## Destin Fire Control District Agenda

Board of Fire Commissioners 848 Airport Road, Destin, Florida 32541 March 12, 2019, 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 February 12, 2019
- 4. Review of Financial Report:
  - a. February 28, 2019
- 5. Old Business:
  - a. West End of District Station
- 6. Chief Reports:
  - a. Beach Safety Update
  - b. Training Report
  - c. Inspection Report
  - d. Response Change Report
  - e. Overtime Report
- 7. New Business:
  - a. RFP Station 10 Exterior Refurbishment
  - b. RFP Security Cameras and Access Controls
  - c. Resolution sell medical equipment
- **8. Next Meeting:** Regular Meeting: April 9, 2019 at 5:30pm
- 9. Adjournment

### **DESTIN FIRE CONTROL DISTRICT**

Regular Meeting of the Board of Commissioners

Main Station

848 Airport Road

Destin, Florida 32541

February 12, 2019

#### Minutes

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

Buckingham

Staff present: Chief Kevin Sasser, Division Chiefs Joe D'Agostino, Matt Taylor and

Kathryn Wagner; Marie Wilbur

Also present: Attorney Dana "D.C." Matthews, II

The meeting was called to order by Chairman Moore at 5:30 p.m. He reviewed the use of "Public Comment" during the meeting in response to questions from the public at the last meeting.

### **Public Comments**

Patricia DeFrenza of Destin commented on wanting the reinstatement of the District's auto-response to 911 calls and would like to see hiring of new personnel that already were Paramedic certified. She would also like to see either moving the existing scheduled BLS/CPR classes or adding a Saturday class to the existing schedule so that it is more convenient for working people.

### Presentation of Health Insurance Options

David Barton of Acentria Insurance was present to explain the new United Healthcare policy under consideration. Commissioner Wagner made a motion to accept United Healthcare – Florida Choice – Plan AQOG – RX Plan: 125 and adding Commissioners to the plan, if they so choose, at their expense. Commissioner Buckingham seconded. With no further discussion, the motion passed unanimously.

#### **Review of Minutes**

The minutes of the Regular Meeting of January 8, 2019 were presented. Commissioner Buckingham requested that the minutes be amended under Old Business – West End Fire Station – to correct it from "the proposed **fire station**" to read "the proposed **park**" in the first line. Commissioner Wagner made a motion to approve the minutes as amended. Commissioner Wilson seconded. With no further discussion, the motion passed unanimously.

### **Review of Financial Report**

Division Chief Wagner presented the financial statements for January 31, 2019. After brief discussion, Commissioner Green made a motion to approve the financial statements as presented. Commissioner Buckingham seconded. With no further discussion, the motion passed unanimously.

### **Old Business**

### a. West End of District Station

Chief Sasser reported that the Department of Treasury has approved the preliminary drawings for the Clement Taylor Park. The County has gathered all required materials for the proposal and submitted them to the Department of Treasury and is waiting on a response. Commissioner Buckingham stated that once

the final approval comes to the City they would then need the final drawings for the station. The City will need to approve the exterior and Chief will work with the staff on the interior requirements.

### **Chief Reports**

### a. Beach Safety Report

Division Chief D'Agostino reported that training is in progress with the new beach staff and the season opens on March 9<sup>th</sup>. The new beach towers are ordered and are under construction.

### b. Training Report

Chief Sasser reviewed the Training Report for January with 22 hours of training provided per shift. Commissioner Buckingham met with the City's building official and discussed having those who apply for demo permits be made aware that the District would be open to using their demolitions for training purposes. General consensus of the Board requested that Chief Sasser write a letter to the City's Building Department asking if this arrangement could be made and presented to permit applicants.

### c. Inspection Report

Division Chief Taylor presented the Inspection Report. He noted that he is still waiting on two large projects that he has approved to move forward.

### d. Response Change Report

Chief Sasser and Division Chief Wagner are still working on reviewing numbers for these reports and will present their findings at the next meeting.

### e. Overtime Report

Chief Sasser reported that overtime for January was low. He stated the Paramedic students have graduated at the college and are pending state exam. They were exceptional students and he is very proud of them all.

