

SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

Meeting Minutes – July 8, 2019

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

Commissioners Present: Tom Cooper, Charlotte Flynt, Mark B. Foley, Maurice Gilbert, Mike Stange

Commissioners Absent: Jack Abbit, Brian Christenson (via telephone)

Call to Order: 4:00 p.m.

Chairman Gilbert announced that there was a quorum present.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the June 10, 2019, Board of Fire Commissioners meeting.

Secretary/Treasurer Report: Commissioner Flynt read the May 2019 cash report into the record.

Attorney's Report:

On a motion duly made by Commissioner Cooper and seconded by Commissioner Stange, the Board unanimously approved Attorney Youell's June 2019 billing statement.

Fire Chief's Report:

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

Chief Crawford reported that July 4, 2019, was a particularly busy day for SWFD with 40 emergency responses during the 24-hour shift; twenty-nine (29) of these incidents occurred between 5pm on the evening of July 4, 2019 and 8am on July 5, 2019.

Staff has been focused on fulfilling the data request for SWFD's Master Plan. The consultant team is scheduled to conduct a site visit July 29, 2019 through August 1, 2019. A public input forum has been scheduled for 6pm on Wednesday, July 31, 2019, at the Northwest Florida State College – South Walton Campus.

Assistant Chief Hughes attended a Florida Forest Service Cooperators meeting on June 26, 2019, at the Bay County EOC. Topics included an overview of operations related to effects from Hurricane Michael, and wildfire suppression tactics in heavy fuel conditions.

On June 19, 2019, Assistant Chief Hughes and EMS Division Chief Cotton attended an active shooter exercise with Walton County Fire Rescue and Eglin AFB personnel at Site C-6. SWFD staff served as evaluators for the exercise.

SWFD has multiple positions advertised that include HR Coordinator, Emergency Vehicle Technician, IT Manager, and Beach Safety Training Officer. Staff is working to fill these positions as quickly as possible. SWFD is also recruiting firefighter applicants to renew its employment eligibility list. Firefighter testing is tentatively scheduled for October when the current eligibility list expires.

SWFD will be participating in a functional county-wide disaster exercise on July 24, 2019, where all Emergency Support Functions (ESFs), Command and General Staff Positions, Units, and Liaisons will be exercised at the Walton County Emergency Operations Center.

The Fleet and Logistics Facility project continues to progress with an expectation of completion towards the late part of August.

Chief Crawford and Fire Marshal Sanchez are continuing to work with Attorney Youell on the Fire District's role as the authority having jurisdiction on enforcement of the Florida Fire Prevention Code compliance.

Chief Crawford reported that Staff has begun the process of developing the proposed FY 19/20 budget. A tentative budget calendar was included in the board packets.

Chief Crawford announced that he will be attending the Florida Fire Chief's Association Executive Development Conference July 10-17, 2019.

The next Board of Fire Commissioners meeting is scheduled for Monday, August 12, 2019, at 4pm.

Committee Reports: None

Unfinished/Old Business: Board Advisory: Impact Fees vs. Building Cost Projection. Fiscal Officer Carole Martin presented a Board Advisory of Impact Fees vs. Building Cost Projection.

Board Action Item: 235 S. Geronimo Street Property

Assistant Chief Marc Anderson contacted several demolition contractors for comparative quotes for general clean-up of the property, removal of the asbestos, demolition of the derelict house and installation of gravel on the site where the house sits. The cost is estimated to be \$50,000.00.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Flynt, the Board unanimously approved to proceed with securing a contractor for the removal of the asbestos, removal of the structure, installing gravel and general cleanup of the property within the current fiscal year. The Board members agreed the total cost for demolition and clean up shall not exceed \$50,000.

New Business:

Board Action Item: Proposed Millage Rate and First Public Hearing Date for FY2019/20

Fiscal Officer Carole Martin presented a Board Action Item whereas Staff recommended that a millage rate of 1.0000 be set by the Board for inclusion in the required Truth in Millage (TRIM) notice. Staff also recommended a First Public Hearing be held Thursday, September 5 at 5:01 pm.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Stange, the Board unanimously approved a tentative millage rate of 1.0000 for inclusion in the required Truth in Millage (TRIM) notice with a First Public Hearing to be held at 5:01 pm on Thursday, September 5, 2019.

Board Advisory: FY2018/19 Budget Amendment Update

Fiscal Officer Carole Martin presented a Board Advisory whereas Staff does not anticipate the need for a budget amendment resolution at this time. Staff had previously considered that the purchase of the 235 S. Geronimo St. property would require a budget amendment. However, the E-911 system replacement included in our capital budget was funded by a grant and the capital expenditures on the fleet maintenance and logistics building will come in under budget for FY2019 to offset the property purchase. The \$50,000 demolition approved for the 235 S. Geronimo St. property will be offset by cost savings realized in the vehicle repair and maintenance budget.

Board Action Item: Request to Re-schedule the September 2019 Regular Meeting of the Board of Fire Commissioners of the South Walton Fire District

Fire Chief Ryan Crawford presented a Board Action Item whereas Staff recommended rescheduling the regular September board meeting from Monday, September 9, 2019, to Monday, September 16, 2019, to coincide with the same date as the Final Public Hearing.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Flynt, the Board unanimously approved to move the regular scheduled board meeting to Monday, September 16, 2019, at 4pm to coincide with the Final Public Hearing at 5:01pm on the same date.

Public Comment: None

Adjourned: The meeting adjourned at 4:47 p.m.