

OCEAN CITY-WRIGHT BOARD OF FIRE COMMISSIONERS

February 6, 2020

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. Awards**
- 4. Approve Agenda**
- 5. Approval of the January 2, 2020 Regular Meeting Minutes**
- 6. Public Comments**
- 7. Acceptance of the December 31, 2019 Financials**
- 8. Business:**
 - A. Kevin Bethea -Realty House**
 - B. Amendment to Station 1 RE Contract**
 - C. Approve Contract Extension- JDF Architecture**
 - D. Approve Task Order #1**
 - E. Approve Resolution 2020-01 -Cost Recovery Fee Schedule**
 - F. Approve Trustee- Pension Board**
 - G. Fire Marshal**
- 9. State of the District**
- 10. Discussion**
 - A. NWFSC/UWF Fire Station Partnership Update**
 - B. Traffic light Update**
- 11. Adjournment**

Ocean City-Wright Fire Control District
Board of Fire Commissioners
Regular Meeting Minutes
January 2, 2020

Call to Order

The regular meeting of the Ocean City-Wright Board of Fire Commissioners was called to order by Chief Bundrick at 5:30 P.M. in the training room of the Ocean City-Wright Fire Department.

Board Organization

Chief Bundrick asked for nominations for Chairman. Chairman Brown nominated Edward Tras. No other nominations for Chairman were made.

New Chairman

MOTION: Aaron Brown made the motion for Edward Tras to be Chairman.
SECOND: Commissioner Johnston
DISCUSSION: None
VOTE: Unanimous

Vice-Chairman

Commissioner Johnston nominated Aaron Brown to be Vice-Chairman.

MOTION: Commissioner Johnston made the motion for Aaron Brown as Vice-Chairman.
SECOND: Commissioner Bostick
DISCUSSION: None
VOTE: Unanimous

Secretary/Treasurer

MOTION: Commissioner Johnston made the motion for John Bostick to be Secretary/Treasurer.
SECOND: Commissioner Brown
DISCUSSION: None
VOTE: Unanimous

Pledge of Allegiance

Roll Call

PRESENT: Aaron Brown; John Johnston, Edward Tras, John "Bosco"; Fire Chief, Billy Lord; Deputy Chief, Mark Bundrick; Attorney Jeff McInnis; Finance Administrator, Jennifer Benedict; Absent: Commissioner, Donna Lambert

Awards

Chief Bundrick presented awards for service, Officer & Paramedic of the year.

Approval of Agenda

MOTION: Vice-Chairman Brown made the motion to approve the agenda.
SECOND: Secretary-Treasurer Bostick
DISCUSSION: None
VOTE: Unanimously Approved

Approval of the December 5, 2019 Regular Meeting Minutes

MOTION: Commissioner Johnston made the motion to approve the minutes.
SECOND: Secretary-Treasurer Bostick
DISCUSSION: None
VOTE: Unanimously Approved

Public Comments

None.

Acceptance of November 30, 2019 Financials

MOTION: Secretary-Treasurer Bostick made the motion to accept the November 30, 2019 Financials.
SECOND: Vice-Chairman Brown
DISCUSSION: None
VOTE: Unanimous

Business

A. Appointment of Committee Members by Chairman

- i. Personnel & Finance – Secretary-Treasurer Bostick
- ii. Facilities & Equipment – Commissioner Johnston

DISCUSSION

NWFSC/UWF Fire Station Partnership Update

Chief Bundrick provided update.

Traffic Light Update

Commissioner Johnston provided update

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.

