

Liberty Fire District

3910 Kings Lake Rd. DeFuniak Springs Fl. 32433



Meeting Date and Time

Date of Meeting: April 6th 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:

Chief John Dunham, Admin Assistant Donna Dunham, Training Coordinator Jefferson Sweet

The regular meeting of the Liberty Fire District Board of Liberty Fire District was called to order at 6:00 PM on April 6th, 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 Jefferson Sweet

II. Approval of Meeting minutes

- a. RBM March 4th, 2026
 - i. **Motion to approve March 4th, 2026, RBM Minutes made by Treasurer Engel, Seconded by Secretary Curry, comments – None, Motion passes unanimously**

III. Treasurer Report

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

IV. Old Business

- a. Grant Update
 - i. Committee Update -Vice Chairman Canterbury advised the board that he applied for the NVFC Water Grant.
 - ii. Lowes Grant – Chairman Odom advised the board that Emergency Management had sent via email a Grant for Lowes that was due the day of the email. Chairman Odom advised the board that he applied for \$50000.00 to install a generator, new electrical wiring, painting and other improvements to the central fire station. Unknow when the grant will be awarded.
 - iii. Grant Writer – Vice Chairman Canterbury presented 2 proposals from grant writers for the board to look at. Chase Grant Writing Solutions LLC and Lexipol Grant Services. Vice Chair Canterbury gave an overview of what each company proposed. There was some discussion about if they would help with the Triumph Gulf Coast Grant, but the cost was not known as it was not in the proposal.
 1. **Motion made by Vice Chairman Canterbury to contract with Lexipol in the amount of \$15000 for 2 years of grant services. The**

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Motion died for a lack of a second.

2. Motion Made by Vice Chairman Canterbury for Chairman Odom to negotiate with the Grant Writing company and come back to the board with a proposal. Second by Treasurer Engel, Comments – None, Motion passes unanimously

- b. Tower Update – Chairman Odom gave the board an update in the proposal from City Tower to locate a tower on the south property. He met on site with the company representatives and they would like to move the tower to the northwest side of the property due to utilities and location away from draining. Chairman Odom reported it was a good meeting, and the next step will be a survey and then a contract to negotiate.
- c. District Financial Institution – Chairman Odom advised the board that the current bank is still having issues in changing the bank accounts to public funds and he has started reaching out to other banks for proposals. Regions Bank would like to come give the board a presentation on April 15th at 2:30pm. The board was good with this meeting time.

V. New Business

- a. Painting Central Station – Vice Chairman Canterbury ask about awarding the quotes the board had previously received for the painting of the central fire station. It was the consensus of the board members to wait and see if we will receive the Lowe's grant that was applied for.
- b. National Volunteer Fire Council Dues – Vice Chairman Canterbury ask about paying for all department members subscription to National Volunteer Fire Council. The consensus by the board is it was not in this year's budget, but it could be looked at to include in next year's budget no action by the board
- c. District Survey internal/External – Chairman Odom as the board their thoughts of conduction surveys of the district members, general public and community partners on the district operations. This was something brought up in the OPPAGA report as we did not do. The consensus of the board was that this was a good idea. The surveys would be completely anonymous and the board would be provided with the results when completed.

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

VII. Board Attorney

- a. Monthly Bill – **Motion to approve the attorney bill for February 2026 in the amount of \$540.00 made by Treasurer Engel, Second by Vice Chairman Canterbury, Comments – None, Passed unanimously**

VIII. Board Members' Comments

- a. Treasurer Engel reminded everyone that Form 1's are due in July 2026, and you must certify you have taken the yearly Ethics class.

IX. Public Comment –

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- a. Donna Dunham advised the board that the back to school bash will be July 11th 2026 10 to 3 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 06:46 pm .

The next meeting will be held at 6:00 PM on May 4th 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