

## Holt Fire District Commission Meeting Minutes

**PLACE:** Holt Fire Station, 483 Hwy 90 W, Holt, FL

**DATE and TIME of MEETING:** 12 March 2024/1830 hours.

**ATTENDANCE:** Jim Connors, Stephanie Holcombe, Darry Childs, Roger Myers, Dick Russell, Fire Chief Scott Chestnut, Danielle Barrow

**MEMBERS NOT PRESENT:** Capt. Shelly Chestnut

**VISITORS:**

**EMERGENCY RESPONSES:** 107 calls as of 12 March 2024

**REVIEW OF PREVIOUS MEETING MINUTES:** Meeting minutes from February 2024 were reviewed and approved as amended. Financial report was reviewed and approved for the month of February 2024.

**STANDARD AGENDA ITEMS – (Open for Monthly Status Update)**

**a. Vehicles:**

QR-31 – Good

CH-31 – Good, having issues; kept stalling when returning from an interstate call; need to remove and replace the throttle valve, est. cost is \$467.61.

DC-32 – Good

Engine 31 – Good, valve repaired, miscellaneous items. Getting quote for leaking valves, motion made and adopted to see if the part could be welded on relief valve for \$1159, and if not pay for a retrofit for \$5000.

Engine 32 – Good

Engine 33 – Good

AC-33 – Selling in May

Support 31 – Selling in May

Brush 31 – Good; engine light came on, some kind of sensor, maybe; will correct in-house

QR-32 – Good

**b. Volunteer Membership:** 18 volunteers – 13 firefighters, FFI certified, 5 support staff. Motion made and adopted to accept Carl F. Day as a new member of the fire Department.

## OLD BUSINESS

**a. Fundraising – Schedule**

1) Donation Letter	TBD	\$
2) Rib Sale	9-10 Feb. 2024	\$ 3759
3) Rib Sale	24-25 May 2024	\$
4) Rib Sale	6-7 Oct 2023	\$ 2356
5) Gun Raffle	31 Oct 2023	\$ 2000
6) Picture Fundraiser	June 2024	\$

**b. Mr. Connors:** A motion was made and adopted to allow Mr. Connors to talk to a real estate lawyer on the current Fire District's property lines to ensure they are properly marked. Called a lawyer; need to have a survey completed. Ms. Holcombe to contact surveyor. Work in progress. (Open)

- c. Chief Chestnut: Grants. (Open)
  - 1) All 2023 grants are closed.
  - 2) We're applying for new First Response AFG grants that are due 8 March 2024. The owner of the grant-writing company (Greg Babis) wants to get us something this year. We will apply again for a new engine and smaller grants such as 50 feet of 1 3/4-inch attack line at approximately \$5,000, and K-33 TICs at \$6,000. Not enough time for applying for 2024 grants, will be meeting monthly to start working 2025 grants and updating infrastructure list.
  - 3) We'll also apply for another 50/50 DOF grant for three sets of bunker gear (head to toe) at approximately \$8,000, and 2 pagers (radio receivers only) for about \$3,000-\$4,000. If awarded, we would have to pay the money up front (approximately \$12,000) and the DOF would reimburse us 50% back, approximately \$6,000. The board approved up to \$10,000 to go toward this grant.
- d. Chief Chestnut: Request the Board review the Departments Charter with an attorney to evaluate the possibility of generating funding through legally allowed increases to the fees and assessments and the possibility of finding unknown funding avenues allowed under Florida Law in reference to special districts. Update: Documents were found. (Open)
- e. Chief Chestnut: Looking for a replacement for Active 911. Emergency reporting software in general has increased 200%-300%. Flow MSP is no longer wanted because the cost climbed to \$8,000 a year. Vector Solutions increased its fees to \$14,000 a year. First Due is the program of choice and is being used by the other fire districts. Cost is \$7,200 a year with a \$500 implementation fee which includes converting all current data into the new system. Active 911 contract ends in March; we will let the contract run out and migrate everything to First Due. Capt. Chestnut attended Baker Fire District meeting 13 February to brief them on the capabilities of the First Due system. The board approved First Due for the District's reporting system. Payment will be via credit card unless there's an extra charge. New software, First Due will be purchased 12 March 24 and check will be sent. (Open)
- f. Chief Chestnut: Solar farm falls under our provision as a special commercial property. Need to set an annual tax for FY 2024. The Chief and Ms. Holcombe met with attorney Jon Holloway in July. They followed up with a formal letter requesting a legal opinion regarding setting an assessment price for solar farm property. Waiting to hear back from him. (Open)
- g. Mr. Connors: Chandler Holloway, an aide for State Rep. Rudman in Tallahassee, will set up a meeting with State Sen. Broxson about additional funding for the new station. 2.5 million requested. Everything has been submitted. (Open)
- h. Ms. Holcombe: During the meeting with attorney Jon Holloway, he recommended HFD visit every address on the county tax roll to verify that each property is assessed correctly. Specific areas that are likely assessed incorrectly are Anderson Columbia, the airport, businesses in the industrial park, the speedway, just to name a few. Chief Chestnut assigned Marion Arnett and Justin Barrow to this. (Open)
- i. Mr. Connors: AC-33 and Support 31 will be available for viewing during the May rib sale by those who wish to submit a sealed bid to purchase these two vehicles. Bids will include price, name and phone number and mailed to HFD's PO box. Vehicles will be sold as is. Neither is operational.
- j. MIT is doing testing for the Navy on receiving over the horizon radar signals. They will be placing their equipment in the old fire station from February to April 2024. (Open)
- k. Chief Chestnut: The department will be doing an internal performance review and will be working on new SOPs.

