

BLACKMAN FIRE DISTRICT MEETING

DATE: 06 February 2025

() REGULARLY SCHEDULED

TIME: 7:00 p.m.

() EMERGENCY

(X) WORKSHOP

ROLL CALL

PRESENT

Commissioner Steve Lawson	(X) Yes	() No
Chairperson Larry Cunningham	(X) Yes	() No
Commissioner Holley Cook	(X) Yes	() No
Vacant	() Yes	(X) No
Commissioner Ronnie Miller	(X) Yes	() No

Welcome/Call Meeting to Order at [7:00pm](#)

Pledge of Allegiance

PUBLIC WORKSHOP #2

1) Impact Fee Update "Continued"

Discussion on increases to Impact Fees within the fire district in order to address the anticipated growth within the 32531 zip code. According to the Inspire Study Final Report, Okaloosa County has not followed their own Comprehensive Strategic Plan to prevent urban sprawl and therefore is currently seeing elevated growth rates in Northern Okaloosa County areas. Jurisdictions West of Yellow River have already begun the process of increasing Impact Fees. The average impact fee rate for residential in Florida is currently \$3.83 per square foot. We will need two public workshops scheduled to support public input in this process.

Current Rates:

Residential	<u>\$0.20 per square foot</u>
Commercial	<u>\$0.30 per square foot</u>
Industrial	<u>None</u>

Proposed Rates:

Residential	<u>\$1.00 to \$1.25</u>
Commercial	<u>\$3.00 to \$4.00</u>
Industrial	<u>\$5.00 to \$6.00</u>

Solar Farm - Adopt Holt FD Solar Farm Impact Fee language but change \$100 amounts listed to \$500.

Discussion on increasing Impact Fees with public input commenced. Rates were discussed for the Blackman Fire District impact fee increases. Several members of the community discussed how rates would affect them. The expectation would be that development contractors would not suffer and only pass the higher costs on to the customers. Several rates were discussed and the board discussed proposed rates as listed above. The item was tabled until the next public workshop meeting so that commissioners can do more research on this topic.

Motion: [Steve Lawson](#) 2nd: [Holley Cook](#) Motion Passed

PUBLIC COMMENT

Open the floor to public comment.

ADJOURNMENT

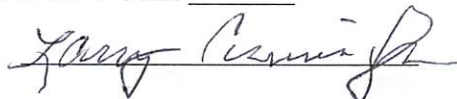
Adjournment of meeting at [7:43pm](#)

Motion: [Steve Lawson](#) 2nd: [Holley Cook](#) Motion Passed

DATE AND TIME OF NEXT MEETING February 13, 2025 at 7:00 p.m.

These minutes were approved and accepted as read this date _____

Larry Cunningham, Chairman



Other Authorized Board Member _____

BLACKMAN FIRE DISTRICT
Monthly Financial Schedule
as of January 31, 2025

Cash

Unrestricted Cash

Petty Cash	\$ 188.84
General Checking	90,656.50
General Savings	46,507.13
Total Unrestricted Cash	<u>137,352.47</u>

Restricted Cash

Impact Fees	7,407.18
Total Restricted Cash	<u>7,407.18</u>

Total Cash	<u><u>\$ 144,759.65</u></u>
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Total Revenue	<u>\$ 100,845.04</u>
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Expenses

Public Safety	18,984.11
Capital Outlay	0.00
Total Expenses	<u>18,984.11</u>

Net Revenue over Expenses	<u><u>\$ 81,860.93</u></u>
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Total Budgeted Expenses	\$ 84,000.00
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Total Actual Expenses	<u>18,984.11</u>
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Difference	<u><u>\$ 65,015.89</u></u>
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02/04/25

Blackman Fire District
Statement of Actual and Budgeted Revenues and Expenditures

