

Destin Fire Control District
Board of Fire Commissioners

Regular Meeting
848 Airport Road
Destin, Florida 32541

April 9, 2019
5:30 p.m.

Destin Fire Control District
Agenda
Board of Fire Commissioners
848 Airport Road, Destin, Florida 32541
April 9, 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. Presentation of September 30, 2018 Audit Report**
 - a. Carr, Riggs & Ingram
- 4. Review of minutes:**
 - a. Regular meeting – March 12, 2019
- 5. Review of Financial Report:**
 - a. March 31, 2019
- 6. Old Business:**
 - a. West End of District Station
- 7. Chief Reports:**
 - a. Beach Safety Update
 - b. Training Report
 - c. Inspection Report
 - d. Response Change Report
 - e. Overtime Report
- 8. New Business:**
- 9. Next Meeting:** Regular Meeting: May 14, 2019 at 5:30pm
- 10. Adjournment**

DESTIN FIRE CONTROL DISTRICT

Regular Meeting of the Board of Commissioners

Main Station

848 Airport Road

Destin, Florida 32541

March 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.

Public Comments

None

Review of Minutes

The minutes of the regular meeting of February 12, 2019 were presented. Commissioner Wilson made a motion to approve the minutes as presented. Commissioner Buckingham seconded. With no discussion, the motion passed unanimously.

Review of Financial Report

Division Chief Wagner presented the financial statements for February 28, 2019. After brief discussion, Commissioner Wagner made a motion to approve the financial statements as presented. Commissioner Wilson seconded. With no further discussion, the motion passed unanimously.

Old Business

a. West End of District Station

Chief Sasser reported that they are still waiting on response from the City on the Department of Treasury review.

Chief Reports

a. Beach Safety Report

Division Chief D'Agostino reported that there have been five rescues to date. The beaches are crowded. He hopes the lifeguard towers under construction will be ready by early April.

b. Training Report

Chief Sasser reviewed the Training Report for February with 25 hours of training per shift provided. He reported that the house found by Commissioner Buckingham on Cross Street was used for extensive training very successfully. Commissioner Green stated that there was a house on Quail Run that might be available for use as it needs to be torn down. He will contact the property owner.

c. Inspection Report

Division Chief Taylor presented the Inspection Report for February. He reported that the City has reinstated their TRT meeting program, held monthly, for all to get together to discuss the latest projects.

d. Response Change Report

Chief Sasser and Division Chief Wagner are still working on these reports and hope to present their findings at the next meeting.

e. Overtime Report

Chief Sasser reported nothing unusual in the February overtime total and that hours remain low.

New Business

a. RFP – Station 10 Exterior Refurbishment

Chief Sasser reported that one bid was received from CertaPro Painters at a cost of \$27,316. Attorney Matthews informed the Board that CertaPro Painters is a client of his law firm. He also noted that they painted his home and did a good job. Following brief discussion, a motion was made by Commissioner Buckingham, seconded by Commissioner Wagner, to accept the bid from CertaPro Painters for \$27,316. With no further discussion, the motion passed unanimously.

b. RFP – Security Cameras and Access Controls

Chief Sasser reported that bids were received from A to Z Security & Sound, Dave Lewis Installations and two bids from PlanetSecure IP Camera. He reported that the bid from Dave Lewis Installations was the lowest at \$33,400, explaining that this was a self-contained system which would prevent hacking, and had very clear resolution. Commissioner Green made a motion to accept the bid from Dave Lewis Installations in the amount of \$33,400, with a second from Commissioner Buckingham. During discussion, Commissioner Wilson noted that the address for Station 10 was listed as Miramar Beach and would like to see that this is corrected. Attorney Matthews stated that a letter could be requested from Mr. Lewis in that regard. Commissioner Green amended his motion to accept the bid from Dave Lewis Installations with a request for a letter correcting the address for Station 10, seconded by Commissioner Buckingham. With no further discussion, the motion was passed unanimously.

c. Resolution 19-05 – Sell Medical Equipment

Chief Sasser presented Resolution 19-05 to declare three Zoll Autopulse Resuscitation Systems, three Autopulse Chargers, and three Lifepak 12 Defibrillators Systems obsolete, and to proceed to sell the property for a value equal to or more than \$4,500 for all equipment by sealed bids. Commissioner Buckingham made a motion, seconded by Commissioner Wagner to approve Resolution 19-05 as presented. With no further discussion, the motion passed unanimously.

Next Meeting

Chairman Moore announced that the next regular meeting will be held on April 9, 2019 at 5:30 p.m.

