

OCEAN CITY-WRIGHT BOARD OF FIRE COMMISSIONERS

October 4, 2018

MEETING AGENDA

5:30 P.M.

TRAINING ROOM---OCEAN CITY-WRIGHT FIRE DEPARTMENT

Open to the Public

Pledge of Allegiance

Approve Agenda

Approval of the September 6, 2018 Tentative Budget Hearing Meeting Minutes

Approval of the September 6, 2018 Regular Meeting Minutes

Approval of the September 20, 2018 Final Budget Hearing Meeting Minutes

Public Comments

Acceptance of the August 31, 2018 Financials

Business:

\$ Wage adjustment recommendation for Administrative Staff personnel

%New Truck Purchases

&Approve Pension Trust Fund Budget

' Asset Disposals

(Fire Safety House 7 U D Q V I H U

Discussion

\$ Status of Annexation Information Request from City of Fort Walton Beach

%Status of Old Station 1

Adjournment

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Tentative Budget Hearing Minutes
September 6, 2018

The regular meeting of the Ocean City-Wright Board of Fire Commissioners was called to order by Chairman John Johnston at 5:01 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; Attorney, Jeff McInnis; Fire Chief, Billy Lord; Deputy Chief, Scott Funchess and Finance Administrator, Jennifer Benedict

Discuss proposed millage of 2.75% as a 10.96% change of rolled back rate of 2.4784

Commissioner Jankowski asked if we had received any calls regarding the increase. He would like that our wages remain competitive with other departments.

Public Comments

None

Set & Adopt Tentative Millage Rate

MOTION: Commissioner Jankowski made the motion to Set & Adopt the millage at 2.7500 mills.
SECOND: Vice-Chairman Brown
DISCUSSION: None
VOTE: Unanimously Approved

Public Comments

None

Adopt Tentative Budget

MOTION: Commissioner Jankowski made the motion to Set & Adopt the Budget of \$10,231,008.
SECOND: Commissioner Tras
DISCUSSION: Commissioner Jankowski asked about Impact Fee budget. Jennifer advised that we do not budget, initially, for impact fees since there is variance from year to year. He asked about the Training- Leadership line item. Chief Lord advised this line item is for the leadership courses requested by the board in 2016.
VOTE: Unanimously Approved

Public Comments

None

Set Final Hearing Date as Thursday, September 20, 2018

MOTION: Secretary/Treasurer Lambert made the motion to Set the final hearing date to Thursday, 9/20/2018 @5:01 p.m.
SECOND: Commissioner Tras

DISCUSSION: None

VOTE: Four ayes, Commissioner Jankowski voting nay.

ADJOURNMENT

Being no further business, the Ocean City-Wright Fire Control District Board of Fire Commissioners adjourned their regular meeting at 5:17 p.m.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Regular Meeting Minutes
September 6, 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; Secretary Treasurer, Donna Lambert; Commissioner, Edward Tras; Commissioner, Robert Jankowski; Fire Chief, Billy Lord; Deputy Chief, Scott Funchess; Finance Administrator, Jennifer Benedict; Attorney Jeff McClinnis; Absent: Vice-Chairman, Aaron Brown

Approval of Agenda

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

Approval of the August 2, 2018 Regular Meeting Minutes

MOTION: Commissioner Jankowski made the motion to approve the minutes.
SECOND: Secretary Treasurer Lambert
DISCUSSION: Typo on the Agenda- should read 8/2/18 not 7/5/18.
VOTE: Unanimously Approved

Public Comments

None

Acceptance of the July 31, 2018 Financials

MOTION: Secretary Treasurer Lambert made the motion to approve the financials.
SECOND: Commissioner Tras
DISCUSSION: Typo on the Agenda- should read 7/31/18 not 6/30/18. Commissioner Jankowski had questions regarding line items 43 & 65
VOTE: Unanimously Approved

Business

Resolution 2018-03 Policy Change

Policy change to add Human Resources Position, compensation adjustments, and Chief Officer credential incentive. Attorney McClinnis read the resolution.

