

Destin Fire Control District
Board of Fire Commissioners

Regular Meeting
848 Airport Road
Destin, Florida 32541

May 12, 2020
5:30 p.m.

Destin Fire Control District
Agenda
Board of Fire Commissioners
848 Airport Road, Destin, Florida 32541
May 12, 2020 at 5:30 p.m.

This meeting is open to the public

- 1. Meeting called to order by the Chairman**
- 2. Employee recognitions**
- 3. Public Comments**
- 4. Review of minutes:**
 - a. Regular meeting – March 10, 2020
- 5. Review of Financial Report:**
 - a. April 30, 2020
- 6. Old Business:**
 - a. West End of District Station
 - b. Property adjacent to 117 Crystal Beach Drive (Station 10)
- 7. Chief Reports:**
 - a. Beach Safety Update
 - b. Training Report
 - c. Inspection Report
 - d. Overtime Report
- 8. New Business:**
 - a. Fire Boat repair and/or purchase
 - b. Resolution 20-07 – Damaged and Unrecoverable Equipment
 - c. Mid-Year Budget Adjustments
- 9. Next Meeting:** Regular Meeting: June 9, 2020 at 5:30pm
- 10. Adjournment**

Minutes

DESTIN FIRE CONTROL DISTRICT

Regular Meeting of the Board of Commissioners

Main Station

848 Airport Road
Destin, Florida 32541

March 10, 2020

Minutes

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

Staff present: Chief Kevin Sasser, Division Chiefs Joe D'Agostino, Matt Taylor and Kathryn Wagner; Tammy Peacock

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

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

Employee Recognitions

Chief Sasser congratulated and recognized the following employees for their promotion and presented them with helmet shields to signify their promotion to the rank of Engineer; Jason Haynes, Doug Kocour and Matt Wentworth.

Public Comments

None

Presentation of September 30, 2019 Audit Report

Chad Branson with Carr, Riggs & Ingram presented the September 30, 2019 audit to the Board and noted there were no proposed journal entries which is a positive reflection of the internal processes and procedures in practice at the District. Mr. Branson and Board members thanked Division Chief Wagner for overseeing the internal controls.

Discussion ensued over the District's pension liability and the lack of performance for the year. Commissioner Wilson requested that a Pension Board member provide explanation of the performance shortfall to the Fire Board at the next meeting.

Commissioner Wilson motioned to approve the audit as presented, seconded by Commissioner Wagner. With no further discussion, the motion passed unanimously.

Review of Minutes

The minutes of the Regular Meeting of February 11, 2020 were presented. Commissioner Green made a motion to approve the minutes, seconded by Commissioner Wilson. With no further discussion, the motion passed unanimously.

Review of Financial Report

Division Chief Wagner presented the financial statements for February 29, 2020. Commissioner Green made a motion to approve the financial statements as presented, seconded by Commissioner Buckingham. With no further discussion, the motion passed unanimously.

Old Business

- a. West End of District Station – Commissioner Buckingham advised the Board there have been no updates since the last meeting.
- b. Property adjacent to 117 Crystal Beach Drive (Station 10) – Chief Sasser advised the Board that he hopes to have a signed contract by the next Board meeting in April, 2020.

Chief Reports

- a. Beach Safety Report – Division Chief D’Agostino reviewed the Beach Safety report for February advising the Board that the ATV’s were delivered late from the County, but Beach Safety personnel worked on retrofitting the units and they are currently in service.
- b. Training Report - Chief Sasser reviewed the Training Report for February and noted one of our local veterinarians Russ Baxley provided K-9 Tactical Training to shift personnel. Chief Sasser also introduced and welcomed new hire Firefighter Micheal Ellis.
- c. Inspection Report – Division Chief Taylor reviewed the Inspection Report for February.
- d. Overtime Report - Chief Sasser reported that overtime for February was minimal and in line with District personnel needs.

New Business

- a. Invitation to Bid – Aquatic Uniforms – Division Chief Wagner noted that the District received only one (1) bidder for the Aquatic Uniforms. Division Chief D’Agostino recommended to accept the bid from Original Watermen. Commissioner Wagner motioned to approve Original Waterman, seconded by Commissioner Green. With no further discussion, the motion passed unanimously.
- b. Invitation to Bid – Cargo Trailers – Chief Sasser noted that the District received 2 bids for the Cargo Trailers and recommends Southern Trailer Depot. Commissioner Buckingham motioned to approved Southern Trailer Depot, seconded by Commissioner Wagner. With no further discussion the motion passed unanimously.

Commissioner Wagner motioned to purchase the trailers with District impact fee funds, seconded by Commissioner Wilson. With no further discussion, the motion passed unanimously.

Next Meeting

Vice-Chairman Green announced that the next regular meeting of the Board will be held on April 14, 2020 at 5:30 p.m.

Adjournment

With no additional business to be discussed, the meeting adjourned at 6:07 p.m.

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Financials

Agenda Item

Subject: Review of Financial Report April 30, 2020

I. Background

Monthly financial reports are provided as an internal (un-audited) review of the financial position of the District, with a full overview of the District's financial activities for the fiscal year. The Balance Sheet and Revenue over Expenditures vs Budget report provides information which allows the Board to take action on projected future needs or recommended changes.

