

OKALOOSA ISLAND FIRE DISTRICT
FINAL BUDGET HEARING
SEPTEMBER 21, 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. **OPEN FLOOR FOR PUBLIC COMMENTS AND/OR QUESTIONS:**

- IV. **FIRE BOARD DISCUSSION TO ADOPT A FINAL MILLAGE RATE FOR
FY 2016-2017**

- V. **FIRE BOARD TO SET AND ADOPT A FINAL MILLAGE RATE FOR FY
2016-2017**

- VI. **FIRE BOARD DISCUSSION TO ADOPT A FINAL BUDGET FOR FY 2016-
2017**

- VII. **FIRE BOARD TO SET AND ADOPT A FINAL BUDGET FOR FY 2016-2017**

- VIII. **ADJOURNMENT:** Meeting was adjourned at _____ p.m.

Resolution Number 16-01

A RESOLUTION OF THE OKALOOSA ISLAND FIRE DISTRICT OF OKALOOSA COUNTY, FLORIDA ADOPTING A TENTATIVE LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2016-2017; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Okaloosa Island Fire District of Okaloosa County, Florida, this _____ Day of _____, 2016 held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within Okaloosa County, Florida, has been certified by the County Property Appraiser to the Okaloosa Island Fire District as \$929,656,163; and

WHEREAS, the Okaloosa Island Fire District of Okaloosa County, Florida, adopted a Fiscal Year tentative Millage Rate following the public hearing as required by Florida Statute 200.065.

NOW, THEREFORE, BE IT RESOLVED by the Okaloosa Island Fire District of Okaloosa County, Florida, that:

1. The Fiscal Year 2016-2017 operating millage rate is 3.3699 mills, which is greater than the roll-back rate of 3.3699 by 0.0%.
2. This resolution will take effect immediately upon its adoption.

DULY ADOPTED at a public hearing this _____ Day of _____, 2016.

Time Adopted _____ P.M.

Board of Commissioners,
Okaloosa Island Fire District

By: _____
Catherine A. Jones, Chairman

Certificate of Resolution

I, Michael Mitchell, Secretary of the Okaloosa County Fire District, Board of Commissioners, hereby certify that the foregoing is a full, true and correct copy of the Resolution of the Okaloosa Island Fire District, Board of Commissioners, duly and regularly passed at a meeting of the Board, duly called and held, in all respects, as required by law on the _____ Day of _____, 2016, and appears on the records of my office, at which a quorum of the Board was present.

EXECUTED BY ME, as secretary OF THE Okaloosa Island Fire District, Board of Commissioners, the _____ Day of _____, 2016.

Michael Mitchell, Secretary

Resolution Number 16-02

A RESOLUTION OF THE OKALOOSA ISLAND FIRE DISTRICT OF OKALOOSA COUNTY, FLORIDA ADOPTING A TENTATIVE BUDGET FOR FISCAL YEAR 2016-2017; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Okaloosa Island Fire District of Okaloosa County, Florida, this _____ Day of _____, 2016 held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the Okaloosa Island Fire District of Okaloosa County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2016-2017 in the amount of \$3,812,121.

NOW, THEREFORE, BE IT RESOLVED by the Okaloosa Island Fire District of Okaloosa County, Florida, that:

1. The Fiscal Year 2016-2017 Tentative Budget be adopted.
2. This resolution will take effect immediately upon its adoption.

DULY ADOPTED at the public hearing this _____ Day of _____, 2016.
Time Adopted _____ P.M.

Board of Commissioners,
Okaloosa Island Fire District

By: _____
Catherine A. Jones, Chairman

Certificate of Resolution

I, Michael Mitchell, Secretary of the Okaloosa County Fire District, Board of Commissioners, hereby certify that the foregoing is a full, true and correct copy of the Resolution of the Okaloosa Island Fire District, Board of Commissioners, duly and regularly passed at a meeting of the Board, duly called and held, in all respects, as required by law on the _____ Day of _____, 2016, and appears on the records of my office, at which a quorum of the Board was present.

EXECUTED BY ME, as secretary OF THE Okaloosa Island Fire District, Board of Commissioners, the _____ Day of _____, 2016.