October 2024 through January 2025

	Oct '24 - Jan 25	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Grant Income	48,342.20	8,000.00	40,342.20
Impact Fee Income - Residential	1,595.80	1,000.00	595.80
Interest Income	1.53		
Misc revenues			
Miscellaneous Income	160.00		
Total Misc revenues	160.00		
Racetrack	560.00	3,000.00	(2,440.00)
Tax Revenue	50,185.51	72,000.00	(21,814.49)
Total Income	100,845.04	84,000.00	16,845.04
Gross Profit	100,845.04	84,000.00	16,845.04
Expense			
Capital Outlay			
Capital Asset Purchases	0.00	10,000.00	(10,000.00)
Total Capital Outlay	0.00	10,000.00	(10,000.00)
Public Safety			
Audit Fees	0.00	9,000.00	(9,000.00)
Emergency Funds	0.00	1,000.00	(1,000.00)
Facility Maintenance			
Repairs and Maintenance	500.00		
Facility Maintenance - Other	0.00	3,000.00	(3,000.00)
Total Facility Maintenance	500.00	3,000.00	(2,500.00)
Fees	1,624.90	13,200.00	(11,575.10)
Insurance Expense	1,680.00	8,700.00	(7,020.00)
Legal Advertisements	0.00	350.00	(350.00)
Legal Fees	0.00	400.00	(400.00)
Office Supplies	496.70	550.00	(53.30)
Other General Expenses			
Accounting Fees	450.00	1,800.00	(1,350.00)
Small Equipment	422.63	2,000.00	(1,577.37)
Total Other General Expenses	872.63	3,800.00	(2,927.37)
Postage	0.00	200.00	(200.00)
Training	54.35	1,800.00	(1,745.65)
Utilities	1,118.13	4,700.00	(3,581.87)
Vehicle Insurance/Maintenance			
Diesel Fuel	865.42	5,000.00	(4,134.58)
Vehicle Insurance	6,364.00	2,300.00	4,064.00
Vehicle Maintenance	5,407.98	20,000.00	(14,592.02)
Total Vehicle Insurance/Maintenance	12,637.40	27,300.00	(14,662.60)
Total Public Safety	18,984.11	74,000.00	(55,015.89)
Total Expense	18,984.11	84,000.00	(65,015.89)
Net Ordinary Income	81,860.93	0.00	81,860.93
Net Income	81,860.93	0.00	81,860.93

No assurance provided on this financial statement which also omits required disclosures

Blackman Fire District
Bank Account Activity
As of January 31, 2025

02/04/25

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Restricted Cash								7,042.78
Regions - Impact								7,042.78
Deposit	01/01/2025				Deposit	364.40		7,407.18
Total Regions - Impact						364.40	0.00	7,407.18
Total Restricted Cash						364.40	0.00	7,407.18
Unrestricted Cash								120,706.24
Petty Cash								188.84
Total Petty Cash								188.84
Regions - Savings								46,006.74
Check	01/06/2025			Transfer		500.00		46,506.74
Deposit	01/31/2025				Deposit	0.39		46,507.13
Total Regions - Savings						500.39	0.00	46,507.13
Regions Checking - General								74,510.66
Check	01/02/2025	DC		Dually Doors LLC			500.00	74,010.66
Check	01/02/2025	DC		Chelco			237.29	73,773.37
Check	01/03/2025	ACH		Dawn M Paul CPA PA			150.00	73,623.37
Check	01/04/2025	DC		Go Daddy			274.20	73,349.17
Check	01/04/2025	DC		Dollar General			116.04	73,233.13
Check	01/04/2025	DC		Tractor Supply			27.77	73,205.36
Check	01/06/2025	DC		Century Link (Embarq)			131.37	73,073.99
Check	01/06/2025			Transfer			500.00	72,573.99
Check	01/06/2025	DC		US Water Service			37.62	72,536.37
Check	01/06/2025	DC		FL DHSMV			12.00	72,524.37
Check	01/06/2025	ACH		Travelers Insurance			1,680.00	70,844.37
Check	01/07/2025	4247		Coggins Insurance Agency	Acct 547		5,868.00	64,976.37
Check	01/07/2025	4248		Okaloosa County Property Appraiser	1/4 yearly invoice		206.11	64,770.26
Check	01/07/2025	4249		Voided Check	VOID:	0.00		64,770.26
Check	01/08/2025	ACH		Wex Inc			251.17	64,519.09
Deposit	01/10/2025				Deposit	7,189.16		71,708.25
Check	01/10/2025			Adobe Inc			19.99	71,688.26
Check	01/13/2025	DC		Parish Tractor			381.42	71,306.84
Check	01/17/2025	DC		Crestview Tire			1,645.54	69,661.30
Check	01/22/2025	ACH		O'Reilly Auto Parts			80.98	69,580.32
Check	01/24/2025	DC		Parish Tractor			13.44	69,566.88
Check	01/25/2025	DC		Dollar General			40.66	69,526.22
Deposit	01/27/2025				Deposit	21,176.57		90,702.79
Deposit	01/30/2025				Deposit	52.79		90,755.58
Check	01/31/2025	DC		Amazon			51.68	90,703.90
Check	01/31/2025	DC		Amazon			23.83	90,680.07
Check	01/31/2025	DC		Amazon			23.57	90,656.50
Total Regions Checking - General						28,418.52	12,272.68	90,656.50
Total Unrestricted Cash						28,918.91	12,272.68	137,352.47
TOTAL						29,283.31	12,272.68	144,759.65

