

Destin Fire Control District
Board of Fire Commissioners

Regular Meeting

**848 Airport Road
Destin, Florida 32541**

**June 13, 2017
5:30 p.m.**

Destin Fire Control District
Agenda
Board of Fire Commissioners
848 Airport Road, Destin, Florida 32541
June 13, 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. Review of minutes:**
 - a. Regular meeting – May 9, 2017
- 4. Review of Financial Report:**
 - a. May 31, 2017
- 5. Old Business:**
 - a. NONE
- 6. Chief Reports:**
 - a. Beach Safety Update
 - b. Training Report
 - c. Inspection Report
 - d. Response Change Report
 - e. Overtime Report
- 7. New Business:**
 - a. Utilization of Retirement Trust Fund pre-payment
 - b. Administrative Assistant Agreement with Retirement Trust Fund
 - c. Amendment No. 1 to Interlocal Agreement for Beach Safety and Lifeguard Services
 - d. Request for Bids to purchase High Pressure Compressed Breathing Air System
 - e. Effect of increase in Homestead Exemption
 - f. Fiscal Year 2017-2018 Proposed Budget (1st draft)
- 8. Next Meeting:** Regular Meeting: July 11, 2017 at 5:30pm
- 9. Adjournment**

**** Reminder to all Commissioners to file your annual financial disclosures (Form 1) with the Okaloosa County Supervisor of Elections by July 1, 2017.**

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

May 9, 2017

Minutes

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

Staff present: Chief Kevin Sasser, Division Chiefs Matt Taylor and Kathryn Wagner, Allison Henderson

Staff absent: Division Chief Joe D'Agostino

Present: Dawn Stuntz

The meeting was called to order by Chairman Moore at 5:34 p.m.

Public Comments:

Kevin MacDonald a firefighter at Destin Fire Control District stated how much he appreciated Commissioner Buckingham donating his stipend to the pension fund especially after being drugged through the mud on social media and saw it as an olive branch. He stated this gesture has gone a long way in repairing firefighter relations. Firefighter MacDonald has been working with the firefighters as well to repair relations. He would like to see all parties work together to resolve matters like men.

Review of minutes:

The minutes for the regular meeting of April 11, 2017 were presented.

Commissioner Green made a motion to approve the minutes for the regular meeting of April 11, 2017. Commissioner Buckingham seconded. No discussion. The motion passed unanimously.

Review of the Financial Report:

Division Chief Wagner presented the financial report for April 30, 2017. She stated we had not received payment from the County because of disputed invoices, but expects to have this resolved soon. She further stated accounts payables were high due to a timing issue. She stated in reviewing the Revenue over Expenditures vs. Budget report that dues and subscriptions were high, as well as vehicle repair and maintenance, however overall budget should be fine. General discussion occurred.

Commissioner Wilson made a motion to approve the financial report for April 11, 2017. Commissioner Wagner seconded. No further discussion. The motion passed unanimously.

Old Business:

None

Chief Reports:

a. Beach Safety report

Chief Sasser stated he and Division Chief D'Agostino had been to the TDC meeting to request funding for the Lifeguard Program. He stated they did give us \$614,000, a majority of the budget, but we will still be short of the \$690,000 budget for the year. The City is no longer willing to pay \$100,000 for the service as they have in the past, as they feel it is the TDC's burden. General discussion occurred.

b. Training report

Chief Sasser stated there was 20 hours of training for the month. He stated they were not able to do preplans due to a computer glitch, but still got in the required amount of training. No discussion.

c. Inspection report

Division Chief Taylor presented the inspection report for the month. General discussion occurred.

d. Response Change report

Chief Sasser stated response times were 85% under the 8 minute mark, with the County being at 57%. He stated zone 1 and zone 3 are the busiest for the year. Commissioner Wilson asked how the District had been impacted with the County EMS' manning problems. Chief Sasser gave the Board an example of having to assist a helicopter landing in order to transport a patient that would normally not have needed a helicopter because there were no ambulances available. He stated the County is exploring creative solutions; taking one rig and making it a 12 hour shift during peak times instead of 24 hours in order to have more success manning it. Further discussion occurred.

e. Overtime report

Chief Sasser stated only 5 hours of overtime for the month. No discussion.

New Business:

a. Budget adjustments

Division Chief Wagner presented the mid-year budget adjustments. General discussion occurred.

Commissioner Green made a motion to approve the budget adjustments. Commissioner Wilson seconded. No further discussion. The motion passed unanimously.

b. Resolution 17-03- Declare the vehicle obsolete

Chief Sasser requested the old Beach 10 truck, 2000 Ford F-150, be declared obsolete and sell it. Commissioner Buckingham made a motion to approve resolution 17-03. Commissioner Green seconded. With no discussion the motion passed unanimously.

Next meeting:

Chairman Moore reminded the Board that the next regular meeting will be June 13, 2017 at 5:30 p.m.

Commissioner Green stated the State is trying to give another \$25,000 in homestead tax exemptions and believes this will impact us negatively. He stated the Board may need to discuss

and consider a non advalorem tax. He would like to see the item added to the agenda for next month.

Adjournment:

With no additional business to be discussed, the meeting adjourned at 6:17 p.m.

SUBJECT TO APPROVAL

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Destin Fire Control District

Balance Sheet

As of May 31, 2017

May 2017**ASSETS****Current Assets****Checking/Savings**

| | |
|------------------------------|-----------|
| Petty cash | \$ 100 |
| Trustmark - checking | 430,703 |
| Trustmark - hra checking | 9,586 |
| Trustmark - impact fee | 1,035,459 |
| FLGIT - Day to Day Fund | 1,506,335 |
| FLGIT - Short Term Bond Fund | 4,440,928 |

Total Checking/Savings7,423,111**Accounts Receivable**

| | |
|---------------------|---------|
| Accounts Receivable | 152,171 |
|---------------------|---------|

Total Accounts Receivable152,171**Other Current Assets**

| | |
|--------------------------|-------|
| Ed supplement receivable | 1,980 |
|--------------------------|-------|

Total Other Current Assets1,980**Total Current Assets**7,577,262**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 Assets3,443,605**Other Assets**

| | |
|------------------|--------|
| Prepaid expenses | 47,320 |
|------------------|--------|

Total Other Assets47,320**Deferred outflows of resources from Pension Fund**1,767,282**TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES**\$ 12,835,469

Destin Fire Control District

Balance Sheet

As of May 31, 2017

| | May 2017 |
|---|-----------------------------|
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts payable | \$ 19,860 |
| Other Current Liabilities | |
| Accrued wages payable | 74,878 |
| Accrued HRA Benefits | 21,722 |
| Prepaid Legal Services | 254 |
| Compensated absences-in 1 yr | 142,171 |
| Total Other Current Liabilities | <u>239,025</u> |
| Total Current Liabilities | 258,885 |
| Long Term Liabilities | |
| Compensated absences-more 1 yr | 148,563 |
| OPEB Liability | 102,000 |
| Retirement Trust Fund | 10,297,735 |
| Total Long Term Liabilities | <u>10,548,298</u> |
| Total Liabilities | <u>10,807,183</u> |
| Equity | |
| Nonspendable Fund | |
| Nonspendable - Investment General Fixed Assets Fund | 3,443,605 |
| Nonspendable - Prepaid Insurance Fund | 47,320 |
| Total Nonspendable Fund | <u>3,490,925</u> |
| Restricted Fund | |
| Restricted - Impact Fee Fund | 1,084,008 |
| Total Restricted Fund | <u>1,084,008</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 | 3,068,913 |
| Total Assigned Fund | <u>3,068,913</u> |
| Unassigned Fund | |
| Unassigned Fund | 2,531,496 |
| Provided for Retirement Trust Fund | (10,297,735) |
| Net Revenue over Expenditures | 2,080,806 |
| Total Unassigned Fund | <u>(5,685,433)</u> |
| Total Equity | <u>2,028,286</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>\$ 12,835,469</u></u> |

