

East Niceville Fire District

1709 27th STREET NICEVILLE, FLORIDA 32578 PHONE 678-2311

October 9, 2018 – Meeting Minutes

Call to Order

Chairman Ingram called to order the meeting of the East Niceville Fire District Commission at 6:00 p.m., October 9, 2018 at the East Niceville Fire Department. Chairman Ingram led the Pledge of Allegiance as well as the invocation.

Roll Call

The following individuals were present: Chief Wright, Vice Chairman Schwab, Treasurer CJ McEntire, Chairman Ingram, and the on-duty firefighters.

Approval of Minutes

The minutes of the September 20, 2018 meeting, previously distributed by email, were approved unanimously per motion by Commissioner McEntire and seconded by Commissioner Schwab.

Treasurer's Report

Treasurer McEntire gave the Treasurer's Report and distributed copies. All copies will be included in the official book of proceedings and will be filed as appropriate. There was a motion to approve the report by Commissioner McEntire with a second by Commissioner Schwab. Motion passed unanimously.

Old Business

Health Insurance Option Update

Commissioner Schwab reported that he expects new rates to be available towards the end of October or early November. The Commission will evaluate options at that time. **[OPEN]**

OPEB Actuarial Study and Annual Audit Update

Commissioner McEntire reported that both the OPEB Actuarial Study as well as the Annual Audit are underway and he will provide information and data as needed. **[OPEN]**

eTRIM Submittal Update

Commissioner McEntire reported that the eTRIM process has been completed. Both DR Forms 422 and 487 have been submitted. **[CLOSED]**

ENFD Website Accessibility

Commissioner Ingram reported that he is working the website accessibility requirement for ENFD.net and should report completion by the November ENFD Commission Meeting. **[OPEN]**

Pension Fund AR Review

Commissioner McEntire reported the AR Review was completed by Captain Kramer and approved in time by the state. Discussion ensued regarding next year and completing the package in a timely manner so a rush at the end is avoided. **[CLOSED]**

Insurance Management for New Hires

Chief Wright assured the commission that all insurance/paycheck matters have been taken care of and will be avoided in the future when new hires begin and also when employees leave the department. **[CLOSED]**

Chief's Employment Agreement

The Chief's Employment Agreement was distributed to all Commissioners by Chairman Ingram before the 9 October meeting. It was decided that the Commission continue to thoroughly review the Agreement and have any discussion items ready at the November meeting. **[OPEN]**

East Side A/C Unit

Chief Wright and Captains obtained 3 quotes from Air Conditioning Companies to replace the East Side A/C Unit as well as fix ductwork to be up to code. Commissioner Schwab made a motion to use the McCullough Heating and Air quote for \$6980.00 to correct the A/C issues. This was seconded by Commissioner McEntire. Motion passed unanimously. **[OPEN]**

New Business

Commissioner Dunbar's Departure

Discussion took place among the commissioners and Chief Wright regarding Commissioners Dunbar's departure. A plan was put in place to recognize him for his service as an ENFD Commissioner. **[OPEN]**

2018 Public Depositor Annual Report Submittal

Commissioner McEntire will look into what is needed for the 2018 Public Depositor Annual Report which has a deadline of 30 November 2018. **[OPEN]**

Chief's Report

Personnel Changes

Mr. Justin Usher was recently hired as a new firefighter.

Adjourn:

Commissioner McEntire motioned to adjourn the meeting at 7:08 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

The next meeting will be held on Tuesday, November 13, 2018 beginning at 6:00 p.m.

Minutes submitted by Commissioner Ingram.