

## Holt Fire District Commission Meeting Minutes

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

**DATE and TIME of MEETING:** 11 March 2025/1830 hours.

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

**MEMBERS NOT PRESENT:** Darry Childs, Daniella Barrow

**VISITORS:**

**EMERGENCY RESPONSES:** 129 calls as of 11 March 2025

**REVIEW OF PREVIOUS MEETING MINUTES:** Meeting minutes from February 2025 were reviewed and approved as amended. The financial report was reviewed and approved for the month of February 2025.

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

a. Vehicles:

QR-31 – Needs a new seal; quote is in work

CH-31 – Good

DC-32 – Good

Engine 31 – Good

Engine 32 – Good

Engine 33 – Good

AC-33 – Selling

Support 31 – Selling

Brush 31 – Good, turning in once Rescue 31 comes into service in about one month

QR-32 – Good

b. Volunteer Membership: 18 Volunteers – 14 Firefighters, FFI Certified, 4 Support Staff.

## OLD BUSINESS

a. Fundraising – Schedule

1) Donation Letter	TBD (Working)	\$
2) Rib Sale	Feb 2025 / Cancelled	\$
3) Rib Sale	May 2025	\$
4) Rib Sale	Oct 2025	\$
5) Gun Raffle	31 Oct 2024	\$ 1,900
6) Picture Fundraiser	June 2026	\$

b. Chief Chestnut: A motion was made and adopted to look into the feasibility of tearing down the Truck Bays to resolve the issue with a property dispute. UPDATE: the roof of the Truck Bay is not tied to the main roof. Motion was made and adopted to all the Fire Chief to plan to tear down the Truck Bays at no cost to the Department or District. UPDATE: Wesley King will accomplish the work in exchange for the salvageable material; Department will need to supply a dumpster for non-salvageable material; Department and Wesley King need to accomplish a “Hold Harmless” form. UPDATE: Wesley King has been able to work two days and has made progress; weather-permitting, work will continue for approximately two more weeks. (OPEN)

- c. Chief Chestnut: Grants. (OPEN)
  - 1) Submitting grant for 20 new pagers through DoF due to the new County Radio System, installed in October 2024, for \$10,000 (WORKING)
  - 2) Meeting with Grant Writer for 2025 Grant to purchase a new Pumper/Tanker. Quoted for \$462,000 and submitted December 19, 2024. Will find out in July 2025 if Grant has been approved.
  - 3) Looking to submit a Grant for an Enforcer 60 Skid Unit; estimated cost is \$14,000
- d. Chief Chestnut: Active 911 contract ends in March; we will let the contract run out and migrate everything to First Due. UPDATE: First Due is working and is being used for Reports. (OPEN)
- e. Mr. Connors: Chandler Holloway, an Aide for State Representative Joel Rudman in Tallahassee, will set up a meeting with State Senator Broxson about additional funding for the new Station. \$2.5M has been requested. Everything has been submitted. Had the meeting but the request did not get past Committee; we will be the "Number One" priority next year. Will re-engage in 2025. We are in the Top 3 for Funding. Need to get request in ASAP to increase funding to \$6M. 14 February 2025 Proposal needs to be in Senator Don Gaetz's Office but will try and get the proposal into both offices; we will be looking at the Cutoff Dates to confirm. Funding Request of \$6M submitted to both offices. UPDATE: The Proposal is being racked and stacked in District 4 under Representative Maney; we do not know where we sit. Will turn in to Senator Gaetz's Office on 13 February 2025. UPDATE: We have submitted the Proposal to both Representative Maney's Office and to Senator Gaetz's Office. (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 rolls released, added the solar farms the audit will start 1 Jan 25. New rolls out soon for FY 25-26 (WORKING)
- g. Mr. Connors: AC-33 and Support 31. Bids will include price, name and phone number and mailed to HFD's PO box. Vehicles will be sold as is. Neither is operational. (Update) Will post pictures on Facebook and accept appointments to view vehicles for sealed bids. The bids will be opened during the December meeting. Pushed back, January we will advertise and then open closed bids during the February meeting. Pushed back. UPDATE: Hold off AC-33 and Support-31 until Memorial due to current level of HFD Activity and impending change to Insurance Rates if vehicles are operational. Intend to align maintenance and fixes with date of sale to minimize fiscal impact. (OPEN)
- h. Chief Chestnut: The Department will be doing an internal performance review and will be working on new SOPs. (OPEN)
- i. Ms. Holcombe: Need to place HFD Goals and Objectives on the Website; an Annual Report needs to be accomplished and posted online. (OPEN)
- j. Chief Chestnut: Scott Kearney is interested in selling the current Fire Station Property to the HFD Board, but it would require purchase of the entire property. The Board would require an Appraisal and then provide him with an Offer. An appraisal was received on the current property housing department at \$375,000. A motion was made and adopted to provide a contingency offer to Scott Kearney dependent on the State changing the color of money we currently have for the new Station to purchase the property. Discussed the plan with Scott Kearney and James Watts on purchasing the property, waiting on a decision or counteroffer. UPDATE: Motion made and adopted to meet with James Watts' office with intent to renew our Property Lease. (OPEN)
- k. Chief Chestnut: The department has acquired a vehicle from the Sheriff's Office. We should be able to use the lights and siren from the vehicle we are selling. UPDATE: Motion made and adopted to

allow Chief Chestnut funds not to exceed \$1,000 in order to fix and perform maintenance on the vehicle acquired from the Sheriff's Office. (WORKING)

