

# *East Niceville Fire District*

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1709 27<sup>th</sup> STREET NICEVILLE, FLORIDA 32578 PHONE 678-2311

## **June 13, 2016 – Regular Meeting Minutes**

### **Call to Order**

Chairman Dunbar called to order the regular meeting of the East Niceville Fire District Commission at 6:00 p.m., June 13, 2016 at the East Niceville Fire Department. The first order of business was the Pledge of Allegiance and an invocation.

### **Roll Call**

The following people were present: Chief Wright, Assistant Chief Birch, Firefighters on duty, Chairman Dunbar, Vice Chairman Schwab, Treasurer CJ McEntire, Commissioner Brunson, Bay Beacon Reporters and Resident, Matt Ruckel.

### **Approval of Minutes**

The minutes of the May 9, 2016 meeting were approved unanimously per motion by Commissioner Schwab and a second by Commissioner Brunson.

### **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. Treasurer McEntire will work with the ENFD CPA to change our account numbering systems to match the uniform accounting system.

### **Old Business**

**District Lines/Response Update:** Chief Wright reported that Okaloosa County Dispatch is working through the system and refining the way calls are distributed according to the agreement between the Fire Chiefs.

**Continuity Book:** Chairman Dunbar provided the working document to everyone and it is considered complete. Item Closed.

**OIs/OPs:** Commissioner Brunson reported that the document is about 75% complete and the only changes are those that had been written in by Chief Wright. The expectation is to provide the final draft to Chief Wright in advance of the July meeting for review.

**Chief's Employment Agreement:** Commissioner Brunson made a motion to empower Chairman Dunbar to negotiate an updated agreement with Chief Wright and submit it for review and approval. Vice Chairman Schwab made a second to the motion. The motion carried.

### **New Business**

**Financial Disclosure Form 1:** Commissioner Dunbar reminded everyone of the requirement to complete the form and return it to the Supervisor of Elections office before July 1, 2016. All Commissioners reported they have already submitted the form.

**Election/Re-election:** The terms of current commissioners were reviewed. Three seats will be on the November Ballot. Seats held by Commissioners Schwab, Brunson and the recently vacated seat will appear on the ballot. Qualification period is June 20 – 24.

**Group 1 Resignation/Appointment:** The resignation of Commissioner McLeod was noted and there was a brief discussion regarding the vacancy. Commissioners received a letter of interest from ENFD citizen, Matt Ruckel who was present at the meeting. He spoke briefly to express his desire to serve on the commission. Commissioner Brunson made a motion to appoint Matt Ruckel to the vacant Group 1 Seat. There was a second by Commissioner McEntire. Motion carried unanimously. After submitting the required paperwork, Mr. Ruckel will be sworn in as Commissioner in July.

**Personnel Issues Update:** Chief Wright and Assistant Chief Birch updated the commissioners on the status of a Workers Compensation Claim and the outlook for the department along with the established guidelines for proceeding.

**Five Year Plan:** Chief Wright reported there had been no changes to the previously submitted plan.

**2016-17 Preliminary Budget/Millage Discussion:** Commissioner Dunbar distributed copies of a preliminary budget for the next fiscal year. He asked everyone to become familiar with it and be ready to make suggestions at the July meeting. The budget includes a 1% pay increase and may not include adequate increases for anticipated insurance rates. Chairman Dunbar will ask Chris Schwantz with Barton & Associates to speak with current employees and attend the July meeting to report on potential options to meet the needs of the department.

**FY 2016-2017 Budgeting Process Review:** Chairman Dunbar reviewed the timeline the district is required to work within to establish, advertise and approve the millage rate and operating budget.

**Chief's Report:** Chief Wright reported that there are not any grant opportunities open for application to assist in purchasing a firetruck at this time. He continues to monitor the situation and will report back.

**Adjourn:** Commissioner McEntire motioned to adjourn the meeting at 7:05 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

**The next meeting will be held on Monday, July 11, 2016 beginning at 6:00 p.m.**

**Minutes submitted by Commissioner Brunson.**