

# **SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS**

**Meeting Minutes – August 8, 2016**

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

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

**Commissioners Absent:** None

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

Commissioner Flynt requested an amendment be made to the July 18, 2016 minutes to reflect that since she knew she would not be able to attend the Board of Fire Commissioners regular July meeting, she attended a briefing with Staff and DAG Architects, Inc., regarding the fleet/logistics building and training tower. The briefing took place prior to the regular board meeting on July 18, 2016, and there were no additional Fire Board members present.

On a motion duly made by Commissioner Abbit and seconded by Commissioner Christenson, the Board unanimously approved the amended minutes of the July 18, 2016 Board of Fire Commissioners regular meeting.

**Secretary/Treasurer Report:** Commissioner Flynt read the July 31, 2016 cash report into the record.

**Attorney's Report:** Rene Youell

Commissioner Flynt requested an update regarding the letter of intent sent to Walton County Administration requesting uncollected fire impact fees. Attorney Youell informed the Fire Board that she has a meeting set for August 11, 2016 at 5pm with the County Attorney.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Abbit, the Board unanimously approved Attorney Youell's July 2016 billing statement.

**Fire Chief's Report:**

Chief Talbert reviewed the 2016 Emergency Response Report which included Beach Safety Response and the False Alarm Fee History Report.

Commissioner Cooper asked for clarification regarding July's Communications Center call volume increase. Chief Talbert explained that the increase was primarily due to SWFD's Communications Center hosting Walton County Sheriff's Office (WCSO) 911 Dispatchers during their office remodel. Communications Director Strickland further explained that SWFD Communications Center was utilized as the alternate PSAP (Public Safety Answering Point) by WCSO 911 Dispatch. Currently, the DeFuniak Springs Police Department is designated the secondary PSAP; however, they are not being utilized when WCSO operations move. Due to size and the system capabilities, SWFD Communications is being utilized when an alternate PSAP is needed. Director Strickland advised the Fire Board that SWFD's desire is to move forward with being recognized as the designated secondary PSAP. The benefit of the secondary

designation is funding assistance. Since SWFD is being used in this capacity, Director Strickland stated that SWFD should be designated as the secondary PSAP.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Flynt, the Board authorized Chief Talbert to send a letter to WCSO requesting that SWFD be designated as the secondary PSAP.

Staff met with Walton County and Tourist Development Council officials to discuss potential changes to the beach activities ordinance and special event permitting.

SWFD approved tentative millage rate of .9799 has been submitted in accordance with State requirements.

Interviews were conducted for SWFD's Emergency Vehicle Technician position. Staff is in the process of making an offer to our leading candidate.

Chief of Operations Crawford and District Chief Patterson traveled to Appleton, Wisconsin to participate in the pre-build process for SWFD's new Squad 3. Completion/delivery should occur in January or February 2017.

Budget instructions and a timeline overview were provided for staff members to assist with the development of the FY 2016/17 budget submittal.

Chief Talbert reminded the Fire Board of the Public Budget Workshop scheduled for 2 p.m. on August 24, 2016 at 911 N County Highway 393, Santa Rosa Beach, Florida.

Staff selected and ordered SWFD's Non-Emergency Transport Van.

Fiscal Officer Carole Martin is researching funding options for the Fire Board to consider for the next phase of our Maintenance/Logistics and Training facilities.

Commissioner Gilbert and Chief Talbert met with members of the St. George Island Fire Department to discuss the process and strategy to become an Independent Fire District on July 19, 2016.

On July 6, 2015, Chief Talbert met with the Northwest Florida State College Institute of Senior Professionals to discuss strategic planning procedures.

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

A Budget Calendar was included in the Board packet.

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

The next SWFD Board of Fire Commissioners meeting will be held Monday, September 12, 2016 at 4:00 p.m.

**Committee Reports:** None

**Unfinished/Old Business:** None

**New Business:** None

**Public Comment:** None

**Adjourned:** The meeting adjourned at 4:17 p.m.