

WEST MANATEE FIRE & RESCUE DISTRICT COMMISSION

REMOTE BUDGET WORKSHOP

Minutes of April 21, 2020

The remote work session began at 5:00 p.m. with the following members present: Randy Cooper, Larry Jennis, George Harris, David Bishop and Al Robinson.

Chief Rigney welcomed everyone and hoped everyone was staying in good health in this unprecedented time. He stated this is the time of the year to discuss the assessment rates for the next budget year. As a non ad-valorem department, we are only able to raise rates based on the Personal Income Growth (P.I.G.). This year the max we are able to raise the rates is 5.46%. The P.I.G. for this upcoming year does not look like it will be in our favor and this would affect the ability to raise rates to fund services that we currently deliver for the next five years. The goal of this workshop is to get direction from the board as to what resolution to bring to next month's meeting. Chief Rigney stated that his recommendation is to raise the assessment by a minimum of 4% this year keeping in mind that the max we are able to raise the assessment is 5.46%.

Administrative Assistant Berggren started with a review of the mid-year budget variance. She stated that all income and expenses are on target for mid-year. Berggren then went over a review of rates between various district's similar as the ones that have been presented in the past few years. The slides were showing a commercial building and then a residential home with the difference in assessment rates.

Chief Rigney started a review of our upcoming budget projections for the next two years and reviewed the operating expenses.

Chief Rigney next reviewed the capital outlay. He stated he would like to discuss the administration building at the regular meeting in the old business discussion. He then reviewed the vehicle capital. We are ready to receive our new engine at Station 1 in the next few months. The engine that is currently there will be moved to Station 3 on the island.

Chief Rigney next reviewed the revenue growth. He reviewed the net change in fund balance for the 2018/2019 year and it was \$577,710. This was mainly because of the sale of the administration building proceeds after paying the debt off.

Chief Rigney proceeded to review rate assessment information options. Option A being a 0% would mean dipping into the reserves for \$189,000. This would be a recurring amount every year and Chief Rigney stated this is not his recommendation to operate in the negative and dip into the reserves. Option B being a 2.6% increase would get us to the break-even mark, but in the future, we will still have potential lower P.I.G. that we can raise the assessment in the future. He stated his recommendation is to still go with the 4% at a minimum. Commissioner Robinson asked if we are going to be over or under budget this year? Chief Rigney stated we will be right where we need to be with the exception of capital. Commissioner Robinson asked excluding capital outlay. Chief Rigney stated we are showing we are on track for the mid-year budget review. We are showing projection of 5% under budget. Commissioner Bishop stated that he understands that there could be a surplus at end of year. He stated in this discussion he would like to address what are our reserves for and how does that come into play when we talk about our capital outlay. He asked if our assigned funds of \$3.8M and what would the funds be if we get the big hurricane moving forward. Chief Rigney stated the contingency fund for disasters is \$2.5M in the assigned funds. Commissioner Harris stated that we will be drawing down on the contingency fund when we build the new administration building and he asked Chief Rigney how long it would take to build it back up to an acceptable figure. Chief Rigney stated we are not touching the contingency fund, that is for the catastrophe event. We are looking at taking from the unassigned fund balance. There are times that there are unbudgeted items of income that we really cannot budget for and this is where the amount would be to start building it back up.

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Chairman Cooper stated that we go through great lengths to budget just what is needed. Commissioner Jennis stated that with uncertainties going forward, the pandemic could cause additional operating expenses, workers compensation and health insurance rates and a new labor contract. The next labor contract is going to be more expensive and the P.I.G. is a rolling 5-year average. We are going to be limited and we need to be mindful when we look at this. He stated he would not be averse to having carry-over because of this. Commissioner Robinson asked what the definition of P.I.G. is and Chief Rigney explained the process of it. Commissioner Bishop stated as Commissioner Jennis pointed out about these hard-economic times, money is going to be cheap in terms of borrowing. One thing we can control is the ability to borrow money and this should be a point of discussion at the regular meeting. Commissioner Robinson said "amen" to that. The discussion will follow in the regular meeting under new business.

Chairman Cooper adjourned the meeting at 5:59 p.m.

(Seal)

Chairman

Secretary

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

*Minutes of April 21, 2020
Virtual Meeting*

The remote meeting was called to order at 6:01 p.m. with the following members present remotely: Randy Cooper, David Bishop, George Harris, Larry Jennis, and Al Robinson. The Pledge of Allegiance was followed by a moment of silence and the oath. Chairman Cooper announced that anyone wishing to provide public comment to please announce themselves.

CHANGES TO AGENDA: New Business A) Assessment Rate Discussion

PUBLIC COMMENTS: None

CONSENT AGENDA: Commissioner Harris motioned to approve consent agenda as presented; seconded by Commissioner Jennis; motion passed unanimously.

COMMUNICATIONS: None

CARRIED FROM CONSENT AGENDA: None

OLD BUSINESS:

- A. *New Administration Building:* Chief Rigney showed a timeline of the project. This began about 3 ½ years ago on a decision to sell and build a new administration building. This has been researched and well planned out over this time. Staff and I are ready to complete this project. There were 3 goals for the new administration building: smaller building, case hardened structure and work on getting out of debt. Only debt service currently is Station 1. The committee has met with Hall Architect. Chief Rigney showed the preliminary design of the building. It is a basic design. The biggest hurdle was what we initially budgeted for this project. The price for this is \$1,469,708 which includes a 10% contingency for the unforeseen and the stabilized surface. The contingency should go down as we build. He stated he feels comfortable that we can afford with the use of our reserves and without any debt. We do not have the GMP (Guaranteed Maximum Price) yet so there is no need for a vote but looking for direction to move forward with this building design. We should have the GMP in August and then permitting would go through October. Chairman Cooper stated that he has met with Chief and committee members with the architects and this is one of the better floorplans. Commissioner Jennis asked if impact fee funds can be used for this project. Chief Rigney stated yes, they can, and we would be expending those funds for it. Chairman Cooper stated the architects did a good job and it is well thought out and the building is minimal but functional and would be good for resale. Chief Rigney stated this is pretty much the final floorplan and is based on a Category 5 Hurricane speed. Commissioner Bishop stated that the layout and design are pretty straight forward and in normal economic times paying it out of reserves made a lot of sense, in these uncertain times the responsible thing to do would be to borrow money to complete this project. Commissioner Harris stated borrowing should not be necessary, we should be able to finance this ourselves. We could always borrow later if we needed. He stated one of his concerns has been not to borrow money and put the District further into debt. We may be going into a market that is cheaper to build. Commissioner Jennis stated he agrees with Commissioner Bishop and is not averse to borrowing money. Chairman Cooper stated we have enough in reserves to pay for the building. Chief Rigney stated he would like direction to proceed with the layout and price. Commissioner Robinson stated he is in favor of borrowing the money. He then inquired as to what the total cost was with everything added. Chief Rigney stated that the basic building, lot, preparation of the lot the total is about \$1,800,000 - \$1,900,000. Commissioner Robinson asked how much per sq. ft. Chief Rigney stated about \$490 sq. ft. Commissioner Robinson stated this is absurd and

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REGULAR MEETING**

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stated we need to table this and go back to the drawing board. Commissioner Bishop stated that the per sq. ft. seems high, this is not just the building, it is site work, the land and to be honest it is probably about right. Commissioner Robinson stated we did not do due diligence. Commissioner Jennis stated that he disagrees with Commissioner Robinson and stated that we have done a good job in researching buildings. This is a specialty building and has to be usable after a Category 5 Hurricane. The plan is very cost effective. Commissioner Harris stated he thinks we need to move forward and get this thing going. Chief Rigney stated we should have the GMP in August. Commissioner Robinson stated it is \$1,900,000 and \$490 a sq. ft.

NEW BUSINESS:

- A. *Rate Assessment Discussion:* Chief Rigney stated this is further discussion from the workshop. He stated he is looking for guidance as to what rate to bring to next month's meeting. Chairman Cooper stated that he feels Option A for a 0% is out of the picture. Option D for 5.46% is high and Option B for 2.6% and Option C for 4% should be looked at. He stated that Option C is better option. Commissioner Harris stated that he concurs, and that Option A & Option D should be eliminated. Commissioner Jennis stated he likes Option C the best and does not see it being unreasonable at all. Commissioner Bishop stated he would not support Option D. Commissioner Robinson asked Chief Rigney that at the end of last year, how much money did we have extra. Chief Rigney stated that there was \$577,000. Commissioner Robinson stated he wanted to know how much excluding capital expenses from the general operating budget were not spent. Chief Rigney stated he does not have that figure at this time to provide. Commissioner Robinson stated he challenges someone to look at the last 5 years. He stated to keep Option A on the table. Chairman Cooper asked if someone wanted to bring a motion to what options should be brought to next month's meeting. Commissioner Robinson motioned to bring a resolution for Option A to next month's meeting; seconded by Commissioner Bishop; discussion followed. After further discussion Commissioner Robinson withdrew his motion; Commissioner Bishop withdrew his second. Chairman Cooper requested for Chief Rigney to bring Resolutions for Options A, B & C to next month's meeting.

CHIEF'S REPORT: B.C. Jasinski stated that he was in contact with a department in N.C. that was previously interested in the surplus engine, however it is too big for them. He will further check into this or selling it. B.C. Johnson went over COVID-19. He stated that it is our goal to have zero employees and their families to contract COVID-19. He believes we can do this. We have set up three objectives to reaching this goal: understanding the virus; treat this as a State of Emergency and operate in that capacity; adopt clean habits. Chief Rigney wanted to thank everyone for the last 2 hours spent.

OTHER REPORTS: None

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REGULAR MEETING**

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COMMISSIONER'S COMMENTS: Commissioner Bishop wanted to thank everyone for good deliberations and for keeping options on the table; Commissioner Harris stated he echoed what Commissioner Bishop said and wanted to thank everyone and for all to be well; Commissioner Jennis wanted to thank staff for the excellent mid-year budget review presentation and for BC's Johnson's COVID review; Chairman Cooper wanted to recognize staff for the work done on the presentation. He also announced that after 12 years being on the Board, he would not be running for re-election this November. He stated it has been an incredible experience and it has been a pleasure.

NEXT MEETING: Tuesday, May 19, 2020 at 6:00 p.m. at Administration building.

ADJOURNMENT: Chairman Cooper adjourned the meeting at 7:02 p.m.

(Seal)

Chairman

Secretary

West Manatee Fire Rescue
April 30th, 2020
Treasurers Report

CHECKING:

Beginning Balance	\$298,471.63
Tax Receipts	\$236,671.87
Deposits	\$12,098.62
Tax Collector Excess Fees	\$0.00
Interest Earned on Checking	\$118.65
Interest Earned on Tax Receipts	\$0.00
Transfers In	\$325,000.00
Transfers Out	\$0.00
Expenditures/CD Purchases	-\$658,159.33
Ending Balance as of April 30th, 2020	<u>\$214,201.44</u>

IMPACT FEE FUND:

Beginning Balance	\$93,809.31
Deposits	\$1,000.00
Expenditures/Service Charges	\$0.00
Interest earned	\$57.96
Ending Balance as of April 30th, 2020	<u>\$94,867.27</u>

FL CLASS ASSIGNED FUND:

Beginning Balance	\$2,074,638.21
Deposits/Withdrawals	\$0.00
Interest earned	\$0.00
Ending Balance as of April 30th, 2020	<u>\$2,074,638.21</u>

TOTAL FUNDS AS OF APRIL 30TH, 2020

\$8,797,360.08

MONEY MARKET ACCOUNT:

Beginning Balance	\$4,021,260.47
Deposits	\$0.00
Transfers In	\$0.00
Transfers Out	-\$325,000.00
Expenditures/Service Charges	\$0.00
Interest earned	\$2,350.67
Ending Balance as of April 30th, 2020	<u>\$3,698,611.14</u>

UNASSIGNED FUND:

Beginning Balance	\$905,614.66
Transfers In	\$0.00
Transfers Out	\$0.00
Interest earned	\$556.73
Ending Balance as of April 30th, 2020	<u>\$906,171.39</u>

ASSIGNED FUND:

Beginning Balance	\$1,753,121.53
Transfers In	\$0.00
Transfers Out	\$0.00
Interest earned	\$1,077.74
Ending Balance as of April 30th, 2020	<u>\$1,754,199.27</u>

FL CLASS IMPACT FUND:

Beginning Balance	\$54,671.36
Deposits/Withdrawals	\$0.00
Interest earned	\$0.00
Ending Balance as of April 30th, 2020	<u>\$54,671.36</u>

St 1 Building Loan Payoff Amount 3/31/2020 \$1,143,318.50

General Fixed Assets 2018/2019 Audit

Land	\$960,347
Construction in Process	\$0
Buildings & Improvements	\$4,276,018
Machinery & Equipment	<u>\$1,666,031</u>

TOTAL \$6,902,396

From:	To:	From:	To:
Checkbook ID	First	Number	Last
Description	First	Date	4/1/2020
User-Defined 1	First	Type	First

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

* Voided transaction ^ Cleared amount is different than posted amount

Checkbook ID	Description	User-Defined 1	Current Balance
Number	Date	Type	Payment
CASH	SAVINGS ACCOUNT		\$3,698,611.14
XFR000005755	4/2/2020	XFR Transfer To CHECKING	\$50,000.00
XFR000005757	4/9/2020	XFR Transfer To CHECKING	\$200,000.00
INT000005777	4/30/2020	INT Reconciliation Adjustment	
XFR000005776	4/30/2020	XFR Transfer To CHECKING	\$75,000.00
			\$2,350.67

