

Iona McGregor Fire District Board of Fire Commissioners Agenda  
November 20, 2019  
6:00 PM

Meeting called to order at 6:00 p.m.

Roll Call of Commissioners – Commissioner Louwers, Commissioner Langford, Commissioner Andersen, Commissioner Barbosa, and Commissioner Walker all present.

Opening Prayer and Pledge of Allegiance observed

Amendments to the Meeting Agenda – none

Public Input on Business Agenda Items – no public present

Business Agenda Items (Agenda Items Requiring Action)

- 1) Meeting Minutes – Final Millage & Budget Hearing & Regular Meeting September 18, 2019 (No October Meeting)

Motion (5670) to approve minutes of September 19, 2019 Final Budget and Regular meetings was made by Commissioner Barbosa, second by Commissioner Andersen... carried.

- 2) Financial Reports – September & October 2019

CFO Winzenread noted that two months reporting due to no October meeting. Commissioner Walker inquired as to the difference in interest between the two banks, along with the Colonial Insurance amount of zero. CFO addressed the interest rates as pertaining to our banking structure as well as informing that the Colonial offers voluntary policies to employees which are paid through payroll deduction; and once remitted, balance is zero. Following discussion, motion (5671) to adopt Financial reports for September and October 2019 was made by Commissioner Louwers with second from Commissioner Langford... carried. (See pages 4 & 5)

- 3) Policy on Presenting to Board by Employee (Attorney Pringle)

Attorney Pringle addressed the item and discussed the policy that has been drafted and stated that this is not to take place of public comment but rather to address a matter that employee has controversy with administration that has not been resolved. It is not an entitlement but rather an opportunity for employee to bring matter before board. Commissioner Walker conferred with attorney that as policy it can be changed by Board action to which attorney affirmed.

Commissioner Langford said that this policy is limited to what items can be brought forth. Commissioner Louwers stated that he does not believe there should be such a policy. More danger for commissioners as there could be some issues with commissioner input on potential issue and could be exposure for us in adopting and will not support. Attorney added that public input is not affected by this and where may be used is where there is not an agenda item already for item to be discussed. If board adopts policy, it is their responsibility to follow it. Commissioner Barbosa stated that in past has had employees come directly to him for discussion of items. Attorney stated this policy does not change that possibility. Commissioner Walker mentioned the reasoning for his requesting this policy was to allow employees to come to board without fear of retribution for questioning. Following discussion,

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Commissioner Walker made a motion (5672) to adopt policy as presented by Attorney. Without a second the motion fails commented Commission Walker.

4) Codification Resolution (Attorney Pringle)

Mr. Pringle informed that this item is for discussion purpose this evening. He described the codification legislation. Although much work has been put into compiling the information, additional decisions and information are necessary in order to present a formal resolution for the Board's consideration. He described the rescinding and retaining of various board actions to come up with clean compilation of acts of the board. A listing of previous board actions will be presented to the commissioners prior to their consideration of the resolution as well as those resolutions that will be retained and compilation will be placed on website for public view. Should have prepared by December meeting for consideration.

5) Policy on Commissioner / Attorney Communications

Commissioner Walker believes summary was clear and asked for questions or comments. Commissioner Louwers likes the direction this is going; however, do not believe it is the attorney's decision whether to bring discussed topic to board. Commissioner Walker stated that if have something to discuss, discuss it and if attorney believes that item has bearing or interest to other members, attorney could bring to board to inform. Mr. Pringle mentioned there are two parts being addressed. One is that board members are authorized to discuss with attorney business issues. In discussion of other items not business related should not occur. In items where there is a belief that the sharing of information would assist other members, attorney would share with others. If confidential matter, will not share, such as collective bargaining agreement discussions; this is similar to mediation whereby mediator can share information unless directed not to disclose. Commissioner Louwers thinks that when in open meeting we can have discussion and notes will be that discussion took place. The opinion section on this agenda item summary now becomes a public document. Following discussion, a motion (5673) to direct Attorney Pringle to prepare policy for Board consideration on the Commission members' communication with attorney made by Commissioner Louwers, second Commissioner Andersen... carried.

