

OCEAN CITY-WRIGHT BOARD OF FIRE COMMISSIONERS

January 9, 2019

MEETING AGENDA

5:00 P.M.

TRAINING ROOM---OCEAN CITY-WRIGHT FIRE DEPARTMENT

Open to the Public

- 1. Call to Order by Fire Chief**
- 2. Board Organization**
- 3. Pledge of Allegiance**
- 4. Approve Agenda**
- 5. Approval of the December 6, 2018 Regular Meeting Minutes**
- 6. Approval of the December 20, 2018 Executive Session Minutes**
- 7. Public Comments**
- 8. Acceptance of the November 30, 2018 Financials**
- 9. Business:**
 - A. Appointment of Committee Members**
 - i. Personnel & Finance**
 - ii. Facilities & Equipment**
 - B. Approve Actual FY 2017-18 Pension Plan Expenses**
- 10. Discussion**
 - A. Status of Old Station 1**
- 11. Presentations**
- 12. Adjournment**

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Regular Meeting Minutes
December 6, 2018

Call to Order

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

Swearing-in of Commissioners

Judge Terrance Ketchel administered the Oath of Office for returning Commissioners John Johnston and Edward Tras, as well as new Commissioner John "Bosco" Bostick.

Roll Call

PRESENT: Chairman, John Johnston; Vice-Chairman, Aaron Brown; Secretary Treasurer, Donna Lambert; Commissioner, Edward Tras; Commissioner, John Bostick; Fire Chief, Billy Lord; Finance Administrator, Jennifer Benedict; Attorney, Attorney, Jeff McInnis

Approval of Agenda

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

Presentation by Kevin Lochter-Corporate Benefits

Kevin Lochter presented the board with the upcoming calendar year employee medical benefits. He explained the 3 options that the employees will have to choose from.

Approval of the October 31, 2018 Special Meeting Minutes

MOTION: Secretary-Treasurer Lambert made the motion to approve the 10/31/2018 Special Meeting Minutes.
SECOND: Commissioner Tras
DISCUSSION: None.
VOTE: Unanimously Approved

Approval of the November 1, 2018 Regular Meeting Minutes

MOTION: Commissioner Tras made the motion to approve the 11/1/2018 Regular meeting minutes.
SECOND: Secretary-Treasurer Lambert
DISCUSSION: None
VOTE: Unanimously Approved

Public Comments

None.

Acceptance of the October 31, 2018 Financials

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

Business

Discuss Insurance Plans

Chief Lord asked the board to consider offering the employees and HRA account/debit card to go with the higher deductible insurance plan that will be offered. He suggested the board consider a maximum balance that an employee can have to be capped at the max out-of-pocket, in-network deductible. Chief Lord asked permission to open and HRA checking account for funding of the HRA Plan Debit Cards.

MOTION: Vice-Chairman Brown made the motion to contribute \$2,000 for employee only and \$4,000 to multi-enrollment, to be capped at the maximum "in-network" out of pocket amount based on coverage selection, approve all 3 plans, and to open an HRA checking account to fund the HRA Cards.
SECOND: Commissioner Tras
DISCUSSION: None.
VOTE: Unanimously Approved

Discuss and Approve Architect Agreement

Attorney McInnis presented the board with the agreement with JDF Architecture.

MOTION: Vice-Chairman Brown make the motion to approve the Agreement.
SECOND: Secretary-Treasurer Lambert
DISCUSSION: None
VOTE: Unanimously Approved

Proposed Leasing of Bays @ 2 Racetrack RD

Chief Lord advised the Board that we deny the request for the lease due to the exemption of property taxes as a government entity.

Approve 2019 Meeting Days and Time

In October, the board voted to change the January 3, 2019 meeting to January 9, 2019 @ 5:00p.m. July 4 is the first Thursday in July, therefore the board moved this meeting to July 10 @ 5:00p.m. All other months will continue to be the first Thursday of the month at 5:30 p.m.

