

# 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 **August 8, 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: 07.11.2022**
- III. Secretary/Treasurer's Report
- IV. Attorney's Report
- V. Chief's Report
- VI. Committee Reports
- VII. Unfinished/Old Business  
**Board Action: Vacancy Seat 7 – At Large**  
Chairman Maurice Gilbert
- VIII. New Business  
**Board Action: Special District Performance Review Consultant Selection**  
Fire Chief Ryan Crawford  
  
**Board Action: Adoption of Fire District Performance Measures**  
Fire Chief Ryan Crawford
- 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 – August 8, 2022**

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

**Commissioners Present:** David A.C. Bailey, Brian Christenson, Mark B. Foley, Charlotte Flynt, Phil Friday (sworn in at 4:43 p.m.), 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 Flynt and seconded by Commissioner Bailey, the Board unanimously approved the minutes of the July 11, 2022, Board of Fire Commissioners' regular meeting.

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

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

On a motion duly made by Commissioner Bailey and seconded by Commissioner Christenson, the Board unanimously approved Attorney Youell's July 2022 billing statement.

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

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

SWFD's Beach Safety Division completed its final session of the 2022 Junior Lifeguard program. In total, 160 children participated in the 2022 program.

In mid-July, Fire Chief Crawford and Assistant Chief Hughes attended the Florida Fire Chief's Executive Development Conference and state meetings held in Southwest Florida. While in attendance, Chief Hughes completed the fourth of six Emergency Service Leadership Institute modules.

Fire Chief Crawford and Fire Marshal Sanchez attended the regular meeting of the Walton County Board of County Commissioners (WCBCC) on July 26, 2022. During the meeting, the WCBCC moved to reschedule the decision on the proposed Short-Term Rental (STR) ordinance to a later date to allow additional dialogue between WCBCC and staff. SWFD will continue to monitor the progress of the STR ordinance as well as any impacts it may have on the District.

Chief Crawford executed the licensure document with St. Joe allowing SWFD to proceed with due diligence on the five-acre parcel identified for a future fire station in the Watersound North community. This licensure provides accessibility for SWFD's civil engineers to evaluate whether the parcel will work for our needs. Chief Crawford

reported that St. Joe is drafting proposed terms on the land transfer agreement to be presented to the board for consideration at a later date.

SWFD advertised a Request for Qualifications (RFQ) of contractors interested in submitting construction bids for the 3<sup>rd</sup> Floor Logistics facility buildout. The RFQ closed with no responses by the July 15, 2022, deadline. SWFD has moved forward with advertising for bids for the project on SWFD's website and in the DeFuniak Herald. Prospective bidders are required to attend a pre-bid meeting at 2 p.m. on August 18, 2022. All bids received will be opened at a publicly noticed meeting at 2 p.m. on September 8, 2022.

Fire Chief Crawford announced the completion of an SWFD smartphone application that is available on Apple and Android app stores. SWFD's goal is to utilize this app to interact with the public and to provide a pathway to push critical time-sensitive messaging such as double red flags, severe weather alerts, significant incident notifications, road closures, prescribed burn alerts, and emergency evacuation information when necessary. Chief Crawford commended PIO McClintock, IT Manager Kotowske, Assistant Chief LaTour, and Communications Director Perez for their efforts in the development of the app.

Chief Crawford is scheduled to meet with Ascension Sacred Heart Hospital Administrator, Brian Walrath, on August 10, 2022, to discuss current operations, challenges, and opportunities for strategic partnerships related to training, patient care, and ambulance transport.

From August 8-11, 2022, Assistant Chief LaTour attended the National Association of Public Safety Communication Operators (APCO) conference in Anaheim, California.

Chief Crawford is scheduled to attend Fire-Rescue International in San Antonio, Texas from August 24-26, 2022.

Human Resources Manager LaBarreare is scheduled to attend the Florida Human Resource Conference in Orlando from August 28-31, 2022.

In 2021, a law was passed prohibiting government entities from utilizing drones that are not listed as approved drone manufacturers. Many agencies, including SWFD, are currently using the DJI platform which will no longer be permissible to use after January 1<sup>st</sup> of 2023. As a result, staff is evaluating alternative platforms to allow SWFD to maintain its drone capability. SWFD members recently participated in an on-site UAV / drone demonstration with Skydeo, a preferred governmental vendor of drone technology.

