

# East Niceville Fire District

P. O. BOX 553, NICEVILLE, FLORIDA 32588 PHONE 678-2311

**July 13, 2015**

## **Call to Order**

Chairman Dunbar called to order the June Meeting of the East Niceville Fire District Commission at 6:00 PM, July 13, 2015, at the East Niceville Fire Department.

## **Roll Call**

The following individuals were present: Chairman Dunbar, Vice Chairman Schwab; Commissioners Brunson and McEntire. Also present was Chief Wright.

## **Approval of Minutes from June 13, 2015 Meeting**

Commissioners reviewed the minutes from the June 13, 2015 Meeting as submitted by Commissioner/Secretary Brunson. Commissioner McEntire moved to approve the minutes with no corrections and a second by Vice Chairman Schwab. The motion was passed unanimously.

## **Treasurer's Report**

Commissioner McEntire provided a review of the financials for the period ending May 31, 2015. He also reviewed current fund amounts. Commissioner Schwab moved to approve the financial report and there was a second by Commissioner Brunson. The motion was passed unanimously.

## **Old Business**

**Financial Disclosures:** Chairman Dunbar reminded the commissioners that they were required to submit their annual financial disclosure form to the state by July 1<sup>st</sup> of each year.

**Budget Amendment Procedure:** Treasurer McEntire presented the commissioners with copies of the budget amendments that had been made following the June meeting. He will send them to Chairman Dunbar to post on the website and to Laura Roesch, CPA.

## **New Business**

**Current Year Spending Pace/LOC:** Chairman Dunbar then reviewed the current year expenditure trends as compared to the same time period in prior years. He stated that while the trend does appear to be better than last year, it would be wise to keep the line of credit open as a precautionary measure.

**OPEB Actuarial Evaluation:** Chairman Dunbar referred to the recent study that was done by Foster & Foster. This evaluation is now required every two years and needs to be included during the budget cycle for the proper year.

**Unemployment Fraud Problem:** Chief Wright reported that an individual filed an unemployment claim using the name and social security number of an ENFD employee in September of 2014. Chief Wright and Laura Roesch, CPA both spoke to the State of Florida Department of Unemployment trying to make them aware of the fraud and clear the claim from our account, but the claim continues to be a problem. Chief Wright is continuing his work to see the claim is closed.

**Workmen's Compensation Claims/Payment:** Chief Wright reported that Captain Holcomb suffered an injury on the job and will be unable to work for an extended period of time. The Chief has a plan to put in place to cover Captain Holcomb's shifts with someone from another fire department; this will allow the department to be fully staffed without incurring additional overtime pay. Captain Holcomb will be paid 66.33% of his regular salary through Workmen's Compensation. Chief Wright requested that ENFD pay the other 33.66% to make up the difference. After a lengthy discussion and consideration of many options, the request was denied because ENFD offers firefighters the option to purchase insurance that would pay the difference in this situation. Commissioner / Treasurer McEntire was tasked with investigating options as to establishing ENFD policy for this and similar situations in the future, and reporting to the Commission at the next regularly scheduled meeting.

**Budget Process/Review:** Chairman Dunbar gave a brief overview of the state guidelines by which we gave Treasurer McEntire approval to adjust the budget, changing line item amounts as needed to comply with statutory requirements.

**Rescheduled TRIM Meetings:** Chairman Dunbar reminded everyone that the TRIM meeting dates had been changed and will be held on September 9, 2015 and September 23, 2015 at 6:00 p.m.

**Assistant Chief Proposal:** Chief Wright withdrew this proposal for the present time.

**FY 2015-2016 Budget:** Chairman Dunbar reviewed the current year expenditure trends as compared to the same time period in prior years. He stated that while the trend is better than last year, it would be wise to keep the line of credit open as a precautionary measure. Chairman Dunbar then reviewed each budget item and the potential increase/decrease that may be necessary. Tough decisions will have to be made to decrease spending without causing a decrease in the quality of services provided to the taxpayers.

**CY 2015 Proposed Millage Rate:** Chairman Dunbar provided a spreadsheet projected on the wall to allow commissioners to see the live calculations of different millage rate changes and the impact to the taxpayers and to the budget. After reviewing several options, Commissioner Schwab moved to approve a proposed millage rate of 2.7000 mills. The motion was seconded by Commissioner McEntire. There was a discussion about budgetary needs and the fact that the option exists to approve a lower millage rate if possible. The budget will be refined in August and the final tax rates will be certified following the two TRIM meetings scheduled for September. Chairman Dunbar called for the vote. Motion passed unanimously.

#### **Chief's Report**

Chief Wright reiterated that a part-time firefighter will work on a 1099 basis to cover until our injured firefighter is allowed to return to work. This is the most efficient way to handle the absence.

#### **Next Meeting**

The next regularly scheduled meeting of the ENFD Commission will be at 6:00 PM, Monday, August 10, 2015 at the East Niceville Fire Station.

#### **Adjournment**

A motion to adjourn was made by Commissioner Schwab with a second by Commissioner McEntire. The meeting was adjourned at 8:17 PM.

Minutes respectfully submitted,

**Commissioner Tricia Brunson**