

OCEAN CITY-WRIGHT BOARD OF FIRE COMMISSIONERS

December 6, 2018

MEETING AGENDA

5:30 P.M.

TRAINING ROOM---OCEAN CITY-WRIGHT FIRE DEPARTMENT

Open to the Public

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Swearing-in of Commissioners- Judge Ketchel**
- 4. Approve Agenda**
- 5. Presentation by Kevin Lochter of Corporate Benefits**
- 6. Approval of the October 31, 2018 Special Meeting Minutes**
- 7. Approval of the November 1, 2018 Regular Meeting Minutes**
- 8. Public Comments**
- 9. Acceptance of the October 31, 2018 Financials**
- 10. Business:**
 - A. Discuss Insurance Plans**
 - B. Discuss & Approve Architect Agreement**
 - C. Discussion of Leasing of Station 1**
 - D. Approve 2019 Commissioner Meeting Day & Time**
 - i. Exception is January 9, 2019 as approved October 4, 2018**
 - E. Request for Executive Session concerning Legal matters**
- 11. Discussion**
 - A. Final update of Annexation Information Request from City of Fort Walton Beach**
 - B. Status of Old Station 1**
- 12. Adjournment**

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Special Meeting Agenda RFQ 18-Q01 Minutes
October 31, 2018

The special meeting of the Ocean City-Wright Board of Fire Commissioners was called to order by Chairman John Johnston at 1:00 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, Edward Tras; Commissioner, Robert Jankowski; Secretary Treasurer, Donna Lambert; Fire Chief, Billy Lord; Deputy Chief, Scott Funchess; Attorney Jeff McInnis;

Presentations

Presentations for Procurement of Architectural Services Under Continuing Architectural Services Contract.

JDF Architects – 1:00pm

Townes + Associates – 1:30pm

Discussion

This is a request for qualifications. Jeff McInnis passed out tabulation sheets for the commissioners to rank each presenter and the one with the most points will begin negotiations for a contract.

JDF Architects had the most points with 485 points, while Townes + Associates had 450 points.

MOTION: Commissioner Jankowski made the motion to rank the presenters in order of points for contract negotiations, making JDF Architects first for negotiations and Townes + Associates second.

SECOND: Secretary Treasurer Lambert

DISCUSSION: None

VOTE: Unanimously Approved

ADJOURNMENT

Being no further business, the Ocean City-Wright Fire Control District Board of Fire Commissioners adjourned their special meeting at 2:04 p.m.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Regular Meeting Minutes
November 1, 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, Scott Funchess; Finance Administrator, Jennifer Benedict; Attorney, Matt Ausley; Absent: Attorney, Jeff McInnis

Approval of Agenda

MOTION: Secretary Treasurer Lambert made the motion to approve the agenda.
SECOND: Commissioner Tras
DISCUSSION: Commissioner Jankowski asked to amend the agenda adding Item D. to new business, Fire Chief Salary. Sec/Treasurer Lambert amended her motion and Commissioner Tras seconded.
VOTE: Unanimously Approved

Approval of the October 4, 2018 Regular Meeting Minutes

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

Public Comments

None.

Amendment of September 30, 2018 Budget

MOTION: Commissioner Jankowski made the motion to approve the amended Budget.
SECOND: Commissioner Tras
DISCUSSION: None
VOTE: Unanimously Approved

Acceptance of the September 30, 2018 Financials

MOTION: Vice-Chairman Brown made the motion to approve the financials.
SECOND: Secretary/Treasurer Lambert
DISCUSSION: Commissioner Jankowski had questions about line items 50 & 47
VOTE: Unanimously Approved

Awards Presentation

Life Saving awards were presented to Firefighter Jones & Captain Garcia. Medals of Gallantry were presented to Firefighter Harris & Captain Cooper. Both awards were presented from an event at a structure fire on September 1, 2018.

Business

New Truck Purchase- Mini Pumper

Chief Lord requested permission to use HGAC buy contract, approval of proposal from KME for the Mini-pumper iao \$224,630, and to use Impact Fees to pay for the purchase.

