

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
AUGUST 15, 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 _____ Foster _____ Linz _____

III. **APPROVAL OF THE AUGUST 19, 2018 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **JULY 18, 2018** regular meeting.

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

VI. **OFFICERS REPORT:**

1. **Chairman, :**

2. **Vice-Chairman, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Carvalho:**

A. Reported **157** responses for the month of **JULY (133 for JULY 2017)**

Response Summary:

<u>5</u>	Fire Calls
<u>7</u>	False Alarms/Alarm Activations
<u>99</u>	EMS/ Rescue/ MVA
<u>46</u>	Other

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- B. Fractile Response Times: Annually each January
- C. Vehicle Status Report:

VII. **OLD BUSINESS:**

- A. FORM 1'S-SIMPSON/FOSTER
- B. RESOLUTION 01-18 AMENDED
- C. DATE/TIME AND MEETING PLACE OF THE TENTATIVE BUDGET
HEARING AND DISCUSSION
- D. NEW HIRE

VIII. **NEW BUSINESS:**

- A. OPEB
- B. AUDIT
- C. PENSION ASSET SHORTFALL/PAYMENT UPDATE
- D. OCFRO DISCUSSION REGARDING TRAFFIC PROBLEMS
- E. LETTER OF APPRECIATION

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
JULY 18, 2018**

I. **MEETING:** Meeting was called to Order @5:30 P.M. by Chairman Jones.

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

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

IV. **PUBLIC COMMENTS:** No public comments.

V. **APPROVAL OF THE JUNE MINUTES:** The minutes for the **June 20, 2018** 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 Edlund** seconded the motion, all were in favor, none opposed, motion carried.

VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING JUNE 2018.** 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: Chief Carvalho gave report.

A. Total responses for the month of **JUNE 2018 179**
(JUNE 2017 133)

<u>2</u>	Fire Calls
<u>17</u>	Alarm Activations
<u>94</u>	EMS/Rescue/MVA
<u>66</u>	Other

- B. Fractile/Response Times: No report and no abnormalities to report. ISO was conducted for OIFD. The final results will take between 3 – 4 months.
- C. Vehicle Status Report: All trucks in service.

VIII. OLD BUSINESS:

- A. FORM 1'S: All Form 1's are turned into the Supervisor of Elections. This meeting was the last meeting for Commissioner Simpson and therefore, he will need to complete a Form 1F.
- B. UNION CONTRACT: Labor Agreement has been completed, pending Board approval. Chief Carvalho briefed the Board of the changes discussed during these negotiations and are as follows:
- Martin Luther King, Jr. Day is now a holiday for the firefighters who are on duty to receive Holiday pay.
 - Fiscal Year 19/20 the employees under the agreement will receive an annual \$1,000.00 across the board raise. This will make the starting pay for an OIFD firefighter \$42,000.00.
 - Promotion policy updated – To promote the years of service and/or certifications can be waived by the Chief of the Department.
 - Letters of Reprimand will remain in the employee's personnel file for 12 months instead of 6 months. This also coincides with our Rules and Regulations.
 - FSLA change from a 14-day work cycle to a 21-day work cycle. This concept consolidates Overtime into one-line item in the budget.
 - Worker's Compensation/Sick Leave and Bereavement Leave all received changes. Of these changes, if an employee goes out on Worker's Compensation or any medical leave, once the 12th month has passed, the Chief of the Department will require the employee to obtain of Fit for Duty.

Once the Fit for Duty has been requested by the Chief, the employee has 6 months to provide a doctor's note stating Fit for Duty. If the employee is not able to comply with the Fit for Duty request, the Chief will then be allowed to terminate the employee for cause. With regards to Bereavement, if the person who passed away is an immediate family member, the employee; they will be allowed 4 shifts off; if the person is not an immediate family member, the employee will be allowed 2 shifts, and lastly, if the person who has passed is a friend, the employee will need to use vacation/PTO.

