

March Meeting Minutes

March 11, 2013

Call to order

Chairman Marcolongo called to order the March meeting of the East Niceville Fire Commissioners at 7:00 p.m., March 11, 2013, at the East Niceville Fire Department.

Roll call

The following individuals were present: Chairman Marcolongo, Commissioners Brunson, Root, Dunbar, and Schwab, and Chief Wright.

Approval of minutes from last meeting

Minutes from previous meeting were read. Chairman Marcolongo asked for corrections and/or deletions. Commissioner Dunbar made motion to accept minutes as read, and Commissioner Root seconded. All voted "Aye." Minutes approved.

Treasurer's Report

Treasurer Dunbar asked about the refund from Starmark. Chairman Marcolongo stated it would go into the general fund, and he explained the reason.

Dunbar reviewed the Treasurer's Report and noted that there was nothing remarkable on the first page of the report. The bills paid were low this month. Dunbar reminded firefighters that he needs the bill for the Firefighter's Fund for the pension and will send Jason an email. He further noted that Page 2 of the report does not contain anything remarkable. Dunbar did point out that when the commissioners approved the raises they did not amend the budget and therefore it needs to be adjusted to accommodate. He asked all commissioners to review the variances and other items, and he asked for questions. No questions. Commissioner Brunson made a motion to approve the treasurer's report, and Commissioner Schwab seconded. All voted "Aye." Treasurer's Report approved.

Old Business

Audit Discussion – Chairman Marcolongo provided explanation of fees stating estimates should not exceed \$14,500 for 2013, \$15,000 for 2014, and \$15,500 for 2015. The department paid \$13,500 for 2012. Possible to entertain lower price with other option. Commissioner Brunson asked about seeking bids. Marcolongo explained the process utilized 3 years ago and the choice to go with O'Sullivan & Creel because the other company was double the price. O'Sullivan & Creel also offered to hold the pricing.

New Business

Chairman Marcolongo ceded the floor to Commissioner Schwab. He inquired whether ENFD carries liability insurance. Marcolongo gave basic overview that the department has \$1 million with up to \$3 million paid if the department gets sued. Commissioner Dunbar asked about fraud insurance, and Marcolongo stated that insurance company included it free with policy. The question was raised whether the department has an attorney, and Marcolongo explained previous relationship with Terry Ketchel; however, his status change to a judge prohibited his further assistance. The attorney last used was based in Tallahassee. Schwab asked about an attorney that sits and offers interpretation, and provided example. Marcolongo said that most municipalities have access to such service. Dunbar stated that department could also go to the attorney general for assistance, and Marcolongo further stated that John Dowd could be used. Commissioner Brunson asked for a copy of the Director's and Officer's insurance, and Marcolongo asked the Chief to provide her with a copy. Clarification was made that all commissioners are bonded and insured. Brunson was concerned about personal insurance.

Commissioner Dunbar stated need to make corrections to the budget. Dunbar has been reviewing the laws and accordingly the bottom line budget should be what is on the Treasurer's Report. He passed out the budget which didn't show a carry over. Must amend carry over for October. He proposed a new budget to post on the web. He also pointed out that the department may not have the Starmark funds until June. He explained changes. If changing from bottom line on the budget, then it must be done as a resolution; therefore, Dunbar is proposing a resolution to make the change notated on the handout for review. He stated that it may be necessary to amend the budget again later in the year. The new budget must be posted on the website within 5 days. Dunbar made the motion to adopt the resolution passed out regarding the carry over. Commissioner Brunson seconded the motion. Commissioner Schwab asked where the refund would go in the budget, and Marcolongo explained it can go where needed. Marcolongo asked for additional questions. With no additional questions, commissioners voted. All voted "Aye." Motion passed. Dunbar noted that the Treasurer's Report for April will reflect the change.

Chief's Report

The Chief reported that everything is good right now. The new hoses are in, on the trucks and already in use. Marcolongo asked if the truck was fixed. The chief stated that it was and another one is on the lift. It will be \$800 plus labor.

Next Meeting

The next meeting will be on April 8, 2013, at 7pm.

Adjournment

Motion to adjourn made by Schwab and seconded by Dunbar. All voted "aye." Meeting adjourned at 7:26 p.m.

Minutes respectfully submitted by:


Secretary Sherry Marcolongo