

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
SEPTEMBER 20, 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 SEPTEMBER 20, 2017 AGENDA:**
 - (a) **PUBLIC COMMENTS:**

- IV. **APPROVAL OF MINUTES:** Minutes for the **AUGUST 16, 2017** regular meeting.

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

- VI. **OFFICERS REPORT:**
 - 1. **Chairman, :**

 - 2. **Vice-Chairman, :**

 - 3. **Secretary/ Treasurer, :**

 - 4. **Department Assistant Chief Carvalho:**
 - A. Reported **responses** for the month of **AUGUST 126 (115 for AUGUST, 2016)**

Response Summary:

<u>4</u>	Fire Calls
<u>18</u>	False Alarms/Alarm Activations
<u>72</u>	EMS/ Rescue/ MVA
<u>32</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. 2019 HOMESTEAD EXEMPTION
- B. FIRE CHIEF TRANSITION PERIOD
- C. TIPS GRANT

VIII. NEW BUSINESS:

- A. EMPLOYMENT AGREEMENT (CARVALHO)
- B. BANK/FINANCIAL TRANSITION
- C. EMAIL FOR COMMISSIONERS
- D. NEW HIRE
- E. INTRODUCTION OF NEW FIREFIGHTER-CODY KRISER

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
AUGUST 16, 2017**

- I. **MEETING:** Meeting was called to Order @ 5:30 P.M. by Vice Chair, Commissioner Edlund.

- II. **ROLL CALL:** Present were Commissioner Edlund, Commission Linz, Commissioner Mitchell and Commissioner Simpson. Also present were Chief Tilley and Assistant Chief Carvalho.

- III. **APPROVAL OF AUGUST AGENDA:** Vice-Chair Edlund called for an approval of the Agenda. Assistant Chief Carvalho stated the initial August Agenda posted for this meeting was amended to now include item C. *FIRE CHIEF TRANSITION*. 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 **JULY 19, 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 JULY, 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 JULY, 2017 133
(JULY, 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 5th \$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 3rd.

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.

Catherine A. Jones
Chairman

Mike Mitchell
Secretary

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
October 1, 2016 through September 12, 2017

	Oct 1, '16 - Sep 12, 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
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	33,516.00	33,516.00	0.00
361.100 · Interest Earned - Checking	957.18	0.00	957.18
361.110 · Interest - County Reserve	-34.07	0.00	-34.07
369.120 · Cash Brought Forward	0.00	494,040.00	-494,040.00
Total Income	3,074,142.48	3,832,121.00	-757,978.52
Gross Profit	3,074,142.48	3,832,121.00	-757,978.52
Expense			
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	1,058,308.79	1,160,000.00	-101,691.21
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	22,140.34	30,000.00	-7,859.66
522.142 · Unscheduled OT	28,035.64	30,000.00	-1,964.36
522.150 · Incentive Pay	6,203.76	0.00	6,203.76
522.210 · S.S. & MED - ER Portion	85,496.42	100,000.00	-14,503.58
522.220 · Pension - ER	650,000.00	650,000.00	0.00
522.230 · Medical - Group ER	277,594.12	320,000.00	-42,405.88
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	1,172.50	12,500.00	-11,327.50
522.313 · Tax Collector	60,136.39	64,000.00	-3,863.61
522.314 · Physicals & Misc Medical	6,484.89	8,000.00	-1,515.11
522.320 · Audit - CPA	14,250.00	14,250.00	0.00
522.340 · Alarm Monitor Contract	699.50	1,500.00	-800.50
522.412 · Central Dispatch	2,871.00	4,000.00	-1,129.00
522.431 · Electric Co.	18,226.55	24,900.00	-6,673.45
522.432 · Gas Co.	1,204.93	3,000.00	-1,795.07
522.433 · Water, Sewer & Trash	6,529.30	7,500.00	-970.70
522.434 · Telephone, Internet & Cable	9,721.11	11,000.00	-1,278.89
522.451 · Insurance - Security Bonds	0.00	1,200.00	-1,200.00
522.452 · Insurance - Liability/ Property	31,979.97	32,000.00	-20.03
522.460 · Maintenance and Repair	52,134.99	50,000.00	2,134.99
522.491 · Advertising	1,406.44	7,000.00	-5,593.56
522.492 · Travel & Training	9,563.69	15,000.00	-5,436.31
522.511 · Admin/ Office Supplies	13,851.19	12,500.00	1,351.19
522.521 · Fuel & Oil	7,855.00	25,000.00	-17,145.00
522.522 · ALS	15,453.52	35,000.00	-19,546.48
522.523 · Uniforms	10,118.32	8,000.00	2,118.32
522.525 · Operational Supplies	40,003.84	35,000.00	5,003.84
522.542 · Dues & Subscriptions	25,744.94	16,000.00	9,744.94
522.543 · Haz Mat Assessment	4,591.00	4,620.00	-29.00
522.644 · Equipments	29,189.15	40,000.00	-10,810.85
522.647 · Capital Equipment (Vehicle)	484,821.00	480,000.00	4,821.00
522.700 · Building Maintenance	71,343.74	30,000.00	41,343.74
Total Expense	3,152,320.79	3,832,121.00	-679,800.21
Net Income	-78,178.31	0.00	-78,178.31

