

East Niceville Fire District

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

November 13, 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., November 13, 2018 at the East Niceville Fire Department. Chairman Ingram led the Pledge of Allegiance and gave the invocation.

Roll Call

The following individuals were present: Chairman Ingram, Vice Chairman Schwab, Treasurer CJ McEntire, Secretary Dunbar, Chief Wright, Capt. Buddy Wilson, and Firefighters Rob Neyendorf and Brandon vonLanken. Commissioner Evans was excused due to SWFD training.

Approval of Minutes

The minutes of the October 9, 2018 meeting, previously distributed by email on 10-15-18, were approved unanimously per motion by Commissioner Dunbar and second 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. He noted that we have not yet received the carryover accounting from LRCPA for fiscal year 2017-18. He stated that our bank balances at EOM September were ~\$299,000, that we spend ~\$70K/month, and that we paid \$31,541 for the new truck for Assistant Chief Birch. He also reported that he has terminated our line of credit with Peoples National Bank (known since 1 Nov as PNB Community Bank). Commissioner Schwab moved to approve the Treasurers report and Commissioner Dunbar seconded. Motion passed unanimously. A non-agenda discussion of the internal administration of the AFLAC supplemental insurance program followed. Commissioner McEntire stated that he doesn't have the required information to effectively administer the start/change/stop processes required for AFLAC insurance, and Chief Wright stated that he is no longer authorized access to the AFLAC website to administer ENFD AFLAC coverage elected by individual firefighters. After some discussion, incoming Commissioner Tisa volunteered to design/implement/administer procedures to effectively manage AFLAC coverage, and stated that he would be able to obtain a refund of premiums overpaid on behalf of departed (non-employee) firefighters. **(OPEN)**

Old Business

Health Insurance Option Update (CLOSED)

Commissioner Schwab distributed and reviewed the renewal plan presented by United HealthCare. The proposed coverage maintains current deductibles, increases out-of-pocket maximums by \$500 / \$1000 (single / family), and maintains existing co-pays. Pharmacy co-pays increase slightly (\$5-25), depending on the drugs involved. Our monthly medical premium is estimated at \$6,321.38, a 5.2% decrease from last year. Continuation with United HealthCare will not require a new census. New medical coverage would begin 1 January 2019. No motion was made nor vote taken, but the Commission consensus was to continue with the United HealthCare coverage.

OPEB Actuarial Study Update (CLOSED)

Commissioner McEntire confirmed that the study is in progress at Foster & Foster and he has not received an update.

Annual Audit Update (CLOSED)

Commissioner McEntire confirmed that the audit is in progress at Carr, Riggs & Ingram and he has not received an update. The audit is normally reported to the Commission in January or February. **(CLOSED)**

ENFD Website Accessibility (CLOSED)

Chairman Ingram reported that he has completed accessibility compliance testing of the ENFD website in accordance with WCAG 2/3 standards and our site is fully approved. He will add the appropriate compliance seal to the site ASAP.

Chief's Employment Agreement (OPEN)

Chairman Ingram opened a discussion of Chief Wright's current employment agreement. After some discussion of history, necessity, benefits (to both parties) and appropriate language; including individual Commissioner's and Chief Wright's views of the document, it was concluded that Chairman Ingram will have the agreement reviewed by legal counsel (Rob Larkin) and report the results to the Commission.

East Side A/C Unit Update (CLOSED)

Chief Wright confirmed that the new unit had been installed and was operational. He asked Commissioner if the Treasurer's Office was receiving adequate airflow and Commissioner McEntire said that it was. Commissioner Schwab inquired as to the cost (\$6300) and the warranty (5 years).

2018 Public Depositor Annual Report (CLOSED)

Commissioner McEntire stated that he intended to submit subject report to the State on 11-14-18. In answer to a question, he explained the purpose of the report to the Commissioners (assure safety of funds).

New Business

Commission Change (CLOSED)

Chairman Ingram reminded Commissioners that individual duties would soon change as Commissioner Dunbar (Secretary) will be leaving the ENFD and that Mr. Leo Tisa will assume the Group 2 Commissioner's office effective 11-16-18. He also reminded Commissioners that everyone will need to complete the new signature card at PNB Community Bank.

Required Oaths by Commissioners (CLOSED)

Chairman Ingram opened a discussion of the oaths required and Commissioner Dunbar explained that our recent practice of in-chamber oral oaths was only a formality. The legal oath for Commissioners arrives by mail from the State, and Commissioners must complete (on paper) and have it notarized, pay \$10, and send the document back to the State.

Commissioner Dunbar's Departure (CLOSED)

Chairman Ingram thanked Commissioner Dunbar for his 9+ years of service and presented him with a card and gift certificate on behalf of the Commission and Chief Wright.

Employment Discrimination Lawsuit (OPEN)

Commissioner Dunbar reported on his telecon earlier in the day with Attorney Greg Schmitz, who is leading the ENFD response to the lawsuit filed by former Capt. Jason Holcomb. His initial defense strategy hinges on whether the Commissioners should be considered employees of the ENFD, under either State or Federal standards. Commissioner Dunbar explained those standards and gathered some necessary data from Commissioners Schwab and McEntire (only CY 2015 and 2016 data is needed) and will provide necessary information to Mr. Schmitz, with info copy to each Commissioner.

Christmas Party / Bonus (CLOSED)

Commissioner Schwab raised the issue of party or bonus. After a brief discussion, the Commission decided by consensus that a bonus would be better. Commissioner Schwab proposed a “net \$200” to each of our eleven employees, paid ASAP, and so moved. Commissioner McEntire seconded the motion, which was approved unanimously. Commissioner McEntire will work with LR CPA to determine the best methodology for this payment

Chief’s Report

Chief Wright reported that all equipment was operational. He reported that six (6) tires were replaced – two on the pumper, four on the engine, and two on the squad vehicle.

ENFD Responses

Not addressed.

Personnel Changes

None this month.

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, December 11, 2018, beginning at 6:00 p.m.

Respectfully Submitted,



Secretary