

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
FEBRUARY 20, 2019 AGENDA

I. **CALL TO ORDER:** Meeting called to order at _____ p.m. by Chairperson Jones.

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

III. **APPROVAL OF THE FEBRUARY 20, 2019 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **JANUARY 16, 2019** regular meeting.

V. **APPROVAL OF THE FINANCIAL REPORT FOR:** February 2019

VI. **OFFICERS REPORT:**

1. **Chairperson:**

2. **Vice-Chairperson:**

3. **Secretary/ Treasurer:**

4. **Department Chief Carvalho:**

A. Reported 78 responses for the month of **January** (76 for January 2018)

Response Summary:

<u>8</u>	Fire Calls
<u>6</u>	False Alarms/Alarm Activations
<u>41</u>	EMS/ Rescue/ MVA
<u>23</u>	Other

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- B. Fractile Response Times: Annual
- C. Vehicle Status Report:

VII. **OLD BUSINESS:**
FORM 1'S

- VIII. **NEW BUSINESS:**
- A. HURRICANE MICHAEL FEMA FORMS
 - B. POLICY MANNUAL 2019
 - C.

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
JANUARY 16, 2019**

- I. **MEETING:** Meeting was called to order @ 5:30 p.m. by Chief Carvalho as officer elections were voted on during this meeting. **Commissioner Mike Mitchell** made a motion to re-elect Ms. Cathy Jones as the Chairperson. **Commissioner Bill Linz** seconded the motion, none were opposed, motion carried, and Ms. Cathy Jones was re-elected to the position of Chairperson of the Board of Fire Commissioners. **Commissioner Mitchell** made a motion to re-elect Dr. George Edlund to Vice Chair. **Commissioner Linz** seconded, all were in favor, none opposed, motion carried. **Commissioner Foster** made a motion to re-elect Mr. Mike Mitchell to Secretary. **Commissioner Linz** seconded, all were in favor, none opposed, motion carried. Therefore, the Okaloosa Island Fire District Board of Fire Commissioners Officers are as follows:
- Chairperson-Ms. Cathy Jones**
Vice Chair-Dr. George Edlund
Secretary/Treasurer-Mr. Mike Mitchell
- II. **ROLL CALL:** Present were Commissioner Mitchell, Commissioner Linz and Commissioner Foster were present. Also present were Chief Carvalho, Assistant Chief Strawn and Medical Division Officer Phil Metz.
- III. **APPROVAL OF JANUARY 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:** No public comments.
- V. **APPROVAL OF THE MINUTES:** The minutes for the December 19, 2018 regular meeting minutes were reviewed. Chairperson Jones called for corrections, deletions, and/or additions. There being none, **Commissioner Mitchell** made a motion to accept the Minutes as read. **Commissioner Edlund** seconded the motion, all were in favor, none opposed, motion carried.

VI. APPROVAL OF THE FINANCIALS FOR MONTH ENDING December 2018. Chairperson 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. Chairperson Jones: No Report
2. Vice Chairperson Edlund: No Report
3. Secretary/Treasurer Mitchell: No Report
4. Chief Carvalho Department Report:

A. Total responses for the month of December 2018 73, (75 for December 2017).

4 Fire Calls
11 Alarm Activations
36 EMS/RECUE/MVA
14 Other

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

B. Fractile Response Times: Medical Division Officer Phil Metz updated the Board on our response times. For calendar year 2018, we had 1298 calls. Officer Metz noted the difference between the yearly responses vs. the Fractile responses are when the call is placed with the 9-1-1 dispatch and our tones sound, that is a Fractile response as when our guys respond to dispatch as being en route, cancelled, on scene or clearing the call that is the monthly/yearly response. Officer Metz further stated 75% of our calls are medical calls and that our guys do a great job with all calls. Our response times are at 98% and for 2018 we were not below 90%.

