

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

March 8, 2016

Minutes

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

Staff present: Chief Sasser, Division Chiefs Joe D'Agostino and Kathryn Wagner, and Allison Henderson

Staff absent: Division Chief Ron Gerdeman

Present: Dawn Stuntz

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

Public Comments:

None

Review of minutes:

The minutes for the regular meeting of February 9, 2016 were presented. Bob Wagner made a motion to approve the minutes. Rick Moore seconded. The motion passed unanimously.

Review of the Financial Report:

Kathryn Wagner presented the financial report for the period ended February 29, 2016. She stated the balance sheet showed a strong cash position and a request for proposal was sent out for CDs and would be presented at the next meeting. Kathryn Wagner stated she, Jack Wilson and Chief Sasser had met with Bruce Denton of the Florida Local Government Investment Trust and were impressed with the presentation. She stated funds will be transferred per discussions from the last meeting and stated a correction from the last meeting was the Florida Local Government Investment Trust is not associated with the failed government trust.

Jack Wilson asked if there was any fall back from the banks where the money is coming from. Kathryn Wagner stated no and stated she had a conversation with Trustmark Bank and was very satisfied with their service and will keep our general checking account with them. She further stated Trustmark was very cooperative.

Kathryn Wagner stated accounts receivables were high at \$137,000, due to the first billing to the TDC. She stated liabilities and equities were in line and adjusted according to monthly activity. She presented revenue over expenditures vs. budget stating another \$114,000 in ad valorem taxes was received this week leaving around 11.5% remaining to collect. She stated with 7 months remaining in our fiscal year our target percentage remaining for expenditures is 58.33%. She further stated it was a quiet month with the exception of dues and subscriptions, computer software and capital equipment which was approved at the last meeting for the fire boat.

Mike Buckingham asked when you expect the accounts receivables from the TDC to be collected. Kathryn Wagner stated normally 30 days.

Rick Moore made a motion to approve the financial statements for February 29, 2016. Mike Buckingham seconded. The motion passed unanimously.

Old Business:

1. Planning project (formally: Institute for Senior Professionals (ISP))

Chief Sasser stated he had spoken to Mr. Flint to get an update and was advised the ISP had two individuals excited about working with us and were canvassing their group to find two more since they would need four. He stated they anticipate a vote next week to accept our project and from there would be contacted to meet.

Jack Wilson asked if Chief Sasser would include him and John Harvey in that meeting. Chief Sasser stated absolutely that was his intention.

2. Response services at west-end of District

Chief Sasser stated Commissioner Buckingham was doing some research on this item. Mike Buckingham stated we are still waiting on bids.

Chief Reports:

1. Beach Safety report

Joe D'Agostino stated training was finished and they start on the beach Saturday.

Tommy Green asked if we did have a rescue today. Joe D'Agostino stated yes, an hour ago.

2. Training report

Chief Sasser stated 22 hours of training was done in the month of February and a total of 294 hours for done in 2015, which the NFPA requires 240 hours.

3. Inspection report

Chief Sasser stated he would answer any questions regarding the inspection report in the absence of Fire Marshal Ron Gerdeman.

4. Response Change report

Chief Sasser stated the fractile response time for February was 88%. He stated the change in the requirement to under 8 minutes has caused them to miss the 90% mark, but are striving to meet it again. He further stated zone 1 remains the hot zone.

5. Overtime report

Chief Sasser stated a correction was made to January's report and there was one 24 hour incident along with several half days for the month of February.

Rick Moore asked if we were in comp time. Chief Sasser stated yes, we hit comp in January.

Tommy Green stated before moving on to new business he wanted to let the Board know that about a month ago he got a call from the Chief of South Walton who wanted to have a meeting with their Chairman and him. He stated they meet about two or three weeks ago and discussed

some inter local items, one of which was the possibility of combining maintenance programs since they have a garage and a mechanic.

Tommy Green stated he told South Walton if they had any ideas to give us an outline and it would be presented to the Board.

New Business:

1. Public records policy and personnel

Chief Sasser presented a public records policy and stated the only change from the previous policy given to the Board to review was instead of responding within 72 hours, it was changed to 3 business days, which would allow for weekends when we are not here to respond. He stated this policy was put together from public records policies around the state; Okaloosa County, City of Pensacola, Clerk of Court, county courts in Jacksonville, Washington County Board of Commissioners and others trying to pull from a broad spectrum verifying what we are already doing and following State Statue.

Jack Wilson stated this policy references the Florida Statue who is the enabling legislation and asked who this applies to. He stated it says the requesters do not have to identify themselves. Dawn Stunz stated correct. Jack Wilson stated in the state of Florida there's a law about murder that applies to anyone in the state, a law about concealed carry that applies only to residents of the state of Florida and property tax laws that apply to anyone who owns property, so who does this law apply to, Syrian immigrants. Jack Wilson asked if we cannot ask for ID then how do you know this statue applies to them. Dawn Stunz stated the intent of the statue was to protect the rights of the public and it is a broad protection. She stated it applies to everyone and because they protect the rights of the public and the amenity of the public they don't have to identify themselves.

Rick Moore asked they don't stipulate who the public is. Dawn Stunz stated no, but requesters do not have to identify.

Jack Wilson stated he was not trying the thwart the intention of the statue, just trying to dial in exactly who has rights under these statues, and you are stating anybody, even if they are not a citizen of Florida or a citizen of the United States. Dawn Stunz stated she has not seen anything that addresses that or even brings it up, it just identifies the public as a body. Jack Wilson stated that point needs clarification and asked if Dawn Stunz could find out what that really means. Dawn Stunz stated yes.

