



## SOUTHERN MANATEE FIRE RESCUE DISTRICT

### Interoffice Memorandum

**TO:** The Southern Manatee Board of Fire Commissioners  
**FROM:** Brian Gorski, Fire Chief <sup>BG</sup>  
**RE:** **Chief's Report**  
**DATE:** February 18, 2016

**January 26, 2016** – RFP 2016-01 closed at 1400 hours. Debbie and Chief Bounds logged in a total of four (4) RFP packages from 4 Brokers (Gehring Group, Keever & Associates, Dawson Group, and Boyd Insurance. All 4 respondents did submit complete proposals.

**January 27, 2016** – The District's Insurance Evaluation Committee meet to evaluate & score each of the four RFP's received. Chief Bounds chaired this Committee and after spending numerous hours of evaluation, discussion and scoring turned in the scoring sheets to Debbie Tuckerman, which in turn verified the adding on the individual scoring sheets and then total them to get the ranking. This was checked and re-checked multiple times for accuracy. Based on the scoring, then they were ranked by score (highest to lowest).

**January 28, 2016** – Staff had a two hour conference call with Chris Carlton from Kronos-Telestaff in regards to out-bounding. Out-bounding is a function of this software where it will notify an employee by phone if they are being moved from their home station to another station to fill a vacancy or that they will be moved into an acting position (working out of classification) FF moved to act as the Station Officer or out-bounding is used when Telestaff identifies that a shift is below minimum staffing, this software will automatically call the hire-back list to secure a FF to bring the shift back to minimum staffing levels. Once we work the bugs out, we will provide a demonstration over the features of Telestaff and how it works and the benefits it will provide to the District.

**February 10, 2016** – Working with Attorney David Jackson on drafting a contract based on our recent RFP for Group Insurance Benefits Broker, similar to an engagement letter that was initiated when we selected the new auditor. This contract will identify our expectations and services required, time frames, and other components that were contained within the RFP.

**February 8 & 11, 2016** – Received an update from Charles Meader, Manatee County Property Acquisition over the status of the Station 4 land that Manatee County needs for the 45<sup>th</sup> Street Project. Received all of the documents from our Attorney (Michael Hankin) and Manatee County for me to review once again, the only change was to change the year from 2015 to 2016 dates. **These documents are scheduled to go in front of the Manatee County Commissioners on March 8<sup>th</sup>, 2016**. As soon as the Manatee County Board of County Commissioners executes the contract, then our attorney will coordinate a date/time with Manatee County for the closing and receiving our money.

**February 1 through 11, 2016** – worked on identifying possible shortfalls in the FY16 budget due to increase in cost by vendors, as well as determining the increase in pension cost for FY16 (**which is \$355,274.83**), based on the FY15-16 Valuations, the District's contribution to both Pension Plans increased by 7%. Our work is to determine the possibility of doing an amendment to the FY16 Budget as well as looking at other options within our FY16 Budget. In addition to this, I worked on identifying the amount of roll-over from fiscal year ending 9/30/2015 and using these dollars to offset this increase as well as other increases that have happened since October 1, 2015.

**February 17, 2016** – Fire Prevention Code Board of Appeals, all work has been completed by the attorney. As soon as we receive a “clean – final” document, a resolution will be written for your action and approval. Maggie is currently drafting this resolution for Cedar Hammock, so as soon as she completes this and Chief Hoyle signs off, they will send me a copy for us to use, however written for Southern Manatee.