

SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

Meeting Minutes – October 12, 2020

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

Commissioners Present (via video conference): Brian Christenson, Tom Cooper, Charlotte Flynt, Mark B. Foley, Maurice Gilbert, Mike Stange,

Commissioners Absent: Rick Talbert

Call to Order: 4:04 p.m.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the September 21, 2020, Board of Fire Commissioners meeting.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the September 21, 2020, Final Public Hearing regarding the levying of ad valorem taxes and the FY 2020-2021 budget.

Secretary/Treasurer's Report: Commissioner Flynt read the August 2020 cash report into the record.

Attorney's Report:

On a motion duly made by Commissioner Cooper and seconded by Commissioner Flynt, the Board unanimously approved Attorney Youell's September 2020 billing statement.

Fire Chief's Report:

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

Chief Crawford informed the Fire Board that Fire Inspector interviews have been conducted and he anticipates filling the position in the near future. SWFD has advertised for an Administrative Associate and hopes to fill the position within the coming month. In addition, Chief Crawford informed the Fire Board that SWFD plans to begin advertising for the recently approved Public Information Officer (PIO) position as well as a broad external recruitment for the Assistant Chief of Support Services position. Chief Crawford stated that Assistant Chief Anderson is scheduled to retire next spring and his goal is to identify a successor to bring on-board as soon as possible.

Internally, SWFD advertised for two (2) recently approved Communications Supervisor positions. SWFD plans to facilitate a promotional assessment center for these supervisory positions on November 9, 2020.

SWFD has scheduled firefighter testing October 13-15, 2020, to develop an updated firefighter eligibility list for the forthcoming calendar year. Successful candidates will be invited back for interviews at a later date.

In preparation of the FY20 audit, Chief Crawford asked for the Audit Committee's direction in scheduling a pre-audit meeting. Field work is scheduled to begin the week of November 16, 2020. Commissioner Stange directed Staff to schedule a pre-audit committee meeting with Warren Averett representatives.

SWFD is scheduled to host the Pierce Manufacturing / Ten 8 Road Rally from 10am – 2pm on November 2, 2020, at SWFD's Fleet Maintenance and Training Facility. A flyer for the event was included in the board packet.

During the month of October, SWFD scheduled swearing in / pinning ceremonies for four (4) employees who successfully completed a year-long probationary firefighter program.

Chief Crawford notified Walton County Administration of the Fire District's desire to renew its interlocal agreement as the provider of EMS ambulance transport services in South Walton. At the September 22, 2020, Walton County Board of County Commissioners regular meeting, the board directed County staff to proceed with negotiating terms of the renewal to be presented to the Walton County Board of County Commissioners for final approval.

On October 20, 2020, SWFD will pause to reflect on the 16th anniversary of the loss of the AirHeart 1's Flight Crew. This year SWFD will honor the memory of Firefighter Robert Heighton, Flight Nurse Jack Chase, and Pilot Tom Palcic with a special memorial wall tribute which will hang in SWFD's administration building.

SWFD is involved in the final planning stage to host a 4-hour leadership workshop in coordination with the 2nd Alarm Project on December 11, 2020. The 2nd Alarm Project is a collaboration of faculty from Florida A&M University (FAMU) and the University of West Florida (UWF), community partners, and first responder organizations. The project's goal is to reduce barriers and increase access to evidence-based behavioral health services for firefighters across NW Florida and the Big Bend.

SWFD's liability carrier, VFIS, conducted a risk survey of fire district risk control practices and was focused on EMS divisional processes, patient care, HIPAA compliance, billing and medical oversight. There were no formal recommendations made as a result of this site survey. Chief Crawford commended Division Chief Orenic and the EMS Division for an excellent survey. A copy of the VFIS letter was included in the board packet.

The next regularly scheduled Board of Fire Commissioners meeting will be at 4pm on Monday, November 9, 2020.

Committee Reports: None

Unfinished/Old Business: None

New Business:

Board Action: 2021 Fire Board Meeting Schedule

Chief Crawford presented a Board Action whereas Staff recommended approval of the 2021 Board Meeting Schedule which was included in the Board packet.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Cooper, the Board unanimously approved the 2021 Board Meeting Schedule.

Board Action: Capital Purchase Request Ambulance and Wildland Brush Truck

FY20-21 Budget Assistant Chief Brian Hughes presented a Board Action whereas Staff recommended the purchase of two (2) Type 1 Braun Ambulances and one (1) Type 5 Wildland Brush Truck.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Christenson, the Board unanimously approved the purchase of two (2) Type 1 Braun Ambulances at a cost of \$505,522 and one (1) Type 5 Wildland Brush Truck at a cost of \$192,696.99.

Public Comment: None

Roll call votes were practiced during this meeting.

Adjourned: The meeting adjourned at 4:34 p.m.