

East Niceville Fire District

1709 27th STREET NICEVILLE, FLORIDA 32578 PHONE 678-2311

August 14, 2018 – Meeting Minutes

Call to Order

Chairman Ingram called to order the meeting of the East Niceville Fire District Commission at 6:00 p.m., August 14, 2018 at the East Niceville Fire Department. Chairman Ingram led the Pledge of Allegiance and gave the invocation.

Roll Call

The following individuals were present: Chairman Ingram, Vice Chairman Schwab, Treasurer CJ McEntire, Secretary Dunbar, Commissioner Evans, Chief Wright and Firefighter (and Pension Fund Trustees Secretary) Rob Neyendorf.

Approval of Minutes

The minutes of the July 10, 2018 meeting, previously distributed by email, were approved unanimously per motion by Commissioner Dunbar and second 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. He noted that we've received 96% of expected revenues and expended ~67% of budgeted funds, at 75% through the fiscal year. Commissioner McEntire also noted an email from the Okaloosa County Supervisor of Elections that Capt. Wilson has still not submitted his Form 1 (required of Pension Fund trustees). Commissioner Dunbar noted that he'd received an email from Capt. Wilson that he was completing the form. Commissioner Evans, the board's Pension Fund Liaison stated that he would assure that all trustees addresses were corrected with the ENFD and the Supervisor of Elections. Commissioner Evans moved to approve the Treasurers report and Commissioner Schwab seconded. Motion passed unanimously.

Old Business

2018-19 Budget/eTRIM/TRIM Hearing Prep (OPEN)

Commissioner McEntire reviewed the budget process with handouts of the current budget and actual EOM June expenditures, a comparison of the past two years budgets, and the DRAFT FY 2018-19 Budget. A discussion took place as to the need to revise the current budget, which Commissioner McEntire said was in progress. Commissioner Dunbar pointed out the need for revisions to line 9, Firefighters Supplemental Compensation; line 23, Compensated Annual Leave; and line 24, Compensated Sick Leave. Lines 27 and 28, FICA Taxes and Retirement Contributions, were also noted as possibly needing revision prior to the presentation of the tentative Budget at the September 6th Budget Hearing. Commissioner Dunbar also recommended a zero-dollar budget line item to allow for a possible Holiday Bonus, as funded last FY. Commissioner McEntire reviewed the TRIM process going forward, and noted the Public Hearings on the budget scheduled for Thursday, 6 September and Thursday, 20 September.

Laura Roesch CPA Services (CLOSED)

Chairman Ingram and Commissioner McEntire discussed their meeting with Laura Roesch, and her proposal to increase fees for services provided to the ENFD to \$1000/month, vice the current \$500/month. This increase is based on new, internal CPA software that more accurately tracks service costs, and increased Federal and State requirements. The Intuit forms requested of all ENFD personnel in support of the new software implementation have been completed and delivered to LRCPA. Commissioner McEntire also noted that, due to new Federal

banking regulation requirements, the ENFD would need to change our normal bi-weekly payday from Wednesday to Thursday, commencing with the first Thursday pay on 6 September. Chief Wright will assure that all firefighters are aware of this change ASAP.

Health Insurance Options/Seminar and Training Update (OPEN)

Commissioner Schwab talked to David Barton concerning our options for the coming year. Barton advised that we'd receive notice in October/November of options for the new year (beginning 1 February for ENFD). Multiple options will be presented to the ENFD for both HSA and PPO plans, and Mr. Barton said that the plans will be presented to the firefighters for their consideration. He estimated an approximately 15% increase in costs. The Commissioners expressed general satisfaction with our current insurance agents and their local service.

Assets/ Current Five-Year Plan (CLOSED)

Commissioners discussed the current Five-Year Plan, updated and maintained by Chief Wright, with specific focus on a possible main engine replacement within the next five years. Grant funding is currently very tight, and Commissioners agreed that increasing our Capital Equipment Reserves should be a priority. Chief Wright estimated that a new engine/pumper would cost ~\$475,000, and that we may be able to sell our old equipment for ~\$75,000-100,000. Commissioner Dunbar raised the possibility of moving our Equipment Reserves to a separate account paying a higher interest rate. No specific action was directed/assigned.

