



Holley-Navarre Fire District Board of Fire Commissioners February 28, 2022 – 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, and Doug Schumpert were in attendance, as well as Chief Norton, BC Davidson, Project Manager Chris Levitt, and Admin Dee May. Stations 45 and 41 crews were also in attendance.

Election of Officers – Commissioner Schumpert made a motion to keep all positions the same: Dave Stone as Chairman, Doug Schumpert as Vice-Chair, and DJ Stone as Secretary/Treasurer. Vote held. Motion – passed unanimously.

Public Announcements / Public Comments – None

Chairman's Comments – None

Meeting Minutes – November 15, 2021 – Commissioner Schumpert made a motion to accept minutes as presented, 2nd by Commissioner Stone. Vote held. Motion – passed unanimously. December 20, 2021 Special Meeting - Commissioner Schumpert made a motion to accept minutes as presented, 2nd by Commissioner Stone. Vote held. Motion – passed unanimously. January 4, 2022 Special Meeting - Commissioner Schumpert made a motion to accept minutes as presented, 2nd by Commissioner Stone. Vote held. Motion – passed unanimously.

Treasurers Report

Commissioner DJ Stone read the report as follows:

February 2022	
Regions Checking	\$1,807,604.68
Impact Fee Acct	\$717,625.24
Apparatus Fund	\$213,041.36
Reserve Fund Acct	\$683,571.00
Income received to date	\$2,720,279.28
Expenses to date	\$1,233,360.80

Treasurers Report for February 2022 read into record by Commissioner Stone. Motion made to accept report by Commissioner Schumpert, 2nd by Commissioner DJ Stone. Vote held. Motion – passed unanimously.

Chief's Report

Incidents for the year 2021: 3,331. Incidents for December 2021: 317. Incidents for January 2022: 349, average response time 7:19, overlapping calls 160 or 45%. Staffing – All currently budgeted positions are filled. One member on light duty. Recent hire of Josh Hurley, FF/medic. ALS status - (1 BC, 1 Capt, 1 Lt, 2 FF, 1 student). Need to begin purchasing equipment (\$90k department-wide for all capital equip and projects). Building construction project – Applied for temp CO, pending final inspection. Vehicle Status – Reserve in the shop for transmission issues. Found TCM and was given go-ahead to purchase and install. FC vehicle – Delayed by Ford to March 22. BC vehicle – Delivered to Duval Ford for up-fitting. Received a 2007 Yamaha jet ski w/trailer from Sheriff's office. Need to purchase vests and sled and conduct training. SOP's prior to putting in service. Acknowledgements – Wells and Folsom completed the Aerial Operator course held @ NBFR. Webpage is now under our complete control. Dee started new webpage and migrated the necessary info to it. Meritorial Service – Clay Witt at 5 years, Arron Sandoval at 15 years, and Earner Harris at 20 years. FF of the Year – Justin Peppard. Motion made to accept Chief's report by Commissioner Schumpert, 2nd by Commissioner DJ Stone. Vote held. Motion – passed unanimously. Commissioner DJ Stone would like to see Chief's notes sent out before the meeting.

Commissioner's Comments – Commissioner DJ Stone reminded the Board to complete the 360 evaluation in a timely manner. He would like the Board to be provided with digital surveys to expedite completion of them.

Old Business

- 1. Project Update:** Temporary CO has been obtained as of today. Project Manager Chris Levitt is addressing the issues the county required: screen dumpster, trees, handicapped signs, etc. Chris will have power on and the other items completed by the end of this week. Board commended Chris for a job well done.
- 2. Sutphen Tower Status:** Chief Norton has been in contact with Mark Oaks from Sutphen, who said the tower is on schedule and everything is going well. Completion should be in the fall timeframe.

