

East Niceville Fire District

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April 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., April 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, Chairman Dunbar, Vice Chairman Schwab, Treasurer CJ McEntire, Secretary Ingram, Mr. John Slingerland, Asst. Chief Birch, and seven both on and off duty firefighters. Commissioner Evans was an unexcused absence in accordance with ENFD OP 50-02.

Approval of Minutes

The minutes of the March 13, 2018 meeting, previously distributed by email, were approved unanimously per motion by Commissioner Schwab and seconded by Commissioner McEntire.

Treasurer's Report

Treasurer McEntire distributed and reviewed the April Treasurer's Report. A motion was made to approve the April Treasurer's Report by Commissioner Ingram with a second by Commissioner Schwab. Motion approved unanimously.

Old Business

FY 16-17 Audit Report Update

Mr. John Slingerland, Senior Accountant from Carr, Riggs, and Ingram (CRI), distributed and discussed highlights from the FY 16-17 DRAFT Audit Report. The ENFD Commission shall contact Mr. Slingerland directly by COB Wednesday, 18 April if any further questions or issues with the DRAFT report come up or are discovered.

Appointment of Budget Committee

Commissioners Ryan Ingram and CJ McEntire volunteered and were appointed to the FY 2018-19 Budget Committee. To begin with the latest figures, Chairman Dunbar has requested EOM (March) budget figures from Mr. Kyle Polhlopek (Laura Roesch, CPA).

ENFD Transition Planning

It was determined by the commission that the agenda item of ENFD Transition Planning will stay open until the May 2018 Commission meeting and will be discussed in further detail.

ENFD Administrative Assistant

Discussion took place regarding a possible need for an ENFD Administrative Assistant. It was determined by the commission that currently a need is not present and to possibly re-visit this subject in the future. Agenda item will be closed.

ENFD "Help Wanted" Advertising

Discussion took place regarding the possible need for "Help Wanted" advertising based on upcoming commissioner's end-of-terms. The commission determined that since only one commissioner will not re-run for another term, that word of mouth would suffice. Agenda item will be closed.

New Business

Employee Retention/Wage Increase Plan

Chief Wright distributed to the Commissioners via email (pre-meeting) a Proposed Employee Retention and Wage Increase Plan. The proposal included pay history, comparable market research, proposed increase, and potential new employee wages. The proposal included a 12% increase of the base pay for existing employees, a base wage of \$10/hour for new firefighters, an additional 6% increase for a new rank of Engineer, and an additional 6% Officer increase. The plan was reviewed and discussed by commissioners. A motion was made by Commissioner Schwab to approve the plan with a second by Commissioner Ingram. The motion passed with 3

votes for and 0 against. Commissioner McEntire abstained. The wage increase will begin for shifts being worked on or after 14 April 2018.

Other Business

Bunker Gear Proposal

Assistant Chief Birch brought a proposal to the commission for the purchase of new Bunker Gear. Existing sets of gear have been worn down and are limited in supply. Asst. Chief Birch provided 3 separate quotes along with advantages and disadvantages of each. A motion was made by Commissioner Schwab to allow the purchase of 10 new sets of bunker gear using the Municipal Equipment Company, LLC quote for \$21,249.00. This motion was seconded by Commissioner McEntire. The motion passed unanimously.

Adjourn:

Commissioner McEntire motioned to adjourn the meeting at 7:20 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

The next meeting will be held on Tuesday, May 8, 2018 beginning at 6:00 p.m.

Minutes submitted by Commissioner Ingram.