4 Transaction(s)

Checkbook ID	Description	User-Defined 1	Current Balance
Number	Date	Type	Payment
CHECKING	OPERATING ACCOUNT		\$35,116.46
DAJ000005738	4/1/2020	DAJ 457 - PP 03/29/2020	\$1,177.30
DAJ000005739	4/1/2020	DAJ Roth - PP 03/29/2020	\$1,046.50
DAJ000005740	4/1/2020	DAJ 401 - PP 03/29/2020	\$603.40
DAJ000005741	4/1/2020	DAJ RHS - PP 03/29/2020	\$1,177.30
DAJ000005742	4/1/2020	DAJ 457 - PP 03/29/2020 (2)	\$2,963.39
DAJ000005743	4/1/2020	DAJ FRS	\$4,966.61
DD00000000000020499	4/1/2020	CHK Payroll Check	\$1,822.92
DD00000000000020500	4/1/2020	CHK Payroll Check	\$1,783.39
DD00000000000020501	4/1/2020	CHK Payroll Check	\$1,641.66
DD00000000000020502	4/1/2020	CHK Payroll Check	\$1,776.05
DD00000000000020503	4/1/2020	CHK Payroll Check	\$2,623.28
DD00000000000020504	4/1/2020	CHK Payroll Check	\$1,226.61
DD00000000000020505	4/1/2020	CHK Payroll Check	\$1,595.87
DD00000000000020506	4/1/2020	CHK Payroll Check	\$1,741.40
DD00000000000020507	4/1/2020	CHK Payroll Check	\$1,280.65
DD00000000000020508	4/1/2020	CHK Payroll Check	\$1,782.93
DD00000000000020509	4/1/2020	CHK Payroll Check	\$2,260.38
DD00000000000020510	4/1/2020	CHK Payroll Check	\$2,188.33
DD00000000000020511	4/1/2020	CHK Payroll Check	\$1,907.21
DD00000000000020512	4/1/2020	CHK Payroll Check	\$1,189.75
DD00000000000020513	4/1/2020	CHK Payroll Check	\$1,703.93
DD00000000000020514	4/1/2020	CHK Payroll Check	\$1,658.38
DD00000000000020515	4/1/2020	CHK Payroll Check	\$2,049.23
DD00000000000020516	4/1/2020	CHK Payroll Check	\$1,691.26
DD00000000000020517	4/1/2020	CHK Payroll Check	\$3,029.29
DD00000000000020518	4/1/2020	CHK Payroll Check	\$1,475.66
DD00000000000020519	4/1/2020	CHK Payroll Check	\$2,466.87
DD00000000000020520	4/1/2020	CHK Payroll Check	\$2,240.31
DD00000000000020521	4/1/2020	CHK Payroll Check	\$1,479.57
DD00000000000020522	4/1/2020	CHK Payroll Check	\$2,233.29
DD00000000000020523	4/1/2020	CHK Payroll Check	\$2,169.66
DD00000000000020524	4/1/2020	CHK Payroll Check	\$1,377.27
DD00000000000020525	4/1/2020	CHK Payroll Check	\$2,012.32
DD00000000000020526	4/1/2020	CHK Payroll Check	\$2,378.04
DD00000000000020527	4/1/2020	CHK Payroll Check	\$2,171.91
DD00000000000020528	4/1/2020	CHK Payroll Check	\$2,013.69
DD00000000000020529	4/1/2020	CHK Payroll Check	\$2,896.39
DD00000000000020530	4/1/2020	CHK Payroll Check	\$2,011.90
DD00000000000020531	4/1/2020	CHK Payroll Check	\$1,705.98
DD00000000000020532	4/1/2020	CHK Payroll Check	\$1,816.22
DD00000000000020533	4/1/2020	CHK Payroll Check	\$1,169.69
DD00000000000020534	4/1/2020	CHK Payroll Check	\$1,733.22

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	
DD00000000000020535	4/1/2020	CHK	Payroll Check	Yes	UPRCC00000762	\$1,859.23	
DD00000000000020536	4/1/2020	CHK	Payroll Check	Yes	UPRCC00000762	\$1,036.01	
DD00000000000020537	4/1/2020	CHK	Payroll Check	Yes	UPRCC00000762	\$3,245.88	
DD00000000000020538	4/1/2020	CHK	Payroll Check	Yes	UPRCC00000762	\$1,782.57	
DD00000000000020539	4/1/2020	CHK	Payroll Check	Yes	UPRCC00000762	\$2,443.27	
DD00000000000020540	4/1/2020	CHK	Payroll Check	Yes	UPRCC00000762	\$1,872.10	
DD00000000000020541	4/1/2020	CHK	Payroll Check	Yes	UPRCC00000762	\$2,139.62	
DD00000000000020542	4/1/2020	CHK	Payroll Check	Yes	UPRCC00000762	\$1,781.37	
DD00000000000020543	4/1/2020	CHK	Payroll Check	Yes	UPRCC00000762	\$2,120.80	
40998	4/2/2020	CHK	A & M Auto	Yes	PMCHK00001434	\$200.00	
40999	4/2/2020	CHK	Alan Jay Fleet Sales	Yes	PMCHK00001434	\$41,354.19	
41000	4/2/2020	CHK	BoundTree	Yes	PMCHK00001434	\$685.02	
41001	4/2/2020	CHK	Bradenton Herald	Yes	PMCHK00001434	\$39.78	
41002	4/2/2020	CHK	City of Holmes Beach	Yes	PMCHK00001434	\$307.23	
41003	4/2/2020	CHK	CyberlinkASP	Yes	PMCHK00001434	\$462.60	
41004	4/2/2020	CHK	Fawley Bryant	Yes	PMCHK00001434	\$540.00	
41005	4/2/2020	CHK	Fisher Scientific	Yes	PMCHK00001434	\$508.80	
41006	4/2/2020	CHK	FPL	Yes	PMCHK00001434	\$526.28	
41007	4/2/2020	CHK	Frontier Communications	Yes	PMCHK00001434	\$170.98	
41008	4/2/2020	CHK	Gulf Business Systems	Yes	PMCHK00001434	\$22.00	
41009	4/2/2020	CHK	Hall Darling Design Studio,	Yes	PMCHK00001434	\$11,296.00	
41010	4/2/2020	CHK	Holmes Beach Hardware	Yes	PMCHK00001434	\$27.36	
41011	4/2/2020	CHK	Home Depot	Yes	PMCHK00001434	\$188.46	
41012	4/2/2020	CHK	Lynch Oil Company	Yes	PMCHK00001434	\$143.00	
41013	4/2/2020	CHK	Nephron	Yes	PMCHK00001434	\$200.00	
41014	4/2/2020	CHK	Palma Sola Presbyterian Chur	Yes	PMCHK00001434	\$3,500.00	
41015	4/2/2020	CHK	Quadmed, Inc.	Yes	PMCHK00001434	\$175.52	
41016	4/2/2020	CHK	Richards Plumbing Repair	Yes	PMCHK00001434	\$189.26	
41017	4/2/2020	CHK	Salem Trust	Yes	PMCHK00001434	\$76,312.75	
41018	4/2/2020	CHK	Suncoast Professional	Yes	PMCHK00001434	\$1,193.92	
41019	4/2/2020	CHK	Sunshine Ace	Yes	PMCHK00001434	\$41.31	
41020	4/2/2020	CHK	Waste Pro	Yes	PMCHK00001434	\$111.65	
41021	4/2/2020	CHK	Windemuller	Yes	PMCHK00001434	\$266.52	
41022	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000763	\$1,273.26	
DD00000000000020544	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$200.00	
DD00000000000020545	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$60.03	
DD00000000000020546	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$230.88	
DD00000000000020547	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$152.37	
DD00000000000020548	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$230.88	
DD00000000000020549	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$277.05	
DD00000000000020550	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$230.88	
DD00000000000020551	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$92.35	
DD00000000000020552	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$230.88	
DD00000000000020553	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$230.88	
DD00000000000020554	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$92.35	
DD00000000000020555	4/2/2020	CHK	Payroll Check	Yes	UPRCC00000764	\$277.05	
IAJ000005754	4/2/2020	IAJ	Deposits	Yes	CMTRX00002550		\$7,370.03
XFR000005755	4/2/2020	XFR	Transfer From CASH	Yes	CMXFR00000596		\$50,000.00
DAJ000005737	4/3/2020	DAJ	EFTPS - PP 03/29/2020	Yes	CMTRX00002545	\$30,154.41	
DAJ000005753	4/3/2020	DAJ	EFTPS Reserve MAR2020	Yes	CMTRX00002549	\$740.75	
IAJ000005756	4/6/2020	IAJ	Reserve Payroll Return	Yes	CMTRX00002551		\$152.37
41023	4/9/2020	CHK	Al Fingerprinting & Drug Scr	Yes	PMCHK00001435	\$50.00	
41024	4/9/2020	CHK	All For Life	Yes	PMCHK00001435	\$868.50	
41025	4/9/2020	CHK	BoundTree	Yes	PMCHK00001435	\$632.74	
41026	4/9/2020	CHK	Bradenton Herald	Yes	PMCHK00001435	\$124.02	
41027	4/9/2020	CHK	Certified Records Management	Yes	PMCHK00001435	\$16.65	
41028	4/9/2020	CHK	Dynamic Electric	Yes	PMCHK00001435	\$1,310.78	
41029	4/9/2020	CHK	Fire Brigade	Yes	PMCHK00001435	\$270.00	
41030	4/9/2020	CHK	Adan Fregonese	Yes	PMCHK00001435	\$152.37	
41031	4/9/2020	CHK	Genuine Parts Company	Yes	PMCHK00001435	\$115.93	
41032	4/9/2020	CHK	Hayo Const.	Yes	PMCHK00001435	\$12,417.00	
41033	4/9/2020	CHK	JK Engine	Yes	PMCHK00001435	\$1,179.46	

Checkbook ID	Description	User-Defined 1	Current Balance				
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit	
41034	4/9/2020	CHK	Manatee County Chief	Yes	PMCHK00001435	\$100.00	
41035	4/9/2020	CHK	MCUD	Yes	PMCHK00001435	\$512.48	
41036	4/9/2020	CHK	David Nonell	Yes	PMCHK00001435	\$4,166.66	
41037	4/9/2020	CHK	Sams Club	Yes	PMCHK00001435	\$105.38	
41038	4/9/2020	CHK	Smarsh, Inc.	Yes	PMCHK00001435	\$180.00	
41039	4/9/2020	CHK	Suburban	Yes	PMCHK00001435	\$469.72	
41040	4/9/2020	CHK	Symbol Arts	Yes	PMCHK00001435	\$1,430.50	
41041	4/9/2020	CHK	TECO	Yes	PMCHK00001435	\$51.68	
XFR000005757	4/9/2020	XFR	Transfer From CASH	Yes	CMXFR00000597		\$200,000.00
DAJ000005759	4/15/2020	DAJ	RHS - PP 04/12/2020	Yes	CMTRX00002553	\$1,178.02	
DAJ000005760	4/15/2020	DAJ	ROTH - PP 04/12/2020	Yes	CMTRX00002553	\$1,046.50	
DAJ000005761	4/15/2020	DAJ	457 - PP 04/12/2020	Yes	CMTRX00002553	\$4,249.43	
DAJ000005762	4/15/2020	DAJ	401 - PP 04/12/2020	Yes	CMTRX00002553	\$603.40	
DD00000000000020556	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,822.94	
DD00000000000020557	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,531.79	
DD00000000000020558	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,916.62	
DD00000000000020559	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,431.63	
DD00000000000020560	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,767.16	
DD00000000000020561	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,612.60	
DD00000000000020562	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,238.56	
DD00000000000020563	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,741.40	
DD00000000000020564	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,655.11	
DD00000000000020565	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,344.12	
DD00000000000020566	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,860.92	
DD00000000000020567	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,188.32	
DD00000000000020568	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,562.95	
DD00000000000020569	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,040.07	
DD00000000000020570	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,137.11	
DD00000000000020571	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,174.66	
DD00000000000020572	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,183.26	
DD00000000000020573	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$3,029.29	
DD00000000000020574	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,216.32	
DD00000000000020575	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,466.85	
DD00000000000020576	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,240.31	
DD00000000000020577	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,964.72	
DD00000000000020578	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,233.28	
DD00000000000020579	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,615.17	
DD00000000000020580	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,206.07	
DD00000000000020581	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,460.95	
DD00000000000020582	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,777.54	
DD00000000000020583	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,814.36	
DD00000000000020584	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,013.71	
DD00000000000020585	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,896.39	
DD00000000000020586	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,278.18	
DD00000000000020587	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,397.11	
DD00000000000020588	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,113.62	
DD00000000000020589	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,469.45	
DD00000000000020590	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,409.60	
DD00000000000020591	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,859.23	
DD00000000000020592	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,314.99	
DD00000000000020593	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$3,245.87	
DD00000000000020594	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,850.58	
DD00000000000020595	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,314.83	
DD00000000000020596	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$2,404.41	
DD00000000000020597	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,774.25	
DD00000000000020598	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,444.57	
DD00000000000020599	4/15/2020	CHK	Payroll Check	Yes	UPRCC00000765	\$1,756.01	
41042	4/16/2020	CHK	Airgas USA, LLC	Yes	PMCHK00001436	\$45.80	
41043	4/16/2020	CHK	BoundTree	Yes	PMCHK00001436	\$46.33	
41044	4/16/2020	CHK	Emergency Medical Services	Yes	PMCHK00001436	\$25.00	
41045	4/16/2020	CHK	FPL	Yes	PMCHK00001436	\$512.65	
41046	4/16/2020	CHK	France Lawn Care Inc.	Yes	PMCHK00001436	\$680.00	

Checkbook ID	Description	User-Defined 1	Current Balance
Number	Date	Type Paid To/Rcvd From	Reconciled Origin Payment Deposit
41047	4/16/2020	CHK Lease, Clayton	Yes PMCHK00001436 \$100.00
41048	4/16/2020	CHK Lynch Oil Company	Yes PMCHK00001436 \$874.06
41049	4/16/2020	CHK Manatee County	Yes PMCHK00001436 \$100.00
41050	4/16/2020	CHK Marlin Business	Yes PMCHK00001436 \$472.50
41051	4/16/2020	CHK Ogletree Deakins	Yes PMCHK00001436 \$57.00
41052	4/16/2020	CHK Persson, Cohen	Yes PMCHK00001436 \$1,343.10
41053	4/16/2020	CHK Richards Plumbing Repair	Yes PMCHK00001436 \$195.00
41054	4/16/2020	CHK Streamline	Yes PMCHK00001436 \$300.00
41055	4/16/2020	CHK Suburban	Yes PMCHK00001436 \$320.00
41056	4/16/2020	CHK Suncoast Professional	No PMCHK00001436 \$1,193.92
IAJ000005764	4/16/2020	IAJ Deposits	Yes CMTRX00002555 \$4,576.22
DAJ000005758	4/17/2020	DAJ EFTPS - PP 04/12/2020	Yes CMTRX00002552 \$32,142.07
DAJ000005765	4/17/2020	DAJ SVC CHARGE	Yes CMTRX00002556 \$10.00
DAJ000005763	4/20/2020	DAJ Principal Insurance	Yes CMTRX00002554 \$5,427.15
DAJ000005768	4/21/2020	DAJ Tax Collector	Yes CMTRX00002558 \$7,319.75
IAJ000005767	4/21/2020	IAJ Tax Collector	Yes CMTRX00002558 \$243,991.62
41057	4/23/2020	CHK AFLAC	Yes PMCHK00001437 \$3,029.04
41058	4/23/2020	CHK BoundTree	Yes PMCHK00001437 \$145.44
41059	4/23/2020	CHK Bradenton Herald	No PMCHK00001437 \$230.49
41060	4/23/2020	CHK FPL	Yes PMCHK00001437 \$759.67
41061	4/23/2020	CHK Frontier Communications	Yes PMCHK00001437 \$150.98
41062	4/23/2020	CHK Galati Marine	Yes PMCHK00001437 \$354.83
41063	4/23/2020	CHK LegalShield	Yes PMCHK00001437 \$25.90
41064	4/23/2020	CHK Staples	No PMCHK00001437 \$79.97
41065	4/23/2020	CHK Streamline	Yes PMCHK00001437 \$300.00
41066	4/23/2020	CHK Verizon Ipads-Cells	Yes PMCHK00001437 \$901.95
DAJ000005766	4/23/2020	DAJ BCBS	Yes CMTRX00002557 \$57,181.56
41067	4/29/2020	CHK State of FL - Balzer 04/26/2	Yes CMTRX00002562 \$536.02
41068	4/29/2020	CHK State of FL - Svc Fee	Yes CMTRX00002562 \$5.00
DAJ000005771	4/29/2020	DAJ RHS - PP 04/26/2020	Yes CMTRX00002561 \$1,178.02
DAJ000005772	4/29/2020	DAJ Roth - PP 04/26/2020	Yes CMTRX00002561 \$1,046.50
DAJ000005773	4/29/2020	DAJ 457 - PP 04/26/2020	Yes CMTRX00002561 \$4,256.77
DAJ000005774	4/29/2020	DAJ 401 - PP 04/26/2020	Yes CMTRX00002561 \$603.40
DD00000000000020600	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,932.45
DD00000000000020601	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,761.53
DD00000000000020602	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,327.02
DD00000000000020603	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,181.35
DD00000000000020604	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,259.96
DD00000000000020605	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,577.96
DD00000000000020606	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,595.88
DD00000000000020607	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,741.40
DD00000000000020608	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,604.10
DD00000000000020609	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,433.55
DD00000000000020610	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,306.87
DD00000000000020611	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,188.32
DD00000000000020612	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,907.20
DD00000000000020613	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,384.73
DD00000000000020614	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,067.65
DD00000000000020615	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,336.99
DD00000000000020616	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,135.66
DD00000000000020617	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$3,029.30
DD00000000000020618	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,475.66
DD00000000000020619	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,466.86
DD00000000000020620	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,240.31
DD00000000000020621	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,835.45
DD00000000000020622	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,233.29
DD00000000000020623	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,703.14
DD00000000000020624	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,688.96
DD00000000000020625	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,495.42
DD00000000000020626	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$1,898.00
DD00000000000020627	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,814.61
DD00000000000020628	4/29/2020	CHK Payroll Check	Yes UPRCC00000766 \$2,013.69

