



Holley-Navarre Fire District Board of Fire Commissioners April 25, 2022 – 6:00 p.m. Minutes Are Not Verbatim

The meeting was called to order at 6:00 p.m. by Chairman Dave Stone. Chief Ron Norton led the pledge. Commissioners Dave Stone, DJ Stone, and Doug Schumpert were in attendance, as well as Chief Norton, BC Lewis, and Admin Dee May. Stations 45 and 41 crews were also in attendance. Commissioners Darin Culberson and Todd Tolbert were absent.

Public Announcements / Public Comments – None

Chairman's Comments – None

Meeting Minutes – March 31, 2022 – **Commissioner Schumpert made a motion to accept minutes as presented, 2nd by Commissioner DJ Stone. Vote held. Motion - passed unanimous.**

Treasurers Report

Commissioner DJ Stone read the report as follows:

April 2022

Regions Checking	\$1,490,010.97
Impact Fee Acct	\$707,277.45
Apparatus Fund	\$213,041.36
Reserve Fund Acct	\$683,571.00
Income received to date	\$2,879,024.61
Expenses to date	\$1,705,068.92

Treasurers Report for April 2022 read into record by Commissioner DJ Stone. **Motion made to accept report by Commissioner Schumpert, 2nd by Commissioner DJ Stone. Vote held. Motion - passed unanimous.**

Chief's Report

(See attached) Incidents for March 2022: 287. Average response time 6:23, overlapping calls 76 or 26%. Staffing – 1 member on light duty. Interviews scheduled for Tuesday 4/26, and Wednesday 4/27. Vehicle Status – Reserve on standby for radiator leak E45 on standby for brakes (parts on backorder). BC vehicle on standby for drive train issue. FC vehicle was ordered June 2021, at dealer being up-fitted. BC vehicle was ordered June 2021, delivered to Duval Ford for up-fitting. Money was set aside in the 2020-21 budget. Tower 45 is on schedule per Mark Oakes. Commissioner DJ Stone suggested possibly looking at another reserve if we get alternate funding in November. Grants – Always searching. Still haven't heard about appropriations, waiting for budget to be signed by Governor DeSantis. Reimbursed for cancer protective PPE grant. **Motion made to accept Chief's report by Commissioner Schumpert, 2nd by Commissioner DJ Stone. Vote held. Motion – passed unanimous.**

Old Business

- 1. Sutphen Tower Status:** Moving along on schedule.
- 2. Assessment Committee Update:** (see attached). Last meeting was 4/20/22. Notes were presented by Chief Norton. Median 2500 sq ft home with taxable value of 250,000 at 1.8 mils would go from \$136 now to \$450. Assessment Committee has requested high, middle, and low-end examples. The committee is working on getting advertising methods nailed down, as well as public information delivery. There are several PR events coming up for the fire dept to attend – Chamber breakfast on Friday, ribbon cutting at Navarre Park on Saturday, and a military appreciation picnic on 5/14/22. Dave Stone stated that he feels the assessment meetings are right on target according to what has been presented.
- 3. Statutory Increase:** Chief Norton believes that a non-ad valorem statutory increase is necessary because if we don't do anything and the referendum (ad valorem) fails, we'll be two years behind trying to catch up. We received word from our attorney just before the meeting. In the past we have used the EDR. Using the Florida (rather than federal) numbers, we could add a 4.78% increase to non-ad valorem assessment rates, which would put us approximately at an additional \$200,000. Chief Norton stated that the 4.7% rate increase is do-able and defensible to keep up with the economy. A decision doesn't have to be made until the July meeting at the latest. We can contact GSG at that time and they can send out mailers to residents. Commissioner Stone would like to add it to next month's agenda to give everyone time to look over the attorney's email and give the two absent commissioners a say.
- 4. ALS:** Medic status is currently the same. Started process of clearing medics thru Dr. Landry. In the process of getting equipment thru Lifeguard. Lt Daniel Tolar presented the medical director contract to the Board for review and signatures. Once Board agrees upon it and signs it, it will be taken to Dr. Landry to sign. Lt Tolar stated the started-up costs from the impact fee account for ALS would be \$75,000 on the low end and \$90,000 on the high end. Commissioner Stone asked what the impact fee account is earmarked for. Chief Norton stated not all of it is earmarked. We plan to outfit the tower, ALS equipment, additional funding for St 44 if needed. In 5 years if the LOST funding does not get reinstated, we would use it to pay the five remaining years on the tower. New purchases only are allowed from the impact fee account, including start-up costs for ALS. **Motion made to spend \$90,000 out of impact fee account to initiate ALS made by Commissioner DJ Stone, 2nd by Commissioner 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)**
 - It's going to come down to money to accomplish this.
 - We would deploy E41 as ALS first. When able to hire additional staff, then single certs are an option.