Adjournment

With no additional business to be discussed, the meeting adjourned at 5:58 p.m.

This page intentionally left blank.

Destin Fire Control District

Balance Sheet

As of March 31, 2019

	<u>3/31/2019</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty cash	\$ 100
Trustmark - checking	579,888
Trustmark - impact fee	1,232,891
FLGIT - Day to Day Fund	1,726,302
FLGIT - Short Term Bond Fund	4,342,529
Total Checking/Savings	<u>7,881,710</u>
Accounts Receivable	
Accounts Receivable	266,472
Total Accounts Receivable	<u>266,472</u>
Other Current Assets	
Ed supplement receivable	3,260
Total Other Current Assets	<u>3,260</u>
Total Current Assets	<u>8,151,442</u>
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	<u>3,225,294</u>
Other Assets	
Prepaid expenses	140,311
Total Other Assets	<u>140,311</u>
Deferred outflows of resources from Pension Fund	<u>773,654</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u><u>\$ 12,290,701</u></u>

4

Destin Fire Control District

Balance Sheet

As of March 31, 2019

	3/31/2019
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts payable	\$ 10,962
Other Current Liabilities	
Accrued wages payable	96,369
Prepaid Legal Services	279
Compensated absences-in 1 yr	73,409
Total Other Current Liabilities	170,057
Total Current Liabilities	181,019
Long Term Liabilities	
Compensated absences-more 1 yr	130,391
OPEB Liability	855,644
Retirement Trust Fund	7,202,357
Total Long Term Liabilities	8,188,392
Total Liabilities	8,369,411
Equity	
Nonspendable Fund	
Nonspendable - Investment General Fixed Assets Fund	3,225,294
Nonspendable - Prepaid Insurance Fund	140,311
Total Nonspendable Fund	3,365,605
Restricted Fund	
Restricted - Impact Fee Fund	1,334,339
Total Restricted Fund	1,334,339
Committed Fund	
Committed - Compensation Fund	50,000
Committed - Unemployment Fund	19,873
Total Committed Fund	69,873
Assigned Fund	
Assigned - Asset Fund	3,189,019
Assigned - Beach Safety	5,155
Total Assigned Fund	3,194,174
Unassigned Fund	
Unassigned Fund	1,217,106
Provided for Retirement Trust Fund	(8,337,169)
Net Revenue over Expenditures	3,077,362
Total Unassigned Fund	(4,042,701)
Total Equity	3,921,290
TOTAL LIABILITIES & EQUITY	\$ 12,290,701

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2018 - 2019 Fiscal Year

	Through 3/31/2019	Budget	Budget Remaining (Over)	% Remaining (Over)
Revenue				
Advalorem Tax				
Advalorem taxes	\$ 5,461,888	\$ 6,003,036	541,148	9.01%
Discounts (3.5%)	(206,556)	(210,106)	(3,550)	1.69%
Uncollected tax (1.5%)	-	(90,046)	(90,046)	100.00%
Advalorem taxes prior years	1,337	-	(1,337)	-100.00%
Advalorem tax interest	5,580	-	(5,580)	-100.00%
Advalorem prior years penalty	668	-	(668)	-100.00%
Tax collector	(104,290)	(120,061)	(15,771)	13.14%
Total Advalorem Tax	<u>5,158,627</u>	<u>5,582,823</u>	<u>424,196</u>	<u>7.60%</u>
Fee Revenue				
Credit card convenience fees	159	-	(159)	-100.00%
Impact fee	204,583	100,000	(104,583)	-104.58%
Plan review fee	21,817	14,750	(7,067)	-47.91%
Alarm System Malfunction fees	-	800	800	100.00%
Re-Inspection fees	5,950	500	(5,450)	-1090.00%
Total Fee Revenue	<u>232,509</u>	<u>116,050</u>	<u>(116,459)</u>	<u>-100.35%</u>
Interest from Investments	5,775	8,000	2,225	27.81%
Unrealized gain (loss) on investments	70,194	25,000	(45,194)	-180.78%
Gain (loss) on sale of assets - BS	13,187	16,000	2,813	17.58%
Gain (loss) on sale of assets	-	50,000	50,000	100.00%
Beach Safety Patrol				
BSP - City of Destin	-	100,000	100,000	100.00%
BSP - Okaloosa County	255,095	856,311	601,216	70.21%
BSP - Junior Lifeguard Program Fees	4,200	22,400	18,200	81.25%
Total Beach Safety Patrol	<u>259,295</u>	<u>978,711</u>	<u>719,416</u>	<u>73.51%</u>
Pension Fund Contributions	-	265,000	265,000	100.00%
Miscellaneous revenue	129	-	(129)	-100.00%
Medical - Training Revenue (CPR)	<u>4,140</u>	<u>4,500</u>	<u>360</u>	<u>8.00%</u>
TOTAL REVENUE	<u>5,743,856</u>	<u>7,046,084</u>	<u>1,302,228</u>	<u>18.48%</u>

