

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**MAY 17, 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 MAY 17, 2017 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **APRIL 19, 2017** regular meeting.

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

VI. **OFFICERS REPORT:**

1. **Chairman, :**

2. **Vice-Chairman, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Tilley:**

A. Reported 109 responses for the month of **APRIL (112 for APRIL, 2016)**

*Response Summary:*

<u>6</u>	Fire Calls
<u>11</u>	False Alarms/Alarm Activations
<u>66</u>	EMS/ Rescue/ MVA
<u>26</u>	Other

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**MAY 17, 2017 AGENDA**

- B. Fractile Response Times: Annual
- C. Vehicle Status Report: ALL TRUCKS IN SERVICE

VII. **OLD BUSINESS:**

- A. PAYMENT ON TRUCK 4
- B.

VIII. **NEW BUSINESS:**

- A. B SHIFT SAVE
- B.

IX. **ADJOURNMENT:** Meeting was adjourned at \_\_\_\_\_ p.m.

**Okaloosa Island Fire District  
Board of Fire Commissioners Minutes  
APRIL 19, 2017**

- I. **MEETING:** Meeting was called to Order @5:29 P.M. by Chairman Jones.
- II. **ROLL CALL:** Present were Commissioner Jones, Commissioner Edlund, Commission Linz, Commissioner Mitchell and Commissioner Simpson. Also present were Chief Tilley, Assistant Chief Carvalho and Medical Division Officer Phil Metz.
- III. **APPROVAL OF APRIL 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 MARCH MINUTES:** The minutes for the **MARCH 15, 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 Simpson** seconded the motion, all were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING MARCH, 2017.** Chairman Jones called for an approval of the financials. **Commissioner Mitchell** 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: No Report
  2. Vice Chairman Edlund: No Report
  3. Secretary/Treasurer Mitchell: No Report
  4. Department Report: Assistant Chief Carvalho gave report regarding access signs for the beach-OIFD is currently working with Eglin and Scott Bitterman from Public Works, who will be

making signs showing what Beach a person is currently at, free of charge.

A. Total responses for the month of **MARCH, 2017 103**  
**(MARCH, 2016 84)**

- 5** Fire Calls
- 12** Alarm Activations
- 61** EMS/Rescue/MVA
- 25** Other

B. Fractile/Response Times: Phil Metz advised these are done annually; however, there was an anomaly in that in March there was an outlier in the form of a communication issue with dispatch due to heavy traffic with other entities during that time.

B. Vehicle Status Report: See Old Business for Update

**VIII. OLD BUSINESS:**

- A. Truck 4: Asst. Chief Carvalho stated himself, Lt. Brown and Capt. Mast are leaving on April 24<sup>th</sup> to go for the final inspection on Truck 4. Once final inspection is completed, a flatbed will bring Truck 4 here to the station and that should be on the 29<sup>th</sup> of April. Once back here, Truck 4 will then go to Ten-8 for additional add-on's.
- B. Ryan Adams: Officially met the new firefighter. Ryan is a lifeguard for Okaloosa County; current EMT and getting ready to enroll for the next paramedic classes. Ryan was already employed with the City of Pensacola as a firefighter.

**IX. NEW BUSINESS:**

- A. Firefighter Death Benefit: Ron Clark our insurance agent advised OIFD the State increased the Death Benefit to \$183,600. The Death Benefit before was \$150,000 and this year there will not be an increase in our premium, but next FY, there could be a possible increase.
- B. 2017 Pension Actuary: Chief Tilley explained the breakdown of the pension payment by all three contributors. The sponsor of the plan, which is the Fire District, the Employees who pay 8% of their salaries and the State of Florida who contributes from the premium tax monies. We have also been informed that the pension has about a \$300,000 asset shortfall that will need to be addressed over the coming month.

C. 40<sup>th</sup> Anniversary: OIFD's 40<sup>th</sup> Anniversary Celebration will kick off the week of April 24<sup>th</sup> thru 30<sup>th</sup> with an Open House and tours at the Station from 9:00 a.m. until 6:00 p.m. for the public. On Monday, May 1<sup>st</sup> from 11:00 a.m. until 2:00 p.m. there will be BBQ/Italian food provided for our Island residents. Chairman Jones asked for the Northwest Florida Daily News to be contacted.

**ADJOURNMENT:** With nothing further, the meeting was adjourned at 6:14 p.m.

These minutes are approved and attested to by signature.

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Catherine A. Jones  
Chairman

