



# Holley-Navarre Fire District Board of Fire Commissioners March 31, 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 Todd Tolbert were in attendance, as well as Chief Norton, BC Lewis, Project Manager Chris Levitt, and Admin Dee May. Stations 45 and 41 crews were also in attendance. Commissioner Darin Culbertson attended via phone.

## Public Announcements / Public Comments – None

## Chairman's Comments – None

**Meeting Minutes** – February 28, 2022 – **Commissioner Tolbert made a motion to accept minutes as presented, 2<sup>nd</sup> by Commissioner DJ Stone. Vote held. Motion - passed unanimously.**

## Treasurers Report

Commissioner DJ Stone read the report as follows:

### **March 2022**

Regions Checking	\$1,621,591.32
Impact Fee Acct	\$719,231.22
Apparatus Fund	\$213,041.36
Reserve Fund Acct	\$683,571.00
Income received to date	\$2,788,409.97
Expenses to date	\$1,482,162.26

Treasurers Report for March 2022 read into record by Commissioner Stone. **Motion made to accept report by Commissioner Tolbert, 2<sup>nd</sup> by Commissioner DJ Stone. Vote held. Motion - passed unanimously.**

## Chief's Report

(See attached) Incidents for February 2022: 323. Average response time 6:59, overlapping calls 122 or 37.7%. Staffing – Two positions are open. Vehicle Status – Chief Norton would like to contact Tuscaloosa and see if they are interested in purchasing Reserve Engine 45. Due to the cost for repairs, it is not worth keeping it anymore. Commissioner DJ Stone would like to see Chief Norton do some research on a used back-up engine and explore how we can fund it. Chief Norton stated that he has looked into a mini-pumper. Commissioner Stone stated that he would not mind selling the reserve but would like to see a plan first. Acknowledgements: Chief Norton commended A shift for the successful rescue of the toddler at the Jeannie Street fire. **Motion made to accept Chief's report by Commissioner Tolbert, 2<sup>nd</sup> by Commissioner DJ Stone. Vote held. Motion – passed unanimously.**

**Commissioner's Comments** – Commissioner DJ Stone stated that there was a missed weekly update. Moving forward, as long as it is ok with the Board, Commissioner DJ Stone would like the action register to be on the agenda each month, including who requested it and the date.

## Old Business

- 1. Project Update:** Permanent CO has been obtained as of today and the building has been completed. The next meeting will be in the new building.
- 2. Sutphen Tower Status:** Mark Oaks, Sutphen rep, stated that there was nothing new to report. The tower is still on schedule to be finished in September 2022.
- 3. Assessment Committee Update:** (see attached). Last meeting was 3/22/22. Notes were presented by Chief Norton. Commissioner Tolbert would like a median home value so we know what the average homeowner's impact will be when we go ad valorem.
- 4. ALS:** (see attached). Lt Daniel Tolar gave an update on ALS. Midway, Navarre Beach, and HNFDD will work together on SOPs so they mirror each other. The ALS committee met with Dr. Landry, who will only be charging what his insurance will increase (approximately \$400/month). He is willing to sit down with our medics as early as next week to begin the process of approving them. He suggested we double sticker the engine so if a medic is not on duty, we drop down to BLS status. It will cost roughly \$17,400 annually to run ALS. Including paramedic incentives, it'll cost roughly \$53,000. We will apply for a grant thru the Dept of Health to help pay for the Lifepacks. We will be able to use the impact fee fund for all ALS start-up costs and rescue equipment. The commissioners commended the committee members for providing a great update with solid numbers.

