

OCEAN CITY-WRIGHT BOARD OF FIRE COMMISSIONERS

May 3, 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 April 5, 2018 Regular Meeting Minutes**
- 4. Public Comments**
- 5. Acceptance of the March 31, 2018 Financials**
- 6. Business:**
 - A. Presentation of Audited Financials- Chad Branson**
 - B. Ratify SAFER Grant Application Letter**
- 7. Discussion**
- 8. Adjournment**

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Regular Meeting Minutes
April 5, 2018

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, Robert Jankowski; Commissioner, Edward Tras; Attorney, Jeff McInnis; Fire Chief, Billy Lord; Deputy Chief, Mark Bundrick; Finance Administrator, Jennifer Benedict

Approval of Agenda

MOTION: Commissioner Tras made the motion to approve the agenda as amended with Item G.
SECOND: Commissioner Jankowski
DISCUSSION: None
VOTE: Unanimously Approved

Approval of the March 1, 2018 Regular Meeting Minutes

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

Public Comments

None

Acceptance of the February 28, 2018 Financials

MOTION: Commissioner Jankowski made the motion to approve the financials.
SECOND: Secretary Treasurer Lambert
DISCUSSION: None
VOTE: Unanimously Approved

Business

Approval of Contract for Land Purchase-Adjacent to Station 3

Attorney McInnis covered some of the terms of the contract and we are expected to close no later than June 30, 2018.

MOTION: Commissioner Jankowski made the motion to approve the contract for land purchase
SECOND: Secretary Treasurer Lambert
DISCUSSION: Vice-Chairman Brown asked if the property had ever been listed. Mr. McInnis stated not in a while. Vice-Chairman Brown also asked if there were any contingencies? Mr. McInnis stated the only contingency was the environmental study. Commissioner Tras asked for clarification on what constitutes 'development of the property?' Mr. McInnis stated it would be to have a

permanent fixture on the property that belonged to the District. We are not allowed to sell it to anyone else but the Sumeral's, if we chose not to build on it.

Vote: Unanimously Approved

Approval to conduct survey, environmental study, and appraisal for Station 3 Land

MOTION: Commissioner Jankowski made the motion to conduct survey, environmental study, and appraisal for Station 3 Land.

SECOND: Commissioner Tras

DISCUSSION:

VOTE: Unanimously Approved

Motion to Use Impact Fees for Expenses of Purchase of Land at Station 3

MOTION: Commissioner Tras made the motion to use Impact Fees for the Purchase of land

SECOND: Secretary Treasurer Lambert

DISCUSSION: None

VOTE: Unanimously Approved

Approval of Grant for MARC Unit/Homeland Security

Chief Lord advised our current grant had been modified to remove the HazMat items. The original grant was for \$123,685 and the new grant will be for \$84,835.

MOTION: Vice Chairman Brown made the motion to approve grant for MARC Unit/Homeland Security.

SECOND: Commissioner Jankowski

DISCUSSION: None.

VOTE: Unanimously Approved

Approval of Gulf Power Easement-Station 2

Gulf Power has sent a request for an easement for Station 2. They want to be able to maintain the trees in the area to prevent power line issues.

MOTION: Vice Chairman Brown made the motion to approve the Gulf Power Easement @ Station 2.

SECOND: Secretary Treasurer Lambert

DISCUSSION: None

VOTE: Unanimously Approved

Approval to Transfer of Haz-Mat Assets to Bay County

Chief Lord provided list of assets to be transferred to Bay County from Homeland Grant Funding.

MOTION: Vice Chairman Brown made the motion to approve the transfer of Haz-Mat Assets to Bay County.

SECOND: Commissioner Tras

DISCUSSION: None.

