

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
JANUARY 17, 2018 AGENDA

I. **CALL TO ORDER:** Meeting called to order at _____ p.m. by Chief Carvalho as the officers need to elect a chairperson, once election is complete, the newly elected chair shall oversee the remaining elections and meeting.

II. **CALLING OF THE ROLL:** Present were Commissioners Jones _____ Mitchell _____ Edlund _____ Simpson _____ Linz _____

III. **APPROVAL OF THE JANUARY 17, 2018 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **December 20, 2017** regular meeting.

V. **APPROVAL OF THE FINANCIAL REPORT FOR: December 2017**

VI. **OFFICERS REPORT:**

1. **Chairman, :**

2. **Vice-Chairman, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Carvalho:**

A. Reported 77 responses for the month of **DECEMBER 2017** (**74 DECEMBER 2016**).

Response Summary:

3 Fire Calls
19 False Alarms/Alarm Activations
48 EMS/ Rescue/ MVA
7 Other

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
JANUARY 17, 2018 AGENDA

- A. VEHICLE STATUS: CHIEF CARVALHO
- B. ANNUAL FRACTILE REPORT: PHIL METZ
- C. YEARLY RUN NUMBERS FOR 2017 AND 2016
 - a) Calendar Year 2016 = 1251
 - b) Calendar Year 2017 = 1377

VII. OLD BUSINESS:

UPDATE OF MEETING DATES FOR 2018

VIII. NEW BUSINESS:

- A. CHIEF TILLEY'S 90 EARLY TERMINATION OF CONTRACT
- B. PROBATIONARY FIREFIGHTER RELIEVED OF DUTY

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

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

- I. **MEETING:** Meeting was called to Order @ 5:42 P.M. by Chairperson, Commissioner Jones.
- II. **ROLL CALL:** Present were Commissioner Edlund and Commissioner Simpson. Also present were Chief Carvalho, Assistant Chief Strawn, and Medical Division Officer, Phil Metz.
- III. **APPROVAL OF DECEMBER AGENDA:** Chairperson Jones called for an approval of the Agenda. **Commissioner Simpson** made a motion to approve the Agenda, **Commissioner Edlund** seconded, all were in favor, none opposed, motion carried.
- IV. **PUBLIC COMMENTS:** Chief Carvalho stated that Commissioner Edlund has served for 11 years as of today.
- V. **APPROVAL OF THE NOVEMBER MINUTES:** The minutes for the November 15th meeting were reviewed. Chairperson Jones called for any corrections, deletions, and/or additions. There being none, **Commissioner Simpson** made a motion to accept the Minutes as presented. **Commissioner Edlund** seconded the motion, all were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIAL STATEMENT FOR MONTH ENDING NOVEMBER 2017.** Chairman Jones called for an approval of the financials. **Commissioner Edlund** 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: Chief Carvalho gave report.

A. Total responses for the month of **NOVEMBER 2017 62**
(NOVEMBER 2016 82)

<u>0</u>	Fire Calls
<u>9</u>	Alarm Activations
<u>48</u>	EMS/Rescue/MVA
<u>5</u>	Other

- B. Fractile/Response Times: No report and no abnormalities to report. The fractiles will be presented at the January 17th meeting. Chief Carvalho stated that the runs for November were down for all stations. Chief Carvalho advised the runs for this calendar year will more than likely be an increase from previous years. Captain Mast stated when he was training with our new firefighter, on inputting data into Emergency Reporting Captain Mast's runs had him in 7th place for total runs and he was 20% higher than previous years.
- C. Vehicle Status Report: AC4 is out of service due to an improper install of a radio antenna thus causing rust on AC4. The vendor who installed the antenna is paying for the repair to remove the rust.

