

August 3, 2023

VIA ELECTRONIC MAIL

Fire Chief Jeffrey Davidson  
Pinellas Suncoast Fire & Rescue District  
304 First Street  
Indian Rocks Beach, Florida 33785  
Email: [jdavidson@psfrd.org](mailto:jdavidson@psfrd.org)

Re: Pinellas Suncoast Fire & Rescue District  
Legislative Representation of the District  
before the 2024 Florida Legislature

Dear Chief Davidson:

Thank you for considering Manson Bolves Donaldson Tanner, PA, in the provision of legal services to the Pinellas Suncoast Fire & Rescue District (District). As discussed, this letter will serve as a proposal of the terms under which MBDT will provide legislative representation during the 2024 Legislative Session regarding an appropriation request related to a new fire station.

This letter is intended to briefly explain our billing practices and procedures. Fees are based upon the ethical rules of the Florida Bar. The amount of the District's statement will be the fair value of the services provided taking into account the time spent by me, the type of service being asked to perform, any special level of expertise required, the size and scope of the matter, the results obtained, and other relevant considerations. The District will be charged \$15,000 for the services being provided during the upcoming 2024 Legislative Session, which will be paid in three monthly installments of \$5,000 in December 2023, and January and February 2024. Billing statements will be rendered on a monthly basis and are due and payable upon receipt. The District will be provided the most effective support systems available, while at the same time allocating the costs of such systems in accordance with the usage of the services by individual clients. Therefore, in addition to fees for legal services, the District will also be charged separately for certain costs and expense disbursements, including travel expenses; messenger, courier, and other communication costs; and document reproduction, not to exceed \$2,000.

Billing statements will be rendered on a monthly basis and are due and payable upon receipt. Every effort will be made to include disbursements in the statement for the month in which the disbursements are incurred. Some disbursements are not available until the following month in which case a supplemental statement will be rendered for these additional charges.

Please indicate your understanding of the agreement to the above-described engagement by signing and dating this letter in the spaces provided below.

I appreciate the opportunity to be of service to the District now and in the future. My goal is to provide services to the District on the most efficient basis possible. Please do not hesitate to contact me should you have any questions or comments.

Sincerely,

Laura Jacobs Donaldson

ACKNOWLEDGED AND AGREED:

Pinellas Suncoast Fire & Rescue District

By: \_\_\_\_\_

Dated: \_\_\_\_\_

*[Handwritten signature]*  
*8/16/23*