

SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

Meeting Minutes – January 11, 2016

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

Commissioners Present: Jack Abbit, Brian Christenson, Tom Cooper, Charlotte Flynt, Maurice Gilbert, Thomas McGee

Commissioners Absent: Mike Stange

Call to Order: 4:00 p.m.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Christenson, the Board unanimously approved the minutes of the December 14, 2015 Board of Fire Commissioners regular meeting.

Commissioner Gilbert announced a change in the agenda to discuss the 2014-2015 Audit report. Kevin Bowyer with Warren Averett presented the Board of Fire Commissioners with a copy of the 2014-2015 Audit Report and advised the Board of Fire Commissioners of SWFD's excellence in fiscal reporting. Mr. Bowyer also stated that the District is in sound fiscal condition.

Secretary/Treasurer Report: Commissioner Flynt read the December 31, 2015 cash report into the record.

Attorney's Report: Rene Youell

On a motion duly made by Commissioner Abbit and seconded by Commissioner McGee, the Board unanimously approved Attorney Youell's December 2015 billing statement.

Fire Chief's Report:

Chief Talbert reviewed the 2015 Emergency Response Report which included Beach Safety Response and the False Alarm Fee History Report.

SWFD hosted the 3rd Annual Polar Bear Plunge on January 1st at Ed Walline beach access. The event was well attended.

SWFD staff met with Florida Forestry officials to discuss goals, cooperation with local agencies, communications and training.

SWFD is scheduled to host Data Base Financial Services January 12-14, 2016, to provide financial and retirement plan information to its members.

SWFD is currently advertising for a new Communications Director.

SWFD call volume during the holidays was steady with no significant incidents to report.

Several appreciation letters regarding the great work and excellent service provided by SWFD members were included in the Board packet.

Chief Talbert informed the Fire Board that Staff discovered that Walton County issued a significant number of building permits without verification that South Walton Fire District impact fees had been paid. SWFD notified the Walton County Administrator via postal service and email requesting payment of the uncollected impact fees on August 26, 2015. To date, with the exception of an email read receipt, SWFD has received no response to the letter.

On a motion duly made by Commissioner McGee and seconded by Commissioner Flynt, Attorney Youell was directed to demand payment of the uncollected fire impact fees from Walton County. Attorney Youell clarified that she will send a formal demand letter and request the County notify their Errors and Omissions insurer. Commissioner Cooper suggested modifying the motion to authorize Attorney Youell to proceed with a lawsuit, if necessary, after a specified number of days following the demand letter. Commissioner Flynt withdrew her second and Commissioner McGee rescinded his motion.

After lengthy discussion among the Fire Commissioners, a motion was duly made by Commissioner McGee and seconded by Commissioner Flynt, to authorize Attorney Youell to issue a demand letter for payment of the fire impact fees owed by Walton County and, upon expiration of the procedural date after notification, file suit if necessary to include legal fees. Commissioner Flynt amended the motion to appoint Chief Talbert as liaison for the Fire Board regarding this matter. The Fire Board unanimously approved.

Staff continues to monitor as well as work on County programs and projects that have an impact on the Fire District such as Business Registration, Event Management, Beach Activities, Beach Vending Ordinance and the Parking Ordinance.

SWFD Administrative offices will be closed in observance of Martin Luther King Day on January 18, 2016.

The next SWFD Board of Fire Commissioners meeting will be held Monday, February 8, 2016 at 4:00 p.m.

Committee Reports: Audit Committee

In Commissioner Stange's absence, Commissioner Flynt reported that all members were present at the Audit Committee meeting held on January 7, 2016. The purpose of the meeting was to review the 2014-2015 Audit report.

Unfinished/Old Business:

Board Advisory: Station 2 / Watercolor Fire Station Project Assistant Chief Marc Anderson reported that he anticipates a certificate of completion inspection by the end of the week. Staff will conduct a final inspection and provide a punch list as needed. Chief Talbert expressed his appreciation of Chief Anderson's hard work and dedication to the project. Commissioner Flynt reiterated Chief Talbert's comment and added that the project was completed under budget.

New Business:

Board Action: Assistance to Firefighters Grant (AFG)

Chief of Operations Ryan Crawford reported that Staff recommended Board approval to proceed with application to the 2016 AFG grant cycle in order to fund the complete replacement and upgrade of all SCBA equipment.

On a motion duly made by Commissioner Flynt and seconded by Commissioner McGee, the Board voted unanimously to proceed with application to the 2016 AFG grant.

Public Comment: None

Adjourned: The meeting adjourned at 4:41 p.m.