

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
JANUARY 16, 2019 AGENDA

I. **CALL TO ORDER:** Meeting called to order at _____ p.m. by Chief Carvalho as the officers need to elect a chairperson. Once election is complete, the newly elected chairperson shall oversee the remainder elections and meeting.

II. **CALLING OF THE ROLL:** Present were Commissioners Jones _____ Mitchell _____ Edlund _____ Foster _____ Linz _____

III. **APPROVAL OF THE JANUARY 16, 2019 AGENDA:**

(a) **PUBLIC COMMENTS:**

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

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

VI. **OFFICERS REPORT:**

1. **Chairperson, :**

2. **Vice-Chairperson, :**

3. **Secretary/ Treasurer, :**

4. **Department Chief Carvalho:**

A. Reported **73 responses** for the month of **DECEMBER 2018 (77 for DECEMBER 2017)**

Response Summary:

<u>4</u>	Fire Calls
<u>11</u>	False Alarms/Alarm Activations
<u>36</u>	EMS/ Rescue/ MVA
<u>22</u>	Other

Reported 1352 responses for the calendar year of 2018 (1377 for 2017)

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- B. Fractile Response Times: **MDO PHIL METZ**
- C. Vehicle Status Report:

VII. OLD BUSINESS:

- A. ENGINE 4 UPDATE**
- B. DATES FOR 2019 MEETING**

VIII. NEW BUSINESS:

- A. FORM 1'S 2019**
- B. CHIEF'S PAY**
- C. ISLAND HYDRANT ISSUES**
- D. B SHIFT EMAIL**
- E. FIRE SAFETY CLASS**

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

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

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

- II. **ROLL CALL:** Present were Chairperson Jones, Commissioner Linz and Commissioner Mitchell. Commissioner Edlund and Commissioner Foster were absent. Also present were Chief Carvalho, Assistant Chief Strawn and MDO Phil Metz.

- III. **APPROVAL OF NOVEMBER AND DECEMBER AGENDAS:**
Chairperson Jones called for an approval of the Agendas for both months. **Chief Carvalho reminded the Board that the November 21, 2018 meeting was cancelled due to no quorum.** Therefore, in tonight's meeting, both agendas would be covered. **Commissioner Mitchell** made a motion to approve the Agenda's, **Commissioner Linz** seconded, all were in favor, none opposed, motion carried.

- IV. **PUBLIC COMMENTS:** Lt. Dan Blair stated that this year's Shop with a Firefighter was a success and we were able to shop for 5 extra children this year with donations and funds.

- V. **APPROVAL OF THE MINUTES:** The minutes for the **October 17, 2018** regular meeting minutes were reviewed. As stated, before, **Chief Carvalho reminded the Board there were no minutes from the November 21, 2018 meeting as it was cancelled.** Chairperson 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 MONTHS NOVEMBER AND DECEMBER 2018.** Chairperson Jones called for an approval of the financials for the two months as presented. **Commissioner Linz** made a motion to approve the financials for the month **NOVEMBER 2018.** **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried. **Commissioner Mitchell** then made a motion to approve the financials for the month **DECEMBER 2018.** **Commissioner Linz**

seconded the motion, all were in favor, none opposed, motion carried. Both sets of Financials were passed without opposition.

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 months of:

OCTOBER 2018 = 104
(OCTOBER 2017 147)

NOVEMBER 2018 = 98
(NOVEMBER 2017 62)

2 Fire Calls

3 Fire Calls

22 Alarm Activations

23 Alarm Activations

43 EMS/Rescue/MVA

62 EMS/Rescue/MVA

37 Other

10 Other

B. Fractile/Response Times: Due Annually (January).

C. Vehicle Status Report: Chief Carvalho stated Truck 4 is now back from Ten-8, but Engine 4 is now out of service and he will speak more about the subject as it is listed under New Business.

VIII. OLD BUSINESS:

A. REGULAR MEETING DATES 01/2019 –

01/2020: Chief Carvalho reminded the Board that in the October 17, 2018 meeting, the Board was provided the next calendar year's meeting dates to review and approve as noted in the approved Minutes on p. 4 Section H of New Business. **Commissioner Mitchell** made a motion to accept the meeting dates as presented. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.

B. DEPLOYMENT/HURRICANE MICHAEL

UPDATES: Chief Carvalho updated the Board that OIFD deployed 2 of our firefighters for eleven days. The District paid these firefighters' and the other firefighters' who had to fill in for the deployed employees a total of \$11,493.00 in overtime. FEMA

will eventually reimburse the District the funds, but it could take 2 – 3 years. The storm response is now complete. Next year's budget will still have some of the next hurricane season as it begins in June. If needed, Chief Carvalho advised he would take any overtime out of the Reserve line and ask the Board to vote to amend the budget. He also advised the Board the firefighters' who deployed received remarkable feedback regarding their work ethic as being one of the first ones to get up and go and their attitude with never complaining regarding their conditions.

C. BEACH FIRES-ASSISTANT CHIEF STRAWN:

Assistant Chief Strawn wanted to update the Board on the beach fire issue. Chief Strawn advised the Board the County is now saying if the beach is private property, a fire is now allowed. Chief Strawn advised he spoke with County Commissioner Ketchel and have not received support on this issue. Chief Strawn stated that per the Florida Fire Prevention Code, there is no code disallowing fires on the beach; however, OIFD and other fire districts have been using the county code. Chief Strawn said if fires are called in on private beaches, OIFD will respond to make sure no one is in danger, but that will be the extent of OIFD's authority. Chief Strawn advised the Board they could draw a resolution for the private beaches on Okaloosa Island, but it would more than likely be subject to a lawsuit-as its private property. Chief Strawn did state that if the private beach fires did start becoming a public safety hazard then OIFD could stop them, but this is a convoluted issue with fires on private vs. public beaches.

