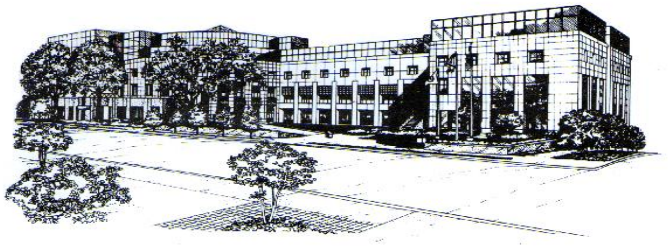
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

SPECIAL MEETING
AGENDA

Monday, November 16, 2026
3:00 p.m.

Judge Augustus D. Aikens, Jr. Courthouse, County Commission Chambers, Fifth Floor
301 South Monroe Street Tallahassee, FL 32301



COUNTY COMMISSIONERS

Christian Caban, Chairman
District 2

David T. O'Keefe, Vice Chairman District 5	Carolyn D. Cummings At-Large I	Nick Maddox At-Large II
Rick Minor District 3	Brian Welch District 4	Bill Proctor District 1

Vincent S. Long
County Administrator

Chasity H. O'Steen
County Attorney

The Leon County Commission typically holds regular meetings on the second Tuesday of each month and workshops are held on the fourth Tuesday of the month. Regularly scheduled meetings and most workshops are held at 3:00 p.m. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Commission meeting agendas and minutes are available on the County Home Page at: **www.leoncountyfl.gov**. The media and the public can access the meeting in real time on Comcast channel 16, the Leon County Florida channel on Roku, the County's Facebook page, YouTube channel, Twitter and web site.

Please be advised that if a person decides to appeal any decision made by the Board of County Commissioners with respect to any matter considered at this meeting or hearing, such person will need a record of these proceedings, and for this purpose, such person may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. The County does not provide or prepare such record (Section 286.0105, Florida Statutes).

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chairman, Mathieu Cavell at Judge Augustus D. Aikens, Jr. Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301 or CMR@leoncountyfl.gov, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300, 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service. Accommodation Request Forms are available on the website **www.leoncountyfl.gov/ADA.**

Board of County Commissioners
Leon County, Florida
Agenda
Special Meeting
Monday, November 16, 2026, 3:00 p.m.

Judge Augustus D. Aikens, Jr. Leon County Courthouse, Commission Chambers, 5th Floor
301 S. Monroe Street Tallahassee, Florida 32301

The media and the public can access the meeting in real time on Comcast channel 16, the Leon County Florida channel on Roku, the County's Facebook page, YouTube channel, and County web site.

Citizens wishing to provide input on any item(s) on the published agenda (or a non-agenda subject) for the meeting may share public comment by using one of the following options:

- In-person at the meeting; or
- Register to provide comments using communications media technology during the meeting through the registration form using the following link https://www2.leoncountyfl.gov/coadmin/agenda/

Citizens wishing to provide virtual comment must register by 8:00 p.m. on the day before the meeting to provide County staff sufficient time to provide instructions to citizens for comment during the meeting. Anyone needing assistance with registration may contact County Administration at 850-606-5300.

Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., titled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

AWARDS AND PRESENTATIONS

- none

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

3-minute limit per speaker; there will not be any discussion by the Commission.

CONSENT

- none

GENERAL BUSINESS

1. Ratification of Board Actions Taken at the Fire Rescue Services Workshop and Approval of a Memorandum of Understanding with the City of Tallahassee for the Establishment of a Long-Term Master Agreement for Fire Services
   (County Administrator / Administration / Emergency Medical Services / Office of Management and Budget)

RECEIPT AND FILE

- none

ADJOURN

The next meeting of the Board of County Commissioners is scheduled for

Tuesday, November 17, 2026 at 3:00 p.m. – Regular Meeting

All lobbyists appearing before the Board must pay a $25 annual registration fee.
For registration forms and/or additional information, please contact the Board Secretary or visit the County Clerk website.

PUBLIC NOTICE

Leon County Board of County Commissioners
2026 Tentative Meeting Schedule

Date	Day	Time	Meeting
January 26	Monday	9:00 a.m.	Board Retreat
January 27	Tuesday	3:00 p.m.	Regular Board Meeting
February 10	Tuesday	3:00 p.m.	Regular Board Meeting
March 10	Tuesday	3:00 p.m.	Regular Board Meeting
~~**March 24**~~	~~Tuesday~~	~~1:00 p.m.~~	~~Workshop (if necessary)~~
April 14	Tuesday	3:00 p.m.	Regular Board Meeting
~~**April 28**~~	~~Tuesday~~	~~1:00 p.m.~~	~~Budget Workshop~~
May 12	Tuesday	3:00 p.m.	Regular Board Meeting
June 9	Tuesday	3:00 p.m.	Regular Board Meeting
June 16	Tuesday	10:00 a.m.	Budget Workshop
~~**July 14**~~	~~Tuesday~~	~~10:00 a.m.~~	~~Budget Workshop~~
July 14	Tuesday	3:00 p.m.	Regular Board Meeting
August 17	Monday	6:00 p.m.	Public Hearing on Charter Amendments
September 15	Tuesday	3:00 p.m.	Regular Board Meeting
September 15	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rates and Budgets
September 22	Tuesday	3:00 p.m.	Legislative Priorities Workshop
September 22	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rates and Final Budgets
October 13	Tuesday	3:00 p.m.	Regular Board Meeting
October 20	Tuesday	3:00 p.m.	Fire Rescue Services Workshop
~~**October 27**~~	~~Tuesday~~	~~1:00 p.m.~~	~~TMH Community Health Needs Assessment Workshop~~
November 16	**Monday**	**3:00 p.m.**	**Special Meeting**
November 17	Tuesday	3:00 p.m.	Installation, Reorganization & Regular Board Meeting
December 8	Tuesday	3:00 p.m.	Regular Board Meeting

All Workshops, Meetings, and Public Hearings are subject to change.

Note: All regularly scheduled Board meetings are generally scheduled for the 2nd Tuesday of the month and workshops for the 4th Tuesday. If additional Board meetings are necessary, they would be scheduled on the 4th Tuesday of the month in addition to or in place of a workshop.

PUBLIC NOTICE

Leon County Board of County Commissioners
2027 Tentative Meeting Schedule

Date	Day	Time	Meeting
January 25	Monday	9:00 a.m.	Board Retreat
January 26	Tuesday	3:00 p.m.	Regular Board Meeting
February 9	Tuesday	3:00 p.m.	Regular Board Meeting
February 23	Tuesday	3:00 p.m.	Workshop (TENTATIVE)
March 9	Tuesday	3:00 p.m.	Regular Board Meeting
March 23	Tuesday	3:00 p.m.	Workshop (TENTATIVE)
April 13	Tuesday	3:00 p.m.	Regular Board Meeting
May 11	Tuesday	3:00 p.m.	Regular Board Meeting
May 25	Tuesday	3:00 p.m.	Workshop (TENTATIVE)
June 8	Tuesday	3:00 p.m.	Regular Board Meeting
June 15	Tuesday	10:00 a.m.	Budget Workshop
July 13	Tuesday	10:00 a.m.	Budget Workshop (if necessary)
July 13	Tuesday	3:00 p.m.	Regular Board Meeting
September 7	Tuesday	3:00 p.m.	Regular Board Meeting
September 7	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rates and Budgets
September 21	Tuesday	3:00 p.m.	Workshop (TENTATIVE)
September 21	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rates and Final Budgets
October 12	Tuesday	3:00 p.m.	Regular Board Meeting
October 26	Tuesday	3:00 p.m.	Workshop (TENTATIVE)
November 9	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
December 14	Tuesday	3:00 p.m.	Regular Board Meeting

All Workshops, Meetings, and Public Hearings are subject to change.