MOTION: Vice-Chairman Brown made the motion to approve all dates as discussed and the regular schedule.
SECOND: Commissioner Tras
DISCUSSION: None
VOTE: Unanimously Approved

Request for Executive Session concerning Legal matters

Attorney McInnis advised the board that an executive session would need to be authorized and scheduled. This will be a special meeting, open to the public prior to the closing for the executive session. A court reporter will be present to transcribe the meeting. He asked for permission that he and Chief Lord make the date and advise the board.

MOTION: Vice-Chairman Brown made the motion to allow Chief Lord & Attorney McInnis to plan the meeting for the executive session.
SECOND: Secretary-Treasurer Lambert
DISCUSSION: None
VOTE: Unanimously Approved

DISCUSSION

Final update of Annexation Information Request from City of Fort Walton Beach

Meeting scheduled had on November 7, 2018. The city is aware of the errors they have made and will be issuing a check to us for the taxes on the annexed properties. We expect the check after the first of the year.

Status of Old Station 1

Chief Lord provided a list of people who have looked at the property.

ADJOURNMENT

Being no further business, the Ocean City-Wright Fire Control District Board of Fire Commissioners adjourned their regular meeting at 6:14 p.m.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Special Meeting Minutes
December 20, 2018

The special meeting of the Ocean City-Wright Board of Fire Commissioners was called to order by Chairman John Johnston at 4:00 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; Secretary-Treasurer, Donna Lambert; Commissioner, Edward Tras; Attorney, Jeff McInnis; Fire Chief, Billy Lord; Absent: Commissioner John Bostick

Approval of Agenda

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

Board Recessed into Executive Session at 4:02pm

Board Reconvened in Public Session at 4:04pm

Ratification of Authority

MOTION: Vice-Chairman Brown make the motion to ratify the authority for Chief Lord to approve the settlement of Case: CA000559 without the use of district funds.
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 4:10 p.m.

John Johnston
Chairman

Donna Lambert
Secretary-Treasurer

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
 INCOME STATEMENT
 FOR THE TWO MONTHS ENDING NOVEMBER 30, 2018

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
	REVENUES				
1	COUNTY TAXES - OCW	150,904.96	6,293,393.00	151,909.51	6,141,483.49
2	INTEREST EARNED	192.30	8,000.00	466.89	7,533.11
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	175.00	1,500.00	325.00	1,175.00
7	PLAN REVIEW FEES	1,042.24	8,500.00	6,863.60	1,636.40
8	IMPACT FEE REVENUE	1,701.60	0.00	18,538.64	(18,538.64)
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	154,016.10	7,506,009.00	178,103.64	7,327,905.36
13					
14	EXPENSES				
15	WAGES	216,659.86	2,874,800.00	438,835.90	2,435,964.10
16	FICA - EMPLOYERS PORTION	16,244.57	220,000.00	32,414.29	187,585.71
17	MEDICAL INSURANCE - ER PORTION	39,649.62	621,480.00	73,108.39	548,371.61
18	DENTAL INSURANCE - ER PORTION	2,151.19	23,520.00	2,875.51	20,644.49
19	NRS RETIREMENT	2,266.90	34,000.00	6,277.12	27,722.88
20	STATE CONTRIBUTION EXPENSE	0.00	275,000.00	0.00	275,000.00
21	RETIREMENT - ER PORTION	72,547.39	1,021,530.00	173,229.29	848,300.71
22	NON SECTION 175 RETIREMENT	677.28	10,000.00	1,693.20	8,306.80
23	LIFE INSURANCE - ER	1,617.64	24,000.00	3,161.02	20,838.98
24	WORKERS COMP	9,348.83	137,600.00	18,577.67	119,022.33
25	VEHICLE & LIABILITY INSURANCE	8,466.20	95,000.00	16,107.84	78,892.16
26	WATER & SEWER	569.44	6,300.00	1,134.74	5,165.26
27	TELEPHONE	1,303.05	12,360.00	2,501.51	9,858.49
28	ELECTRIC	2,143.57	30,900.00	5,117.35	25,782.65
29	NATURAL GAS	201.39	3,090.00	401.42	2,688.58
30	REFUSE COLLECTION	312.90	3,606.00	626.67	2,979.33
31	BUNKER GEAR	0.00	30,000.00	4,702.78	25,297.22
32	OTHER MINOR EQUIP & SUPPLIES	2,777.84	57,300.00	3,537.22	53,762.78
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	1,566.98	15,000.00	1,566.98	13,433.02
36	ADMINISTRATIVE SUPPLIES	355.40	5,000.00	517.18	4,482.82
37	COMPUTER EXPENSES	1,482.73	21,450.00	3,193.45	18,256.55
38	M & R EQUIPMENT	780.45	37,100.00	1,574.40	35,525.60
39	M & R BUILDING	2,115.21	34,250.00	3,502.21	30,747.79
40	BUILDING SUPPLIES	1,398.24	8,000.00	1,563.56	6,436.44
41	M & R VEHICLE	9,552.13	80,000.00	21,401.93	58,598.07
42	FUEL & OIL	2,737.91	45,000.00	9,189.80	35,810.20
43	HAZMAT DUES	0.00	9,000.00	8,750.00	250.00
44	REIMBURSABLE GRANT EXPENSE	0.00	133,500.00	0.00	133,500.00
45	TRAINING	1,448.48	87,000.00	4,812.48	82,187.52
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	143.10	2,500.00	143.10	2,356.90
49	PROFESSIONAL SERVICES CONTRACT	4,858.90	125,500.00	10,302.55	115,197.45