II. Review of the Financial Statements for April 30, 2020

Balance Sheet

- Cash position remains strong, with first expected withdraw from FLGIT Day to Day Fund to be towards the end of June
- Account receivable are in-line, with majority due from Okaloosa County. Receivables for 3 former employees have all been collected as of this meeting
- Liabilities are in line and Equity has been adjusted according to the month's activities

Revenue over Expenditures vs Budget

- Ad Valorem taxes continue to flow in, at a rate of approximately 1% faster than the previous few years
- \$5,000 matching grant was received from our workers' compensation carrier, Preferred Governmental Insurance Trust, for public safety training
- Expenditures are in line with expectations for the past two months, with \$27,500 capital expense for opticom system

Summary

- Income and Expenditures for the months of March 2020 and April 2020 are in line with adopted budget

III. Recommendation

Motion to approve the April 30, 2020 Financial Statements as presented.

Destin Fire Control District
Balance Sheet
As of April 30, 2020

Preliminary Draft

	<u>4/30/2020</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty cash	\$ 100
Trustmark - checking	1,080,106
Trustmark - impact fee	1,418,925
FLGIT - Day to Day Fund	718,900
FLGIT - Short Term Bond Fund	5,445,911
Total Checking/Savings	<u>8,663,942</u>
Accounts Receivable	
Accounts Receivable	252,595
Total Accounts Receivable	<u>252,595</u>
Other Current Assets	
Ed supplement receivable	3,970
Total Other Current Assets	<u>3,970</u>
Total Current Assets	<u>8,920,507</u>
Fixed Assets	
Land	278,555
Building	1,328,208
Building Improvements	1,552,697
Equipment - firefighting	430,594
Equipment - other	1,352,411
Equipment - station	392,264
Vehicles	3,262,209
Accumulated depreciation	(4,764,218)
Total Fixed Assets	<u>3,832,720</u>
Other Assets	
Prepaid expenses	144,735
Total Other Assets	<u>144,735</u>
Deferred outflows of resources from Pension Fund	<u>243,313</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	<u><u>\$ 13,141,275</u></u>

Destin Fire Control District
Balance Sheet
As of April 30, 2020

Preliminary Draft

	<u>4/30/2020</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts payable	\$ 16,943
Other Current Liabilities	
Accrued wages payable	102,763
Payroll Liabilities	22,531
Prepaid Legal Services	328
Compensated absences-in 1 yr	85,189
Total Other Current Liabilities	<u>210,811</u>
Total Current Liabilities	227,754
Long Term Liabilities	
Compensated absences-more 1 yr	144,018
OPEB Liability	836,294
Retirement Trust Fund	6,929,797
Total Long Term Liabilities	<u>7,910,109</u>
Total Liabilities	<u>8,137,863</u>
Equity	
Nonspendable Fund	
Nonspendable - Investment General Fixed Assets Fund	3,832,720
Nonspendable - Prepaid Insurance Fund	144,735
Total Nonspendable Fund	<u>3,977,455</u>
Restricted Fund	
Restricted - Impact Fee Fund	1,421,332
Total Restricted Fund	<u>1,421,332</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	3,769,968
Assigned - Jr. Lifeguard Program Fund	2,572
Total Assigned Fund	<u>3,772,540</u>
Unassigned Fund	
Unassigned Fund	80,722
Provided for Retirement Trust Fund	(6,929,797)
Net Revenue over Expenditures	2,611,287
Total Unassigned Fund	<u>(4,237,788)</u>
Total Equity	<u>5,003,412</u>
TOTAL LIABILITIES & EQUITY	<u><u>\$ 13,141,275</u></u>

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2019 - 2020 Fiscal Year

Preliminary Draft

	Through 4/30/2020	Budget	Budget Remaining (Over)	% Remaining (Over)
Revenue				
Advalorem Tax				
Advalorem taxes	\$ 6,075,805	\$ 6,421,348	345,543	5.38%
Discounts (3.5%)	(221,817)	(224,747)	(2,930)	1.30%
Uncollected tax (1.5%)	-	(96,320)	(96,320)	100.00%
Advalorem taxes prior years	2,412	-	(2,412)	-100.00%
Advalorem tax interest	7,166	-	(7,166)	-100.00%
Advalorem prior years penalty	184	-	(184)	-100.00%
Tax collector	(117,102)	(128,427)	(11,325)	8.82%
Total Advalorem Tax	<u>5,746,648</u>	<u>5,971,854</u>	<u>225,206</u>	<u>3.77%</u>
Fee Revenue				
Credit card convenience fees	221	-	(221)	-100.00%
Impact fee	75,567	80,000	4,433	5.54%
Plan review fee	11,411	9,000	(2,411)	-26.79%
Alarm System Malfunction fees	150	1,000	850	85.00%
Re-Inspection fees	7,675	3,400	(4,275)	-125.74%
Total Fee Revenue	<u>95,024</u>	<u>93,400</u>	<u>(1,624)</u>	<u>-1.74%</u>
Grant revenue				
Grant - PGIT	5,000	-	(5,000)	-100.00%
Total Grant revenue	<u>5,000</u>	<u>-</u>	<u>(5,000)</u>	<u>-100.00%</u>
Interest from Investments	2,953	13,000	10,047	77.28%
Unrealized gain (loss) on investments	112,698	50,000	(62,698)	-125.40%
Gain (loss) on sale of assets - BS	17,470	17,000	(470)	-2.76%
Gain (loss) on sale of assets	40,000	50,000	10,000	20.00%
Beach Safety Patrol				
BSP - City of Destin	-	100,000	100,000	100.00%
BSP - Okaloosa County	222,395	873,400	651,005	74.54%
BSP - Junior Lifeguard Program Fees	3,850	28,000	24,150	86.25%
Total Beach Safety Patrol	<u>226,245</u>	<u>1,001,400</u>	<u>775,155</u>	<u>77.41%</u>
Pension Fund Contributions	-	300,000	300,000	100.00%
Net accident reimbursement	35,787	-	(35,787)	-100.00%
Miscellaneous revenue	6,879	-	(6,879)	-100.00%
Medical - Training Revenue (CPR)	<u>1,105</u>	<u>8,280</u>	<u>7,175</u>	<u>86.65%</u>
TOTAL REVENUE	<u>6,289,809</u>	<u>7,504,934</u>	<u>1,215,125</u>	<u>16.19%</u>