Note: All regularly scheduled Board meetings are generally scheduled for the 2nd Tuesday of the month and workshops for the 4th Tuesday. If additional Board meetings are necessary, they would be scheduled on the 4th Tuesday of the month in addition to or in place of a workshop.

PUBLIC NOTICE

Leon County Board of County Commissioners

2026 Calendar

Month	Day	Time	Meeting Type
January 2026	Thursday 1	Office Closed	NEW YEAR'S DAY
	Friday 2	Office Closed	NEW YEAR'S DAY OBSERVED
	Monday 12	10:00 a.m.	Capital Region Transportation Planning Agency Board Retreat Tallahassee State College Capitol Center
	Monday 19	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Wednesday 21		*Florida Association of Counties Legislative Day* *FSU Turnbull Conference Center* *Tallahassee, Leon County, FL*
	Monday 26	9:00 a.m.	Board Retreat FSU SGA Senate Chambers 75 N. Woodward Avenue, Room 3010
	Tuesday 27	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
February 2026	Tuesday 10	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Monday 16	Offices Closed	PRESIDENTS' DAY
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
	Saturday 21 – Tuesday 24		*NACO Legislative Conference* *Washington, D.C.*
March 2026	Tuesday 10	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 12	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 23	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
April 2026	Tuesday 14	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Saturday 18		*Honor Flight Tallahassee* *Washington D.C.*
May 2026	Tuesday 12	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
	Wednesday 20	Offices Closed	EMANCIPATON DAY observed
	Monday 25	Offices Closed	MEMORIAL DAY
June 2026	Tuesday 9	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
June 2026 (cont.)	Thursday 11	1:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers
		3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 16	10:00 a.m.	Budget Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 16	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
	Tuesday 23 – Friday 26		*FAC Annual Conference & Educational Exposition* *Orlando, Orange County, FL*
July 2026	Thursday 2	Offices Closed	INDEPENDENCE DAY OBSERVED
	Friday 3	Offices Closed	INDEPENDENCE DAY OBSERVED
	Monday 6	Offices Closed	INDEPENDENCE DAY OBSERVED
	Tuesday 14	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Friday 17 – Monday 20		*NACo Annual Conference* *New Orleans, LA*
	Saturday 18 – Wednesday 22		*NAACP National Convention* *Chicago, IL*
	Wednesday 29 – Saturday 1		*National Urban League Annual Conference* *Nashville, TN*
August 2026	*Thursday 13 – Sunday 16*		*Chamber of Commerce Annual Conference* *Fernandina Beach, FL*
	Monday 17	6:00 p.m.	Public Hearing on Charter Amendments Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
September 2026	Monday 7	Offices Closed	LABOR DAY
	Tuesday 15	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 25/26* Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Wednesday 16 – Friday 18		*FAC Innovation & Policy Conference* *Duval County*
	Wednesday 16 – Sunday 20		*Congressional Black Caucus Annual Legislative Conference – Washington D.C.*
	Tuesday 22	3:00 p.m.	Legislative Priorities Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.*	Second Public Hearing on Final Millage Rates and Final Budgets Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 24	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers

Month	Day	Time	Meeting Type
September 2026 (cont.)		5:00 p.m.	Blueprint Intergovernmental Agency Budget Public Hearing City Commission Chambers
	Monday 28	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
**These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings*			
October 2026	Tuesday 13	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Saturday 17 – Wednesday 21		*ICMA Annual Conference* *Long Beach, CA*
	Tuesday 20	~~1:30 p.m.~~	~~Capital Region Transportation Planning Agency Board Meeting~~ - **CANCELLED** ~~Tallahassee City Hall, Commission Chambers~~
		3:00 pm	Fire Rescue Services Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	~~Tuesday 27~~	~~1:00 pm~~	~~TMH Community Health Needs Assessment Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers~~ - **CANCELLED**
November 2026	Tuesday 3	Offices Closed	ELECTION DAY
	Wednesday 11	Offices Closed	VETERAN'S DAY
	Thursday 12	3:00 pm	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Monday 16	**3:00 p.m.**	**Special Meeting** **Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers**
	Tuesday 17	3:00 p.m.	Installation, Reorganization and Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Monday 23	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
	Thursday 26	Offices Closed	THANKSGIVING DAY
	Friday 27	Offices Closed	DAY AFTER THANKSGIVING
December 2026	*Wednesday 2 – Friday 4*		*FAC Legislative Conference* *Ponte Vedra Beach, FL*
	Tuesday 8	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency Board Meeting Tallahassee City Hall, Commission Chambers
	Friday 25	Offices Closed	CHRISTMAS
January 2027	Friday 1	Offices Closed	NEW YEAR'S DAY
	Monday 18	Offices Closed	MARTIN LUTHER KING, JR. DAY

Meetings listed in italics are included in the Board's 2026 Travel Schedule.

The 2026 Calendar may be updated periodically based on Board direction.