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

Revenue

| | Through 5/31/2017 | Budget | Budget Remaining (Over) | % Remaining (Over) |
|--|----------------------|------------------|----------------------------|-----------------------|
| Advalorem Tax | | | | |
| Advalorem taxes | \$ 5,164,143 | \$ 5,357,320 | 193,177 | 3.61% |
| Discounts (3.5%) | (181,423) | (187,506) | (6,083) | 3.24% |
| Uncollected tax (1.5%) | - | (80,360) | (80,360) | 100.00% |
| Advalorem taxes prior years | 1,172 | - | (1,172) | -100.00% |
| Advalorem tax interest | 1,845 | - | (1,845) | -100.00% |
| Advalorem prior years penalty | 321 | - | (321) | -100.00% |
| Refund to tax payer | (3,669) | - | 3,669 | -100.00% |
| Tax collector | (99,634) | (107,146) | (7,512) | 7.01% |
| Total Advalorem Tax | <u>4,882,755</u> | <u>4,982,308</u> | <u>99,553</u> | <u>2.00%</u> |
| Fee Revenue | | | | |
| Impact fee | 135,031 | 50,000 | (85,031) | -170.06% |
| Plan review fee | 17,116 | 16,000 | (1,116) | -6.98% |
| Alarm System Malfunction fees | 1,200 | 800 | (400) | -50.00% |
| Re-Inspection fees | 200 | 700 | 500 | 71.43% |
| Total Fee Revenue | <u>153,547</u> | <u>67,500</u> | <u>(86,047)</u> | <u>-127.48%</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 | 5,353 | 6,000 | 647 | 10.78% |
| Unrealized gain (loss) on investments | 21,265 | 25,000 | 3,735 | 14.94% |
| Gain (loss) on sale of assets - BS | 14,786 | 10,000 | (4,786) | -47.86% |
| Gain (loss) on sale of assets | 5,528 | 8,500 | 2,972 | 34.96% |
| Beach Safety Patrol | | | | |
| BSP - City of Destin | 20,000 | 100,000 | 80,000 | 80.00% |
| BSP - Okaloosa County | 321,897 | 587,818 | 265,921 | 45.24% |
| BSP - Junior Lifeguard Program Fees | 31,900 | 63,000 | 31,100 | 49.37% |
| BSP - Junior Lifeguard Program Late Fees | 800 | 1,875 | 1,075 | 57.33% |
| BSP - Junior Lifeguard Program Other | 60 | - | (60) | -100.00% |
| Total Beach Safety Patrol | <u>374,657</u> | <u>752,693</u> | <u>378,036</u> | <u>50.22%</u> |
| Pension Fund Contributions | - | 225,450 | 225,450 | 100.00% |
| Miscellaneous revenue | 1,813 | - | (1,813) | -100.00% |
| Medical - Training Revenue (CPR) | <u>2,790</u> | <u>5,625</u> | <u>2,835</u> | <u>50.40%</u> |
| TOTAL REVENUE | <u>5,462,494</u> | <u>6,323,530</u> | <u>861,036</u> | <u>13.62%</u> |

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

| | Through 5/31/2017 | Budget | Budget Remaining (Over) | % Remaining (Over) |
|---------------------------------|----------------------|------------------|----------------------------|-----------------------|
| Expenditures | | | | |
| Personnel Services | | | | |
| Employee medical | | | | |
| Drug test | 268 | 696 | 428 | 61.49% |
| Physicals | 2,161 | 11,876 | 9,715 | 81.80% |
| Shots | - | 1,000 | 1,000 | 100.00% |
| Total Employee medical | 2,429 | 13,572 | 11,143 | 82.10% |
| Insurance | | | | |
| Elimination recourse | - | 200 | 200 | 100.00% |
| Employee | 419,959 | 631,780 | 211,821 | 33.53% |
| Employee AD&D | 419 | 600 | 181 | 30.17% |
| Paramedic individual | 1,000 | 2,000 | 1,000 | 50.00% |
| Workers compensation | 45,951 | 83,034 | 37,083 | 44.66% |
| Total Insurance | 467,329 | 717,614 | 250,285 | 34.88% |
| Retirement plan | | | | |
| District - 175 plan | 503,481 | 1,046,333 | 542,852 | 51.88% |
| State Premium Tax Contr. | - | 225,450 | 225,450 | 100.00% |
| District - 457 plan | 22,950 | 39,858 | 16,908 | 42.42% |
| Total Retirement plan | 526,431 | 1,311,641 | 785,210 | 59.86% |
| Taxes - payroll | 106,901 | 178,943 | 72,042 | 40.26% |
| Wage incentives | | | | |
| Paramedic | 40,893 | 66,000 | 25,107 | 38.04% |
| Fire Boat Operator | 3,827 | 15,600 | 11,773 | 75.47% |
| Open Water Rescuer | 4,112 | 8,400 | 4,288 | 51.05% |
| Rescue specialist | - | 5,400 | 5,400 | 100.00% |
| Hazardous Materials Technician | - | 5,400 | 5,400 | 100.00% |
| Total Wage incentives | 48,832 | 100,800 | 51,968 | 51.56% |
| Wages | | | | |
| Wages | 1,259,154 | 2,119,336 | 860,182 | 40.59% |
| Mandatory overtime | 22,691 | 40,000 | 17,309 | 43.27% |
| Duty overtime | 11,265 | 54,855 | 43,590 | 79.46% |
| Holiday pay | 12,388 | 29,100 | 16,712 | 57.43% |
| Commissioners | 8,000 | 19,625 | 11,625 | 59.24% |
| Sick leave and vacation payout | 79,005 | 11,000 | (68,005) | -100.00% |
| Total Wages | 1,392,503 | 2,273,916 | 881,413 | 38.76% |
| Total Personnel Services | 2,544,425 | 4,596,486 | 2,052,061 | 44.64% |

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

| | Through 5/31/2017 | Budget | Budget Remaining (Over) | % Remaining (Over) |
|------------------------------------|----------------------|---------|----------------------------|-----------------------|
| Operating Expenditures | | | | |
| Advertising | 2,768 | 4,500 | 1,732 | 38.49% |
| 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 | 2,304 | 4,000 | 1,696 | 42.40% |
| Traffic control-interlocal agmt | - | 1,700 | 1,700 | 100.00% |
| Total Contracts | 2,304 | 5,700 | 3,396 | 59.58% |
| Dues/subscriptions/fees | | | | |
| County medical director | 4,000 | 4,000 | - | 0.00% |
| Dispatch | - | 500 | 500 | 100.00% |
| Dues/subscriptions/fees - Other | 9,292 | 10,500 | 1,208 | 11.50% |
| Total Dues/subscriptions/fees | 13,292 | 15,000 | 1,708 | 11.39% |
| Equipment | 11,991 | 10,500 | (1,491) | -14.20% |
| Equipment - Hoses | 176 | 5,000 | 4,824 | 96.48% |
| Haz-mat | 7,107 | 7,250 | 143 | 1.97% |
| Inspections - ladder | 1,399 | 1,750 | 351 | 20.06% |
| Insurance - general liability | 45,960 | 69,251 | 23,291 | 33.63% |
| Lease - copier | 1,812 | 2,500 | 688 | 27.52% |
| Office expense | 5,405 | 8,500 | 3,095 | 36.41% |
| Professional fees | | | | |
| Audit | 15,500 | 15,500 | - | 0.00% |
| Legal | 35,883 | 45,000 | 9,117 | 20.26% |
| Other Professional Services | 1,875 | 8,375 | 6,500 | 77.61% |
| Total Professional fees | 53,258 | 68,875 | 15,617 | 22.67% |
| Property appraiser | 55,747 | 85,596 | 29,849 | 34.87% |
| Repairs and maintenance | | | | |
| Boat | 2,019 | 6,000 | 3,981 | 66.35% |
| Building | 5,401 | 18,000 | 12,599 | 69.99% |
| Computers - Hardware/Software/Upg. | 12,976 | 13,500 | 524 | 3.88% |
| Equipment | 5,066 | 10,000 | 4,934 | 49.34% |
| Office | 11,476 | 20,000 | 8,524 | 42.62% |
| Vehicle | 37,168 | 50,000 | 12,832 | 25.66% |
| Total Repairs and maintenance | 74,106 | 117,500 | 43,394 | 36.93% |

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

| Through 5/31/2017 | Budget | Budget Remaining (Over) | % Remaining (Over) |
|----------------------|--------|----------------------------|-----------------------|
|----------------------|--------|----------------------------|-----------------------|

Operating Expenditures (continued)

Supplies

| | | | | |
|-----------------------|--------------|---------------|---------------|---------------|
| Fire prevention | - | 5,600 | 5,600 | 100.00% |
| Paramedic equipment | 1,531 | 8,000 | 6,469 | 80.86% |
| Station | 5,828 | 10,000 | 4,172 | 41.72% |
| Total Supplies | 7,359 | 23,600 | 16,241 | 68.82% |

Telephone

| | | | | |
|------------------------|--------------|---------------|--------------|---------------|
| Local | 4,635 | 7,500 | 2,865 | 38.20% |
| Cellular | 3,164 | 5,500 | 2,336 | 42.47% |
| Total Telephone | 7,799 | 13,000 | 5,201 | 40.01% |

Training and per diem

| | | | |
|-------|--------|--------|--------|
| 9,226 | 32,000 | 22,774 | 71.17% |
|-------|--------|--------|--------|

Transfer to Asset Fund Reserve

| | | | |
|---------|---------|---------|--------|
| 228,245 | 342,367 | 114,122 | 33.33% |
|---------|---------|---------|--------|

Reserve for Asset Fund

| | | | |
|-----------|-----------|-----------|--------|
| (228,245) | (342,367) | (114,122) | 33.33% |
|-----------|-----------|-----------|--------|

Uniforms - Duty

| | | | |
|--------|--------|-------|--------|
| 11,404 | 15,000 | 3,596 | 23.97% |
|--------|--------|-------|--------|

