

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
DECEMBER 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 DECEMBER AGENDA:**

(a) **PUBLIC COMMENTS:**

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

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

VI. **OFFICERS REPORT:**

1. **Chairman,** :

2. **Vice-Chairman,** :

3. **Secretary/ Treasurer,** :

4. **Department Chief Tilley:**

A. Reported 82 responses for *NOVEMBER* (72 for NOVEMBER 2015)

Response Summary:

<u>5</u>	Fire Calls
<u>11</u>	False Alarms/Alarm Activations
<u>37</u>	EMS/ Rescue/ MVA
<u>29</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. COMMISSIONERS EMAILS
- B. TRUCK 4
- C. 2017 COMMISSIONER MEETING DATES

VIII. **NEW BUSINESS:**

- A. HIRING PROCESS
- B. TIPS Grant

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
November 16, 2016**

- I. **MEETING:** Meeting was called to Order @5:31 P.M. by Chairman Jones.
- II. **ROLL CALL:** Present were Commissioner Jones, Commissioner Edlund, Commission Linz and Commissioner Mitchell were present. Also present were Chief Tilley and Assistant Chief Carvalho.
- III. **APPROVAL OF NOVEMBER 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 October 19, 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 Edlund** seconded the motion, all were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING OCTOBER, 2016.** Chairman Jones called for an approval of the financials. **Commissioner Mitchell** 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 October, 2016 **83**
(OCTOBER, 2015 110)

- 3 Fire Calls
- 6 Alarm Activations
- 65 EMS/Rescue/MVA
- 9 Other

- B. Fractile/Response Times: Due quarterly.
- C. Vehicle Status Report: Truck 4 is on its way to Appleton, WI for refurbishment.

VIII. OLD BUSINESS:

- A. Christmas Party: Christmas Party was originally scheduled for Saturday, December 3rd. 7 of the firefighters cannot make it and if we move it to December 10th, 3 of the firefighters cannot make it. Chairman Jones asked why the party isn't on a Sunday instead of a Saturday because regardless, someone will have to go to work on the next day. After discussion, Danie will call East River (restaurant that is catering the party) and see if they can support the event moving to December 10th. If so, the party will be rescheduled to the 10th and if not, it will remain on the 3rd. Once confirmation, an email will be sent to the Board.

IX. NEW BUSINESS:

- A. The State of Florida enacted Statute 189.069 which states special districts shall post official emails and addresses for their Board of Commissioners. Chief has it set up to where the address listed for the Board is OIFD and the email address will be first initial, last name @oifd.org. Chief Tilley will also speak with Scott Sexton of CRC to see if there is a way for the Commissioners to receive emails on Danie's computer but Danie not read those emails, but know they have arrived so the individual Commissioner can be alerted they have received an email. Chief Tilley will also contact Jeff McInnis to see if this is possible as well and we will put on next month's agenda.
- B. 2017 Commissioner Meeting Dates: Proposed meeting dates are the same, the 3rd Wednesday of every month. Look over your calendars to see if there are any conflicts. The first meeting in January will be Wednesday, January 18, 2017 at 5:30 P.M.

ADJOURNMENT: With nothing further, the meeting was adjourned at 5:55 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 December 13, 2016

