

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
NOVEMBER 16, 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 *OCTOBER* regular meeting.

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

VI. **OFFICERS REPORT:**

1. **Chairman, :**

2. **Vice-Chairman, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Tilley:**

A. Reported 83 responses for *OCTOBER* (110 for OCTOBER 2015)

Response Summary:

<u>3</u>	Fire Calls
<u>6</u>	False Alarms/Alarm Activations
<u>65</u>	EMS/ Rescue/ MVA
<u>9</u>	Other

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- B. Fractile Response Times: DUE JANUARY
- C. Vehicle Status Report: TRUCK 4 OUT OF SERVICE

VII. **OLD BUSINESS:**

- A. CHRISTMAS PARTY

VIII. **NEW BUSINESS:**

- A. COMMISSIONERS NAMES, OFFICIAL ADDRESS and EMAILS
- B. 2017 COMMISSIONER MEETING DATES

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
October 19, 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 and Assistant Chief Carvalho.
- III. **APPROVAL OF OCTOBER AGENDA:** Chairman Jones called for an approval of the Agenda. **Commissioner Mitchell** made a motion to approve the Agenda, **Commissioner Simpson** seconded, all were in favor, none opposed, motion carried.
- IV. **PUBLIC COMMENTS:** No Public Comments.
- V. **APPROVAL OF THE MINUTES:** The minutes for the September 21, 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 SEPTEMBER, 2016.** Chairman Jones called for an approval of the financials. **Commissioner Edlund** made a motion to approve the financials. **Commissioner Simpson** seconded the motion, all were in favor, none opposed, motion carried.
- VII. **REPORT OF OFFICERS:**
 1. Chairman Jones: Chairman Jones was approached by the owner of the Gulf Restaurant and said Assistant Chief Carvalho was instrumental and very helpful in the process of opening of our restaurant and was very pleased with the Fire Department.
 2. Vice Chairman Edlund: No Report
 3. Secretary/Treasurer Mitchell: No Report

4. Chief Tilley Department Report:

A. Total responses for the month of September, 2016 82
(SEPTEMBER, 2015 110)

- 1 Fire Calls
- 8 Alarm Activations
- 44 EMS/Rescue/MVA
- 29 Other

- B. Fractile/Response Times: Down in calls for the year; however, our turn out times our good. We are still achieving 100%.
- C. Vehicle Status Report: Truck 4 is on its way to Appleton, WI for refurbishment.

VIII. OLD BUSINESS:

- A. Line of Credit: As discussed in previous meetings, we would like to reopen our line of credit with the bank. We had asked to double it to \$500,000.00 and the bank was hesitant. After looking at our budget, it appears we may not have to use the line of credit; however, it will be there should we need it.
- B. Okaloosa Island Fire District SOP's: The SOP's were reviewed by the Commissioners and having found no issues, **Commissioner Mitchell** made a motion to adopt the SOP's as written. **Commissioner Simpson** seconded the motion, all were in favor, none opposed, motion carried.

IX. NEW BUSINESS:

- A. Amend 2015/2016 Budget: The State gives us 60 days to amend our budget once we reach the end of the Fiscal Year. Additionally, the State provides us 522 coding numbers for our accounting. If we exceed in the P & L on any budget line, we must amend that budget within 60 days of the end of that budget year. This year, as we previously discussed, we purchased roof work and a new compressor for the station which resulted in us having to use this process. Chief Tilley asked the Board to approve an amendment to the budget for the following: transfer \$18,000.00 from the Support Contracts group to Capital Equipment group and \$8,500.00 from Administrative group to Operations and Maintenance group. **Commissioner Mitchell** moved that the Board approve these amended amounts in the 2015/2016

Fiscal Year Budget. **Commissioner Simpson** seconded the motion, all were in favor, none opposed, motion carried.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:06 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 through November 8, 2016

	Oct 1 - Nov 8, 16	Budget	\$ Over Budget
Income			
Contingency Reserve	0.00	275,000.00	-275,000.00
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	0.00	2,976,208.00	-2,976,208.00
311.120 · Discounts Allowed	0.00	0.00	0.00
311.200 · County Reserve- Prior Year	0.00	0.00	0.00
331.200 · FEMA Grant	0.00	0.00	0.00
331.300 · Grants	0.00	0.00	0.00
334.200 · Florida State Grant	0.00	0.00	0.00
335.200 · State Incentive	0.00	3,360.00	-3,360.00
339.000 · Recreational Property	0.00	33,516.00	-33,516.00
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	143.12	0.00	143.12
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	0.00	0.00	0.00
369.110 · Tax Penalties	0.00	0.00	0.00
369.120 · Cash Brought Forward	0.00	494,037.02	-494,037.02
384.000 · Othr Financing Sources	0.00	0.00	0.00
4999 · Uncategorized Income	0.00	0.00	0.00
Total Income	143.12	3,832,121.02	-3,831,977.90
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	143.12	3,832,121.02	-3,831,977.90
Expense			
Contingency Reserve Expense	0.00	275,000.00	-275,000.00
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	84,230.46	1,160,000.00	-1,075,769.54
522.121 · Holiday Pay	925.32	15,000.00	-14,074.68
522.122 · Liability for Compensated Absen	0.00	135,151.00	-135,151.00
522.123 · Direct Deposit Charges	0.00	0.00	0.00
522.141 · Scheduled OT	1,319.78	30,000.00	-28,680.22
522.142 · Unscheduled OT	3,416.29	30,000.00	-26,583.71
522.150 · Incentive Pay	516.98	0.00	516.98
522.210 · S.S. & MED - ER Portion	6,836.44	100,000.00	-93,163.56
522.220 · Pension - ER	200,000.00	650,000.00	-450,000.00
522.230 · Medical - Group ER	38,982.18	320,000.00	-281,017.82
522.231 · Life Insurance - ER	0.00	0.00	0.00
522.240 · Worker's Compensation	16,135.33	70,000.00	-53,864.67
522.241 · Employee Benefit	0.00	0.00	0.00
522.311 · Property Appraiser	0.00	55,000.00	-55,000.00
522.312 · Legal	0.00	12,500.00	-12,500.00
522.313 · Tax Collector	-424.81	64,000.00	-64,424.81
522.314 · Physicals & Misc Medical	0.00	8,000.00	-8,000.00
522.320 · Audit - CPA	0.00	14,250.00	-14,250.00
522.340 · Alarm Monitor Contract	394.50	1,500.00	-1,105.50
522.411 · Cell Phones	0.00	0.00	0.00
522.412 · Central Dispatch	261.00	4,000.00	-3,739.00
522.431 · Electric Co.	1,537.58	24,900.00	-23,362.42
522.432 · Gas Co.	84.59	3,000.00	-2,915.41
522.433 · Water, Sewer & Trash	758.05	7,500.00	-6,741.95
522.434 · Telephone, Internet & Cable	953.16	11,000.00	-10,046.84
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	31,893.51	32,000.00	-106.49
522.460 · Maintenance and Repair	3,080.80	50,000.00	-46,919.20

