

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

**March 1, 2018**

## **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 February 1, 2018 Regular Meeting Minutes**
- 4. Public Comments**
- 5. Acceptance of the January 31, 2017 Financials**
- 6. State of the District**
- 7. Business:**
  - A. Approval of Modification to Employment Agreement of Fire Chief**
  - B. Station 3- Justification Letter**
    - i. Approval of Authorization for Fire Chief to contact land owner**
    - ii. Approval for Fire Chief to negotiate purchase price**
    - iii. Approval for use of Impact Fee's for Acquisition**
  - C. Approval of OCW Firefighters' Pension Fund Actual Expenses FY 16-17**
  - D. Disposal of Homeland Security Funded assets**
- 8. Discussion**
- 9. Adjournment**

Ocean City-Wright Fire Control District  
Board of Fire Commissioners  
Regular Meeting Minutes  
February 1, 2018

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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, Commissioner, Robert Jankowski; Attorney, Jeff McInnis; Fire Chief, Billy Lord; and Finance Administrator, Jennifer Benedict; Deputy Chief Scott Funchess; Absent, Commissioner, Edward Tras, & Secretary Treasurer Lambert.

**Approval of Agenda**

MOTION: Vice-Chairman Brown made the motion to approve the agenda.  
SECOND: Commissioner Jankowski  
DISCUSSION: None  
VOTE: Unanimously Approved

**Approval of the January 4, 2018 Regular Meeting Minutes**

MOTION: Commissioner Jankowski made the motion to approve the minutes.  
SECOND: Vice-Chairman Brown  
DISCUSSION: Commissioner Jankowski asked to correct the Meeting date at the top of the minutes.  
VOTE: Unanimously Approved

**Public Comments**

None

**Acceptance of the December 31, 2017 Financials**

MOTION: Commissioner Jankowski made the motion to approve the financials.  
SECOND: Vice-Chairman Brown  
DISCUSSION: Commissioner Jankowski asked about line item of FICA and if we have seen a decrease with the new tax rates. He asked for information as to the Department savings for the next meeting. He asked about line #47 regarding Paramedic training. Chief Lord advised we have one Medic in training now and it takes 10 months to complete.  
VOTE: Unanimously Approved

**BUSINESS**

**Second Reading of Ordinance 2017-13**

Attorney Jeff McInnis read the first reading of Ordinance 2017-13.  
No Public Comments

MOTION: Commissioner Jankowski made the motion to approve first reading of Ordinance 2017-13.  
SECOND: Vice-Chairman Brown  
DISCUSSION: None.  
Vote: Unanimously Approved

### **Fire Chief Pay**

Commissioner Jankowski reviewed the information regarding area & similar population Fire Chief salaries in Florida.

MOTION: Commissioner Jankowski made a motion to amend Chief Lord's contract and give him a 4% pay increase, align his benefits to mirror employee as changes are made, and require Chief Lord to provide an annual report to the board for Accomplishments of the department over a period.

SECOND: Vice-Chairman Brown

DISCUSSION: Attorney McInnis will bring amendment to next board meeting with requested changes.

### **Discussion**

#### **Station 3 Property**

Chief Lord advised he has pulled the information regarding the call volume of Station 3. He is looking to have a justification letter to use impact fees for additional property.

#### **Call Volume**

Chief Lord advised the Board that the call volume for the District has doubled since 2008.

#### **Rezoning Update -2 Racetrack Rd**

Attorney McInnis advised the Board that the real estate agent is working to change the zoning for 2 Racetrack Rd. After the initial meeting with the County, they have requested we expand our zoning option to C-3 or Mixed use.

MOTION: Commissioner Jankowski made the motion to approve the expansion of zoning options.

SECOND: Vice Chairman Brown

DISCUSSION: Vice Chairman Brown as Mr. McInnis the differences in C-2/C-3. Mr. McInnis gave the differences in each as C-2 is neighborhood commercial district & C-3 is general commercial district. (Note: Specific information can be found in the Okaloosa County Land Development Code Sections 2.09.00 & 2.10.00. The PDF for information is attached.)

VOTE: Unanimously Approved

### **ADJOURNMENT**

Being no further business, the Ocean City-Wright Fire Control District Board of Fire Commissioners adjourned their regular meeting at 6:05 p.m.

