

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
MARCH 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 MARCH 15, 2017 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **MARCH 15, 2017** regular meeting.

V. **APPROVAL OF THE FINANCIAL REPORT FOR: MARCH, 2017**

VI. **OFFICERS REPORT:**

1. **Chairman, :**

2. **Vice-Chairman, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Tilley:**

A. Reported 95 responses for the month of **FEBRUARY** (90 for **FEBRUARY, 2016**)

Response Summary:

<u>9</u>	Fire Calls
<u>16</u>	False Alarms/Alarm Activations
<u>59</u>	EMS/ Rescue/ MVA
<u>11</u>	Other

OKALOOSA ISLAND FIRE DISTRICT
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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. NEW HIRE

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
FEBRUARY 15, 2017**

- 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 and Commissioner Mitchell. Also present were Chief Tilley, Assistant Chief Carvalho and Medical Division Officer Philip Metz.
- III. **APPROVAL OF JANUARY 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 why one of our apparatus' were sitting at the corner of Eglin and Hollywood with the lights on doing nothing as that is what she received as a phone call from one of the Island residents. Chief Tilley responded it could have been for several reasons one of which could have been staging due to an ECHO response call or providing Mutual Aid as per our Mutual Aid agreement with one of the other Fire Districts/Departments in Okaloosa County. Chairman Jones also stated that she wanted to give kudos to Chief Tilley and the rest of OIFD during the storm. She thought it was excellent to see the fire crews patrol the Island.
There will be a blood drive with oneblood on Thursday, February 16th from 9:00 A.M. until 2:00 P.M.
- V. **APPROVAL OF THE JANUARY MINUTES:** The minutes for the **JANUARY 18, 2017** 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**

JANUARY, 2017. Chairman Jones called for an approval of the financials. **Commissioner Mitchell** 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: Starting in April, Chief Tilley will turn the meetings over to Assistant Chief Carvalho in order to let him get the feel of running these for when Chief Tilley retires and Assistant Chief Carvalho becomes the Fire Chief. Assistant Chief Carvalho will do the budget presentation this year; however, Chief Tilley will still be in attendance at the meetings so Assistant Chief Carvalho can receive every opportunity to make the changes and adjustment periods.

A. Total responses for the month of **FEBRUARY, 2017 95**
(FEBRUARY, 2016 91)

- 6 Fire Calls
- 23 Alarm Activations
- 43 EMS/Rescue/MVA
- 23 Other

B. Fractile/Response Times: ANNUAL

C. Vehicle Status Report: Truck 4 is currently in Appleton, WI and in the process of getting put back together.

VIII. OLD BUSINESS:

- A. No Old Business

IX. NEW BUSINESS:

- A. Storm Damage: On Tuesday, February 7th, a storm surge moved through Okaloosa Island damaging OIFD's 3 command vehicles. Damage sustained included 8 blown out windows to Chief Tilley, Assistant Chief Carvalho and MDO Metz's vehicles. Assistant Chief Carvalho's vehicle also sustained body damage during the storm, but none of the other vehicle's nor apparatus' received damages. OIFD's building itself did not receive any damages during

the storm. Chief Tilley stated when the storm blew over, the shift on duty, including himself, Assistant Chief Carvalho and MDO Metz, did the "Island Shuffle" (the path the new hires start driving-from the OIFD down to the El Matador then South). The firefighters drove up all the roads checking on the residents to make sure the roads were not blocked and that buildings were intact and/or secure. Chief Tilley only had to request one business not allow patrons non-entry/exit due to a down powerline.

ADJOURNMENT: With nothing further, the meeting was adjourned at 5:53 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 March 7, 2017

	Oct 1, '16 - Mar 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	2,811,672.73	2,976,208.00	-164,535.27
311.120 · Discounts Allowed	-106,418.95	0.00	-106,418.95
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	1,621.53	0.00	1,621.53
334.200 · Florida State Grant	0.00	0.00	0.00
335.200 · State Incentive	6,720.00	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	231.51	0.00	231.51
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	2,729,822.71	3,832,121.02	-1,102,298.31
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	2,729,822.71	3,832,121.02	-1,102,298.31
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	476,503.40	1,160,000.00	-683,496.60
522.121 · Holiday Pay	9,012.84	15,000.00	-5,987.16
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	9,107.85	30,000.00	-20,892.15
522.142 · Unscheduled OT	15,101.37	30,000.00	-14,898.63
522.150 · Incentive Pay	2,843.39	0.00	2,843.39
522.210 · S.S. & MED - ER Portion	38,772.60	100,000.00	-61,227.40
522.220 · Pension - ER	383,120.00	650,000.00	-266,880.00
522.230 · Medical - Group ER	157,070.25	320,000.00	-162,929.75
522.231 · Life Insurance - ER	0.00	0.00	0.00
522.240 · Worker's Compensation	32,070.65	70,000.00	-37,929.35
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	54,000.18	64,000.00	-9,999.82
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	1,305.00	4,000.00	-2,695.00
522.431 · Electric Co.	8,065.09	24,900.00	-16,834.91
522.432 · Gas Co.	711.44	3,000.00	-2,288.56
522.433 · Water, Sewer & Trash	3,045.50	7,500.00	-4,454.50
522.434 · Telephone, Internet & Cable	4,035.66	11,000.00	-6,964.34
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	22,203.77	50,000.00	-27,796.23

3:53 PM

03/07/17

Accrual Basis

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

	Oct 1, '16 - Mar 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	7,064.43	12,500.00	-5,435.57
522.521 · Fuel & Oil	3,049.74	25,000.00	-21,950.26
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	15,476.57	16,000.00	-523.43
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	12,808.43	40,000.00	-27,191.57
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	25,621.19	30,000.00	-4,378.81
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	1,376,293.32	3,832,121.00	-2,455,827.68
Net Income	1,353,529.39	0.02	1,353,529.37