New Business

- 1. Assessment Committee Update:** The committee has had three meetings thus far. Thru much discussion, it's been the direction of the committee to go from non-ad valorem to ad valorem at about a 1.8 millage rate. That will add approximately \$1.5 million to the budget. Public awareness and marketing has also been discussed. Ballot deadline will be Friday, 8/26/22 at 4 pm. Commissioner DJ Stone stated that a lot of the plans in the 5-10 year plan simply cannot be accomplished without going ad valorem. Chairman Stone stated that this needs to be on the agenda every month so we stay updated.
- 2. Minutes Template Revision:** Commissioner DJ Stone requested that meeting minutes be sent out the Wednesday after the meeting so that there is time to go over them before the next meeting. Commissioner Stone would also like to add an action register in the minutes. He would like to keep items to be followed up on. Motion made to add action register to the minutes made by Commissioner DJ Stone, 2nd by Commissioner Schumpert. Vote held. Motion – passed unanimously.
- 3. Chief Norton's Top Priorities for 2022** – Chief's top 3 priorities are as follows (see attached)
 - a. Referendum to increase revenue**
 - b. Ladder truck arrival/prep**
 - c. Policy/SOP/5-year plans**

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Commissioner DJ Stone would like to see a more concerted focus on ALS. He would like to see ALS as a top priority and be updated on it consistently. Lt Daniel Tolar stated that he will be meeting with Navarre Beach and Midway on Thursday about policies and questions regarding ALS. Chairman Dave Stone stated that the referendum and ALS go hand-in-hand, that the District needs the money to go ALS. He does not want to jump the gun on ALS and get into a position where there are too few medics working ALS.

4. **Weekly Informational Commissioner Update Email Document:** Commissioner DJ Stone stated that he has a list of items he would like the Board to be updated on. He would like to see a more formal detailed email update on a weekly basis so that the Board is engaged and informed. Items he would like the Board to be notified of:
- Any unexpected expenses or purchases that exceed \$1000. Detail the items and their cost.
 - Apparatus status update to include repairs and needed repairs, cost needed or spent for repairs.
 - Any employee issues stated as follows: Current discipline and grievances, disruptions, injury, or other incidents and action taken. First email report to the BoC to include all past disciplinary actions since 1/21 and the results.
 - Updates and status of any ongoing litigation within the District.
 - COVID status with FF's; how many are sick and recovering. Alert the Board with any serious condition development. No names need to be mentioned due to potential HIPPA violations.
 - Incident stats for the week to include total call amount.
 - Any incident that gets media attention, notify the BoC via email asap 24/7.
 - Updates on the new apparatus until arrival.
 - Buildings (all) status to include repairs and needed repairs, cost needed or spent for repairs.
 - Any policy or SOG updates and revisions.
 - Amount of overtime used each week, divided up per rank. Provide the budgeted yearly amount and subsequent percentage time used (increase or decrease).
 - Assessment committee updates.

Motion for a weekly commissioner email update made by Commissioner DJ Stone, 2nd by Commissioner Schumpert. Vote held. Motion – passed unanimous.

5. **BofC Meeting Date Changes:** Commissioner DJ Stone is requesting several date changes so that he and Commissioner Culberson are not working and can attend. Date changes: March 28 to March 21, 2022; June 27 to June 28, 2022; October 24 to October 26, 2022. Motion made by Commissioner DJ Stone to change dates, 2nd by Commissioner Schumpert. Dee will publish in paper and on website.
6. **New Building Expenditures:** (See attached) Chief Norton has a list of expenditures he would like to purchase for the new building from the impact fee account. He is requesting gym equipment, TV's and mounts for the training room, and office chairs for the Board members. **Motion made to accept the request for building expenditures made by Commissioner DJ Stone, 2nd by Doug Schumpert. Vote held. Motion – passed unanimous.**

Action Register:

1. Options to phase in ALS, single medic on rescue truck as a temporary possibility? Is that possible and how to accomplish this? (2/21)
2. Plan to build station in Holley? Need 3 different options with associated costs. C.Schumpert wants to know if we have any other options to decrease the cost of the building. Could we share building with SO? Commercial business to use as storefront with station behind? Temporary modular building? (10/21)
3. C.Schumpert would like Chief Norton to work on a plan to hire an assistant chief to put in his place when he retires. (11/21)
4. 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. (11/21)
5. C.Tolbert would like to see minimum wage increase scale without including the annual 2.5%. (11/21)
6. C.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. Tolbert asked Chief Norton to email a timeline from GSG regarding what should be done with the referendum. He would also like Chief Norton to work on a budget if the referendum does not pass. (11/21)

Next Meeting

Next meeting is Monday, March 21, 2022, at 6 pm. Meeting adjourned at 7:11 pm.

Respectfully submitted,

DJ Stone

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