



# Holley-Navarre Fire District Board of Fire Commissioners March 25, 2019 – 6:00 p.m. Minutes Are Not Verbatim

The meeting was called to order at 6:05 p.m. by Chief Ron Norton. Chief Norton led the pledge. Commissioners Dave Stone, DJ Stone, Doug Schumpert, and Darin Culberson were present. Chief Norton and Admin Dee May were also in attendance. Commissioner Todd Tolbert was not present.

**Public Announcements / Public Comments** - None

**Chairman's Comments** - None

**Meeting Minutes** – February 25, 2019

**Commissioner Schumpert made motion to accept all minutes presented as read, 2<sup>nd</sup> by Commissioner Culberson. Vote held. Motion - passed unanimous.**

## **Treasurers Report**

Commissioner DJ Stone read the following:

### **March 2019**

Regions Checking	\$2,087,439.66
Apparatus Replacement	\$121,020.94
Total Operating Cash	\$2,208,460.60
Impact Fee Account	\$797,991.88
Income received to date	\$2,428,041.08
Expenses to date	\$1,007,806.81

Treasurers Report for March read into record by Commissioner DJ Stone. **Motion made by Commissioner Schumpert, 2<sup>nd</sup> by Commissioner Culberson. Vote held. Motion - passed unanimous.**

## **Chief's Report**

Incidents for the February 2019: Total runs of 250, averaging 8.9 per day; average response time 6:50, overlapping calls 28.8%. Consolidation meeting scheduled for March has been cancelled. E41 was out for warranty work and PM service. Reserve engine repaired, back in service. All equipment in service. Conducted PAT test on 6 applicants on 3/12/19: 4 failed, 2 passed. Interviewed and hired the two who passed. They will begin orientation on 4/1/19.

**Commissioner's Comments** - None

## **Old Business**

### **1. BOFC Policy Procedure Manual Review**

- Commr DJ Stone asked if Board had a chance to read his additions/edits; everyone has. He would like to add several other items: the Chief must live no more than 5 miles outside of boundary of the district; Chief is responsible for admin staff; and path of discipline for leadership.
- Chairman Dave Stone would like to see Commr Stone's edits and the original merged together into one cohesive document so the Board can review and vote on it. He said that it would need to be approved by an attorney then presented for approval by the Board.
- Commr Culberson stated he would like to make some additions as well, such as a mission statement, omission and inclusion of rules, and uniform requirements. Commr Culberson will coordinate with Chief to construct a mission statement and send to Dee to add to DJ's edits.

### **2. 360 Evaluation**

- Board had no questions regarding Commr DJ Stone's 360 evaluation questions.
- Chief Norton stated that he would like to use the Survey Monkey account to run his own surveys throughout the department. Commr DJ Stone said that, after further thought, he would like to keep the Board out of the evaluation process as much as possible until evaluations are sent to them. He would like Chief Norton to handle all aspects of the 360 evaluation, including getting the account set up through admin, having admin send out evaluations and receiving them, and sending out the results to the Board.

### **3. Addition of Building at Station 45**

- Architects from CDA (the company previously used for Station 45's reno) met with Chief Norton about projects, need for blueprints, etc. Chief was told by architect to file development request thru SRC to find out what permits, surveys, variances, etc. will be needed before we can do anything. Our fire inspector is checking into what needs to be done. The plan for St 45 is a new outbuilding for meetings, gym and storage, and use current building to expand bunk rooms and offices. Chief Norton stated he would like to roll 3 projects into one – find out about St 43 reno, new building at St 45, and new Holley St 44. Chairman Dave Stone said he would like to see work on this.
- Chief Norton stated that he has been in contact with Jay Williamson, District 3 representative in Tallahassee, and even though we have missed out on appropriations fund this year, they will speak again this summer about the grant process.

### **4. Renovating Station 43 for Battalion Chiefs**

- \$15-17k for renovation for BC's at St 43. Chief Norton stated he was working on a projected 3 and 5 year growth budget to get an idea where we stand financially. He said that he feels that a BC on each shift is what needs to be done.

### **5. Priorities: Staffing/Engine or BC's**

- Commr DJ Stone stated staffing on trucks was his main priority and putting engine company in Holley in the next 3 years was second. ALS is next then Battalion Chiefs. He provided a breakdown of his priorities (see attached).
- Commr DJ Stone stated he would like to table the portable building concept until the other goals happen. He would like to see if LOST funds or the impact fee account could be used to pay for Quint.

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(cont'd)

- Chairman Dave Stone stated that he did not like to pick either/or as far as priorities but he does feel that a lot is asked of the Chief and he feels that we are getting to a point growth-wise that the Chief should be able to delegate to BC's/shift supervisors.
- Captain Davidson stated that we are only one seat short on a shift being fully staffed. He suggested moving one FF off each shift for the Holley station, then we'd only need 3 more rather than 12 total. Chairman Dave Stone stated that we need a station and engine for Holley anyway so that needed to happen.
- Chief Norton said that priority-wise, Battalion Chiefs on each shift/shift supervisors are very important, then ALS. Since plans with the architect have been deferred due to county permits, surveys, variances, etc., Cmmr Stone suggested tabling priorities until results are back regarding station projects and staffing. **Motion made by Commissioner DJ Stone, 2<sup>nd</sup> by Commissioner Culberson. Vote held. Motion - passed unanimous.**

**New Business:**

**Sunshine Law/Ethics Presentation Flyer** – See attached

**Next Meeting**

The next scheduled meeting will be held on Monday, April 22, 2019 @ 6 p.m. Meeting adjourned at 7:10 p.m.

Respectfully submitted,

D.J. Stone, Secretary/Treasurer

DJS:sdm