

East Niceville Fire District

1709 27th STREET NICEVILLE, FLORIDA 32578 PHONE 678-2311

September 6, 2018 – Meeting Minutes

Call to Order

Commissioner Dunbar called to order the meeting of the ENFD Commission at 6:07 p.m., September 6, 2018 at the East Niceville Fire Department. Commissioner Dunbar led the Pledge of Allegiance.

Roll Call

The following individuals were present: Treasurer CJ McEntire, Secretary Dunbar, Commissioner Evans, Chief Wright, and Commissioner-designate Leo Tisa (running unopposed for Group 2 seat). Commissioner Ingram and Commissioner Schwab were both out of town. Three Commissioners constitute a quorum. The Bay Beacon was also represented.

Approval of Minutes

The minutes of the August 14, 2018 meeting, previously distributed by email, were approved unanimously per motion by Commissioner McEntire, seconded by Commissioner Evans, and unanimously approved.

Treasurer's Report

Treasurer McEntire gave the Treasurer's Report and distributed copies. All copies will be included in the official book of proceedings and will be filed as appropriate. He noted that we've received 100% of expected revenues and that the expected carry-over funds should be about \$295,000. Commissioner Evans moved to approve the Treasurers report and Commissioner Dunbar seconded. Motion passed unanimously.

Commissioner McEntire also reported that an overdue notice from Foster and Foster Actuaries is actually a Pension Fund obligation, and that the invoice for same had been previously provided to Capt. Kramer some time ago. Commissioner Evans will follow up with Capt. Kramer.

Old Business

Ordinance 2018-01

The ordinance approving the tentative millage of 3.0176 was read aloud, approval moved by Commissioner Evans, seconded by Commissioner McEntire, and passed unanimously at 6:14 PM CDT.

Ordinance 2018-02

The ordinance approving the tentative ENFD Budget for FY 2018-2019 was read aloud, approval moved by Commissioner Evans, seconded by Commissioner Dunbar, and passed unanimously at 6:15 PM CDT.

2018-19 Budget/eTRIM/TRIM Hearings (OPEN)

The final TRIM hearing will be advertised as required in the NWF Daily News and conducted on Thursday, 20 September at 6:00 PM CDT.

Health Insurance Options Status (OPEN)

Commissioner Schwab continues to investigate this issue and will report on the status at the next meeting. We expect further information from our agent in October/November.

OPEB Actuarial Study (OPEN)

Commissioner McEntire reported that the OPEB Actuarial Study due every two years has been initiated with Foster and Foster Actuaries.

Annual Audit Preparation (OPEN)

Commissioner McEntire reported that he has signed the Engagement Letter with Carr Riggs and Ingram and that audit preparations have begun. The cost for this year's audit is quoted as \$18,000.

Training Room / Treasurer's Office (CLOSED)

The upstairs office used by the Commission Treasurer has been enclosed and the air conditioning ductwork re-routed to address ongoing temperature control issues.

Squad Vehicle Tires (CLOSED)

Chief Wright stated that the Squad Vehicle has been equipped with six new tires at a cost of \$1800. This expenditure was approved by the Commission at the last meeting.

New Business

Pay Raise for Firefighters (OPEN)

Commissioner Evans asked about the right time to raise this issue. After a brief discussion among Commissioners, all agreed that any time is appropriate. However, during the budgeting process would be most appropriate.

ENFD Website Accessibility (OPEN)

Commissioner McEntire asked whether Commissioner Ingram was working to upgrade the ENFD website. Commissioner Dunbar stated that he had attended an FASD-recommended webinar on the subject, provided the information to Commissioner Ingram, and that our website was generally compliant. Commissioner Ingram will update the Commission on this issue at the next meeting.

Chief's Report

ENFD Responses

Chief Wright sent the listing of ENFD Responses to all on 9/6/18.

SCBA Bottles (CLOSED)

Chief Wright notified the Commission that he had a quote for nine (9) new SCBA bottles @ \$757/each and requested Commission approval to proceed with the purchase (~\$6800 total). After a brief discussion, Commissioner McEntire moved to approve the purchase and Commissioner Evans seconded the motion. Motion was approved unanimously.

Personnel Changes (CLOSED)

Probationary Firefighter Zack Wyatt was terminated for cause and Chief Wright is now receiving applications to fill the position. Firefighters will work overtime shifts to cover for this opening until the position is filled.

Next Meeting: Thursday, September 20, 2018, beginning at 6:00 p.m. (TRIM Hearing #2)

Adjourn

Commissioner McEntire motioned to adjourn the meeting at 7:42 p.m. There was a second to the motion by Commissioner Evans. Motion passed unanimously.

Respectfully Submitted,



Secretary