

**OKALOOSA ISLAND FIRE DISTRICT**  
**REGULAR MONTHLY MEETING**  
**NOVEMBER 20, 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 NOVEMBER 20, 2019 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **OCTOBER 16, 2019** meeting.

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

VI. **OFFICERS REPORT:**

1. **Chairperson:**

2. **Vice-Chairperson:**

3. **Secretary/ Treasurer**

4. **Department Chief Carvalho:**

A. Reported **92 responses** for the month of **OCTOBER (147 for OCTOBER 2017)**

*Response Summary:*

<u>2</u>	Fire Calls
<u>15</u>	False Alarms/Alarm Activations
<u>46</u>	EMS/ Rescue/ MVA
<u>29</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. 2020 MEETING DATES
- B.

**VIII. NEW BUSINESS:**

- A. TIPS GRANT
- B. ANGELOVIC 2 YEARS
- C. CHRISTMAS PARTY – ASSISTANT CHIEF STRAWN
- D.

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

**Okaloosa Island Fire District  
Board of Fire Commissioners Minutes  
October 16, 2019**

- I. **MEETING:** Meeting was called to Order @5:31 P.M. by Chairperson Jones.
- II. **ROLL CALL:** Present were Chairperson Jones, Commissioner Edlund, Commissioner Foster, Commissioner Linz, and Commissioner Mitchell. Also present was Fire Chief Carvalho.
- III. **APPROVAL OF OCTOBER 16, 2019 AGENDA:** Chairperson 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.

(a) **PUBLIC COMMENTS:** NO PUBLIC COMMENTS.

- IV. **APPROVAL OF THE SEPTEMBER 18, 2019 MINUTES:** The minutes for **SEPTEMBER 18, 2019** regular meeting minutes were reviewed. Chairperson Jones 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.
- V. **APPROVAL OF THE FINANCIALS FOR FINAL FY' BEGINNING OCTOBER 1, 2018 AND ENDING SEPTEMBER 30, 2019 AND THE MONTH ENDING FOR OCTOBER 2019.** Chairperson Jones called for an approval of the all financials as presented before the Board. **Commissioner Foster** made a motion to approve all financials as presented. **Commissioner Edlund** seconded the motion, all were in favor, none opposed, motion carried.

VI. **REPORT OF OFFICERS:**

1. Chairman Jones: No Report
2. Vice Chairman Edlund: No Report
3. Secretary/Treasurer Mitchell: No Report
4. Fire Chief Strawn Department Report:

A. Total responses **123** for the month of ***SEPTEMBER 2019 (132 SEPTEMBER 2018)***

- 6 Fire Calls
- 10 Alarm Activations
- 63 EMS/Rescue/MVA
- 44 Other

- B. Fractile/Response Times: ANNUAL (last updated in January's meeting)
- C. Vehicle Status Report: Chief Carvalho glad to report all vehicles in service for 30 days.

**VII. OLD BUSINESS:**  
**NO OLD BUSINESS DISCUSSED**

**VIII. NEW BUSINESS:**

- A. **TRIM COMPLIANCE**: Chief Carvalho informed the Board regarding our TRIM status with the State and O.I.F.D. complied and we received our certification.
- B. **CREDIT CARD APPLICATION/REQUEST**: Chief Carvalho advised the Board he would like to obtain a third credit card for the station for our firefighters to use when deployed in order to purchase fuel and/or supplies. Chief Carvalho advised this card would only be kept in the safe in the Fire Chief's office and used only when O.I.F.D. personnel deployed or traveled. Commissioner Edlund suggested a cap placed on this card for spending; however, give the employee discretion. Chief Carvalho advised the Board a policy is currently in place outlining the use on a station credit card by employees and the employee would have to get Chief permission to charge over the set limit. Chairperson Jones called for a motion regarding approval of a station credit card. **Commissioner Foster** made a motion to permit the station a credit card for deployments and/or travel purposes. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried.
- C. **10 YEAR PLAN**: Chief Carvalho advised the Board previous 10-year plans were adjusted as O.I.F.D. has evolved. Chief Carvalho stated the 10-year plan should be adjusted every 3 years and reminded the Board of some of the major purchases in the up and coming years – LifePak 15's need to be updated (MDO Metz is currently working on a contract now with vendor regarding a buy back agreement); per NFPA standards, Firefighters' need new bunker gear every 5 years; the station will need new carpet;

the building will need maintenance as it is over 20 years old; and lastly, a new apparatus will need to be purchased. Chairperson Jones called for a motion to approve the 10-year plan as presented to the Board. **Commissioner Foster** made a motion to approve the 10-year plan as presented. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried.

**D. VOLUNTEER WEEKEND THANK YOU LETTER**

Chief Carvalho reported we do this event every year, where thousands of volunteer firefighters' attend this, and we send an apparatus for training.

