DATE

Name

Address

City, State, Zip

Dear (fire chief or other contact):

Pursuant to Executive Order 12-10 (see attached) the Governor has directed the Office of Policy and Budget to conduct a deliberate and thorough examination of special districts in the State of Florida. In order to facilitate the review the following materials are requested:

1. Highlights over the recent years of:
	1. Achievements
	2. Efficiencies
	3. Scientific work
	4. Etc.
2. District Information
	1. Creation documents (special acts, ordinances, etc.)
	2. Brief history of the district (how it was formed, expansions etc.)
	3. Area
		1. Size of the district (in sq. miles)
		2. Electronic copy of the district map
3. Surrounding Area
	1. Does the county provide EMS service?
	2. Do cities bordering the district provide EMS service?
4. District Statistics
	1. Population
		1. Population of the district
		2. Population Density

Addressee’s Name

Date

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1. Taxing (for 2000-2005)
	1. Mileage Rate
	2. Assessed property value
	3. Does the county/city charge any mileage for emergency services that may be paid to a special district for service (i.e. county may charge residents a separate Non-Ad Valorem or Ad Valorem tax to residents to pay for Fire/EMS communications or county wide fire control)
	4. Any fee for service
2. Property Type (in square miles)
	1. Residential property
		1. Single family property
		2. Multi-family property
	2. Commercial property
3. Calls (for the past 5 years)
	1. Total call volume
	2. Type of call (total calls)
		1. Medical
		2. Structure fires
	3. Percentage of calls classified as medical
	4. Average Response time
4. Staff (last 5 years)
	1. Structure of staff
		1. How is your staff structured
		2. Please include organizational chart
	2. Amount of staff
		1. How many staff total
		2. How many administrative staff
		3. How many paramedics
		4. How many firefighters
	3. Provide a copy of HR handbook

Addressee’s Name

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1. Payroll (last 5 years and including Commissioners)

 a. Payroll for employees by position with salary and job description

1. Benefits (Including Commissioners)
	1. Synopsis of health and retirement benefits offered
	2. Other benefits, i.e.
		1. Cell phone
		2. Education benefits
		3. Take home vehicle
		4. Purchase card

1. Assets
	1. List of real property owned
	2. List of vehicles (trucks, boats, planes helicopters etc.)
	3. Other assets
2. Revenue
	1. List revenue sources outside of ad valorem/state funds
3. Services
	1. What services does the district provide? I.e.:
		1. Education
		2. Permitting
		3. Training
	2. What services are provided for by the county or city? I.e.:
		1. Permitting
		2. Training
	3. List/brief description of educational and public outreach programs

Addressee’s Name

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1. Other
	1. Mutual Aid
		1. Number of calls the district responded to
		2. Number of calls responded to (in your district) by other districts
	2. Shared services
		1. Is there a shared call center that is shared within the county or city?
			1. How is it paid for?
		2. Is there a standard training amongst all firefighters and first responders amongst the county/city?
	3. Does the district transport to area hospitals or does the county/city do that?
	4. Contracting
		1. Does the district contract or share with the city or county for services?
			1. Maintenance
			2. Training
			3. Inspectors

If possible please send the requested information electronically to bill.gaillard@laspbs.state.fl.us. If you have any questions about the records request or the review, please contact Jeff Woodburn or Ashley Spicola in the Office of Policy and Budget at 850-717-9510.

Sincerely,

Jeffrey Woodburn, Deputy Policy Director

Office of Policy and Budget

Policy Director’s Office