02/04/25

Blackman Fire District
General Ledger
As of January 31, 2025

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Restricted Cash								
Regions - Impact								
Deposit	01/01/2025			Deposit		364.40		7,042.78
								7,042.78
								7,407.18
Total Regions - Impact						364.40	0.00	7,407.18
Total Restricted Cash						364.40	0.00	7,407.18
Unrestricted Cash								
Petty Cash								
Total Petty Cash								120,706.24
								188.84
								188.84
Regions - Savings								
Check	01/06/2025			Transfer		500.00		46,006.74
Deposit	01/31/2025			Deposit		0.39		46,506.74
								46,507.13
Total Regions - Savings						500.39	0.00	46,507.13
Regions Checking - General								
Check	01/02/2025	DC		Dually Doors LLC			500.00	74,510.66
Check	01/02/2025	DC		Chelco			237.29	74,010.66
Check	01/03/2025	ACH		Dawn M Paul CPA PA			150.00	73,773.37
Check	01/04/2025	DC		Go Daddy			274.20	73,623.37
Check	01/04/2025	DC		Dollar General			116.04	73,349.17
Check	01/04/2025	DC		Tractor Supply			27.77	73,233.13
Check	01/06/2025	DC		Century Link (Embarq)			131.37	73,205.36
Check	01/06/2025			Transfer			500.00	73,073.99
Check	01/06/2025	DC		US Water Service			37.62	72,573.99
Check	01/06/2025	DC		FL DHSMV			12.00	72,536.37
Check	01/06/2025	ACH		Travelers Insurance			1,680.00	72,524.37
Check	01/07/2025	4247		Coggins Insurance Agency	Acct 547		5,868.00	70,844.37
Check	01/07/2025	4248		Okaloosa County Property Appr...	1/4 yearly invoice		206.11	64,976.37
Check	01/07/2025	4249		Voided Check	VOID:	0.00		64,770.26
Check	01/08/2025	ACH		Wex Inc			251.17	64,770.26
Deposit	01/10/2025			Deposit		7,189.16		64,519.09
Check	01/10/2025			Adobe Inc			19.99	71,708.25
Check	01/13/2025	DC		Parish Tractor			381.42	71,688.26
Check	01/17/2025	DC		Crestview Tire			1,645.54	71,306.84
Check	01/22/2025	ACH		O'Reilly Auto Parts			80.98	69,661.30
Check	01/24/2025	DC		Parish Tractor			13.44	69,580.32
Check	01/25/2025	DC		Dollar General			40.66	69,566.88
Deposit	01/27/2025			Deposit		21,176.57		69,526.22
Deposit	01/30/2025			Deposit		52.79		90,702.79
Check	01/31/2025	DC		Amazon			51.68	90,755.58
Check	01/31/2025	DC		Amazon			23.83	90,703.90
Check	01/31/2025	DC		Amazon			23.57	90,680.07
								90,656.50
Total Regions Checking - General						28,418.52	12,272.68	90,656.50
Total Unrestricted Cash						28,918.91	12,272.68	137,352.47
Prepaid Insurance								
								4,814.00

02/04/25

**Blackman Fire District
General Ledger**

As of January 31, 2025

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Total Prepaid Insurance								4,814.00
Buildings								163,913.64
Total Buildings								163,913.64
Computers								699.99
Total Computers								699.99
Equipment								301,878.74
Total Equipment								301,878.74
Furniture and Fixtures								5,100.00
Total Furniture and Fixtures								5,100.00
Improvements other than buildin								21,724.61
Total Improvements other than buildin								21,724.61
Land								20,000.00
Total Land								20,000.00
Vehicles and Fire Trucks								330,426.00
Total Vehicles and Fire Trucks								330,426.00
x Less accumulated depreciation								(640,801.98)
Total x Less accumulated depreciation								(640,801.98)
Fund Balance - Nonspendable								(4,814.00)
Total Fund Balance - Nonspendable								(4,814.00)
Fund balance - Reserved								(7,042.78)
General J... 01/31/2025 56 *					Record changes in impact fees		364.40	(7,407.18)
Total Fund balance - Reserved						0.00	364.40	(7,407.18)
Fund Balance - Unassigned								(55,855.94)
General J... 01/31/2025 56 *					Record changes in impact fees	364.40		(55,491.54)
Total Fund Balance - Unassigned						364.40	0.00	(55,491.54)
Invested in Capital Assets								(202,941.00)
General Fixed Assets								(202,941.00)
Total General Fixed Assets								(202,941.00)
Total Invested in Capital Assets								(202,941.00)
Grant income								(48,342.20)
Impact Fee Income - Residential								(1,231.40)
Deposit 01/01/2025 3584					Wade Family Home - 7749 Sonny Barrow Rd ?		364.40	(1,595.80)
Total Impact Fee Income - Residential						0.00	364.40	(1,595.80)
Interest Income								(1.14)

