

## Holt Fire District Commission Meeting Minutes

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

**DATE and TIME of MEETING:** 13 December 2022/1830 hours

**ATTENDANCE:** Jim Connors, Stephanie Holcombe, Dick Russell, Darry Childs, Fire Chief Scott Chestnut, and Danielle Barrow

**MEMBERS NOT PRESENT:** Roger Meyers

**VISITORS:**

**EMERGENCY RESPONSES:** 477 CALLS AS OF 13 December 2022

**REVIEW OF PREVIOUS MEETING MINUTES:** Meeting minutes from November 2022 were reviewed and approved. Financial report was reviewed and approved for the month of November 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, having issues but working  
DC-32 – Good; Overheated again due to bad thermostat and head gasket, board approved \$3,000 to repair. Being put back together  
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  
AC-33 – Selling  
Support 31 – Selling  
Brush 31 – Good running in place of QR 31  
OCW Engine – Working. Putting a list of items needed; will get quotes to begin purchasing needed equipment. Need 6 batteries, board approved spending \$1500 Adding lettering E-31
- b. Equipment: FITTEST for all firefighters (3 were unable to test)
- 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. 2023   | \$      |
| 3) Rib Sale        | May 2023    | \$      |
| 4) Rib Sale        | Oct 2022    | \$1,565 |
| 5) Gun Raffle      | 31 Oct 2022 | \$4,000 |
- 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: 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. 10 bottles and 5 mask delivered
    - 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. Received hose
- e. 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)
- f. 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)
- g. 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)
- h. 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)
- i. 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)
- j. 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 lower cost. More to come. (Open)
- k. 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. Mr. Connors: A motion was made and adopted to approve non-recurring transactions for the month of November.

- b. Chief Chestnut would like to change the active 911 program with Flow MSP. It functions like Active 911 with the additional feature of pre-fire planning function. The cost would be \$600 a year with unlimited access vs \$300 a year for Active 911 with limited device addons. A motion was made and adopted to approve the purchase of Flow MSP for \$600 for 1 year of service.
- c. Mr. Connors: The state is requiring a performance audit every 5 years, arranging a meeting with a company with Chief Chestnut for a briefing. The Department will look at approving the company in Dec/Jan timeframe. A briefing was received on the new State Performance Audit for special districts. A motion was made and adopted to borrow \$25,000 out of the impact fund to pay for the mandated performance audit

NEXT MEETING ANNOUCEMENT and AJOURNMENT: The next Holt Fire District commission meeting will be held 10 January 2023 at 1830 hours at the fire station. The meeting was adjourned at 2015 hours.

Jim Connors  
Chairperson, Holt Fire District Commission

Attachments:  
December Financial Report  
Signed Non recurring transaction letter