Vehicle

| | | | | |
|----------------------|---------------|---------------|---------------|---------------|
| Fuel - fireboat | 233 | 4,432 | 4,199 | 94.74% |
| Fuel - vehicles | 11,521 | 22,000 | 10,479 | 47.63% |
| Total Vehicle | 11,754 | 26,432 | 14,678 | 55.53% |

Utilities

| | | | | |
|------------------------|---------------|---------------|---------------|---------------|
| Cable | 1,811 | 3,400 | 1,589 | 46.74% |
| Electricity | 13,460 | 27,000 | 13,540 | 50.15% |
| Gas | 1,432 | 3,300 | 1,868 | 56.61% |
| Water | 1,489 | 3,750 | 2,261 | 60.29% |
| Total Utilities | 18,192 | 37,450 | 19,258 | 51.42% |

Total Operating Expenditures

| | | | |
|---------|---------|---------|--------|
| 341,399 | 549,954 | 205,016 | 37.28% |
|---------|---------|---------|--------|

Capital Expenditures

| | | | | |
|-----------------------|--------|--------|--------|---------|
| Building Improvements | 4,778 | 82,202 | 77,424 | 94.19% |
| Equipment - Other | 1,470 | 34,355 | 32,885 | 95.72% |
| Equipment - Station | - | 12,000 | 12,000 | 100.00% |
| Vehicle | 25,053 | 63,000 | 37,947 | 60.23% |
| Bunker Gear | 14,041 | 13,730 | (311) | -2.27% |

Total Capital Expenditures

| | | | |
|--------|---------|---------|--------|
| 45,342 | 205,287 | 159,945 | 77.91% |
|--------|---------|---------|--------|

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

| Through 5/31/2017 | Budget | Budget Remaining (Over) | % Remaining (Over) |
|----------------------|--------|----------------------------|-----------------------|
|----------------------|--------|----------------------------|-----------------------|

Other Uses of Funds

Beach Safety Lifeguard Program

| | | | | |
|---|----------------|----------------|----------------|---------------|
| Communication Devices | 2,953 | 4,953 | 2,000 | 40.38% |
| Drug and Background tests | 4,391 | 7,150 | 2,759 | 38.59% |
| Dues, Fees | 11,814 | 15,500 | 3,686 | 23.78% |
| Equipment - capital | 49,284 | 50,012 | 728 | 1.46% |
| Fuel | 1,675 | 7,000 | 5,325 | 76.07% |
| Insurance - WC/Liability | 25,364 | 38,317 | 12,953 | 33.80% |
| Office expense | 459 | 1,500 | 1,041 | 69.40% |
| Payroll benefits | 41,295 | 57,047 | 15,752 | 27.61% |
| Repairs and maintenance | 5,524 | 14,000 | 8,476 | 60.54% |
| Supplies | 4,471 | 9,412 | 4,941 | 52.50% |
| Taxes - payroll | 11,553 | 34,394 | 22,841 | 66.41% |
| Training | 150 | 200 | 50 | 25.00% |
| Unemployment Compensation | - | 5,000 | 5,000 | 100.00% |
| Uniforms | 10,390 | 10,500 | 110 | 1.05% |
| Utilities | 233 | 2,000 | 1,767 | 88.35% |
| Wages | 152,341 | 441,328 | 288,987 | 65.48% |
| Total Beach Safety Lifeguard Program | 321,897 | 698,313 | 376,416 | 53.90% |

Beach Safety Junior Lifeguard Program

| | | | | |
|--|---------------|---------------|---------------|---------------|
| Advertising and Marketing | 1,328 | 700 | (628) | -89.71% |
| Cell Phone | 15 | 100 | 85 | 85.00% |
| Ceremony and Prizes | - | 3,690 | 3,690 | 100.00% |
| Drug and Background Tests | 175 | 638 | 463 | 72.57% |
| Equipment | - | 1,000 | 1,000 | 100.00% |
| Field Trips and Competitions | 1,000 | 11,904 | 10,904 | 91.60% |
| Hardship | - | 500 | 500 | 100.00% |
| Insurance (G/L & Accident Policies) | 5,983 | 1,930 | (4,053) | -210.00% |
| 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 | - | 0.00% |
| Repair and Maintenance | - | 150 | 150 | 100.00% |
| Scholarships | 550 | 3,200 | 2,650 | 82.81% |
| Supplies | 46 | 150 | 104 | 69.33% |
| Uniforms | 9,863 | 10,000 | 137 | 1.37% |
| Wages | - | 23,995 | 23,995 | 100.00% |
| Total Beach Safety Junior Lifeguard Program | 19,760 | 61,648 | 41,888 | 67.95% |

Total Beach Safety Program

| | | | |
|---------|---------|---------|--------|
| 341,657 | 759,961 | 418,304 | 55.04% |
|---------|---------|---------|--------|

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

| | Through 5/31/2017 | Budget | Budget Remaining (Over) | % Remaining (Over) |
|---|----------------------|--------------|----------------------------|-----------------------|
| Other Uses of Funds (continued) | | | | |
| CPR Program | | | | |
| Training Supplies | 357 | 725 | 368 | 50.76% |
| Wages - CPR Instructor | - | 4,280 | 4,280 | 100.00% |
| Total CPR Program | 357 | 5,005 | 4,648 | 92.87% |
| Total Other Uses of Funds | 342,014 | 764,966 | 422,952 | 55.29% |
| Total Expenditures | 3,273,180 | 6,116,693 | 2,843,513 | 46.49% |
| Net Revenue over Expenditures (per budget) | \$ 2,189,314 | \$ 206,837 | | |
| Non-General Fund items: | | | | |
| Use of Restricted Funds | \$ (135,031) | \$ (50,000) | | |
| Use of Assigned Funds | \$ 26,523 | \$ (156,837) | | |
| Net Revenue over Expenditures | 2,080,806 | - | | |

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The Destin Beach Safety Patrol



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

BEACH SAFETY DIVISION'S Commissioner's Report June 13, 2017

I. Juniors.

II. Statistics.

Destin Beach Safety Statistics Commissioners' Report



Totals as of June 11, 2017

| | |
|-------------------|---------|
| Attendance | 876,271 |
| Minor First Aids | 25 |
| Major First Aids | 13 |
| Public Contacts | 107,102 |
| Preventative Acts | 37,640 |
| Missing Persons | 11 |
| Lost Persons | 9 |
| Persons Rescued | 66 |
| Assists | 136 |
| Boat Infraction | 15 |
| PWC Infraction | 14 |
| Marine Stings | 67 |
| Public Ed Mat | 156 |

Harbor 9 (included in totals above)

| | |
|-------------------|--------|
| Attendance | 41,900 |
| Minor First Aids | 1 |
| Major First Aids | - |
| Public Contacts | 3,890 |
| Preventative Acts | 960 |
| Missing Persons | - |
| Lost Persons | - |
| Persons Rescued | 7 |
| Assists | 18 |
| Boat Infraction | |
| PWC Infraction | |
| Marine Stings | |
| Public Ed Mat | 15 |

Destin Fire Control District

May 2017 Training

| | A-Shift | B-Shift | C-Shift | Total |
|--|-----------|-----------|-----------|-----------|
| Company Training | | | | |
| Tactics & Strategy | | | | |
| Company Surveys / Pre fire Plan | 6 | 6 | 6 | 18 |
| | | | | |
| NFPA 1405 Fire Boat Operations Training | | | | |
| 2 Days Per Shift @ 3 Hour Increments Per Day | 6 | 6 | 6 | 27 |
| | | | | |
| New Hire Firefighter Training (misc.) | 3 | 3 | 3 | 9 |
| | | | | |
| Medical Training | | | | |
| Protocol Review Module 2 | 3 | 3 | 3 | 9 |
| | | | | |
| Hydrant care and maintenance | | | | |
| Area Familiarization/ Hydrant Maintenance | 8 | 8 | 8 | 8 |
| | | | | |
| Total Training Hours | 26 | 26 | 26 | 71 |

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FIRE PREVENTION & INSPECTIONS

May 2017

Inspections Performed

| | |
|--------------------------|-----|
| Annual Inspections: | |
| Apartments/ Condominiums | 17 |
| Hotels/Motels | |
| Assembly | 2 |
| Business | 53 |
| Mercantile | 40 |
| Board & Care/ Day Care | |
| Storage | |
| Sprinkler /Alarm | |
| Access To Property | 110 |
| Vacant Property | |

Total 222

| | |
|---------------------------|---|
| Construction Inspections: | |
| Building | 9 |
| Remodel | |
| Fire Alarm | |
| Sprinkler System | 1 |
| Site | 1 |
| Hood System | 3 |

Total 14

| | |
|----------------|----|
| Re-inspections | 20 |
|----------------|----|

Total 20

| | |
|------------------|---|
| Public Inquiries | |
| Conferences | 4 |
| Pre-Plan Update | 9 |
| E.C. Updates | 9 |

Total 22

Total Inspections 278

Plans Reviewed

| | |
|-------------------|----|
| TRT | |
| Building Site | |
| Remodel | |
| Building | 10 |
| Signs | 4 |
| Sprinkler Systems | 4 |
| Fire Alarms | |
| Hood Systems | 2 |

