

OCEAN CITY-WRIGHT BOARD OF FIRE COMMISSIONERS

September 6, 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 July 5, 2018 Regular Meeting Minutes**
- 4. Public Comments**
- 5. Acceptance of the June 30, 2018 Financials**
- 6. Business:**
 - A. Resolution 2018-03- Policy Change**
 - B. Approval RFQ 18-001- Architect Services**
 - C. Public Hearing Resolution 2018-04 for Policy OCW 4.6**
- 7. Discussion**
 - A. Status of Annexation Information Request from City of Fort Walton Beach**
 - B. Status of Old Station 1**
 - C. New Fire Station**
- 8. Adjournment**

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Regular Meeting Minutes
August 2, 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, Edward Tras; Commissioner, Robert Jankowski Fire Chief, Billy Lord; Deputy Chief, Mark Bundrick; Finance Administrator, Jennifer Benedict; Attorney Matt Ausley; Absent:; Deputy Chief, Scott Funchess

Approval of Agenda

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

Approval of the July 5, 2018 Regular Meeting Minutes

MOTION: Secretary Treasurer Lambert made the motion to approve the minutes.
SECOND: Commissioner Tras
DISCUSSION: Commissioner Jankowski will be absent for the final budget hearing, Sept. 20.
VOTE: Unanimously Approved

Public Comments

Chairman Johnston commended Chief Lord on receiving the CFO designation. Commissioner Jankowski requested to have pay raise for Chief Lord and make this an incentive for future fire chiefs. He would like a proposed raise for the Chief brought to the next meeting.

Acceptance of the June 30, 2018 Financials

MOTION: Commissioner Tras made the motion to approve the financials.
SECOND: Secretary Treasurer Lambert
DISCUSSION: Commissioner Jankowski had questions regarding line 43, 50 & 63
VOTE: Unanimously Approved

Business

Update Regarding 2 Racetrack Rd NE

A new appraisal was performed by Humphrey & Associates. Based on the new appraisal, Chief Lord lowered the sales price to \$750,000

Annexation Issue

Chief Lord advised the board that the City of Fort Walton Beach had not properly followed the State statutes regarding any annexation procedure. The board agreed that we should pursue a meeting with the City regarding funds owed to the District.

MARC Unit Purchase-Grant

Chief Lord advised the 2017 Homeland security grant budget had been modified regarding the purchase new Motorola radios for the MARC unit.

MOTION: Commissioner Jankowski made the motion to approve the purchase of the MARC unit radios.
SECOND: Secretary Treasurer Lambert
DISCUSSION: None
VOTE: Unanimously Approved

Shared Parking Agreement

Chief Lord advised that Fort Walton Beach Brewery has requested to use the west side parking lot at 2 Racetrack Rd. under a shared parking agreement until the building was sold.

MOTION: Commissioner Jankowski made the motion to decline the proposed parking arrangement.
SECOND: Secretary Treasurer Lambert
DISCUSSION: None
VOTE: Unanimously Approved

Discussion

None

ADJOURNMENT

Being no further business, the Ocean City-Wright Fire Control District Board of Fire Commissioners adjourned their regular meeting at 5:50 p.m.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