Checkbook ID	Description	User-Defined 1	Current Balance
Number	Date	Type Paid To/Rcvd From	Reconciled Origin Payment Deposit
DD00000000000020629	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$2,896.40
DD00000000000020630	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,613.38
DD00000000000020631	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,705.98
DD00000000000020632	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,385.16
DD00000000000020633	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,446.01
DD00000000000020634	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,755.51
DD00000000000020635	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,859.24
DD00000000000020636	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,289.39
DD00000000000020637	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$3,245.86
DD00000000000020638	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,499.89
DD00000000000020639	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,760.20
DD00000000000020640	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$2,351.14
DD00000000000020641	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$2,156.81
DD00000000000020642	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$1,803.39
DD00000000000020643	4/29/2020	CHK Payroll Check	Yes UPRCC0000766 \$2,120.80
* 41069	4/30/2020	CHK BoundTree	Yes PMCHK00001438
* 41070	4/30/2020	CHK Bright House	Yes PMCHK00001438
* 41071	4/30/2020	CHK First Bankcard	Yes PMCHK00001438
* 41072	4/30/2020	CHK FPL	Yes PMCHK00001438
* 41073	4/30/2020	CHK Frontier Communications	Yes PMCHK00001438
* 41074	4/30/2020	CHK Hall Darling Design Studio,	Yes PMCHK00001438
* 41075	4/30/2020	CHK Hayo Const.	Yes PMCHK00001438
* 41076	4/30/2020	CHK Knox Company	Yes PMCHK00001438
* 41077	4/30/2020	CHK Lynch Oil Company	Yes PMCHK00001438
* 41078	4/30/2020	CHK Nephron	Yes PMCHK00001438
* 41079	4/30/2020	CHK Palma Sola Presbyterian Chur	Yes PMCHK00001438
11080	4/30/2020	CHK Salem Trust	Yes PMCHK00001438
41081	4/30/2020	CHK SCFCU	Yes PMCHK00001438
* 41082	4/30/2020	CHK Suncoast Professional	Yes PMCHK00001438
* 41083	4/30/2020	CHK Sunshine Ace	Yes PMCHK00001438
* 41084	4/30/2020	CHK Waste Pro	Yes PMCHK00001438
41085	4/30/2020	CHK BoundTree	No PMCHK00001438 \$148.23
41086	4/30/2020	CHK Bright House	No PMCHK00001438 \$428.95
41087	4/30/2020	CHK First Bankcard	No PMCHK00001438 \$6,323.55
41088	4/30/2020	CHK FPL	No PMCHK00001438 \$666.30
41089	4/30/2020	CHK Frontier Communications	No PMCHK00001438 \$150.98
41090	4/30/2020	CHK Hall Darling Design Studio,	No PMCHK00001438 \$4,077.09
41091	4/30/2020	CHK Hayo Const.	No PMCHK00001438 \$10,585.00
41092	4/30/2020	CHK Knox Company	No PMCHK00001438 \$3,849.00
41093	4/30/2020	CHK Lynch Oil Company	No PMCHK00001438 \$100.00
41094	4/30/2020	CHK Nephron	No PMCHK00001438 \$101.73
41095	4/30/2020	CHK Palma Sola Presbyterian Chur	No PMCHK00001438 \$3,500.00
41096	4/30/2020	CHK Salem Trust	No PMCHK00001438 \$105,322.66
41097	4/30/2020	CHK SCFCU	No PMCHK00001438 \$3,000.00
41098	4/30/2020	CHK Suncoast Professional	No PMCHK00001438 \$1,193.92
41099	4/30/2020	CHK Sunshine Ace	No PMCHK00001438 \$108.72
41100	4/30/2020	CHK Waste Pro	No PMCHK00001438 \$111.65
DAJ000005775	4/30/2020	DAJ FRS	Yes CMTRX00002563 \$7,652.92
INT000005781	4/30/2020	INT Reconciliation Adjustment	Yes CMADJ00001088 \$118.65
XFR000005776	4/30/2020	XFR Transfer From CASH	Yes CMXFR00000598 \$75,000.00

278 Transaction(s)

FLCLASS ASSIGN	FL CLASS ASSIGNED ACCOUNT		\$2,076,390.08
INT000005782	4/30/2020 INT Reconciliation Adjustment	Yes	CMADJ00001089 \$1,751.87

1 Transaction(s)

FLCLASS IMPACT	FL CLASS IMPACT FUND		\$54,717.52
INT000005783	4/30/2020 INT Reconciliation Adjustment	Yes	CMADJ00001090 \$46.16

Checkbook ID	Description	User-Defined 1		Current Balance		
Number	Date	Type	Paid To/Rcvd From	Reconciled Origin	Payment	Deposit
1 Transaction(s)						
HEALTH	UNASSIGNED FUND BALANCE				\$906,171.39	
INT000005778	4/30/2020	INT	Reconciliation Adjustment	Yes	CMADJ00001085	\$556.73
1 Transaction(s)						
IMPACT	IMPACT FUND				\$94,867.27	
IAJ000005769	4/16/2020	IAJ	Deposits	Yes	CMTRX00002559	\$1,000.00
INT000005780	4/30/2020	INT	Reconciliation Adjustment	Yes	CMADJ00001087	\$57.96
2 Transaction(s)						
TRAINING	ASSIGNED FUND BALANCE				\$1,754,199.27	
INT000005779	4/30/2020	INT	Reconciliation Adjustment	Yes	CMADJ00001086	\$1,077.74
1 Transaction(s)						
288 Total Transaction(s)						

West Manatee Fire Rescue District

Operating Budget Variance
10-01-19 through 09-30-20

Income	REVENUES	Total	Budget	Variance
		4/30/2020	9/30/2020	
Accounts	Taxes, Fees, Funds			
2000	Tax Receipts	\$ 6,857,631.94	\$ 7,320,794.00	\$ (463,162.06)
2003	Miscellaneous	\$ 6,983.10	\$ 1,500.00	\$ 5,483.10
2005	Inspection Fees	\$ 11,229.78	\$ 5,000.00	\$ 6,229.78
2006	Grants	\$ -	\$ 5,000.00	\$ (5,000.00)
	Total Taxes, Fees, Funds	\$ 6,875,844.82	\$ 7,332,294.00	\$ (456,449.18)
Accounts	Interest			
2011	Interest - Tax Receipts	\$ 2,830.51	\$ -	\$ 2,830.51
2012	Interest	\$ 52,748.89	\$ 65,000.00	\$ (12,251.11)
	Total Interest	\$ 55,579.40	\$ 65,000.00	\$ (9,420.60)
Accounts	Reimbursement			
2019	Retiree Insurance Reimbursement	\$ 42,340.31	\$ 50,000.00	\$ (7,659.69)
2020	Insurance Reimbursement	\$ -	\$ -	\$ -
2021	EMS Reimbursement	\$ 21,000.00	\$ 36,000.00	\$ (15,000.00)
2022	Supplemental Comp Reimbursement	\$ 10,050.32	\$ 21,240.00	\$ (11,189.68)
2025	Tax Excess Fee Reimbursement	\$ 53,215.43	\$ 42,000.00	\$ 11,215.43
2027	Miscellaneous Reimbursement	\$ 200.00	\$ -	\$ 200.00
2028	FEMA Reimbursement	\$ -	\$ -	\$ -
2034	Sale of Surplus Property	\$ -	\$ 20,000.00	\$ (20,000.00)
5002	Cell Tower Lease	\$ 53,827.20	\$ 53,827.00	\$ 0.20
	Total Reimbursement	\$ 180,633.26	\$ 223,067.00	\$ (42,433.74)
	Budgeted Use of Impact Fees	\$ -	\$ 115,000.00	\$ (115,000.00)
	Budgeted Use of Unassigned Reserves	\$ 744,745.69	\$ 1,910,873.00	\$ (1,166,127.31)
	Total Revenue	\$ 7,112,057.48	\$ 9,646,234.00	\$ (2,534,176.52)

West Manatee Fire Rescue District

Operating Budget Variance
10-01-19 through 09-30-20

EXPENSES	EXPENSES	Total	Budget	Variance
	Wages and Benefits	Year to date		
3000	Salaries	\$ 1,721,838.96	\$ 3,154,213.52	\$ (1,432,374.56)
3001	FLSA/Overtime	\$ 184,631.90	\$ 400,136.91	\$ (215,505.01)
3003	Education	\$ 11,915.66	\$ 21,360.00	\$ (9,444.34)
3004	Longevity Pay	\$ 155,061.37	\$ 154,222.44	\$ 838.93
3005	Retirement Health Savings	\$ 17,111.74	\$ 86,561.94	\$ (69,450.20)
3006	Reserve Pay	\$ 20,592.37	\$ 45,000.00	\$ (24,407.63)
3007	FICA/Medicare	\$ 154,791.26	\$ 312,679.58	\$ (157,888.32)
3009	Workers Compensation	\$ 112,961.00	\$ 153,026.34	\$ (40,065.34)
3010	Health Insurance	\$ 603,890.61	\$ 850,000.00	\$ (246,109.39)
3011	Administrative Uniforms	\$ 1,721.50	\$ 3,025.00	\$ (1,303.50)
3012	Operations Uniforms	\$ 7,012.30	\$ 10,000.00	\$ (2,987.70)
3013	FRS	\$ 44,556.97	\$ 67,000.00	\$ (22,443.03)
3014	CH175	\$ 577,377.25	\$ 900,000.00	\$ (322,622.75)
3015	General Retirement	\$ 7,231.00	\$ 16,685.11	\$ (9,454.11)
3016	Compensated Expenses	\$ 5,754.58	\$ 15,000.00	\$ (9,245.42)
3017	Commission Honorarium	\$ 10,250.00	\$ 15,000.00	\$ (4,750.00)
3019	Retiree Insurance	\$ 46,879.13	\$ 50,000.00	\$ (3,120.87)
	Total Wages and Benefits	\$ 3,683,577.60	\$ 6,253,910.84	\$ (2,570,333.24)
	Maintenance			
3100	Building Maintenance	\$ 12,838.05	\$ 25,000.00	\$ (12,161.95)
3102	Office Equipment Maintenance	\$ 3,108.36	\$ 5,000.00	\$ (1,891.64)
3103	Vehicle Maintenance	\$ 37,848.18	\$ 75,000.00	\$ (37,151.82)
3104	Communication Equip. Maintenance	\$ 1,362.84	\$ 7,000.00	\$ (5,637.16)
3105	General Equipment Maintenance	\$ 144.09	\$ 4,000.00	\$ (3,855.91)
3106	Rescue/Medical Maintenance	\$ 57.20	\$ 6,500.00	\$ (6,442.80)
3107	Firefighting Maintenance	\$ 674.59	\$ 5,000.00	\$ (4,325.41)
3108	USAR Maintenance	\$ 57.20	\$ 5,000.00	\$ (4,942.80)
3109	Special Team Maintenance	\$ -	\$ 2,000.00	\$ (2,000.00)
3110	SCBA Maintenance	\$ 1,747.32	\$ 2,000.00	\$ (252.68)
3111	Protective Gear Maintenance	\$ 5,775.99	\$ 7,500.00	\$ (1,724.01)
	Total Maintenance	\$ 63,613.82	\$ 144,000.00	\$ (80,386.18)
	Insurance			
3200	General Property/Vehicles	\$ 44,920.33	\$ 64,000.00	\$ (19,079.67)
	Total Insurance	\$ 44,920.33	\$ 64,000.00	\$ (19,079.67)
	Training			
3300	General Training	\$ 17,371.40	\$ 20,000.00	\$ (2,628.60)
3301	Education Incentive	\$ 6,620.24	\$ 40,000.00	\$ (33,379.76)
3302	Seminars & Conferances	\$ 7,066.20	\$ 23,000.00	\$ (15,933.80)
3303	Reserve Training	\$ -	\$ -	\$ -
3304	Training Aids & Supplies	\$ 1,539.39	\$ 1,500.00	\$ 39.39
3305	Commissioner Training & Conferances	\$ -	\$ 2,500.00	\$ (2,500.00)
	Total Training	\$ 32,597.23	\$ 87,000.00	\$ (54,402.77)
	Office Expenses			
3400	Postage	\$ 256.83	\$ 1,300.00	\$ (1,043.17)
3401	Printing	\$ 111.95	\$ 500.00	\$ (388.05)
3402	Advertising	\$ 845.91	\$ 2,000.00	\$ (1,154.09)
3403	Subscriptions	\$ 274.00	\$ 450.00	\$ (176.00)
3404	Legislative	\$ -	\$ 500.00	\$ (500.00)
3405	Dues	\$ 5,300.00	\$ 7,500.00	\$ (2,200.00)
	Total Office Expenses	\$ 6,788.69	\$ 12,250.00	\$ (5,461.31)