### **New Business**

### a. Employment Agreement for Chief Sasser

Commissioner Buckingham made a motion to approve Addendum No. 2 to Employment Agreement for Chief Kevin Sasser beginning April 1, 2019 for an additional five (5) year term. Commissioner Wagner seconded. With no further discussion, the motion passed unanimously. Commissioner Wagner extended thanks to Chief Sasser for his outstanding service to the District with consensus from the Board.

### **Next Meeting**

Chairman Moore announced that the next regular meeting of the Board will be held on March 12, 2019 at 5:30 p.m.

### Adjournment

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

## Destin Fire Control District Balance Sheet

As of February 28, 2019

		2/28/2019
ASSETS	17	**
Current Assets		
Checking/Savings		
Petty cash	\$	100
Trustmark - checking	•	2,035,291
Trustmark - impact fee		1,232,818
FLGIT - Day to Day Fund		1,722,556
FLGIT - Short Term Bond Fund		3,119,238
Total Checking/Savings	m)	8,110,003
Accounts Receivable		
Accounts Receivable		5,855
Total Accounts Receivable		5,855
Other Current Assets		
Ed supplement receivable		5,477
Total Other Current Assets		5,477
Total Current Assets		8,121,335
Fixed Assets		
Land		278,555
Building		1,346,392
Building Improvements		1,457,872
Equipment - firefighting		408,411
Equipment - other		1,103,455
Equipment - station		346,892
Vehicles		2,708,170
Accumulated depreciation		(4,424,453)
Total Fixed Assets		3,225,294
Other Assets		
Prepaid expenses		136,304
Total Other Assets		136,304
Deferred outflows of resources from Pension Fund		817,367
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u>\$</u>	12,300,300

## Destin Fire Control District Balance Sheet

As of February 28, 2019

		2/28/2019
LIABILITIES & EQUITY	***	
Liabilities		
Current Liabilities		
Accounts payable	\$	129,770
Other Current Liabilities		
Accrued wages payable		06.369
Prepaid Legal Services		96,368
Compensated absences-in 1 yr		289 73,409
Total Other Current Liabilities		170,066
Total Other Guitent Liabilities		170,000
Total Current Liabilities		299,836
Long Term Liabilities		
Compensated absences-more 1 yr		130,391
OPEB Liability		855,644
Retirement Trust Fund		8,337,169
Total Long Term Liabilities		9,323,204
Total Liabilities		9,623,040
Equity		
Nonspendable Fund		0.005.004
Nonspendable - Investment General Fixed Assets Fund Nonspendable - Prepaid Insurance Fund		3,225,294
Total Nonspendable Fund	_	136,304 3,361,598
Total Nonopolitable Land		0,001,000
Restricted Fund		
Restricted - Impact Fee Fund	17	1,233,053
Total Restricted Fund		1,233,053
Committed Fund		
Committed - Compensation Fund		50,000
Committed - Unemployment Fund	100	19,873
Total Committed Fund		69,873
Assigned Fund		
Assigned - Asset Fund		3,133,411
Assigned - Beach Safety	X	5,155
Total Assigned Fund	1/:	3,138,566
Unassigned Fund		
Unassigned Fund		185,623
Provided for Retirement Trust Fund		(8,337,169)
Net Revenue over Expenditures		3,025,716
Total Unassigned Fund		(5,125,830)
Total Equity		2,677,260
TOTAL LIABILITIES & EQUITY	\$	12,300,300
·		,,

