

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
OCTOBER 17, 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 OCTOBER 17, 2018 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **SEPTEMBER 19, 2018** meeting.

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

VI. **OFFICERS REPORT:**

1. **Chairman, :**

2. **Vice-Chairman, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Carvalho:**

A. Reported **112 responses** for the month of **SEPTEMBER (126 for SEPTEMBER 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:**
FIREHOUSE SUBS GRANT

VIII. **NEW BUSINESS:**

- A. NWF VOULENTEER WEEKEND LETTER
- B. FINAL BUDGET FY'17/18
- C. CLOSEOUT F-150 PURCHASE
- D. UPDATE EMPLOYEE ON EXTENDED MEDICAL LEAVE
- E. REGULAR MEETING DATES 01/2019 – 01/2020
- F. ASSET SHORTFALL VOTE
- G. BEACH FIRES

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
SEPTEMBER 19, 2018**

- I. **MEETING:** Meeting was called to Order @ 5:30 P.M. by Vice-Chairperson, Commissioner Edlund.

- II. **ROLL CALL:** Present were 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:** Vice-Chairperson Edlund called for an approval of the Agenda. **Commissioner Mitchell** made a motion to approve the Agenda, **Commissioner Linz** seconded, all were in favor, none opposed, motion carried.

- IV. **PUBLIC COMMENTS:** No Public Comments.

- V. **APPROVAL OF THE FINAL BUDGET HEARING MINUTES FROM SEPTEMBER 19, 2018/TENTATIVE BUDGET HEARING MINUTES FROM SEPTEMBER 5, 2018 AND AUGUST MINUTES:**
The minutes for the **FINAL BUDGET HEARING SEPTEMBER 19, 2018** were reviewed. Vice-Chairman Edlund called for corrections, deletions, and/or additions. There being none, **Commissioner Foster** made a motion to accept the Final Budget Hearing Minutes as presented. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried. The minutes for the **TENTATIVE BUDGET HEARING SEPTEMBER 5, 2018** were reviewed. Vice-Chairman Edlund called for corrections, deletions, and/or additions. There being none, **Commissioner Foster** made a motion to accept the Final Budget Hearing Minutes as presented. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried. The minutes for the **AUGUST 15, 2018** regular meeting minutes were reviewed. Vice-Chairman Edlund called for corrections, deletions, and/or additions. There being none, **Commissioner Foster** 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**

AUGUST 2018. Vice-Chairperson Edlund called for an approval of the financials. **Commissioner Mitchell** made a motion to approve the financials. **Commissioner Foster** seconded the motion, all were in favor, none opposed, motion carried.

VII. REPORT OF OFFICERS:

1. Chairperson Jones: No Report
2. Vice Chairperson Edlund: No Report
3. Secretary/Treasurer Mitchell: No Report
4. Department Report: Chief Carvalho gave report.

A. Total responses for the month of **AUGUST 2018 132**
(AUGUST 2017 126)

- 4** Fire Calls
- 8** Alarm Activations
- 81** EMS/Rescue/MVA
- 39** Other

- B. Fractile/Response Times: No report and no abnormalities to report. This report is done annually in January.
- C. Vehicle Status Report: Engine 4 is at Ten-8 getting an alarm fixed inside the cab.

VIII. OLD BUSINESS:

- A. **PRIME ACCOUNT INFO:** Chief Carvalho gave a presentation on the appropriate use of the PRIME 1 and PRIME 2 accounts from the State Board of Administration. The presentation included the Board Treasurer (**MITCHELL**) would be requesting to wire money from FNBT to the PRIME 1 account for the purpose of realizing a greater A.P.R. rate on our public funds Chief Carvalho also described the PRIMW 2 as how should be paying our pension payment by routing funds through PRIME 1 and PRIME2 account. The PRIME 1 account will maintain District reserve funds. Chief Carvalho provided a previous BOC resolution showing that Chief Hooks had instituted this policy well over 20 years ago. After much research, Chief Carvalho has identified that this is the process Okaloosa Island should be utilizing the largest return on public funds.
- B. **OPEB/AUDIT ENDING 09/30/2017:** The Board had a chance to review both documents from the August 15, 2018

meeting. Vice-Chairman Edlund called for an approval of the OPEB as presented to the Board. **Commissioner Foster** made a motion to accept the OPEB ending 09/30/2017 as presented to the Board. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried. Vice-Chairman Edlund called for an approval of the Audit as presented to the Board. **Commissioner Foster** made a motion to accept the Audit ending 09/30/2017 as presented to the Board. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.

C. NEW HIRE: Sam Wilcox was officially introduced to the Board.

IX. NEW BUSINESS:

- A. NEW GEAR AND BOOT PURCHASE: Chief Carvalho advised the Board he will be purchasing new gear and boots for O.I.F.D as it is a requirement per NFPA; however, we purchase gear every 5 years to maintain less than 5 year old gear as their primary set of PPE and so each firefighter has a back-up set.
- B. FIREHOUSE SUBS GRANT: Chief Carvalho updated the Board regarding applying for a grant to purchase electric tools in the amount of \$25,000. Once a decision is made, Chief Carvalho will advise.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:13 p.m.

These minutes are approved and attested to by signature.

Catherine A. Jones
Chairperson

Mike Mitchell
Secretary