

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
AUGUST 21, 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 AUGUST 21, 2019 AGENDA:**

(a) **PUBLIC COMMENTS:**

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

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

VI. **OFFICERS REPORT:**

1. **Chairperson:**

2. **Vice-Chairperson:**

3. **Secretary/ Treasurer, :**

4. **Department Chief Carvalho:**

A. Reported **182** responses for the month of **JULY (157 for JULY 2018)**

Response Summary:

<u>4</u>	Fire Calls
<u>14</u>	False Alarms/Alarm Activations
<u>115</u>	EMS/ Rescue/ MVA
<u>49</u>	Other

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- B. Fractile Response Times: Annually each January
- C. Vehicle Status Report:

VII. **OLD BUSINESS:**

- A. AUDIT APPROVAL (DISTRICT/PENSION)
- B. ADOPT POLICY MANUAL 2019
- C. ENGINE 4 UPDATE
- D. DATE/TIME AND MEETING PLACE OF THE TENTATIVE BUDGET HEARING (SEPTEMBER 4, 2019 5:01 P.M.)

VIII. **NEW BUSINESS:**

- A. RECOGNIZE PEDS DROWNING B SHIFT
- B. ZANDER GRADUATION OF MEDIC SCHOOL

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

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

- I. **MEETING:** Meeting was called to Order @5:30 P.M. by Chairperson Jones.
- II. **ROLL CALL:** Present were Chairperson Jones, Vice Chairperson Edlund, Commissioner Linz, Commissioner Foster, and Commissioner Mitchell. Also present were Assistant Chief Strawn and Medical Division Officer Phil Metz.
- III. **APPROVAL OF JULY 17, 2019 AGENDA:** Chairperson Jones called for an approval of the Agenda. **Commissioner Mitchell** made a motion to approve the Agenda, **Commissioner Foster** seconded. All were in favor, none opposed, motion carried.
- IV. **PUBLIC COMMENTS:** Chief Carvalho thanked the commissions for the wedding gift.

Assistant Chief Strawn shared a story about a call the firefighters ran on this day about a young girl who had a fish stuck in her ear.

- V. **APPROVAL OF THE JUNE MINUTES:** The minutes for **June 19, 2019** regular meeting minutes were reviewed. Chairperson Jones called for corrections, deletions, and/or additions. **Commissioner Mitchell** made a motion to approve the Minutes, **Commissioner Edlund** seconded. All were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING JUNE 2019.** Chairperson Jones called for an approval of the financials. **Commissioner Mitchell** made a motion to approve the financials. **Commissioner Linz** 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 **132 JUNE 2019 (157 JUNE 2018)**
 - 2 Fire Calls
 - 14 Alarm Activations
 - 82 EMS/Rescue/MVA
 - 34 Other
 - B. **Fractile/Response Times:** ANNUAL (last updated in January's meeting)
 - C. **Vehicle Status Report:**

Chief Carvalho reported on the continuing problems with Engine 4, even after recent extensive repairs at the Cummins Diesel facility in Mobile, Alabama, and his efforts to reach an agreement with Pierce Manufacturing, Ten 8 and Cummins Diesel for assistance in paying for some of the ongoing maintenance requirements to get the apparatus back in service. The apparatus is currently out of service for additional repairs.

All other vehicles are in service.

VIII. OLD BUSINESS:

A. **WORKER'S COMP/DISABILITY RETIREMENT EMPLOYEES:** Chief Carvalho reported that the disability retirement benefit for one employee who's disability has been approved by the Pension Board, the retirement payments have commenced, and there are no further open issues.

Chief Carvalho updated the Board on the ongoing Workers Compensation claim by a second employee. He informed the Board that it is following a normal course of review and is out of the hands of the District. He further stated that he will update the Board when additional information becomes available.

B. **ENGINE 4 UPDATE:** As updated under Old Business.

C. **COMMUNICATIONS ISSUES:** Chief Carvalho reported that the issues seem to be getting better, but there remain some issues that will take additional efforts to resolve. He report that the Fire Chiefs in the county are unified in working together with Jessica from Okaloosa County 911 to resolve any continuing issues.

D. **FORM 1's:** All forms have been signed by the commissioners and filed with the Okaloosa County Supervisor of Elections.

E. **2019 OKALOOSA ISLAND FIRE DISTRICT POLICY MANUAL:** A copy of the manual was given to each of the Commissioners for their review prior to the next Fire Commission Meeting.

IX. NEW BUSINESS:

A. **2019 FINAL TAXABLE VALUES:** The final taxable values for the district was reported at \$1,125,874,698, compared to the previous year's value of \$1,048,250,883. The increase included \$3,193,345 of new construction, with the remaining portion of the increase representing property value increases.

