

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
MAY 15, 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 _____ Simpson _____ Linz _____

III. **APPROVAL OF THE MAY 15, 2019 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **APRIL 17, 2019** regular meeting.

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

VI. **OFFICERS REPORT:**

1. **Chairperson, :**

2. **Vice-Chairperson, :**

3. **Secretary/ Treasurer, :**

4. **Department Assistant Chief Straw:**

A. Reported **125** responses for the month of **APRIL** (*110 for APRIL 2018*)

Response Summary:

<u>8</u>	Fire Calls
<u>15</u>	False Alarms/Alarm Activations
<u>90</u>	EMS/ Rescue/ MVA
<u>12</u>	Other

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- B. Fractile Response Times: Annual
- C. Vehicle Status Report: ALL TRUCKS IN SERVICE

VII. **OLD BUSINESS:**

- A. WORK COMP/DISABILITY RETIREMENT EMPLOYEES
- B. FORM 1'S

VIII. **NEW BUSINESS:**

- A. BRIDGE INCIDENT 04/27/2019
- B.

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
APRIL 17, 2019**

- I. **MEETING:** Meeting was called to Order @5:30 P.M. by Chairperson Jones.
- II. **ROLL CALL:** Present were Chairperson Jones, Commissioner Edlund, Commission Linz, and Commissioner Mitchell. Also present were Chief Carvalho, Assistant and Chief Strawn.
- III. **APPROVAL OF APRIL AGENDA:** Chairman Jones 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:** No public comments.
- V. **APPROVAL OF THE MARCH MINUTES:** The minutes for the **MARCH 20, 2019** 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 presented. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING MARCH 2019.** 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 Chairman Edlund: No Report
3. Secretary/Treasurer Mitchell: No Report
4. Department Report: Chief Carvalho

- A. Total responses for the month of **MARCH 2019 107**
(MARCH 2017 116)

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

Vehicle Status: Chief Carvalho stated E4 is back and all three apparatuses are in station; however, the alarms started going back off. The Pierce representative was at the FDIC conference and some of our Firefighters' were in attendance and spoke with him regarding all the issues we have been having with the Pierce vehicles. The Pierce rep went and spoke with the VP of the company and in turn, the VP called our station. The issue is keeping good help that knows how to fix the equipment. Pierce is having to bring mechanics from other states to Florida to fix issues with the 08/09 and 10 models. O.I.F.D. will begin specking for a new truck. Chief Carvalho again reminded the Board that none of these should come with a tax increase as he has them included in a 12-year purchase plan. He did advise we were a little behind the curve on the plan due to re-paying the Pension short-fall issues.

Miscellaneous: Chief Carvalho wanted to advise the Board of a few positive comments from residents/tourists regarding the shifts. C Shift was dispatched out to a trouble breathing call. When Lt. Warf arrived with his crew, he noticed it was not a breathing issue, it was a cardiovascular issue. The family came into the station to let us know had it not been for them and the EMS crew's quick response and efforts, the resident was coming home from rehab. If the resident had not received aid when he did, he would not have survived. Lt. Warf went the extra mile with the family by letting them know we would be available when the resident came home and would offer help getting him into the house if the family needed assistance. We also provided the family a 24-hour cell phone number to contact in case the Firefighters' were out of the station and the family needed help immediately we could contact one of the Chief's for assistance.

B Shift received a phone call from a parent who has an 18-year-old with a rare condition and they were planning on traveling down to Florida. The mother wanted us to be aware of what the condition entailed and what medicine the 18-year-old could and could not receive should aid be needed. Mario spoke to the mother at great lengths to ensure her we had on hand at the station and what the EMS crews carried in their ambulance's. The mother faxed us a letter showing what the 18-year old's condition was and what all could and could not be done for the condition and Chief Strawn faxed it to EMS, so all crews would be aware this situation could arise on the Island and what would need to happen. Danie reached out to the mother to ensure her we had a plan in place and provided the mother with the exact location of the station and a contact number for the 18-year-old and the

mother should it be needed any time while here on the Island. Danie also advised the mother that the station was available 24/7 and if anyone felt anything, to come to the station for assessment. The mother contacted Danie on the day she was to fly out to Florida and said that based on our plan and contact, she would not come down due to her comfort level. This was the first time this 18-year-old could travel without the parents. Once the 18-year-old returned home, the mother contacted Danie and advised there were no incidents and the 18-year-old had a blast.

C Shift responded to an elevator rescue at the Surf Dweller. Island residents, David and Rebecca Sherry, sent an email to Chief Carvalho thanking Capt. Brown, Engineer Angelovic and Firefighter Crawford for their prompt and courteous response during their rescue.