- MOTION: Vice-Chairman Brown made the motion to use HGAC buy contract, approval of proposal from KME for the Mini-pumper iao \$224,630, and to use Impact Fees to pay for the purchase
- SECOND: Commissioner Tras
- DISCUSSION: None.
- VOTE: Unanimously Approved

Homeland Security Grant

Chief Lord asked the board to approve the Homeland Security Grant for the MARC Unit iao \$85,000.

- MOTION: Vice-Chairman Brown make the motion to approve the MARC Unit Grant.
- SECOND: Commissioner Jankowski
- DISCUSSION: None
- VOTE: Unanimously Approved

Proposed Leasing of Bays @ 2 Racetrack RD

Chief Lord advised the Board that Centerline Associates would like to rent the 3 Engine bays at the old station. He requested permission to work with Attorney McInnis on the lease details.

- MOTION: Vice-Chairman Brown made the motion to approve Centerline Associates to lease the bays and Chief Lord to work with Attorney McInnis on the lease details.
- SECOND: Secretary/Treasurer Lambert
- DISCUSSION: None
- VOTE: Unanimously Approved

Fire Chief Pay

Commissioner Jankowski advised the board to consider a 4% increase in salary for the Fire Chief, since he was not included in the previous month's approval. He wants it retroactive to October 4, 2018.

- MOTION: Commissioner Jankowski made the motion to give the Fire Chief a 4% pay increase effective October 4, 2018 and to make future changes as a motion of the Board.
- SECOND: Vice-Chairman Brown
- DISCUSSION: None
- VOTE: Unanimously Approved

DISCUSSION

Status of Annexation Information Request from City of Fort Walton Beach

Meeting scheduled previously was canceled due to the Hurricane Michael. A new meeting has been scheduled for November 7, 2018.

Status of Old Station 1

No change at this time.

Commissioner Jankowski

Chairman Johnston presented Commissioner Jankowski with a plaque thanking him for his 12 years of service to the District & its citizens

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.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
INCOME STATEMENT
FOR THE ONE MONTH ENDING OCTOBER 31, 2018