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

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
	REVENUES				
1	COUNTY TAXES - OCW	56.25	5,578,898.00	5,665,625.24	(86,727.24)
2	INTEREST EARNED	425.86	8,000.00	7,853.51	146.49
3	MISCELLANEOUS INCOME	5.00	0.00	6,386.51	(6,386.51)
4	FEDERAL GRANT REVENUE	10,032.00	47,538.00	17,644.50	29,893.50
5	STATE INCENTIVE	1,440.00	5,320.00	4,320.00	1,000.00
6	CONTRACTS REVENUE	10,000.00	32,600.00	38,000.00	(5,400.00)
7	INSPECTION FEES	100.00	3,000.00	1,300.00	1,700.00
8	PLAN REVIEW FEES	1,226.32	7,000.00	10,577.40	(3,577.40)
9	IMPACT FEE REVENUE	13,824.70	0.00	37,488.35	(37,488.35)
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	OTHER FINANCING SOURCES	1,800.00	0.00	19,733.09	(19,733.09)
13					
14	TOTAL REVENUES	38,910.13	5,957,356.00	5,810,428.60	146,927.40
15					
16	EXPENSES				
17	WAGES	184,844.16	2,521,861.00	2,041,551.88	480,309.12
18	FICA - EMPLOYERS PORTION	13,567.56	182,449.00	146,692.33	35,756.67
19	MEDICAL INSURANCE - ER PORTION	33,093.48	480,000.00	362,495.88	117,504.12
20	DENTAL INSURANCE - ER PORTION	945.61	20,000.00	14,372.00	5,628.00
21	NRS RETIREMENT	2,168.87	27,000.00	23,082.46	3,917.54
22	STATE CONTRIBUTION EXPENSE	0.00	275,000.00	0.00	275,000.00
23	RETIREMENT - ER PORTION	62,471.55	953,800.00	710,642.24	243,157.76
24	NON SECTION 175 RETIREMENT	677.28	9,000.00	7,450.08	1,549.92
25	LIFE INSURANCE - ER	1,454.80	21,000.00	16,037.31	4,962.69
26	WORKERS COMP	10,592.75	128,000.00	105,927.50	22,072.50
27	VEHICLE & LIABILITY INSURANCE	7,641.64	90,000.00	77,519.09	12,480.91
28	WATER & SEWER	1,197.34	6,000.00	6,370.30	(370.30)
29	TELEPHONE	1,947.36	12,000.00	12,202.13	(202.13)
30	ELECTRIC	6,300.82	30,000.00	26,960.09	3,039.91
31	NATURAL GAS	164.20	3,000.00	2,785.51	214.49
32	REFUSE COLLECTION	311.67	3,500.00	2,855.15	644.85
33	BUNKER GEAR	44.75	20,000.00	29,391.56	(9,391.56)
34	OTHER MINOR EQUIP & SUPPLIES	241.93	22,000.00	11,142.17	10,857.83
35	ALS EXPENSES	0.00	7,500.00	516.51	6,983.49
36	GRANT EXPENSE	0.00	30,000.00	0.00	30,000.00
37	UNIFORMS	387.20	12,500.00	10,700.39	1,799.61
38	ADMINISTRATIVE SUPPLIES	1,679.05	5,000.00	5,161.71	(161.71)
39	COMPUTER EXPENSES	1,430.73	22,950.00	14,163.31	8,786.69
40	M & R EQUIPMENT	1,495.17	37,100.00	17,959.35	19,140.65
41	M & R BUILDING	(444.03)	34,500.00	30,704.72	3,795.28

