

## Holt Fire District Commission Meeting Minutes

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

**DATE and TIME of MEETING:** 8 February 2022/1830 hours

**ATTENDANCE:** Jim Connors, Stephanie Holcombe, Roger Myers, Dick Russell, Darry Childs, Scott Chestnut, Shelly Chestnut, Danielle Barrow

**MEMBERS NOT PRESENT:**

**VISITORS:**

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

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

a. **Vehicles:** Glenn Arne oversees vehicle maintenance

QR-31 – Good

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

Support 31 – Good; selling this vehicle

Brush 31 – Out of service, pony pump inop

b. **Equipment:** Hose and ladder testing will be in April, board approved for \$2,400 (hose testing only)

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	\$Cancelled
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; will be submitting for 2-3 more sets of gear after previous grant is finalized. We are awaiting delivery of the 5 airpacks and 10 bottles from another approved grant in mid-March. 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. We are 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.(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 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 purchased using a \$1,000 donation, total cost \$969, paid from the operational fund account. Donation will be used to pay off credit card that was used to purchase flashlights (Open)
- k. Chief Chestnut: A new radio system is coming for the county. (Open)
- l. Chief Chestnut: Howard Peak enjoyed playing Santa Claus for December's Kid's Day. Recommend buying a Santa suit that fits him (with pillow). (Open)
- m. Ms. Holcomb: recommend purchasing an .org or .gov domain name for Department website; because .com is generally for commercial sites. (Open)

#### **NEW BUSINESS:**

- a. Mr. Connors: A motion made to increase Danielle Barrow compensation from \$100 to \$200 a month to maintain financial requirements for the Department. The motion passed unanimously by the board.
- b. Mr. Connors: A \$225 check sent to Jack Gaskin in Tallahassee for the Holt Special District. The Department must also start to issue 1099 to individuals that perform over \$600 in labor for the Department. Ms. Barrow will contact Dawn Paul to nail down the requirements.

- c. Chief Chestnut: The department will be doing a complete inspection of the vehicles, equipment and gear.
- d. Mr. Connors: A Site meeting will be 10 February 2022, 1000-1200 hours for interested architects. The Board will also be setting up a committee to review architect proposals.

NEXT MEETING ANNOUNCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 8 March 2022 at 1830 hours at the fire station. The meeting was adjourned at 1920 hours.

Jim Connors  
Chairperson, Holt Fire District Commission

Attachments:  
February Financial Report