

# 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 9, 2023, 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. Public Comment\*
- III. Approval of Minutes  
**Regular Board Meeting: 12.12.2022**
- IV. Secretary/Treasurer's Report
- V. Attorney's Report
- VI. Chief's Report
- VII. Committee Reports
- VIII. Unfinished/Old Business  
**Board Action: Miramar Beach Waterline Relocation Proposal**  
Daniel LaTour, Assistant Chief
- IX. New Business
- 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 concerning 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 9, 2023**

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

**Commissioners Present:** Brian Christenson, Charlotte Flynt (arrived 4:02 pm), Mark Foley, Maurice Gilbert, Roger Hall, Mike Stange

**Commissioners Absent:** Phil Friday

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

**Public Comment:** Members of the public were invited to comment. There was no public comment.

Commissioner Gilbert announced a quorum was present.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Foley, the Board unanimously approved the minutes of the December 12, 2022, Board of Fire Commissioners meeting.

**Secretary/Treasurer's Report:** Fiscal Officer Martin read the November 2022 cash report into the record.

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

Attorney Youell reported that she was unable to locate a mailing address for a company that is using social media to falsely represent itself to profit from SWFD T-shirt sales without the District's permission. Attorney Youell sent a cease and desist letter to the company's email address and reported that, soon thereafter, the website is no longer up. To expedite the process, Attorney Youell recommended authorizing the Fire Chief to order cease and desist letters as necessary for any future companies in violation.

On a motion duly made by Commissioner Foley and seconded by Commissioner Christenson, the Board unanimously authorized the Fire Chief to order cease and desist letters as necessary for any future violations. Commissioner Hall requested that any cease and desist actions be reported at a board meeting following the action.

In further discussion, Attorney Youell reported that she hired an attorney with trademarkengine.com to complete SWFD's logo trademark process at her expense. All applications have been completed and submitted to trademarkengine.com. Attorney Youell will give an update at each board meeting until its finalization.

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

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

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

On December 13, 2022, Chief Crawford and Fire Marshal Sanchez attended the Change of Command ceremony between outgoing State Fire Marshal's Office Director Julius Halas and incoming Director Joanne Rice.

SWFD was selected to participate in year four of the Medicare Ground Ambulance Data Collection System or GADCS. The GADCS is an instrument used to collect cost, revenue, utilization, and other information from selected ground ambulance organizations. The data collected will be submitted to an Advisory Commission to create a report for submission to Congress. SWFD will be reporting data for January 1, 2023, thru December 31, 2023.

SWFD, in collaboration with Shunk Gulley's Restaurant, hosted the 9th Annual Polar Bear Plunge on New Year's Day. The event netted approximately \$6,700 to fund community CPR training and purchase fire prevention and education materials.

SWFD will be participating in the Tourism Department's Hospitality and Tourism Job Fair on January 13, 2023. SWFD representatives from several divisions will be recruiting for future Lifeguard, dispatcher, and firefighter vacancies.

Chief Crawford announced that SWFD's annual awards ceremony will be held on March 18, 2023, at Sandestin Hilton.

Firefighter selection testing will take place January 17-18, 2023. Currently, there are over 30 candidates confirmed to test.

Chief Crawford informed the Commissioners that the Lifeguard Services Agreement had been approved by Walton County's Legal Department and has been placed on the agenda for discussion at the Walton County Board of County Commissioners meeting on January 24, 2023. Chief Crawford and Beach Safety Director Vaughan will be present to answer any questions that may arise.

Chief Crawford is scheduled to attend a Southeastern Association of Fire Chiefs Board Meeting in Wilmington, North Carolina on January 13-14, 2023. In addition, Chief Crawford along with a few of our staff members are scheduled to attend Fire Rescue East in Daytona Beach January 16-20 where staff will be participating in state committee meetings, educational sessions, and the fire service trade show.

SWFD is working closely with the Florida Firefighter Safety and Health Collaborative and the 2nd Alarm Project to present a two (2) day Clinician Awareness Program. The event will be hosted by SWFD and is tentatively scheduled for March 22-23, 2023. This training is a full immersion course designed for behavioral health clinicians who seek insight into the unique firefighter culture to be more effective in treating firefighters. This training is comprised of both classroom and live scenarios. This includes wearing turnout gear, watching a live burn training scenario, using extrication equipment, visiting fire stations, and interacting with the firefighters.

SWFD will be supporting the Florida Association of Special Districts at the State Capitol which will take place in conjunction with the Association's Annual Legislative Forum on March 8-9, 2023.

Chief Crawford will represent SWFD on the Walton County Transportation Advisory Committee. This committee was created by the Walton County Board of County Commissioners, the City of DeFuniak Springs, the City of Freeport, and the City of Paxton to discuss county-wide transportation infrastructure needs and to provide a venue for stakeholders to discuss County-wide priorities identified by the Okaloosa Walton Transportation Planning Organization. The next Transportation Advisory Committee meeting is scheduled for January 25, 2023.

Chief Crawford stated that a few organizational changes will take place over the coming months. These changes begin with the addition of one senior ranking Chief Officer or District Chief per shift along with two Battalion Chiefs who will each oversee an east and west battalion of 2-3 stations per shift.

Chris Kidder, John Adams, and Glen Kuehner have been selected and will be reclassified to the new position of District Chief / Shift Commander. Wes Usher, Mike Redmond, and Mike Thomas will be reclassified to the position of Battalion Chief. Division Chief Lou Jones will be reassigned to the 4th Battalion Chief position. A promotional assessment center has been scheduled for March 13 and 14, 2023, where we hope to select the remaining two Battalion Chief positions. Chief Crawford further stated that these operational enhancements will dramatically improve fireground safety, provide a more effective supervisory span of control, and result in a more equitable capacity to provide our chief officers with the ability to schedule accrued time off.

SWFD's administrative offices will be closed on January 16, 2023, in observance of Martin Luther King Day.

The next regularly scheduled Board of Fire Commissioners' meeting will be on Monday, February 13, 2023, at 4 p.m. at SWFD's Administrative Office.

Committee Reports: None

Unfinished/Old Business:

Assistant Chief LaTour presented a Board Action for the Miramar Beach Waterline Relocation Proposal whereas Staff recommended that the board authorize staff to engage Southeast Site and Underground, LLC to proceed with the scope of work provided within their proposal dated December 20, 2022.

During a lengthy discussion, Commissioner Stange requested Attorney Youell research possible reimbursement for the cost of the waterline relocation from the title company.

On a motion duly made by Commissioner Hall and seconded by Commissioner Foley, the Board unanimously authorized staff to engage Southeast Site and Underground, LLC to proceed with the scope of work provided within their proposal dated December 20, 2022 and totalling \$129,640.00.

New Business: None

Public Comment: Members of the public were invited to comment. There was no public comment.

Adjourned: The meeting adjourned at 4:38 p.m.