

**OCEAN CITY-WRIGHT BOARD OF FIRE
COMMISSIONERS**

September 7, 2017

MEETING AGENDA

5:30 P.M.

TRAINING ROOM---OCEAN CITY-WRIGHT FIRE DEPARTMENT

Open to the Public

- 1. Pledge of Allegiance**
- 2. Approve Agenda**
- 3. Approval of the August 3, Regular Meeting Minutes**
- 4. Public Comments**
- 5. Acceptance of the July 31, 2017 Financials**
- 6. Business:**
 - A. Presentation -Jason with Bidilla for old Station 1**
 - B. Presentation -Justin Myer with World Impact**
 - C. Acceptance of the Firefighters Pension Trust Fund Budget
of Administrative Expenses FY 2017-2018**
 - D. Approve Amended Budget Effective 9-1-2017**
- 7. Discussion**
- 8. Adjournment**

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Regular Meeting Minutes
August 3, 2017

The regular meeting of the Ocean City-Wright Board of Fire Commissioners was called to order by Chairman John Johnston at 5:30 P.M. in the training room of the Ocean City-Wright Fire Department.

Pledge of Allegiance

Roll Call

PRESENT: Chairman, John Johnston; Vice Chairman, Aaron Brown; Secretary-Treasurer, Donna Lambert;; Commissioner, Edward Tras; Attorney, Jeff McInnis; Fire Chief, Billy Lord; Deputy Chief, Scott Funchess and Finance Administrator, Jennifer Benedict

Approval of Agenda

MOTION: Secretary/Treasurer Lambert made the motion to approve Agenda.
SECOND: Commissioner Tras
DISCUSSION: None
VOTE: Unanimously Approved

Approval of the July 12, 2017 Regular Meeting Minutes

MOTION: Vice Chairman Brown made the motion to approve the minutes.
SECOND: Commissioner Tras
VOTE: Unanimously Approved

Public Comments

None

Acceptance of the June 30, 2017 Financials

MOTION: Vice Chairman Brown made the motion to approve the Financials
SECOND: Secretary/Treasurer Lambert
DISCUSSION: None
VOTE: Unanimously Approved

BUSINESS

Lonnie Thomas Grievance 1

Henry Apfelbach, representative for Lonnie Thomas, spoke on Lonnie's behalf regarding the first grievance. Capt. Thomas was verbally reprimanded for not following Deputy Chief Bundrick's instruction regarding station ordering. Mr. Apfelbach said the reprimand was not warranted and should be removed from the personnel file. Chief Lord advised the board that a verbal reprimand is the lowest form of discipline.

MOTION: Vice Chairman Brown made the motion to approve support Chief Lord's denial of this grievance.
SECOND: Secretary/Treasurer Lambert

DISCUSSION: None
VOTE: Unanimously Approved

Lonnie Thomas Grievance 2

Mr. Apfelbach stated that Captain Thomas' evaluation contained no supporting document to support an unsatisfactory evaluation. Captain Thomas received 4 reprimands over the past year and are in his file. Chief Lord stated that Captain Thomas was offered a corrective action plan.

MOTION: Vice Chairman Brown made the motion to support Chief Lord's denial of this grievance.
SECOND: Commissioner Tras
DISCUSSION: None
VOTE: Unanimously Approved

Disposal of Equipment

Chief Lord presented a list of items to be auctioned by Bidilla

MOTION: Commissioner Tras made the motion to approve the list of items for auction.
SECOND: Secretary/Treasurer Lambert
DISCUSSION: None
VOTE: Unanimously Approved

Disposal of 2 Racetrack Rd Property

Chief Lord advised the board that the Bidilla can also auction the property and could present information to the board at the September meeting. Commissioner Tras asked if we could put the property up for sale in the meantime. Attorney McInnis advised the board they would need a resolution to declare the property a surplus and authorize its sale. Discussion of realtor fees brought the determination that the buyer would pay commission fees, not the district.

MOTION: Vice Chairman Brown made the motion to approve the Resolution of Surplus Property.
SECOND: Commissioner Tras
DISCUSSION: None
VOTE: Unanimously Approved

Amended Budget Effective 8/1/2017

Chief Lord advised the board that all fees had been paid to the property appraiser for the fiscal year. The budgeted amount, based on the Property Appraiser's letter each year, was more than \$11,000 over estimated. The money remaining will be moved to Bunker Gear & Misc. Medical line items in order to purchase more gear and to hire part-time employees.

