



Holley-Navarre Fire District Board of Fire Commissioners November 15, 2021 – 6:00 p.m. Minutes Are Not Verbatim

The meeting was called to order at 6:00 p.m. by Chairman Dave Stone. Commissioners Dave Stone, DJ Stone, Darin Culberson, Doug Schumpert, and Todd Tolbert were in attendance, as well as Chief Norton, BCs Davidson and Turnage, Project Manager Chris Levitt, Navarre Press rep Wendy Rudman, and Admin D. May. Stations 45 and 41 crews were also in attendance.

Public Announcements / Public Comments – None

Chairman's Comments – None

Meeting Minutes – October 25, 2021 – **Commissioner Schumpert made a motion to accept minutes as presented, 2nd by Commissioner Tolbert. Vote held. Motion - passed unanimous.**

Treasurers Report

Commissioner DJ Stone read the report as follows:

November 2021

Regions Checking	\$310,189.20
Impact Fee Acct	\$784,167.89
Apparatus Fund	\$213,041.36
Reserve Fund Acct	\$383,571.00
Income received to date	\$22,966.49
Expenses to date	\$331,892.48

Treasurers Report for November 2021 read into record by Commissioner Stone. **Motion made to accept report by Commissioner Schumpert, 2nd by Commissioner Culberson. Vote held. Motion - passed unanimous.**

Chief's Report

Incidents for November 2021: Total runs of 297, average response time 6:51, overlapping calls 100 or 33.7%. Staffing-We have one opening. CPAT was held on 11/12/21, with three applicants tested and interviewed. Another CPAT is scheduled for 12/4/21. Vehicle Status: Reserve is in the shop with transmission issues. Grants: AFG grant for ladder truck was denied, AFG grant for SAFER staffing was awarded, Firehouse Subs was awarded. Dickey's, Gary Sinise, and Dennis Leary Foundations have all been applied for. Acknowledgements: Lts Robertson, Hall, and Buffington completed the Aerial Operator course held at NBFR. A second one is scheduled for December. HNFD will conduct our own after truck arrives. BCs Lewis and Turnage completed their first year with HNFD and have met or exceeded all required certifications and conditions of employment. Angel Tree children have all been sponsored. We are also a Toys for Tots collection point. Jingle Bell Run and Christmas Parade is 12/4/21. HNFD Christmas party is scheduled for 12/18/21 at 6 pm. **Motion made to accept Chief's Report by Commissioner Schumpert, 2nd by Commissioner Culberson. Vote held. Motion – passed unanimous.**

Commissioner's Comments – Commissioner Schumpert would like Chief Norton to work on a plan to put an assistant chief in place to his place when he retires. He also thanked Chief Norton for all the financial information sent via email.

Old Business

- 1. Project Update:** Project is nearing completion. Chris still plans on 12/1/21 finish date with the cost still being under \$400,000. Large roll-up door that was purchased cannot be used. Paid \$960, have bid for \$800. Board agreed unanimously to sell it. Chris would like to use the money toward rubber mats in the work-out room.
- 2. SAFER Grant/Minimum Wage Requirements:** Financial needs (including the SAFER grant and minimum wage increase) were presented as a PowerPoint (see attached). Commissioner Tolbert stated he would like to see the minimum wage increase scale without including the annual 2.5%. He also stated that going ad valorem would help with a lot of our financial issues. Commissioner DJ Stone agreed. Captain Wells asked if it could go on the ballot in 2022. Chief Norton stated that yes, time is limited, but it is doable. Captain Wells also said that it is obvious that the income based on growth is not enough to sustain us. To get a yes vote, it will take everyone pushing forward to educate the public. BC Davidson remarked that we have the lowest fire tax around. Commissioner Tolbert stated that if we are going to a vote regardless, we should push for ad valorem. Chairman Stone asked if Chief Norton could get in touch with GSG to do a study regarding all our targeted goals and if we can meet those goals by going ad valorem vs non ad valorem. Commissioner DJ Stone would like to form a committee involving Chief Norton, himself, a union rep, and others in the department regarding the vote. Commissioner Tolbert would like to prioritize and make a plan for if the referendum fails. He would like to see a mock budget for if the vote fails. Chairman Stone stated that once we get the information back from GSG, we can start making a plan. **Motion made to refuse the SAFER grant was made by Commissioner Schumpert, 2nd by Commissioner Tolbert. Vote held. Motion – passed unanimous.** Chief Norton read the letter he intends to send to FEMA refusing the grant. Commissioner DJ Stone would like to make a formal written letter of reprimand in Chief Norton's file due to poor performance regarding the acceptance and subsequent refusal of the SAFER grant. A few of Commissioner DJ Stone's expectations: Communicate often, make recommendations known, be more intimate with what is delegated to others, appropriately plan for the future of the District. Commissioner Stone stated that the Board needs more information from Chief Norton so that they can make informed decisions. Four yays, one nay regarding the written reprimand. Chairman Stone stated that he voted no because he is looking at what Chief Norton has done as a whole, not one isolated incident. He stated that he has been on the Board for 12 years and when he came to HNFD, the District was in bad shape. He has seen what Chief Norton has accomplished for the District. Commissioner DJ Stone stated that it does not diminish Chief Norton's accomplishment but that everyone is accountable for their actions. Commissioner Tolbert asked Chief to email a timeline from GSG regarding what should be done when with the referendum. He would also like Chief Norton to work on a budget if the referendum does not pass.

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3. **Update on Civil Case:** Chief Norton spoke with the attorneys. Both attorneys advised that a public forum is not the place to discuss an ongoing legal case. If the Board wants more details, a special closed-door meeting with the attorneys can be arranged so it can be discussed (see attached). Commissioner DJ Stone stated that he wants it on record that he is frustrated that he was subpoenaed for something when he was under the impression the case was closed. Dee will contact the Board over the next several days for available times to meet with the attorney for a closed-door meeting. Commissioner DJ Stone would like it as soon as possible.
4. **December Meeting:** Cancelled.

New Business

1. **Cancer Decon Equipment Grant:** Chief Norton and BC Turnage applied through the State Fire Marshal's Office for an equipment grant. If it is approved, the District will receive 30 hoods and 30 gloves, with the District paying 25% of the cost (this equates to \$1154, which we have available in our capital equipment line item).
2. **Zone 44/40 Response Numbers:** (see attached) Call volume for Zone 44 (East River Bridge to Vonnie Tolbert Road – Holley) and Zone 40 (Vonnie Tolbert Road to Yellow River Bridge). In 2018, call load going to Holley was 186, 2019 was 193, 2020 was cut down to 141 (due to COVID), and this year we are already at 166.
3. **Sutphen Tire Production Update:** Everything is on schedule and on budget. Chief Norton has an artist rendering of what the tower will look like for everyone to see.
4. **Survey Monkey 360 Evaluation.** Questionnaire for BoFC annual survey is included in binders regarding Chief Norton's performance. It is to be completed by the second week of December and will be forwarded to the Board for review.

Next Meeting

Dee will schedule meeting with attorneys in the December timeframe. The next scheduled Board meeting will be held on January 24, 2022. Meeting adjourned at 7:40 pm.

Respectfully submitted,

DJ Stone

D.J. Stone, Secretary/Treasurer
DJS:sdm