

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
NOVEMBER 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 _____ Foster _____ Linz _____

III. **APPROVAL OF THE NOVEMBER 21, 2018 AGENDA:**

(a) **PUBLIC COMMENTS:**

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

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

VI. **OFFICERS REPORT:**

1. **Chairman, :**

2. **Vice-Chairman, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Carvalho:**

A. Reported **104 responses** for the month of **OCTOBER (147 for SEPTEMBER 2017)**

Response Summary:

<u>2</u>	Fire Calls
<u>22</u>	False Alarms/Alarm Activations
<u>43</u>	EMS/ Rescue/ MVA
<u>37</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. REGULAR MEETING DATES 01/2019 – 01/2020
- B. DEPLOYMENT/HURRICANE MICHAEL UPDATES

VIII. **NEW BUSINESS:**

IMPROVED ISO RATING

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

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

- I. **MEETING:** Meeting was called to Order @ 5:30 P.M. by Commissioner Mitchell.
- II. **ROLL CALL:** Present were Commissioner Foster, Commissioner Linz and Commissioner Mitchell. Commissioner Jones and Commissioner Edlund were absent. Also present were Chief Carvalho and Assistant Chief Strawn.
- III. **APPROVAL OF OCTOBER AGENDA:** Commissioner Mitchell called for an approval of the Agenda. **Commissioner Foster** made a motion to approve the Agenda, **Commissioner Linz** seconded, all were in favor, none opposed, motion carried.
- IV. **PUBLIC COMMENTS:** All of the commissioners wanted to make public acknowledgement of Chief Carvalho and Assistant Chief Strawn and the rest of the OIFD fire crews for their continued coverage of the Island and its residents during Hurricane Michael. Commissioner Foster also wanted to acknowledge the excellent communication skills OIFD maintained with the Island residents during this time.
- V. **APPROVAL OF THE MINUTES:** The minutes for the September 19, 2018 regular meeting minutes were reviewed. Commissioner Mitchell 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 SEPTEMBER 2018.** Commissioner Mitchell called for an approval of the financials. **Commissioner Linz** 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. 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 **September 2018 112**
(September 2017 126)

<u>4</u>	Fire Calls
<u>8</u>	Alarm Activations
<u>81</u>	EMS/Rescue/MVA
<u>39</u>	Other

- B. Fractile/Response Times: Due Annually (January).
- C. Vehicle Status Report: All trucks are in service; however, the new Ford F-150 has been recalled due to a seat belt safety issue in which we have an appointment scheduled with Gary Smith Ford. Also, there is a 4-Wheel drive issue getting resolved with the Beach Truck.

VIII. OLD BUSINESS:

FIREHOUSE SUBS GRANT: MDO Phil Metz submitted a grant to Firehouse Subs for equipment worth \$25,500.00. Grant was approved. Firehouse Subs will request a presentation at their Uptown Station location where OIFD demo the tools. Firehouse Subs will also handle the public relations with the Northwest Florida Daily News. OIFD will make sure an article is submitted to Mr. Simpson for the OILA along with photos of the demonstration OIFD will do for the public with the new equipment. Also, with regards to the old equipment, they will be kept in case the new equipment needs to be serviced.

IX. NEW BUSINESS:

- A. **HURRICANE MICHAEL UPDATE:** OIFD and OILA partnered to put information in its newsletter so as many Island residents as possible got the information of the mandatory evacuation and updates. Chief Carvalho advised the Board based on the Hurricane approaching, he called for the next shift to come in early for extra coverage. He also advised the Board OIFD had two personnel stationed at the EOC who were in constant communication with both Chief Carvalho and Assistant Chief Strawn regarding the

Hurricane's status. Both Chiefs met with OIFD officer's and it was decided to stay on the Island and protect the residents and hourly patrols of all streets commenced to ensure public safety was maintained.

B. DROP OFF POINT FOR HURRICANE MICHAEL:

Chief Carvalho would also like to mention that Captain Mast organized the collection of supplies making OIFD a drop off point (not a collection point or distribution point) for provisions for those affected by Hurricane Michael.

