



**Holley-Navarre Fire District  
Board of Fire Commissioners  
February 24, 2020 – 6:00 p.m.  
Minutes Are Not Verbatim**

The meeting was called to order at 6:00 p.m. by Chief Ron Norton. Chris Wells led the Pledge. Commissioners Dave Stone, DJ Stone, Doug Schumpert, and Darin Culberson were in attendance, as well as Chief Norton, BC Davidson, and Admin D. May. Commissioner Todd Tolbert arrived at 6:06 p.m.

**Election of Officers:**

**Chairman:** Cmmr Schumpert made motion for Dave Stone to remain Chairman, 2<sup>nd</sup> by Cmmr DJ Stone. Vote held. Motion – passed unanimous.

**Vice Chair:** Cmmr DJ Stone made motion for Doug Schumpert to remain Vice Chairman, 2<sup>nd</sup> by Cmmr Culberson. Vote held. Motion – passed unanimous.

**Secretary/Treasurer:** Cmmr Schumpert made motion for DJ Stone to remain Secretary/Treasurer, 2<sup>nd</sup> by Cmmr Culberson. Vote held. Motion – passed unanimous.

**Resolution 20-01:**

Reading of Resolution 20-01 by Pension Chairman Joe Early regarding 4% multiplier and increasing member contribution from 5% to 11.2%. No public comments.

**Commissioner Schumpert made motion to accept pension resolution, 2<sup>nd</sup> by Commissioner DJ Stone. Vote held. Motion – passed unanimous. Resolution 20-01 was signed.**

**Resolution 20-02:**

Reading of Resolution 20-02 by Board Chairman Dave Stone regarding the changes to the Board of Fire Commissioners Policy Manual. No public comments.

**Commissioner Culberson made motion to accept BOFC Policy Manual, 2<sup>nd</sup> by Commissioner Schumpert. Vote held. Motion – passed unanimous. Resolution 20-02 was signed.**

**Public Announcements / Public Comments** - None

**Chairman's Comments** - None

**Meeting Minutes** – November 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:

<b>February 2020</b>	
Regions Checking	\$2,562,651.68
Apparatus Replacement	\$210,256.68
Total Operating Cash	\$2,772,908.36
Impact Fee Account	\$946,318.55
Income received to date	\$2,555,181.40
Expenses to date	\$952,971.71

Treasurers Report for February 2020 read into record by Commissioner DJ Stone. **Motion made to accept report by Commissioner Schumpert, 2<sup>nd</sup> by Commissioner Culberson. Vote held. Motion - passed unanimous.**

**Chief's Report**

Incidents for year 2019: Total runs of 3717, average response time 6:49. Incidents for January 2020: Total runs of 289, average response time 6:29, overlapping calls 76 (26%). Building construction projects/blueprints are in progress. Commencement order ready to be issued. We will need a project manager to oversee, as well as to help with the RFP's. E41 is out for scheduled maintenance. All other vehicles are in service. Station 43 renovations are nearing completion. Grants: LOST funding has one more distribution for HNFD, \$16k next year for washer/dryer; we filed application in 11/19 for state appropriation funds to build Station 44, they have requested additional info to brief the Governor; Florida Forest Service 50/50 grant received for \$2799 – Squad 41 repairs; AFG regional grant to be submitted for RIT pack upgrades; Hometown Heroes golf tournament - \$10,000 check received, purchasing a Lucas CPR machine for E41. Employee update: Promotions BC Davidson, Capt S. Tolar, Eng D. Tolar. Hired 2 FF: Gifford and Morgan. Pin-on ceremony Monday, 3/2/20, at 6 p.m. Reviewing the entire hiring process of all positions, making changes or updates where needed. We will begin using Tenzinga for online employee evaluations by the end of March. North FI Fire Expo 3/5-3/7 with proceeds going to May family. Kailey White is selling T-shirts for \$15 donation, with proceeds also going to May family. Contact Kailey White if interested.

**Commissioner's Comments** – None

**Old Business**

**Pension Trustee** – Resident Tomell Johnson expressed interest in Gene Kovatch's vacated position as Pension Trustee (see attached letter). He must be appointed by BOFC. **Motion made by Commissioner Schumpert to appoint Tomell Johnson to Pension Board as a trustee, 2<sup>nd</sup> by Commissioner Culberson. Vote held. Motion – passed unanimous.**

**New Business**

- Chief Norton's Contract Renewal** – Chief Norton's contract was discussed with each individual Board Member last month, noting changes Attorney Jeff McInnis had made. **Motion made to accept Chief Norton's 6-Year Contract Renewal by Commissioner Schumpert, 2<sup>nd</sup> by Commissioner Culberson. Vote held. Motion – passed unanimous.** Contract was signed by Chairman Dave Stone and Chief Norton.

2. **Pre-Approved Vendor List** – According to BOFC Policy, anything over \$5000 must be approved by the Board. A list of frequent vendors was given to the Board for pre-approval. **Motion made by Commissioner DJ Stone to accept the preapproved vendor list, 2<sup>nd</sup> by Commissioner Schumpert. Vote held. Motion – passed unanimous.** List was signed by the Chairman and Secretary/Treasurer.
3. **Battalion Chief Position** – 12 were initially interested in BC position, 5 responded to callbacks, 4 tested. The two outsiders failed the PAT. Chief Norton laid out several options to handle filling the positions: He and BC Davidson will look at testing - rather than pass/fail a possible scoring system of the overall test – and other options, then potentially opening position back up; retesting the candidates who originally failed; or finding FT personnel willing to work PT positions to fill in BC spots temporarily.
4. **Project Manager for Station 45 Building** – We have received a commencement order packet from Environmental Engineering Services. Greg Campbell can draw up the plans for a pre-engineered building at a cost of \$16k. We will need a project manager to oversee the construction.
5. **Replace Bay Lighting** – Chief Norton is seeking the approval of the Board to replace the fluorescent lighting in the bay at Stations 41 and 45 with LED lighting. The cost will be approximately \$5000. **Motion made to replace lighting by Commissioner Schumpert, 2<sup>nd</sup> by Commissioner Culberson. Vote held. Motion – passed unanimous.**

**Pin-On Ceremony**

Pin-on ceremony for promotion of BC Davidson, Capt S. Tolar, and Eng D. Tolar, as well as new hires FF Morgan and Gifford, will be next Monday, March 2, 2020, at 6 p.m.

**Next Meeting**

The next scheduled meeting will be held on Monday, March 23, 2020, at 6 p.m. Meeting adjourned at 7:03 p.m.

Respectfully submitted,

 CHAIRMAN

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