

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**MARCH 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 MARCH 20, 2019 AGENDA:**
- (a) **PUBLIC COMMENTS:**
- IV. **APPROVAL OF MINUTES:** Minutes for the **FEBRUARY 20, 2019** regular meeting.
- V. **APPROVAL OF THE FINANCIAL REPORT FOR: MARCH 2019**
- VI. **OFFICERS REPORT:**
1. **Chairperson:**
  2. **Vice-Chairperson:**
  3. **Secretary/ Treasurer:**
  4. **Department Chief Carvalho:**
    - A. Reported 83 responses for the month of February (80 for February 2018)

*Response Summary:*

<u>2</u>	Fire Calls
<u>10</u>	False Alarms/Alarm Activations
<u>48</u>	EMS/ Rescue/ MVA
<u>23</u>	Other

**OKALOOSA ISLAND FIRE DISTRICT**  
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- B. Fractile Response Times: Annual
- C. Vehicle Status Report:

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

- VIII. **NEW BUSINESS:**
- A. SUNSHINE LAW AND ETHICS PRESENTATION
  - B. WORK COMP EMPLOYEE UPDATE
  - C. ACUTARIAL VALUATION
  - D. ASSISTANT CHIEF STRAWN TO RUN THE MAY AND JUNE FIRE BOARD MEETINGS
  - E.

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

**Okaloosa Island Fire District  
Board of Fire Commissioners Minutes  
FEBRUARY 20, 2019**

- I. **MEETING:** Meeting was called to order @ 5:30 p.m. by Chairperson Jones.
- II. **ROLL CALL:** Present were Chairman Jones, Commissioner Dr. Edlund, Commissioner Foster, and Commissioner Linz. Commissioner Mitchell was absent. Also present were Chief Carvalho and Assistant Chief Strawn.
- III. **APPROVAL OF FEBRUARY AGENDA:** Chairman Jones 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:**
- V. **APPROVAL OF THE MINUTES:** The minutes for the **January 16, 2019** regular meeting minutes were reviewed. Commissioner Jones called for corrections, deletions, and/or additions. There being none, **Commissioner Foster** made a motion to accept the Minutes as read. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING February 2018.** Commissioner Jones called for an approval of the financials. **Commissioner Foster** 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 Chairman Edlund: No Report
  3. Secretary/Treasurer Mitchell: No Report/Absent
  4. Chief Carvalho Department Report:

A. Total responses for the month of February 2019 78, (76 for February 2018).

8 Fire Calls

6 Alarm Activations

41 EMS/RECUE/MVA

23 Other

B. Fractile Response Times: ANNUALLY (last updated in January's meeting)

C. Vehicle Status Report: All vehicles are in service. Chief Carvalho reported there is a minor problem with E4 and the parts have been ordered.

#### **VIII. OLD BUSINESS:**

**FORM 1'S**: Chief Carvalho and Commissioner Foster's Form 1's has been completed and filed with the Supervisor of Elections. The Board has until July 1<sup>st</sup> to file with the Supervisor of Elections. Danie can prepare your Form's and have the ready for the Board to review and sign by June's meeting and Chief Carvalho will file. This item will be left under **OLD BUSINESS** until July's meeting.

#### **IX. NEW BUSINESS:**

A. **HURRICANE MICHAEL FEMA FORMS**: Chief Carvalho stated the FEMA forms for Hurricane Michael has been submitted and the total reimbursement came to approximately \$30,000.00.

B. **POLICY MANUAL 2019**: Chief Carvalho stated that our current policy manual is fractured and fragmented to the point where it is almost unusable due to being out of date and held in various formats (digital and hard copy). Chief Carvalho is currently working on transitioning old policy to coincide with current policy. Chief Carvalho stated it would take him most of the year to complete and for the Board to review to ensure the document is complete and concise. The Board would review the final draft before becoming the new policy manual that would be distributed to O.I.F.D. personnel. Policy input from the membership will be utilized for consideration. The policy manual is an administrative document that attempts to

cover most of the gray areas of the operations of the District. Chief Carvalho advised the Board that he and Assistant Chief Strawn were working on a project that, because of the increasing costs of medical care, the District would offer as an incentive if you stay to your full date of retirement- age 52 with 25 years of service or age 55 with 10 years of service (Normal Retirement) the District would cover the cost (retiree only) for their medical benefit for 120 months (10 years) or to Medicare age (65) or until the death of the retiree, whichever comes first. The auditor for O.I.F.D. was consulted as to whether this is a reasonable policy and he stated that Okaloosa County School Board is currently utilizing this practice. The District's budget for funding this policy would be utilized from the Personnel grouping. The Chief stated that to institute this policy inside the Pension would be too expensive for the District to consider; however, doing it inside the budget would not be as cost prohibitive as the Pension is paid off around 2037, and by doing so inside the Pension would add an additional thirty years to the funding of the Pension.

