

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 14, 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: 07.10.2023
- IV. Secretary/Treasurer's Report
- V. Attorney's Report
Trademark Update
- VI. Chief's Report
- VII. Committee Reports
- VIII. Unfinished/Old Business
Board Advisory: Miramar Beach Fire Station Update
Assistant Chief Daniel LaTour
- 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 – August 14, 2023

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

Commissioners Present: Brian Christenson, Charlotte Flynt, Mark Foley, Phil Friday, Roger Hall, Mike Stange

Commissioners Absent: Maurice Gilbert

Call to Order: 4:00 p.m.

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

In Commissioner Gilbert's absence, Vice-Chairman Foley chaired the meeting and announced that a quorum was present.

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

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

Attorney's Report: Attorney Youell reported that SWFD's Trademark application is yet to be approved.

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

Fire Chief's Report:

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

SWFD's Beach Safety Division successfully concluded the 2023 Junior Lifeguard Program with record participation and positive feedback. Chief Crawford expressed gratitude to David Vaughan and the SWFD Beach Safety Team for their dedicated work in ensuring the program's success every year.

On July 29, 2023, SWFD hosted a Regional Junior Lifeguard Competition where SWFD competed with Junior Lifeguards from Destin & Okaloosa. Chief Crawford reported that SWFD Junior Lifeguards had the most first-place scores overall, coming within nine points of winning the overall cumulative points score. Congratulations to all this year's Junior Lifeguard competitors.

On July 14, 2023, SWFD's Beach Safety facility experienced groundwater flood intrusion due to a significant rainfall event. The building suffered only minor damage, but the recommended remediation is to remove sheetrock and insulation from floor to ceiling throughout most of the building. Staff is currently receiving cost estimates and will file a claim through the District's insurance carrier.

Staff is exploring ways to reduce flood risks, such as acquiring a modular structure, finding an alternate facility, or engineering improvements. Chief Crawford and Assistant Chief LaTour plan to meet with Walton County Planning to discuss options.

For the 16th year, SWFD crews staged along roadways near schools to welcome children back from summer break, reminding motorists of the presence of children as they return to school.

SWFD, Walton County School Board, Walton County Sheriff's Office, Walton County Fire Rescue, and other response partners are currently jointly planning a tabletop and full-scale active assailant exercise to be held in the Fall.

Staff continues to refine the budget for FY24 and will hold a Proposed Budget Public Workshop on August 31, 2023, at 2 pm in the logistics facility boardroom. Chief Crawford and Fire Marshal Sanchez met with representatives from Walton County Planning and Legal Departments to discuss funding the expansion of SWFD's Fire and Life Safety Division. The expansion aims to support compliance with Walton County's Short-Term Rental Ordinance. Once the terms have been finalized, Chief Crawford plans to bring an agreement to the board for approval.

In July, Chief Crawford and District Chief Kidder both attended the Florida Fire Chiefs' Executive Development Conference. During the conference, Chief Kidder completed his final ESLI course, graduating from the FFCA's Emergency Services Leadership Institute. Chief Kidder also wrote an article on leadership principles titled "7 Ways a Company Officer Becomes an Influencer," which was selected for publication on Firehouse.com. Chief Crawford expressed his pride in Chief Kidder's efforts to mentor others and give back to the fire service. A copy of the article was provided for each commissioner.

Assistant Chief Daniel LaTour, Communications Director Jose Perez, and Communications Lieutenants Hanks and Alston attended the annual conference of the Association of Public-Safety Communications Officials (APCO) in Nashville.

Human Resource Manager Lois LaBarreare is scheduled to attend the Florida Human Resources conference in Orlando the week of August 28, 2023.

Assistant Chief Hughes, Fire Marshal Sanchez, and Fire Inspector Payton will attend a Lithium Battery Symposium on September 7-8, 2023. The symposium will cover critical lithium battery-related topics for Florida's First Response community, and attendees can meet with industry leaders and contribute to the conversation on the safe handling of lithium batteries and emergency response techniques.

Assistant Chief LaTour, Fleet Director Meadows, and EMS Clinical Coordinator Smith will be traveling to Ohio on September 11-13, 2023 to finalize the production punch list for an order made in October 2021 for the replacement of Rescue 3.

A preconstruction meeting has been scheduled in Bradenton for the design and specification of a new engine to support fire station #6 and enhance our fleet. The apparatus is expected to be completed in April 2024.

SWFD's 6th Annual 9/11 Memorial Run/Walk will take place on September 11, 2023. The 3.43-mile route will start at Pilcher Park at 8 am, head southbound along Hwy 331 for about 1.7 miles to the WCSO substation parking lot, and then return to Pilcher Park to finish. All Walton County fire departments are invited. Chief Crawford invited the Fire Commissioners to attend.

SWFD is celebrating its 40th anniversary as the provider of fire and emergency services for South Walton. Staff is organizing a series of events to raise public awareness of the District's history. To commemorate the anniversary, custom decals have been placed on SWFD apparatus and support vehicles. A 40th anniversary celebration has been scheduled to coincide with the annual Public Fire Prevention Week Pancake Breakfast on October 7, 2023.

A quarterly Pension Board meeting is scheduled for August 28, 2023, at 2:30 pm at South Walton Fire District Headquarters.

SWFD's Proposed Budget Public Workshop is scheduled at 2 pm on Thursday, August 31, 2023.

SWFD Administrative Offices will be closed on September 4, 2023, in observance of the Labor Day holiday.

The next regularly scheduled Board of Fire Commissioners' meeting is scheduled for September 5, 2023, at 4 p.m. in SWFD's Logistics Building Board Room. Following the regular meeting, the First Public Budget Hearing for the FY24 Budget is scheduled for 5:01 pm.

SWFD's next Retiree Breakfast is scheduled for September 9, 2023, at SWFD's Fire Station #1 in Inlet Beach.

The Final Public Budget Hearing and Adoption of the 2023/2024 Budget is scheduled for September 9, 2023, at 8 am.

Committee Reports: Commissioner Flynt requested a By-Laws Committee meeting be scheduled before December 2023.

Unfinished/Old Business: Assistant Chief LaTour presented a Board Advisory whereas Walton County Technical Review Committee conditionally approved the project to move to the Development Order Phase. Final approval of the development order is anticipated in October of 2023. The Fire District advertised a Request for Prequalification of Bidders for the construction of the fire station last month, with a submittal deadline of August 21,

2023. Selected prequalified bidders will then have until October 2 to submit bids for the project. Staff anticipates presenting a recommendation to the Fire Board at the November 13, 2023, regular Board of Fire Commissioners meeting requesting the selection of a contractor for this construction project.

Completion of the new fire station is estimated to conclude in December 2024. After this phase of the project, the personnel assigned to the fire station will be relocated to the new facility while the old fire station is demolished, and new engine bays are constructed. During this time, the fire apparatus will be housed in a temporary pole barn erected on the property immediately adjacent to the east of the new fire station until completion of the engine bay in March 2025.

New Business: None

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

Adjourned: The meeting adjourned at 4:25 p.m.