D. WORK COMP EMPLOYEE UPDATE: OIFD

has gone a significant time with an employee out on leave. The employee has now gone to a worker's compensation attorney and pension attorney to begin the process for possible medical retirement and worker's compensation settlement.

IX. NEW BUSINESS:

- A. CHRISTMAS PARTY DISCUSSION:** Chief
Carvalho discussed Christmas party matters with the Board relating to future Christmas parties.
- B. IMPROVED ISO RATING:** On July 10, 2018, OIFD underwent the ISO survey process and on October 22, 2018, ISO had completed its analysis of its structural fire suppression delivery system provided for our community. The Public Protection Classification rating was improved from a 3 Class to a 2 Class, which is an improved rating. This should lead to stabilized or improved insurance rates for business' and residential properties on Okaloosa Island.
- C. ENGINE 4 REBUILD:** Chief
Carvalho stated Engine 4 has had constant alarms going off, all sensors will go off and it's becoming a problem. This Engine is a 2009 model and Doug Burns from Ten-8 (company that services our apparatus') said this engine year was bad. He said to rebuild the motor in Engine 4 it would come in around \$10,000 to \$15,000 and it would fix the problem. Doug Burns also advised Chief Carvalho that the ERG filter has now been recalled as the item falls apart and particles of the filter get sucked into the engine. The part should be in on December 20th and it should be 4 hours of labor. Doug Burns told Chief Carvalho we would be pushed to the front of the line. Chief Carvalho stated he would have an update at the next meeting.
- D. SHOWER REPAIR:** Chief
Carvalho advised the shower in the gym downstairs has a crack in the bottom. He obtained 3 different quotes to have the shower fixed: \$4500/\$5300/\$5500. One of the contractors said I can drill industrial holes and fill it with foam and build it up below the fiber glass and paint it for \$900 - \$975.00.
- E. THANK YOU CARD FOR B SHIFT:** Chief
Carvalho wanted the Board to know that we had a lady pull into the parking lot with a gentleman who was having a medical issue. B shift was on duty and returning from another run and saw the gentleman in the parking lot on his back. Our guys determined he was having a heart attack and within 3 minutes had medication inserted into the

patient and loaded in an ambulance. The doctor and FWBMC told the wife if the female co-worker would have driven her husband to the hospital instead of pulling into here, he would have died from the heart attack.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:04 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, 2018 through January 9, 2019

	Oct 1, '18 - Jan 9, 19	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	1,408,192.46	3,416,649.00	-2,008,456.54
311.120 · Discounts Allowed	-56,568.30	0.00	-56,568.30
339.000 · Recreational Property	0.00	33,516.00	-33,516.00
361.100 · Interest Earned - Checking	1,003.63	0.00	1,003.63
384.000 · Othr Financing Sources	37,865.44	0.00	37,865.44
Total Income	1,390,493.23	3,450,165.00	-2,059,671.77
Gross Profit	1,390,493.23	3,450,165.00	-2,059,671.77
Expense			
Pension Reserve Expense	244,515.00	244,515.00	0.00
522.120 · OIFD Salaries	312,776.51	1,210,000.00	-897,223.49
522.121 · Holiday Pay	5,478.96	15,000.00	-9,521.04
522.123 · Direct Deposit Charges	535.92	1,000.00	-464.08
522.140 · Overtime	26,685.62	100,000.00	-73,314.38
522.150 · Incentive Pay	1,647.87	0.00	1,647.87
522.210 · S.S. & MED - ER Portion	27,030.46	100,000.00	-72,969.54
522.220 · Pension - ER	450,000.00	900,000.00	-450,000.00
522.230 · Medical - Group ER	98,892.85	310,000.00	-211,107.15
522.240 · Worker's Compensation	42,734.57	65,000.00	-22,265.43
522.311 · Property Appraiser	10,967.72	55,000.00	-44,032.28
522.312 · Legal	0.00	10,000.00	-10,000.00
522.313 · Tax Collector	27,059.67	72,500.00	-45,440.33
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	540.00	4,000.00	-3,460.00
522.431 · Electric Co.	6,252.00	21,000.00	-14,748.00
522.432 · Gas Co.	738.60	3,000.00	-2,261.40
522.433 · Water, Sewer & Trash	2,792.57	8,500.00	-5,707.43
522.434 · Telephone, Internet & Cable	3,200.39	15,000.00	-11,799.61
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	10,861.26	50,000.00	-39,138.74
522.491 · Advertising	579.93	5,000.00	-4,420.07
522.492 · Travel & Training	4,720.19	17,500.00	-12,779.81
522.511 · Admin/ Office Supplies	-976.83	12,500.00	-13,476.83
522.521 · Fuel & Oil	3,294.41	15,000.00	-11,705.59
522.522 · ALS	11,535.95	25,000.00	-13,464.05
522.523 · Uniforms	3,837.92	12,500.00	-8,662.08
522.525 · Operational Supplies	2,291.03	45,000.00	-42,708.97
522.542 · Dues & Subscriptions	6,391.62	25,000.00	-18,608.38
522.543 · Haz Mat Assessment	4,483.00	3,000.00	1,483.00
522.648 · Capital Equipment (Equipment)	11,095.16	27,000.00	-15,904.84
522.649 · Capital Equipment (Building)	0.00	20,000.00	-20,000.00
Total Expense	1,354,254.71	3,450,165.00	-2,095,910.29
Net Income	36,238.52	0.00	36,238.52