

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
FEBRUARY 15, 2017 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 FEBRUARY 15, 2017 AGENDA:**
- (a) **PUBLIC COMMENTS:**
- IV. **APPROVAL OF MINUTES:** Minutes for the JANUARY 18, 2017 regular meeting.
- V. **APPROVAL OF THE FINANCIAL REPORT FOR:** February, 2017
- VI. **OFFICERS REPORT:**
1. **Chairman, :**
 2. **Vice-Chairman, :**
 3. **Secretary/ Treasurer, :**
 4. **Department Chief Tilley:**
 - A. Reported 95 responses for the month of January (89 for January, 2016)

Response Summary:

<u>6</u>	Fire Calls
<u>23</u>	False Alarms/Alarm Activations
<u>43</u>	EMS/ Rescue/ MVA
<u>23</u>	Other

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- B. Fractile Response Times: Annual
- C. Vehicle Status Report: Truck 4 Out of Service

VII. **OLD BUSINESS:**

A.

VIII. **NEW BUSINESS:**

A. STORM DAMAGE

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
JANUARY 18, 2017**

- I. **MEETING:** Meeting was called to order @ 5:33 p.m. by Chief Robert Tilley as officer elections were voted on during this meeting. **Commissioner Mike Mitchell** made a motion to re-elect Ms. Cathy Jones as the Chairman. **Commissioner Bill Linz** seconded the motion, none were opposed, motion carried, and Ms. Cathy Jones was re-elected to the position of Chairman of the Board of Fire Commissioners. Chief Tilley stated that Dr. Edlund was absent, but had previously stated, if nominated to serve as Vice Chair, he would accept the nomination. Therefore, **Commissioner Linz** made a motion to re-elect Dr. George Edlund to Vice Chair. **Commissioner Mitchell** seconded, all were in favor, none opposed, motion carried. **Commissioner Simpson** made a motion to re-elect Mr. Mike Mitchell to Secretary. **Commissioner Linz** seconded, all were in favor, none opposed, motion carried. Therefore, the Okaloosa Island Fire District Board of Fire Commissioners Officers are as follows:
- Chairman-Ms. Cathy Jones**
Vice Chair-Dr. George Edlund
Secretary/Treasurer-Mr. Mike Mitchell
- II. **ROLL CALL:** Present were Commissioner Mitchell, Commissioner Linz and Commissioner Simpson were present. Also present were Chief Tilley, Assistant Chief Carvalho and Medical Division Officer Phil Metz.
- III. **APPROVAL OF JANUARY AGENDA:** Chairman Mitchell called for an approval of the Agenda. **Commissioner Simpson** made a motion to approve the Agenda, **Commissioner Linz** seconded, all were in favor, none opposed, motion carried.
- IV. **PUBLIC COMMENTS:** Commissioner Simpson wanted it noted that the Mardi Gras parade scheduled for Saturday, January 21st would be decided by the Chamber of Commerce at 9:00 A.M. that Saturday morning due to weather.
- V. **APPROVAL OF THE MINUTES:** The minutes for the December

21, 2016 regular meeting minutes were reviewed. Commissioner Mitchell called for corrections, deletions, and/or additions. There being none, **Commissioner Simpson** made a motion to accept the Minutes as read. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.

VI. APPROVAL OF THE FINANCIALS FOR MONTH ENDING December, 2016. Commissioner Mitchell called for an approval of the financials. **Commissioner Simpson** made a motion to approve the financials. **Commissioner Linz** 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 December, 2016 74, (75 for December 2015).

6 Fire Calls
20 Alarm Activations
31 EMS/RECUE/MVA
17 Other

B. Fractile Response Times: A motion was made to move the Fractile to either an annual report either Fiscal or calendar as that is how ISO looks at them. OIFD is still making our times at 100% and the required guideline is 90%. **Commissioner Simpson** made a motion to do fractiles in January's meeting, unless there is a deviation from the normal response time of 100%. **Commission Linz** seconded the motion, all were in favor, none opposed, motion carried.