PUBLIC NOTICE

Leon County Board of County Commissioners
2027 Calendar

Month	Day	Time	Meeting Type
January 2027	Friday 1	Office Closed	NEW YEAR'S DAY
	Monday 18	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Monday 25	9:00 a.m.	Board Retreat TBD
	Tuesday 26	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
February 2027	Tuesday 9	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 23	3:00 p.m.	Board Workshop (TENTATIVE) Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Friday 19 – Tuesday 23		*NACO Legislative Conference* *Washington, D.C.*
March 2027	Tuesday 9	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 11	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Wednesday 17		*FAC Legislative Day* *FSU Turnbill Conference Center*
	Tuesday 23	3:00 p.m.	Board Workshop (TENTATIVE) Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
April 2027	Tuesday 13	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Saturday 24		*Honor Flight Tallahassee* *Washington D.C.*
May 2027	Tuesday 11	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 25	3:00 p.m.	Board Workshop (TENTATIVE) Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Monday 31	Offices Closed	MEMORIAL DAY
June 2027	*Wednesday 2 – Saturday 5*		*FCCMA Annual Conference* *Orlando, FL*
	Tuesday 8	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 10	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 15	10:00 a.m.	Preliminary Budget Workshop Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
June 2027 (cont.)	Friday 18	Offices Closed	JUNETEENTH OBSERVED
	Tuesday 22 – Friday 25		*FAC Annual Conference & Educational Exposition Orlando, FL*
July 2027	Monday 5	Offices Closed	INDEPENDENCE DAY OBSERVED
	Tuesday 13	10:00 a.m.	Budget Workshop (if necessary) Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Friday 23 – Monday 26		*NACo Annual Conference* *Savannah, GA*
	TBD		*NAACP Legislative Session* *TBD*
	Wednesday 28 – Saturday 31		*National Urban League Annual Conference* *Los Angeles, CA*
August 2027	*Thursday 19 – Sunday 22*		*Chamber of Commerce Annual Conference* *Fernandina Beach, FL*
September 2027	Monday 6	Offices Closed	LABOR DAY
	Tuesday 7	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets* Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	TBD		*Congressional Black Caucus Annual Legislative Conference – Washington D.C.*
	Tuesday 21	3:00 p.m.	Board Workshop (TENTATIVE) Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.*	Second Public Hearing on Final Millage Rates and Final Budgets Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 23	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
		6:00 p.m.	Blueprint Intergovernmental Agency Budget Public Hearing City Commission Chambers
	Saturday 25 – Wednesday 29		*ICMA Annual Conference* *Philadelphia, PA*
**These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings*			
October 2027	Tuesday 12	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Tuesday 26	3:00 pm	Board Workshop (TENTATIVE) Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
November 2027	Thursday 4	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 9	3:00 p.m.	Reorganization and Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Thursday 11	Offices Closed	VETERAN'S DAY
	Wednesday 17 – Friday 19		*FAC Legislative Conference* *St. Petersburg, FL*
	Thursday 25	Offices Closed	THANKSGIVING DAY
	Friday 26	Offices Closed	DAY AFTER THANKSGIVING
December 2027	Tuesday 14	3:00 p.m.	Regular Meeting Judge Augustus D. Aikens, Jr. Leon County Courthouse, 5th Floor Commission Chambers
	Friday 24	Offices Closed	CHRISTMAS
	Friday 31	Offices Closed	New Year's Day OBSERVED
January 2028	Monday 17	Offices Closed	MARTIN LUTHER KING, JR. DAY

Meetings listed in italics are included in the Board's 2027 Travel Schedule.

The 2027 Calendar may be updated periodically based on Board direction.

Citizen Committees, Boards, and Authorities

Current and Upcoming Vacancies

CURRENT VACANCIES

Advisory Committee for Quality Growth
Board of County Commissioners (6 appointments)

Animal Classification Committee
Board of County Commissioners (1 appointment) – Licensed Veterinarian

Animal Shelter Advisory Board
City Commission (2 appointments)

Architectural Review Board
City Commission (2 appointments)

Big Bend Health Council
Board of County Commissioners (4 appointments)

Board of Adjustments & Appeals
City Commission (4 appointments)

Canopy Roads Citizens Committee
Board of County Commissioners (1 appointment)
City Commission (3 appointments)

CareerSource Capital Region Board
Board of County Commissioners (2 appointments)

Code Enforcement Board
County Commissioner – District IV: Brian Welch (1 appointment)

Community Development Block Grant Citizens Advisory Task Force
Board of County Commissioners (3 appointments)

Joint City/County Bicycling Workgroup
Board of County Commissioners (1 appointment)
City Commission (4 appointments)

Leon County Educational Facilities Authority
Board of County Commissioners (1 appointment)

Leon County Research & Development Authority
Board of County Commissioners (3 appointments)

Public Safety Coordinating Council
Board of County Commissioners Chairman: Christian Caban (2 appointments)

Science Advisory Committee
County Commissioner – District III: Rick Minor (1 appointment)

Water Resources Committee
County Commissioner – At-Large I: Carolyn Cummings (1 appointment)

FUTURE VACANCIES

December 31, 2026

Animal Classification Committee
Board of County Commissioners (2 appointments) – Licensed Veterinarian
Board of County Commissioners (3 appointments)

December 31, 2026 (cont.)

Audit Advisory Committee
Board of County Commissioners (2 appointments)
Clerk of Court (3 appointments)

Library Advisory Board
County Commissioner – District I: Bill Proctor (1 appointment)
County Commissioner – District V: David O'Keefe (1 appointment)
County Commissioner – At-Large II: Nick Maddox (1 appointment)

Leon County
Board of County Commissioners
Notes for Agenda Item #1

Leon County Board of County Commissioners

Agenda Item #1

November 16, 2026

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Chasity H. O'Steen, County Attorney

Title: Ratification of Board Actions Taken at the Workshop on Fire Rescue Services and Approval of a Memorandum of Understanding with the City of Tallahassee on the Establishment of a Long-Term Master Agreement for Fire Services

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator
Lead Staff / Project Team:	Chad Abrams, Chief of Emergency Medical Services Roshaunda Bradley, Director, Office of Management and Budget

Statement of Issue:

The item seeks ratification of Board actions taken at the October 20, 2026, Workshop on Fire Rescue Services. In addition, the item recommends Board approval of a memorandum of understanding (MOU) between Leon County and the City of Tallahassee to establish a long-term master agreement for fire services that would include provisions adopted by the Board during the Workshop (Attachment #1). Upon full execution of the MOU, the item also seeks Board authorization to withdraw the notice of termination to the City of Tallahassee for cause regarding the current Interlocal Agreement and authorization to extend the current Interlocal Agreement for one year.

Fiscal Impact:

This item has a fiscal impact. The item recommends the approval of an MOU with the City of Tallahassee that contemplates County acquisition of six fire stations from the City, upon the adoption of new long-term master agreement, in the amount of $1.9 million which would be leased back to the City for $1. The MOU also contemplates that the County and City would increase the fire services assessment and fee rates for the final year of the existing term (FY 2028) for costs related to the City's collective bargaining negotiations with fire personnel. Any increase to the fire services assessment and fee rates would require a rate study which would be conducted upon the completion of the City's collective bargaining negotiations. Should the Board and City Commission approve the proposed MOU, a long-term master agreement for fire services would come back to the Board for consideration on March 9, 2027 to include the acquisition of the six fire stations. Adequate fund balance is available to purchase the fire stations.

Staff Recommendation:

Option #1: Ratify the actions taken at the October 20, 2026, Workshop on Fire Rescue Services.

Option #2: Approve the Memorandum of Understanding with the City of Tallahassee to establish a long-term master agreement for fire services (Attachment #1).

Option#3: Authorize the County Attorney to withdraw the notice of termination to the City of Tallahassee for cause regarding the Interlocal Agreement for Fire Services and Emergency Medical Services contingent on approval and full execution of the Memorandum of Understanding with the City of Tallahassee to establish a long-term agreement for fire services.

Option #4: Authorize the County Administrator to enter into and execute an amendment to the Interlocal Agreement for Fire Services and Emergency Medical Services with the City of Tallahassee for a one-year extension through September 30, 2029, subject to legal review and revision by the County Attorney, and contingent on approval and full execution of the Memorandum of Understanding with the City of Tallahassee to establish a long-term master agreement for fire services.

Report and Discussion

Background:

The item seeks ratification of Board actions taken at the October 20, 2026, Workshop on Fire Rescue Services (Workshop). In addition, the item recommends Board approval of an MOU between Leon County (County) and the City of Tallahassee (City) to establish a long-term master agreement for fire services that would include provisions adopted by the Board during the Workshop (Attachment #1). In order to implement the proposed MOU, the item also seeks Board authorization to withdraw the notice of termination to the City for cause regarding the current Interlocal Agreement and authorization to extend the current Interlocal Agreement for one year. The one-year extension would ensure the County has sufficient time to reinstate the termination process and consider the establishment of a new County fire model in the event that negotiations with the City are not successful.