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2019 - 2020 Fiscal Year

Preliminary Draft

	Through 4/30/2020	Budget	Budget Remaining (Over)	% Remaining (Over)
Expenditures				
Personnel Services				
Education allowance	1,500	48,000	46,500	96.88%
Employee medical				
Drug test	477	800	323	40.38%
Employee assistance program	-	2,500	2,500	100.00%
Physicals	2,383	19,000	16,617	87.46%
Shots	-	1,100	1,100	100.00%
Total Employee medical	2,860	23,400	20,540	87.78%
Insurance				
Elimination recourse	-	200	200	100.00%
Employee	325,556	748,500	422,944	56.51%
Employee AD&D	405	725	320	44.14%
Employee firefighter cancer	-	31,500	31,500	100.00%
Workers compensation	87,353	155,000	67,647	43.64%
Workers compensation - self insure	-	12,500	12,500	100.00%
Total Insurance	413,314	948,425	535,111	56.42%
Retirement plan				
District - 175 plan	773,806	1,304,328	530,522	40.67%
State Premium Tax Contr.	-	300,000	300,000	100.00%
District - 457 plan	26,350	42,000	15,650	37.26%
Total Retirement plan	800,156	1,646,328	846,172	51.40%
Taxes - payroll	114,309	202,000	87,691	43.41%
Wage incentives				
Paramedic	1,835	81,500	79,665	97.75%
Fire Boat Operator	8,778	15,600	6,822	43.73%
Open Water Rescuer	7,846	4,800	(3,046)	-63.46%
Rescue Specialist	1,800	3,600	1,800	50.00%
Hazardous Materials Technician	8,876	14,400	5,524	38.36%
Total Wage incentives	29,135	119,900	90,765	75.70%
Wages				
Wages	1,416,663	2,427,500	1,010,837	41.64%
Mandatory overtime	30,970	50,000	19,030	38.06%
Duty overtime	17,418	50,000	32,582	65.16%
Holiday pay	31,809	27,000	(4,809)	-17.81%
Commissioners	10,500	30,000	19,500	65.00%
Sick leave and vacation payout	822	20,000	19,178	95.89%
Total Wages	1,508,182	2,604,500	1,096,318	42.09%
Total Personnel Services	2,869,456	5,592,553	2,723,097	48.69%

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2019 - 2020 Fiscal Year

Preliminary Draft

	Through 4/30/2020	Budget	Budget Remaining (Over)	% Remaining (Over)
Operating Expenditures				
Advertising	983	5,000	4,017	80.34%
Bond expense				
Election	-	300	300	100.00%
Employee	140	200	60	30.00%
Total Bond expense	140	500	360	72.00%
Contracts				
Radio Communications Access Fee	2,016	3,600	1,584	44.00%
Traffic control-interlocal agmt	-	1,700	1,700	100.00%
Total Contracts	2,016	5,300	3,284	61.96%
Dues/subscriptions/fees				
Fees	595	1,200	605	50.42%
County medical director	-	4,000	4,000	100.00%
Dispatch	-	500	500	100.00%
Dues/subscriptions/fees - Other	6,194	8,800	2,606	29.61%
Total Dues/subscriptions/fees	6,789	14,500	7,711	53.18%
Equipment	18,318	20,000	1,682	8.41%
Equipment - Hoses	-	5,000	5,000	100.00%
Haz-mat	8,867	9,000	133	1.48%
Inspections - ladder	1,481	1,750	269	15.37%
Insurance - general liability	49,550	89,000	39,450	44.33%
Lease - copier	1,503	2,500	997	39.88%
Office expense	4,833	8,500	3,667	43.14%
Promotion activities	1,255	3,500	2,245	64.14%
Professional fees				
Audit	14,000	15,500	1,500	9.68%
Legal	35,061	24,000	(11,061)	-46.09%
Other Professional Services	1,800	5,500	3,700	67.27%
Total Professional fees	50,861	45,000	(5,861)	-13.02%
Property appraiser	57,058	90,470	33,412	36.93%
Repairs and maintenance				
Boat	4,049	8,000	3,951	49.39%
Building	12,600	25,000	12,400	49.60%
Computers - Hardware/Software/Upg.	14,681	36,000	21,319	59.22%
Equipment	12,609	10,000	(2,609)	-26.09%
Office	9,676	22,500	12,824	57.00%
Vehicle	38,669	65,000	26,331	40.51%
Total Repairs and maintenance	92,284	166,500	74,216	44.57%

