

East Niceville Fire District

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September 3, 2014 TRIM Meeting Minutes

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Call to Order

Chairman Marcolongo called to order the September meeting of the East Niceville Fire District Commission at 7:30 PM, September 3, 2014, at the East Niceville Fire Department.

Roll Call

The following individuals were present: Chairman Marcolongo, Commissioners Brunson, Root and Schwab and Chief Wright. Commissioner Dunbar was out of town and unable to attend the meeting.

Approval of Minutes from Previous Meetings

July Meeting Minutes

The minutes from the July meeting were read by Chairman Marcolongo. Chairman Marcolongo asked if there were any corrections or changes to the minutes. Hearing none, he asked for a motion to approve the July Minutes. Commissioner Brunson moved to approve the minutes, second by Commissioner Schwab. Minutes were approved unanimously.

August Minutes

The minutes from the August meeting were read by Chairman Marcolongo. Chairman Marcolongo asked if there were any corrections or changes to the minutes. Commissioner Brunson asked that the section regarding approval of minutes be changed from "The minutes from the July meeting were not available for approval at this time." to read "The minutes from the July meeting were submitted to all Commissioners and Chief Wright by email on July 15, 2014 by Commissioner Dunbar. They were not read or submitted for approval at the meeting.

She also requested that the Treasurer's Report be changed from "The Treasurer's Report was not available for approval at this time." to read "The Treasurer's Report as prepared by Laura Roesch, CPA was submitted to all Commissioners and Chief Wright by email on August 8, 2014 by Commissioner Brunson. The report was not read or submitted for approval at the meeting." Following a short discussion about the changes, Chairman Marcolongo asked for a motion to approve the July Minutes. Commissioner Schwab moved to approve the minutes with the changes reflected above. There was a second by Commissioner Root. Minutes were approved unanimously. Commissioner Brunson will send the corrections to the minutes to Commissioner Dunbar for the official record.

Treasurer's Report

The Financial Statements for the period ending July 31, 2014 as prepared by Laura Roesch CPA were given to each Commissioner and Chief Wright. This report was the same as the report submitted for the August meeting. Commissioner Brunson reviewed the statements that reflect District revenue under budget by \$12,908 and expenses under budget by \$14,277 year to date. She reported account balances as of the close of business on September 3, 2014 as follows: Payroll Account: \$31,174; Operating Account \$15,847; Reserve Account \$95,843 for a total of \$145,864 in the bank. Chairman Marcolongo asked for a motion to approve the Treasurer’s Report. Commissioner Schwab moved to approve the Treasurer’s Report with a second by Commissioner Root. The Report was approved unanimously.

Health Care Insurance Options

Chairman Marcolongo welcomed Christopher Schwantz and David Barton of Barton, Fenstermaker, Tondello & Associates, Inc. They presented an overview and comparison of the health insurance currently offered by the ENFD and options for alternative plans and distributed a printed summary to the Commissioners. There was a brief question and answer time after which the Commissioners thanked Mr. Schwantz and Mr. Barton. They expressed their gratitude to the Commission and Chief Wright for the opportunity to be on the agenda and excused themselves from the meeting. Chairman Marcolongo stated the subject of Health Insurance would be addressed on the agenda of the October meeting for discussion.

Millage and Budget

Chairman Marcolongo stated that the purpose of this portion of the meeting was to adopt a tentative millage rate and budget for the ENFD 2014-15 operating year.

Chairman Marcolongo presented to the Commissioners and the District a Tentative Millage rate of 2.45 mills which will result in a 1.4506% increase over the Rollback Rate of 2.3001 mills.

Current year gross taxable value	\$292,857,556.00
Current year new construction/annex	\$1,651,541.00
Current year adjusted taxable value	\$281,679,095.00
Taxes from proposed millage rate (2.45 mills)	\$695,977.00
2014 Tentative Millage Rate	2.450
2013 Millage Rate	2.370
Current year rolled back rate	2.3001

Chairman Marcolongo opened the floor to the public for questions or input on the tentative millage rate. There were no questions or comments from the floor.

