

East Niceville Fire District

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July 11, 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., July 11, 2016 at the East Niceville Fire Department. The first order of business was the Pledge of Allegiance and the invocation given by newly appointed Commissioner Matt Ruckel who was then sworn in by Chairman Dunbar.

Roll Call

The following people were present: Chief Wright, Assistant Chief Birch, Firefighters on duty, Chairman Dunbar, Vice Chairman Schwab, Treasurer CJ McEntire, Commissioner Ruckel, Commissioner Brunson, Christopher Schwantz and David Barton.

Approval of Minutes

The minutes of the June 13, 2016 meeting were read by Chairman Dunbar and approved unanimously per motion by Commissioner McEntire and a second by Commissioner Schwab. (Minutes were corrected to reflect meeting adjournment at 7:05 p.m.)

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. There was a motion to approve the report by Commissioner Brunson with a second by Commissioner Schwab. Motion passed unanimously.

Old Business

Health Insurance: Chris Schwantz and David Barton gave a brief overview of the outlook for health insurance and gave potential options to assist the Commission moving into the budgeting process. Rates for 2017 will be available in November. The Commission should plan to see a rate increase of at least 12-15%. The Commission plans to budget for a maximum amount and will select plan (s) that will allow the commission to stay within the budget.

OIs/OPs: Chairman Dunbar reported that he had received the draft from Commissioner Brunson and had sent it to the other Commissioners and to Chief Wright. He read the document and made suggested changes, corrections and updates. Chairman Dunbar will do the final edits on the Operating Instructions portion of the document with the input of Chief Wright. Commissioner Brunson will finalize the edits on the Operating Policies and send to Chief Wright for comments and input. Both portions will be provided to Commissioners before the August meeting when they will be approved and will replace all other versions.

Chief's Employment Agreement: Chairman Dunbar plans to meet with Chief Wright and submit an updated agreement for review and approval at the August meeting. Chairman Dunbar asked if anyone had specific comments for changes. Commissioner Brunson highlighted several areas that should be updated including: Clarification of Leave Time, Compensation, Hours of Work, Training, Termination Sections, Description of Duties & Responsibilities, and Vehicle Allowance. There was a suggestion that many sections could refer to the current OP's instead of outlining specifics within. There was also a suggestion to add an annual review process.

Qualified Candidates for Groups 1, 3, 5: Chairman Dunbar noted that Commissioners Ruckel and Schwab filed unopposed to continue their service. Commissioner Brunson's seat will be open since there was no applicant for that seat.

New Business

Worker's Compensation Claim: Chief Wright and Assistant Chief Birch reported that the claim for the employee had been approved and his sick leave will soon be depleted. The district has a policy in place to allow the Chief to use his discretion in approving use of sick leave during a workers compensation claim. No

changes were made to that policy. The individual intends to return to full time employment upon release for duty by his physician.

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. He also read the report from the Okaloosa County Tax Collector that identifies the rollback rate and the anticipated revenue.

Tentative 2016-17 Budget/Millage Discussion: Commissioner Dunbar distributed copies of a preliminary budget for the next fiscal year. There was a discussion regarding the needs of the department and the lack of reserve funding to meet future needs. The need for an administrative employee was discussed as was the lack of funds to keep the technology updated as needed.

Chairman Dunbar moved to reduce the pay for the Commissioners to \$300 per month per Commissioner and \$500 per month for the Treasurer. There was no second to the motion. Item closed.

Commissioner Brunson moved to set the proposed tax at 3.75 mils. Second by Commissioner Schwab. There was a brief discussion of the reasons for the increased rate. The motion passed 4 – 1 with Chairman Dunbar voting against the motion.

Chairman Dunbar asked that each commissioner look at the budget and become familiar with each item in order to establish a certified millage rate and proposed budget at the August meeting.

Chief's Report: Chief Wright had nothing additional to report.

Adjourn: Commissioner McEntire motioned to adjourn the meeting at 8:13 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

The next meeting will be held on Monday, August 8, 2016 beginning at 6:00 p.m.

Minutes submitted by Commissioner Brunson.