

Holt Fire District Commission Meeting Minutes

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

DATE and TIME of MEETING: 11 July 2023/1830 hours

ATTENDANCE: Jim Connors, Roger Myers, Stephanie Holcombe, Dick Russell, Darry Childs, Fire Chief Scott Chestnut, Deputy Chief Joe Kersey, Danielle Barrow

MEMBERS NOT PRESENT:

VISITORS:

EMERGENCY RESPONSES: 301 CALLS AS OF 11 July 2023

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

STANDARD AGENDA ITEMS – (Open for Monthly Status Update)

a. Vehicles:

- QR-31 – Good, on battery tender. Deputy Chief using, New battery/starter replaced
- 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. All lights and siren went out
- 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, still working
- Engine 31 – Out of service.
- Engine 32 – Good
- Engine 33 – Good
- AC-33 – Selling
- Support 31 – Selling
- Brush 31 – Good, running in place of QR 31; 2 fittings burst during freeze, \$500 to fix
- Engine 31 – In Service.
- Donated Tahoe – Will be used as a take-home vehicle to meet response times; insured and licensed

b. Equipment: September 18/19 Pump Testing for E-31/32/33

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	\$3724
4) Rib Sale	Oct 2022	\$1,565
5) Gun Raffle	31 Oct 2022	\$4,000
6) Picture Fundraiser	June 2023	\$2078

- b. 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)

- c. Chief Chestnut: The District applied for several grants. (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) 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)
- d. Chief Chestnut: There are several new businesses coming to Holt. We need to be ahead of the game on assessments and impact fees. (Open)
- e. 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)
- f. 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. Submitted on time to state, awaiting results. (Open)
- g. 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. (Open)
- h. Chief Chestnut: Solar farm falls under our provision as a special commercial property. Need to set an annual tax for FY 2024. Looking to charge \$1000 per 100 acres annually. (Open)
- i. Chief Chestnut: Josh Rainey would like to put an ice machine on 490 US90 fire department property. A motion was made and adopted to charge him \$500 a month and he would be responsible for electric and water bills. (Open)

NEW BUSINESS:

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of June.
- b. Chief Chestnut: Need to purchase new hose after testing will put in a 50/50 grant through DoF for 5 sections of LDH, 2 sets of bunker gear and Viking Shield extrication gear ordered total cost is \$9646.95. Last Grant was 100% paid by DoF.
- c. Mr. Connors: A motion was made and adopted to move \$15K from impact and \$10K from fundraiser accounts to the operational account to pay the state assessment fee. The accounts will be paid back as soon as practical.
- d. Chief Chestnut: Need to purchase annual Brest Caner T-Shirts. A motion was made and adopted to give \$1000 to purchase shirts.

- e. Mr. Connors: Received a FOIA request for electronic copies of all financial records for 2022. A motion was made and adopted to talk to the departments lawyer to get an answer to send to the requester.
- f. Mr. Connors: A motion was made and adopted to hire Ed Chapman to do the Holt Fire Departments annual audit for next year.
- g. NEXT MEETING ANNOUCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 8 August 2023at 1830 hours at the fire station. The meeting was adjourned at1957 hours.

Jim Connors
Chairperson, Holt Fire District Commission

Attachments:
June Financial Report
Signed Nonrecurring transaction letter