

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 **April 8, 2024, at 4:00 p.m.** on the third floor of the South Walton Fire District Logistics Building.

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

Special Item: National Public Safety Telecommunicator Week
April 14 – 20, 2024 Proclamation
Commissioner Maurice Gilbert

- I. Call to Order
- II. Public Comment*
9-1-1 Call Handling
David Krika
- III. Approval of Minutes
Regular Board Meeting: 03.11.2024
- IV. Secretary/Treasurer's Report
- V. Attorney's Report
Trademark Update
Title Insurance Claim Update
- VI. Chief's Report
- VII. Committee Reports
- VIII. Unfinished/Old Business
Board Action: Miramar Beach Fire Station Construction Contract – Change Order Approval Process
Daniel LaTour, Assistant Chief
- IX. New Business
Board Action: Walton County Lifeguard Services Contract Amendment
David Vaughan, Beach Safety Director
Board Action: Statewide Mutual Aid Agreement
Ryan Crawford, Fire Chief
- 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 – April 8, 2024

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

Commissioners Present: Brian Christenson, Charlotte Flynt, Phil Friday, Maurice Gilbert, Roger Hall

Commissioners Absent: Mark Foley, Mike Stange

Call to Order: 4:00 p.m.

Special Presentation: Chairman Gilbert read into the record the National Public Telecommunications Week Proclamation, proclaiming April 14 – 20, 2024, as Public Telecommunications Week in South Walton in honor of the men and women whose diligence and professionalism keep the community, citizens, and visitors safe.

Public Comment: David Krika addressed the Fire Commissioners regarding Walton County's current 9-1-1 call handling process and requested the Fire Commissioners pursue changes that would allow SWFD to be the initial call taker for incidents occurring in SWFD's service area.

Eric Johnson addressed the Fire Commissioners stating his concerns with SWFD's bonfire permitting process regarding gulf front property owners' authorization.

Commissioner Gilbert announced that a quorum was present.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the February 12, 2024, Board of Fire Commissioners' regular meeting.

Secretary/Treasurer's Report: Commissioner Flynt read the February 2024 cash report into the record.

Attorney's Report: Attorney Youell reported that SWFD's Trademark is approved. Youell also reported that there had been no change on the Notice of Title Defect for SWFD's Geronimo Street property since she last reported in March.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Hall, the Board unanimously approved Attorney Youell's March 2024 billing statement.

Fire Chief's Report:

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

Five new firefighters began orientation in March and will conclude initial training with a family event on April 12, 2024. New members are encouraged to invite family and loved ones for introductions, a station and facility tour, and a presentation on employee benefits, behavioral health resources, chaplaincy, and peer support, followed by a meal and fellowship with SWFD's leadership team.

Staff has been taking significant steps toward severing reliance on Digital Emergency Services which is a proprietary intranet system originally designed exclusively for SWFD in the early 2000's. SWFD began moving employee staffing, timekeeping, and leave

management to a new subscriber-based off-the-shelf platform called Vector Scheduling. Vector is the same vendor we currently utilize for vehicle inventory and maintenance records, our online learning platform, and tracking of all employee credentialing.

Fourteen candidates are participating in Sergeant promotional testing throughout April. The written exams were held on April 8, 2024. Candidates who achieve a passing score on the written exam will be invited back the week of April 23, 2024, to take part in practical evolutions consisting of pumping, driving, and various tactical scenarios.

On March 20, 2024, SWFD members along with firefighters from across NWFL took part in a workshop centered on Implementing Incident Command Training into department operations. The workshop was hosted by SWFD and presented by Midwest City Fire Department's Training Chief Brian Brush. Chief Crawford thanked Division Chief DJ Stone for organizing this event.

On April 8, 2024, PIO McClintock and Fire Marshal Sanchez attended a countywide PIO coordination meeting to establish roles and responsibilities within EOC activations as we prepare for the upcoming hurricane season.

