

Holt Fire District Commission Meeting Minutes

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

DATE and TIME of MEETING: 11 June 2024/1830 hours.

ATTENDANCE: Jim Connors, Darry Childs, Stephanie Holcombe, Fire Chief Scott Chestnut

MEMBERS NOT PRESENT: Dick Russell, Capt. Shelly Chestnut, Roger Myers, Danielle Barrow

VISITORS:

EMERGENCY RESPONSES: 276 calls as of 11 June 2024

REVIEW OF PREVIOUS MEETING MINUTES: Meeting minutes from May 2024 were reviewed and approved as amended. Financial report was reviewed and approved for the month of May 2024.

STANDARD AGENDA ITEMS – (Open for Monthly Status Update)

a. Vehicles:

QR-31 – Good

CH-31 – Good

DC-32 – Good

Engine 31 – Good

Engine 32 – Good

Engine 33 – Good

AC-33 – Selling in October

Support 31 – Selling in October

Brush 31 – Good; engine light came on, some kind of sensor, maybe; will correct in-house

QR-32 – Good

b. Volunteer Membership: 18 volunteers – 13 firefighters, FFI certified, 5 support staff. Motion made and adopted to accept Carl F. Day as a new member of the fire Department.

OLD BUSINESS

a. Fundraising – Schedule

1) Donation Letter	TBD	\$
2) Rib Sale	9-10 Feb. 2024	\$ 3759
3) Rib Sale	24-25 May 2024	\$ 3535
4) Rib Sale	6-7 Oct 2023	\$ 2356
5) Gun Raffle	31 Oct 2023	\$ 2000
6) Picture Fundraiser	June 2024/Pictures 27 July	\$

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: Grants. (Open)
 - 1) All 2023 grants are closed.
 - 2) We're applying for new First Response AFG grants that are due 8 March 2024. The owner of the grant-writing company (Greg Babis) wants to get us something this year. We will apply again for a new engine and smaller grants such as 50 feet of 1 3/4-inch attack line at approximately \$5,000, and K-33 TICs at \$6,000. Not enough time for applying for 2024 grants, will be meeting monthly to start working 2025 grants and updating infrastructure list. Still working
 - 3) We'll also apply for another 50/50 DOF grant for three sets of bunker gear (2 head to toe) at approximately \$8,000. If awarded, we would have to pay the money up front (approximately \$12,000) and the DOF would reimburse us 50% back, approximately \$6,000. The board approved up to \$11,000 to go toward this grant. A motion was made and adopted to use funds from the impact account and the department will pay back.
 - 4) Submitting grant for 20 new pagers through DoF due to the new County radio system
 - 5) Will be submitting a Florida Assistance grant for SCBA's, we will be requesting 5 packs, 6 bottles and 3 masks. This will bring the department to 18 total SCBA's. It is a 100% grant for \$36,000.
- d. Chief Chestnut: Active 911 contract ends in March; we will let the contract run out and migrate everything to First Due. Capt. Chestnut attended Baker Fire District meeting 13 February to brief them on the capabilities of the First Due system. The board approved First Due for the District's reporting system. Payment will be via credit card unless there's an extra charge. New software, First Due will be purchased 12 March 24 and check will be sent. The department will work on obtaining and setting up training on the program. Still working (Open)
- e. Mr. Connors: Chandler Holloway, an aide for State Rep. Rudman in Tallahassee, will set up a meeting with State Sen. Broxson about additional funding for the new station. 2.5 million requested. Everything has been submitted. Had the meeting the request did not get past committee; we will be the number one priority next year. Will reengage in 2025(Open)
- f. Ms. Holcombe: During the meeting with attorney Jon Holloway, he recommended HFD visit every address on the county tax roll to verify that each property is assess correctly. Specific areas that are likely assess incorrectly are Anderson Columbia, the airport, businesses in the industrial park, the speedway, just to name a few. Chief Chestnut assigned Marion Arnett and Justin Barrow to this. (Open)
- g. Mr. Connors: AC-33 and Support 31 will be available for viewing during the October rib sale by those who wish to submit a sealed bid to purchase these two vehicles. 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 get redy for October Rib sale.
- h. Chief Chestnut: The department will be doing an internal performance review and will be working on new SOPs. (Open)
- i. Chief Chestnut: Proposed talking with Rep. Pat Maney about the need for additional funding for our new fire station. Baker has worked with him the past two years and received \$100,000 in state funding for equipment. Recommend briefing Rep. Maney and Rep. Rudman to help familiarize them with HFD's operations and requirements. (Open)
- j. Chief Chestnut: Truck PMS is due. The Board approved the quote from S.E.M.S. for \$5,441.74 for PMS for all three trucks. Still looking for a cheaper quote. (Open)
- k. Mr. Connors: State required ethics training, a 4-hour online course, is required of all elected officials. Cost is \$79 per person. Commissioners are to sign up using a personal credit card and the submit receipt for reimbursement. The Board approved \$395 to cover the cost of the training. Ms. Holcombe talked to

State, the training can be accomplished any way we want, and we don't need to pay. She has created a PowerPoint to address future training.

- l. Chief Chestnut: Contacted about the picture fundraiser with a start date the last week of April/first week of May. A motion was made and adopted to proceed with the picture fundraiser. Started in June, and pictures will be taken 27 July 2024
- m. Chief Chestnut: Annual hose testing is due; cost is estimated at \$3392.50. A motion was made and approved to \$4000 to cover cost. Will be completed the end of May. Scheduled for 25 July 24 and will include ladder testing.
- n. Mr. Connors: Repairs to double barrel smoker made, need to look at repairs still needed. \$135 for labor and \$424 for tires and springs. \$559 was paid. Additional repairs still need to be done on the frame and heat box. Quoted \$400 in material, total should be between 6-700 dollars.

NEW BUSINESS:

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of May.
- b. Mr. Connors: Mr. Ed Chapman briefed board members via telephone on the annual audit. A draft will be ready on 15 May 2024 for review and he stated if any board members had any issues with fraud or possible lawsuit to inform him. The finished product will be ready for submittal by Mr. Connors on 20 May 2024. Audit has been completed and closed out.
- c. Mr. Connors: Need to start working design for the Holt Fire Department cancer shirt in July.

NEXT MEETING ANNOUNCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 9 July 2024 at 1830 hours at the fire station. The meeting was adjourned at 19:56 hours.

Jim Connors
Chairperson, Holt Fire District Commission

Attachments:
April Financial Report
Signed Nonrecurring Transaction Letter