

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
NOVEMBER 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 NOVEMBER 15, 2017 AGENDA:**
- (a) **PUBLIC COMMENTS:**
- IV. **APPROVAL OF MINUTES:** Minutes for the **OCTOBER 2017** regular meeting.
- V. **APPROVAL OF THE FINANCIAL REPORT FOR: OCTOBER, 2017**
- VI. **OFFICERS REPORT:**
1. **Chairman, :**
 2. **Vice-Chairman, :**
 3. **Secretary/ Treasurer, :**
 4. **Department Assistant Chief Carvalho:**
 - A. Reported **responses** for the month of **OCTOBER 2017 147 (83 for OCTOBER 2016)**

Response Summary:

- ___ Fire Calls
- ___ False Alarms/Alarm Activations
- ___ EMS/ Rescue/ MVA
- ___ Other

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- B. Fractile Response Times: Annually each January
- C. Vehicle Status Report: All trucks in service.

VII. OLD BUSINESS:

- A. BEACH TRUCK
- B. BANK UPDATES (EFCU)
- C. NEW FIREFIGHTER-ZANDER ANGELOVIC

VIII. NEW BUSINESS:

- A. BLUE EXPEDITION
- B. CONTRACTUAL SAVINGS
- C. BEACH REPORT EMAIL
- D. CHRISTMAS PARTY (12/02/2017 @ 6:00 PM)

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
OCTOBER 18, 2016**

- I. **MEETING:** Meeting was called to Order @5:30 P.M. by Chairman Jones.
- II. **ROLL CALL:** Present were Commissioner Linz and Commissioner Mitchell were present. Commissioner's Jones and Edlund were absence. Also present were Chief Tilley and Assistant Chief Carvalho.
- III. **APPROVAL OF OCTOBER AGENDA:** Commissioner Mitchell called for an approval of the Agenda. **Commissioner Simpson** made a motion to approve the Agenda, **Commissioner Linz** seconded, all were in favor, none opposed, motion carried.
- IV. **PUBLIC COMMENTS:** Chief Strawn advised we are partnering again, with oneblood for a blood drive on Thursday, November 16 beginning at 9:00am until 3:00pm. Also, A Day Away massage will have some chairs set up for residents to receive a free massage.
- V. **APPROVAL OF THE MINUTES:** The minutes for the September 20, 2017 regular meeting minutes were reviewed. Commissioner Mitchell called for corrections, deletions, and/or additions. There being none, **Commissioner Simpson** 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 SEPTEMBER 2017.** Commissioner Mitchell called for an approval of the financials. **Commissioner Linz** 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. Chief Tilley Department Report:

A. Total responses for the month of September 2017 110
(September 2016 82)

1 Fire Calls
10 Alarm Activations
89 EMS/Rescue/MVA
10 Other

B. Fractile/Response Times: Due Annually (January).

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

VIII. OLD BUSINESS:

- A. HURRICANE UPDATE: The Island had some close calls and near misses; no damage or major flooding was reported.
- B. BANK/FINANCIAL TRANSACTIONS: Minutes from the September 20th meeting allows Chief Tilley to be removed off all OIFD's accounts and add Chief Kevin Carvalho and Assistant Chief Ray Strawn.
- C. EMAIL FOR COMMISSIONERS: Chief Carvalho and Danie will look at the commissioner's email accounts and if there is anything that is of time sensitive nature, the Commissioner's would receive a phone call to come read the email. If an email is NOT of a time sensitive nature, those emails will be printed and provided to the appropriate Commissioner. No motion was made; however, the Board did agree this process is acceptable.
- D. FIRE CHIEF PAY (CHIEF TILLEY): Chief Tilley is currently under an employment contract with the Board in which is the salary is listed and voted into effect. Jeff McInnis would like the Board to vote on the Fire Chief salary with each change by the contractual agreement. **Commissioner Simpson** called for a motion to accept Chief Carvalho's salary as Fire Chief in the amount of \$95,000.00 beginning January 18, 2018. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.
- E. EMPLOYMENT AGREEMENT: Chief Carvalho spoke to Commissioner's Jones and Edlund, separately, regarding the employment agreement and his annual salary of \$95,000.00. Both agreed in principle that contract and salary were appropriate even though both would not be in attendance at this meeting. Ms. Jones upon her return, would sign the employment agreement.

