

OCEAN CITY-WRIGHT BOARD OF FIRE COMMISSIONERS

July 2, 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 June 4, 2020 Regular Meeting Minutes**
- 6. Public Comments**
- 7. Acceptance of the May 31, 2020 Financials**
- 8. Business:**
 - A. Set Tentative & Final Budget Hearing Dates (9/3 & 9/17/2020)**
 - B. Review Preliminary 2020-21 Budget**
 - C. Discuss & Approve Preliminary Millage Rate for DR-420**
- 9. Discussion**
 - A. Station 1 Roof**
 - B. NWFSC/UWF Fire Station Partnership Update**
 - C. Traffic light Update**
- 10. Adjournment**

Ocean City-Wright Fire Control District
Board of Fire Commissioners'
Regular Meeting Minutes
June 4, 2020

Call to Order

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

Pledge of Allegiance

Roll Call

PRESENT: Donna Lambert, John Johnston, Edward Tras, John "Bosco" Bostick; Fire Chief, Mark Bundrick; Deputy Chief, Jeff Wagner; Attorney Jeff McInnis; and Finance Administrator, Jennifer Benedict.

ABSENT: Aaron Brown

Approval of Agenda

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

Approval of the May 7, 2020 Regular Meeting Minutes

MOTION: Commissioner Johnston made the motion to approve the May 7, 2020 Regular Meeting Minutes.
SECOND: Commissioner Lambert
DISCUSSION: None
VOTE: Unanimously Approved

Public Comments

None.

Acceptance of April 30, 2020 Financials

MOTION: Commissioner Lambert made the motion to accept the April 30, 2020 Financials.
SECOND: Secretary-Treasurer Bostick
DISCUSSION: None
VOTE: Unanimous

Business

A. Approval of Audit FYE 2019

Chad Branson with Carr, Riggs and Ingram presented the audit results for FYE 2019.

MOTION: Secretary-Treasurer Bostick made the motion to approve the Audit results for FYE 2019.
SECOND: Commissioner Lambert
DISCUSSION: None
VOTE: Unanimously Approved

B. Bid Results for Station 3 Bay Floor

MOTION: Commissioner Johnston made the motion to approve the Bid results for the one bid received from GC Construction.
SECOND: Secretary-Treasurer Bostick
DISCUSSION: None.
VOTE: Unanimously Approved

C. Approval of Construction Contract – Station 3 Bay Floor

MOTION: Commissioner Lambert made the motion to approve the Contract with GC Construction for Station 3 Bay Floor
SECOND: Secretary-Treasurer Bostick
DISCUSSION: None.
VOTE: Unanimously Approved

D. Disposals

MOTION: Secretary-Treasurer Bostick made the motion to approve of disposals for two Toughbook Laptops in service from 2009.
SECOND: Commissioner Lambert
DISCUSSION: None.
VOTE: Unanimously Approved

DISCUSSION

Station 1 Roof

Chief Bundrick advised that Lord & Son would be paying for and helping have the roof fixed, as it was installed incorrectly. The original vendor refused to make the repairs.

NWFSC/UWF Fire Station Partnership Update

Chief Bundrick stated no updates available.

Traffic Light Update

Commissioner Johnston stated no updates available.

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.