**ADJOURNMENT:** With nothing further, the meeting was adjourned at 5:54 p.m.

These minutes are approved and attested to by signature.

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Catherine A. Jones  
Chairman

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Mike Mitchell  
Secretary

## OKALOOSA ISLAND FIRE DISTRICT

## Profit &amp; Loss Budget vs. Actual

October 1, 2018 through March 19, 2019

	Oct 1, '18 - Mar 19, 19	Budget	\$ Over Budget
<b>Income</b>			
311.110 · County Reserve- Current Year	3,392,315.54	3,416,649.00	-24,333.46
311.120 · Discounts Allowed	-127,685.30	0.00	-127,685.30
339.000 · Recreational Property	13,965.00	33,516.00	-19,551.00
361.100 · Interest Earned - Checking	2,013.23	0.00	2,013.23
384.000 · Othr Financing Sources	37,865.44	0.00	37,865.44
<b>Total Income</b>	<b>3,318,473.91</b>	<b>3,450,165.00</b>	<b>-131,691.09</b>
<b>Gross Profit</b>	<b>3,318,473.91</b>	<b>3,450,165.00</b>	<b>-131,691.09</b>
<b>Expense</b>			
Pension Reserve Expense	244,515.00	244,515.00	0.00
522.120 · OIFD Salaries	540,202.50	1,210,000.00	-669,797.50
522.121 · Holiday Pay	7,437.60	15,000.00	-7,562.40
522.122 · Liability for Compensated Absen	1,986.24	0.00	1,986.24
522.123 · Direct Deposit Charges	834.00	1,000.00	-166.00
522.140 · Overtime	35,115.53	100,000.00	-64,884.47
522.150 · Incentive Pay	2,824.92	0.00	2,824.92
522.210 · S.S. & MED - ER Portion	45,767.73	100,000.00	-54,232.27
522.220 · Pension - ER	450,000.00	900,000.00	-450,000.00
522.230 · Medical - Group ER	187,904.97	310,000.00	-122,095.03
522.240 · Worker's Compensation	61,668.73	65,000.00	-3,331.27
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	66,213.32	72,500.00	-6,286.68
522.314 · Physicals & Misc Medical	1,879.80	8,000.00	-6,120.20
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	1,377.00	4,000.00	-2,623.00
522.431 · Electric Co.	10,976.12	21,000.00	-10,023.88
522.432 · Gas Co.	1,419.05	3,000.00	-1,580.95
522.433 · Water, Sewer & Trash	3,941.21	8,500.00	-4,558.79
522.434 · Telephone, Internet & Cable	4,442.44	15,000.00	-10,557.56
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	22,000.88	50,000.00	-27,999.12
522.491 · Advertising	808.89	5,000.00	-4,191.11
522.492 · Travel & Training	15,137.10	17,500.00	-2,362.90
522.511 · Admin/ Office Supplies	987.43	12,500.00	-11,512.57
522.521 · Fuel & Oil	4,980.85	15,000.00	-10,019.15
522.522 · ALS	19,575.91	25,000.00	-5,424.09
522.523 · Uniforms	4,133.64	12,500.00	-8,366.36
522.525 · Operational Supplies	17,829.55	45,000.00	-27,170.45
522.542 · Dues & Subscriptions	11,006.65	25,000.00	-13,993.35
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
<b>Total Expense</b>	<b>1,836,773.02</b>	<b>3,450,165.00</b>	<b>-1,613,391.98</b>
<b>Net Income</b>	<b>1,481,700.89</b>	<b>0.00</b>	<b>1,481,700.89</b>

# SUNSHINE LAW AND ETHICS PRESENTATION

PRESENTATION BY

**STUART KAUFMAN** of **KLAUSNER,  
KAUFMAN, JENSON, & LEVINSON**

WITH ADDITIONAL INFORMATION

PROVIDED BY

**JON KAGAN**, FINANCIAL MNGR, of  
**RAYMOND JAMES**

AND

**DREW BALLARD**, ACTUARY, of  
**FOSTER & FOSTER**



**June 4, 2019 at 5:30 p.m.**  
**Days Inn Conference Center**  
**Navarre, FL**

IF YOU ARE AN  
ELECTED OR  
APPOINTED OFFICIAL,  
YOU ARE INVITED TO  
ATTEND THIS FREE  
PRESENTATION

CAN BE USED TOWARD  
REQUIRED CEU'S FOR  
FISCAL 2019

**FOR MORE INFORMATION AND TO RSVP  
PLEASE CONTACT  
DEE MAY AT HOLLEY-NAVARRE FIRE  
DISTRICT**

**(850) 939-5236**