- Physicals with now be every-other year unless the employee specifically requests a physical. During off years, the employee may request a physical at the Department's expense.
- Employee Efficiency Evaluations were updated to remove personal feelings for the employee. Skill set is now the focus of the evaluation.
- Summary Plan Provisions added to the contract as Appendix B to show that the Union contract and Pension rules are upheld.

Commissioner Linz made a motion to accept the Union contract as presented, **Commissioner Edlund** seconded, all were in favor, none opposed. Motion to accept the 2018 -2021 Union contract is concluded.

IX. NEW BUSINESS:

A. COMMISSIONER SIMPSON RESIGNATION:

Commissioner Simpson resigned his seat on the Fire Board. The Commissioner's and Fire Chief expressed their gratitude for his service to the Board.

B. KATHY FOSTER APPOINTMENT: Having

Commissioner Simpson resign his seat on the Fire Board, an appointment was necessary to complete his 2-year term.

Commissioner Michell made a motion to appoint Mrs. Kathy Foster to Commissioner Simpson's now vacant seat.

Mrs. Foster accepted the appointment and **Commissioner Linz** seconded the motion, all were in favor, none opposed, Mrs. Kathy Foster is now the Group 1 Member of the Fire Board of Commissioners.

- C. 2018 FINAL TAXABLE VALUES: \$1,048,402,676.00 is Okaloosa Island's final table values. This is an increase of approximately \$27 million over previous year.
- D. CURRENT YEAR PROPOSED MILLAGE RATE: This FY our millage rate will be 3.4308, which is our rollback rate. Chief Carvalho said there were no proposed tax increases for FY' 18/19. Commissioner Mitchell made a motion to accept the proposed millage rate as described, Commissioner Linz seconded the motion, all were in favor, none opposed.
- E. DATE/TIME AND MEETING PLACE OF THE TENTATIVE BUDGET HEARINGS: The first date for setting the tentative budget is Wednesday, September 5, 2018 at 5:01 P.M. The final hearing for setting the budget will be held on Wednesday, September 19, 2018 at 5:01 P.M. and immediately following this hearing, the normal Fire Commissioner Board meeting will commence at 5:30 P.M.
- F. PAM FORM: State Board of Administration had Chief Beihl and Ms. Ward were the OIFD signatories that could conduct business for the District on these accounts. Chief Carvalho updated the accounts to include the current personnel of Commissioner Mike Mitchell as the Treasurer, Fire Chief Carvalho, Assistant Fire Chief Strawn and Office Manager Danie Pelkey to conduct business.
- G. NEW HIRE ADVERTISEMENT: An announcement for a firefighter position was placed in the Northwest Florida Daily News. Chief Carvalho said that it would more than likely be mid to late August before this new process completed.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:19 p.m.

These minutes are approved and attested to by signature.

Catherine A. Jones
Chairman

Mike Mitchell
Secretary

8:56 AM

08/13/18

Accrual Basis

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
 October 1, 2017 through August 7, 2018

