

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 **September 5, 2023, at 4:00 p.m.** at the South Walton Fire District logistics building – 3rd floor.

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: 08.14.2023
Proposed Budget Workshop: 08.31.2023
- IV. Secretary/Treasurer's Report
- V. Attorney's Report
Trademark Update
- VI. Chief's Report
- VII. Committee Reports
Pension Board Quarterly Update
Roger Hall, Commissioner
- VIII. Unfinished/Old Business
- IX. New Business
Amendment of SWFD Procurement Policy
Carole Martin, Fiscal Officer
- 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 – September 5, 2023

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

Commissioners Present: Brian Christenson, Charlotte Flynt, Mark Foley, Phil Friday, Maurice Gilbert, Roger Hall

Commissioners Absent: Mike Stange

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 that a quorum was present.

On a motion duly made by Commissioner Christenson and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the August 14, 2023, Board of Fire Commissioners' regular meeting.

On a motion duly made by Commissioner Hall and seconded by Commissioner Flynt, the Board unanimously approved the minutes of the Proposed Budget Public Workshop held on August 31, 2023.

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

Attorney's Report: Attorney Youell reported that SWFD's Trademark application continues to be in progress.

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

Fire Chief's Report:

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

Chief Crawford informed the board that SWFD sheet rock and insulation removal at the Highway 393 South facility is underway for the remediation of the flooding that occurred back in July. Beach Safety Director Vaughan has temporarily relocated his office to SWFD's logistics building. As directed by the board, staff will submit a recommendation for a long-term solution to bring that location up to code and construct a new facility that would better serve the district's needs.

On August 22, 2023, Communication Operators Adam Hoogendorn and Lily Brooks were sworn in following the successful completion of their one-year probationary process. Chief Crawford expressed his appreciation of Commissioner Christenson for attending as both were formally recognized as achieving career status.

SHHEC President Bryan Walrath and Chief Crawford have committed to meeting quarterly. The current focus is updating the terms of the transfer agreement which was last revised back in 2011.

Division Chief Stone presented a “Grab Analysis” course at the Urban and Suburban Fire Conference in Pensacola Beach. Stone’s presentation highlighted four civilian rescues or “grabs” at a working fire along with the strategies and tactics that were used.

Staff participated in a project kick-off meeting for South Walton Fire District’s website redesign. In early 2024, the improved website will provide an improved experience offering a streamlined beach bonfire permitting process, an EMS billing and payment portal, a robust platform for interfacing with SWFD staff on various items such as employment applications, requesting public education or CPR courses, special event standby requests, and the capability to post real-time public meeting notices and minutes as well as procurement advertisements associated with formal RFP’s and RFQ’s.

Fleet Director Meadows and Lieutenant/Paramedic Serpas deployed on August 30, 2023, as a logistical support package under a State Emergency Management mission. This deployment was in response to statewide impacts from Hurricane Idalia. Meadows and Serpas were initially assigned to Perry and the Taylor County area then later supported recovery operations in Madison County.

Sandestin Owners’ Association formally notified SWFD to trigger the one-time option for a one-year extension to the lifeguard services agreement between SOA and SWFD which was set to expire on October 31, 2023. It was mutually agreed to extend the terms of the agreement through October 31, 2024.

SWFD completed open enrollment with its health insurance carrier providing members an opportunity to make any changes to elected coverages for the upcoming renewal period.

SWFD will host Site-Med for its annual comprehensive employee physicals in October. These annual physicals are a critical element to assist with early detection and prevention of occupational diseases.

Magnagrip, the diesel exhaust capture system that was selected for each of SWFD’s fire stations, began installation this past month. The systems will be fully operational in the next couple of weeks. Chief Crawford expressed his appreciation for the board’s continued support in investing in this infrastructure designed to dramatically improve environmental conditions by actively capturing and removing diesel exhaust from fire station apparatus bays.

SWFD’s Junior Lifeguard Program was featured on the cover of Florida Fire Service Magazine. A printed copy of this article was included in the board packet. SWFD’s Public Information Officer is responsible for writing this feature story and highlighting the success of the program by sharing it with fire service organizations across the state. Chief Crawford acknowledged PIO McClintock and all Beach Safety Division members who have been instrumental in the Junior Lifeguard Program’s success.

Assistant Chief Hughes, Fire Marshal Sanchez, and Fire Inspector Payton are scheduled to attend a Lithium Battery Symposium at the State Fire College on September 7, 2023.

SWFD expects delivery of a new Rescue 3 replacement unit in mid-October. The older Rescue 3 unit will be reassigned as a reserve unit.

SWFD’s 9/11 Memorial Run/Walk is scheduled to take place on Monday, September 11, 2023. Participants will meet at 8 a.m. at Pilcher Park (underneath the Clyde Wells

Bridge). Following a brief prayer and moment of silence, the run will begin promptly at 8:46 a.m. to coincide with the time at which the first plane struck the North Tower.

SWFD's Annual Pancake Breakfast is scheduled for Saturday, October 7, 2023, from 8 a.m. to noon. The event formally kicks off SWFD's Annual Fire Prevention Week activities. During this event, SWFD will be celebrating its 40th anniversary serving the South Walton communities.

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

The next regularly scheduled Board of Fire Commissioners' meeting is scheduled for October 9, 2023, at 4 p.m. in SWFD's Logistics Building Board Room.

Committee Reports: Commissioner Hall reported that the Pension Board met on August 28, 2023. For the quarter ending June 30, 2023, the fund earned a net of 2.96% for a Fiscal Year-to-date return of 13.24%. Commissioner Hall stated that the next meeting of the Pension Board will be November 27, 2023.

In addition, Hall stated that November 27, 2023, will be Daniel LaTour's final meeting and the Fire Board needs to appoint a replacement Trustee. Fire Chief Crawford asked the Fire Board to forward any recommendations they may have to fill the vacancy so he can compile a list for board consideration and appointment.

Unfinished/Old Business: Fiscal Officer Martin presented a Board Action whereas Staff recommended the adoption of the amended SWFD Procurement Policy to include increasing SWFD's capitalization threshold from \$1,500 to \$5,000.

On a motion duly made by Commissioner Friday and seconded by Commissioner Flynt, the Board unanimously approved the adoption of the amended SWFD Procurement Policy as presented.

New Business: None

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

Adjourned: The meeting adjourned at 4:35 p.m.