

## Holt Fire District Commission Meeting Minutes

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

**DATE and TIME of MEETING:** 11 October 2022/1830 hours

**ATTENDANCE:** Jim Connors, Roger Myers, Stephanie Holcombe, Dick Russell, Darry Childs, Fire Chief Scott Chestnut

**MEMBERS NOT PRESENT:**

**VISITORS:** Dawn Paul

**EMERGENCY RESPONSES:** 390 CALLS AS OF 11 Oct 2022

**REVIEW OF PREVIOUS MEETING MINUTES:** Meeting minutes from September 2022 were reviewed and approved. Financial report was reviewed and approved for the month of September 2022.

**STANDARD AGENDA ITEMS – (Open for Monthly Status Update)**

- a. **Vehicles:** Glenn Arne oversees vehicle maintenance  
QR-31 – Good, on battery tender. Deputy Chief using  
CH-31 – Good  
DC-32 – Good; Overheated again due to bad thermostat and head gasket, board approved \$3,000 to repair.  
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. It has been moved to main station.  
Engine 32 – Good  
Engine 33 – Good; has been moved to Station 83.  
AC-33 – Selling  
Support 31 – Selling  
Brush 31 – Good  
OCW Engine – Working. Putting a list of items needed; will get quotes to begin purchasing needed equipment. Need 6 batteries, board approved spending \$1500
- b. **Equipment:** 27 October 22-SCBA maintenance/service. FITTEST for all firefighters
- c. **Volunteer Membership:** 18 volunteers – 13 firefighters, FFI certified, 5 support staff.

## OLD BUSINESS

- a. **Fundraising – Schedule**
- |                    |                  |           |
|--------------------|------------------|-----------|
| 1) Donation Letter | TBD              | \$        |
| 2) Rib Sale        | Feb. 2021        | Cancelled |
| 3) Rib Sale        | 27 & 28 May 2022 | \$1,786   |
| 4) Rib Sale        | 7 & 8 Oct 2022   | \$1,565   |
| 5) Gun Raffle      | 31 Oct 2022      | \$        |
- b. **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. Waiting on tags. The District will be doing a complete inspection of the vehicles, equipment and gear. Still working (Open)

- c. 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)
- d. Chief Chestnut: Contacted the contractor to complete the standby generator hookup. Will get RONCO to make sure generator will run. Est. \$2,500 to install. (Open)
- e. Chief Chestnut: The District applied for several grants. We will submit a grant for 2-3 more sets of gear after the previous gear grant is finalized. (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; \$400k grant working 2<sup>nd</sup> week in November
  - 2) Three grants have been approved:
    - 1. State assistance 100% grant was approved for \$45,060 to purchase 5 SCBAs, 10 bottles and 5 masks. These will be paid when the State gives us the check.
    - 2. State cancer 75% grant was approved for \$2,925 to purchases gloves and hoods. We have to pay 25% of this grant.
    - 3. Division of Forestry 50-50 grant was approved for two sets of bunker gear (\$8,073.76, 30 weeks out on shipping) and eight 100-foot sections of 4-inch LDH for a total of \$12,465.76. The total of all three grants is \$69,424.52. Of this, we must pay \$6,964.13.
- f. Chief Chestnut: A new door opener on the third bay door will cost \$2,500. No parts are available. This will wait until December after assessment fees come in. (Open)
- g. 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)
- h. Dawn Paul: Holt Fire District documentation states anything more than \$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 fees can only be used to purchase new equipment. (Open)
- i. Chief Chestnut: Need five new tables for the District at about \$50 apiece; purchases will be made from the operation account. (Open)
- j. Chief Chestnut: Howard Peak will play Santa Claus for Kids Day in December. The board approved \$1,000 for a new Santa suit. (Open)
- k. Chief Chestnut: Found someone to install the new extractor. (Open)
- l. Mr. Connors: Sponsorships will begin 1 January 2023. The three rib sale sponsors will be credited for this year. Ms. Holcombe will set up a sponsorship page on the HFD website. (open)
- m. Ms. Holcombe: Requested a locking file cabinet be purchased for the commissioners to use verses keeping all commission documents spread among the board. The cabinet will be stored in the officers' office. (Open)

- n. Chief Chestnut: Requested that each firefighter be issued a black button-up shirt with insignia and black pants to wear during formal events. Approximate per set cost is \$80 for the shirt w/insignia and \$60 for the pants. The Chief asked that this request be fast-tracked. Will start working 1 Jan 23(Open)
- o. Chief Chestnut: There is a number of new businesses coming to Holt. We need to be ahead of the game on assessments and impact fees. (Open)
- p. Chief Chestnut: All special districts have a requirement to complete a state performance review. The state picked two companies qualified to complete this requirement. Minimum cost for a HFD review is \$52,000. The Chief has a point of contact who may be able to satisfy this requirement at a fraction of the cost. More to come. (Open)
- q. Chief Chestnut: The trucks are scheduled for their periodic maintenance—oil, filters, etc. Cost is about \$5,000. Getting a second quote. This will be scheduled in January. (Open)

**NEW BUSINESS:**

- a. Dawn Paul: All purchases over \$500 need to be added to a list and signed by the Commissioners and attached to the monthly meeting minutes
- b. Chief Chestnut: Pump tests are required on all the trucks except for Engine 31 within the next four weeks. Tests for Engines 32, 33 and OCW will cost \$1,650. The Board approved \$2,000 to complete the tests. Tests were completed for a total of \$1450 (open)
- c. Chief Chestnut: The trucks are scheduled for their periodic maintenance—oil, filters, etc. Cost is about \$5,000. Getting a second quote. This will be scheduled in January. (Open)
- d. Chief Chestnut: ISO is scheduled for November. The District has a 5/5X rating and hopes to maintain it. (Open)
- e. Jim Connors: The fiscal year 2023 budget will be voted on next month. Proposed budget will be a 5% increase of this year's \$120,000 budget. A motion was made to set the FY2023 budget to \$127,000 and was passed. (Open)
- f. Jim Connors: The November meeting falls on 8 November which is Election Day; a motion was made and adopted to move meeting to 15 November
- g. Jim Connors: The board approved the purchase of dinner for two for the paid and volunteer firefighter of the year winners at The Crossing in Crestview.

**NEXT MEETING ANNOUCEMENT and AJOURNMENT:** The next Holt Fire District commission meeting will be held 15 November 2022 at 1830 hours at the fire station. The meeting was adjourned at 2005 hours.

Jim Connors  
Chairperson, Holt Fire District Commission

Attachments:  
October Financial Report

