

# 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 **September 19, 2022, at 4:00 p.m.** at the South Walton Fire District Administration building.

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

**Special Item: Proclamation: Fire Prevention Week**

**October 9 – 15, 2022**

Chairman Maurice Gilbert

- I. Call to Order
- II. Public Comment\*
- III. Approval of Minutes  
**Regular Board Meeting: 08.08.2022**  
**Proposed Budget Workshop: 09.01.2022**  
**First Public Hearing: 09.06.2022**
- IV. Secretary/Treasurer's Report
- V. Attorney's Report
- VI. Chief's Report
- VII. Committee Reports  
**Pension Board Meeting Update**  
Charlotte Flynt, Fire Commissioner
- VIII. Unfinished/Old Business
- IX. New Business  
**Fee Waiver Request**  
Michael Lynch, Walton County Code Compliance Manager  
  
**Board Action: Ratification of Pension Board Trustee**  
Carole Martin, Fiscal Officer  
  
Public Comment\*  
  
**Board Action: 3<sup>rd</sup> Floor Logistics Building Contractor Selection**  
Daniel LaTour, Assistant Chief  
  
Public Comment\*

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 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 – September 19, 2022**

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

**Commissioners Present:** David A.C. Bailey, Brian Christenson, Mark B. Foley, Charlotte Flynt, Phil Friday, Maurice Gilbert, Mike Stange

**Commissioners Absent:** None

**Call to Order:** 4:00 p.m.

Chairman Gilbert read into the record a proclamation proclaiming October 9 – October 15, 2022, as Fire Prevention Week in South Walton.

**Public Comment:** After the reading, members of the public were invited to comment. There was no public comment.

Chairman Gilbert announced that there was a quorum present.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the August 8, 2022, Board of Fire Commissioners meeting.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Bailey, the Board unanimously approved the minutes of the Proposed Budget Public Workshop held on September 1, 2022.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the First Public Hearing regarding the levying of ad valorem taxes and the FY 2022-2023 budget held on September 6, 2022.

**Secretary/Treasurer's Report:** Commissioner Flynt read the July 2022 cash report into the record.

### **Attorney's Report:**

On a motion duly made by Commissioner Bailey and seconded by Commissioner Flynt, the Board unanimously approved Attorney Youell's August 2022 billing statement.

### **Fire Chief's Report:**

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

Staff developed and finalized a proposed FY23 budget that was presented at a proposed budget public workshop on September 1, 2022. Attendees were provided an overview of the proposed operational and capital expenditures for FY23.

Per SWFD by-laws, staff conducted an orientation for newly appointed Commissioner Phil Friday.

SWFD's insurance carrier conducted an on-site survey of risk control practices. Chief Crawford reported that the SWFD received a letter stating there were no formal

recommendations identified following the completion of the site evaluation. A copy of the letter was included in the board packet.

SWFD's current lifeguard services agreement with Walton County will end on February 28, 2023. Historically, this agreement has been the product of a competitive bid process where SWFD has been awarded contractual agreements for the past seventeen years. Staff continues to work with Tourist Development Council leadership on a proposal to restructure the Lifeguard Services Agreement as an interlocal government-to-government agreement.

The private contract between Rosemary Beach Property Owners Association and SWFD to provide lifeguard services will end on October 31, 2022. Staff continues to work with Rosemary Beach Property Owners Association on a contract renewal proposal. Once a tentative agreement is reached, it will be submitted for the Fire Board's consideration.

Assistant Chief LaTour and IT Manager Kotowske are scheduled to attend the International Association of Fire Chiefs' (IAFC) technology summit in Irving, Texas October 17-20, 2022.

Several SWFD Chief Officers are working toward completing the prestigious Emergency Services Leadership Institute (ESLI) sponsored by the Florida Fire Chiefs' Association. ESLI is a six-module year-long program.

- District Chief Kidder completed the course on Personal Qualities, Leadership & the Organization
- District Chief Adams completed the module on Government Relations & Public Policy
- Assistant Chief Hughes and District Chief Kidder are both scheduled to attend the Finance and Budget module in October.

SWFD firefighters have completed Phase 1 of the annual physicals. SWFD intends to complete Phase 2 before the end of September.

