

Holt Fire District Commission Meeting Minutes

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

DATE and TIME of MEETING: 11 Jan 2022/1830 hours

ATTENDANCE: Jim Connors, Stephanie Holcombe, Roger Myers, Dick Russell, Scott Chestnut, Danielle Barrow

MEMBERS NOT PRESENT: Darry Childs

VISITORS:

REVIEW OF PREVIOUS MEETING MINUTES: Meeting minutes from December 2021 were reviewed and approved. Financial report was reviewed and approved for the month of December 2021.

STANDARD AGENDA ITEMS – (Open for Monthly Status Update)

- a. Vehicles: Glenn Arne oversees vehicle maintenance
- QR-31 – Good, may need a battery tender (\$100) due to electricity draw
 - CH-31 – Good, is idling high but not a limiting issue
 - 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, new lights installed; needs specialized brake shoes on rear, being ordered, cost approximately \$1,800; will need a new headliner after repair of installed white light bar, price TBD; board approved \$490 for replacement of temp gauge on pump panel
 - Engine 33 – Good; board approved \$1,284.98 to have discharge #4 and tank fill valves rebuilt
 - Support 31 – Good; selling this vehicle
 - Brush 31 – Needs new tires/bald and leaking, est. \$600 for all four replaced in Milton
- b. Equipment: All borrowed North Okaloosa SCBA bottles have been closed out and are now out of service
- c. Volunteer **Membership:** 18 volunteers—16 firefighters, 14 FEI certified

OLD BUSINESS

- a. Fundraising – Schedule
- | | | |
|-----------------------|-------------------|----|
| a. 1) Donation Letter | TBD | \$ |
| b. 2) Rib Sale | 11 & 12 Feb. 2022 | \$ |
| c. 3) Rib Sale | 27 & 28 May 2022 | \$ |
| 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. (Open)

- d. 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)
- e. Chief Chestnut: Contacted the contractor to complete the standby generator hookup. Awaiting an answer Wednesday (March 10).
- f. Chief Chestnut: The Department is applying for several grants for equipment and gear. We received a 50/50 grant through DoF for new gear. Original gear cost was \$7,644; however, after the grant closed out, cost rose to \$8,624.79. The state will reimburse 50% of the original cost. We're awaiting delivery of the 5 air packs and 10 bottles from another approved grant. 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. (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 were 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. Flashlights were purchased using a \$1,000 donation, total cost \$969, to be paid from the operational fund account. (Open)
- k. Chief Chestnut: A new radio system is coming for the county. Will be briefing the new membership policy at the 14 Jan. meeting. (Open)

NEW BUSINESS:

- a. Mr. Connors: VFIS insurance renews in March.
- b. Mr. Connors: Annual ethics filing this year will be done electronically and everyone will be notified through email.
- c. Mr. Connors: Sent the draft architectural RFP to the county and lawyers for coordination. It will be available on the website 31 Jan.
- d. Chief Chestnut: Howard Peak enjoyed playing Santa Claus for December's Kid's Day. Recommend buying a Santa suit that fits him (with pillow).
- e. Chief Chestnut: We're 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.

- f. Chief Chestnut: There's a requirement to have hoses tested each year. The District has 4,800 feet of 3-inch and smaller and 3,690 feet of 4-inch hose. Recommend conducting a one-year hose testing on all hoses to establish a baseline for the hoses on hand. Price is \$2,400 to test all hoses. Board approve testing, but asked that it be done in April.
- g. Ms. Holcombe: Capt. Chestnut did an outstanding job getting a really good website up in a very short amount of time. However, the website template allows only about five different formats with restricted editing ability. Recommend a redesign that allows all-around design flexibility. Posting meeting minutes, budgets, audits, etc., may require added web expense beyond a basic Wix.com plan. Also recommend purchasing a .org or .gov domain name because .com is generally for commercial sites.

NEXT MEETING ANNOUNCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 8 February 2022 at 1830 hours at the fire station. The meeting was adjourned at 1945 hours.

Jim Connors
Chairperson, Holt Fire District Commission

Attachments:
February Financial Report