

East Niceville Fire District

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

September 7, 2016 – Regular Meeting Minutes

Call to Order

Chairman Dunbar called to order the first TRIM meeting of the East Niceville Fire District Commission at 6:00 p.m., September 7, 2016 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: Assistant Chief Birch, Rob Neyendorf, Jon Kramer, Matt Obert, Chairman Dunbar, Vice Chairman Schwab, Treasurer CJ McEntire, Commissioner Ruckel, and Commissioner Brunson.

Approval of Minutes

The minutes of the August 8, 2016 meeting were approved unanimously per motion by Commissioner McEntire and a second by Commissioner Schwab.

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. He noted that bills are not always being paid/submitted in a timely manner according to the CPA.

2016-17 Millage/Budget: Commissioner Dunbar distributed copies of a preliminary budget for the next fiscal year. The proposed tax rate for purposes of discussion and preliminary budgeting is 3.0176 mills per thousand dollars in taxable value. This rate reflects an increase over the current and rolled-back rate.

Chairman Dunbar reviewed the impact of the increased rate on property owners and also reviewed historic tax rates for the District and the revenues generated. The proposed budget was reviewed.

Adoption of Tentative Millage Rate: Chairman Dunbar announced the proposed tentative millage rate of 3.0176 mills reflects a 14.13% increase over the rollback rate.

Commissioner McEntire motioned to adopt the tentative millage rate of 3.0176. There was a second by Commissioner Schwab. Motion carried 4 – 1 with Chairman Dunbar voting against.

Adoption of Tentative Budget: Chairman Dunbar asked for a motion to approve the Tentative Budget. Commissioner Ruckel motioned to approve with a second by Commissioner McEntire. Motion carried unanimously.

Old Business

OIs/OPs: There was a short discussion on the subject. The Operating Instructions were turned over for the Chief to complete. The Operating Policies will continue to be worked on and will be approved by the Board when they are finished. Commissioner Brunson suggested that the Operating Policies should be reviewed by an attorney before the commission approves them.

Chief's Employment Agreement: The draft agreement was reviewed in detail and several sections were discussed. Chairman Dunbar agreed to modify the agreement and Commissioner Brunson will have it reviewed by an attorney at no cost to the district. Item open.

New Business

Sunshine Law Refresher: Chairman Dunbar reviewed the importance of abiding by the Sunshine Law.

Policy Letters: Chairman Dunbar reported that he had completed and filed the policy letters. Item closed.

Seat 5 Vacancy: Chairman Dunbar reviewed the letter from the supervisor of elections regarding the seat that will be open when Commissioner Brunson's term expires in November. He noted a letter of interest submitted by Ryan Ingram that was provided to each Commissioner. The Commission will review interested candidates at the December meeting and vote on a replacement. All candidates will be considered and will be asked to submit a letter of interest outlining their qualifications. Item open.

Pension Fund Loan from Commissioners: Chairman Dunbar reported that the IRS Requires that 20% in taxes be withheld from any lump-sum disbursements when participants leave the department. These taxes were not withheld the last time, therefore ENFD paid the taxes and the Pension Fund must repay the District. Chairman Dunbar and Jon Kramer are working to resolve this issue.

Pension Fund Oversight: Chairman Dunbar explained that the Board of Commissioners is responsible for the oversight of the Pension Fund. He asked Commissioner Ruckel to attend meetings of the Pension Fund Trustees as the liaison on behalf of the Commission and thanked him for attending and reporting on their last meeting.

Pension Fund Trustees Annual Budget: Chairman Dunbar reported that the Annual Budget for the Pension Fund will be presented to the Commission Board for approval at an upcoming meeting.

Chief's Report: Assistant Chief Birch reported that the garage door has been repaired and that Capt. Holcomb is waiting for physician approval to return to full duty.

Adjourn: Commissioner Mc Entire motioned to adjourn the meeting at 8:25 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

The next meeting will be held on Wednesday, September 21, 2016 beginning at 6:00 p.m.

Minutes submitted by Commissioner Brunson.