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2019 - 2020 Fiscal Year

Preliminary Draft

	Through 4/30/2020	Budget	Budget Remaining (Over)	% Remaining (Over)
Operating Expenditures (continued)				
Supplies				
Fire prevention	-	5,350	5,350	100.00%
Foam	830	600	(230)	-38.33%
Paramedic equipment	1,107	8,000	6,893	86.16%
Station	6,092	10,000	3,908	39.08%
Total Supplies	8,029	23,950	15,921	66.48%
Telephone				
Local	3,939	7,000	3,061	43.73%
Cellular	3,068	7,275	4,207	57.83%
Total Telephone	7,007	14,275	7,268	50.91%
Training and per diem	34,466	49,500	15,034	30.37%
Transfer to Asset Fund Reserve	555,759	952,729	396,970	41.67%
Uniforms - Duty	24,069	28,000	3,931	14.04%
Vehicle				
Fuel - fireboat	244	1,500	1,256	83.73%
Fuel - vehicles	12,691	25,000	12,309	49.24%
Total Vehicle	12,935	26,500	13,565	51.19%
Utilities				
Cable	2,267	4,000	1,733	43.33%
Electricity	11,483	27,000	15,517	57.47%
Gas	2,733	4,000	1,267	31.68%
Water	2,324	4,250	1,926	45.32%
Total Utilities	18,807	39,250	20,443	52.08%
Total Operating Expenditures	957,010	1,600,724	643,714	40.21%
Capital Expenditures				
Building	-	1,100,000	1,100,000	100.00%
Building - equip./furnishings	-	100,000	100,000	100.00%
Building Improvements	3,727	119,900	116,173	96.89%
Bunker Gear	7,020	15,000	7,980	53.20%
Computers	5,993	-	(5,993)	0.00%
Equipment - other	-	24,395	24,395	100.00%
Equipment - station	171,570	46,941	(124,629)	-265.50%
Furniture	1,163	83,155	81,992	98.60%
Station 9 - concrete pad	-	15,000	15,000	100.00%
Vehicles	-	410,000	410,000	100.00%
Total Capital Expenditures	189,473	1,914,391	1,724,918	90.10%

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2019 - 2020 Fiscal Year

Preliminary Draft

	Through 4/30/2020	Budget	Budget Remaining (Over)	% Remaining (Over)
Other Uses of Funds				
Beach Safety Lifeguard Program				
Communication Devices	5,311	10,041	4,730	47.11%
Drug and Background tests	3,656	10,894	7,238	66.44%
Dues, Fees	7,827	42,700	34,873	81.67%
Equipment - capital	25,519	34,600	9,081	26.25%
Fuel	1,574	9,000	7,426	82.51%
Insurance - WC/Liability	27,310	54,759	27,449	50.13%
Jr Lifeguard Program - education	-	3,000	3,000	100.00%
Office expense	771	2,200	1,429	64.95%
Payroll benefits	38,462	55,078	16,616	30.17%
Repairs and maintenance	21,098	21,000	(98)	-0.47%
Supplies	7,767	14,275	6,508	45.59%
Taxes - payroll	12,280	50,211	37,931	75.54%
Training	3,147	5,000	1,853	37.06%
Unemployment Compensation	-	5,000	5,000	100.00%
Uniforms	10,065	14,296	4,231	29.60%
Utilities	517	2,000	1,483	74.15%
Wages	161,496	656,346	494,850	75.39%
Total Beach Safety Lifeguard Program	326,800	990,400	663,600	67.00%
Beach Safety Junior Lifeguard Program				
Advertising and Marketing	714	691	(23)	-3.33%
Cell Phone	55	97	42	43.30%
Ceremony and Prizes	-	700	700	100.00%
Drug and Background Tests	13	386	373	96.63%
Field Trips and Competitions	-	2,120	2,120	100.00%
Insurance (G/L & Accident Policies)	2,694	5,978	3,284	54.93%
Insurance (Workers Compensation)	14	281	267	95.02%
Office Expense	-	50	50	100.00%
Payroll Taxes	17	584	567	97.09%
Rental Fees	100	116	16	13.79%
Repair and Maintenance	-	150	150	100.00%
Scholarships	-	1,400	1,400	100.00%
Supplies	1,114	1,200	86	7.17%
Uniforms	-	6,613	6,613	100.00%
Wages	304	7,634	7,330	96.02%
Total Beach Safety Junior Lifeguard Program	5,025	28,000	22,975	82.05%
Total Beach Safety Program	331,825	1,018,400	686,575	67.42%

Destin Fire Control District
Revenue over Expenditures vs Budget
for the 2019 - 2020 Fiscal Year

Preliminary Draft

	Through 4/30/2020	Budget	Budget Remaining (Over)	% Remaining (Over)
Other Uses of Funds (continued)				
CPR Program				
Training Supplies	423	2,690	2,267	84.28%
Wages - CPR Instructor	-	1,440	1,440	100.00%
Total CPR Program	423	4,130	3,707	89.76%
Total Other Uses of Funds	332,248	1,022,530	690,282	67.51%
Total Expenditures	4,348,187	10,130,198	5,782,011	57.08%
Net Revenue over Expenditures (per budget)	\$ 1,941,622	\$ (2,625,264)		
Non-General Fund items:				
Use of Restricted Funds	\$ -	\$ 1,120,000		
Use of Assigned Funds	\$ 189,473	\$ 714,391		
Use of Unassigned Funds	\$ -	\$ 790,873		
	2,131,095	-		
Other Fund or Non-Budget Items:				
Transfer Revenue to Restricted Fund - Impact Fees	(75,567)			
Transfer to Assigned Fund - Asset Fund	555,759			
Depreciation	-			
Depreciation - Beach Safety	-			
Depreciation - Jr. Lifeguard Program	-			
Net Revenue over Expenditures	2,611,287	-		

Old Business

None

Chief Reports

Beach Safety information still to come

FIRE PREVENTION & INSPECTIONS

March 2020

Inspections Performed

Annual Inspections:	
Apartments/ Condominiums	13
Hotels/Motels	1
Assembly	
Business	14
Mercantile	1
Board & Care/ Day Care	
Storage	
Sprinkler /Alarm	
Access To Property	30
Vacant Property	1

Total 60

Construction Inspections:	
Building	2
Remodel	
Fire Alarm	2
Sprinkler System	5
Site	
Hood System	