C. NWF VOLUNTEER WEEKEND: Mr. Charlie Frank sent Chief Carvalho a letter thanking OIFD for the use of Engine 4-1, which provided several thousand hours of training for volunteer and career fire department personnel throughout the state that would not have otherwise received this training.

D. FINAL BUDGET FY' 17/18: The budget for Fiscal Year 2017 – 2018 is officially closed. We did not go over any categories.

E. FINAL CERTIFICATION/TRIM: Due to Hurricane Michael, there has been a delay in notifications going out for compliance with the TRIM process. Chief Carvalho called the division in charge of TRIM compliance and the gentleman he spoke with said he didn't feel we would have a problem.

F. CLOSEOUT F-150 PURCHASE: As previously voted on by the Board, \$65,000.00 was approved for the purchase of a 2018 Ford F-150. The final price was \$51,690.00, which leaves \$13,309.00 in the line. The radios have not yet been received due to Hurricane Michael disrupting the shipping and ordering process, however, the final total includes this purchase.

G. UPDATE ON EMPLOYEE ON EXTENDED

MEDICAL LEAVE: Notice mailed to said employee- this employee's name will not be mentioned due to confidentiality. On 05/10/2017 this employee was injured during a training exercise. Per the Union contract, there is a finite amount of time an employee can be absent from work which is currently 18 months. The employee was placed on Worker's Compensation on 10/01/2018 and their 6-month time began that date. Pursuant to the current collective bargaining agreement (Union Contract), this employee must

return to duty date no later than the end of the shift on 03/30/2019 otherwise the employee will be terminated.

- H. **REGULAR MEETING DATES 01/2019 - 01/2020:** Will need the Board to review the dates listed and vote to approve before December 19th meeting so they can be publicized in the paper. Item will be placed under *Old Business* until approved. Dates to approve are as follows:

JANUARY 16, 2019
FEBRUARY 20, 2019
MARCH 20, 2019
APRIL 17, 2019
MAY 15, 2019
JUNE 19, 2019
JULY 17, 2019
AUGUST 21, 2019
SEPTEMBER 18, 2019
OCTOBER 16, 2019
NOVEMBER 20, 2019
DECEMBER 18, 2019
JANUARY 15, 2020

- I. **ASSET SHORTFALL VOTE:** Previously brought before the Board, Chief Carvalho is asking the Board to vote tonight to close out this issue when the actuarial report is completed for the pension. Chief Carvalho advised the Board he will pay this shortfall without any tax increases to the Island residents. He has funded a Pension Reserve Line and has asked the Board to make a motion to allow him to expense the payment out of the pension reserve line once the funds are available. This account was funded by carry over and over collections received in the previous budget year. **Commissioner Foster** made the motion that when \$244,515.00 in funds is available, Chief Carvalho has the authority to make the shortfall payment. **Commissioner Linz** seconded the motion, all were in favor, none were opposed, the motion carried. After the motion was approved, Chief Carvalho advised the Board his goal was to have over paid the pension requirement by approximately \$25,000.00 to \$30,000.00 provided there is positive market experience.

- J. **RYAN ADAMS PROMOTION:** Firefighter Ryan Adams was promoted to the rank of Engineer on October 1st. He was already stepping up to the higher position due to an engineer vacancy on B shift.
- K. **BEACH FIRES (ASSISTANT CHIEF STRAWN):** Chief Strawn read a letter regarding beach fires on Federal Property dated 09/07/2017 where Ms. Shari Whitman provided an ordinance regarding beach fires and it only references beaches of the Gulf of Mexico in Okaloosa County. Okaloosa Island and neighboring Fire Districts have been using this ordinance for several years to prevent beach fires on the Gulf. The letter is attached to the minutes. Chief Strawn also read a letter into the minutes from himself to Mr. Stewart dated 09/28/2018 regarding the OIFD position on above referenced ordinance 13-07 Section 3B on beach fires. Another issue addressed in both letters has to do with the use of fireworks on the beaches. This issue arises from a local hotel manager who has contacted Ms. Whitman's replacement (Ms. Whitman has since retired since she drafted 09/07/2017 letter) Ms. Amy Allen and she has approved beach fires and forwarded the issue to the County Attorney, Mr. Stewart for his opinion. Assistant Chief Strawn met with County Commissioner Ketchell and she said she will start working on this issue. The Board discussed this matter during this meeting and their position is that there should NOT be any beach fires at all as our beaches are pristine. It was also discussed that the Fire Marshall, which is Assistant Chief Strawn does have the authority to go person to person to put out a beach fire, the Board can issue an ordinance to NOT have any fires on the beaches of Okaloosa Island that are private and maintained by Island tax dollars.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:29 p.m.

