

Destin Fire Control District

Agenda

Board of Fire Commissioners
848 Airport Road, Destin, Florida 32541
February 14, 2017, at 5:30 p.m.

This meeting is open to the public

- 1. Meeting called to order by the Chairman**
- 2. Public Comments**
- 3. Presentation for Approval - Health Insurance Coverage**
 - a. David E. Barton – Employee Benefit Solutions
- 4. Review of minutes:**
 - a. Regular meeting – January 10, 2017
- 5. Review of Financial Report:**
 - a. January 31, 2017
- 6. Old Business:**
 - a. Planning project
 - b. Public Information Coordinator
 - Agreement with Public Information Officer
 - c. Appointee to Firefighters' Retirement Trust Fund
 - d. Staff/Management wage increases
- 7. Chief Reports:**
 - a. Beach Safety Update
 - Donation to Destin Pool
 - b. Training Report
 - c. Inspection Report
 - d. Response Change Report
 - e. Overtime Report
- 8. New Business:**
 - a. Accounts Receivable
 - b. Resolution 17-02 – Commercial Refrigerator obsolete
- 9. Next Meeting:** Regular Meeting: March 14, 2017 at 5:30pm
- 10. Adjournment**

DESTIN FIRE CONTROL DISTRICT - Health Insurance Comparison
March 1, 2017

	Current Plan BCBS 5070/5071	Option BCBS Gold Plan 14054
Copay (PCP / Specialists / Virtual Visits / Preventive)	Ded	\$20 / \$50 / \$10 / \$0
(co-pays do not count toward meeting the deductible / co-pays count toward your out of pocket max)		
Deductible (In-Network)	\$3,500 / \$7,000 single coverage family coverage	\$1,500 / \$3,000 per person family
Deductible (Out-of-Network)	\$7,000 / \$14,000 single coverage family coverage	\$3,000 / \$6,000 per person family
Coinsurance (In-Network) (plan/member)	100% / 0%	80% / 20%
Coinsurance (Out-of-Network) (plan/member)	80% / 20%	50% / 50%
Out of Pocket Max (In-Network)	\$3,500 / \$7,000 single coverage family coverage	\$5,000 / \$10,000 per person family
Out of Pocket Max (Out-of-Network)	\$14,000 / \$28,000 single coverage family coverage	\$10,000 / \$20,000 per person family
(co-pays, co-insurance, deductibles and per occurrence deductibles (including pharmacy) count towards meeting the out-of-pock max)		
District funding (HRA account)	\$2,500 / \$5,000 single coverage family coverage	\$0
In-Network Co-pays for some services	Ded	\$50 / \$200 co-pay
In-Network coverage for some services	Ded	20% after Ded
<u>Prescription Drug Program - In-Network coverage</u>		
Tier 1 (condition care rx / all other generics)	Ded	\$4 / \$10
Tier 2 (condition care rx / all other preferred brand)	Ded	\$15 / \$30
Tier 3 (non-preferred brand)	Ded	\$50.00
Speciality (specialty rx from specialty pharmacy)	subject to shared cost	\$150.00
Oral Chemotherapy Drugs		\$10.00

Employee Cost	Yearly Cost	Increase (Decrease)	Yearly Cost	Increase (Decrease)
Employee Only	\$ -	\$ -	\$ -	\$ -
Employee/Spouse	\$ 775.02	\$ -	\$ 803.11	\$ 28.09
Employee/Child(ren)	\$ 481.94	\$ -	\$ 682.64	\$ 200.70
Family	\$ 1,241.03	\$ -	\$ 1,485.76	\$ 244.73
District Savings	\$ -		\$ (43,575)	

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

January 10, 2017

Minutes

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

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

Present: Dawn Stuntz

The meeting was called to order at 5:30 p.m. by Chairman Tommy Green. Chairman Green stated the meeting is being run under an amended agenda.

Election of Officers (Chairperson, Co-Chairperson, Secretary/Treasurer)

Commissioner Wagner made a motion to nominate Commissioner Moore as Chairperson, Commissioner Green as Co-Chairperson and Commissioner Wilson as Secretary/Treasurer. Commissioner Buckingham seconded. The motion passed unanimously.

Appointment of Employee Relations Commissioner

Chairman Moore appointed Commissioner Buckingham as Employee Relations Commissioner.

Public Comments:

Deborah Thurmon of Destin asked to clarify which employees the Employee Relations Commissioner applies to. Chief Sasser stated non-union employees.

Deborah Thurmon thanked the District for posting the meeting packet in advance of the meeting and asked if the missing meeting materials could also be posted. Kathryn Wagner stated the requirement is to post materials that are available prior to the meeting and they are posted as they are available. She stated if the Board would like to direct her to post past material they can, but it is not required. Deborah Thurmon stated public records are still outstanding and asked if the website package was the same as the commissioners' package. Kathryn Wagner stated the Commissioner's packet has an item under new business, request for proposals to purchase UTVs and ATVs since it was not available until late this afternoon. Deborah Thurmon stated there were no resumes or letters of interest for nominees to the firefighters' pension board. Chief Sasser stated he would update the Board when we get to that item on the agenda. Deborah Thurmon asked if questions can be posed at the end of the meeting. Chairman Moore stated no, that the public comment section is now and additional questions can be addressed with Chief Sasser or the Commissioners after the meeting.

Review of minutes:

The minutes for the regular meeting of December 13, 2016 were presented. Commissioner Wilson made a motion to approve the minutes of December 13, 2016. Commissioner Green

seconded. Commissioner Wagner questioned the direction of the Board to purchase video equipment; he thought they directed to get quotes. Allison Henderson verified the audio stated purchase. The motion passed unanimously.

Review of the Financial Report:

Kathryn Wagner stated the financial report for September 30, 2016 has been adjusted and the audit is well under way. Kathryn Wagner presented the financial report for December 31, 2016. Discussion regarding aging inspection collections occurred and Dawn Stuntz will bring back recommendations on how to proceed with collections at the next meeting. Discussion regarding the Junior Lifeguard Program Commissioner Wilson asked to have a subtotal of Junior Lifeguard expenses added to the financial statement. Further discussion occurred.

Commissioner Buckingham made a motion to approve the financial statements for December 31, 2016. Commissioner Wilson seconded. The motion passed unanimously.

Old Business:

1. Planning Project

Chief Sasser stated a more detailed plan is in the works, but nothing to report tonight.

2. Public Information Coordinator

Chief Sasser stated he and Commissioner Green recommend Tracy McCraw to be the Public Information Coordinator since he was familiar with the District and would help improve communication with the citizens. Chief Sasser stated the contract would cover the initial setup and 1 year then the duties would be covered in house by staff. Discussion occurred. Commissioner Green stated money was already in the budget under Commissioner's stipend that could cover that expense. Further discussion occurred.