The Workshop was held to present the comprehensive evaluation conducted by Fitch & Associates (Fitch) on the current model of fire services provided by the City in the unincorporated area and alternative models that would provide a comparable level of service. In addition, the workshop provided the analysis and report conducted by Alfred Benecsh & Company (Benesch) on the funding, billing, and collection of the fire services assessments and fees.

Following the presentations of the Fitch and Benesch reports and Board discussion, the Board took the following actions:

1. Accepted the Fire Service Feasibility Study from Fitch.
2. Accepted the analysis of the City's billing, collection, and funding conducted by Benesch.
3. Authorized the County Administrator to pursue a concurrent dual track process that includes the following:
    a. Renegotiate with the City on a new Interlocal Agreement for Fire Rescue Services consistent with the provisions recommended by Fitch.
    b. Develop an Implementation Plan for the adoption of a County Fire Services Model as proposed by Fitch.
4. Directed the County Attorney to reengage Benesch to revise the scope of work to examine the period extending as far back as permitted by the applicable statute of limitations and identify any damages the County may have incurred as a result of the City's management of the Fire Services Fund.

On November 12, 2026, Chairman Caban notified the Board that he and Mayor-Elect Matlow reached a tentative agreement on the long-term provision of fire services and provided an outline of agreed upon terms to be incorporated into an MOU developed by the County Attorney and County staff (Attachment #2). The agreed upon terms include the provisions approved by the Board during the Workshop along with additional terms that address the construction of Fire Station 17; the alignment of the City's collective bargaining negotiations with future rate studies,

when practical; the City's collective bargaining negotiations associated with the transition to 42-hour work weeks (24/72 shift schedule) for fire personnel and a resulting increase to the current fire services assessment and fee rates in the current rate term; the mutual withdrawal of recent notices of termination/expiration; and the County release of prior claims against the City upon execution of the long-term master agreement.

As part of the notification to the Board, the Chairman also scheduled a special meeting of the Board for Monday, November 16, 2026, to consider the proposed MOU. Should the Board and City Commission approve the proposed MOU, the County Administrator and County Attorney would negotiate with City staff on a new long-term master agreement for fire services to include the provisions and terms of the MOU. The new long-term master agreement would be presented to the Board for consideration at its March 9, 2027 meeting.

Analysis:

This section provides an analysis of the proposed MOU which incorporates the provisions adopted by the Board during the Workshop for the negotiation of a new long-term master agreement with the City. The proposed MOU would require the County and City to develop, approve, and execute a long-term master agreement by March 31, 2027. Consistent with the timeline presented and approved by the Board during the Workshop, the new long-term master agreement would be brought back for Board consideration at the March 9, 2027 meeting. The long-term master agreement would take effect upon the end of the current five-year interlocal agreement with the City (October 1, 2028). As described further in the item, the long-term master agreement would supersede the one-year extension.

Comparison of Board Approved Provisions and Proposed MOU

The 21 provisions in the proposed MOU include 15 from the Fitch Report which were approved by the Board, five additional provisions based on the outline provided by the Chairman, and one provision recommended by County Staff (Option #3). The following section provides a comparison of the provisions provided in the MOU and identifies any distinctions from Board action taken during the Workshop.

- *Annual Fire Budget* – require the City to submit the fire budget annually to the County.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
- *Fire Services Reserve Fund* – provide an adequate level of reserves (20% - 30% of annual budget) to address modest deviations to the annual fire budget due to revenue shortfalls, unanticipated expenses, or cost increases. Use of the Reserve Fund would continue to require approval of both the County Administrator and City Manager.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.

- *Extraordinary Costs* – in the event the Fire Services Reserve Fund is insufficient to address revenue shortfalls, both Board and City Commission approval would be required to increase the fire rescue services assessment and fees prior to the expiration of a rate term. If an agreement is not reached, then the fire rescue services assessment and fees do not change.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
- *Annual Independent Audit of Fire Services Fund* – require the City to conduct an annual independent audit attestation of the Fire Services Fund and Fire Services Reserve Fund.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
- *Long-Term Master Agreement* – adopt a long-term master agreement for 20 years to provide for stability and predictability of fire services for residents countywide.
    - The provision adopted by the Board provided for 10-15 years; however, the 20-year term included in the proposed MOU remains consistent with the County's intent to establish a long-term master agreement.
- *Rate Studies* – conduct rate studies every three (3) years rather than the current five-year (5) cycle to provide for greater budget certainty and reduce mid-term rate adjustments.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
- *Termination/Expiration Provision* – require at least three (3) years notice to terminate or not renew the agreement. Without notice, the long-term agreement would automatically renew for 20 years.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
- *Capital Asset Provision* – the County would acquire Fire Stations 10-15, including the land, no later than six (6) months following the approval and execution of the new long-term master agreement with the City. Subsequently, the County would lease the stations to the City for $1 per year to provide fire services.
    - The provision approved by the Board ensured that the County would receive Stations 10-15 upon the termination or expiration of the long-term agreement.
    - The MOU provides that the County will acquire the six stations from the City for approximately $1.9 million within this fiscal year, consistent with the cost methodology included in the current Interlocal Agreement for the disposition of assets.
    - Adequate fund balance is available for the acquisition of the stations. A budget amendment request would be brought back to Board as part of its consideration of a new long-term master agreement in March 2027.

- *Performance Measures and Reporting* – the County and City would establish agreed upon standards for response time, unit type, staffing, ISO, etc. to ensure high-performance level of fire rescue services.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
- *Formal Reopener Clause* – limit mid-term renegotiation of the long-term master agreement to changes in federal and state law that impact fire services delivery.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
- *New Assessment and Fee Structure* – the County and City will develop a new assessment and fee methodology that is equitable for all property owners, preferably based on square footage, for all properties.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
    - County and City staff will begin developing the methodology for the assessment and fee structure for the new long-term master agreement for FY 2029 and bring back for consideration in Fall 2027. The rate study would commence in early 2028 to incorporate the new assessment and fee structure.
- *Billing of Vacant Land* – the County and City would agree to identify the proper method for billing vacant land that currently receives fire services but does not pay into the Fire Services Fund or Fire Services Reserve Fund.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
    - For the billing of vacant land, the City would utilize the uniform method of collection as described in the next provision.
    - The County and City would be required to agree on the methodology to assess vacant lands and conduct a fire assessment rate study to apportion the costs. Due to statutory notification requirements for non-ad valorem assessments, this would be required to be completed by Fall 2027 in order to be implemented by the County and City for FY 2029 (October 1, 2028).
- *Method of Collection* – the City intends to change its method of collecting fire services assessments from the utility bill to a uniform method of collection, which is the method of collection used by the County.
    - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.