Total 9

Re-inspections	33
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Total 33

Public Inquiries	
Conferences	
Pre-Plan Update	30
E.C. Updates	

Total 30

Total Inspections 132

Plans Reviewed

TRT	
Building Site	2
Remodel	
Building	6
Signs	3
Sprinkler Systems	
Fire Alarms	1
Hood Systems	

Total 12

FIRE PREVENTION & INSPECTIONS

April 2020

Inspections Performed

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

Total 0

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

Total 7

Re-inspections	
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Total 0

Public Inquiries	
Conferences	
Pre-Plan Update	6
E.C. Updates	5

Total 11

Total Inspections 18

Plans Reviewed

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

Total 11

Destin Fire Control District

March 2020 Training

	A-Shift	B-Shift	C-Shift	Total
Company Training				
Tactics & Strategy				
Company Surveys/ Pre Fire Plans	10	10	10	30
Medical				
EMS PALS	8	8	8	24
Company Training				
Boat 9	8	8	8	24
Ascending Aerial Truck with Tools	3	3	3	9
Ascending Ground Ladders with Tools	3	3	3	9
Target Hazard- The Preserve/The Venue	4	4	4	12
TRT- Aerial Apparatus in High Angle Rescue	2	2	2	6
Target Solutions				
NFPA 1500 Driving Safety	1	1	1	3
NFPA 1021 Elements of Supervision & Manage.	1	1	1	3
Water Distribution				
Hydrant Care and Maintenance	8	8	8	24
Total Training Hours	48	48	48	144

Destin Fire Control District

April 2020 Training

	A-Shift	B-Shift	C-Shift	Total
Company Training				
Medical				
EMS Review	2	2	2	24
Company Training				
Aerial Truck Training with cones	3	3	3	9
Boat 9	2	2	2	6
Drivers Training	6	6	6	18
Long Driveway Lay	2	2	2	6
Ladder Maintenance	4	4	4	12
TRT- Confined Space	2	2	2	6
Handline Advancement	2	2	2	6
Target Solutions				
Discipline and Termination	1	1	1	3
Fire Industry Driver Operator	1	1	1	3
Total Training Hours	25	25	25	93

**Destin Fire Control District
FYD Duty Overtime
as of March 31, 2020**

Name	3) FYD Balance at 2/29/2020		2) March Activity		3) FYD Balance at 3/31/2020	
	Hrs	Amt Paid	Hrs	Amt Paid/Earned	Hrs	Amt Paid
Anderson, Michael	61.00	1,317.66			61.00	1,317.66
Blixt, Justin	0.50	17.85			0.50	17.85
Buchanan, TJ	24.00	852.96			24.00	852.96
Christenson, Brian	11.00	466.51			11.00	466.51
Clark, Britt	58.50	1,559.45			58.50	1,559.45
Darden, David	-	-			-	-
Flynn, Robert	26.75	1,105.58			26.75	1,105.58
Gatewood, Brian	9.50	235.51			9.50	235.51
Hartley, Ben	50.50	1,460.97			50.50	1,460.97
Jensen, Ryan	8.50	213.06			8.50	213.06
Kocour, Doug	51.00	1,204.11			51.00	1,204.11
Koenig, Robert	50.50	1,820.53			50.50	1,820.53
Landis, Mike	64.00	2,036.93			64.00	2,036.93
MacDonald, Kevin	-	-			-	-
Money, Arnold S.	-	-			-	-
Morris, Travis	4.00	124.04			4.00	124.04
Parker, Eli	2.50	64.58			2.50	64.58
Peacock, Tammy	1.00	25.25	2.50	63.12	3.50	88.37
Prado, Matt	74.25	1,645.79			74.25	1,645.79
Pybus, Phillip	6.00	148.74			6.00	148.74
Quinn, Joesph	12.50	313.75			12.50	313.75
Rebholz, Tim	24.00	963.12			24.00	963.12
Romero, Felix	4.00	159.12			4.00	159.12
Swartz, Reese	0.75	24.52			0.75	24.52
Ward, Trey	38.00	1,278.88			38.00	1,278.88
Weiland, Brian	-	-			-	-
Wentworth, Matt	6.00	148.74	2.00	54.76	8.00	203.50
	-	-			-	-
Total Duty Overtime	588.75	\$ 17,187.65	4.50	\$ 117.88	593.25	\$ 17,305.53
Less Previous Year Totals	(743.75)	\$ (20,241.14)	(76.00)	\$ (1,823.31)	(819.75)	\$ (22,064.45)
Increase / (Decrease)		\$ (3,053.49)		\$ (1,705.43)		\$ (4,758.92)