Total 20

Construction Projects

| | |
|-------------|----|
| In Progress | 57 |
| Not Started | 22 |

Total 79

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Fractile Response Times
Emergency Responses
For the Year 2017

| Destin Fire | | |
|-------------|-----------|------|
| 7:59 Level | 90% Level | Mean |

| Okaloosa County EMS | | |
|---------------------|-----------|------|
| 7:59 Level | 90% Level | Mean |

| | | | |
|-----------|-----|---------|---------|
| January | 72% | 0:09:05 | 0:06:12 |
| February | 84% | 0:08:27 | 0:05:39 |
| March | 80% | 0:09:22 | 0:06:06 |
| April | 85% | 0:08:57 | 0:05:56 |
| May | 84% | 0:09:20 | 0:05:52 |
| June | | | |
| July | | | |
| August | | | |
| September | | | |
| October | | | |
| November | | | |
| December | | | |

| | | | |
|---------------------|------------|----------------|----------------|
| Year to Date | 81% | 0:09:02 | 0:05:57 |
|---------------------|------------|----------------|----------------|

| | | |
|-------------------------|---------|---------|
| -----not available----- | | |
| -----not available----- | | |
| -----not available----- | | |
| 57% | 0:18:54 | 0:10:39 |
| 47% | 0:22:51 | 0:11:40 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | | |
|---------------------|------------|----------------|----------------|
| Year to Date | 52% | 0:20:52 | 0:11:10 |
|---------------------|------------|----------------|----------------|

Transports vs. No Transports
For the Year 2017

| Okaloosa County EMS | |
|---------------------|---------------|
| Transports | NO Transports |
| not available | not available |
| not available | not available |
| not available | not available |
| not available | not available |

Call Breakdown
For the Year 2017

| | Station 9 <u>Number</u> | Station 9 <u>Percentage</u> | Station 10 <u>Number</u> | Station 10 <u>Percentage</u> | <u>Total</u> | <u>EMS</u> | <u>Fire</u> | <u>Total EMS</u> | <u>Multi Threat</u> |
|---------------------|----------------------------|--------------------------------|-----------------------------|---------------------------------|--------------|------------|-------------|----------------------|-------------------------|
| January | 122 | 66% | 63 | 34% | 185 | 61% | 39% | 113 | not available |
| February | 139 | 68% | 65 | 32% | 204 | 71% | 29% | 145 | not available |
| March | 181 | 64% | 100 | 36% | 281 | 76% | 24% | 213 | not available |
| April | 160 | 64% | 90 | 36% | 250 | 73% | 27% | 182 | not available |
| May | 186 | 71% | 75 | 29% | 261 | 74% | 26% | 194 | not available |
| June | | | | | | | | | |
| July | | | | | | | | | |
| August | | | | | | | | | |
| September | | | | | | | | | |
| October | | | | | | | | | |
| November | | | | | | | | | |
| December | | | | | | | | | |
| Year to Date | 788 | 67% | 393 | 33% | 1181 | 72% | 28% | 847 | not available |

Hot Zones

For the Year 2017

| | <u>Zone 1</u> | <u>Zone 2</u> | <u>Zone 3</u> | <u>Zone 4</u> | <u>Zone 5</u> | <u>Zone 6</u> | <u>Zone 7</u> | <u>Zone 8</u> | <u>Zone 9</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> | <u>2012</u> |
|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|
| January | 29 | 13 | 46 | 11 | 26 | 18 | 16 | 20 | 6 | 185 | 181 | 164 | 283 | 226 | 184 |
| February | 39 | 21 | 43 | 17 | 29 | 22 | 12 | 16 | 5 | 204 | 194 | 187 | 192 | 216 | 204 |
| March | 54 | 28 | 50 | 27 | 38 | 24 | 29 | 25 | 6 | 281 | 250 | 216 | 280 | 272 | 253 |
| April | 51 | 27 | 35 | 17 | 41 | 32 | 21 | 18 | 8 | 250 | 210 | 245 | 257 | 236 | 270 |
| May | 62 | 19 | 46 | 23 | 43 | 14 | 21 | 22 | 11 | 261 | 251 | 287 | 333 | 312 | 323 |
| June | | | | | | | | | | 0 | 335 | 330 | 324 | 350 | 326 |
| July | | | | | | | | | | 0 | 421 | 386 | 392 | 405 | 382 |
| August | | | | | | | | | | 0 | 310 | 302 | 325 | 278 | 302 |
| September | | | | | | | | | | 0 | 255 | 230 | 259 | 216 | 254 |
| October | | | | | | | | | | 0 | 220 | 226 | 208 | 234 | 206 |
| November | | | | | | | | | | 0 | 216 | 174 | 184 | 203 | 192 |
| December | | | | | | | | | | 0 | 193 | 219 | 160 | 198 | 195 |
| Year to Date | 235 | 108 | 220 | 95 | 177 | 110 | 99 | 101 | 36 | 1181 | 3036 | 2966 | 3197 | 3146 | 3091 |

(A) Zone 1 - Destin Bridge to Benning Drive

(D) Zone 4 - Holiday Isle, Hwy 98 (#802 - #1050) South side

(G) Zone 7 - Hwy 293 (N side ECP) to Walton County

(B) Zone 2 - Benning Drive to Main Street

(E) Zone 5 - Airport Road to Henderson Beach Road

(H) Zone 8 - Hutchinson to Walton County (southside ECP)

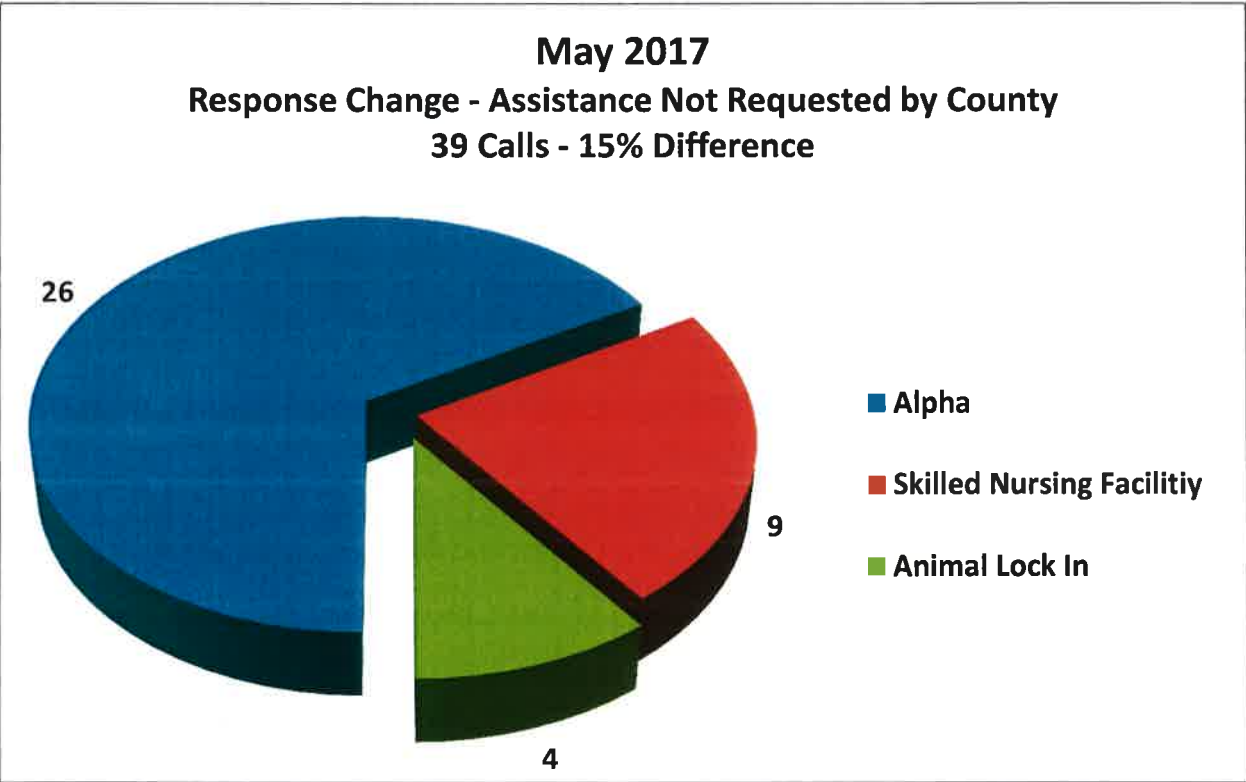
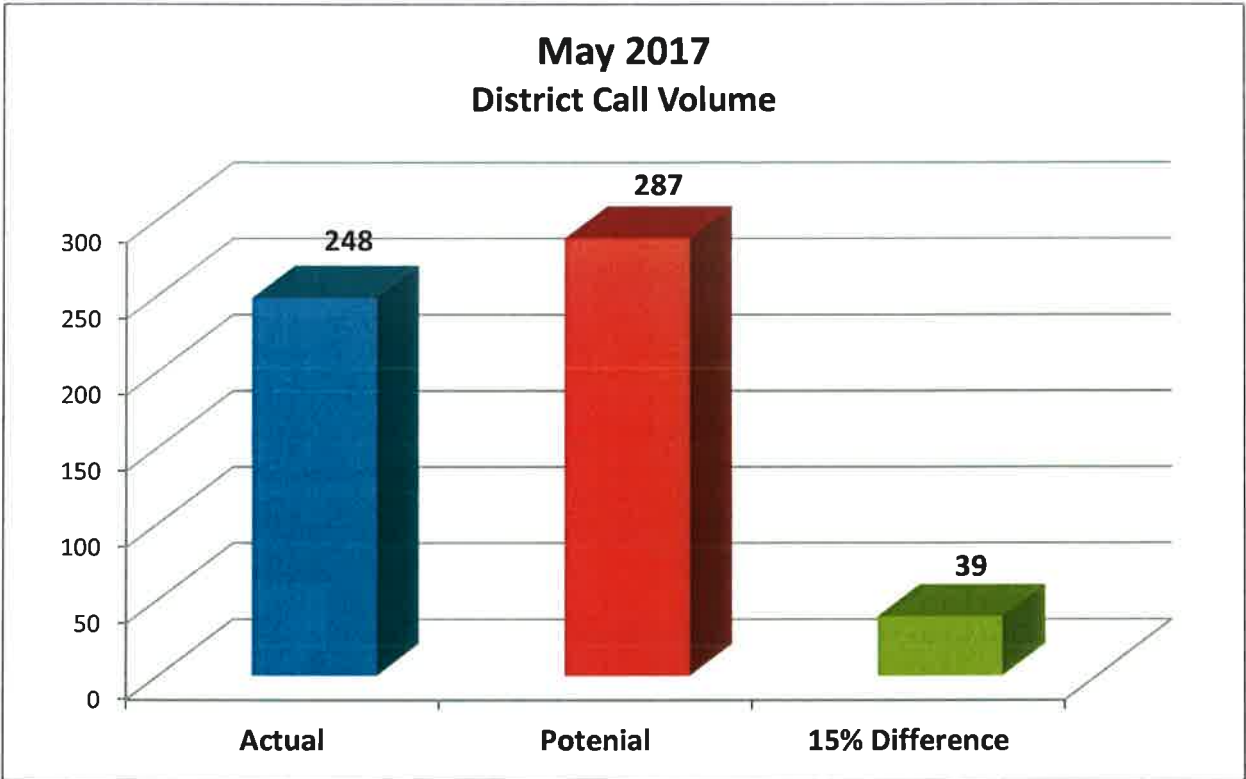
(C) Zone 3 - Main Street to Airport Road