VOTE: Unanimously Approved

Approval of Transfer of Haz-Mat Assets to Escambia County

MOTION: Secretary Treasurer Lambert made the motion to approve the transfer of Haz-Mat Assets to Escambia County.
SECOND: Commissioner Tras
DISCUSSION: None.
VOTE: Unanimously Approved

Zoning Resolution

Attorney McInnis advised that the county wanted a resolution on file that allowed Chief Lord & the Realtors to act on behalf of the District.

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

Discussion

Commissioner Jankowski asked about if anyone had shown interest in the old Station. Chief Lord advised he had discussion with the Realtors and the price seemed to be the biggest deterrent. Vice Chairman Brown asked Mr. McInnis his opinion on the market. Mr. McInnis advised the market is moving, but our property will take a special buyer and we should be patient. Commissioner Jankowski asked if EMS would be interested and if we have reached out again. Chief Lord advised they are aware the property is for sale. They have had some turnover in their Management and maybe at some later point in time, he would bring it up. Commissioner Jankowski asked if the Union contract would be opening, Chief Lord said maybe hear something soon.

ADJOURNMENT

Being no further business, the Ocean City-Wright Fire Control District Board of Fire Commissioners adjourned their regular meeting at 5:54 p.m.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

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

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
REVENUES					
1	COUNTY TAXES - OCW	87,685.08	5,578,898.00	5,227,267.72	351,630.28
2	INTEREST EARNED	639.84	8,000.00	5,872.95	2,127.05
3	MISCELLANEOUS INCOME	4,060.00	0.00	5,716.51	(5,716.51)
4	FEDERAL GRANT REVENUE	6,212.50	47,538.00	7,612.50	39,925.50
5	STATE INCENTIVE	0.00	5,320.00	1,440.00	3,880.00
6	CONTRACTS REVENUE	0.00	32,600.00	14,000.00	18,600.00
7	INSPECTION FEES	50.00	3,000.00	850.00	2,150.00
8	PLAN REVIEW FEES	2,012.50	7,000.00	6,577.16	422.84
9	IMPACT FEE REVENUE	2,722.56	0.00	13,479.87	(13,479.87)
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	103,382.48	5,957,356.00	5,284,316.71	673,039.29
14					
EXPENSES					
16	WAGES	209,255.88	2,521,861.00	1,164,803.78	1,357,057.22
17	FICA - EMPLOYERS PORTION	15,369.52	182,449.00	82,055.59	100,393.41
18	MEDICAL INSURANCE - ER PORTION	40,838.25	480,000.00	211,527.30	268,472.70
19	DENTAL INSURANCE - ER PORTION	1,254.31	20,000.00	8,128.29	11,871.71
20	NRS RETIREMENT	2,103.96	27,000.00	13,336.00	13,664.00
21	STATE CONTRIBUTION EXPENSE	0.00	275,000.00	0.00	275,000.00
22	RETIREMENT - ER PORTION	71,915.08	953,800.00	414,042.49	539,757.51
23	NON SECTION 175 RETIREMENT	677.28	9,000.00	4,402.32	4,597.68
24	LIFE INSURANCE - ER	2,079.10	21,000.00	9,722.30	11,277.70
25	WORKERS COMP	10,592.75	128,000.00	63,556.50	64,443.50
26	VEHICLE & LIABILITY INSURANCE	8,071.95	90,000.00	47,943.16	42,056.84
27	WATER & SEWER	634.35	6,000.00	3,284.89	2,715.11
28	TELEPHONE	1,198.76	12,000.00	6,609.07	5,390.93
29	ELECTRIC	2,371.40	30,000.00	13,330.68	16,669.32
30	NATURAL GAS	601.99	3,000.00	1,897.39	1,102.61
31	REFUSE COLLECTION	280.67	3,500.00	1,328.68	2,171.32
32	BUNKER GEAR	9,602.26	20,000.00	19,303.24	696.76
33	OTHER MINOR EQUIP & SUPPLIES	925.68	22,000.00	4,439.75	17,560.25
34	ALS EXPENSES	0.00	7,500.00	516.51	6,983.49
35	GRANT EXPENSE	0.00	30,000.00	0.00	30,000.00
36	UNIFORMS	2,437.39	12,500.00	7,987.49	4,512.51
37	ADMINISTRATIVE SUPPLIES	193.69	5,000.00	942.90	4,057.10
38	COMPUTER EXPENSES	1,539.06	22,950.00	7,534.06	15,415.94
39	M & R EQUIPMENT	3,110.95	37,100.00	13,007.58	24,092.42
40	M & R BUILDING	416.03	34,500.00	6,194.56	28,305.44

