

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
FEBRUARY 21, 2018 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 FEBRUARY 21, 2018 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **JANUARY 17, 2018** regular meeting.

V. **APPROVAL OF THE FINANCIAL REPORT FOR:** February 2018

VI. **OFFICERS REPORT:**

1. **Chairman:**

2. **Vice-Chairman:**

3. **Secretary/ Treasurer:**

4. **Department Chief Carvalho:**

A. Reported 76 responses for the month of January (95 for January 2017)

Response Summary:

<u>4</u>	Fire Calls
<u>16</u>	False Alarms/Alarm Activations
<u>49</u>	EMS/ Rescue/ MVA
<u>7</u>	Other

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- B. Fractile Response Times: Annual
- C. Vehicle Status Report:

VII. **OLD BUSINESS:**

BLUE EXPEDITION TRAINING EVOLUTION

VIII. **NEW BUSINESS:**

- A. AHJ (AUTHORITY HAVING JURISDICTION)

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
JANUARY 17, 2018**

- I. MEETING:** Meeting was called to order @ 5:30 p.m. by Chief Kevin Carvalho as officer elections were voted on during this meeting. **Commissioner Mike Mitchell** made a motion to re-elect Ms. Cathy Jones as the Chairman. **Commissioner Bill Linz** seconded the motion, none were opposed, motion carried, and Ms. Cathy Jones was re-elected to the position of Chairman of the Board of Fire Commissioners. **Commissioner Mike Mitchell** made a motion to re-elect Dr. George Edlund as Vice Chair. **Commissioner Jones** seconded, all were in favor, none opposed, motion carried, and Dr. George Edlund was re-elected to the position of Vice Chair. **Commissioner Jones** made a motion to re-elect Mr. Mike Mitchell to Secretary. **Commissioner Linz** seconded, all were in favor, none opposed, motion carried, and Commissioner Mike Mitchell was re-elected to the position of Secretary. Therefore, the Okaloosa Island Fire District Board of Fire Commissioners Officers are as follows:

Chairman-Ms. Cathy Jones

Vice Chair-Dr. George Edlund

Secretary/Treasurer-Mr. Mike Mitchell

- II. ROLL CALL:** Present were Commissioner Dr. Edlund, Commissioner Jones, Commissioner Mitchell, Commissioner Linz and Commissioner Simpson were present. Also present were Chief Carvalho, Chief Tilley, Assistant Chief Strawn and Medical Division Officer Phil Metz.

- III. APPROVAL OF JANUARY AGENDA:** Chairman Mitchell called for an approval of the Agenda. **Commissioner Simpson** made a motion to approve the Agenda, **Commissioner Mitchell** seconded, all were in favor, none opposed, motion carried.

- IV. PUBLIC COMMENTS:** None

- V. APPROVAL OF THE MINUTES:** The minutes for the December 20, 2017 regular meeting minutes were reviewed. Commissioner

Jones called for corrections, deletions, and/or additions. There being none, **Commissioner Simpson** made a motion to accept the Minutes as read. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried.

VI. APPROVAL OF THE FINANCIALS FOR MONTH ENDING

December 2017. Commissioner Jones called for an approval of the financials. **Commissioner Simpson** made a motion to approve the financials. **Commissioner Mitchell** 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 Carvalho Department Report:

A. Total responses for the month of December 2017 77, (74 for December 2016). *Total responses for 2017 = 1377 (1251 for 2016) which is *126 more* runs from 2016 to 2017.*

3 Fire Calls
19 Alarm Activations
48 EMS/RECUE/MVA
7 Other

B. Fractile Response Times: Medical Division Officer Metz provided our annual Fractile response times for 2017. Runs are up in the District, primarily due to a spike in fire calls during the month of October, in which we experienced severe storms. Our turn out times are getting better every year. ISO will be coming this year and we are meeting the 90% as required.

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

VIII. OLD BUSINESS:

The meeting dates for 2018 were handed out in the December 20th meeting and approved. Chief Carvalho wanted to update the Board that the meeting dates were set and published in the Northwest Florida Daily News.