Michael Mitchell, Secretary

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
SEPTEMBER 21, 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 SEPTEMBER AGENDA:**
- (a) **PUBLIC COMMENTS:**
- IV. **APPROVAL OF MINUTES:** Minutes for *AUGUST* regular meeting.
- V. **APPROVAL OF THE FINANCIAL REPORT FOR: AUGUST 2016**
- VI. **OFFICERS REPORT:**
1. **Chairman, :**
 2. **Vice-Chairman, :**
 3. **Secretary/ Treasurer, :**
 4. **Department Chief Tilley:**
 - A. Reported 115 responses for *AUGUST* (177 for August 2015)

Response Summary:

<u>0</u>	Fire Calls
<u>18</u>	False Alarms/Alarm Activations
<u>71</u>	EMS/ Rescue/ MVA
<u>26</u>	Other

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
SEPTEMBER 21, 2016 AGENDA

- B. Fractile Response Times: DUE OCTOBER 2016
- C. Vehicle Status Report: ALL TRUCKS IN SERVICE

VII. **OLD BUSINESS:**

- A. Alternative Route Bridge Meeting Update
- B. Brooks Blockage Due to Wreck
- C. Chief's Completed Evaluation
- D. Red Light PSA
- E. Unfreeze Line of Credit and Increase Credit Limit

VIII. **NEW BUSINESS:**

- A. Okaloosa Hiring Procedure
- B. Okaloosa Island Fire District SOP's-Due to the large content of this file, access this link for this information: <https://drive.google.com/open?id=0BwGLu0vheVtVVpWMS1OZy1adzQ>

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
AUGUST 17, 2016**

- I. **MEETING:** Meeting was called to Order @5:26 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 JULY AGENDA:** Chairman Jones called for an approval of the Agenda. **Commissioner Mitchell** made a motion to approve the Agenda, **Commissioner Edlund** seconded, all were in favor, none opposed, motion carried.

- IV. **PUBLIC COMMENTS:** Chairman Jones asked Chief Tilley about the stop light on Santa Rosa Blvd out in front of the station regarding what we can do to make the public stop when OIFD gets a run? Commissioner Simpson offered an article in the OILA and Assistant Chief Carvalho and Captain Strawn will work on a PSA for the September newsletter.

- V. **APPROVAL OF THE MINUTES:** The minutes for the July 20, 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 Simpson** seconded the motion, all were in favor, none opposed, motion carried.

- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING JULY, 2016.** Chairman Jones called for an approval of the financials. **Commissioner Simpson** made a motion to approve the financials. **Commissioner Edlund** 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 *July, 2016* 173
(JULY, 2015 172)

7 Fire Calls
13 Alarm Activations
145 EMS/Rescue/MVA
8 Other

B. Fractile/Response Times: Due in October

C. Vehicle Status Report: All trucks in service.

VIII. OLD BUSINESS:

- A. Audit Approval: Audit provided and discussed in the July 20th meeting. Chairman Jones asked if there were any issues/concerns. There being none, **Commissioner Mitchell** made a motion to accept the audit as presented. **Commissioner Edlund** seconded the motion, all were in favor, none opposed, motion carried.
- B. Chief's Evaluation: Chief's evaluation template was completed by Phil, Danie and presented by Assistant Chief Carvalho. It is an evaluation similar to the firefighter's evaluation. All 5 Commissioners have a say in the evaluation process and the rating scale is a 1 (being the lowest) to a 5 (being the highest). Chairman Jones asked if there were any issues or concerns regarding the content of the evaluation. There being none, **Commissioner Simpson** made a motion to accept the evaluation as written. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried.
- C. Compressor: As previously discussed, it would cost more to re-tool the current fill station than to buy a new fill station. Our current compressor sits next to a gas fired appliance. The quote OIFD received to move the location of the compressor and build a new fill station was no more than \$25,000.00. This included all work, including electrical. **Commissioner Mitchell** made a motion to accept the bid for the new compressor and fill station to not

exceed \$25,000.00. **Commission Linz** seconded the motion, all were in favor, none opposed, motion carried.

