

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
OCTOBER 19, 2016 AGENDA

I. **CALL TO ORDER:** Meeting called to order at _____ p.m. by Chairman Jones.

II. **CALLING OF THE ROLL:** Present were Commissioners Jones _____ Mitchell _____
Edlund _____ Simpson _____ Linz _____

III. **APPROVAL OF THE OCTOBER AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for *SEPTEMBER* regular meeting.

V. **APPROVAL OF THE FINANCIAL REPORT FOR: SEPTEMBER 2016**

VI. **OFFICERS REPORT:**

1. **Chairman, :**

2. **Vice-Chairman, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Tilley:**

A. Reported 82 responses for *SEPTEMBER* (110 for SEPTEMBER 2015)

Response Summary:

<u>1</u>	Fire Calls
<u>8</u>	False Alarms/Alarm Activations
<u>44</u>	EMS/ Rescue/ MVA
<u>29</u>	Other

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- B. Fractile Response Times: Phil Metz
- C. Vehicle Status Report: ALL TRUCKS IN SERVICE

VII. **OLD BUSINESS:**

- A. Line of Credit
- B. Okaloosa Island Fire District SOP's

VIII. **NEW BUSINESS:**

- A. Amend 2015/2016 Budget
- B.

IX. **ADJOURNMENT:** Meeting was adjourned at _____ p.m.

BUDGET SUMMARY
Okaloosa Island Fire District - Fiscal Year 2015-2016
Amended Budget

THE PROPOSED BUDGET EXPENDITURES OF OKALOOSA ISLAND FIRE DISTRICT DISTRICT ARE 4.5% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES

CASH BALANCES BROUGHT FORWARD

General Fund		\$ 0
Reserve Fund		<u>659,666</u>
		\$ 659,666

ESTIMATED REVENUES

Taxes: Millage per \$1,000	100%		\$ 3,135,613
Ad Valorem Taxes: 3.4500			
Less: Discounts	3.5%		(109,746)
Unpaid Taxes	1.5%		<u>(47,034)</u>
Net Ad Valorem Taxes	95.0%		\$ 2,978,832
County Lease Fees			<u>33,516</u>

TOTAL REVENUES AND OTHER FINANCING RESOURCES \$ 3,012,348

TOTAL ESTIMATED REVENUES AND BALANCES \$ 3,672,014

EXPENDITURES/EXPENSES:

Personnel		\$ 2,328,000
Capital Equipment		148,000
Support Contracts		112,900
Operations and Maintenance		178,500
Insurance		30,200
Administrative		52,000
Utilities		<u>45,000</u>

TOTAL EXPENDITURES/EXPENSES \$ 2,894,600

RESERVES:

Assigned Contingency Reserve		\$ 463,000
Assigned Hurricane Reserve		50,000
Assigned Vehicle Reserve		214,414
Assigned Liabilities for Absences		<u>50,000</u>

TOTAL RESERVES \$ 777,414

TOTAL APPROPRIATED EXPENDITURES AND RESERVES \$ 3,672,014

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE
OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD OFFICE

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
September 21, 2016**

- I. **MEETING:** Meeting was called to Order @5:30 P.M. by Chairman Jones.

- II. **ROLL CALL:** Present were Commissioner Jones, Commissioner Edlund, Commission Linz, Commissioner Mitchell and Commissioner Simpson were present. Also present were Chief Tilley, Assistant Chief Carvalho and Medical Division Officer Philip Metz.

- III. **APPROVAL OF AUGUST AGENDA:** Chairman Jones called for an approval of the Agenda. **Commissioner Mitchell** made a motion to approve the Agenda, **Commissioner Linz** seconded, all were in favor, none opposed, motion carried.

- IV. **PUBLIC COMMENTS:** No Public Comments.

- V. **APPROVAL OF THE MINUTES:** The minutes for the August 17, 2016 regular meeting minutes were reviewed. Chairman Jones called for corrections, deletions, and/or additions. There being none, **Commissioner Mitchell** made a motion to accept the Minutes as presented. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.

- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING AUGUST, 2016.** Chairman Jones called for an approval of the financials. **Commissioner Edlund** made a motion to approve the financials. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried.

- VII. **REPORT OF OFFICERS:**
 1. Chairman Jones: No Report
 2. Vice Chairman Edlund: No Report
 3. Secretary/Treasurer Mitchell: No Report
 4. Chief Tilley Department Report:

A. Total responses for the month of August, 2016 115
(AUGUST, 2015 177)

0 Fire Calls
18 Alarm Activations
71 EMS/Rescue/MVA
26 Other

B. Fractile/Response Times: Due in October

C. Vehicle Status Report: All trucks in service.

VIII. OLD BUSINESS:

- A. Alternative Route Bridge Meeting Update: Last chance for updates to review and give comments.
- B. Brooks Blockage Due to Wreck: Due to the Fire crews using both sets of JAWS so the hose had to reach the patient for extraction. As soon as the patient was safely extracted, the lanes were opened ASAP.
- C. Chief's Completed Evaluation: All evaluations were turned in and Chief Tilley received an overall final rating of 24.8.
- D. Red Light PSA: OILA received PSA from Capt. Ray Strawn. Chief Tilley spoke with FDOT to get white lines placed back on the roads. Next time these are done on the roads in the county, OIFD are on the list.
- E. Unfreeze Line of Credit and Increase Credit Limit: Truck refurb will be FY 16/17 and will be approximately \$460,000.00. We need the Board to vote to unfreeze the line of credit for the first quarter of the FY as the approximate operating cost will be around \$820,000.00. We could probably make it; however, we want to make sure we have the funds, should the need arise. Our current line of credit is \$250,000.00 and we would like to increase it to \$500,000.00. **Commissioner Mitchell** made a motion to increase the line of credit from \$250,000.00 to \$500,000.00. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.