VIII. OLD BUSINESS:

- A. SHOP WITH A FIREFIGHTER/BIKES OR BUST: This year we had 8 kids for Shop with A Firefighter, which gave the kids more money to spend. This year, their spending amount was \$212.00. Firefighter Angelovic stated the firefighters have a contest to see whose kid comes closest to their spending amount and whoever is the closest, wins a \$25 gift card. This year, Firefighter Angelovic had a recipient who spent exactly at \$212. Firefighter Angelovic received a \$25 gift card to which he gave to the child so they could spend more money on Christmas. This year we donated 6 bikes to the Bikes or Bust event.
- B. Christmas Party: This year's party went very well. All the employees could introduce their families to all who were in attendance.
- C. BLUE TRUCK: The blue Expedition has been utilized for training, as it is no longer working. When training is completed, the firefighters will cut up the blue Expedition for additional training.
- D. STATE BID VEHICLE PURCHASE: We have experienced a few issues along the way with this process. Steel trucks are no longer made as they have switched to aluminum. It has an added anti-corrosive layer on the body

of the vehicle. This vehicle will be the Chief's vehicle, and will become the back-up beach vehicle when necessary. If Beach 4 goes out of service, this vehicle will be used as Beach 4. After the first of the year, we will purchase this vehicle. Board previously approved a budget of \$65,000.00 and we will come under that allotted amount.

IX. NEW BUSINESS:

- A. MEETING DATES FOR 2018: The Board was presented with the scheduled meeting dates for next year. Chairperson Jones called for a motion. **Commissioner Simpson** made a motion that the proposed dates get accepted as listed. **Commissioner Edlund** seconded the motion, all were in favor, none opposed, motion carried.
- B. LETTER FROM NORTHWEST FLORIDA VOLUNTEER FIREFIGHTER WEEKEND COUNCIL:
OIFD sent Engine 4-1 to this event for volunteer firefighter to receive needed training. 185 students participated in this weekend event and over 3500 hours of training were completed.
- C. INVENTORY 2017 (DISCUSSION): Every year, we provide our auditor an updated list of all inventorial items OIFD has purchased. Our auditor is currently auditing the inventory list for 2017.
- D. DE-COMMISSION LIST OF ITEMS: Chief Carvalho advised the Board we have several items we would like de-commission. Chairperson Jones called for a motion. **Commissioner Edlund** made a motion to accept the de-commissioning of all items listed. **Commissioner Simpson** seconded the motion, all were in favor, none opposed, motion carried.
- E. PENSION SHORTFALL: Chief Carvalho gave a brief history of the Pension where it was established in 1995 after legislation allowed special fire districts to participate in the State pension. 17 firefighters from OIFD were immediately granted all previous years of service. Amounting to greater than 250 years of service that became unfunded liability. In 2004, 6 of those firefighters went home on an early window to attempt savings to the District. 2009 market crash, caused significant increases in the required payment. The pre-payment was utilized to cover that increased cost that wasn't budgeted in the Pension line. Since 2009, 7 more

firefighters have gone on to the Pension causing increased pressure on the payment as well as State mandated changes in assumptions and legislative requirements. The budget payment had remained static during those years, where the required payment was increasing. This caused previous administrations to pay quarterly Pension payments in arrears (trailing quarter) all while new assumptions were not being made. Chief Carvalho presented his plan to fix this moving forward. Chief Carvalho have several bullet points on increasing the budget payment to greater than the required payment, start building a pre-paid amount again for future financial crises. Work with the Pension Board and membership with ways to reduce or stabilize the payment moving forward, payback the short fall by end of FY' 18/19. End paying in the trailing quarter as a budgetary tool. Delay capital purchases until FY'21/22 and utilize budget carry over collections, new construction and 10-year money to pay back any amount in arrears. Chief Carvalho asked for a motion to mover \$260,000.00 from the Contingency Reserved to pay for the January short-fall in 2018. This will allow the end-of-year report to be completed prior to May 2018, at which time, we will be able to determine any additional short-fall that needs to be paid prior to end of FY'18/19. Commissioner Edlund made a motion to move \$260,000.00 from the Contingency Reserve to the Pension line to pay towards the asset short-fall in January 2018. Seconded by Commissioner Simpson seconded the motion, all were in favor, none opposed, motion carried.