- l. Mr. Connors: The auditor has requested a W9 from Holloway and JJ watts as Payees of the Department
- m. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of February.
- n. Chief Chestnut: An estimate of \$15,000 to outfit the new truck with lights, siren, wiring and winch to get the new truck operational. A motion was made and adopted to spend \$15,000 to bring the vehicle in service. Scheduled in service date 1 March 2025. A motion was made and adopted to powder coat wheels and boxes for \$600 and purchase new tires for \$1200. UPDATE: There will be a Christening Ceremony for the New Truck; details will come out from Chief once closer to the event; Crew is *very* excited.
- o. Chief Chestnut: Blue Force donated \$7600 to the Holt Fire Department, \$5600 was used to purchase a Kaiser sled and the rest for a Rescue Randy for training. Both came in and will be stored at North Okaloosa for North end Fire Departs to train on.
- p. Mr. Connors: A motion was made and adopted to allow Roger Myers to purchase a new smoker for \$15,000 if it meets the needs of Department A motion was made and adopted to increase the amount to \$18,000 to purchase the 700 series smoker and additional reimbursement for travel will be calculated and paid from receipts provided by the individuals who will pick it up. UPDATE: Grill was purchased. Item is CLOSED.
- q. Chief Chestnut: Would like to sell rib seasoning at the next Rib Sale; will call it "Almost Al's Holt Fire Department Seasoning.
- r. Chief Chestnut: VFIS insurance recommendations:
  - a. Connect emergency generator, will be looking for a Grant
  - b. SOP's and Department Policies
  - c. Firefighter physicals:
    - i. 18-29; every 3 years
    - ii. 29-50; every 2 years
    - iii. Over 50; every year
  - d. Hose securement, looking for hose bed covers
  - e. Vehicle maintenance documentation to include in-service weight and height
  - f. Building maintenance
- s. Chief Chestnut: Received a proposal/request to park a food truck at the old station for \$500 a month from Susan Kersey. Request will be dependent on the building being torn down and Electric, water hook-ups. The board is favorable to the request but will table until more information can be acquired. UPDATE: Chief emailed content and terms to Susan Kersey; still awaiting to hear word back. (OPEN)
- t. Chief Chestnut: Request the Department switch from Mediacom to Starlink. The board needs to find out about the requirement for a phone line. Will table until more information can be acquired. UPDATE: There is no cost difference or savings if Department switches to Starlink and so we will reach out to MediaCom to request consideration for any possible reduction in costs. (OPEN)
- u. Chief Chestnut: looking to invite Sherri Cox to the March Board meeting or setup a Station tour with one board member. Will look at and get with Mr. Jim Connors

## NEW BUSINESS:

- a. Chief Chestnut: Motion made by the Board and motion adopted to donate the SCVAs to Gulf Coast College
- b. Chief Chestnut: Recommend adding an SCVA System here in Holt; quarterly cost; annual service
  - i. Quarterly: \$150/quarter
  - ii. Service: \$600/year
- c. Chief Chestnut: Recommends updating all lighting in the Station
- d. Chief Chestnut: Need new Fire Boots for personnel: \$998; Motion made by the Board to authorize purchase; motion adopted by the Board
- e. Mr. Connors: Announcement of Next Rib Sale has been finalized: 23 & 24 May 2025; Scott is interested in having a Rib Sale before the Memorial Day; coincide it with a Retirement Party for Joe; it will be a cook for the Firemen AND a retirement party; Memorial Weekend Rib Sale will be separate
- f. Mr. Connors: Ms. Sherri Cox has been invited to HFD Station on 3 April at 2pm; Ms. Cox has been invited to come tour the Station and to get a briefing on the Fire District; Action taken to look over Presentation Material on 27 April 2025
- g. Mr. Connors: Attention has been brought to the legal matter of “Right of Way on Multi-Use Path”; Florida Dept of Transportation is proposing to build it from Cooper down to our Park; Virtual Meeting Online; Group of Lawyers in Tallahassee have reached out to folks who have a piece of property to put together a Class Action Lawsuit for those affected
- h. Capt Shelly Chestnut: Requested approval for purchasing Software that allows for creating Accountability Pass Badges, crucial to on-scene emergency responses, especially intra-district responses. Motion was made and Adopted by Board to approve \$504 for Accountability Pass Badge Software.
- i. Jim Connors: Posed question on Assessments; Jim will send a list of 7,000 properties that shows assessments/payments; on 14 June 2025, we will have to report Assessments

NEXT MEETING ANNOUNCEMENT and ADJOURNMENT: The next Holt Fire District commission meeting will be held 8 April 2025 at 1830 hours at the Fire Station. The meeting was adjourned at 19:30 hours.

Jim Connors  
Chairperson, Holt Fire District Commission

### Attachments:

February Financial Report  
Signed Non-recurring Transaction Letter