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into effective this 18th day of October 2017, by and between the Okaloosa Island Fire District, a political subdivision of the State of Florida, (hereinafter referred to as the "District") by and through its Board of Fire Commissioners, and Kevin A. Carvalho (hereinafter referred to as the "Employee") with a service commencement date of January 17, 2018.

WITNESSETH

WHEREAS, the Board of Fire Commissioners desires to retain the services of the Employee as Fire Chief and Chief Administrator of the Okaloosa Island Fire District; and,

WHEREAS, it is the desire of the Board of Fire Commissioners to:

- (1) Retain the services of the Employee and to provide inducement for him to remain in such employment; and,
- (2) Make possible full work productivity by assuring the Employee's morale and peace of mind with respect to future security; and,
- (3) Set forth the terms and conditions for the employment of Employee; and
- (4) Provide just means for terminating the Employee's services; and,

WHEREAS, the Employee desires to be employed as the Fire Chief and Chief Administrator of the Okaloosa Island Fire District.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

The District employs the Employee and the Employee accepts employment pursuant to the terms and conditions of this Agreement. All prior agreements, oral or written, are terminated by the execution of this Agreement and have no further force or effect unless expressly stated herein.

Section 1: Term/Renewal:

The initial term of this Agreement shall be for four (4) years commencing on January 17, 2018 and terminating on January 16, 2022, subject, however, to early termination as provided in the TERMINATION section of this Agreement. This Agreement may be extended for an additional period of one (1) year by the mutual agreement of the parties.

Section 2: Representations of Employee:

- A. Employee is qualified as a firefighter in the State of Florida pursuant to Florida Statute 663.35.
- B. Employee will at all times faithfully, industriously, and to the best of his ability, experience, training, education, and talents perform all of the duties that may be required of and from him pursuant to the express and implicit terms of this Agreement, to the reasonable satisfaction of the Board of Fire Commissioners.
- C. Employee will diligently make all efforts to foster and encourage a positive relationship between the firefighters and the Board of Fire Commissioners.

Section 3: Duties and Responsibilities:

- A. The duties and responsibilities of the Employee shall be in accordance with Florida State Law, all ordinances, resolutions and policies of the District, and such other duties and responsibilities as may be assigned by the Board of Fire Commissioners.
- B. As head of the management team, Employee evaluates and sets goals and objectives of the District. Employee shall participate in the preparation and administration of the fiscal budget, and advise the Board of Fire Commissioners on matters of fire protection, emergency services and the administration of the District. Employee shall coordinate the efforts of the management team to keep all programs and procedures in line with the overall goals, objectives and missions of the District. Employee shall respond to fire and emergency incidents, as the Employee deems necessary, and assume command, when necessary.
- C. Employee shall have the power and authority to establish procedures, guidelines, and manuals to implement the policies, procedures, rules and regulations as adopted by the Board of Fire Commissioners and all applicable local, state, and federal laws, rules and regulations, necessary for the efficient operation of the District. The Employee shall have the authority to hire, reprimand, suspend or permanently remove any personnel from service and call to duty all off-duty personnel when necessary.
- D. Recommend to the Board of Fire Commissioners the purchase of equipment and apparatus, and the disposal of old or out-of-service surplus equipment or apparatus.

Section 4: Hours of Work:

- A. District expects the Employee to perform a minimum of forty (40) hours of work each week. As head of the management team, the Employee shall not be paid overtime for any hours worked in excess of forty (40) hours each week.
- B. The Employee may spend considerable time outside normal office hours on business of the District, and to that end, will be permitted to exercise compensatory "FLEX" time as Employee shall deem appropriate during normal office hours.

Section 5: Compensation:

The District shall pay to the Employee an annual base salary of \$ 95,000.00 paid bi-weekly based on District policy. The base salary may be reviewed by the Board of Fire Commissioners annually.