PIO McClintock is one of several instructors selected to facilitate a FEMA L105 Public Information Course being held April 9, 2024, at the Walton County EOC. In addition, PIO McClintock is scheduled to participate in a Social Media Strategies "virtual summit" to include brand building, social media content creation and best practices, graphic design, and strategies to best leverage social platforms for recruitment with speakers from throughout the first responder community.

SWFD EMS Division's leadership completed several high-profile training courses in March. EMS Director Coker completed the Statewide Emergency Response Plan overview and the Florida Health and Safety Officer courses. Clinical Coordinator Smith attended the ESO Wave training academy workshops geared toward leveraging analytics captured from within SWFD's incident records management system (ESO) and collaborating with EMS providers from around the country on best practices with incident records management systems.

EMS Director Coker is scheduled to attend the National Fire Academy in mid-April where he will be taking the ten (10) day "Management of Emergency Medical Services" focusing on supervisory management practices with components including personnel, resource management, and quality improvement techniques in EMS systems.

Staff and Negotiations Consultant Linda Edwards continue to meet with labor leadership to work through the contract negotiations process. The next session is scheduled for April 17, 2024.

SWFD continues efforts to locate and register all public access automated external defibrillators (AEDs) in South Walton. A total of 66 AEDs are currently registered.

SWFD continues to promote free monthly CPR training opportunities. The April class is at full capacity with seats available for the May 9, 2024, class.

The 2024 Junior Lifeguard program is scheduled in two sessions: June 4-20, 2024, and July 9-25, 2024. Swim tests are scheduled to take place at 9 am on May 13, 2024, and May 20, 2024, at the Ed Walline Beach Access.

SWFD is scheduled to participate in the Walton County HERricane Florida program June 11-14, 2024. The weeklong day camp is hosted by Walton Emergency

Management and intended to introduce young women, in grades 7-9, to various career fields related to emergency management and public safety.

Chief Crawford reminded the commissioners of the annual ethics training requirement for all elected officials of independent special districts.

The next regularly scheduled Board of Fire Commissioners' meeting is scheduled for May 13, 2024, at 4 p.m. in SWFD's Logistics Building Board Room.

There was a discussion regarding Walton County's Primary PSAP vs Secondary PSAPs including 9-1-1 call distribution and transfer times. On a motion duly made by Commissioner Hall and seconded by Commissioner Friday, the Board unanimously requested a periodic report of call transfer times from WCSO to SWFD to be reviewed by Staff regularly.

Committee Reports: None

Unfinished/Old Business: Assistant Chief Daniel LaTour presented a Board Action on the Miramar Beach Fire Station construction contract change order approval process. Staff recommended that the board grant the Fire Chief authority to approve change orders that are necessary or reasonable and fall within the approved budget for FY2024. If approved, staff would provide the board with periodic updates on the status of any change orders.

On a motion duly made by Commissioner Friday and seconded by Commissioner Christenson, the Board unanimously granted authority to the Fire Chief to approve change orders that are necessary or reasonable and fall within the approved budget for FY2024.

New Business: In Beach Safety Director Vaughan's absence, Beach Safety Lieutenant Colin Perlaky presented the Walton County Lifeguard Services Contract Amendment whereas the terms of the contract amendment simply remove one tower location and move the operations to a mutually beneficial location; all other terms remain in full effect for the remaining term of the contract. Pricing and payment structure in addition to various scope of service points were left unchanged. Staff recommended proceeding with SWFD's amended Contract for Lifeguard Services with Walton County by approving contract amendment execution by Chairman Gilbert.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board unanimously approved the contract amendment execution by Chairman Gilbert.

Fire Chief Crawford presented a Board Action: Statewide Mutual Aid Agreement whereas Staff recommended board approval of the updated Statewide Mutual Aid Agreement allowing SWFD to continue participating with the Florida Division of Emergency Management and remain active in statewide emergency operations.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Friday, the Board unanimously approved the execution of the updated Statewide Mutual Aid Agreement.

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

Adjourned: The meeting adjourned at 4:57 p.m.