

May 11, 2015

Call to Order

Chairman Dunbar called to order the May Meeting of the East Niceville Fire District Commission at 6:00 PM, April 13, 2015, at the East Niceville Fire Department.

Roll Call

The following individuals were present: Chairman Dunbar; Commissioners Brunson, Marcolongo, McEntire, and Schwab.

Approval of Minutes from April 13, 2015 Meeting

Commissioner Brunson read the minutes from the April 13, 2015 Meeting. Commissioner Marcolongo moved to approve the minutes with no corrections and a second by Commissioner McEntire. The motion was passed unanimously.

Treasurer's Report

Commissioner McEntire reviewed Treasurer's Report for the period ending March 31, 2015. He distributed copies of the report along with copies of the bank balances as of May 11, 2015. A motion was made by Commissioner Brunson to approve the report and a second was made by Commissioner Schwab. Motion passed unanimously.

Chairman Dunbar noted that several expense items have exceeded the amount approved in the budget. There was a discussion about budget amendments and the most efficient way to accomplish them. Chairman Brunson made the following motion : The Treasurer will have the authority to amend the current budget at any time during or within 60 days following the end of each fiscal year, in accordance with F.S. 189.016 (6) (b). Appropriations for expenditures within the general fund may be decreased or increased as long as the total appropriations of the fund do not increase. The Treasurer will report any such changes in appropriations to the Commission at the next regularly scheduled Commission meeting, and the budget as shown on the ENFD website will be updated accordingly. The motion was seconded by Commissioner Schwab. Motion passed unanimously.

Old Business

Budget Process: Chairman Dunbar went over the upcoming budget process and the timeline established by the State of Florida. He also distributed a draft budget for review and input. A proposed budget will be reviewed at the next meeting. Chairman Dunbar asked that all commissioners complete the TRIM training online.

Long Range Plan: Chairman Dunbar distributed a spreadsheet version of the Long Range Plan submitted by Chief Wright. There are several items slated for repair or potential replacement to consider as we plan the budget. Needs may have changed due to having better mutual aid agreements in place.

Chairman Dunbar also noted that there are several changes pending and/or approved that apply to Independent Fire Districts as outlined in an independent publication he receives. Chairman Dunbar will inquire about gaining access to the publication for all commissioners.

New Business

OPEB Audit: Chairman Dunbar reviewed the requirement for the district to audit the retirement plan every two years. Foster & Foster have begun the process which should cost \$1,200 and will be completed in advance of the annual audit.

Chief's Report

Chairman Dunbar gave the report for Chief Wright.

Next Meeting

The next regularly scheduled meeting of the ENFD Commission will be at 6:00 PM, Monday, June 8, 2015 at the East Niceville Fire Station.

Adjournment

A motion to adjourn was made by Commissioner Schwab with a second by Commissioner Dunbar. The meeting was adjourned at 6:40 PM.

Minutes respectfully submitted,

Commissioner Tricia Brunson