Section 6: Leave Allowance:

- A. Paid Time Off (PTO): Employee will be entitled to accrue three hundred eighty four (384) hours per year with current time on books included. Employee may accrue a maximum of one thousand six hundred eighty (1680) hours.
- B. Bereavement Leave: Up to five (5) days of bereavement leave is allowed to be taken annually and without notification to the Board of Fire Commissioners, an additional five (5) days of bereavement leave may be granted at the Chairman of the Board of Fire Commissioner's discretion.
- C. Payment for accrued leave upon termination of this Agreement, retirement, or death shall be paid based on the following schedule:
 - One thousand two hundred (1200) hours of PTO.
- D. Administrative Leave: The Employee will be entitled to administrative leave with pay for educational purposes, to attend conferences, seminars, briefing sessions or other functions of a similar nature directly related to improving skills and professional abilities as approved by the Chairman of the Board of Fire Commissioners.
- E. Holidays: The following days are to be recognized and observed as holidays by the Employee, however, no additional compensation will be provided:
 - 1) New Year's Day
 - 2) Martin Luther King Jr. Day
 - 3) President's Day
 - 4) Memorial Day
 - 5) Independence Day
 - 6) Labor Day
 - 7) Columbus Day
 - 8) Veterans Day
 - 9) Thanksgiving Day
 - 10) Friday after Thanksgiving Day
 - 11) Christmas Eve
 - 12) Christmas Day
 - 13) New Year's EveIn addition to any other day declared by the District

Section 7: Benefits:

During the term of this Agreement, the following benefits will be provided by the District to Employee:

- A. Medical and dental coverage under the Employer's medical and dental insurance plan. Employee shall retain an HRA account and remain active after retirement and until the Employee's account funds are exhausted.
- B. District will pay a percentage of the cost of the Employee's family coverage under the employer's medical and dental insurance plan for the employee's spouse and children at the same percentage as is enjoyed by all other employees of the District.
- C. District shall continue to contribute to the Employee's retirement plan based on the schedule set forth by the provisions of the Okaloosa Island Firefighters' Pension Trust Fund.
- D. Life insurance for the Employee in the amount currently enjoyed by all other employees of the District.
- E. Uniforms on an as-needed basis and all protective clothing and equipment required by state law. The Employee shall wear the appropriate attire suitable for the conditions of employment, at all times while on duty

Section 8: Vehicle Allowance:

The duties to be performed by the Employee under the provisions of this Agreement will require the regular use of a vehicle. At all times during his employment with the District, the District shall provide the Employee with a suitable vehicle or vehicle allowance to be reviewed each year. The vehicle shall be equipped with appropriate incident command and control equipment (mobile and portable radios, alpha numeric pager, cellular phone, emergency lights, siren, public address system, infrastructure maps and hazardous material references).

Section 9: Professional Development:

- A. The District shall pay for Employee's dues and subscriptions in recognized national, regional, state and local professional organizations and associations, directly and reasonably related to performance by the Employee and his duties hereunder, and maintaining and enhancing his skills in that function, and for travel and subsistence expenses of Employee for advanced education, short courses, and seminars necessary for professional development and for the good of the District.
- B. Employee may from time to time submit written materials to periodicals that may be published. The District agrees that any stipend received by the Employee from the periodical publisher shall not be considered as part of the Employee's salary.

Section 10: Indemnification and Bonding:

Except for criminal act(s) and any act(s) of gross and willful negligence, the District shall defend, save harmless, and indemnify Employee against any tort, professional liability claim, or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or an act of omission or commission occurring in the performance of Employee's duties. The Employee shall be covered under the District's liability insurance policies for covered acts or omissions or commission occurring in performance of his duties as a District official, at no expense to the Employee. The District shall be responsible for all costs, including lost time and wages of the Employee, incurred as a result of the defense, prosecution, judgment or settlement of claims and suits, during the term of this Agreement or thereafter, arising in connection with the performance of the Employee's duties as a District official. The District shall bear the full cost of a public official bond required of the Employee under any law or ordinance.

