

# *East Niceville Fire District*

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## **June 12, 2017 – Regular Meeting Minutes**

### **Call to Order**

Chairman Dunbar called to order the meeting of the East Niceville Fire District Commission at 6:00 p.m., June 12, 2017 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: Chief Wright, Chairman Dunbar, Vice Chairman Schwab, Treasurer CJ McEntire, Commissioner Ruckel and the on-duty firefighters.

### **Approval of Minutes**

The minutes of the May 8, 2017 meeting, previously distributed by email, 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. All copies will be included in the official book of proceedings and will be filed as appropriate. We are currently 58% through the fiscal year and have received 96% of our revenue. We are currently at 54% of expenditures, 58% through the year. We expend an average of \$68,000 a month. We are projected to carry-over approximately \$200,000 in reserves this year. There was a motion to approve the report by Commissioner Ruckel with a second by Commissioner Schwab. Motion passed unanimously.

### **Old Business**

#### **AD&D Insurance Update**

Chairman Dunbar reviewed our new Term Life insurance options. We received a quote from Fuller for \$50,000 term life insurance, plus AD&D when the firefighters are off-duty. This new policy will be more cost effective than our previous option. There was a motion to start the new policy in July by Commissioner Schwab and a second by commissioner McEntire. Motion passed unanimously.

#### **Review FY 2017-18 Budget Process**

Chairman Dunbar reviewed the TRIM training. The live TRIM training left much to be desired. Because we are an E-Trim county there were sections that did not pertain to our district. The budget process is progressing forward successfully.

### **New Business**

#### **Form 1 Financial Disclosure**

Chairman Dunbar encouraged the ENFD commission to complete the "Form 1" Financial Disclosure form and send to the Supervisor of Elections, due July 1<sup>st</sup>.

#### **Commission Seat Opening**

Commissioner Ruckel will be relocating in September due to a new job. The ENFD will advertise and look to fill his seat.

#### **Building and Equipment Insurance**

Chairman Dunbar outlined the building and equipment insurance quotes he sent to the commission on June 2<sup>nd</sup>. ENFD has currently been insured through ESIP (McNeill and Co.) for the last several years. The new premiums are \$14,415.00 plus \$8.03 policy fees. The renewal premiums are less this year than current year premiums. The ESIP

program has a broader coverage than the VFIS program, the ENFD will stay with the ESIP program. Chief Wright approved the new insurance plan.

#### **Retirement Plan Status**

Commissioner Ingram met with the Pension Fund and created a status report. The report is attached.

#### **CRI Engagement Letter**

CRI sent us an engagement letter for \$17,300. CRI has been with us since the beginning, and has done great work. We will stay with CRI this year, and look for competitive bids for next year. There was a motion to execute the CRI engagement letter by commissioner McEntire with a second by commissioner Schwab. Motion passed unanimously.

#### **Proposed FY 2017-18 Budget**

Chairman Dunbar reviewed an updated budget that was sent on June 8. The budget includes a 2.4% cost of living increase, as well as increases based on average county salaries. Chief Wright will receive a 2% raise on top of 2.4% cost of living increase. Assistant Chief Birch, who's compensation was restructured this year as he was promoted to a salaried position, will receive a 12% raise. All firefighters will receive a 5% raise. The budget includes a pension fund contribution of 2% of pensionable earnings that amounts to \$10,500. Life and Health Insurance is projected to increase 15%. Our current budget will successfully enable us to increase the pay of our firefighters and build our equipment reserve. There was a motion to adopt the new budget by commissioner Ruckel with a second by commissioner Schwab. Motion passed unanimously.

#### **Proposed CY 2017 Operating Millage**

Chairman Dunbar examined the current operating millage. There was a motion to approve the proposed 3.0176 millage rate by commissioner Ruckel with a second from commissioner McEntire. Motion passed unanimously.

#### **Chief's Report**

##### **Equipment Transfer to Laurel Hill**

The ENFD voted to donate a cascade air system with a Haskell booster pump and trailer that we no longer need, to the Laurel Hill Fire Department who needs an air system. The pump and trailer are worth \$5,000.00. The trailer and pump are available for pickup.

##### **ENFD Responses**

Chief Wright passed out a monthly response report. There were 6 structure fires in the past month. The ENFD responded to calls every day this month but 3.

##### **Inspections Conducted / Scheduled**

There were no inspections this month.

##### **Mobile Computer Operations**

Captain Buddy Wilson gave the ENFD commission an overview of the mobile Computer system.

**Adjourn:** Commissioner McEntire motioned to adjourn the meeting at 6:55 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

**The next meeting will be held on Monday, July 10, 2017 beginning at 6:00 p.m.**

**Minutes submitted by Commissioner Ruckel.**

## **ENFD Retirement Fund Status - Monday, June 12th, 2017**

### **Current Retirement Fund Trustees:**

H.H. Caldwell (Commission Elected) - Term is up OCT 2017 (\*We need to be aware of this...coming up soon)

Capt Jon Kramer (Firefighter Elected) - Term is up OCT 2017

Rob Neyendorf (Firefighter Elected) - Term is up 2018

Arthur Wilson (Firefighter Elected) - Term is up 2019 (Took over for Mr. Holcomb)

Tony Evans (Board Elected) - Term is up in 2019

### **Account Balances as of May 31, 2017:**

Peoples First Bank: \$453,014.77

Vanguard Investments: \$338,735.82

Total: **\$791,750.59**

### **Notes/Upcoming Plans:**

- All money in Vanguard Investment is in The Wellington Fund
- Wellington Fund is a low-risk fund
- The Board of Trustees have a plan to invest a portion of funds in a more medium to high risk fund(s) once they get near the \$1 million mark.
- At the summer and/or fall Board of Trustees meeting, the plan is to discuss the transferring of a portion of funds from Peoples to Vanguard...and agree on an amount to transfer. (*\*\* We, the Commission, should probably recommend an amount*)
- Next Board of Trustees meeting has not been scheduled, but the plan is for late June/early July. Then a fall meeting in late August or September. We (Commission) will be notified when it is scheduled.
- The Board of Trustees are currently reviewing their changes to the draft By-Laws ("local Laws"). Expectations are by the end of the summer they will move forward with these. The commission will have a chance to review before being sent to the state for approval.
- Retirement (Pension) class in Orlando in November that Capt. Kramer will be attending...and I suggest one of us go as well. Capt. Kramer will provide details once he receives them.