Commissioner Green made a motion to approve creating a Public Information Coordinator contract at \$7,500 with Tracey McCraw. Mike Buckingham seconded. The motion passed 4 to 1 with Commissioner Wagner opposed. The Board directed Chief Sasser and Tracey McCraw to come back to the Board with a plan of what will be done.

3. Appointee to Firefighters' Retirement Trust Fund

Chief Sasser stated there are 2 individuals that have shown interest in the position and will provide the Board with further information prior to the next meeting. Discussion occurred.

Chief Reports:

1. Beach Safety report

Joe D'Agostino presented the Beach Safety report. General discussion occurred.

2. Training report

Chief Sasser presented the December training report. No discussion occurred.

3. Inspection report

Ron Gerdeman presented the Inspection report. General discussion occurred.

4. Response Change report

Chief Sasser presented the response change report and stated we finished the year with an 85% response time. He further stated we responded to 3,036 calls for the year and zone 1 remains the

busiest and the addition of another station would improve this. Page 27 of the report shows more fire rescue calls than strictly medical calls. Discussion occurred concerning the County's ability to provide us with data. Commissioner Wilson suggested we send a public records request each month for the data needed.

5. Overtime report

Chief Sasser presented the overtime report. Discussion occurred. Commissioner Wagner asked if light duty was in effect. Chief Sasser stated yes.

New Business:

1. Non-Emergency Responses

Commissioner Green recommended the District go back to responding to all non-emergency calls since the Union President complained to a news crew that the public was in danger. He further stated the recent election cycle was full of incorrect information. General discussion occurred. It was decided the public information coordinator would work on getting the correct information out to the public on how the District responds to emergency calls and the District will continue to gather data proving how well we help County EMS do their job.

2. Request for Proposals to purchase beach safety ATVs/UTV

Request for proposals were presented and K&M Cycles was the lowest bidder. General discussion occurred. Commissioner Wagner made a motion to approve the purchase of 1 UTV and 3 ATVs from K&M Cycle. Commissioner Wilson seconded. The motion passed unanimously.

3. Staff/Management wage increases

Commissioner Wagner proposed raises for management and Chief Sasser similar to recent union raises. Commissioner Wagner made motion to give management a 3% raise retroactive to October 1, 2016 and Chief Sasser a 6% raise retroactive to October 1, 2016. General discussion occurred. Commissioner Wilson expressed concern that management and Union were separated in 2015 and would like to know all the elements of compensation and benefits of management versus the collective bargaining agreement before giving raises. Commissioner Wagner stated in the collective bargaining agreement there is an article where the Union is to receive the same health insurance as management so they have been connected again. Further discussion occurred. The item was tabled until the next meeting.

Next meeting:

Chairman Moore reminded the Board that the next regular meeting will be February 14, 2017, at 5:30 p.m.

Adjournment:

With no additional business to be discussed, the meeting adjourned at 6:41p.m.

Destin Fire Control District**Balance Sheet**

As of January 31, 2017

	<u>January 2017</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty cash	\$ 100
Trustmark - checking	361,630
Trustmark - hra checking	19,513
Trustmark - impact fee	1,035,220
FLGIT - Day to Day Fund	1,501,859
FLGIT - Short Term Bond Fund	4,417,150
Total Checking/Savings	<u>7,335,472</u>
Accounts Receivable	
Accounts Receivable	65,259
Total Accounts Receivable	<u>65,259</u>
Other Current Assets	
Ed supplement receivable	3,431
Total Other Current Assets	<u>3,431</u>
Total Current Assets	<u>7,404,162</u>
Fixed Assets	
Land	278,555
Building	1,328,209
Building Improvements	1,407,985
Equipment - firefighting	315,967
Equipment - other	942,957
Equipment - station	331,023
Vehicles	2,660,458
Accumulated depreciation	(3,821,549)
Total Fixed Assets	<u>3,443,605</u>
Other Assets	
Prepaid expenses	127,657
Total Other Assets	<u>127,657</u>
Deferred outflows of resources from Pension Fund	<u>1,048,720</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u><u>\$ 12,024,144</u></u>

Destin Fire Control District
Balance Sheet
As of January 31, 2017

	<u>January 2017</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts payable	\$ 54,078
Other Current Liabilities	
Accrued wages payable	74,878
Accrued HRA Benefits	21,722
Prepaid Legal Services	312
Compensated absences-in 1 yr	142,171
Total Other Current Liabilities	<u>239,083</u>
Total Current Liabilities	293,161
Long Term Liabilities	
Compensated absences-more 1 yr	148,563
OPEB Liability	102,000
Retirement Trust Fund	9,331,980
Total Long Term Liabilities	<u>9,582,543</u>
Total Liabilities	<u>9,875,704</u>
Equity	
Nonspendable Fund	
Nonspendable - Investment General Fixed Assets Fund	3,443,605
Nonspendable - Prepaid Insurance Fund	127,657
Total Nonspendable Fund	<u>3,571,262</u>
Restricted Fund	
Restricted - Impact Fee Fund	1,070,259
Total Restricted Fund	<u>1,070,259</u>
Committed Fund	
Committed - Compensation Fund	50,000
Committed - Unemployment Fund	19,873
Total Committed Fund	<u>69,873</u>
Assigned Fund	
Assigned - Asset fund	2,981,313
Total Assigned Fund	<u>2,981,313</u>
Unassigned Fund	
Unassigned Fund	2,179,115
Provided for Retirement Trust Fund	(9,664,374)
Net Revenue over Expenditures	1,940,992
Total Unassigned Fund	<u>(5,544,267)</u>
Total Equity	<u>2,148,440</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 12,024,144</u></u>