On August 23-26, 2022, Chief Crawford attended the Fire Rescue International Conference in San Antonio, Texas. One of Chief Crawford's responsibilities as the Florida Director to the Southeastern Association's Board of Directors is attending the IAFC's annual conference.

On August 27–31, 2022, Human Resources Manager LaBarreare attended the Florida Human Resource Conference in Orlando.

Due to severe weather, SWFD had to cancel its Annual 9/11 Memorial Run on September 11, 2022.

SWFD's labor leadership coordinated a private concert exclusive to SWFD members with local musician Brian Kelly, formally of Florida Georgia Line. Mr. Kelly hosted the event on September 11, 2022, to thank SWFD members for their service to the community throughout the year. This event allowed members to be together with their

families and reflect on the memory of so many that were lost 21 years ago. This was a fantastic event and we are very grateful to Brian Kelly and his team.

Held in conjunction with the beginning of Fire Prevention Week 2022, SWFD's Annual Pancake Breakfast has been scheduled for Saturday, October 8, 2022, from 8 am – 11 am at SWFD's Fleet, Logistics, and Training Facility. All funds raised from this event are utilized to purchase fire prevention materials. An informational flyer was included in the board packets.

During Fire Prevention Week (October 9<sup>th</sup> -15<sup>th</sup>), SWFD's Life Safety Division has scheduled several public education events with local schools. The crews always look forward to spending quality time with the children of our community.

A modification to the tour of duty for firefighters (48/96 shift schedule) will commence beginning on October 8, 2022. Labor and Management continue to meet proactively to identify and adopt best practices into policy before the transition to the new work schedule.

SWFD's audit firm, Warren Averett, is scheduled to conduct fieldwork on September 26-27, 2022. While there is no requirement for the Board's Audit Committee to meet with the auditing firm before fieldwork commences, Audit Committee Chairman Stange preferred to receive the required regulatory correspondence electronically via email. Once the Audit work is completed, an Audit Committee meeting will be scheduled before Warren Averett's presentation to the board.

The next regularly scheduled Board of Fire Commissioners' meeting will be on Monday, October 10, 2022, at 4 p.m. at SWFD's Administrative Office.

**Committee Reports:** Commissioner Flynt reported on the Pension Board meeting on August 29, 2022. The Pension fund lost 9.16% for the quarter ended 6/30/2022.

**Unfinished/Old Business:** None

**New Business:**

**Fee Waiver Request:** Walton County Code Compliance Manager Michael Lynch requested a waiver of any associated SWFD fees for a pole barn to store ATVs and UTVs.

On a motion duly made by Commissioner Friday and seconded by Commissioner Foley, the Board unanimously voted to waive any associated impact fees, technical review fees, and plan review fees as requested.

**Board Action: Ratification of Pension Trustee**

Fiscal Officer Martin presented a Board Action whereas the Pension Board requested the South Walton Fire District Board of Fire Commissioners to ratify the appointment of Jason Wells as the Fifth Trustee of the South Walton Fire District Firefighters' Retirement System. This appointment would take effect immediately and continue for a four-year term.

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

On a motion duly made by Commissioner Christenson and seconded by Commissioner Foley, the Board unanimously ratified the appointment of Jason Wells as the Fifth Trustee of the South Walton Fire District Firefighters' Retirement System.

**Board Action: 3<sup>rd</sup> Floor Logistics Building Contractor Selection**

Assistant Chief LaTour presented a Board Action whereas Staff requested an increase of the board-approved budget for the 3<sup>rd</sup> Floor logistics building capital construction project to \$850,000, authorization for staff to proceed with engaging Empire Builders Group, Inc. in contract negotiations, and authorization for staff to execute a contract once finalized. This increase will be in addition to the requested \$100,000 for owner-supplied appliances, flooring, select AV equipment, a custom council table, and window treatments.

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

On a motion duly made by Commissioner Flynt and seconded by Commissioner Christenson, the Board unanimously voted to increase the board-approved budget for the 3<sup>rd</sup> Floor logistics building capital construction project to \$850,000, authorize staff to proceed with engaging Empire Builders Group, Inc. in contract negotiations, and authorize staff to execute a contract once finalized.

**Public Comment:** None

**Adjourned:** The meeting adjourned at 4:46 p.m.