

East Niceville Fire District

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

November 10, 2016 – Meeting Minutes

This meeting was a special meeting necessitated by ENFD non-compliance with the provisions of section 200.065(F), Florida Statutes. Specifically, the ENFD did not adopt our CY 2016 millage rate by the statutorily required vote (see Florida Department of Revenue letter, October 20, 2016, concerning Compliance with Voting Requirements). The meeting was advertised in the NW Florida Daily News on Monday, October 7, 2016. This meeting and cancellation of the regularly scheduled October 14, 2016 meeting was also posted on the ENFD website.

Call to Order

Chairman Dunbar called to order the meeting of the East Niceville Fire District Commission at 6:00 p.m., November 10, 2016 at the East Niceville Fire Department. Chairman Dunbar led the Pledge of Allegiance and the invocation was given by Commissioner Matt Ruckel.

Roll Call

The following individuals were present: Chairman Dunbar, Commissioner McEntire, Commissioner Schwab, Commissioner Ruckel, Commissioner Brunson, Chief Wright, Capt. Jon Kramer, and Firefighters Brandon VonLanken and David Libby.

Approval of Minutes

The minutes of the October 10, 2016 meeting had been previously provided in DRAFT form to all commissioners by Chairman Dunbar. Chairman Dunbar stated that he had received no amendments, and Commissioners agreed that the minutes were accurate as originally sent. Commissioner Ruckel moved to accept the minutes and Commissioner McEntire seconded the motion. The motion was approved unanimously.

TRIM Actions

Millage Rate: Commissioner Dunbar read Ordinance Number 2016-03, an ordinance of the East Niceville Fire District to adopt the Fiscal Year 2016-2017 final millage rate (Complete Ordinance included in the Official Book of Proceedings), and stated that it was identical to the previously passed Ordinance 2016-01. The full Commission re-cast their original votes and the Ordinance was approved on a 4-1 vote, with Chairman Dunbar voting against. Ordinance Number 2016-03 was adopted at 6:02 PM CST.

2016-2017 Budget: Chairman Dunbar read Ordinance Number 2016-04, an ordinance of the East Niceville Fire District to adopt the final budget for fiscal year 2016-2017 (Complete Ordinance included in the Official Book of Proceedings), and stated that it was identical to the previously passed Ordinance 2016-02. The full Commission re-cast their original votes and the Ordinance was approved unanimously. Ordinance Number 2016-04 was adopted at 6:03 PM CST

Old Business

Chairman Dunbar detailed the Commission's non-compliance with the voting requirements necessary to approve our agreed upon millage rate, and actions taken to preclude future non-compliance. CLOSED.

Commissioner Brunson stated that ENFD Operating Procedures (OPs) still need to be revised / updated, and provided example OPs obtained from the North Bay Fire Control District. She suggested that we use those as a template for our updates, and further that we coordinate with the NBFCD as necessary. Chairman Dunbar will provide the North Bay OPs to all Commissioners and we will discuss this issue further at our December meeting. OPEN.

Commissioner Brunson commented that North Bay has a larger staff and is better able to maintain their documents, and that the update procedure attempted by the ENFD Commission over the past few months has been ineffective in achieving the desired results. She also stated that she was disappointed in the staffing decisions made by the Commission at the October meeting, and was under the impression that approval of an increased millage rate was for the purpose of hiring administrative staff. CLOSED.

Commissioner Brunson also reported on her requested legal review of the Chief's Employment Agreement. The original agreement was reviewed, but the updated version was not. She stated that the updated version contained minimal changes from the original. Both Commissioners Brunson and McEntire expressed reservations about the use of such an agreement for an employee in a public service position. After some discussion, Commissioner Brunson recommended that the original agreement remain in place. Commissioner Dunbar stated that the Commission should re-address this agreement at some point. OPEN.

Chairman Dunbar reviewed the plan to appoint a Seat 5 Commissioner to replace departing Commissioner Brunson, which was e-mailed to all on 10/10/2016. Two volunteers have thus far expressed interest. Chairman Dunbar will ask each for a statement of their interest / qualifications to be received NLT 17 November, which will be provided to all Commissioners. Chairman Dunbar also asked all Commissioners to have a couple of prepared questions to ask when we interview candidates at the December meeting. OPEN.

Chairman Dunbar updated the Commission on the East Niceville Fire District Pension Fund obligation to repay the loan of \$2,046.40 made by the Commission to the Pension Fund to resolve State concerns about Pension Fund accounting (reference 8/18/16 e-mail, Dunbar to CPA and all Commissioners). Discussion followed as to the source of the problem and procedures put in place to prevent recurrence. Capt. Jon Kramer, the Pension Fund Trustees President, provided information as to new procedures in place. CLOSED.

Commissioner Dunbar commented on the implementation of the salaried Assistant Chief position approved at the October meeting, and noted the payout of accrued annual and sick leave incurred. Commissioner Brunson commented on current ENFD leave accrual policies, and the accrued compensated absences liability the District carries. A brief discussion followed. No action was taken. CLOSED.

Commissioner Dunbar reminded all that the latest Peoples National Bank of Niceville signature card needs to be signed by all Commissioners except retiring Commissioner Brunson. We will need to re-accomplish the signature card again after the appointment of a new Seat 5 Commissioner in December. CLOSED.

Commissioner McEntire represented the Commission at the DOR Pension Conference in Kissimmee FL, 2-4 November 2016, and presented a brief report on lessons learned. The conference was designed for pension fund trustees. Commissioner McEntire recapped pension funding (by participants, the State, and local sponsors), and emphasized the requirement that the fund remain actuarially sound over a long (20 year +) horizon. He also stated the Chapter 112 F.S. is the enforcement directive for pension funds. Additional information is available from Commissioner McEntire. CLOSED.

New Business

Chairman Dunbar reminded all that the Florida Commission on Ethics financial disclosure forms will be received by all in January. Pension Fund Trustees will also need to complete the form, as will departing Commissioner Brunson. CLOSED.

Chairman Dunbar updated the Commission on our expected Ad Valorem income status, in light of the delayed approval of CY 2016 millage noted above. CLOSED.

Chairman Dunbar commented on the need to clean up the Commission office (specifically the Chairman's desk!) and the State requirements for records archival. He stated that he will provide an ENFD policy that will simplify local procedures and still comply with State directives outlined in Chapter 119 and 257 F.S., and General Records Schedule GS1-SL from the State Division of Library and Information Services. CLOSED.

Chairman Dunbar thanked Commissioner Brunson for her four years of service on the Commission, including service as both Secretary and Treasurer, and for her insight and initiative in improving both District and Fire Department operations.

Chief's Report

Chief Wright reported that we have obtained the services of a new equipment mechanic, available locally on call, that will eliminate the requirement to take our major equipment to Ten Eight in DeFuniak Springs. This will save time and cost on equipment maintenance in the future. CLOSED.

Chairman Dunbar asked about the District Christmas Party and a brief discussion followed. Commissioner Schwab offered to host the party at his residence and it was decided to have the party on Saturday, December 17th. Capt. Buddy Wilson was designated as the Department POC. Details to follow. OPEN.

Commissioner Brunson addressed the Commissioners and Firefighters in attendance and thanked all for their service.

Adjourn: Commissioner Schwab motioned to adjourn the meeting at 7:21 p.m. There was a second to the motion by Commissioner McEntire. Motion carried.

The next meeting will be held on Monday, December 12, 2016 beginning at 6:00 p.m.

Respectfully Submitted,



Ed Dunbar
Commissioner

DRAFT