

Holt Fire District Commission Meeting Minutes

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

DATE and TIME of MEETING: 13 Aug 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: Garrett McVay

EMERGENCY RESPONSES: 321 calls as of 9 July 2024

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

STANDARD AGENDA ITEMS – (Open for Monthly Status Update)

a. Vehicles:

- QR-31 – Good – Front end replaced and new tires purchased
- CH-31 – Good
- DC-32 – Good
- Engine 31 – Good – Lacking PM; will be completed by Ward International
- Engine 32 – Good – Needs Tires
- 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 – New Tires, shocks and Brakes

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

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	\$ 1415, next fundraiser will be 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. (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 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. Will remove and see if we can get new extrication equipment. Estimate \$41,000.
 - 4) Meeting with grant writer for 2025 grant to purchase a new pumper/tanker
- 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, UPDATE First Due is 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: 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)
- 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.
- 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. Ward International will be doing the PMS. (Open)
- k. 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. Update, lost 4 sections of hose 2 LDH, 1 2inch and 1 1 3/4 (Open)

1. 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. Harold Fire Department borrowed and will do the repairs. (Open)

NEW BUSINESS:

- a. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of July.
- b. Mr. Connors: Need to start working design for the Holt Fire Department cancer shirt in July. A motion was made and adopted to purchase 50 shirts for \$1000. The extra shirts will be sold between \$14-\$15 dollars for those that are interested in buying. The shirts will be ready next week and handed out at next meeting.
- c. Mr. Connors: We will review the County Tax rolls in January 2025 and will update accordingly for 2026 assessment.
- d. Chief Chestnut: A motion was made and adopted to hire a lawn service to cut the grass at the stations every 2 weeks for \$75 dollars a cut and it will be paid out of the fundraiser account.
- e. 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.
- f. Chief Chestnut: Department Christmas party will be 15 December 2024 at the church, 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.
- g. Chief Chestnut: Joe Kersey will retire from Holt Fire Department. We will have a going away party at the end of September. No replacement as of yet.
- h. Capt. Chestnut: will be checking with Karen at Cottage Café to see if they would be willing to provide sides for our rib sales
- i. Ms. Holcombe: Bids for the new station have been submitted and they are good for 90 days. After reviewing the bids a motion was made and adopted to chose Joy Gordon Construction based on the base bid to construct the new Fire Station when funding becomes available from the State
- j. Mr. Connors: a motion was made and adopted to have a fire station workshop meeting on 4 September 2024 at 18:30 to discuss funding issues with the new Ffire station and possible alternate options to house the fire department.
- k. Mr. Connors: A motion was made and adopted to accept Mr. Garrett McVay as a new member of the Holt Fire Department.

NEXT MEETING ANNOUNCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 10 September 2024 at 1830 hours at the fire station. The meeting was adjourned at 20:34 hours.

Jim Connors
Chairperson, Holt Fire District Commission

Attachments:

July Financial Report

Signed Nonrecurring Transaction Letter