Section 11: Termination of the Agreement

Either party may terminate this Agreement prior to the expiration of the initial term of the Agreement, or any renewal thereof, as follows:

- A. Termination for Cause: The Board of Fire Commissioners shall have the right at any time, by written notice, to terminate this Employment Agreement and discharge the Employee for cause by a majority vote of the entire Board of Fire Commissioners, if any one of the following events shall occur:
- 1) Employee's conviction in a court of law of a felony, first degree misdemeanor or of a crime or offense involving moral turpitude.
 - 2) Any act of dishonesty by the Employee, which involves embezzlement or defalcation of District funds or property, or which adversely affects the District.
 - 3) Employee's use of any illegal substance, or alcohol which interferes with the performance of any of his duties under this Agreement and is not remedied by the Employee within thirty (30) days after notice, by entering the District's employee assistance program.
 - 4) Any acts of gross and willful negligence in the performance of the Employee's duties as outlined in this Agreement.
 - 5) Failure of the Employee to carry out legal and dutiful direction of the Board of Fire Commissioners and/or Operating Policies of the Fire District.
 - 6) Any acts of misconduct as defined in Section 443.036 (30) of the Florida Statutes.

7) In the event of termination for cause as set forth in this section, with the exception of payment for accrued PTO leave under Section 6 (C), the Employee shall have no further rights of any kind under this Agreement. The Employee will be provided with the option of retirement under the terms of the District's Chapter 175 retirement program.

B. Employee Unable to Perform Duties: The District may terminate this Agreement if the employee suffers permanent disability or is otherwise unable to perform his duties because of sickness, accident, injury, mental incapacity or health for a period of time that exceeds four (4) successive weeks beyond accrued leave. The District will have the option to terminate this Agreement subject to the requirements of Section 6 (C). Upon any disability, the District's Chapter 175 retirement program would comply and provide the Employee with established Chapter 175 benefits.

C. Termination Without Cause:

1) The District may terminate the employment relationship and this Agreement as a matter of right and without cause being necessary for the termination. Should the District decide to exercise those rights, then the Employee shall be entitled to a lump sum payment equivalent to accrued PTO leave as set forth under Section 6 (C) of this Agreement and twenty (20) weeks of severance pay plus group medical, dental, and life insurance coverage for a period of ninety (90) days from the date of termination.

2) Due to the continued changes in elected boards and continuing changes in political climates, both parties agree that the decision for *Termination Without Cause* shall be by an affirmative vote for termination by no less than a super majority of four (4) Commissioners of the legally seated Board of Fire Commissioners.

D. Employee Resignation or Retirement: Employee shall have the right to terminate this Agreement at any time by giving ninety (90) days notice thereof, in writing, to the District. In such event, Employee shall continue to render services and be paid regular compensation and benefits up to the final date of resignation or retirement.

Section 13: Waiver of Breach:

Waiver by Employer of any breach of any provision of this Agreement shall not operate nor be construed as a waiver of any subsequent breach nor a waiver of this provision.

Section 14: Amendments:

No amendment nor variation of the terms and conditions of this Employment Agreement are valid unless the same is in writing, references this Agreement, and is signed by both parties.

Section 15: Exclusive Term/Assignment:

The provisions of this Agreement are for the benefit of the parties solely, and not for the benefit of any other person, persons or legal entities. Neither this Agreement nor any rights hereunder may be assigned by either party.

Section 16: Attorney Fees:

In the event any action is filed in relation to this Agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all sums that either party may be called on to pay, a reasonable sum for the successful party's attorney's fees and Court costs.

Section 17: Notices:

Notices and requests provided herein shall be in writing and delivered as follows:

- A. By Employee to District via delivery to the Chairman of the Board of Fire Commissioners in person or by Certified U.S. Mail.
- B. By Board of Fire Commissioners to Employee via delivery to Employee in person or by Certified U.S. Mail.

Section 18: Severability/Scope:

If any provision of this Agreement is determined to be illegal, invalid or unenforceable, all other provisions shall remain in full force and effect. If any provision is found to be overboard in scope or duration, the breadth of the provision shall be reduced to the maximum allowable by law.

Section 19: Paragraph Headings:

Headings are used solely for convenience and are not to be used in construing or interpreting the Agreement.

Section 20: Governing Laws:

The laws of the State of Florida shall be used at all times to interpret and govern the interpretation in enforcement of this Agreement.

Section 21: Entire Agreement:

The parties agree that this instrument represents the entire Agreement between the parties, and that all prior representations, promises or statements merge with the written Agreement and, unless specifically set out herein, are not enforceable.

IN WITNESS WHEREOF, the District, acting through its Board of Fire Commissioners has authorized this Agreement to be signed and executed on this the ___ day of October 2017. The Employee has executed this Agreement on the date entered below. Each party acknowledges receipt by their signature of a signed copy of the Agreement.

OKALOOSA ISLAND FIRE DISTRICT

By: _____
Catherine Jones, as Chairman,
Board of Fire Commissioners

Date: _____

EMPLOYEE:

By: _____
Kevin A. Carvalho

Date: _____