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

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
42	BUILDING SUPPLIES	1,193.42	8,000.00	7,124.36	875.64
43	M & R VEHICLE	5,374.99	45,000.00	103,240.11	(58,240.11)
44	FUEL & OIL	4,037.24	45,000.00	35,100.69	9,899.31
45	HAZMAT DUES	0.00	9,000.00	8,750.00	250.00
46	REIMBURSABLE GRANT EXPENSE	10,032.00	29,518.00	19,144.50	10,373.50
47	TRAINING	557.45	44,000.00	25,492.57	18,507.43
48	FIRE PREVENTION	2,063.21	18,000.00	11,087.27	6,912.73
49	ADVERTISING	0.00	2,500.00	729.81	1,770.19
50	LEGAL & ACCOUNTING	8,467.11	70,000.00	144,127.68	(74,127.68)
51	PROPERTY APPRAISER	6,385.51	94,000.00	63,855.10	30,144.90
52	TAX COLLECTOR	1.12	111,578.00	113,424.65	(1,846.65)
53	MISC MEDICAL	260.21	12,500.00	6,256.08	6,243.92
54	MISCELLANEOUS	27.39	3,000.00	1,122.03	1,877.97
55	POSTAGE & SHIPPING	50.08	1,500.00	1,285.13	214.87
56	MEMBERSHIPS & PUBLICATIONS	925.00	1,500.00	1,957.00	(457.00)
57	MEETINGS EXPENSE	890.00	9,000.00	9,417.83	(417.83)
58	CENTRAL DISPATCH	477.00	6,500.00	4,518.00	1,982.00
59	VEHICLE/APPARATUS EXPENSE	0.00	64,000.00	32,178.93	31,821.07
60	GENERAL FUND	0.00	5,000.00	3,411.12	1,588.88
61	EQUIPMENT	11,436.00	122,600.00	86,990.66	35,609.34
62	LOAN INTEREST EXPENSE	0.00	122,335.00	122,334.76	0.24
63	LAND CAPITAL OUTLAY	0.00	0.00	71,958.64	(71,958.64)
64	LOAN PAYABLE- PRINCIPAL	0.00	167,665.00	167,665.24	(0.24)
65	IMPROVEMENTS	0.00	11,000.00	0.00	11,000.00
66					
67	TOTAL EXPENSES	384,391.62	5,957,356.00	4,717,855.83	1,239,500.17
68					
69					
70	NET INCOME (LOSS)	(345,481.49)	0.00	1,092,572.77	(1,092,572.77)

RESOLUTION NO. 2018-03

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT

A RESOLUTION ADOPTING A COMPENSATION SCHEDULE FOR FIRE DISTRICT ADMINISTRATIVE AND MANAGERIAL PERSONNEL; ESTABLISHING A HEALTH INSURANCE OPT OUT PLAN FOR DISTRICT ADMINISTRATIVE AND MANAGERIAL PERSONNEL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Pursuant to Ch. 99-478, §6(5), Laws of Florida and §191.006(5), Florida Statutes, the District Board of Fire Commissioners of the Ocean City-Wright Fire Control District has the authority to adopt resolutions that are necessary to conduct District business; and,

WHEREAS, the District Board of Fire Commissioners has determined that it is in the best interest of the Fire District to adopt a compensation schedule and a health insurance opt-out plan for administrative and managerial personnel of the District.

NOW, THEREFORE, be it resolved by the District Board of Fire Commissioners of the Ocean City-Wright Fire Control District as follows:

1. The starting pay by position for the following administrative and/or managerial personnel of the District shall be:

Starting Pay by Position

Deputy Fire Chief:	Weekly:	\$38.00-\$41.00
	Shift:	\$27.50-\$29.00
Division Chief:	Weekly:	\$28.00-\$33.25
	Shift:	\$19.90-\$24.00
Battalion Chief:	Weekly:	\$33.00-\$36.50
	Shift:	\$23.50-\$26.00
Administration:	Office:	\$18.00-\$21.65
	Finance:	\$25.00-\$31.00
	Human Resources	\$18.00-\$21.65

Upon the employee's *even* year anniversary date, a pay increase of 3% will be effective the following pay period. Additionally, the District Board of Fire Commissioners may in its discretion approve annual adjustments to these employees compensation.

2. The compensation schedule shall take effect immediately upon the adoption of this Resolution.
3. Eligible administrative and managerial personnel of the District may choose to opt-out of the Ocean City-Wright Fire Control District's health insurance plan if he/she has proof of health insurance coverage through any other qualifying source. The District will offer a stipend amounting to \$60.00 per pay period for personnel selecting this option.

ADOPTED IN REGULAR SESSION this _____ day of September 2018.

