

Holt Fire District Commission Meeting Minutes

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

DATE and TIME of MEETING: 13 September 2022/1830 hours

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

MEMBERS NOT PRESENT: Darry Childs

VISITORS: None

REVIEW OF PREVIOUS MEETING MINUTES: Meeting minutes from August 2022 were reviewed and approved. Financial report was reviewed and approved for the month of August 2022.

STANDARD AGENDA ITEMS – (Open for Monthly Status Update)

a. Vehicles: Glenn Arne oversees vehicle maintenance

QR-31 – Good, on battery tender

CH-31 – Good

DC-32 – Good; needs specialized brake shoes on rear, Dusty hopes the shoes will be in this week; overheated due to blown hose, repaired; overheated again due to bad thermostat and head gasket, board approved \$3,000 to repair.

Engine 31 – Is very weak; pump packing leaking, est. cost to fix \$3,500, not fixing it; passed pump test; top speed is 50 mph and must be escorted with command vehicle trailing when on I-10. It has been moved to Station 83 in Milligan.

Engine 32 – Good, in shop for repairs; costs approximately \$3,500 to repair.

Engine 33 – Good; has been moved to Station 31.

AC-33 – Selling

Support 31 – Good

Brush 31 – Good

OCW Engine – Working. Putting a list of items needed; will get quotes to begin purchasing needed equipment.

b. Equipment: Nothing to report.

c. Volunteer Membership: 18 volunteers – 13 firefighters, FFI certified, 5 nonparticipants.

OLD BUSINESS

a. Fundraising – Schedule

1) Donation Letter	TBD	\$
2) Rib Sale	Feb. 2021	Cancelled
3) Rib Sale	27 & 28 May 2022	\$1,786
4) Rib Sale	7 & 8 Oct 2022	\$
5) Gun Raffle	31 Oct 2022	\$

b. Chief Chestnut: During emergency responses, the Fire District will be checking to ensure residents have working smoke detectors. If they do not, the District will provide them to the homeowner free of charge. Donations come from 1st Alert and Lowe's. Currently there are 12 detectors. (Continuing)

- c. Mr. Connors: The District still needs to establish a Capital Property List over \$5,000—one for property costing \$100-4,999.99 and a list of disposable supplies under \$100. Waiting on tags. The District will be doing a complete inspection of the vehicles, equipment and gear. (Open)
- d. 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)
- e. Chief Chestnut: Contacted the contractor to complete the standby generator hookup. Will get RONCO to make sure generator will run. Est. \$2,500 to install. (Open)
- f. Chief Chestnut: The District applied for several grants. We will submit a grant for 2-3 more sets of gear after the previous gear grant is finalized. (Continuing)
 - 1) Grant-writing company (John Storm) 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 in one grant of about \$300,000.
 - 2) Three grants have been approved:
 - 1. State assistance 100% grant was approved for \$45,060 to purchase 5 SCBAs, 10 bottles and 15 masks. These will be paid when the State gives us the check.
 - 2. State cancer 75% grant was approved for \$2,925 to purchases gloves and hoods. We have to pay 25% of this grant.
 - 3. Division of Forestry 50-50 grant was approved for two sets of bunker gear (\$8,073.76, 30 weeks out on shipping) and eight 100-foot sections of 4-inch LDH for a total of \$12,465.76.The total of all three grants is \$69,424.52. Of this, we must pay \$6,964.13.
- g. Chief Chestnut: A new door opener on the third bay door will cost \$2,500. No parts are available. This will wait until December after assessment fees come in. (Open)
- h. 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)
- i. Dawn Paul: Holt Fire District documentation states anything more than \$500 requires approval from the board. We can change limit in writing. We need to follow the special district handbook when developing the Holt Fire District website. Our documentation states the impact fees can only be used to purchase new equipment. Will verify \$2,000 for approval requirement. (Open)
- j. Chief Chestnut: Need five new tables for the District at about \$50 apiece; purchases will be made from the operation account. (Open)
- k. Chief Chestnut: A new radio system is coming for the county. (Open)
- l. Chief Chestnut: Howard Peak will play Santa Claus for Kids Day in December. The board approved \$1,000 for a new Santa suit. (Open)
- m. The District must issue tax form 1099s to individuals who perform more than \$600 in labor for the District. Ms. Barrow will contact Dawn Paul to nail down requirements. (Open)
- n. Chief Chestnut: Found someone to install the new extruder. (Open)

NEW BUSINESS:

- a. Ms. Holcombe: Requested a locking file cabinet be purchased for the commissioners to use verses keeping all commission documents spread among the board. The cabinet will be stored in the officers' office. (Open)
- b. Chief Chestnut: HFD has responded to 354 calls so far this year.
- c. Chief Chestnut: Requested that each firefighter be issued a black button-up shirt with insignia and black pants to wear during formal events. Approximate per set cost is \$80 for the shirt w/insignia and \$60 for the pants. The Chief asked that this request be fast-tracked. (Open)
- d. Chief Chestnut: Deputy Chief Joe Kersey was selected as the Okaloosa County Volunteer Firefighter of the Year. North Okaloosa Fire District firefighter Larry Loiocano, also a Holt volunteer firefighter, was selected as Career firefighter of the Year. The award ceremony will be 29 September. Since HFD doesn't have a formal uniform, DC Kersey and Chief Chestnut will wear a button-up shirt and nice slacks to the ceremony. (Open)
- e. Chief Chestnut: There is a number of new businesses coming to Holt. We need to be ahead of the game on assessments and impact fees. (Open)
- f. Chief Chestnut: All special districts have a requirement to complete a state performance review. The state picked two companies qualified to complete this requirement. Minimum cost for a HFD review is \$52,000. The Chief has a point of contact who may be able to satisfy this requirement at a fraction of the cost. More to come. (Open)
- g. Chief Chestnut: Pump tests are required on all the trucks except for Engine 31 within the next four weeks. Tests for Engines 32, 33 and OCW will cost \$1,650. The Board approved \$2,000 to complete the tests. (open)
- h. Chief Chestnut: The trucks are scheduled for their periodic maintenance—oil, filters, etc. Cost is about \$5,000. Getting a second quote. This will be scheduled in January. (Open)
- i. Chief Chestnut: ISO is scheduled for 18 October. The District has a 5/5X rating and hopes to maintain it. (Open)
- j. Chief Chestnut: The air packs need to be services once a year to repair or replace bottles at a cost of \$1,500. (Open)
- k. Chief Chestnut: HFD passed its safety and compliance inspection by the state. It's good for three years. It took about 4-5 months to get everything up to standards. This was critical for the District to be eligible for grants through the State of Florida. (Closed)
- l. Jim Connors: The fiscal year 2023 budget will be voted on next month. Proposed budget will be a 5% increase of this year's \$120,000 budget. (Open)
- m. Jim Connors: Dawn Paul recommends Edward Chapman in Andalusia to conduct the annual audit next year. His fee is \$8,000 for the first year, \$1,000 more than Ms. Paul has changed in the past. The Board approved using Edward Chapman. (Closed)
- n. Jim Connors: The League of Cities insurance increased to \$5,100 per quarter. All insurance contracts were renewed. (Closed)

- o. Mr. Russell: Dick Russell, Roger Myers and Jim Connors agreed to a breakfast meeting Thursday, 15 September to get with Mike Carroll to talk about using his smoker for the next rib sale in October. (Open)
- p. Mr. Connors: Spent \$1,763 on two guns and a gun safe for the gun raffle. Tickets will be sold at the October rib sale. 1,000 tickets were printed for this year's raffle. (Open)
- q. Mr. Connors: Rib sale is scheduled for 7 & 8 October. We have four sponsors for the sale: Renalus, Susan's Restaurant, Hub City Grill and Ultimate Waste Solutions. Sponsors logos will be printed on the back of the tickets. (Open)
- r. Mr. Connors: Sponsorships will begin 1 January 2023. The three rib sale sponsors will be credited for this year. Ms. Holcombe will set up a sponsorship page on the HFD website. (open)
- s. Mr. Connors: CHELCO sent HFD a shut-off notice due to two months of nonpayment for the old fire station for a total cost of \$638.77. Upon investigation, it was discovered that there were three accounts associated with the old community center property. HFD had two of the accounts and Holt Water had one. Holt Water turned its meter over to HFD in June or July. When Sherry Cregger plugged her food operations into the building, she plugged into the Holt Water meter that was not on the HFD auto draft. All electricity accounts are now under HFD and the delinquent bill has been paid. (Closed)
- t. Chief Chestnut: Received a \$300 check from Dani to pay for the Fire Chief's Association dues. (Closed)
- u. Chief Chestnut: We renewed Target Solutions, now called Vector solutions, for \$1,822.58. (closed)

NEXT MEETING ANNOUNCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 11 October 2022 at 1830 hours at the fire station. The meeting was adjourned at 1955 hours.

Jim Connors
Chairperson, Holt Fire District Commission

Attachments:
September Financial Report