

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**SEPTEMBER 19, 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 SEPTEMBER 19, 2018 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **SEPTEMBER 19, 2018 FINAL BUDGET HEARING AND the AUGUST 15, 2018** regular meeting.

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

VI. **OFFICERS REPORT:**

1. **Chairman, :**

2. **Vice-Chairman, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Carvalho:**

A. Reported 132 responses for the month of AUGUST (*126 for AUGUST 2017*)

*Response Summary:*

<u>4</u>	Fire Calls
<u>8</u>	False Alarms/Alarm Activations
<u>81</u>	EMS/ Rescue/ MVA
<u>39</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. PRIME ACCOUNT INFO
- B. NEW HIRE-WILCOX

VIII. **NEW BUSINESS:**

- A. GEAR/BOOT PURCHASE
- B. FIREHOUSE SUBS GRANT

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

**Okaloosa Island Fire District  
Board of Fire Commissioners Minutes  
AUGUST 15, 2018**

- I. **MEETING:** Meeting was called to Order @ 5:30 P.M. by Chairperson, Commissioner Jones.
- II. **ROLL CALL:** Present were Commissioner Jones, Commissioner Edlund, Commissioner Linz, Commissioner Mitchell and Commissioner Foster. Also present were Chief Carvalho, Assistant Chief Strawn and MDO Phil Metz.
- III. **APPROVAL OF AUGUST AGENDA:** Chairperson 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:** Tabled to the end of the Agenda as the firefighters were currently on a scene. Phil Metz wanted to let the Board know he was very appreciative of the opportunities allowed by the District as Phil along with Firefighter Thurston have been employed by different District's and this is a great District. Chief Carvalho also congratulated newly promoted Dan Blair from the position of Engineer to Lieutenant. Commissioner's Mitchell/Linz and Jones commented on the Labor Agreement recently approved by the Union and the Board as being one of the best Agreements ever seen.
- V. **APPROVAL OF THE JULY MINUTES:** The minutes for the **JULY 18, 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 Linz** seconded the motion, all were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING JULY 2018.** Chairman Jones called for an approval of the financials. **Commissioner Mitchell** made a motion to approve the financials. **Commissioner Edlund** 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 **JULY 2018 157**  
**(JULY 2017 133)**

5 Fire Calls  
7 Alarm Activations  
99 EMS/Rescue/MVA  
46 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. FORM 1'S SIMPSON/FOSTER: All Form 1's and 1F have been completed and filed.
- B. RESOLUTION 01-18: In the benefit cap section, the language needs to read, "*in no event will the member receive less than 2.75% benefit per year.*" Chairman Jones called for a motion amending the previous approved Pension Resolution 01-18. **Commissioner Foster** made the motion to amend the previously approved Pension Resolution 01-18 to include the new language. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried.
- C. DATE/TIMES OF UPCOMING BUDGET HEARING: Just a reminder of the Tentative Budget Hearing set for Wednesday, September 5, 2018 at 5:01 P.M. with the Final Budget Hearing set for Wednesday, September 19, 2018 at 5:01 P.M. and then at 5:30 P.M. the regular scheduled Commissioner's Meeting.
- D. NEW HIRES: OIFD has hired the following Firefighters beginning in March 2018 and including the newest hire for August 2018 – Ryan Adams  
Zander Angelovic  
Corey Crawford  
Shawn Thurston  
Sam Wilcox

**IX. NEW BUSINESS:**

- A. OPEB AND AUDIT ENDING 09/30/2017: OPEB (Other Post-Employment Benefits); list is discussed in the Audit ending 09/30/2017 on page 9. This breaks down the liabilities which the Auditor is now required to book this amount. This liability is only required to be immediately paid off in the case where the Fire Department would be out of business. For the last FY audit, the total pension liability amount was \$16 million, whereas, OIFD has already paid \$8 million. Page 23 discusses OIFD's Libs for Abs. Note that as of the end of this Audit, Chief Tilley and Captain Brinkerhoff were still listed as active employees due to their retirement dates. The OPEB was not copied, but if you would like a copy, just let Danie know and she will provide you with the documents. Chief Carvalho asked for the Board to review the documents and make a motion accepting the OPEB and Audit as presented. Commissioner Foster requested the Audit/OPEB/Actuary to read over before the Board vote over its contents. Chief Carvalho asked the Board to please have documents read and ready for vote by the September 19<sup>th</sup> regular meeting.
- B. PENSION ASSET SHORTFALL/PAYMENT UPDATE: \$519,000.00 shortfall was discovered by the actuary in November 2017. In January's Board meeting, a vote was approved for Chief Carvalho to use \$260,000.00 of reserves to pay the shortfall down leaving approximately \$250,000.00 remaining in the asset shortfall. The Actuary is due to be completed at the end of this FY; however, an additional \$56,000.00 that was intended to be wired to the Pension, in a previous year, was found to have not been sent. Therefore, at the request of the Auditor, the \$56,000.00 was wired to the Pension helping to reduce the remaining shortfall. The balance of the asset shortfall will most likely be less than \$200,000.00, but we will not know the exact amount until the actuary is completed. Chief Carvalho advised he will address this issue with the Board in October and will likely request the Pension reserve line to be utilized to pay off any remaining asset shortfall balance. Chief Carvalho stated based on the shortfall, he delayed the purchase of a new apparatus in FY 20 – 21. The Pension is required by the State of Florida to make 7.75% in the market annually. Pension money managers are telling our

Pension Board to move that figure to a more reasonable 7.0%. Moving from a 7.75% to a 7.0% would cost the District a significant amount of money at one time. Therefore, this needs to be a step by step process to minimize an initial large cost. Chief Carvalho believes the Pension Reserve line should have \$500,000.00 to protect the District and the Pension in case the market takes a significant loss in any one or more years, this would protect the District from a large increase in annually required payment, should this occur.

