

## BLACKMAN FIRE DISTRICT MEETING

DATE: 10 October 2024

(X) REGULARLY SCHEDULED

TIME: 7:00 p.m.

( ) EMERGENCY

( ) WORKSHOP

### ROLL CALL

### PRESENT

Chairperson Larry Cunningham	( X ) Yes	( ) No
Commissioner Brittney Lehneis	( X ) Yes	( ) No
Commissioner Wade Merritt	( X ) Yes	( ) No
Commissioner Steve Lawson	( X ) Yes	( ) No
Commissioner Ronnie Miller	( X ) Yes	( ) No

Welcome/Call Meeting to Order at [6:58pm](#)

Pledge of Allegiance

- 1) Discussion and Approval of the Regular Meeting Minutes from September 12, 2024.

Motion: [Ronnie Miller](#) 2<sup>nd</sup>: [Wade Merritt](#) Motion Passed

- 2) Discussion and Approval of the Financial Report from September 30, 2024.

#### Cash

- Unrestricted Cash
  - Petty Cash \$ 188.84
  - General Checking \$ 13,423.18
  - General Savings \$ 44,505.60
  - Total Unrestricted Cash \$ 58,117.62
- Restricted Cash
  - Impact Fees \$ 5,811.38
  - Total Restricted Cash \$ 5,811.38
- Total Cash \$ 63,929.00

Motion: [Steve Lawson](#) 2<sup>nd</sup>: [Ronnie Miller](#) Motion Passed

- 3) Chiefs Report (see attached)

- Total Calls for Service = 12
  - 12 - Medical
    - 6 - Medical Emergencies
    - 1 - Motor Vehicle Accidents with Injuries
    - 2 - Motor Vehicle Accidents without Injuries
    - 1 - Snake Bite Call
    - 2 - Rescue EMS Standby (Racing Event)

### OLD BUSINESS

#### Grant Report (Presented by Lt. Miranda Sargent)

- AFG Grant has expended their budget of \$324 million dollars without awarding our project for a new truck. Although we have not received a denial, it is expected to be coming very soon.
- We are continuing to await the application results from the Cancer Decon Grant application and HMGP application.

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4) **Florida Firefighter Assistance Grant Program**

Discussion and Approval of the Florida Firefighter Assistance Grant Program for 5 new SCBAs and 10 Air Bottles. This grant has no match and will be reimbursed at 100%. Total award is in the amount of \$48,342.20. The battery operated Combination Rescue Tool was not awarded.

**Discussion on options to wait till February to place an order for the needed equipment due to financial constraints. Lt. Miranda Sargent advised she will check with the state on possible options to purchase equipment and get reimbursements in increments.**

Motion: [Brittney Lehnais](#) 2<sup>nd</sup>: [Steve Lawson](#) Motion Passed

5) **FY 2025 Budget Adoption**

Discussion and Adoption of the FY 2025 Proposed Budget. The budget has been advertised to the public in the newspaper for two cycles and is now ready for any public comment necessary before adoption.

Motion: [Steve Lawson](#) 2<sup>nd</sup>: [Ronnie Miller](#) Motion Passed

6) **5-Year Plan**

Discussion and Approval of the Operational 5-year Plan. This 5-Year Plan details the regular maintenance and testing required over the next 5 years along with any equipment needs anticipated.

**Discussion commenced to change the Ice Machine amount to \$3,000. Also discussed were options on using a freezer to maintain bagged ice for use as well.**

Motion: [Wade Merritt](#) 2<sup>nd</sup>: [Steve Lawson](#) Motion Passed

7) **Engine 70 Gauge Replacement**

Discussion and Approval of quote for replacement of gauges found to be not working properly.

**Discussion was made to try to get all things fixed at one time in order to lessen the cost of a travel fee. Chief Melanson advised he would reach out to the company for a new quote.**

Motion: [Steve Lawson](#) 2<sup>nd</sup>: [Wade Merritt](#) Motion Passed

**NEW BUSINESS**

8) **Annual Service on Engine 70 and Pumper 70**

Discussion and Approval of quote for annual service required for Engine 70 and Pumper 70.

**The board approved the service needed for both Engine 70 and Pumper 70. Discussion was made further on postponing the Pumper Service until after we find out more on the donated Fire Truck from Okaloosa Island Fire & Rescue.**

Motion: [Steve Lawson](#) 2<sup>nd</sup>: [Wade Merritt](#) Motion Passed

9) **Inventory Asset Disposal**

Discussion and Approval of Inventory Asset disposals that have been processed and are ready to come off the inventory list.

Motion: [Steve Lawson](#) 2<sup>nd</sup>: [Brittney Lehnais](#) Motion Passed

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps involved in the accounting cycle, from identifying the transaction to posting it to the appropriate ledger account.

3. The third part of the document discusses the role of the auditor in verifying the accuracy of the records. It describes the various techniques used by auditors to test the reliability of the data and to ensure that the financial statements are presented fairly.