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2018 - 2019 Fiscal Year

	Through 3/31/2019	Budget	Budget Remaining (Over)	% Remaining (Over)
Expenditures				
Personnel Services				
Education allowance	5,320	50,000	44,680	89.36%
Employee medical				
Drug test	338	650	312	48.00%
Physicals	1,560	10,000	8,440	84.40%
Shots	-	1,000	1,000	100.00%
Total Employee medical	<u>1,898</u>	<u>11,650</u>	<u>9,752</u>	<u>83.71%</u>
Insurance				
Elimination recourse	-	200	200	100.00%
Employee	306,108	716,970	410,862	57.31%
Employee AD&D	353	725	372	51.31%
Employee assistance program	-	2,500	2,500	100.00%
Workers compensation	52,782	124,804	72,022	57.71%
Workers compensation - self insure	721	12,500	11,779	94.23%
Total Insurance	<u>359,964</u>	<u>857,699</u>	<u>497,735</u>	<u>58.03%</u>
Retirement plan				
District - 175 plan	418,187	976,858	558,671	57.19%
State Premium Tax Contr.	-	265,000	265,000	100.00%
District - 457 plan	16,540	35,418	18,878	53.30%
Total Retirement plan	<u>434,727</u>	<u>1,277,276</u>	<u>842,549</u>	<u>65.96%</u>
Taxes - payroll	79,979	179,115	99,136	55.35%
Wage incentives				
Paramedic	23,851	72,700	48,849	67.19%
Fire Boat Operator	6,260	30,000	23,740	79.13%
Open Water Rescuer	4,826	18,000	13,174	73.19%
Rescue Specialist	-	1,800	1,800	100.00%
Hazardous Materials Technician	11,645	27,000	15,355	56.87%
Total Wage incentives	<u>46,582</u>	<u>149,500</u>	<u>102,918</u>	<u>68.84%</u>
Wages				
Wages	970,226	2,115,287	1,145,062	54.13%
Wages - part-time	1,110	8,970	7,860	87.63%
Mandatory overtime	18,708	45,000	26,292	58.43%
Duty overtime	22,064	23,541	1,477	6.27%
Holiday pay	12,667	22,739	10,072	44.29%
Commissioners	6,000	30,000	24,000	80.00%
Total Wages	<u>1,031,353</u>	<u>2,245,537</u>	<u>1,214,185</u>	<u>54.07%</u>
Total Personnel Services	1,959,823	4,770,777	2,810,955	58.92%

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2018 - 2019 Fiscal Year

	Through 3/31/2019	Budget	Budget Remaining (Over)	% Remaining (Over)
Operating Expenditures				
Advertising	678	5,000	4,322	86.44%
Bond expense				
Election	300	450	150	33.33%
Employee	140	200	60	30.00%
Total Bond expense	<u>440</u>	<u>650</u>	<u>210</u>	<u>32.31%</u>
Contracts				
Radio Communications Access Fee	1,728	3,600	1,872	52.00%
Traffic control-interlocal agmt	-	1,700	1,700	100.00%
Total Contracts	<u>1,728</u>	<u>5,300</u>	<u>3,572</u>	<u>67.40%</u>
Dues/subscriptions/fees				
Fees	358	-	(358)	-100.00%
County medical director	4,000	4,000	-	0.00%
Dispatch	-	500	500	100.00%
Dues/subscriptions/fees - Other	5,143	9,500	4,357	45.86%
Total Dues/subscriptions/fees	<u>9,501</u>	<u>14,000</u>	<u>4,499</u>	<u>32.14%</u>
Equipment	3,931	30,000	26,069	86.90%
Equipment - Hoses	-	5,000	5,000	100.00%
Haz-mat	8,867	9,000	133	1.48%
Inspections - ladder	1,365	1,750	385	22.00%
Insurance - general liability	31,424	78,500	47,076	59.97%
Lease - copier	1,141	2,500	1,359	54.36%
Office expense	3,406	8,500	5,094	59.93%
Promotion activities	-	1,500	1,500	100.00%
Professional fees				
Audit	13,500	15,500	2,000	12.90%
Legal	4,766	45,000	40,234	89.41%
Other Professional Services	1,200	3,700	2,500	67.57%
Total Professional fees	<u>19,466</u>	<u>64,200</u>	<u>44,734</u>	<u>69.68%</u>
Property appraiser	34,298	87,950	53,652	61.00%
Repairs and maintenance				
Boat	5,273	6,000	727	12.12%
Building	7,695	18,000	10,305	57.25%
Computers - Hardware/Software/Upg.	16,332	15,000	(1,332)	-8.88%
Equipment	8,982	10,000	1,018	10.18%
Office	9,389	22,500	13,111	58.27%
Vehicle	11,947	60,000	48,053	80.09%
Total Repairs and maintenance	<u>59,618</u>	<u>131,500</u>	<u>71,882</u>	<u>54.66%</u>