- C. OCFRO TRAFFIC ISSUE: OIFD personnel have had significant delays getting to dispatched calls or back in station and it has caused several issues. Chief Carvalho and Chief Sasser from Destin Fire Control District are crafting a letter to advise on how the traffic issues are stranding our firefighters to and from scenes and will advise of the outcome.
- D. COMMISSIONER EMAILS: Each Commissioner is required to have a District email where the public can contact them at any time. Any of the Commissioners can come and check their email accounts or you can set your District email to alert your home computer. Currently, if a Commissioner receives an email, Chief Carvalho receives a notice on his Department cell phone. If the email is of significance, Chief Carvalho will contact the respective Commissioner. Due to former Commissioner Simpson resigning and the appointment of Mrs. Kathy Foster, Danie will contact our computer vendor and remove Mr. Simpson and add Mrs. Foster.
- E. LETTER OF APPRECIATION: Chief Carvalho wanted to read into the Minutes a Letter of Appreciation received regarding Firefighter Zander Angelovic and his positive attitude when giving a station tour to an out of state Fire Chief. Challenge coins were sent from this Fire Chief and Chief Carvalho will ensure Firefighter Angelovic receives one. Chief Carvalho asked that Mr. Simpson receive a copy of this letter for the OILA.

**ADJOURNMENT:** With nothing further, the meeting was adjourned at 6:11 p.m.

These minutes are approved and attested to by signature.

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Catherine A. Jones  
Chairperson

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Mike Mitchell  
Secretary

**OKALOOSA ISLAND FIRE DISTRICT**  
**Profit & Loss Budget vs. Actual**  
**October 1, 2017 through September 11, 2018**

	Oct 1, '17 - Sep 11, 18	Budget	\$ Over Budget
<b>Income</b>			
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	681.38	0.00	681.38
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
<b>Total Income</b>	<b>3,430,650.79</b>	<b>3,975,069.00</b>	<b>-544,418.21</b>
<b>Gross Profit</b>	<b>3,430,650.79</b>	<b>3,975,069.00</b>	<b>-544,418.21</b>
<b>Expense</b>			
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	1,079,593.68	1,200,000.00	-120,406.32
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	1,000.87	0.00	1,000.87
522.141 · Scheduled OT	21,814.25	30,000.00	-8,185.75
522.142 · Unscheduled OT	33,252.97	30,000.00	3,252.97
522.150 · Incentive Pay	5,534.44	0.00	5,534.44
522.210 · S.S. & MED - ER Portion	91,641.84	100,000.00	-8,358.16
522.220 · Pension - ER	853,160.00	850,000.00	3,160.00
522.230 · Medical - Group ER	265,781.17	320,000.00	-54,218.83
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	5,480.80	8,000.00	-2,519.20
522.320 · Audit - CPA	14,250.00	14,250.00	0.00
522.340 · Alarm Monitor Contract	795.85	1,500.00	-704.15
522.412 · Central Dispatch	3,132.00	4,000.00	-868.00
522.431 · Electric Co.	19,899.07	23,500.00	-3,600.93
522.432 · Gas Co.	1,956.06	3,000.00	-1,043.94
522.433 · Water, Sewer & Trash	7,151.49	7,500.00	-348.51
522.434 · Telephone, Internet & Cable	10,964.50	11,000.00	-35.50
522.451 · Insurance - Security Bonds	100.00	1,200.00	-1,100.00
522.452 · Insurance - Liability/ Property	33,696.05	33,400.00	296.05
522.460 · Maintenance and Repair	36,210.73	50,000.00	-13,789.27
522.491 · Advertising	4,509.01	7,000.00	-2,490.99
522.492 · Travel & Training	14,853.81	15,000.00	-146.19
522.511 · Admin/ Office Supplies	12,435.21	12,500.00	-64.79
522.521 · Fuel & Oil	8,727.76	25,000.00	-16,272.24
522.522 · ALS	25,109.70	35,000.00	-9,890.30
522.523 · Uniforms	10,641.99	8,000.00	2,641.99
522.525 · Operational Supplies	23,744.68	35,000.00	-11,255.32
522.542 · Dues & Subscriptions	20,394.09	21,000.00	-605.91
522.543 · Haz Mat Assessment	4,483.00	5,000.00	-517.00
522.644 · Equipments	37,340.09	40,000.00	-2,659.91
522.647 · Capital Equipment (Vehicle)	44,365.68	65,000.00	-20,634.32
522.700 · Building Maintenance	14,831.93	30,000.00	-15,168.07
<b>Total Expense</b>	<b>3,197,770.25</b>	<b>3,975,069.00</b>	<b>-777,298.75</b>
<b>Net Income</b>	<b>232,880.54</b>	<b>0.00</b>	<b>232,880.54</b>