

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**APRIL 17, 2019 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 APRIL 17, 2019 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **MARCH 20, 2019** regular meeting.

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

VI. **OFFICERS REPORT:**

1. **Chairperson:**

2. **Vice-Chairperson:**

3. **Secretary/ Treasurer:**

4. **Department Chief Carvalho:**

A. Reported 107 responses for the month of **MARCH 2018** (**116 MARCH 2018**).

*Response Summary:*

<u>2</u>	Fire Calls
<u>13</u>	False Alarms/Alarm Activations
<u>52</u>	EMS/ Rescue/ MVA
<u>40</u>	Other

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**APRIL 17, 2019 AGENDA**

VEHICLE STATUS: CHIEF CARVALHO  
MISCELLANEOUS UPDATE: CHIEF CARVALHO

VII. **OLD BUSINESS:**

- A. WORKER'S COMP EMPLOYEE UPDATES
- B. FORM 1'S
- C. ACTUARIAL VALUATION FY ENDING 2019 VOTE
- D. AC4 TO RUN MEETINGS MAY/JUNE

VIII. **NEW BUSINESS:**

- A. FLORIDA PRIME 1 & 2 UPDATE
- B. BUDGET WORKSHOP UPDATE (P & L DISCUSSION)

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

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

- I. **MEETING:** Meeting was called to Order @5:30 P.M. by Vice Chair Edlund.
- II. **ROLL CALL:** Present were Commissioner Edlund, Commission Foster, Commissioner Linz and Commissioner Mitchell. Also present were Chief Carvalho and Assistant Chief Strawn. Chairperson Jones was absent.
- III. **APPROVAL OF MARCH 20, 2019 AGENDA:** Vice Chair 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:** Chief Strawn received a phone call from a retired Chief from the state of Wisconsin who witnessed B Shift: Captain Doug Brown, Lieutenant Greg Lloyd, Engineer Mario Zayas-Bazan, Engineer Ryan Adams and Firefighter Corey Crawford render aid on a medical call and he wanted us to know our guys were very professional and did a good job and it was a privilege to watch the job our guys performed.
- V. **APPROVAL OF THE FEBRUARY MINUTES:** The minutes for the **FEBRUARY 20, 2019** regular meeting minutes were reviewed. Vice Chair Edlund called for corrections, deletions, and/or additions. **Commissioner Foster** made a motion to approve the Agenda, **Commissioner Mitchell** seconded all were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING MARCH 2019.** Vice Chair 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. 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 **83 FEBUARY (2018 80**  
***FEBRUARY 2018)***

- 2** Fire Calls
- 10** Alarm Activations
- 48** EMS/Rescue/MVA
- 23** Other

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

C. Vehicle Status Report: Chief Carvalho reported they are here today but have minor problems. A committee for a new truck will be convened in a couple of years

**VIII. OLD BUSINESS:**

- A. FORM 1'S: Will remain on the agenda until completed which will be July 1<sup>st</sup>. If you need any help, please get with Danie if you need assistance.

**IX. NEW BUSINESS:**

A. **SUNSHINE LAW AND ETHICS PRESENTATION:**

Chief Carvalho presentenced a flyer of a class that will be presented in Navarre on June 4<sup>th</sup>, 2019 at 5:30 p.m. and advised if any Commissioners if they would like to attend they could sign up. State Law requires a refresher every 5 years.

- B. **WORK COMP EMPLOYEE UPDATE:** Chief Carvalho gave a brief on 2 employee's who have been out on extended leave and are nearing a termination date certain. Chief Carvalho will be provided updates as necessary.

- C. **ACTUARIAL VALUATION:** Chief Carvalho provided to the Board the most current valuation ending September 30, 2018 for their review and vote. Chief Carvalho discussed some of the highlights and stated he would like to have them vote on this report at the next meeting.

- D. **ASSISTANT CHIEF STRAWN TO RUN THE MAY AND JUNE FURE BOARD MEETINGS:** Chief Carvalho will be out of town for the May 15<sup>th</sup> meeting as he will be on his honeymoon and had a previously scheduled day off for the June 19<sup>th</sup> meeting. Assistant Chief Strawn will run the meetings in Chief Carvalho's absence and will

be briefed on the needs of the District. Chief Carvalho will be available by telephone should the need arise.

**ADJOURNMENT:** With nothing further, the meeting was adjourned at 6:30 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 & Loss Budget vs. Actual**  
 October 1, 2018 through April 12, 2019

	Oct 1, '18 - Apr 12, 19	Budget	\$ Over Budget
<b>Income</b>			
311.110 · County Reserve- Current Year	3,467,467.87	3,416,649.00	50,818.87
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>3,393,626.24</b>	<b>3,450,165.00</b>	<b>-56,538.76</b>
<b>Gross Profit</b>	<b>3,393,626.24</b>	<b>3,450,165.00</b>	<b>-56,538.76</b>
<b>Expense</b>			
Pension Reserve Expense	244,515.00	244,515.00	0.00
522.120 · OIFD Salaries	626,000.51	1,210,000.00	-583,999.49
522.121 · Holiday Pay	7,437.60	15,000.00	-7,562.40
522.122 · Liability for Compensated Absen	18,979.20	0.00	18,979.20
522.123 · Direct Deposit Charges	834.00	1,000.00	-166.00
522.140 · Overtime	41,541.29	100,000.00	-58,458.71
522.150 · Incentive Pay	3,274.33	0.00	3,274.33
522.210 · S.S. & MED - ER Portion	54,365.49	100,000.00	-45,634.51
522.220 · Pension - ER	450,000.00	900,000.00	-450,000.00
522.230 · Medical - Group ER	211,284.99	310,000.00	-98,715.01
522.240 · Worker's Compensation	67,750.81	65,000.00	2,750.81
522.311 · Property Appraiser	32,903.16	55,000.00	-22,096.84
522.312 · Legal	0.00	10,000.00	-10,000.00
522.313 · Tax Collector	67,716.37	72,500.00	-4,783.63
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	1,647.00	4,000.00	-2,353.00
522.431 · Electric Co.	10,976.12	21,000.00	-10,023.88
522.432 · Gas Co.	1,621.86	3,000.00	-1,378.14
522.433 · Water, Sewer & Trash	4,735.02	8,500.00	-3,764.98
522.434 · Telephone, Internet & Cable	5,888.20	15,000.00	-9,111.80
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	24,150.75	50,000.00	-25,849.25
522.491 · Advertising	808.89	5,000.00	-4,191.11
522.492 · Travel & Training	18,221.10	17,500.00	721.10
522.511 · Admin/ Office Supplies	2,228.69	12,500.00	-10,271.31
522.521 · Fuel & Oil	4,980.85	15,000.00	-10,019.15
522.522 · ALS	21,290.05	25,000.00	-3,709.95
522.523 · Uniforms	4,760.74	12,500.00	-7,739.26
522.525 · Operational Supplies	18,567.14	45,000.00	-26,432.86
522.542 · Dues & Subscriptions	12,614.68	25,000.00	-12,385.32
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>2,010,844.16</b>	<b>3,450,165.00</b>	<b>-1,439,320.84</b>
<b>Net Income</b>	<b>1,382,782.08</b>	<b>0.00</b>	<b>1,382,782.08</b>