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Mike Mitchell  
Secretary

**OKALOOSA ISLAND FIRE DISTRICT**  
**Profit & Loss Budget vs. Actual**  
 October 1, 2016 through May 9, 2017

	Oct 1, '16 - May 9, 17	Budget	\$ Over Budget
<b>Income</b>			
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	3,033,065.53	2,976,208.00	56,857.53
311.120 · Discounts Allowed	-106,419.18	0.00	-106,419.18
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	43,925.89	33,516.00	10,409.89
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	359.38	0.00	359.38
361.110 · Interest - County Reserve	-19.32	0.00	-19.32
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	2,031.15	0.00	2,031.15
4999 · Uncategorized Income	0.00	0.00	0.00
<b>Total Income</b>	<b>2,981,284.98</b>	<b>3,832,121.02</b>	<b>-850,836.04</b>
<b>Cost of Goods Sold</b>			
50000 · Cost of Goods Sold	0.00	0.00	0.00
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>2,981,284.98</b>	<b>3,832,121.02</b>	<b>-850,836.04</b>
<b>Expense</b>			
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	652,460.70	1,160,000.00	-507,539.30
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	12,969.05	30,000.00	-17,030.95
522.142 · Unscheduled OT	18,102.77	30,000.00	-11,897.23
522.150 · Incentive Pay	3,877.35	0.00	3,877.35
522.210 · S.S. & MED - ER Portion	52,862.29	100,000.00	-47,137.71
522.220 · Pension - ER	543,120.00	650,000.00	-106,880.00
522.230 · Medical - Group ER	198,914.20	320,000.00	-121,085.80
522.231 · Life Insurance - ER	0.00	0.00	0.00
522.240 · Worker's Compensation	40,038.31	70,000.00	-29,961.69
522.241 · Employee Benefit	0.00	0.00	0.00
522.311 · Property Appraiser	34,441.20	55,000.00	-20,558.80
522.312 · Legal	87.50	12,500.00	-12,412.50
522.313 · Tax Collector	58,408.47	64,000.00	-5,591.53
522.314 · Physicals & Misc Medical	139.00	8,000.00	-7,861.00
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	1,827.00	4,000.00	-2,173.00
522.431 · Electric Co.	11,443.60	24,900.00	-13,456.40
522.432 · Gas Co.	910.05	3,000.00	-2,089.95
522.433 · Water, Sewer & Trash	4,212.46	7,500.00	-3,287.54
522.434 · Telephone, Internet & Cable	5,663.52	11,000.00	-5,336.48
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	25,186.46	50,000.00	-24,813.54

3:48 PM

05/09/17

Accrual Basis

**OKALOOSA ISLAND FIRE DISTRICT**  
**Profit & Loss Budget vs. Actual**  
 October 1, 2016 through May 9, 2017

	Oct 1, '16 - May 9, 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	3,763.78	15,000.00	-11,236.22
522.500 · EMS Grant Funds	0.00	0.00	0.00
522.511 · Admin/ Office Supplies	7,758.48	12,500.00	-4,741.52
522.521 · Fuel & Oil	4,923.04	25,000.00	-20,076.96
522.522 · ALS	15,753.31	35,000.00	-19,246.69
522.523 · Uniforms	8,664.23	8,000.00	664.23
522.525 · Operational Supplies	17,085.21	35,000.00	-17,914.79
522.528 · Minor Equipment < \$750	0.00	0.00	0.00
522.542 · Dues & Subscriptions	18,566.32	16,000.00	2,566.32
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	20,284.11	40,000.00	-19,715.89
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	39,786.07	30,000.00	9,786.07
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
<b>Total Expense</b>	<b>1,847,140.33</b>	<b>3,832,121.00</b>	<b>-1,984,980.67</b>
<b>Net Income</b>	<b>1,134,144.65</b>	<b>0.02</b>	<b>1,134,144.63</b>

### Okaloosa Island Cost Breakdown

	Date	Note
\$ 445,179.00	6/23/2016	Initial Cosrt
\$ 22,711.00	1/17/2017	Inspection Report Recommendations
\$ 28,155.00	1/17/2017	Change Order 1
\$ 2,114.00	3/23/2017	Change Order 2
\$ 1,662.00	4/4/2017	Change Order 3
\$ (15,000.00)	6/23/2016	Contingency
\$ 484,821.00		



## Robert Tilley

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**From:** Doug Brown  
**Sent:** Monday, May 8, 2017 9:47 PM  
**To:** Robert Tilley; Kevin Carvalho  
**Subject:** "B" Shift save in March

Chief Tilley and Assistant Chief Carvalho,

I have been meaning to write this email a while back, but to all the work going on, it has slipped through the cracks. I do not want to forget about this event.

On March 18, 2017 at 15:27 Engine 4 was toned out for Chest Pain. While responding it changed to a cardiac arrest. I had Engine 4-1 toned out after finding out the additional information. Upon arrival, we did find a 54 y/o male on the bed in cardiac arrest. Medic Zayas-Bazan, Medic Ross and myself lowered the patient to the floor and began ALS measures. Engine 4-1 arrived on scene with Medic Webster and EMT Brinkerhoff. Medic 10 arrived on scene a few minutes after Engine 4-1 with Medic Benso and I can't remember the EMT's name. We as a team worked efficiently to perform ALS care. We shocked the patient a total of 5 times and then cardioverted the pt for the 6th into a sinus rhythm( I believe this to be the correct amount of shocks, but can't confirm without opening the report). This was all done while loading the patient and riding in with EMS to the hospital. Pt care was turned over to Fort Walton Beach Medical Center with a pulse. About a week and a half later, I was out back of the fire station and a vehicle drove up. Out walked the very patient that we had worked on. He is alive today because of the fine work those men and women performed that day. I would like to recognize them formally with a save.

Thank You,  
Lieutenant Doug Brown

I also have a picture that our shift took with the patient. If you would like a copy, I can provide that. He verbally stated I could share the picture.