## New Business

- 1. Run response model explanation and recommendation:** HNFDD began using new CAD system in 2015. Chief Norton took all available stations geographically and listed them, sorted them by miles and response time. Residential responds with 4 engines and a ladder. Commercial responds with 3 engines and a ladder. For secondary calls, it is usually a response from another engine from our district. For example, if 45 is on a call and another call comes out in 45's area, 41 will take it. Commissioner DJ Stone wanted to know why 49 does not respond to secondary calls. If the Board is in agreement, Commissioner DJ Stone would like to fix the run cards to have an automatic aid agreement with 49 for any calls east of Hwy 87 on 98. Commissioner Tolbert asked if that would leave 49 unmanned? Chief Norton stated yes. Chief Norton would like to make a caveat that they respond to high priority calls only, Delta and Echo, rather than all calls, such as lift assists and fall calls. Commissioner DJ Stone stated that anything beyond Florosa responding to a call is a safety concern due to communication complications. He would like to add Midway on all first alarm assignments and move Ocean City to a second alarm or greater. Chief Norton will change the run cards to reflect this. Chief Norton will meet with Chief Fureigh about 49 responding secondary/automatic aid to Delta and Echo calls. He will meet with Chief Kanzigg to request adding Midway apparatus to all first alarm assignments.
- 2. Incident Reporting Query Update:** In the weekly email updates, Commissioner DJ Stone asked for incident reporting. Chief Norton stated that it is hard to run a complete incident report for the week because not all the incidents have been reviewed. Commissioner DJ Stone stated that at his job they are required to have the reports completed before they go off shift. He recommended HNFDD doing the same. He will email how he acquired the statistics to Chief Norton.

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3. **Landrum Services and Case Question Inquiry:** Commissioner DJ Stone wanted to know why there was such a delay in disciplinary action. Chief Norton stated that, in regard to this particular employee, there was only one day during the month of December 2021 where they were both on shift due to taking PTO time, illness, and the holidays. Chief Norton stated that since that there was only a letter of counseling being given, he did not find it necessary to bring the employee in and pay overtime to present it to him. The letter was given on January 28. Commissioner DJ Stone asked if Landrum services were used at all during the first case? Chief Norton stated no. Commissioner Stone asked why it took so long for the second case to be dealt with, which was a letter of no confidence presented by a crew regarding their officer. Chief Norton stated that he received the letter, asked the BC to find substantiating claims, and contacted Landrum about reinstating their contract. Commissioner DJ Stone stated that the issues were unclear and he felt that leadership was lacking. Commissioner Culberson stated that considering we are in litigation with a former employee presently, the Board should know about these issues. Commissioner Tolbert wanted to know why the employee continued to work after the letter was presented. Chief Norton stated that Landrum suggested that this could potentially just be a personality conflict. Commissioner Culberson stated that while he agreed with that, the length of time that it was under review was the concern. Commissioner DJ Stone stated that there is a pattern of inability to consistently address disciplinary issues. Chief Norton stated that the way the discipline process is handled according to the CBA needs work and they are presently attempting to redraft it. Chairman Dave Stone asked the union's position on it. Union president Drew Buffington stated that he was given updates regularly and kept abreast of the situation. He agreed that the disciplinary policy in the CBA is antiquated and needs to be updated. Commissioner Tolbert stated that updating the disciplinary policy should be a priority.
4. **Additional Announcements:** Chief Norton and Chief Fureigh were invited to speak at a Preserve Navarre function on 3/27/22. Chief Norton stated that they were well-received. He spoke on how the District runs, how non-ad valorem works, and our budget. He stated that the group mentioned how well the District runs on a \$3 million dollar budget. Chief Norton would like to go to the chief's conference in Naples in July. He will be out for three weeks in June for vacation. Chief Norton would like to purchase two riding lawnmowers. The lawnmower currently in use was purchased by Chief Slocum many years ago. We applied for \$1.5 million in appropriations through the state to help build Station 44 in Holley. It is in the final stage and we are waiting for the governor to sign the bill, but it looks promising.

#### **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)
7. C.DJ Stone would like the Board to complete the 360 evaluation in a timely manner. He would like the Board to be provided the survey digitally to expedite completion of them. (2/22)
8. C.DJ Stone would like Chief Norton to do research on a used back-up engine as a reserve and how to fund it. (3/22)
9. C.Tolbert would like to know the average median home value in the District so that we will know the potential impact to the public if the ad valorem referendum goes through. (3/22)
10. C.DJ Stone would like reports to be completed before the end of each crew's shift. (3/22)
11. C.DJ Stone would like Chief Norton to meet with Chief Fureigh about 49 responding to secondary Delta and Echo calls east of Hwy 87 on 98. (3/22)
12. C.DJ Stone would like to move Midway up and Ocean City down on the run cards for responses. (3/22)
13. C.Tolbert would like it to be a priority to update the disciplinary policy in the CBA. (3/22)

#### **Next Meeting**

Next meeting is Monday, April 25, 2022, at 6 pm. Meeting adjourned at 7:56 pm.

Respectfully submitted,

*DJ Stone*

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