B. **CURRENT YEAR PROPOSED MILLAGE RATE:** Chief Carvalho proposed the Millage Rate of 3.2033. A motion was made by **Commissioner Mitchell** to accept the proposed Millage Rate, with **Commissioner Edlund** seconding the motion. All were in favor, none opposed, motion carried.

C. **CURRENT YEAR ROLL BACK RATE:** Chief Carvalho proposed the District adopt the Rollback Millage Rate of 3.2033. A motion was made by **Commissioner Foster** to accept the proposed Rollback Millage Rate, with **Commissioner Mitchell** seconding the motion. All were in favor, none opposed, motion carried.

D. **DATE, TIME AND MEETING PLACE OF THE TENTATIVE BUDGET HEARING:** The hearing is to be held at the James F. Hooks Public Safety Center, on September 4, 2019, at 5:01 PM.

E. **DISTRICT/PENSION AUDIT:** Each of the Commissioners were given a copy of the District/Pension audit for their review prior to the next meeting. A motion will be entertained at that meeting to accept the audit.

F. **RECOGNITION OF EMPLOYEES (YEARS OF SERVICE):** The following employees were recognized:

Captain Michael Simmons – 15 Years
Engineer Jared Vause – 10 Years
Engineer Jeremy McCullough – 10 Years
Engineer Moritz Mailandt – 5 Years
Office Manager Danie Pelkey – 5 Years
Fire Inspector Philip Metz – 5 Years

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 August 12, 2019

	Oct 1, '18 - Aug 12, 19	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	3,602,474.88	3,416,649.00	185,825.88
311.120 · Discounts Allowed	-127,697.26	0.00	-127,697.26
339.000 · Recreational Property	30,723.00	33,516.00	-2,793.00
361.100 · Interest Earned - Checking	3,095.66	0.00	3,095.66
361.110 · Interest - County Reserve	1,566.19	0.00	1,566.19
384.000 · Othr Financing Sources	37,865.44	0.00	37,865.44
Total Income	3,548,027.91	3,450,165.00	97,862.91
Gross Profit	3,548,027.91	3,450,165.00	97,862.91
Expense			
Pension Reserve Expense	244,515.00	244,515.00	0.00
522.120 · OIFD Salaries	959,183.86	1,210,000.00	-250,816.14
522.121 · Holiday Pay	9,657.84	15,000.00	-5,342.16
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	54,723.98	100,000.00	-45,276.02
522.142 · Unscheduled OT	1,934.20	0.00	1,934.20
522.150 · Incentive Pay	5,056.04	0.00	5,056.04
522.210 · S.S. & MED - ER Portion	81,460.69	100,000.00	-18,539.31
522.220 · Pension - ER	900,000.00	900,000.00	0.00
522.230 · Medical - Group ER	313,905.45	310,000.00	3,905.45
522.240 · Worker's Compensation	79,915.00	65,000.00	14,915.00
522.311 · Property Appraiser	43,870.88	55,000.00	-11,129.12
522.312 · Legal	0.00	10,000.00	-10,000.00
522.313 · Tax Collector	70,353.26	72,500.00	-2,146.74
522.314 · Physicals & Misc Medical	1,959.80	8,000.00	-6,040.20
522.320 · Audit - CPA	14,250.00	14,250.00	0.00
522.340 · Alarm Monitor Contract	1,802.16	1,500.00	302.16
522.412 · Central Dispatch	3,114.66	4,000.00	-885.34
522.431 · Electric Co.	15,480.12	21,000.00	-5,519.88
522.432 · Gas Co.	2,049.49	3,000.00	-950.51
522.433 · Water, Sewer & Trash	6,274.69	8,500.00	-2,225.31
522.434 · Telephone, Internet & Cable	9,264.28	15,000.00	-5,735.72
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	44,099.17	50,000.00	-5,900.83
522.491 · Advertising	2,641.19	5,000.00	-2,358.81
522.492 · Travel & Training	18,598.73	17,500.00	1,098.73
522.511 · Admin/ Office Supplies	6,980.67	12,500.00	-5,519.33
522.521 · Fuel & Oil	10,954.40	15,000.00	-4,045.60
522.522 · ALS	26,183.55	25,000.00	1,183.55
522.523 · Uniforms	7,477.06	12,500.00	-5,022.94
522.525 · Operational Supplies	27,643.29	45,000.00	-17,356.71
522.542 · Dues & Subscriptions	28,772.47	25,000.00	3,772.47
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)	1,797.30	20,000.00	-18,202.70
Total Expense	3,063,602.95	3,450,165.00	-386,562.05
Net Income	484,424.96	0.00	484,424.96