IX. NEW BUSINESS:

- A. Budget Hearing Reminder-Wednesday, September 7th at 5:01 P.M.
- B. OIFD Christmas Party-Saturday, December 3, at 6:00 P.M. Bar-b-que will be catered this year and the cost would be the District and the Firefighters. The venue will be in the Firehouse.
- C. InterLocal Agreement between OIFD and Emerald Coast Convention Center (ECCC): OIFD provides services to the ECCC when they have events. Jeff McInnis has looked it over and it is going for signatures by the Board of County Commissioners during their September meeting. This agreement covers our firefighter's wages when we cover an event. **Commissioner Mitchell** made a motion to approve the InterLocal Agreement with the ECCC. **Commissioner Edlund** seconded the motion, all were in favor, none opposed, motion carried.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:16 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 1, 2015 through September 2, 2016

	Oct 1, '15 - Sep 2, 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
SAFER Grant Reserve	0.00	0.00	0.00
311.110 · County Reserve- Current Year	3,073,462.47	2,978,832.00	94,630.47
311.120 · Discounts Allowed	-105,978.37	0.00	-105,978.37
311.200 · County Reserve- Prior Year	1,069.84	0.00	1,069.84
331.200 · FEMA Grant	0.00	0.00	0.00
331.300 · Grants	5,000.00	0.00	5,000.00
334.200 · Florida State Grant	0.00	0.00	0.00
335.200 · State Incentive	3,360.00	0.00	3,360.00
339.000 · Recreational Property	33,516.00	33,516.00	0.00
342.210 · Cost Recovery Revenue	0.00	0.00	0.00
342.220 · Plan Review Fees	0.00	0.00	0.00
361.100 · Interest Earned - Checking	1,010.32	0.00	1,010.32
361.110 · Interest - County Reserve	0.00	0.00	0.00
361.120 · Interest - State Board of Admin	0.00	0.00	0.00
366.000 · Contributions and Donations	100.00	0.00	100.00
369.110 · Tax Penalties	0.00	0.00	0.00
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
4999 · Uncategorized Income	0.00	0.00	0.00
Total Income	3,013,495.15	3,672,014.00	-658,518.85
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	3,013,495.15	3,672,014.00	-658,518.85
Expense			
Contingency Reserve Expense	169,642.05	463,000.00	-293,357.95
Hurricane Reserve Expense	0.00	50,000.00	-50,000.00
SAFER Grant Reserve Expense	0.00	0.00	0.00
166 · .930	0.00	0.00	0.00
3200 · UnionDues	0.00	0.00	0.00
522.120 · OIFD Salaries	1,025,311.57	1,100,000.00	-74,688.43
522.121 · Holiday Pay	10,090.86	15,000.00	-4,909.14
522.122 · Liability for Compensated Absen	0.00	50,000.00	-50,000.00
522.123 · Direct Deposit Charges	802.25	0.00	802.25
522.141 · Scheduled OT	20,987.56	30,000.00	-9,012.44
522.142 · Unscheduled OT	32,003.96	30,000.00	2,003.96
522.150 · Incentive Pay	4,782.25	0.00	4,782.25
522.210 · S.S. & MED - ER Portion	83,213.17	100,000.00	-16,786.83
522.220 · Pension - ER	620,000.00	620,000.00	0.00
522.230 · Medical - Group ER	259,390.28	325,000.00	-65,609.72
522.231 · Life Insurance - ER	0.00	0.00	0.00
522.240 · Worker's Compensation	68,751.02	100,000.00	-31,248.98
522.241 · Employee Benefit	0.00	0.00	0.00
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	59,295.84	65,000.00	-5,704.16
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
522.411 · Cell Phones	0.00	0.00	0.00
522.412 · Central Dispatch	2,871.00	3,000.00	-129.00
522.431 · Electric Co.	22,922.36	24,000.00	-1,077.64
522.432 · Gas Co.	1,749.30	3,000.00	-1,250.70
522.433 · Water, Sewer & Trash	5,795.98	7,500.00	-1,704.02
522.434 · Telephone, Internet & Cable	8,690.11	10,500.00	-1,809.89
522.440 · Equipment Lease	0.00	0.00	0.00
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	80,413.27	50,000.00	30,413.27
522.468 · Cellular Contract	0.00	0.00	0.00

2:35 PM

09/02/16

Accrual Basis

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
October 1, 2015 through September 2, 2016

