

## BLACKMAN FIRE DISTRICT MEETING

DATE: 1 February 2024

(X) REGULARLY SCHEDULED

TIME: 7:00 p.m.

( ) EMERGENCY

( ) WORKSHOP

### ROLL CALL

### PRESENT

Chairperson Larry Cunningham	( X ) Yes	( ) No
Commissioner Wade Merritt	( X ) Yes	( ) No
Commissioner Sec/Tres Jim Lawson	( X ) Yes	( ) No
Commissioner Steve Lawson	( X ) Yes	( ) No
Vacant	( ) Yes	( ) No

Welcome/Call Meeting to Order at 6:56PM  
Pledge of Allegiance

Discussion and Approval of the Meeting Minutes from 4 January 2024.

Motion: Steve Lawson 2<sup>nd</sup>: Wade Merritt Motion Passed

Discussion and Approval of the Financial Report from January 2024.

### Cash

- Unrestricted Cash
  - Petty Cash \$ 291.76
  - General Checking \$ 52,182.15
  - General Savings \$ 15,002.47
  - Total Unrestricted Cash \$ 67,476.38
- Restricted Cash
  - Impact Fees \$ 9,564.96
  - Total Restricted Cash \$ 9,564.96
- Total Cash \$ 77,041.34

Motion: Wade Merritt 2<sup>nd</sup>: Steve Lawson Motion Passed

### OLD BUSINESS

#### Grant Report

- Approval and discussion to proceed with the grant application. JMCM Consulting has completed our grant application for Pumper 70 replacement. The grant application is due by the end of February. The total cost on the application comes to \$538,000.00, with the total department cost coming to \$50,018.10. The JMCM Fee is \$24,399.10 and the fee will be payable to JMCM Consulting thirty (30) days following the official award notification date listed on the Award Package cover letter. The award will likely be announced around August or September if not later. These values are determined based on the original project estimate. If the amount of the project is reduced by FEMA, the fee payable will be reduced accordingly. We were requesting a pumper replacement but they are saying we would need to replace the pumper with a tanker since we have a newer engine as our pumper. It would be a 2000 gallon tanker at the price quoted.

Motion: Jim Lawson 2<sup>nd</sup>: Steve Lawson Motion Passed

- The Florida Firefighter Assistance Grant was awarded, and procurement took place in December. Wildland equipment and PPE were purchased and a request for 100% reimbursement was submitted. Reimbursement was received at 100% minus shipping costs.
- The Volunteer Firefighter Assistance Grant (50/50 Grant) was awarded, and procurement took place in December. SCBAs, Face Masks, Helmets, Thermal Imaging Cameras and Fire related student textbooks were purchased and a request for reimbursement was submitted. Forestry has advised that we will be reimbursed at 100% and the check is being mailed out on 1/29/2024.

**A motion was made by Steve Lawson to transfer \$25,000 of the grant award into the savings account in anticipation of covering the match requirement on the AFG Grant if we are awarded. The motion was seconded by Jim Lawson and passed.**

- The Decontamination Grant was awarded and the executed grant agreement has been received. MES was previously authorized as the vendor for hoods and gloves and will be at the station 2/1/2024 for glove fittings for procurement.
- The Walmart Community Grants applications will be submitted in February as usual for the purpose of our Community Education and Equipment Upgrade Program. These funds will be used for updating station equipment and providing community education materials to the community.

The new auditor Edward E Chapman, CPA, is currently drafting the engagement letter for Blackman Fire District. Once completed, we will sign the letter for audit services.

**Board was advised that Mr. Chapman has our engagement letter ready for review and can be at the station on February 3rd at 1:00pm for approval. A motion was made by Jim Lawson to have a Special Meeting on this date in order for any board members who may have questions to ask them in Mr. Chapman's presence. The motion was seconded by Steve Lawson and passed.**

The 2023 Financial Disclosure Forms (Form 1) will be emailed to elected officials this year instead of by mail. The new email addresses have been created and set up in the state system for disbursement.

Discussion and approval on a date for the State Mandated Ethics Training. Current Board Members have until 31 March 2024 to complete Ethics training per the new state statute requirements. An in-house course is available at the board's discretion between now and the end of March.

**A motion was made to conduct the Ethics Training on February 10th from 8:00am - 12:00 pm.**

Motion: Steve Lawson

2<sup>nd</sup>: Wade Merritt

**Motion Passed**

## **NEW BUSINESS**

### **Chiefs Report (see attached)**

- Total Calls for Service = 12
  - 4 - Medical
  - 4 - Hazardous Conditions
  - 3 - Canceled
  - 1 - Smoke Detector Activation - Unintentional
- Discussion on the upcoming First Due Platform the county is going to. Presentation is February 5th in Crestview on Stillwell. Slated to attend are Chief Melanson, Asst Chief Stroheker & Lt. Sargent. BFDC currently uses a combination of Active911 and ESO Reporting software that may no longer be supported by the vendor soon. The county is transitioning to this new software. We

will be collecting information and ramifications on the changes being made for Emergency Response.

- Discussion and approval on 50/50 Grant opportunities and equipment needed. Proposing since we received 100% back, we submit another 50/50 grant for needed equipment. Some items discussed are 1-2 additional Combi Tools, more SCBAs for transition, new life vests, stabilizer jacks, wrist BP cuffs, gear bags, new LED flashlights, etc.

**A motion was made to allow a list to be compiled with pricing and quotes for equipment needed.**

Motion: Jim Lawson

2<sup>nd</sup>: Steve Lawson

**Motion Passed**

- Upcoming Events & Training
  - o EMR Class starting February 1st-February 29th
  - o First Due Presentation February 5th
  - o Community Dinner February 8th
  - o Clash on the Coast EMS/Rescue Standby February 26 & 27

### PUBLIC COMMENT

Open the floor to public comment.

### ADJOURNMENT

Adjournment of meeting at 8:00 PM

Motion: Steve Lawson

2<sup>nd</sup>: Wade Merritt

**Motion Passed**

**DATE AND TIME OF NEXT MEETING 7 March 2024 at 7:00 p.m.**

These minutes were approved and accepted as read this date 7 MAR 2024

Larry Cunningham, Chairperson

James Lawson, Secretary

Other Authorized Board Member

Larry Cunningham  
James L Lawson or

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