

## Holt Fire District Commission Meeting Minutes

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

**DATE and TIME of MEETING:** 14 February 2023/1830 hours

**ATTENDANCE:** Jim Connors, Roger Meyers, Stephanie Holcombe, Dick Russell, Darry Childs, Fire Chief Scott Chestnut, Shelly Chestnut

**MEMBERS NOT PRESENT:** Danielle Barrow

**VISITORS:**

**EMERGENCY RESPONSES:** 61 CALLS AS OF 14 February 2023

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

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 main station.

Engine 32 – Good, PM 15 Feb 23

Engine 33 – Good, PM 15 Feb 23

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 28 Feb

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 2<sup>nd</sup> 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. This will wait until December after assessment fees come in. Ordering parts will be installed in Jan (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 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)
- 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. (Open)
- i. 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)
- j. Chief Chestnut would like to change the active 911 program with Flow MSP. It functions like Active 911 with the additional feature of pre-fire planning function. The 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. Setting up (Open)
- k. Mr. Connors: The state is requiring a performance audit every 5 years, arranging a meeting with a company with Chief Chestnut for a briefing. The Department will look at approving the company in Dec/Jan timeframe. A briefing was received on the new State Performance Audit for special districts. A motion was made and adopted to borrow \$25,000 out of the impact fund to pay for the mandated performance audit. Working (Open)

- l. Chief Chestnut: Requested for Howard Peak to attend the Firefighter II bridge class and a 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
- m. Chief Chestnut: Emerald Coast Realtors donated \$500 to go towards a new Thermal Imaging Camara (TIC). A motion was made and approved to use \$1000 from the impact account to purchase the TIC

**NEW BUSINESS:**

- a. Mr. Connors: A motion was made an adopted to approve non-recurring transactions for the month of January.
- b. Mr. Connors: A motion was made and adopted to look into the legality of increasing the impact fee for commercial properties to \$1 a square foot up to 200 thousand a square foot and \$2 a square foot for over 200 thousand square feet. The department will get with the department lawyer Mark Welton on writing a legal opinion to submit for the increase.
- c. Mr. Connors: a motion was made and approved to approve the architectural plans submitted by ~~Jason~~ ~~Autrey~~ Ben Townsend pending some answers to questions on the plans by the district.
- d. Ms. Holcombe: ~~taking quarterly meetings with~~ the new State grant representative Laura Tingle requested quarterly updates on new Fire Station. Need to look at talking with our local State Representatives on increasing the grant to account for rising cost of material and construction. The department received \$36,941.15 from the state grant for previous purchases.

NEXT MEETING ANNOUCEMENT 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 2004 hours.

Jim Connors  
Chairperson, Holt Fire District Commission

Attachments:

February Financial Report  
Signed Nonrecurring transaction letter