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2016 - 2017 Fiscal Year

	Through 1/31/2017	Budget	Budget Remaining (Over)	% Remaining (Over)
Revenue				
Advalorem Tax				
Advalorem taxes	\$ 3,779,515	\$ 5,357,320	1,577,805	29.45%
Discounts (3.5%)	(151,652)	(187,506)	(35,854)	19.12%
Uncollected tax (1.5%)	-	(80,360)	(80,360)	100.00%
Advalorem taxes prior years	636	-	(636)	-100.00%
Refund to tax payer	(3,669)	-	3,669	-100.00%
Tax collector	(72,482)	(107,146)	(34,664)	32.35%
Total Advalorem Tax	<u>3,552,348</u>	<u>4,982,308</u>	<u>1,429,960</u>	<u>28.70%</u>
Fee Revenue				
Impact fee	121,283	50,000	(71,283)	-142.57%
Plan review fee	12,777	16,000	3,223	20.14%
Alarm System Malfunction fees	700	800	100	12.50%
Re-Inspection fees	50	700	650	92.86%
Total Fee Revenue	<u>134,810</u>	<u>67,500</u>	<u>(67,310)</u>	<u>-99.72%</u>
Grant revenue				
Grant - DHS - Safer Grant	-	240,454	240,454	100.00%
Total Grant revenue	<u>-</u>	<u>240,454</u>	<u>240,454</u>	<u>100.00%</u>
Interest from Investments	484	6,000	5,516	91.93%
Unrealized gain (loss) on investments	(2,513)	25,000	27,513	110.05%
Gain (loss) on sale of assets - BS	14,786	10,000	(4,786)	-47.86%
Gain (loss) on sale of assets	-	8,500	8,500	100.00%
Beach Safety Patrol				
BSP - City of Destin	-	100,000	100,000	100.00%
BSP - Okaloosa County	-	587,818	587,818	100.00%
BSP - Junior Lifeguard Program Fees	-	63,000	63,000	100.00%
BSP - Junior Lifeguard Program Late Fees	-	1,875	1,875	100.00%
Total Beach Safety Patrol	<u>-</u>	<u>752,693</u>	<u>752,693</u>	<u>100.00%</u>
Pension Fund Contributions	-	225,450	225,450	100.00%
Miscellaneous revenue	775	-	(775)	-100.00%
Medical - Training Revenue (CPR)	<u>360</u>	<u>5,625</u>	<u>5,265</u>	<u>93.60%</u>
TOTAL REVENUE	<u>3,701,050</u>	<u>6,323,530</u>	<u>2,622,480</u>	<u>41.47%</u>

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2016 - 2017 Fiscal Year

	Through 1/31/2017	Budget	Budget Remaining (Over)	% Remaining (Over)
Expenditures				
Personnel Services				
Employee medical				
Drug test	93	696	603	86.64%
Physicals	691	11,876	11,185	94.18%
Shots	-	1,000	1,000	100.00%
Total Employee medical	784	13,572	12,788	94.22%
Insurance				
Elimination recourse	-	200	200	100.00%
Employee	168,297	631,780	463,483	73.36%
Employee AD&D	209	600	391	65.17%
Paramedic individual	701	4,000	3,299	82.48%
Workers compensation	26,964	83,034	56,070	67.53%
Total Insurance	196,171	719,614	523,443	72.74%
Retirement plan				
District - 175 plan	255,459	1,020,333	764,874	74.96%
State Premium Tax Contr.	-	225,450	225,450	100.00%
District - 457 plan	13,810	39,858	26,048	65.35%
Total Retirement plan	269,269	1,285,641	1,016,372	79.06%
Taxes - payroll	57,239	178,943	121,704	68.01%
Wage incentives				
Paramedic	22,432	80,000	57,568	71.96%
Fire Boat Operator	1,780	15,600	13,820	88.59%
Open Water Rescuer	2,421	8,400	5,979	71.18%
Rescue specialist	-	5,400	5,400	100.00%
Hazardous Materials Technician	-	5,400	5,400	100.00%
Total Wage incentives	26,633	114,800	88,167	76.80%
Wages				
Wages	647,094	2,119,336	1,472,242	69.47%
Mandatory overtime	10,573	40,000	29,427	73.57%
Duty overtime	9,764	54,855	45,091	82.20%
Holiday pay	10,552	29,100	18,548	63.74%
Commissioners	4,000	30,000	26,000	86.67%
Sick leave and vacation payout	59,013	-	(59,013)	-100.00%
Total Wages	740,996	2,273,291	1,532,295	67.40%
Total Personnel Services	1,291,092	4,585,861	3,294,769	71.85%

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2016 - 2017 Fiscal Year

	Through 1/31/2017	Budget	Budget Remaining (Over)	% Remaining (Over)
Operating Expenditures				
Advertising	1,952	4,500	2,548	56.62%
Bond expense				
Election	200	350	150	42.86%
Employee	140	200	60	30.00%
Total Bond expense	340	550	210	38.18%
Contracts				
Radio Communications Access Fee	1,152	4,000	2,848	71.20%
Traffic control-interlocal agmt	-	1,700	1,700	100.00%
Total Contracts	1,152	5,700	4,548	79.79%
Dues/subscriptions/fees				
County medical director	4,000	4,000	-	0.00%
Dispatch	-	500	500	100.00%
Dues/subscriptions/fees - Other	6,334	10,500	4,166	39.68%
Total Dues/subscriptions/fees	10,334	15,000	4,666	31.11%
Equipment	1,614	10,500	8,886	84.63%
Equipment - Hoses	-	5,000	5,000	100.00%
Haz-mat	7,107	7,250	143	1.97%
Inspections - ladder	-	1,750	1,750	100.00%
Insurance - general liability	22,750	69,251	46,501	67.15%
Lease - copier	996	2,500	1,504	60.16%
Office expense	2,280	8,500	6,220	73.18%
Professional fees				
Audit	8,000	15,500	7,500	48.39%
Legal	31,421	65,000	33,579	51.66%
Other Professional Services	-	4,000	4,000	100.00%
Total Professional fees	39,421	84,500	45,079	53.35%
Property appraiser	37,165	85,596	48,431	56.58%
Repairs and maintenance				
Boat	489	6,000	5,511	91.85%
Building	3,004	18,000	14,996	83.31%
Computers - Hardware/Software/Upg.	6,142	13,500	7,358	54.50%
Equipment	2,141	10,000	7,859	78.59%
Office	5,692	20,000	14,308	71.54%
Vehicle	26,802	50,000	23,198	46.40%
Total Repairs and maintenance	44,270	117,500	73,230	62.32%

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2016 - 2017 Fiscal Year

	Through 1/31/2017	Budget	Budget Remaining (Over)	% Remaining (Over)
Operating Expenditures (continued)				
Supplies				
Fire prevention	-	5,600	5,600	100.00%
Paramedic equipment	195	8,000	7,805	97.56%
Station	2,984	10,000	7,016	70.16%
Total Supplies	3,179	23,600	20,421	86.53%
Telephone				
Local	2,357	7,500	5,143	68.57%
Cellular	1,621	5,500	3,879	70.53%
Total Telephone	3,978	13,000	9,022	69.40%
Training and per diem	2,395	32,000	29,605	92.52%
Transfer to Asset Fund Reserve	114,122	342,367	228,245	66.67%
Reserve for Asset Fund	(114,122)	(342,367)	(228,245)	66.67%
Uniforms - Duty	4,820	10,000	5,180	51.80%
Vehicle				
Fuel - fireboat	-	4,432	4,432	100.00%
Fuel - vehicles	5,413	22,000	16,587	75.40%
Total Vehicle	5,413	26,432	21,019	79.52%
Utilities				
Cable	494	3,400	2,906	85.47%
Electricity	7,070	27,000	19,930	73.81%
Gas	713	3,300	2,587	78.39%
Water	1,198	3,750	2,552	68.05%
Total Utilities	9,475	37,450	27,975	74.70%
Total Operating Expenditures	198,641	560,579	357,247	63.73%
Capital Expenditures				
Building Improvements	4,778	86,202	81,424	94.46%
Equipment - Other	-	34,355	34,355	100.00%
Equipment - Station	-	15,200	15,200	100.00%
Vehicle	-	53,000	53,000	100.00%
Bunker Gear	-	16,530	16,530	100.00%
Total Capital Expenditures	4,778	205,287	200,509	97.67%

