

# SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

Meeting Minutes – January 8, 2018

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

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

**Commissioners Absent:** Mike Stange, Jack Abbit, (via phone conference)

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

On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the November 13, 2017 Board of Fire Commissioners regular meeting.

Commissioner Gilbert announced a change in the agenda order to discuss the 2016-2017 Audit report. Kevin Bowyer with Warren Averett presented the Board of Fire Commissioners with a copy of the 2016-2017 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. On a motion duly made by Commissioner Cooper and seconded by Commissioner McGee, the Board unanimously accepted the 2016-2017 Audit Report as presented.

**Secretary/Treasurer Report:** Commissioner Flynt read the December 2017 cash report into the record.

**Attorney's Report:** Rene Youell

On a motion duly made by Commissioner McGee and seconded by Commissioner Christenson, the Board unanimously approved Attorney Youell's December 2017 billing statement.

On a motion duly made by Commissioner Christenson and seconded by Commissioner McGee, the Board unanimously approved Attorney Youell's December 2017 billing statement.

**Fire Chief's Report:**

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

SWFD hosted a bid opening for its Fleet Maintenance / Logistics Building and Training Tower project on November 30, 2017.

Chief Talbert met with three faith-based organizations and have identified three local pastors who are interested in helping the South Walton Fire district reestablish a chaplaincy program.

Chief Talbert and Beach Safety Director Vaughan participated in a radio interview with 30A Radio to discuss the South Walton Fire District and its beach safety program.

Chief Talbert, as a guest of Commissioner Cooper, attended the Emerald Coast Children's Advocacy Center Telethon.

South Walton Fire District hosted a pinning ceremony for Firefighter Travis Spencer.

Chief Talbert introduced Windy Stinson, South Walton Fire District's Human Resource Coordinator.

South Walton Fire District hosted its annual Christmas Celebration at Embassy Suites on December 2, 2017.

SWFD's 10th Annual Elf Ride held on December 10, 2017 was a success.

SWFD's Angel Tree program provided gifts for over 300 children within Walton County.

SWFD's 5th Annual Polar Bear Plunge was a success.

Live Fire Training was conducted in November for our Firefighters. Chief Talbert and Chief Crawford participated.

South Walton Fire District submitted its Fleet Maintenance / Logistics Building and Training Tower project to the Triumph Committee for it to be considered for Triumph/BP funds as a shovel-ready project.

South Walton Fire District personnel were familiarized with and trained on new Self Contained Breathing Apparatus. Delivery of all components should be completed in January.

Chief Crawford, Chief Patterson and Emergency Vehicle Technician Hasinbiller are in Appleton, Wisconsin for pre-build conference on Truck 2.

2018 Fire Board and Pension Board meeting schedules were included in the Board packet.

The next SWFD Board of Fire Commissioners meeting will be held Monday, February 12, 2018, at 4:00 p.m.

**Committee Reports:** Commissioner Flynt presented the Pension Board Quarterly Report. The pension fund has earned 13.51% for the fiscal year ended 9/30/17 and is 100.9% funded.

**Unfinished/Old Business:**

Chief Anderson presented a Board advisory regarding SWFD's Fleet Maintenance / Logistics Building and Training Tower project whereas Staff reviewed, evaluated and implemented the following cost saving measures:

- Implemented a direct purchase program to realize the tax savings from purchasing building materials.
- Removed the following from the bid to allow SWFD to direct purchase and install without overhead costs:
  - Interior flooring
  - Interior furnishings
  - Equipment
  - Storage systems

- Interior and exterior signage
- Security systems
- Phone system
- Data Network system
- Paging system

Staff met with DAG Architects on several occasions as well as the contractor to discuss value engineering options. Several options were discussed and researched that will produce cost savings; however, they will fall short of bringing the project into budget.

The District has identified the following options for consideration:

- Proceed with the project utilizing previously identified funding options
- Seek alternative funding sources
- Completely redesign and re-engineer the scope of the project
- Delay the project

After a lengthy discussion, a motion duly made by Commissioner Cooper and seconded by Commissioner McGee, the Board unanimously approved to secure a four-million-dollar loan with the contract awarded to the lowest bidder and to move forward with the project. In further discussion, Commissioner McGee added that the project is designed for perpetuity and will save the District in the future.

**New Business:**

Ryan Douglass, Regional Utilities Engineering Manager, requested a waiver of review and impact fees for an 1100 sq. ft. building at a storage tank site at Satinwood and Sea Croft Drive. On a motion duly made by Commissioner Cooper and seconded by Commissioner Christenson, the Board unanimously approved to waive the impact and review fees.

**Resolution 2018-01** Chief Anderson presented a Board Action Item whereas Staff recommended the approval of Resolution 2018-01 Surplus Equipment and to proceed with disposition and offering the sale of these following items.

Two (2) All Terrain Vehicles (Beach Safety) 2014 Honda Rancher TRX 420 FM1

1. Vin # 1HFTE4009E4009646
2. Vin # 1HFTE4009E4009761

One (1) Bauer Unicus model II/13 Breathing Air Compressor (SCBA) Manufactured October 2001 - Serial #019248

Forty (40) Draeger Fire Boss - Self Contained Breathing Apparatus (SCBA)

- Ninety (90) 2216 PSI Draeger cylinders.

Six (6) MSA – Self Contained Breathing Apparatus (SCBA)

- Forty (40) 2216 PSI MSA cylinders

One (1) Unimat Turnout Gear Extractor – Model# UC35MN2OU4001

One (1) Kohler Pro 13 30 Gal gas powered 2007 air compressor. – Model# CH13S

On a motion duly made by Commissioner Flynt and seconded by Commissioner Christenson, the Board unanimously approved Resolution 2018-01 Surplus Equipment as read.

### **Election of Fire Board Officers**

On a motion duly made by Commissioner Christenson and seconded by Commissioner Cooper, the Board voted unanimously to reappoint Maurice Gilbert as Chairman for 2018.

On a motion duly made by Commissioner Cooper and seconded by Commissioner McGee, the Board voted unanimously to reappoint Jack Abbit as Vice-Chairman for 2018.

On a motion duly made by Commissioner McGee and seconded by Commissioner Cooper, the Board voted unanimously to reappoint Charlotte Flynt as Secretary/Treasurer for 2018.

### **Fire Board Committee Appointments**

On a motion duly made by Commissioner McGee and seconded by Commissioner Christenson, the Board voted to reappoint committee members for 2018 as follows:

#### Finance and Investment Committee – One Year Term

- Maurice Gilbert, Fire Board Chairman
- Richard G. Talbert, Fire Chief/Administrator
- Carole Martin, Fiscal Officer

#### Audit Committee – One Year Term

- Mike Stange, Committee Chair
- Tom Cooper, Commissioner
- Charlotte Flynt, Commissioner
- Carole Martin, Fiscal Officer/Non-voting member

#### HR/Employee Benefits Committee – One Year Term

- Jack Abbit, Fire Board Vice-Chair
- Brian Christenson, Commissioner
- Tom Cooper, Commissioner
- Thomas McGee, Commissioner
- Carole Martin, Fiscal Officer

#### Pension Board Representative

- Charlotte Flynt

**Public Comment:** None

**Adjourned:** The meeting adjourned at 5:13 p.m.