

# 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 13, 2021, at 4:00 p.m.** at the South Walton Fire District Administration building.

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

- I. Call to Order
- II. Approval of Minutes  
**Regular Board Meeting: 11.08.2021**
- III. Secretary/Treasurer's Report
- IV. Attorney's Report
- V. Chief's Report
- VI. Committee Reports  
**Pension Board Quarterly Report**  
Commissioner Charlotte Flynt  
**Bylaws Committee Update**  
Commissioner Charlotte Flynt
- VII. Unfinished/Old Business
- VIII. New Business  
**SWFD Fire Board Officer Appointments**  
Chairman Maurice Gilbert  
**SWFD Fire Board Committee Appointments**  
Chairman Maurice Gilbert  
**Board Action: Code Enforcement Impact Fee Waiver Request**  
Carole Martin, Fiscal Officer  
**Board Action: Walton County Board of County Commissioners Beach Safety and Education Program Contract Amendment**  
David Vaughan, Beach Safety Director  
**Board Action: Sandestin Property Owners' Association Beach Safety and Education Program Contract**  
David Vaughan, Beach Safety Director

**Board Action: Resolution 2021-07 Surplus Property**  
Brian Hughes, Assistant Chief

**Board Action: Station 3 Roofing Contract Approval Request**  
Daniel LaTour, Assistant Chief

**Board Action: Capital Purchase Request - Ambulance**  
Daniel LaTour, Assistant Chief

IX. Public Comment\*

X. 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 with respect to 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.

# **SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS**

## **Meeting Minutes – December 13, 2021**

**\*\*\*PENDING APPROVAL\*\*\***

**Commissioners Present:** David A.C. Bailey (arrived 4:33 p.m.), Tom Cooper, Charlotte Flynt, Mark B. Foley (arrived 4:33 p.m.), Maurice Gilbert, Mike Stange

**Commissioners Absent:** Brian Christenson

**Call to Order:** 4:11 p.m.

The call to order was delayed due to a motor vehicle accident that affected travel flow.

Commissioner Gilbert announced a change in the agenda to allow Bonnie McQuiston to submit a letter to each Fire Commissioner and speak on her view of the proposed connector road which has been a major topic in current meetings of the Walton County Board of County Commissioners.

Chairman Gilbert announced that there was a quorum present.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the November 8, 2021, Board of Fire Commissioners' regular meeting.

**Secretary/Treasurer's Report:** Commissioner Flynt read the October 2021 cash report into the record.

**Attorney's Report:**

On a motion duly made by Commissioner Cooper and seconded by Commissioner Flynt, the Board unanimously approved Attorney Youell's November 2021 billing statement.

**Fire Chief's Report:**

Chief Crawford reviewed the Emergency Response Activity Report which included Beach Safety Responses. SWFD trended 13% higher in total response activity YTD as compared to YTD last year. There was a 19% increase in total response activity for November 2021 when compared to November 2020.

A conditional offer has been extended to fill the newly created Facilities Maintenance Technician position.

Chief Crawford and members of the SWFD honor guard traveled to the State Fire College in Ocala and participated alongside hundreds of other personnel paying respect to those lost in the line of duty the past two years at the fallen firefighter memorial service.

SWFD hosted a retiree breakfast on Saturday November 20, 2021, on the patio of the fleet maintenance and logistics facility. In attendance were over 30 personnel and retirees.

Communications Director Perez and Assistant Chief LaTour attended the National Emergency Number Association (NENA) Conference in Daytona Beach. The

conference is provided to support PSAP organizations and focuses on 9-1-1 policy, technology, operations, and educational issues.

Division Chief Lou Jones along with members of SWFD's training committee facilitated Live Fire Training Evolutions with all SWFD firefighters. This real-world fire training was focused on search and rescue techniques, removing victims, and utilizing tools and tactics known to increase a victim's chances of survival.