	Through 2/28/2019	Durlant	Budget	% Remaining
evenue	2/20/2019	Budget	Remaining (Over)	(Over)
Advalorem Tax				
Advalorem taxes	\$ 5,334,536	\$ 6,003,036	668,500	11.149
Discounts (3.5%)	(205,136)	(210,106)	(4,970)	2.37
Uncollected tax (1.5%)	(200, 100)	(90,046)	(90,046)	100.00
Advalorem taxes prior years	1,336	(00,010)	(1,336)	-100.00
Advalorem tax interest	5,578	:: <del>-</del> :	(5,578)	-100.00
Advalorem prior years penalty	668	1925	(668)	-100.00
Tax collector	(101,771)	(120,061)	(18,290)	15.23
Total Advalorem Tax	5,035,211	5,582,823	547,612	9.81
Fee Revenue				
Credit card convience fees	116	i. <del></del> ?	(116)	-100.00
Impact fee	103,297	100,000	(3,297)	-3.30
Plan review fee	10,259	14,750	4,491	30.45
Alarm System Malfunction fees	i.	800	800	100.00
Re-Inspection fees	3,850	500	(3,350)	-670.00
Total Fee Revenue	117,522	116,050	(1,472)	-1.27
Interest from Investments	1,888	8,000	6,112	76.40
Unrealized gain (loss) on investments	46,902	25,000	(21,902)	-87.61
Gain (loss) on sale of assets - BS	13,187	16,000	2,813	17.58
Gain (loss) on sale of assets	0 <u>±</u>	50,000	50,000	100.00
Beach Safety Patrol				
BSP - City of Destin	3 <b>.5</b>	100,000	100,000	100.00
BSP - Okaloosa County	<b>19</b>	856,311	856,311	100.00
BSP - Junior Lifeguard Program Fees	-	22,400	22,400	100.00
Total Beach Safety Patrol	·	978,711	978,711	100.00
Pension Fund Contributions	12:	265,000	265,000	100.00
Miscellaneous revenue	129		(129)	-100.00
Medical - Training Revenue (CPR)	3,375	4,500	1,125	25.00
OTAL REVENUE	5,218,214	7,046,084	1,827,870	25.94 <sup>c</sup>

	Through		Budget	% Remaining
	2/28/2019	Budget	Remaining (Over)	(Over)
Expenditures				
Personnel Services				
Education allowance		50,000	50,000	100.00%
Employee medical				
Drug test	303	650	347	53.38%
Physicals	1,560	10,000	8,440	84.40%
Shots	<u></u>	1,000	1,000	100.00%
Total Employee medical	1,863	11,650	9,787	84.01%
Insurance				
Elimination recourse	( <b>4</b> )	200	200	100.00%
Employee	256,065	716,970	460,905	64.29%
Employee AD&D	294	725	431	59.45%
Employee assistance program	56	2,500	2,500	100.00%
Workers compensation	44,352	124,804	80,452	64.46%
Workers compensation - self insure	( <b>4</b> )	12,500	12,500	100.00%
Total Insurance	300,711	857,699	556,988	64.94%
Retirement plan				
District - 175 plan	356,829	976,858	620,029	63.47%
State Premium Tax Contr.	:=:	265,000	265,000	100.00%
District - 457 plan	13,985	35,418	21,433	60.51%
Total Retirement plan	370,814	1,277,276	906,462	70.97%
Taxes - payroll	67,582	179,115	111,533	62.27%
Wage incentives				
Paramedic	20,209	72,700	52,491	72.20%
Fire Boat Operator	5,245	30,000	24,755	82.52%
Open Water Rescuer	4,124	18,000	13,876	77.09%
Rescue Specialist		1,800	1,800	100.00%
Hazardous Materials Technician	9,900	27,000	17,100	63.33%
Total Wage incentives	39,478	149,500	110,022	73.59%
Wages				
Wages	814,364	2,115,287	1,300,923	61.50%
Wages - part-time	1,110	8,970	7,860	87.63%
Mandatory overtime	15,670	45,000	29,330	65.18%
Duty overtime	20,241	23,541	3,300	14.02%
Holiday pay	12,667	22,739	10,072	44.29%
Commissioners	5,000	30,000	25,000	83.33%
Total Wages	869,052	2,245,537	1,376,485	61.30%
Total Personnel Services	1,649,500	4,770,777	3,121,277	65.42%

