

East Niceville Fire District

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

September 20, 2018 – Meeting Minutes

Call to Order

Chairman Ingram called to order the meeting of the East Niceville Fire District Commission at 6:00 p.m., September 20, 2018 at the East Niceville Fire Department. Chairman Ingram led the Pledge of Allegiance and gave the invocation.

Roll Call

The following individuals were present: Chairman Ingram, Vice Chairman Schwab, Treasurer McEntire, Secretary Dunbar, Asst. Chief David Birch, Capt. Wilson, Firefighters vonLanken and Bigner, and Cynthia Richardson from the Bay Beacon. Commissioner Evans was an unexcused absence in accordance with ENFD OP 50-02.

Approval of Minutes

The minutes of the September 6, 2018 meeting, previously distributed by email, were approved unanimously per motion by Commissioner Schwab and seconded by Commissioner McEntire.

Old Business

Ordinance 2018-03

Chairman Ingram read aloud ENFD Ordinance 2018-03 establishing a final millage for CY 2018 of 3.0176 mils. Commissioner Schwab moved to approve the ordinance and Commissioner Dunbar seconded. There was no discussion. The motion was approved unanimously at 6:03 PM CDT by the four Commissioners present.

Ordinance 2018-04

Chairman Ingram read aloud ENFD Ordinance 2018-04 establishing the ENFD Budget for FY 2018-19. Commissioner Dunbar moved to approve the ordinance and Commissioner McEntire seconded. There was no discussion. The motion was approved unanimously at 6:05 PM CDT by the four Commissioners present.

Health Insurance

Commissioner Schwab reported that he expected new rates to be available in late October or early November and that we need to evaluate our options at that time. We will be notified by letter. He stated that “self-insurance” is not a viable option for the ENFD. [OPEN]

Other Post Employment Benefits (OPEB) Actuarial Study

Commissioner McEntire noted that this study is in progress at Foster & Foster and that we have provided all of the requested information. [OPEN]

Annual Audit Preparation

Commissioner McEntire noted that he signed the engagement letter with Carr Riggs and Ingram (CRI) for \$18,000 for this year’s audit. Commissioner Schwab noted that we’ve previously been able to negotiate a three-year engagement letter, which may save money. No further action was taken. [OPEN]

ENFD Website Accessibility

Chairman Ingram said the necessary alterations to the website are in work, and would hopefully be complete by November. Commissioners noted that our website is generally compliant, and better than most. [OPEN]

New Business

Pension Fund

Commissioner McEntire discussed the need for continued pension fund “clean up” as to estimation and management of ENFD required contributions, and internal management of the pension fund by both the Fund Trustees and the Commission. He noted that the recently overdue invoice from Foster & Foster had been paid by the fund. Commissioner Dunbar suggested that Commissioner Evans make a monthly update to the Commission on Pension Fund management and issues. [OPEN]

Insurance Management

Commissioner McEntire stated that we need to better manage employee accessions / terminations with respect to insurance coverage. Recent notification from the ENFD payroll agent indicated that there were significant errors in ENFD payments for insured firefighters, including pre-paying insurance for a now-terminated firefighter which may result in a >\$1000 loss to the ENFD. Such errors also increase accounting costs. The Commission concluded that the Chief is the employer of the firefighters, and that he should be tasked to manage all insurance actions. Chairman Ingram will discuss this issue with the Chief. [OPEN]

Chief’s Employment Agreement

Commissioner Schwab asked about the Chief’s Employment Agreement. Commissioner Dunbar recapped last year’s update of the agreement, and stated that it automatically renews annually, and had just done so in September. A discussion of the agreement and its terms and conditions followed. Chairman Ingram said that he’d provide a copy of the agreement to all Commissioners by email. [OPEN]

Commissioner Schwab also asked about the status and use of the Chief’s vehicle, especially its use in commuting from home to the station. Commissioner McEntire stated that fuel records show usage at ~13,000 miles / year. A general discussion of vehicle use policy followed, and it was generally agreed that we should establish a policy, but no specific action was taken. [OPEN]

Chief’s Report

Assistant Chief Birch updated the Commission on the deliver of his new vehicle. It has been insured and should be registered on Friday (9/21/18) and he will report back to the Commission on additional equipment (lights, siren, comm gear, etc.) needed. He also said the east side air conditioning unit is malfunctioning and has been “patched”, but it may need to be replaced. Commissioner Schwab asked about any warranty, and Birch said he’d check the original paperwork. Assistant Chief Birch is getting bids on replacing the unit from three providers. Commissioner Schwab will provide Birch with additional info. He (Schwab) estimated the replacement cost at \$6500-8500. [OPEN]

Assistant Chief Birch also confirmed that the department is operating with one firefighter position unfilled, and that interviews were planned for next week. [OPEN]

Adjourn

Commissioner Dunbar motioned to adjourn the meeting at 6:50 P.M. There was a second to the motion by Commissioner Schwab. Motion carried.

The next meeting will be held on Tuesday, October 9, 2018 beginning at 6:00 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Ed Dunbar", written in a cursive style.

Ed Dunbar
Commission Secretary