- Consistent with the findings and observations presented in both the Fitch and Benesch Reports which found that the County's collection of fire service assessments through a non-ad valorem special assessment yields more consistent and reliable revenue than utility billing utilized by the City.
- Pursuant to Florida Statutes, a local government must conduct a public hearing to adopt a resolution of intent to use the uniform method of collection for the fire assessment prior to January 1 of the year in which it intends to use this method.
- Due to statutory requirements and timelines established in section 197.3632, Florida Statutes, both the County and City would have to hold public hearings to adopt their respective resolutions of intent to use the uniform method of collection for the fire assessment, based on the new methodologies, prior to January 1, 2028 in order to be implemented for FY 2029 (October 1, 2028).

- *Continued Investment in Emergency Medical Services* – the City would continue to authorize the County to impose and collect the EMS municipal service tax unit (MSTU) within the City limits which would be incorporated into a new long-term master agreement.
  - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.

- *Automatic Aid Agreement* – the County and City would agree to incorporate a pre-negotiated automatic aid agreement in a new long-term master agreement in the event of a future termination or expiration of the long-term master agreement.
  - Included in the proposed MOU as recommended in the Fitch Report approved by the Board.
  - An automatic aid agreement would ensure the closest unit responds to a call for service regardless of jurisdiction.

Additional Provisions in the Proposed MOU

The proposed MOU introduces five additional provisions for Board consideration based on the outline provided by the Chairman and another provision recommended by the County Administrator. The additional provisions address the construction of Fire Station 17; the alignment the City's collective bargaining negotiations with future rate studies, when practical; the City's collective bargaining negotiations associated with the transition to 42-hour work weeks (also known as a 24/72 shift schedule) for fire personnel and a resulting increase to the current fire services assessment and fee rates; the mutual withdrawal of recent notices of termination/expiration; the County release of prior claims against the City when the new long-term master agreement is fully executed; and the extension of the current Interlocal Agreement.

- *Fire Station 17* – as part of the new long-term master agreement, the County and City would agree to construct Fire Station 17 on the southside of Tallahassee/Leon County at a maximum target cost of $20 million.

- This is consistent with the 2023 rate study adopted by the Board and City Commission as part of the current five-year term.

- *Rate Study Aligned with Collective Bargaining Negotiations* – as part of the new long-term master agreement, the County and City would agree to align the three-year rate studies with the City's collective bargaining schedule for fire personnel, when practical.
  - The City's collective bargaining period generally occurs every three years.

- *City Collective Bargaining Agreements and Rate Increase* – the outline provided by the Chairman includes a provision that states the City intends to transition the Tallahassee Fire Department (TFD) from a 53-hour work week to a 42-hour work week (24/72 shift schedule) and requests that the County agree to increase the fire services assessment and fee rates if financially necessary to pay its proportionate share of the cost increases. The City's request is for the rate increase during the current Interlocal Agreement term.
  - The transition to 42 hours per week is a national trend and, since 2025, is encouraged under the Florida Firefighters Occupational Safety and Health Act.
  - According to Fitch, such transition has increased the budget of fire departments comparable to TFD by approximately 18% - 20%. The fire services assessment and fee rates would generally increase an equal amount.
  - The increase would be for the final year of the current Interlocal Agreement (FY 2028).
  - Although silent in the City's request in the outline, a rate study would be required to legally increase the fire services assessment and fee rates.
  - As a result, the proposed MOU reflects that the County and City would agree to jointly retain a consultant to conduct a rate study for the existing term.
  - Therefore, the following steps would be necessary for the County to increase the fire services assessment and fee rates under the current agreement for FY 2028:
    - February 2027 – the City must complete its collective bargaining agreement on a 42-hour work week for the timely commencement of a rate study by March 2027 for implementation in FY 2028.
    - March 2027 – following the approval of a new long-term master agreement by the Board and City Commission, and subject to the City Commission's approval of a new collective bargaining agreement, a rate consultant would be jointly selected to apportion the estimated costs provided by the City for a 42-hour work week.
    - June 2027 – the County and City would adopt the new rate study with increases in the fire service assessment and fee rates. The County and City would incorporate the new rates into their respective budgets for FY 2028 and follow their statutorily required procedures (first class mail notices, public hearings, etc.) to impose the increased rates at the start of FY 2028 (October 1, 2027).

- *Release of Prior Claims* – upon the full execution of a new long-term master agreement both the County and City would release the other from any and all disputed claims arising from the current Interlocal Agreement.
- *Withdrawal of Notices during Negotiations* – the proposed MOU provides that the County and City will agree to withdraw their respective notices of termination/expiration for the current agreement during the negotiation of a new long-term master agreement.
    - The County and City would also agree not to issue new notices of termination or expiration during the negotiation process.
    - In order to effectuate this term in the proposed MOU, it is recommended that the Board take the following action:
        - Authorize the County Attorney to withdraw the County's notice of termination of the current agreement contingent on City approval and execution of the proposed MOU (Option #3).
- *Extension of Current Interlocal Agreement* - the proposed MOU provides that the County and City will agree to extend the current interlocal agreement for one year.
    - Although not included as a provision in the outline provided by the Chairman, the extension ensures the County has sufficient time to reinstate the termination process and consider the establishment of a new County fire model in the event that negotiations are not successful.
    - The one-year extension would be superseded upon the approval and full execution of a new long-term master agreement.
    - In order to effectuate this term in the proposed MOU, it is recommended that the Board take the following action:
        - Authorize the County Administrator to extend the current agreement with the City for one year (through September 30, 2029) contingent on City approval and execution of the proposed MOU (Option #4).
    - Upon the execution of the one-year extension of the current agreement, the development of an implementation plan for an independent County fire services and the reengagement with Benesch would pause while the City and County are engaged in good faith negotiations for the new long-term master agreement.

Conclusion and Next Steps

The proposed MOU consists of provisions for the establishment of a new long-term master agreement between the County and City for fire services that are substantially similar to the provisions approved by the Board during the Workshop on Fire Services. Upon approval and execution of the MOU by the Board and City Commission, the County Administrator and County Attorney would negotiate with City staff on a new long-term master agreement for fire rescue services to include the provisions and terms of the MOU. This item also seeks Board authorization

to withdraw the notice of termination to the City of Tallahassee for cause regarding the current Interlocal Agreement and authorization to extend the current Interlocal Agreement for one year. The extension will ensure the County has sufficient time to reinstate the termination process and consider the establishment of a new County fire model in the event that negotiations are not successful.

The proposed MOU also contemplates that the County and City would increase the fire services assessment and fee rates for the final year of the existing term (FY 2028) for costs related to the City's collective bargaining negotiations with fire personnel to transition TFD to a 42-hour work week (24/72 shift schedule). Any increase to the fire services assessment and fee rates would require a rate study which would be subject to the timely completion of the City's collective bargaining negotiations and execution of the long-term master agreement.

The long-term master agreement for fire services would come back to the Board for consideration on March 9, 2027 to include the acquisition of the Fire Stations 10-15 in the amount of $1.9 million which would be leased back to the City for $1. Adequate fund balance is available to purchase the fire stations. The new agreement would take effect when the current Interlocal Agreement ends (October 1, 2028) and will supersede the one-year extension of the current Interlocal Agreement.