**OCEAN CITY-WRIGHT
FIRE CONTROL DISTRICT**

ATTEST:

BY: _____
Donna Lambert, Secretary/Treasurer

BY: _____
John Johnston, Chairman

RESOLUTION NO. 2018-04

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT

A RESOLUTION ADOPTING POLICY NUMBER OCW 4.6 PERFORMANCE EVALUATION FOR FIRE CHIEF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Pursuant to Ch. 99-478, §6(5), Laws of Florida and §191.006(5), Florida Statutes, the District Board of Commissioners of the Ocean City-Wright Fire Control District has the authority to adopt resolutions and procedures prescribing the powers, duties, and functions of the officers of the District; the conduct of the business of the District; the maintenance of records; the form of other documents and records of the District, and the board may also adopt resolutions that are necessary to conduct District business; and,

WHEREAS, the Board of Fire Commissioners has determined that it is in the best interest of the Fire District to adopt Policy Number OCW 4.6 Performance Evaluation for Fire Chief to provide for the effective administration of the District.

NOW, THEREFORE, be it resolved by the Board of Fire Commissioners of the Ocean City-Wright Fire Control District as follows:

- I. Ocean City-Wright Fire Control District Policy Number OCW 4.6 is hereby adopted and the new Policy shall be as set forth in Exhibit "A" attached to this Resolution and by reference made a part hereof.
- II. The Ocean City-Wright Fire Control District Policy Number OCW 4.6 shall take effect immediately upon the adoption of this Resolution.

ADOPTED IN REGULAR SESSION this _____ day of September 2018.

**OCEAN CITY-WRIGHT
FIRE CONTROL DISTRICT**

ATTEST:

By: _____
Donna Lambert, Secretary/Treasurer

By: _____
John Johnston, Chairman

POLICY NUMBER OCW 4.6

PERFORMANCE EVALUATION FOR FIRE CHIEF

REFERENCE: Ch. 99-478, Laws of Florida and §191.006(5),
Florida Statutes

ADOPTING RESOLUTION: 2018-04

POLICY HISTORY: Adopted September 2018

1. Performance Evaluation of Fire Chief. The Chairman of the Board of Fire Commissioners shall conduct, on an annual basis, a verbal performance review of the Fire Chief based upon the criteria listed below as well as the overall performance of job duties. The review will be completed by October of each year during the continued employment of the Fire Chief. It is the duty of the Fire Chief to contact the Board Chairman to establish a time and place for the annual evaluation. The Fire Chief shall be evaluated on the following:
 - A. The Ability to cooperate with the Board of Fire Commissioners, community citizens and leaders, peer organizations, neighboring towns and the county.
 - B. Ability to effectively communicate.
 - C. Ability to effectively lead employees and volunteers.
 - D. Practice good work habits as an example to employees.
 - E. Maintain full and efficient utilization of all facilities and services.
 - F. Display the management skills necessary to maximize the fire services made available to the patrons and minimize the cost to the taxpayers.

EXHIBIT A

POLICY NUMBER OCW 4.6

PERFORMANCE EVALUATION FOR FIRE CHIEF

REFERENCE: Ch. 99-478, Laws of Florida and §191.006(5),
Florida Statutes

ADOPTING RESOLUTION: 2018-04

POLICY HISTORY: Adopted September 2018

1. Performance Evaluation of Fire Chief. The Chairman of the Board of Fire Commissioners shall conduct, on an annual basis, a verbal performance review of the Fire Chief based upon the criteria listed below as well as the overall performance of job duties. The review will be completed by October of each year during the continued employment of the Fire Chief. It is the duty of the Fire Chief to contact the Board Chairman to establish a time and place for the annual evaluation. The Fire Chief shall be evaluated on the following:
 - A. The Ability to cooperate with the Board of Fire Commissioners, community citizens and leaders, peer organizations, neighboring towns and the county.
 - B. Ability to effectively communicate.
 - C. Ability to effectively lead employees and volunteers.
 - D. Practice good work habits as an example to employees.
 - E. Maintain full and efficient utilization of all facilities and services.
 - F. Display the management skills necessary to maximize the fire services made available to the patrons and minimize the cost to the taxpayers.