

AGENDA

PARRISH FIRE DISTRICT

February 27, 2018 – 5:30 p.m.

1. Open meeting for the Parrish Fire District
2. Prayer and Pledge
3. Minutes of meeting January 23, 2018
4. Public Comment
5. Employee Manual
6. Expansion Concept
7. Financial Report
8. Administration Report
9. Commissioners Report:

Commissioner Trompke
Commissioner Combee
Commissioner Chitty
Commissioner Webb

Chairman's Report
Commissioner Ramsey

<u>March</u>							<u>April</u>							<u>May</u>						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

If any person desires to appeal any decision of the Fire Commission or of any other Board or Commission of the Fire District, that person will need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105

The Parrish Fire District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment or in provision of services. Disabled individuals may receive special accommodation in services on one working day's notice. F.S. 286.011 (6)

January 23, 2018

The Board of Commissioners of the Parrish Fire District met in regular session on Tuesday, January 23, 2018, at 5:30 P.M. in the Commission Chamber.

Present were:	Sawyer L. Ramsey	Chairman
	Edward G. Chitty	Vice Chairman
	Kevin L. Webb	Commissioner
	Holly B. Combee	Commissioner
	Steven M. Trompke	Commissioner
	Michael G. Johnson	Fire Chief
	Wayne L. Ownbey	Asst. Chief

Chairman Ramsey opened the meeting of the Parrish Fire Commission.

The minutes of the previous meeting held November 28, 2017 were approved on a motion by Commissioner Webb, seconded by Commissioner Trompke and carried by a vote of 5-0.

Chairman Ramsey called for public comment, there was none.

Chief Bailey proposed for the old brush truck 1435 Asset #51-011 vin #82K821082510425 be surplused on Gov. Deals for any price we can get. Commissioner Combee made a motion to sell the old brush truck asset 51-011 on Gov Deals, seconded by Commissioner Webb and carried by a vote of 5-0.

Financial reports for month ending November 30, 2017 and month ending December 31, 2017 were presented. Chief Bailey indicated that the general fund had received \$930,310. in revenue while expenditures have been minimal. The Impact Fee account has received \$22,000.00 for the year. The financial reports were approved on a motion by Commissioner Trompke, seconded by Commissioner Combee and carried by a vote of 5-0.

In the administration report, Chief Bailey introduced the new book keeper Shannon Johnson, she will be taking over Ann's position, and Shannon was sworn in to office. Talked about the book that contains monthly reports, staff meeting minutes and directive changes, that would be in his office for review for any of the commissioners if they would like to see what has been going on.

With no further business for the board, Commissioner Trompke motioned to adjourn the meeting, seconded by Commissioner Webb and carried by a vote of 5-0. Meeting adjourned at 6:01 P.M.

CHAIRMAN

ATTEST:

SECRETARY

SUPPLEMENTAL AGENDA MATERIAL – PARRISH FIRE COMMISSION – February 27, 2018

<u>AGENDA NUMBER</u>	<u>PAGE NUMBER</u>	
3	N/A	Minutes of January 24, 2018 <u>COMMISSION ACTION NECESSARY</u> Motion to approve minutes. Second. Vote
4	N/A	Public comment All citizens wishing to speak to the Commission on an agenda item or a future agenda item must complete a speaker card. A citizen, after being recognized by the Chairman, should come to the podium and, for the public record, state their name and address and state whether they are in favor of or against the agenda item they wish to address. The length of time each citizen may address the Board of Commissioners shall be limited to two (2) minutes.
5	Insert	Employee Manual Update Go over changes that were made to update the employee manual <u>COMMISSION ACTION NECESSARY</u> Motion to approve/disapprove updates to the employee's manual. Second, Vote
6	Insert	Expansion Concept in bay Discuss concept of design for an expansion for office/workspace <u>COMMISSION ACTION NECESSARY</u> Motion to approve/disapprove Expansion concept Second, Vote
7	1-2	Financial report – January 2018 <u>COMMISSION ACTION NECESSARY</u> Motion to approve/disapprove Financial Report Second, Vote
8	N/A	Administration Report <u>COMMISSION ACTION NECESSARY</u> None - Information Only

PARRISH FIRE DISTRICT
Budget vs. Actual October 2017 through September 2018
October 2017 through January 2018