6) Surplus Items

Chief discussed the correction of last month's direction pertaining to the disposal of vehicle. Following meeting there was a USAR meeting whereby the USAR could use the vehicle and Chief wished to donate the vehicle. As a founding member of USAR it is in our interest to do so. Motion (5674) to authorize revise the disposal decision of the board the Chief and/or designee to dispose of vehicle in accordance with FS 274.05 was offered by Commissioner Barbosa second Commissioner Langford... carried.

October's surplus items were briefly described by Chief as to their lack of usefulness to District. Motion (5675) to deem items presented as surplus, remove from inventory, and authorize Chief and/or designee to dispose of in accordance with Florida Statute 274.06 was made by Commissioner Barbosa, second Commissioner Langford... carried.

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7) Executive Report

Chief stated new vehicle is in town and receiving final components, adding that we will have ceremony to place into service in the near future. During budget process, Board appropriated funds to replace Engine 71. Sutphen manufacturing is being pushed back and we have recently finalized purchasing agreement with a 13 to 15-month delivery timeline. Our next vehicle has been set for 14 to 16-month delivery and would like to order now with provision to back out of agreement if funds not appropriated by board in 2020-2021 budget. Chief added that there are a couple retirements after the new year, cancer provision policy has been finalized, and we will be hiring and holding promotional processes in near future. We will have the vehicle purchase proposal brought to board at December 11<sup>th</sup> meeting. Board directs chief to order the vehicle with escape clause in agreement.

8) Attorney Report

Mr. Pringle stated that he has nothing to add to what he has already addressed.

9) DVP Reports – Districts 7 & 25

District 7 –

DVP Tansey reported that everything is good

District 25 –

DVP Mascarelli replied he's good to go.

Public Input on Non-Business Agenda Items – none

Commissioner Comments – none

Adjournment

Motion to adjourn meeting made by Commissioner Louwers, second Commissioner Langford... carried.

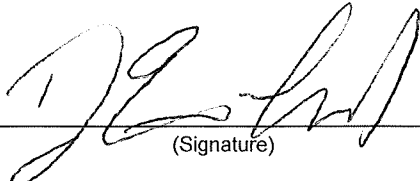
Meeting adjourned at 7:05 p.m.

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT**  
**SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND**  
For the Month Ended October 31, 2019 (Unaudited)

Revenues	Amended Budget	Actual	Variance	
			\$	%
Cash Carry Forward	\$ 9,606,935			
Ad valorem taxes	19,878,190	\$ -	\$ (19,878,190)	0.00%
Permits, Fees & Special Assessments	95,000	-	(95,000)	0.00%
Intergovernmental	59,160	-	(59,160)	0.00%
Charges for services	51,000	4,765	(46,235)	9.34%
Interest Check/Demand Accounts	270,000	13,033	(256,967)	4.83%
Miscellaneous	53,453	19,715	(33,738)	36.88%
Proceeds from debt	-	-	-	N/A
<b>Total Revenues</b>	<b>20,406,803</b>	<b>37,513</b>	<b>(20,369,290)</b>	<b>0.18%</b>
Total revenues and cash carry forward	<u>30,013,738</u>			
Expenditures				
Personnel services				
Salaries	10,529,757	600,604	9,929,153	5.70%
Benefits	5,676,405	322,736	5,353,669	5.69%
Operating Expenditures				
Professional and contractual	743,213	42,619	700,594	5.73%
Travel	106,475	945	105,530	0.89%
Communications & freight	143,320	9,407	133,913	6.56%
Utilities, equipment rental, and insurance	281,507	66,773	214,734	23.72%
Repairs and maintenance	694,143	21,611	672,532	3.11%
Other operational and administrative	321,320	9,354	311,966	2.91%
Supplies, tools & small equipment	387,370	26,299	361,071	6.79%
Education and training	133,150	2,280	130,870	1.71%
Capital expenditures	2,104,296	-	2,104,296	0.00%
Debt service	162,295	-	162,295	0.00%
<b>Total Expenditures</b>	<b>21,283,251</b>	<b>1,102,629</b>	<b>20,180,622</b>	<b>5.18%</b>
Revenues over/(under) expenditures	<u>(876,448)</u>	<u>\$ (1,065,116)</u>	<u>\$ (188,668)</u>	
Fund Balance/Cash Carry Forward	<u>8,730,487</u>			
Total expenditures and reserves	<u>\$ 30,013,738</u>			

