



Holley-Navarre Fire District Board of Fire Commissioners June 24, 2019 – 6:00 p.m. Minutes Are Not Verbatim

The meeting was called to order at 6:00 p.m. by Chief Ron Norton. Chief Norton led the pledge. Commissioners Doug Schumpert, DJ Stone, and Todd Tolbert were present. Chief Norton and Admin Dee May were also in attendance, as well as Gail Acosta from Navarre Press.

Public Announcements / Public Comments - None

Chairman's Comments - None

Meeting Minutes – April 22, 2019

Commissioner DJ Stone made motion to accept all minutes presented as read, 2nd by Commissioner Tolbert. Vote held. Motion - passed unanimous.

Treasurers Report

Commissioner DJ Stone read the following:

June 2019

Regions Checking	\$1,629,184.37
Apparatus Replacement	\$121,175.03
Total Operating Cash	\$1,750,359.40
Impact Fee Account	\$828,935.87
Income received to date	\$2,574,620.51
Expenses to date	\$1,599,382.10

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

Chief's Report

Incidents for April 2019: Total runs of 298, average response time 6:47, overlapping calls 26%. Incidents for May 2019: Total runs of 307, average response time 6:18, overlapping calls 32%. Consolidation meeting scheduled for 7/23/19 at 9:00 a.m. at Station 35 in Midway to focus on the direction we want to go with joint training. Engine 41 is out for scheduled maintenance and Engine 45 is next. Building construction projects/blueprints etc. Need to obtain current surveys and site plans to start the process. FF White completed probation and is on full firefighter status.

Commissioner's Comments - None

Old Business

BOFC Policy Review

Cmmr DJ Stone has added to the policy manual and organized it. Cmmr Culberson had some changes he wanted to make and Chief wants to send it to the attorney for review. Cmmr Stone asked Chief Norton to reach out to Cmmr Culberson for any additions/changes, consolidate everything into one manual, send it to the attorney, and bring the finished product for the next meeting.

New Business

1. Job Descriptions

- Chief Norton and Captains are reviewing minimum requirements and making sure job descriptions reflect that. Lieutenants will now be called Captains and step-up drivers will be Lieutenants.
- Cmmr Tolbert asked if we had a job description for an Assistant Chief. He believes we need to get an AC, then hire BCs after that. He would like a job description for AC to have FF2, ALS trained, not college trained necessarily but experience. Cmmr Tolbert suggested putting out feelers for that position. Chairman Schumpert asked if we could look at the cost of Asst Chief vs 3 Battalion Chiefs. If we have the 3 BC's, one of them can potentially step up if needed. Chairman Schumpert would like to weigh the options. He asked Chief Norton to look into job descriptions and get with Cmmr Tolbert for ideas that he may have.

2. Site Plan Cost Proposal

- Environmental Engineering has provided us with a proposal for site plan for new building at 45. This will include permits, soil borings, site plan, and survey. Total cost is \$11,600, with a 50% retainer fee to get started. Chief Norton stated that regardless of other plans, this building has to be expanded due to growth. We will reno the bottom floor of Station 45 with bunk rooms and larger admin area; the new building will have a meeting room, exercise room, and second floor storage. The Board agreed unanimously that this should be done. The check for Environmental Engineering was signed by two commissioners and the proposal agreement was signed by Chief Norton; they will be mailed tomorrow to Greg Campbell.

3. Budget Workshop Dates

- We will hear from GSG sometime in the next month with projected assessment rates. The budget can be more accurately planned at that time.
- Three budget workshop dates were proposed and agreed upon:
Monday, 7/15/19, at 6 p.m.
Tuesday, 8/20/19, at 6 p.m.
Monday, 9/9/19, at 6 p.m.



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Board of Fire Commissioners
June 24, 2019 – 6:00 p.m.
Minutes Are Not Verbatim**

(cont'd)

Next Meeting

Cmmr DJ Stone asked the Board to bring a 5-year plan draft, or any other items they want to go over, to next month's meeting. He asked Admin D. May to send out a reminder before the next meeting for everyone to come prepared.

The next scheduled meeting will be held on Monday, July 22, 2019 @ 6 p.m. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

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