

# *East Niceville Fire District*

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## **March 13, 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., March 13, 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 February 13, 2018 meeting, previously distributed by email, were approved unanimously per motion by Commissioner Evans and seconded by Commissioner Schwab.

### **Treasurer's Report**

Treasurer McEntire went over the March Treasurer's Report. A motion was made to approve the March Treasurer's Report by Commissioner Ingram with a second by Commissioner Evans. Motion approved unanimously.

### **Old Business**

#### **GASB 68 "Catch Up" On ENFD Pension Fund**

Discussion took place regarding the GASB 68 study which gives the ENFD Commission the responsibility of adding "Catch up" funds to the ENFD Pension Fund if needed. It was determined by the commission that based on the approximate shortfall of the ENFD Pension Fund given to the ENFD Commission by Carr, Riggs, and Ingram (Auditors), an amount of \$24k will be submitted to the ENFD Pension Fund to cover the shortage. This will be paid out of reserves.

#### **FY 2016-2017 Audit Report Update**

No official report has been given to the ENFD Commission regarding the FY 2016-2017 Audit. Chairman Dunbar will ask for a draft of the report and send out via email to the commission if obtained.

### **New Business**

#### **EOM March (Half Year) Budget Info Capture**

The end of March is half way through the fiscal year. Chairman Dunbar and Treasurer McEntire will put together a half year Budget Information Snapshot for budget verification and informational purposes.

#### **Appointment of Budget Committee**

It was determined by the commission that a FY 2018-2019 Budget Committee will be formed at the April 2018 ENFD Commission Meeting. This committee will be responsible drafting the FY 2018-2019 budget.

### **Other Business**

#### **Administrative Assistant**

Vice Chairman Schwab asked that the commission be thinking about hiring a possible part-time or full-time administrative assistant based on the fact that the ENFD has seen growth in both ENFD property coverage and budget. Chairman Dunbar asked the commission to come up with pros, cons, and defined ideas and bring to the April 2018 ENFD Commission meeting.

### **Chief's Report**

**VHF Radios**

Chief Wright reported the purchase of two (2) VHF Radio units to be used by the ENFD firefighters.

**Adjourn:**

Commissioner McEntire motioned to adjourn the meeting at 6:45 p.m. There was a second to the motion by Commissioner Evans. Motion carried.

**The next meeting will be held on Tuesday, April 10, 2018 beginning at 6:00 p.m.**

**Minutes submitted by Commissioner Ingram.**