- F. OCFRO/JTC/SPECIAL OPS: This year's budget allotted for \$5000.00 for hazmat. The total was \$4483.00 and paid at the beginning of Fiscal Year 2017/2018. Chief Lord from Ocean City-Wright was the leader of the hazmat team. OCFRO voted to turn the hazmat equipment over to Okaloosa County Public Safety. Okaloosa County no longer has an active hazmat team; however, there are other hazmat teams in the State and if needed, they would respond. Additionally, the JTC purpose is to allow joint trainings for firefighters'. This group is working through some issues. Regarding Special Ops, OIFD has equipment with that group. If this group is disbanded, we would request our items returned.

ADJOURNMENT: With nothing further, the meeting

was adjourned at 6:17
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, 2017 through January 9, 2018

	Oct 1, '17 - Jan 9, 18	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	815,814.11	3,349,681.00	-2,533,866.89
311.120 · Discounts Allowed	-20,382.10	0.00	-20,382.10
335.200 · State Incentive	5,038.33	0.00	5,038.33
339.000 · Recreational Property	622,906.87	33,516.00	589,390.87
361.100 · Interest Earned - Checking	127.08	0.00	127.08
369.120 · Cash Brought Forward	0.00	591,872.00	-591,872.00
Total Income	1,423,504.29	3,975,069.00	-2,551,564.71
Gross Profit	1,423,504.29	3,975,069.00	-2,551,564.71
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	329,093.08	1,200,000.00	-870,906.92
522.121 · Holiday Pay	6,633.12	15,000.00	-8,366.88
522.122 · Liability for Compensated Absen	0.00	161,631.00	-161,631.00
522.141 · Scheduled OT	5,876.30	30,000.00	-24,123.70
522.142 · Unscheduled OT	6,895.04	30,000.00	-23,104.96
522.150 · Incentive Pay	1,647.87	0.00	1,647.87
522.210 · S.S. & MED - ER Portion	26,524.40	100,000.00	-73,475.60
522.220 · Pension - ER	260,000.00	850,000.00	-590,000.00
522.230 · Medical - Group ER	88,750.75	320,000.00	-231,249.25
522.240 · Worker's Compensation	24,426.99	70,000.00	-45,573.01
522.311 · Property Appraiser	20,846.62	55,000.00	-34,153.38
522.312 · Legal	135.00	12,500.00	-12,365.00
522.313 · Tax Collector	41,484.51	65,000.00	-23,515.49
522.314 · Physicals & Misc Medical	664.60	8,000.00	-7,335.40
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	1,044.00	4,000.00	-2,956.00
522.431 · Electric Co.	5,228.07	23,500.00	-18,271.93
522.432 · Gas Co.	476.40	3,000.00	-2,523.60
522.433 · Water, Sewer & Trash	1,929.16	7,500.00	-5,570.84
522.434 · Telephone, Internet & Cable	3,478.89	11,000.00	-7,521.11
522.451 · Insurance - Security Bonds	100.00	1,200.00	-1,100.00
522.452 · Insurance - Liability/ Property	33,417.19	33,400.00	17.19
522.460 · Maintenance and Repair	14,256.05	50,000.00	-35,743.95
522.491 · Advertising	1,649.84	7,000.00	-5,350.16
522.492 · Travel & Training	8,929.14	15,000.00	-6,070.86
522.511 · Admin/ Office Supplies	5,699.80	12,500.00	-6,800.20
522.521 · Fuel & Oil	2,063.52	25,000.00	-22,936.48
522.522 · ALS	9,182.52	35,000.00	-25,817.48
522.523 · Uniforms	2,318.14	8,000.00	-5,681.86
522.525 · Operational Supplies	2,697.44	35,000.00	-32,302.56
522.542 · Dues & Subscriptions	8,736.82	21,000.00	-12,263.18
522.543 · Haz Mat Assessment	4,483.00	5,000.00	-517.00
522.644 · Equipments	816.86	40,000.00	-39,183.14
522.647 · Capital Equipment (Vehicle)	0.00	65,000.00	-65,000.00
522.700 · Building Maintenance	5,318.90	30,000.00	-24,681.10
Total Expense	924,938.52	3,975,069.00	-3,050,130.48
Net Income	498,565.77	0.00	498,565.77