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2016 - 2017 Fiscal Year

Through 1/31/2017	Budget	Budget Remaining (Over)	% Remaining (Over)
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Other Uses of Funds

Beach Safety Lifeguard Program

Communication Devices	1,202	2,953	1,751	59.30%
Drug and Background tests	-	7,150	7,150	100.00%
Dues, Fees	6,258	15,500	9,242	59.63%
Equipment - capital	31,700	44,012	12,312	27.97%
Fuel	545	7,000	6,455	92.21%
Insurance - WC/Liability	12,682	38,317	25,635	66.90%
Office expense	396	1,500	1,104	73.60%
Payroll benefits	19,477	57,047	37,570	65.86%
Repairs and maintenance	3,038	14,000	10,962	78.30%
Supplies	761	9,412	8,651	91.91%
Taxes - payroll	4,207	34,394	30,187	87.77%
Training	75	200	125	62.50%
Unemployment Compensation	-	5,000	5,000	100.00%
Uniforms	5,354	10,236	4,882	47.69%
Utilities	75	2,000	1,925	96.25%
Wages	55,682	449,592	393,910	87.61%
Total Beach Safety Lifeguard Program	141,452	698,313	556,861	79.74%

Beach Safety Junior Lifeguard Program

Advertising and Marketing	-	700	700	100.00%
Cell Phone	-	100	100	100.00%
Ceremony and Prizes	-	3,690	3,690	100.00%
Drug and Background Tests	-	638	638	100.00%
Equipment	-	1,000	1,000	100.00%
Field Trips and Competitions	-	11,904	11,904	100.00%
Hardship	-	500	500	100.00%
Insurance (G/L & Accident Policies)	-	1,930	1,930	100.00%
Insurance (Workers Compensation)	-	905	905	100.00%
Office Expense	-	150	150	100.00%
Payroll Taxes	-	1,836	1,836	100.00%
Rental Fees	-	800	800	100.00%
Repair and Maintenance	-	150	150	100.00%
Scholarships	-	5,000	5,000	100.00%
Supplies	-	150	150	100.00%
Uniforms	2,701	8,200	5,499	67.06%
Wages	-	23,995	23,995	100.00%
Total Beach Safety Junior Lifeguard Program	2,701	61,648	58,947	95.62%

Total Beach Safety Program

144,153	759,961	615,808	81.03%
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Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2016 - 2017 Fiscal Year

	Through 1/31/2017	Budget	Budget Remaining (Over)	% Remaining (Over)
Other Uses of Funds (continued)				
CPR Program				
Training Supplies	111	725	614	84.69%
Wages - CPR Instructor	-	4,280	4,280	100.00%
Total CPR Program	111	5,005	4,894	97.78%
Total Other Uses of Funds	144,264	764,966	620,702	81.14%
Total Expenditures	1,638,775	6,116,693	4,477,918	73.21%
Net Revenue over Expenditures (per budget)	\$ 2,062,275	\$ 206,837		
Non-General Fund items:				
Use of Restricted Funds	\$ (121,283)	\$ (50,000)		
Use of Assigned Funds	\$ -	\$ (156,837)		
Net Revenue over Expenditures	1,940,992	-		

LETTER AGREEMENT WITH TRACY MCCRAW FOR PUBLIC INFORMATION SERVICES

February 14, 2017

Mr. Tracy McCraw
Address
Address

Dear Mr. McCraw:

This letter agreement ("Agreement") shall confirm and constitute the agreement for you, Tracy McCraw ("You," "Your," or "Mr. McCraw") to provide services to the Destin Fire Control District ("District") as Public Information Officer, for a period of one (1) year, with the period commencing March 1, 2017 and lasting through February 28, 2018.

The contractual amount shall be \$625.00 per month. This Agreement is subject to cancellation on thirty (30) days written notice by either the District or You. You agree to provide a total of 6 hours for such service per week during the Term of this Agreement. All unused hours per week will be rolled forward and used during the remaining term of this Agreement or during the term of any subsequent agreements.

This will confirm that the relationship of the parties shall be that of a part time, INDEPENDENT CONTRACTOR and not employer/employee or principal/agent. You are responsible for paying your own estimated income tax payments, self-employment taxes, occupational taxes and other taxes, if any, to the appropriate governmental entities. The District will not withhold any taxes from compensation due to You, nor will the District provide any insurance for You.

The manner and means of performing all services shall be subject to the Public Information Officer's sole control unless otherwise specified in this Agreement. The Public Information Officer shall not have the legal authority to bind the District in

contract, debt or otherwise without the prior written consent of the District. You shall at all times conduct yourself in a courteous, businesslike and professional manner, and will foster and promote a positive image and reputation of the District with the public.

Your responsibilities as Public Information Officer shall include, but are not necessarily limited to:

- Act as a consultant on media and constituent communications to the Fire Chief.
- Determine the objectives of the District's informational program and the methods by which they will be implemented in terms of available resources and Administration priorities.
- Act as spokesperson and/or as liaison as request by the Fire Chief, between the District, its departments and print, broadcast and electronic media by managing, arranging or providing statements, press releases, press conferences, radio or television interview of officials, and additional supplementary District materials.
- Recommend changes for the publication, distribution and promotion of the District's Web Site and other social media pages.
- Develop, implement, and maintain an effective public information program and coordinate public relations activities with District personnel.
- Proactively promote District accomplishments and activities.
- Provide and coordinate training to District personnel to function as public information officer effective March 1, 2018.
- Present monthly written or verbal reports to the Fire Chief detailing all activities and goals as requested.
- Appear before the District Board of Commissioners to report on activities and efforts as requested.

REVIEW OF MATERIALS, INDEMNIFICATION AND CONFIDENTIALITY

You agree that no public statements, materials or other presentations shall be made without approval of the Fire Chief. You also agree not to incur any expenses on behalf of the District without first obtaining written approval.