	Oct 1 - Dec 13, 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	488,046.88	2,976,208.00	-2,488,161.12
311.120 · Discounts Allowed	-19,521.75	0.00	-19,521.75
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	15,995.89	33,516.00	-17,520.11
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	165.21	0.00	165.21
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	484,686.23	3,832,121.02	-3,347,434.79
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	484,686.23	3,832,121.02	-3,347,434.79
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	220,385.90	1,160,000.00	-939,614.10
522.121 · Holiday Pay	2,754.48	15,000.00	-12,245.52
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	3,790.72	30,000.00	-26,209.28
522.142 · Unscheduled OT	5,574.98	30,000.00	-24,425.02
522.150 · Incentive Pay	1,292.45	0.00	1,292.45
522.210 · S.S. & MED - ER Portion	17,686.07	100,000.00	-82,313.93
522.220 · Pension - ER	200,000.00	650,000.00	-450,000.00
522.230 · Medical - Group ER	59,191.61	320,000.00	-260,808.39
522.231 · Life Insurance - ER	0.00	0.00	0.00
522.240 · Worker's Compensation	20,119.16	70,000.00	-49,880.84
522.241 · Employee Benefit	0.00	0.00	0.00
522.311 · Property Appraiser	11,480.40	55,000.00	-43,519.60
522.312 · Legal	87.50	12,500.00	-12,412.50
522.313 · Tax Collector	9,265.61	64,000.00	-54,734.39
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	522.00	4,000.00	-3,478.00
522.431 · Electric Co.	3,052.75	24,900.00	-21,847.25
522.432 · Gas Co.	178.54	3,000.00	-2,821.46
522.433 · Water, Sewer & Trash	1,318.09	7,500.00	-6,181.91
522.434 · Telephone, Internet & Cable	1,869.71	11,000.00	-9,130.29
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	3,670.80	50,000.00	-46,329.20

2:24 PM

12/13/16

Accrual Basis

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
October 1 through December 13, 2016

	<u>Oct 1 - Dec 13, 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>
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	40.00	15,000.00	-14,960.00
522.500 · EMS Grant Funds	0.00	0.00	0.00
522.511 · Admin/ Office Supplies	4,242.46	12,500.00	-8,257.54
522.521 · Fuel & Oil	1,808.32	25,000.00	-23,191.68
522.522 · ALS	8,676.33	35,000.00	-26,323.67
522.523 · Uniforms	7,212.15	8,000.00	-787.85
522.525 · Operational Supplies	8,209.23	35,000.00	-26,790.77
522.528 · Minor Equipment < \$750	0.00	0.00	0.00
522.542 · Dues & Subscriptions	8,849.64	16,000.00	-7,150.36
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	7,966.00	40,000.00	-32,034.00
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	9,037.39	30,000.00	-20,962.61
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>655,161.30</u>	<u>3,832,121.00</u>	<u>-3,176,959.70</u>
Net Income	<u>-170,475.07</u>	<u>0.02</u>	<u>-170,475.09</u>

**NOTICE OF OKALOOSA ISLAND FIRE DISTRICT
BOARD OF FIRE COMMISSIONERS 2017 ANNUAL MEETING SCHEDULE**

THE OKALOOSA ISLAND FIRE DISTRICT BOARD OF FIRE COMMISSIONERS has established its standing monthly meeting schedule for 2017. The Board will conduct regular meetings on the third Wednesday of each month, unless that day is a holiday, then the meeting will be conducted on the following Wednesday. All meetings of the Okaloosa Island Fire District Board of Commissioners will be conducted at 5:30 P.M., at the James F. Hooks Public Safety Center, 104 Santa Rosa Boulevard, Fort Walton Beach, Florida. The meeting schedule may be modified from time to time by action of the Board. The meetings of the Okaloosa Island Fire District Board of Fire Commissioners are open to the press and public. The regular Board meetings will be on the following dates:

January 18, 2017
February 15, 2017
March 15, 2017
April 20, 2017
May 17, 2017
June 21, 2017
July 19, 2017
August 16, 2017
September 20, 2017
October 18, 2017
November 15, 2017
December 20, 2017
January 17, 2018

A copy of the agenda for any meeting may be obtained by writing to the Okaloosa Island Fire District, 104 Santa Rosa Boulevard, Fort Walton Beach, FL 32548. Any interested party who decides to appeal any decision made by the Okaloosa Island Fire District Board of Fire Commissioners with respect to any matter considered during these meetings, will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the Board of Fire Commissioners for the introduction or admission of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals not otherwise allowed by law.

In accordance with the Americans with Disabilities Act and 286.26 Florida Statutes, persons with disabilities needing special accommodations to participate in these meetings should contact the Okaloosa Island Fire District no later than seven days prior to the meeting by telephone at (850) 244-5373 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (voice) for assistance.

BY: Robert Tilley, Fire Chief