Staff completed the Request for Proposal (RFP) process for the selection of an Architectural firm for the logistics facility 3rd floor buildout. DAG was the only firm to respond to the RFP and negotiations are underway on contract terms. Chief Crawford will continue to keep the board updated.

Staff completed the conveyance of the new utility easement to South Walton Utilities allowing SWFD to move forward with relocating the water utility line away from the current location where the intent is to construct the new Fire Station. An executed quit claim deed from South Walton Utilities for the parcel of land which lies directly between our two properties has been executed.

SWFD will be hosting an Officer and Leadership Development course for all SWFD supervisory personnel over the course of several days in February 2022.

Assistant Chief Hughes attended the FFCA's Annual Health and Safety Conference on December 5 – 7, 2021.

SWFD held its employee Holiday Celebration at Embassy Suites in Miramar Beach. Dinner was provided for employees, spouses, and retirees and a charismatic DJ facilitated a night full of dancing and activities. Special thank you to Robbie and the members of our Department Relations Committee for all the planning that went into making this event successful.

SWFD is conducting comprehensive annual employee physicals that will occur throughout January and February.

On December 17, 2021, at 10 a.m., a swearing in and pinning ceremony for Firefighters Justin Usher and Ben Helms will take place. They have both successfully completed the one-year probationary process and will be sworn in as career members of the Fire District.

Chief Crawford provided a brief update on firefighter Noah Collins who was critically injured in a vehicle accident on his way to work while rendering aid to another victim in the accident. Chief Crawford asked the board to continue to keep Noah and his family in their prayers.

On December 15, 2021, SWFD is scheduled to host a Beach Safety Committee meeting with representatives from the TDC, Code Enforcement, Sheriff, and Emergency Management. The workgroup was formalized in early 2021 by the Walton County Board of County Commissioners to have all agency stakeholders continuously seek out operational improvements for beach flag compliance, enforcement, and the beach safety and education program. This meeting will begin to focus on ramping up efforts for the 2022 beach season.

The Florida Emergency Preparedness Association will be hosting their annual statewide conference on Sandestin Resort January 31st – February 4th. FEPA is primarily made up of municipal, county, and state emergency management personnel. SWFD's Honor Guard will be presenting colors for the opening session. Chief Crawford is scheduled to participate in a panel discussion on the multi-agency response to the Mussett Bayou Wildfire.

Included in the board packet was a proposed meeting schedule for your consideration for all regularly scheduled 2022 board meetings.

SWFD is scheduled to host its annual Polar Bear Plunge event on New Year's Day at the Ed Walline Beach Access. In the past, registration funds have supported community CPR training and fire prevention education efforts of the District. However, this year's funds will benefit injured Firefighter Noah Collins and his family. The event will begin at 11a.m. with registration at Shunk Gulley's, followed by a costume contest. The polar plunge will take place at 1 p.m.

SWFD administrative offices will be closed December 23 – 24, 2021, in observation of the Christmas holiday as well as December 31, 2021, in observation of New Year's Day.

The next regularly scheduled Board of Fire Commissioners meeting will be on Monday, January 10, 2022, at 4 p.m.

**Committee Reports:** Commissioner Flynt provided a Pension Board Quarterly Report stating that the pension fund earned 18.65% for the fiscal year ended 9/30/2021. The funded ratio for the fund is 97.5% up from 96.9% last year. The pension board lowered the future assumed rate of return from 7.25% to 7%. This will increase the District's required contribution for FY2023 by \$301,085.

By-law Committee Chairwoman Flynt reported that a Bylaws Committee meeting is scheduled for December 28, 2021, at 10 a.m. to discuss proposed revisions.

**Unfinished/Old Business:** None

**New Business:**

**SWFD Fire Board Officer Appointments for 2022 are as follows:**

On a motion duly made by Commissioner Cooper and seconded by Commissioner Bailey, the Board voted unanimously to reappoint Commissioner Maurice Gilbert to Fire Board Chair for 2022.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Foley, the Board voted unanimously to reappoint Commissioner Tom Cooper to Fire Board Vice Chair for 2022.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Bailey, the Board voted unanimously to reappoint Commissioner Charlotte Flynt to Fire Board Secretary / Treasurer for 2022.