C. Vehicle Status Report: Chief Carvalho stated that Engine 4's issues will unfortunately only go away when Engine 4 goes away. Each of the three shifts have the same or similar issues with alarms going off or the computer systems malfunctioning. Therefore, we will be getting a truck committee in place over the next two years

as that is approximately how long the process to purchase a new truck takes from start to finish.

VIII. OLD BUSINESS:

- A. ENGIN 4 UPDATE:** Chief Carvalho gave the update in the Vehicle Status Report.
- B. DATES FOR THE 2019 MEETING:** The meeting dates for 2019 and January 2020 were published in the paper.

IX. NEW BUSINESS:

- A. STATE OF THE DEPARTMENT:** Chief Carvalho wanted to give an update to the Board regarding the status of the Department for 2018.
- ✓ *Purchased fire gear-per NFPA MUST have two sets, one set as back-up and one set for everyday use.*
 - ✓ *Purchased fire boots-boots usually last 5 years, at best due to the wear and tear.*
 - ✓ *ISO rating improved from an ISO 3 to an ISO 2.*
 - ✓ *Chief 4 vehicle was purchased and has already been used as a back up to Beach 4.*
 - ✓ *OIFD received a \$25,000 grant for tools.*
 - ✓ *Purchased new hose.*
 - ✓ *Upgraded the tablets on each apparatus.*
 - ✓ *Received training accolades from other Fire Districts and the public for training sessions OIFD members proctored.*
 - ✓ *Deployed two firefighters to assist with Hurricane Michael and received several positive comments from other agencies regarding OIFD and how our guys were first up and last down while working.*
 - ✓ *Completed Labor Agreement for the next three years.*
 - ✓ *Still planning to hire 6th firefighter for each shift by putting every extra dollar into salaries.*
 - ✓ *Continually building relationships with Okaloosa County Beach Safety (OCBS), Okaloosa County EMS (OCEMS) and Okaloosa County Sheriff's Office (OCSO). Additionally, the OCSO took over our 9-1-1 dispatch for all the emergency calls.*

- B. ASSET SHORTFALL UPDATE:** Chief Carvalho updated the Board as mentioned in previous meetings there was a pension shortfall around \$500,000-that amount has now been paid back in full. \$260,000 was voted by the Board to release from reserves in January 2018. Chief Carvalho advised the Board at the January 2019 meeting that the \$244,515 pension reserve line was utilized to pay back the remaining asset shortfall and that he would like the Board to consider releasing an additional \$244,515 that will be in the pension reserve line at the end of this budget year/beginning next budget year to create an over-payment should the market conditions require an additional amount which created the previous asset shortfall in the first place. Chief Carvalho will continue to update the Board throughout the remainder of this budget year as to the process of creating a pre-paid amount to the pension.
- C. FORM 1'S:** Chief Carvalho reminded everyone Form 1's will be due by July 31st of this year. If the Board doesn't receive a copy in the mail, they can get one at the station from Danie.
- D. CHIEF'S PAY:** Per Chief Carvalho's employee contract with the Board, every year his pay is to be addressed. Chief Carvalho stated he was not asking for a pay raise this Fiscal Year. Commissioner Foster pointed out that the Chief's pay is the lowest in the County and asked why he isn't requesting pay raise as she believes he deserves a raise for all the good he has done for the District and OIFD. Chief Carvalho responded he appreciated that; however, he has not budgeted for administrative pay raises and wanted to ensure that the firefighters received their pay raises first. Chief Carvalho will budget for administrative pay raises in the FY'19/20 budget.
- E. INTERIOR PAINT:** Chief Carvalho wanted to advise the Board we would be doing some station/building beautification on all three shifts so if they saw some renovations when they dropped in, that would be what was happening.
- F. ISLAND HYDRANT ISSUES:** Assistant Chief Strawn updated the Board regarding the hydrants on the Island. Hydrants have been failing when the firefighters have been completing their annual flow testing. Assistant Chief Strawn wanted the Board to know OIFD is working with

Okaloosa County Water and Sewer to attempt to replace the hydrants that are old or damaged. The oldest hydrant on the Island was installed in 1964 and each hydrant is approximately \$1500 to replace at the expense of the owner of hydrant whether it's public or private.