The following provides a projected timeline of key activities and deliverables for the establishment of a long-term master agreement and consideration to increase the fire assessment and fee rates in the final year of the existing term (FY 2028):

- November 2026
  - The County and the City respectively approve and execute the proposed MOU.
  - The County and City respectively withdraw notices of termination/expiration of the current Interlocal Agreement to negotiate in good faith on a new long-term master agreement.
  - The County and City execute a one-year extension of the current Interlocal Agreement to ensure the County has sufficient time to reinstate the termination process and consider the establishment of a new County fire model in the event that negotiations are not successful.
- February 2027
  - The City completes its collective bargaining agreement on a 42-hour work week for the timely commencement of a rate study by March 2027 for implementation in FY 2028.
- March 2027
  - The Board and City Commission respectively approve a new long-term master agreement for fire services.

- The long-term master agreement is fully executed by the County and City (goes into effect October 1, 2028), superseding the one-year extension of the current Interlocal Agreement.
- Following the approval of a new long-term master agreement, and subject to the City's approval of a new collective bargaining agreement, a rate consultant would be jointly selected to apportion the estimated costs for a 42-hour work week to increase the fire assessment rate and fees for the final year of the current Interlocal Agreement (FY 2028).
- The County and City mutually release all claims rising from the current interlocal agreement upon the approval and full execution of the long-term master agreement.

- June 2027
  - Adopt the new rate study with increases in the fire service assessment and fee rates for a 42-hour work week for the final year of the current Interlocal Agreement (FY 2028). The County and City would follow their statutorily required procedures to incorporate the new rates into their respective budgets for FY 2028.
  - County and City staff will begin developing the methodology for the assessment and fee structure for the new long-term master agreement for FY 2029. The new assessment and fee structure will be based on square footage and will include rates for vacant land. The rate study would commence in early 2028 to incorporate the new assessment and fee structure.
- September 2027
  - The County acquires Fire Stations 10-15 from the City; the County leases the fire stations for $1 to the City to provide fire services.
- October 2027
  - The County and City adopt a rate study with the new assessment methodology (i.e. square footage for all properties, billing of vacant lands, uniform method of collection by the City, etc.) for the new long-term master agreement to begin in FY 2029. The County and City would follow the statutorily required procedures (resolution of intent, first class mailing, public hearings, etc.) to incorporate the new rates into their respective budgets for FY 2029.
- October 1, 2028
  - New long-term master agreement and fire services assessment and fee rates take effect.

Options:

1. Ratify the actions taken at the October 20, 2026, Workshop on Fire Rescue Services.
2. Approve the Memorandum of Understanding with the City of Tallahassee to establish a long-term master agreement for fire services.

3. Authorize the County Attorney to withdraw the notice of termination to the City of Tallahassee for cause regarding the Interlocal Agreement for Fire Services and Emergency Medical Services contingent on approval and full execution of the Memorandum of Understanding with the City of Tallahassee to establish a long-term master agreement for fire services.
4. Authorize the County Administrator to enter into and execute an amendment to the Interlocal Agreement for Fire Services and Emergency Medical Services with the City of Tallahassee for a one-year extension through September 30, 2029, subject to legal review and revision by the County Attorney, and contingent on approval and full execution of the Memorandum of Understanding with the City of Tallahassee to establish a long-term master agreement for fire services.
5. Do not ratify the actions taken at the October 20, 2026, Workshop on Fire Rescue Services.
6. Do not approve the Memorandum of Understanding with the City of Tallahassee to establish a long-term master agreement for fire services.
7. Do not authorize the County Attorney to withdraw the notice of termination to the City of Tallahassee for cause regarding the Interlocal Agreement for Fire Services and Emergency Medical Services.
8. Do not authorize the County Administrator to amend and execute the Interlocal Agreement for Fire Services and Emergency Medical Services with the City of Tallahassee to extend for one additional year through September 30, 2029.
9. Board direction.

Recommendation:

Options #1, #2, #3, and #4.

Attachments:

1. Proposed Memorandum of Understanding with the City of Tallahassee to Establish a Long-Term Master Agreement for Fire Services
2. November 12, 2026 Correspondence from Chairman Christian Caban

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF TALLAHASSEE, FLORIDA
AND LEON COUNTY, FLORIDA

For the mutual benefit of the parties involved, this Memorandum of Understanding ("MOU") outlines core terms of a proposed master agreement between the City of Tallahassee, Florida, a municipality of the State of Florida ("City"), and Leon County, Florida, a charter county and political subdivision of the State of Florida ("County"), that will govern the future provision of fire services in the City and the County. The City and the County are collectively referred to in this MOU as the "Parties."

Introduction

A. **Purpose.** The following provisions represent an overview of certain key terms of a proposed new agreement between the City and the County for the future provision of fire services in the City and the County.

B. **Master Fire Services Agreement.** The terms described in this MOU are (i) intended to guide the development of specific language in a new master agreement between the City and the County (each a "Party" and together the "Parties") and (ii) subject to the Parties' further development, agreement, and execution of a new master agreement for fire services ("Master Fire Services Agreement") that will set forth the Parties' final agreement regarding the terms and conditions of the provision of fire services and provide for the orderly implementation of fire services under such Master Fire Services Agreement.

In addition to the terms set forth in this MOU, the Master Fire Services Agreement will also include terms and conditions that are usual and customary to such agreement and/or as otherwise mutually agreed upon by the Parties.

C. **Process.** Once this MOU is accepted by both Parties, the Parties will coordinate and cooperate with respect to the development, approval, and execution of the Master Fire Services Agreement as reasonably promptly as possible, but not later than March 31, 2027. Such coordination and cooperation by the Parties shall include, without limitation, the commitment of personnel and resources by each of the Parties as reasonably necessary to finalize the Master Fire Services Agreement as reasonably promptly as possible, including the performance of any other acts as are reasonably necessary to negotiate, execute, and deliver the Master Fire Services Agreement in a reasonably prompt manner and consistent with the terms outlined in this MOU.

1. Core Terms of Master Fire Services Agreement

The Master Fire Services Agreement contemplated in this MOU shall include the following core terms:

A. **Annual Fire Budget.** Annually the City shall submit to the County a detailed fire services budget, information regarding operating and capital costs. The timing and level of specificity of the annual fire budget shall be detailed and agreed to by the Parties in the Master Fire Services Agreement.

B. **Fire Services Reserve Fund.** This reserve fund shall be maintained at twenty percent (20%) to thirty percent (30%) of the annual fire budget adopted by the City to cover revenue shortfalls, unanticipated expenses, and cost increases. The reserve fund shall be funded through the fire services assessment imposed upon non-governmental property and fire services fees imposed on governmental property, and this use of this reserve fund will require approval by the City Manager and County Administrator.

C. **Extraordinary Cost Provision.** If the reserve fund referenced in the preceding provision is insufficient to cover any revenue shortfalls, for any reason, a rate study for a mid-term rate adjustment will be considered. Any rate change, whether in the incorporated or unincorporated areas of Leon County or both, will require the approval of the City Commission and the Board of County Commissioners.

