

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 9, 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:

- I. Call to Order
- II. Public Comment*
- III. Approval of Minutes
Regular Board Meeting: 11.12.2024
- IV. Secretary/Treasurer's Report
- V. Attorney's Report
Trademark Update
Title Insurance Claim Update
- VI. Chief's Report
- VII. Committee Reports
Pension Board Meeting Update
Roger Hall, Fire Commissioner
- VIII. Unfinished/Old Business
- IX. New Business
Board Action: False Alarm and Life Safety Fees
Resolution 2024-06 and 2024-07
Carole Martin, Fiscal Officer

SWFD Fire Board Officer Appointments
Maurice Gilbert, Chairman

SWFD Fire Board Committee Appointments
Maurice Gilbert, Chairman
- 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 – December 9, 2024

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

Commissioners Present: David Bailey, Brian Christenson, Charlotte Flynt, Maurice Gilbert, Roger Hall, Mike Stange

Commissioners Absent: Mark Foley

Call to Order: 4:00 p.m.

Public Comment: None

Commissioner Gilbert announced that a quorum was present.

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

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

Attorney's Report: Attorney Youell stated Porath and Associates requested additional time to respond to the Notice of Title Defect for SWFD's Geronimo Street property. Attorney Youell also reported that had been no change regarding the Trademark approval status.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Bailey, the Board unanimously approved Attorney Youell's November 2024 billing statement.

Fire Chief's Report:

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

Chief Crawford introduced SWFD's newest staff member Tim DeNardo, Facilities Maintenance Technician, to the board.

Chief Crawford and SWFD's Honor Guard attended the Florida Fallen Firefighter Memorial Service at the State Fire College in November. The annual memorial service serves to pause in reflection and show respect to the families of our fallen including SWFD Firefighter/Paramedic Robert Heighton. The families and departments of the thirteen firefighters added to the memorial at this year's ceremony were acknowledged.

On the week of November 18, 2024, Beach Safety agencies from across the Emerald Coast took part in a 40-hour Personal Rescue Watercraft Certification (PRWC) course hosted by SWFD. USLA PRWC Academy Director, Southeast Region PRWC Academy Director, and SWFD District Chief Glen Kuehner along with several SWFD lifeguards as instructors led the course which resulted in attendees receiving the Personal Rescue Watercraft operator (PRWC) certification.

For the 24th consecutive year, SWFD partnered with Caring and Sharing to host the SWFD's Angel Tree. A big thank you for all the donations and support received from the

community. Chief Crawford acknowledged Regional Utilities' staff who raised money throughout the year and provided a generous donation toward the cause. Chief Crawford also acknowledged the Rosemary Beach Merchants Association who graciously donated \$3,500 ensuring each angel receives the items on their wish list.

On December 2, 2024, SWFD held a brief ceremony pinning three firefighters following the successful completion of their yearlong probationary process. Pinned were firefighters Morgan Hardee, Spencer Phillips, and Alden Staat. In addition, Magnum Coker was formally promoted to Division Chief of EMS.

SWFD has registered 111 Automated External Defibrillators in South Walton, and its EMS Division has reached a total of 857 students who have been taught in CPR and/or First Aid since the beginning of 2024.

Fire District members who responded to a cardiac arrest incident in October 2024 were recognized with lifesaving awards last week. In a heartfelt moment, SWFD personnel recently had the opportunity to reunite with the patient. Not only did he survive but he is well on his way to a full recovery! All firefighters and lifeguards involved were awarded the Lifesaving Challenge Coin by Division Chief Coker with the patient being part of the coin presentation making this moment even more meaningful.

Chief Crawford has been asked to serve on Ascension Sacred Heart Hospital on the Emerald Coast's Advisory Council. Chief Crawford attended a council retreat last week where hospital leadership gave an overview of Ascension's strategic vision, growth opportunities, and market challenges. Chief Crawford stated that he is looking forward to contributing toward the initiatives discussed.