(F) Zone 6 - Henderson Beach Park/Rd to Hwy 293/Hutchinson

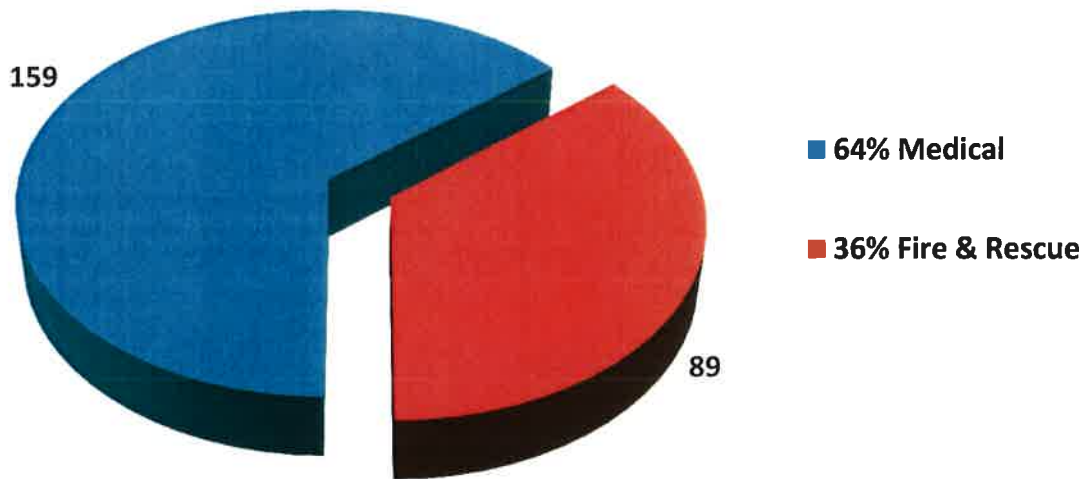
(Z) Zone 9 - Out of District

**Destin Fire Control District
Call History for 2017**

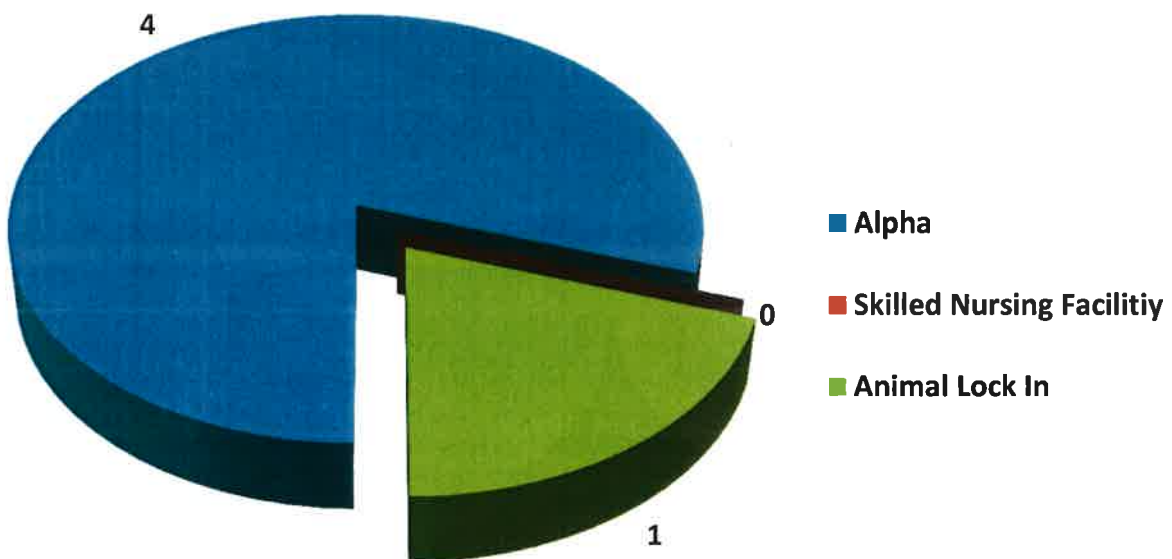
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2017 Totals | 2016 Totals |
|---------------------|------------|------------|------------|------------|------------|----------|----------|----------|----------|----------|----------|----------|-------------|-------------|
| Unknown Problem | 12 | 24 | 39 | 38 | 28 | | | | | | | | 141 | 221 |
| MVA | 18 | 22 | 30 | 31 | 23 | | | | | | | | 124 | 347 |
| Fall | 15 | 17 | 19 | 12 | 22 | | | | | | | | 85 | 256 |
| Sick Call | 12 | 8 | 18 | 17 | 12 | | | | | | | | 67 | 166 |
| Unconscious | 3 | 8 | 17 | 14 | 23 | | | | | | | | 65 | 192 |
| Breathing problem | 8 | 15 | 12 | 10 | 12 | | | | | | | | 57 | 113 |
| Chest pain | 10 | 10 | 17 | 9 | 10 | | | | | | | | 56 | 137 |
| Trauma | 1 | 4 | 17 | 10 | 7 | | | | | | | | 39 | 77 |
| Assault/Rape | 4 | 5 | 8 | 5 | 13 | | | | | | | | 35 | 89 |
| Seizures | 7 | 5 | 5 | 8 | 8 | | | | | | | | 33 | 106 |
| Psychiatric | 3 | 1 | 5 | 5 | 4 | | | | | | | | 18 | 56 |
| OD/Poisoning | 2 | 2 | 6 | 3 | 4 | | | | | | | | 17 | 37 |
| CVA/Stroke | 4 | 1 | 3 | 4 | 3 | | | | | | | | 15 | 63 |
| Cardiac Arrest | 2 | 2 | 2 | 3 | 4 | | | | | | | | 13 | 34 |
| Hemorrhage | 3 | 3 | | 2 | 4 | | | | | | | | 12 | 35 |
| Abdominal Pain | 2 | 3 | 2 | 2 | 2 | | | | | | | | 11 | 27 |
| Allergic Reaction | | 4 | 1 | 2 | 4 | | | | | | | | 11 | 24 |
| Drowning | 1 | 2 | | 3 | 2 | | | | | | | | 8 | 39 |
| Diabetic Emergency | 1 | 1 | 2 | | 4 | | | | | | | | 8 | 29 |
| Choking | 3 | 2 | 3 | | | | | | | | | | 8 | 7 |
| Back Pain | | 3 | 2 | 1 | 1 | | | | | | | | 7 | 14 |
| Other | 1 | 1 | 1 | | 2 | | | | | | | | 5 | 9 |
| Heart Problem | | 1 | 1 | 1 | 1 | | | | | | | | 4 | 24 |
| Stabbing/GSW | | 1 | 1 | | 1 | | | | | | | | 3 | 5 |
| Headache | 1 | | 1 | | | | | | | | | | 2 | 10 |
| Childbirth/Labor | | | 1 | 1 | | | | | | | | | 2 | 10 |
| Heat/Cold Emergency | | | | 1 | | | | | | | | | 1 | 16 |
| Eye Injury | | | | | | | | | | | | | 0 | 2 |
| Electrical Shock | | | | | | | | | | | | | 0 | 1 |
| Carbon Monoxide | | | | | | | | | | | | | 0 | 0 |
| Totals | 113 | 145 | 213 | 182 | 194 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 847 | 2146 |