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John Johnston  
Chairman

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Donna Lambert  
Secretary-Treasurer

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT  
INCOME STATEMENT  
FOR THE FOUR MONTHS ENDING JANUARY 31, 2018

DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
<b>REVENUES</b>				
1 COUNTY TAXES - OCW	3,219,909.51	5,578,898.00	4,514,667.23	1,064,230.77
2 INTEREST EARNED	403.99	8,000.00	4,638.91	3,361.09
3 MISCELLANEOUS INCOME	5.00	0.00	2,752.66	(2,752.66)
4 FEDERAL GRANT REVENUE	1,400.00	47,538.00	1,400.00	46,138.00
5 STATE INCENTIVE	1,440.00	5,320.00	1,440.00	3,880.00
6 CONTRACTS REVENUE	14,000.00	32,600.00	14,000.00	18,600.00
7 INSPECTION FEES	0.00	3,000.00	700.00	2,300.00
8 PLAN REVIEW FEES	1,022.12	7,000.00	3,660.26	3,339.74
9 IMPACT FEE REVENUE	1,361.28	0.00	9,736.35	(9,736.35)
10 STATE RETIREMENT CONTRIBUTION	0.00	275,000.00	0.00	275,000.00
11 NON GOVERNMENT GRANTS	0.00	0.00	1,500.00	(1,500.00)
12				
13 TOTAL REVENUES	3,239,541.90	5,957,356.00	4,554,495.41	1,402,860.59
14				
<b>15 EXPENSES</b>				
16 WAGES	185,706.32	2,521,861.00	770,269.12	1,751,591.88
17 FICA - EMPLOYERS PORTION	13,662.70	182,449.00	53,154.02	129,294.98
18 MEDICAL INSURANCE - ER PORTION	42,228.70	480,000.00	134,264.05	345,735.95
19 DENTAL INSURANCE - ER PORTION	1,392.86	20,000.00	5,539.51	14,460.49
20 NRS RETIREMENT	2,047.44	27,000.00	9,170.68	17,829.32
21 STATE CONTRIBUTION EXPENSE	0.00	275,000.00	0.00	275,000.00
22 RETIREMENT - ER PORTION	62,624.58	953,800.00	279,428.48	674,371.52
23 NON SECTION 175 RETIREMENT	677.28	9,000.00	3,047.76	5,952.24
24 LIFE INSURANCE - ER	1,500.46	21,000.00	6,083.36	14,916.64
25 WORKERS COMP	10,592.75	128,000.00	42,371.00	85,629.00
26 VEHICLE & LIABILITY INSURANCE	7,871.84	90,000.00	31,487.36	58,512.64
27 WATER & SEWER	671.80	6,000.00	2,008.70	3,991.30
28 TELEPHONE	1,216.79	12,000.00	4,156.34	7,843.66
29 ELECTRIC	2,692.58	30,000.00	8,436.52	21,563.48
30 NATURAL GAS	607.16	3,000.00	1,078.95	1,921.05
31 REFUSE COLLECTION	278.96	3,500.00	767.34	2,732.66
32 BUNKER GEAR	0.00	20,000.00	3,033.00	16,967.00
33 OTHER MINOR EQUIP & SUPPLIES	2,135.93	22,000.00	2,703.09	19,296.91
34 ALS EXPENSES	0.00	7,500.00	466.51	7,033.49
35 GRANT EXPENSE	0.00	30,000.00	0.00	30,000.00
36 UNIFORMS	207.40	12,500.00	4,856.66	7,643.34
37 ADMINISTRATIVE SUPPLIES	207.51	5,000.00	408.87	4,591.13
38 COMPUTER EXPENSES	1,561.02	22,950.00	5,185.07	17,764.93
39 M & R EQUIPMENT	406.06	37,100.00	8,371.19	28,728.81
40 M & R BUILDING	1,261.30	34,500.00	6,516.79	27,983.21
41 BUILDING SUPPLIES	933.76	8,000.00	2,207.99	5,792.01
42 M & R VEHICLE	5,126.18	45,000.00	18,152.99	26,847.01
43 FUEL & OIL	2,657.29	45,000.00	8,769.33	36,230.67
44 HAZMAT DUES	0.00	9,000.00	8,750.00	250.00
45 REIMBURSABLE GRANT EXPENSE	0.00	29,518.00	2,900.00	26,618.00
46 TRAINING	240.00	44,000.00	17,933.30	26,066.70
47 FIRE PREVENTION	1,359.37	18,000.00	4,741.25	13,258.75
48 ADVERTISING	0.00	2,500.00	702.78	1,797.22