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
	REVENUES				
1	COUNTY TAXES - OCW	1,004.55	6,293,393.00	1,004.55	6,292,388.45
2	INTEREST EARNED	274.59	8,000.00	274.59	7,725.41
3	FEDERAL GRANT REVENUE	0.00	386,616.00	0.00	386,616.00
4	STATE INCENTIVE	0.00	5,000.00	0.00	5,000.00
5	CONTRACTS REVENUE	0.00	38,000.00	0.00	38,000.00
6	INSPECTION FEES	150.00	1,500.00	150.00	1,350.00
7	PLAN REVIEW FEES	5,821.36	8,500.00	5,821.36	2,678.64
8	IMPACT FEE REVENUE	16,837.04	0.00	16,837.04	(16,837.04)
9	STATE RETIREMENT CONTRIBUTION	0.00	275,000.00	0.00	275,000.00
10	OTHER FINANCING SOURCES	0.00	490,000.00	0.00	490,000.00
11					
12	TOTAL REVENUES	24,087.54	7,506,009.00	24,087.54	7,481,921.46
13					
14	EXPENSES				
15	WAGES	222,176.04	2,874,800.00	222,176.04	2,652,623.96
16	FICA - EMPLOYERS PORTION	16,169.72	220,000.00	16,169.72	203,830.28
17	MEDICAL INSURANCE - ER PORTION	33,458.77	621,480.00	33,458.77	588,021.23
18	DENTAL INSURANCE - ER PORTION	724.32	23,520.00	724.32	22,795.68
19	NRS RETIREMENT	4,010.22	34,000.00	4,010.22	29,989.78
20	STATE CONTRIBUTION EXPENSE	0.00	275,000.00	0.00	275,000.00
21	RETIREMENT - ER PORTION	100,681.90	1,021,530.00	100,681.90	920,848.10
22	NON SECTION 175 RETIREMENT	1,015.92	10,000.00	1,015.92	8,984.08
23	LIFE INSURANCE - ER	1,543.38	24,000.00	1,543.38	22,456.62
24	WORKERS COMP	9,228.84	137,600.00	9,228.84	128,371.16
25	VEHICLE & LIABILITY INSURANCE	7,641.64	95,000.00	7,641.64	87,358.36
26	WATER & SEWER	565.30	6,300.00	565.30	5,734.70
27	TELEPHONE	1,198.46	12,360.00	1,198.46	11,161.54
28	ELECTRIC	2,973.78	30,900.00	2,973.78	27,926.22
29	NATURAL GAS	200.03	3,090.00	200.03	2,889.97
30	REFUSE COLLECTION	313.77	3,606.00	313.77	3,292.23
31	BUNKER GEAR	4,702.78	30,000.00	4,702.78	25,297.22
32	OTHER MINOR EQUIP & SUPPLIES	759.38	57,300.00	759.38	56,540.62
33	ALS EXPENSES	0.00	9,900.00	0.00	9,900.00
34	GRANT EXPENSE	0.00	15,000.00	0.00	15,000.00
35	UNIFORMS	0.00	15,000.00	0.00	15,000.00
36	ADMINISTRATIVE SUPPLIES	161.78	5,000.00	161.78	4,838.22
37	COMPUTER EXPENSES	1,710.72	21,450.00	1,710.72	19,739.28
38	M & R EQUIPMENT	793.95	37,100.00	793.95	36,306.05
39	M & R BUILDING	1,387.00	34,250.00	1,387.00	32,863.00
40	BUILDING SUPPLIES	165.32	8,000.00	165.32	7,834.68
41	M & R VEHICLE	11,849.80	80,000.00	11,849.80	68,150.20
42	FUEL & OIL	6,451.89	45,000.00	6,451.89	38,548.11
43	HAZMAT DUES	8,750.00	9,000.00	8,750.00	250.00
44	REIMBURSABLE GRANT EXPENSE	0.00	133,500.00	0.00	133,500.00
45	TRAINING	3,364.00	87,000.00	3,364.00	83,636.00
46	FIRE PREVENTION	0.00	5,000.00	0.00	5,000.00
47	PUBLIC OUTREACH	0.00	7,000.00	0.00	7,000.00
48	ADVERTISING	0.00	2,500.00	0.00	2,500.00
49	PROFESSIONAL SERVICES CONTRACT	5,443.65	125,500.00	5,443.65	120,056.35

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
 INCOME STATEMENT
 FOR THE ONE MONTH ENDING OCTOBER 31, 2018

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
50	PROPERTY APPRAISER	5,959.25	92,000.00	5,959.25	86,040.75
51	TAX COLLECTOR	0.00	125,868.00	0.00	125,868.00
52	MISC MEDICAL	101.00	13,000.00	101.00	12,899.00
53	MISCELLANEOUS	786.04	3,000.00	786.04	2,213.96
54	POSTAGE & SHIPPING	7.15	1,500.00	7.15	1,492.85
55	PUBLICATIONS	0.00	5,000.00	0.00	5,000.00
56	DUES & MEETING EXPENSE	4,515.93	9,700.00	4,515.93	5,184.07
57	ACCREDITATION	0.00	20,800.00	0.00	20,800.00
58	CENTRAL DISPATCH	486.00	6,500.00	486.00	6,014.00
59	VEHICLE/APPARATUS EXPENSE	0.00	727,500.00	0.00	727,500.00
60	GENERAL FUND	0.00	5,000.00	0.00	5,000.00
61	EQUIPMENT	0.00	214,455.00	0.00	214,455.00
62	LOAN INTEREST EXPENSE	0.00	116,063.00	0.00	116,063.00
63	STATION ARCHITECT	0.00	30,000.00	0.00	30,000.00
64	LOAN PAYABLE- PRINCIPAL	0.00	348,937.00	0.00	348,937.00
65	IMPROVEMENTS	0.00	41,000.00	0.00	41,000.00
66					
67	TOTAL EXPENSES	459,297.73	7,881,009.00	459,297.73	7,421,711.27
68					
69					
70	NET INCOME (LOSS)	(435,210.19)	(375,000.00)	(435,210.19)	60,210.19