

# *East Niceville Fire District*

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**October 13, 2014**

## **Call to Order**

Chairman Marcolongo called to order the October Meeting of the East Niceville Fire District Commission at 7:02 PM, October 13, 2014, at the East Niceville Fire Department.

## **Roll Call**

The following individuals were present: Chairman Marcolongo; Commissioners Root, Schwab, Dunbar, and Brunson; and Chief Wright.

## **Approval of Minutes from September 17, 2014 TRIM Meeting #2**

Commissioner Dunbar read the minutes from the September 17, 2014 TRIM Meeting. Chairman Marcolongo asked for any additions / corrections / deletions to the minutes and there were none. Commissioner Schwab moved to accept the minutes and Commissioner Brunson seconded. The motion was passed unanimously.

## **Treasurer's Report**

The Financial Statements for the period ending 31 August, 2014 as prepared by Laura Roesch CPA were emailed to all Commissioners on October 3, 2014. Commissioner Brunson provided a summary report of the financial statements and pointed out several line items that were over budget, and that we would need to amend the budget in order to comply with State statutes. After a brief discussion, the Commission decided to consider a final amendment to the budget at the next meeting, after final accounting for FY 2013-14 was complete. Commissioner Brunson also noted that she had talked to the Okaloosa County Tax Collectors office in an attempt to determine when the ENFD might receive the first increment of tax funding for the new fiscal year. The OCTC could provide no specific information, other than to refer to last years' history. Commissioner Brunson pointed out that the Commission would need to monitor balances carefully over the next months, and further discussion was deferred to the Line of Credit agenda item (below). Commissioner Dunbar moved to accept the Treasurer's Report, and Commissioner Schwab seconded. Motion approved unanimously.

## **Old Business**

Health Insurance – The Commission continues to review possible health insurance options. Chairman Marcolongo said that he had a meeting scheduled with our current agent, Floyd Schweppe, later in the month. This item will remain on the agenda for next month's meeting.

Thermal Imaging Camera Replacement – The Chief reported that he had received and deposited the insurance reimbursement for the damaged TIC, and a new camera had been received and was in service. The new camera was demonstrated for Commissioners at the conclusion of the meeting. Item closed.

Laura Roesch CPA Letter of Agreement – Commissioner Brunson emailed this letter to all Commissioners on October 3, 2014. The letter includes the 30 day termination clause requested by the Board. Commissioner Dunbar asked about the rates proposed, which are \$320/month and \$95/payday. Chairman Marcolongo recommended we accept the proposal and asked if there was any discussion, and there was none. Commissioner Dunbar proposed that the ENFD accept the proposal, and Commissioner Schwab seconded the motion. Motion was approved unanimously. Item closed.

CRI Letter of Engagement for Annual Audit – Commissioner Brunson presented subject letter for Commission review. Rates and terms had been previously approved (for a three year period), so no action was required by the Board. Item closed.

Communications Procedures – Commissioner Dunbar expressed his opinion on Commission communications, in support of Commissioner Brunson’s earlier (3 September 2014) appeal to the Commission for more timely communications, especially concerning email communications. Dunbar stated that Commissioner Schwab’s ENFD address was kicking back emails, and confirmed that Chairman Marcolongo had no email capability. Commissioner Schwab feels he is receiving all emails, so a test send and reply is planned. Dunbar suggested that Chairman Marcolongo take possession of the laptop available in the Commission office, so that he could remain connected to ENFD email traffic.

Line of Credit – This discussion had been tabled earlier in the year, and was re-opened at this meeting. Commissioner Dunbar, Brunson, and Chief Wright all contributed summaries of ENFD funds to date, and a discussion of accounts payable and payroll obligations vs. funding available ensued. Commissioners agreed that establishing a Line of Credit to ensure funding of the transition to a new fiscal year was advisable. After some discussion, Commissioner Schwab moved that we establish a \$50,000 line of credit, and Chairman Marcolongo seconded. Motion passed unanimously. Commissioner Dunbar and Chief Wright will meet with Peoples National Bank of Niceville on Wednesday, October 15, 2014 to complete an application for this loan.

### **New Business**

Commission Authority – Commissioner Dunbar initiated a discussion of an item in the September 3, 2014 meeting minutes which stated that there would be “...no further discussion with regard to submission of the ENFD Incident Reports to the Bay Beacon during meetings of the Commission.” Although Dunbar was not present at the September 3<sup>rd</sup> meeting, he stated that he felt this motion restricting Commissioners’ future discussions, was in violation of Florida law. Commissioner Dunbar discussed procedures the Commission could take to obtain a legal opinion on the subject. After some discussion and explanation of Commission intent, it was agreed that the motion in question was not intended to restrict any future topic that may be raised by an individual Commissioner, but only to refer future administrative conversations to the correct individuals within the ENFD. No motion was made nor action taken. Item closed.

### **Chief’s Report**

Chief Wright reported that he had completed the Certification of Compliance required by the Department of Revenue and offered the completed document for Commission review. He also provided a schedule of proposed Commission meetings for the new Fiscal Year, and suggested that we change all meeting times to 6:00 PM vice the current 7:00 PM or 7:30 PM (September TRIM Meetings). After a brief discussion, Commissioner

Schwab moved we set all ENFD Commission meetings for a 6:00 PM start. Commissioner Dunbar seconded the motion, which was approved unanimously. Chief Wright will publish the meeting schedule for FY 2014-15 immediately.

**Next Meeting**

The next meeting of the Commission is scheduled for 6:00 PM, Monday, November 10, 2014 at the East Niceville Fire Station.

**Adjournment**

Commissioner Dunbar moved to adjourn the meeting and Commissioner Brunson seconded. The meeting was adjourned at 8:09 PM.

Minutes respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ed Dunbar', written in a cursive style.

**Commissioner Ed Dunbar**  
**Secretary**