West Manatee Fire Rescue District

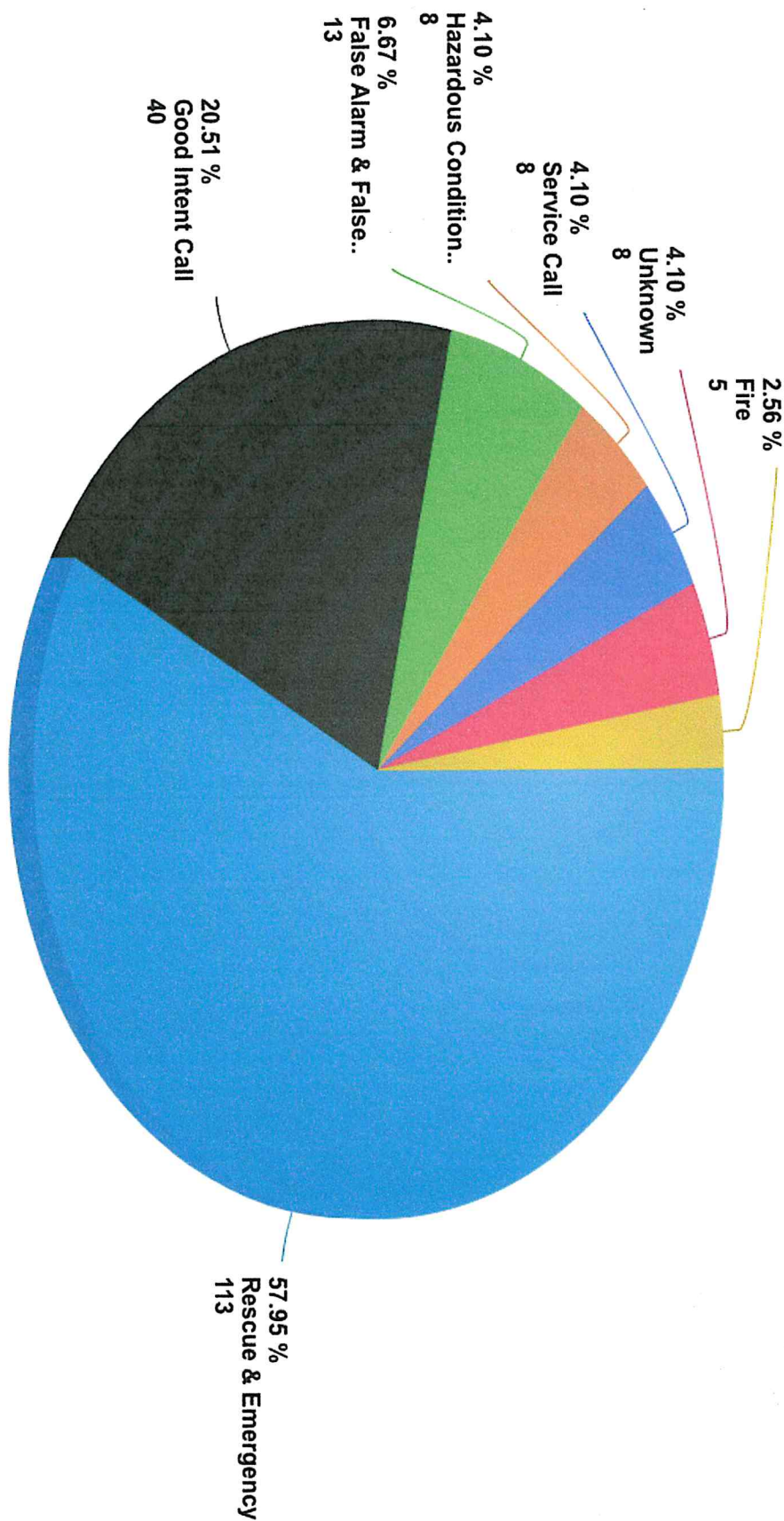
Operating Budget Variance
10-01-19 through 09-30-20

Supplies				
3500	Office Supplies	\$ 1,981.33	\$ 8,000.00	\$ (6,018.67)
3501	Station Supplies	\$ 2,447.70	\$ 5,500.00	\$ (3,052.30)
3502	Medical Supplies	\$ 20,393.27	\$ 31,000.00	\$ (10,606.73)
3503	Small Tools and Minor Equipment	\$ 2,598.53	\$ 10,000.00	\$ (7,401.47)
3505	Firefighting Supplies	\$ 4,089.46	\$ 10,000.00	\$ (5,910.54)
		\$ -		
	Total Supplies	\$ 31,510.29	\$ 64,500.00	\$ (32,989.71)
Utilities				
3600	Fuel	\$ 20,752.17	\$ 50,000.00	\$ (29,247.83)
3601	Telephone/Cell/Pagers/Imobile	\$ 14,965.82	\$ 26,000.00	\$ (11,034.18)
3602	Electric	\$ 13,031.36	\$ 28,000.00	\$ (14,968.64)
3603	Water/Sewer/Garbage	\$ 7,368.54	\$ 15,000.00	\$ (7,631.46)
		\$ -		
	Total Utilities	\$ 56,117.89	\$ 119,000.00	\$ (62,882.11)
Fire Prevention				
3700	Fire Prevention	\$ 1,250.41	\$ 2,000.00	\$ (749.59)
3701	Education Materials	\$ 225.00	\$ 3,000.00	\$ (2,775.00)
3702	Codes	\$ 1,575.00	\$ 1,800.00	\$ (225.00)
3703	Public Education/Open Houses	\$ 2,035.64	\$ 4,000.00	\$ (1,964.36)
		\$ -		
	Total Fire Prevention	\$ 5,086.05	\$ 10,800.00	\$ (5,713.95)
Special Services				
3900	Accounting Services	\$ 22,960.00	\$ 32,000.00	\$ (9,040.00)
3901	Tax Collector	\$ 210,897.36	\$ 219,623.82	\$ (8,726.46)
3902	Legal Services	\$ 27,475.10	\$ 35,000.00	\$ (7,524.90)
3903	Contract Services	\$ 91,282.00	\$ 160,000.00	\$ (68,718.00)
3905	Medical Expenses	\$ 24,590.00	\$ 35,000.00	\$ (10,410.00)
3906	Rent	\$ 28,000.00	\$ 45,000.00	\$ (17,000.00)
		\$ -		
	Total Special Services	\$ 405,204.46	\$ 526,623.82	\$ (121,419.36)
Miscellaneous				
4100	Miscellaneous	\$ 4,078.52	\$ 10,000.00	\$ (5,921.48)
4101	Grant Expenditures	\$ -	\$ -	
4102	Cadet Expenses	\$ -	\$ 1,000.00	\$ (1,000.00)
4103	Emergency Management	\$ -	\$ 5,000.00	\$ (5,000.00)
		\$ -		
	Total Miscellaneous	\$ 4,078.52	\$ 16,000.00	\$ (11,921.48)
Capital Outlay				
6000	Capital Expenses	\$ 763,256.78	\$ 2,007,000.00	\$ (1,243,743.22)
6301	Impact Expenses	\$ -	\$ 115,000.00	\$ (115,000.00)
		\$ -		
	Total Capital Outlay	\$ 763,256.78	\$ 2,122,000.00	\$ (1,358,743.22)
Debt Service				
6200	Interest	\$ 15,400.64	\$ 29,576.54	\$ (14,175.90)
6201	Principal	\$ 97,673.72	\$ 196,572.18	\$ (98,898.46)
		\$ -		
	Total Debt Service	\$ 113,074.36	\$ 226,148.72	\$ (113,074.36)
Total Expenses				
		\$ 5,209,826.02	\$ 9,646,234.00	\$ (4,436,407.98)

Analysis by Incident Type

04/01/20-04/30/20

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



Total of Incident Type:
195

West Manatee Fire Rescue
Monthly Fire Prevention Report
April 2020

Inspection Type	Number of Inspections
Annual/Periodic	1
Re-Inspection #1	2
Re-Inspection #2	1
Re-Inspection #3	0
Re-Inspection #4	0
Re-Inspection #5	0
Site Inspections	6
Fire Watch	0
Fire Line Inspections	0
Fire Line Pressure Tests	3
Site	7
Consultations	14
Stop Work Order	0
Fire Alarm Malfunctions	4
Fire Alarm Investigations	4
Total Number of Inspections	42
Plan Review Type	Number of Reviews
Building	6
Site	0
Hood Suppression	2
Fire Line	1
Fire Sprinkler	1
Fire Alarm	2
Fireworks Display	0
Temporary Use Permits	0
Total Number of Reviews	12
Fire Investigations	Type of Fire
2100 72nd St Nw	142- Brush Fire
1400 99th St NW	142- Brush Fire
876 N. Shore Dr.	111- Building Fire
5416 14th Ave Dr. W	151- Outside Rubbish Fire
5615 Gulf Dr.	131- Vehicle Passenger Fire
Total Number of Fire Investigations	5
Classes Completed by Bureau Staff in April	Number of Hours
FFP 6742 Florida Incident Safety Officer	45 hours
FFP 2706 Public Information Officer	45 hours
FFP 1740 Course Delivery	45 hours
FFP 3533 Community Risk Reduction	45 hours
FFP 3785 Chief Officer	60 hours
FFP 4585 Fire Prevention Organization Management	45 hours
FFP 1111 Fire Chemistry	45 hours

**West Manatee Fire Rescue
Monthly Training Report**

April		Outside Training Attended			
Training Hours:	801.55	Name	Location	Class	Hours
Training Hours:YTD	3726.29	Ben Dillon	MTC	Paramedic School	40.00
		Tyler MacDonald	MTC	Paramedic School	40.00
Shift Training Hours					
A-Shift	262.51				
B-Shift	180.72				
C-Shift	278.32				
	721.55				80.00
A-Shift	Hours	B-Shift	Hours	C- Shift	Hours
APPLE	22.56	JASINSKI	16.80	AGRESTA	27.30
BOWEN	19.72	BAGGETT	22.78	BALZER	38.23
FRAZIER	22.55	BERGBOM	11.22	BENSHOFF	10.49
HAYGOOD	11.56	BRUNNER	11.80	BILL	23.81
JASINSKI	42.64	DILLON	22.80	GASKILL	23.81
LAURICELLA	21.31	KIERNAN	2.00	HOPKINS	17.65
LEIGH	15.06	PETROSINO	9.30	KIMBRELL	39.31
LONZO	16.80	POWERS	18.72	LEASE	28.55
O'KELLY	18.22	SEDILLO	16.97	MACDONALD	8.65
PHILLIPS	23.22	TACKETT	19.30	MOORE	11.50
POLLOCK	39.39	TAYLOR	21.05	REESE	23.72
STARK	9.48	VOLLMER	7.98	STUMP	25.30
	262.51		180.72		278.32



West Manatee Fire & Rescue District

Memorandum

Date: May 11, 2020

To: West Manatee Fire & Rescue Board of Commissioners

From: Ben Rigney, Fire Chief

Subject: Surplus Equipment

Executive Summary

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

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

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

Recommendation

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



West Manatee Fire & Rescue District

Memorandum

Date: May 6, 2020

To: West Manatee Fire & Rescue Board of Commissioners

From: Ryan Moore, Operations Battalion Chief

Subject: Consent Agenda – Safety Policy revision

Executive Summary

The West Manatee Fire and Rescue District Safety Policy demonstrates the commitment and involvement for providing a safe and healthy workplace. The Safety Policy has been developed and revised through the collaborative effort of both employee (labor) and management representatives. These representatives, that make up the membership of the Safety Committee, meet quarterly to identify and recommend any needed revisions to the established Safety Policy.

The Safety Committee identified the need for only minor changes to the Safety Policy. These revisions were further reviewed, agreed upon, and approved by the Safety Committee members, the Union Representative (DVP) and the Fire Chief.

Recommendation

Staff recommends approval of the West Manatee Fire and Rescue District Safety Policy

West Manatee Fire & Rescue District

Safety Manual



Safety is an Attitude, Not a Policy Statement

Revised 5/19/2020

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1 - SAFETY POLICY STATEMENT

Management Commitment

The management is committed to providing the West Manatee Fire & Rescue District with a safe and healthful workplace. **It is District policy that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe.** Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

The Safety Committee has been established as a resource to recommend improvements to the District's safety program and to identify corrective measures needed to eliminate or to control recognized safety and health hazards. The Committee's primary responsibilities are as outlined in the FAC Rule 69A-62, and as further explained within this *Safety Manual*. Safety Committee recommendations to improve safety and health conditions will be given thorough consideration by management. Management will give top priority to correct unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules, which may include verbal or written reprimands and may result in termination of employment.

This policy statement serves to express management's commitment to and involvement in providing a safe and healthful workplace. The Workplace Safety Program will be incorporated as the standard of practice for the District. Compliance with the safety rules will be required of all employees as a condition of employment.

Ben Rigney, Chief
West Manatee Fire & Rescue District

Randal Cooper, Board Chairman
West Manatee Fire & Rescue District

Workplace Safety Committee & Committee Membership

See Article 26 of the Collective Bargaining Agreement

The Committee will conduct regular meetings and perform the following duties:

- Establish procedures for and conduct workplace safety **inspections**.
- Establish procedures for and conduct **investigations** of all workplace accidents, including safety-related incidents that result in illness, injury, or death.
- Accept and investigate **employee reports** of unsafe conditions or work practices.
- Review and evaluate department **safety rules**.
- Review and evaluate department **safety training programs** and assist management in monitoring workplace safety education and training to ensure that it is in place, is effective, and is documented.
- Evaluate **accident-prevention** and **illness-prevention** programs.
- As a result of such inspections, investigations, and evaluations, recommend to the Fire Chief implementation of **corrective and proactive measures** to enhance workplace safety and staff health and to prevent recurrence.
- Assist management in **updating** District safety rules as approved.
- Assist management in **promoting safety and health awareness** and staff participation in establishing a safe workplace.

Agenda and minutes will be created for each meeting, distributed by email to all employees.

MINUTES: West Manatee Fire & Rescue District

COMMITTEE: Workplace Safety Committee

DATE OF MEETING:

MEMBERS PRESENT:

NOT PRESENT:

ALSO PRESENT:

I. CALL TO ORDER

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

III. REVIEW OF PREVIOUS ACCIDENTS/INCIDENTS

IV. OLD BUSINESS (Review previous action items)

V. NEW BUSINESS (Safety Program Update, Training Issues, Employee Recommendations, Inspections)

VI. DATE, TIME, LOCATION OF NEXT MEETING.

VII. ADJOURNMENT

The meeting was adjourned at

POSTED and distributed by:

Posted: Employee E-mail

Cc: Fire Chief,
Shared Drive - Safety Folder

Fire Officer Responsibilities

Each Fire Officer has the responsibility and authority for maintaining a safe workplace for his or her firefighters. Each Fire Officer is responsible for the following:

- Take **corrective action** for any unsafe condition that could adversely affect the safety of employees or the general public, or at minimum bring to attention of Fire Chief.
- Maintain an updated *Safety Manual* and Material Safety Data Sheets Manual and **review information** with all employees.
- **Post minutes** and agendas for District Safety Committee meetings. Include safety as an agenda item for all officers' meetings (e.g., update by Committee representative).
- Provide employees with a copy of District safety rules, review, and **explain** that compliance with the safety rules and *Safety Manual* is required.
- Initially **train** employees on how to perform assigned job tasks safely, including safe operating instructions for seldom used or new equipment. **Observe** employees performing the work, and if necessary, provide a demonstration using safe work practices, or remedial instruction to **correct** training deficiencies before an employee is permitted to do the work without supervision.
- **Review** safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.
- Periodically review performance of job tasks to determine that employees continue to perform tasks as trained, and to assess if job task training should be revised due to **new or changing conditions**.
- Conduct periodic **retraining** on job tasks. Specifically retrain after an occurrence of a work-related injury caused by an unsafe act or work practice; after employee is observed performing unsafe acts; or when new or changing conditions or new equipment, etc., make it necessary.
- When a work-related injury or illness occurs:
 1. **Always offer** the employee an opportunity to be evaluated by Workers Comp approved facility.

2. Implement temporary **control measures** to prevent further injuries to employees.
 3. Conduct an accident **investigation** and complete the *Accident Investigation Report and Supplement* (if applicable). See Accident Investigation section in this *Safety Manual*.
- Periodically review **Workers Compensation** procedures with employees during regular meetings (employee is also given this information during Personnel's orientation at time of hire).
 - Conduct annual training for safety training, including Bloodborne Pathogens and Infectious Disease and exposure control plans as required by District, state, or federal policies.
 - Work with District Safety Committee to **evaluate** safety and training programs and to promote employee education in safety and health.