Edward Tras
Chairman

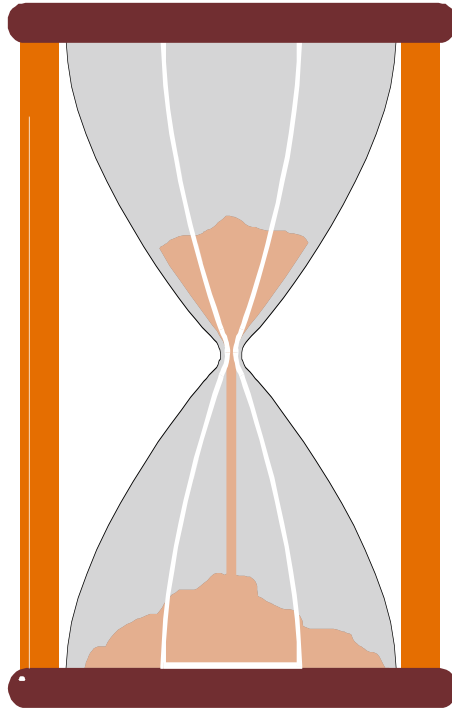
John Bostick
Secretary-Treasurer

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
INCOME STATEMENT
FOR THE EIGHT MONTHS ENDING MAY 31, 2020

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
	REVENUES				
1	COUNTY TAXES - OCW	102,288.40	6,699,863.00	6,589,672.29	110,190.71
2	INTEREST EARNED	7,378.81	40,000.00	47,061.39	(7,061.39)
3	MISCELLANEOUS INCOME	0.00	5,000.00	3,852.81	1,147.19
4	FEDERAL GRANT REVENUE	0.00	662,582.00	408,699.10	253,882.90
5	STATE INCENTIVE	0.00	0.00	2,878.39	(2,878.39)
6	CONTRACTS REVENUE	0.00	1,015,323.00	510,747.44	504,575.56
7	INSPECTION FEES	100.00	1,000.00	375.00	625.00
8	PLAN REVIEW FEES	2,034.53	9,000.00	16,481.03	(7,481.03)
9	IMPACT FEE REVENUE	510.48	0.00	36,952.95	(36,952.95)
10	STATE RETIREMENT CONTRIBUTION	0.00	275,000.00	0.00	275,000.00
11	OTHER FINANCING SOURCES	1,143.85	0.00	1,143.85	(1,143.85)
12					
13	TOTAL REVENUES	113,456.07	8,707,768.00	7,617,864.25	1,089,903.75
14					
15					
16	EXPENSES				
17	WAGES	369,480.83	3,778,578.00	2,214,194.72	1,564,383.28
18	FICA - EMPLOYERS PORTION	27,557.92	289,062.00	164,929.70	124,132.30
19	MEDICAL INSURANCE	41,673.45	630,000.00	360,736.31	269,263.69
20	DENTAL INSURANCE	2,144.10	26,800.00	14,173.10	12,626.90
21	LIFE INSURANCE	3,233.84	24,200.00	13,590.90	10,609.10
22	NRS RETIREMENT	1,644.32	54,500.00	29,653.01	24,846.99
23	STATE CONTRIBUTION EXP	0.00	275,000.00	0.00	275,000.00
24	RETIREMENT - ER PORTION	78,398.61	1,292,002.00	802,302.60	489,699.40
25	WORKERS COMP	11,627.25	150,000.00	99,306.00	50,694.00
26	VEHICLE & LIABILITY INSURANCE	11,451.15	135,000.00	92,987.67	42,012.33
27	WATER & SEWER	566.35	7,700.00	5,919.52	1,780.48
28	TELEPHONE	1,484.20	18,000.00	10,713.52	7,286.48
29	ELECTRIC	2,564.26	32,000.00	21,125.69	10,874.31
30	NATURAL GAS	171.46	4,500.00	2,239.68	2,260.32
31	REFUSE COLLECTION	404.82	6,000.00	3,682.53	2,317.47
32	BUNKER GEAR	6,068.46	50,000.00	24,269.89	25,730.11
33	OTHER MINOR EQUIP & SUPPLIES	1,421.28	35,000.00	18,297.04	16,702.96
34	ALS EXPENDITURES	799.99	17,710.00	6,700.19	11,009.81
35	GRANT EXP-MATCHING	0.00	126,627.00	114,448.80	12,178.20
36	UNIFORMS	1,583.30	25,000.00	15,943.74	9,056.26
37	ADMINISTRATIVE SUPPLIES	87.32	8,000.00	1,688.39	6,311.61
38	COMPUTER EXPENDITURES	3,101.50	27,450.00	28,782.82	(1,332.82)
39	M & R EQUIPMENT	820.55	37,500.00	18,605.53	18,894.47
40	M & R BUILDING	2,693.91	33,500.00	15,692.56	17,807.44
41	BUILDING SUPPLIES	457.51	12,000.00	7,811.89	4,188.11
42	M & R VEHICLE	7,488.00	150,000.00	79,997.94	70,002.06
43	FUEL & OIL	2,831.73	60,000.00	36,266.86	23,733.14
44	HAZMAT DUES	0.00	8,750.00	8,750.00	0.00
45	REIMBURSABLE GRANT EXP-MARC	0.00	125,500.00	0.00	125,500.00
46	ASSISTANCE TO FF'S GRANT-SCBA	0.00	250,000.00	247,177.65	2,822.35
47	TRAINING	1,685.99	110,400.00	26,753.00	83,647.00
48	FIRE PREVENTION	0.00	6,000.00	2,107.73	3,892.27

OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
INCOME STATEMENT
FOR THE EIGHT MONTHS ENDING MAY 31, 2020

	DESCRIPTION	CURRENT MONTH	ADOPTED BUDGET	YTD ACTIVITY	REMAINING BUDGET
49	PUBLIC OUTREACH	0.00	6,800.00	0.00	6,800.00
50	ADVERTISING	25.38	2,500.00	1,345.18	1,154.82
51	PROFESSIONAL SERVICES CONTRACT	890.50	77,500.00	27,558.00	49,942.00
52	PROPERTY APPRAISER	7,068.84	98,000.00	56,550.75	41,449.25
53	TAX COLLECTOR	2,045.77	133,998.00	131,967.18	2,030.82
54	MISC MEDICAL	214.53	16,900.00	7,530.77	9,369.23
55	MISCELLANEOUS	221.26	6,000.00	4,892.46	1,107.54
56	POSTAGE & SHIPPING	32.15	1,500.00	578.71	921.29
57	PUBLICATIONS	0.00	5,000.00	841.69	4,158.31
58	DUES & MEETING EXPENSE	0.00	11,500.00	7,696.92	3,803.08
59	CENTRAL DISPATCH	612.00	8,500.00	5,193.00	3,307.00
60	VEHICLE/APPARATUS EXP	4.99	40,000.00	37,155.23	2,844.77
61	GENERAL FUND	0.00	5,000.00	0.00	5,000.00
62	EQUIPMENT	0.00	191,208.00	48,237.08	142,970.92
63	DEBT PAYMENTS-INTEREST	0.00	109,553.00	103,676.90	5,876.10
64	STATION ARCHITECT	4,500.00	50,000.00	4,500.00	45,500.00
65	DEBT PAYMENTS-PRINCIPAL	0.00	180,447.00	657,381.10	(476,934.10)
66	IMPROVEMENTS	0.00	106,500.00	0.00	106,500.00
67	GAIN OR LOSS ON DISPOSAL ASSET	0.00	0.00	(398,299.20)	398,299.20
68					
69	TOTAL EXPENSES	597,057.52	8,857,685.00	5,185,654.75	3,672,030.25
70					
71					
72	NET INCOME (LOSS)	(483,601.45)	(149,917.00)	2,432,209.50	(2,582,126.50)



OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT

2020-2021 BUDGET TIMETABLE

- 1. Tentative Budget Hearing – Thursday, September 3, 2020 at 5:01 P.M.**
- 2. Regular Commissioner Meeting – Thursday, September 3, 2020
Following the Tentative Budget Hearing.**
- 3. Final Budget Hearing – Thursday, September 17, 2020 at 5:01 P.M.**

**OCEAN CITY-WRIGHT FIRE CONTROL DISTRICT
2020/2021 BUDGET WORKSHEET DOCUMENTATION**

PERSONNEL

WAGES 7210-7213	\$3,778,578.00	
FICA ER PORTION 7220	\$289,062.00	
HEALTH INSURANCE 7230	\$630,000.00	
DENTAL INSURANCE 7231	\$26,800.00	
LIFE INSURANCE 7240	\$24,200.00	
NRS RETIREMENT	\$54,500.00	
175 RETIREMENT-State of Florida Contributions 7234	\$275,000.00	
175 RETIREMENT-District Contributions 7235	\$1,303,000.00	\$6,381,140

INSURANCE

WORKMANS COMPENSATION-BASED ON PAYROLL @ .05/\$ 7305	\$150,000.00	
VEHICLE & LIABILITY POLICIES 7312	\$150,000.00	\$300,000

UTILITIES

WATER & SEWER 7405	\$9,000.00	
CABLE & TELEPHONE 7410	\$19,000.00	
ELECTRICITY 7415	\$33,600.00	
NATURAL GAS 7405	\$4,725.00	
REFUSE COLLECTION 7425	\$5,000.00	\$71,325