Assistant Chief Birch – Vehicle Purchase/Existing Vehicle MX Quote (CLOSED)

ENFD initiated purchase of a new Ford F150 at a GSA price of \$31,541, as authorized by the Commission at the July meeting. Delivery of same is TBD. The Commission expects another \$5,000 of lettering / lights / communications / misc. equipment costs before the vehicle is fully operational. In accordance with Commission direction from the July meeting, the old vehicle (~82K miles) was evaluated for renovation and continued use as a supplemental vehicle, used primarily to reduce usage of the heavier equipment. Estimates were sought from two local vendors and cost was estimated at ~\$940 for a new ignition coil and spark plugs. ENFD Captains drove the vehicle and recommended to the Chief that we retain the vehicle. The Commission discussed maintenance and insurance costs and generally agreed the vehicle would be worth keeping. Commissioner Dunbar moved to retain the vehicle and Commissioner Evans seconded. The motion was passed.

Chief Wright's Status (CLOSED)

Chief Wright provided Chairman Ingram with unconditional releases from two physicians, allowing him to return, without restrictions, to his full duties. Commissioner Schwab questioned whether the physicians in question were aware of the full range of the Chief's job responsibilities, and was assured that they were. Chairman Ingram stated that he had talked to Rob Larkin, attorney with Allen, Norton and Blue, and was satisfied that we had adequately considered ENFD liabilities in this case. Commissioner Schwab requested that, after the conclusion of the Chief's chemotherapy, he provide a further release from his physician, authorizing his continued full duty performance. Schwab also asked about a Workmen's Compensation claim, and Chief Wright stated that he filed same and it was denied. Commissioners discussed new legislation being considered and how that may affect the Chief's situation. After some discussion, the consensus of the Commission was that Chief Wright could resume his full duties effective this date. Commissioner Dunbar so moved, Commissioner Schwab seconded, and the motion was approved unanimously.

Narcan Training Follow-Up (CLOSED)

Chairman Ingram asked Chief Wright about the recently completed Narcan training for all ENFD firefighters. The Chief stated that the training was completed successfully and that ENFD is the only department in the county whose firefighters are trained to administer Narcan. A short discussion of the provision / re-provision of medical supplies followed. Okaloosa County EMS provides our medical supplies. A near-future change will see EMS maintaining all supplies in a central location, and replacing used supplies for the ENFD on a one-for-one basis. This

will preclude the ENFD having to store and maintain excess medical supplies, while still assuring each vehicle is fully stocked at all times.

New Business

OPEB Actuarial Study (OPEN)

Commissioner McEntire stated that he had tried to contact Aimee Strickland at Foster and Foster to initiate this study, but has been unable to make contact. Commissioner Dunbar stated that, as he'd been the contact in 2015, he would try to talk to Aimee and get the study started. For budgeting purposes, Dunbar also stated that the cost of the study in 2015 was ~\$1200.

Retainer – Rob Larkin (Allen, Norton, and Blue) (CLOSED)

Chairman Ingram stated that he had talked to Rob Larkin at Allen, Norton, and Blue about advising the ENFD on employment law over the next year. Larkin had been recommended to the ENFD by several local special districts, which he also advises. Commissioner Ingram was able to negotiate a \$500 annual retainer.

Training Room / Treasurer's Office (OPEN)

Commissioner McEntire asked about the status of the marginally functioning air conditioning system for the second-floor office. After some discussion of the installation and maintenance history of the system, Chief Wright stated that he'd have the system evaluated and repaired as necessary.

Chief's Report

ENFD Responses

Chief Wright sent the listing of ENFD Responses to all on 8/6/18. A required inspection of the Montessori School was conducted by the North Bay Inspector at no cost to the ENFD.

SCBA Bottles

The department is required to have SCBA apparatus (bottles and masks) inspected periodically, and this was completed within the last week. Nine of twelve bottles passed the tests and twelve of twelve masks passed. Three bottles failed pressure testing (4500psi). Both the engine and the pumper are fully equipped and we have three spare bottles, but several new bottles may be needed soon. Bottles now cost nearly \$1000 each. Capt. Kramer has been tasked to get quotes on new bottles as needed.

Squad Vehicle Tires

Chief Wright also stated that the Squad Vehicle needs six new tires. The installed tires were manufactured in 2001 and have unacceptable levels of dry rot. The department has a quote for ~\$1800 for the installation of six new tires. This expenditure was approved by the Commission.

Utilization of Employment Law Advisor

Mr. Neyendorf (ENFD Firefighter and a resident of the District) asked about how the Commission would control calls to the retained attorney (above). After a brief discussion the Commission determined that use of the advisor would be only in a serious situation, and that the Commission Chairman would be the primary contact on our end.

Personnel Changes

None this month.

Adjourn:

Commissioner Schwab motioned to adjourn the meeting at 7:42 p.m. There was a second to the motion by Commissioner McEntire. Motion carried.

The next meeting will be held on Thursday, September 6, 2018, beginning at 6:00 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "Redner", written in a cursive style.

Secretary