

# *East Niceville Fire District*

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1709 27<sup>th</sup> STREET NICEVILLE, FLORIDA 32578 PHONE 678-2311

## **December 12, 2017 – Meeting Minutes**

### **Call to Order**

Chairman Dunbar called to order the meeting of the East Niceville Fire District Commission at 6:00 p.m., December 12, 2017 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, Commissioner Evans, and the on-duty firefighters.

### **Approval of Minutes**

The minutes of the November 14, 2017 meeting, previously distributed by email, were approved unanimously per motion by Commissioner Schwab and seconded by Commissioner McEntire.

### **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. There was a motion to approve the report by Commissioner Schwab with a second by Commissioner Ingram. Motion passed unanimously.

### **Old Business**

#### **ENFD Operating Policies**

Discussion took place regarding the updated ENFD Operating Policies drafted by Chairman Dunbar. It was determined that further edits are needed on five (5) of the ENFD Operating Policies (05-02, 20-04, 30-05, 35-01, 35-06, and 60-06). Charmain Dunbar will perform these edits and distribute to the Commission for review, with a plan to approve all changes at the next scheduled commission meeting on 9 Jan 2018.

#### **Commission Organization Planning**

The ENFD Commission elected officers IAW F.S. 191.005. For 2018, Chairman Dunbar will remain chairman, Vice Chairman Schwab will remain vice chairman, Treasurer McEntire will remain treasurer, Commissioner Ingram will serve as the secretary, and Commissioner Evans will serve as the Pension Fund liaison.

#### **Christmas Bonus Update**

Based on the amount of mandated government taxes and Retirement Plan contributions that would be deducted from the firefighters Christmas Bonus, the Commission agreed by consensus that each firefighter would receive a Christmas Bonus check in the amount of \$150 (after deductions). The amount for each firefighter before deductions is \$240 which will then be deducted by the government mandated 25% withholding tax, the 7.5% FICA tax, and the 5% Retirement Plan contribution.

#### **FY 2017-18 Budget Update**

Commission discussion took place regarding the FY2016-17 Budget closeout and the current FY 2017-2018 budget. Treasurer McEntire will prepare the closeout revision to the FY 2016-17 budget as well as prepare a new revision to the FY 2017-18 budget, both of which will be posted to the ENFD website (on the Budget/Millage page) when completed.

#### **Telephone Service Update**

Chairman Dunbar stated that Asst. Chief Birch had worked a new cell phone plan with Verizon for the use of the ENFD cell phones used by himself and Chief Wright. The new plan has a similar monthly rate with no cap on talking minutes.

#### **Adjourn:**

Commissioner McEntire motioned to adjourn the meeting at 7:30 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

**The next meeting will be held on Tuesday, January 9, 2018 beginning at 6:00 p.m.**

**Minutes submitted by Commissioner Ingram.**