

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**SEPTEMBER 18, 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 SEPTEMBER 18, 2019 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **SEPTEMBER 4, 2019 TENTATIVE BUDGET HEARING, SEPTEMBER 18, 2019 FINAL BUDGET HEARING AND the AUGUST 21, 2019** regular meeting.

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

VI. **OFFICERS REPORT:**

1. **Chairperson:**

2. **Vice-Chairperson:**

3. **Secretary/ Treasurer, :**

4. **Department Chief Carvalho:**

A. Reported 121 responses for the month of AUGUST (*132 for AUGUST 2018*)

*Response Summary:*

<u>2</u>	Fire Calls
<u>20</u>	False Alarms/Alarm Activations
<u>63</u>	EMS/ Rescue/ MVA
<u>36</u>	Other

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- B. Fractile Response Times: Annually each January
- C. Vehicle Status Report: All trucks in service.

VII. **OLD BUSINESS:**

A.

VIII. **NEW BUSINESS:**

- A. PENSION RESOLUTION 01-18
- B. HURRICANE DORIAN DEPLOYMENT
- C. NEW HIRE JOHN KELLY

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

**Okaloosa Island Fire District  
Board of Fire Commissioners  
Budget Hearing Minutes  
September 4, 2019**

- I. **MEETING:** Meeting was called to order @ 5:01 p.m. by Chairperson Jones.
  
- II. **ROLL CALL:** Present were Chairperson Jones, Commissioner Mitchell, Commissioner Edlund, Commissioner Foster and Commissioner Linz. Chief Carvalho and Assistant Chief Strawn were also present for the meeting.
  
- III. **PUBLIC COMMENTS:** Chairperson Jones called for any public comments or questions. There were no public comments or questions.
  
- IV. **FIRE BOARD DISCUSSION TO SET AND ADOPT A PROPOSED MILLAGE FOR FY 2019-2020:** Chief Carvalho gave a brief budget presentation regarding the FY19/20 proposed budget. Chief Carvalho states that he would like to move money from recurring to reserves into the budget to be used to pre-pay the pension this budget year. This recurring to reserves money will then be used for future pay increases and will remain in the budget. While we are not raising taxes as this is an amount that recurs to reserves by placing the funds into the budget personnel line will cause the expenditures to increase by 12.1%.
  
- V. **FIRE BOARD DISCUSSION TO ADOPT A PROPOSED MILLAGE RATE FOR FY 2019-2020:** Chairperson Jones read aloud Resolution Number 19-01 regarding operating millage rate of 3.2033 which is greater than the roll-back rate of 3.2033 by 0.0%. Commissioner Mitchell made a motion to approve Resolution Number 19-01 as read by Chairperson Jones. Commissioner Foster seconded Resolution Number 19-01, all were in favor, none opposed, Resolution Number 19-01 was adopted at 5:08 P.M.
  
- VI. **FIRE BOARD DISCUSSION TO ADOPT A PROPOSED BUDGET FOR FY 2019-2020:** Chief Carvalho stated that the overall budget increase from FY 18/19 \$3,596,473 to FY 19/20

\$3,606,514 was funded with new construction ad valorem and previous recurring to reserves funds.

**VII. FIRE BOARD TO SET AND ADOPT A PROPOSED BUDGET FOR FY 2019-2020:** Chairperson Jones read aloud Resolution

Number 19-02 regarding that the Fiscal Year 2019-2020 tentative budget be adopted. Commissioner Foster made a motion to approve Resolution Number 19-02 as read by Chairman Jones.

Commissioner Mitchell seconded Resolution Number 19-02, all were in favor, none opposed, Resolution Number 19-02 was adopted at 5:12 P.M.

**VIII. CHAIRMAN ANNOUNCES THAT THE FINAL HEARING DATE HAS BEEN SET FOR SEPTEMBER 18, 2019, AT 5:01 P.M. IN THE SAME LOCATION:**

Chairperson Jones read aloud Resolution Number 19-02 regarding that the Fiscal Year 2017-2018 tentative budget be adopted.

Commissioner Foster made a motion to approve Resolution Number 19-02 as read by Chairman Jones. Commissioner Mitchell seconded Resolution Number 19-02, all were in favor, none opposed, Resolution Number 19-02 was adopted at 5:12 P.M.

**IX. ADJOURNMENT:** With nothing further, the meeting was adjourned at 5:15 p.m.

These minutes are approved and attested to by signature.

