

East Niceville Fire District

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May 9, 2016 - Minutes Regular Meeting

CALL TO ORDER

Chairman Dunbar called to order the East Niceville Fire District Commissioners meeting at 6 PM May 9, 2016, at the East Niceville Fire department.

ROLL CALL

The following individuals were present: Chairman Dunbar; Commissioners Brunson, McEntire, Schwab, and McLeod; Chief Wright, Assistant Chief Birch, and on duty fire fighters.

APPROVAL OF MINUTES

The minutes of April 11, 2016 were read by Commissioner Brunson. Commissioner Schwab made a motion to approve the minutes with a second by Commissioner McEntire. The minutes were approved unanimously.

TREASURER'S REPORT

Commissioner McEntire read the Treasurer's Report. Commissioner McLeod made a motion to accept the Treasurer's Report with a second by Commissioner Brunson. The Treasurer's Report was approved unanimously.

OLD BUSINESS

Public Records Request: Commissioner Dunbar stated that any request should be taken care of as soon as possible. Commissioner McLeod stated that anyone requesting a report could be charged a fee depending on time and resources needed to complete report.

District Line's / Response Update: Chief Wright stated that the new line information is being entered into the 911 system.

Continuity Book: The book will be kept at the Commissioner's office and will be updated as needed.

OIs / Ops: Commissioner Brunson stated she hopes to have a draft copy by the June 13, 2016 meeting.

Public Response Requests: Chief Wright stated that the report is being sent to the Bay Beacon monthly.

Chiefs Employment Contract: Commissioner Brunson supplied a draft copy of a proposed contract to all Commissioners. Contract to be discussed at the June 13, 2016 meeting.

NEW BUSINESS

ENFD E-Mail: Chairman Dunbar stated if anyone has problems with email service, they should contact the E-Mail provider, Network Solutions, at 1-888-793-7657.

Financial Reporting to the State of Florida: Commissioner McEntire stated by new Florida Law that the Pension Fund Report has to be a separate report.

Personnel Issues: Firefighter Captain Holcomb reinjured his knee, and we are waiting on the medical report. Part time personnel are being used to replace Captain Holcomb during his recovery. Also, the FY 2016-17 budget needs to be reviewed to decide if we have funds to hire a full time Assistant Chief.

Five Year Plan Review: We will use this plan to aid us in budget formulation for the upcoming FY 2016-17.

FY 2016-2017 Budget Preparation Update: Chief Wright, Chairman Dunbar and Commissioner McEntire are working on the FY 2016-2017 budget. Chairman Dunbar asked all Commissioners to do the online Trim Training.

FY 2016-2017 Budgeting Process Review: Chairman Dunbar asked all Commissioners to review the draft budget provided to all by e-mail, and to make suggestions on changes needed.

CHIEF'S REPORT

Grant Pursuit / Schedule: Chief Wright will be getting the paper work needed from Captain Holcomb. The Chief will have an update at the next meeting.

NEXT MEETING

Monday June 13, 2016 at 6 PM

ADJOURNMENT

Motion to adjourn was made by Commissioner McEntire, seconded by Commissioner Brunson, motion carried.

Adjourned at 7 PM

MINUTES SUBMITTED

Commissioner Edward S. McLeod