D. **Annual Independent Audit of the Fire Services Fund and Fire Services Reserve Fund.** The City shall provide an annual independent audit attestation of the Fire Services Fund and the Fire Services Reserve Fund confirming that fire services assessment and fee revenues were collected consistent with Master Fire Services Agreement, an adopted rate study and methodology, and all other applicable laws and further that such revenues were spent on permissible fire operations consistent with the Master Fire Services Agreement, an adopted rate study and methodology, and all other applicable laws. The City shall provide such audit attestation to the County within six (6) months after the end of each fiscal year. The County may request an independent audit of the Fire Services Fund and Fire Services Reserve Fund at any time, and the City shall cooperate in the provision of any and all documentation and staff resources necessary to facilitate such audit.

E. **Long-Term Master Agreement.** The City and the County desire stability and agree that the term of the Master Fire Services Agreement will be twenty (20) years and will contain all of the core terms from this MOU and any additional terms as mutually agreed by the parties.

F. **Rate Studies Every Three (3) Years.** Fire services assessment and fee rate studies will be conducted every three (3) years, and the Parties agree to pay the rates as determined by the study developed for the applicable three (3) year term, subject to the approval of the City Commission and the Board of County Commissioners.

G. **Termination and Non-Renewal Notice.** At least three (3) years' notice will be required for termination or non-renewal of the Master Fire Services Agreement, with detailed steps and a timeline for the transfer of assets. If termination or non-renewal notice is not timely provided, the Master Fire Services Agreement shall automatically renew for an additional twenty (20) year term.

H. **Capital Asset Provision.** The Master Fire Services Agreement shall provide for a timeline pursuant to which the County will purchase Fire Stations 10-15 and the real property upon which these fire stations are located for the price described in Exhibit E, Section D.2. of the current Interlocal Agreement Regarding The Provision of Fire and Emergency Medical Services. The closing conveying such property shall occur no later than six (6) months after the Master Fire Services

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Agreement is fully executed. Specifically, the City agrees to sell Fire Stations 10 through 14, inclusive of land and the structures attached thereto, to the County at a price equal to the City's investment in same, but in no event to exceed $525,000. Further, the City agrees to sell Fire Station 15, inclusive of land and the structures attached thereto, to the County at a price equal to the City's investment in same, which the County has calculated as $1,341,190, for a total payment in the amount of $1,866,190. The Master Services Agreement shall include a provision for the conveyance of the apparatuses and other supporting equipment and accessories used at Fire Stations 10 through 15 upon termination, expiration, or otherwise at the end of the Master Services Agreement. Upon the closing conveyance, the County agrees to lease Fire Stations 10 through 15 to the City for one U.S. dollar ($1.00) annually.

I. **Performance Measures and Reporting.** The City and the County will agree upon standards for response time, unit type, staffing, and Insurance Services Office ratings in the unincorporated area of Leon County; the City agrees to provide annual performance reports to the County regarding compliance with such standards.

J. **Formal Reopener Clause.** Mid-term renegotiation of any fire services rate change or other amendment of the Master Fire Services Agreement will be limited to changes in federal or state law that affect fire services delivery. Any such renegotiated amendment shall require the approval of the City Commission and the Board of County Commissioners.

K. **Billing of Vacant Land.** The City and the County agree to identify the proper method for billing vacant land that currently receives fire services but does not pay into the Fire Services Fund or Fire Services Reserve Fund.

L. **New Assessment and Fee Structure.** The City and the County agree to retain a rate consultant to develop a new assessment and fee methodology that is equitable for all property owners, preferably based on square footage, in a manner that comports with Florida law relating to the imposition of assessments and fees.

M. **Collection Method.** The City desires to change its method of collecting fire services assessments from the utility bill to a uniform method of collection or other legally permissible method of collection.

N. **Rate Study Aligned with Collective Bargaining Negotiations.** The City and the County agree that the three (3) year rate study cycle contemplated in the Master Fire Services Agreement will align with the City's collective bargaining schedule, when practical.

O. **City Collective Bargaining Agreements and Rate Increase.** The City desires to move the Fire Department to a forty-two (42) hour work week. In advance of the City's implementation of this proposed work schedule, the City and the County agree to jointly retain a rate consultant to prepare a rate study to develop new assessment and fee rates necessary to fund the costs of implementing the proposed work schedule. The City and the County agree to adopt rates in an amount necessary to fund such costs. The City and the County agree that this is the only potential

basis for the County to impose a fire services assessment and fee rate increase during the remaining term of the current Interlocal Agreement Regarding The Provision of Fire and Emergency Medical Services, if such rate increase is necessary prior to the effective date of the Master Fire Services Agreement.

P. **Fire Station 17.** The City and the County agree that Fire Station 17 will be built on the Southside with a target price cap of $20 million.

Q. **Automatic Aid Agreement.** The City and the County agree that the Master Fire Services Agreement shall include a pre-negotiated automatic aid agreement that will take effect when the Master Fire Services Agreement terminates, expires, or is not otherwise renewed.

R. **Release of Claims.** Upon full execution of the Master Fire Services Agreement, the City and the County agree to release each other from all claims arising from the current Interlocal Agreement Regarding The Provision of Fire and Emergency Medical Services.

S. **Continued Investment in Emergency Medical Services.** The City agrees to take any and all actions necessary to continue to enable the County to impose and collect the municipal service tax for the provision of emergency medical services within the City. The City and the County further agree to continue to look for ways to invest in emergency medical services as call volume grows.

2. Miscellaneous

A. **Good Faith.** The City and the County enter into this MOU in good faith and further agree to further develop, agree, and execute the Master Fire Services Agreement in good faith and consistent with the core terms provided in this MOU.

B. **Withdrawal of Notices during Negotiations.** The City and the County agree to rescind their respective termination and expiration notices of the current Interlocal Agreement Regarding The Provision of Fire and Emergency Medical Services, and both Parties further agree not to issue new termination or expiration notices while the City and the County are negotiating the Master Fire Services Agreement consistent with this MOU.

C. **Extension of Current Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services.** The City Commission and the Board of County Commissioners agree to direct the City Manager and the County Administrator to execute, in writing, a one (1) year extension of the current Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services consistent with Exhibit E, Paragraph 1.A. of such agreement.

D. **No Third Party Beneficiaries.** Nothing in this MOU shall be construed to create any third-party beneficiary rights.

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IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding as of the dates set forth below.

LEON COUNTY, FLORIDA

BY:_____
Christian Caban, Chairman
Board of County Commissioners

Date: _____

ATTEST:

Gwen Knight, Clerk of the Court & Comptroller,
Leon County, Florida

BY:_____

Date:_____

APPROVED AS TO LEGAL SUFFICIENCY:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY:_____

Date:_____

CITY OF TALLAHASSEE, FLORIDA

BY:_____
Jeremy Matlow, Mayor
City of Tallahassee Commission

Date:_____

ATTEST:

Jim Cooke, Treasuer-Clerk
City of Tallahassee, Florida

BY:_____

Date:_____

APPROVED AS TO LEGAL SUFFICIENCY:
Amy M. Toman, City Attorney
City of Tallahassee Attorney's Office

BY:_____

Date:_____

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Christian Caban
CHAIRMAN • LEON COUNTY

November 12, 2026

To: BOCC

CC: County Administrator, Vince Long
County Attorney, Chasity O'Steen

Subject: Special Meeting Announcement – November 16, 2026 at 3:00 p.m.