\_\_\_\_\_  
Catherine A. Jones  
Chairman

\_\_\_\_\_  
Mike Mitchell  
Secretary

**Okaloosa Island Fire District  
Board of Fire Commissioners Minutes  
August 21, 2019**

- I. **MEETING:** Meeting was called to Order @5:30 P.M. by Chairperson Jones.
- II. **ROLL CALL:** Present were Commissioner Edlund, Commissioner Foster, Commissioner Linz, and Commissioner Mitchell. Also present were Chief Carvalho, Assistant Chief Strawn and Medical Division Officer Phil Metz.
- III. **APPROVAL OF AUGUST AGENDA:** Chairperson Jones called for an approval of the Agenda. **Commissioner Foster** made a motion to approve the Agenda, **Commissioner Mitchell** seconded, all were in favor, none opposed, motion carried.
- IV. **PUBLIC COMMENTS:** No public comments.
- V. **APPROVAL OF THE JULY MINUTES:** The minutes for the **JULY 17, 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 Foster** seconded the motion, all were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING AUGUST 2019.** Chief Carvalho advised that if an amended budget was necessary, he would like it done prior to the end of the budget year rather than waiting the 60 days allowed after the end of the budget year. However, Chief Carvalho states he does not believe he will need to amend the budget. Chief Carvalho directed the Board to the 522.122 Libs for Abs section on the Financials. He explained this budgeting this line can be difficult to predict because it's not often known when an employee will terminate or resign which is how Libs for Abs are expensed. Chief Carvalho states that as long as there is money left in the salaries line, he would not use reserves to expense Libs for Abs in these situations. Chairperson Jones called for an approval of the financials. **Commissioner Foster** 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. Chairperson Jones: No Report
2. Vice Chairperson Edlund: No Report
3. Secretary/Treasurer Mitchell: No Report
4. Department Report: Chief Carvalho gave report.

A. Total responses for the month of **JULY 2019 182**  
*(JULY 2018 157)*

- 4 Fire Calls
- 14 Alarm Activations
- 115 EMS/Rescue/MVA
- 49 Other

- B. Fractile/Response Times: Reported Annually.  
C. Vehicle Status Report: All vehicles in service.

## VIII. OLD BUSINESS:

### A. **AUDIT APPROVAL (DISTRICT/PENSION):**

Commissioner Foster had questions regarding pg. 10 and pg. 43 of the Audit. Chief Carvalho was able to answer the Board's questions regarding County Lease Fees and financial emergency. Chief Carvalho responded the budget does not carry enough in reserves. The first quarter of our new FY is lean as we must live off reserves until our first payment from the tax assessor to pay back the reserves. There were no further questions from the Board regarding the audits. Chairperson Jones called for a motion.

**Commissioner Foster** made a motion to accept both Audits as presented to the Board. **Commissioner Mitchell** seconded the motion, all where in favor, none opposed, motion carried.

- B. **ADOPT POLICY MANUAL 2019:** Chief Carvalho asked the Board to adopt the Policy Manual and Commissioner Foster had questions regarding pg. 6-Where the Board of Commissioner agendas are displayed? Chief Carvalho stated all notices are posted outside Danie's office on a bulletin board; pg. 7-Board of Commissioner Meeting Notices how/where are the posted? Chief Carvalho stated in the December Board meeting, the list of dates for the next year to include January of the following year are provided and once approved, submitted to the Northwest Florida

Daily News for publication. They are also posted on the board outside Danie's office and on the station's website. Commissioner Foster also inquired about the step-up pay as per the Labor Agreement. Chief Carvalho explained the process of Firefighter to Engineer and Firefighter to Lieutenant and Lieutenant to Captain step up pay. When an employee out of classification for 4 consecutive shifts, commencing on the 5<sup>th</sup> shift they get that pay of the class they are working in. Chairperson Jones asked if the Board had any further questions and there being none, asked for a motion. **Commissioner Foster** made a motion to adopt the Policy Manual as presented. **Commissioner Edlund** seconded the motion, all were in favor, none opposed, motion carried.

- C. **ENGINE 4 UPDATE:** Chief Carvalho updated the Board regarding the multiple issues we have experienced with Engine 4. Ten-8 has serviced Engine 4 multiple times over 4 years to no solution. The main issue focuses on the 2009 motor. It was a repair that had to go direct to Cummins for repair. When the engine repair was found incomplete, Chief Carvalho sent the Engine back to Cummins and Ten-8 an additional money for repairs were necessary to complete the project. Chief Carvalho then stated that Ten-8, Pierce and Cummins will now be reimbursing us some of the cost of the overall repairs.
- D. **DATE/TIME AND MEETING PLACE OF THE TENTATIVE BUDGET HEARING (SEPTEMBER 4, 2019 AT 5:01 P.M):** The tentative budget hearing is set for September 4, 2019 at 5:01 P.M. in the same place as the Board Meetings. Commissioner Foster asked Danie to give a call to the Commissioner's for a reminder.
- E. **CHIEF'S PAY:** Chief Carvalho advised the Board for this FY 19/20 he would like to bring the Fire Chief's pay up to \$100,000 and Assistant Chief's pay up to \$95,000. **Commissioner Mitchell** made a motion for the pay increases for both Chief's effective 10/01/2019. **Commissioner Foster** seconded the motion, and a discussion ensued that a previous Chief that retired in 2011 was being paid \$102,500 annually and that a member of audience stated that even if the Chief's pay were at \$100,000 annually this would still be the lowest paid ALS Fire Chief in the county. Commissioner Foster agreed and

suggested that the Fire Chief's pay be set at \$110,000 and the Assistant Fire Chief pay is set at \$105,000.