Edward Tras
Chairman

John Bostick
Secretary-Treasurer


OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
INCOME STATEMENT
FOR THE THREE MONTHS ENDING DECEMBER 31, 2019

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
	REVENUES				
1	COUNTY TAXES - OCW	1,471,794.62	6,699,863.00	1,752,777.96	4,947,085.04
2	INTEREST EARNED	3,502.07	40,000.00	8,164.95	31,835.05
3	MISCELLANEOUS INCOME	262.16	5,000.00	3,628.27	1,371.73
4	FEDERAL GRANT REVENUE	0.00	662,582.00	0.00	662,582.00
5	CONTRACTS REVENUE	0.00	1,015,323.00	0.00	1,015,323.00
6	INSPECTION FEES	100.00	1,000.00	300.00	700.00
7	PLAN REVIEW FEES	1,893.96	9,000.00	5,569.78	3,430.22
8	IMPACT FEE REVENUE	7,628.92	0.00	22,381.72	(22,381.72)
9	STATE RETIREMENT CONTRIBUTION	0.00	275,000.00	0.00	275,000.00
10					
11	TOTAL REVENUES	1,485,181.73	8,707,768.00	1,792,822.68	6,914,945.32
12					
13	EXPENSES				
14	WAGES	280,170.76	3,778,578.00	791,538.62	2,987,039.38
15	FICA - EMPLOYERS PORTION	21,092.08	289,062.00	59,088.01	229,973.99
16	MEDICAL INSURANCE	37,020.44	630,000.00	59,222.98	570,777.02
17	DENTAL INSURANCE	1,677.10	26,800.00	5,400.00	21,400.00
18	LIFE INSURANCE	1,432.40	24,200.00	4,511.13	19,688.87
19	NRS RETIREMENT	3,356.65	54,500.00	11,104.16	43,395.84
20	STATE CONTRIBUTION EXP	0.00	275,000.00	0.00	275,000.00
21	RETIREMENT - ER PORTION	99,366.09	1,292,002.00	310,304.03	981,697.97
22	WORKERS COMP	11,627.25	150,000.00	35,041.75	114,958.25
23	VEHICLE & LIABILITY INSURANCE	11,602.46	135,000.00	34,807.60	100,192.40
24	WATER & SEWER	729.34	7,700.00	2,079.38	5,620.62
25	TELEPHONE	719.42	18,000.00	2,819.03	15,180.97
26	ELECTRIC	2,385.08	32,000.00	9,227.21	22,772.79
27	NATURAL GAS	511.66	4,500.00	937.29	3,562.71
28	REFUSE COLLECTION	349.13	6,000.00	1,151.67	4,848.33
29	BUNKER GEAR	9,136.75	50,000.00	10,457.87	39,542.13
30	OTHER MINOR EQUIP & SUPPLIES	915.48	35,000.00	3,720.83	31,279.17
31	ALS EXPENDITURES	510.00	17,710.00	80.20	17,629.80
32	GRANT EXP-MATCHING	11,947.20	126,627.00	114,448.80	12,178.20
33	UNIFORMS	5,049.14	25,000.00	10,839.12	14,160.88
34	ADMINISTRATIVE SUPPLIES	667.61	8,000.00	1,081.67	6,918.33
35	COMPUTER EXPENDITURES	2,541.36	27,450.00	6,593.75	20,856.25
36	M & R EQUIPMENT	1,244.89	37,500.00	2,323.94	35,176.06
37	M & R BUILDING	1,033.85	33,500.00	4,220.11	29,279.89
38	BUILDING SUPPLIES	609.21	12,000.00	1,765.11	10,234.89
39	M & R VEHICLE	10,785.27	150,000.00	39,053.78	110,946.22
40	FUEL & OIL	8,124.73	60,000.00	15,997.43	44,002.57
41	HAZMAT DUES	0.00	8,750.00	8,750.00	0.00
42	REIMBURSABLE GRANT EXP-MARC	0.00	125,500.00	0.00	125,500.00
43	ASSISTANCE TO FF'S GRANT-SCBA	0.00	250,000.00	247,177.65	2,822.35
44	TRAINING	1,901.32	110,400.00	8,909.43	101,490.57
45	FIRE PREVENTION	0.00	6,000.00	1,961.76	4,038.24
46	PUBLIC OUTREACH	0.00	6,800.00	0.00	6,800.00
47	ADVERTISING	20.67	2,500.00	20.67	2,479.33
48	PROFESSIONAL SERVICES CONTRACT	668.50	77,500.00	3,230.00	74,270.00

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
INCOME STATEMENT
FOR THE THREE MONTHS ENDING DECEMBER 31, 2019

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
49	PROPERTY APPRAISER	7,068.85	98,000.00	21,206.53	76,793.47
50	TAX COLLECTOR	29,603.95	133,998.00	35,223.61	98,774.39
51	MISC MEDICAL	1,380.12	16,900.00	3,622.02	13,277.98
52	MISCELLANEOUS	1,193.98	6,000.00	2,534.73	3,465.27
53	POSTAGE & SHIPPING	445.18	1,500.00	1,117.46	382.54
54	PUBLICATIONS	39.95	5,000.00	39.95	4,960.05
55	DUES & MEETING EXPENSE	513.00	11,500.00	6,799.00	4,701.00
56	CENTRAL DISPATCH	657.00	8,500.00	1,962.00	6,538.00
57	VEHICLE/APPARATUS EXP	0.00	40,000.00	587.75	39,412.25
58	GENERAL FUND	0.00	5,000.00	0.00	5,000.00
59	EQUIPMENT	908.20	191,208.00	2,603.20	188,604.80
60	DEBT PAYMENTS-INTEREST	0.00	109,553.00	0.00	109,553.00
61	STATION ARCHITECT	0.00	50,000.00	0.00	50,000.00
62	DEBT PAYMENTS-PRINCIPAL	0.00	180,447.00	0.00	180,447.00
63	IMPROVEMENTS	0.00	106,500.00	0.00	106,500.00
64					
65	TOTAL EXPENSES	569,006.07	8,857,685.00	1,883,561.23	6,974,123.77
66					
67	NET INCOME (LOSS)	916,175.66	(149,917.00)	(90,738.55)	(59,178.45)