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT  
INCOME STATEMENT  
FOR THE FOUR MONTHS ENDING JANUARY 31, 2018

DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
49 LEGAL & ACCOUNTING	16,375.50	70,000.00	40,445.40	29,554.60
50 PROPERTY APPRAISER	6,385.51	94,000.00	25,542.04	68,457.96
51 TAX COLLECTOR	64,398.19	111,578.00	90,287.95	21,290.05
52 MISC MEDICAL	213.16	12,500.00	1,359.48	11,140.52
53 MISCELLANEOUS	0.00	3,000.00	94.27	2,905.73
54 POSTAGE & SHIPPING	133.98	1,500.00	369.05	1,130.95
55 MEMBERSHIPS & PUBLICATIONS	209.00	1,500.00	309.00	1,191.00
56 MEETINGS EXPENSE	1,264.38	9,000.00	1,423.53	7,576.47
57 CENTRAL DISPATCH	441.00	6,500.00	1,764.00	4,736.00
58 VEHICLE/APPARATUS EXPENSE	0.00	64,000.00	26,544.50	37,455.50
59 GENERAL FUND	0.00	5,000.00	3,411.12	1,588.88
60 EQUIPMENT	65,123.66	122,600.00	75,554.66	47,045.34
61 LOAN INTEREST EXPENSE	0.00	122,335.00	0.00	122,335.00
62 LOAN PAYABLE- PRINCIPAL	0.00	167,665.00	0.00	167,665.00
63 IMPROVEMENTS	0.00	11,000.00	0.00	11,000.00
64				
65 TOTAL EXPENSES	504,412.42	5,957,356.00	1,714,067.01	4,243,288.99
66				
67				
68 NET INCOME (LOSS)	2,735,129.48	0.00	2,840,428.40	(2,840,428.40)

## **MODIFICATION TO EMPLOYMENT AGREEMENT**

**THIS MODIFICATION AGREEMENT**, made and entered into this \_\_\_\_ day of March 2018 to be effective the 1<sup>st</sup> day of February 2018, by and between the Ocean City-Wright Fire Control District, a political subdivision of the State of Florida, (the "District") by and through its Board of Fire Commissioners, and William E. Lord (the "Employee").

### **WITNESSETH:**

**WHEREAS**, the District and the Employee entered into that certain employment agreement dated October 3, 2013 which was modified by that certain Modification to Employment Agreement dated October 1, 2014 (the original agreement and the modification are collectively referred to as the "Employment Agreement), which provides for the employment of the Employee as Fire Chief of the Ocean City-Wright Fire Control District and sets forth the terms and conditions of such employment including compensation and remuneration for services rendered; and,

**WHEREAS**, it is the desire of the Board of Fire Commissioners and the Employee to modify and amend the Employment Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. Section 3 of the Employment Agreement entitled "Duties and Responsibilities" shall be modified to add a new subsection "E" as follows:

E. The Employee shall prepare and deliver to the Board of Fire Commissioners in February of each year an annual "State of the Fire District" report outlining the status of Fire District operations and accomplishments during the past year and setting forth plans and goals for the upcoming year.

2. Section 6 of the Employment Agreement entitled "Compensation" shall be modified and replaced in its entirety with the following provision:

**Section 6:** Compensation

The District shall pay to Employee an annual base salary of One Hundred One Thousand Seven Hundred Sixty Four (\$101,764.00) Dollars, paid bi-weekly. The base salary shall be reviewed by the Board of Fire Commissioners annually.

3. Except as expressly modified or amended by this Agreement all other terms and conditions of the Employment Agreement, as previously amended or modified, between the District and Employee shall remain unchanged and in full force and effect.

**IN WITNESS WHEREOF**, the District, acting through its Board of Fire Commissioners has authorized this Agreement to be signed and executed on this 1<sup>st</sup> day of March 2018 to be effective the 1<sup>st</sup> day of February 2018. The Employee has executed this Agreement on the date entered below. Each party acknowledges receipt by their signature of a signed copy of this Modification to Employment Agreement.

ATTEST:

**OCEAN CITY-WRIGHT FIRE CONTROL  
DISTRICT**

By: \_\_\_\_\_  
Donna Lambert, Secretary

By: \_\_\_\_\_  
John Johnston, Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EMPLOYEE:**

\_\_\_\_\_  
William E. Lord

Date: \_\_\_\_\_



## Ocean City-Wright Fire Control District

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February 21, 2018

RE: Use of Impact Fee's for Land Acquisition

Commissioners,

Since 1999, the District has seen significant growth in both commercial and residential construction. Specifically, within the response area of Fire Station 3, we have seen an increase of 1,286 buildings. Of these, 1,186 are single family dwellings, 74 are apartment/townhome buildings, comprised of 645 units and 26 commercial buildings.

