

SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

"Prompt, Competent, Caring Response in Time of Need"



The Board of Fire Commissioners of the South Walton Fire District will hold a regular meeting on **January 10, 2022, at 4:00 p.m.** at the South Walton Fire District Administration building.

The agenda will include, but not be limited to the following:

- I. Call to Order
- II. Approval of Minutes
Regular Board Meeting: 12.13.2021
- III. Secretary/Treasurer's Report
- IV. Attorney's Report
- V. Chief's Report
- VI. Committee Reports
Bylaws Committee Update
Commissioner Charlotte Flynt
- VII. Unfinished/Old Business
- VIII. New Business
2020/21 Audit Report
Warren Averett
- IX.
Board Action: FY2022 Budget Amendment / Resolution 2022-01
Carole Martin, Fiscal Officer
- X. Public Comment*
- XI. Adjournment

***Note:** Persons who wish to be placed on the agenda must contact the Administrative Assistant within five days of any meeting and provide the name of the person who will be speaking and the subject to be addressed. If a person decides to appeal any decision made by the Board of Fire Commissioners of the South Walton Fire District with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings and that, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

Meeting Minutes – January 10, 2022

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

Commissioners Present: David A.C. Bailey, Brian Christenson, Tom Cooper, Charlotte Flynt, Mark B. Foley, Maurice Gilbert

Commissioners Absent: Mike Stange (via phone)

Call to Order: 4:00 p.m.

Chairman Gilbert announced that there was a quorum present and informed the board that Commissioner Stange was attending via a telephone call.

Commissioner Gilbert announced a change in the agenda order to discuss the 2020-2021 Audit report. Adam Nelson with Warren Averett presented the Board of Fire Commissioners with a copy of the 2020-2021 Audit Report and advised the Board of Fire Commissioners of SWFD's excellence in fiscal reporting. Mr. Nelson also stated that the District is in sound fiscal condition. On a motion duly made by Commissioner Bailey and seconded by Commissioner Flynt, the Board unanimously accepted the 2020-2021 Audit Report as presented.

On a motion duly made by Commissioner Cooper and seconded by Commissioner Bailey, the Board unanimously approved the minutes of the December 13, 2021, Board of Fire Commissioners' regular meeting.

Secretary/Treasurer's Report: Commissioner Flynt read the November 2021 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 December 2021 billing statement.

Fire Chief's Report:

Chief Crawford reviewed the Emergency Response Activity Report which included Beach Safety Responses. SWFD trended 21% higher in total response activity YTD as compared to YTD last year. There was an 8% increase in total response activity for December 2021 when compared to December 2020.

Chief Crawford introduced SWFD's Facilities Maintenance Technician Jimmy Rodgers. Rodgers will manage the day-to-day building maintenance and repair needs necessary to keep SWFD facilities operating safely as well as provide for a more efficient resolution to repairs.

SWFD extended a conditional offer to fill the new EMS Quality Control Officer position. Chief Crawford stated that this position is especially critical as SWFD continues to operate with a vacant Division Chief of EMS position. Staff continues to recruit and advertise for this vacancy.

On December 17, 2021, SWFD conducted a swearing in ceremony for Firefighters Justin Usher and Ben Helms to mark the completion of their one-year probationary period.

SWFD conducted Peer Support training for its twelve (12) member Peer Support Team. The initial training was coordinated by District Chief John Adams and is being provided through resources made available through our affiliation with the 2nd Alarm Project.

Chief Crawford also noted that additional training is scheduled during the IAFF's formal 2-day foundational PST training in late March. After completion, SWFD members will acquire the knowledge and skills to provide support to their peers, have an understanding of common behavioral health issues affecting the fire service, be able to serve as a bridge to community resources or behavioral health treatment, and enhance and build out SWFD's internal peer support program.

Staff members are scheduled to attend the FFCA FRE Conference beginning January 17, 2022, in Daytona Beach. The annual event hosts extensive training for all levels to include hands-on training, lectures, workshops, and real-world scenario competitions and is the largest fire and emergency service conference and tradeshow in the Southeast.

