

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

## **Meeting Minutes – August 12, 2019**

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

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

**Commissioners Absent:** Jack Abbit (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 Christenson, the Board unanimously approved the minutes of the July 8, 2019, Board of Fire Commissioners meeting.

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

### **Attorney's Report:**

On a motion duly made by Commissioner Flynt and seconded by Commissioner Christenson, the Board unanimously approved Attorney Youell's July 2019 billing statement.

### **Fire Chief's Report:**

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

On August 12, 2019, SWFD responded to a structure fire in a manufactured home where the crews arrived to find heavy smoke conditions and a slow-moving deep-seated fire that was eventually located between the ceiling and roofing materials of the structure. The fire was a difficult and prolonged operation with a heat index of 110 degrees. Two SWFD firefighters were taken to Sacred Heart Hospital for medical evaluation and Chief Crawford stated that they are both doing well. Ultimately, this incident required a response from all SWFD resources.

During the month of July, Staff continued to focus on the site visit and interviews related to SWFD's Master Planning Project as well as coordinated a public forum held on July 31, 2019. Chief Crawford expressed his appreciation of the commissioners participation in the process. Chief Crawford anticipates a final presentation in the Fall to the Fire Commissioners and Staff once the work product is completed. Following the presentation, the Board shall decide whether to adopt it as a long-range master plan for the District.

Chief Crawford reported that conditional offers have been extended for the Human Resources Coordinator and Information Technology Manager positions. Both candidates are expected to begin orientation the first week of September. In addition, SWFD promoted seasonal lifeguard Meagan Perlaky to the full-time position of Beach Safety Training & Public Information Officer. This is a newly created position that was funded within the most recent Tourist Development Council Beach Safety contract.

Staff continues to focus on the proposed FY 19/20 budget. A Proposed Budget Public Workshop is scheduled for 2pm on August 27, 2019.

Chief Crawford reminded the Board that the First Public Budget Hearing is scheduled for 5:01pm on Thursday, September 5, 2019, and the Final Hearing is scheduled for Monday, September 16, 2019, at 5:01pm following the regular scheduled September board meeting at 4pm.

Chief Crawford attended the Florida Fire Chief's Association's Executive Development Conference in July and reported that he was appointed to serve on the FFCA Board as Regional Director representing the 16 counties of Northwest Florida.

SWFD hosted a Walton Fire Council meeting on July 15, 2019. Attendees were provided a brief tour of SWFD's new training facility.

Annual life-scan physicals were conducted for SWFD firefighters and Staff members in July and August.

SWFD facilitated its quarterly Retiree Breakfast at the Mack Bayou Fire Station on Saturday, July 20<sup>th</sup>. The event was well attended by both current and retired Fire District employees.

Pressure washing and painting of SWFD headquarters facility was completed in July. This was a planned project to improve the appearance of the HQ facility in conjunction with the completion of SWFD's Fleet Maintenance, Logistics, and Training Facility.

SWFD has secured a contractor for the asbestos remediation and demolition of the recently purchased Geronimo Street property. SWFD was able to secure the work for \$28,000 which is well below the Board authorized expenditure. Demolition work began in early August and completion is anticipated during the week of the August 19, 2019.

On August 8, 2019, Chief Crawford and Beach Safety Director Vaughan met with Panama City Beach officials to assist with incorporating best practices as well as funding options geared towards bringing a beach safety and education program under the leadership of the city's fire department.

Firefighter pinning and swearing in ceremonies for firefighters Adam Yohn and John Bitler are scheduled for August 14 and 15. The pinning ceremony is a formal recognition where the successful completion of the new-hire probationary process is celebrated while welcoming them to permanent employment status with the SWFD.

Staff will be attending the South Walton Connector Road public meeting scheduled for Wednesday August 21, 2019, at 5pm at Dune Lakes Elementary School. Informational flyers were included in the Board packets. Staff continues to advocate for an additional North / South access road between Hwy 98 and CR 30A on the eastern portion of the fire district.

Chief Crawford is scheduled to attend an informational session on Medicaid Managed Care's Supplemental Payment Program in Orlando on the morning of August 22, 2019.

Apex Disaster Specialists have sponsored the registration for 25 SWFD employees to participate in the Annual Panama City Beach 9/11 Memorial Stair Climb at 10am on Saturday, September 7, 2019. All funds raised go toward the Emerald Coast First Responders Association and the National Fallen Firefighters Foundation charities/projects.

SWFD has scheduled a 9/11 Memorial Run / Walk for the morning of September 11, 2019. The 3.43-mile run / walk will occur along Hwy 30-A in recognition of the 343 FDNY firefighters that lost their lives on September 11, 2001.

SWFD administrative offices will be closed on Monday, September 2, 2019, in observation of Labor Day.

The next Board of Fire Commissioners meeting is scheduled for Monday, September 16, 2019, at 4pm.

**Committee Reports:** Commissioner Flynt reported that the By-laws committee continues to review SWFD's By-laws.

**Unfinished/Old Business: Board Advisory: Fleet Maintenance/Logistics and Training Tower Project Update.** Assistant Chief Anderson reported that the following has been accomplished since he last updated the Fire Board:

- Installation of the drywall on all the floors has begun.
- Plumbing rough in has been completed.
- Electrical rough in has been completed.
- Installed the two-post lift in the engine bays.
- The racks for the reels in the engine bays have been installed.

Photographs as well as an updated schedule were included in the board packet. The anticipated completion is expected to be the week of September 23, 2019.

**New Business:**

**Board Action Item: Resolution #2019-06 Surplus Equipment**

Assistant Chief Brian Hughes presented a Board Action Item whereas Staff recommended the approval of Resolution #2019-06 Surplus Equipment and to proceed with the disposition sale or trade-in of this equipment in an open, transparent, and cost-effective manner for the following:

1. Bullard Thermal Imaging Camera – Serial # 39051 (Purchased 2002)
2. Bullard Thermal Imaging Camera – Serial # 30960 (Purchased 2002)

On a motion duly made by Commissioner Flynt and seconded by Commissioner Christenson, the Board unanimously approved Resolution #2019-06.

**Public Comment:** None

**Adjourned:** The meeting adjourned at 4:27 p.m.