	<u>Oct 1, '15 - Sep 2, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
522.491 · Advertising	158.55	7,000.00	-6,841.45
522.492 · Travel & Training	8,734.63	15,000.00	-6,265.37
522.500 · EMS Grant Funds	-4,500.00	0.00	-4,500.00
522.511 · Admin/ Office Supplies	10,104.29	12,500.00	-2,395.71
522.521 · Fuel & Oil	8,607.32	25,000.00	-16,392.68
522.522 · ALS	18,452.10	37,000.00	-18,547.90
522.523 · Uniforms	9,191.68	8,000.00	1,191.68
522.525 · Operational Supplies	23,694.01	35,000.00	-11,305.99
522.528 · Minor Equipment < \$750	0.00	0.00	0.00
522.542 · Dues & Subscriptions	18,515.15	14,000.00	4,515.15
522.543 · Haz Mat Assessment	4,591.00	6,400.00	-1,809.00
522.620 · Designated Capital Acquisition	0.00	0.00	0.00
522.621 · ALS Initiation Funding	0.00	0.00	0.00
522.644 · Equipments	53,697.68	100,000.00	-46,302.32
522.647 · Capital Equipment (Vehicle)	0.00	214,414.00	-214,414.00
522.650 · Building Construction Cost	0.00	0.00	0.00
522.700 · Building Maintenance	40,185.34	30,000.00	10,185.34
522.711 · Vehicle / Apparatus Principal	0.00	0.00	0.00
522.712 · Building Principal	0.00	0.00	0.00
522.713 · Line of Credit Pay Down	0.00	0.00	0.00
522.714 · Equipment Principal Paid	0.00	0.00	0.00
522.721 · Debt Service Interest	0.00	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00
Total Expense	<u>2,759,736.52</u>	<u>3,672,014.00</u>	<u>-912,277.48</u>
Net Income	<u>253,758.63</u>	<u>0.00</u>	<u>253,758.63</u>



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 Highway 90 East
Chipley, Florida 32428

JIM BOXOLD
SECRETARY

August 17, 2016

Chief Robert "Bob" Tilley
Okaloosa Island Fire Department, Station 4
104 Santa Rosa Boulevard
Fort Walton Beach, Florida 32548

RE: Santa Rosa Sound Alternate Crossing Study, Okaloosa County
Financial Project Identification Number: 415474-4-22-01

Dear Chief Tilley:

The Florida Department of Transportation (FDOT) invites you to attend a Corridor Alternatives public meeting concerning the Santa Rosa Sound Alternate Crossing Study in Okaloosa County. The meeting will be held Tuesday, September 20, 2016 from 5:30 p.m. to 6:30 p.m. CDT at the Emerald Coast Convention Center, 1250 Miracle Strip Parkway, S.E., Fort Walton Beach. The meeting will be held in an open-house format and will include an informational video. Representatives from FDOT will be available to explain proposed improvements, answer questions, and receive comments.

The study is evaluating the feasibility for an alternate road and bridge corridor between Fort Walton Beach and Okaloosa Island. The intent of this meeting is to present to the public and officials the preliminary results from the evaluation conducted on 10 potential corridors. Public input received will be incorporated in the final corridor report, and will be used to help identify study recommendations.

Enclosed is a copy of the handout that is being sent to public officials, organizations and individuals interested in the project and will also be available at the meeting. An informational video discussing the study process is currently available at www.SantaRosaCrossing.com. Additional project information is available at www.nwflroads.com. Your comments are welcome and appreciated.

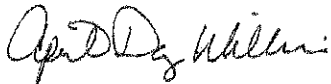
If you cannot attend the in-person meeting, please join us online by visiting: www.SantaRosaCrossing.com starting on September 21, 2016. The online version of the meeting is accessible anywhere, anytime and will provide the same information as presented at the in-person meeting.

Chief Tilley
August 17, 2016
Page 2

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact April Williams, P.E., FDOT Project Manager, toll free at 1-888-638-0250, extension 1625 at least seven days prior to the meeting.

