

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 **October 9, 2023, 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 8 – 14, 2023
Chairman Maurice Gilbert**

- I. Call to Order
- II. Public Comment*
- III. Approval of Minutes
**Regular Board Meeting: 09.05.2023
First Public Hearing: 09.05.2023
Final Public Hearing: 09.09.2023**
- IV. Secretary/Treasurer's Report
- V. Attorney's Report
Trademark Update
- VI. Chief's Report
- VII. Committee Reports
Board Action: Amendment of By-laws Recommendation
Carole Martin, Fiscal Officer
- VIII. Unfinished/Old Business
- IX. New Business
Board Action: Beach Safety Private Contract Insurance Requirements
Ryan Crawford, Fire Chief
Board Action: Capital Purchase Request – Two Ambulances
Daniel LaTour, Assistant Chief
Board Action: Capital Purchase Request – Pierce Aerial 100' Platform
Daniel LaTour, Assistant Chief
Board Action: Capital Purchase Request – Motorola Flex CAD System
Daniel LaTour, Assistant Chief

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Page 1 of 2

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.

SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

Meeting Minutes – October 9, 2023

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

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

Commissioners Absent: Phil Friday

Call to Order: 4:00 p.m.

Special Item: Chairman Gilbert read into the record a proclamation proclaiming October 8 -14, 2023, as Fire Prevention Week in South Walton.

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 Christenson and seconded by Commissioner Hall, the Board unanimously approved the minutes of the September 5, 2023, Board of Fire Commissioners' regular meeting.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Christenson, the Board unanimously approved the minutes of the First Public Hearing regarding the levying of ad valorem taxes and the FY 2023-2024 budget on September 5, 2023.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Christenson, the Board unanimously approved the minutes of the Final Public Hearing regarding the levying of ad valorem taxes and the FY 2023-2024 budget held on September 9, 2023.

Secretary/Treasurer's Report: Commissioner Flynt read the August 2023 cash report into the record.

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

On a motion duly made by Commissioner Flynt and seconded by Commissioner Stange, the Board unanimously approved Attorney Youell's September 2023 billing statement.

Fire Chief's Report:

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

SWFD personnel and family members participated in its annual 9/11 memorial 3.43-mile run/walk on September 11, 2023.

In October, Chief Crawford attended FFCA Section meetings at the NWFL Volunteer Firefighter Weekend. Several SWFD personnel took advantage of free training scheduled as part of the Volunteer Firefighter Weekend.

In October, Chief Crawford attended Gulf Coast State College's Fire Academy Graduation and was honored to provide the fire academy's class commencement speech. SWFD Lifeguard Jack Nabors graduated with this class. Chief Crawford shared that he was proud to have been in attendance along with Jack's family as he completed the rigorous training to become a certified Florida firefighter.

Chief Crawford reported that the installation of the Magnegrip Diesel Exhaust Capture System has been completed at Fire Stations 1, 2, 3, and 4. SWFD's Fleet Maintenance Division will be completing tailpipe adaptor installations on all frontline apparatus. Inservice training has been scheduled with a full operational roll-out beginning in November.

SWFD hosted a two-day Struggle Well resiliency course held in collaboration with the 2nd Alarm Group. The objectives for the Struggle Well training was to enable attendees to prepare, practice, and implement individual plans for personal growth intended to transform personal struggle into strength and enable participants to be of continued service to themselves, their family, their work, and their communities.

SWFD's Annual Pancake Breakfast was held on October 7, 2023, and formally kicked off Fire Prevention Week activities in conjunction with SWFD's 40th anniversary serving the citizens of South Walton. Staff estimated more than 500 attended, making this event our largest and most successful pancake breakfast. Chief Crawford expressed his appreciation for the commissioners and residents who came out to support this special community event.

Fire Marshal Sanchez, Fire Inspectors, and Fire crews have scheduled public education presentations at South Walton area schools and daycares in conjunction with and following National Fire Prevention Week.

Included in the board packet was a copy of the 2023 TRIM Compliance Letter from the Florida Department of Revenue affirming their review of SWFD's millage certification documents finding no violations of the requirements for total taxes levied.

SWFD has partnered with Food for Thought on SWFD's Heroes Against Hunger Food Drive. SWFD is collecting non-perishable items at each of its fire station locations through November 18, 2023, to help provide meals for those less fortunate in the South Walton community.

Chief Crawford is scheduled to attend the Florida Fire Chiefs Annual Health and Safety Conference as well as an FFCA board of directors meeting in Orlando on October 9-11, 2023.

Chief Crawford provided a status update on current vehicle and apparatus orders.

