

Iona McGregor Fire District Board of Fire Commissioners Agenda  
December 11, 2019  
6:00 PM

Meeting called to order at 6:00 pm

Roll Call of Commissioners

Present – Commissioner Louwers, Commissioner Langford, Commissioner Andersen, Commissioner Barbosa, and Commissioner Walker

Opening Prayer and Pledge of Allegiance observed

Brief recess called by Commissioner Walker at 6:02pm; meeting resumed at 6:06 pm.

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 – November 20, 2019

**Motion** (5676) to approve minutes made by Commissioner Andersen, second Commissioner Barbosa... carried.

2) Financial Report – November 2019 "Ugg'Rci g'6+ Collections look like keeping up with previous years. **Motion** (5677) to approve Financial Report made by Commissioner Langford, second Commissioner Andersen... carried."

3) Codification Resolution (For Discussion Only)

Attorney Pringle stated that he forwarded correspondence last Thursday that there is nothing to present at this meeting. His expectation is that he should have something by next meeting and will send all information including backup for review prior to decision making.

4) Policy on Commissioner / Attorney Communications

Attorney Pringle circulated previously a draft policy concerning interactions between board and attorney and have before them for decision. Brief review of presented policy was given with attorney informing that draft will need to be formatted once adopted. **Motion** (5678) to adopt Commissioner-Attorney Communications policy was made by Commissioner Louwers with a second offered by Commissioner Langford... carried.

5) Sutphen Extreme Duty Engine/Squad Purchase

Chief presented excel spreadsheet of capital assets and reviewed the replacement schedule of capital assets. Because build time is slow, looking to order 2021 apparatus now. As previously authorized to order, looking for authorization of executing purchase agreement for vehicle. Following a brief discussion on capital assets, Commissioner Barbosa questioned the building of Station 76 which led to a discussion on possible future development and property purchase. We may want to look at optioning property commented Commissioner Walker. Chief would like to provide awareness of property at the February meeting. Following discussion, a **motion** (5679) to authorize Chief to execute purchase agreement for Sutphen apparatus was made by Commissioner Barbosa, second Commissioner Langford... carried.

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6) Contractor Selection

The recommendations from DC Hernden were included with the commission packet. Commissioner Walker questioned the quotes received, who drew the scope of work to have the bids consistent with the work. DC Hernden addressed the steps that were taken in procuring the estimates. Chief addressed the need of the department to develop policy for bidding, stating that one is currently being drafted. He added that we do not need to bid when piggybacking on another government agency. Commissioner Louwers would like to see progress with things moving forward and would like to break into three separate items. **Motion** (5680) to continue the discussion on the purchase of the stair item and revisit following rebid process with additional vendors Louwers/Barbosa... carries.

**Motion** (5681) to accept Noel's proposal for bathroom remodel and authorize Chief to execute an agreement following attorney's review was made by Commissioner Andersen, second by Commissioner Langford. Commissioner Walker commented that he believes the way District is handling expenses is not being done in professional manner and not getting apples for apples. Following brief discussion, four in favor with Commissioner Walker opposed; motion carries.

**Motion** (5682) to accept Whyte's Flooring proposal for flooring by Commissioner Barbosa, second by Commissioner Andersen. Following discussion on scope of work and respondents' quotes, vote was Commissioners Andersen, Langford, and Louwers in favor, with Commissioners Barbosa and Walker opposed. Commissioner Walker believes the process is unprofessional and needs improvement.

7) Commission Meeting Dates – 2020 Calendar Year

After a quick review of the proposed dates, **motion** (5683) to approve dates as submitted for 2020 Calendar Year meetings was made by Commissioner Walker, second Commissioner Barbosa... carried.

8) Election of Board Officers

Attorney informed board on the requirements of the board to elect board officers and discussed the various processes that may be used in this election. May choose by position with nominations and voting (more formal), may choose to have motion to elect officer with second and vote. Secretary and Treasurer can be same person.

**Motion** (5684) to select process of keeping current seats of Ethan Langford Treasurer, James Andersen Secretary, Steve Barbosa Vice Chair, and James Walker Chair was offered by Commissioner Barbosa, second from Commissioner Langford... carried.

9) Executive Report

Chief informed board that there are two long term employees retiring around first week in January and on December 20<sup>th</sup> we will be having a holiday get together. The annual FASD conference is being held in June and will need to discuss arrangements for those wishing to attend. Looking to hire three persons to replace those retiring and have others that will be retiring in the next year. A formal ceremony for new apparatus being placed in service will take place after the first of year. **Motion** (5685) to accept Executive Report made by Commissioner Walker, second Commissioner Andersen... carries.

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10) Attorney Report

Attorney Pringle has nothing to add, all was discussed with agenda items.

11) DVP Reports – Districts 7 & 25

District 7 – not present

District 25 – not present

Public Input on Non-Business Agenda Items – no public present

Commissioner Comments – none.

Adjournment

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

Meeting adjourned at 7:30pm.

Approved by: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Revenues	Amended	Actual	Variance	
	Budget		\$	%
Cash Carry Forward	\$ 9,606,935			
Ad valorem taxes	19,878,190	\$ 5,221,815	\$ (14,656,375)	26.27%
Permits, Fees & Special Assessments	95,000	-	(95,000)	0.00%
Intergovernmental	59,160	-	(59,160)	0.00%
Charges for services	51,000	7,575	(43,425)	14.85%
Interest Check/Demand Accounts	270,000	21,700	(248,300)	8.04%
Miscellaneous	53,453	29,018	(24,436)	54.29%
Proceeds from debt	-	-	-	N/A
<b>Total Revenues</b>	<b>20,406,803</b>	<b>5,280,107</b>	<b>(15,126,696)</b>	<b>25.87%</b>

Total revenues and cash carry forward 30,013,738

Expenditures				
Personnel services				
Salaries	10,529,757	1,386,054	9,143,703	13.16%
Benefits	5,676,405	685,700	4,990,705	12.08%
Operating Expenditures				
Professional and contractual	743,213	156,643	586,570	21.08%
Travel	106,475	8,963	97,512	8.42%
Communications & freight	143,320	18,471	124,849	12.89%
Utilities, equipment rental, and insurance	281,507	85,178	196,329	30.26%
Repairs and maintenance	694,143	46,245	647,898	6.66%
Other operational and administrative	321,320	34,226	287,094	10.65%
Supplies, tools & small equipment	387,370	74,533	312,837	19.24%
Education and training	133,150	8,532	124,618	6.41%
Capital expenditures	2,104,296	1,288,717	815,579	61.24%
Debt service	162,295	25,011	137,284	15.41%
<b>Total Expenditures</b>	<b>21,283,251</b>	<b>3,818,272</b>	<b>17,464,979</b>	<b>17.94%</b>

Revenues over/(under) expenditures (876,448) \$ 1,461,835 \$ 2,338,283

Fund Balance/Cash Carry Forward 8,730,487

Total expenditures and reserves \$ 30,013,738

	NOVEMBER	OCTOBER
Cash Balances		
BankUnited - Operating	\$ 5,303,109	\$ 1,292,286
Petty Cash	100	100
	<u>5,303,209</u>	<u>1,292,386</u>
Investments		
General - SBA - Fund A	3,553,063	5,546,864
BankUnited Money Market	2,001,928	1,504,460
5/3 Bank	406,021	405,480
	<u>5,961,012</u>	<u>7,456,805</u>
Total Cash and Investments	<u>\$ 11,264,221</u>	<u>\$ 8,749,191</u>

Submitted for approval on December 11, 2019

Approved By: \_\_\_\_\_

(Signature)