	Through 2/28/2019	Budget	Budget Remaining (Over)	% Remaining (Over)
Operating Expenditures				
Advertising	404	5,000	4,596	91.92%
Bond expense		,	,	
Election	300	450	150	33.33%
Employee	140	200	60	30.00%
Total Bond expense	440	650	210	32.31%
Contracts				
Radio Communications Access Fee	1,440	3,600	2,160	60.00%
Traffic control-interlocal agmt		1,700	1,700	100.00%
Total Contracts	1,440	5,300	3,860	72.83%
Dues/subscriptions/fees				
Fees	275	(=)	(275)	-100.00%
County medical director	4,000	4,000	23	0.00%
Dispatch	F 440	500	500	100.00%
Dues/subscriptions/fees - Other	5,143	9,500	4,357	45.86%
Total Dues/subscriptions/fees	9,418	14,000	4,582	32.73%
Equipment	3,931	30,000	26,069	86.90%
Equipment - Hoses	7 <u>=</u> 3	5,000	5,000	100.00%
Haz-mat	8,867	9,000	133	1.48%
Inspections - ladder	læ:	1,750	1,750	100.00%
Insurance - general liability	26,179	78,500	52,321	66.65%
Lease - copier	944	2,500	1,556	62.24%
Office expense	3,250	8,500	5,250	61.76%
Promotion activities		1,500	1,500	100.00%
Professional fees				
Audit	13,500	15,500	2,000	12.90%
Legal	5,100	45,000	39,900	88.67%
Other Professional Services	1,200	3,700	2,500	67.57%
Total Professional fees	19,800	64,200	44,400	69.16%
Property appraiser	34,298	87,950	53,652	61.00%
Repairs and maintenance				
Boat	5,273	6,000	727	12.12%
Building	7,137	18,000	10,863	60.35%
Computers - Hardware/Software/Upg.	16,039	15,000	(1,039)	-6.93%
Equipment	8,054	10,000	1,946	19.46%
Office	7,998	22,500	14,502	64.45%
Vehicle	5,803	60,000	54,197	90.33%
Total Repairs and maintenance	50,304	131,500	81,196	61.75%

	Through		Budget	% Remaining
	2/28/2019	Budget	Remaining (Over)	(Over)
Operating Expenditures (continued)				
Supplies				
Fire prevention	₹( <del>=</del> :	5,200	5,200	100.00%
Foam	%€	600	600	100.00%
Paramedic equipment	231	5,000	4,769	95.38%
Station	3,849	10,000	6,151	61.51%
Total Supplies	4,080	20,800	16,720	80.38%
Telephone				
Local	2,771	7,500	4,729	63.05%
Cellular	1,906	5,500	3,594	65.35%
Total Telephone	4,677	13,000	8,323	64.02%
Training and per diem	9,275	17,500	8,225	47.00%
Transfer to Asset Fund Reserve	278,042	667,301	389,259	58.33%
Uniforms - Duty	18,225	41,000	22,775	55.55%
Vehicle				
Fuel - fireboat	212	1,500	1,288	85.87%
Fuel - vehicles	8,579	25,000	16,421	65.68%
Total Vehicle	8,791	26,500	17,709	66.83%
Utilities				
Cable	1,579	4,000	2,421	60.53%
Electricity	7,291	27,000	19,709	73.00%
Gas	2,134	3,300	1,166	35.33%
Water	1,590	4,250	2,660	62.59%
Total Utilities	12,594	38,550	25,956	67.33%
Total Operating Expenditures	494,959	1,270,001	775,042	61.03%
Capital Expenditures				
Building	1961	848,000	848,000	100.00%
Building - equip./furnishings	÷ <del>≡</del> 1	87,000	87,000	100.00%
Building Improvements	2,782	102,552	99,770	97.29%
Computers		6,720	6,720	100.00%
Equipment - other	40.000	17,000	17,000	100.00%
Equipment - station Furniture	10,986	36,000	25,014	69.48%
Station 9 - concrete pad	7,000	7,000 10,000	10,000	0.00%
Vehicles	543,983	500,000	(43,983)	100.00% -8.80%
			Alexander and the second secon	
Total Capital Expenditures	564,751	1,614,272	1,049,521	65.02%