These minutes are approved and attested to by signature.

Catherine A. Jones
Chairman

Mike Mitchell
Secretary

4:25 PM

11/06/18

Accrual Basis

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
 October 1 through November 6, 2018

	Oct 1 - Nov 6, 18	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	27.78	3,416,649.00	-3,416,621.22
339.000 · Recreational Property	0.00	33,516.00	-33,516.00
361.100 · Interest Earned - Checking	477.84	0.00	477.84
384.000 · Othr Financing Sources	37,865.44	0.00	37,865.44
Total Income	38,371.06	3,450,165.00	-3,411,793.94
Gross Profit	38,371.06	3,450,165.00	-3,411,793.94
Expense			
Pension Reserve Expense	0.00	244,515.00	-244,515.00
522.120 · OIFD Salaries	86,476.00	1,210,000.00	-1,123,524.00
522.121 · Holiday Pay	1,086.96	15,000.00	-13,913.04
522.123 · Direct Deposit Charges	298.08	1,000.00	-701.92
522.140 · Overtime	7,083.22	100,000.00	-92,916.78
522.150 · Incentive Pay	470.82	0.00	470.82
522.210 · S.S. & MED - ER Portion	7,469.94	100,000.00	-92,530.06
522.220 · Pension - ER	0.00	900,000.00	-900,000.00
522.230 · Medical - Group ER	-2,798.45	310,000.00	-312,798.45
522.240 · Worker's Compensation	18,406.25	65,000.00	-46,593.75
522.311 · Property Appraiser	0.00	55,000.00	-55,000.00
522.312 · Legal	0.00	10,000.00	-10,000.00
522.313 · Tax Collector	0.00	72,500.00	-72,500.00
522.314 · Physicals & Misc Medical	0.00	8,000.00	-8,000.00
522.320 · Audit - CPA	0.00	14,250.00	-14,250.00
522.340 · Alarm Monitor Contract	0.00	1,500.00	-1,500.00
522.412 · Central Dispatch	261.00	4,000.00	-3,739.00
522.431 · Electric Co.	1,563.00	21,000.00	-19,437.00
522.432 · Gas Co.	87.22	3,000.00	-2,912.78
522.433 · Water, Sewer & Trash	225.75	8,500.00	-8,274.25
522.434 · Telephone, Internet & Cable	896.52	15,000.00	-14,103.48
522.451 · Insurance - Security Bonds	400.00	700.00	-300.00
522.452 · Insurance - Liability/ Property	33,892.36	33,700.00	192.36
522.460 · Maintenance and Repair	4,942.44	50,000.00	-45,057.56
522.491 · Advertising	579.93	5,000.00	-4,420.07
522.492 · Travel & Training	2,771.84	17,500.00	-14,728.16
522.511 · Admin/ Office Supplies	2,029.89	12,500.00	-10,470.11
522.521 · Fuel & Oil	1,087.03	15,000.00	-13,912.97
522.522 · ALS	8,410.72	25,000.00	-16,589.28
522.523 · Uniforms	579.15	12,500.00	-11,920.85
522.525 · Operational Supplies	671.22	45,000.00	-44,328.78
522.542 · Dues & Subscriptions	2,638.49	25,000.00	-22,361.51
522.543 · Haz Mat Assessment	4,483.00	3,000.00	1,483.00
522.648 · Capital Equipment (Equipment)	0.00	27,000.00	-27,000.00
522.649 · Capital Equipment (Building)	0.00	20,000.00	-20,000.00
Total Expense	184,012.38	3,450,165.00	-3,266,152.62
Net Income	-145,641.32	0.00	-145,641.32