IX. NEW BUSINESS:

- A. Okaloosa Island Hiring Procedure: OIFD has modernized our hiring packets and they have been approved by attorney, Jeff McInnis and we need the Board to approve these documents as the official hiring documents for OIFD. **Commissioner Simpson** made a motion to accept the hiring

packet as presented. **Commissioner Edlund** seconded the motion, all were in favor, none opposed, motion carried.

- B. Okaloosa Island Fire District SOP's: OIFD would like the Board to adopt the procedure's set forth in the SOP's. Due to the large content of the packet, this was tabled until the next meeting to give the Board the opportunity to review the documents. Danie will email the link to the commissioners or they can come by the station and read the hard copy.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:09 p.m.

These minutes are approved and attested to by signature.

Catherine A. Jones
Chairman

Mike Mitchell
Secretary

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
October 2015 through September 2016

	Oct '15 - Sep 16	Budget	\$ Over Budget
Income			
Contingency Reserve	0.00	463,000.00	-463,000.00
Hurricane Reserve	0.00	50,000.00	-50,000.00
311.110 · County Reserve- Current Year	3,075,669.17	2,978,832.00	96,837.17
311.120 · Discounts Allowed	-105,978.37		
311.200 · County Reserve- Prior Year	1,069.84		
331.300 · Grants	5,000.00		
335.200 · State Incentive	3,360.00	0.00	3,360.00
339.000 · Recreational Property	39,102.00	33,516.00	5,586.00
361.100 · Interest Earned - Checking	1,128.45		
366.000 · Contributions and Donations	100.00		
369.120 · Cash Brought Forward	0.00	146,666.00	-146,666.00
384.000 · Othr Financing Sources	1,954.89	0.00	1,954.89
Total Income	3,021,405.98	3,672,014.00	-650,608.02
Gross Profit	3,021,405.98	3,672,014.00	-650,608.02
Expense			
Contingency Reserve Expense	169,642.05	463,000.00	-293,357.95
Hurricane Reserve Expense	0.00	50,000.00	-50,000.00
522.120 · OIFD Salaries	1,107,061.53	1,100,000.00	7,061.53
522.121 · Holiday Pay	11,182.26	15,000.00	-3,817.74
522.122 · Liability for Compensated Absen	0.00	50,000.00	-50,000.00
522.123 · Direct Deposit Charges	802.25		
522.141 · Scheduled OT	22,680.35	30,000.00	-7,319.65
522.142 · Unscheduled OT	32,469.38	30,000.00	2,469.38
522.150 · Incentive Pay	5,299.23		
522.210 · S.S. & MED - ER Portion	89,715.29	100,000.00	-10,284.71
522.220 · Pension - ER	620,000.00	620,000.00	0.00
522.230 · Medical - Group ER	257,586.18	325,000.00	-67,413.82
522.240 · Worker's Compensation	68,751.02	100,000.00	-31,248.98
522.311 · Property Appraiser	41,201.50	55,000.00	-13,798.50
522.312 · Legal	1,137.50	12,500.00	-11,362.50
522.313 · Tax Collector	59,339.97	65,000.00	-5,660.03
522.314 · Physicals & Misc Medical	4,739.80	8,000.00	-3,260.20
522.320 · Audit - CPA	14,250.00	14,500.00	-250.00
522.340 · Alarm Monitor Contract	430.00	1,500.00	-1,070.00
522.412 · Central Dispatch	3,132.00	3,000.00	132.00
522.431 · Electric Co.	24,437.53	24,000.00	437.53
522.432 · Gas Co.	1,865.04	3,000.00	-1,134.96
522.433 · Water, Sewer & Trash	6,103.03	7,500.00	-1,396.97
522.434 · Telephone, Internet & Cable	10,194.41	10,500.00	-305.59
522.451 · Insurance - Security Bonds	0.00	1,200.00	-1,200.00
522.452 · Insurance - Liability/ Property	29,833.14	29,000.00	833.14
522.460 · Maintenance and Repair	101,521.85	50,000.00	51,521.85
522.491 · Advertising	843.70	7,000.00	-6,156.30
522.492 · Travel & Training	9,091.63	15,000.00	-5,908.37
522.500 · EMS Grant Funds	0.00		
522.511 · Admin/ Office Supplies	13,324.06	12,500.00	824.06
522.521 · Fuel & Oil	9,411.92	25,000.00	-15,588.08
522.522 · ALS	18,452.10	37,000.00	-18,547.90
522.523 · Uniforms	9,375.68	8,000.00	1,375.68
522.525 · Operational Supplies	29,311.32	35,000.00	-5,688.68
522.542 · Dues & Subscriptions	19,717.87	14,000.00	5,717.87
522.543 · Haz Mat Assessment	4,591.00	6,400.00	-1,809.00
522.644 · Equipments	78,869.68	100,000.00	-21,330.32
522.647 · Capital Equipment (Vehicle)	0.00	214,414.00	-214,414.00
522.700 · Building Maintenance	66,353.49	30,000.00	36,353.49
Total Expense	2,942,517.76	3,672,014.00	-729,496.24
Net Income	78,888.22	0.00	78,888.22