May 2017
Fire & Rescue / Medical Response Comparison
254 Actual Responses



May 2017
Resonse Change - Assistance Requested by County
5 Responses



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

| Name | 3) FYD Balance at 4/30/17 | | 2) May Activity | | 3) FYD Balance at 5/31/17 | |
|----------------------------------|---------------------------|-----------------------|-----------------|----------------------|---------------------------|-----------------------|
| | 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 | 2.00 | 73.00 | | | 2.00 | 73.00 |
| Darden, David | 17.00 | 555.73 | | | 17.00 | 555.73 |
| Flynn, Robert | 32.00 | 934.60 | | | 32.00 | 934.60 |
| Frank, Richie | 39.50 | 872.95 | | | 39.50 | 872.95 |
| 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 | 51.00 | 1,340.79 | | | 51.00 | 1,340.79 |
| 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 | 7.00 | 224.84 | | | 7.00 | 224.84 |
| Turner, Luke | 24.00 | 498.96 | | | 24.00 | 498.96 |
| Ward, Trey | 41.50 | 1,280.70 | 1.00 | 32.31 | 42.50 | 1,313.01 |
| Watson, Donny | 5.00 | 150.40 | | | 5.00 | 150.40 |
| Weiland, Brian | - | - | | | - | - |
| Winkler, Matt | 84.50 | 1,802.02 | | | 84.50 | 1,802.02 |
| Total Duty Overtime | 418.00 | \$ 11,233.18 | 1.00 | \$ 32.31 | 419.00 | \$ 11,265.49 |
| Less Previous Year Totals | 666.25 | \$ (18,480.35) | 69.75 | \$ (1,697.93) | 736.00 | \$ (20,178.27) |
| Increase / (Decrease) | | \$ (7,247.17) | | \$ (1,665.62) | | \$ (8,912.79) |

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SUMMARY OF REPORT

The regular annual actuarial valuation of the Destin Fire Control District Firefighters' Retirement Trust Fund, performed as of October 1, 2016, has been completed, and the results are presented in this Report. The results of this valuation are applicable to the plan/fiscal year ended September 30, 2017.

The funding requirements, compared with the amounts set forth in the October 1, 2015 actuarial valuation report, are as follows:

| | | |
|--|------------------|------------------|
| Valuation Date | 10/1/2016 | 10/1/2015 |
| Applicable Fiscal Year End | <u>9/30/2017</u> | <u>9/30/2016</u> |
| Total Required Contribution % of Total Annual Payroll | 86.7% | 75.5% |
| Member Contributions (Est.) % of Total Annual Payroll | 6.8% | 6.8% |
| Required District and State Cont. % of Total Annual Payroll | 79.9% | 68.7% |
| State Contributions ¹ % of Total Annual Payroll | 293,568 19.5% | 293,568 19.5% |
| Balance from District % of Total Annual Payroll | 60.4% | 49.2% |

¹ Amount shown is an estimated based on the amounts received during fiscal 2016. The District and membership have mutually agreed that the District may use all State Contributions when determining its minimum funding requirements for the duration of the current collective bargaining agreement. For budgeting purposes, the required Sponsor Contribution (District and State) is 79.9% of Pensionable Earnings for the fiscal year ending September 30, 2017. The precise District requirement for the year is this amount, less actual allowable State Contributions. Please note that the District has a prepaid contribution of \$39,961.90 available to offset its current year funding requirements.

Over the last 12 months the actuarial experience was more favorable than expected on the basis of the actuarial assumptions. The principal sources of favorable experience were an average decrease in pensionable earnings despite increases being assumed, no retirements, and the death of an active firefighter. These gains were offset in part by the effects of a 7.75% investment return (Actuarial Asset basis) that fell short of the 8.00% assumption, and no inactive deaths.

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AGREEMENT FOR ADMINISTRATIVE ASSISTANT SERVICES

THIS AGREEMENT FOR ADMINISTRATIVE ASSISTANT SERVICES ("Agreement") is entered into this ____ day of _____, 2017, ("Effective Date") by and between the **BOARD OF TRUSTEES OF THE DESTIN FIRE CONTROL DISTRICT FIREFIGHTERS' RETIREMENT TRUST FUND**, whose mailing address is 848 Airport Road, Destin, Florida 32541 (hereinafter referred to as the "BOARD") and the **DESTIN FIRE CONTROL DISTRICT**, whose mailing address is 848 Airport Road, Destin, Florida 32541 (hereinafter referred to as the "DISTRICT").

W I T N E S S E T H:

WHEREAS, it has been deemed by a recorded majority vote of the BOARD, pursuant to the governing procedures, that an administrative assistant ("Administrative Assistant") is to be retained to assist in the proper administrative duties of the BOARD; and

WHEREAS, the BOARD is legally permitted to hire a administrative assistant to assist the BOARD in performing its duties; and

WHEREAS, the DISTRICT is desirous of working with the BOARD by providing an employee to serve as an administrative assistant;

NOW, THEREFORE, in consideration of the premises and mutual benefits which will accrue to the parties hereto in carrying out the terms of this Agreement, the parties hereto do hereby agree as follows:

Section I - General.

The Administrative Assistant shall perform such secretarial and clerical services as are normally provided in the general course of business for municipal pension boards. The relationship of the Administrative Assistant to the BOARD shall be that of an employee of the DISTRICT. The Administrative Assistant shall perform services in a prompt and professional manner.

Section II - Scope of Services.

A. General Duties. The Administrative Assistant shall perform all necessary services provided hereunder as directed by the BOARD for the purpose of ensuring administrative functioning of the BOARD pursuant to all applicable local ordinances, statutes and laws.

B. Specific Duties. The Administrative Assistant shall provide the following services (as requested) but not be limited in her duties thereby.

1. Schedule and attend all BOARD Meetings.
2. Prepare agendas for all Meetings and post notices and agendas of Meetings after approval by Chairman or Plan Administrator.
3. Prepare minutes, and record all Meetings. Process minutes promptly and distribute.
4. Post all minutes as directed.
5. Maintain necessary communication with any business entities associated with the BOARD. Distribute correspondence for the plan to BOARD members and attorneys.
6. Respond to inquiries by trustees, DISTRICT firefighters (active, retired and terminated), money managers, custodians, and other contract professionals.
7. Serve as liaison between the BOARD and the DISTRICT.
8. Setup and maintain files. File all necessary documents and preserve them in an orderly fashion as required by Public Records law.
9. Order and maintain supplies and equipment as needed.
10. Make copies as needed.
11. Assist the Pension Plan in administering in accordance with the Operating Rules and Procedures and the Pension Ordinance.
12. Annual review of operating rules and procedures.
13. Review all statements and documents from:
 - Money managers
 - Performance monitors
 - Attorneys
 - Actuaries
 - Accountants
 - Others
14. Review invoices and pay plan expenses as authorized.
15. Review and reconcile all bank statements.
16. Maintain current roster of members and retirees, including status and addresses.
17. Administer all aspects of elections of Firefighter Trustees.
18. Remind/track annual filing of financial disclosure forms.

19. Obtain all necessary information and process retirement applications for members for forwarding to actuarial firm for calculations of benefits.
20. Process all forms of benefit application and work with actuary and custodian (DROP applications, Normal retirement applications, Disability applications, Death benefits, etc.)
21. Process request for buyback of credited service.
22. Prepare information for actuarial calculation of terminated vested employees.
23. Monitor disbursement of payments for retirees and disability recipients (to ensure proper payment is being made). Process of deposits of withholding for pension retirees.
24. Collect necessary data for the DISTRICT's audit report.
25. Prepare annual letters to retirees.
26. Maintain current, up to date Beneficiary forms as required.
27. Serve as liaison with the DISTRICT to obtain new employee data in a timely manner.
28. Serve as liaison with the State of Florida Division of Retirement.
29. Serve as liaison with other pension plans and organizations as needed in the best interest of the BOARD.
30. Prepare quarterly financial statements which reconcile to custodial reports.
31. Prepare the annual information of contributions for the BOARD's actuary to assist in preparation of the annual actuarial valuation report.
32. Process all paperwork regarding disability cases as required by the BOARD attorney.
33. Create policies for BOARD approval.
34. Perform projects as directed by the BOARD.
35. Offer information pertinent to the BOARD as directed.
36. Maintain current listing of education/training/seminar opportunities.
37. Assure compliance with the Government in the Sunshine Law and the Public Records Act.
38. Collect the required information for Annual State Reports and submit to actuary or prepare the Annual State Report, as directed by the BOARD.
39. Prepare Annual Administrative Budget.
40. Prepare Annual Detailed Accounting Report of Actual Plan Expenses

41. Ensure timely posting of pension information to DISTRICT website as required by Florida Statutes.
- C. The Administrative Assistant shall have no authority over directing investments, signing disbursements, executing contracts and approving benefits.

