

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 **March 13, 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:

Special Presentation: **SWFD Annual Report**
Mackenzie McClintock, PIO

- I. Call to Order
- II. Public Comment*
- III. Approval of Minutes
Regular Board Meeting: 02.13.2023
- IV. Secretary/Treasurer's Report
- V. Attorney's Report
Trademark Update
- VI. Chief's Report
- VII. Committee Reports
Pension Board Quarterly Report
Roger Hall, Commissioner
- VIII. Unfinished/Old Business
Board Advisory: Management Compensation Study
Ryan Crawford, Fire Chief
- IX. New Business
2021/22 Audit Report
Warren Averett
- 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 – March 13, 2023

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

Commissioners Present: Brian Christenson, Charlotte Flynt, Maurice Gilbert, Roger Hall, Mike Stange

Commissioners Absent: Mark Foley, Phil Friday

Call to Order: 4:00 p.m.

Special Presentation: PIO McClintock presented SWFD's 2022 Annual Report.

Commissioner Gilbert announced a quorum was present.

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

Attorney Youell recommended all future minutes reflect whether a commissioner's absence from a Fire Board meeting was excused or unexcused and the reason for the absence. On a motion duly made by Commissioner Flynt and seconded by Commissioner Christenson, the discussion was tabled until the By-laws committee has time to research.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the February 13, 2023, Board of Fire Commissioners meeting.

Secretary/Treasurer's Report: Commissioner Flynt read the January 2023 cash report into the record.

Attorney's Report:

Attorney Youell reported that no time frame has been provided for the approval of SWFD's Trademark application.

On a motion duly made by Commissioner Hall and seconded by Commissioner Flynt, the Board unanimously approved Attorney Youell's February 2023 billing statement.

Fire Chief's Report:

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

Lifeguards returned to Walton County beaches on March 1, 2023, resuming beach safety activities 10 am – 6 pm daily at each of the Regional Beach accesses as well as the private beachfront properties of Sandestin and Rosemary Beach.

SWFD hosted a successful North Florida Fire Expo on March 3-4, 2023.

Chief Crawford announced that EMS Quality Control Officer Magnum Coker had been redesignated as EMS Division Director. As a result of this transition, SWFD is seeking a Clinical Coordinator to fill the position Coker previously held.

Chief Crawford attended the Florida Association of Special Districts (FASD) Legislative Forum in Tallahassee, Florida for updates on proposed bills the FASD has been tracking. In addition, SWFD provided a booth for Special District's Day to promote the many services provided by its Beach Safety, Fire & Life Safety, Public Information, and Operational Divisions.

SWFD Battalion Chief promotional testing is scheduled for completion on March 17, 2023. SWFD Lieutenant promotional testing is scheduled to begin on April 3, 2023.

Florida's Chief Financial Officer (CFO) and State Fire Marshal, Jimmy Patronis, visited SWFD on March 1, 2023. The CFO and his staff were provided a tour of SWFD's headquarters including the 911 Emergency Communications Center and the Fleet, Logistics, and Training Facility. The CFO was able to meet with dispatchers, firefighters, and staff. Chief Crawford thanked Commissioners Gilbert and Flynt for attending during his site visit.

SWFD anticipates substantial progress to its 3rd Floor Logistics Facility buildout the week of March 13-17, 2023. This buildout will provide for a board room and training room with larger capacity as well as additional administrative offices and a kitchen to better accommodate our growing community now and into the future. There are a few items that have been delayed; however, completion is anticipated in June-July 2023.

Chief Crawford provided an update on the water utility line relocation project at the Miramar Beach Fire Station. SWFD has engaged Southeastern Underground and anticipates work to commence by March 17, 2023, with a projected 60-day timeline for completion. SWFD is currently seeking proposals from contractors to demolish an existing two-story workshop on the parcel, excavate what was previously a filled basement & ensure proper soil compaction and all associated site work to get the parcel prepped and shovel ready for construction.

Chairman Gilbert and Chief Crawford attended a South Walton Connector Road PD&E Meeting on March 2, 2023. Chief Crawford provided comments supportive of Walton County's efforts to enhance the interconnectivity of roadways through a possible future connector road which has been proposed to transect the state forest between Highway 395 and Watersound Parkway. The current lack of interconnectivity of roadway infrastructure impacts the deployment of emergency services.

Chief Crawford attended a Walton County Transportation Advisory Committee Meeting on March 6, 2023. All Walton County Fire Districts have been asked to provide representation for this committee for their input as it relates to public safety and to assist in prioritizing future roadway infrastructure projects.

Chief Crawford is scheduled to participate on a selection panel for interviews of candidates being considered for the Assistant Division Director of the State Fire Marshal's Office on March 14-15, 2023.

SWFD is in the final planning stages to host the Fire Service Clinician Awareness Program scheduled for March 21-22, 2023. The course is designed for Master's and Doctoral level clinicians and is a collaboration between University of Central Florida (UCF) Restores, the Florida Firefighter Safety and Health Collaborative, the 2nd Alarm

Project, and our Fire District. Currently, there are 25 clinicians registered with 7 on a waiting list. There has been tremendous interest in this course here in our region, and Staff is evaluating the possibility of hosting another course later in the year. A flyer providing an overview of this training was included in the board packets.

Lieutenant Steve Newsom will be retiring after serving SWFD for the past 24 years and a total of 27 years in the Fire Service. Newsom's final shift will be on March 24, 2023. A retirement celebration has been scheduled for March 24, 2023, at 3 pm at the Fleet/Logistics building.

Chief Crawford reminded the Commissioners that the SWFD's Annual Awards banquet will take place on March 18, 2023. A flyer was included in the board packet.

Committee Reports: Commissioner Hall presented a pension Board update. For the quarter that ended 12/31/2022, the pension fund earned a net of 6.08%. The annual valuation shows a funded ratio of 95.6%. The required contribution for FY2024 is up almost \$500,000 from FY2023.

Unfinished/Old Business: Fire Chief Crawford presented a Board Advisory on the Management Compensation Study. Chief Crawford stated the current labor agreement with SWFD firefighters and dispatchers expires in September 2024 with impact bargaining to begin in early Spring 2024. A wage package for all represented employees within the bargaining unit will be included.

Chief Crawford recommended waiting to engage an independent consultant for an evaluation of all Fire District positions (represented and non-represented) until FY2024 to ensure SWFD has the most current comparable wage data from similar special district positions throughout the state.

Chief Crawford further recommended proceeding with an informal evaluation of the compensation of our non-represented management positions now and would allow the Fire Chief to make any proposed adjustments as staff prepares the FY2024 budget. Commissioner Gilbert gave direction to present the reports to the Human Resources department to be reviewed individually by each board member.

New Business:

Adam Nelson with Warren Averett presented the Board of Fire Commissioners with a copy of the 2021/22 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 Hall and seconded by Commissioner Christenson, the Board unanimously accepted the 2021/22 Audit Report as presented.

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

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