SWFD's PIO and Fire Marshal are scheduled to attend the Florida PIO Symposium. Assistant Chief Hughes is scheduled to attend a two (2) day module focused on Emergency Management. Several SWFD command staff will attend state working group meetings and SWFD will be competing in the Rapid Intervention Team Competition. This team-based competition consists of eight (8) timed skilled events in succession that relate to actual fire groundwork surrounding a Firefighter MAYDAY situation. SWFD's RIT team has been training hard and will represent SWFD well.

Chief Crawford is scheduled to attend an FASD Legislative Symposium and Board of Directors meeting on January 25-26, 2022, in Tallahassee.

SWFD's Annual Employee Awards Ceremony is scheduled for Saturday, February 12, 2022, at 6 pm in Sandestin. Chief Crawford encouraged the Fire Board to attend as SWFD recognizes its men and women for the extraordinary accomplishments they have achieved in service to the community throughout the past year.

Staff is moving forward with facility improvements to the 393 South property in preparation to relocate SWFD's Beach Safety Division to this location. A security system with video surveillance and a new privacy fence has already been installed. SWFD's beach safety personnel have been working diligently to freshen up the interior of the building to include fresh flooring, paint, and ceiling tiles. Chief LaTour coordinated signage to promote our lifeguard program with a more prominently visible identity in the community. Flagpole installation is scheduled to be completed soon and will display the daily surf conditions to be seen from the Hwy 98 and Hwy 393 corridor.

The installation of new dispatch consoles and carpeting is scheduled for the week of February 14th. This installation will require the temporary relocation of the SWFD's 911 Emergency Communications Center to SWFD's Main Conference Room until the completion of the project. As a result, SWFD's February board meeting will take place in SWFD's Administrative Building Training room.

Chief Crawford reminded the Board of the development of a smartphone application to provide ease of accessibility to timely public information. A few of the features will include daily beach flag status push notifications as well as the ability for SWFD to push critical emergency messaging like evacuations, prescribed burns, etc. Included will be a resource map to assist with locating regional and neighborhood beach accesses, fire

stations, hospitals, and other key points of interest, a registration portal for signing up for District sponsored events and programs such as our Annual Jr. Lifeguard Program, Pancake Breakfast, and Polar Plunge events, an alternative way for citizens to efficiently purchase bonfire permitting, dynamic messaging with monthly response data, a community feedback portal, as well as many other exciting features. Staff is working with the developer and plan to launch the product later this spring.

The 8th Annual Polar Bear Plunge held on New Year's Day at Shunk Gulley Restaurant was a success. Double red flag conditions required us to implement a contingency plan that consisted of setting up an aerial master stream device from the ladder on Truck 4 and making it rain on participants in the parking lot of Shunk Gulley.

This year's event was extra special as the family of injured firefighter Noah Collins joined us. All event registration fees and donations were raised to offset medical and travel expenses for Collins and his family. Chief Crawford shared that between the Polar Bear Plunge event, direct donations received from citizens, and funds raised through an internal employee raffle, Noah's family was presented with more than \$10,000. Chief Crawford provided an update on FF Collins who continues to make remarkable progress towards recovery. FF Collins will remain at Shepherds Center in Atlanta for the foreseeable future as he progresses through their inpatient rehab program.

SWFD administrative offices will be closed on January 17, 2022, in observation of Martin Luther King Day.

The next regularly scheduled Board of Fire Commissioners meeting will be on Monday, February 14, 2022, at 4 p.m.

Committee Reports: By-law Committee Chairwoman Flynt reported that the Bylaws Committee met on December 28, 2021, to discuss proposed revisions and plan to submit their recommendations at the regular meeting of the Fire Commissioners on February 14, 2022.

Unfinished/Old Business: None

New Business:

Board Action: FY2022 Budget Amendment / Resolution 2022-01

Fiscal Officer Carole Martin presented a Board Action whereas staff recommended that the Board adopt resolution # 2022-01 amending SWFD's FY2022 budget to include the funds from the amended Lifeguard Services Agreement which was approved by the Board of County Commissioners of Walton County on November 9, 2021.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Bailey, the Board voted unanimously to adopt resolution # 2022-01.

Public Comment: None

Adjourned: The meeting adjourned at 4:39 p.m.