02/04/25

**Blackman Fire District
General Ledger**

As of January 31, 2025

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Deposit	01/31/2025				Deposit		0.39	(1.53)
Total Interest Income						0.00	0.39	(1.53)
Misc revenues								(160.00)
Miscellaneous Income								(160.00)
Total Miscellaneous Income								(160.00)
Total Misc revenues								(160.00)
Racetrack								(560.00)
Total Racetrack								(560.00)
Tax Revenue								(21,766.99)
Deposit	01/10/2025			Okaloosa County Tax Collector	Fire Assessment		7,189.16	(28,956.15)
Deposit	01/27/2025			Okaloosa County Tax Collector	Fire assessment		21,176.57	(50,132.72)
Deposit	01/30/2025			Okaloosa County Tax Collector	Bank Interest		52.79	(50,185.51)
Total Tax Revenue						0.00	28,418.52	(50,185.51)
Public Safety								7,211.43
Facility Maintenance								0.00
Repairs and Maintenance								0.00
Check	01/02/2025	DC		Dually Doors LLC	garage door repair	500.00		500.00
Total Repairs and Maintenance						500.00	0.00	500.00
Total Facility Maintenance						500.00	0.00	500.00
Fees								1,132.59
Check	01/04/2025	DC		Go Daddy	Website - Domain renewal	274.20		1,406.79
Check	01/06/2025	DC		FL DHSMV	Fleet Report (P70) - crash report	12.00		1,418.79
Check	01/07/2025	4248		Okaloosa County Property Appr...	assessment	206.11		1,624.90
Total Fees						492.31	0.00	1,624.90
Insurance Expense								0.00
Check	01/06/2025	ACH		Travelers Insurance	FWCJUA Renewal	1,680.00		1,680.00
Total Insurance Expense						1,680.00	0.00	1,680.00
Office Supplies								261.59
Check	01/04/2025	DC		Dollar General		116.04		377.63
Check	01/10/2025			Adobe Inc	Subscription acropo	19.99		397.62
Check	01/31/2025	DC		Amazon	Copy Paper	51.68		449.30
Check	01/31/2025	DC		Amazon	Cables, Mouse Pad	23.83		473.13
Check	01/31/2025	DC		Amazon	Stackable trays	23.57		496.70
Total Office Supplies						235.11	0.00	496.70
Other General Expenses								300.00
Accounting Fees								300.00

02/04/25

**Blackman Fire District
General Ledger**

As of January 31, 2025

Type	Date	Num	Adj	Name	Memo	Debit	Credit	Balance
Check	01/03/2025	ACH		Dawn M Paul CPA PA		150.00		450.00
Total Accounting Fees						150.00	0.00	450.00
Small Equipment								0.00
Check	01/04/2025	DC		Tractor Supply	Fleet - heat lamps	27.77		27.77
Check	01/13/2025	DC		Parish Tractor	chain saw	381.42		409.19
Check	01/24/2025	DC		Parish Tractor	Fuel pump	13.44		422.63
Total Small Equipment						422.63	0.00	422.63
Total Other General Expenses						572.63	0.00	872.63
Training								54.35
Utilities								711.85
Check	01/02/2025	DC		Chelco		237.29		949.14
Check	01/06/2025	DC		Century Link (Embarq)	Phone / Internet	131.37		1,080.51
Check	01/06/2025	DC		US Water Service		37.62		1,118.13
Total Utilities						406.28	0.00	1,118.13
Vehicle Insurance/Maintenance								4,751.05
Diesel Fuel								614.25
Check	01/08/2025	ACH		Wex Inc	Fleet Debi Blackman	251.17		865.42
Total Diesel Fuel						251.17	0.00	865.42
Vehicle Insurance								496.00
Check	01/07/2025	4247		Coggins Insurance Agency	Auto Ins - 2003 Pierce Inv 51288, Inv 51289, Inv 51293	5,868.00		6,364.00
Total Vehicle Insurance						5,868.00	0.00	6,364.00
Vehicle Maintenance								3,640.80
Check	01/17/2025	DC		Crestview Tire	Fleet (ATT70)	1,645.54		5,286.34
Check	01/22/2025	ACH		O'Reilly Auto Parts	Fleet (QR70, COM71)	80.98		5,367.32
Check	01/25/2025	DC		Dollar General	Fleet (COM70, COM71)	40.66		5,407.98
Total Vehicle Maintenance						1,767.18	0.00	5,407.98
Total Vehicle Insurance/Maintenance						7,886.35	0.00	12,637.40
Total Public Safety						11,772.68	0.00	18,984.11
Uncategorized Expenses								0.00
Check	01/07/2025	4249		Voided Check	VOID:	0.00		0.00
Total Uncategorized Expenses						0.00	0.00	0.00
TOTAL						41,420.39	41,420.39	0.00