Jack Wilson asked since the policy states public records will not take priority over other official duties of District's office personnel, how does one balance all the other duties with public records, especially since budget hearings are coming up and there is a lot of work to do. He stated unfortunately in this District, because we have cut everybody out, one person does administrative, human resources, IT, financials, and whatever else has to get done and is generally the custodian of records here. He further stated if you look at the growth in the number of requests the District could be forced into hiring someone and he would hope we are responding to a citizen of our district and not someone from Honduras.

Jack Wilson asked do the other things like preparing financial reports, hosting meetings and budget cycles, which are already scheduled and considered official duties, have priority because they were scheduled first. He stated his direction as a Commissioner, although it may not be

right, is to get your work done first and any hours left over satisfy as many of these requests as possible because we cannot have unidentified people interrupting the work of the department. He asked how do we balance it. Dawn Stunz stated it is a difficult balance and she does not know how Kathryn Wagner balances it, but she does a great job.

Jack Wilson stated he wanted the Commission to give Kathryn Wagner some guidance so that she has us with her in terms of the decisions she has to make. He stated because there is no state law requiring financials to be done in time for the Board to review them before a meeting or she has to get dates out in a reasonable time before our budget meetings, other than the notice period, what guidance as a Commission do we give to our Chief and our Assistant Chief on how we want them to deal with this stuff. He stated he would like help from legal counsel to determine the best way the Board can give guidance.

Tommy Green stated in the last meeting he had asked Chief to come up with some staffing options to meet the demands of this. He stated in 2014 we had 68 public records requests, in 2015 we had 120 and so far this year we have had 107, which means we are on line to do between 400 and 500 of them if it stays the same. He further stated if you take 15 minutes to do each one that works out to be about 125 hours; in order to meet the demands of the public and to keep this protocol we need to look at seeing if Ms. Allison can do it or hire someone to do the work which would be an additional cost to the District.

Bob Wagner stated the District has been following this policy already and does not see anything changing.

Jack Wilson asked if we track how quickly we respond to these requests and if our response is getting better or worse or staying the same. Kathryn Wagner stated response time was not tracked, but she does acknowledge each request within 24 hours with the exception of the weekend and will begin tracking how long it takes to fill a request.

Jack Wilson stated from a customer service standpoint, he would not want to see our response time degraded. Kathryn Wagner stated right now we are behind with approximately 25 requests sitting on her desk. Jack Wilson asked if that is more than we normally have. Kathryn Wagner stated yes. She stated over a week ago a member of the public was provided with estimates to fulfill multiple requests for records in certain six month periods, than the requestor cancelled the request. She stated we then received approximately 30 new requests for the same records but for only 3 months at a time and she felt this was to avoid the charges. Kathryn Wagner stated the timing of the requests and responsibilities of getting ready for meetings has put her behind and she could not say that the situation would not happen again.

Bob Wagner asked if there was a section in the policy that says if we determine they are trying to avoid charges we can still charge them. Kathryn Wagner stated yes on page 7.

Rick Moore asked what kind of information is being requested, is it something we are addressing this year or is it things that happened 5 years ago or 2 years ago. Kathryn Wagner stated all of the above.

Tommy Green stated in order to meet our own policy and state statues on a timely basis the District to going to have to hire someone or pay someone to do this.

Bob Wagner suggested adopting the policy and waiting to see if it helps with the number of requests then maybe next month we can bring up hiring someone.

Jack Wilson suggested we benchmark where we are right now as we know the pace we are on this year, we know we have a backlog of 25 requests, and let's look at it again in 30 days and if we are that far behind than we have to do something.

Bob Wagner made a motion to approve the public records policy. Rick Moore seconded. The motion passed unanimously.

2. Budget adjustments

Kathryn Wagner stated wages have been reduced since we had budgeted for additional personnel that did not come through and those funds are being transferred to other categories with shortfalls. She stated the first and most major category was legal expenditures which was originally budgeted at \$40,000 and is currently at just over \$44,000. She stated projecting forward is hard because we are at impasse with negotiations and we are also trying to continue negotiations. She stated adding \$67,500 should cover several different negotiation scenarios along with general counsel.

Kathryn Wagner stated advertisement would need to be increased due to multiple advertisements for negotiation meetings as well as adding a budgeted item for building improvements since we have had a capital expenditure for repair work to a garage door. She stated beach safety expenditures required several adjustments which are self-contained within the division.

Kathryn Wagner stated the last page of the budget adjustment report showed a net overage/shortage of \$0, so all adjustments within expenditures offset each other.

Jack Wilson asked if this was the first time we have made a budget adjustment without a real adjustment. Kathryn Wagner stated no, this is typical how it goes. She stated we do our best to budget as tight as we can, but when things happen we have to adjust and be tighter on other categories.

Jack Wilson made a motion to approve the budget adjustments. Rick Moore seconded. The motion passed unanimously.

3. Proposed dates for 2016 Budget Workshops

Chief Sasser stated this was on the agenda, but because the County and City have not set their dates yet he would like to carry this to the next meeting since we like to avoid as many of their dates as possible.

Next meeting:

Tommy Green reminded the Board that the next regular meeting will be April 12, 2016, at 5:30 p.m.

Adjournment:

With no additional business to be discussed, the meeting adjourned at 6:04 p.m.