

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
OCTOBER 16, 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 OCTOBER 16, 2019 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **SEPTEMBER 19, 2019** regular meeting.

V. **APPROVAL OF THE FINANCIAL REPORT FOR:**
A. THE FINAL FISCAL YEAR 2018/2019 BUDGET
B. OCTOBER 2019

VI. **OFFICERS REPORT:**

1. **Chairperson:**

2. **Vice-Chairperson:**

3. **Secretary/ Treasurer, :**

4. **Department Chief Carvalho:**

A. Reported responses for the month of **123 SEPTEMBER (132 for SEPTEMBER 2018)**

Response Summary:

____ Fire Calls
____ False Alarms/Alarm Activations
____ EMS/ Rescue/ MVA
____ Other

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

VII. **OLD BUSINESS:**

VIII. **NEW BUSINESS:**

- A. TRIM COMPLIANCE
- B. CREDIT CARD APPLICATION/REQUEST
- C. 10 YEAR PLAN
- D. VOLUNTEER WEEKEND THANK YOU LETTER
- E. EMPLOYEE RECOGNITION
 - METZ – 10/01/2014 –5 YEARS
 - BLAIR – 10/11/2009 –10 YEARS
 - LLOYD – 10/17/2008 – 11 YEARS
 - MAST - 10/03/2004 - 15 YEARS
 - WARF - 10/01/2004 - 15 YEARS
 - CARVALHO – 10/11/1996 –23 YEARS

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
SEPTEMBER 18, 2018**

- I. **MEETING:** Meeting was called to Order @ 5:30 P.M. by Vice-Chairperson, Commissioner Edlund.
- II. **ROLL CALL:** Present were Commissioner Linz, Commissioner Mitchell and Commissioner Foster. Also present were Chief Carvalho and Assistant Chief Strawn.
- III. **APPROVAL OF AUGUST AGENDA:** Vice-Chairperson Edlund 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:** No Public Comments.
- V. **APPROVAL OF THE TENTATIVE BUDGET HEARING MINUTES FROM SEPTEMBER 4, 2019/ FINAL BUDGET HEARING MINUTES FROM SEPTEMBER 18, 2019 AND AUGUST 21, 2019**
MINUTES: The minutes for the **TENTATIVE BUDGET HEARING SEPTEMBER 4, 2019** were reviewed. Vice-Chairman Edlund called for corrections, deletions, and/or additions. There being none, **Commissioner Mitchell** made a motion to accept the Tentative Budget Hearing Minutes as presented. **Commissioner Foster** seconded the motion, all were in favor, none opposed, motion carried. The minutes for the **FINAL BUDGET HEARING SEPTEMBER 4, 2019** were reviewed. Vice-Chairman Edlund called for corrections, deletions, and/or additions. There being none, **Commissioner Foster** made a motion to accept the Final Budget Hearing Minutes as presented. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried. The minutes for the **AUGUST 21, 2019** regular meeting minutes were reviewed. Vice-Chairman Edlund called for corrections, deletions, and/or additions. There being none, **Commissioner Foster** made a motion to accept the Minutes as presented. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried.
- VI. **APPROVAL OF THE FINANCIALS FOR MONTH ENDING SEPTEMBER 2019.** Vice-Chairperson 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. 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 **AUGUST 2019 121**
(AUGUST 2018 132)

2 Fire Calls
20 Alarm Activations
63 EMS/Rescue/MVA
36 Other

- B. Fractile/Response Times: No report and no abnormalities to report. This report is done annually in January.
- C. Vehicle Status Report: All vehicles are in service.

VIII. OLD BUSINESS:

A. No Old Business

IX. NEW BUSINESS:

A. PENSION RESOLUTION 01-18: This Resolution was previously signed by the Board on 04/18/2018; however, the State did not have the correct copy on file. Therefore, **Commissioner Mitchell** made a motion to sign the corrected copy for the State. **Commissioner Linz** seconded the motion, all were in favor, none opposed, motion carried.

B. HURRICANE DORIAN DEPLOYMENT: Chief Carvalho briefed the Board on the recent deployment of OIFD staff for Hurricane Dorian. Chief Carvalho stated that Capt Mike Simmons and Firefighter/Engineer Marion Zayas-Bazan deployed for 3 days for support. Chief Carvalho stated that this was second hurricane OIFD has supported relief efforts on during this FY.

