

# *East Niceville Fire District*

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## **September 7, 2017 – TRIM Hearing #1 - Minutes**

### **Call to Order**

Chairman Dunbar called to order the meeting of the East Niceville Fire District Commission at 6:00 p.m., September 7, 2017 at the East Niceville Fire Department. Chairman Dunbar led the Pledge of Allegiance and the invocation was given by Commissioner Ryan Ingram.

### **Roll Call**

The following individuals were present: Chief Wright, Assistant Chief Birch, Chairman Dunbar, Vice Chairman Schwab, Treasurer CJ McEntire, Commissioner Ingram, Mr. Tony Evans and the on-duty firefighters.

### **Approval of Minutes**

The minutes of the August 14, 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 84% through the fiscal year and have received 100% of our revenue. Our expenditures are at 76% for this fiscal year. Treasurer McEntire noted that the annual budget audit will begin shortly after the beginning of the fiscal year, which is 01 October 2017. Audit preparation has begun. There was a motion to approve the report by Commissioner Ingram with a second by Commissioner Schwab. Motion passed unanimously.

### **Old Business**

#### **Adoption of the Tentative CY 2017 Operating Millage (3.0176 approved 6/12/17)**

Chairman Dunbar announced the proposed tentative operating millage rate of 3.0176 mills which reflects a 3% increase over the rollback rate. There were no changes or comments.

There was a motion to adopt the tentative millage rate of 3.0176 by Commissioner Schwab. There was a second by Commissioner McEntire. Adoption of the tentative millage rate of 3.0176 mills was approved unanimously at 6:10 PM.

#### **Adoption of the Tentative FY 2017-18 Budget (approved 6/12/17)**

Chairman Dunbar asked for a motion to approve the FY 2017-2018 tentative budget. Commissioner Ingram motioned to approve with a second by Commissioner Schwab. The motion carried unanimously at 6:12 PM.

#### **Chief Wright's Employment Contract**

Chairman Dunbar stated that he will be working updates to the Chief's Current Employment Contract since our insurance carriers have been updated.

### **New Business**

#### **EMT Incentive Pay Policy**

Commissioner McEntire distributed copies of Section 1 (Incentive Pay) of ~~the 30-05-Operating~~ [Procedures-Policy 30-05](#) to the commissioners. He noted that the language might not be clear as to who (Chief's, Captain's and/or Engineer's) is able to receive the \$1200.00 Emergency Medical Technician (EMT) certification incentive pay. Discussion took place and it shall be noted here in the minutes that the \$1200.00 EMT certification Incentive Pay does not apply to East Niceville Fire District Captains or Chiefs because their positions already require the EMT certification. This incentive pay is only made available to the Firefighter Engineer's.

#### **Appointment of Group 1 Commissioner**

Chairman Dunbar reviewed the process of appointing a commissioner for the Seat 1 vacancy. Two candidates are interested and have submitted letters of interest. Candidates will be interviewed and asked the same questions from the commission at the 9 October 2017 meeting. The Commission will then vote on a candidate. The candidate with the majority of the votes will be sworn in at the November 2017 meeting.

**Pension Fund Annual Report Discrepancy**

Chairman Dunbar and Treasurer McEntire will have discussion with Carr, Riggs, and Ingram (CRI) regarding the under-contribution and possible error in the numbers given to the commission in regards to the Annual Pension Fund Report.

Treasurer McEntire stated that he did send the annual contribution to the Pension Fund.

**FY 2016-17 Annual Audit Preparation**

It was again noted by Treasurer McEntire that the upcoming FY 2016-17 audit will take place in October 2017 and that he has begun preparations.

**Chief's Report**

Chief Wright briefed that a fire engine was recently serviced, the upstairs firefighter bunk house flooring is being renovated, and special suits were ordered for the firefighters to avoid opiate absorption through the skin when responding to calls dealing with these type narcotics.

Chief Wright also went over his plans for the safety of firefighter equipment and the firefighters in the case of Hurricane Irma shifting in our direction.

**Adjourn:** Commissioner McEntire motioned to adjourn the meeting at 6:53 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

**The next meeting will be held on Thursday, September 21, 2017 beginning at 6:00 p.m.  
Minutes submitted by Commissioner Ingram**