All promotional materials shall become the District's property. You agree to indemnify and defend the District against all claims and actions by third parties for damages resulting from any breach of this Agreement. The District agrees to indemnify You against libel, copyright infringement or any third party action when acting in good faith on behalf of the District under the tenets of this Agreement.

You will be held harmless for all hardware and software provided by the District to you for the facilitation of the duties listed in this Agreement.

You will not be paid separate for any travel or other expense without first obtaining written approval from the Fire Chief. No overtime or additional fees will be paid or due under this Agreement.

You agree not to accept any commissions or other enumeration with regard to services performed for the District.

You agree to disclose to the District any other marketing or other services which involve public figures, sensitive issues or other controversial or potentially controversial matters.

You agree that all information and documents obtained in the course of this Agreement are strictly confidential and highly proprietary. As such, You agree that You shall not discuss, distributor or disseminate any information or documents concerning the District, its employees, elected officials, representatives and agents at any time both during the term of this Agreement and thereafter without the express written consent of the District. Any such discussion, distribution or dissemination will cause irreparable harm to the District and the parties consent to injunctive, emergent and temporary relief restraining such activities.

The parties to this Agreement agree that the Agreement was entered into in Okaloosa County, Florida, and if any litigation should arise as a result of either party's breach of the terms and conditions of this Agreement, then venue shall lie exclusively in the Courts of Okaloosa County, Florida.

If the forgoing terms are acceptable, kindly affix Your signature below.

WITNESS:

TRACY MCCRAW

By: _____

By: _____

ATTEST:

DESTIN FIRE CONTROL DISTRICT

District Clerk

By: _____
Richard D. Moore, Chairman

Destin Fire Control District - Employee Benefits
as of February 14, 2017

Benefit Provided	Union Contract Employees		Staff At-Will Employees		Chief Contract Employee
	Shift	Non-Shift	Shift	Non-Shift	
Health Insurance	100% Employee 90% Family		100% Employee 90% Family		100% Employee 90% Family
Dental Insurance	100% Employee 90% Family		100% Employee 90% Family		100% Employee 90% Family
Vision Insurance	100% Employee 90% Family		100% Employee 90% Family		100% Employee 90% Family
Life Insurance	\$50,000		\$50,000		\$50,000
LODD Insurance	Yes	No	Yes	No	Yes
Holidays	11 Holidays paid At time and a half	11 Holidays Day off	Included in compensation	11 Holidays Day off	11 Holidays - day off
Overtime	Yes - time and a half		No - Comp time only when directed		No
Compassionate Leave	1 - 24 hour shift	3 - 8 hour days	1-24 hour shift	3 - 8 hour days	Commissions discretion
Shift Exchange/Swap time	Rank for Rank	Not available	Not available		Not available
Sick Leave	6 hrs a pay period		6 hrs a pay period		6 hrs per pay period
Vacation Leave	<u>Yrs of Service</u> 1 - 4 yrs 5 - 9 yrs 10 - 14 yrs 15 - Retire	<u>Per Pay Period</u> 6 hrs 7 hrs 9 hrs 10 hrs	<u>Yrs of Service</u> 1 - 4 yrs 5 - 9 yrs 10 - 14 yrs 15 - Retire	<u>Per Pay Period</u> 7 hrs 8 hrs 10 hrs 11 hrs	<u>Yrs of Service</u> 17 yrs <u>Per Pay Period</u> 8.5 hrs
Retirement	<u>Certified</u> Defined Benefit Plan 45.2% of pensionable wages (no limit - can earn up to 100% of average final compensation of highest 5 years)		<u>Certified</u> Defined Benefit Plan 45.2% of pensionable wages (no limit - can earn up to 100% of average final compensation of highest 5 years)		<u>Certified</u> Defined Benefit Plan 45.2% of pensionable wages (no limit - can earn up to 100% of average final compensation of highest 5 years)
	<u>Non-certified</u> Defined Contribution Plan 14.8% annual wages and 5% match (limited to IRS maximum for total of both employee contribution and employer match/contribution)		<u>Non-certified</u> Defined Contribution Plan 14.8% annual wages and 5% match (limited to IRS maximum for total of both employee contribution and employer match/contribution)		
Uniform Allowance	Shoe/Boot Allowance \$100 Uniforms Provided		Shoe/Boot Allowance \$100 Clothing Allowance \$160 (if no uniform provided)		Shoe/Boot Allowance \$100 Clothing Allowance \$160 (if no uniform provided)
Incentives	Paramedic - \$5,000/yr Fire Boat Operator - \$1,200/yr USLA Lifeguard - \$1,200/yr Hazardous Materials Tech. - \$1,800/yr Rescue Technician - \$1,800/yr		No No No No No		No No No No No
Most recent pay increases	\$1,500 bonus on 12/19/2014 3% on 7/28/16 retroactive to 10/1/15 3% on 12/13/16 retroactive to 10/1/16		\$1,500 bonus on 12/19/2014 3% given on 10/13/15 not retroactive		3% on 10/1/09
Other					1 Chief "Command" Officer always available in District

The Destin Beach Safety Patrol



www.destinfire.com/services-programs/beach-safety/

BEACH SAFETY DIVISION'S Commissioner's Report February 14, 2017

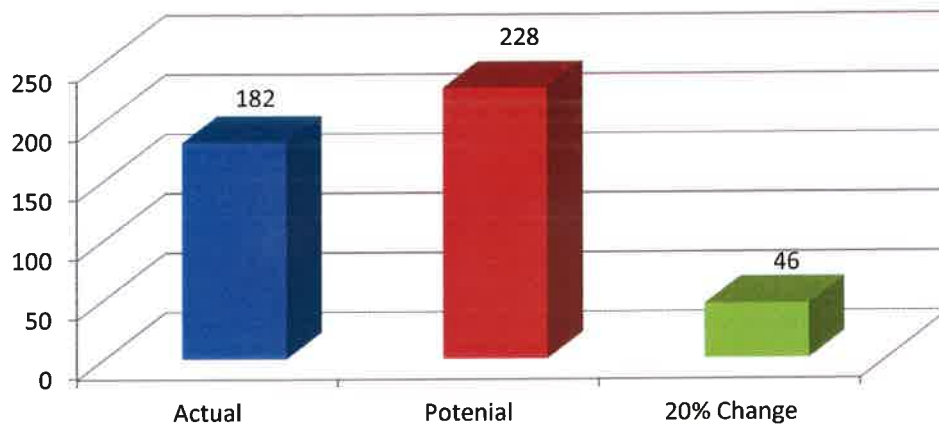
- I. On the beach March 11.
- II. New vehicles received and being modified.
- III. Next training course March 3,4,5.