TRAINING

ADVANCED FIRE CERTIFICATION CLASSES 7705.17	\$6,000.00	
CONTINUING EDUCATION-MEDICAL/FIRE 7705.18	\$12,400.00	
DEPARTMENT LEADERSHIP TRAINING 7705.12	\$6,825.00	
FINANCE-CGFO, CONTINUING ED & CONFERENCES 7705.15	\$4,000.00	
FIRE CHIEF CONFERENCE 7705.12	\$4,000.00	
FIRE PREVENTION & INSPECTIONS TRAINING 7705.13	\$5,750.00	
HAZMAT TRAINING 7705.19	\$5,000.00	
HR-CONTINUING ED & CONFERENCES 7705.15	\$3,000.00	
HR-EMPLOYEE & MANAGEMENT TRAINING 7705.22	\$2,400.00	
TRT TRAINING 7705.20	\$10,000.00	
MARC TRAINING 7705.21	\$3,000.00	
MEDICAL CHIEF TRAINING (TECC & MED CONF.) 7705.14	\$3,600.00	

TRAINING (con't)

MISCELLANEOUS 7705	\$5,000.00	
PARAMEDIC CLASS-3 7705.10	\$25,000.00	
TARGET SOLUTIONS 7705	\$6,500.00	
UNION CONTRACT-EDUCATION & TRAINING 7705.11	\$14,000.00	\$116,475

FIRE PREVENTION**PUBLIC OUTREACH**

FIRE PREVENTION EDUCATION, FLYERS & GIVEAWAYS 7711	\$12,300.00	\$12,300
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MAINTENANCE & REPAIR**M & R EQUIPMENT**

BREATHING AIR CERTIFICATION CONTRACT 7605	\$1,000.00	
CARDIAC MONITOR WARRANTY AGREEMENT 7605	\$10,000.00	
INSTRUMENT CALIBRATION 7605	\$1,500.00	
SCBA MAINTENANCE 7605	\$4,500.00	
TRAFFIC CONTROL MAINTENANCE AGREEMENT 7605	\$2,500.00	
MISCELLANEOUS REPAIRS 7605	\$2,500.00	
ANNUAL LADDER CERTIFICATION 7605	\$2,500.00	
EMERGENCY GEN SV.CONTRACT STA 1,2,3 7605	\$1,400.00	
COPY MACHINE SERV CONTRACT 7605	\$2,000.00	
AIR COMPRESSOR MAINTENANCE 7605	\$4,000.00	
FIRE EXTINGUISHER SERVICE 7605	\$1,000.00	
ANNUAL BUNKER GEAR INSPECTION 7605	\$2,000.00	
MARC UNIT MAINTENANCE AGREEMENT (GRANT REIMBURSABLE) 7619	\$14,000.00	

M & R BUILDING

MISC EXPENSES 7610	\$25,000.00	
FIRE ALARM & EXTINGUISHER INSPECTIONS 7610	\$3,000.00	
ELEVATOR MAINTENANCE 7610	\$1,500.00	
BAY DOOR MAINTANCE 7610	\$4,000.00	

M & R VEHICLE

MAINTAIN VEHICLES/APPARATUS 7615	\$150,000.00	\$232,400
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PROFESSIONAL SERVICES CONTRACTS

ACCOUNTING CONTRACT 7720	\$20,000.00	
BANK FEES	\$1,200.00	
ATTORNEY COSTS 7720	\$50,000.00	\$71,200

SUPPLIES

ADMINISTRATIVE SUPPLIES
BUILDING SUPPLIES
POSTAGE
UNIFORMS
FUEL & OIL

ADMINISTRATIVE SUPPLIES 7521 \$10,000.00
BUILDING SUPPLIES 7614 \$16,000.00
POSTAGE & SHIPPING 7805 \$1,500.00
UNIFORMS 7515 \$25,000.00
FUEL & OIL 7616 \$60,000.00

\$112,500**MISCELLANEOUS**

COMPUTER SOFTWARE & UPGRADES

ACCOUNTING SOFTWARE ANNUAL FEE 7522 \$3,000.00
COMPUTER REPLACEMENTS & SERVER 8100/7522 \$20,000.00
EMERGENCY REPORTING 7522 \$6,750.00
MISC SOFTWARE OR EQUIPMENT 7522 \$2,500.00
STREETWISE PROGRAM 7522 \$1,800.00
ACTIVE 911 7522 \$1,000.00
COMPUTER MONITORING, REPAIR, EMAIL SERVICE & WEBSITE MAINTENANCE 7522 \$22,000.00