	OCTOBER	SEPTEMBER
Cash Balances		
BankUnited - Operating	\$ 1,292,307	\$ 707,288
Petty Cash	100	100
	<u>1,292,407</u>	<u>707,388</u>
Investments		
General - SBA - Fund A	5,546,864	7,036,412
BankUnited Money Market	1,504,460	2,002,485
5/3 Bank	405,480	404,875
	<u>7,456,805</u>	<u>9,443,772</u>
Total Cash and Investments	<u>\$ 8,749,212</u>	<u>\$ 10,151,160</u>

Submitted for approval on November 20, 2019

Approved By:  \_\_\_\_\_  
(Signature)

**IONA MCGREGOR FIRE PROTECTION AND RESCUE SERVICE DISTRICT**  
**SUMMARY STATEMENT OF ACTIVITIES - GENERAL FUND**  
**For The Twelve Months Ended September 30, 2019 (Unaudited)**

Revenues	Amended		Variance	
	Budget	Actual	\$	%
Cash Carry Forward	\$ 7,710,909			
Ad valorem taxes	19,620,023	\$ 19,614,372	\$ (5,651)	99.97%
Permits, Fees & Special Assessments	75,000	169,792	94,792	226.39%
Intergovernmental	47,040	39,550	(7,490)	84.08%
Charges for services	55,000	68,629	13,629	124.78%
Interest Check/Demand Accounts	180,000	303,860	123,860	168.81%
Miscellaneous	47,000	106,073	59,073	225.69%
Proceeds from debt	-	-	-	N/A
<b>Total Revenues</b>	<b>20,024,063</b>	<b>20,302,275</b>	<b>278,212</b>	<b>101.39%</b>

Total revenues and cash carry forward 27,734,972

Expenditures				
Personnel services				
Salaries	10,344,780	9,999,369	345,411	96.66%
Benefits	5,507,428	5,285,785	221,643	95.98%
Operating Expenditures				
Professional and contractual	721,222	689,074	32,148	95.54%
Travel	84,050	40,988	43,062	48.77%
Communications & freight	143,700	140,559	3,141	97.81%
Utilities, equipment rental, and insurance	282,628	274,867	7,761	97.25%
Repairs and maintenance	608,638	483,601	125,037	79.46%
Other operational and administrative	465,862	341,139	124,723	73.23%
Supplies, tools & small equipment	399,809	293,155	106,654	73.32%
Education and training	112,940	79,474	33,466	70.37%
Capital expenditures	1,426,886	172,433	1,254,453	12.08%
Debt service	456,850	456,849	1	100.00%
<b>Total Expenditures</b>	<b>20,554,793</b>	<b>18,257,294</b>	<b>2,297,499</b>	<b>88.82%</b>

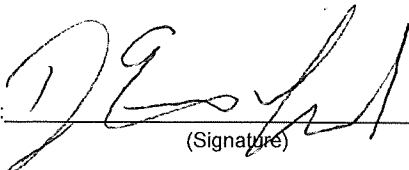
Revenues over/(under) expenditures (530,730) \$ 2,044,981 \$ 2,575,711

Fund Balance/Cash Carry Forward 7,180,179

Total expenditures and reserves \$ 27,734,972

	SEPTEMBER	AUGUST
Cash Balances		
BankUnited - Operating	\$ 707,288	\$ 939,858
Petty Cash	100	100
	<u>707,388</u>	<u>939,958</u>
Investments		
General - SBA - Fund A	7,036,412	8,022,523
BankUnited Money Market	2,002,485	2,173,730
5/3 Bank	404,875	404,236
	<u>9,443,772</u>	<u>10,600,489</u>
Total Cash and Investments	<u>\$ 10,151,160</u>	<u>\$ 11,540,447</u>

Submitted for approval on November 20, 2019

Approved By:  \_\_\_\_\_  
 (Signature)