FIRST AMENDMENT TO COMMERCIAL CONTRACT




THIS FIRST AMENDMENT TO COMMERCIAL CONTRACT (this "Amendment") is made effective the 20th~~17th~~ day of January 2020, by and between **Ocean City-Wright Fire Control District** ("Seller"), and **Doug Wilson and/or affiliated entity of Doug Wilson** ("Buyer"), which parties acknowledge the following facts:


- A. Effective December 6, 2019, Seller and Buyer entered into that certain Commercial Contract (the "Contract") with respect to property located at 2 Racetrack Road NE, Fort Walton Beach, Florida as set forth in the Contract (the "Property").
- B. The parties desire to amend the Contract in accordance with the terms of this Amendment.

NOW, THEREFORE, in consideration of the mutual covenants and Contracts of the parties, each to the other, the parties agree as follows:

1. The foregoing recitals are true and correct and incorporated herein by this reference. All terms defined in the Contract shall have the same meaning when used in this Amendment.



2. Section 7(b) of the Contract is revised by amending the Due Diligence Period. The Due Diligence Period is hereby extended for an additional ~~90~~ 30 days and the Due Diligence Period shall expire on ~~April 19~~ February 19, 2020.



3. Section 4(a) of the Contract is revised by amending the Closing Date. The Closing Date is hereby extended and the Closing shall occur on or before ~~May 19~~ March 10, 2020.

4. Other than as modified and amended by this Amendment, all other provisions of the Contract shall remain of full force and effect and unmodified. In the case of any conflicts between the terms of the Contract and this Amendment, the terms of this Amendment shall control.

5. This Amendment may be executed in multiple counterparts that, together, shall constitute the entirety of this Amendment. This Amendment may be executed and delivered by email, or may be accomplished by electronic signature using DocuSign or other similar technology, which email or electronic signature shall constitute a binding and valid execution thereof.


IN WITNESS WHEREOF, Seller and Buyer have executed this Amendment as of the date set forth above.

[SIGNATURES COMMENCE ON FOLLOWING PAGE]

[SELLER SIGNATURE PAGE TO FIRST AMENDMENT TO COMMERCIAL CONTRACT]

SELLER:

Ocean City-Wright Fire Control District

By: 

Printed Name: Edward Tras

Title: Chairman

[SIGNATURES CONTINUE ON FOLLOWING PAGE]

[BUYER SIGNATURE PAGE TO FIRST AMENDMENT TO COMMERCIAL CONTRACT]

BUYER:

Doug Wilson and/or affiliated entity of Doug Wilson

By:  _____ (SEAL)
~~Doug Wilson~~

CONTRACT EXTENSION AGREEMENT

THIS AGREEMENT is entered into effective the 6th day of December 2019 by and between **THE OCEAN CITY WRIGHT FIRE CONTROL DISTRICT**, a public and governmental body existing under and by virtue of the laws of the State of Florida, with a business address of 233 Racetrack Road NE, Fort Walton Beach, Florida, 32547 (hereinafter referred to as the “OWNER”) and **JDF ARCHITECTURE, LLC**, a Florida limited liability company, with a business address of 201 Hollywood Boulevard NE, Fort Walton Beach, Florida 32548 (hereinafter referred to as the “CONSULTANT”).

WITNESSETH:

WHEREAS, the parties did enter into a Continuing Contract for Architectural Services on December 6, 2018 (the “CONTRACT”).

WHEREAS, the CONTRACT provides under section 5.2 for extension of the term by mutual agreement of the parties for up to two (2) consecutive additional one (1) year periods.

WHEREAS, the parties desire to extend and renew the CONTRACT.

NOW, THEREFORE, the parties, intending to be legally bound, do hereby extend and renew the terms and conditions of the CONTRACT as follows:

1. The term of the CONTRACT shall be renewed and extended for a term beginning on December 6, 2019 and shall remain in effect for one (1) year ending on December 5, 2020 unless terminated sooner or further extended by mutual agreement of the parties in writing.

2. Except as expressly modified herein, all of the remaining terms and conditions of the original CONTRACT shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Contract Extension Agreement to be executed on the dates set forth below to be effective for all purposes as of the date first above written.

