

# *East Niceville Fire District*

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## **July 10, 2018 – Meeting Minutes**

### **Call to Order**

Chairman Dunbar called to order the meeting of the East Niceville Fire District Commission at 6:00 p.m., July 10, 2018 at the East Niceville Fire Department. Chairman Dunbar led the Pledge of Allegiance and the invocation was given by Commissioner Ryan Ingram.

### **Roll Call**

The following individuals were present: Chief Wright, Asst Chief Birch, Chairman Dunbar, Vice Chairman Schwab, Treasurer CJ McEntire, Secretary Ingram, Commissioner Evans, Mr. Michael Griffith, off-duty firefighters, and the on-duty firefighters.

### **Approval of Minutes**

The minutes of the May 8, 2018 meeting (June meeting cancelled), previously distributed by email, were approved unanimously per motion by Commissioner McEntire and seconded by Commissioner Evans.

### **Treasurer's Report**

Treasurer McEntire gave the Treasurer's Report and distributed copies. Commissioner McEntire also emphasized the need to adhere to Operating Policy 60-03, Expense Oversight. He reminded everyone of the policy to document all purchases by adding the name of the person purchasing the goods/services to each receipt/invoice and for the Chief to annotate each one with the proper budget code before submitting to the Treasurer. There was a motion to approve the report by Commissioner Evans with a second by Commissioner Ingram. Motion passed unanimously. The Treasurer's Report will be filed in the official book of proceedings.

### **Old Business**

#### **2018-19 Budget**

Treasurer McEntire distributed copies of a draft budget for the 2018-19 fiscal year. Discussion took place regarding completing the budget exercise with the addition of salary and insurance numbers. Treasurer McEntire and Commissioner Ingram will complete the draft and present at the August Commission meeting. A motion was brought forward by commissioner Ingram to keep the 2019 millage rate maximum at 3.0176 mils. This was seconded by Commissioner Schwab. Motion passed unanimously. Commissioner Ingram will gain access to the eTRIM system and enter the approved mils in the eTRIM system by 3 August 2018.

#### **Transition Planning**

A motion was made by Commissioner Schwab to switch the positions of Chairman Dunbar and Secretary Ingram effective at 11:59:59 on 10 July 2018. A second was made by Commissioner McEntire. Motion passed unanimously. Positions will now be the following: Chairman- Ryan Ingram, Vice Chairman – Matt Schwab, Treasurer – CJ McEntire, Secretary – Ed Dunbar, and Pension Fund Liaison – Tony Evans.

#### **Health Insurance Option (HAS, HRA)**

Commissioner Schwab will contact Mr. David Barton at EBS to setup a training and options brief to give to all firefighters and their families regarding Health care options available.

#### **Assets/Fire Truck**

Asst Chief Birch stated that there were currently no grants available for application for a new pumper fire truck. This item needs to stay on the agenda for the August meeting to discuss/look over the 5-year plan that the chief puts together every year.

### **New Business**

#### **Pension Plan Update**

Captain Kramer briefed the commission on the status of the ENFD Pension Fund. As of 30 June 2018, the fund holds \$918,240. No Pension Fund scheduled meetings at this time, but Captain Kramer will let the commission know as soon as it is scheduled.

#### **Asst Chief Birch's Truck**

Asst Chief Birch's truck is starting to age and have issues with dependability. Asst Chief Birch brought forward to the commission a quote of \$30,981 for a new Ford F-150 truck to replace his current one. Discussion occurred and two motions were raised. The first motion was raised by Commissioner Evans to purchase a new truck for Asst Chief Birch that is at or near the price quote. Minor items can be updated in the quote. This motion was seconded by Commissioner Ingram and passed unanimously. The second motion was raised by Commissioner Schwab for Asst Chief Birch to take his current truck to the dealer/auto shop and get an estimate on the current issues. Once that is complete, Asst Chief Birch shall report the quote back to the commission for further discussion and decision on what to do with his current truck. This motion was seconded by Commissioner Evans and passed unanimously.

#### **Chief Wright**

Based on the recent events with Chief Wright, it was a consensus by the commission for Chief Wright to work in an administration only role until the 14 August 2018 Commission meeting. Chief Wright shall conduct his duties at the ENFD station and not respond to calls or emergencies during this time. Commissioner Ingram will send the Chief a memo to make this official.

#### **Discussion with Laura Roesch**

Commissioner McEntire and Commissioner Ingram met with Laura Roesch (ENFD CPA) recently and updated the commission on items discussed. One such item is the new Intuit Software used by Ms. Roesch, which is software for processing the paychecks and direct deposits. Commissioner McEntire distributed copies to the commissioners and chiefs. All ENFD employees shall fill this sheet out (with email included) that has bank account/deposit information. This shall be completed and placed in the ENFD Commission box by all employees by the August Commission meeting. Also Ms. Roesch stated that costs for her services with ENFD will go from \$500 to \$1000 a month. This item will remain on the August agenda for final discussion/decision.

#### **Other Business**

##### **Firefighter Training**

It was reported by Captain Wilson that there would be Narcan training for all firefighters on 11 July 2018.

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

##### **ENFD Responses**

ENFD responded to 83 calls in the month of June.

##### **Adjourn:**

Commissioner Evans motioned to adjourn the meeting at 7:50 p.m. There was a second to the motion by Commissioner McEntire. Motion carried.

**The next meeting will be held on Tuesday, August 14, 2018 beginning at 6:00 p.m.**

**Minutes submitted by Commissioner Ingram.**