Commissioners,

I am pleased to share that Mayor-Elect Jeremy Matlow and I have reached a tentative agreement on fire services. I believe this is a Generational Public Safety deal that will secure cooperation from both governments and protect **all** residents of Leon County, during our tenure and for generations to come.

Because this matter requires the Board's immediate attention, I am scheduling a Special Meeting of the Board for Monday, November 16, 2026, at 3:00 p.m.

This morning, I met with the County Administrator and County Attorney and briefed them on this update. They are working together to draft a Memorandum of Understanding based on the agreed terms for the Board's consideration. I expect the draft MOU will be sent to the Board before the meeting so that each commissioner has ample time to review it. In the meantime, the general MOU terms are attached as Exhibit A.

At the meeting, we will review the proposed MOU, hear from the County Administrator and County Attorney and decide whether to move forward. Any agreement will remain subject to approval by both the Board of County Commissioners and the Tallahassee City Commission.

Thank you all, and I look forward to our discussion on Monday.

In Service,

Christian Caban
Chairman

Exhibit A: Agreed Upon Terms for MOU for Fire Services Agreement

OFFICE (850) 606-5300 | **MOBILE** (850) 544-6255 | **EMAIL** cabanc@leoncountyfl.gov
ADDRESS 301 South Monroe St. • 5th Floor • Tallahassee, FL 32301

EXHIBIT A

Joint Letter and Agreed Upon Terms for MOU for Fire Services Agreement

Chairman Christian Caban and Mayor-Elect Jeremy Matlow
November 2026

CHAIRMAN CHRISTIAN CABAN AND MAYOR-ELECT JEREMY MATLOW

JOINT LETTER ON THE FUTURE OF FIRE SERVICES

Mayor-Elect Jeremy Matlow and Leon County Commission Chairman Christian Caban are working to restore the relationship between City and County government.

As such, we offer a Generational Public Safety deal and restructured framework to bring long-term stability to fire services within the City of Tallahassee and unincorporated Leon County by continuing a decades-long partnership with services provided by the Tallahassee Fire Department. This framework will provide stability during our tenures and for the generations to come.

The attached are provisions for a Memorandum of Understanding to be drafted by our attorneys and presented to our respective boards for consideration.

The MOU lays out a long-term plan for stability, construction of Fire Station 17 on Lake Bradford Road, equitable fire fees, rigorous audits, and fair share distribution of expenses, all while prioritizing the well-being of our firefighters by desiring to move to a 42-hour work week.

While these terms will be subject to staff and legal review and approval by the Tallahassee City Commission and Leon County Board of County Commissioners, these recommendations are intended to alleviate public concern and uncertainty around the future of fire services.

We are committed to working together in the best interest of our constituents, to keep costs low, mutually agree on the cost to provide fire services, ensure both entities pay their fair share, and continue to have unified fire services under the Tallahassee Fire Department.

Christian Caban
Chairman
Leon County Board of County Commissioners

Jeremy Matlow
Mayor-Elect
City of Tallahassee

Enclosure: *Agreed Upon Terms for MOU for Fire Services Agreement*

CHAIRMAN CHRISTIAN CABAN AND MAYOR-ELECT JEREMY MATLOW

AGREED UPON TERMS FOR MOU FOR FIRE SERVICES AGREEMENT

Memorandum of Understanding Terms | Fire Services Agreement | November 2026

Leon County Board of County Commissioners • City of Tallahassee Government

CORE AGREEMENT PROVISIONS

1	**Annual Fire Budget** The City submits a detailed fire budget, including operating and capital costs, annually to the County.
2	**Fire Service Reserve Fund** The reserve is maintained at 20%–30% of the annual fire budget to cover revenue shortfalls, unanticipated expenses, and cost increases. The reserve is funded through the fire assessment, and its use requires approval by the City Manager and County Administrator.
3	**Extraordinary Cost Provision** If the reserve is insufficient, a rate study for a mid-term rate adjustment will be considered. The rate changes only if approved by both the Board of County Commissioners and the City Commission.
4	**Annual Independent Audit of the Fire Service Fund** The City provides an annual independent audit attestation of the Fire Service Fund confirming that fee revenues were properly collected and spent on fire operations. The audit is due within six months after the end of each fiscal year. The County can request an independent audit at any time.
5	**Long-Term Master Agreement** The City and County desire stability and seek to enter a 20-year master agreement, as mutually agreed.
6	**Rate Studies Every Three Years** Fire assessment rate studies are conducted every three years instead of every five, and both parties agree to pay rates as determined by the study, subject to approval by the Board of County Commissioners and the City Commission.
7	**Termination and Non-Renewal Notice** At least three years' notice is required for both termination and non-renewal, with detailed steps and a timeline for the transfer of assets. If notice is not given, the agreement automatically renews for an additional 20-year term.
8	**Capital Asset Provision** The County will immediately purchase Fire Station #10-15 located in the unincorporated area from the City at price described in our current interlocal agreement. The County will lease the fire stations back to the City at $1/year in parallel with our new agreement.
9	**Performance Measures and Reporting** The City and County will agree upon standards for response time, unit type, staffing, and ISO rating in the unincorporated area, with annual performance reports from the City to the County.
10	**Formal Reopener Clause** Mid-term renegotiation is limited to changes in federal or state law that affect fire rescue service delivery. Any renegotiated change requires the mutual approval of the Board of County Commissioners and the City Commission.

ADDITIONAL MUTUALLY AGREED PROVISIONS

FEES, BILLING & COLLECTION

11	**Billing of Vacant Land** Both governments will identify a proper method for billing vacant land that currently receives fire service but does not pay into the Fire Services Fund.
12	**New Assessment Structure** An equitable fee structure, preferably based on square footage, so that the fee is imposed fairly and equitably.
13	**Collection Method** The City desires to move the fire assessment from its utility bill to a uniform method of collection as a property assessment or other recommended method of collection.
14	**Rate Study Aligned with Collective Bargaining Negotiations** The three-year rate study cycle is aligned with collective bargaining schedule, when practical.
15	**Collective Bargaining Agreement and Rate Increase** The City desires to move the fire department to a 42 hour work week. The County agrees to pay its fair share, including rate increases, if financials show an increase is necessary. This would be the only County rate increase on the existing term until a mutually agreed upon rate study is completed.

CAPITAL PROJECTS

16	**Fire Station 17** Fire Station 17 will be built on the Southside with a target price cap of $20 million.

TRANSITION & LEGAL

17	**Withdrawal of Notices During Negotiations** Both governments withdraw their notices of termination or expiration while negotiating from this MOU to a new agreement.
18	**Automatic Aid Agreement** A pre-negotiated automatic aid agreement takes effect if the agreement is terminated or not renewed.
19	**Release of Prior Claims** The County will drop all claims against the City arising from any contracts that predate the new agreement.

EMERGENCY MEDICAL SERVICES

20	**Continued Investment in EMS** Both governments will continue to look for ways to invest in EMS as call volume grows.

Subject to legal review and approval by the Leon County Board of County Commissioners and the Tallahassee City Commission.