

East Niceville Fire District

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November 14, 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., November 14, 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, Commissioner Ingram, newly appointed Commissioner Evans (who was then sworn in by Chairman Dunbar), and the on-duty firefighters.

Approval of Minutes

The minutes of the October 9, 2017 meeting, previously distributed by email, were approved unanimously per motion by Commissioner McEntire and seconded by Commissioner Schwab.

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

Chairman Dunbar discussed progress on the review/update of the ENFD Operating Policies. Four new policies were mentioned to add to the Operating Policies draft to include: Absence Policy, Credit Card Expense Tracking/Rules Policy, Personnel References Policy, and Personnel Changes Policy. When complete with the draft, Chairman Dunbar will distribute by email to the commission for review.

ENFD Insurance Portfolio

Chairman Dunbar distributed copies with a table of all insurance carriers used by the ENFD to include Name and Points of Contact for each. Chairman Dunbar requested we review the information and file it for future reference.

ENFD Equipment Reserves/Capital Assets Replacement Plan

Chairman Dunbar distributed copies with a table of major capital assets owned by the ENFD. Chairman Dunbar requested we review the information and file it for future reference and planning.

ENFD Pension Fund Trustee Appointment (x2)

Chairman Dunbar announced two (2) ENFD Commission appointed Pension Fund Trustee positions which the commission needed to fill. One being the renewal / re-appointment of Mr. Henry Caldwell to another term (ending 30 Sept 2017) and the other being a replacement for Mr. Tony Evans, who was sworn in as the ENFD Group 1 Commissioner. A motion was made by Commissioner McEntire to appoint Mr. Henry Caldwell to a new term, and to appoint Ms. Sherry Marcolongo (both for the 1 Oct 2017 to 30 Sept 2019 term) as ENFD Pension Fund Trustees. This was seconded by Commissioner Schwab. Motion passed unanimously.

New Business

Commission Organization Planning

Chairman Dunbar discussed with the commission the need to determine Commissioner positions (Chairman, Vice Chairman, Secretary, Treasurer) no later than our January 2018 meeting. He asked the commission to think about a position strategy and be prepared to discuss at the December 2017 meeting.

Christmas Bonus

Discussion took place on the subject of providing a Christmas bonus to all ENFD firefighters. A motion was made by Commissioner Schwab to provide each of the 11 firefighters a gift card Christmas bonus of \$200 (after taxes). This motion was seconded by Commissioner Evans. The motion passed unanimously.

Adjourn:

Commissioner McEntire motioned to adjourn the meeting at 7:23 p.m. There was a second to the motion by Commissioner Schwab. Motion carried.

**The next meeting will be held on Tuesday, December 12, 2017 beginning at 6:00 p.m.
Minutes submitted by Commissioner Ingram.**