4. The fourth part of the document addresses the issue of internal controls. It explains how a well-designed system of internal controls can help to minimize the risk of error and to ensure that the organization's assets are protected.

5. The fifth part of the document discusses the importance of transparency and accountability in financial reporting. It argues that organizations should be open and honest about their financial performance and should provide clear and concise information to their stakeholders.

6. The sixth part of the document discusses the role of the government in regulating the financial system. It describes the various laws and regulations that govern the behavior of financial institutions and the consequences of non-compliance.

7. The seventh part of the document discusses the importance of ethical behavior in the financial industry. It argues that financial professionals should always act in the best interests of their clients and should avoid any conflicts of interest.

8. The eighth part of the document discusses the role of the media in financial reporting. It describes how the media can help to disseminate financial information and to hold financial institutions accountable for their actions.

9. The ninth part of the document discusses the importance of ongoing education and training for financial professionals. It argues that the financial industry is constantly evolving and that professionals must stay up-to-date on the latest developments.

10. The tenth part of the document discusses the importance of collaboration and communication among financial institutions. It argues that working together can help to improve the efficiency of the financial system and to reduce the risk of systemic failure.

10) **Safety Committee Update**

Discussion on Safety Committee updates to include the following topics:

- Bench Seat/Swing at the front of the station needs boards replaced

[Steven Lawson volunteered to have the bench fixed.](#)

- Roof inspection needed due to leaks

[Steve Lawson advised he has a few contractors he can reach out to on this issue.](#)

- Floor mats at front door (inside and outside)

[Discussion was made on purchasing mats for no slip areas from Home Depot \(<\\$300\).](#)

- Bay area being very slick and dangerous during rainy weather

[Steve Lawson advised he can check on a grinder to possibly roughen up the bay floors due to their condition. The floors are very slippery due to exhaust buildup and oils.](#)

- Modification of the back parking area due to crash issues recently experienced

[Personnel will be instructed to park against the storage buildings in an effort to reduce incidents.](#)

- Traffic Safety Vests for visibility onscene at accidents

[The Safety Committee will get pricing on these items.](#)

- Rain jackets for operations during rainy weather

[The Safety Committee will get pricing on these items.](#)

11) **Auditor Engagement and Authorization Letter**

Discussion and approval of the Auditor Engagement Letter for this year's upcoming audit. Pricing will be staying the same as this past year and no increase has occurred.

Motion: [Wade Merritt](#) 2<sup>nd</sup>: [Steve Lawson](#) Motion Passed

12) **Okaloosa Island Fire Truck**

Discussion and approval to accept the Fire Engine Donation from Okaloosa Island Fire & Rescue.

[Discussion commenced on how the new 2003 Pierce fire truck would benefit the department. It was decided that the new truck was 11 years newer than the 1992 International and would offer us a better opportunity to submit for grants for an even newer apparatus.](#)

Motion: [Wade Merritt](#) 2<sup>nd</sup>: [Ronnie Miller](#) Motion Passed

13) **New Members**

Discussion and approval of accepting a new member, Morgan Dunsford, as Support Staff to the department.

Motion: [Wade Merritt](#) 2<sup>nd</sup>: [Steve Lawson](#) Motion Passed

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Upcoming Events & Training

- 10/01/2024 - Breast Cancer Awareness Month Social Media Campaign
- 10/06/2024 - National Fire Prevention Week Campaign
- 10/10/2024 - Blackman Fire District Business Meeting
- 10/11/2024 - Blackman Community Potluck Dinner
- 10/13/2024 - Early Vote Informational Campaign
- 10/28/2024 - National First Responder Day Social Media Campaign

**PUBLIC COMMENT**

Open the floor to public comment.

**ADJOURNMENT**

Adjournment of meeting at **8:47pm**

Motion: **Ronnie Miller** 2<sup>nd</sup>: **Brittney Lehneis** **Motion Passed**

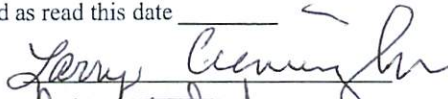

**DATE AND TIME OF NEXT MEETING November 14, 2024 at 7:00 p.m.**

These minutes were approved and accepted as read this date \_\_\_\_\_

Larry Cunningham, Chairperson

Brittney Lehneis, Secretary

Other Authorized Board Member \_\_\_\_\_

  
 or

THE STATE OF TEXAS,  
COUNTY OF DALLAS.  
I, the undersigned, a Notary Public in and for the State of Texas, do hereby certify that the within and foregoing is a true and correct copy of the original of the same as the same appears from the records of the County of Dallas, State of Texas.  
GIVEN UNDER MY HAND AND SEAL OF OFFICE this 1st day of May, 1901.  
NOTARY PUBLIC.

*[Handwritten signature]*