MOTION: Commissioner Jankowski made the motion to approve the Resolution.
SECOND: Secretary Treasurer Lambert
DISCUSSION:
VOTE: Unanimously Approved

Approval RFQ 18-Q001 -Architect Services

Requested approval to advertise and seek Architectural Services Qualifications for future smaller projects or items that need to be completed in the District.

MOTION: Commissioner Jankowski made the motion to approve the RFQ 18-Q001 for continuing services.
SECOND: Commissioner Tras
DISCUSSION:
VOTE: Unanimously Approved

Public Hearing for Adopting Resolution 2018-04 for Policy OCW 4.6

Attorney McInnis advised that the new policy manual that was adopted in 2017 did not include the procedure for the Fire Chief's performance evaluation. This resolution will correct and add it to the policy manual.

MOTION: Secretary Treasurer Lambert made the motion to adopt the Resolution 2018-04.
SECOND: Commissioner Tras
PUBLIC COMMENT: None
DISCUSSION: None
VOTE: Unanimously Approved

DISCUSSION

Status of Annexation Information Request from City of Fort Walton Beach

Attorney McInnis advised that the City of Fort Walton Beach's attorney had sent a list of 4 properties that had been annexed. However, Chief Lord requested an all-inclusive list to be given to the district, as the one provided excluded properties known to have been annexed recently. Attorney McInnis advised that a meeting would need to be held with Fort Walton and the Property Appraiser's office as to the procedures necessary to change the taxing authority. This item will remain on the agenda until satisfactory results have been obtained.

Status of Old Station 1

A list of showings has been sent to each of the Commissioners.

New Fire Station

Several years ago, the Commissioners approved building a new station at the corner of Hurlburt Field Road and Martin Luther King Blvd. Chief Lord asked of the Board's continued interest in pursuing the addition. Each indicated an interest. Chief Lord will be or has visited with State representatives or Congress regarding adding this to the State Budget.

Commissioner Jankowski asked when a new commissioner will take his seat. He was advised that the elections are in November and the seat must be filled within 30 days of the election.

ADJOURNMENT

Being no further business, the Ocean City-Wright Fire Control District Board of Fire Commissioners adjourned their regular meeting at 6:07 p.m.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Final Budget Hearing Minutes
September 20, 2018

The regular meeting of the Ocean City-Wright Board of Fire Commissioners was called to order by Chairman John Johnston at 5:01 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 Matt Ausley; Deputy Chief, Scott Funchess; Deputy Chief, Mark Bundrick and Finance Administrator, Jennifer Benedict;
Absent: Commissioner, Robert Jankowski; Attorney, Jeff McInnis; Fire Chief, Billy Lord;

Approval of Agenda

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

Discuss proposed millage of 2.75% as a 10.96% change of rolled back rate of 2.4784

No Discussion.

Public Comments

None

Resolution 2018-07 Final Millage Rate of 2.75.

Attorney Ausley read the Resolution.

PUBLIC COMMENTS: None

MOTION: Vice-Chairman Brown made the motion to adopt Resolution 2018-07 setting the final millage rate of 2.75.

SECOND: Secretary-Treasurer Lambert

DISCUSSION: None

VOTE: Unanimously Approved

Resolution 2018-08 Final Budget of \$10,231,009

Attorney Ausley read the Resolution.

PUBLIC COMMENTS: None

MOTION: Commissioner Tras made the motion to adopt Resolution 2018-08 setting the final budget of \$10,231,009.

