

Liberty Fire District

3910 Kings Lake Rd. DeFuniak Springs Fl. 32433



Meeting Date and Time

Date of Meeting: March 4th 2026

Time of Meeting: 6:00 PM

Meeting Location

Location of Meeting: Liberty Fire District South Station
3278 US Hwy 90 W
DeFuniak Springs, Florida 32433

Meeting Attendees

Board Members Present at Meeting:

Seat 1 John Curry, Seat 2 Mike Engel, Seat 3 James Odom, Seat 4 Philip Canterbury Jr,

Board Members Absent:

Seat 5 John Bottoms

Staff/Volunteer Members Present at Meeting:

Volunteer Coordinator Donna Dunham, Fire Chief John Dunham, Asst. Chief Roy

The regular meeting of the Liberty Fire District Board of Liberty Fire District was called to order at 6:00 PM on March 4th, 2026, at Liberty Fire District South Station by Chairman Odom.

I. Pledge of Allegiance and Invocation

- a. Pledge of Allegiance by Chairman Odom
- b. Invocation by Chief Roy

II. Approval of Meeting minutes

- a. **Motion to approve February 2nd, 2026, RBM Minutes made by Treasurer Engel and seconded by Secretary Curry, Comments – None, Passed unanimously**

III. Treasurer Report

- a. Financial Report presented by Treasurer Engel.
- b. **Motion to approve Treasurer's report made by Vice Chair Canterbury. Second by Secretary Curry. Comments - None, Motion passes unanimously.**

IV. Old Business

- a. Grant Update
 - i. Committee Update
 1. NVFC Water grant applied for.
 - ii. Grant Writing – Vice Chair Canterbury talked about the difficulty in finding a reasonably priced grant writer. He advised that he has contacted 2 companies to provide quotes and provided the Bio's of the companies for the board to review. No board action was taken.
- b. Proposed Tower Update – Chairman Odom provided an update on the proposed cell tower at the south station. One company has pulled out, and Chairman Odom is scheduled for an onsite meeting with the other company next month to move to the next step.
- c. Update on Kings Lake Station Radio Tower – No action on this item due to the cost and the possibility of the new county system making the VHF pagers obsolete.

V. New Business

- a. Adoption of FY24-25 Audit – Chairman Odom presented the FY24-25 Audit with no findings.
 - i. **Motion to approve the FY24-25 Audit made by Treasurer Engel and**

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Second by Secretary Curry, Comments – None, Passed unanimously

- b. Annual Report 2025 – Chairman Presented the 2025 Districts Annual Report to the board.
 - i. **Motion to approve the 2025 Annual Report and transmit it the Clerk of Courts made by Treasurer Engel and Second by Secretary Curry, Comments – None, Passed unanimously**
- c. Approval of Paying Invoice for Air Compressor -Treasurer Engel presented a invoice for reimbursement for the purchase of the Ingersoll-Rand Air Compressor for the south station that he paid for. This was to replace the out of service one at the south station and was purchased from a salvage company but was brand new and had never had oil placed it for a cost savings of over 500.00.
 - i. **Motion to reimburse Treasurer Engle for the air compressor in the amount of \$1000.00 made by Vice Chairman Canterbury and Seconded by Secretary Curry, Comments – Treasurer Engle was advised to abstain from voting, Motion passed unanimously.**
- d. Approval of paying invoice for Shelf – Treasurer Engel presented an invoice from Jefferson Sweet for a bookcase that he purchased for his office. This was approved by the chief for purchase, but Mr. Sweet did not follow the policy for purchasing and is seeking reimbursement.
 - i. **Motion made by Secretary Curry to reimburse Mr. Sweet for this purchase, Second by Treasurer Engel, Comments – The board advised the chief that going forward Mr. Sweet needed to follow the districts purchasing policy in regard to purchasing of district property. Motion passed unanimously.**
- e. District Financial Institution – Chairman Odom updated the board on the ongoing issues at the districts bank and the accounts not being listed as a public funds account. Chairman Odom advised the board if this is not corrected soon that the district needed to look at seeking out a new financial institution for the district. The board was inurement that this needed to be fixed ASAP.
- f. Department Policies and SOPs – Vice Chairman Canterbury ask about the districts policies and SOPs. He was advised that the SOG committee was meeting regularly and making good progress in getting them updated.
- g. MOU for Medical calls with WCSO – Chairman Odom advised the board that he had reached out to WCFR 2 times not to try and secure a MOU for medical calls as required by the county’s medical director. The county has not been responsive to his request at this time.
- h. Authorize the Chairman to sign the Records Management Compliance Statement for Fiscal Year 2024-2025
 - i. **Motion to approve the chairman to sign the Management Compliance Statement for Fiscal Year 2024-2025 made by Treasurer Engel and Second by Secretary Curry, Comments – None, Motion Passed Unanimously**

VI. Chiefs Report

- a. Monthly Call Report – Chief Dunham provided an overview of the previous month’s calls.
- b. Monthly Training Report – Chief Dunham provided an overview of the previous months

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training.

- c. Maintenance Report – Chief Dunham and Chairman Odom provided an overview of the previous months truck and station maintenance.

VII. Board Attorney

- a. The Board Attorney – Not present

VIII. Board Members' Comments – None

IX. Public Comment

- a. Donna Dunham advised the board that the annual picture fundraiser was in full swing with the pictures being taken on Mother's Day Weekend
- b. Donna Dunham advised the board that the Back to School Bash event will be held July 11th 2026 at the South Station.

X. Adjournment

- a. Motion to adjourn made by Treasurer Engel. Second by Secretary Curry, Comments – None, Motion approved unanimously
- b. Meeting adjourned at 06:50 pm.

The next meeting will be held at 6:00 PM on April 6th, 2026, at:

Liberty Fire District South Station
3278 US Hwy 90 W
DeFuniak Springs, Florida
32433

Meeting Minutes Approved on December 1st, 2025

Board Chairman James Odom

Board Secretary John Curry

Meeting Minutes prepared by James Odom

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