

OKALOOSA ISLAND FIRE DISTRICT
REGULAR MONTHLY MEETING
FEBRUARY 19, 2020 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 FEBRUARY 19, 2020 AGENDA:**

(a) **PUBLIC COMMENTS:**

IV. **APPROVAL OF MINUTES:** Minutes for the **JANUARY 15, 2020** regular meeting.

V. **APPROVAL OF THE FINANCIAL REPORT FOR:** February 2020

VI. **OFFICERS REPORT:**

1. **Chairperson:**

2. **Vice-Chairperson:**

3. **Secretary/ Treasurer:**

4. **Department Assistant Chief Strawn:**

A. Reported 89 responses for the month of January (83 for January 2019)

Response Summary:

<u>3</u>	Fire Calls
<u>21</u>	False Alarms/Alarm Activations
<u>35</u>	EMS/ Rescue/ MVA
<u>30</u>	Other

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- B. Fractile Response Times: Annual
- C. Vehicle Status Report:

VII. **OLD BUSINESS:**

A.

VIII. **NEW BUSINESS:**

- A. TDC (INFORMATIONAL)
- B. DESTIN NEWS ARTICLE-INSURANCE
- C.

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

**Okaloosa Island Fire District
Board of Fire Commissioners Minutes
JANUARY 15, 2020**

- I. **MEETING:** Meeting was called to order @ 5:30 p.m. by Chief Kevin Carvalho as officer elections were voted on during this meeting. **Commissioner Mitchell** made a motion to re-elect Ms. Cathy Jones as the Chairperson. **Commissioner Linz** seconded the motion, none were opposed, motion carried, and Ms. Cathy Jones was re-elected to the position of Chairperson of the Board of Fire Commissioners. **Commissioner Mike Mitchell** made a motion to re-elect Dr. George Edlund as Vice Chair. **Commissioner Jones** seconded, all were in favor, none opposed, motion carried, and Dr. George Edlund was re-elected to the position of Vice Chair. **Commissioner Jones** made a motion to re-elect Mr. Mike Mitchell to Secretary. **Commissioner Linz** seconded, all were in favor, none opposed, motion carried, and Commissioner Mike Mitchell was re-elected to the position of Secretary. Therefore, the Okaloosa Island Fire District Board of Fire Commissioners Officers are as follows:
Chairperson-Ms. Cathy Jones
Vice Chairperson-Dr. George Edlund
Secretary/Treasurer-Mr. Mike Mitchell
- II. **ROLL CALL:** Present were Commissioner Dr. Edlund, Commissioner Foster, Commissioner Jones, Commissioner Linz and Commissioner Mitchell were present. Also present were Chief Carvalho and Assistant Chief Strawn.
- III. **APPROVAL OF JANUARY AGENDA:** Chairperson Jones called for an approval of the Agenda. **Commissioner Mitchell** a motion to approve the Agenda, **Commissioner Foster** seconded, all were in favor, none opposed, motion carried.
- (a) **PUBLIC COMMENTS:** Probationary Firefighter John Kelly was officially introduced to the Board. He is on C Shift and currently enrolled in Emergency Medical Training (EMT) school.
- IV. **APPROVAL OF THE MINUTES:** The minutes for the **December 18, 2019** regular meeting minutes were reviewed. Chairperson Jones

called for corrections, deletions, and/or additions. There being none, **Commissioner Foster** made a motion to accept the Minutes as read. **Commissioner Mitchell** seconded the motion, all were in favor, none opposed, motion carried.

V. APPROVAL OF THE FINANCIALS FOR MONTH ENDING

December 2019. Chairperson Jones 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. Chief Carvalho Department Report:

A. Total responses for the month of December 2019 63, (73 for December 2018). *Total responses for 2019 = 1323 (1352 for 2018)* which is *29 more* runs from 2018 to 2019.

4 Fire Calls
13 Alarm Activations
37 EMS/RECUE/MVA
9 Other

B. Fractile Response Times: Medical Division Officer Metz provided our annual Fractile response times for 2019 in the meeting. He was not at the meeting to explain the report; however, Chief Carvalho was able to glance over the report. Chief Carvalho averaged the numbers listed on the report for the last 5 years and O.I.F.D. on average, responds to 1276 calls per year. Of those calls, 968 are inside O.I.F.D.'s area of responsibility, while the other 298 (25% or 1 in every 4 calls) are out of our district for mutual aid responses.