MOTION: Vice Chairman Brown made the motion to approve the amended budget effective 8/1/17.
SECOND: Secretary-Treasurer Lambert
DISCUSSION: None
VOTE: Unanimously Approved

Discussion

Chief Lord gave an update on some of the issues going on in the new Firehouse. The A/C contractor is working to replace some dampers that are ineffective. The company responsible for the bay floors will be giving a refund for the work done. A new floor covering must be put on the floors once the initial floor covering has been removed. We still have money in the budget for the building to use for this issue.

ADJOURNMENT

Being no further business, the Ocean City-Wright Fire Control District Board of Fire Commissioners adjourned their regular meeting at 6:18 p.m.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
INCOME STATEMENT
FOR THE TEN MONTHS ENDING JULY 31, 2017

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
1	REVENUES				
2	COUNTY TAXES - OCW	2,542.48	5,324,464.00	5,422,472.72	(98,008.72)
3	INTEREST EARNED	399.46	8,000.00	4,330.81	3,669.19
4	MISCELLANEOUS INCOME	0.00	0.00	688.58	(688.58)
5	STATE INCENTIVE	0.00	0.00	6,212.26	(6,212.26)
6	CONTRACTS REVENUE	18,060.00	32,500.00	32,060.00	440.00
7	INSPECTION & PLANS REVIEW FEES	5,833.72	0.00	26,746.89	(26,746.89)
8	IMPACT FEE REVENUE	7,098.96	0.00	132,110.91	(132,110.91)
9	CARRY FWD FUNDS	0.00	261,561.00	0.00	261,561.00
10	OTHER FINANCING SOURCES	0.00	1,393,000.00	0.00	1,393,000.00
11					
12	TOTAL REVENUES	33,934.62	7,019,525.00	5,624,622.17	1,394,902.83
13					
14					
15	EXPENSES				
16	OCW WAGES	189,833.47	2,511,835.00	2,114,267.18	397,567.82
17	FICA - EMPLOYERS PORTION	13,185.94	192,538.00	148,975.34	43,562.66
18	MEDICAL INSURANCE - ER PORTION	(11,235.38)	428,000.00	357,285.53	70,714.47
19	DENTAL INSURANCE - ER PORTION	(1,413.37)	21,000.00	15,136.48	5,863.52
20	NRS RETIREMENT	2,026.04	22,000.00	16,700.64	5,299.36
21	RETIREMENT - ER PORTION	64,639.27	869,938.00	733,839.97	136,098.03
22	NON SECTION 175 RETIREMENT	1,840.92	16,000.00	14,550.81	1,449.19
23	LIFE INSURANCE - ER	(124.11)	19,000.00	15,571.07	3,428.93
24	WORKERS COMP	0.00	85,154.00	76,207.50	8,946.50
25	VEHICLE & LIABILITY INSURANCE	0.00	100,000.00	98,667.92	1,332.08
26	WATER & SEWER	679.29	7,600.00	5,770.95	1,829.05
27	TELEPHONE	(2,636.46)	16,000.00	11,496.77	4,503.23
28	ELECTRIC	3,476.20	30,000.00	23,551.88	6,448.12
29	NATURAL GAS	144.39	2,000.00	1,430.16	569.84
30	REFUSE COLLECTION	212.69	4,000.00	2,543.09	1,456.91
31	BUNKER GEAR	300.15	33,000.00	12,516.26	20,483.74
32	OTHER MINOR EQUIP & SUPPLIES	3,151.96	46,000.00	33,512.70	12,487.30
33	ALS EXPENSES	0.00	4,000.00	61.69	3,938.31
34	UNIFORMS	494.82	12,500.00	9,900.11	2,599.89
35	ADMINISTRATIVE SUPPLIES	498.62	5,000.00	3,959.55	1,040.45
36	COMPUTER EXPENSES	481.34	24,000.00	21,030.07	2,969.93
37	M & R EQUIPMENT	2,027.39	32,100.00	26,924.75	5,175.25
38	M & R BUILDING	95.21	24,500.00	9,059.39	15,440.61
39	BUILDING SUPPLIES	488.08	8,000.00	6,571.00	1,429.00
40	M & R VEHICLE	470.45	45,000.00	40,855.51	4,144.49
41	FUEL & OIL	2,462.86	45,000.00	23,838.47	21,161.53
42	HAZMAT DUES	0.00	8,750.00	8,750.00	0.00
43	TRAINING	150.00	47,000.00	29,495.13	17,504.87