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

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
41	BUILDING SUPPLIES	806.44	8,000.00	3,544.71	4,455.29
42	M & R VEHICLE	6,519.06	45,000.00	37,626.93	7,373.07
43	FUEL & OIL	3,054.38	45,000.00	15,215.22	29,784.78
44	HAZMAT DUES	0.00	9,000.00	8,750.00	250.00
45	REIMBURSABLE GRANT EXPENSE	0.00	29,518.00	9,112.50	20,405.50
46	TRAINING	398.00	44,000.00	16,567.92	27,432.08
47	FIRE PREVENTION	2,032.81	18,000.00	8,555.06	9,444.94
48	ADVERTISING	0.00	2,500.00	702.78	1,797.22
49	LEGAL & ACCOUNTING	12,434.57	70,000.00	82,045.52	(12,045.52)
50	PROPERTY APPRAISER	6,385.51	94,000.00	38,313.06	55,686.94
51	TAX COLLECTOR	1,871.26	111,578.00	104,657.51	6,920.49
52	MISC MEDICAL	221.00	12,500.00	1,776.59	10,723.41
53	MISCELLANEOUS	13.50	3,000.00	562.17	2,437.83
54	POSTAGE & SHIPPING	88.01	1,500.00	803.30	696.70
55	MEMBERSHIPS & PUBLICATIONS	0.00	1,500.00	438.00	1,062.00
56	MEETINGS EXPENSE	809.95	9,000.00	4,498.02	4,501.98
57	CENTRAL DISPATCH	882.00	6,500.00	2,646.00	3,854.00
58	VEHICLE/APPARATUS EXPENSE	0.00	64,000.00	32,178.93	31,821.07
59	GENERAL FUND	0.00	5,000.00	3,411.12	1,588.88
60	EQUIPMENT	0.00	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	420,986.80	5,957,356.00	2,552,854.53	3,404,501.47
66					
67					
68	NET INCOME (LOSS)	(317,604.32)	0.00	2,731,462.18	(2,731,462.18)



Ocean City-Wright Fire Control District

April 26, 2018

Catherine Patterson, Branch Chief
Assistance to Firefighters Grants Branch

In support of the SAFER grant application, the Board of Fire Commissioners would like to provide this letter of understanding and commitment. The Board understands the need to maintain staffing levels and avoid lay-offs during the performance of the grant. Further, the Board is committed to maintaining the staff into the future, which will provide safety for our firefighters and the citizens we serve.

The Board of Fire Commissioners respectfully requests the support of the Assistance to Firefighters Grant Program.

Respectfully,

John Johnston, Chairman
Board of Fire Commissioners

State Emergency Response Commission for Hazardous Materials

Certificate of Appreciation

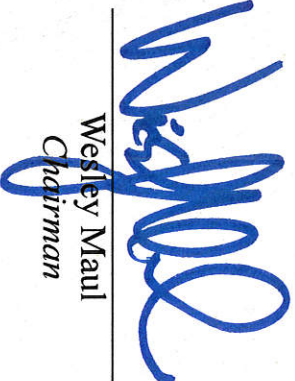
is presented to

Ocean City-Wright Fire Control District
West Florida Local Emergency Planning Committee

In recognition of your years of service, dedication and contributions to the implementation and support of the Emergency Planning and Community Right-to-Know Act.

January 17th, 2018
Date




Wesley Maul
Chairman