SWFD continues productive discussions with a few local homeowner associations who have expressed interest in contracting lifeguard services. Beach Safety Director Vaughan attended an HOA meeting with Alys Beach in November presenting an overview of SWFD's lifeguarding model and answering questions. Following Vaughan's presentation, the Alys Beach CAM requested draft contract language which has been provided back to their team. Chief Crawford will keep the board informed should the talks result in formal contractual services and/or should any other properties develop into contractual lifeguarding services for the upcoming beach season.

SWFD is currently interviewing candidates to fill several key leadership positions including the new positions of Training Captain and Assistant Communications Director. In addition, SWFD will be interviewing twenty-one (21) firefighter candidates.

PIO McClintock attended the Advanced Public Information Officer training at the US Department of Homeland Security. The course provided attendees with tools and best practices on managing crisis communications through high profile escalating incidents.

The Miramar Beach Fire Station reconstruction continues to progress on time. SWFD crews should relocate to the new living quarters mid to late January. The second phase of this project will commence with the construction of a pole barn and the tear down of the existing legacy building making way for the construction of a new three (3) apparatus drive through bay facility. The project is anticipated to be fully completed in late Summer 2025.

SWFD will host its annual employee holiday party this Saturday at Embassy Suites in Miramar Beach.

SWFD will again co-host the Polar Bear Plunge with Shunk Gulley Oyster Bar. The event will be held at Ed Walline Beach Access on New Years Day.

Advanced registration (online) is highly encouraged via the Eventbrite platform. In-person registration will begin January 1, 2025, at 11 a.m. at Shunk Gulley. A costume contest will begin at noon with the plunge commencing at 1 p.m. Event registration is \$20 per person, children 12 and under are free. Registrants will receive an event towel memorializing participation in the plunge. Funds raised from the event support SWFD's community education and risk reduction programs. A flyer was included in the board packet.

Chief Crawford and several staff members are scheduled to attend FFCA's Florida Fire & EMS Conference and State Committee Meetings in Orlando the week of Jan 6-9, 2025.

SWFD's Administrative Offices will be closed December 24 – 25, 2024, in observation of the Christmas holiday and again January 1, 2025, in observation of New Years Day.

Committee Reports: Commissioner Hall reported that the pension plan preliminary results for FY2024 are a gain of 22.4%. Hall also reported that the pension board approved a study by the actuaries to update the assumptions used in completing future valuations.

Unfinished/Old Business: None

New Business: Fiscal Officer Martin presented a Board Action regarding False Alarm and Life Safety fees where Staff recommended the approval of Resolution 2024-06 to update false alarm fees as presented and Resolution 2024-07 to update fire and life safety fees as presented.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Flynt, the Board unanimously approved Resolution 2024-06 False Alarm Fees as presented.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Christenson, the Board unanimously approved Resolution 2024-07 Fire and Life Safety Plan Reviews, Fire and Life Safety Inspections as presented.

SWFD Fire Board Officer Appointments for 2025 are as follows:

On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board voted unanimously to reappoint Commissioner Maurice Gilbert as Fire Board Chair for 2025.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Bailey, the Board voted unanimously to appoint Commissioner Charlotte Flynt as Fire Board Vice Chair for 2025.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Christenson, the Board voted unanimously to appoint Commissioner David Bailey as Fire Board Secretary / Treasurer for 2025.

SWFD Fire Board Committee Appointments for 2025:

Commissioner Gilbert asked Commissioner David Baily to fill the vacant seats on the Audit Committee and the HR/Employee Benefits Committee, both of which he graciously accepted.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Christenson, the Board voted unanimously to reappoint the seats as follows and to accept

Commissioner Bailey's appointment to the vacant seats on the Audit Committee and the HR/Employee Benefits Committee.

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
David Bailey, Fire Board Secretary/Treasurer
Charlotte Flynt, Fire Board Vice-Chair
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
David Bailey, Fire Board Secretary/Treasurer
Mark Foley, Commissioner
Lois LaBarreare, Human Resources Manager

BYLAW COMMITTEE– One-Year Term

Charlotte Flynt, Fire Board Vice-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, 2026.
Nate Brown, Resident Trustee – term ends December 31, 2025.

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

Adjourned: The meeting adjourned at 4:48 p.m.