

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

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

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

**Commissioners Present:** Brian Christenson, Tom Cooper, Charlotte Flynt, Mark B. Foley, Maurice Gilbert, Mike Stange (left meeting at 4:45pm), Rick Talbert

**Commissioners Absent:** None

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

**Special Presentation:** Chairman Gilbert presented former Fire Commissioner Jack Abbit with a tribute in appreciation for his 14 years of dedicated service, exceptional leadership and commitment while serving as South Walton Fire District Fire Commissioner, Seat 3.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Foley, the Board unanimously approved the minutes of the October 14, 2019, Board of Fire Commissioners meeting.

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

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

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

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

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

Staff attended the funeral services for Escambia County District Chief Dwain Bradshaw on November 12, 2019. Chief Bradshaw was tragically killed in the performance of his duties. SWFD Honor Guard participated.

Staff completed an 80-hour new hire orientation training for four new firefighters.

Chief Crawford met with Commissioner Talbert to complete the required orientation process for new fire commissioners which included a review of the FY20 budget, current projects and organizational adjustments that have taken place since his retirement from SWFD.

On October 28 - 29, 2019, Staff coordinated Phase 1 of the firefighter physical ability and written testing with approximately 25 firefighter candidates in order to develop a 2020 eligibility list. Candidates that passed the Phase 1 testing were invited back to participate in oral interviews.

On October 31, 2019, Sergeant Bob Wells retired after twenty-five (25) years of service to SWFD. Staff facilitated a brief retirement ceremony on the afternoon of October 31st and attended a private celebration with Bob, family, and friends at Embassy Suites on the evening of November 1, 2019.

On November 7, 2019, Staff conducted a promotional ceremony for Sergeant Kenny Reynolds.

For the 19th consecutive year, SWFD is once again proud to sponsor the Caring and Sharing "Angel Tree". We received over 250 angel names for selection. Participants adopting angels are asked to return gifts before December 5th.

On Monday, November 4, 2019, SWFD conducted new apparatus push-in ceremonies for new Engine 5 at the Miramar Beach Fire Station and for new Engine 1 and Rescue 1 at the Inlet Beach Fire Station. Chief Crawford thanked the commissioners that were able to attend. In addition, Chief Crawford expressed his appreciation of David Meadows, SWFD Fleet Director, for his hard work and dedication to all final upfitting and installation of equipment necessary to place the vehicles in service.

SWFD's Honor Guard will be attending the Florida Fallen Firefighter Memorial at the Florida State Fire College on Friday, November 15, 2019, to honor four fallen firefighters lost in the line of duty in 2018.

SWFD command staff will be attending a Post-Disaster Recovery Exercise on November 20, 2019, at Resurrection Catholic Church in Miramar Beach. The tabletop exercise is being facilitated by Walton County Emergency Management to bring together vital organizations to engage in a post disaster recovery exercise. The exercise will simulate recovery efforts within Walton County following impacts from a catastrophic hurricane.

Following a competitive testing process, SWFD filled four (4) full-time beach safety officer positions. These new positions were funded as a program enhancement provided for within the current Walton County Tourist Development Council contract. This enhancement provides for a greater supervisory span of control within the division as well as year-round beach safety presence in what used to be known as the shoulder season.

On November 8, 2019, SWFD provided a dedicated ambulance and unified command representative for the security detail supporting Congressman Matt Gaetz & Donald Trump Jr.'s book signing event at Sandestin. On November 9-10, 2019, SWFD provided dedicated support for the Seaside Seeing Red Wine Festival and is scheduled to support Rosemary Beach's Thanksgiving Day 10K on November 27-28, 2019.

Chief Crawford announced the master planning consultant will provide a comprehensive overview of SWFD's master planning document at a workshop on January 16, 2019 at 1pm.

On December 1, 2019, Chief Crawford is scheduled to attend the Florida Fire Chiefs Associations Health and Safety Conference in Orlando, Florida.

The 12<sup>th</sup> Annual Elf Ride has been scheduled for Sunday, December 8, 2019, at 1pm. Participants will meet and the Western Lake Drive parking lot in WaterColor and ride or walk to SWFD's WaterColor Station where a tour of the fire station, refreshments, face painting and a visit with Santa will take place.

SWFD's annual audit is scheduled to commence field work the week of November 18, 2019.

Chief Crawford reminded the Fire Board that SWFD's Administrative Office will be closed on November 28-29, 2019, in observation of the Thanksgiving holiday.

The next regularly scheduled Board of Fire Commissioners meeting will be Monday, December 9, 2019 at 4pm.

Commissioner Christenson inquired about the possibility of only hiring paramedic credentialed firefighters.

**Committee Reports:** Commissioner Flynt informed the Board that the By-laws Committee met on October 22, 2019, to discuss By-laws revisions.