Destin Fire Control District

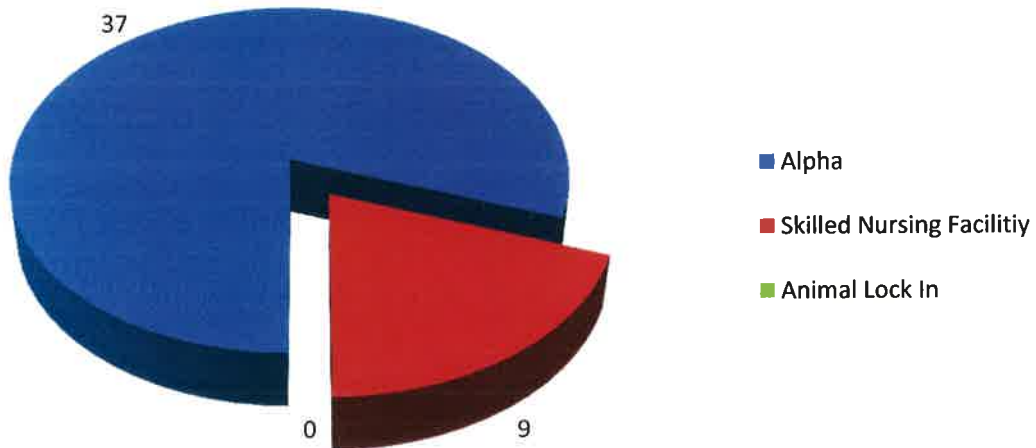
January 2017 Training

	A-Shift	B-Shift	C-Shift	Total
Company Training				
Tactics & Strategy				
Company Surveys/ Pre fire Plan	6	6	6	18
NFPA 1410 Hurlburt AFB Multi company training	9	9	9	27
consisting of three days per shift three hour blocks				
Target Safety				
NFPA 1500 Drivers Safety	1	1	1	3
EMS Cardiac Emergencies Basic&Advanced	1	1	1	3
EMS Managing Cardiac Arrest	1	1	1	3
Hydrant Care and Maintenance				
Hydrant & Street Locations	8	8	8	8
Total Training Hours	26	26	26	62

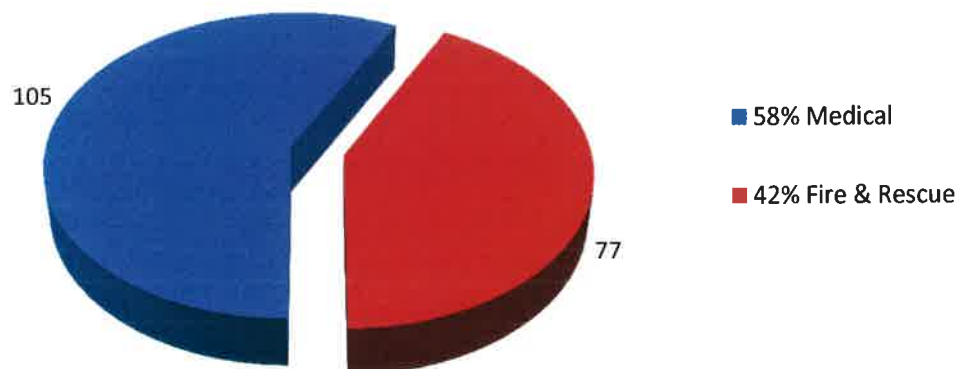
January 2017 Responses



January 2017 Response Change



January 2017 Fire & Rescue / Medical Response Comparison



Destin Fire Control District
FYD Duty Overtime
as of January 31, 2017

Name	3) FYD Balance at 12/31/16		2) January Activity		3) FYD Balance at 1/31/17	
	Hrs	Amt Paid	Hrs	Amt Paid/Earned	Hrs	Amt Paid
Anderson, Jeff	24.00	923.76			24.00	923.76
Baugh, Mark	-	-			-	-
Blixt, Justin	-	-			-	-
Buchanan, TJ	7.50	236.18			7.50	236.18
Christenson, Brian	-	-	1.00	36.50	1.00	36.50
Darden, David	17.00	555.73			17.00	555.73
Flynn, Robert	28.00	811.08			28.00	811.08
Frank, Richie	-	-	27.50	607.75	27.50	607.75
Harrison, Tray	-	-			-	-
Hartley, Ben	27.00	561.33			27.00	561.33
Hutchinson, Mark	24.00	946.80			24.00	946.80
Kocour, Doug	-	-	4.00	83.28	4.00	83.28
Koenig, Robert	-	-			-	-
Landis, Mike	-	-	27.00	709.83	27.00	709.83
MacDonald, Kevin	-	-	4.00	85.68	4.00	85.68
Money, Arnold S.	24.00	662.16			24.00	662.16
Myers, Shaun	-	-			-	-
Rebholz, Tim	-	-			-	-
Romero, Felix	-	-			-	-
Swartz, Reese	-	-			-	-
Turner, Luke	24.00	498.96			24.00	498.96
Ward, Trey	41.00	1,264.85			41.00	1,264.85
Watson, Donny	-	-			-	-
Weiland, Brian	-	-			-	-
Winkler, Matt	48.00	997.92	36.50	781.83	84.50	1,779.75
Total Duty Overtime	264.50	\$ 7,458.77	100.00	\$ 2,304.87	364.50	\$ 9,763.64
Less Previous Year Totals	432.25	\$ (12,274.27)	114.25	\$ (2,994.74)	546.50	\$ (15,269.01)
Increase / (Decrease)		\$ (4,815.50)		\$ (689.87)		\$ (5,505.37)

Memorandum

To: Dawn Stuntz
From: Jennifer Flowers
Re: Destin Fire District (District") collection rights
Date: January 19, 2017

Among the "General Powers" listed in Section 6 of the Chapter Law (Chapter 2000-417), the District shall have, and the board may exercise by majority vote the power "to charge user . . . fees . . . and to enforce their receipt and collection in the manner prescribed by resolution and authorized by law." *See Chapter Law Section 6(11) attached as Exhibit 1.*

Section 9(3) addresses these "User charges" and states that "the board may provide a reasonable schedule of charges for inspecting structures, plans, and equipment to determine compliance with fire safety codes and standards." *See Section 9(3)(d).* Furthermore, "the district shall have a lien upon any real property, motor vehicle, marine vessel, aircraft, or rail car for any charge assessed under this subsection" (referring to the subsection 3 User Charges). *See Section 9(3)(e) attached as Exhibit 2.*

In summary, the District has the power under its Chapter Law Section 6(11) to enforce receipt and collection of user fees charges, which, under Section 9(3)(d), includes inspection fees. Furthermore, pursuant to Chapter Section 9(3)(d)-(e) the district has a lien against any property for which it inspected and has not collected payment for such inspection.

