

May 2, 2005

Mr. Kurt Spitzer  
Project Manager  
719 East Park Avenue  
Tallahassee, FL 32301

Subject: First Project Progress Report

Dear Mr. Spitzer:

This is the first of three progress reports to be issued during the Fire and Building/Zoning and Code Enforcement Study for the Pinellas County Charter Commission. Each progress report will review progress to date, issues that need resolution to maintain project integrity and timeliness, and, where appropriate, plans for the next period.

**Progress to Date**

The initial plan was scheduled to start in early April. However, the Commission wished to revisit its overall study plan and only limited action was taken prior to the April 18 meeting. At that meeting, the Commission decided to eliminate certain study elements and focus on Fire and Building/Zoning and Code Enforcement. Furthermore, the Commission, upon hearing testimony from the Fire Chief's Association representative, choose to expand the scope and requirements of the Fire Operations Study. Several Commissioners noted that the study should consider "first responder" and "funding" issues.

The Fire Chief's Association provided a document entitled "Suggested Study Parameters for the 2005 MGT Study on Fire/EMS Delivery." This document outlined their suggestions on the components to be studied and provided minimum benchmarks. Additionally, the Fire Chief's Association documents included a "Position Paper on the 1991 MGT Fire Services Report" expressing their concerns with that report. Both documents were carefully reviewed in preparing the subsequent amended proposal.

As we understand the Commission's directors, MGT was asked to review our Fire Proposal and submit a revised proposal. However, the Commission, recognizing that MGT needed to begin due to the Commission's established deadlines, directed MGT to begin immediately under the auspices of the April, 5, 2005 contract. The revised proposal and adjustments would then be a matter for the May 3, 2005 meeting.

MGT began more intensive operations shortly after the meeting. Key staff were directed to review pertinent documents, including the Fire Chief's documents, the 1992 MGT Report, a Broward County Fire Operation Study in 2001, other county reports regarding fire service, and any other available data. As a first step, interviews were scheduled with Fire Department representatives, including

- John Little, President of the Fire Chief's Association
- Fire Chief Daniel H. Graves, City of Seminole
- Chief William Naylor, Department of Public Safety
- Chief James Angle, Palm Harbor Fire Rescue
- Chief J. Stough, Safety Harbor Fire Department

The MGT representative also discussed a data collection survey which we will seek to have each fire department prepare and sought their chief's advice and comment. We will seek to issue the survey prior to our onsite visits to each fire department or district. These interviews were held in the last week in April and provided valuable insight.

Also, on the last work day of April, MGT consultants met with Pinellas County personnel involved with fire and EMS functions. These included Mr. Robert Swain, Senior Assistant County Attorney, Ms. Janice Metzger, EMS Financial Manager, Mr. C.T. Kearns, Director of Fire & EMS administration, Mr. Michael Cooksey, Fire Coordinator, and Mr. Criag Hare, EMS Coordinator. They provided valuable insight and indicated significant data was available through their data bases. Also, we have received the County's suggestions regarding study parameters.

All documents have been reviewed and incorporated into the revised proposal to be submitted at the May 3, 2005 meeting.

### **Corrective Actions**

As we have received excellent cooperation, there are no comments at this time.

### **Plans for the Next Period**

Following the May 3<sup>rd</sup> meeting, we anticipate a rapidly increasing effort in May. Our first focus will be to visit each fire department or district, interview key people, and obtain copies of the completed surveys. Where possible, we will interview operating staff, review equipment and facilities, and observe training/planning/inspections operations.

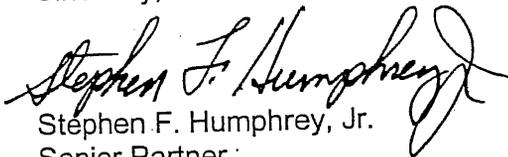
Initial impetus has been given to the fire study element; however, review efforts regarding the building/zoning/code enforcement update will begin on May 9, 2005.

Also we will review data from the County's communication system, review current controls and funding formulas, and observe central operations. By the end of May, we will seek to discuss initial data information with all involved partners; identify disagreements, if any; and seek appropriate resolution.

Mr. Kurt Spitzer  
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We appreciate this opportunity to be of service to the Commission and the citizens of Pinellas County. If you need additional information or clarification, please contact me at 850-386-3191, ext. 213 or [steve@mgtamer.com](mailto:steve@mgtamer.com).

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen F. Humphrey, Jr.", written in a cursive style.

Stephen F. Humphrey, Jr.  
Senior Partner

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**MGT**



P.O. Box 16399 Tallahassee, Florida 32308 850-386-3191  
Employer Identification Number 59-1576733

Invoice Number: 13361

Pinellas County Charter Commission  
Attn: Mr. Kurt Spitzer  
719 East Park Avenue  
Tallahassee, FL 32301

Date: 05/05/05 Proj. No.: 01-10-32-2689 Code: 01 Proj. Dir.: Humphrey Smith

1. Description of Services Rendered	Amount
Professional Fees for Consulting Services per Contractual Agreement	\$ 36,985.00
2. Reimbursable Expenses (Itemized)	Amount
Expense Subtotal	\$ -
<b>TOTAL AMOUNT DUE</b>	<b>\$ 36,985.00</b>

We greatly appreciate the opportunity to be of service to you!

**Terms: Total amount due within 30 days of invoice date. A service charge of 1 1/2% per month will be assessed on any unpaid balance over 60 days.**