Commissioner Stange informed the Board that the Audit Committee met on October 31, 2019 with representatives from Warren Averett Certified Public Accountants. The Audit Report is scheduled to be presented to the Board in January 2020.

**Unfinished/Old Business:** None

**New Business:**

**Board Action: SWFD Procurement Policy**

Chief Crawford presented a Board Action Item whereas Staff recommended that the Board adopt the proposed SWFD Procurement Policy (2019.01), included in the Board packet, providing for clear expectations on matters related to purchasing and procurement procedures. Following adoption, this policy will serve as an addendum to Article XII within the Bylaws of the South Walton Fire District.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board unanimously adopted the SWFD Procurement Policy (2019.01).

**Board Action: Amendment of By-laws**

Chief Crawford presented a Board Action Item whereas the Bylaws Committee recommended the following additions / deletions to the SWFD Bylaws:

Article IX Internal Regulation:

Line 126 "Each new Fire Commissioner shall complete new commissioner orientation with the Fire Chief / Administrator within thirty (30) days of election or appointment."

Line 145 "If a vacancy occurs on the board due to the resignation, death, or removal of a board member or the failure of anyone to qualify for a board seat, the remaining members may appoint a qualified person to fill the seat until the next general election, at which time an election shall be held to fill the vacancy for the remaining term, if any, consistent with Florida Statute § 191.005."

Article X Grievance Procedure:

Line 169 "All non-represented / non-bargaining unit employees must be given a copy of the page(s) of these Bylaws referencing this grievance procedure by the Fire District Administrator."

## Article XI Committees:

Line 177 “Committees established by the Board to assist with its responsibilities are Finance & Investment Policy, Audit, and HR/Employee Benefits. Committee members for these three standing committees will be nominated at the regularly scheduled January-December Board meeting for one-year terms.”

## Article XI Committees:

Line 179 “The South Walton Fire District Firefighters’ Retirement System is a defined benefit pension plan administered by a Board of Trustees (Pension Board) which acts as the administrator of the Plan. The Pension Board consists of five (5) Trustees, two (2) of whom shall be legal residents of the District who shall be appointed by the Board of Fire Commissioners (Resident Trustees). The Board of Fire Commissioners shall appoint Resident Trustees to serve in two (2) year alternating terms at the regularly scheduled December Board of Fire Commissioners meeting. One (1) of these Board appointed Resident Trustees shall be a sitting member of the Board of Fire Commissioners. Resident Trustees shall take office on January 1st following the December appointment by the Board of Fire Commissioners.”

## Article XII ~~Bidding Procedures~~ “Procurement Policy – Purchasing of Goods and Services”

Line 197 “comply with all provisions memorialized within the 2019.01 Board adopted Procurement Policy – “Purchasing of Goods and Services”. ~~require express authorization by the members of the Board at a regularly or specially scheduled meeting of the Board. Bidding Procurement.~~

On a motion duly made by Commissioner Cooper and seconded by Commissioner Christenson, the Board unanimously adopted the Amendment of By-laws.

### **Board Action: Contractor Agreement – Public Consulting Group (PCG) Participation in Supplemental Payment Public Emergency Medical Transportation (PEMT) Program**

Chief Crawford presented a Board Action Item whereas Staff recommended board approval authorizing participation in the Medicaid PEMT Fee for Service program and directing the Fire Chief to proceed with execution of the Public Consulting Group, Inc (PCG) professional services agreement for the FY19 - FY21 period included in the Board packet.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Cooper, the Board directed the Fire Chief to proceed with execution of the Public Consulting Group, Inc. (PCG) professional services agreement for the FY19 - FY21 period.

### **Board Action: 2020 Fire Board Meeting Schedule**

Chief Crawford presented a Board Action whereas Staff recommended Board approval of the 2020 Board Meeting Schedule which was included in the Board packet.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Stange, the Board unanimously approved the 2020 Board Meeting Schedule.

### **Board Action: Resolution 19-11 Surplus Equipment**

Chief Anderson presented a Board Action Item whereas Staff recommended the approval of Resolution #19-11 Surplus Equipment and to proceed with disposition sale of this apparatus in an open, transparent, and cost-effective manner.

This equipment is identified as follows:

1. Two (2) 1998 Pierce fire engines.
2. One (1) 2016 All-Terrain-Vehicle (ATV) from our Beach Safety Division.
3. Four (4) 2017 All-Terrain-Vehicles (ATV's) from our Beach Safety Division.
4. Two (2) 2016 Beach Trailers for wave runner deployments on the beach.

On a motion duly made by Commissioner Talbert and seconded by Commissioner Cooper, the Board unanimously adopted Resolution 19-11 Surplus Equipment.

Commissioner Flynt requested an update on the Fleet Maintenance/Logistics and Training Tower Project. Assistant Chief Anderson reported that progress is being made and he is hopeful that an Open House can be scheduled for January 2020.

**Public Comment:** None

**Adjourned:** The meeting adjourned at 4:52 p.m.