

## Holt Fire District Commission Meeting Minutes

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

**DATE and TIME of MEETING:** 9 Sept. 2025/1830 hours

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

**MEMBERS ABSENT:** Darry Childs

**VISITORS:** Javier Steele

**EMERGENCY RESPONSES:** 395 calls as of 9 Sept. 2025

**REVIEW OF PREVIOUS MINUTES:** Meeting minutes from August 2025 were reviewed and approved as amended. The financial report was reviewed and approved for the month of August 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, pulling out equipment
- Support 31 – Selling, pulling out equipment
- QR-32 – Good
- RES-31 – Good

**b. Volunteer Membership:** 22 Volunteers – 16 Firefighters, FFI Certified, 4 Support Staff.

### OLD BUSINESS

**a. Fundraising Schedule**

1) Donation Letter	draft by October meeting	\$
2) Rib Sale	Feb 2025 / Cancelled	\$
3) Rib Sale	23 & 24 May 2025	\$ 2,195
4) Rib Sale	10 & 11 Oct 2025	\$
5) Gun Raffle	31 Oct 2024	\$ 1,900
6) Picture Fundraiser	June 2026	\$

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

**c. Chief Chestnut:** Grants. (OPEN)

- 1) DoF pager grant. Will receive four more pages for new firefighters. Pagers are being programmed. Will receive a bill after they're programmed. Payment will come from the impact account.
- 2) Pumper/tanker grant. Should hear something either way this month.
- 3) The 2025 Assistance to Firefighters Grant will reopen soon.

- d. Chief Chestnut: First Due. Contract with ESO for \$500 a year to access historical reports per legal requirements. ESO is sending data. (OPEN)
- e. Mr. Connors: Fire station funding. Will submit a funding request for FY2026-2027 to Sen. Gaetz and Rep Boyles. Deadline for submissions is 21 Nov. Will request \$2 million the next fiscal year to build truck bay. Will also consider a second request for a new fire truck. (OPEN)
- f. Chief Chestnut: AC-33 and Support 31. Bids will include price, name and phone number and mailed to HFD's PO box. Vehicles will be sold as is. Neither is operational. Will have them ready by 10 Oct. rib sale. Truck bay will be open for bidders to review the vehicles. (OPEN)
- g. Chief Chestnut: The Department will be doing an internal performance review and will be working on new SOPs. (OPEN)
- h. 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. Awaiting a decision or counteroffer. (OPEN)
- i. 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 install on this vehicle when it's received. (OPEN)
- j. Chief Chestnut: Rescue 31. Need to order a Kussmall truck charging system; cost is approximately \$1,500. The board approved the purchase. The truck also has an exhaust leak. It will be sent to Fort Walton Beach for repairs. Cost to repair is unknown. (OPEN)
- k. Chief Chestnut: VFIS insurance recommendations (OPEN)
  - a. Connect emergency generator, will be looking for a grant
  - b. SOPs and department policies
  - c. Firefighter physicals:
    - 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.
- l. Chief Chestnut: Received two quotes to upgrade building lighting to LED. Colson Electric's quote was \$3,415 for replacing and installing 46 8-foot LED bulbs, 1 4-foot LED fixture, but did not include costs for connecting the generator. Gaston Electric's quote was for \$11,075—\$3,850 for installing a 30-amp 3-phase connector for the compressor and \$7,225 for rewiring all neon light fixtures to accept LEDs. A suggestion was made to ask if high-bay UFO LEDs could be used for the six overhead bay lights instead of replacing 42 neon fixtures at a reduced cost. (OPEN)
- m. Mr. Connors: Next rib sale will be Columbus Day weekend, 10 and 11 Oct. 2025. Two cookings both days—60 ribs each cooking for a total of 240 ribs. Gun raffle tickets expected next week. (OPEN)

- n. Mr. Connors: 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. (OPEN)
- o. Ms. Holcombe: This year's ethics training will begin during the October meeting. (OPEN)
- p. Chief Chestnut: Hand-delivered letter to FPL regarding financial assistance with a Wilkerson Bluff substation. Waiting to hear back. (OPEN)
- q. Ms Holcombe: 25 Aug. meeting with fire chiefs/commissioners with Sen. Gaetz. Chief Chestnut and Ms. Holcombe attended. Attending were representatives from north Okaloosa fire districts, Santa Rosa fire districts as well as Okaloosa and Santa Rosa tax collector reps, a florida state attorney, legislative aide for Rep. Boyles. The five-year performance review was discussed. Sen. Gaetz will look at doing away with the requirement if fire districts can prove it is redundant to other required documents. Ms. Holcombe suggested reviewing the requirement and compare it to other required documents, i.e., annual audit, SOPs, ISO, etc., and provide the findings to Sen. Gaetz. (OPEN)
- r. Mr. Pitzer: Rep. Pat Maney will host a legislative delegate public meeting 30 Oct. to discuss local bills and gather community input for the 2026 Florida legislative session. (OPEN)
- s. Ms. Holcombe: Cost Recovery. A services agreement with Fire Recovery USA was signed and all requested documentation has been forwarded. Waiting for Fire Recovery to set up the Holt Fire account. (OPEN)
- t. Ms. Holcombe: Haunted house fundraiser. The water office has an 8'x8' area of the ceiling with black mold. The attic above it looks remarkably pristine. Can kill the mold, cover with cardboard and run an air purifier for the haunted house. Did not inspect the attic area over the community center. Both thermostats need to be replaced. The A/C in the water office came on, but did not blow cold air. The A/C in the community center did not come on. Both areas need A/C for a haunted house. All clutter and furniture needs to be removed. The board approved up to \$1,000 for A/C repair. Mr. Pitzer will contact two HVAC companies to see what they can do for us. Haunted house is pending on A/C repair. A go or no-go decision needs to be made by the end of September. (OPEN)

#### **NEW BUSINESS:**

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of August.
- b. Chief Chestnut: Three firefighter candidates were presented to the board: Javier Steele (FFII), Zachary Barnes (unqualified trainee), Nick Childs (currently in EMT school). The board approved all three.

- c. Mr. Connors: Made a motion for the FY2026 budget to be \$160,000. The board approved the new budget.
- d. Chief Chestnut: Engines 31 and 32 passed pump and hose tests. Engine 33 has a bad primer pump, so it was not tested. Will replace the primer pump then test it in-house.
- e. Mr. Connors: Susan's food truck will not set up at the old fire station. Recommended waiving rent since she'll be providing sides for October's rib sale. The board approved the measure.
- f. Mr. Pitzer: Provided a written assessment for nonprofit funds through Triumph to help fund a new fire station. Discussion, but no decision was made.
- g. Mr. Pitzer: Offered Internet options for Holt Fire that included CenturyLink, MediaCom, TMobile, Verizon and StarLink, among others. CenturyLink was immediately eliminated for cause. A land line is required, cable TV is needed. Internet could be by StarLink. No decision was made.
- h. Capt. Chestnut: Requested the purchase of a long-sleeve and short-sleeve white button-down shirts with shield, rank, embroidery for the Chief to wear to official meetings.

NEXT MEETING ANNOUNCEMENT AND ADJOURNMENT: The next Holt Fire District commission meeting will be held on 14 Oct. 2025 at 1830 at the Fire Station. The meeting was adjourned at 2045 hours.

Jim Connors  
Chairperson, Holt Fire District Commission

Attachments:

1. August Financial Report
2. Signed Non-recurring Transaction Letter
3. 26 Aug. Fire Chief/Commissioner meeting with Sen. Gaetz notes