

# *East Niceville Fire District*

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**1709 27<sup>th</sup> STREET    NICEVILLE, FLORIDA 32578    PHONE 678-2311**

## **February 13<sup>th</sup>, 2024, Meeting Minutes**

### **Call to Order**

The February meeting of the East Niceville Fire Commission was called to order by Chairmen Revell at the East Niceville Fire Department at 6:05 PM. Revell led the Pledge of Allegiance and invocation.

### **Roll Call**

Commissioner's Revell, Delprincipe, Evans and Sjostrom were in attendance, Tisa was not present.

### **Approval of Previous Minutes**

The January 9<sup>th</sup>, 2024, minutes were reviewed, Evans, moved to accept the minutes, 2<sup>nd</sup> by Sjostrom, motion carried by unanimous vote.

### **Treasurer's Report**

In the absence of Commissioner Tisa, Deputy Chief Kramer presented the financials to the commission with a current line-item list of accounts payable and received for the district. The current balance for the district including the money market account is \$1,308,886.25.

### **Old Business**

Commissioner Evans placed a formal inquiry concerning the Christmas Bonus payout. The district was charged taxes on the bonus's. Evans was given an explanation provided by the Districts CPA Hudson Pedon via Deputy Chief Kramer. The matter was closed after all parties were satisfied.

### **New Business**

The Board of Commissioners received a presentation on a new Fire Incident Reporting Software package for the district. Chief Birch and Deputy Chief Kramer explained the previous software had become antiquated and did not serve the district's needs. The commission moved to upgrade its incident reporting software to "First Due" The Commissioners approved a yearly \$15,000.00 allowance for this new software package. Sjostrom moved to adopt the new package 2<sup>nd</sup> by Evans, motion passed by unanimous vote.

Request of amending ENFD Operation Policy 60-03 Expense Tracking, the current Operating Instruction states that all pre-planned expenditures that may exceed \$1,000.00 be presented the Board of Commissioners. It was further noted that under Operating Policy 60-03 subsection D, #2 Expenditures that exceed \$750.00 for capitol items not considered repair or maintenance will considered by the Board. The Commission was asked to amend the Operating Policy 60-03 Sub-Section D "Expense Tracking" item lines 1 and 2 to a financial maximum of \$2000.00 any expenditures exceeding this amount will be brought to the board for consideration. Commissioner Delprincipe moved to approve the amendment 2<sup>nd</sup> by Evans. Motion Carries by unanimous vote.

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### **New Business (Cont.)**

The Board was made aware that the district's Visa credit account holder had not been updated for many years. The point of contact and access to vital information was restricted to former commissioners that no longer served. The Board of Commissioners were asked to officially update access to the Visa credit card to the current Treasurer Tisa, Deputy Fire Chief Kramer, and Fire Chief Birch for better continuity. The same financial controls would remain in place. Commissioner Evans moved to update the Visa card access to the three forementioned ENFD members. 2<sup>nd</sup> by Commissioner Sjoström motion passes by unanimous vote.

It was brought to the Board's attention that the district would have a position vacancy. Permission was asked by Chief Birch to advertise the position vacancy with an optional \$5000.00 signing bonus. The stipend would of course come with conditions of employment eligible for the signing bonus. Sjoström moved to approve the measure 2<sup>nd</sup> by Delprincipe, Motion passed by unanimous vote.

Deputy Chief Kramer brought to the Board the need for a new kitchen table for the firefighters. Options and costs were presented. The Board after consideration approved a new table at the cost \$4,190.79 Delprincipe moves to purchase the table at mentioned price 2<sup>nd</sup> by Evans motion passed by unanimous decision.

### **Chiefs Report**

None

### **Meeting adjourned.**

After no other business Sjoström moved to close the meeting the Commissioners meeting, 2<sup>nd</sup> Delprincipe the was adjourned at 6:50PM