

Agenda Item

Subject: Review of Minutes – Regular meeting – April 11, 2023

Commissioners present: Rick Moore, Tommy Green, Jack Wilson, Mike Buckingham, and Bob Wagner

Staff present: Chief Sasser, Division Chiefs Joe D’Agostino, Matt Taylor, and Kathryn Wagner;
Tammy Peacock

The meeting was called to order by Chairman Moore at 5:30 p.m.

Employee Recognitions

Chief Sasser recognized Firefighter James Arsenault and Captain Bob Flynn for completing all required courses to become a part of the Technical Rescue Team and presented each of them with their helmet.

Presentation of September 30, 2022 Audit Report by Carr, Riggs & Ingram

Chad Branson with Carr, Riggs & Ingram presented the September 30, 2022 audit to the Board and advised that the audit would be finalized soon. He noted it was a clean audit which is a positive reflection of the internal processes and procedures in practice at the District. Mr. Branson and Board members thanked Division Chief Wagner for overseeing the internal controls.

Commissioner Green motioned to accept and approve the audit as presented contingent upon Division Chief Wagner’s final review and finding no material changes, seconded by Commissioner Buckingham. With no further discussion, the motion passed unanimously.

Public Comments

None

Chief Reports

- a. Beach Safety Report – Division Chief D’Agostino reviewed the Beach Safety Report for March 2023.
- b. Training Report – Chief Sasser reviewed the Training Report for March 2023.
- c. Inspection Report – Division Chief Taylor reviewed the Inspection Report for March 2023.
- d. Overtime Report – Chief Sasser reviewed the Overtime Report for March 2023.
- e. Medical Report – Chief Sasser requested Board input on what reports they would like to see monthly.

Discussion ensued on various data that could be compiled for future reporting.



Review of Minutes

The minutes of the regular meeting of March 14, 2023 were presented. Commissioner Wagner made a motion to approve the minutes, seconded by Commissioner Wilson. With no further discussion, the motion passed unanimously.

Review of Financial Report

Division Chief Wagner presented the financial statement for March 31, 2023. Commissioner Wilson made a motion to approve the financial statements for March 31st, as presented, seconded by Commissioner Wagner. With no further discussion, the motion passed unanimously.


Old Business


- a. West End of District Station – Chief Sasser advised the Board that there are some small items that were completed, and the District is waiting on the City of Destin to review and respond for the final.
- b. Dock at 127 Calhoun Avenue – Commissioner Buckingham advised the Board that they are still working with the Department of Environmental Protection.

New Business

- a. Appoint resident member to Board of Trustees – Seat 3 (expires 12/31/2025) – Division Chief Wagner advised the Board that Trustee Liesveld has resigned his position and the Board is presented with the resume of a resident to fill the Board of Trustees – Seat 3, Mr. Carlos Garza Jr. Commissioner Buckingham motioned to approve the appointment of Mr. Garza, seconded by Commissioner Wagner. With no further discussion, the motion passed unanimously.
- b. Okaloosa County Interlocal Agreement for Beach Safety and Lifeguard Services – Chief Sasser advised the Board that the County increased funding to provide for four (4) full time lifeguards and place four (4) towers back into service.

Discussion ensued on the controls or lack thereof and restrictions that the Destin Fire Beach Safety Division may encounter. Attorney DC Matthews advised the Board that he would contact Okaloosa County to discuss the matter and provide the Board with his findings at the next meeting.

- d. Administrative Wage and Benefit Policy – Chief Sasser requested Board approval of the non-bargaining unit wage and benefit policy, noting that part of the wage increases were offset by the reduction in vacation accruals. Commissioner Wagner motioned to approve the Administrative Wage and Benefit Policy retro-active to October 1st, 2022, seconded by Commissioner Buckingham. Discussion ensued around the policy. With no further action, the motion passed unanimously.
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e. New Marine Vessel Construction Liaison Agreement – Chief Sasser requested Board approval to work out an agreement with Retiree James Taylor to oversee the design, construction, sea trials and other needs related to the District’s new marine vessel. Attorney DC Matthews advised the Board the agreement would be less than \$10,000.00 and he would work on the agreement with Mr. Taylor. The Board concurred to proceed with this agreement.

f. Resolution 23-06 – Disposition of Assets - Chief Sasser advised the Board that Destin High School has requested to lease the 2017 Honda Pioneer (R-1229) for the period set forth in the agreement. He also stated as the asset has value, it must be disposed of according to the District’s rules and procedures, which would be to go out for request for bids. Commissioner Wilson motioned to approve the lease agreement, seconded by Commissioner Wagner. With no further discussion, the motion passed unanimously.

Next Meeting

Chairman Moore announced that the next regular meeting will be held Tuesday, May 9, 2023, at 5:30 p.m.

Adjournment

With no additional business to be discussed, the meeting adjourned at 6:57 p.m.

