

# 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 **May 8, 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 Item: Emergency Medical Services Week Proclamation**  
**May 21 – 27, 2023**  
Chairman Maurice Gilbert

**Special Item: Beach Safety Week Proclamation**  
**May 22 – 29, 2023**  
Chairman Maurice Gilbert

- I. Call to Order
- II. Public Comment\*
- III. Approval of Minutes  
**Regular Board Meeting: 04.10.2023**
- IV. Secretary/Treasurer's Report
- V. Attorney's Report  
**Trademark Update**
- VI. Chief's Report
- VII. Committee Reports  
**Board Advisory: Investment Update**  
Fiscal Officer Carole Martin
- VIII. Unfinished/Old Business  
**Board Advisory: Independent Special District Performance Review**  
Fire Chief Ryan Crawford
- IX. New Business  
**Board Action: Direct Diesel Exhaust Capture System Purchase Request**  
Assistant Chief Daniel LaTour
- 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.

**Leadership . Teamwork . Integrity . Community Service**

**Page 1 of 1**

# **SOUTH WALTON FIRE DISTRICT BOARD OF FIRE COMMISSIONERS**

## **Meeting Minutes – May 8, 2023**

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

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

**Commissioners Absent:** Phil Friday

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

**Special Presentation:** Chairman Gilbert read a proclamation into the record whereas the South Walton Fire District Board of Fire Commissioners declared the week of May 21 – 27, 2023, as Emergency Medical Services Week in South Walton in honor of the men and women whose diligence and professionalism keep the community, citizens, and visitors safe.

Chairman Gilbert read a proclamation into the record whereas the South Walton Fire District Board of Fire Commissioners declared the week of May 22 - 29, 2023, to be Beach Safety Week in South Walton.

Chairman Gilbert announced that there was a quorum present.

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

On a motion duly made by Commissioner Flynt and seconded by Commissioner Hall, the Board unanimously approved the minutes of April 10, 2023, Board of Fire Commissioners regular meeting.

**Secretary/Treasurer's Report:** Commissioner Flynt read the March 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 Foley and seconded by Commissioner Flynt, the Board unanimously approved Attorney Youell's April 2023 billing statement.

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

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

Four new firefighters began the new hire orientation process on May 8, 2023.

SWFD held a Lieutenant promotional assessment center consisting of a written test, tactical scenarios, and a simulated personnel issue. All four participants passed and have been placed on SWFD's Lieutenant promotional eligibility list.

SWFD received a Certificate of Completion from Walton County for the 3rd Floor Logistics Facility project. A few outstanding items are scheduled to be installed by June. However, the main controller for the audio/visual system has been delayed until August 2023. Staff looks forward to utilizing this space for public meetings and training needs.

On April 18, 2023, Fire Chief Crawford and Fire Marshal Sanchez attended a South Walton Connector Road meeting.

On April 21, 2023, SWFD hosted the Florida Fire Chiefs' Association's (FFCA) Northwest regional meeting. Approximately eighty-five Chief Fire Officers as well as senior leadership from the State Fire Marshal's Office were in attendance. Attendees were provided operational updates from various divisions within the State Fire Marshal's Office in addition to legislative and organizational updates from the FFCA President and staff.

Assistant Chiefs Hughes and LaTour along with EMS Director Coker attended the ESO Wave Conference in Austin, Texas. ESO is SWFD's electronic records management and incident reporting platform.

Fire Chief Crawford, District Chiefs Kidder and Kuehner, along with Lieutenant Powell, SWFD's 2022 Fire Officer of the Year, attended the Fire Department Instructors Conference (FDIC) International training conference and vendor tradeshow in Indianapolis. The conference provided world-class educational opportunities and one-on-one time with fire service vendors showcasing new fire apparatus, fire service tools and equipment, and emerging technologies. As part of the educational track at FDIC, SWFD's firefighter/paramedic Patrick Armitage presented "Your Last Breath: Strategies for Success" where he covered air management techniques for extending your personal air supply as a firefighter when things go bad. Chief Crawford stated that he was extremely proud as he watched Firefighter Armitage represent South Walton Fire District on one of the largest stages there is for the fire service.

SWFD staff applied to the Community Wildfire Protection Plan (CWPP) Assistance Program, managed by the International Association of Fire Chiefs (IAFC). Selected agencies will be notified in mid-May with an in-person kick-off meeting to be held in June or July. If selected, a mandatory tabletop evaluation exercise will be scheduled for July 2024 with final closeout reports due back on August 31, 2024. If awarded, the IAFC will assist SWFD with developing a Community Wildfire Protection Plan (CWPP) to address South Walton's unique wildfire risk. Selected departments will also receive up to \$6,000 in funding to coordinate a local Community Wildfire Protection Plan - Community Day.