387.75	Duty Overtime	\$	12,520.27
201.00	Other Overtime	\$	4,785.26

Destin Fire Control District
FYD Duty Overtime
as of April 30, 2020

Name	3) FYD Balance at 3/31/2020		2) April Activity Amt		3) FYD Balance at 4/30/2020	
	Hrs	Amt Paid	Hrs	Paid/Earned	Hrs	Amt Paid
Anderson, Michael	61.00	1,317.66			61.00	1,317.66
Blixt, Justin	0.50	17.85			0.50	17.85
Buchanan, TJ	24.00	852.96			24.00	852.96
Christenson, Brian	11.00	466.51			11.00	466.51
Clark, Britt	58.50	1,559.45			58.50	1,559.45
Darden, David	-	-			-	-
Flynn, Robert	26.75	1,105.58			26.75	1,105.58
Gatewood, Brian	9.50	235.51			9.50	235.51
Hartley, Ben	50.50	1,460.97			50.50	1,460.97
Jensen, Ryan	8.50	213.06			8.50	213.06
Kocour, Doug	51.00	1,204.11			51.00	1,204.11
Koenig, Robert	50.50	1,820.53			50.50	1,820.53
Landis, Mike	64.00	2,036.93			64.00	2,036.93
MacDonald, Kevin	-	-			-	-
Money, Arnold S.	-	-			-	-
Morris, Travis	4.00	124.04			4.00	124.04
Parker, Eli	2.50	64.58			2.50	64.58
Peacock, Tammy	3.50	88.37			3.50	88.37
Prado, Matt	74.25	1,645.79			74.25	1,645.79
Pybus, Phillip	6.00	148.74			6.00	148.74
Quinn, Joesph	12.50	313.75			12.50	313.75
Rebholz, Tim	24.00	963.12			24.00	963.12
Romero, Felix	4.00	159.12			4.00	159.12
Swartz, Reese	0.75	24.52			0.75	24.52
Ward, Trey	38.00	1,278.88			38.00	1,278.88
Weiland, Brian	-	-			-	-
Wentworth, Matt	8.00	203.50			8.00	203.50
	-	-			-	-
Total Duty Overtime	593.25	\$ 17,305.53	-	\$ -	593.25	\$ 17,305.53
Less Previous Year Totals	(819.75)	\$ (22,064.45)	(153.25)	\$ (3,848.97)	(973.00)	\$ (25,913.42)
Increase / (Decrease)		\$ (4,758.92)		\$ (3,848.97)		\$ (8,607.89)

387.75	Duty Overtime	\$	12,520.27
201.00	Other Overtime	\$	4,785.26

New Business

DESTIN FIRE CONTROL DISTRICT

RESOLUTION 20-07

Whereas, the Board of Fire Commissioners of the Destin Fire Control District, Okaloosa County, Florida on May 12, 2020, held a public hearing as required by Florida Statute 286.011 whereas upon a motion, adopted the following resolution:

Whereas, the Department has identified miscellaneous items described below as property that has been damaged or unrecoverable from the fire boat incident on April 13, 2020, and authorizes the disposal of the property to be sold for scrap, donated or recycled. All items have a monetary value of less than \$100.00.

- two (2) G1 VHF Pagers (B-1455 and B-1677)
- two (2) SLERS radios (R-0815 and R-0816)
- one (1) FLIR – thermal image camera (R-1151)
- one (1) side scan sonar (R-1152)
- one (1) 4G radar and nep obsolete (R-1153)

Whereas resolved: That the Board of Commissioners hereby declares the property described above as damaged or unrecoverable and authorizes disposal of said property to be sold for scrap, donated or recycled.

Motion made by: _____

Motion second by: _____

Motion carried: _____

DULY ADOPTED this 12th day of May, 2020.

DESTIN FIRE CONTROL DISTRICT
Board of Commissioners

Richard D. Moore, Chairman

ATTEST:

Kathryn L. Wagner, District Clerk

Agenda Item

Subject: Mid-Year Budget Adjustments

I. Background

Mid-Year Budget Adjustments are a financial planning tool that allows adjustments to the current year adopted budget for given accounts. It can also be used to create a budget for new accounts established after the beginning of a new fiscal year. The adopted fiscal year budget is a good faith estimate, and during the fiscal year may require adjustments.

II. Explanations of recommended adjustments

Brief explanations of the recommended adjustments to the adopted budget are attached:

- Personnel Services have been adjusted across multiple line items to account for changes to the collective bargaining agreement which took effect on October 1, 2019, as well as insurance renewals coming in lower than anticipated.
- Professional Services have been adjusted to account for increased legal expenses due to the arbitration of a grievance.
- Repair and Maintenances have been adjusted to account for the service of various assets and equipment.
- Supplies have been adjusted to account for the purchase of additional foam.
- Other Expenditures have been adjusted to increase training and per diem to cover more participants than anticipated.
- Capital Outlays have been adjusted to re-prioritize the capital needs of the District. Items added or adjusted: new heart monitors versus refurbished heart monitors, technical rescue equipment, waverunners, repair or purchase of fire boat and the replacement of Beach 10 truck. Items removed or postponed: kitchen remodel, generator replacement and mini pumper or small engine.

III. Recommendation

The recommended adjustments to the FY 2019/2020 build on the policies and decisions proposed by the Fire Chief and Board of Commissioners meant to support the future needs of the Department.

DESTIN FIRE CONTROL DISTRICT
Adopted Budget - with Mid-Year Adjustments
For Fiscal Year Ending September 30, 2020

