

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**AUGUST 16, 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 AUGUST 16, 2017 AGENDA:**
- (a) **PUBLIC COMMENTS:**
- IV. **APPROVAL OF MINUTES:** Minutes for the **JULY 19, 2017** regular meeting.
- V. **APPROVAL OF THE FINANCIAL REPORT FOR: AUGUST, 2017**
- VI. **OFFICERS REPORT:**
1. **Chairman, :**
  2. **Vice-Chairman, :**
  3. **Secretary/ Treasurer, :**
  4. **Department Assistant Chief Carvalho:**
    - A. Reported **199** responses for the month of **JULY (173 for JULY, 2016)**

*Response Summary:*

<u>8</u>	Fire Calls
<u>21</u>	False Alarms/Alarm Activations
<u>108</u>	EMS/ Rescue/ MVA
<u>62</u>	Other

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B. Fractile Response Times: Annually each January

C. Vehicle Status Report: All trucks in service.

VII. **OLD BUSINESS:**

A. ANNUAL FINANCIAL REPORT (AUDIT 9-30-2016)

B. TAX INCREASE

C. CREDIT CARD INCREASE

D. RESERVES

E. 2019 HOMESTEAD EXEMPTION

VIII. **NEW BUSINESS:**

A. TENTATIVE/BUDGET HEARING DATES AND TIMES

B. BEACH SIGNS

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

**Okaloosa Island Fire District  
Board of Fire Commissioners Minutes  
JULY 19, 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, Commissioner Mitchell and Commissioner Simpson. Also present were Chief Tilley, Assistant Chief Carvalho and Medical Division Officer Phil Metz.
- III. **APPROVAL OF JULY AGENDA:** Chairman Jones called for an approval of the Agenda. Assistant Chief Carvalho stated the initial July Agenda posted for this meeting was amended to now include item F. *CREDIT CARD LIMIT INCREASE*. Assistant Chief Carvalho asked the Board to make a motion to adopt the new Agenda showing the change. **Commissioner Mitchell** made a motion to approve the adopted Agenda, **Commissioner Linz** seconded, all were in favor, none opposed, motion carried.
- IV. **PUBLIC COMMENTS:** No public comments.
- V. **APPROVAL OF THE JULY MINUTES:** The minutes for the **JUNE 21, 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 JUNE, 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.

A. Total responses for the month of JUNE, 2017 133  
(JUNE, 2016 130)

3 Fire Calls

10 Alarm Activations

75 EMS/Rescue/MVA

45 Other

B. Fractile/Response Times: No report and no abnormalities to report. This report is done annually in January.

C. Vehicle Status Report: All trucks are now in service.

#### **VIII. OLD BUSINESS:**

A. Tax Increase: Looking at around 11% increase.

#### **IX. NEW BUSINESS:**

A. 2017 Final Taxable Values (\$979,439,046.00): \$50 million greater than last year's taxable value with \$1.5 million of this being contributed to new construction, so not a lot of an increase.

B. Reserves: Our reserves currently do not have enough in the budget to cover should a disaster strike for OIFD to rebuild and restart. Therefore, we have a 10-year strategic plan. In OIFD's 10-year strategic plan, the following are outlined:

- Contingency Fund = 6 months of operating expenses to include current years' expenditures ÷ 2 then adding \$200,000.00 (for major building repairs) \$1,769,175.00 for FY 17/18.
- Hurricane Deductible = The Named-Storm insurance deductible is 5% of the building value AND 5% of building contents value \$4,048,215.00 x 0.05 = \$202,415.00. Note-the apparatus' are not included in this deductible as they are covered under different insurance policies.
- According to the 10-year strategic plan, fire apparatus is to be replaced in 12 year cycles. The approximate cost is approximately \$2 million every 18 years; which is \$112,000 annually that must be budgeted for this to occur. Currently OIFD has \$117,000.00 of

recurring ad valorem funding this part of the plan. This is how OIFD was able to purchase the AC4 Command vehicle and the Beach 4 vehicle.

- Libs for Abs: \$216,260.00 is the payoff amount for all employees earned leave. This amount should also include 6 months' severance pay per the Chief's employment agreement of \$47,500.00 which totals for the current fiscal year \$263,760.00.
  - Station Building Fund-the current building was built to last 50 years and it is currently 15 years old as of 2017. In 35 years, the cost to build a station comparable to now (\$4 million) would require an annual savings \$114,286.00.
- C. 2019 Homestead Exemption: On November 7, 2017 there is currently a ballot amendment that would reduce homesteaded property values by an additional \$25,000.00, for those properties that have a 5<sup>th</sup> \$25,000.00 in value. This amendment, if adopted, will go into effect in the FY 19/20. If this measure passes, OIFD could lose approximately \$8,729,465.00 in taxable value, which equates to a revenue loss of \$31,427.00.
- D. 2017 Tentative Millage Rate (3.6000): OIFD will be asking the Board to increase the taxes this year by 11.80%. Therefore, we are asking that the Board to set the tentative millage rate at 3.6000. Chairman Jones asked the Board for a motion. **Commissioner Mitchell** made a motion setting the Okaloosa Island Fire District's tentative millage rate at 3.6000. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.
- E. Annual Financial Report (Audit 9-30-2016): Assistant Chief Carvalho wanted to introduce the audit to the Board to review and to put under Old Business for next month's meeting for approval.
- F. Credit Card Limit Increase: Currently the credit card(s) issued by FNBT (OIFD's bank) has a \$10,000.00 credit limit. This can at times become problematic with certain vendors, such as Ten-8. Occasionally an invoice totals more than \$10,000.00. Chief Tilley stated that the bank would need a motion from the Board allowing them to increase the credit limit. Therefore, Chief Tilley was asking for the Board to approve an increase on the credit card limit from \$10,000.00 to \$30,000.00. **Commissioner Mitchell** made a

motion to increase the credit limit to \$20,000.00.