	Oct '17 - Jan 18	Budget	\$ Over Budget
Income			
4110 · Tax Revenue	962,734.20	1,320,415.00	-357,680.80
4210 · Interest Income	0.00	0.00	0.00
4310 · Miscellaneous Income	7,800.00	23,000.00	-15,200.00
4315 · Grant Revenue	0.00	0.00	0.00
4410 · User's Fee	580.00	750.00	-170.00
Total Income	971,114.20	1,344,165.00	-373,050.80
Gross Profit	971,114.20	1,344,165.00	-373,050.80
Expense			
6962 · Property Appraiser	0.00	0.00	0.00
7100 · Salaries & Overtime	301,869.89	896,000.00	-594,130.11
7130 · 941 Taxes	23,077.74	69,500.00	-46,422.26
7150 · Employee Retirement	58,411.69	200,900.00	-142,488.31
7180 · Accounting & Bk Chgs	0.00	0.00	0.00
7190 · Capital Expenditures	0.00	75,000.00	-75,000.00
7210 · Commissioners' Honorarium	1,500.00	6,000.00	-4,500.00
7250 · Communications	2,270.96	7,500.00	-5,229.04
7270 · Dues & Licenses	1,808.32	5,400.00	-3,591.68
7310 · Fire Prevention	3,923.83	6,000.00	-2,076.17
7360 · Gas, Diesel & Oil	1,554.36	10,000.00	-8,445.64
7380 · Grant	0.00	0.00	0.00
7410 · Insurance			
7411 · Dental	1,478.57	5,200.00	-3,721.43
7412 · Health	20,941.40	69,000.00	-48,058.60
7413 · Liability	24,146.21	38,600.00	-14,453.79
7414 · Workman's Comp.	18,726.82	32,000.00	-13,273.18
Total 7410 · Insurance	65,293.00	144,800.00	-79,507.00
7450 · Medical Supplies	744.00	3,500.00	-2,756.00
7460 · Medical Testing	0.00	1,500.00	-1,500.00
7510 · Miscellaneous Supplies	1,461.17	4,000.00	-2,538.83
7570 · Printing & Office	1,726.80	5,000.00	-3,273.20
7610 · Professional Services/Legal	12,320.00	25,000.00	-12,680.00
7620 · R & M-Equipment	4,776.32	7,000.00	-2,223.68
7630 · R & M-Radios	6,018.75	8,000.00	-1,981.25
7640 · R & M-Station	4,502.68	10,000.00	-5,497.32
7650 · R & M-Vehicles	6,038.78	16,000.00	-9,961.22
7690 · Refund	0.00	500.00	-500.00
7710 · Fire Equipment & Tools	0.00	3,000.00	-3,000.00
7730 · Training & Education	1,102.50	9,000.00	-7,897.50
7740 · Travel	0.00	500.00	-500.00
7760 · Uniforms & Gear	3,163.63	18,000.00	-14,836.37
7810 · Utilities	3,784.47	14,000.00	-10,215.53
7850 · Volunteer P/R	0.00	5,000.00	-5,000.00
Total Expense	505,348.89	1,551,100.00	-1,045,751.11
Net Income	465,765.31	-206,935.00	672,700.31

PARRISH FIRE DISTRICT-IFF
Budget vs. Actual 2017-2018
 October 2017 through January 2018

Accrual Basis

	Oct '17 - Jan 18	Budget	\$ Over Budget
Income			
5110 · Impact Fees Collected	22,000.00	100,000.00	-78,000.00
5210 · Interest IFF	0.00	0.00	0.00
5310 · Misc. Income	0.00	0.00	0.00
Total Income	22,000.00	100,000.00	-78,000.00
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00		
Total COGS	0.00		
Gross Profit	22,000.00	100,000.00	-78,000.00
Expense			
1160 · Pre Paid Expenses	0.00		
66000 · Payroll Expenses	0.00		
9000 · Due other Funds	0.00		
9120 · Architect	0.00		
9130 · Attorney	0.00		
9140 · Bank charges	0.00		
9210 · Loan	0.00		
9250 · Loan Interest	0.00	0.00	0.00
9300 · Capital Expenditures	3,011.00	25,000.00	-21,989.00
9410 · Engineer	0.00		
9470 · Refund of IFF	0.00	0.00	0.00
9480 · Station 2	0.00		
Total Expense	3,011.00	25,000.00	-21,989.00
Net Income	18,989.00	75,000.00	-56,011.00