Employee/Member Responsibilities

Each employee/member is required, as a condition of employment, to learn and use safe work practices. It is District policy that **employees/members report unsafe conditions and do not perform work tasks if the work is considered unsafe**. Compliance with the safety rules is required; repeated or willful violation of the District safety rules will result in disciplinary action, which may include verbal or written reprimands and may result in termination of employment.

Each employee/member is responsible for the following:

- **Each Employee is Empowered to Stop** all unsafe work practices.
- **Learn and use** safe work procedures and follow District safety rules.
- Attend all scheduled **training** sessions or reschedule with supervisor if unable to attend.
- Promptly **report all accidents** and injuries to their supervisor.
- Promptly **report all unsafe actions**, practices, or conditions they observe to their supervisor.
- Cooperate in the **investigation** of accidents to identify causes and corrective measures that may prevent recurrence.

2 - SAFETY AND HEALTH TRAINING

Workplace safety and health learning begins on the first day of employment or job transfer. Each employee has access to the *Safety Manual* for review and reference and will be given a personal copy of the safety rules pertaining to his or her job. **Supervisors will train and review employee performance in job tasks to ensure knowledge and understanding of safety rules and job-specific procedures**. Compliance with the District safety rules is required; repeated or willful violation of the District safety rules will result in disciplinary action, which may include verbal or written reprimands and may result in termination of employment.

Safety Training

The Safety Committee will assist the Training Officer in evaluating safety training programs and assist management in monitoring the education and training to ensure it is in place, is effective, and is documented.

RECOMMENED TRAINING

Hazard Communication
Emergency Evacuation
Lockout / Tagout
Bloodborne Pathogen
Lifting and Handling Materials
Ergonomics
Fire Safety and Emergency Preparedness
Wellness Training
Personal Protective Equipment
Confined Spaces
Tools and Equipment
SCBA Safety
Emergency Medical Preparedness
Emergency Vehicle Operations
Inclement Weather Operations
Ladder 129 Safety Operations
Fire Boat 136 Safety Operations
Trailer and Towing

3 - FIRST AID PROCEDURES

MINOR FIRST AID

Basic Life Support kits are kept in each District vehicle. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Administer **first aid** treatment to the injury.

NON-EMERGENCY MEDICAL TREATMENT

For non-emergency work-related injuries requiring professional medical treatment, management must first authorize treatment. If you sustain an injury requiring more than first aid treatment:

- Inform your supervisor and call EMS if necessary.
- Go to the Workers Comp Medical Provider **Pinnacle Urgent Care, Manatee Memorial Hospital, Blake Hospital or Lakewood Ranch Hospital**; your supervisor will assist with transportation, if necessary.

- Follow Workers Compensation procedures as directed by your supervisor.
- **Return to work** as authorized by the Workers Comp Medical Provider and District.
- **Provide details** to your supervisor for the *Accident Investigation Report*.
- **After hours non-emergent care shall be provided by a hospital emergency care center.**

EMERGENCY MEDICAL TREATMENT

If you sustain a severe injury that requires emergency treatment:

- **Call for help** and seek assistance from a coworker.
- **Emergency Medical Treatment shall be provided by the nearest hospital.**
- Call or have others **call 911.**
- Follow Workers Compensation procedures as directed by your supervisor.
- **Return to work** as authorized by the Workers Comp Medical Provider and District.
- **Provide details** to your supervisor for the *Accident Investigation Report*.

4 - ACCIDENT INVESTIGATION/REPORTING

An accident investigation will be performed by the supervisor at the location where the accident occurred. The Safety Officer is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations approved by the Fire Chief are being addressed. **Supervisors shall investigate all accidents, injuries, occupational diseases and near misses involving personnel. A near miss is an incident in which no property was damaged, and no personal injury sustained but, where given a slight shift in time, position, or other circumstance damage or injury would or might have occurred.**

- Implement temporary control to prevent any further injuries to employees.
- Review equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete all accidents reports **within 24 hours.**
- The Injury/Property Damage accident report is to be filled out and forwarded to the on-duty Battalion Chief, Safety Officer and Administrative Manager before the end of the duty shift that the injury occurred on.
- All Incidents which result in personal injury, death, or property loss to a third party shall be immediately reported to the Safety Officer.
- For all significant incidents an inquiry shall be conducted within 24 hours by a board comprised of a Battalion Chief, Safety Officer and Shift Safety Committee representative.
- The board members cannot be associated with the shift in which the accident occurred.
- A significant incident is defined as bodily injury requiring emergency medical treatment, anticipated loss of time from the workplace, property damage resulting in equipment or vehicles being placed

out of service. The supervisor also may request an inquiry based on the circumstances surrounding the accident.

- Any injury that results in lost time will be reported to the Safety Officer and Administrative Manager.
- Provide recommendations to the Safety Officer, with copy to the Safety Committee, for corrective actions and additional or remedial safety training.
- For all vehicle accidents the Battalion Chief or Safety Officer shall require drug screening be done on the driver of the assigned apparatus.
- Refer to the vehicle accident and investigation procedure in this policy.
- The Safety Officer will be responsible for completing a written narrative on vehicle accidents with injuries. This report shall be forwarded to the Administrative Manager and attached to the accident file.
- Fire Chief to review recommendations and implement as warranted.
- Fire Chief follow up on implementation of corrective actions.
- Fire Chief to review recommendations and implement as warranted.
- Fire Chief follow up on implementation of corrective actions.

Accident Forms:

<i>Property Damage Accident Report-</i>	This report shall be filled out whenever there is damage to any district equipment. (Found on Shared Drive in Documents)
<i>Injury Accident Report-</i>	This report is to be filled out if there was injury to any district employee while on-duty. (Found on Shared Drive in Documents)
<i>Near Miss Accident Report</i>	This report is to be filled out if there was a near miss incident.

5 - RECORDKEEPING PROCEDURES

The Administrative Manager will maintain all employee accident and injury records, in accordance with the state retention schedule.

The records include:

Accident Investigation Reports

Notice of Injury

Fire Service Log and Summary of Occupational Injuries, Diseases and Illnesses

The Administrative Manager shall record each injury, illness, occupational disease and fatality on the log summary within six working days.

The Administrative Manager will provide copies of the *Accident Investigation Reports* to

Safety Committee for review of accidents. Committee will destroy copies once administrative value is over.

6 - GENERAL SAFETY RULES

Safety must be practiced as a habit. Learn and use the general safety rules. Review them often and use good common sense in carrying out assigned duties.

These general safety rules are intended to provide guidelines in performing job duties safely and to reduce exposure to workplace hazards. If unsure of the preferred job procedure, contact supervisor for clarification and assistance.

All Employees/Members

1. Report all unsafe working conditions or unsafe actions of coworkers to your supervisor.
2. All employees/members shall be empowered to stop all unsafe practices.
3. Report all accidents or close calls, whether or not injury is caused, to your supervisor as soon as practical. Even though the accident may not have resulted in immediate medical attention or lost time away from work, it may lead to injury or illness for the person at a later date, or the same type of accident may recur to the same or different person and result in injury.
4. Don't take shortcuts or rush through procedures.
5. Report unsafe conditions and do not perform work tasks if the work is considered unsafe.
6. Use proper lifting techniques to lift, carry, or load equipment and materials.
7. Follow ergonomic guidelines for your workplace.
8. Follow all additional safety instructions, warnings, signs, procedures, and rules as written, posted, or otherwise communicated—they are posted to point out hazards.
9. All work areas should be kept clean and free of debris. Clean up all oil, water, etc. immediately to prevent slips.
10. Comply with confined space safety procedures (ventilating, air monitoring, using the buddy system, safety harnesses, etc.) before entering any area considered a confined space, such as wet/dry wells.
11. Comply with bloodborne pathogen and exposure control safety procedures.
12. Review, learn, and follow your Safety Rules.

Equipment

1. Inspect tools and equipment (including motorized vehicles) before use. Report any defects to your supervisor and alert other employees who may be potential users. Do not use tools and equipment that are defective and unsafe to operate.
2. Operate only the machinery or equipment that you have been authorized and trained to operate safely. Do not exceed safe operating speeds or loads.
3. Do not remove safety guards or devices from equipment except for the purpose of maintenance or repairs, and then only after the power has been shut off. All guards and devices are to be replaced immediately after completing maintenance or repairs.
4. Before beginning repairs, shut off the main power source to the equipment that is to be repaired and apply locks and tags to the equipment breaker switches.

5. Do not block work areas, aisles, or exits with tools or equipment. Recognize and correct potential for the possibility of equipment rolling, falling, or spilling, etc., before it happens.

Personal Protective Equipment and Work Clothes

1. Report to work in appropriate clothing suitable for the type of work you will perform. This includes footwear.
2. Avoid wearing loose clothing or jewelry near machinery or equipment with moving parts.
3. Wear personal protective equipment as required, e.g., hard hats, safety glasses, work boots.
4. Wear ear protection when the noise level is so high that you have to shout to be heard by someone standing at least 6 ft. away.

Driving Rules

- Seat belts shall be worn at all times by all personnel on all District vehicles and apparatus.
- All personnel on the apparatus shall remain seated and secured until the apparatus has completely stopped and it is safe to disembark.
- Any personnel driving District apparatus shall have in their possession, a valid Florida driver's license.
- Any personnel who have any restrictions on their driver's license, such as wearing corrective lenses while driving, shall meet the requirements while driving any District vehicle.
- All traffic rules of the county and state shall be strictly adhered to while driving non-emergency.
- Only those persons so authorized to drive District vehicles and apparatus shall do so.
- It shall be the driver's responsibility to maintain their assigned apparatus in a state of readiness, at all times. Such readiness shall include, but not limited to, check all doors, compartments, etc. and secure any loose equipment, in addition to being sure the roadway to the immediate front/rear of vehicle is clear before the vehicle is moved. The driver is also responsible to ensure that all occupants of the vehicle are in seat belts prior to moving the apparatus.
- No District member shall willfully abuse any vehicle apparatus or piece of equipment of the District.
- When closing apparatus doors, the windows shall be either completely up or completely down. This will help reduce damage to windows.
- All compartment and cab doors on all apparatus shall be kept closed when not in use.
- If any District equipment fails or malfunctions, it shall immediately be noted on a maintenance worksheet and transferred to a Company Officer for further action.
- Upon the return of apparatus to the station, the driver shall make careful check of apparatus and equipment and report any deficiencies or lost equipment.

- Drivers shall not permit unauthorized persons to remove or use equipment or tools from the apparatus, or to ride on apparatus.
- All vehicles, whether responding to an emergency or not, shall come to a complete stop at stop signs and signals.
- During an emergency response, while using the proper warning devices, an emergency vehicle operator may proceed past a red signal or stop sign, but only after being given the right of way by other vehicles entering the intersection.
- When responding to emergency calls, apparatus shall slow down and exercise caution in passing school zones and follow the direction of the crossing guard or law enforcement.
- When a school bus has stopped to load or unload children, no fire apparatus, even though on an emergency run, shall pass said bus until it is cleared to do so by the school bus driver.
- The operator of an authorized **WMFR** emergency vehicle, responding to an emergency shall proceed with due regard. Factors the operator **SHALL** take into consideration responding to an emergency are the following:
 - Traffic conditions
 - Weather conditions
 - Time of day or night
 - Road conditions
 - Posted school zones and crossings
 - Topography
- Headlights and tail-lights shall be on any time apparatus is being driven.
- A back-up person (spotter) must be used when available. If a spotter is not available, and it is practical to do so, the driver should do a walk around of the apparatus prior to backing. The following shall apply:
 - Spotter is in charge and his/her commands must be followed.
 - Driver's window must be down completely.
 - Visual contact between driver and spotter should be made prior to backing.
 - Verbal contact between driver and spotter should be made, if possible.
 - If spotter is not in view of the driver, driver shall stop.
 - Check for overhead and backing obstructions.
- If the need comes up to take the District vehicle over a curb, the driver should go over the curb on an angle and at a very slow speed.
- Any violation of these rules may result in the loss of driving privileges within the District, as well as other disciplinary actions.

- The traffic control buttons located on the apparatus floor area at all stations shall be used any time apparatus is leaving the stations responding to an emergency. The traffic control button is to be used for **OFFICIAL USE ONLY**.
- The vehicle operator is responsible, at all times, to operate the vehicle with due regard for the safety of all persons using the roadway and all personnel on the vehicle.

7 – EMERGENCY RESPONSE RULES

Seatbelts

Purpose:

To establish appropriate and safe behavior regarding the use of safety belts when operating or riding in an emergency vehicle.

Scope:

All Personnel.

Policy:

All persons driving or riding in District vehicles shall be seated in approved riding positions with seatbelts or safety restraints fastened at all times when the vehicle is in motion.

The driver shall not begin to move the vehicle until all passengers are seated and properly secured. All passengers shall remain seated and secured as long as the vehicle is in motion. Seatbelts shall not be loosened or released while en-route to dress or don equipment.

Members shall not attempt to mount or dismount from a moving vehicle under any circumstances.

Exception:

A District member who is providing direct patient care inside an ambulance shall be permitted to release momentarily the seat belt while the vehicle is in motion – **IF IT IS ESSENTIAL TO PROVIDE PATIENT CARE.**

Note– NFPA 1500 allows this exception for the ambulance patient compartment; however, effective restraint systems are now available for ambulances. NFPA 1500 also permits exceptions to the seat belt policy for hose loading and tiller training, however, strict guidelines must be applied to these activities if the exceptions are included in a District policy. The District should carefully consider whether these exceptions should be included in the District policy statement.

Regulatory & Statute Compliance

The Florida State traffic laws include specific provisions for emergency vehicles, while they are engaged in emergency operations. The West Manatee Fire & Rescue District policies and procedures specify when and how these exceptions will be applied. The District driving policies and standard operating procedures may be, in some cases, more restrictive than state traffic laws.

Responding to emergency incidents does not in any manner reduce the responsibility to operate vehicles safely. While prompt response to emergency incidents is an organizational priority, safety is always a higher priority. The responding units must arrive safely at the location where they are needed before they can deliver the required services. Unsafe operation of an emergency vehicle creates an unacceptable risk to District members, to the public, and to the individuals who are in need of assistance.

The motor vehicle laws of Florida grant specific allowances and exemptions to emergency vehicles, when they are responding to emergency incidents and using the required warning devices. These provisions only apply to officially recognize emergency vehicles, while they are responding to emergency incidents in compliance with all of the applicable laws and regulations.

Notwithstanding such allowances and exemptions, the driver of the emergency vehicle is required to operate responsibly at all times. The emergency vehicle driver has a duty to drive with due regard for the safety of all other persons and property.

The Florida traffic laws require an emergency vehicle to be equipped with warning lights and audible warning devices. The traffic laws also require drivers to yield the right-of-way to an emergency vehicle when the warning devices are in operation.

The use of warning devices does not automatically grant the right-of-way to an emergency vehicle. These devices are intended to make other drivers aware of the presence of an emergency vehicle. Other drivers are required to yield the right-of way to an emergency vehicle; however, they cannot be expected to yield the right-of-way if they do not see or are not aware of the emergency vehicle.