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
INCOME STATEMENT
FOR THE TEN MONTHS ENDING JULY 31, 2017

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
44	FIRE PREVENTION	0.00	18,000.00	10,421.62	7,578.38
45	ADVERTISING	(33.39)	3,500.00	2,564.97	935.03
46	LEGAL & ACCOUNTING	1,879.70	105,239.00	78,466.02	26,772.98
47	PROPERTY APPRAISER	18,408.21	84,875.00	73,632.87	11,242.13
48	TAX COLLECTOR	50.84	109,000.00	108,663.56	336.44
49	MISC MEDICAL	880.81	10,000.00	9,212.11	787.89
50	MISCELLANEOUS	1,187.87	2,500.00	1,545.80	954.20
51	POSTAGE & SHIPPING	24.75	1,800.00	885.84	914.16
52	MEMBERSHIPS & PUBLICATIONS	315.00	1,500.00	623.95	876.05
53	MEETINGS EXPENSE	0.00	4,000.00	2,167.66	1,832.34
54	CENTRAL DISPATCH	441.00	6,000.00	5,210.25	789.75
55	VEHICLE/APPARATUS EXPENSE	0.00	40,187.00	40,187.00	0.00
56	GENERAL FUND	0.00	35,906.00	4,118.38	31,787.62
57	COMMISSIONERS SALARIES	0.00	4,250.00	4,250.00	0.00
58	EQUIPMENT	0.00	19,200.00	14,080.67	5,119.33
59	NEW STATION ONE BUILDING	7,717.00	1,663,000.00	1,553,971.45	109,028.55
60	LOAN INTEREST EXPENSE	0.00	127,903.00	127,903.00	0.00
61	STATION ONE ARCHITECT	0.00	12,750.00	12,750.00	0.00
62	STATION ONE LOAN	0.00	110,000.00	109,333.05	666.95
63					
64	TOTAL EXPENSES	302,121.56	7,019,525.00	6,022,458.12	997,066.88
65					
66					
67	NET INCOME (LOSS)	(268,186.94)	0.00	(397,835.95)	397,835.95

**OCEAN CITY-WRIGHT FIREFIGHTERS PENSION TRUST FUND
BUDGET OF ADMINISTRATIVE EXPENSES FY 2017-2018**

PROFESSIONAL SERVICES

ACCOUNTING	\$0
ACTUARIAL-Foster & Foster	\$30,000
ADMINISTRATION	\$5,000
CUSTODIAN- Salem Trust	\$10,000
CONSULTING- AndCo	\$18,000
INVESTMENT MANAGEMENT- Bowen & Haynes	\$50,000
LEGAL- Dehner	\$10,000
MISCELLANEOUS	\$5,000
TOTAL PROFESSIONAL SERVICES	\$128,000

OTHER EXPENSES

DISABILITY PROCESSING	\$5,000
DUES AND SUBSCRIPTIONS	\$500
INSURANCE	\$3,000
TRAVEL AND EDUCATION	\$3,000
MISCELLANEOUS	\$500
TOTAL OTHER EXPENSES	\$12,000

