that the information supplied with this filing is voluntarily furnished and does not qualify for the exemption stated in Section 119.07(3)(b), Florida Statutes. I further certify that the information indicated on this annual report or supplemental annual report is true and accurate and that my signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 017, Florida Statutes; and that my name appears in Block 12 or Block 13 if changed, or on an attachment with an address.

SIGNATURE: *Anthony J. Mosca* Feb - 6 95 683-4139
SIGNATURE AND TYPE OR PRINTED NAME OF SIGNING OFFICER OR DIRECTOR

680001