



SOUTHERN MANATEE FIRE RESCUE DISTRICT

Interoffice Memorandum

TO: The Southern Manatee Board of Fire Commissioners
FROM: Brian Gorski, Fire Chief (BG)
RE: **Chief's Report**
DATE: October 15, 2015

September 15, 2015 – staff had a conference call meeting with Telestaff over the final step, which is the Voxeo Prophecy Service, the communication (phone lines), when the computer detects an opening or we fall below minimum staffing, the computer automatic will call any extra people on the shift to have them detailed to fill the vacancy or if there are not any extra firefighters to move, the computer will automatically call for hire back until the vacancy is filled. For the next two weeks the District will run scenario's to test this communication piece. The payroll side of Telestaff is in the final testing stages. Soon this whole process of taking time off, creating minimum staffing on apparatus daily and in advance, and automatic calling to move personnel will be fully automatic, paperless, little to no errors, and increase the efficiency of all those involved in staffing and payroll.

September 17, 2015 – We had another meeting with Manatee County Information Technology Department over our draft Service Level Agreement (SLA) for the Engines I-mobiles as well as joining Manatee County I-mobile replacement program. This agreement covers annual maintenance, software updates, and replacement. We should have this SLA completed by the end of this month.

September 21, 2015 – HME Ahrens-Fox fire apparatus dealer stopped by with a demo of a 1500 GPM/400 gallon quick attack engine for us to look at. Chief Blanco also invited the Apparatus Committee to look at this vehicle. Nice vehicle, but too small for our use – no compartment or hose space, plus that is a lot of weight for this truck chassis.

We had a meeting with the Suncoast Blood Bank about this years “Boots n Badges” blood drive, which is scheduled to kick off starting December 12th. The blood mobile is scheduled to be at the administration center on both December 16th and 17th from 0830 hours to noon for personnel, including Commissioners, and family members to donate blood.

September 22, 2015 – Chief Blanco, Lieutenant Naples and myself continued our work on obtaining information from various radio vendors (Motorola and Harris), radio specifications, costs and their lease purchase programs. The District still has radios that they are using today that will NOT be able to use with the new P-25 radio system, primarily these radios are in Fire Prevention, Administration, and some in Operations. We are creating a spread sheet of this information and cost to assist us in the selection and purchase of these radios. These funds are currently in our approved FY16 Budget Capital Fund. In all of this research, Lt. Naples did find a 3rd vendor that Manatee County Government is currently reviewing. We will be getting this information to review and to add to our radio specification and cost spread sheet.

I assisted Captain Nick Herlihy, Cedar Hammock Fire Rescue District Training Captain, with the development of their Exposure Control Plan, explained blood testing protocols and treatment protocols for various exposures and other various topics related to exposures.

September 24, 2015 - at our monthly SOP/Rule & Regulation Committee, we finalized the District’s Exposure Control Plan, Exposure Report and various forms related to the Exposure Control Plan. We also began looking at all of the forms that the District uses to make certain that they are still being used, make revisions, or delete them. At the same time we started looking at the computer share drive that all personnel utilize and all of the folders and files that contain SOP’s, Rules, ROG’s, Forms and moved them to one location to make them easier to review and to get ready to create only one folder that will contain all of the new SOP’s/Rules and Forms. Currently on the share drive there is at least 15 different locations that contain old SOP’s, Rules, and Forms that each of these file folders contains 100’s of other documents that need to be deleted so that it does not cause any confusion with our personnel.

All new SOP’s/Rules & Regulations have been converted to PDF files and besides having access through the computer, each Station will have a hard copy (book), indexed by subject title and numbered for reference (Administration, Fire

Operations, EMS Operations, Training, Logistics, Position Descriptions, Hazardous Materials, and Emergency Management) for their Station library for reference.

Received all the sales contract and all of the other required paperwork for the land sale between us and Manatee County Government. Our Attorney, Michael Hankin provided me a copy for review. Mr. Hankin is reviewing the final copies now and if he has no changes, then it is matter of getting this scheduled for approval and closing.

September 30, 2015 – Staff had a meeting with C.S.I. Networks (the company that is building our new website), to view our new website before it went live. C.S.I. did a great job and even though we wanted to wait to go live to make certain that everything was working, we had no choice, our current site crashed after placing the Open House Press Release on it. So by night fall our new site was up and running. We still have work to do, but all of the required information (Fl. Law stuff) is on there that the public can view and print including all of the FY16 Resolutions and the Approved FY16 Budget documents.

October 1, 2015 – Haz-mat 1 and SMFR Haz-mat Technicians were asked by Manatee County Government to join them at event that they were holding in Ellenton that explained governmental services.

Haz-mat 1 and our Team will be providing a demo of their truck and equipment for the Suncoast Blood Bank on December 12 for the kick-off for the “Boots n Badges” blood drive.

Robert and I went to Sarasota County Surplus and picked up 28 Dell E6500 Laptops, 2 – 25” x 41” flat screen monitors, 2 – Panasonic CF31’s Laptops, and 2 XXX-large water tight pelican cases. All of these computers work and are in excellent shape and the cost to us was \$0.00. These Dell E6500 are actually newer than some of our existing laptops.

October 3, 2015 – The District held their Open House to kick off Fire Prevention Week. Our Open House started at 1000 hours and ended at 1400 hours, it was a HUGE success, we had over 260 people attend and it was covered by Channel 7/40 ABC news which aired at the 6:30 news. Everyone did an outstanding job with this event.

October 5, 2015 – Fire Inspector Larry Betts was honored by Congressman Vern Buchanan with the “**Dedication and Professionalism Service Award**”. This was the 16th District Congressional Fire/EMS Awards Ceremony that was held in the Sarasota County Commissioner Chambers. Fire Inspector Larry Betts received a standing ovation when he received his award from Congressman Buchanan.

October 7, 2015 – Staff had a meeting with Harbor Community Bank, which is a local bank that does operate other facilities throughout the State of Florida. Currently the District utilizes Bank of America and besides their customer services being very poor and charging fees for everything, on September 1 they sent a letter to us advising us of a huge increase in our fee’s, annually we paid a little more than \$4000 a year and now they were being raised to just under \$8000 a year.

I did have a discussion(also in writing) with our Attorney about if the District is required by law to go RFP for banking services and she reported “No”, there is no requirement in general law to bid this function/service out, unless there was something in the District’s procurement policy requiring competitive bidding for bank services. In reviewing our policy, there is no requirement. Maggie then wanted us to review our loan documents to see if there was any requirement to maintain an account with any of their loans, we did, and there was no requirement here either. Chief Bounds is in charge of this project and we will keep you all posted on our interviews and findings.

Captain Crawford and I participated in a press release with PGIT handing us over a check for \$5000.00. This past year PGIT offered a grant program (reimbursement type grant) for programs such as training that deals with safety, Personnel Protective Equipment and safety equipment. Captain Crawford submitted a grant and was awarded.

October 8, 2015 - I took some of our Firefighter/EMT’s/Paramedic’s to Sarasota Memorials monthly Trauma Rounds. This month’s topic was on “Management of Blunt Splenic Trauma”.

October 15, 2015 – The Dawson Group (Medical Insurance Broker) had a meeting with our Insurance Committee to introduce themselves and to review the services that they provide as an Insurance Broker. Our RFP for Insurance Broker will be re-issued sometime in December 2015.