

Holt Fire District Commission Meeting Minutes

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

DATE and TIME of MEETING: 9 January 2024/1830 hours

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

MEMBERS NOT PRESENT: Stephanie Holcombe Capt Shelly Chestnut

VISITORS:

EMERGENCY RESPONSES: 12 CALLS AS OF 9 January 2024. Total calls for 2023 590

REVIEW OF PREVIOUS MEETING MINUTES: Meeting minutes from December 2023 were reviewed and approved as amended. Financial report was reviewed and approved for the month of December 2023.

STANDARD AGENDA ITEMS – (Open for Monthly Status Update)

a. Vehicles:

QR-31 – Good

CH-31 – Good, having issues but working.

DC-32 – Good

Engine 31 – Good, valve repaired, miscellaneous items. Getting quote for leaking valves

Engine 32 – Good

Engine 33 – Good

AC-33 – Selling in February

Support 31 – Selling in February

Brush 31 – Good, 2 fittings burst during freeze, repaired in Service. Inside cover

QR-32 – Good

b. Volunteer Membership: 17 volunteers – 12 firefighters, FFI certified, 5 support staff.

OLD BUSINESS

a. Fundraising – Schedule

| | | |
|-----------------------|----------------|---------|
| 1) Donation Letter | TBD | \$ |
| 2) Rib Sale | 9/10 Feb. 2024 | \$ |
| 3) Rib Sale | 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: The District applied for several grants. (Continuing)
 - 1) Grant-writing company (Greg Babis) will assist with a First Response AFG grant for a new truck and three smaller grants, including a Firehouse Subs grant for battery-powered extraction equipment (cutter, spreader, rams) costing approximately \$25,000. He's trying to loop the vehicle and extraction tools into one new grant of about \$400,000 for 2024.
 - 2) Florida Assistance to Firefighter Grant – 5 Scott SCBA's \$39,620.70, shipping mid January. SCBA's received, paperwork was sent to cut the check from the State.
- 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: Requested to replace the active 911 program with Flow MSP. It functions like Active 911 with the additional feature of pre-fire planning function. Cost would be \$600 a year with unlimited access vs \$300 a year for Active 911 with limited device addons. A motion was made and adopted to approve the purchase of Flow MSP for \$600 for 1 year of service. Everything needed is in to get it up and working. Setting up. Training set for 12 October. Will discuss at next meeting, looking at First Due to replace all (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 who recommended HFD get with him in November for a legal opinion regarding setting an assessment price for solar farm property. Letter from Jon Holloway ready for Fire Chief's signature (Open)
- g. Mr. Connors: Chandler Holloway, an aide for Representative Rudman in Tallahassee, will set up a meeting with Senator 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 assess correctly. Specific areas that are likely assess incorrectly are Anderson Columbia, the airport, businesses in the industrial park, the speedway, just to name a few. Chief Chestnut will assign Marion Arnett and Justin Barrow to this. .Drafting letter to Holloway (Open)
- i. Chief Chestnut: The pump service and test passed on all three engines with minor repairs on each that will be completed in January 2024. Carl Day working on several issues (Open)
- j. Mr. Connors: AC-33 and Support 31 will be available for viewing during the February 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. Holding off on selling vehicles until February 2024. Motion made and approved to show vehicles at the February rib sale and advertising on Facebook. All closed bids must be submitted by the 12 March meeting (Open)
- k. Mr. Connors: Paid DoF grant of \$9,930.25 with fundraiser account. Chief stated he will submit another grant for 2 sets of gear after this grant closes. (Open)

NEW BUSINESS:

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of December.
- b. Mr. Connors – Would like to add a calendar of events to the SOP/SOG procedures book to ensure continuity for future members. The calendar will be added to the commissioners new standard Operating Guideline.
- c. Mr. Connors: 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.
- d. Mr. Connors: All plans and permits have been submitted to the State for the new Fire Station.
- e. Mr. Connors: Rib sale set for 9/10 February, we will be doing two cooking's on Friday, first one 72, second 24 and one cooking on Saturday of 72. We need a new cooler, aluminum foil. Our current sponsors are Mike Carroll and Susan's
- f. Chief Chestnut: The department will be doing an internal performance review and will be working on new SOP's.

NEXT MEETING ANNOUCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 13 February 2024 at 1830 hours at the fire station. The meeting was adjourned at 19:34 hours.

Jim Connors
Chairperson, Holt Fire District Commission

Attachments:
December Financial Report
Signed Nonrecurring Transaction Letter