Section III - Term.

The services of the Administrative Assistant pursuant to this Agreement, have commenced and shall continue until terminated as provided herein.

Section IV - Termination.

Either party hereto may terminate this agreement upon thirty (30) days written notice to the other.

Section V - Compensation.

Rates. This Agreement shall be effective June 13, 2017, for the services rendered, by the DISTRICT's employee at no cost to the BOARD.

Section VI - Severability.

If any clause or provision of this Agreement is found illegal, invalid or unenforceable under present or future laws effective during the Term of this Agreement, then and only in that event, it shall be the intention of the parties that the remainder of this Agreement, and the Term covered thereby, shall not be affected. All rights, powers and privileges conferred by this Agreement upon the parties shall be cumulative but not restricted to those given by law.

Section VII - Assignability.

It is specifically agreed that the DISTRICT herewith binds itself to the BOARD in respects to the covenants of this Agreement; and it is further agreed that the DISTRICT shall not assign, sublet, or transfer its interest in this Agreement without the written consent of the BOARD.

Section VIII - Governing Law.

The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Florida.

Section IX - Venue.

Any action involving matters or disputes arising under this Agreement shall be brought in Okaloosa County, Florida.

Section X - Public Records.

In accordance with the provisions of Chapter 119.0701(2), Florida Statutes:

A. IF THE ADMINISTRATIVE ASSISTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ADMINISTRATIVE ASSISTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE DISTRICT CUSTODIAN OF PUBLIC RECORDS AT: KATHRYN WAGNER, 850-837-8413, KWAGNER@DESTINFIRE.COM, 848 AIRPORT ROAD, DESTIN, FL 32541.

B. The Administrative Assistant must comply with public records laws, specifically to:

1. Keep and maintain public records required by the BOARD to perform the service.
2. Upon request from the BOARD's custodian of public records, provide the BOARD with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that the public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of the Agreement and following completion of the Agreement if the Administrative Assistant does not transfer the records to the BOARD.
4. Upon completion of the Agreement, transfer, at no cost to the BOARD, all public records in possession of the Administrative Assistant or keep and maintain public records required by the BOARD to perform the service. If the Administrative Assistant transfers all public records to the BOARD upon completion of the Agreement, the Administrative Assistant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the BOARD keeps and maintains

public records upon completion of the Agreement, the Administrative Assistant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the BOARD, upon request from the BOARD's custodian of public records, in a format that is compatible with the information technology systems of the BOARD.

IN WITNESS WHEREOF, the parties hereto have accepted, made and executed this Agreement upon the terms and conditions above stated on the day and year first above written.

ATTEST:

**BOARD OF TRUSTEES OF THE
DESTIN FIRE CONTROL DISTRICT
FIREFIGHTERS' RETIREMENT TRUST
FUND**

As Secretary

By: _____
As Chairman

DESTIN FIRE CONTROL DISTRICT

By: _____
Richard A. Moore, Chairman

**AMENDMENT NO. 1 TO INTERLOCAL AGREEMENT WITH DESTIN FIRE
CONTROL DISTRICT FOR BEACH SAFETY AND LIFEGUARD SERVICES**

CONTRACT # C16-2454-TDD

This AMENDMENT NO. 1 TO INTERLOCAL AGREEMENT WITH DESTIN FIRE CONTROL DISTRICT FOR BEACH SAFETY AND LIFEGUARD SERVICES ("Amendment No. 1") effective as of the ____ day of ____ 2017, hereby amends the Interlocal Agreement, effective October 1, 2016, by and between the Okaloosa County Board of County Commissioners through its Tourist Development Department ("County") and Destin Fire Control District ("District") for beach safety and lifeguard services ("Agreement").

WHEREAS, pursuant to Section 3 of the Agreement, the County agrees to pay the District for services rendered as set forth in Exhibit A; and

WHEREAS, the District provided the County with an Operational & Capital Funding Request Budget Detail Spreadsheet ("Spreadsheet"); and

WHEREAS, the County compares each invoice submitted by the District to the Spreadsheet for funding approval; and

WHEREAS, the Agreement, as written, does not address differences between the invoices submitted as compared to the Spreadsheet; and

WHEREAS, the parties find it necessary to amend the Agreement authorizing the District to shift expenses between line items in the Spreadsheet so long as the total contract amount is not exceeded.

NOW THEREFORE, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to amend the Agreement as follows:

(~~stricken~~ words indicate deletions, underlined words indicate additions)

1. Section 3. County's Responsibilities. Pursuant to the authority set forth in section 125.0104(5)(c), Florida Statutes, the County agrees to pay the District FIVE HUNDRED EIGHTY SEVEN THOUSAND EIGHT HUNDRED EIGHTEEN DOLLARS (\$587,818.00) for services rendered for the fiscal year October 1, 2016 to September 30, 2017 as set forth in EXHIBIT A. The District is authorized to shift expenses between Spreadsheet line items so long as the total contract amount is not exceeded. Payment shall be made on a reimbursement basis upon receipt of an invoice, recommendation from the Tourist Development Council and approval from the Board of County Commissioners.
2. All other provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed on the last date herein written below.

DESTIN FIRE CONTROL DISTRICT

By _____
Richard D. Moore, Chairman

Dated: _____

ATTEST:

By _____
Kathryn Wagner, District Clerk

**BOARD OF COUNTY COMMISSIONERS
OF OKALOOSA COUNTY, FLORIDA**

By _____
Carolyn N. Ketchel, Chairman

Dated: _____

ATTEST:

By _____
J.D. Peacock II, Clerk of Circuit Court

DESTIN FIRE CONTROL DISTRICT BID SUMMARY



| | | | |
|---------------------------------|---|---------------------|---------------------|
| PROJECT: | <u>Purchase - High Pressure Compressed Breathing Air System</u> | | |
| BID DUE DATE: | <u>June 2, 2017</u> | TIME DUE: | <u>12:00 pm CST</u> |
| NUMBER OF BIDS RECEIVED: | <u>2</u> | | |
| DATE OPENED: | <u>6/2/17</u> | TIME OPENED: | <u>3:16 pm</u> |

The purpose of the meeting was to open and read aloud at bids for the above mentioned project.
Bids were received from the following:

| | Name/Address/Phone of Bidder | Bid Amount | Addendum(s) Acknowledged | Notes |
|---|--|--------------|-----------------------------|---|
| 1 | Air Power Services, Inc. 530 New Warrington RD Pensacola, FL 32560 | \$ 29,329.00 | | Alternate Proposal - replacement of only compressor and cylinder |
| 2 | Air Power Services, Inc. 530 New Warrington RD Pensacola, FL 32560 | \$ 48,140.00 | | Replacement of full system |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

Kathryn Wagner Kathryn Wagner
District Representative Name and Signature

6/2/17
Date

KEVIN SASSER Kevin Sasser
District Representative Name and Signature

6-2-17
Date

Marie Wilbur Marie Wilbur
District Representative Name and Signature

6-2-17
Date

AIR POWER SERVICES, INC.

| | | |
|-----|---|---------------|
| *** | Equipment | |
| 1 | Breathing Air Compressor | \$28,925.00 |
| 2 | Single Cylinder, "UN/ISO" 509cf (1.24cf / vv) | \$ 1,654.00 |
| 3 | Complete System Installation | \$ 1,750.00 |
| 4 | System Warranty | \$ - |
| | SUBTOTAL | \$32,329.00 |
| | Trade In: Compressor \$ 3,000.00 | \$ (3,000.00) |
| | TOTAL FOR ALL ITEMS | \$29,329.00 |

Should you have additional questions please contact me at your earliest convenience.

Kind regards,



Joe Ferrara
Officer

Date: May 22, 2017

Destin Fire Control District -
Expenditure Proposal Form



High Pressure Compressed Breathing Air System

Closing Date: June 2, 2017 12pm CST

NOTE TO ALL BIDDERS

NO BIDS RECEIVED AFTER CLOSING WILL BE ACCEPTED.

All request for bids must be marked on the outside of the envelope **2017 High Pressure Compressed Breathing Air System** and received by June 2, 2017, at 12 noon CST. Any failure to mark such on the outside of the sealed envelope as set forth herein may result in the request for bid not to be considered.