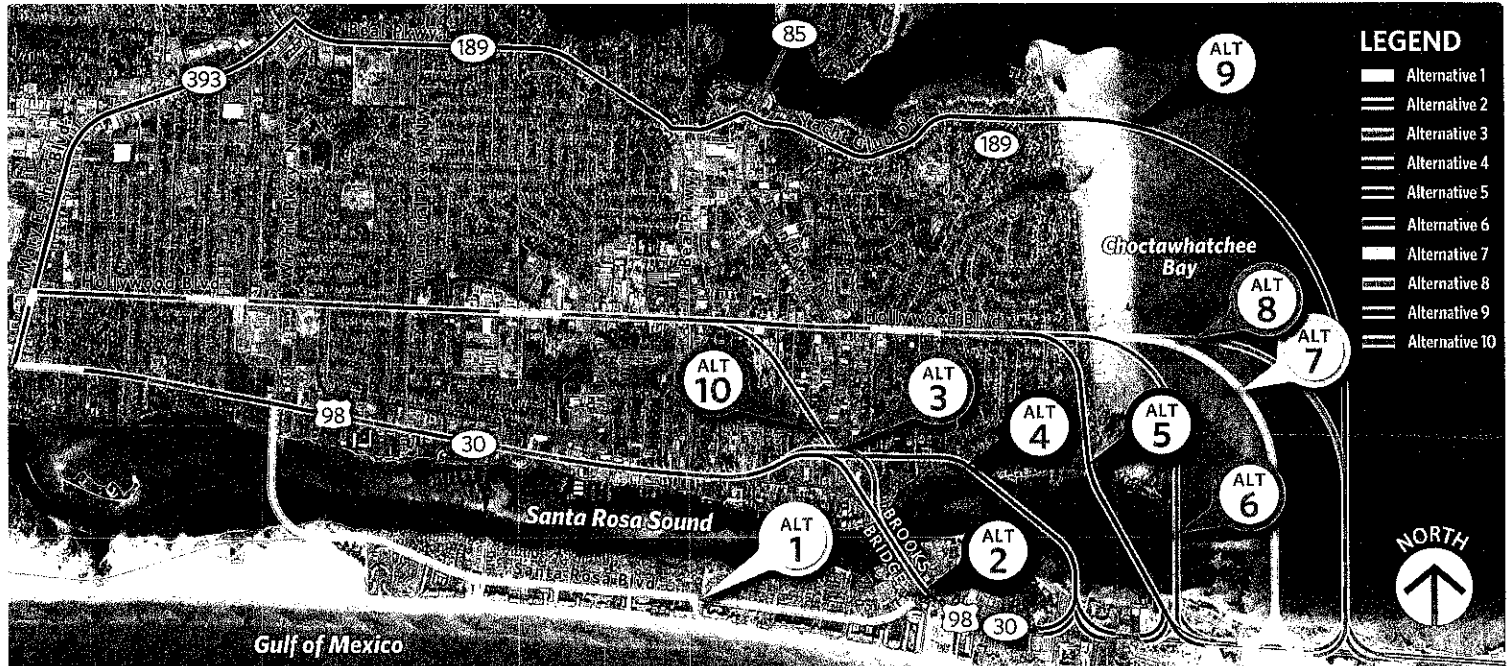
Should you have any questions regarding the project or this meeting, contact April Williams, P.E., at the number above or via email at april.williams@dot.state.fl.us. You may also contact Ian Satter, District Three Public Information Director, toll-free at 1-888-638-0250, extension 1205 or via email at ian.satter@dot.state.fl.us.

Sincerely,

A handwritten signature in cursive script that reads "April Williams".

April Williams, P.E.
District Environmental Administrator

Enclosure



Corridor Alternatives Public Meeting

DATE:

Tuesday, Sep 20, 2016

TIME:

5:30 - 6:30 p.m. CDT

PLACE:

**Emerald Coast
Convention Center**
1250 Miracle Strip Pkwy SE,
Fort Walton Beach, Florida

Video & Online Meeting

www.SantaRosaCrossing.com

INFORMATIONAL VIDEO:
available now

ONLINE MEETING:
accessible anywhere,
anytime starting on
Sep 21, 2016. It will present
the same information as
the in-person meeting.

Details

The Florida Department of Transportation (FDOT), has scheduled a public meeting to discuss the Santa Rosa Sound Alternate Crossing Study in Okaloosa County. The meeting will be held in an open-house format **Tuesday, September 20**, from 5:30 to 6:30 p.m. Central Daylight Time (CDT) at the Emerald Coast Convention Center, 1250 Miracle Strip Parkway, S.E., Fort Walton Beach, Florida.

The meeting is being held to present progress to date and obtain comments on the corridor alternatives under evaluation. The meeting will be held in an open-house format and will include a presentation video. Maps, graphics, and other project information will be on display for review. FDOT representatives will be available to discuss the project and answer questions.

