

Agenda Item

Subject: Review of Minutes – Regular meeting – February 13, 2024

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

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

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

Employee Recognitions - None

Public Comments - None


Presentation of September 30, 2023 Audit Report by Carr, Riggs & Ingram - Chad Branson with Carr, Riggs & Ingram presented the September 30, 2023 audit to the Board. He noted it was a clean audit which is a positive reflection of District internal processes and procedures in practice. Commissioner Wilson motioned to accept and approve the audit as presented, seconded by Commissioner Wagner. With no further discussion, the motion passed unanimously.

IROL Presentation – Third Party Reporting - Fire Marshal Taylor introduced Dylan Woodbury with IROL who provided a brief overview of the platform and advantages of partnering with IROL and noted some key advantages; centralized web-based hub, dedicated IROL support assigned to District and straight forward pricing. Commissioner Buckingham motioned to move forward to enter into an agreement with IROL, seconded by Commissioner Green. With no further discussion, motioned approved unanimously.

Chief Reports

- a. **Beach Safety Report** – Division Chief D’Agostino reviewed the Beach Safety Report for January 2024.
- b. **Training Report** – Chief Sasser reviewed the Training Report for January 2024.
- c. **Inspection Report** – Division Chief Taylor reviewed the Inspection Report for January 2024.
- d. **Overtime Report** – Chief Sasser noted the overtime report reflects one (1) open slot and workers compensation backfill for January 2024.
- e. **Medical Report** – Battalion Chief Landis reviewed the Medical Report for January 2024.

Review of Minutes - The minutes of January 9, 2024 were presented. Commissioner Wilson made a motion to approve the minutes, seconded by Commissioner Buckingham. With no further discussion, the motion passed unanimously.



Review of Financial Report - Division Chief Wagner reviewed the financial statements for January 31, 2024. Commissioner Green motioned to approve the financial statements as presented, seconded by Commissioner Wilson. With no further discussion, the motion passed unanimously.


Old Business


- a. **West End of District Station Update** – Commissioner Buckingham advised the Board that the District should receive the final certificate of occupancy by Friday.
- b. **Dock at 127 Calhoun Avenue** – Chief Sasser advised the Board that the request for proposals (RFP), was advertised and a mandatory meeting was held Monday, February 12th for all interested parties. Discussion ensued on materials for dock and IRS restrictions, due to ground lease on property, for charging various agencies for use of the dock. Commissioner Buckingham asked if Chief Sasser, Division Chief Wagner and Attorney Matthews could work on providing some guidance on lease of the dock to the Board.

New Business

- a. **2023 Statewide Mutual Aid Agreement** – Chief Sasser noted that the agreement has been in place for years and there have been no significant changes. Commissioner Green motioned to approve the agreement, seconded by Commissioner Wilson. With no further discussion the motion passed unanimously.
- b. **Resolution 24-02 – Inspection (re-inspection fees) – first reading** – Chief Sasser reviewed the resolution with the Board. Commissioner Buckingham motioned to approve the first reading and move on to a second reading, seconded by Commissioner Wilson. With no further discussion the motion passed unanimously. All Board members stated they have read Resolution 24-02; therefore, Board waives the reading.

Discussion ensued on the District's options for a Special Magistrate versus creating another District Board. Attorney Matthews recommended the District get an opinion from the Attorney General on which options would be best.

- c. **Invitation to Bid – All Terrain Vehicles** – Chief Sasser advised the Board that it is in the District's best interest to purchase Beach Safety ATV's for future use due to the inconsistency of ATV's purchased through Okaloosa County. Commissioner Buckingham motioned to approve the bid from KM Cycle & Marine, seconded by Commissioner Wagner. With no further discussion, motion passed unanimously.
 - d. **Medical Insurance Renewals** – Division Chief Wagner reviewed the renewal increase with the Board and advised that the Administration recommends accepting the renewal of all lines of coverage with United Healthcare. Commissioner Buckingham motioned to accept the renewal, seconded by Commissioner Green. With no further discussion, motion passed unanimously.
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- e. Rules and Procedures – Acquisition of Commodities and Contractual Services – Chief Sasser discussed with the Board the limitations and restrictions of single purchases limited to \$10,000.00. Discussion ensued between the Board, Chief Sasser, Division Chief Wagner and Attorney Matthews on amending the Rules and Procedures to increase the single purchase authorization and the limit which should be imposed. Attorney Matthews stated that an amendment would need to be drafted and then the District would have at least one reading of the amendment before publishing for the first reading.

Next Meeting - Chairman Moore announced the next regular meeting will be held Tuesday, March 12, 2024 at 5:30 p.m.

Adjournment - With no additional business to be discussed, the meeting adjourned at 7:11 p.m.