- l. Chief Chestnut: There's been some discussion about consolidation of Baker, Holt and Blackman fire districts with Baker, being centrally located among the three, to be the central location of operations. Thoughts are by consolidating manpower and resources, everyone benefits. However, looking at the financial and membership numbers, it doesn't make sense for Holt to consolidate at this time. Consolidation will likely have adverse effects on our membership, response time, assessment fees, finances and ISO ratings, to name a few impacts, if all 911 responses run from Baker. Talking points for the commissioners and department officers will be developed.
- m. Chief Chestnut: Proposed talking with Rep. Pat Maney about the need for additional funding for our new fire station. Baker has worked with him the past two years and received \$100,000 in state funding for equipment. Recommend briefing Rep. Maney and Rep. Rudman to help familiarize them with HFD's operations and requirements.
- n. Chief Chestnut: Will attend the national four-day FDIC fire convention with Capt. Chestnut in Indianapolis. The Board approved to reimburse the Chief for the \$649 conference fee.
- o. Chief Chestnut: Truck PMS is due. The Board approved the quote from S.E.M.S. for \$5,441.74 for PMS for all three trucks.
- p. Mr. Connors: State required ethics training, a 4-hour online course, is required of all elected officials. Cost is \$79 per person. Commissioners are to sign up using a personal credit card and the submit receipt for reimbursement. The Board approved \$395 to cover the cost of the training.

#### **NEW BUSINESS:**

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of February.
- b. Mr. Connors: The rib sale grossed \$5,337; net was \$3759. We will do two full cooking's at the Memorial Day rib sale in May.
- c. Chief Chestnut: Annual hose testing is due; cost is estimated at \$3392.50. Am motion was made and approved to \$4000 to cover cost.
- d. Mr. Connors: Repairs to double barrel smoker made, need to look at repairs still needed. \$135 for labor and \$424 for tires and springs. \$559 was paid.
- e. Mr. Connors: The department has 3 insurance policies; workers comp, building and vehicle and Health and safety. Two policies are due, building/vehicle and Health and safety and will be paid.
- f. Mr. Connors: The County Tax office has provided street addresses for the new assessment, the district can raise the assessment fee's %6.67. For residential it will go from 65.43 to 66.79, commercial 98.31 to 104.87. A resolution for vacant land assessment will go from 43.27 to 46.16 for the first acre and .10 for every acre after that. This is the first reading and will check with Jon Holloway on the resolutions.
- g. Chief Chestnut: Contacted about the picture fundraiser with a start date the last week of April/first week of May. A motion was made and adopted to proceed with the picture fundraiser.

NEXT MEETING ANNOUNCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 9 April 2024 at 1830 hours at the fire station. The meeting was adjourned at 19:52 hours.

Jim Connors  
Chairperson, Holt Fire District Commission

Attachments:

February Financial Report

Signed Nonrecurring Transaction Letter