What is the purpose of the study?

The Santa Rosa Sound Alternate Crossing Study is a high-level planning study that focuses on the feasibility for an alternate road and bridge corridor between Fort Walton Beach and Okaloosa Island. At the conclusion of the study, FDOT will make a decision whether to proceed to the next phase, a Project Development and Environment (PD&E) study, for this project.

Why is the project needed?

An alternate corridor is being considered as a means to relieve traffic congestion along U.S. 98 in downtown Fort Walton Beach.

Persons who require special accommodations under the Americans with Disabilities Act (ADA) or persons who require translation services (free of charge) should contact the FDOT Project Manager, April Williams, at least seven (7) days prior to the public meeting toll-free at (888) 638-0250, ext. 1625; or via e-mail at April.Williams@dot.state.fl.us.

WHAT HAS HAPPENED SO FAR?

Initial Corridor Creation

Land Suitability Mapping (LSM) was used to determine possible locations for a potential alternate corridor. The LSM process is a method in which data representing natural, physical and socio-cultural features within the project area is used to screen for potential alternate corridors that may be suitable for further analysis. The LSM process, along with input from the project's Stakeholder Advisory Group, resulted in 10 initial alternative corridors to be further evaluated.

Agency Coordination

As part of the FDOT Efficient Transportation Decision Making (ETDM) process, environmental agencies reviewed the 10 initial alternative corridors and provided feedback on the potential natural, physical, and social effects resulting from these corridors. The feedback received from the environmental agencies is available at <https://etdmpub.flg-estat.org/est/#> (project #14236).

Develop Methodology to Compare Corridors

In order to systematically compare the alternative corridors, a memorandum detailing the methods of evaluation was submitted to the environmental agencies for their review and approval (March 2016). The Methodology Memorandum (MM) provided the goals of the evaluation, the methodology to be used, a plan for stakeholder coordination, and the basis for decision-making on potential corridors.

Corridor Comparative Analysis

The alternative corridors were evaluated for their involvement with seven evaluation categories: Primary Purpose and Need; Secondary Purpose and Need; Social Environment; Cultural Resources; Natural Environment; Physical Environment; and Engineering, Cost and Operation. The results of the evaluation will be presented at the Corridor Alternatives public meeting and will be documented in an Alternative Corridor Evaluation Report (ACER). A draft ACER will be submitted to FDOT after inclusion of public feedback from this meeting.

Public Outreach Activities

Public outreach activities to date include Okaloosa-Walton Transportation Planning Organization (TPO) briefings (April 16, 2015 and February 18, 2016), a Public Kickoff Meeting (April 23, 2015) and Stakeholder Advisory Group meetings (September 1, 2015 and February 11, 2016). Information from these meetings can be found at www.nwflroads.com.

Contact Information

The Florida Department of Transportation does not discriminate on the basis of race, color, national origin, age, sex, religion, disability or family status. For questions or concerns, contact John Smith, District Three Title VI Coordinator, 1074 Highway 90 Chipley, FL 32428, toll-free at (888) 638-0250, ext. 1520 or via email john.smith@dot.state.fl.us.

Project Manager

April Williams, P.E.
FDOT District 3
1074 Highway 90
Chipley, FL 32428
(888) 638-0250, ext. 1625
april.williams@dot.state.fl.us

Public Information Director

Ian Satter
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Consultant Project Manager

Steve Schnell, AICP
HDR
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Jacksonville, FL 32202-4321
(904) 598-8964
steve.schnell@hdrinc.com

Stay Involved



info@SantaRosaSoundCrossing.com



Santa Rosa
Sound Alternate
Crossing Study



www.nwflroads.com

OKALOOSA ISLAND FIRE DISTRICT

104 SANTA ROSA BOULEVARD - FORT WALTON BEACH, FLORIDA 32548
(850) 244-5373 - (850) 244-4485 - FAX (850) 244-3911

ROBERT L. TILLEY
FIRE CHIEF

The Okaloosa Island Fire District is an Equal Opportunity Employer. Our methods of advertising for open position(s) include listing the announcement in the classified section of the local newspaper and the Okaloosa Island Fire District website. During the application process, the Okaloosa Island Fire District:

- Only releases applications when there is/are open position(s) for full-time or temporary employment opportunities
- The application period ***SHALL*** begin the date of publication in the local newspaper and close at the end of business on the ***14th DAY AFTER THE INITIAL PUBLICATION DATE***
- Once the advertised position(s) is/are filled, the hiring process is considered complete. Once another position becomes available, the hiring process begins anew and it is the responsibility of the ***applicant*** to apply for the position(s) that have become available.



