

# *East Niceville Fire District*

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## **April 11, 2016 - Minutes Regular Meeting**

### **Call to Order**

Chairman Dunbar called to order the regular meeting of the East Niceville Fire District Commission at 6:00 p.m., April 11, 2016, at the East Niceville Fire Department. The meeting was opened with the Pledge of Allegiance and a prayer.

### **Roll Call**

The following individuals were present: Chairman Dunbar, Vice Chairman Schwab; Commissioners Brunson, McEntire, and Chief Wright. Mike Griffith, The Bay Beacon was also present.

### **Approval of Minutes**

The minutes of the February 8, 2015 meeting were read by Chairman Dunbar. The minutes were approved unanimously with a motion to approve by Commissioner McEntire and a second by Commissioner Schwab.

### **Treasurer's Report**

Commissioner McEntire gave the Treasurer's Report and distributed copies for review and inclusion in the official record book. Commissioner Schwab motioned to approve the Treasurer's Report with a second by Commissioner Brunson. The Treasurer's report was approved unanimously.

### **Old Business**

**Annual Audit Report Final:** Chairman Dunbar provided copies of the report to everyone and JoAnne Rocque, CPA with Carr, Riggs & Ingram, LLC gave a verbal report and answered questions from the Commissioners. There was a motion to approve the Audit Report by Commissioner Brunson and a second by Commissioner McEntire. The motion passed unanimously.

**Actuarial Studies:** Chairman Dunbar reviewed the findings of the Actuarial Studies.

**FASD Website:** Chairman Dunbar reminded Commissioners that the site has valuable information regarding legislative issues. He reviewed some of the new requirements and also reminded everyone that all public records requests must be addressed quickly. Everyone is responsible for making sure they are given to the appropriate person to be in compliance with the law.

**District Lines/Response Update:** Chief Wright reported that Okaloosa County dispatch is working on a map to determine the most appropriate call system to get assistance quickly and efficiently. ENFD is currently responding to all calls between Rocky Bayou Bridge and Valparaiso. The Chiefs from each department are meeting monthly to work through the transition.

**Continuity Book:** Chairman Dunbar reported that he is working to compile the manual.

**Operating Manual:** Commissioner Brunson reported that the reformatting of the manual is underway. She returned the original to the station after making a copy. The draft with proposed updates or highlighted areas in need of updating will be provided to the Commissioners electronically as soon as it is available. Any changes will be discussed and voted on at a future meeting.

**Public Response/Reporting:** Chairman Dunbar reported that it is his understanding that the call reports are being sent monthly.

**Payroll Review:** Chairman Dunbar and Commissioner McEntire are working on obtaining a more detailed payroll report from Laura Roesch, CPA.

**Chief's Contract:** Commissioner Brunson reported that she had a human resource professional review the current contract between Chief Wright and ENFD. There were no major concerns identified although the contract negates the Florida Employment-at-Will law. Employment Agreements are more commonly used and should include a standard review process. Commissioner Brunson will draft an agreement to be considered at a future meeting.

#### **New Business**

**Financial Status/2016-17 Budget Prep:** Chairman Dunbar provided a fund balance comparison for March 31<sup>st</sup> from 2011 – 2016 showing our overall financial position to be much improved as compared to the last several years.

**FY 2016-2017 Budgeting Process:** Chairman Dunbar distributed a draft budget and will send it via email as well. He also distributed a Budget Process timeline which will be included in the Official Book of Proceedings. The Budget Committee was identified as follows: Chief Wright, Chairman Dunbar and Commissioner McEntire as the Treasurer. Additional Commissioners may serve on the committee as desired.

#### **Chief's Report**

Chief Wright reported that the pumper repair cost was only \$300.

#### **Other**

Commissioner Brunson stated that she will be unable to attend the regular meeting in August.

#### **Adjournment**

A motion to adjourn was made by Commissioner McEntire with a second by Commissioner Schwab. The meeting was adjourned at 7:11 p.m.

Minutes respectfully submitted,

**Commissioner Tricia Brunson**

**Next Meeting: May 9, 2016, 6:00 p.m. at the East Niceville Fire Station.**