O.I.F.D. held a Blood Drive on Friday, March 5th. The weather wasn't the best and we still had 11 people turn out to donate. Each pint of blood donated saves up to 3 lives. 2 additional drives have been scheduled.

VIII. OLD BUSINESS:

- A. **WORKER'S COMP EMPLOYEE UPDATES:** Two employees were out on medical leave and per contract they exhausted all their leave; 1 employee was receiving 70% of his pay (per contract) and leave for 6 months. Both employees were terminated due to exhausting all leave in April 2019. We are currently working on Worker's Comp issues with both employees. Both employees have applied for a pension disability. The disability claims will have to be worked through special pension meetings.
- B. **FORM 1'S NEED TO BE SIGNED:** A reminder to all Commissioners that their Form 1's to be completed, signed and turned into Danie.
- C. **ACTUARIAL VALUATION FY ENDING 2019 VOTE:** Chief Carvalho reminded the Board that during last meeting he presented the Actuarial Valuation FY ending 2019 for review and approval at this meeting. Chief Carvalho asked the Board if they had any questions. No questions from the Board and Commissioner Mitchell made a motion to accept the Actuarial Valuation as presented, Commissioner Linz seconded the motion, all were in favor, none opposed, motion carried.
- D. **AC4 TO RUN MEETINGS MAY/JUNE:** Chief Carvalho will be out of town for the next two meetings. He will be available via Chief cell phone, if needed, but will not physically be in town.

IX. NEW BUSINESS:

- A. **FLORIDA PRIME 1 & 2 UPDATE:** Also known as the State Board of Accounts, Chief Carvalho previously moved our reserves to these accounts (Prime 1 holds the carry over and Prime 2 holds Pension payment reserves). We moved \$1,097,152.00 in January 2019. Since moving, we have made \$5044.41 in interest, just in the 1st quarter.
- B. **BUDGET WORKSHOP UPDATE (P&L DISCUSSION):** Chief Carvalho advised the Board we have collected our budget plus \$50,000.00. We are half way through the budget and are also half-way through the salary line. Several other lines and categories are spent half-way or greater, these would include the tax collector, the ALS and the HAZMAT lines. Chief Carvalho is not concerned this will have any significant impact on the budget, however, he just wanted to provide an update as we are halfway through the budget year. Chief Carvalho gave reason some of these lines are tight due to members being in medic school and others readying for promotion.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:01 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 May 7, 2019

	Oct 1, '18 - May 7, 19	Budget	\$ Over Budget
Income			
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	16,758.00	33,516.00	-16,758.00
361.100 · Interest Earned - Checking	2,715.20	0.00	2,715.20
361.110 · Interest - County Reserve	1,512.27	0.00	1,512.27
384.000 · Othr Financing Sources	37,865.44	0.00	37,865.44
Total Income	3,398,633.48	3,450,165.00	-51,531.52
Gross Profit	3,398,633.48	3,450,165.00	-51,531.52
Expense			
Pension Reserve Expense	244,515.00	244,515.00	0.00
522.120 · OIFD Salaries	666,933.20	1,210,000.00	-543,066.80
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	41,720.57	100,000.00	-58,279.43
522.142 · Unscheduled OT	-2,385.00	0.00	-2,385.00
522.150 · Incentive Pay	3,486.66	0.00	3,486.66
522.210 · S.S. & MED - ER Portion	57,499.18	100,000.00	-42,500.82
522.220 · Pension - ER	675,000.00	900,000.00	-225,000.00
522.230 · Medical - Group ER	210,182.63	310,000.00	-99,817.37
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	1,917.00	4,000.00	-2,083.00
522.431 · Electric Co.	12,539.12	21,000.00	-8,460.88
522.432 · Gas Co.	1,742.40	3,000.00	-1,257.60
522.433 · Water, Sewer & Trash	4,429.00	8,500.00	-4,071.00
522.434 · Telephone, Internet & Cable	6,232.46	15,000.00	-8,767.54
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	30,541.89	50,000.00	-19,458.11
522.491 · Advertising	808.89	5,000.00	-4,191.11
522.492 · Travel & Training	18,241.10	17,500.00	741.10
522.511 · Admin/ Office Supplies	2,630.06	12,500.00	-9,869.94
522.521 · Fuel & Oil	5,705.24	15,000.00	-9,294.76
522.522 · ALS	19,930.05	25,000.00	-5,069.95
522.523 · Uniforms	4,760.74	12,500.00	-7,739.26
522.525 · Operational Supplies	19,548.04	45,000.00	-25,451.96
522.542 · Dues & Subscriptions	12,713.68	25,000.00	-12,286.32
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
Total Expense	2,286,063.37	3,450,165.00	-1,164,101.63
Net Income	1,112,570.11	0.00	1,112,570.11