**Commissioner Jones** seconded the motion, all were in favor, none opposed, motion carried. Additionally, this will be placed under Old Business pending further information and whether Ten-8 charges a fee for paying with a credit card.

G. New Hire: OIFD hired a new firefighter to fill a vacancy created when Chief Tilley retires. As of current, we have one firefighter out on worker's compensation leave and do not have an expected return date. Cody Kriser is our new firefighter and his start date will be August 3<sup>rd</sup>.

H. Bridge Incident: Advised Board of the Brooks Bridge incident involving B shift personnel.

**ADJOURNMENT:** With nothing further, the meeting was adjourned at 7.00 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 August 8, 2017

	Oct 1, '16 - Aug 8, 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
311.110 · County Reserve- Current Year	3,137,813.41	2,976,205.00	161,608.41
311.120 · Discounts Allowed	-106,451.57	0.00	-106,451.57
331.300 · Grants	1,621.53	0.00	1,621.53
335.200 · State Incentive	6,720.00	3,360.00	3,360.00
339.000 · Recreational Property	25,137.00	33,516.00	-8,379.00
361.100 · Interest Earned - Checking	867.69	0.00	867.69
361.110 · Interest - County Reserve	-34.07	0.00	-34.07
369.120 · Cash Brought Forward	0.00	494,040.00	-494,040.00
<b>Total Income</b>	<b>3,065,673.99</b>	<b>3,832,121.00</b>	<b>-766,447.01</b>
<b>Gross Profit</b>	<b>3,065,673.99</b>	<b>3,832,121.00</b>	<b>-766,447.01</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
522.120 · OIFD Salaries	964,692.06	1,160,000.00	-195,307.94
522.121 · Holiday Pay	11,261.16	15,000.00	-3,738.84
522.122 · Liability for Compensated Absen	0.00	135,151.00	-135,151.00
522.141 · Scheduled OT	20,097.74	30,000.00	-9,902.26
522.142 · Unscheduled OT	28,548.88	30,000.00	-1,451.12
522.150 · Incentive Pay	5,686.78	0.00	5,686.78
522.210 · S.S. & MED - ER Portion	78,119.96	100,000.00	-21,880.04
522.220 · Pension - ER	650,000.00	650,000.00	0.00
522.230 · Medical - Group ER	260,010.84	320,000.00	-59,989.16
522.240 · Worker's Compensation	48,005.99	70,000.00	-21,994.01
522.311 · Property Appraiser	45,921.61	55,000.00	-9,078.39
522.312 · Legal	87.50	12,500.00	-12,412.50
522.313 · Tax Collector	60,136.39	64,000.00	-3,863.61
522.314 · Physicals & Misc Medical	6,232.00	8,000.00	-1,768.00
522.320 · Audit - CPA	14,250.00	14,250.00	0.00
522.340 · Alarm Monitor Contract	469.50	1,500.00	-1,030.50
522.412 · Central Dispatch	2,610.00	4,000.00	-1,390.00
522.431 · Electric Co.	16,483.86	24,900.00	-8,416.14
522.432 · Gas Co.	1,134.58	3,000.00	-1,865.42
522.433 · Water, Sewer & Trash	5,960.39	7,500.00	-1,539.61
522.434 · Telephone, Internet & Cable	8,865.60	11,000.00	-2,134.40
522.451 · Insurance - Security Bonds	0.00	1,200.00	-1,200.00
522.452 · Insurance - Liability/ Property	31,879.97	32,000.00	-120.03
522.460 · Maintenance and Repair	48,645.53	50,000.00	-1,354.47
522.491 · Advertising	1,406.44	7,000.00	-5,593.56
522.492 · Travel & Training	7,832.27	15,000.00	-7,167.73
522.511 · Admin/ Office Supplies	12,352.05	12,500.00	-147.95
522.521 · Fuel & Oil	6,955.26	25,000.00	-18,044.74
522.522 · ALS	14,751.88	35,000.00	-20,248.12
522.523 · Uniforms	10,047.82	8,000.00	2,047.82
522.525 · Operational Supplies	33,910.78	35,000.00	-1,089.22
522.542 · Dues & Subscriptions	24,255.73	16,000.00	8,255.73
522.543 · Haz Mat Assessment	4,591.00	4,620.00	-29.00
522.644 · Equipments	22,183.98	40,000.00	-17,816.02
522.647 · Capital Equipment (Vehicle)	484,821.00	480,000.00	4,821.00
522.700 · Building Maintenance	60,171.29	30,000.00	30,171.29
<b>Total Expense</b>	<b>2,992,379.84</b>	<b>3,832,121.00</b>	<b>-839,741.16</b>
<b>Net Income</b>	<b>73,294.15</b>	<b>0.00</b>	<b>73,294.15</b>