**Commissioner Foster** asked for an amended motion to include these two pay rates to be included in the motion.

**Commissioner Linz** seconded the amended motion, all where in favor, none opposed, the amended motion carried.

**IX. NEW BUSINESS:**

- A. CANCER POLICY:** State of Florida passed a law effective 07/01/2019 requiring OIFD to carry a cancer policy on all its employee's. The District will pay the increased cost which shows an annual premium which will be an annual premium increase of \$3,686.
- B. RECOGNIZE PEDS DROWNING B SHIFT:** Chief Carvalho stated B Shift had a 6-year-old male child that was unresponsive when he was pulled out of the Bay at Marler Park. Chief Carvalho advised B Shift provided text book care. The child's grandmother called Chief Carvalho and personally thanked him and B Shift for their live saving measures on her grandson and brought the shift food.
- C. ZANDER GRADUATION OF MEDIC SCHOOL:** Chief Carvalho advised that on 08/12/2019 Firefighter/Engineer Zander Angelovic graduated paramedic school at Northwest Florida State College. He still needs to complete his National EMT test and must complete a protocol test and mandatory ride along period with a senior paramedic on shift before being cleared to run calls as a full functioning paramedic. Also, Chief Carvalho advised Firefighter/Engineer Corey Crawford and Firefighter Sam Wilcox started paramedic school on Monday (08/19/2019).
- D. 2018 INSURANCE PREMIUM DISTRIBUTION (FOR PENSION):** Chief Carvalho advised the Board our insurance premium amount is approximately \$36,000. Once we receive the check, we have 5 days to get the money deposited into our bank account and wired to our Pension.

**ADJOURNMENT:** With nothing further, the meeting was adjourned at 6:08 p.m.

These minutes are approved and attested to by signature.

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Catherine A. Jones

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Mike Mitchell



Chairman

Secretary

**OKALOOSA ISLAND FIRE DISTRICT**  
**Profit & Loss Budget vs. Actual**  
**October 1, 2018 through September 10, 2019**

	Oct 1, '18 - Sep 10, 19	Budget	\$ Over Budget
<b>Income</b>			
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	44,688.00	33,516.00	11,172.00
361.100 · Interest Earned - Checking	3,777.22	0.00	3,777.22
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
<b>Total Income</b>	<b>3,562,674.47</b>	<b>3,450,165.00</b>	<b>112,509.47</b>
<b>Gross Profit</b>	<b>3,562,674.47</b>	<b>3,450,165.00</b>	<b>112,509.47</b>
<b>Expense</b>			
Pension Reserve Expense	244,515.00	244,515.00	0.00
522.120 · OIFD Salaries	1,063,682.29	1,210,000.00	-146,317.71
522.121 · Holiday Pay	9,657.84	15,000.00	-5,342.16
522.123 · Direct Deposit Charges	834.00	1,000.00	-166.00
522.140 · Overtime	58,764.20	100,000.00	-41,235.80
522.150 · Incentive Pay	5,536.08	0.00	5,536.08
522.210 · S.S. & MED - ER Portion	88,172.80	100,000.00	-11,827.20
522.220 · Pension - ER	900,000.00	900,000.00	0.00
522.230 · Medical - Group ER	307,097.28	310,000.00	-2,902.72
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	2,288.10	8,000.00	-5,711.90
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	3,384.66	4,000.00	-615.34
522.431 · Electric Co.	16,858.12	21,000.00	-4,141.88
522.432 · Gas Co.	2,129.66	3,000.00	-870.34
522.433 · Water, Sewer & Trash	6,899.09	8,500.00	-1,600.91
522.434 · Telephone, Internet & Cable	10,179.97	15,000.00	-4,820.03
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	57,884.73	50,000.00	7,884.73
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	7,609.53	12,500.00	-4,890.47
522.521 · Fuel & Oil	12,262.52	15,000.00	-2,737.48
522.522 · ALS	27,922.58	25,000.00	2,922.58
522.523 · Uniforms	7,668.85	12,500.00	-4,831.15
522.525 · Operational Supplies	28,284.68	45,000.00	-16,715.32
522.542 · Dues & Subscriptions	28,966.30	25,000.00	3,966.30
522.543 · Haz Mat Assessment	4,483.00	3,000.00	1,483.00
522.648 · Capital Equipment (Equipment)	13,695.16	27,000.00	-13,304.84
522.649 · Capital Equipment (Building)	1,797.30	20,000.00	-18,202.70
<b>Total Expense</b>	<b>3,176,297.32</b>	<b>3,450,165.00</b>	<b>-273,867.68</b>
<b>Net Income</b>	<b>386,377.15</b>	<b>0.00</b>	<b>386,377.15</b>