The emergency vehicle driver must never assume that another vehicle will yield the right-of-way; it is always the emergency vehicle driver's responsibility to ensure that the other driver has yielded the right-of-way. The emergency vehicle driver is responsible for operating in a safe and prudent manner, recognizing that other drivers could be distracted, inattentive, or simply uncooperative. The emergency vehicle driver is not permitted to employ aggressive driving techniques to force another driver to yield the right-of-way.

While responding in an emergency mode, drivers are required to make their presence evident using proper warning devices. Emergency vehicle drivers should also endeavor to make their intentions as clear as possible and their vehicles as visible as possible to other drivers.

Traffic Laws – Emergency Vehicles

The West Manatee Fire & Rescue District has established the following policies that apply to employees/members who are driving District vehicles in an emergency response mode. (The same policies apply to the emergency operation of any other vehicle within the scope of a driver’s District duties.)

Use of Warning Device Policy

Purpose:

To establish a policy on the use of warning devices.

Scope:

All Personnel.

Policy:

All personnel shall abide by Florida Statute 316.126 “Operation of vehicles and actions of pedestrians on approach of authorized emergency vehicle” (Appendix A) in regard to the use of warning lights and audible devices.

Audible warning devices shall not be used when a vehicle is operating in a non-emergency mode. Warning lights shall be used when the District vehicle is maneuvering or stopped in a location where it creates a traffic hazard.

Intersection Navigation

Purpose:

To establish procedures and guidelines for the safe operation of all emergency vehicles and apparatus when negotiating intersections.

Scope:

All Personnel.

Policy:

The District emergency vehicle shall come to a full stop before entering a negative right-of-way intersection (red light, flashing red light, or stop sign), blind intersection, or any intersection where hazards are present and/or the driver cannot account for all oncoming traffic lanes. The emergency vehicle shall not enter the intersection until all approaching traffic has yielded the right-of-way and it is safe to proceed. The emergency vehicle driver shall ensure that all approaching vehicles in all lanes have yielded the right-of-way before advancing.

If necessary, due to traffic conditions or visual obstructions, the emergency vehicle driver shall cross the intersection in stages, treating each lane as a separate intersection. The driver shall stop the vehicle, as necessary, to ensure that each lane may be crossed safely

When passing through an intersection where the emergency vehicle has the right-of-way, by virtue of a green light in the direction of travel and/or a stop signal (stop sign) for cross-traffic, the emergency vehicle shall not exceed the posted speed limit. Emergency vehicle drivers should not assume that oncoming/opposing traffic has stopped, even when facing a green signal or "clear" route; emergency vehicle drivers must visually confirm that oncoming/opposing traffic is stopped while approaching any intersection, and be prepared to stop immediately, if necessary.

Traveling in Opposing Traffic Lanes

Purpose:

To establish practices that address when an emergency vehicle must travel in an opposing lane and one-way streets.

Scope:

All Personnel.

Policy:

Operating emergency vehicles in opposing traffic lanes is extremely hazardous under all conditions and should only be considered under exceptional circumstances (i.e., if there is no alternate route of travel).

When an emergency vehicle must travel in an opposing traffic lane, or in a center turn lane to maneuver around slow moving or stopped traffic, the emergency vehicle shall travel with due regard for the safety of all persons using the highway.

When approaching a controlled intersection (traffic lights or stop signs) in an opposing traffic lane or center turn lane, the emergency vehicle shall come to a full stop before entering the intersection, even if the traffic light is green in the direction of travel.

Passing Traffic in an Emergency Vehicle

Purpose:

To establish safe practices that address when an emergency vehicle must pass traffic moving in the same direction.

Scope:

All Personnel.

Policy:

When overtaking traffic that is moving in the same direction, the emergency vehicle driver shall give other drivers an opportunity to yield the right-of-way before passing. If it is necessary to pass a vehicle that has not yielded the right-of-way, the emergency vehicle shall provide as wide a clearance as possible.

A District emergency vehicle shall not overtake another emergency vehicle that is traveling in the same direction unless the driver of the lead vehicle has indicated that the other may pass. A following vehicle must contact a leading vehicle by radio to request permission to pass.

Stopped School Bus**Purpose:**

To establish safe practices that address when an emergency vehicle comes to a school bus that has stopped with red lights flashing.

Scope:

All Personnel.

Policy:

The emergency vehicle shall not pass a school bus that has stopped with red lights flashing to load or discharge passengers, unless the bus driver clearly signals that it is safe to pass.

When clearly signaled by the bus driver that it is safe to pass a stopped school bus, the emergency vehicle shall proceed slowly and with extreme caution past the school bus; all members must be vigilant for children while approaching and passing the bus. The emergency vehicle driver must be prepared to stop immediately while approaching, passing, and leaving the area in which the school bus is stopped.

Pedestrian Crosswalk**Purpose:**

To establish safe practices that address when an emergency vehicle comes to a pedestrian crosswalk.

Scope:

All Personnel.

Policy:

The emergency vehicle shall not exceed the posted speed limit when approaching a pedestrian crosswalk. If the crosswalk is occupied, the emergency vehicle shall slow down and be prepared to stop if the pedestrian does not yield the right-of-way.

Aggressive Driving

Purpose:

To establish safe practices that address when an emergency vehicle driver employs aggressive driving techniques.

Scope:

All Personnel.

Policy:

Emergency vehicle drivers shall not employ aggressive driving techniques to force other drivers to yield the right-of-way.

Emergency vehicles must be operated with due regard for the safety of civilian traffic at all times, and under all circumstances; the elimination of aggressive driving techniques is also critical for protecting the safety of other crew members assigned to the vehicle.

Emergency vehicle drivers have been cited, fined, and sentenced to imprisonment for causing harm through aggressive driving.

Backing Policy

Purpose:

To establish safe practices to ensure emergency vehicles are safely moved when operating in reverse mode.

Scope:

All Personnel.

Policy:

Before backing a District vehicle, the driver shall ensure that the intended path is clear of hazards or obstructions.

One or more spotters shall be employed as guides in all situations where the driver does not have a clear vision of the path of travel. Two spotters should be assigned when backing large or heavy apparatus—one covering each side of the vehicle. When available, a third spotter can be used to monitor traffic or, especially in the case of aerial apparatus, watch the front of the vehicle for overhead obstructions.

A spotter is responsible for stopping the driver in order to avoid any potential hazards. Standard signals shall be used to communicate with the driver during the backing maneuver; hand signals or voice signals transmitted over a portable radio can be employed for this purpose. The spotter shall direct the driver to stop at any time the backing maneuver cannot be completed safely.

The spotter(s) shall be on the ground, to the rear of the vehicle (At least the distance equal to length of the vehicle) and shall remain visible to the driver at all times. If the driver loses sight of the spotter(s) at any time, the driver shall immediately stop the vehicle. Portable radios or tethered vehicle-mounted intercom systems are recommended for spotters' safety. In no case are cameras or safety devices a substitute for a spotter. (NFPA 1500 requires at least one spotter to have contact with the driver.)

If it is essential to back a vehicle with limited rearward visibility and no spotter is available, the driver shall stop, dismount, and visually perform a 360-degree check around the vehicle before backing, with emphasis on the area behind and to both sides. After checking the area, the driver shall back the vehicle at slow speed with warning lights activated and with extreme caution, prepared to stop immediately if necessary.

Signals

- **Straight Back:** One hand above the head with palm toward face, waving back. Other hand at your side. (Left or right hand optional)
- **Turn:** Both arms pointing the same direction with index fingers extended. (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing apparatus. The driver's intentions must be verbally communicated to the spotter.)
- **Stop:** Both arms crossed with hands in fist. Be sure to yell the stop order loud enough that the driver can hear the warning.

Night Backing

Signals will be the same. The spotter will ensure that the spotlights on rear of apparatus are turned on before allowing apparatus to be backed. A flashlight may be carried, but at no time will it be directed toward the mirror.

Maneuvering at an Incident Scene

Purpose:

To establish safe practices that address when maneuvering an emergency vehicle at an incident scene.

Scope:

All Personnel.

Policy:

Drivers shall exercise extreme caution while maneuvering emergency vehicles at an incident scene; other drivers and pedestrians may be distracted or preoccupied by events and a variety of hazards (e.g., downed or low-hanging wires, limited visibility, hazardous materials, etc.) may be encountered. Vehicles shall be moved slowly and cautiously, with spotters assigned to guide the driver in tight situations.

When streets have been closed to regular traffic, the emergency vehicle driver remains fully responsible for the safe and prudent operation of the vehicle at all times.

When operating at an incident scene where the streets have not been closed to regular traffic, District vehicles shall be positioned, parked, or staged in a manner that considers safety as a primary factor.

Check for Unsecured Personnel: Before moving an emergency vehicle in any location, the driver shall ensure that all occupants are seated and properly secured in approved riding positions. The driver shall also ensure that no one is in the process of mounting, dismounting, standing on top of, or on the outside of, the vehicle.

Under no circumstances shall members be allowed to ride on the outside of a moving apparatus, including the tailboard, roof, aerial platform/bucket, or a top-mounted pump panel.

Return to Roadway

Purpose:

To establish safe practices that address when an emergency vehicle needs to return to the roadway when the wheels leave the paved surface of the roadway.

Scope:

All Personnel.

Policy:

District vehicle operators shall be aware of the actions to be taken if the wheels of the vehicle leave the paved surface of the roadway. In these situations, the vehicle shall be slowed to a speed below 20 miles-per-hour before any attempt is made to return it to the roadway.

Depending on road conditions and the condition of the off-road surface on which the vehicle is moving, it may be necessary to carefully bring the vehicle to a complete stop before attempting a return to the roadway; under many circumstances, particularly involving heavy apparatus, this may be the safest course of action.

Basic Driver Training

Purpose:

To establish a comprehensive basic driver training and education program that must be successfully completed by all drivers in the organization.

Scope:

All Personnel

Policy:

Basic driver training shall be completed before a member is authorized to drive utility District vehicles in non-emergency mode. The District shall ensure that the individual is properly licensed and insured and has the necessary knowledge, skills, and abilities to operate a vehicle safely. The initial driver training program shall include:

- Traffic laws
- Traffic and highway safety
- Basic vehicle dynamics
- Inspection and maintenance procedures
- Competency course
- Over-the-road evaluation

Upon completion of the basic driver program, a member is authorized to drive vehicles in a non-emergency mode. This classification includes passenger vehicles, SUVs, vans, and pick-up trucks. Additional training shall be required before the member is qualified to drive larger vehicles or to operate any vehicle in the emergency response mode.

The District shall periodically review the performance of each member who is authorized to drive District vehicles. The authorization to drive may be suspended or revoked as a result of such reviews and/or additional training may be required to maintain driving status. Members, who repeatedly fail to comply with District driving policies and procedures or violate traffic laws while driving District vehicles, should be re-validated or disciplined, if necessary.

Driver Training Program

Purpose:

To offer a comprehensive and advanced driver training program to provide members with the skills and knowledge necessary to reduce vehicle accidents and limit injuries to themselves and the public.

Scope:

All Personnel

Policy:

District vehicles shall only be driven/operated by individuals who comply with the applicable state driver's license requirements and have been trained and certified to operate the particular vehicle or type/class of vehicle through the District Driver Training Program.

The District will train drivers on all apparatus used by the West Manatee Fire & Rescue, including, but not limited to pumpers, ladders, off-road vehicles, command vehicles, and specialty units.

The Driver Training Program will meet or exceed the guidelines set forth by the Florida State Fire Marshall and the District of Motor Vehicles Commercial Driver License Program and will prepare drivers to meet the requirements of NFPA 1002 Standard for District Vehicle Driver/Operator Professional Qualifications.

The District shall periodically review the performance of each member who is authorized to drive District vehicles. The authorization to drive may be suspended or revoked as a result of such reviews and/or additional training may be required to maintain driving status. Members who repeatedly fail to comply with District driving policies and procedures or violate traffic laws while driving District vehicles should be re-evaluated or disciplined, if necessary.

Emergency Vehicle Operator Course

Purpose:

To set forth requirements to be a driver for emergency vehicles for the West Manatee Fire & Rescue District.

Scope:

All Personnel

Policy:

Before being authorized to operate any District vehicle in an emergency response mode, the member shall successfully complete an Emergency Vehicle Operator's Course (EVOC). Following completion of the EVOC program, the individual must demonstrate an appropriate understanding of the specific policies, procedures, and considerations that apply to emergency response, before being authorized to operate vehicles in an emergency response mode. A refresher EVOC training class is required at intervals of not more than three (3) years to maintain emergency vehicle operator status.

Driving Record Review

Purpose: To set forth qualifications and requirements to be a driver for emergency vehicles for the West Manatee Fire & Rescue District.

Scope:

All Personnel

Policy:

The District shall obtain and review a copy of the member's motor vehicle record from the state Department of Motor Vehicles prior to allowing an individual to begin driver training. Each authorized driver's Motor Vehicle Record shall be reviewed annually to ensure that the individual maintains safe driving habits.

Any individual who has a combination of two (2) moving violation convictions and/or chargeable accidents in a three (3) year period shall be issued a written notice that shall have the same weight as an Oral Reprimand as defined in District Policy Section 22.6.0 "Discipline".

Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period shall be issued a written reprimand and may have driving privileges suspended at the discretion of the Fire Chief.

Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination of more than three (3) of the formerly stated violations in a three (3) year period will be subject to progressive disciplinary action up to and including suspension or termination.

Any individual with the following charges shall be placed on administrative leave pending further investigation by the District.

1. Driving while intoxicated.
2. Driving under the influence of drugs.
3. Negligent homicide arising out of the use of a motor vehicle (gross negligence).
4. Operating during a period of suspension or revocation.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without owner's authority.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Hit and run driving.

Alcohol & Substance Abuse Policy

Purpose:

To eliminate the abusive use of alcohol and illegal drugs through education, rehabilitation, and supervision techniques.

Scope:

All Personnel

Policy:

District members are not permitted to be on duty, to respond to emergency incidents, to drive or operate District vehicles, nor to perform any other duty-related functions while under the influence of alcohol or drugs.

District members shall not perform any duty-related functions for a minimum of eight (8) hours following the consumption of any alcoholic beverages. A longer period waiting period may be required to ensure that the individual is free of impairment. A blood alcohol concentration of 0.04 percent or higher, while on duty, shall create the presumption that the member is under the influence of alcohol.

The driver of any District vehicle that is involved in an accident shall be tested for the presence of alcohol or drugs with the least possible delay. The supervisor shall follow the District's Policy 22.8.0 Drug-Free Workplace.

Any District member shall not be allowed to perform any Fire District duties while waiting for the administration of the drug/alcohol testing.

Vehicle Accident Reporting and Investigation

Purpose:

To provide a standard system to report and investigate all District vehicular accidents and near misses (District or personal). A near miss incident is defined as an incident in which no property damage and no personal injury occurred, but where, given a slight shift in time, position, or other circumstances, damage or injury would or may have occurred.

Scope:

All Personnel.

Policy:

All District vehicular accidents should be reported to the shift commander immediately.