IX. NEW BUSINESS:

- A. AMENDED BUDGET FOR FISCAL YEAR 16/17: Chief Tilley asked the Board to approve an amendment to the 2016/2017 budget allowing him to move a total of \$40,000.00 throughout last Fiscal Year's budget. **Commissioner Simpson** made a motion to amend the Fiscal Year 2016/2017 budget. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.
- B. TRIM COMPLIANCE: Received our letter from the State regarding OIFD being TRIM compliant.
- C. 2016 PREMIUM TAX DISTRIBUTION: \$36,659.56 received from State for OIFD's Pension Plan.
- D. ASSISTANT CHIEF STRAWN APPOINTMENT: Chief Carvalho stated that as acting Fire Chief, he is appointing Michael Ray Strawn as his Assistant Fire Chief. The Assistant Fire Chief is an appointed position by the Fire Chief and therefore, is not under any employee/employer agreement as this position serves at the leisure of the Fire Chief.
- E. ASSISTANT FIRE CHIEF PAY: \$90,000.00 is what Assistant Chief Carvalho made during his tenure as Assistant Fire Chief and therefore, once Captain Strawn is officially promoted to the position as Assistant Fire Chief, \$90,000.00 will be his salary as well. Also, Michael Ray Strawn has been running calls as the Assistant Fire Chief since January 2017 in an on the job training capacity. **Commissioner Simpson** made a motion to accept the Assistant Chief's annual salary of \$90,000.00. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.
- F. AFG GRANT: OIFD has applied for this grant three times for LP15 (LifePak) medical equipment/heart monitors. We are also in our second year of a three-year contract with Physio- Control in which they will no longer service, maintain and repair our LifePak 12 equipment. OIFD has money set aside via our 10-year plan to purchase this equipment, should we not obtain any funding via grants. The grant was denied by the AFG process which stated we were unable to show *financial need*.

G. NEW HIRE: Beginning 11/11/2017, Zander Angelovic,
will be our newest firefighter.

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

These minutes are approved and attested to by signature.

Catherine A. Jones
Chairman

Mike Mitchell
Secretary

1:59 PM

11/07/17

Accrual Basis

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

	Oct 1 - Nov 7, 17	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	150.37	3,349,681.00	-3,349,530.63
339.000 · Recreational Property	0.00	33,516.00	-33,516.00
369.120 · Cash Brought Forward	0.00	591,872.00	-591,872.00
384.000 · Othr Financing Sources	36,659.56	0.00	36,659.56
Total Income	36,809.93	3,975,069.00	-3,938,259.07
Gross Profit	36,809.93	3,975,069.00	-3,938,259.07
Expense			
Contingency Reserve Expense	0.00	560,088.00	-560,088.00
Hurricane Reserve Expense	0.00	50,000.00	-50,000.00
522.120 · OIFD Salaries	88,201.52	1,200,000.00	-1,111,798.48
522.121 · Holiday Pay	892.44	15,000.00	-14,107.56
522.122 · Liability for Compensated Absen	0.00	161,631.00	-161,631.00
522.141 · Scheduled OT	2,009.28	30,000.00	-27,990.72
522.142 · Unscheduled OT	3,322.86	30,000.00	-26,677.14
522.150 · Incentive Pay	470.82	0.00	470.82
522.210 · S.S. & MED - ER Portion	7,184.83	100,000.00	-92,815.17
522.220 · Pension - ER	0.00	850,000.00	-850,000.00
522.230 · Medical - Group ER	22,739.03	320,000.00	-297,260.97
522.240 · Worker's Compensation	16,351.33	70,000.00	-53,648.67
522.311 · Property Appraiser	0.00	55,000.00	-55,000.00
522.312 · Legal	0.00	12,500.00	-12,500.00
522.313 · Tax Collector	0.00	65,000.00	-65,000.00
522.314 · Physicals & Misc Medical	77.00	8,000.00	-7,923.00
522.320 · Audit - CPA	0.00	14,250.00	-14,250.00
522.340 · Alarm Monitor Contract	134.50	1,500.00	-1,365.50
522.412 · Central Dispatch	522.00	4,000.00	-3,478.00
522.431 · Electric Co.	1,742.69	23,500.00	-21,757.31
522.432 · Gas Co.	72.21	3,000.00	-2,927.79
522.433 · Water, Sewer & Trash	578.91	7,500.00	-6,921.09
522.434 · Telephone, Internet & Cable	1,247.47	11,000.00	-9,752.53
522.451 · Insurance - Security Bonds	0.00	1,200.00	-1,200.00
522.452 · Insurance - Liability/ Property	37,988.19	33,400.00	4,588.19
522.460 · Maintenance and Repair	1,088.50	50,000.00	-48,911.50
522.491 · Advertising	1,649.84	7,000.00	-5,350.16
522.492 · Travel & Training	4,259.76	15,000.00	-10,740.24
522.511 · Admin/ Office Supplies	498.72	12,500.00	-12,001.28
522.521 · Fuel & Oil	739.70	25,000.00	-24,260.30
522.522 · ALS	6,902.52	35,000.00	-28,097.48
522.523 · Uniforms	147.30	8,000.00	-7,852.70
522.525 · Operational Supplies	1,380.82	35,000.00	-33,619.18
522.542 · Dues & Subscriptions	3,168.99	21,000.00	-17,831.01
522.543 · Haz Mat Assessment	4,483.00	5,000.00	-517.00
522.644 · Equipments	462.39	40,000.00	-39,537.61
522.647 · Capital Equipment (Vehicle)	0.00	65,000.00	-65,000.00
522.700 · Building Maintenance	1,060.50	30,000.00	-28,939.50
Total Expense	209,377.12	3,975,069.00	-3,765,691.88
Net Income	-172,567.19	0.00	-172,567.19