

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

Meeting Date and Time	
Date of Meeting:	July 01, 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, John Bottoms, Randi Lightner

The regular meeting of the Liberty Fire Board of Liberty Fire District was called to order at 6:05 PM on July 01, 2024 at Liberty Fire Department South Station by Mike Engle.

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 unanimously approved as corrected.

III. Consideration of Open Issues

1. Pledge Of Allegiance
Mike Engel
2. Invocation
Jefferson Sweet
3. Roll Call
Mike Engel
Chairman Mike Engel present. Vice Chair Randi Lightner present. Secretary Adrienne Campbell present. Treasurer Phillip Canterbury present. Member At Large John Bottoms present.
4. Treasurer Report
Phillip Canterbury
Deposits in the amount of \$1,229.67 and \$8, 385.34. Total expenses were \$15,287.48. General Fund = \$118,038.54 Impact Fee Account = \$25,959.86. Reserve Account = \$590.46.
Motion to approve Treasurer report made by Randi Lightner. Second by Phillip Canterbury. Motion passes unanimously.

5. Audit Update
Mike Engel
Chairman Engel states should be completed by July 2, 2024. Auditor should be bringing hard copies of audit on July 6.
6. Approval Of May And June Minutes
Randi Lightner
Motion to approve amended May minutes once revised and complete made by Randi Lightner. Second by Philip Canterbury. Motion passes unanimously. Attorney states she will make revisions and send to Chairman.
Motion to approve amended June minutes once revised by Phillip Canterbury. Second by Randi Lightner. Motion passes unanimously. Attorney states she will make amendments and send them to Chairman Engel.
7. Safer Grant Updates
Donna Dunham
Donna Dunham states Covid Grant has been completed. States she is still working on FEMA grant. Chairman Engel states \$23,000 is not showing to auditor as being spent from the AED grant. James Odom states we need to find canceled check. Mr. Odom states the company says they have been paid.
8. Recruitment & Retention
Mike Engel
Phillip Canterbury stated he would like to have an awards ceremony in August to make up for the ceremony missed last year. Donna Dunham states she isn't sure how this would work with the grant as it allows for one ceremony a year. Chairman Lightner suggested having one ceremony in December, awarding recipients for two years. James Odom says we would have to ask for a modification to the grant to do so. Board agrees to ask for a grant modification and wait until December.
Summer Bash Update
9. Summer Bash Update
Donna Dunham
Time will be from 10 - 3 pm on July 13. Jefferson Sweet donated \$600 in school supplies. John and Donna Dunham donated school supplies as well. Book bags , snow cone machine, cotton candy machine and games were donated by Caring & Sharing. James Odom donated a dunk tank and slide. Mr. Canterbury donated watermelons. Budget is \$1,000 with approximately \$445.89 spent. Motion to increase budget to \$1500 made by Randi Lightner. Second by Phillip Canterbury. Motion passes unanimously.
10. Budget Workshop
Mike Engel
Attorney Renee Youell states that available dates are limited due to other county workshops already scheduled. Workshop is suggested to be held on Wednesday, Sept 4 at 5:01 pm. Suggested first public hearing date is September 16. Suggested final

hearing date for September 24. Motion to accept these dates as tentative made by Adrienne Campbell. Second by Phillip Canterbury. Motion passes unanimously.

IV. Consideration of New Business

1. South Station Refrigerator
Mike Engel
Chairman Engel states that Lowe's has a refrigerator on sale for \$1,099. Motion to allow budget of \$1500 for new refrigerator made by Phillip Canterbury. Second by Adrienne Campbell. Motion passes unanimously.
2. Garage Door Maintenance
John Dunham
John Dunham states James Odom spoke with Garage Door Guru. Inaudible conversation between Chief Dunham and James Odom. Motion to approve \$500 for garage door maintenance made by Adrienne Campbell. Second by Phillip Canterbury. Motion passes unanimously,
3. Accounting Services
Mike Engel
Chairman Engel states he did not renew with Crescent Accountin due to increased rates. James Odom states we are seeking quotes for accounting services who uses Quickbooks Online and will grant us access. Motion to allow James Odom to seek bids for accounting services. Second by Phillip Canterbury. Motion passes unanimously.
4. Firefighter PPE
James Odom
James Odom states current PPE is nearing expiration date and requests approval amount up to \$25,000 to replace. Mr. Odom states this should be covered by grant but is in the current budget. Motion to approve budget up to \$25,000 for new PPE made by Randi Lightner. Second by Phillip Canterbury. Motion passes unanimously.
5. Fire Chief
John Dunham
Monthly Call Report - 6 Fire Calls 58 Medical calls 12 MVA 4 Service calls 9 mutual aid calls. Mutual aid given -5 fire calls in Mossy Head. 2 medical in Mossy Head. 2 in DeFuniak.
Inaudible discussions related to repairs and maintenance. Chairman Engel states was changed in all but one truch. Brakes to be repaired the day after this meeting (L8?).
6. Training Report
Jefferson Sweet
Jefferson Sweet states there is a Fire 1 class ongoing. Mutual Aid training with Argyle over past two months.
7. Board Attorney Comments
Renee Youell

Procurement policy update - attorney states she is still working on this to make it cohesive with state law.

WCFR MOU Update- Attorney states she has reviewed and has concerns. Attorney asks permission to reach out to WCFR to find out who prepared the document to discuss. Attorney states an ambulance team being housed South Station is not cohesive with the operations of LFD in the same building. She would like to speak with them to see if they're willing to rent land space with a temporary building on the property. Chariman Engel states Central Station is a better location for the interests of those living in the Liberty district as it is more centrally located.

8. Board Member Comments

Mike Engel

Phillip Canterbury - Commissioner Canterbury would like to see LFD purchase supplies and formulate a plan for hurricanes for families of department members and their families. Board Attorney asked if LFD is a designated shelter. It was determined it is not.

Adrienne Campbell asked if we have a campaign strategy. Board attorney suggests going door to door.

Randi Lightner asked if All Pro Towing bill has been paid. Much discussion as to whether the bill was valid or if the work was intended to be donated. Lightner states All Pro Towing owner has requested payment multiple time to her , verbally. Attorney states she will send a letter asking for a detailed invoice that is statutorily correct.

Randi Lightner asked if we have a policy on who can approve repairs and why those not authorized are approving repairs into the thousands of dollars. Attorney states this will be taken care of with the new procurement policy.

Mike Engel states that it is very difficult to hear in meetings and would like to look into microphones for meetings.

9. Adjournment

Mike Engel

Motion to adjourn meeting made by Adrienne Campbell. Second by Phillip Canterbury. Motion passes unanimously. Meeting adjourned at 8:41 pm.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on August 05, 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 by Mike Engle.

Minutes submitted by: Randi Lightner

Minutes approved by: Mike Engel