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2018 - 2019 Fiscal Year

	Through 3/31/2019	Budget	Budget Remaining (Over)	% Remaining (Over)
Operating Expenditures (continued)				
Supplies				
Fire prevention	-	5,200	5,200	100.00%
Foam	-	600	600	100.00%
Paramedic equipment	371	5,000	4,629	92.58%
Station	4,322	10,000	5,678	56.78%
Total Supplies	<u>4,693</u>	<u>20,800</u>	<u>16,107</u>	<u>77.44%</u>
Telephone				
Local	3,331	7,500	4,169	55.59%
Cellular	2,283	5,500	3,217	58.49%
Total Telephone	<u>5,614</u>	<u>13,000</u>	<u>7,386</u>	<u>56.82%</u>
Training and per diem	9,603	17,500	7,897	45.13%
Transfer to Asset Fund Reserve	333,651	667,301	333,650	50.00%
Uniforms - Duty	18,566	41,000	22,434	54.72%
Vehicle				
Fuel - fireboat	212	1,500	1,288	85.87%
Fuel - vehicles	8,632	25,000	16,368	65.47%
Total Vehicle	<u>8,844</u>	<u>26,500</u>	<u>17,656</u>	<u>66.63%</u>
Utilities				
Cable	1,895	4,000	2,105	52.63%
Electricity	8,587	27,000	18,413	68.20%
Gas	2,610	3,300	690	20.91%
Water	3,407	4,250	843	19.84%
Total Utilities	<u>16,499</u>	<u>38,550</u>	<u>22,051</u>	<u>57.20%</u>
Total Operating Expenditures	573,333	1,270,001	696,668	54.86%
Capital Expenditures				
Building	-	848,000	848,000	100.00%
Building - equip./furnishings	-	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	-	17,000	17,000	100.00%
Equipment - station	10,986	36,000	25,014	69.48%
Furniture	7,000	7,000	-	0.00%
Station 9 - concrete pad	-	10,000	10,000	100.00%
Vehicles	543,983	500,000	(43,983)	-8.80%
Total Capital Expenditures	564,751	1,614,272	1,049,521	65.02%

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2018 - 2019 Fiscal Year

	Through 3/31/2019	Budget	Budget Remaining (Over)	% Remaining (Over)
--	----------------------	--------	----------------------------	-----------------------

Other Uses of Funds

Beach Safety Lifeguard Program

Communication Devices	3,368	7,164	3,796	52.99%
Drug and Background tests	3,449	8,342	4,893	58.65%
Dues, Fees	8,938	36,000	27,062	75.17%
Equipment - capital	56,174	113,840	57,666	50.66%
Fuel	1,075	7,500	6,425	85.67%
Insurance - WC/Liability	21,034	51,579	30,545	59.22%
Jr Lifeguard Program - education	-	4,000	4,000	100.00%
Office expense	900	2,000	1,100	55.00%
Payroll benefits	30,454	59,643	29,189	48.94%
Repairs and maintenance	7,549	25,000	17,451	69.80%
Supplies	2,247	22,683	20,436	90.09%
Taxes - payroll	7,683	45,439	37,756	83.09%
Training	4,557	2,700	(1,857)	-68.78%
Unemployment Compensation	-	5,000	5,000	100.00%
Uniforms	6,040	4,356	(1,684)	-38.66%
Utilities	409	2,000	1,591	79.55%
Wages	101,218	593,976	492,758	82.96%
Total Beach Safety Lifeguard Program	255,095	991,222	736,127	74.26%

