

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

## **Meeting Minutes – December 9, 2019**

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

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

**Commissioners Absent:** Mike Stange

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

On a motion duly made by Commissioner Cooper and seconded by Commissioner Christenson, the Board unanimously approved the minutes of the November 12, 2019, Board of Fire Commissioners meeting.

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

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

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

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

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

Chief Crawford reported that an individual presented a fraudulent and counterfeit SWFD check for approximately \$2,500 to a Jacksonville area Sun Trust bank for payment. No funds were dispersed by the bank. As a result, SWFD shall enroll in Positive Pay where all checks and ACH payments will be transmitted electronically to the bank daily. Therefore, no payments will be disbursed by the bank for any check presented without being able to reconcile against these electronic files. Chief Crawford also stated that staff will be seeking whatever avenues are available to prosecute the individual.

Chief Crawford reported that SWFD recently hired an Emergency Vehicle Technician and an EMS Division Chief.

In November, staff completed firefighter selection oral interviews with fourteen (14) candidates. Conditional employment offers will be extended to fill three (3) vacant positions with a projected start date of early January.

Chief Crawford reported that he executed the agreement with PCG Health on the Medicaid Fee for Service program. Staff has submitted the annual cost report to the Agency for Health Care Administration for the July 1, 2018 – June 30, 2019 period.

Chief Crawford attended the Florida Fire Chief's Health and Safety Conference December 1-4, 2019, where attendees were provided updates on the firefighter cancer initiative from leading physicians and researchers from the University of Miami's Sylvester Cancer Center, and the University of Notre Dame.

The 12th annual Elf Ride, in support of the SWFD's Angel Tree program, was a success. Chief Crawford thanked the Department Relations Committee, Staff, and the Station 2 crews for continued efforts with planning and coordinating this community event each year.

Staff members are scheduled to attend a Mental Wellness Awareness and Resiliency course at Northwest Florida State College on December 10, 2019. This course has been organized through the Florida Firefighter Safety and Health Collaborative and will provide information on PTSD, depression, addictions and suicidal ideation and will incorporate effective behavioral program components such as suicide prevention, Employee Assistance programs, peer support, recovery centers, and chaplain program best practices.

On December 10, 2019, SWFD is scheduled to host approximately (20) participants of the Walton Chamber's Leadership Walton class at SWFD's new training facility. Activities were designed to immerse the participants into a hands-on experience of what SWFD firefighters encounter daily and provide behind the scenes insight into SWFD operations. The class is an opportunity for SWFD to share information regarding SWFD's services with emerging community leaders.

Chief Crawford reported that Austin Kisner, SWFD's first Junior Fire Cadet, is scheduled to graduate from the Fire Academy at Northwest Florida State College on December 11, 2019. Chief Crawford was also extremely proud to share that, through SWFD's assistance, Mr. Kisner was awarded a scholarship from the Florida Fire Chiefs Association's Foundation for his tuition next semester as he completes EMT training.

Beginning December 10, 2019 at 1pm, SWFD will begin processing calls on its new state-of-the-art 911 equipment which was provided through a partnership with the Walton County Sheriff's Office and funded through a state grant. SWFD Communications Operators have completed in-service training.

Chief Crawford is scheduled to attend the Florida Fire Chiefs Annual Legislative Symposium on December 11, 2019 and a National and Statewide Mutual Aid Coordination Committee meeting on December 13, 2019.

SWFD's employee holiday celebration is scheduled for December 14, 2019.

SWFD's Department Relations Committee is working with Shunk Gulley to present the annual Polar Bear Plunge event beginning at 1pm on January 1, 2019 at the Ed Walline beach access.

Chief Crawford reported that Shunk Gulley hosted an Oyster Fest fundraiser in October for SWFD, WCSO, and a few other organizations. As a result of this fundraiser, Shunk Gulley presented a \$5,000 donation to SWFD. The donation will be used to offset the cost of a new thermal imaging camera which will enhance the safety of SWFD firefighters. Chief Crawford expressed his appreciation for the Shunk Gulley team's generosity.

Chief Crawford and Commissioners Flynt and Talbert are scheduled to attend the Florida Association of Special District's Legislative Forum on January 29, 2020. The

agenda includes a presentation from a guest legislator, a special districts legislative update, and an opportunity to participate in legislative rounds at the capital.

Chief Crawford reminded the Fire Board that SWFD's Administrative Office will be closed December 24-25, 2019, in observation of Christmas as well as January 1, 2020 for New Year's Day.

A ribbon cutting / grand opening of the Fleet Maintenance and Logistics Facility is scheduled for January 13, 2020 at 2pm prior to the Board of Fire Commissioners regular meeting at 4pm.

Emergency Services Consulting International will present their analysis and recommendations for adopting a long-range master plan on January 16, 2020 at 1pm.

**Committee Reports:** Commissioner Flynt informed the Board that the Pension Board met on December 2, 2019. The pension fund earned 2.83% in Fiscal Year 2019. The past 5-year average of earnings was 7.52%, still above the 7.25% expected rate of return. As of 10/01/2019, the plan is 97.8% funded. The required annual District contribution to the pension fund will increase by approximately \$380,000 in FY 2021.

**Unfinished/Old Business:**

Assistant Chief Marc Anderson presented a Board Action: Habitat for Humanity Lease Amendment and Lease Amending Agreement whereas Staff recommended to proceed with the Lease Amending Agreement and have Staff coordinate with Commissioner Gilbert to finalize the Agreement with his approving signature.

On a motion duly made by Commissioner Talbert and seconded by Commissioner Christenson, the Board voted unanimously to approve as per staff's recommendation.

Assistant Chief Marc Anderson presented a Board Advisory: Fleet Maintenance/Logistics and Training Tower Project Update whereas the following had been accomplished since the last update:

- Completed the final electrical, mechanical and plumbing installations
- Completed the installation of the flooring
- Completed the installation of logistic storage cages on the second floor
- Completed the as-built drawings for the certificate of completion.

**New Business:**

**SWFD Fire Board Officer Appointments for 2020 are as follows:**

On a motion duly made by Commissioner Talbert and seconded by Commissioner Christenson, the Board voted unanimously to reappoint Commissioner Maurice Gilbert to Fire Board Chair for 2020.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Talbert, the Board voted unanimously to reappoint Commissioner Tom Cooper to Fire Board Vice Chair for 2020.

On a motion duly made by Commissioner Foley and seconded by Commissioner Christenson, the Board voted unanimously to reappoint Commissioner Charlotte Flynt to Fire Board Secretary / Treasurer for 2020.

**The SWFD Fire Board Committee Appointments for 2020 are as follows:**

FINANCE AND INVESTMENT COMMITTEE – One Year Term

- Maurice Gilbert, Fire Board Chair
- Ryan H. Crawford, 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 attends all committee meetings, but is not a voting member of this committee

HR/EMPLOYEE BENEFITS COMMITTEE– One Year Term

- Brian Christenson, Commissioner
- Tom Cooper, Fire Board Vice Chair
- Mark Foley, Commissioner
- Carole Martin, Fiscal Officer

BYLAW COMMITTEE– One Year Term

- Charlotte Flynt, Committee Chair
- Brian Christenson, Commissioner
- Rick Talbert, Commissioner
- Carole Martin, Fiscal Officer

PENSION BOARD - Two Year alternating terms

- Charlotte Flynt, Fire Commissioner – term expires December 31, 2020
- Daniel LaTour, Resident Trustee – term expires December 31, 2021

**Public Comment:** None

**Adjourned:** The meeting adjourned at 4:33 p.m.