	Through		Budget	% Remaining
	2/28/2019	Budget	Remaining (Over)	(Over)
Other Uses of Funds				
Beach Safety Lifeguard Program				
Communication Devices	1,396	7,164	5,768	80.51%
Drug and Background tests	1,702	8,342	6,640	79.60%
Dues, Fees	8,938	36,000	27,062	75.17%
Equipment - capital	56,024	113,840	57,816	50.79%
Fuel	1,075	7,500	6,425	85.67%
Insurance - WC/Liability	17,295	51,579	34,284	66.47%
Jr Lifeguard Program - education	1 <del>2</del> 0	4,000	4,000	100.00%
Office expense	897	2,000	1,103	55.15%
Payroll benefits	25,659	59,643	33,984	56.98%
Repairs and maintenance	7,420	25,000	17,580	70.32%
Supplies	1,437	22,683	21,246	93.66%
Taxes - payroll	6,055	45,439	39,384	86.67%
Training	4,557	2,700	(1,857)	-68.78%
Unemployment Compensation	390	5,000	5,000	100.00%
Uniforms	4,792	4,356	(436)	-10.01%
Utilities	383	2,000	1,617	80.85%
Wages	79,773	593,976	514,203	86.57%
Total Beach Safety Lifeguard Program	217,403	991,222	773,819	78.07%
Beach Safety Junior Lifeguard Program				
Advertising and Marketing	692	773	81	10.48%
Cell Phone	1	97	96	98.97%
Drug and Background Tests	<u>≈</u> :	290	290	100.00%
Field Trips and Competitions	*	2,880	2,880	100.00%
Insurance (G/L & Accident Policies)	1,938	5,978	4,040	67.58%
Insurance (Workers Compensation)	**	226	226	100.00%
Office Expense	9 <del>=</del> 0	25	25	100.00%
Payroll Taxes	(2)	458	458	100.00%
Rental Fees	116	950	834	87.79%
Repair and Maintenance	==:	150	150	100.00%
Supplies	-	498	498	100.00%
Uniforms		4,089	4,089	100.00%
Wages	:=:	5,986	5,986	100.00%
Total Beach Safety Junior Lifeguard Program	2,747	22,400	19,653	87.74%
Total Beach Safety Program	220,150	1,013,622	793,472	78.28%

		Through 2/28/2019		Budget	Budget Remaining (Over)	% Remaining (Over)
Other Uses of Funds (continued)						
CPR Program						
Training Supplies Wages - CPR Instructor		2,634		1,300 2,500	(1,334) 2,500	-102.62% 100.00%
Total CPR Program	***************************************	2,634		3,800	1,166	30.68%
Total Other Uses of Funds		222,784		1,017,422	794,638	78.10%
Total Expenditures	y,	2,931,994		8,672,472	5,740,478	66.19%
Net Revenue over Expenditures (per budget)	\$	2,286,220	\$ (	(1,626,388)		
Non-General Fund items:						
Use of Restricted Funds	\$	150	\$	835,000		
Use of Assigned Funds	\$	564,751	\$	698,183		
Use of Unassigned Funds	\$	7 <u>~</u>	\$	93,205		
		2,850,971	P.=	=		
Other Fund or Non-Budget Items:						
Transfer Revenue to Restricted Fund - Impact Fees		(103,297)				
Transfer to Assigned Fund - Asset Fund		278,042				
Depreciation		(=)				
Depreciation - Beach Safety		(=)				
Depreciation - Jr. Lifeguard Program	·					
Net Revenue over Expenditures	<u> </u>	3,025,716		-		



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

# **BEACH SAFETY DIVISION'S**Commissioner's Report March 12, 2019

- I. First day in service was March 9, 2019.
- II. Statistics- Have rescued 2 patrons.

### Destin Fire Control District

### **February 2019 Training**

Total Training Hours	25	25	25	75
Officer Training presented by Eglin Asst Chief	4	4	4	12
Hands on Training @ 823 Cross St	8	8	8	24
Company Training				
NFPA 1851 Cancer Related risks of Firefighting	1	1	1	3
NFPA 1500 PTSD in the Fire Industry	2	2	2	6
Target Solutions				
Company Surveys/ Pre Fire Plans	10	10	10	30
Tactics & Strategy	10	10	10	30
T ( 0.04 )				
Company Training	A-Shift	B-Shift	C-Shift	Total