IX. NEW BUSINESS:

A. Chief Tilley's 90-day Early Termination of Contract:

Per Chief Tilley's employment contract with the Board, he submitted his request for early termination at tonight's meeting. June 18, 2018 is when Chief Tilley's current employment contract expires and this would be the beginning of his 90 days to request early termination of his contract. Chief Tilley thanked the Board for allowing him to serve and to feel free to contact him, if ever needed. Chief Tilley's request for Early Termination of Contract will be placed in his personnel file.

B. Probationary Firefighter Relieved of Duty: In

December 2017, Chief's Carvalho and Strawn made the decision to terminate one of the probationary firefighters'. This decision was not taken lightly and we must move on. If there are any questions regarding this issue, Chief Carvalho asks you to address them with him. No questions were posed during the meeting regarding this issue.

ADJOURNMENT: With nothing further, the meeting was adjourned at 5:47 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 February 13, 2018

	Oct 1, '17 - Feb 13, 18	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	3,066,421.51	3,349,681.00	-283,259.49
311.120 · Discounts Allowed	-96,179.47	0.00	-96,179.47
335.200 · State Incentive	5,038.33	0.00	5,038.33
339.000 · Recreational Property	0.00	33,516.00	-33,516.00
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	2,975,407.45	3,975,069.00	-999,661.55
Gross Profit	2,975,407.45	3,975,069.00	-999,661.55
Expense			
Contingency Reserve Expense	260,000.00	560,088.00	-300,088.00
Hurricane Reserve Expense	0.00	50,000.00	-50,000.00
522.120 · OIFD Salaries	419,323.87	1,200,000.00	-780,676.13
522.121 · Holiday Pay	6,633.12	15,000.00	-8,366.88
522.122 · Liability for Compensated Absen	1,026.24	161,631.00	-160,604.76
522.123 · Direct Deposit Charges	316.32	0.00	316.32
522.141 · Scheduled OT	7,390.96	30,000.00	-22,609.04
522.142 · Unscheduled OT	9,782.31	30,000.00	-20,217.69
522.150 · Incentive Pay	2,118.69	0.00	2,118.69
522.210 · S.S. & MED - ER Portion	33,827.76	100,000.00	-66,172.24
522.220 · Pension - ER	428,160.00	850,000.00	-421,840.00
522.230 · Medical - Group ER	111,437.37	320,000.00	-208,562.63
522.240 · Worker's Compensation	28,464.82	70,000.00	-41,535.18
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	59,809.44	65,000.00	-5,190.56
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	360.85	1,500.00	-1,139.15
522.412 · Central Dispatch	1,305.00	4,000.00	-2,695.00
522.431 · Electric Co.	6,943.07	23,500.00	-16,556.93
522.432 · Gas Co.	1,151.98	3,000.00	-1,848.02
522.433 · Water, Sewer & Trash	2,559.07	7,500.00	-4,940.93
522.434 · Telephone, Internet & Cable	4,761.32	11,000.00	-6,238.68
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	19,840.05	50,000.00	-30,159.95
522.491 · Advertising	1,649.84	7,000.00	-5,350.16
522.492 · Travel & Training	13,220.76	15,000.00	-1,779.24
522.511 · Admin/ Office Supplies	6,919.96	12,500.00	-5,580.04
522.521 · Fuel & Oil	3,025.12	25,000.00	-21,974.88
522.522 · ALS	13,715.55	35,000.00	-21,284.45
522.523 · Uniforms	3,402.76	8,000.00	-4,597.24
522.525 · Operational Supplies	3,426.89	35,000.00	-31,573.11
522.542 · Dues & Subscriptions	11,387.77	21,000.00	-9,612.23
522.543 · Haz Mat Assessment	4,483.00	5,000.00	-517.00
522.644 · Equipments	4,015.36	40,000.00	-35,984.64
522.647 · Capital Equipment (Vehicle)	0.00	65,000.00	-65,000.00
522.700 · Building Maintenance	9,102.20	30,000.00	-20,897.80
Total Expense	1,534,724.86	3,975,069.00	-2,440,344.14
Net Income	1,440,682.59	0.00	1,440,682.59