

Holt Fire District Commission Meeting Minutes

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

DATE and TIME of MEETING: 12 Aug. 2025/1827 hours.

ATTENDANCE: Jim Connors, Stephanie Holcombe, Roger Myers, Tim Pitzer, Chief Scott Chestnut, Danielle Barrow

MEMBERS ABSENT: Darry Childs, Capt. Shelly Chestnut

VISITORS: Firefighters Carl Day and Justin Barrow

EMERGENCY RESPONSES: 352 calls as of 12 Aug. 2025

REVIEW OF PREVIOUS MINUTES: Meeting minutes from July 2025 were reviewed and approved as amended. The financial report was reviewed and approved for the month of July 2025.

STANDARD AGENDA ITEMS – (Open for Monthly Status Update)

a. Vehicles:

- QR-31 – Needs a new seal; quote is in the works
- CH-31 – Good
- DC-32 – Going to repair, will become QR 32
- Engine 31 – Blew the left rear inside tire which damaged the wheel well (see new business)
- Engine 32 – Good
- Engine 33 – Good
- AC-33 – Selling, pulling out equipment
- Support 31 – Selling, pulling out equipment
- QR-32 – Replaced the rear main seal and oil pickup tube, \$1,240.31; board approved \$1,500
- RES-31 – In service Thursday, 14 Aug. 2025

b. Volunteer Membership: 19 Volunteers – 15 Firefighters, FFI Certified, 4 Support Staff.

OLD BUSINESS

a. Fundraising Schedule

1) Donation Letter	to be completed by Nov.	\$
2) Rib Sale	Feb 2025 / Cancelled	\$
3) Rib Sale	23 & 24 May 2025	\$ 2,195
4) Rib Sale	10 & 11 Oct 2025	\$
5) Gun Raffle	31 Oct 2024	\$ 1,900
6) Picture Fundraiser	June 2026	\$

b. Chief Chestnut: Removal of truck bay. Removal is complete. Need to remove concrete encroaching neighboring property. Awaiting a bill from Ultimate Waste Solutions to cover dump fees. (OPEN)

c. Chief Chestnut: Grants. (OPEN)

- 1) DoF pager grant will be a 50/50 grant. Received 20 pagers for a total cost of \$16, 149.95. Pagers are being programmed. Will receive a bill after they're programmed. Payment will come from the impact account.

- 2) Pumper/tanker grant was submitted 19 Dec. 2024. Quote for a new apparatus was \$462,000. Expect to find out whether the grant was approved sometime around the second week of September.
 - 3) The 2025 Assistance to Firefighters Grant will reopen soon.
- d. Chief Chestnut: First Due. Program fully functional. Contract was made to keep ESO for \$500 a year to access historical reports per legal requirements. A line item will be added to the budget for \$500 a year. (OPEN)
 - e. Mr. Connors: Fire station funding. Did not receive finding from FY2025-2026 budget. Will submit a funding request for FY2026-2027 to Sen. Gaetz and Rep Boyles. Can begin submitting funding requests 18 Aug. Deadline for submissions is 21 Nov. Board discussion revolved around how much to request—the entire \$4 million or asking for \$2 million this go-around, then another \$2 million the next fiscal year. (OPEN)
 - f. Mr. Connors: AC-33 and Support 31. Bids will include price, name and phone number and mailed to HFD’s PO box. Vehicles will be sold as is. Neither is operational. Will have them ready by 10 Oct. rib sale. (OPEN)
 - g. Chief Chestnut: The Department will be doing an internal performance review and will be working on new SOPs. (OPEN)
 - h. Chief Chestnut: Scott Kearney is interested in selling the current Fire Station Property to the HFD Board, but it would require purchase of two parcels. An appraisal was received on the current property housing department at \$375,000. An offer to purchase was made to Scott Kearney dependent on the State changing the color of money we currently have for the new station to purchase the property. Awaiting a decision or counteroffer. (OPEN)
 - i. Chief Chestnut: Chief proposed replacing QR-31 with the vehicle donated by the Sheriff’s Office. Will install the lighting package donated by the City of Crestview on this vehicle. Will ask the Sheriff’s Office for a vehicle with fewer miles to replace CH-31. The \$4,800 donated lighting package will be install on this vehicle when it’s received. (OPEN)
 - j. Chief Chestnut: Rescue 31. Final lettering is complete at a cost of \$722.34. Will go into service 14 Aug. Firefighter training 14 Aug. will be on RES-31. Date for a push-in ceremony, if wanted by the firefighters, TBD. Need to order a Kussmall truck charging system; cost is approximately \$1,500. The board approved the purchase. The truck also has an exhaust leak. It will be sent to Fort Walton Beach for repairs. Cost to repair is unknown. (OPEN)
 - k. Chief Chestnut: VFIS insurance recommendations (OPEN)
 - a. Connect emergency generator, will be looking for a grant
 - b. SOPs and department policies
 - c. Firefighter physicals:
 - i. 18-29, every 3 years
 - ii. 29-50, every 2 years
 - iii. Over 50, every year
 - d. Hose securement: Looking for hose bed covers. Should have quotes for three engines next meeting. Engine 32 will be first.
 - l. Chief Chestnut: Received two quotes to upgrade building lighting to LED. Colson Electric’s quote was \$3,415 for replacing and installing 46 8-foot LED bulbs, 1 4-foot LED fixture, but did not include costs