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
 INCOME STATEMENT
 FOR THE TWO MONTHS ENDING NOVEMBER 30, 2018

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
50	PROPERTY APPRAISER	5,959.25	92,000.00	11,918.50	80,081.50
51	TAX COLLECTOR	3,230.49	125,868.00	3,230.49	122,637.51
52	MISC MEDICAL	166.00	13,000.00	267.00	12,733.00
53	MISCELLANEOUS	762.75	3,000.00	1,548.79	1,451.21
54	POSTAGE & SHIPPING	39.18	1,500.00	46.33	1,453.67
55	PUBLICATIONS	0.00	5,000.00	0.00	5,000.00
56	DUES & MEETING EXPENSE	1,673.15	9,700.00	6,189.08	3,510.92
57	ACCREDITATION	0.00	20,800.00	0.00	20,800.00
58	CENTRAL DISPATCH	486.00	6,500.00	972.00	5,528.00
59	VEHICLE/APPARATUS EXPENSE	491,729.70	727,500.00	491,729.70	235,770.30
60	GENERAL FUND	191.57	5,000.00	191.57	4,808.43
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	907,615.29	7,881,009.00	1,366,913.02	6,514,095.98
68					
69					
70	NET INCOME (LOSS)	(753,599.19)	(375,000.00)	(1,188,809.38)	813,809.38

OCWFCD FIREFIGHTERS PENSION TRUST FUND
Income Statement
For the Twelve Months Ending September 30, 2018

	Current Month		Year to Date	
Revenues				
EMPLOYEE CONTRIBUTION	\$ 153,260.00	0.00	\$ 153,260.00	0.00
EMPLOYER CONTRIBUTION	911,984.00	0.00	911,984.00	0.00
STATE CONTRIBUTION	242,853.00	0.00	242,853.00	0.00
NET CHANGE IN FAIR VALUE	1,285,539.00	0.00	1,285,539.00	0.00
DIVIDEND AND INTEREST INCOME	<u>218,348.00</u>	0.00	<u>218,348.00</u>	0.00
Total Revenues	<u>2,811,984.00</u>	0.00	<u>2,811,984.00</u>	0.00
Cost of Sales	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Total Cost of Sales	<u>0.00</u>	0.00	<u>0.00</u>	0.00
Gross Profit	<u>2,811,984.00</u>	0.00	<u>2,811,984.00</u>	0.00
Expenses				
BENEFITS PAID	931,758.00	0.00	931,758.00	0.00
ACCOUNTING EXPENSES	<u>158,335.00</u>	0.00	<u>158,335.00</u>	0.00
Total Expenses	<u>1,090,093.00</u>	0.00	<u>1,090,093.00</u>	0.00
Net Income	<u>\$ 1,721,891.00</u>	0.00	<u>\$ 1,721,891.00</u>	0.00