OKALOOSA ISLAND FIRE DISTRICT

104 Santa Rosa Boulevard
Fort Walton Beach, FL 32548
(850) 244-5373 x201 Fax: (850) 244-3911
www.okaloosaislandfire.com

APPLICATION PACKAGE INSTRUCTIONS

All applicants will be reviewed for the following items:

You must meet the requirements of Florida Statute 633.34, Firefighter qualification for employment.

You must have a high school diploma or G.E.D

You must have a clean record. (Prior arrests or convictions will be reviewed against the Florida Statutes to determine eligibility).

Your driving record will be reviewed.

You must be in good physical health, tobacco-free for twelve (12) months prior to applying and be able to perform the tasks associated with the duties of a Firefighter.

PART 1 Application

1. Complete the application in full.

- a. Attach copies of any licensures or certifications that you have. A resume may also be attached.
- b. Attach a copy of your high school diploma (or G.E.D) and any college degree(s) to the application.
- c. Attach a copy of your driver's license (front only) to the application.
- d. Attach a copy of your immunization record to the application. (If you have one.)

2. Take the Personal Inquiry letter to the Local Law Enforcement Office.

- a. Obtain a copy of your driving record from the clerk of court and attach to the application.
 - i. If you have lived in Florida for less than five (5) years, you will also need a copy of your driving record from your previous state of residence.

3. Turn in the completed package to the Administrative Office of the Okaloosa Island Fire District. (We are not responsible for lost or missing packages that are not hand delivered to the Administrative Office).

Your application package will be reviewed. If it meets with the Okaloosa Island Fire District current guidelines then you will move on to Part 2. If all information required is not provided the application will not be accepted.

PART 2 Written and Physical Agility Test (This will be scheduled at a later date.)

1. You will be notified by phone or mail that you are scheduled for a written test of which you must achieve a 70 or greater to move on in the application process
2. A physical agility test will follow the written examination that same day *conditions permitting*.
 - a. All testing consists of information, tasks or simulations of tasks that firefighters normally perform.
 - b. The specific guidelines will be provided to you prior to testing.

PART 3 Personal Interview

1. A copy of a completed background check must be provided on the day of the scheduled interview.
2. You will be notified of your scheduled time for this interview.



**OKALOOSA ISLAND
FIRE DISTRICT**
104 Santa Rosa Boulevard
Fort Walton Beach, FL 32548
(850) 244-5373 Fax: (850) 244-3911
APPLICATION

Date of Application: _____

Position Applying For: _____

PERSONAL INFORMATION			
<i>Name</i> _____		Suffix, Jr., III, etc	
Last, First, Middle			
Driver's License # _____	State _____	Exp. _____	Class _____
Address _____			
Street		City	State
Zip			
Phone () - () - () -			
Home	Work	Cell	Email
Phone Numbers and Email are not for public release. They are used only as contact information for station personnel;			Are you at least 18 years of age? Yes No
CURRENT EMPLOYMENT			
Employer Name _____		Phone _____	Supervisor _____
Date Employed _____	Position _____		Date Left Employment _____
Reason for leaving _____			
If less than three years list previous employer			
Employer Name _____		Phone _____	Supervisor _____
Date Employed _____	Position _____		Date Left Employment _____
Reason for leaving _____			
BACKGROUND INFORMATION			
Have you ever been arrested? Yes No		Have you ever been convicted of a crime? Yes No	
If answered yes to either question list the date and nature of the offense. _____			
CURRENT INFORMATION			
Are you currently certified as a Florida Firefighter II ?			Yes No
<i>Date of Certification</i>	<i>Certification Number</i>		
Are you currently certified?	Florida EMT Yes No		
<i>Date of Certification</i>	<i>Certification Number</i>		
Are you currently certified?	Florida Paramedic Yes No		
<i>Date of Certification</i>	<i>Certification Number</i>		
Do you hold any other certifications? (i.e. HAZMAT , ARFF , etc.)			Yes No
Are you currently certified? USLA	Yes No		
List other certification on comments section page 2. All copies of certifications must be provided with application.			

