



**Holley-Navarre Fire District
Board of Fire Commissioners
April 27, 2020 – 6:00 p.m.
Minutes Are Not Verbatim**

Due to COVID, the meeting was called to order via teleconference at 6:00 p.m. by Chief Ron Norton. Commissioners Dave Stone, DJ Stone, Doug Schumpert, and Darin Culberson were in attendance, as well as Chief Norton, BC Davidson, and Admin D. May.

Public Announcements / Public Comments - None

Chairman's Comments - None

Meeting Minutes – February 24, 2020

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

Treasurers Report

Admin D. May read the following:

April 2020

Regions Checking	\$2,235,460.01
Apparatus Replacement	\$210,204.42
Total Operating Cash	\$2,445,664.43
Impact Fee Account	\$975,488.66
Income received to date	\$2,683,843.63
Expenses to date	\$1,405,496.37

Treasurers Report for April 2020 read into record by Admin D. May. **Motion made to accept report by Commissioner Tolbert, 2nd by Commissioner Culberson. Vote held. Motion - passed unanimous.**

Chief's Report

Incidents for Feb 2020: Total runs of 309, average response time 6:40. Incidents for March 2020: Total runs of 266, average response time 6:59, overlapping calls 86 (32%). 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. All vehicles are in service. Station 43 renovations completed and being used by BC Davidson. OPPAGA Fire Services Review: Telephone interview focusing on mutual aid and relationships with the county and county FD's. ISO completed. COVID: Updated memos sent out. Grants: Hometown Heroes Golf Tournament raised \$10,000 for HNF. Money was used to purchase a LUCAS CPR machine for 41. Employee update: Reviewing the entire hiring process, all positions. Tenzinga: Online employee evaluation system training is on hold due to COVID. North FL Fire Expo was 3/5-3/7 and was very successful.

Commissioner's Comments – Commissioner DJ Stone stated he was thankful no one from our department has been infected. Commissioner Schumpert agreed and said he was appreciative of Chief's efforts to handle everything during the crisis.

Old Business

- 1. Project Manager** – A project manager is needed for the new building construction at Station 45. Chairman Dave Stone mentioned that Chris Levitt, who did the renovation at Station 43, did a fantastic job. Chief Norton echoed that Chris had done great work and seemed to have the experience and know-how to handle the job. A copy of Chris Levitt's resume was included in binders and sent to the Board. Chief asked the Board to look over the job description (see attached) and resume, give him suggestions if they have any other candidates for project manager, and be ready to vote at next meeting to get this project moving forward.
- 2. NBF. Follow-Up on Consolidation** – Meeting was scheduled for both Chiefs and both Board Chairmen, but had to be cancelled due to the virus shutdown. Chief Norton spoke to Chief Fureigh by phone, however. Chief Fureigh said Navarre Beach was on the ballot for November to become a special district and, if that didn't happen, he would consider discussing it further.
- 3. Update on BC Positions** – Chief Norton stated that BC Davidson has been doing a fantastic job since his promotion. He has been finishing up 43, getting software working for us, and basically getting things organized and ready for the new BC's to come in. Chief Norton and BC Davidson are working on the hiring process and reevaluating scoring for the PAT test. Chief Norton told the Board everything could be worked out and ready by June.

New Business - None

Next Meeting

The next scheduled meeting will be held on Monday, June 22, 2020, at 6 p.m. May 25, 2020 meeting cancelled due to Memorial Day holiday. Teleconference meeting adjourned at 6:24 p.m.

Respectfully submitted,


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