Chief Crawford provided facility project updates:

- Miramar Beach / Station 5. A reconstruction bid opening is scheduled for October 18, 2023, at 2 p.m. and staff hopes to present a recommendation for contractor selection and bid award at the Fire Board's November meeting. Chief Crawford and Assistant Chief LaTour met with South Walton Utilities (SWU) on terms of a

land use agreement. SWFD will provide limited site improvements in the way of brush removal to provide for a construction set-down area, gravel padding, and the construction of a pole barn. This pole barn will serve as SWFD's temporary apparatus bay once the existing building is demolished. SWFD plans to leave the pole barn in place for SWU's long-term use after vacating the property as an in-kind payment of sorts for the short-term use of their property.

- SWFD has engaged Innerlight Engineering to begin the due diligence on the five-acre parcel St. Joe has identified as a site for the proposed fire station #6 in the Watersound North area. Staff expect this process consisting of topography, wetland delineation, Geotech, and boundary surveys to take approximately 90 days. Staff plans to present the findings to the Fire Board along with a recommendation on whether to proceed with land acquisition and conceptual design for this proposed facility.

Chief Crawford informed the Fire Board that SWFD recently became aware that, in late October, East County Highway 30A at Deer Lake will be closed for the construction of a new bridge. This project is expected to be completed within 180 days, with an estimated finish date in early April 2024. The road closure at this location on Hwy 30A is going to have negative response impacts on SWFD's operational capacity and its ability to deploy resources effectively to certain areas – specifically those along Hwy 30A east of Deer Lake and west of Watersound Parkway. Chief Crawford presented illustrations showing the impact the closure will have on responses. Chief Crawford added that Staff is developing plans to increase daily firefighter staffing as well as apparatus and response capacity from the Inlet Beach fire station for the duration of the Deer Lake construction project.

The next regularly scheduled Board of Fire Commissioners' meeting is scheduled for November 13, 2023, at 4 p.m. in SWFD's Logistics Building Board Room.

Committee Reports: Fiscal Officer Martin presented a Board action whereas the By-Laws Committee reviewed the By-Laws and drafted revised language for Article XII, Procurement Policy – Purchasing of Goods and Services, to refer to the Board-adopted Procurement Policy and to eliminate reference to the date of the procurement policy or the specific capitalization threshold defined in the procurement policy. That will allow for the By-Laws to always reference the most current Board adopted Procurement Policy without revising the By-Laws.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Christenson, the Board unanimously approved the adoption of the amended SWFD By-Laws as presented.

Commissioner Flynt directed Staff to compile a list of any vendor contracts that have not been reviewed/renewed in the past five years to present for review.

Unfinished/Old Business: None

New Business:

Chief Crawford presented a Board Action: Beach Safety Private Contract Insurance Requirements whereas Staff recommended the Board consider eliminating from both lifeguard agreements the five-million-dollar Umbrella Liability requirement as well as legacy language providing that both Rosemary Beach and Sandestin are required to maintain automobile insurance on the ATV's SWFD owns and operates. This action

would continue to require them to each carry general liability insurance in the amount of one million per occurrence and two million in aggregate.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Hall, the Board unanimously approved eliminating from both lifeguard agreements the five-million-dollar Umbrella Liability requirement as well as legacy language providing that both Rosemary Beach and Sandestin are required to maintain automobile insurance on the ATV's SWFD owns and operates. The board also directed staff to draft addendums for each of the two existing agreements and provided Chairman Gilbert authority to execute them.

Assistant Chief LaTour presented a Board Action: Capital Purchase Request – Two Ambulances whereas staff recommended entering into the Equipment Proposal agreement presented for the purchase of two Braun Chief XL ambulances.

On a motion duly made by Commissioner Hall and seconded by Commissioner Flynt, the Board unanimously approved staff entering into the Equipment Proposal agreement presented for the purchase of two Braun Chief XL ambulances.

Assistant Chief LaTour presented a Board Action: Capital Purchase Request – Pierce Aerial 100' Platform whereas Staff requested Board approval to proceed with entering into the Equipment Proposal agreement presented for the purchase of the Pierce Enforcer 100' Ascendant Aerial Tower at a cost not to exceed \$2,300,000 through Ten-8 Fire Equipment.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Hall, the Board unanimously approved staff entering into the Equipment Proposal agreement presented for the purchase of the Pierce Enforcer 100' Ascendant Aerial Tower at a cost not to exceed \$2,300,000 through Ten-8 Fire Equipment.

Assistant Chief LaTour presented a Board Action: Capital Purchase Request – Motorola Flex CAD System whereas Staff recommended Fire Board approval to engage Motorola Solutions, Inc. for the procurement of the Motorola Flex CAD system to include the five-year maintenance and managed services agreement.

On a motion duly made by Commissioner Hall and seconded by Commissioner Christenson, the Board unanimously approved staff entering the procurement of the Motorola Flex CAD system to include the five-year maintenance and managed services agreement.

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

Adjourned: The meeting adjourned at 5:02 p.m.