## **FIRE PREVENTION & INSPECTIONS**

### February 2019

### **Inspections Performed**

6
1
24
5
49
13
98

Construction Inspections:	
Building	3
Remodel	1
Fire Alarm	
Sprinkler System	2
Site	2
Hood System	

Total 8

Re-inspections		51
	Total	51

Public Inquiries	
Conferences	
Pre-Plan Update	45
E.C. Updates	20

Total 65

**Total Inspections** 

222

### **Plans Reviewed**

TRT	1
Building Site	2
Remodel	
Building	5
Signs	2
Sprinkler Systems	
Fire Alarms	
Hood Systems	

Total 10

### Destin Fire Control District FYD Duty Overtime as of February 28, 2019

	3) FYD Bal	ance at 1/31/2019	2) Febru	ary Activity	3) FYD Ba	lance at 2/28/2019
				Amt		
Name	Hrs	Amt Paid	Hrs	Paid/Earned	Hrs	Amt Paid
Baugh, Mark	*	7 <u>2</u>				-
Blixt, Justin	21.00	686.07			21.00	686.07
Buchanan, TJ	21.00	650.37			21.00	650.37
Christenson, Brian	12.00	432.60			12.00	432.60
Crozier, Dalton	27.75	592.96			27.75	592.96
Darden, David	12.00	410.64	17.00	463.54	29.00	874.18
Flynn, Robert	86.50	2,536.15	5.75	197.00	92.25	2,733.15
Frank, Richie	10.00	235.90			10.00	235.90
Hartley, Ben	11.75	273.16	0.75	17.99	12.50	291.15
Jensen, Ryan	5.00	104.10	0.75	15.62	5.75	119.72
Kocour, Doug	12.00	275.16			12.00	275.16
Koenig, Robert	112.25	3,339.32			112.25	3,339.32
Landis, Mike	12.00	362.04	24.00	590.28	36.00	952.32
MacDonald, Kevin	36.00	864.36			36.00	864.36
Money, Arnold S.	10.00	305.10			10.00	305.10
Parker, Eli	23.00	421.00	0.75	10.41	23.75	431.41
Prado, Matt	-	·			=	124
Rebholz, Tim	1.00	20.86			1.00	20.86
Romero, Felix	84.00	2,075.22			84.00	2,075.22
Romero, Jorge	44.50	945.76			44.50	945.76
Shepherd, David	18.00	332.14			18.00	332.14
Swartz, Reese	19.75	645.63			19.75	645.63
Tolbert, Travis	12.00	283.32			12.00	283.32
Ward, Trey	37.00	1,302.09			37.00	1,302.09
Watson, Donny	28.75	800.49			28.75	800.49
Weiland, Brian	24.00	781.20			24.00	781.20
Wentworth, Matt	12.00	249.84	1.50	20.82	13.50	270.66
Winkler, Matt	- 1	: <del>**</del> :			-	3 <b>.</b> €
Total Duty Overtime	693.25	\$ 18,925.48	50.50	\$ 1,315.66	743.75	\$ 20,241.14
Less Previous Year Totals	(153.00)	(3,869.72)	(24.75)	(788.12)	(177.75)	\$ (4,657.84)
Increase / (Decrease)		\$ 15,055.76		\$ 527.54		\$ 15,583.30

446.50	<b>Duty Overtime</b>	\$ 10,686.08
297.25	Other Overtime	\$ 8,410.70

### DESTIN FIRE CONTROL DISTRICT

### **RESOLUTION 19-05**

Whereas, the Board of Fire Commissioners of the Destin Fire Control District, Okaloosa County, Florida on February 12, 2019, held a public hearing as required by Florida Statute 200.065 whereas upon a motion, adopted the following resolution:

Whereas resolved: to declare three (3) Zoll Autopulse Resuscitation systems, (3) Autopulse chargers, and (3) Lifepak 12 Defibrillator systems 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 medical equipment. This property will be sold to the public pursuant to Section 1.903 for a value equal to or more than \$4,500 for all equipment by sealed bids.

Motion made by:	
Motion second by:	
Motion carried:	
DULY ADOPTION OF THE CONTROL Board of Commissioners	
Richard D. Moore, Chair	man
ATTEST:	
Kathryn L. Wagner, Dist	rict Clerk