LEGAL ADVERTISING

FIXED ASSET SOFTWARE 8100 \$10,000.00
ADVERTISING 7715 \$2,500.00

MEDICAL

MISCELLANEOUS MEDICAL 7760 \$2,500.00
PHYSICALS 7760 \$11,400.00

MISCELLANEOUS CHARGES

IMMUNIZATIONS 7760 \$3,000.00

PUBLICATIONS

MISCELLANEOUS ITEMS 7800 \$6,000.00

DUES & MEETING EXPENSE

SUBSCRIPTIONS, PROFESSIONAL UPDATES, MAGAZINES, NFPA 7808 \$5,000.00
CHIEF OFFICER DUES, MEETING/CONFERENCE EXPENSES, FASD 7810 \$11,500.00
OCFRO DUES 7618 \$8,750.00

RADIO/DISPATCH SERVICES

RUN ASSIGNMENT CHANGES & MONTHLY HARRIS CHARGE 7905 \$8,000.00

GEN/CONTINGENCY FUND

HURRICANE, STORMS, MAJOR FIRES ETC 7920 \$5,000.00

GRANT MATCH 7511 \$15,000.00

\$145,700

PROPERTY APPRAISER

BASED ON APPRAISER'S BUDGET 7750 \$107,400.00

\$107,400

TAX COLLECTOR

BASED ON 2% OF TAXES COLLECTED FOR OCW 7755 \$143,073.00

\$143,073

EQUIPMENT

FIRE SERVICE EQUIPEMENT >\$1000

LTRT EQUIPMENT-TRIPOD 8100	\$5,000.00	
POLE BARN 8100	\$3,000.00	
FLOW TEST KITS 8100	\$12,000.00	
ZERO-TURN MOWER 8100	\$3,000.00	
HYDRA-RAM 8100	\$2,000.00	
AIR BAGS 8100	\$3,000.00	

OTHER MINOR EQUIPMENT <\$1000

OTHER MINOR EQUIPMENT OR SUPPLIES under \$1000 7508	\$35,000.00	
LTRT TOOLS & EQUIPMENT 7508	\$2,000.00	
BLS/ALS EQUIPMENT 7510	\$15,100.00	
BUNKER GEAR 7500	\$25,000.00	
CREEPERS 7508	\$800.00	
HOSE & NOZZLES 7508	\$11,500.00	
WALL MOUNT RACKS 7508	\$1,200.00	
BIKES 7508	\$2,800.00	
AIR BAGS/VALVES 7508	\$1,250.00	\$122,650

CAPITAL OUTLAY

VEHICLES

APPARATUS (TRUCK 2) 7910	\$800,000.00	
BATTALION VEHICLE 7910	\$50,000.00	\$850,000

DEBT SERVICE

APPARATUS

STATION ONE LOAN

ENGINE 1 LOAN 8201/8205	\$50,000.00	
STATION 1 LOAN PAYMENT 8201/8205	\$240,000.00	\$290,000

IMPROVEMENTS

ARCHITECT 8203	\$50,000.00	
STATION ONE EMERGENCY LIGHT POLE	\$200,000.00	\$250,000

TOTAL EXPENDITURES

\$9,206,163

ALL OTHER RESERVES

\$2,542,646

TOTAL EXPENDITURES & RESERVES

\$11,748,809

Preliminary Taxable Value	\$	2,738,220,471	
2019 Millage		0.00275	\$7,153,601
Other Government or Contract Revenue	\$	7,530,106	\$1,047,236
Investment Interest		95%	\$40,000
Plan Review & Inspection Fees		\$7,153,601	\$10,000
Grants & Donations			\$217,972
Section 175 Plan-State Contributions			\$275,000
Miscellaneous Revenue			\$5,000
Carry Forward and Reserves			\$3,000,000
			<u>\$11,748,809</u>
Budget Variance			(\$0)

Contract, Grants & Donations

Safer Grant Funds	\$133,972.00	
Marc Unit Funds	\$14,000.00	
AFG Grant	\$70,000.00	\$ 217,972
City of Mary Esther	\$1,015,235.90	
Estates @ Palm Bay	\$32,000.00	\$1,047,236