

East Niceville Fire District

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

February 8, 2016

CALL TO ORDER

Chairman Dunbar called to order the East Niceville Fire District Commission meeting at 6:00 PM, February 8, 2016, at the East Niceville Fire Department.

ROLL CALL

The following individuals were present: Chairman Dunbar; Commissioners Brunson, McEntire, Schwab and McLeod. Assistant Chief Birch, firefighters that were on shift. Chief Wright arrived late.

APPROVAL OF MINUTES

The minutes of January 11, 2016 were read by Commissioner Brunson. Commissioner McEntire made a motion to approve the minutes with a second by Vice Chairman Schwab. The minutes were approved unanimously.

TREASURER'S REPORT

Commissioner McEntire read the Treasurer's Report. Commissioner McEntire stated that 83% of the Tax Revenues have been received. Commissioner Schwab made the motion to approve the Treasurer's Report with a second by Chairman Dunbar. Treasurer's Report approved unanimously.

OLD BUSINESS

Annual Audit; Commissioner McEntire reported that the annual audit should be completed in about two weeks. Commissioner Dunbar stated the Actuarial Study from the 2014 audit has been taken care of.

Commissioner Dunbar gave all Commissioners the password for the Florida Association of Special Districts web site, he stated it is a site hard to log on to.

District Lines / Response; Chief Wright reported there was a meeting with all the District Fire Chiefs to discuss the inter-local agreement, the next meeting was scheduled for the 11th of February, 2016. Chief Wright will give a report at our next meeting.

Unemployment Fraud Issue; Chairman Dunbar and Chief Wright stated the issue has been settled with the State.

Continuity Book; Chairman Dunbar stated he has job descriptions for each Commissioner position, but we may need a workshop to review the Operating Instructions and Procedures.

Chiefs Employment Contract; Chairman Dunbar stated the contract needed to be updated. Commissioner Brunson and Schwab stated they would address the issue.

NEW BUSINESS

Public Response Reporting; Chief Wright will handle issue.

Budgeting Debrief / Financial Status; Chairman Dunbar stated that a workshop is needed for the Fiscal Year 2016 / 2017 budget.

Payroll Review; Chairman Dunbar asked Commissioner McEntire to review payroll status to insure funds are being transferred into the payroll account as needed.

CHIEF'S REPORT

Grant Pursuit - Chief Wright stated he has the application ready when the Grant opens. He will update Commissioners when he has more information.

ENFD Plan - Chief Wright stated that they are updating and repairing lighting in the Fire Station.

NEXT MEETING

Monday April 11, 2016 at 6 PM

No meeting held in March due to several Commissioners being out of town.

ADJOURNMENT

Motion to adjourn was made by Commissioner Schwab, second by Commissioner Brunson.

Adjourned at 7: 10 PM

MINUTES SUBMITTED

Commissioner Edward S. McLeod