

East Niceville Fire District

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March 9, 2015

Call to Order

Chairman Dunbar called to order the March Meeting of the East Niceville Fire District Commission at 6:03 PM, March 9, 2015, at the East Niceville Fire Department.

Roll Call

The following individuals were present: Chairman Dunbar; Commissioners Brunson, McEntire, Schwab, Chief Wright and Capt. Holcomb.

Approval of Minutes from February 9, 2015 Meeting

Commissioner Brunson distributed copies of the minutes from the February 9, 2015 Meeting. Commissioners present verified receipt of the document by email. Chairman Dunbar asked for additions, corrections, or deletions to the minutes and there were none. Commissioner Schwab moved to accept the minutes with no corrections and Commissioner McEntire seconded. The motion was passed unanimously.

Treasurer's Report

Commissioner McEntire reviewed the current bank balances and distributed the Statement of Activities for the period ending January 31, 2015. Commissioner McEntire and Chairman Dunbar met with the auditor from Carr, Riggs & Ingram to review our current policy to account for uncompensated absences. During the upcoming budget development process, they will propose a change to report a portion to short-term liability and move the balance to be reported as a long-term liability. There was also a discussion regarding the Actuarial Study of the Pension Fund. Commissioner Brunson moved to accept the Treasurer's Report as presented and Commissioner Schwab seconded. The motion passed.

Old Business

Annual Audit Comments: Chairman Dunbar commented on the findings of the audit and noted that while the financial trend is improving, and funds are being managed and controlled well by the Chief and the Commission, the findings of the audit serve to make the commission aware of changes that should be made, such as the policy on uncompensated absences and the need for all commissioners to be aware of the finances of the district.

Pension Board Replacement: Commissioner Dunbar asked Capt. Holcomb if the newly appointed member of the Pension Board had officially started serving. After a general discussion regarding the appointment, Commissioner Schwab motioned for Mr. Tony Evans to serve the full term remaining due to the resignation on the Pension Board. There was a second by Commissioner McEntire. Motion passed unanimously.

Citizen Complaint: Commissioner Dunbar reported that he had contacted the citizen, Darlene Franzen following the commission discussion regarding her complaint to the District's policy on the inclusion of addresses on the run report to the Bay Beacon. No further action is required.

New Business

Amendment to FY 2014-15 Budget: Commissioner McEntire distributed a proposed amendment and summary to the current budget. (Separate document) He gave an overview of the changes. He then read a Resolution to amend the budget. (Separate document) Commissioner Schwab seconded the motion. The motion passed unanimously. Copies will be included in the official book of proceedings.

FY2016 Budget Process: Chairman Dunbar distributed copies of a proposed process for the upcoming budget. He also provided a website for TRIM Process Training and asked everyone to review it before the regular meeting in May. The proposal received a positive response from the commissioners that were present as it will provide a continuity of the process and management throughout the year.

Chief's Report

Chief Wright distributed a run report for the month and reported the pumper truck testing and engine maintenance will cost the district between \$2,500 and \$3,000 unless there are unforeseen problems. The Chief also reported that he should have the 5-year plan completed by the next meeting of the Commission.

Commissioner McEntire asked about the district website and suggested new photographs would update the look and would help citizens recognize the firefighters.

Next Meeting

The next regularly scheduled meeting of the ENFD Commission will be at 6:00 PM, Monday, April 13, 2015 at the East Niceville Fire Station.

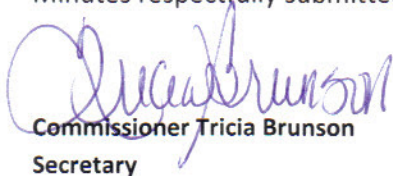
Comments

Chairman Dunbar asked for comments or questions from the floor. There were none.

Adjournment

Seeing no further business, Chairman Dunbar asked for a motion to adjourn. Commissioner Schwab moved to adjourn the meeting with a second by Commissioner Brunson. The meeting was adjourned at 6:49 PM.

Minutes respectfully submitted,


Commissioner Tricia Brunson
Secretary