

January 16, 2016 - Minutes Regular Meeting

Call to Order

Vice Chairman Schwab called to order the regular meeting of the East Niceville Fire District Commission at 6:00 p.m., January 16, 2016, at the East Niceville Fire Department. The meeting was opened with the Pledge of Allegiance and a prayer.

Roll Call

The following individuals were present: Vice Chairman Schwab; Commissioners Brunson, McEntire, and McLeod, Chief Wright, and all on-shift firefighters. Mike Griffith, The Bay Beacon was also present.

Approval of Minutes

The minutes of the December 14, 2015 meeting had been emailed to everyone in advance of the meeting for review. Commissioner Schwab asked if everyone had been able to review the minutes and if there were any changes. Chief Wright questioned a portion of the minutes and after clarification of the intention of the wording of a statement by Commissioner Brunson under "Other", Commissioner McEntire made a motion to approve the minutes with a second by Commissioner Brunson. The minutes were unanimously approved.

Treasurer's Report

Commissioner McEntire gave the Treasurer's Report and distributed copies for review and inclusion in the official record book. Commissioner McLeod motioned to approve the Treasurer's Report with a second by Commissioner Brunson. The Treasurer's report was approved unanimously.

Old Business

Annual Audit: Commissioner McEntire reviewed the progress and outstanding items that Carr, Riggs & Ingram is working on. He explained the need for the District to contract with Foster & Foster to do an actuarial study to determine a Statement of Liability the District has to the Pension Plan for completion of the audit. The study will cost \$2,000 which was not budgeted. Commissioner McEntire made a motion to approve \$2,000 for the study. There was a second to the motion by Commissioner McLeod. Motion passed unanimously.

FASD Membership Approval: There was a motion to approve \$200 for membership in the Florida Association of Special Districts online magazine by Commissioner McEntire. There was a second by Commissioner Brunson. Motion passed unanimously.

District Lines/Response: Commissioner Brunson did not have an update.

Unemployment Fraud Issue: Chief Wright reported that he received a letter stating that as of December 30, 2015 the reporting periods of 12/2014 and 3/2015 are clear.

Line of Credit: Commissioner McEntire reported that the line of credit was paid off the previous week.

Conditions of Employment (per ENFD Ops): Chief Wright referenced a section of the Operating Procedures (OP) of the ENFD that outlines benefits that are provided by the District to the employee. The OP states that the District will pay 100% of the Health Insurance premium for the employee and 50% of the Health Insurance premium for their dependents. This was provided as a response to Commissioner Brunson's comment at the December meeting. There was a discussion among the commissioners and Chief Wright about the clear obligation to cover the established percentages as written. The discussed the additional duty of the Commissioners to find health coverage that is the best possible while staying within the established budget. There is nothing in the OP regarding types or levels of coverage. Vice Chairman Schwab asked the Chief if there are employment contracts in place for him and the other firefighters. Chief Wright stated that he has an employment contract. Vice Chairman Schwab asked him to provide copies to the Commissioners.

New Business

Commission Elections: Vice Chairman Schwab noted the requirement to elect officers for the year. Commissioner McLeod asked if there is a Continuity Manual for use when officers transition. It was determined that no such document exists but it would be helpful to ensure that business is conducted seamlessly during times of transition. Commissioner McLeod moved to reelect the same officers for the same positions served in 2015. Commissioner Brunson stated that she had a proposed slate as follows. Chairman, Commissioner Dunbar; Vice Chairman, Commissioner Schwab; Treasurer, Commissioner McEntire; Secretary, Commissioner McLeod. Vice Chairman Schwab asked Commissioners McEntire and McLeod if they were willing to serve in those capacities. Both stated they would. Chief Wright offered a tape recorder for Commissioner McLeod to use as needed. There was not a second for Commissioner McLeod's original slate. Commissioner Schwab seconded the motion by Commissioner Brunson. Motion carried unanimously. Officers will begin serving at the February meeting.

Christmas Bonus Approval: Commissioner McEntire made a motion to approve processing of the \$100 per firefighter Christmas Bonus. There was a second by Commissioner McLeod. Motion passed unanimously.

Chief's Report

Chief Wright reported that Jason Holcomb is back on the job, everyone was pleased that he has returned. He reported that regular maintenance work is on track at the station.

Other

Operating Procedures Manual: Commissioner Brunson asked when the document had been updated and if other commissioners had a copy. Chief Wright offered to email it to commissioners. Commissioner Brunson noted inconsistencies in formatting of the document due to various additions and revisions over the years. She offered to have it reformatted and edited with proposed updates and changes at her own expense.

Adjournment

A motion to adjourn was made by Commissioner McEntire with a second by Commissioner McLeod. The meeting was adjourned at 6:50 p.m.

Minutes respectfully submitted,

Commissioner Tricia Brunson

Next Meeting: February 8, 2016, 6:00 p.m. at the East Niceville Fire Station.