

## Holt Fire District Commission Meeting Minutes

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

**DATE and TIME of MEETING:** 14 March 2023/1835 hours

**ATTENDANCE:** Jim Connors, Roger Meyers, Stephanie Holcombe, Dick Russell, Capt. Shelly Chestnut, Danielle Barrow

**MEMBERS NOT PRESENT:** Darry Childs, Fire Chief Scott Chestnut

**VISITORS:**

**EMERGENCY RESPONSES:** 93 CALLS AS OF 14 March 2023

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

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

- a. Vehicles: Glenn Arne oversees vehicle maintenance.
- QR-31 – Good, on battery tender. Deputy Chief using
  - CH-31 – Good, having issues but working. Just got it out of the shop: \$1,616 for repairs. Commissioners approved \$1,800 to cover repair costs.
  - DC-32 – Good; overheated again due to bad thermostat and head gasket, board approved \$3,000 to repair. Being put back together – Finished in February
  - 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 the main station.
  - Engine 32 – Good, PM completed
  - Engine 33 – Good, PM completed, went over budget due to pump packing replacement
  - AC-33 – Selling
  - Support 31 – Selling
  - Brush 31 – Good, running in place of QR 31; 2 fittings burst during freeze, \$500 to fix
  - OCW Engine – Working. Putting a list of items needed; will get quotes to begin purchasing needed equipment. Need 6 batteries, board approved spending \$1500. Adding lettering E-31 on road in March.
  - Donated Tahoe – Will be used as a take-home vehicle to meet response times; insured and licensed
- b. Equipment: April – Hose and ladder testing, estimated cost \$2924.
- c. Volunteer Membership: 18 volunteers – 13 firefighters, FFI certified, 5 support staff.

## OLD BUSINESS

a. Fundraising – Schedule

1) Donation Letter	TBD	\$
2) Rib Sale	10/11 Feb. 2023	\$1800
3) Rib Sale	May 2023	\$
4) Rib Sale	Oct 2022	\$1,565
5) Gun Raffle	31 Oct 2022	\$4,000

- b. 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. Still working (Open)
- c. 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)
- d. 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. Everything submitted; check received \$400k grant working 2nd week in November.
  - 2) Three grants have been approved:
    - 1. State assistance 100% grant was approved for \$45,060 to purchase 5 SCBAs, 10 bottles and 5 masks. These will be paid when the State gives us the check. 10 bottles and 5 mask delivered.
    - 2. State cancer 75% grant was approved for \$2,925 to purchases gloves and hoods. We have to pay 25% of this grant. Completed
    - 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. Received hose.
- e. Chief Chestnut: A new door opener on the third bay door will cost \$2,500. No parts are available. Ordering parts; will be installed when parts arrive. (Open)
- f. 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)
- g. Mr. Connors: Sponsorships began 1 January 2023. Sponsorship closeout for 2023 is 1 April. The three rib sale sponsors will be credited for this year. Ms. Holcombe will set up a sponsorship page on the HFD website and design new rib sale signs to be printed by Hart Printing in Crestview. There will be four signs: three directional and one for in front of the station. (Open)
- h. 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. The cabinet has been ordered. (Open)
- i. Chief Chestnut: There are a number of new businesses coming to Holt. We need to be ahead of the game on assessments and impact fees. (Open)
- j. 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 add-ons. 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 (Open)

- k. Mr. Connors: Signed a contract to complete the state mandated performance audit for \$25,000. This will be completed by the end of June. The state is requiring a performance audit every 5 years. Cost for the audit will be borrowed from the impact fund. (Open)
- l. Chief Chestnut: Requested for Howard Peak to attend the Firefighter II bridge class. Motion was made and adopted to pay for books, uniforms and fuel. If he passes successfully the Tuition will also be paid by the department. (Open)
- m. Chief Chestnut: Emerald Coast Realtors donated \$500 to go toward a new Thermal Imaging Camara (TIC). Motion was made and approved to use \$1,000 from the impact account to purchase the TIC. Need to purchase the TIC.
- n. Mr. Connors: Received a legal opinion from the lawyer regarding increasing impact fees for commercial properties. Because the District raised impact fees in 2022, we cannot raise those fees again for four years. Impact fees can only be increased every four years. Additionally, any impact fees raised cannot go toward paying for the new fire station because it is already a project in progress.
- o. Mr. Connors: Mr. Connors and Ms. Holcombe worked on a request for additional funds from the state of Florida. They completed and turned in a new funding request worksheet to Rep. Rudman's office with a requested amount of \$980,000.

#### **NEW BUSINESS:**

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of February.
- b. Capt. Chestnut: The station needs two new computers, monitors and software. \$2,500 was approved for the purchase.
- c. Mr. Connors: Any insurance check more than \$5,000 must have two signatures.
- d. Mr. Connors: The latest architectural plans have been approved. The station will be built in phases: 1) all land work, to include roads, wiring, pipes, etc. 2) Base bid includes the truck bay plus parking. 3) Alternate 1 includes a shell of a station with ceiling/floor, two bathrooms, power, HVAC. 4) Alternate 2 will be to finish the lower station area. 5) Alternate 3 will be to complete the upstairs sleeping area at a later date.
- e. Mr. Connors: Ed Chapman, the new auditor, will meet with Danielle and Shelly to go over what's needed for the audit. He will spot-check receipts in the Big Red Book.
- f. Mr. Connors: Assessments for fiscal year 2024 will increase by 6.3356%. Vacant parcels will increased to \$43.27 and 10 cents per vacant acre, residential property will increased to \$65.43, commercial property will increase to \$98.31.

NEXT MEETING ANNOUNCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 14 March 2023 at 1830 hours at the fire station. The meeting was adjourned at 1952 hours.

Jim Connors  
Chairperson, Holt Fire District Commission

Attachments:

February Financial Report

Signed Nonrecurring transaction letter