

Holt Fire District Commission Meeting Minutes

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

DATE and TIME of MEETING: 14 June 2022/1830 hours

ATTENDANCE: Jim Connors, Stephanie Holcombe, Dick Russell, Darry Childs,

MEMBERS NOT PRESENT: Roger Myers, Chief Scott Chestnut, Danielle Barrow

VISITORS:

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

STANDARD AGENDA ITEMS – (Open for Monthly Status Update)

a. Vehicles: Glenn Arne oversees vehicle maintenance

QR-31 – Good

CH-31 – Good, Vehicle died, replaced throttle sensor for \$116, needs coils, approved \$800 to replace

DC-32 – Good

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

Engine 32 – Good, needs specialized brake shoes on rear, being ordered, cost approximately \$1,800; will need a new headliner, price TBD.

Engine 33 – Good

AC-33 – Selling

Support 31 – Selling

Brush 31 – Good; In service

b. Equipment: Hose and ladder testing completed, board approved for \$3,000; lost 15 sections of hose

c. Volunteer **Membership:** 17 volunteers—15 firefighters, 13 FEI certified

OLD BUSINESS

a. Fundraising – Schedule

a. 1) Donation Letter	TBD	\$
b. 2) Rib Sale	11 & 12 Feb. 2022	\$Cancelled
c. 3) Rib Sale	27 & 28 May 2022	\$1786
d. 4) Rib Sale	7 & 8 Oct 2022	\$
e. 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 department will be doing a complete inspection of the vehicles, equipment and gear. (Open)

- d. Mr. Connors: A motion 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. \$2500 to install (March 10).
- f. Chief Chestnut: The Department is applying for several grants for equipment and gear. Will be submitting for 2-3 more sets of gear after previous grant is finalized. We are awaiting delivery of the 5 air packs and 10 bottles from another approved grant in mid-March. Cost for these increased from \$41,645 to \$45,000; the state accepted the higher cost. Grant-writing company will assist with a First Response AFG grant for a new truck and three smaller grants, one of which will be a Firehouse Subs grant for extraction equipment (cutter, spreader, rams) at approximately \$25,000. We are receiving an extruder through the state of Florida, smaller in size that can only clean three sets of bunker gear at a time. The District must pay 25% of the cost. To be paid through the Impact account which is for new equipment(Open)
- g. Chief Chestnut: One transmitter needs to be installed on bay doors. (Open)
- h. Chief Chestnut: Request the Board review the District's 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 found (Open).
- i. Dawn Paul: Holt Fire District documentation states anything over \$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 fee 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 enjoyed playing Santa Claus for December's Kid's Day. Recommend buying a Santa suit that fits him (with pillow). (Open)
- m. Ms. Holcombe: recommend purchasing an .org or .gov domain name for Department website; because .com is generally for commercial sites. (Open)
- n. The Department must also start to issue 1099 to individuals that perform over \$600 in labor for the Department. Ms. Barrow will contact Dawn Paul to nail down the requirements. (Open)
- o. Chief Chestnut: The department will be putting in a grant through the USDA for a new Fire Engine. Update, we will need to look at hiring an electrician and plumber to install new extractor. The Department is working with John Storm for the vehicle and Firehouse Sub grants. (Open)

NEW BUSINESS:

- a. Mr. Connors: Administrative Policy #002 Financial Tracking submitted for the boards review. A motion made and adopted to approve admin policy #002 on financial tracking. A motion made and adopted to review all Administrative policies yearly in February and approve them in the March Meeting
- b. Mr. Connors: A motion made and adopted to purchase a log splitter for \$2000 out of the fundraiser account for future rib sales.
- c. Mr. Connors: A motion made and adopted to set aside \$1500 for Justin Barrow to attend an SCBA repair class
- d. Mr. Russell: Mike Carroll has offered the use of his smoker for the department rib sales. It will allow us to cook 100 ribs at a time. We will try it out for the October rib sale.

NEXT MEETING ANNOUCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be 12 July 2022 at 1830 hours at the fire station. The meeting adjourned at 1921 hours.

Jim Connors
Chairperson, Holt Fire District Commission

Attachments:
June Financial Report
Administrative Policy #002