**The SWFD Fire Board Committee Appointments for 2022 are as follows:**

On a motion duly made by Commissioner Bailey and seconded by Commissioner Cooper, the Board voted unanimously that the committee appointments will remain the same as year 2021.

#### 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
- Tom Cooper, 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
- Tom Cooper, Fire Board Vice Chair
- Mark Foley, Commissioner
- Lois LaBarreare, Human Resource Manager

#### BYLAW COMMITTEE– One Year Term

- Charlotte Flynt, Committee Chair
- Brian Christenson, Commissioner
- David A. C. Bailey, Commissioner
- Carole Martin, Fiscal Officer

#### PENSION BOARD - Two Year Alternating Terms

- Charlotte Flynt, Fire Commissioner – term ends December 31, 2022.
- Daniel LaTour, Resident Trustee - term ends December 31, 2023.

#### **Board Action: Code Enforcement Impact Fee Waiver Request**

Fiscal Officer Carole Martin presented a Board Action whereas Staff received a letter from Walton County Code Compliance requesting that South Walton Fire District waive impact fees for the installation of a storage shed at the Grayton Grand property. This shed will be utilized to store ATV's and UTV's used for patrolling the local beaches.

On a motion duly made by Commissioner Foley and seconded by Commissioner Cooper, the Board voted unanimously to waive the impact fees for the installation of the storage shed.

**Board Action: Walton County Board of County Commissioners Beach Safety and Education Program Contract Amendment** Beach Safety Director Vaughan presented

a Board Action whereas Staff recommended to proceed with the execution of SWFD's amended Contract for Beach Safety Services with Walton County.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Foley, the Board voted unanimously for Commissioner Gilbert to execute SWFD's amended contract for Beach Safety Services with Walton County

**Board Action: Sandestin Owners' Association Beach Safety and Education Program Contract** Beach Safety Director Vaughan presented a Board Action whereas Staff recommended to proceed with SWFD's renewal contract for Beach Safety Services with Sandestin Owners' Association by approving Commissioner Gilbert to execute the contract. A Form 8b was submitted by Commissioner Cooper recusing himself from the vote due to a conflict of interest.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Foley, the Board voted unanimously for Commissioner Gilbert to execute SWFD's renewal contract for Beach Safety Services with Sandestin Owners' Association.

**Board Action: Resolution 2021-07 Surplus Property** Assistant Chief Brian Hughes presented a Board Action whereas Staff recommended the approval of Resolution 2021-07 Surplus Equipment.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Cooper, the Board voted unanimously to approve Resolution 2021-07 to proceed with disposition of the following:

- (2) 2007 Stryker Stretchers / SWFD Asset # 4112-4113
- (1) 2011 Stryker Lifepack 15 cardiac monitor / SWFD Asset # 4320
- (1) 2010 International/Horton Rescue, VIN: 1HTMNAAL6AH285553, Asset # 1050

**Board Action: Station 3 Roofing Contract Approval Request** Assistant Chief Daniel LaTour presented a Board Action whereas Staff requested board approval to proceed with the Bel-Mac Roofing Inc. contract proposal of \$110,530 with the option of up to an additional \$10,000 for any incidentals or potential change orders.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Flynt, the Board voted unanimously to proceed with the contract.

**Board Action: Capital Purchase Request - Ambulance** Assistant Chief Daniel LaTour presented a Board Action whereas Staff recommended proceeding with the procurement of a Braun Chief XL ambulance on a Ford F550 chassis through Ten-8 Fire Equipment at a cost not to exceed \$290,000.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Bailey, the Board voted unanimously to proceed with the purchase.

**Public Comment:** None

**Adjourned:** The meeting adjourned at 5:19 p.m.