The report should include the following:

- Unit ID or Apparatus Number
- Exact accident location
- An indication for need for additional medical assistance (e.g., BLS, ALS, etc...)
- An estimate of the extent and nature of the injuries and vehicle damage
- Indication on whether the vehicle is drivable
- Indication of need for cover assignment

While at the accident scene:

- Initiate appropriate medical care
- Do not discuss the incident with anyone other than fire and law enforcement representatives
- Do not move your vehicle unless it is creating a traffic hazard
- If you must move your vehicle, chalk the position of your tires prior to moving.
- Obtain witness names and contact information
- Remain at the scene until the law enforcement and fire representatives have completed their investigation

Based on the reported information, the shift commander will:

- Notify District Chief Officers

All District vehicle accidents will be investigated. The process will include the following:

- Fact Finding Review
 - Separate interviews with the driver, all crew members, accident witnesses
 - Notes recorded at each interview
 - Contact Information recorded at each interview
- Notification of any applicable Agencies (e.g., Risk Management, Insurance Adjuster, etc...)
- District employees involved in the incident should be isolated from the general public, the other parties involved in the incident, and the media.
- Members may be placed on Administrative Leave or directed to take a leave of absence during the initial investigative process.

The investigating officer should attempt to collect the following:

- Photographs/Video of the incident
- Police Report
- Name and badge of investigating law enforcement Officer
- Names and contact information for all parties involved (including witnesses)

- Applicable Accident Reports/Forms

Vehicle Inspection Policy

Purpose:

To ensure vehicle and equipment are in working order and that the vehicle is safe and ready to respond.

Scope:

All Personnel.

Policy:

Fire apparatus shall only be operated when their mechanical condition makes it safe to do so. The following list of vehicle defects has been developed to guide apparatus operators in making decisions related to the operational safety of a District vehicle. If an “out-of-service” condition is discovered, the vehicle shall be placed out of service and the condition of the vehicle shall be reported to the responsible officer. The vehicle shall not be returned to service until the problem condition is resolved by a qualified individual.

The following defects and deficiencies of the driving and crew areas, the apparatus body, and the compartmentation reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Body mounting that is defective
- Cab mounting that is defective
- Seat belts that are torn or have melted webbing, missing or broken buckles, or loose mountings. Due to the extreme safety-related consequences of a defective seat belt, and the fact that one defective seat belt (unless it is the driver’s seat belt) does not render a piece of apparatus unusable, the authority having jurisdiction shall take any seating position with a defective seat belt out of service
- Cracked or broken windshield that obstructs the driver’s/operator’s view
- Missing or broken rear-view mirrors that obstruct the driver’s/operator’s view
- Windshield wipers that are missing or inoperable
- Steering wheel that has a deficiency
- Oil pressure gauge or engine or transmission temperature gauges that have failed
- Air gauge or audio low air warning device that has failed
- Door latches that are defective
- Foot throttle that is defective

The following defects and deficiencies of the chassis, axles, steering and suspension systems, driveline, wheels, and tires reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Tires that have cuts in the sidewall that penetrate to the cord
- Tires that are defective

- Tires that have a tread depth of 4/32 in. (3.2 mm) or less on any steering axle or 2/32 in. (1.6 mm) or less on any non-steering axle at any two adjacent major tread grooves anywhere on the tire
- Suspension components that are defective
- Wheel fasteners that are missing or broken
- Wheels that are defective
- Axle flanges that have Class 3 leakage
- An axle that has any Class 3 leakage
- Steering components that are defective
- A steering component that has Class 3 leakage
- Driveline components that are defective

The following defects and deficiencies of the *engine systems* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Air filter restriction indicator that shows maximum restriction
- Engine that won't crank or start
- Engine system that has Class 3 leakage of oil
- Engine that is overheating
- Oil that contains coolant
- Oil that is diluted with fuel
- A fuel system component that has Class 2 leakage of fuel
- Fuel tank, mountings, or straps that are defective
- Stop-engine light that fails to turn off after engine is started

The following defects and deficiencies of the *engine cooling system* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Cooling system component that has Class 3 leakage
- Coolant that contains oil
- Radiator that is defective
- Water pump bearing that is defective
- Cooling fan that is defective
- Coolant system components that are defective

The following defects and deficiencies of the *transmission and clutch* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Clutch components that are defective
- Transmission components that are defective
- Shift linkages that are defective
- Automatic transmission that overheats in any range
- Automatic transmission that has a "Do not shift" light on
- Transmission components that have Class 3 leakage of transmission oil

The following defects and deficiencies of the *low voltage electrical system and the line voltage electrical system* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Federal Department of Transportation lighting that is defective
- Ignition system that is defective
- Charging system that is defective
- Grounding and bonding of the line voltage electrical system that is defective

The following defects and deficiencies of the *air brake system* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Service brakes that have an air pressure drop of more than 2 psi (13.8 kPa) in 1 minute for single fire apparatus or more than 3 psi (20.7 kPa) in 1 minute for combination fire apparatus, with the engine stopped and the service brakes released
- Leak-down rate (time) of the applied side of the air brake that is more than 3 psi (20.7 kPa) in 1 minute for single fire apparatus or more than 4 psi (27.6 kPa) in 1 minute for combination fire apparatus, with the engine stopped and the service brakes applied
- Brakes that are out of adjustment
- Braking system components that are defective
- Braking operation that is ineffective
- Parking brake operation that is ineffective
- Air compressor that fails to build air pressure
- Air compressor that fails to maintain 80-90 psi (552-621 kPa) pressure in the system with the service brakes applied and the engine at idle, or air compressor that fails to fill the air system to the air compressor governor cutout pressure with the service and parking brakes released
- Friction surfaces, brake shoes, or disc brake pads that have grease or oil on them
- Brake lining or pads that are worn beyond the brake system manufacturer's minimum specifications
- Rotors and drums that are worn beyond the brake system manufacturer's minimum specifications
- Antilock braking system (ABS) warning indicator that is activated

The following defects and deficiencies of the *hydraulic brake system* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Brake system components that have Class 2 leakage of brake fluid
- Friction surfaces, brake shoes, or disc brake pads that have grease or oil on them
- Braking system components that are defective
- Braking operation that is ineffective
- Parking brake operation that is ineffective
- Brake warning light that is activated or brake pedal that falls away or drifts toward the flooring when brake pressure is applied
- Brake lining or pads that are worn beyond the brake system manufacturer's minimum specifications
- Rotors and drums that are worn beyond the brake system manufacturer's minimum specifications
- ABS warning indicator that is activated

The following defects and deficiencies of the *fire pump system* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Pump test results that fall below 90 percent of the original rating of the pump when tested in accordance with [NFPA 1911](#), *Standard for Service Tests of Fire Pump Systems on Fire Apparatus*
- Pump that will not engage
- Water tank that will not hold water
- Pressure control system that is not operational
- Pump transmission components that have Class 3 leakage of fluid
- Pump transmission lubricant that is contaminated
- Pump panel throttle that is defective

The following defects and deficiencies of the *aerial device and its systems* reduce the operational safety and performance of the fire apparatus and shall be considered out-of-service criteria:

- Power takeoff (PTO) that will not engage
- Stabilizer system that is defective
- Aerial device that is defective
- Hydraulic system components that are defective
- Cable sheaves that are defective
- Cables that are defective or frayed
- Base and section rails that show ironing beyond the manufacturer's recommendations
- Aerial device that is structurally deformed
- Torque box structure or fasteners that are defective
- Turntable fasteners that are defective or missing

The visual inspections, operational tests, and load tests defined in [NFPA 1914](#), *Standard for Testing District Aerial Devices*, shall be conducted at the following times:

- At least annually
- After major repairs or overhaul
- Following the use of the aerial device when the aerial device could have been subjected to unusual operating conditions of stress or load
- When there is reason to believe that usage has exceeded the manufacturer's recommended aerial device operating procedures

The complete inspections and tests including the non-destructive testing (NDT) defined in [NFPA 1914](#), *Standard for Testing District Aerial Devices*, shall be conducted at least every 5 years. NDT shall be conducted whenever visual inspection or load testing indicates a potential problem or when there is a desire to further confirm continued operational safety.

If the fire apparatus is equipped with a *fire pump*, the pump shall be service-tested in accordance with [NFPA 1911](#), *Standard for Service Tests of Fire Pump Systems on Fire Apparatus*, at least annually and whenever major repairs or modifications to the pump or to any component of the apparatus that is used in pump operations have been made.

Testing of the braking system, including antilock brake systems and auxiliary brake systems, shall be conducted at a prescribed interval, not to exceed the manufacturer's recommendations, at least annually, or whenever adjustments, repairs, or modifications have been performed on any component that can affect the proper operation of the braking system or systems. All testing shall be conducted at a location and in a manner that does not violate local, state, or federal traffic laws.

Reporting Un-Safe Working Conditions

Florida Administrative Rule 69A-62.032

Florida Fire Occupational Safety and Health Complaint Investigation Procedure

- The division shall consider a complaint from any person who alleges a violation of the Florida Firefighters Occupational Safety and Health Act or a division rule. The complainant may elect to remain anonymous. The complainant must identify the location of the workplace that gives rise to the complaint and allege known particular facts that constitute a violation. A complaint may be oral or written.
- The division shall conduct an investigation of any complaint that facially establishes reasonable cause to believe that a violation exists or occurred.”

Summary

Anyone can file a concern with the Division of State Fire Marshall regarding a safety issue or conditions. You can identify yourself but request anonymity, identify yourself with a pseudo name / e-mail address such as anonymous or concerned or you can identify yourself openly. The level of anonymity you desire will be honored, and information will not be released. Regardless of the level desire, we will need a method to contact you to provide updates and acquire additional information regarding the concern, if necessary.

You have the option of presenting your concern either orally or in an email. When you contact us, we will ask for details to help us form a clear picture of your concern and the organization involved. It is your option whether to identify the organization (workplace) or not, but without it all we can do is provide information.

We will proceed based upon the information provided to confirm that a situation exists that presents a threat to the safety and or health of firefighters, a violation of Florida Statutes 633.801.821 and or Florida Administrative Rules contained in 69A-62. Should this prove the case, your concern becomes a valid complaint and we will conduct an inspection or investigation based upon the circumstances involved with the goal of removing the threat or becoming compliant.

Vehicle Safety Program Implementation

Purpose

To establish guidelines for the organization and operation of a vehicle safety program.

Scope

All Personnel.

Policy:

The vehicle safety program will handle the following responsibilities:

- Establish vehicle safety procedures
- Provide safety input on the design of apparatus
- Assist Driver Training Officer with driver safety education/training
- Review vehicle accident/injury reports
- Develop intervention methods

8-RESPIRATORY PROTECTION PROGRAM**Intent**

West Manatee Fire Rescue has an established Respiratory Protection Program to protect the health of the firefighters and requires that the firefighters use this program. This program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use. The Department shall purchase and provide for use, only NIOSH approved SCBA's.

References:

NIOSH Standard 87-116

OSHA 1910.134

I. Program Responsibilities**A. Administrative Responsibilities**

1. Identification of firefighters who are required and authorized to wear respiratory protection equipment in the course of performing their duties.
2. Ensuring that firefighters covered by this policy comply with all facets of this respiratory protection policy.
3. The overall implementation of this policy.

B. Respiratory Protection Program Director's Responsibilities

1. The Program Director has total and complete responsibility for the supervision and administration of the Respiratory Protection Program. This individual has the authority to act under the Chief, on any and all matters relating to the operation and administration of the Respiratory Protection Program.
2. The effectiveness of the respiratory program shall be evaluated annually, and a written report submitted to the Chief.

3. The Program Director will be responsible for the purchases/procurement, assignment and repair of SCBA.
4. Maintaining air quality test records.
5. Ensure annual fit tests are made and will maintain required fit test records.
6. Ensuring an annual test is completed by each firefighter on their knowledge of SCBA equipment, operation, safety, organizational policies/procedures, fit testing.
7. The training, testing, and competency of all firefighters who will have occasions to use a respirator.
 - a. Ensure that SCBA's are thoroughly inspected and documented by written record, at least once per week and after each use.

C. Incident Commanders' Responsibilities

1. Ensuring that proper respiratory protection is being used and that respiratory protection is commensurate with the hazards that are being encountered.

D. Company Officers Responsibilities

1. The condition and maintenance of SCBA's assigned to their station.
2. The Company Officer, or acting officer, will be responsible for the replacement of empty cylinders, verification of daily/weekly checks, and for the proper use of SCBA by firefighters.

E. Firefighters' Responsibilities

1. Maintain the level and proficiency of use expected by West Manatee Fire Rescue SCBA Training Manual.
2. For maintaining SCBA face pieces in sanitary and proper operating condition.
3. Guard against damage to respiratory equipment.
4. For checking their SCBA when coming on duty and advising their officer that the unit is okay or in need of repair.
5. Out of service SCBA's shall be properly tagged and removed from service.
6. In-Service SCBA cylinders are refilled to 90%

F. Fire Investigator's Responsibilities

1. Investigators shall guard against damage to equipment.
2. Fire investigators shall be responsible for checking their Filter Masks or SCBA and advising their officer that the unit is okay or in need of repair.

II. Medical Evaluations

- A. The Department shall require and provide a medical evaluation to determine the firefighter's ability to use a respirator, before they are fit tested or required to use the respirator.
- B. The Department shall identify a physician or other licensed health care professional to perform medical evaluations using a medical questionnaire, see Appendix B.
- C. The Department shall ensure that a follow-up medical evaluation is provided for a firefighter whose medical questionnaire answers, or whose initial medical examination demonstrates the need for a follow-up medical evaluation.
 1. The follow-up medical evaluation shall include any medical tests, consultations, or diagnostic procedures that the FD physician deems necessary to make a final determination.
 2. All respirator users' medical status should be reviewed annually in accordance with the recommendations of the FD Physician.
 3. The Department shall require a medical reevaluation if:
 - a. The use of the respirator indicates medical signs or symptoms related to the firefighter ability to use a respirator.
 - b. The firefighter's supervisor or program director informs the Department that a firefighter needs to be re-evaluated.
 - c. Observations made during the fit testing or program evaluations indicate that the firefighter needs to be re-evaluated.
 - d. Changes are made in the Department's policies, procedures or equipment that substantially increases the physiological burden placed upon the firefighter.
3. The medical questionnaire and evaluations shall be administered confidentially during the firefighter's normal working hours or, at the discretion of the employer, at a time and place convenient to the firefighter.

III. Use

A. Assignment to Duty

1. Firefighters that have not received training, medical approval, and applicable fit testing in accordance with this policy, shall not be assigned to a duty where respiratory protection is required.

B. Proper Respiratory Circumstances

1. Firefighters shall wear the proper respiratory protection (SCBA) when operating in any of the following circumstances:
2. Potential or suspected IDLH atmospheres
3. An atmosphere that is suspected of being contaminated or oxygen deficient, or may rapidly become hazardous or oxygen deficient, (i.e. visible smoke, visible particulate in the air, the PPV is operating and/or the atmosphere is still heated from the combustion process.
4. When transporting an individual with suspected or confirmed infectious TB.
5. In any permit-required confined space that has not been tested and monitored to establish respiratory safety.

C. Face piece

1. Firefighters shall not wear respiratory protection unless the proper size face piece is available and inspected by the wearer to ensure the equipment is in proper working condition according to the manufacturer's specification.
2. Firefighters using a properly functioning SCBA shall not compromise the protective integrity of the SCBA by removing the face piece for any reason in a hazardous atmosphere or in atmospheres where the quality of the air is unknown.
3. The integrity between the face and mask shall not be compromised.
4. Facial hair shall not be permitted to come between the sealing periphery of the face piece and the face or interfere with the valve function of SCBA, or any respirator used by the Department.
5. If a spectacle, goggle, or face shield must be worn with a face piece, it shall be worn so as not to adversely affect the seal of the face piece to the face. Only MSA approved spectacle kits shall be worn with the MSA SCBA.

