

SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

"Prompt, Competent, Caring Response in Time of Need"



The Board of Fire Commissioners of the South Walton Fire District will hold a regular meeting on **December 11, 2023, at 4:00 p.m.** at the South Walton Fire District logistics building - third floor.

The agenda will include, but not be limited to the following:

- I. Call to Order
- II. Public Comment*
- III. Approval of Minutes
Regular Board Meeting: 11.13.2023
- IV. Secretary/Treasurer's Report
- V. Attorney's Report
Trademark Update
- VI. Chief's Report
- VII. Committee Reports
Pension Board Meeting Update
Roger Hall, Fire Commissioner
- VIII. Unfinished/Old Business
- IX. New Business
SWFD Fire Board Officer Appointments
Maurice Gilbert, Chairman

SWFD Fire Board Committee Appointments
Maurice Gilbert, Chairman

Board Action: Short-Term Rental Revenue Sharing
Interlocal Agreement
Sammy Sanchez, Fire Marshal
- X. Public Comment*
- XI. Adjournment

***Note:** Persons who wish to be placed on the agenda must contact the Administrative Assistant within five days of any meeting and provide the name of the person who will be speaking and the subject to be addressed. If a person decides to appeal any decision made by the Board of Fire Commissioners of the South Walton Fire District concerning any matter considered at such meeting or hearing, he or she will need a record of the proceedings and that, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

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SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

Meeting Minutes – December 11, 2023

*****PENDING APPROVAL*****

Commissioners Present: Brian Christenson, Charlotte Flynt, Mark Foley, Phil Friday, Maurice Gilbert, Roger Hall, Mike Stange

Commissioners Absent: None

Call to Order: 4:00 p.m.

Public Comment: Members of the public were invited to comment. There was no public comment.

Commissioner Gilbert announced that a quorum was present.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Hall, the Board unanimously approved the minutes of the November 13, 2023, Board of Fire Commissioners' regular meeting.

Secretary/Treasurer's Report: Commissioner Flynt read the October 2023 cash report into the record. Commissioner Hall requested staff add a schedule showing commitments of funds to come out of reserves.

Attorney's Report: Attorney Youell reported that SWFD's Trademark application continues to be in progress.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Friday, the Board unanimously approved Attorney Youell's November 2023 billing statement.

Fire Chief's Report:

Chief Crawford reviewed the Emergency Response Activity Report which included Beach Safety Responses.

SWFD held a poster coloring contest promoting fire prevention messaging with 3rd, 4th, and 5th graders from Dune Lakes and Butler Elementary Schools. The first-place contest winners were 4th grader Lucy Price from Dune Lakes Elementary School and 3rd grader Landon Hillman from Bulter Elementary School. Both winners received a celebratory ride to school in a fire truck and a pizza party for each of their classes.

SWFD's Heroes Against Hunger food drive collected a total of 982 non-perishable food items to help provide meals for those less fortunate in the SWFD's service area. The items collected were delivered to Food for Thought for distribution. Station 1 was our winner with the most items. Chief Crawford expressed his gratitude to all those in our community who participated in helping with this cause. Photos were included in the board packet.

For the 23rd consecutive year, SWFD partnered with Caring and Sharing hosting the South Walton Angel Tree program. A big thank you to our entire community for the incredible support of this special program. Chief Crawford acknowledged the employees of Regional Utilities for raising \$800 through their "Jean Day" program. SWFD is

extremely appreciative of their generosity in supporting the South Walton Angel Tree program.

After receiving rainfall, the countywide burn ban that was issued on November 1, 2023, was formally rescinded on November 16, 2023.

In November, SWFD staff members and the Honor Guard attended and participated in the annual Florida Fallen Firefighter Memorial Service at the State Fire College.

Division Chief Stone and SWFD's Training Division hosted veteran fire service leader Captain Sean Gray from Cobb County Fire & Emergency Services for a day of leadership training. Captain Gray presented "Walking the Wire" highlighting the balance and skills necessary to be an effective leader as both a buddy and boss and the many lessons that can be found on and off the fire ground.

SWFD hosted its 2nd Family Fall Festival for employees and their families on November 18, 2023. There were family fun activities as well as a chili cook-off. This year Lieutenant Chris Powell won the Judge's Best Overall Choice Award and Gage and Izabella Lund won the People's Choice award. Thank you to local Chef Todd Misener from Stinky's Fish Camp for serving as the celebrity judge.

Assistant Chief Hughes attended an active assailant advanced incident management course in Tallahassee the week of November 27th.

Firefighters Morgan Hardee, Spencer Phillips, and Alden Staat began new hire orientation the week of November 27th.

Field work for SWFD's annual financial audit began in November. Staff anticipates the audit to be presented at SWFD's Fire Board meeting in March 2024.

On November 28, 2023, Chief Crawford attended a quarterly meeting with Bryan Walrath, President of Sacred Heart Hospital on the Emerald Coast to review case and interfacility data. President Walrath was provided a tour of SWFD's Headquarters including the Fleet, Logistics, and Training Facility.

Assistant Chief LaTour attended a cyber security tabletop exercise at Walton County Emergency Management on November 30, 2023.

Beach Safety Director Vaughan presented an end-of-year beach safety report to the Tourist Development Council on December 5, 2023. The presentation highlighted SWFD's beach safety and lifeguard activities as well as an overview and analysis of the 2023 beach safety season. Commissioners Foley and Flynt commended Vaughan on his presentation.

SWFD has partnered with Heritage Portraits to create a 40th Anniversary album that will include SWFD member photos as well as document SWFD's rich history and current events.

