

## Holt Fire District Commission Meeting Minutes

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

**DATE and TIME of MEETING:** 8 October 2024/1830 hours.

**ATTENDANCE:** Jim Connors, Darry Childs, Stephanie Holcombe, Roger Myers, Fire Chief Scott Chestnut, Capt. Shelly Chestnut

**MEMBERS NOT PRESENT:** Dick Russell, Danielle Barrow

**VISITORS:** Timothy Pitzer

**EMERGENCY RESPONSES:** 446 calls as of 8 October 2024

**REVIEW OF PREVIOUS MEETING MINUTES:** Meeting minutes from August 2024 (No meeting in September) were reviewed and approved as amended. Financial report was reviewed and approved for the month of Aug /September 2024.

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

**a. Vehicles:**

QR-31 – Good

CH-31 – Good – Trying to replace

DC-32 – Good

Engine 31 – Good –

Engine 32 – Good – Needs Tires, motion made and adopted to purchase tires on credit card for \$4000

Engine 33 – Good

AC-33 –Placing on Facebook page, Appointment only to view, sealed bids open at Dec Meeting

Support 31 – Selling in December

Brush 31 – Good; engine light came on, some kind of sensor, Will be turning into DoF

QR-32 – Good –

**b. Volunteer Membership:** 17 volunteers – 13 firefighters, FFI certified, 4 support staff.

## OLD BUSINESS

**a. Fundraising – Schedule**

1) Donation Letter	TBD	\$
2) Rib Sale	Feb. 2025	\$
3) Rib Sale	May 2025	\$
4) Rib Sale	Oct 2024	\$ Cancelled
5) Gun Raffle	31 Oct 2024	\$
6) Picture Fundraiser	June 2026	\$

**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. Update; SEAS will be doing a survey of the Fire Department property. Survey completed, the station is encroaching on property, will be turned over to Department Lawyer (Open)

- c. Chief Chestnut: Grants. (Open)
  - 1) 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. The Gear was received.
  - 2) Submitting grant for 20 new pagers through DoF due to the new County radio system in October for \$12,000.
  - 3) Will be submitting a Florida Assistance grant for extrication equipment. Estimate \$41,000. The grant was approved
  - 4) Meeting with grant writer for 2025 grant to purchase a new pumper/tanker. Quoted for \$462,000 and will be working with a committee of 5 on the Federal Grant
  
- 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 in 2025. Still working, UPDATE First Due is working will start using 1 January 2025(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: Specific areas that are likely assessed 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) Tax roles released, added the solar farms the audit will start 1 Jan 25
  
- 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 ready for October Rib sale. Update Will post pictures on Facebook and accept appointments to view vehicles for sealed bids. The bids will be opened during the December meeting.
  
- 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. Ms. Holcombe: There are several new laws going into effect 1 July 2024 for Special Districts, need to see what impact they will have on Holt Fire Department. 1 October 2024 the departments goals/objectives must be completed, and an annual report will need to be accomplished and posted online. (Open)

- k. Chief Chestnut: Department Christmas party will be 15 December 2024 at the church at 1900 hours, we have arranged a new caterer for \$2000 with a similar menu from past Christmas parties. A motion was made and adopted to pay for the new caterer for \$2,000. (Open)
- l. Chief Chestnut: Joe Kersey will retire from Holt Fire Department. We will have a going away party at the end of September. No replacement yet. (Open)

**NEW BUSINESS:**

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of August and September.
- b. Chief Chestnut: Scott Kearney is interested in selling the current fire station property to the board, but it would require purchase of the entire property. The board would require an appraisal and then provide him with an offer. A motion was made and adopted to hire Teal & Waters in Crestview to do the appraisal.
- c. Chief Chestnut: Would like to post the departments goals and objectives on the department website. A motion was made and approved to post
- d. Chief Chestnut: Shelly needs to purchase \$300 worth of fire helmets for the Fall festival. And for the department Christmas party we would like to purchase rain jackets for the firefighters as the department gift for \$900.
- e. Mr. Connors: A motion was made and adopted to set FY 2025 budget to \$150,000
- f. Mr. Connors: The department auditor Ed Chapman will be here 12 October at 1700 to discuss the audit.
- g. Ms. Holcombe: Will be working on a donation letter (flyer) for the department's fundraiser account.
- h. Mr. Connors: Baker Fire District will be holding a open meeting 10 October at 0700 to discuss impact fees with the community. If any Holt Commissioners would like to attend to see what is discussed

**NEXT MEETING ANNOUCEMENT and AJOURNMENT:** The next Holt Fire District commission meeting will be held 12 November 2024 at 1830 hours at the fire station. The meeting was adjourned at 20:23 hours.

Jim Connors  
Chairperson, Holt Fire District Commission

Attachments:  
September/October Financial Report  
Signed Nonrecurring Transaction Letter