	2019-2020 TOTAL ALL FUNDS APPROVED BUDGET	BUDGET ADJUSTMENT	2019-2020 MID-YEAR BUDGET
ANNUAL REVENUE			
Ad valorem tax @ 1.000	\$ 6,421,348	\$ -	\$ 6,421,348
Discounts 3.5%	\$ (224,747)	\$ -	\$ (224,747)
Uncollected tax - 1.5%	\$ (96,320)	\$ -	\$ (96,320)
Tax Collector fee	\$ (128,427)	\$ -	\$ (128,427)
Ad valorem taxes prior year	\$ -	\$ -	\$ -
Ad valorem taxes interest	\$ -	\$ -	\$ -
Ad valorem prior year penalty	\$ -	\$ -	\$ -
Interest from investments	\$ 13,000	\$ -	\$ 13,000
Unrealized gain/loss from investments	\$ 50,000	\$ -	\$ 50,000
Impact fee	\$ 80,000	\$ -	\$ 80,000
Reserve for Impact Fee	\$ -	\$ -	\$ -
Plan review fee	\$ 9,000	\$ -	\$ 9,000
Alarm system malfunction fees	\$ 1,000	\$ -	\$ 1,000
Re-Inspection fees	\$ 3,400	\$ -	\$ 3,400
Medical - training revenue	\$ 8,280	\$ -	\$ 8,280
Proceeds from sale of assets - BS	\$ 17,000	\$ -	\$ 17,000
Proceeds from sale of assets	\$ 50,000	\$ -	\$ 50,000
Junior Lifeguard Program fees - BS	\$ 28,000	\$ -	\$ 28,000
Grants received	\$ -	\$ -	\$ -
Miscellaneous Revenue	\$ -	\$ -	\$ -
TOTAL ANNUAL REVENUES	\$ 6,231,534	\$ -	\$ 6,231,534
ANNUAL EXPENDITURES			
Personnel Services			
Commissioner pay	\$ 30,000	\$ -	\$ 30,000
Education	\$ 48,000		\$ 48,000
Incentive - fire boat operator	\$ 15,600	\$ -	\$ 15,600
Incentive - hazardous materials technician	\$ 14,400	\$ 2,000	\$ 16,400
Incentive - open water rescuer	\$ 4,800	\$ 8,000	\$ 12,800
Incentive - paramedic	\$ 81,500	\$ (79,000)	\$ 2,500
Incentive - rescue specialist	\$ 3,600	\$ -	\$ 3,600
Insurance - benefits	\$ 748,500	\$ (110,216)	\$ 638,284
Insurance - employee assistance program	\$ 2,500	\$ -	\$ 2,500
Insurance - workers comp	\$ 155,000	\$ -	\$ 155,000
Insurance - workers comp self insure	\$ 12,500	\$ -	\$ 12,500
Insurance - firefighters cancer coverage	\$ 31,500	\$ (20,000)	\$ 11,500
Medical - drug testing	\$ 800	\$ -	\$ 800
Medical - physicals	\$ 19,000	\$ -	\$ 19,000
Medical - shots	\$ 1,100	\$ -	\$ 1,100
Payroll tax	\$ 202,000		\$ 202,000
Retirement contribution - 175	\$ 1,304,328	\$ -	\$ 1,304,328
Retirement contribution - 175 State portion	\$ 300,000	\$ -	\$ 300,000
Retirement contribution - 457	\$ 42,000	\$ 2,000	\$ 44,000
Uniforms - duty	\$ 28,000	\$ 11,000	\$ 39,000
Wages - CPR training	\$ 1,440	\$ -	\$ 1,440

DESTIN FIRE CONTROL DISTRICT
Adopted Budget - with Mid-Year Adjustments
For Fiscal Year Ending September 30, 2020

	2019-2020 TOTAL ALL FUNDS APPROVED BUDGET	BUDGET ADJUSTMENT	2019-2020 MID-YEAR BUDGET
Personnel Services (continued)			
Wages - duty overtime	\$ 50,000		\$ 50,000
Wages - sick leave and vacation payout	\$ 20,000	\$ -	\$ 20,000
Wages - holiday	\$ 27,000	\$ 18,000	\$ 45,000
Wages - hourly	\$ 2,427,500		\$ 2,427,500
Wages - mandatory overtime	\$ 50,000	\$ 5,000	\$ 55,000
	\$ 5,621,068	\$ (163,216)	\$ 5,457,852
Professional Services			
Accounting / Audit	\$ 15,500	\$ -	\$ 15,500
Legal	\$ 24,000	\$ 26,000	\$ 50,000
Property Appraiser fee	\$ 90,470	\$ (14,000)	\$ 76,470
Other professional services	\$ 5,500	\$ -	\$ 5,500
	\$ 135,470	\$ 12,000	\$ 147,470
Contract Services			
Central dispatch	\$ 500	\$ -	\$ 500
Communications equipment - cells	\$ 7,275	\$ -	\$ 7,275
County medical director	\$ 4,000	\$ -	\$ 4,000
Network administration (service)	\$ 22,500	\$ -	\$ 22,500
Radio communication access fees	\$ 3,600	\$ -	\$ 3,600
Traffic control device interlocal agreement	\$ 1,700	\$ -	\$ 1,700
	\$ 39,575	\$ -	\$ 39,575
Utility			
Cable	\$ 4,000	\$ -	\$ 4,000
Electricity	\$ 27,000	\$ -	\$ 27,000
Gas	\$ 4,000	\$ -	\$ 4,000
Telephone	\$ 7,000	\$ -	\$ 7,000
Water	\$ 4,250	\$ -	\$ 4,250
	\$ 46,250	\$ -	\$ 46,250
Insurance			
Bond - election	\$ 300	\$ -	\$ 300
Bond- employee	\$ 200	\$ -	\$ 200
Disability	\$ 725	\$ -	\$ 725
Property/General liability	\$ 89,000	\$ -	\$ 89,000
Retirement - elimination recourse	\$ 200	\$ -	\$ 200
	\$ 90,425	\$ -	\$ 90,425
Repair and maintenance			
Boat	\$ 8,000	\$ -	\$ 8,000
Building	\$ 25,000	\$ -	\$ 25,000
Computers (upgrades/support/hardware)	\$ 36,000	\$ (4,000)	\$ 32,000
Equipment	\$ 10,000	\$ 10,000	\$ 20,000
Ladder & aerial inspections	\$ 1,750	\$ -	\$ 1,750
Vehicles	\$ 65,000	\$ -	\$ 65,000
	\$ 145,750	\$ 6,000	\$ 151,750

DESTIN FIRE CONTROL DISTRICT
Adopted Budget - with Mid-Year Adjustments
For Fiscal Year Ending September 30, 2020