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- 2. **Plan to build station in Holley? Need 3 different options with associated costs. Cmmr.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)**
 -The need for a "quick" station was borne from the need to house SAFER personnel. It is better to move ahead with a permanent fire station. Additional engine and personnel needed.
 -If appropriations funds become available, fashion a permanent station based on the footprint of our new meeting room building.
- 3. **Cmmr.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)**
 -No concrete plans at this point. Ideally, an assistant chief would be promoted/hired in 2024, unless deemed that this is needed sooner.
 -If referendum passes, make that position a priority.
 -If referendum fails, there is the option to use reserve funds to cover the cost. However, reserve funds must be paid back to maintain compliance with BoFC policy.
- 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)**
 -They provided Chief Norton with the Excel spreadsheet to use in comparison of the types of assessments.
- 5. **Cmmr Tolbert would like to see minimum wage increase scale without including the annual 2.5%. (11/21)**
 -See attached worksheet.
- 6. **Cmmr 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.**
 -Future budgets (until next referendum) would be limited to statutory increase and growth and would fall short of our needs. Concessions would need to be made (wage increases, benefits) until revenue is increased.
- 7. **A. Cmmr Tolbert asked Chief Norton to email a timeline from GSG regarding what should be done with the referendum.**
 -Important dates needed for two timelines: a statutory increase and a referendum.
 -The statutory increase must be decided prior to the first week of August. That is when the notices get mailed out.
 By 7/28/22 – District publishes notice of public hearing to adopt annual rate resolution
 By 8/1/22 – District mails first-class notices to newly affected property owners
 On 8/22/22 – District adopts annual rate resolution at public hearing
 -The referendum ballot language needs to be at the elections office by Friday, August 26, 2022.
B. Cmmr Tolbert would like Chief Norton to work on a budget if the referendum does not pass. (11/21)
 -See attached.
- 8. **Cmmr 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)**
 -A Word document of the annual Fire Chief's survey is available. Also, Chief Norton created a web-based form on Surveymonkey. It is up to the individual Board member to complete them in a timely fashion.
- 9. **Cmmr 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)**
 -This will be added to the agenda for next meeting.
- 10. **Cmmr 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)**

Single Family Residential	Market Value	Taxable Value
TOTAL	\$3,535,126,517.00	\$2,229,023,212.00
MEDIAN	\$232,063	\$150,230 (currently pays \$136, if ad valorem will pay \$270)
AVERAGE	\$248,096	\$156,434
Mobile Home and Residential Condo	Market Value	Taxable Value
TOTAL	\$101,326,508	\$62,307,208
MEDIAN	\$67,100	\$37,547 (currently pays \$136, if ad valorem will pay \$67)
AVERAGE	\$78,184	\$48,077

- 11. **Cmmr DJ Stone would like reports to be completed before the end of each crew's shift. (3/22)**
 -New directive issued. Reports are to be completed prior to leaving shift.
- 12. **Cmmr 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)**
 -Chief Norton met with Chief Fureigh. Station 49 can respond (secondary) to Delta and Echo calls in E45's zone.
- 13. **Cmmr DJ Stone would like to move Midway up and Ocean City down on the run cards for responses. (3/22)**
 -OCW has been moved down the run order into second alarm status. Currently respond with E41, E45, E37, L49, and Truck 5 (or E5). Run cards will be readdressed when new towers arrive.
- 14. **Cmmr Tolbert would like it to be a priority to update the disciplinary policy in the CBA. (3/22)**
 -In process. Labor Management and Chief Norton are working together on this project. They are putting timelines on them to get them done in a timely manner.

Next Meeting

Next meeting is Monday, May 23, 2022, at 6 pm. Meeting adjourned at 7:00 pm.

Respectfully submitted,

DJ Stone

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