

East Niceville Fire District

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

January 9, 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., January 9, 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, Commissioner Evans, and the on-duty firefighters.

Approval of Minutes

The minutes of the December 12, 2017 meeting, previously distributed by email, were approved unanimously per motion by Commissioner Schwab and seconded by Commissioner McEntire.

Treasurer's Report

Treasurer McEntire was unable to distribute copies of the current Treasurer's Report. It was determined that Treasurer McEntire would send the report via email to all commissioners for review and defer discussion/approval until the 13 February 2018 meeting.

Old Business

ENFD Operating Policies

Discussion took place regarding the new/updated ENFD Operating Policies drafted by Chairman Dunbar. Commissioner Schwab made a motion to approve the following new/updated Operating Policies: 05-02, 05-03, 10-02, 10-04, 20-04, 30-02, 30-05, 35-01, 35-06, 60-04, 60-05, 60-06, and 60-07. Commissioner Ingram seconded the motion. Approval was unanimous.

New Business

FY 2016-17 Audit Report Update

Chairman Dunbar reported that the final item needed for the FY 2016-17 Audit to be completed is the FY16 Pension Fund Annual Report. Chairman Dunbar has reached out to Captain Kramer (Pension Fund Trustee President) for the report and will distribute to Carr, Riggs, and Ingram once received.

Revised OP 60-03

It was determined by the Commission to keep this Operating Policy (OP 60-03) as an open item due to some final edits needed. Chairman Dunbar will edit the Operating Policy, distribute by email to the commissioners for review, then discussion/approval will be determined at the 13 Feb 2018 meeting.

Pension Fund Budget

Chairman Dunbar distributed the latest FY 2017-18 Pension Fund Budget. A motion to approve the Pension Fund budget was made by Commissioner Schwab with a second by Commissioner Ingram. Approval was unanimous.

Adjourn:

Commissioner McEntire motioned to adjourn the meeting at 6:38 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

The next meeting will be held on Tuesday, February 13, 2018 beginning at 6:00 p.m.

Minutes submitted by Commissioner Ingram.