	Oct 1, '17 - Aug 7, 18	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	3,503,010.76	3,349,681.00	153,329.76
311.120 · Discounts Allowed	-100,960.68	0.00	-100,960.68
335.200 · State Incentive	6,568.33	0.00	6,568.33
339.000 · Recreational Property	19,551.00	33,516.00	-13,965.00
361.100 · Interest Earned - Checking	620.63	0.00	620.63
369.120 · Cash Brought Forward	0.00	591,872.00	-591,872.00
384.000 · Othr Financing Sources	1,800.00	0.00	1,800.00
Total Income	3,430,590.04	3,975,069.00	-544,478.96
Gross Profit	3,430,590.04	3,975,069.00	-544,478.96
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	991,728.32	1,200,000.00	-208,271.68
522.121 · Holiday Pay	9,642.81	15,000.00	-5,357.19
522.122 · Liability for Compensated Absen	52,366.44	161,631.00	-109,264.56
522.123 · Direct Deposit Charges	835.27	0.00	835.27
522.141 · Scheduled OT	19,116.73	30,000.00	-10,883.27
522.142 · Unscheduled OT	30,323.16	30,000.00	323.16
522.150 · Incentive Pay	5,063.62	0.00	5,063.62
522.210 · S.S. & MED - ER Portion	84,447.63	100,000.00	-15,552.37
522.220 · Pension - ER	853,160.00	850,000.00	3,160.00
522.230 · Medical - Group ER	241,909.77	320,000.00	-78,090.23
522.240 · Worker's Compensation	54,143.99	70,000.00	-15,856.01
522.311 · Property Appraiser	41,693.25	55,000.00	-13,306.75
522.312 · Legal	4,590.00	12,500.00	-7,910.00
522.313 · Tax Collector	68,481.04	65,000.00	3,481.04
522.314 · Physicals & Misc Medical	2,513.10	8,000.00	-5,486.90
522.320 · Audit - CPA	0.00	14,250.00	-14,250.00
522.340 · Alarm Monitor Contract	795.85	1,500.00	-704.15
522.412 · Central Dispatch	2,871.00	4,000.00	-1,129.00
522.431 · Electric Co.	18,336.07	23,500.00	-5,163.93
522.432 · Gas Co.	1,881.28	3,000.00	-1,118.72
522.433 · Water, Sewer & Trash	6,526.67	7,500.00	-973.33
522.434 · Telephone, Internet & Cable	9,775.97	11,000.00	-1,224.03
522.451 · Insurance - Security Bonds	100.00	1,200.00	-1,100.00
522.452 · Insurance - Liability/ Property	33,974.91	33,400.00	574.91
522.460 · Maintenance and Repair	33,987.47	50,000.00	-16,012.53
522.491 · Advertising	3,855.26	7,000.00	-3,144.74
522.492 · Travel & Training	12,189.41	15,000.00	-2,810.59
522.511 · Admin/ Office Supplies	10,370.63	12,500.00	-2,129.37
522.521 · Fuel & Oil	7,401.86	25,000.00	-17,598.14
522.522 · ALS	22,997.60	35,000.00	-12,002.40
522.523 · Uniforms	10,186.63	8,000.00	2,186.63
522.525 · Operational Supplies	13,418.79	35,000.00	-21,581.21
522.542 · Dues & Subscriptions	18,440.21	21,000.00	-2,559.79
522.543 · Haz Mat Assessment	4,483.00	5,000.00	-517.00
522.644 · Equipments	12,610.20	40,000.00	-27,389.80
522.647 · Capital Equipment (Vehicle)	35,246.56	65,000.00	-29,753.44
522.700 · Building Maintenance	14,781.93	30,000.00	-15,218.07
Total Expense	2,994,246.43	3,975,069.00	-980,822.57
Net Income	436,343.61	0.00	436,343.61

BUS. PHONE (859) 431-4333 or (859) 431-1701
FAX LINE (859) 261-3344

EMERGENCY-DIAL 911

PARK HILLS FIRE DEPARTMENT

1106 AMSTERDAM ROAD
PARK HILLS, KENTUCKY - 41011



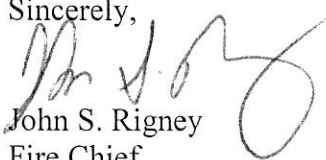
August 1, 2018

Chief Bob Tilley
Okaloosa Island F.D.
104 Santa Rosa Blvd.
Fort Walton Beach, Fla. 32548

Dear Chief,

After spending a week relaxing on the beach at the Waterscape, I decided to pick up an Okaloosa F.D. T-shirt before leaving. I stopped last Sunday night 7/29 at the station and was promptly greeted by the crew and led in to pick one out. I just wanted to complement you on the courteous and professional staff at your facility. The young firefighter I spoke with at length expressed an enthusiasm for the job that is seriously lacking in many of the newer firefighters seen today. It is always reassuring to find that those individuals still exist. I wish you and all on the department well, had another great vacation on the Island. I have enclosed a few coins and a patch for your collection.

Sincerely,


John S. Rigney
Fire Chief
Park Hills F.D. _____