Assistant Chief Hughes attended the IAFC's Community Risk Reduction Conference in Murfreesboro, TN. The conference specializes in methods that help agencies assess community risk within their jurisdictions and then assist agencies with developing achievable operational plans to reduce those identified risks.

SWFD has gone live with the HAAS vehicle alerting system. This technology enables SWFD fire apparatus to send real-time, in-vehicle alert notifications to civilian drivers approaching active emergency responders while they are en route or on scene at an incident. These alerts have been proven to protect responders, improve compliance with Move Over laws, and reduce the likelihood of secondary collisions near roadside incidents. Drivers can easily receive these alerts through popular navigation applications including Waze and Apple Maps, as well as directly in the infotainment screen of many newer-model Jeep, Ram, Chrysler, Dodge, and Alfa Romeo vehicles.

The total cost of this safety enhancement is about \$4,000 annually.

Fire Chief Crawford and Fire Marshal Sanchez have been working with Walton County staff as well as Walton County Fire Department stakeholders on a draft revision to Chapters 6 and 10 of the County Building and Fire Prevention Code. This effort was initiated through Walton County Commissioner McCormick. The proposed revisions will essentially remove any uncertainty between the County Building Official and various Walton County fire service agencies to further define the responsibilities of each agency.

SWFD's former Division Chief of Training Jones has been reassigned as a Battalion Chief. As a result, SWFD is advertising to fill the vacant Division Chief of Training position. Several interviews have been scheduled to identify SWFD's next training officer.

Staff continues to work with Walton County Planning, Code Compliance, and WCSO towards identifying expectations of an escalation process when there are violations reported regarding the Short-Term Rental (STR) ordinance. Specifically, what occurs after a determination is made that the designated responsible party will not or cannot resolve a reported issue(s) and how each organization will respond. Stakeholders have all agreed that reported issues should be addressed at the lowest level possible.

SWFD has received a draft proposal for an MOU between Walton County and SWFD as it relates to funding additional fire inspectors and the distribution of STR registration fees. SWFD is making progress on a funding mechanism for two additional fire inspector positions. Fire Chief Crawford will keep the board apprised of the progress toward an agreement.

Fiscal Officer Martin and Assistant Chief LaTour are scheduled to attend the Florida Association of Special District's annual conference in Orlando during June 12-16, 2023.

Fire Chief Crawford is scheduled to attend the Southeastern Association of Fire Chiefs Leadership Conference and Board meeting in Wilmington, NC during June 12-16, 2023.

Fire Chief Crawford gave a brief legislative update regarding proposed bills that were related to the Florida Fire Service.

SWFD's Administrative Office will be closed on May 29, 2023, in observance of Memorial Day.

A quarterly pension board meeting is scheduled for June 5, 2023, at 2:30 pm at SWFD Headquarters.

The next regularly scheduled Board of Fire Commissioners' meeting will be on Monday, June 19, 2023, at 4 p.m. at SWFD's Administrative Office.

### **Committee Reports:**

Fiscal Officer Martin presented a Board Advisory: Investment Update. The finance and investment committee met on April 19, 2023, to discuss investment options. The committee agreed to move \$10 million from the SWFD operating account to the SWFD investment account. Regions agreed to a fee schedule where the first \$10 million will incur a fee of .25% and any amount over that up to \$25 million will incur a fee of .15%. The additional funds were moved to the investment account on May 1, 2023, and have been invested as follows:

3-month US Treasury Bond maturing July 31, 2023	\$2,500,000	5.14%
6-month US Treasury Bond maturing October 31, 2023	\$2,500,000	5.00%
9-month US Treasury Bond maturing January 31, 2024	\$2,500,000	4.97%
12-month US Treasury Bill maturing April 18, 2024	\$2,500,000	4.85%

**Unfinished/Old Business:** Fire Chief Crawford presented a Board Advisory whereas the District engaged BJM CPA, Inc. to conduct a performance review on August 9, 2022. A draft report of the completed performance review was received, and Staff provided a Management Response addressing each of the sixteen recommendations found within the report which is contained under Appendix A of the final report that was previously delivered to the SWFD Board of Fire Commissioners. The board advisory served as the official filing of the performance review with the governing board of the District and the completion of the project.

**New Business:** Assistant Chief LaTour presented a Board Action Item whereas Staff recommended approval to proceed with the procurement and installation of the Magnegrip direct diesel exhaust capture system in four of its fire stations.

On a motion duly made by Commissioner Flynt and seconded by Commissioner Hall, the Board unanimously approved the procurement and installation of the Magnegrip direct diesel exhaust capture system in four of its fire stations.

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

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