

DESTIN FIRE CONTROL DISTRICT
Regular meeting of the Board of Fire Commissioners
Main Station
848 Airport Road
Destin, Florida 32541

September 8, 2015

Minutes

Commissioners present: Tommy Green, Rick Moore, Jack Wilson, Bob Wagner,
and Mike Buckingham

Staff present: Chief Kevin Sasser, Division Chiefs Ron Gerdeman and
Joe D'Agostino, and Kathryn Wagner

Present: Dawn Stuntz

The meeting was called to order at 5:30 p.m. by Chairman Tommy Green.

Public Comments:

John Harvey of Kelly Plantation give the Board a handout from the Institute of Senior Professions which offer free public analysis. He stated the handout lists places they have done analysis for, including fire districts, 911s, and City of Destin. He stated he would recommend the Board approve a proposal to bring them in for an analysis.

Jack Wilson asked if this was the same company that worked with the Aliqua Animal Refugee. John Harvey stated that he was not sure.

John Harvey stated the Institute works for nonprofit or government agencies only and they are made up of retired executives and senior professionals. He further stated he thought the Board might want to add this to the agenda for discussion at the next meeting.

John Harvey stated he would like to recommend a strategic plan be done for both the District and Beach Safety and had a copy of North Bay's strategic plan. He further stated it would be good tool to use when going to outside meetings; it would outline when equipment would be replaced and how it would be done, how the District would go about getting grants. John Harvey stated FEMA has \$700,000,000 in grant money available for 2015-2016, \$335,000,000 for SAFER and \$335,000,000 for other grants. He further stated Mary Esther received \$25,000 for equipment and the small town in Maryland he is from received \$300,000 for a fire truck. John Harvey stated December 24, 2015 is the cutoff for applications.

Tommy Green asked if North Bay's strategic plan was done by the Institute of Senior Professionals. Chief Sasser stated the Institute did North Bay's strategic plan.

Tommy Green stated he appreciated Mr. Harvey's recommendation and would consider adding this to agenda for the next meeting. He further stated the District has done a 5 year strategic plan in the past. John Harvey stated he had a copy, but it needed to be updated.

Jack Wilson stated that 5 year plan evolved into how does the District could survive another year, but with the contract being re-negotiated it would be a great time to look at doing a new strategic plan.

Review of minutes:

The minutes for the regular meeting of August 11, 2015, budget workshop August 11, 2015, budget workshop August 25, 2015, and budget workshop September 1, 2015, were presented. Bob Wagner made a motion to approve the minutes. Rick Moore seconded.

Jack Wilson asked if there was any substance or follow up to the rescue of a citizen asked about in the regular meeting. Chief Sasser stated he did review the incident and addressed any concerns he had regarding it, however he found the individuals involved acted appropriately and the lifeguard on scene was a paramedic.

Kathryn Wagner stated she received an email stating the August 11, 2015 minutes should not be approved because public comments were not transcribed verbatim. She further stated we do not transcribe verbatim nor do we interrupt what someone says, we pull a comment, if comment is repeated we tend not to transcribe it again. Kathryn Wagner stated the email just came in this afternoon and she has not had time to research the issue, but would like the Board to be aware.

Jack Wilson asked if the public comment was misconstrued in some way. Kathryn Wagner stated the issue may be the comment was not complete.

Chief Sasser stated the larger issue is how the Board would like to address it. He stated currently the minutes are a summary of what occurs in the meetings while remaining neutral, but not transcribed verbatim, unless otherwise directed by the Board. He further stated transcribing minutes verbatim would require a significant amount of staff time which we do not have however, wanted to ensure we meet the Board's wishes.

Rick Moore stated since the meetings are recorded comments can always be referred back to.

Bob Wagner stated he was comfortable with the way the minutes were written and will keep his motion. Rick Moore seconded. The motion passed unanimously.

Review of the Financial Report:

Kathryn Wagner presented the financial report for August 31, 2015. She stated it was a quiet month with the fiscal year winding down. Kathryn Wagner directed the Board's attention to page 21 of the balance sheet where the District is now required to record the amount of unfunded liability to the pension fund in the amount of \$9,249,165. She stated this amount will change once a year after the Trust gets their actuarial valuation completed and the unfunded amount is determined.

Rick Moore asked what percentage is unfunded. Kathryn Wagner stated about 40%.

Kathryn Wagner reviewed the revenues over expenditures vs budget report stating we are eleven months through the year with most items in line and collecting the last few months of Beach Safety revenue. She stated later in the meeting budget adjustments will be presented to address the items that have gone over.

Bob Wagner made a motion to approve the financial statements for August 31, 2015. Jack Wilson seconded. The motion passed unanimously.

Old Business:

1. Request for Proposals- Auditing Services

Tommy Green stated this item was tabled from the last regular meeting until a full Board was present to make the decision.

Jack Wilson stated he has had relations with both Warren Averett and CRI. He stated an audit has two parts, one part the auditors does and pays for and one part the District does and pays for. He further stated the concern would be to spend an inordinate amount of time; we do not have, going through a change, developing new relationships trying to save a few thousand dollars while other important tasks do not get done. Jack Wilson stated his preference would be to negotiate with CRI and get their costs down. Jack Wilson made a motion to select Carr, Riggs, and Ingram and enter into negotiations.