C. Vehicle Status Report: Truck 4 still out of service in Appleton, WI. Motor has been rebuilt along with the transmission. The rear-end differential is currently being rebuilt. Capt. Sean Mast and Lt Doug Brown will be going the 2nd week of February for inspection. We hope to have Truck 4 back by April 1st.

VIII. OLD BUSINESS:

- A. The meeting dates for 2017 were handed out in December's meeting. There was a typo for the month of April. It had April 20, 2017 as the meeting date. The correct date should read April 19, 2017. **Commissioner Simpson** made a motion that the meeting dates stand, as amended. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.
- B. Email/Attachment Update: Jeremy, CRC Computer Technician, will be here on Tuesday, January 21st at 1:00 P.M. to help the commissioners with their laptops or computers for trouble shooting the Windows 10 vs. Windows 7 attachment issues we seem to be having when we send out the meeting agenda and items.

IX. NEW BUSINESS:

- A. Inventory List/Update: Annually we update our inventory when we purchase any equipment, as required by State law. We provide this list to our Auditor who reviews it and he depreciates the values, if needed. Some items on this list, we do not know the value of because we were not the purchasers of these items.
- B. Total 2016 Run Numbers vs. 2015 Run Numbers: In 2016 there were a total number of 1,251 runs vs. total number of 1,246 runs in 2015.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:23 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, 2016 through February 7, 2017

	Oct 1, '16 - Feb 7, 17	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	2,215,795.26	2,976,208.00	-760,412.74
311.120 · Discounts Allowed	-88,631.39	0.00	-88,631.39
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	210.88	0.00	210.88
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	2,143,370.64	3,832,121.02	-1,688,750.38
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	2,143,370.64	3,832,121.02	-1,688,750.38
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	391,422.03	1,160,000.00	-768,577.97
522.121 · Holiday Pay	8,057.52	15,000.00	-6,942.48
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	7,114.22	30,000.00	-22,885.78
522.142 · Unscheduled OT	11,625.42	30,000.00	-18,374.58
522.150 · Incentive Pay	2,326.41	0.00	2,326.41
522.210 · S.S. & MED - ER Portion	31,812.64	100,000.00	-68,187.36
522.220 · Pension - ER	333,120.00	650,000.00	-316,880.00
522.230 · Medical - Group ER	137,327.37	320,000.00	-182,672.63
522.231 · Life Insurance - ER	0.00	0.00	0.00
522.240 · Worker's Compensation	28,086.82	70,000.00	-41,913.18
522.241 · Employee Benefit	0.00	0.00	0.00
522.311 · Property Appraiser	22,960.80	55,000.00	-32,039.20
522.312 · Legal	87.50	12,500.00	-12,412.50
522.313 · Tax Collector	42,438.39	64,000.00	-21,561.61
522.314 · Physicals & Misc Medical	62.00	8,000.00	-7,938.00
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	1,044.00	4,000.00	-2,956.00
522.431 · Electric Co.	6,409.09	24,900.00	-18,490.91
522.432 · Gas Co.	595.64	3,000.00	-2,404.36
522.433 · Water, Sewer & Trash	2,469.52	7,500.00	-5,030.48
522.434 · Telephone, Internet & Cable	3,116.74	11,000.00	-7,883.26
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	14,628.56	50,000.00	-35,371.44

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
October 1, 2016 through February 7, 2017

	Oct 1, '16 - Feb 7, 17	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	826.00	15,000.00	-14,174.00
522.500 · EMS Grant Funds	0.00	0.00	0.00
522.511 · Admin/ Office Supplies	6,767.73	12,500.00	-5,732.27
522.521 · Fuel & Oil	2,868.70	25,000.00	-22,131.30
522.522 · ALS	10,745.31	35,000.00	-24,254.69
522.523 · Uniforms	7,581.15	8,000.00	-418.85
522.525 · Operational Supplies	16,162.20	35,000.00	-18,837.80
522.528 · Minor Equipment < \$750	0.00	0.00	0.00
522.542 · Dues & Subscriptions	13,841.07	16,000.00	-2,158.93
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	11,924.43	40,000.00	-28,075.57
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	21,660.41	30,000.00	-8,339.59
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	1,173,960.68	3,832,121.00	-2,658,160.32
Net Income	969,409.96	0.02	969,409.94