Blackman Fire Chief's Report

January 2025

Incident Report:

Total Calls for Service = 11

- 4 - Medical Calls
- 5 - Fires
 - 2 - Structure Fires
 - 2 - Brush Fire (1 Controlled Burn)
 - 1 - Vehicle Fire
- 1 - Hazardous Condition
 - 1 - Tree Down
- 1 - Fire Service Calls
 - 1 - MVA Cancelled (Apple Watch)

Runs by Personnel

January 2025 Run Totals		
	Personnel Name	# Incidents
1.	Merritt, Wade, EMR	9
2.	Melanson, Duane, FF1	6
	Creamer, Brendan, FF1	6
3.	Dunsford, Morgan, BLS	5
	Morgan, Dalton, FF2	5
4.	Stroheker, Donald, FF1	4
	Morgan, Jeremy, FF2	4
5.	Lehneis, Timmy, EMR	3
6.	Stroheker, Donnell, EMR/WL	2
	Stroheker, II, Donald, FF1	2
7.	Sargent, Miranda, FF1	1
	Lehneis, Brittney, EMR	1
	Brewer, Robert	1
8.	Strawn, Mike, FF2	0
	Ragle, Bradley, EMT/WL	0

Purchases:

Date	Authorizer	Vendor	Expense	Amount	Notes
1/6/2025	Duane Melanson	Dollar General	Cleaning Supplies	\$ 116.04	
1/27/2025	Duane Melanson	Dollar General	MicroUSB/iOS Chargers	\$ 40.66	
1/31/2025	Duane Melanson	Amazon	Office Supplies	\$ 99.08	
1/17/2025	Ronnie Miller	Crestview Tire	Replacement Tires	\$ 1,645.54	Emergency Purchase
1/6/2025	Steve Lawson	Tractor Supply	Heat Lights for Pumpers	\$ 27.77	
1/27/2025	Wade Merritt	Parish Tractor	Primer Bulb for K12	\$ 13.44	

Fleet:

Fleet assignments will be evaluated quarterly based on call participation, driving history and driving record.

Care and Maintenance will be the responsibility of the Engineer of each vehicle. Expect periodic inspections.

Apparatus	Type	Engineer / Navigator	Repairs	Status
COM70 2018 Ford Expedition	Quick Response	Duane Melanson Miranda Sargent - Nav	Lights Installed. Awaiting Decals.	In Service
COM71 2018 Ford Expedition	Quick Response	Donald Stroheker Donnell Stroheker - Nav	Lights Installed. Awaiting Decals.	Out of Service
QR70 2009 Chevrolet Suburban	Quick Response	Wade Merritt Morgan Dunsford - Nav	Canister Purge Valve Needed. \$40-\$60.	In Service
QR71 2015 RAM 2500	Quick Response	Donald Stroheker Donnell Stroheker - Nav		In Service
ATTACK 70 Ford F550	Fire Response Apparatus	Timothy Lehneis Brittney Lehneis - Nav	Scene Lights. Parts not found.	In Service
ENGINE 70 Kenworth	Fire Response Apparatus	Morgan Dunsford	Gauge Repair. SEMS Awaiting Parts.	In Service
ENGINE 71 Pierce	Fire Response Apparatus	Donald Stroheker, II	Decals Needed. Awaiting Decals.	Out of Service
PUMPER 70 International	Fire Response Apparatus	Wade Merritt		In Service