In addition, please see the prepared collection letter as well as the form of lien attached as Exhibit 3 and Exhibit 4, respectively.



accrued together with the names and addresses of all witnesses, with sufficient detail to enable the commissioners to fully investigate. No suit, action, or proceedings shall be instituted within 3 months after such notice shall have been given.

Section 6. General powers.—The district shall have, and the board may exercise by majority vote, the following powers:

(1) To sue and be sued in the name of the district, to adopt and use a seal and authorize the use of a facsimile thereof, and to make and execute contracts and other instruments necessary or convenient to the exercise of its powers.

(2) To provide for a pension or retirement plan for its employees. Notwithstanding the prohibition against extra compensation as provided in section 215.425, Florida Statutes, the board may provide for an extra compensation program, including a lump-sum bonus payment program, to reward outstanding employees whose performance exceeds standards, if the program provides that a bonus payment may not be included in an employee's regular base rate of pay and may not be carried forward in subsequent years.

(3) To contract for the services of consultants to perform planning, engineering, legal, or other professional services.

(4) To borrow money and accept gifts, to apply for and use grants or loans of money or other property from the United States, the state, a unit of local government, or any person for any district purposes and enter into agreements required in connection therewith, and to hold, use, sell, and dispose of such moneys or property for any district purpose in accordance with the terms of the gift, grant, loan, or agreement relating thereto.

(5) To adopt resolutions and procedures prescribing the powers, duties, and functions of the officers of the district, the conduct of the business of the district, the maintenance of records, and the form of other documents and records of the district. The board may also adopt ordinances and resolutions that are necessary to conduct district business, if such ordinances do not conflict with any ordinances of a local general purpose government within whose jurisdiction the district is located. Any resolution or ordinance adopted by the board and approved by referendum vote of district electors may only be repealed by referendum vote of district electors. All rules and regulations must conform to chapter 120, Florida Statutes.

(6) To maintain an office at places it designates within a county or municipality in which the district is located and appoint an agent of record.

(7) To acquire by purchase, lease, gift, dedication, devise, or otherwise, real and personal property or any estate therein for any purpose authorized by this act and to trade, sell, or otherwise dispose of surplus real or personal property. The board may purchase equipment by an installment sales contract if funds are available to pay the current year's installments on the equipment and to pay the amounts due that year on all other installments and indebtedness.

(8) To hold, control, and acquire by donation or purchase any public easement, dedication to public use, platted reservation for public purposes, or reservation for those purposes authorized by this act and to use such easement, dedication, or reservation for any purpose authorized by this act consistent with applicable adopted local government comprehensive plans and land development regulations.

(9) To lease as lessor or lessee to or from any person, firm, corporation, association, or body, public or private, any facility or property of any nature for the use of the district when necessary to carry out the district's duties and authority under this act.

(10) To borrow money and issue bonds, revenue anticipation notes, or certificates payable from and secured by a pledge of funds, revenues, taxes and assessments, warrants, notes, or other evidence of indebtedness, and mortgage real and personal property when necessary to carry out the district's duties and authority under this act.

(11) To charge user and impact fees authorized by resolution of the board, in amounts necessary to conduct district activities and services, and to enforce their receipt and collection in the manner prescribed by resolution and authorized by law. However, the imposition of impact fees may only be authorized as provided by section 9(4) of this charter.

(12) To exercise the right and power to eminent domain, pursuant to chapter 73, Florida Statutes, or chapter 74, Florida Statutes, over any property within the district, except municipal, county, state, special district, or federal property used for a public purpose, for the uses and purposes of the district relating solely to the establishment and maintenance of fire stations and fire substations, specifically including the power to take easements that serve such facilities consistent with applicable adopted local government comprehensive plans and land development regulations.

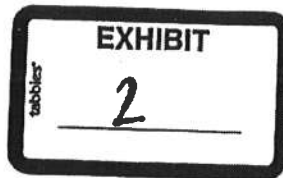
(13) To cooperate or contract with other persons or entities, including other governmental agencies, as necessary, convenient, incidental, or proper in connection with providing effective mutual aid and furthering any power, duty, or purpose authorized by this act.

(14) To assess and impose upon real property in the district ad valorem taxes and non-ad valorem assessments as authorized by this act.

(15) To impose and foreclose non-ad valorem assessment liens as provided by this act or to impose, collect, and enforce non-ad valorem assessments pursuant to chapter 197, Florida Statutes.

(16) To select as a depository for its funds any qualified public depository as defined in section 280.02, Florida Statutes, which meets all the requirements of chapter 280, Florida Statutes, and has been designated by the State Treasurer as a qualified public depository, upon such terms and conditions as to the payment of interest upon the funds deposited as the board deems just and reasonable.

(17) To provide adequate insurance on all real and personal property, equipment, employees, volunteer firefighters, and other personnel.



(5) Conduct arson investigations and cause-and-origin investigations.

(6) Adopt hazardous material safety plans and emergency response plans in coordination with the county emergency management agency as provided in chapter 252, Florida Statutes.

(7) Contract with general purpose local government for emergency management planning and services.

Section 9. Taxes; non-ad valorem assessments; impact fees and user charges.—

(1) Ad valorem taxes.—The board of commissioners may levy and assess ad valorem taxes on all taxable property in the district to construct, operate, and maintain district facilities and services, to pay the principal of and interest on general obligation bonds of the district, and to provide for any sinking or other funds established in connection with such bonds. An ad valorem tax levied by the board for operating purposes, exclusive of debt service on bonds, may not exceed 1 mill on the dollar of assessed value as approved by referendum of the electors of the district when it was recreated on October 5, 1982, under the authority of chapter 82-335, Laws of Florida. The levy of ad valorem taxes pursuant to this section must be approved by referendum called by the board when the proposed levy of ad valorem taxes exceeds the amount as authorized in the referendum under the prior special act as referenced above. Nothing in this act shall require a referendum on the levy of ad valorem taxes in an amount previously authorized by special act, general law of local application, or county ordinance approved by referendum. Such tax shall be assessed, levied, and collected in the same manner as county taxes. The levy of ad valorem taxes approved by referendum shall be reported within 60 days after the vote to the Department of Community Affairs. The millage rate shall be fixed by annual resolution of the board of commissioners of the fire control district.