for connecting the generator. Gaston Electric's quote was for \$11,075—\$3,850 for installing a 30-amp 3-phase connector for the compressor and \$7,225 for rewiring all neon light fixtures to accept LEDs. A suggestion was made to ask if high-bay UFO LEDs could be used for the six overhead bay lights instead of replacing 42 neon fixtures at a reduced cost. (OPEN)

- m. Capt. Chestnut: Breast cancer shirts have been ordered. Station work shirts have not been ordered. (OPEN)
- n. Mr. Connors: Next rib sale will be Columbus Day weekend, 10 and 11 Oct. 2025. We will be cooking 240 ribs (OPEN)
- o. Mr. Connors: Gun raffle. Need to purchase the guns/safe by the end of the month. (OPEN)
- p. Mr. Connors: Spoke with Paul Lux, supervisor of elections, regarding putting referendum on the ballot to increase impact fees. Referendums must go on a general election ballot, not a primary ballot. Next general election ballot is November 2026. He needs a final copy NLT end of July 2026. Must contain a clearly worded title not to exceed 75 words. Board approved a referendum to increase to \$1 dollar a square foot for residential and \$2 a square foot for commercial property with a caveat to be able to increase the fees above the current percentage as needed. New fees would go into effect in 2027. The board approved Jim Connors to meet with Jon Holloway to draft the referendum. (OPEN)
- q. Ms. Holcombe: Will schedule this year's ethics with the first hour of training to be scheduled in September. (OPEN)

NEW BUSINESS:

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of July.
- b. Mr. Connors: All Form 1s have been accepted by the State.
- c. Chief Chestnut: Hose and ladder testing is scheduled for 18 Aug. Estimated costs is \$3,093. Pump testing is scheduled for 24 Sept. Estimated cost is \$1,425. Motion to fund this passed.
- d. Chief Chestnut: Engine 31. Need to replace the blown rear tire. Carl Day recommended replacing all six of the retread tires, per NFPA requirements. Cost of rear tires is about \$600 each. The board approved \$4,000 to replace all six tires.
- e. Chief Chestnut: A letter to FPL was hand-delivered to Mike Sole, vice president, asking to meet to discuss financial assistance with a Wilkerson Bluff substation which will help protect the Kayak solar energy center, the and purchase of a new brush truck which will assist with protecting both Kayak and Canoe solar energy centers, as well as the community.
- f. Mr. Pitzer: A meeting has been scheduled on 25 Aug. at the courthouse for fire chiefs and chairmen of each fire district from Escambia, Santa Rosa counties, and North Okaloosa Fire District to educate on the process of how to receive state funding.

- g. Mr. Pitzer: Rep. Pat Maney will host a legislative delegate public meeting 27 Aug. to discuss local bills and gather community input for the 2025 Florida legislative session.
- h. Ms. Holcombe: Proposed immediate public meeting follow-up letter to Sen. Gaetz/Rep. Boyles asking for their support of our FY2026-2027 fire station funding request. Purpose of the letter is to open discussions with our state leaders about the need for a station and how to go about getting the funding for it. Letter was approved by the board. Drafts are being edited.
- i. Ms. Holcombe: Cost Recovery. After extensive searching, found three cost recovery companies. Of the three, one stood out: Fire Recovery USA based out of California. It is the largest cost recovery company in the United States with a recovery rate of 70% (some as high as 80-90%). There are no costs/contracts and we can quit at any time. A contract is needed to give Fire Recovery authority to collect recovery costs on HFD's behalf. Fire Recovery keeps 22% of all monies collected; the rest goes to HFD. Data is collected online and is due by the 24th of each month; checks are issued by the 7th of each month. Billing is based on national insurance billing rates. Fire Recovery requires two actions from HFD: completing a questionnaire to customize the service and a copy of the resolution authorizing the cost recovery actions. Board approved to move forward with Fire Recovery and approved the draft resolution.
- j. Ms. Holcombe: Proposed a haunted house fundraiser. Setup will be in the community center/fire station. Need to find the key to the building and see what shape the inside is in before this gets locked down. Also need to determine date(s). Entry fee will be \$5 per person.

NEXT MEETING ANNOUNCEMENT AND ADJOURNMENT: The next Holt Fire District commission meeting will be held on 9 Sept. 2025 at 1830 at the Fire Station. The meeting was adjourned at 2039 hours.

Jim Connors
Chairperson, Holt Fire District Commission

Attachments:

1. July Financial Report
2. Signed Non-recurring Transaction Letter