PREVIOUS FIRE EXPERIENCE *(Volunteer or Paid)*

Department Name _____ Chief _____

Contact Number () - _____ Email _____

Department Name _____ Chief _____

Contact Number () - _____ Email _____

Department Name _____ Chief _____

Contact Number () - _____ Email _____

EDUCATION

	Name	City & State	Date Graduated	Degree Earned
High School				
Vocational				
College				
Other				

EMERGENCY CONTACT

Name	_____			
	Last, First, MI			Relationship to you
Address	_____			
	Street	City	State	Zip
Phone	_____			
	Home	Work	Cell	

REFERENCES *(List three not related to you; at least one current coworker.)*

Name	_____			
	Last, First, MI			Relationship to you
Address	_____			
	Street	City	State	Zip
Phone	_____			
	Home	Work	Cell	Email

Name	_____			
	Last, First, MI			Relationship to you
Address	_____			
	Street	City	State	Zip
Phone	_____			
	Home	Work	Cell	Email

Name	_____			
	Last, First, MI			Relationship to you
Address	_____			
	Street	City	State	Zip
Phone	_____			
	Home	Work	Cell	Email

COMMENTS

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how it was discovered.

Signature

Date

Okaloosa Island Fire District
104 Santa Rosa Blvd.
Fort Walton Beach, FL 32548
Telephone: (850)244-5373 • Fax: (850) 244-3911

Personal Inquiry Waiver

TO: _____

Applicant's Full Name: _____
Date of Birth: _____
Social Security Number: _____
Driver's License Number: _____

I respectfully request and authorize you to furnish the Okaloosa Island Fire District any and all information that you may have concerning my criminal record, work record, school record, military record, reputation, and financial and credit status. Please include any and all reports including all information of a confidential or privileged nature, and photocopies of the same, if requested. This information is to be used to assist in determining my qualifications and fitness for the position I am seeking with the Okaloosa Island Fire District.

I hereby release you, your organization or other entity from any liability or damage which may result from furnishing the information requested above.
Please deliver a copy of the requested records by U.S. mail to: Chief Bob Tilley, Okaloosa Island Fire District, 104 Santa Rosa Blvd, Fort Walton Beach, FL 32548.

Applicant Signature

Date

Address

City

State

Zip Code

AFFIDAVIT

STATE OF FLORIDA

COUNTY OF _____

Subscribed and sworn to (or affirmed) before me on _____ (date) by _____

(Name of affiant).

He/She is personally known to me or has presented _____ (type of identification)
as identification.

(SEAL)

Signature _____

Name _____

Title: NOTARY PUBLIC

Commission No: _____ Expires: _____

STATEMENT OF CONSENT
PRE-EMPLOYMENT DRUG TESTING

I hereby consent to submit to the testing for drugs and/or alcohol as shall be determined by the Okaloosa Island Fire District in the selection process of applicants for employment, for the purpose of determining the drug and/or alcohol content thereof.

I agree that the Sacred Heart Medical Group or other company designated by the Okaloosa Island Fire District may collect these specimens for these tests. I further agree to and hereby authorize the release of said test results to the Okaloosa Island Fire District.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and I have not been coerced into signing this document by anyone.

Applicant:
Print Name: _____

Social Security Number: _____

Applicant Signature: _____

Date: _____

Witness: (Print Name) _____

Witness Signature: _____



**OKALOOSA ISLAND
FIRE DISTRICT**

104 Santa Rosa Boulevard
Fort Walton Beach, FL 32548
(850)244-5373 Fax (850)244-3911

DATE

JOHN DOE
1234
FORT WALTON BEACH

I would like to thank you for your interest in applying for the position of _____ with the Okaloosa Island Fire District. Unfortunately, you have not been selected for a position at this time.

However, your performance throughout the hiring process was commendable and we will keep your name on a hiring list for a period of one year. After one year from the date of testing, all applications and hiring lists will no longer be applicable and applications will only be accepted when a position becomes available. Should a position become available within that time, we may contact you. If in that time your contact information changes or you would like to update your qualifications, please feel free to contact our Office Manager at adminasst@oifd.org or at the above listed number.

Sincerely,

Chief Bob Tilley
Okaloosa Island Fire District