

BOARD of FIRE COMMISSIONERS  
Okaloosa Island Fire District

Statement of Policy No. 77-1

March 15, 1977

Personnel Committee

Recommendations for the following shall be forwarded to a Committee consisting of member(s) of the Board of Fire Commissioners.

- (1) Hiring of personnel
- (2) Promoting or upgrading of personnel
- (3) Salary increase of personnel
- (4) Awards or merits to personnel
- (5) Disciplinary action of personnel
  - (a) Releasing or discharging
  - (b) Suspension
  - (c) Reprimand

The Committee shall be known hereafter as the Personnel Committee, to be appointed by the Chairman of the Board of Fire Commissioners or the Presiding Official, whichever the case may be. Personnel Committee membership may be changed at any time as deemed necessary.

Recommendations received by the Personnel Committee pertaining to (1), (2), (3), or (4) above, will be reviewed by members of the Committee, and a report forwarded to the Board of Fire Commissioners meeting as a body for final decision.

Recommendations received by the Personnel Committee pertaining to (5) above, will be reviewed by members of the Committee. The Personnel Committee will make the final decision, and a report forwarded to the person(s) involved in such action.

Passed and adopted this 15th day of March 1977.

By: Bruce McClure  
BRUCE McCLURE, Chairman  
Board of Fire Commissioners

ATTEST:

Charles A. Chubb  
CHARLES A. CHUBB  
Secretary

BOARD of FIRE COMMISSIONERS,  
Okaloosa Island Fire District

Statement of Policy No. 77-2

April 5, 1977

Loan Agreements

As specified by Section 9, Okaloosa County Ordinance No. 77-8, passed and adopted by the Board of County Commissioners, Okaloosa County, Florida, on February 8, 1977, and being effective February 15, 1977, the Board of Fire Commissioners, Okaloosa Island Fire District, is authorized to borrow money for the purposes of the District, not to exceed fifty percent (50%) of the total assessment roll.

A majority vote of the Fire Commissioners present in open session is required for the approval of securing a loan.

Any combination of two (2) of the three (3) following named Fire Commissioners are the only persons authorized to sign a note of indebtedness for the Okaloosa Island Fire District: Chairman, Vice-Chairman, and Treasurer.

Passed and adopted this 5th day of April 1977.

By: Bruce McClure  
BRUCE McCLURE, Chairman  
Board of Fire Commissioners

ATTEST:

Charles A. Chubb  
CHARLES A. CHUBB  
Secretary

BOARD of FIRE COMMISSIONERS  
Okaloosa Island Fire District

Statement of Policy No. 77-3

April 5, 1977

Expenditure of Funds

Funds for operation of the Okaloosa Island Fire District will not be expended without specific approval of a majority vote of the Fire Commissioners present in open session.

All checks disbursed for the operation of the Fire District shall contain the signatures of the Chairman and the Treasurer of the Board of Fire Commissioners.

Passed and adopted this 5th day of April 1977.

By: Bruce McClure  
BRUCE McCLURE, Chairman  
Board of Fire Commissioners

ATTEST:

Charles A. Chubb  
CHARLES A. CHUBB  
Secretary

BOARD of FIRE COMMISSIONERS  
Okaloosa Island Fire District

Statement of Policy No. 77-4

April 5, 1977

Assistance

A majority vote of the Fire Commissioners present in open session is required for approval of securing assistance from Federal, State, County, or City governments.

The Chairman or the Treasurer of the Board of Fire Commissioners is the only person authorized to sign applications for assistance.

Passed and adopted this 5th day of April 1977.

By: Bruce McClure  
BRUCE McCLURE, Chairman  
Board of Fire Commissioners

ATTEST:

Charles A. Chubb  
CHARLES A. CHUBB  
Secretary

BOARD of FIRE COMMISSIONERS  
Okaloosa Island Fire District

Statement of Policy No. 77-5


April 12, 1977

Fire Regulations


There is hereby adopted by the Board of Fire Commissioners, Okaloosa Island Fire District, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that Standards as set forth by (1) the National Fire Protection Association, (2) the State of Florida, State Fire Marshall, and (3) the American Insurance Association, are hereby adopted and incorporated as fully as if set forth herein and that the date of this resolution shall take effect immediately and be controlling within the limits controlled by the Okaloosa Island Fire District.

Passed and adopted this 12th day of April 1977.

By:

  
BRUCE McCLORE, Chairman  
Board of Fire Commissioners

ATTEST:

  
CHARLES A. CHUBB  
Secretary

BOARD of FIRE COMMISSIONERS  
Okaloosa Island Fire District

Statement of Policy No. 77-6

April 26, 1977

Pay Scale

The starting salaries of personnel being utilized by the Okaloosa Island Fire District are as follows:

	<u>WEEKLY</u>	<u>YEARLY</u>
Basic Firefighter	\$ 140.00	\$ 7,280.00
Engineer Firefighter	150.00	7,800.00
Lieutenant	165.00	8,580.00
Captain	190.00	9,880.00
Chief	230.00	11,960.00

Any overtime will be paid at the following hourly rate (based on a 40-hour week) to personnel performing shift duty only.

Basic Firefighter	\$ 3.50
Engineer Firefighter	3.75
Lieutenant	4.125
Captain	4.75
Chief	5.75

Passed and adopted this 26th day of April 1977.

By: Bruce McClure  
BRUCE McCLURE, Chairman  
Board of Fire Commissioners

ATTEST:

Charles A. Chubb  
CHARLES A. CHUBB  
Secretary



BOARD of FIRE COMMISSIONERS  
Okaloosa Island Fire District

Statement of Policy No. 78-1

January 10, 1978

Fund Control and Purchasing  
(Purchase Orders)

Except for outstanding loans, salary expenses, food allowance, utilities, gas & oil, and fees (i.e. lease, accounting, legal, and audit), no funds will be committed or purchases made without approval of a Purchase Order. Any person committing funds prior to a Purchase Order approval may be held personally liable for the funds. Funds for above listed items will be approved by the Board and included in the budget.

As a general policy, expenditures by Purchase Order will not be done until sufficient funds, as estimated in the budget, are on deposit to pay the annual cost, plus the estimated insurance premiums.

Purchase Orders (PO) for expenditure of funds will be prepared as follows:

- (1) PO's will be serially numbered, dated, and prepared in triplicate.
- (2) The vendor will be stated and the items to be purchased will be accurately identified.
- (3) The actual cost should be indicated; otherwise, the estimated cost will be used and so noted.
- (4) The person preparing the PO will submit it to the Treasurer, or his representative, who will indicate thereon that funds are on hand to pay for the item(s) and that they are included in the budget.
- (5) The original and one copy of the PO will be submitted to the vendor for execution. To insure payment, the vendor must return the original copy of the PO with his statement.
- (6) The Treasurer will retain the third copy of the PO for control and to report funds committed at the next Board meeting.
- (7) Prior to payment of an account, the Treasurer will insure that the authorized expenditure has not been exceeded. If this

discrepancy exists, payment will be withheld until the next Board meeting for approval/disapproval.

- (8) One copy of the PO will be retained on file with the paid invoice.

Passed and adopted this 10th day of January 1978.

By: Charles W. Rhodes  
CHARLES W. RHODES, Vice-Chairman  
Board of Fire Commissioners

ATTEST:

Charles A. Chubb  
CHARLES A. CHUBB  
Secretary