	2019-2020 TOTAL ALL FUNDS APPROVED BUDGET	BUDGET ADJUSTMENT	2019-2020 MID-YEAR BUDGET
Supplies			
Copier	\$ 2,500	\$ -	\$ 2,500
CPR Training	\$ 2,690	\$ -	\$ 2,690
Equipment	\$ 20,000	\$ -	\$ 20,000
Fire prevention	\$ 5,350	\$ -	\$ 5,350
Foam	\$ 600	\$ 1,000	\$ 1,600
Fuel - boat	\$ 1,500	\$ -	\$ 1,500
Fuel - trucks	\$ 25,000	\$ -	\$ 25,000
Hose	\$ 5,000	\$ -	\$ 5,000
Office	\$ 8,500	\$ -	\$ 8,500
Paramedic equipment	\$ 8,000	\$ -	\$ 8,000
Promotional activities	\$ 3,500	\$ -	\$ 3,500
Station	\$ 10,000	\$ -	\$ 10,000
	\$ 92,640	\$ 1,000	\$ 93,640
Other			
Advertising	\$ 5,000	\$ -	\$ 5,000
Dues and subscriptions	\$ 10,000	\$ -	\$ 10,000
Haz-mat dues	\$ 9,000	\$ -	\$ 9,000
Training and per diem	\$ 49,500	\$ 6,000	\$ 55,500
Transfer to Asset Fund	\$ -	\$ -	\$ -
	\$ 73,500	\$ 6,000	\$ 79,500
Capital Outlay			
Building	\$ 1,100,000	\$ -	\$ 1,100,000
Building - equipment/furnishings	\$ 100,000	\$ -	\$ 100,000
Building improvements	\$ 119,900	\$ (91,172)	\$ 28,728
Bunker gear - new employee	\$ 15,000	\$ -	\$ 15,000
Computers	\$ -	\$ 10,500	\$ 10,500
Equipment - firefighting	\$ 24,395	\$ (8,995)	\$ 15,400
Equipment - other	\$ 46,941	\$ 298,838	\$ 345,779
Furniture	\$ 83,155	\$ (66,955)	\$ 16,200
Station 9 - concrete repairs	\$ 15,000	\$ (15,000)	\$ -
Vessels	\$ -	\$ 332,000	\$ 332,000
Vehicles	\$ 410,000	\$ (321,000)	\$ 89,000
	\$ 1,914,391	\$ 138,216	\$ 2,052,607
Beach Safety: Beach Safety Services			
Capital acquisition - equipment	\$ 34,600		\$ 34,600
Communication devices	\$ 10,041		\$ 10,041
Drug and background tests and physicals	\$ 10,894		\$ 10,894
Dues and fees	\$ 42,700		\$ 42,700
Fuel	\$ 9,000		\$ 9,000
Insurance-workers comp/liability	\$ 54,759		\$ 54,759
Junior Lifeguard Program shortage	\$ 3,000		\$ 3,000
Office	\$ 2,200		\$ 2,200
Payroll benefits	\$ 55,078		\$ 55,078
Payroll tax	\$ 50,211		\$ 50,211

DESTIN FIRE CONTROL DISTRICT
Adopted Budget - with Mid-Year Adjustments
For Fiscal Year Ending September 30, 2020

	2019-2020 TOTAL ALL FUNDS APPROVED BUDGET	BUDGET ADJUSTMENT	2019-2020 MID-YEAR BUDGET
Beach Safety: Beach Safety Services (continued)			
Repair and maintenance	\$ 21,000		\$ 21,000
Supplies	\$ 14,275		\$ 14,275
Training	\$ 5,000		\$ 5,000
Unemployment tax	\$ 5,000		\$ 5,000
Uniforms	\$ 14,296		\$ 14,296
Utilities	\$ 2,000		\$ 2,000
Wages	\$ 656,346		\$ 656,346
	\$ 990,400	\$ -	\$ 990,400
Beach Safety: Junior Lifeguard Program			
Advertising and marketing	\$ 691		\$ 691
Cell phone	\$ 97		\$ 97
Ceremony and prizes	\$ 700		\$ 700
Drug and background tests	\$ 386		\$ 386
Field trips and competitions	\$ 2,120		\$ 2,120
Insurance (G/L & Accident Policies)	\$ 5,978		\$ 5,978
Office expense	\$ 50		\$ 50
Payroll tax	\$ 584		\$ 584
Rental fees	\$ 116		\$ 116
Repair and maintenance	\$ 150		\$ 150
Scholarships	\$ 1,400		\$ 1,400
Supplies	\$ 1,200		\$ 1,200
Uniforms	\$ 6,613		\$ 6,613
Wages	\$ 7,634		\$ 7,634
Workers compensation	\$ 281		\$ 548
	\$ 28,000	\$ -	\$ 28,267
TOTAL ANNUAL EXPENDITURES	\$ 9,177,469	\$ -	\$ 9,177,736
OVERAGE/SHORTAGE	\$ (2,945,935)	\$ -	\$ (2,946,202)
OVERAGE/SHORTAGE	\$ (2,945,935)	\$ -	\$ (2,946,202)
Contribution to Retirement Funds - State	\$ 300,000	\$ -	\$ 300,000
Contribution to Beach Safety - TDC	\$ 873,400	\$ -	\$ 873,400
Contribution to Beach Safety - City	\$ 100,000	\$ -	\$ 100,000
Use of Prepaid Pension Contribution	\$ -		
Use of Restricted Funds	\$ 1,120,000	\$ -	\$ 1,120,000
Use of Committed Funds	\$ -		
Use of Assigned Funds	\$ (238,338)	\$ -	\$ (238,071)
Use of Unassigned Funds	\$ 790,873	\$ -	\$ 790,873
NET OVERAGE/SHORTAGE	\$ (0)	\$ -	\$ (0)

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