

## BLACKMAN FIRE DISTRICT MEETING

DATE: 13 June 2024

(X) REGULARLY SCHEDULED

TIME: 7:00 p.m.

( ) EMERGENCY

( ) WORKSHOP

### ROLL CALL

### PRESENT

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

Welcome/Call Meeting to Order at 7:00pm

Pledge of Allegiance

Discussion and Approval of the Regular Meeting Minutes from May 2, 2024.

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

Discussion and Approval of the Financial Report from May 31, 2024.

### Cash

- Unrestricted Cash
  - Petty Cash \$ 263.19
  - General Checking \$ 40,499.41
  - General Savings \$ 42,504.15
  - Total Unrestricted Cash \$ 83,266.75
- Restricted Cash
  - Impact Fees \$ 10,102.56
  - Total Restricted Cash \$ 10,102.56
- Total Cash \$ 93,369.31

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

### OLD BUSINESS

#### Grant Report

- The Volunteer Firefighter Assistance Grant (50/50 Grant) #2 was awarded and the reimbursement has been requested. We have been advised that we will get 100% back in this round as well in the amount of \$11,700.00.
- The Decon Grant development is underway and we will be reviewing the option of exhaust capture systems for the next Decon Grant Application. We may push this application to next year if the research takes further review.
- HMGP Hurricane Idalia Grant is being developed for a new generator. According to Mr. Paradise with Forestry, the current generator was loaned. Therefore, it will need to be returned if a new one is funded. We have currently reached out to three different vendors with one coming by to actually look at our setup. We are awaiting quotes from all vendors.

## **NEW BUSINESS**

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

- Total Calls for Service = 16
  - 2 - Motor Vehicle Accidents (with Injuries)
  - 9 - Medical Emergencies
  - 3 - Hazardous Condition (Trees Down)
  - 2 - Rescue EMS Standby (Racing Event)

Discussion and approval on Ten-8 Turbo quote to repair on E70.

The board discussed approving the higher quote with hopes of getting the lower quoted price if still available. The board approved a maximum of \$8,500.

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

Discussion and approval on NAEFCO Scene Lights quote for Dixon Foundation donation.

The board discussed two quotes for scene lights presented for the Dixon Foundation donated funding of \$1,000. The board chose the lower quote of \$996.00 (shipping not included).

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

Discussion and approval on new garage door quote to replace existing rollup door motors.

A motion was made by the board to use impact fee funds up to \$9,500 along with the grant reimbursement to purchase new rollup door motors for the station with a maximum cost for the purchase of \$20,000..

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

Discussion and approval on FirstDue Community Connect quote to allow community members the ability to update us on information during emergencies.

A motion was made to spend \$1,000 toward the Community Connect module with First Due.

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

Discussion and approval on a Standard List of Bills that do not have to be voted on for standard operations of the station if over \$300.

The board discussed adding this information into Administrative Policy at the July 13th workshop. The board motioned to table this until then.

Discussion and approval on procedures for commissioners and Fire Chief to vote through a survey on an immediate need pertaining to vehicle maintenance without having to wait for the next board meeting if costs exceed \$300. This will be added to Administrative Policies.

The board discussed adding this information into Administrative Policy at the July 13th workshop. The board motioned to table this until then.

Discussion and approval on a MOU between the fire department and association to utilize their boardroom for meeting purposes and house their association computer for use on association events for the community. The MOU will detail association operations and will request the Fire District support community events by donating to those events with either funding or other support (Per Chapter 2007-289 HB 1099 Section 6 Item 18). The Association will go over their goals and mission statement and what the association will be responsible for based on their Articles of Incorporation. Specifically, responsibilities the association will not be responsible for, such as regular station costs for operating functions.

The board discussed the MOU and a motion was made to accept the MOU with the Blackman Volunteer Firefighter Association.

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

Discussion on a date for the workshop to enact updated Administrative Policies and SOGs for the department based on Safety Inspection Compliance results and audit findings.

The board decided on a July 13th workshop to address administrative policies and SOGs for approval.

Motion: Steve Lawson

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

**Motion Passed**

Discussion was made on the approval of the Audit completed by Chapman Accounting Solutions LLC. A motion was made to accept the Audit so that it may be submitted.

Motion: Jim Lawson

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

**Motion Passed**

Commissioner Wade Merritt supplied the board with his letter of irrevocable resignation which will take place according to the letter on November 19, 2024. This letter was also given to and accepted by the Okaloosa County Supervisor of Elections.

The board reviewed the information provided and a motion was made to accept the notification of resignation.

Motion: Jim Lawson

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

**Motion Passed**

#### Upcoming Events & Training

- o June Training Sessions will consist of Fire Fighting Operations to include:
  - Rapid Intervention Team (RIT) Ops
  - Fire Scene Operations
  - Firefighter Survival
  - Search and Rescue

#### **PUBLIC COMMENT**

Open the floor to public comment.

#### **ADJOURNMENT**

Adjournment of meeting at 8:50pm

Motion: Steve Lawson

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

**Motion Passed**

**DATE AND TIME OF NEXT MEETING July 11, 2024 at 7:00 p.m.**

These minutes were approved and accepted as read this date 11 July 2024

Larry Cunningham, Chairperson

James Lawson, Secretary

Other Authorized Board Member

  