WITNESSES:

OCEAN CITY WRIGHT FIRE CONTROL DISTRICT, a public and governmental body existing under and by virtue of the laws of the State of Florida

Print name: _____

By: _____
Edward Tras, Chairman

Print name: _____

Date: _____

JDF ARCHITECTURE, LLC, a Florida limited liability company

Print name: _____

By: _____
Jason D. Floyd, Manager

Print name: _____

Date: _____

STATE OF FLORIDA
COUNTY OF OKALOOSA

Before me, the undersigned authority, the foregoing instrument was acknowledged and subscribed by means of [] physical presence or [] online notarization, this ___ day of February 2020 by EDWARD TRAS as Chairman of the Board of Commissioners of the Ocean City-Wright Fire Control District, a public and governmental body existing under and by virtue of the laws of the State of Florida, on behalf of the District, who is [] personally known to me or [] produced _____ as identification.

Name: _____
Notary Public State of Florida
(SEAL)

STATE OF FLORIDA
COUNTY OF OKALOOSA

Before me, the undersigned authority, the foregoing instrument was acknowledged and subscribed by means of [] physical presence or [] online notarization, this ___ day of _____ 2020 by JASON D. FLOYD as Manager of JDF ARCHITECTURE, LLC, a Florida limited liability company, who is [] personally known to me or [] produced _____ as identification.

Name: _____
Notary Public State of Florida
(SEAL)



TASK ORDER

**Professional Architectural Services
Ocean City – Wright Fire Control District**

Date: February 06, 2020

Task Order No. 1
JDF Architecture Project # 2001

JDF Architecture, LLC, a Florida Limited Liability Company (hereinafter "CONSULTANT") agrees to perform and complete the following services (hereinafter "Services") for the **Ocean City-Wright Fire Control District** (hereinafter "OWNER"), in accordance with the terms and conditions of the Agreement for Professional Architectural Services, dated December 06, 2019, all of which terms and conditions are incorporated herein by reference.

- 1. Task Location: Project located at Station #3, 24 Oak Street, Fort Walton Beach, FL
- 2. Task Name: Station #3 Truck Bay Replacement
- 3. Task Description/Scope of Services: Demolish and install new concrete truck bay floor.
- 4. Compensation: \$ 4,500.00
- 5. Schedule: 4 weeks
- 6. Deliverables: Construction Plans and Details
- 7. Other Considerations:

Accepted by:

Accepted by:

OCEAN CITY-WRIGHT
FIRE CONTROL DISTRICT

JDF ARCHITECTURE, LLC

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

ATTEST:

ATTEST:

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

RESOLUTION NO. 2020-01

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT

A RESOLUTION ADOPTING A COST RECOVERY FEE SCHEDULE FOR THE OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT PURSUANT TO POLICY NO. OCW 5.1; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Ocean City-Wright Fire Control District Board of Fire Commissioners established a cost recovery fee system under Policy No. OCW 5.1 which policy provides for the setting of a fee schedule by the Board of Fire Commissioners, and;

WHEREAS, the Ocean City-Wright Fire Control District Board of Fire Commissioners has determined that the current Cost Recovery Fee Schedule, originally established under Resolution 96-1, should be replaced with the labor and equipment rates set forth in this resolution in order to provide adequate compensation based upon current costs and expenses for the delivery of district services being rendered.

NOW, THEREFORE, be it resolved by the Board of Fire Commissioners of the Ocean City-Wright Fire Control District, that the Fee Schedule under Policy No. OCW 5.1, shall be as follows:

1. The Cost Recovery Fees for labor shall be those set forth on Exhibit "A" attached hereto and made a part hereof.
2. The Cost Recovery Fees for equipment use shall be those set forth as in the Department of Homeland Security, Federal Emergency Management Agency (FEMA) Schedule of Equipment Rates with an effective date of August 15, 2019, as may be revised and re-issued by FEMA from time to time.
3. This Cost Recovery Fee Schedule shall take effect immediately upon the adoption of the Resolution.

ADOPTED IN REGULAR SESSION _____ day of _____ 2020.

OCEAN CITY WRIGHT FIRE CONTROL DISTRICT, a public and governmental body existing under and by virtue of the laws of the State of Florida

ATTEST:

By: _____
John Bosco, Secretary

By: _____
Edward Tras, Chairman

EXHIBIT A

COST RECOVERY FEES HOURLY LABOR RATES SCHEDULE

Fire Captain	\$17.00 per hour
Fire Engineer	\$15.00 per hour
Firefighter	\$12.25 per hour
Inspection Captain	\$19.50 per hour
Inspection Lieutenant	\$16.00 per hour
Paramedic	add \$2.65 per hour
EMT	add \$0.50 per hour