(2) Non-ad valorem assessments.—The district may levy non-ad valorem assessments as defined in section 197.3632, Florida Statutes, to construct, operate, and maintain district facilities and services. The rate of such assessments must be fixed by resolution of the board pursuant to the procedures contained in section 10. Non-ad valorem assessment rates set by the board may exceed the maximum rates established by special act, county ordinances, the previous year's resolution, or referendum in an amount not to exceed the average annual growth rate in Florida personal income over the previous 5 years. Non-ad valorem assessment rate increases within the personal income threshold are deemed to be within the maximum rate authorized by law at the time of initial imposition. Proposed non-ad valorem assessment increases which exceed the rate set the previous fiscal year or the rate previously set by special act or county ordinance, whichever is more recent, by more than the average annual growth rate in Florida personal income over the last 5 years, or the first-time levy of non-ad valorem assessments in the district, must be approved by referendum of the electors of the district. The referendum on the first-time levy of an assessment shall include a notice of the future non-ad valorem assessment rate increase permitted by this act without a referendum. Non-ad valorem assessments shall be imposed, collected, and enforced pursuant to section 10.

(3) User charges.—

(a) The board may provide a reasonable schedule of charges for special emergency services, including firefighting occurring in or to structures outside the district, motor vehicles, marine vessels, aircraft, or rail cars, or as a result of the operation of such motor vehicles or marine vessels, to which the district is called to render such emergency service, and may charge a fee for the services rendered in accordance with the schedule.

(b) The board may provide a reasonable schedule of charges for fighting fires occurring in or at refuse dumps or as a result of an illegal burn, which fire, dump, or burn is not authorized by general or special law, rule, regulation, order, or ordinance and which the district is called upon to fight or extinguish.

(c) The board may provide a reasonable schedule of charges for responding to or assisting or mitigating emergencies that either threaten or could threaten the health and safety of persons, property, or the environment, to which the district has been called, including a charge for responding to false alarms.

(d) The board may provide a reasonable schedule of charges for inspecting structures, plans, and equipment to determine compliance with fire safety codes and standards.

(e) The district shall have a lien upon any real property, motor vehicle, marine vessel, aircraft, or rail car for any charge assessed under this subsection.

(4) Impact fees.—If the general purpose local government has not adopted an impact fee for fire services which is distributed to the district for construction within its jurisdictional boundaries, the board may establish a schedule of impact fees for new construction to pay for the cost of new facilities and equipment, the need for which is in whole or in part the result of new construction. The impact fees collected by the district under this subsection shall be kept separate from other revenues of the district and must be used exclusively to acquire, purchase, or construct new facilities or portions thereof needed to provide fire protection and emergency services to new construction. As used in this subsection, "new facilities" means land, buildings, and capital equipment, including, but not limited to, fire and emergency vehicles, radiotelemetry equipment, and other firefighting or rescue equipment. The board shall maintain adequate records to ensure that impact fees are expended only for permissible new facilities or equipment. The board may enter into agreements with general purpose local governments to share in the revenues from fire protection impact fees imposed by such governments.

Section 10. Procedures for the levy and collection of non-ad valorem assessments.—

(1) The district may provide for the levy of non-ad valorem assessments under this act on the lands and real estate benefited by the exercise of the powers authorized by this act, or any part thereof, for all or any part of the

[CUSTOMER NAME]
[CUSTOMER CONTACT]
[CUSTOMER FULL ADDRESS]

[DATE]

Dear [CUSTOMER CONTACT],

This letter is to inform you of the amount due and owing for inspection services provided by the Destin Fire Control District. Our records indicate that you have a total outstanding balance of \$[AMOUNT DUE] with the following invoice(s) overdue:

Invoice #	Invoice Date	Due Date	Amount	Description
[INVOICE #]	[INVOICE DATE]	[DUE DATE]	[AMOUNT]	[DESCRIPTION]

TOTAL DUE: [AMOUNT DUE]

Should we not hear from you or receive payment from you within ten (10) business days from receipt of this letter, we are entitled to place a lien on your property for the amount due above plus fees and costs associatd with the filing of the lien and will do so should we not hear from you or receive payment.

Thank you in advance for your attention to this matter.

Sincerely,

[CONTACT PERSON AT THE COMPANY]
[COMPANY NAME]
[COMPANY TELEPHONE NUMBER]
[COMPANY FULL ADDRESS]

Exhibit
3

WARNING!

THIS LEGAL DOCUMENT REFLECTS THAT A LIEN HAS BEEN PLACED ON THE REAL PROPERTY LISTED HEREIN. UNLESS THE OWNER OF SUCH PROPERTY TAKES ACTION TO SHORTEN THE TIME PERIOD, THIS LIEN MAY REMAIN VALID FOR ONE YEAR FROM THE DATE OF RECORDING, AND SHALL EXPIRE AND BECOME NULL AND VOID THEREAFTER UNLESS LEGAL PROCEEDINGS HAVE BEEN COMMENCED TO FORECLOSE OR TO DISCHARGE THIS LIEN.

CLAIM OF LIEN

State of Florida
County of Okaloosa

Before me, the undersigned notary public, personally appeared _____, who being duly sworn and says that she or he is the _____ of Destin Fire Control District, Lienor, whose address is 848 Airport Road, Destin, FL 32541; and that Lienor furnished inspection services for the improvements on the following described real property in Okaloosa County, Florida:

(Legal description of real property)

owned by _____ ("Owner"), (Address of Owner), of a total fee of \$ _____, of which there remains unpaid \$ _____, and the inspections occurred on the following dates:

Date/Time Fee

Date/Time Fee

Signed, sealed and delivered
in the presence of:

Destin Fire Control District

Print Name: _____

By: _____
Title: _____

Print Name: _____

Sworn to and subscribed before me this ____ day of _____, 2017, by _____, who is [] personally known to me or [] produced _____ as identification, and did take an oath.

Notary Public - State of Florida
My Commission Expires: _____



DESTIN FIRE CONTROL DISTRICT

RESOLUTION 17-02

Whereas, the Board of Fire Commissioners of the Destin Fire Control District, Okaloosa County, Florida on February 14, 2017, held a public hearing as required by Florida Statute 200.065 whereas upon a motion, adopted the following resolution:

Whereas resolved: to declare one (1) Commercial Refrigerator (True Manufacturing, Model TS-72) obsolete, not economical or efficient for the District's purposes. It is, therefore, in the best interest of the District to sell the above-described commercial refrigerator. This property will be sold to the public pursuant to Section 1.903, of the Destin Fire Control District Rules and Procedures Manual, and pursuant to Florida Statute 274.06, for a value equal to or more than \$750.00 by sealed bids. The refrigerator is as follows:

- True Manufacturing – Commercial Refrigerator
- True Food Service Model No. T-72
- (Cabnet Serial Number: 1-4778446)

Motion made by: _____

Motion second by: _____

Motion carried: _____

DULY ADOPTED this 14th day of February, 2017.

DESTIN FIRE CONTROL DISTRICT
Board of Commissioners

Richard D. Moore, Chairman

ATTEST:

Kathryn L. Wagner, District Clerk