

**Liberty Fire District
Monthly Liberty Fire Board Meeting Minutes**

Meeting Date and Time	
Date of Meeting:	August 05, 2024
Time of Meeting:	6:00 PM
Meeting Location	
Location of Meeting:	Liberty Fire Department South Station 3278 US Hwy 90 DeFuniak Springs, Florida 32433
Meeting Attendees	
Present at Meeting:	Mike Engel, Adrienne Campbell, Phillip Canterbury, Randi Lightner, John Bottoms

The regular meeting of the Liberty Fire Board of Liberty Fire District was called to order at 6:06 PM on August 05, 2024 at Liberty Fire Department South Station by Mike Engel.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and approved .

III. Consideration of Open Issues

1. Pledge Of Allegiance
Mike Engel
2. Invocation
Jefferson Sweet
3. Approval Of July Minutes
Mike Engel
Tabled until September meeting.
4. FY 22/23 Audit Received
Mike Engel
FY 22/23 audit completed at a cost of \$8500. Chairman Engel will bring copies to board members at the September meeting. No discussion.
5. Safer Grant / Grant Closeout Update
Donna Dunham
Safer Grant - Donna Dunham asked for \$17,490.10 in reimbursements. (Inaudible)
Covid Grant - (inaudible) Fema Grant - sent out on July 25.

6. Summer Bash Report
Donna Dunham
120 bookbags were handed out. Water slide, bouncy house and Connect 4 game were donated to Liberty Fire by Caring and Sharing with the understanding we allow Caring and Sharing to use if needed. (Inaudible)
7. Website Dot Gov Address
Phillip Canterbury
Liberty Fire now has a dot gov address, libertyfiredistrictfl . gov.

IV. Consideration of New Business

1. Sound System
Mike Engel
James Odom has been looking into a sound system and states we should be able to get one with 4-5 microphones for around \$700. Motion to approve up to \$1,000 for a sound system made by Randi Lightner. Second by Adrienne Campbell. Motion passes unanimously.
2. Grant Audits / Volunteer Stipend Approval
James Odom
Grant Audits : Auditor has recommended that we audit all of our grants for the last 3 years to be sure we have received all money. Auditor could not find a check where \$27,223 was spent on the AED grant. The company we purchased from states everything has been paid and we owe no money but thusfar have been unable to show proof of payment in financial reports. Motion to allow James Odom to get an extra sign in for FEMA grants made by Randi Lightner. Second by Phillip Canterbury. Motion passes unanimously.
Volunteer Stipend Approval : Dispersement for second quarter of this year will be
3. Reporting Software And New Email System Approval
James Odom
Reporting Software: We are currently using Firehouse software which will no longer be supported after this year. James Odom got two quotes. ESO quote was \$3,132. EPR quote was \$5,110. Motion to approve up to \$5,000 made by Randi Lightner. Second by Adrienne Campbell. Motion passes unanimously.
Motion to allow James Odom to select Apple or Android tablet system up to \$3,000 made by Randi Lightner. Second by Phillip Canterbury. Mr. Bottoms expresses concerns over the expense. Randi Lightner expressed the same concern but that the \$125,000 from the county has to be spent in two months and tablets are needed. Motion passes unanimously.
Motion to allow Mike Engel and James Odom to negotiate with cell service providers up to \$200 for internet for tablets made by Randi Lightner. Second by Adrienne Campbell. Motion passes unanimously.
New Email System Approval: Chairman Engel wants official emails for all members due to FOIA requests and because all emails have to be archived for 4 years. GoDaddy quotes a price of \$2,096 annually for up to 25 accounts. Rackspace quotes \$2,109

annually. Motion to approve up to \$2500 annually for a maximum of 3 years made by Randi Lightner. Second by Phillip Canterbury. Motion passes unanimously.

4. Compressor Service Repair Approval
James Odom
Motion to approve Sunbelt to inspect cascade system up to \$1500 made by Phillip Canterbury. Second by Adrienne Campbell. Motion passes unanimously.
5. TNT Extracation Equipment Service Approval
James Odom
Motion to approve \$2135 for extracation equipment to be serviced made by Randi Lightner. Second by Adrienne Campbell. Motion passes unanimously.
6. SLERS Radio Repairs Approval
James Odom
We currently have 3 P25 compatible handheld radios in need of repair. Harris and Williams Communication charge roughly \$1,000 per radio to repair. No charge if radios cannot be repaired. Motion to approve up to \$3500 for repairs made by Phillip Canterbury. Second by Randi Lightner. Motion passes unanimously.
7. Miscellaneous Truck Repair Items
James Odom
Motion to approve \$10,000 for miscellaneous truck repairs made by Phillip Canterbury. Second by Randi Lightner. Motion passes unanimously.
8. FY 24/25 Taxable Value
James Odom
Non advolorem assessment value for 2024/2025 is \$202,266 according to Walton County Property Appraiser.
9. Monthly Call Report/ Training Update
John Dunham / Jefferson Sweet
Fire Chief: In the month of July, Liberty Fire District responded to 1 Fire Call , 75 medical calls , 9 MVA's , 4 service calls, 1 cancelled en route and 24 mutual aids given. 2 mutual aids received. Chief Dunham states he needs to order antennas , batteries and chargers for radios.
Training Update: FF1 class continues with 2 students and should be complete in November. Training session with tankers to be coordinated with Mossy Head. Randi Lightner asked if the department had plans to get EVOC training through WCSO to be eligible to drive their apparatus. This will be addressed in the mutual aid agreement with Walton County.
10. Attorney / Board Comments / Adjournment
Mike Engel
Attorney: Procurement policy draft will be given to the board chairman for review.
WCFR MOU Update: Attorney has liability concerns if WCFR is working in our building. States that we are a third party liability and can be sued if there is injury.
Attorney suggests contacting insurance company about coverage and rate increase if

the county leases our land to put a temporary structure on.

Phillip Canterbury would like to create a PIO position within the department. Motion made by Randi Lightner to be the official PIO. Second by Phillip Canterbury. Motion passes unanimously.

Motion by Randi Lightner for board Chairman to handle public responses to traumatic events. Second by Phillip Canterbury. Motion passes unanimously.

Motion to adjourn made by Randi Lightner. Second by Phillip Canterbury at 8:13 pm. Motion passes unanimously.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on September 04, 2024 at:
Liberty Fire Department South Station
3278 US Hwy 90
DeFuniak Springs, Florida
32433

The agenda for the next meeting is as follows:

The meeting was adjourned at 8:13 PM by Mike Engel.

Minutes submitted by: Randi Lightner

Minutes approved by: Mike Engel