

East Niceville Fire District

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April 10, 2017 – Regular Meeting Minutes

Call to Order

Chairman Dunbar called to order the meeting of the East Niceville Fire District Commission at 6:00 PM, April 10, 2017 at the East Niceville Fire Department. Chairman Dunbar led the Pledge of Allegiance and the invocation was given by Commissioner Ruckel.

Roll Call

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

Approval of Minutes

The minutes of the March 13, 2017 meeting, previously distributed by Commissioner Dunbar, were approved unanimously per motion by Commissioner Schwab and seconded by Commissioner McEntire.

Treasurer's Report

Treasurer McEntire gave the Treasurer's Report and distributed copies. Total revenue is currently \$806,232.00. Current account balance total is \$547,000. We have reversed our multi-year slide toward a negative net asset value for the ENFD. Commissioner McEntire expressed that the February general ledger did not go through all the accounts so he will send an updated report when he receives this information from the CPA. All copies will be included in the official book of proceedings and will be filed as appropriate. There was a motion to approve the tentative report by Commissioner Schwab with a second by Commissioner Ruckel. Motion passed unanimously.

Old Business

AD&D Insurance Update

We found that Chubb Accident & Health offers the coverage underwritten by ACE American Insurance Company, and specifically targeted to the (relatively complex) FS 112.191 requirements, including the annual inflation escalator. As this appears to be the most cost-effective option, the Commission voted and approved unanimously per motion by Commissioner Schwab and seconded by Commissioner McEntire the proposal received from Chubb.

As such, we will; cancel the term life/AD&D portion of our coverage through the Principal Group (and only that portion), effective 1 May 2017. We do intend to retain the dental coverage we currently have with the Principal Group, and renew that at the 1 July anniversary.

FY 2016-17 Budget Process

Chairman Dunbar outlined the FY 2016-17 Budget Process and distributed copies of the included outline below. The ENFD commissioners will form a committee and establish the new budget together.

Committee: Appointed Chair, Treasurer, Chief (Usually appointed at March meeting)

Start with current FY Budget and Chief's Five Year Plan

- 1) Chief confirms individual pay rates, insurance elections, etc. (baseline payroll data)
- 2) LRCPA provides EOM March expenditures by line number and payroll YTD data
- 3) For a "First Cut", double the expenditures in (2) above and call it next year's proposed budget
- 4) IAW w/ ENFD Calendar / Budget Process, complete on-line TRIM Training when available (usually May or early June)
- 5) Gather any useable data to "adjust" the first cut numbers
 - Insurance increase wag
 - BLS inflation estimates
 - Possible pay raise data
 - Review historical increases

Any other data of value

- 6) Review first cut, line-by-line, and adjust as required
- 7) Get "sanity check" from Treasurer and Chief
- 8) Present proposed budget to full Commission for review and comment
- 9) Revise individual line items as required
- 10) Iterate steps 4-8 as necessary (and it will be necessary)
- 11) Receive estimate of taxable value from OC Property Appraiser ~1 June (est. is usually *very close*)
- 12) Confirm "affordability" of proposed budget
- 13) At July meeting of ENFD Commission, present *Proposed Budget*. Commission decides *Proposed Operating Millage* (which must be certified on DR-420 and DR-420MM NLT 4 August)
- 14) Further review A/R at August Commission Meeting
- 15) *Proposed Budget* becomes *Tentative Budget* for consideration at September TRIM Hearings

Review Updated Five Year Plan

Chief Wright distributed copies of the new Five Year Plan and reviewed the changes. We are scheduled to upgrade our bunker gear in 2017. Chief Wright will be pursuing a grant to purchase new bunker gear, and will be mailing our older bunker gear to be refurbished. The Five Year Plan was developed to enhance the services of the ENFD as well as plan for the future. The Five Year Plan includes enhancements to the Fire Station, Apparatus, Equipment, and Training of the firefighters.

We currently have \$4500.00 budgeted for training each year. We will also look to upgrade a few vehicles in the next few years.

New Business

Appoint Budget Committee for FY 2017-18

The budget committee will comprise of the complete ENFD commission working together to prepare the FY 2017-2018 budget. Commissioner Dunbar will train the commission on the current process of preparing the budget as he is not planning to run for office next term.

Accounts Payable Process

Commissioner McEntire outlined the Accounts Payable Process and distributed an outline to the commission. The outline is detailed below.

Accounts Payable

- Monthly bills paid either by check or bank account debit.
- Bills reviewed when received and coded for proper category.
- Bills submitted to CPA for logging into General ledger and
- Preparation of check for payment or acknowledgment of debt repayment
- Checks mailed by Treasurer
- Monitor bank accounts to assure working balance

Payroll account

- Payroll numbers provided to CPA
- CPA calculates total income less income taxes, the security taxes, retirement contributions, and employee's insurance contributions.
- CPA submits employees net pay for automatic debit from ENFD account to employee.

Overall budget review

- Annual budget establishes budget categories and amounts.
- Monthly expenses accumulate against budget categories.
- Commission reviews budget to actual numbers to gauge health of accounts.
- Commission does not review actual expenses but rather assumes actual to budget is sufficient.

Payroll Preparation Process

Chairman Dunbar asked Chief Wright to update the commission on the current payroll process.

Currently, the three shift captains submit time sheets for their shift and turn them in on Friday. Assistant Chief Birch reviews all time sheets and makes any needed changes and then forwards to Chief Wright for review. Chief Wright reviews time sheets and sends master time sheet to the CPA. Chairman Dunbar reviews the payroll after it has been submitted.

Chief's Report

Chief Wright covered all his items. The ENFD firefighters have been enjoying the nice weather, but will prepare for the hot Florida summers.

Adjourn Commissioner Ingram motioned to adjourn the meeting at 6:52 p.m. There was a second to the motion by Chairman Dunbar. Motion carried.

The next meeting will be held on Monday, May 8, 2017 beginning at 6:00 p.m.

Minutes submitted by Commissioner Ruckel.