In compliance with the requirement of this specification (if applicable), vendor must submit with bid two (2) sets of descriptive literature or your bid may not be considered. Further, prices shall be held fixed for one year from date of award. Quantities listed are estimates, actual orders may vary more or less than indicated.

| *** | Equipment | Qty | Unit Price | Total |
|-----|---|-----|------------|---------------------|
| 1. | Breathing Air Compressor <i>Model BAM06H</i> | 1 | | <i>28,925.00</i> |
| 2. | Stationary Containment Fill Station | 1 | | <i>8,125.00</i> |
| 3. | Air Storage System | 1 | | <i>12,990.00</i> |
| 4. | Complete System Installation | 1 | | <i>2,100.00</i> |
| 5. | System Warranty | 1 | | <i>0.00</i> |
| | SUBTOTAL | | | <i>\$ 52,140.00</i> |
| | Trade In: Compressor <i>\$ 3000.00</i> | | | |
| | Fill Station <i>\$ 500.00</i> | | | |
| | Storage System <i>\$ 500.00</i> | | | |
| | TRADE IN TOTAL: | | | <i>\$ 4,000.00</i> |
| | TOTAL FOR ALL ITEMS | | | <i>\$ 48,140.00</i> |
| | Please state Vendor Catalog Discount on all other items that are not listed in the bid. | | | <i>% N/A</i> |

Exceptions & Deviations

Proposers shall fully describe every variance exception and/or deviation. List the item number here and fully explain any items in non-compliance with specification.

Additional sheets may be used if required.

See addendum deviations attached.

EXTENSIONS, TOTALS AND GRAND TOTAL, IF APPLICABLE, SHALL BE ENTERED IN SPACES PROVIDED.
FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.

DELIVERY MAY BE A FACTOR IN AWARD. PLEASE STATE DELIVERY SCHEDULE IN SPACE PROVIDED BELOW.
FAILURE TO COMPLY MAY RENDER YOUR BID INVALID.

TERMS: BIDDERS ARE REQUESTED TO QUOTE NET PRICES. NET PRICES ARE LIST PRICES LESS TRADE OR OTHER DISCOUNTS OFFERED, EXCEPT CASH DISCOUNTS. IF A CASH DISCOUNT IS OFFERED, IT MUST BE CLEARLY SHOWN IN THE SPACE PROVIDED BELOW. IN ORDER FOR YOUR CASH DISCOUNT TO BE CONSIDERED IN THE BID EVALUATION PROCESS, THE DISCOUNT PERIOD SHALL BE A MINIMUM OF THIRTY DAYS. ANY DISCOUNT PERIOD OFFERED OF LESS THAN THIRTY DAYS WILL NOT BE CONSIDERED IN THE BID EVALUATION PROCESS. ALL DISCOUNTS OFFERED WILL BE TAKEN IF EARNED. TIME WILL BE COMPUTED FROM THE DATE OF ACCEPTANCE AT DESTINATION OR FROM DATE A CORRECT INVOICE IS RECEIVED IF THE LATTER DATE IS LATER THAN THE DATE OF ACCEPTANCE.

TERMS 0 % 30 Days

DELIVERY: Time Required for Delivery After Receipt of Order 60-75 Days

The undersigned, declares that they have read the provisions and specifications covering the purchase of equipment for fire truck. With full knowledge and understanding of the requirements, we do hereby agree to furnish equipment in full accordance with the specifications attached hereto and made a part hereof.

FIRM NAME:

Air Power Services, Inc.

SIGNATURE:

TITLE:

Officer

DATE:

5/22/2017

ADDRESS:

530 N. New Warrington Road
Pensacola, FL. 32506

PHONE NUMBER:

850-469-0704



DESTIN FIRE CONTROL DISTRICT

Effect of increase in Homestead Exemption

- Chapter 2017-35 of the Laws of Florida:
 - “up to an additional \$25,000 on the assessed valuation greater than \$100,000”
 - “the taxable value shall be based on value as of January 1, 2019”
- Estimated Statistics:
 - Estimated 4,073 properties
 - Estimated additional tax impact \$100,182,889
- Reduced Ad Valorem Proceeds for the District
 - Estimated loss of budget revenue beginning in fiscal year 2019/2020 \$100,183 (Ad Valorem Taxes)

CHAPTER 2017-35

House Bill No. 7107

An act relating to homestead exemption implementation; amending s. 196.031, F.S.; increasing the homestead exemption from all taxes other than school district taxes; amending s. 200.065, F.S.; specifying calculation of the rolled-back rate for purposes of the 2019 tax roll; providing a repeal date; amending s. 218.125, F.S.; requiring the Legislature to appropriate moneys to offset reductions in tax revenues in certain fiscally constrained counties resulting from increased exemptions; providing a contingent effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Paragraph (b) of subsection (1) of section 196.031, Florida Statutes, is amended to read:

196.031 Exemption of homesteads.—

(1)

(b) Every person who qualifies to receive the exemption provided in paragraph (a) is entitled to an additional exemption of up to \$25,000 on the assessed valuation greater than \$50,000 and up to an additional \$25,000 on the assessed valuation greater than \$100,000 for all levies other than school district levies.

Section 2. Subsection (15) of section 200.065, Florida Statutes, is renumbered as subsection (16), and a new subsection (15) is added to that section to read:

200.065 Method of fixing millage.—

(15)(a) Notwithstanding the method of computing the rolled-back rate in subsection (1), the taxable value that is used in computing the rolled-back rate in subsection (1) and the maximum millage rate under subsection (5) shall be increased by an amount equal to the reduction in taxable value occurring as a result of the revision to s. 6(a) of Art. VII of the State Constitution approved in November 2018 which authorizes an additional exemption of up to \$25,000 for all levies other than school district levies. For purposes of this paragraph, the taxable value shall be based on value as of January 1, 2019, within each taxing authority.

(b) This subsection is repealed on December 31, 2019.

Section 3. Section 218.125, Florida Statutes, is amended to read:

218.125 Offset for tax loss associated with certain constitutional amendments affecting fiscally constrained counties.—

(1)(a) Beginning in the 2010-2011 fiscal year, the Legislature shall appropriate moneys to offset the reductions in ad valorem tax revenue experienced by fiscally constrained counties, as defined in s. 218.67(1), which occur as a direct result of the implementation of revisions of ss. 3(f) and 4(b) of Art. VII of the State Constitution which were approved in the general election held in November 2008. The moneys appropriated for this purpose shall be distributed in January of each fiscal year among the fiscally constrained counties based on each county's proportion of the total reduction in ad valorem tax revenue resulting from the implementation of the revisions.

(b) Beginning in the 2019-2020 fiscal year, the Legislature shall appropriate moneys to offset reductions in ad valorem tax revenue experienced by fiscally constrained counties, as defined in s. 218.67(1), which occur as a direct result of implementation of the revision to s. 6(a) of Art. VII of the State Constitution approved in November 2018 which authorizes an additional exemption of up to \$25,000 for all levies other than school district levies. The moneys appropriated for this purpose shall be distributed in January of each fiscal year among the fiscally constrained counties based on each county's proportion of the total reduction in ad valorem tax revenue resulting from the implementation of the revisions.

(2) On or before November 15 of each year, each fiscally constrained county shall apply to the Department of Revenue to participate in the distribution of the appropriation and provide documentation supporting the county's estimated reduction in ad valorem tax revenue in the form and manner prescribed by the department of Revenue. The documentation must include an estimate of the reduction in taxable value directly attributable to revisions of Art. VII of the State Constitution for all county taxing jurisdictions within the county and shall be prepared by the property appraiser in each fiscally constrained county. The documentation must also include the county millage rates applicable in all such jurisdictions for the current year and the prior year, rolled-back rates determined as provided in s. 200.065 for each county taxing jurisdiction, and maximum millage rates that could have been levied by majority vote pursuant to s. 200.065(5).

(a) For purposes of paragraph (1)(a) ~~this section~~, each fiscally constrained county's reduction in ad valorem tax revenue shall be calculated as 95 percent of the estimated reduction in taxable value multiplied by the lesser of the 2010 applicable millage rate or the applicable millage rate for each county taxing jurisdiction in the current year. If a fiscally constrained county fails to apply for the distribution, its share shall revert to the fund from which the appropriation was made.

(b) For purposes of paragraph (1)(b), each fiscally constrained county's reduction in ad valorem tax revenue shall be calculated as 95 percent of the estimated reduction in taxable value multiplied by the lesser of the 2017 applicable millage rate or the applicable millage rate for each county taxing jurisdiction in the current year. If a fiscally constrained county fails to apply

for the distribution, its share shall revert to the fund from which the appropriation was made.

Section 4. This act shall take effect on the effective date of the amendment to the State Constitution proposed by HJR 7105 or a similar joint resolution having substantially the same specific intent and purpose, if such amendment to the State Constitution is approved at the general election held in November 2018 and shall apply to the 2019 tax roll.

Approved by the Governor May 23, 2017.

Filed in Office Secretary of State May 23, 2017.