In 2014, there were 1,258 requests for service within this response area. This has increased almost 54 percent over the past four years. As you can see in the attached forecast, I expect the response for service from Fire Station 3 to exceed 3,000 calls by the year 2023.

In response to this growth and the increase of demand for service within this response area, additional land is needed for the expansion of the station. The lot located next to Fire Station 3 may be available. Acquiring this land will allow for either the expansion of the existing facility or the area to build a new facility. Currently, Fire Station 3 is small, permitting accommodations for only 3 to 4 employees in the bunkroom, dayroom and kitchen areas. The apparatus bay will not have room for additional units that I expect to be necessary in the future of this District.

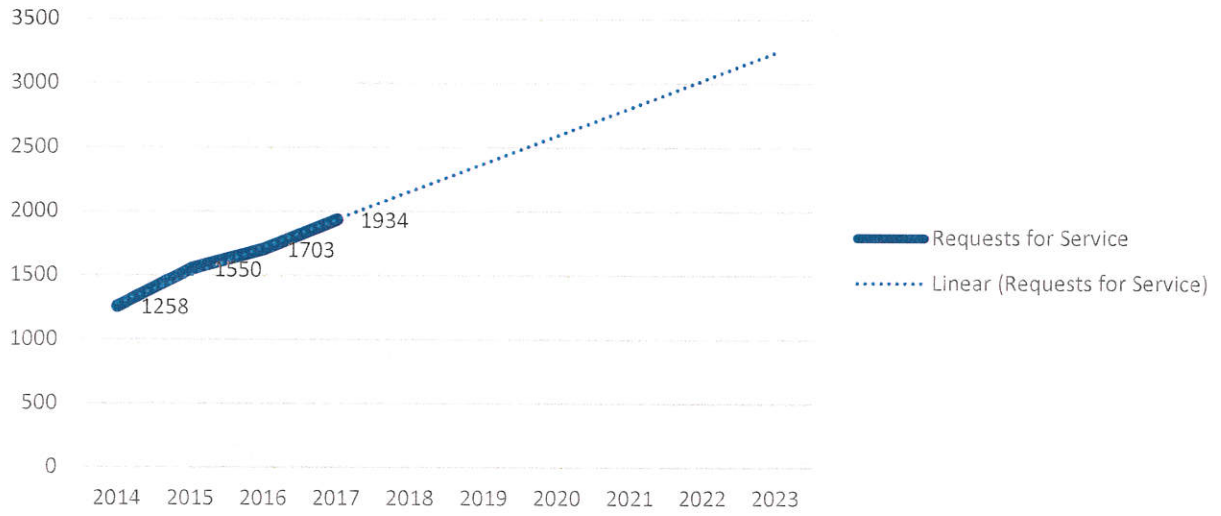
I request permission from the Board to contact the property owner to determine if they would be willing to sell the lot. Further, I request authority to negotiate a purchase price for the property if the owner wishes to sell. Finally, I request permission from the Board to utilize Impact Fees for the acquisition of the vacant lot adjoining the existing facility.

Respectfully,

William E. Lord, Fire Chief



### Requests for Service



**OCEAN CITY-WRIGHT FIREFIGHTERS PENSION TRUST FUND  
ACTUAL ADMINISTRATIVE EXPENSES FY 2016-2017**

**PROFESSIONAL SERVICES**

ACCOUNTING	\$	-
ACTUARIAL- Foster & Foster	\$	33,170.00
ADMINISTRATION	\$	67.00
CUSTODIAN- SALEM TRUST	\$	6,500.00
CONSULTING-AndCo	\$	13,500.00
INVESTMENT MANAGEMENT- BOWEN	\$	44,742.20
LEGAL-DEHNER	\$	3,046.77
MISCELLANEOUS	\$	-
TOTAL PROFESSIONAL SERVICES	\$	101,025.97

**OTHER EXPENSES**

DISABILITY PROCESSING	\$	32,037.83
DUES AND SUBSCRIPTIONS	\$	-
INSURANCE	\$	-
TRAVEL AND EDUCATION	\$	-
MISCELLANEOUS	\$	-
TOTAL OTHER EXPENSES	\$	32,037.83

**TOTAL ANNUAL EXPENSES** \$ 133,063.80

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**PREPARED BY:**

**APPROVED BY THE PENSION BOARD OF TRUSTEES AT THE REGULAR  
QUARTERLY MEETING HELD MARCH 6, 2018**

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**CHAIRMAN**