C. NEW HIRE: Chief Carvalho advised the Board that on 09/19/2019, OIFD will hire their first of three 6th man positions for each shift. Our first hire is John Kelly and he comes from Panama City Fire.

ADJOURNMENT: With nothing further, the meeting
was adjourned at 5:50 p.m.

These minutes are approved and attested to by signature.

Catherine A. Jones
Chairperson

Mike Mitchell
Secretary

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

	Oct '18 - Sep 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	44,688.00	33,516.00	11,172.00
361.100 · Interest Earned - Checking	4,304.48	0.00	4,304.48
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	3,563,201.73	3,450,165.00	113,036.73
Gross Profit	3,563,201.73	3,450,165.00	113,036.73
Expense			
Pension Reserve Expense	244,515.00	244,515.00	0.00
522.120 · OIFD Salaries	1,149,841.65	1,210,000.00	-60,158.35
522.121 · Holiday Pay	12,861.96	15,000.00	-2,138.04
522.123 · Direct Deposit Charges	834.00	1,000.00	-166.00
522.140 · Overtime	65,592.39	100,000.00	-34,407.61
522.150 · Incentive Pay	6,016.12	0.00	6,016.12
522.210 · S.S. & MED - ER Portion	95,522.87	100,000.00	-4,477.13
522.220 · Pension - ER	900,000.00	900,000.00	0.00
522.230 · Medical - Group ER	342,448.23	310,000.00	32,448.23
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	3,105.66	4,000.00	-894.34
522.431 · Electric Co.	18,329.12	21,000.00	-2,670.88
522.432 · Gas Co.	2,129.66	3,000.00	-870.34
522.433 · Water, Sewer & Trash	7,285.98	8,500.00	-1,214.02
522.434 · Telephone, Internet & Cable	10,849.88	15,000.00	-4,150.12
522.451 · Insurance - Security Bonds	400.00	700.00	-300.00
522.452 · Insurance - Liability/ Property	33,786.51	33,700.00	86.51
522.460 · Maintenance and Repair	58,882.52	50,000.00	8,882.52
522.491 · Advertising	2,641.19	5,000.00	-2,358.81
522.492 · Travel & Training	18,718.20	17,500.00	1,218.20
522.511 · Admin/ Office Supplies	9,195.26	12,500.00	-3,304.74
522.521 · Fuel & Oil	13,234.50	15,000.00	-1,765.50
522.522 · ALS	27,672.58	25,000.00	2,672.58
522.523 · Uniforms	9,607.17	12,500.00	-2,892.83
522.525 · Operational Supplies	28,637.43	45,000.00	-16,362.57
522.542 · Dues & Subscriptions	28,430.50	25,000.00	3,430.50
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
Total Expense	3,322,993.24	3,450,165.00	-127,171.76
Net Income	240,208.49	0.00	240,208.49

OKALOOSA ISLAND FIRE DISTRICT
Profit & Loss Budget vs. Actual
October 1 - 9, 2019