TOTAL ANNUAL BUDGET \$140,000

PREPARED BY: Jennifer Benedict

**APPROVED BY THE PENSION BOARD OF TRUSTEES AT THE REGULAR
QUARTERLY MEETING HELD AUGUST 29, 2017**

CHAIRMAN

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
 AMENDED BUDGET 16-17

Effective 9/1/2017
 Oct 1, 2016 to Sep 30, 2017

Account Description	Current Budget		Proposed Budget
	Total	Changes	Total
REVENUES			
COUNTY TAXES - OCW	5,324,464.00	0	5,324,464.00
INTEREST EARNED	8,000.00	0	8,000.00
CONTRACTS REVENUE	32,500.00	(440)	32,060.00
STATE INCENTIVE -EDUCATION	0.00	6,212	6,212.00
PLAN REVIEW/INSPECTION FEES	0.00	30,000	30,000.00
IMPACT FEES	0.00	134,000	134,000.00
GRANT REVENUE	0.00	103,820	103,820.00
STATE RETIREMENT CONTRIBUTION	0.00	275,000	275,000.00
OTHER CARRY FORWARD FUNDS			
RESTRICTED USE-IMPACT FEES APPROVED	261,561.00	8,439	0.00
OTHER FINANCING SOURCES-CASH ON HAND	1,393,000.00	(53,170)	1,339,830.00
	7,019,525.00	503,861	7,523,386.00
EXPENSES			
OCW WAGES	2,511,835.00	6,212	2,518,047.00
FICA - EMPLOYERS PORTION	192,538.00	0	192,538.00
MEDICAL INSURANCE - ER PORTION	428,000.00	0	428,000.00
DENTAL INSURANCE - ER PORTION	21,000.00	0	21,000.00
NRS RETIREMENT	22,000.00	0	22,000.00
RETIREMENT - ER PORTION	869,938.00	0	869,938.00
NON SECTION 175 RETIREMENT	16,000.00	0	16,000.00
LIFE INSURANCE - ER	19,000.00	0	19,000.00
WORKERS COMP	85,154.00	0	85,154.00
VEHICLE & LIABILITY INSURANCE	100,000.00	0	100,000.00
WATER & SEWER	7,600.00	400	8,000.00
TELEPHONE	16,000.00	0	16,000.00
ELECTRIC	30,000.00	4,000	34,000.00
NATURAL GAS	2,000.00	0	2,000.00
REFUSE COLLECTION	4,000.00	0	4,000.00
BUNKER GEAR	38,000.00	0	38,000.00
OTHER MINOR EQUIP & SUPPLIES	46,000.00	0	46,000.00
ALS EXPENSES	4,000.00	0	4,000.00
UNIFORMS	12,500.00	0	12,500.00
ADMINISTRATIVE SUPPLIES	5,000.00	0	5,000.00
COMPUTER EXPENSES	24,000.00	0	24,000.00
M & R EQUIPMENT	32,100.00	0	32,100.00
M & R BUILDING	24,500.00	0	24,500.00
BUILDING SUPPLIES	8,000.00	0	8,000.00
M & R VEHICLE	45,000.00	8,999	53,999.00
FUEL & OIL	45,000.00	(4,400)	40,600.00
HAZMAT DUES	8,750.00	0	8,750.00
TRAINING	47,000.00	0	47,000.00
FIRE PREVENTION	18,000.00	0	18,000.00
ADVERTISING	3,500.00	0	3,500.00
LEGAL & ACCOUNTING	105,239.00	0	105,239.00
PROPERTY APPRAISER	73,875.00	0	73,875.00
TAX COLLECTOR	109,000.00	0	109,000.00
MISC MEDICAL	16,000.00	0	16,000.00
MISCELLANEOUS	2,500.00	0	2,500.00

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
 AMENDED BUDGET 16-17

Effective 9/1/2017
 Oct 1, 2016 to Sep 30, 2017

Account Description	Current Budget		Proposed Budget
	Total	Changes	Total
POSTAGE & SHIPPING	1,800.00	0	1,800.00
PUBLICATIONS	1,500.00	0	1,500.00
MEETINGS EXPENSE	4,000.00	0	4,000.00
CENTRAL DISPATCH	6,000.00	0	6,000.00
VEHICLE/APPARATUS EXPENSE	40,187.00	0	40,187.00
GENERAL FUND	35,906.00	(5,000)	35,906.00
REIMBURSABLE GRANT EXPENSE	0.00	103,820	103,820.00
STATE RETIREMENT CONTRIBUTION	0.00	275,000	275,000.00
Commissioners Salaries	4,250.00	0	4,250.00
EQUIPMENT	19,200.00	5,000	24,200.00
NEW STATION ONE BUILDING	1,663,000.00	(53,170)	1,609,830.00
Loan Interest Expense	127,903.00	0	127,903.00
STATION ONE ARCHITECT	12,750.00	0	12,750.00
STATION ONE LOAN	110,000.00	0	110,000.00
RESTRICTED-IMPACT FEES	0.00	134,000	134,000.00
UNASSIGNED-RESERVE	0.00	29,000	29,000.00
	7,019,525.00	503,861.00	7,523,386.00