C. Vehicle Status Report: All vehicles are in service.

VIII. OLD BUSINESS:

The meeting dates for 2020 and the January 2021 meeting were handed out in the December 18th meeting and approved. Chief

Carvalho wanted to update the Board that the meeting dates were set and published in the Northwest Florida Daily News.

IX. NEW BUSINESS:

A. Chief Tilley's 90-day Early Termination of Contract:

Per Chief Tilley's employment contract with the Board, he submitted his request for early termination at tonight's meeting. June 18, 2018 is when Chief Tilley's current employment contract expires and this would be the beginning of his 90 days to request early termination of his contract. Chief Tilley thanked the Board for allowing him to serve and to feel free to contact him, if ever needed. Chief Tilley's request for Early Termination of Contract will be placed in his personnel file.

B. Probationary Firefighter Relieved of Duty: In December 2017, Chief's Carvalho and Strawn made the decision to terminate one of the probationary firefighters'. This decision was not taken lightly and we must move on. If there are any questions regarding this issue, Chief Carvalho asks you to address them with him. No questions were posed during the meeting regarding this issue.

ADJOURNMENT: With nothing further, the meeting was adjourned at 6:12 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 1, 2019 through February 19, 2020

	Oct 1, '19 - Feb 19, 20	Budget	\$ Over Budget
Income			
311.110 · County Reserve- Current Year	3,009,893.10	3,426,188.00	-416,294.90
335.200 · State Incentive	10,133.33	0.00	10,133.33
339.000 · Recreational Property	0.00	33,516.00	-33,516.00
361.100 · Interest Earned - Checking	42.00	0.00	42.00
361.120 · Interest - State Board of Admin	548.77	0.00	548.77
369.120 · Cash Brought Forward	0.00	659,990.00	-659,990.00
Total Income	3,020,617.20	4,119,694.00	-1,099,076.80
Gross Profit	3,020,617.20	4,119,694.00	-1,099,076.80
Expense			
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	476,382.43	1,270,000.00	-793,617.57
522.121 · Holiday Pay	8,414.52	15,000.00	-6,585.48
522.122 · Liability for Compensated Absen	1,087.68	109,264.00	-108,176.32
522.123 · Direct Deposit Charges	180.87	1,000.00	-819.13
522.140 · Overtime	19,039.22	100,000.00	-80,960.78
522.150 · Incentive Pay	2,400.20	0.00	2,400.20
522.210 · S.S. & MED - ER Portion	38,235.52	100,000.00	-61,764.48
522.220 · Pension - ER	475,000.00	1,194,515.00	-719,515.00
522.230 · Medical - Group ER	101,957.33	340,000.00	-238,042.67
522.240 · Worker's Compensation	45,912.57	75,000.00	-29,087.43
522.311 · Property Appraiser	22,543.18	50,000.00	-27,456.82
522.312 · Legal	0.00	10,000.00	-10,000.00
522.313 · Tax Collector	60,133.64	72,500.00	-12,366.36
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	1,350.00	4,000.00	-2,650.00
522.431 · Electric Co.	8,826.00	21,000.00	-12,174.00
522.432 · Gas Co.	823.24	3,000.00	-2,176.76
522.433 · Water, Sewer & Trash	2,905.99	8,500.00	-5,594.01
522.434 · Telephone, Internet & Cable	4,376.62	15,000.00	-10,623.38
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	26,244.51	50,000.00	-23,755.49
522.491 · Advertising	915.60	5,000.00	-4,084.40
522.492 · Travel & Training	9,979.00	20,000.00	-10,021.00
522.511 · Admin/ Office Supplies	6,135.98	10,000.00	-3,864.02
522.521 · Fuel & Oil	3,119.38	15,000.00	-11,880.62
522.522 · ALS	18,694.42	25,000.00	-6,305.58
522.523 · Uniforms	7,458.39	12,500.00	-5,041.61
522.525 · Operational Supplies	22,234.51	45,000.00	-22,765.49
522.542 · Dues & Subscriptions	13,442.37	25,000.00	-11,557.63
522.543 · Haz Mat Assessment	4,483.00	4,500.00	-17.00
522.648 · Capital Equipment (Equipment)	40,799.56	47,000.00	-6,200.44
Total Expense	1,458,792.99	4,119,694.00	-2,660,901.01
Net Income	1,561,824.21	0.00	1,561,824.21