**E. 2020 BOARD OF COMMISSIONER PROPOSED**

**MEETING DATES:** Chief Carvalho advised the

Board these were the proposed dates for next year. They will be on the agenda for approval next meeting in order to get the dates posted in the paper.

- ***JANUARY 15, 2020 ALREADY APPROVED FROM LAST YEAR***
- FEBRUARY 19, 2020
- MARCH 18, 2020
- APRIL 15, 2020
- MAY 20, 2020
- JUNE 17, 2020
- JULY 15, 2020
- AUGUST 19, 2020
- SEPTEMBER 16, 2020
- OCTOBER 21, 2020
- NOVEMBER 18, 2020
- DECEMBER 16, 2020
- JANUARY 20, 2021

**F. 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:** With nothing further, the meeting was adjourned at 6:09 p.m.

These minutes are approved and attested to by signature.

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Catherine A. Jones  
Chairperson

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Mike Mitchell  
Secretary

**OKALOOSA ISLAND FIRE DISTRICT**  
**Profit & Loss Budget vs. Actual**  
 October 1 through November 14, 2019

	Oct 1 - Nov 14, 19	Budget	\$ Over Budget
<b>Income</b>			
311.110 · County Reserve- Current Year	25,903.86	3,426,188.00	-3,400,284.14
339.000 · Recreational Property	0.00	33,516.00	-33,516.00
361.100 · Interest Earned - Checking	35.68	0.00	35.68
369.120 · Cash Brought Forward	0.00	659,990.00	-659,990.00
<b>Total Income</b>	<b>25,939.54</b>	<b>4,119,694.00</b>	<b>-4,093,754.46</b>
<b>Gross Profit</b>	<b>25,939.54</b>	<b>4,119,694.00</b>	<b>-4,093,754.46</b>
<b>Expense</b>			
Contingency Reserve Expense	0.00	365,765.00	-365,765.00
Hurricane Reserve Expense	0.00	50,000.00	-50,000.00
522.120 · OIFD Salaries	138,855.69	1,270,000.00	-1,131,144.31
522.121 · Holiday Pay	1,191.00	15,000.00	-13,809.00
522.122 · Liability for Compensated Absen	0.00	109,264.00	-109,264.00
522.123 · Direct Deposit Charges	1.75	1,000.00	-998.25
522.140 · Overtime	6,385.59	100,000.00	-93,614.41
522.150 · Incentive Pay	720.06	0.00	720.06
522.210 · S.S. & MED - ER Portion	11,128.75	100,000.00	-88,871.25
522.220 · Pension - ER	0.00	1,194,515.00	-1,194,515.00
522.230 · Medical - Group ER	48,713.10	340,000.00	-291,286.90
522.240 · Worker's Compensation	26,304.33	75,000.00	-48,695.67
522.311 · Property Appraiser	0.00	50,000.00	-50,000.00
522.312 · Legal	0.00	10,000.00	-10,000.00
522.313 · Tax Collector	499.30	72,500.00	-72,000.70
522.314 · Physicals & Misc Medical	0.00	5,000.00	-5,000.00
522.320 · Audit - CPA	0.00	14,250.00	-14,250.00
522.340 · Alarm Monitor Contract	0.00	1,800.00	-1,800.00
522.412 · Central Dispatch	540.00	4,000.00	-3,460.00
522.431 · Electric Co.	2,942.00	21,000.00	-18,058.00
522.432 · Gas Co.	168.17	3,000.00	-2,831.83
522.433 · Water, Sewer & Trash	835.15	8,500.00	-7,664.85
522.434 · Telephone, Internet & Cable	1,812.89	15,000.00	-13,187.11
522.451 · Insurance - Security Bonds	0.00	700.00	-700.00
522.452 · Insurance - Liability/ Property	35,717.26	34,400.00	1,317.26
522.460 · Maintenance and Repair	9,302.55	50,000.00	-40,697.45
522.491 · Advertising	669.15	5,000.00	-4,330.85
522.492 · Travel & Training	3,699.08	20,000.00	-16,300.92
522.511 · Admin/ Office Supplies	6,097.48	10,000.00	-3,902.52
522.521 · Fuel & Oil	705.45	15,000.00	-14,294.55
522.522 · ALS	6,742.05	25,000.00	-18,257.95
522.523 · Uniforms	2,658.82	12,500.00	-9,841.18
522.525 · Operational Supplies	7,311.52	45,000.00	-37,688.48
522.542 · Dues & Subscriptions	3,099.01	25,000.00	-21,900.99
522.543 · Haz Mat Assessment	4,483.00	4,500.00	-17.00
522.648 · Capital Equipment (Equipment)	4,665.00	47,000.00	-42,335.00
<b>Total Expense</b>	<b>325,248.15</b>	<b>4,119,694.00</b>	<b>-3,794,445.85</b>
<b>Net Income</b>	<b>-299,308.61</b>	<b>0.00</b>	<b>-299,308.61</b>