

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**OCTOBER 19, 2016 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 OCTOBER AGENDA:**
- (a) **PUBLIC COMMENTS:**
- IV. **APPROVAL OF MINUTES:** Minutes for *SEPTEMBER* regular meeting.
- V. **APPROVAL OF THE FINANCIAL REPORT FOR: SEPTEMBER 2017**
- VI. **OFFICERS REPORT:**
1. **Chairman:**
  2. **Vice-Chairman:**
  3. **Secretary/ Treasurer:**
  4. **Department Chief Tilley:**
    - A. Reported 110 responses for *SEPTEMBER* (**82 for SEPTEMBER 2016**)

*Response Summary:*

<u>1</u>	Fire Calls
<u>10</u>	False Alarms/Alarm Activations
<u>89</u>	EMS/ Rescue/ MVA
<u>10</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. HURRICANE UPDATE
- B. BANK/FINANCIAL TRANSACTIONS
- C. EMAIL FOR COMMISSIONERS
- D. BUDGET/TRIM FOR FY' 17/18
- E. OKALOOSA ISLAND FIRE DISTRICT SOP's

**VIII. NEW BUSINESS:**

- A. AFG GRANT
- B. AMENDED BUDGET FOR FY' 16/17 (CHIEF TILLEY)
- C. EMPLOYMENT AGREEMENT TO INCLUDE PAY FOR  
CHIEF/ASSISTANT CHIEF

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

**Okaloosa Island Fire District  
Board of Fire Commissioners Minutes  
SEPTEMBER 20, 2017**

- I. **MEETING:** Meeting was called to Order @ 5:30 P.M. by Chairperson, Commissioner 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, Captain Strawn and Medical Division Officer Phil Metz.
  
- III. **APPROVAL OF SEPTEMBER AGENDA:** Chairperson Jones called for an approval of the Agenda. Assistant Chief Carvalho stated the initial September Agenda posted for this meeting was amended to now include item *D. NEW HIRE*. 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 Simpson** seconded, all were in favor, none opposed, motion carried.
  
- IV. **PUBLIC COMMENTS:** Engineer Mario Zayas-Bazan spoke to the Board regarding Assistant Kevin Carvalho promoting to Fire Chief of the Department once Chief Tilley retires. Engineer Zayas-Bazan stated him and his fellow firefighters are confident with the decision. Engineer Zayas-Bazan further stated the Administration for the Department was communicating any up-and-coming changes to where everyone was on the same page. He ended with stating promoting Assistant Chief Carvalho to Fire Chief and Captain Ray Strawn to Assistant Chief would be the best option for the station and District to continue to move forward.
  
- V. **APPROVAL OF THE AUGUST AND SEPTEMBER'S BUDGET HEARING MINUTES:** The minutes for the **AUGUST 16, 2017** and the **BUDGET HEARING SEPTEMBER 6, 2017** and the **FINAL BUDGET HEARING SEPTEMBER 20, 2017** regular meeting minutes, budget meeting and final budget meeting were all reviewed. Chairman Jones called for any corrections, deletions, and/or additions. There being none, **Commissioner Mitchell** made a motion to accept all 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**

**AUGUST, 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. Department Report: Assistant Chief Carvalho gave report.

A. Total responses for the month of AUGUST, 2017 **126**  
(AUGUST, 2016 **115**)

**4** Fire Calls  
**13** Alarm Activations  
**72** EMS/Rescue/MVA  
**32** 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. 2019 HOMESTEAD EXEMPTION: Discussion regarding leaving this item on the up-and-coming agendas under Old Business just in case any other updates are given on this agenda item.
- B. FIRE CHIEF TRANSITION PERIOD: Jeff McInnis, Department attorney, advised Chief Tilley and Assistant Chief Carvalho letting an employee have 6 months of leave is not good for the Department. He advised the Board would need to pass a Motion stating when Chief Carvalho would be the acting Chief, once Chief Tilley is on terminal leave (November 9<sup>th</sup> commencing at 4:00 P.M.). This would cover any decision-making issues for the Department. Further, it was discussed with respect to the Assistant Chief Select, Captain Ray Strawn. It was discussed that on January 17, then Chief Carvalho would

officially decide on Captain Ray Strawn promoting to the position of Assistant Chief. All those items would need a Motion and acceptance from the Board. Therefore, Chairperson Jones called for a Motion. **Commissioner Mitchell** made a Motion allowing now Assistant Chief Carvalho to officially promote to the position of Fire Chief effective November 9, 2017 at 4:00 P.M. and allowing then Fire Chief Carvalho the authority to promote Captain Strawn to Assistant Fire Chief effective January 18<sup>th</sup> at 12:00 A.M. **Commissioner Simpson** seconded the motion, all were in favor, none opposed, motion carried.

- C. TIPS GRANT: Worker's Compensation grant was received by the District for the 3<sup>rd</sup> year in a row. These funds were used to reimburse the District for bail out kits for the firefighters. This equipment is essential for doing rescues in buildings with a height of up to 50 feet (3 stories).