SECOND: Vice-Chairman Brown

DISCUSSION: None

VOTE: Unanimously Approved

ADJOURNMENT

Being no further business, the Ocean City-Wright Fire Control District Board of Fire Commissioners adjourned their regular meeting at 5:09 p.m.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

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

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
	REVENUES				
1	COUNTY TAXES - OCW	8,599.39	5,578,898.00	5,674,224.63	(95,326.63)
2	INTEREST EARNED	383.61	8,000.00	8,237.12	(237.12)
3	MISCELLANEOUS INCOME	2.00	0.00	6,388.51	(6,388.51)
4	FEDERAL GRANT REVENUE	0.00	47,538.00	17,644.50	29,893.50
5	STATE INCENTIVE	0.00	5,320.00	4,320.00	1,000.00
6	CONTRACTS REVENUE	0.00	32,600.00	38,000.00	(5,400.00)
7	INSPECTION FEES	150.00	3,000.00	1,450.00	1,550.00
8	PLAN REVIEW FEES	866.92	7,000.00	11,444.32	(4,444.32)
9	IMPACT FEE REVENUE	5,928.38	0.00	43,416.73	(43,416.73)
10	STATE RETIREMENT CONTRIBUTION	239,418.50	275,000.00	239,418.50	35,581.50
11	NON GOVERNMENT GRANTS	0.00	0.00	1,500.00	(1,500.00)
12	OTHER FINANCING SOURCES	2,032.70	0.00	21,765.79	(21,765.79)
13					
14	TOTAL REVENUES	257,381.50	5,957,356.00	6,067,810.10	(110,454.10)
15					
16	EXPENSES				
17	WAGES	178,604.28	2,521,861.00	2,220,156.16	301,704.84
18	FICA - EMPLOYERS PORTION	13,166.30	182,449.00	159,858.63	22,590.37
19	MEDICAL INSURANCE - ER PORTION	30,359.94	480,000.00	392,855.82	87,144.18
20	DENTAL INSURANCE - ER PORTION	1,518.66	20,000.00	15,890.66	4,109.34
21	NRS RETIREMENT	2,146.56	27,000.00	25,229.02	1,770.98
22	STATE CONTRIBUTION EXPENSE	239,418.50	275,000.00	239,418.50	35,581.50
23	RETIREMENT - ER PORTION	60,367.06	953,800.00	771,009.30	182,790.70
24	NON SECTION 175 RETIREMENT	677.28	9,000.00	8,127.36	872.64
25	LIFE INSURANCE - ER	1,539.76	21,000.00	17,577.07	3,422.93
26	WORKERS COMP	10,592.75	128,000.00	116,520.25	11,479.75
27	VEHICLE & LIABILITY INSURANCE	7,641.64	90,000.00	85,160.73	4,839.27
28	WATER & SEWER	705.71	6,000.00	7,076.01	(1,076.01)
29	TELEPHONE	1,302.62	12,000.00	13,504.75	(1,504.75)
30	ELECTRIC	3,226.49	30,000.00	30,186.58	(186.58)
31	NATURAL GAS	95.77	3,000.00	2,881.28	118.72
32	REFUSE COLLECTION	205.86	3,500.00	3,061.01	438.99
33	BUNKER GEAR	(285.00)	20,000.00	29,106.56	(9,106.56)
34	OTHER MINOR EQUIP & SUPPLIES	524.60	22,000.00	11,666.77	10,333.23
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	(59.99)	12,500.00	10,640.40	1,859.60
38	ADMINISTRATIVE SUPPLIES	223.81	5,000.00	5,385.52	(385.52)
39	COMPUTER EXPENSES	1,511.53	22,950.00	15,674.84	7,275.16
40	M & R EQUIPMENT	964.85	37,100.00	18,924.20	18,175.80
41	M & R BUILDING	19.54	34,500.00	30,724.26	3,775.74