Chief Crawford shared that SWFD was featured on the cover of the November Florida Fire Service Magazine. A printed copy and an article highlighting the pancake breakfast was included in the board packet. PIO McClintock authored these featured stories.

Initial environmental assessment and wetland delineation documents for

for future fire station #6 location in Watersound North have been forwarded to the civil engineer for further evaluation. Staff will keep the board updated.

Chief Crawford provided an update on the flooding remediation progress of SWFD's 110 S 393 facility. The facility has been treated for mold/mildew, air sampling has been conducted, and a new HVAC system installation is in progress. Staff anticipates reoccupying the space before the end of January.

SWFD received \$24,207 for direct costs incurred with the COVID-19 pandemic and its associated claim for federal reimbursement.

SWFD has partnered with PulsePoint AED to assist in managing a local community AED device registry. As SWFD works through the procurement and build-out of this new solution, we are asking for community assistance with registering all AEDs located in South Walton. The registration process can be accomplished by sending an email to cpr@swfd.org with name, address, and phone contact information. SWFD is currently working on a link to a fillable form through SWFD's mobile smartphone app. Additionally, SWFD Fire Inspectors will begin looking for and collecting AED data as they complete periodic commercial fire inspections.

Chief Crawford attended the South Santa Rosa Fire Alliance's Christmas Gala and provided the keynote speech for the festivities. The alliance consists of Midway, Navarre Beach, Holley Navarre, and the City of Gulf Breeze fire departments.

SWFD's employee holiday celebration was held on December 9, 2023, at Embassy Suites in Miramar Beach.

SWFD's 10th Annual Polar Plunge will take place on January 1, 2024, at Ed Walline Regional Beach Access. Online registration is encouraged through Eventbrite. In-person registration will begin at 11 am before the event at Shunk Gulley Oyster Bar. All funds raised support SWFD's community education and risk reduction programs. A costume contest will begin at noon with the plunge commencing at 1 p.m. All information on the event has been shared through district social media platforms.

Chief Crawford is scheduled to attend the Florida Fire Chiefs' Association (FFCA) Winter Conference and state working group meetings the week of January 8, 2024, then travel to Atlanta to attend the Southeastern Association of Fire Chiefs Board of Directors meeting in Atlanta on January 12, 2024. PIO McClintock is scheduled to attend a FEMA Advanced PIO Skills Workshop and will assist the FFCA team with managing social media platforms for the conference. Fire Marshal Sanchez will be attending a PIO Symposium. SWFD's EMS Division Director Coker and Clinical Coordinator Smith will both be serving as judges for the FFCA's Advanced Life Support Challenge.

SWFD Administrative Offices will be closed December 25 - 26, 2023, in observance of the Christmas holiday as well as on New Year's Day.

The next regularly scheduled Board of Fire Commissioners' meeting is scheduled for January 8, 2024, at 4 p.m. in SWFD's Logistics Building Board Room. Due to Chief Crawford's attendance at the Florida Fire Chiefs' Association Winter Conference, he will be attending the Fire Board meeting remotely.

Committee Reports: Commissioner Hall reported that the pension board held an informal hearing regarding a disability application which was denied based on the independent medical examination stating that the PTSD condition was not

permanent. Commissioner Hall asked staff to research the feasibility of pre-employment psychological exams.

Unfinished/Old Business: None

New Business

SWFD Fire Board Officer Appointments for 2023 are as follows:

On a motion duly made by Commissioner Christenson and seconded by Commissioner Hall, the Board voted unanimously to reappoint Commissioner Maurice Gilbert as Fire Board Chair for 2024.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Stange, the Board voted unanimously to reappoint Commissioner Mark Foley as Fire Board Vice Chair for 2024.

On a motion duly made by Commissioner Foley and seconded by Commissioner Christenson, the Board voted unanimously to reappoint Commissioner Charlotte Flynt as Fire Board Secretary / Treasurer for 2024.

The SWFD Fire Board Committee Appointments for 2024 are as follows:

FINANCE AND INVESTMENT COMMITTEE – One-Year Term

- Maurice Gilbert, Fire Board Chair
- Ryan H. Crawford, Fire Chief/Administrator
- Carole Martin, Fiscal Officer

AUDIT COMMITTEE– One-Year Term

- Mike Stange, Committee Chair
- Phil Friday, Commissioner
- Charlotte Flynt, Commissioner
- Carole Martin, Fiscal Officer attends all committee meetings but is not a voting member of this committee

HR/EMPLOYEE BENEFITS COMMITTEE– One-Year Term

- Brian Christenson, Commissioner
- Phil Friday, Commissioner
- Mark Foley, Fire Board Vice Chair
- Lois LaBarreare, Human Resource Manager

BYLAW COMMITTEE– One-Year Term

- Charlotte Flynt, Committee Chair
- Brian Christenson, Commissioner
- Roger Hall, Commissioner
- Carole Martin, Fiscal Officer

PENSION BOARD - Two-Year Alternating Terms

- Roger Hall, Fire Commissioner – term ends December 31, 2024.

- Nate Brown, Resident Trustee – term ends December 31, 2025.

Fire Marshal Sanchez presented a Board Action whereas Staff recommended that the Board approve an Interlocal Agreement between Walton County and SWFD funding personnel and equipment needed to provide fire inspections of Short-Term Vacation Rentals and to authorize the Chair to execute the agreement as presented. On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board voted unanimously to approve the Interlocal Agreement between Walton County and SWFD as presented.

Public Comment: Members of the public were invited to comment. There was no public comment.

Adjourned: The meeting adjourned at 4:55 p.m.