

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 **June 13, 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: 05.09.2022
- III. Secretary/Treasurer's Report
- IV. Attorney's Report
- V. Chief's Report
- VI. Committee Reports
Pension Board Quarterly Report
Charlotte Flynt, Fire Commissioner
- VII. Unfinished/Old Business
**Board Advisory: Miramar Beach Fire Station and
3rd Floor Logistics Facility**
Daniel LaTour, Assistant Chief
- VIII. New Business
**Board Action: Capital Purchase Request – Two Braun
Ambulances**
Daniel LaTour, Assistant Chief
- IX. Public Comment*
- X. 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 – June 13, 2022

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

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

Commissioners Absent: None

Call to Order: 4:00 p.m.

Chairman Gilbert announced that there was a quorum present.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Bailey, the Board unanimously approved the minutes of the May 9, 2022, Board of Fire Commissioners' regular meeting.

Secretary/Treasurer's Report: Commissioner Flynt read the April 2022 cash report into the record.

Attorney's Report: Attorney Youell attended the meeting via phone.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Cooper, the Board unanimously approved Attorney Youell's May 2022 billing statement.

Fire Chief's Report:

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

In May, SWFD completed the surplus of a 2010 ambulance which was repurposed to Northwest Florida State College in exchange for \$20,000 in scholarship funding to offset future tuition costs of our members. The ambulance will continue to be utilized as a training platform for the college's EMT and Paramedic programs.

A Request for Proposal advertisement for a firm to complete the statutory Performance Review of the Fire District was published on June 1, 2022. Staff plans to present their consultant recommendation at the August 8, 2022, Board Meeting for final approval.

Chief Crawford attended Diversity, Equity, and Inclusion training sponsored by the State Fire Marshal's Office at the Fire College on May 12, 2022.

Chief Crawford and Fire Marshal Sanchez met with Commissioner Tony Anderson to discuss several issues affecting the district to include proposed changes to the outdoor event permitting process, the proposed short-term rental ordinance, the proposed burn ban ordinance, and the contract renewal process for the beach safety program among other items.

On May 26, 2022, Chief Crawford met with St. Joe leadership as we continue negotiations for the acquisition of land for an additional fire station to service Watersound North. Chief Crawford will continue to keep the board apprised as they progress toward resolution.

On May 31, 2022, the District provided an apparatus as well as fire and EMS coverage for Walton County Fire Rescue which allowed them to attend the funeral service of Battalion Chief Brad Newsome. Chief Newsome is a former SWFD firefighter and the brother-in-law of SWFD's Sergeant Jerry Moss. SWFD's Honor Guard as well as several SWFD uniformed personnel attended the service.

Chief Crawford announced that Firefighter Noah Collins had returned to SWFD in a light-duty capacity. Noah will be working two days each week while he continues his path to recovery.

A draft of the proposed county-wide burn ban ordinance is scheduled to be discussed at the next Board of County Commissioners meeting. Fire Marshal Sanchez will be attending to speak on the issue should there be any questions.

The County's proposed Short-Term Rental Ordinance will likely be scheduled for the first reading at the June 27, 2022, Board of County Commissioners meeting. Chief Crawford and Fire Marshal Sanchez will be present during the hearing process.

SWFD's leadership team completed a Strategic Planning Focus session. These sessions are intended to allow collaboration on the organization's long-term strategic goals as we drill down and look ahead to FY23 and the areas to which we intend to commit greater focus and accountability from within both our Long-Range Master and Five-Year Strategic Plans.

Staff launched a new payment portal to allow individuals to pay their ambulance bills through SWFD's website.

Chief Crawford, Chief LaTour, and Fiscal Officer Martin are scheduled to attend the Florida Association of Special Districts' annual conference in Orlando immediately following the board meeting.

On June 13 - 15, 2022, HR Manager LaBarreare will attend the Society for Human Resource Management (SHRM) Conference in New Orleans.

On June 20-24, 2022, Chief Crawford is scheduled to attend the Southeastern Association of Fire Chiefs annual conference and will be sworn in on the Southeastern Board as the Florida State Director.

Included in the board packet was the June 1st official estimate of property valuation from the Property Appraiser's Office. The estimate indicated a taxable valuation 19.8% higher than the valuation used for the FY2022 budget.

The tentative budget calendar was included in the Board packet for planning purposes.

Staff recommended the First Public Budget Hearing be scheduled for September 6, 2022, at 5:01 pm to vote on the tentative millage and budget for FY23. Additionally, Staff recommended September's regular Board meeting be moved from September 12, 2022, to September 19, 2022, at 4 pm to coincide with the Final Public Budget Hearing at 5:01 pm to vote on the final millage and budget for FY23.

Chief Crawford reminded the Board that all Form 1 Financial Disclosures must be filed with the Supervisor of Elections by July 1, 2022.

South Walton Fire District's Administrative Offices will be closed on July 4, 2022, in observation of Independence Day.

The next regularly scheduled Board of Fire Commissioners meeting will be on July 11, 2022, at 4 p.m.

Committee Reports: Commissioner Flynt provided a Pension Board Quarterly Report stating that the pension fund lost 4.34% for the quarter ended 03/31/2022. Fiscal YTD as of 3/31/2022, the pension fund has earned 0.55%. The Board approved Firefighter Christenson's disability pension.

Unfinished/Old Business: Assistant Chief LaTour presented a Board Advisory updating the Board on the Miramar Beach Fire Station and 3rd Floor Logistics Facility projects.

New Business: Assistant Chief LaTour presented a Board Action for a Capital Purchase Request whereas staff recommended board approval to proceed with the order of two Type 1 Braun Ambulances through Ten-8 with funding and delivery anticipated in FY2024. It was noted that following the acquisition, there will be additional costs for upfitting with radios, a stretcher retention system, and mobile data terminals. The funds for the ambulances and additional costs will be requested to be programmed into the FY2023 budget should the delivery of these ambulances be received sooner than anticipated.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Christenson, the Board unanimously approved to proceed with the order of two Type 1 Braun Ambulances through Ten-8.

Public Comment: Commissioner Christenson commented that it was time for the Board to evaluate the Fire Chief.

Commissioner Cooper announced that he was relocating and resigned his seat on the Board as well as the Fire Board Vice-Chair position effective June 24, 2022. Commissioner Gilbert stated that Cooper had been a valuable asset to the Board and will be missed. Chief Crawford presented Commissioner Cooper with a plaque acknowledging his thirteen years of dedicated service to the men and women of the South Walton Fire District.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Stange, the Board voted unanimously to appoint Commissioner Mark B. Foley to Fire Board Vice-Chair for the remainder of 2022. Commissioner Foley accepted.

Chairman Gilbert directed staff to advertise the Fire Board's vacant Seat 7 – At Large position.

Adjourned: The meeting adjourned at 4:53 p.m.