G. B SHIFT EMAIL: B Shift received an email from a family who was visiting the Island from Australia who had a station tour with their 4-year-old boy. The mother wanted Chief Carvalho to know the 4-year-old was so excited over the tour and interaction with the firefighters, he had not taken his plastic helmet off yet. She even said he enjoyed the fire station tour more than the dinosaur ride over at Wild Willies.

H. FIRE SAFETY CLASS: Assistant Chief Strawn and MDO Metz put on a fire safety class for Island HOA, business', property manager's and maintenance representatives to let them know what the fire department and the Fire Marshall and Inspector does for their business'. This class was a huge success and had a great turn out of 40 people. The feed back from the attendee's was very positive.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:18 p.m.

**Side note: Commissioner Edlund exited the Board meeting at 6:01 p.m.; however, the Board still had quorum to continue with the meeting.*

These minutes are approved and attested to by signature.

Catherine A. Jones
Chairperson

Mike Mitchell
Secretary

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
October 1, 2018 through February 19, 2019

	Oct 1, '18 - Feb 19, 19	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	3,205,166.39	3,416,649.00	-211,482.61
311.120 · Discounts Allowed	-123,929.74	0.00	-123,929.74
339.000 · Recreational Property	13,965.00	33,516.00	-19,551.00
361.100 · Interest Earned - Checking	1,691.59	0.00	1,691.59
384.000 · Othr Financing Sources	37,865.44	0.00	37,865.44
Total Income	3,134,758.68	3,450,165.00	-315,406.32
Gross Profit	3,134,758.68	3,450,165.00	-315,406.32
Expense			
Pension Reserve Expense	244,515.00	244,515.00	0.00
522.120 · OIFD Salaries	445,586.27	1,210,000.00	-764,413.73
522.121 · Holiday Pay	6,584.52	15,000.00	-8,415.48
522.122 · Liability for Compensated Absen	1,986.24	0.00	1,986.24
522.123 · Direct Deposit Charges	800.88	1,000.00	-199.12
522.140 · Overtime	31,684.19	100,000.00	-68,315.81
522.150 · Incentive Pay	2,354.10	0.00	2,354.10
522.210 · S.S. & MED - ER Portion	37,872.89	100,000.00	-62,127.11
522.220 · Pension - ER	450,000.00	900,000.00	-450,000.00
522.230 · Medical - Group ER	164,596.50	310,000.00	-145,403.50
522.240 · Worker's Compensation	55,586.65	65,000.00	-9,413.35
522.311 · Property Appraiser	21,935.44	55,000.00	-33,064.56
522.312 · Legal	0.00	10,000.00	-10,000.00
522.313 · Tax Collector	62,545.44	72,500.00	-9,954.56
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	1,098.00	4,000.00	-2,902.00
522.431 · Electric Co.	9,378.00	21,000.00	-11,622.00
522.432 · Gas Co.	988.68	3,000.00	-2,011.32
522.433 · Water, Sewer & Trash	3,362.79	8,500.00	-5,137.21
522.434 · Telephone, Internet & Cable	3,838.11	15,000.00	-11,161.89
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	18,753.07	50,000.00	-31,246.93
522.491 · Advertising	808.89	5,000.00	-4,191.11
522.492 · Travel & Training	9,002.03	17,500.00	-8,497.97
522.511 · Admin/ Office Supplies	216.24	12,500.00	-12,283.76
522.521 · Fuel & Oil	4,612.20	15,000.00	-10,387.80
522.522 · ALS	15,374.91	25,000.00	-9,625.09
522.523 · Uniforms	3,957.06	12,500.00	-8,542.94
522.525 · Operational Supplies	9,478.82	45,000.00	-35,521.18
522.542 · Dues & Subscriptions	9,829.12	25,000.00	-15,170.88
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	1,666,616.56	3,450,165.00	-1,783,548.44
Net Income	1,468,142.12	0.00	1,468,142.12