SWFD is scheduled to host a Walton County Communications Round Table meeting at 5 p.m. on August 18, 2022. These meetings are being held to continue dialogue with all public safety stakeholders on the future possibility for migration and procurement of an improved county-wide radio system and associated infrastructure.

SWFD continues to advertise for part-time and full-time lifeguard positions. Staff is reviewing options that may assist in sustaining the minimum staffing levels through the remainder of the beach season.

In conjunction with the 2022 Fire Prevention Week, SWFD is scheduled to host its annual pancake breakfast from 9 a.m. – 11 a.m. on October 8, 2022. The event will take place at SWFD's Fleet Logistics and Training Facility.

SWFD will host the 5th Annual 9/11 3.43 Mile Memorial Run/Walk on September 11, 2022, to honor the legacy of the 343 firefighters of the FDNY killed on September 11. Invitations will be extended to all firefighters from Destin, Panama City Beach, and Walton County fire departments.

Crews will be participating in SWFD's 15<sup>th</sup> Annual Back to School campaign to remind motorists of the presence of school children along roadways as well as increased traffic around schools.

A quarterly Firefighters' Retirement System Pension board meeting is scheduled for August 29, 2022, at 2:30 p.m. at SWFD's Administrative Office.

An SWFD Proposed Budget Public Workshop is scheduled for 2 p.m. on Thursday, September 1, 2022, at SWFD's Administrative Office.

SWFD Administrative offices will be closed in observance of Labor Day on September 5, 2022.

The First Public Budget Hearing is scheduled for Tuesday, September 6, 2022, at 5:01 p.m. at SWFD's Administrative Office.

The next regularly scheduled Board of Fire Commissioners' meeting will be on Monday, September 19, 2022, at 4 p.m. at SWFD's Administrative Office with the Final Public Budget Hearing to adopt the FY23 budget following at 5:01 p.m.

#### **Committee Reports: None**

**Unfinished/Old Business:** Fire Commissioner Seat 7 candidate submittals from Robert Brooke, Phil Friday, and Jim Vernon were included in the Board packet. Chairman Gilbert announced that candidate Vernon was unable to attend and invited the remaining candidates to come forward and speak. Robert Brooke and Phil Friday each spoke of their experience and desire to fill the vacant seat. After some discussion, the Board selected a Seat 7 successor by paper ballot. Attorney Youell received and counted the ballots. Phil Friday was selected with four votes. Jim Vernon received one vote and Robert Brooke received one vote. Attorney Youell conducted the swearing-in of Fire Commissioner Friday at 4:43 p.m.

#### **New Business:**

##### **Special District Performance Review Consultant Selection**

Fire Chief Ryan Crawford presented a Board Action whereas Staff recommended the board accept the RFP Selection Committee's rankings and authorize the Fire Chief to proceed with final contract negotiations with BJM CPA., Inc. along with the execution of

a professional services agreement to conduct a performance review per Section 189.0695, F.S.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Christenson, the Board unanimously accepted the RFP Selection Committee's rankings and authorized Fire Chief Crawford to proceed with final contract negotiations with BJM CPA., Inc. and the execution of a professional services agreement to conduct a performance review per Section 189.0695, F.S.

**Adoption of Fire District Performance Measures**

Fire Chief Ryan Crawford presented a Board Action whereas Staff recommended board adoption of the proposed performance measures to be used for benchmarking ongoing system performance and to determine whether the District's programs and activities are successful in achieving their defined goals and objectives. A copy of the performance measures was included in the Board packet.

On a motion duly made by Commissioner Bailey and seconded by Commissioner Flynt, the Board unanimously approved the adoption of the proposed performance measures as presented.

Chairman Gilbert asked Commissioner Friday to fill the vacant positions on the Audit Committee and HR/Employee Benefits Committee that were created by the resignation of Commissioner Cooper. Commissioner Friday accepted both committee positions.

**Public Comment:** None

**Adjourned:** The meeting adjourned at 5:24 p.m.