Tentative Ordinance No. 2014.1

Chairman Marcolongo read Tentative Ordinance No. 2014.1 (see attached) which was distributed to all Commissioners. Chairman Marcolongo asked for a motion to approve Tentative Ordinance No. 2014.1 as written. Motion by Commissioner Schwab with a Second by Commissioner Root. Chairman Marcolongo asked if

there was any discussion from Commissioners or from the floor. Hearing none, he called for the vote. Motion approved unanimously.

Tentative Ordinance No. 2014.2

Chairman Marcolongo opened the floor for discussion and comments regarding the Tentative Budget as presented. Chief Wright reviewed several line items on the budget and stated that he had reduced expenses everywhere he could. There was a brief discussion regarding several line items on the budget which were addressed by Chief Wright.

Chairman Marcolongo then read Tentative Ordinance No. 2014.2, An Ordinance Adopting the Tentative Budget for East Niceville Fire District for Fiscal Year Commencing on October 1, 2014 and ending on September 30, 2015, which had been distributed to the Commissioners. (See attached Ordinance and Itemized 2014-15 Tentative Budget)

Chairman Marcolongo asked if there was any discussion from Commissioners or from the floor. Hearing none, he called for the vote. Motion approved unanimously.

Old Business

Chairman Marcolongo opened the discussion of any Old Business items.

Health Care Insurance Options

See notes above.

ENFD Incident Reports to Bay Beacon

Chairman Marcolongo stated that he wanted there to be no further discussion with regard to submission of the ENFD Incident Reports to the Bay Beacon during meetings of the Commission. Chairman Marcolongo moved that all future correspondence about Incident Reports take place between Chief Wright and Capt. Holcomb only. The motion was seconded by Commissioner Root. Chairman Marcolongo asked if there was any discussion. Commissioner Brunson stated that she was not comfortable voting to limit discussion of any specific topic during future meetings. Chairman Marcolongo called for the vote. The motion was passed 3-1 with Commissioners Marcolongo, Root, and Schwab voting in favor and Commissioner Brunson voting against.

Chairman Marcolongo asked if there were any additional old business items and there were none.

New Business

Chairman Marcolongo asked if anyone had new business for the Commission.

Financial/Bookkeeping Contract

Commissioner Brunson reminded the Commission that the contract with Laura Roesch, CPA is up for renewal as the current agreement ends on September 30, 2014. The fees will be \$320 per month for bookkeeping and preparation of the compiled financial statements. An additional fee of \$95 per month will be charged for processing payroll. All Commissioners present stated satisfaction with the service this firm provides.

Commissioner Brunson stated the need to hire an administrative employee to take over the bookkeeping duties and other administrative tasks such as preparation of Commission Agendas, official meeting minutes, commission communication and various duties as they apply to business office management. Due to the short time between the meeting and the contract renewal, Commissioner Brunson was asked to request a contract with the option to terminate with a 30-day notice. Commissioner Brunson agreed. No further action was taken.

Communication Process

Commissioner Brunson brought up the topic of communication methods, or the lack thereof between commission meetings. She referenced the email information that is sent to all Commissioners in advance of the meeting and the frustration of receiving no input or confirmation of receipt by other Commissioners. Commissioner Marcolongo stated that he has experienced computer problems and is not able to access his email account. Chief Wright stated that if information is sent to him directly it should state specifically if any action is requested of him. Commissioner Brunson suggested that if minutes and financials could be received and reviewed by Commissioners prior to the meeting it would allow better opportunity to process the information and streamline meetings. She asked that a policy or method of ensuring that information is distributed and received by both Commissioners and the staff of the ENFD be established. There was no vote or action taken.

Chief's Report

Chief Wright did not have additional information to report.

Next Meeting

The next meeting of the Commission is scheduled for 7:30 PM, Wednesday, September 17, 2014 at the East Niceville Fire Station. (TRIM Meeting #2)

Adjournment

Commissioner Schwab moved to adjourn the meeting and Commissioner Brunson seconded. The meeting was adjourned at 8:50 PM.

These Minutes were provided by Commissioner Brunson.

Minutes respectfully submitted,



Commissioner Ed Dunbar
Secretary