6. Straps or temple bars shall not pass between the seal or surface of the respirator and the firefighter's face.
7. A "fit check" shall be done by the firefighter every time the respirator is put on to assure that an adequate seal is achieved and that the respirator is adjusted and worn properly.

D. Contact Lenses

1. Contact lenses shall be permitted with SCBA use, provided the firefighter or Department's physician determines that the risk of eye damage is not increased by their use, and/or does not counter the SCBA manufacturer's recommendation.

E. Decontamination

1. Firefighters shall be (field) decontaminated prior to removal of respirators whenever firefighting activities resulted in exposure to a hazardous substance.
2. To prevent contamination to the second stage regulator, firefighters shall "dock" the second stage regulator within the "docking station" when not in use.

F. Contaminated Atmosphere

1. When exchanging air supply bottles during suppression or overhaul activities, reasonable precautions shall be taken to ensure contaminated atmosphere does not enter the breathing zone and face piece.

G. Unusual Circumstances

1. SCBA's shall not be used in pools or other unusual circumstances without written permission of the manufacturer. SCBA's are not SCUBA gear and their use for this application is illegal (per DOT regulations).

H. Refilling SCBA Bottles

1. SCBA air cylinders shall be filled from the cascade system at Station # 2.
2. Each station shall maintain 3 reserve bottles for replacements and emergencies.

I. RIC SCBA's

1. One MSA RIC Pack shall be assigned and carried on each WMFR Fire apparatus and will be ready and available for emergency incident use. They will not be used for any other purpose.

2. The cylinder pressure will be monitored daily to ensure adequate pressure and to identify any mechanical problems. Weekly and per-use care should follow normal procedures for weekly and/or after use inspection.
3. SCBA check lists will be filled out to ensure proper function and to provide an individual history.

IV. Training

- A. Firefighters shall be trained in the proper function, use, cleaning and maintenance of any respiratory protection provided for their use including the step-by-step procedures for putting on and removing respirators and checking it for proper function. The required training shall cover the following.
 1. Recognizing hazards that may be encountered.
 2. Understanding the components of the respirators.
 3. Understanding the safety features and limitations of the respirators.
 4. Inspecting and cleaning the respirator.
 5. Emergency procedures such as use of regulator bypass valve, corrective action for face piece damage, and breathing directly from the regulator.
 6. Upon completion of such training, each firefighter shall practice at least quarterly, for each type and manufacture of respirator available for use, the step-by-step procedure for donning and doffing the respirator and checking it for proper function.
 7. Annual training and testing shall be conducted to the Department's standard on the firefighter's knowledge of SCBA equipment operation, safety, Departmental organizational policies and guidelines and face piece seals.
 8. Air Consumption drill shall be completed annually, and records shall be maintained in each firefighters personnel file.
 9. Training records shall remain part of the firefighter's training file.

V. Fit Testing, Inspection, Testing, and Cleaning

A. Fit Testing

1. Fit test procedures and test exercises shall follow procedures in accordance with manufacturer's recommendations.
2. Appropriate fit test records shall be maintained in personnel medical file.
3. Firefighters shall be properly fitted and tested for a face seal prior to use of the respirator in a hazardous atmosphere or contaminated area using either qualitative or quantitative testing equipment.
 - a. Fit testing shall be repeated at least once every twelve months, whenever there are changes in the type of SCBA or face piece used, or whenever there are significant physical changes in the user. (Examples: obvious change in body weight, scarring of face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the face piece seal.)
 - b. Firefighters will only be allowed to use the make, model, and size respirator for which they have passed a fit test within the last twelve months.

B. Inspection

1. Any SCBA found unserviceable shall be removed from service, tagged and recorded as such, and tested before being returned to service. Repair of the respirator must be done with parts designed for the respirator in accordance with the manufacturer instruction.

C. Testing

1. SCBA cylinders shall be hydrostatically tested within the periods specified by the manufacturer and the applicable governmental agency.
2. The air quality from compressors and cascade system cylinders shall be tested at least quarterly.
3. Breathing air in the SCBA cylinder shall meet the requirements of ANSI/CGA G-7 Commodity Specification for Air with a minimum air quality of D as well as meeting a water vapor lever of 24 PPM or less.

D. Cleaning

1. Respirators shall be kept clean, sanitary, and in good working order. Respirators shall be cleaned and disinfected using the procedures in accordance with manufacturer's requirements. Use a mild soap; **Do Not** use alcohol to clean/disinfect as it deteriorates the rubber. **Do Not** immerse the SCBA regulator in water as there are multiple electronic features enclosed. Disinfect with 50/1 solution (1/4 cup of bleach to gallon of water.) Soak for 2 minutes and rinse well in clean water. Respirators shall be cleaned and disinfected at the following intervals:
 - a. SCBA face pieces or respirators issued for the exclusive use on a firefighter shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
 - b. Face pieces and respirators used in fit testing and training shall be cleaned and disinfected before being used by different individuals.

VI. Filter Masks

- A. West Manatee Fire Rescue recognizes that potential hazards may still exist after CO levels are deemed safe.
- B. Investigators shall wear either SCBA or Filter Masks when digging fires.
- C. Fire Investigators shall be supplied with masks meeting NIOSH standard 87-116.
- D. Fire Investigators are authorized to wear the size of mask they have been fit tested for in the last 12 months. A fit test is required annually.
- E. Investigators are only authorized to wear the brand/style of mask they have been trained on in the last year to include documented quarterly training.
- F. The investigator wearing this mask shall not allow any item to break the seal by coming between the mask and the face.
- G. The mask issued by West Manatee Fire Rescue is the only mask authorized to be used by its investigators while on duty.
- H. Deficient, where there is no visible smoke, where there is no PPV operating, where the atmosphere is not heated from the combustion process and where there is no confined space permit required.
- I. Investigators shall change the canister filters (ME/OV/CL/SD/AM/MA/CO/HS/FM/FH) after every use or when breathing becomes labored. (See manufactures recommendation).

The Safety Committee has reviewed the policies and procedures in this safety manual and recommends that the Fire Chief and Fire District Board Chairman approve this document to be applicable to all employee/members of West Manatee Fire & Rescue District.

Buddy Bowen
A-Shift Representative

Mike Petrosino
B-Shift Representative

Tyler MacDonald
C-Shift Representative

George Harris
Fire Commissioner

Ryan Moore
Safety Officer

Appendix A

316.126 Operation of vehicles and actions of pedestrians on approach of authorized emergency vehicle.—

(1)(a) Upon the immediate approach of an authorized emergency vehicle, while en route to meet an existing emergency, the driver of every other vehicle shall, when such emergency vehicle is giving audible signals by siren, exhaust whistle, or other adequate device, or visible signals by the use of displayed blue or red lights, yield the right-of-way to the emergency vehicle and shall immediately proceed to a position parallel to, and as close as reasonable to the closest edge of the curb of the roadway, clear of any intersection and shall stop and remain in position until the authorized emergency vehicle has passed, unless otherwise directed by any law enforcement officer.

(b) When an authorized emergency vehicle making use of any visual signals is parked or a wrecker displaying amber rotating or flashing lights is performing a recovery or loading on the roadside, the driver of every other vehicle, as soon as it is safe:

1. Shall vacate the lane closest to the emergency vehicle or wrecker when driving on an interstate highway or other highway with two or more lanes traveling in the direction of the emergency vehicle or wrecker, except when otherwise directed by a law enforcement officer.

2. Shall slow to a speed that is 20 miles per hour less than the posted speed limit when the posted speed limit is 25 miles per hour or greater; or travel at 5 miles per hour when the posted speed limit is 20 miles per hour or less, when driving on a two-lane road, except when otherwise directed by a law enforcement officer.

(c) The Department of Highway Safety and Motor Vehicles shall provide an educational awareness campaign informing the motoring public about the Move over Act. The department shall provide information about the Move over Act in all newly printed drivers' license educational materials after July 1, 2002.

This section shall not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

(2) Every pedestrian using the road right-of-way shall yield the right-of-way until the authorized emergency vehicle has passed, unless otherwise directed by any police officer.

(3) Any authorized emergency vehicle, when en route to meet an existing emergency, shall warn all other vehicular traffic along the emergency route by an audible signal, siren, exhaust whistle, or other adequate device or by a visible signal by the use of displayed blue or red lights. While en route to such emergency, the emergency vehicle shall otherwise proceed in a manner consistent with the laws regulating vehicular traffic upon the highways of this state.

(4) Nothing herein contained shall diminish or enlarge any rules of evidence or liability in any case involving the operation of an emergency vehicle.

(5) This section shall not operate to relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the highway.

(6) A violation of this section is a noncriminal traffic infraction, punishable pursuant to chapter 318 as either a moving violation for infractions of subsection (1) or subsection (3), or as a pedestrian violation for infractions of subsection (2).

**Appendix B: OSHA Respirator Medical Evaluation Questionnaire
(MANDATORY)**

EMPLOYEE: Can you read (circle one): Yes No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section 1. (Mandatory) Every employee who has been selected to use any type of respirator (please print) must provide the following information.

Name: _____ Date: _____

Date of Birth: _____ Male Female Height: _____ Weight: _____

Employer: _____ Job Title: _____

Work Area: _____ Supervisor: _____

Phone Number where you can be reached to answer questions by the health care professional who reviews this questionnaire: Include area code: _____ The best time to call you at this number (normal work hours): _____

Has your employer told you how to contact the health care professional who will review this questionnaire?
 Yes No

Check type of respirator you will use (you can check more than one category)

- Dust Mask (N, R, or P disposable respirator filter-mask, non-cartridge type).
 Half or full face piece type, powered-air purifying, supplied air, SCBA/air tank hood
 Disposable Non-disposable

Have you worn a respirator before? Yes No If "yes", what type(s): _____

At the end of each section you will find space to document additional information regarding any "YES" answers. Please include dates, Doctors' names, follow-up care, and indicate if this is an ongoing problem or if you have had surgery. If you need more space, use the back of page 3.

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no" where appropriate and provide additional information as needed.)

1. Yes No Do you currently smoke tobacco, or have you smoked tobacco in the last month?
If yes, answer the following:

- Yes No Cigarettes? Age Started ___ Age Quit ___ Number of packs/day smoked _____
Did you inhale the smoke ___ Yes ___ No
Yes No Cigars? Age Started ___ Age Quit ___ Number of cigars/day smoked _____
Did you inhale the smoke ___ Yes ___ No
Yes No Pipe? Age Started ___ Age Quit ___ Number of pipe bowls/day smoked _____
Did you inhale the smoke ___ Yes ___ No
Yes No Chewing Tobacco? Number of cans used daily _____

2. Have you ever had any of the following conditions:

- Yes No Diabetes (insulin pills diet)

- Yes No Seizures
- Yes No Trouble smelling odors
- Yes No Claustrophobia (fear of closed in places)
- Yes No Allergic reactions that interfere with your breathing
- Yes No Have you ever had an injury to your ears, including a broken ear drum

Explain all YES answers _____

3. Have you ever had any of the following pulmonary or lung problems?

- | | |
|------------------------------------------------------------|---------------------|
| Yes No Asbestosis | Yes No Asthma |
| Yes No Emphysema | Yes No Pneumonia |
| Yes No Silicosis | Yes No Lung cancer |
| Yes No Chronic bronchitis | Yes No Broken ribs |
| Yes No Pneumothorax (collapsed lung) | Yes No Tuberculosis |
| Yes No Any chest injuries or surgeries | |
| Yes No Any other lung problem that you've been told about? | |

Explain all YES answers _____

4. Do you currently have any of the following symptoms of pulmonary or lung illness?

- Yes No Shortness of breath
- Yes No Shortness of breath when walking fast on level ground, or walking up a slight hill or incline
- Yes No Shortness of breath when walking with other people at an ordinary pace on level ground
- Yes No Have to stop for breath when walking at your own pace on level ground
- Yes No Shortness of breath when washing or dressing yourself
- Yes No Shortness of breath that interferes with you job
- Yes No Coughing that produces phlegm (thick sputum)
- Yes No Coughing that wakes you early in the morning
- Yes No Coughing that occurs mostly when you are lying down
- Yes No Coughing up blood in the last month
- Yes No Wheezing
- Yes No Wheezing that interferes with your job
- Yes No Chest pain when you breathe deeply
- Yes No Any other symptoms that you think may be related to lung problems
- Yes No Not able to taste and/or smell

Explain all YES answers _____

5. Have you ever had any of the following cardiovascular or heart problems?

- | | |
|--------------------------------------------------------------|------------------------------|
| Yes No Heart attack | Yes No High blood pressure |
| Yes No Stroke | Yes No Swelling in your legs |
| Yes No Angina | Yes No Heart failure |
| Yes No Heart arrhythmia (irregular heart beat) | |
| Yes No Any other heart problem that you have been told about | |

Explain all YES answers _____

6. Have you ever had any of the following cardiovascular or heart symptoms?

- Yes No Frequent pain or tightness in your chest
- Yes No Pain or tightness in your chest during physical activity
- Yes No Pain or tightness in your chest that interferes with your job
- Yes No In the past two years, have you noticed your heart skipping or missing a beat
- Yes No Heartburn or indigestion that is not related to eating
- Yes No Any other symptoms that you think may be related to heart or circulation problems

Explain all YES answers _____

7. Do you currently take medications for any of the following problems?

- Yes No Breathing/lung problem
- Yes No Seizures
- Yes No Heart trouble
- Yes No Blood pressure

Explain all Yes answers _____

8. If you've used a respirator, have you ever had any of the following problems?
 (If you've never used a respirator, check the following space and go to question 9: _____)

- Yes No Eye irritation
- Yes No Anxiety
- Yes No Skin allergies or rashes
- Yes No General weakness or fatigue
- Yes No Any other problem that interferes with your use of a respirator

Explain all Yes answers _____

9. Yes No Would you like to talk to the health care professional who will review your answers on this questionnaire?

Questions 10 and 11 below must be answered by every employee who has been selected to use either a full face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Do you currently have any of the following eye or ear problems?

- | | |
|----------------------------|------------------------------------------|
| Yes No Wear glasses | Yes No Wear a hearing aid |
| Yes No Wear contact lenses | Yes No Difficulty hearing |
| Yes No Color blind | Yes No Any other hearing or ear problems |
- Yes No Have you ever lost vision in either eye (temporary or permanent)
 If yes, has the problem been corrected? Yes No
 Yes No Any other eye or vision problem

Explain all YES answers _____

11. Do you currently have any of the following musculoskeletal problems?

Yes No Weakness in any of your arms, hands, legs, or feet

Yes No Have you ever had a back injury

Yes No Back pain

Yes No Difficulty fully moving your arms and legs

Yes No Pain or stiffness when you lean forward or backward at the waist

Yes No Difficulty fully moving your head up or down

Yes No Difficulty fully moving your head side to side

Yes No Difficulty bending at your knees

Yes No Difficulty squatting to the ground

Yes No Climbing a flight of stairs or ladder carrying more than 25 lbs.

Yes No Any other muscle or skeletal problem that interferes with using a respirator?

Explain all YES answers _____

Signature of Employee

Signature of Physician