Mike Buckingham stated he agreed with Jack Wilson's concern with the internal costs of changing auditors. Mike Buckingham seconded the motion.

Bob Wagner stated Kathryn Wagner does a great job, has everything in order and the District could save \$9,000 by selecting Warren Averett.

Rick Moore stated we need to approve a motion to negotiate with CRI. Rick Moore asked if this was just a proposal. Kathryn Wagner stated on page 30 of the RFP the District could negotiate compensation with the firm.

Tommy Green asked if the District would be in negotiations with CRI and not accepting their bid as is. Chief Sasser stated yes.

Tommy Green stated if CRI does not come back with an acceptable number we do not have to accept their bid.

Kathryn Wagner asked once negotiations are over does it need to come back to the Board for approval. Tommy Green stated yes.

Bob Wagner asked if this will delay the budget. Kathryn Wagner stated it will delay the audit.

Chief Sasser stated our audits are typically done a few months sooner than other districts in the area, a small delay should be fine.

Tommy Green calls for the vote. The motion passed unanimously.

2. Retirement Trust Education Policy- Position Statement

Kathryn Wagner stated the Trust did not vote on this item in their last meeting. She stated the Trust decided to review the current proposed policy of \$6,000 per Trustee and consider possibly a scaled system depending on financial experience.

Jack Wilson asked if it was a good time to give the Trust advice. Kathryn Wagner stated yes.

Chief Sasser stated the Trust did consider the Board's request to delay voting on the policy. He stated the item is on the agenda at the request of Jack Wilson who wanted for information on the policy.

Jack Wilson asked if we knew the objective of the Trust's education policy. He stated if the objective of the education policy is to make all the Trustees equal in their ability to question and manage the Pension Fund then \$6,000 and a 4 year term is not enough. He further stated perhaps the Trust would consider the role of the financially educated Trustees to be the question and manage the advisors while the role of the professional firefighters would be to feel comfortable the process is working and their retirement is being safeguarded.

Kathryn Wagner stated as an advisor to the Trust she could relay that information.

Jack Wilson asked if the Board is allowed to talk with the Trust. Kathryn Wagner stated yes.

Tommy Green suggested Jack Wilson contact the Trust and relay his thoughts on the education policy.

Chief Reports:

1. Beach Safety report

Joe D'Agostino stated staff has been downsized to 7 people on the beaches. He stated nothing out of the ordinary for the final Harbor 9 statistics and pointed out the most people recorded on the beaches for 2015.

Tommy Green asked if rescues on Crab Island were recorded on the Harbor 9 statistics. Joe D'Agostino stated if the rescue was done with Harbor 9 jet ski yes, if done with the boat no.

Rick Moore asked if the boat statistics will be done in the future. Chief Sasser stated the boat statistics are recorded and brought back to Station 9 however; in the future they can be combined and given to Joe D'Agostino to be included in his report.

Rick Moore asked the training requirements for lifeguards as well as the reoccurring training. Joe D'Agostino stated a 42 hour USLA training academy is required for all new hires and 16 hours of recurring training. He stated 40 hours of DOT first responder training is required for the medical side.

Tommy Green asked if we have the statistics for Crab Island rescues from the weekend. Chief Sasser stated not yet, but it was a busy weekend.

Chairman Tommy Green recessed the meeting at 6:01pm.

Chairman Tommy Green reconvened the meeting at 6:48pm.

2. Training report

Chief Sasser stated the guys got in 26 hours of training over a variety of subjects. He stated they also went out and did strategic plans.

3. Inspection report

Ron Gerdeman stated nothing new to report except preliminary plans were received for the second phase of Henderson Beach Resort.

Jack Wilson asked how many phases are in that development. Ron Gerdeman stated 4.

4. Response Change report

Chief Sasser stated we are maintaining above the 90th percentile at 91% with August being one the busier months. He stated the total for August 2015 is 302 responses with Zone 1 being the busiest.

5. Overtime report

Chief Sasser stated the month had few incidents relating to sick leave and 1 holdover.

New Business:

1. Yearend Budget Adjustments

Kathryn Wagner presented the yearend adjustments and stated we are not adding money to expenditures and we are not withdrawing any money from unassigned funds, but moving money to make up for overages. She stated for example, workman's comp billed the District additionally for the employees that voluntarily separated as well as some unforeseen repairs to the engine of Boat 9.

Rick Moore asked what type of repairs was made to the engine of Boat 9. Chief Sasser stated repairs were actually done to the fire pump and not the engine.

Jack Wilson made a motion to approve the September 30, 2015 yearend adjustments. Mike Buckingham seconded. The motion passed unanimously.

Next meeting:

Tommy Green reminded the Board the next regular meeting will be October 13, 2015, at 5:30 p.m.

Additional Upcoming Meetings:

Public Hearing: September 17, 2015 at 5:30pm

Adjournment:

With no additional business to be discussed, the meeting adjourned at 6:55 p.m.