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

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
42	BUILDING SUPPLIES	1,480.57	8,000.00	8,604.93	(604.93)
43	M & R VEHICLE	3,108.67	45,000.00	106,348.78	(61,348.78)
44	FUEL & OIL	3,970.75	45,000.00	39,071.44	5,928.56
45	HAZMAT DUES	0.00	9,000.00	8,750.00	250.00
46	REIMBURSABLE GRANT EXPENSE	0.00	29,518.00	19,144.50	10,373.50
47	TRAINING	760.68	44,000.00	26,253.25	17,746.75
48	FIRE PREVENTION	0.00	18,000.00	11,087.27	6,912.73
49	ADVERTISING	0.00	2,500.00	729.81	1,770.19
50	LEGAL & ACCOUNTING	12,562.69	70,000.00	156,690.37	(86,690.37)
51	PROPERTY APPRAISER	6,385.50	94,000.00	70,240.60	23,759.40
52	TAX COLLECTOR	172.01	111,578.00	113,596.66	(2,018.66)
53	MISC MEDICAL	0.00	12,500.00	6,256.08	6,243.92
54	MISCELLANEOUS	130.30	3,000.00	1,252.33	1,747.67
55	POSTAGE & SHIPPING	14.60	1,500.00	1,299.73	200.27
56	MEMBERSHIPS & PUBLICATIONS	0.00	1,500.00	1,957.00	(457.00)
57	MEETINGS EXPENSE	59.70	9,000.00	9,477.53	(477.53)
58	CENTRAL DISPATCH	477.00	6,500.00	4,995.00	1,505.00
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	0.00	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	TOTAL EXPENSES	583,590.99	5,957,356.00	5,301,446.82	655,909.18
67					
68	NET INCOME (LOSS)	(326,209.49)	0.00	766,363.28	(766,363.28)



SUTPHEN

PROPOSAL

TO THE:

Ocean City Wright Fire Dist
Chief Billy Lord
233 Racetrack Rd NE
Fort Walton Beach, FL 32547

DATE: September 26, 2018

We hereby propose and agree to furnish the following firefighting equipment upon your acceptance of this proposal:

One (1) Sutphen Heavy Duty Monarch Series 2 Pumper, (Waterous Pump)
Complete and Delivered for the Total Sum of\$ 510,458.93
Less Trade In of (1) Sutphen Pumper..... \$ - 7,000.00
Price after Trade In..... \$ 503,458.93

Note: The pricing is using the NPP Gov Cooperative Purchasing Contract, Extended February 2018.

The unit shall be manufactured completely in accordance to the following proposal and delivered in approximately **11-13 Months** from the date of the contract signing or purchase order, subject to delays from all causes beyond our control.

If you pay 100% of the proposed price within 30 days after contract signing you may **DEDUCT: \$ 9,230.08** from the proposed price.

NET PRICE AFTER PREPAYMENT DISCOUNT: \$ 494,228.85

Respectfully submitted,



David Stonitsch,
Sales Representative for the Sutphen Corp.
Sutphen Corporation

SUTPHEN CORPORATION

6450 Eiterman Road | Dublin, OH 43016 | 1-800-848-5860



SUTPHEN

PROPOSAL

TO THE:

Ocean City Wright Fire Dist
Chief Billy Lord
233 Racetrack Rd NE
Fort Walton Beach, FL 32547

DATE: September 26, 2018

We hereby propose and agree to furnish the following firefighting equipment upon your acceptance of this proposal:

One (1) Sutphen Heavy Duty Monarch Series 2 Pumper, (Hale Pump)
Complete and Delivered for the Total Sum of\$ 499,914.59
Less Trade In of (1) Sutphen Pumper..... \$ - 7,000.00
Price after Trade In..... \$ 492,914.59

Note: The pricing is using the NPP Gov Cooperative Purchasing Contract, Extended February 2018.

The unit shall be manufactured completely in accordance to the following proposal and delivered in approximately **11-13 Months** from the date of the contract signing or purchase order, subject to delays from all causes beyond our control.

If you pay 100% of the proposed price within 30 days after contract signing you may **DEDUCT: \$ 9,036.77** from the proposed price.