**IX. NEW BUSINESS:**

- A. EMPLOYMENT AGREEMENT (CARVALHO): Once Chief Tilley goes on terminal leave, there will not be a lot of change from Chief to Chief. One issue that will be negotiated with the Union Local 2716 regarding changing the clause regarding allowing a potential retiree the ability to take 6 months of leave (terminal leave) down to 3 months of leave (terminal leave). Once Assistant Chief Carvalho assumes the role of Fire Chief, he will, per tentative contract, receive the same amount of yearly salary of \$95,000.00 that Chief Tilley is currently paid. This will all be contingent upon the Board giving final approval via vote on the next meeting, which will be October 18, 2017 in which the savings from doing these appointments will be discussed in the November 15<sup>th</sup> meeting.
- B. BANK/FINANCIAL TRANSITION: Chief Tilley and Assistant Chief Carvalho are currently signors on the firefighters Health Reimbursement Account (HRA) at the bank. A Motion is needed to remove Chief Tilley from the account and add then appointed Chief Carvalho and Assistant Chief Strawn. Chairperson Jones called for said Motion. Commissioner Mitchell made a Motion to remove Chief Tilley from all accounts handled at the First National Bank and Trust as an authorized signor and replace Chief Tilley with then Assistant Chief Strawn as a signor on the

HRA account. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.

**Commissioner Michell** also made the motion for then appointed Assistant Chief Ray Strawn be allowed to obtain a purchasing credit/debit card from FNBT in November 2017. **Commissioner Linz** also seconded this motion, all were in favor, none opposed, motion carried.

- C. EMAIL FOR COMMISSIONERS: At this point, the only emails the Commissioners have received in their Department emails have been sales related. Lt. Webster volunteered to help the Commissioners with their personal lap tops with regards to the Adobe/PDF programs. This item will be tabled to Old Business. Danie will call all Commissioners Lt. Webster's next duty day.
- D. New Hire: The Department will be hiring another new firefighter with Chief Tilley retiring, we will need a replacement for Captain Strawn moving into the position of Assistant Fire Chief.
- E. INTRODUCTION OF NEW FIREFIGHTER-CODY KRISER: Firefighter Kriser first applied with us in March of 2017 and came in second to Firefighter Adams. Firefighter Kriser missed the next round of the interview process during the swim test. Firefighter Kriser wanted this position so he took a position with Okaloosa County Beach Safety to improve his over-all swim time. Currently, both Firefighter's Kriser and Adams are enrolled in Paramedic school with a projected graduation date of August 2018.

**ADJOURNMENT:** With nothing further, the meeting was adjourned at 6:08 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 2016 through September 2017**

	Oct '16 - Sep 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		
331.300 · Grants	1,621.53		
335.200 · State Incentive	6,720.00	3,360.00	3,360.00
339.000 · Recreational Property	36,309.00	33,516.00	2,793.00
361.100 · Interest Earned - Checking	957.18		
369.120 · Cash Brought Forward	0.00	494,040.00	-494,040.00
<b>Total Income</b>	<b>3,076,969.55</b>	<b>3,832,121.00</b>	<b>-755,151.45</b>
<b>Gross Profit</b>	<b>3,076,969.55</b>	<b>3,832,121.00</b>	<b>-755,151.45</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	1,152,975.15	1,160,000.00	-7,024.85
522.121 · Holiday Pay	12,346.32	15,000.00	-2,653.68
522.122 · Liability for Compensated Absen	25,065.60	135,151.00	-110,085.40
522.141 · Scheduled OT	24,259.03	30,000.00	-5,740.97
522.142 · Unscheduled OT	29,776.56	30,000.00	-223.44
522.150 · Incentive Pay	6,720.74		
522.210 · S.S. & MED - ER Portion	95,035.36	100,000.00	-4,964.64
522.220 · Pension - ER	650,000.00	650,000.00	0.00
522.230 · Medical - Group ER	278,303.69	320,000.00	-41,696.31
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	60,170.46	64,000.00	-3,829.54
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	1,056.50	1,500.00	-443.50
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	6,899.22	7,500.00	-600.78
522.434 · Telephone, Internet & Cable	10,139.12	11,000.00	-860.88
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	52,215.80	50,000.00	2,215.80
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	14,240.23	12,500.00	1,740.23
522.521 · Fuel & Oil	8,846.70	25,000.00	-16,153.30
522.522 · ALS	15,453.52	35,000.00	-19,546.48
522.523 · Uniforms	10,355.55	8,000.00	2,355.55
522.525 · Operational Supplies	36,756.89	35,000.00	1,756.89
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	71,468.74	30,000.00	41,468.74
<b>Total Expense</b>	<b>3,287,518.84</b>	<b>3,832,121.00</b>	<b>-544,602.16</b>
<b>Net Income</b>	<b>-210,549.29</b>	<b>0.00</b>	<b>-210,549.29</b>