	Oct 1 - 9, 19	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	0.00	994,699.74	-994,699.74
339.000 · Recreational Property	0.00	9,730.45	-9,730.45
369.120 · Cash Brought Forward	0.00	191,610.00	-191,610.00
Total Income	0.00	1,196,040.19	-1,196,040.19
Gross Profit	0.00	1,196,040.19	-1,196,040.19
Expense			
Contingency Reserve Expense	0.00	106,189.84	-106,189.84
Hurricane Reserve Expense	0.00	14,516.13	-14,516.13
522.120 · OIFD Salaries	0.00	368,709.68	-368,709.68
522.121 · Holiday Pay	0.00	4,354.84	-4,354.84
522.122 · Liability for Compensated Absen	0.00	31,721.81	-31,721.81
522.123 · Direct Deposit Charges	0.00	290.32	-290.32
522.140 · Overtime	0.00	29,032.26	-29,032.26
522.210 · S.S. & MED - ER Portion	0.00	29,032.26	-29,032.26
522.220 · Pension - ER	0.00	346,794.68	-346,794.68
522.230 · Medical - Group ER	22,933.20	98,709.68	-75,776.48
522.240 · Worker's Compensation	0.00	21,774.19	-21,774.19
522.311 · Property Appraiser	0.00	14,516.13	-14,516.13
522.312 · Legal	0.00	2,903.23	-2,903.23
522.313 · Tax Collector	0.00	21,048.39	-21,048.39
522.314 · Physicals & Misc Medical	0.00	1,451.61	-1,451.61
522.320 · Audit - CPA	0.00	4,137.10	-4,137.10
522.340 · Alarm Monitor Contract	0.00	522.58	-522.58
522.412 · Central Dispatch	0.00	1,161.29	-1,161.29
522.431 · Electric Co.	1,471.00	6,096.77	-4,625.77
522.432 · Gas Co.	87.69	870.97	-783.28
522.433 · Water, Sewer & Trash	230.96	2,467.74	-2,236.78
522.434 · Telephone, Internet & Cable	548.66	4,354.84	-3,806.18
522.451 · Insurance - Security Bonds	0.00	203.23	-203.23
522.452 · Insurance - Liability/ Property	0.00	9,987.10	-9,987.10
522.460 · Maintenance and Repair	310.50	14,516.13	-14,205.63
522.491 · Advertising	669.15	1,451.61	-782.46
522.492 · Travel & Training	0.00	5,806.45	-5,806.45
522.511 · Admin/ Office Supplies	0.00	2,903.23	-2,903.23
522.521 · Fuel & Oil	0.00	4,354.84	-4,354.84
522.522 · ALS	35.00	7,258.06	-7,223.06
522.523 · Uniforms	528.55	3,629.03	-3,100.48
522.525 · Operational Supplies	860.98	13,064.52	-12,203.54
522.542 · Dues & Subscriptions	0.00	7,258.06	-7,258.06
522.543 · Haz Mat Assessment	4,483.00	1,306.45	3,176.55
522.648 · Capital Equipment (Equipment)	0.00	13,645.16	-13,645.16
Total Expense	32,158.69	1,196,040.21	-1,163,881.52
Net Income	-32,158.69	-0.02	-32,158.67



Florida Department of Revenue
Property Tax Oversight

Jim Zingale
Executive Director

5050 West Tennessee Street, Tallahassee, FL 32399

floridarevenue.com

October 2, 2019

Kevin Carvalho , Fire Chief
Okaloosa Island Fire District
104 Santa Rosa Boulevard
Fort Walton Beach, Florida 32548

RE: Truth in Millage (TRIM) Certification

Dear Mr. Carvalho:

The Department of Revenue has reviewed the millage certification documents that your taxing authority submitted. The Department has found no violation of the certification requirements in subsections 200.065(1)-(4), (6)-(12), (14), and (15), Florida Statutes, and therefore accepts the certification as meeting the stated requirements.

The Department has also reviewed the maximum millage levy calculation final disclosure documents your taxing authority submitted. The Department's review included documents relating to the millage levying processes and the total taxes levied by your principal taxing authority and any dependent special districts and MSTUs (for counties). Based on these documents, the Department has determined that your taxing authority is in compliance with the maximum total taxes levied requirements, and thus the maximum millage levy requirements, of section 200.065(5), Florida Statutes.

Sincerely,

Patrick Creehan
Interim Program Director
Property Tax Oversight

BH/#56.15



NW FL Volunteer Firefighter
Weekend Council, Inc.

8820 Cagle Dr

Navarre, FL 32566

Tel: 877-686-3839

Fax: 877-468-7309

staff@nwflvolunteerffweekend.com

www.nwflvolunteerffweekend.com

FEIN: 20-8989636

September 30, 2019

Okaloosa Island Fire Department
Kevin Carvalho, Fire Chief
104 Santa Rosa Blvd
Ft. Walton Beach, FL 32548

Dear Chief Carvalho:

On behalf of the students, the department they serve, and the Staff and volunteers of the Northwest Florida Volunteer Firefighter Weekend Council, I would like to personally thank you and your department for providing an Engine for use during the Event. Without your support this event could not happen. Your donation allows us to adequately train our volunteer firefighters.

We have seen this educational event grow over the past fourteen years into a major educational opportunity for Florida, Alabama, Georgia, Tennessee, and Mississippi firefighters. This year we had 300 students in attendance and they earned over 6,200 hours of free training.

The benefit to their communities will be enormous and far reaching. The training these firefighters received is not available to volunteer fire departments due to budget constraints and lack of resources.

This continuous growth of this event is only happening because of your involvement. Your support is what makes the program work. We look forward to your continued support for next year's event which is scheduled for September 16-20, 2020.

Again, thank you for supporting our volunteer firefighters and making this training opportunity a success.

Sincerely,

Charles Frank
President