Beach Safety Junior Lifeguard Program

Advertising and Marketing	692	773	81	10.48%
Cell Phone	14	97	83	85.57%
Drug and Background Tests	-	290	290	100.00%
Field Trips and Competitions	-	2,880	2,880	100.00%
Insurance (G/L & Accident Policies)	2,998	5,978	2,980	49.85%
Insurance (Workers Compensation)	-	226	226	100.00%
Office Expense	-	25	25	100.00%
Payroll Taxes	-	458	458	100.00%
Rental Fees	116	950	834	87.79%
Repair and Maintenance	-	150	150	100.00%
Supplies	130	498	368	73.90%
Uniforms	-	4,089	4,089	100.00%
Wages	-	5,986	5,986	100.00%
Total Beach Safety Junior Lifeguard Program	3,950	22,400	18,450	82.37%

Total Beach Safety Program

	259,045	1,013,622	754,577	74.44%
--	---------	-----------	---------	--------

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2018 - 2019 Fiscal Year

	Through 3/31/2019	Budget	Budget Remaining (Over)	% Remaining (Over)
Other Uses of Funds (continued)				
CPR Program				
Training Supplies	3,362	1,300	(2,062)	-158.62%
Wages - CPR Instructor	-	2,500	2,500	100.00%
Total CPR Program	<u>3,362</u>	<u>3,800</u>	<u>438</u>	<u>11.53%</u>
Total Other Uses of Funds	<u>262,407</u>	<u>1,017,422</u>	<u>755,015</u>	<u>74.21%</u>
Total Expenditures	<u>3,360,314</u>	<u>8,672,472</u>	<u>5,312,159</u>	<u>61.25%</u>
Net Revenue over Expenditures (per budget)	<u>\$ 2,383,543</u>	<u>\$ (1,626,388)</u>		
Non-General Fund items:				
Use of Restricted Funds	\$ -	\$ 835,000		
Use of Assigned Funds	\$ 564,751	\$ 698,183		
Use of Unassigned Funds	\$ -	\$ 93,205		
	<u>2,948,294</u>	<u>-</u>		
Other Fund or Non-Budget Items:				
Transfer Revenue to Restricted Fund - Impact Fees	(204,583)			
Transfer to Assigned Fund - Asset Fund	333,651			
Depreciation	-			
Depreciation - Beach Safety	-			
Depreciation - Jr. Lifeguard Program	-			
Net Revenue over Expenditures	<u><u>3,077,362</u></u>	<u><u>-</u></u>		

This page intentionally left blank.

The Destin Beach Safety Patrol



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

BEACH SAFETY DIVISION'S Commissioner's April 9, 2019

- I. Busy start to season as far as attendance.
- II. Tower update-Delivery expected in 3 weeks.
- III. Statistics.

Destin Beach Safety Statistics Commissioners' Report



As of 4/7/19

Attendance	90,139
Minor First Aids	10
Major First Aids	8
Public Contacts	31,820
Preventative Acts	7,372
Missing Persons	17
Lost Persons	3
Persons Rescued	5
Assists	6
Boat Infraction	12
PWC Infraction	11
Marine Stings	0
Public Ed Mat	28

Harbor 9 (included in totals above)

Attendance	0
Minor First Aids	0
Major First Aids	0
Public Contacts	0
Preventative Acts	0
Missing Persons	0
Lost Persons	0
Persons Rescued	0
Assists	0
Boat Infraction	0
PWC Infraction	0
Marine Stings	0
Public Ed Mat	0

Destin Fire Control District

March 2019 Training

Company Training	A-Shift	B-Shift	C-Shift	Total
Tactics & Strategy				
Company Surveys/Pre-fire Plans	10	10	10	30
Medical				
Protocol Review/ Roles and Responsibilities	4	4	4	12
Company Training				
Stairwell/Balcony Stretch w/rope	4	4	4	12
Rope Rescue Operations	10	10	10	30
Apparatus				
Boat 9	4	4	4	12
Total Training Hours	32	32	32	96

This page intentionally left blank.

FIRE PREVENTION & INSPECTIONS

March 2019

Inspections Performed

Annual Inspections:	
Apartments/ Condominiums	13
Hotels/Motels	
Assembly	4
Business	7
Mercantile	7
Board & Care/ Day Care	3
Storage	
Sprinkler /Alarm	
Access To Property	38
Vacant Property	4

Total 76

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

Total 4

Re-inspections	65
----------------	----

Total 65

Public Inquiries	
Conferences	
Pre-Plan Update	36
E.C. Updates	7

Total 43

Total Inspections 198

Plans Reviewed

TRT	
Building Site	
Remodel	
Building	6
Signs	2
Sprinkler Systems	1
Fire Alarms	
Hood Systems	1

Total 10

This page intentionally left blank.