

# Liberty Fire District

3910 Kings Lake Rd. DeFuniak Springs Fl. 32433



## Meeting Date and Time

**Date of Meeting:** October 7th, 2024

**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:

Chairman Mike Engel, Vice Chairman Randi Lightner, Treasurer Philip Canterbury, Secretary Adriene Campbell present; Pat Bottoms Not Present

### Staff/Volunteer Members Present at Meeting:

Volunteer Coordinator Donna Dunham, Fire Chief John Dunham, James Odom, Board Attorney Youell,

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The regular meeting of the Liberty Fire District Board of Liberty Fire District was called to order at 6:08 PM on October 7<sup>th</sup> 2024, at Liberty Fire District South Station by Mike Engel.

## I. Pledge of Allegiance and Invocation

- a. Pledge of Allegiance by Chairman Engel
- b. Invocation by Attorney Youell

## II. Approval of Agenda

- a. The agenda for the meeting was distributed

## III. Approval of Meeting minutes

- a. Regular Board Meeting September 4<sup>th</sup>, 2024, Minutes
  - i. Motion to approve made by Vice Chairman Lightner and, Second by Secretary Campbell, Comments None, Motion Passes unanimously
- b. Budget Workshop September 4<sup>th</sup>, 2024, Minutes.
  - i. Motion to approve made by Secretary Campbell and, Second by Vice Chairman Lightner, Comments None, Motion Passes unanimously
- c. Budget Hearing September 23<sup>rd</sup>, 2024, Minutes – Not Presented for approval
  - i. Motion to carry to the next meeting made by Vice Chairman Lightner and, Second by Treasurer Canterbury, Comments None, Motion Passes unanimously

## IV. Treasurer Report

- a. Financial Report presented by Treasurer Canterbury. The bill's paid report was read, and the YTD income vs expenses was read. James Odom explained some of the approved pending expenditures that have not cleared the bank that will be clearing any time.
- b. Motion to approve Treasurer's report made by Vice Chairman Lightner and Second by Treasurer Canterbury. Comments – None , Motion passes Unanimously.

## V. Old Business

- a. Safer Update
  - i. Volunteer Coordinator Donna Dunham gave a update on the open grants. Donna and James Odom had a phone meeting on the process of filing the claims and the process to file for amendments to the grant.

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## VI. New Business

- a. Reimbursement to Chairman
  - i. Chairman Engel mistakenly used his personal credit card to purchase items for the department as they look the same due to being from the same bank. The total is \$2690.58
  - ii. Motion to reimburse Chairman Engel made by Vice Chairman Lightner and Second by Secretary Campbell. Comments – None, Motion passes with 3 yes votes, Chairman Engel abstained, and form was filled out.

## VII. Operations Report (Chiefs Report)

- a. Monthly Call Report
  - i. Chief Dunham gave a detailed report on the number of calls the department ran the previous month. 106 total calls for the previous month
- b. Monthly Training Report
  - i. Chief Dunham reported Liberty trained with WCFR District 11 & 1 and Argyle the previous month.
  - ii. Chief Dunham asks the board to approve the quarterly SAFER Stipend in the amount of \$5832.00.
    1. Motion Made by Vice Chairman Lightner to approve \$5832.00 for the volunteer stipend and seconded by Secretary Campbell, Comment – None, Motion approved Unanimously
    2. Motion Made by Vice Chairman Lightner to approve payment of \$5832.00 to Edward Jones IRA account as covered by the SAFER Grant, Second by Treasurer Canterbury, Comments – Vice Chairman ask about waiting to make this payment to the IRA until we received some reimbursement money. Treasurer Canterbury asked about the previous payment made last month. It was explained that we are still trying to catch up on the payments that got behind last year. Motion Passed Unanimously
  - iii. Chief Dunham asks for approval to purchase candy at a discount for the upcoming parades from Walmart.
    1. Motion made by Treasurer Canterbury to spend up to \$600.00 on candy, second by Vice Chairman Lightner, Comments – None, Motion approved Unanimously
- c. Maintenance Report
  - i. Chief Dunham went over the previous months' truck repairs. All recalls have been completed on the fords. E7 is at Chads for brake repairs, SCBA Compressor repairs are underway.
- d. Chief Dunham asked for approval for the annual award party. The money will be reimbursed by the SAFER Grant. There was some discussion about using the previous year's grant money for this year also if allowed by SAFER
  - i. Motion made by Vice Chairman Lightner to spend \$6375.00 to be used towards the Christmas banquet and awards and if SAFER will allow to use the previous years \$6375.00 the chief can use both amounts for the awards party. second by Treasurer Canterbury, Comments – None, Motion approved Unanimously

## VIII. Board Attorney

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- a. Billing- Attorney presented the monthly bill for payment 6 Hours of work at \$225.00 per hour.
  - i. Motion to pay legal fees in the amount of \$1260.00 made by Secretary Campbell and Second by Vice Chairman Lightner. Comments –None, Motion passes Unanimously.
- b. The attorney reported she had sent registered letters to Mr. Hinson requesting a detailed bill that meets the requirements of the law for the work he claims the district owes him for work on Attack 7 truck that was 2 years prior. There was a talk about the length of time the board has been trying to get a factual bill from Mr. Hinson. The attorney advised she has asked for a bill that meets the legal requirements of the law, and he has failed to respond. It was brought up that Mr. Hinson was a board member at the time he made the repairs that was billed and other repairs the district had previously paid him to do, and this is a possible Ethics/state law violation. The attorney will call the elections commission for an opinion on the violation. The attorney will send him another letter requesting a bill that meets state law.

## IX. Board Members' Comments

- a. Vice Chairman ask about negotiating the Bill with Mr. Hinson once the board received a legal bill. No action was taken on this.
- b. Treasurer Canterbury asked about the new fire gear that was ordered and how it was decided who received them. Chief Dunham and James Odom explained who received the gear.
- c. Treasurer Canterbury reminded everyone that the SAFER Grant expires next year. We need to look for a grant writer ASAP. It was explained that grant writers must be paid upfront even if you don't receive the grant.

## X. Public Comment

- a. No Public Comment

## XI. Adjournment

- a. Motion to adjourn made by Vice Chairman Lightner and Second by Secretary Campbell. Comments - None, Motion Passes Unanimously.
- b. Meeting adjourned at 7:08 PM.

The next meeting will be held at 6:00 PM on \_\_\_\_\_ at:

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

Meeting Minutes Approved on \_\_\_\_\_

Board Chairman \_\_\_\_\_

Board Secretary \_\_\_\_\_

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Meeting Minutes prepared by James Odom