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
 October 1 through November 8, 2016

	Oct 1 - Nov 8, 16	Budget	\$ Over Budget
522.468 · Cellular Contract	0.00	0.00	0.00
522.491 · Advertising	0.00	7,000.00	-7,000.00
522.492 · Travel & Training	0.00	15,000.00	-15,000.00
522.500 · EMS Grant Funds	0.00	0.00	0.00
522.511 · Admin/ Office Supplies	3,570.30	12,500.00	-8,929.70
522.521 · Fuel & Oil	728.63	25,000.00	-24,271.37
522.522 · ALS	8,556.33	35,000.00	-26,443.67
522.523 · Uniforms	4,866.26	8,000.00	-3,133.74
522.525 · Operational Supplies	2,065.01	35,000.00	-32,934.99
522.528 · Minor Equipment < \$750	0.00	0.00	0.00
522.542 · Dues & Subscriptions	8,667.99	16,000.00	-7,332.01
522.543 · Haz Mat Assessment	4,591.00	4,620.00	-29.00
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	7,612.00	40,000.00	-32,388.00
522.647 · Capital Equipment (Vehicle)	0.00	480,000.00	-480,000.00
522.650 · Building Construction Cost	0.00	0.00	0.00
522.700 · Building Maintenance	7,762.79	30,000.00	-22,237.21
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	439,321.47	3,832,121.00	-3,392,799.53
Net Income	-439,178.35	0.02	-439,178.37

Select Year: 2016 ▼ Go

The 2016 Florida Statutes

Title XIII
PLANNING AND
DEVELOPMENT

Chapter 189
UNIFORM SPECIAL DISTRICT ACCOUNTABILITY
ACT

View Entire
Chapter

189.069 Special districts; required reporting of information; web-based public access.—

(1) Beginning on October 1, 2015, or by the end of the first full fiscal year after its creation, each special district shall maintain an official website containing the information required by this section. Each special district shall submit its official website address to the department.

(a) Each independent special district shall maintain a separate website.

(b) Each dependent special district shall be prominently displayed on the home page of the website of the local general-purpose government upon which it is dependent with a hyperlink to such webpages as are necessary to provide the information required by this section. A dependent special district may maintain a separate website providing the information required by this section.

(2)(a) A special district shall post the following information, at a minimum, on the district's official website:

1. The full legal name of the special district.
2. The public purpose of the special district.
3. The name, official address, official e-mail address, and, if applicable, term and appointing authority for each member of the governing body of the special district.
4. The fiscal year of the special district.
5. The full text of the special district's charter, the date of establishment, the establishing entity, and the statute or statutes under which the special district operates, if different from the statute or statutes under which the special district was established. Community development districts may reference chapter 190 as the uniform charter but must include information relating to any grant of special powers.
6. The mailing address, e-mail address, telephone number, and website uniform resource locator of the special district.
7. A description of the boundaries or service area of, and the services provided by, the special district.
8. A listing of all taxes, fees, assessments, or charges imposed and collected by the special district, including the rates or amounts for the fiscal year and the statutory authority for the levy of the tax, fee, assessment, or charge. For purposes of this subparagraph, charges do not include patient charges by a hospital or other health care provider.
9. The primary contact information for the special district for purposes of communication from the department.
10. A code of ethics adopted by the special district, if applicable, and a hyperlink to generally applicable ethics provisions.
11. The budget of the special district and any amendments thereto in accordance with s. [189.016](#).
12. The final, complete audit report for the most recent completed fiscal year and audit reports required by law or authorized by the governing body of the special district.
13. A listing of its regularly scheduled public meetings as required by s. [189.015\(1\)](#).
14. The public facilities report, if applicable.
15. The link to the Department of Financial Services' website as set forth in s. [218.32\(1\)\(g\)](#).
16. At least 7 days before each meeting or workshop, the agenda of the event, along with any meeting materials available in an electronic format, excluding confidential and exempt information. The information must remain on the website for at least 1 year after the event.

(b) The department's website list of special districts in the state required under s. 189.061 shall include a link for each special district that provides web-based access to the public for all information and documentation required for submission to the department pursuant to subsection (1).

History.—s. 54, ch. 2014-22; s. 16, ch. 2016-22.

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