NET PRICE AFTER PREPAYMENT DISCOUNT: \$ 483,877.82

Respectfully submitted,



David Stonitsch,
Sales Representative for the Sutphen Corp.
Sutphen Corporation

SUTPHEN CORPORATION

6450 Eiterman Road | Dublin, OH 43016 | 1-800-848-5860

**OCEAN CITY-WRIGHT FIREFIGHTERS PENSION TRUST FUND
BUDGET OF ADMINISTRATIVE EXPENSES FY 2018-2019**

PROFESSIONAL SERVICES

ACCOUNTING	\$0
ACTUARIAL-Foster & Foster	\$30,000
ADMINISTRATION	\$5,000
CUSTODIAN- Salem Trust	\$7,000
CONSULTING- AndCo	\$18,000
INVESTMENT MANAGEMENT- Bowen & Haynes	\$52,000
LEGAL-Klausner, Kaufman, Jensen & Levinson	\$15,000
MISCELLANEOUS	\$5,000
TOTAL PROFESSIONAL SERVICES	\$132,000

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 \$144,000

PREPARED BY: Jennifer Benedict

**APPROVED BY THE PENSION BOARD OF TRUSTEES AT THE REGULAR
QUARTERLY MEETING HELD AUGUST 28, 2018**

CHAIRMAN

Main - OCEAN CITY-WRIGHT FIRE CONTROL

System Number: 321.000

Status: Active

General Information

> Items in bold are required fields

Co Asset No	2069A	Description	PORTABLE RADIO 800MHZ
Location		G/L Asset Acct No	2010
Class	RA	G/L Accum Acct No	2015
Purchase Order No		G/L Expense Acct No	
Vendor/Mfg	MACOM	Mfg Serial No	9232160
User Field 1	P5150	Custodian	
User Field 3		User Field 2	
User Field 5		User Field 4	
Warranty Date	MM/DD/YYYY	Acquisition Date	07/17/2009

Book Information

Acquisition Date: 07/17/2009

Acquired by: Purchase

		Internal					
Property Type		P					
Placed-in-Service Date		07/17/2009					
Acquisition Value	\$0.00	\$2,846.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation Method		SL					
Estimated Life		07 yrs 00 mos					
ADS Life		N/A					
Business Use %	0.00	100.00	0.00	0.00	0.00	0.00	0.00
179 Deduction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
168 Allowance %	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salvage Value	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Investment Tax Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beginning Date		MM/YYYY					
Beginning YTD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beginning Accum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation Calculations							
Current Through Date		09/2017					
168 Allowance Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current YTD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Accum	\$0.00	\$2,846.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Book Value	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Period Close Date		09/2017					
Period Close YTD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Period Close Accum	\$0.00	\$2,846.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Main - OCEAN CITY-WRIGHT FIRE CONTROL

System Number: 320.000

Status: Active

General Information

> Items in bold are required fields

Co Asset No	2099	Description	PORTABLE RADIO 800MHZ
Location	2014 SUTPHEN ENGINE	G/L Asset Acct No	2010
Class	RA	G/L Accum Acct No	2015
Purchase Order No		G/L Expense Acct No	
Vendor/Mfg	MACOM	Mfg Serial No	9232159
User Field 1	P5100	Custodian	
User Field 3		User Field 2	LID #
User Field 5		User Field 4	
Warranty Date	MM/DD/YYYY	Acquisition Date	07/17/2009

Book Information

Acquisition Date: 07/17/2009

Acquired by: Purchase

		Internal					
Property Type		P					
Placed-in-Service Date		07/17/2009					
Acquisition Value	\$0.00	\$2,846.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation Method		SL					
Estimated Life		07 yrs 00 mos					
ADS Life		N/A					
Business Use %	0.00	100.00	0.00	0.00	0.00	0.00	0.00
179 Deduction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
168 Allowance %	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salvage Value	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Investment Tax Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beginning Date		MM/YYYY					
Beginning YTD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beginning Accum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Depreciation Calculations							
Current Through Date		09/2017					
168 Allowance Amount	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current YTD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Current Accum	\$0.00	\$2,846.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Book Value	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Period Close Date		09/2017					
Period Close YTD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Period Close Accum	\$0.00	\$2,846.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00