

Holt Fire District Commission Meeting Minutes

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

DATE and TIME of MEETING: 11 November 2025/1830 hours

ATTENDANCE: Jim Connors, Stephanie Holcombe, Tim Pitzer, Chief Scott Chestnut, Capt. Shelly Chestnut, Danielle Barrow

MEMBERS ABSENT: Darry Childs, Roger Myers

VISITORS:

EMERGENCY RESPONSES: 483 calls as of 11 November 2025

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

STANDARD AGENDA ITEMS – (Open for Monthly Status Update)

a. Vehicles:

- QR-31 – Good
- CH-31 – Good
- DC-32 – Going to repair, will become QR 32
- Engine 31 – Good
- Engine 32 – Good
- Engine 33 – Good
- AC-33 – Selling, equipment is out
- Support 31 – Selling, pulling out equipment
- QR-32 – Good
- RES-31 – Good

b. Volunteer Membership: 22 Volunteers – 16 Firefighters, 6 Support Staff.

OLD BUSINESS

a. Fundraising Schedule

1) Donation Letter	draft after first of year	\$
2) Rib Sale	Feb. 2026	\$
3) Rib Sale	May 2026	\$
4) Rib Sale	10 & 11 Oct. 2025	\$3,745
5) Gun Raffle	31 Oct. 2025	\$2,100
6) Picture Fundraiser	June 2027	\$
7) Haunted house	24, 25, 30, 31 Oct. 2025	\$

b. Chief Chestnut: Truck bay. Need to remove concrete encroaching neighboring property. (OPEN)

- c. Chief Chestnut: Grants. (OPEN)
 - 1) DoF pager grant. Returning the pagers because the county is supplying pagers at no cost. Cost will be a re-stocking fee.
 - 2) Pumper/tanker grant. Grant is on hold while the government is shut down.
 - 3) The 2025 Assistance to Firefighters Grant will reopen as soon as the government reopens.
- d. Mr. Connors: Fire station funding. Will submit a funding request for FY2026-2027 to Sen. Gaetz and Rep Boyles. Deadline for submission to the Florida House of Representatives (Boyles) is 21 Nov. Will request \$498,000 for a new fire truck. (OPEN)
- e. Chief Chestnut: AC-33 and Support 31 have been pushed to the February 2026 rib sale. Bids will include price, name and phone number and mailed to HFD's PO box. Vehicles will be sold as is. Neither is operational. Truck bay will be open during the rib sale for bidders to review the vehicles. (OPEN)
- f. Chief Chestnut: The Department will be doing an internal performance review and will be working on new SOPs. (OPEN)
- g. Chief Chestnut: Purchasing current property. Purchase of property requires buying two parcels. Current appraisal was \$375,000. Made a purchase offer Scott Kearney dependent on the State changing the color of money we currently have for the new station to purchase the property. Still no decision or counteroffer. Will check with Mr. Kearney for a decision. (OPEN)
- h. Chief Chestnut: Chief proposed replacing QR-32 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 installed on this vehicle when it's received. (OPEN)
- i. Chief Chestnut: Rescue 31. Received the Kussmall truck charging system; awaiting installation. The truck has an exhaust leak. It will be sent to Fort Walton Beach for repairs. Cost to repair is unknown. (OPEN)
- j. Chief Chestnut: VFIS insurance recommendations (OPEN)
 - a. Connect emergency generator, will be looking for a grant
 - b. SOPs and department policies
 - c. Firefighter physicals: (to be discussed at 13 November 2025 firefighter training meeting)
 - 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.
- k. Chief Chestnut: Fire station lighting. The quote for replacing LED lighting throughout the station are more than 30 days old and are likely expired. After discussing who's responsible for repairing the lighting, the decision to submit a repair ticket to the landlord was made before HFD spends money on upgrading the lighting to LEDs. (OPEN)

- l. Mr. Connors: Impact fee referendum. 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. North Okaloosa Fire District Chief Dennis McMaster offered to share with us the referendum he put together last year. Mr. Connors will take a draft to attorney Jon Holloway to write the referendum. Mr. Connors will speak with attorney Jon Holloway. (OPEN)
- m. Capt. Chestnut: Hand-delivered letter to FPL regarding financial assistance with a Wilkerson Bluff substation. Discussions are ongoing. (OPEN)
- n. Ms Holcombe: Sen. Gaetz will look at doing away with five-year assessment review requirement if fire districts can prove it is redundant to other required documents. Sen. Gatez's office has requested all fire districts provide copies of documentation or data related to performance review required under Florida Statute that shows redundancies to the five-year review. (OPEN)
- o. Mr. Pitzer: Rep. Pat Maney will host a legislative delegate public meeting in December to discuss local bills and gather community input for the 2026 Florida legislative session. Date TBD. (OPEN)
- p. Mr. Pitzer: Provided a written assessment for nonprofit funds through Triumph to help fund a new fire station. It appears obtaining Triumph monies is difficult and requires board of county commissioners' endorsement. More discussion, but still no decision on whether to pursue was made. (Open)
- q. Mr. Pitzer: Capt. Chestnut will pursue StarLink for business with an option for a VOIP land line. Cost for startup under a business plan is \$2,192. Once StarLink is up and running, the current communications package will be terminate and the telephone number will be transferred. The board approved \$3,000 for the new Internet service.

NEW BUSINESS:

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of October.
- b. Capt. Chestnut: December events.
 - 1) Crestview Christmas Parade, Dec. 6 – Engine 32 and Rescue 31; need walkers to throw candy and last year's stuffed animals
 - 2) Annual Christmas party, Dec. 14 – at the church; head count needed
 - 3) Santa Run, Dec. 20 and 21 – using same route as last year; begins at noon both days; Santa Claus and Grinch
 - 4) Firefighter Christmas gifts – cups with handles and laser-engraved logo; 28 cups \$692.79. The board approved the cost.
- c. Chief Chestnut: Okaloosa County EMS attended the fire chiefs' meeting 6 November 2025 and requested to place a Narcan distribution box at fire stations as part of its Community Paramedicine Program. The board approved placing a box at Holt's fire station.

- d. Chief Chestnut: QR-32 will be assigned to Marion Arnett on a permanent basis. of the 568 calls last year, he responded to more than 400 of them. Assigning him QR-32 will eliminate weekly sign-out paperwork.
- e. Mr. Connors: He signed the agreement with Dawn Paul for fiscal year 2026 accounting services: \$150 per month plus an additional \$200 to prepare end-of-year documents. Total is \$2,000 per year.
- f. Mr. Connors: The board approved the adjusting journal entries for 1-30 September 2025 and the amended budget of \$247,917 for fiscal year 2025 as provided by Dawn Paul.

NEXT MEETING ANNOUNCEMENT AND ADJOURNMENT: The next Holt Fire District commission meeting will be held on 9 December 2025 at 1830 at the Fire Station. The meeting was adjourned at 1955 hours.

Jim Connors
Chairperson, Holt Fire District Commission

Attachments:

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