

East Niceville Fire District

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January 2014 Meeting Minutes

February 5, 2014

Call to Order

Chairman Marcolongo called to order the January meeting of the East Niceville Fire District Commission at 7:00 PM, January 13, 2014, at the East Niceville Fire Department.

Roll Call

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

Approval of Minutes from Last Meeting

Assistant Chief Birch read the minutes from the last meeting. Chairman Marcolongo asked for corrections and/or additions/deletions. Hearing none, Commissioner Schwab made a motion to accept the minutes as read. Commissioner Dunbar seconded. All Commissioners voted "aye". Minutes approved.

Treasurer's Report

Commissioner Brunson read the treasurer's report with a brief explanation of the new format. Minor changes in the budget will be required to better reflect the month to month budget report. Commissioner Root moved to approve the Treasurer's Report. Commissioner Dunbar seconded. The motion was passed unanimously by the board.

Old Business

Commissioner Brunson proposed establishing new procedures for the handling of ENFD accounts payable (attached as page 3). After a brief discussion, Commissioner Dunbar moved that we adopt the attached procedures. Commissioner Root seconded the motion. The motion was unanimously approved by the board.

Joanne Rocque from Carl Riggs and Ingram presented the Independent Auditor's Report for ENFD FY 2012-2013. She discussed the basis for the auditor's qualified opinion (lack of an actuarial study of OPEB costs and obligations) and our declining total net position due to depreciating assets. The required audit of the pension plan in 2014 was also discussed. Overall it was a very quiet year and the information needed for the audit was provided in a timely manner. Motion to accept the audit as a final document was made by Commissioner Dunbar, seconded by Commissioner Brunson, and unanimously approved by the board.

New Business

Commissioner Brunson provided copies of Florida Statute 191.005(3) which establishes the requirement for annual elections for board positions. A Chair, Vice Chair, Secretary and Treasurer are to be elected by the board each year. After a brief discussion, Commissioner Dunbar moved to nominate Commissioner Marcolongo as Chair, Commissioner Root as Vice Chair, Commissioner Brunson as Treasurer and himself as Secretary. The motion was seconded by Commissioner Brunson and passed unanimously by the board. Chairmen Marcolongo asked Captain Holcomb to explain the new actuarial guidelines from the state that now reflect a flat rate for the district's required contribution to the pension fund. The previous amount budgeted for the current fiscal year's contribution to the pension fund is \$16,000. Under the new guidelines, the amount required will be less than \$10,000. Chairmen Marcolongo mentioned that the excess funds could be put into an equipment fund. This issue was tabled for discussion at the next meeting.

Chief's Report

Assistant Chief Birch briefed the commissioners on recent fires in the district and a number of mutual aid fire responses. He also noted that, due to the volume of recent fire calls, some of our equipment was starting to show signs of wear. Birch also briefed the board on the need for a complete battery change out on the pumper.

Next Meeting

The next meeting will be held on February 10, 2014 at 7:00PM

Adjournment

A Motion to Adjourn was made by Commissioner Schwab, seconded by Commissioner Root, and unanimously approved. Meeting was adjourned at 7:55 PM.

Minutes respectfully submitted,

Assistant Fire Chief David Birch

Proposed Processing Procedures East Niceville Fire District

January 13, 2014

Mail Delivery

- Change all mail to be delivered to the Fire Station directly. Close Post Office Box

Signature Cards

- Add Chief Wright to the Signature Card for the General Fund account.

Approval of Invoices

- Mail to be opened by Chief Wright or his designee
- Chief Wright will review and initial approval all invoices for payment and attach all receipts for credit cards noting what expense account category is appropriate.
- Chief Wright or his designee will deliver approved invoices to Laura Roesch, CPA for checks to be issued.
- Treasurer or ENFD Staff will pick checks up and take to Fire Station for signatures with the following order as available
 - Chief Wright
 - Treasurer
 - Chairman
 - Any Additional Commissioner

Automatic Draft Payments

Paper invoices will be mailed and approved with the above procedure and passed along for processing by the CPA firm.

1. Citgo Fleet Card
2. City of Niceville
3. Cox Communications (Cable, Internet, Telephone)
4. Gulf Power
5. MasterCard
6. Okaloosa Gas
7. Principle Life
8. Sam's Club
9. Trustmark Insurance
10. Verizon Wireless
11. Laura Roesch, CPA