

Liberty Fire District

3910 Kings Lake Rd. DeFuniak Springs Fl. 32433



Meeting Date and Time

Date of Meeting: May 5th 2025

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:

Mike Engel, James odom, John Bottom, and John Curry

Board Members Not Present at Meeting:

Philip Canterbury – Excused

Staff/Volunteer Members Present at Meeting:

Volunteer Coordinator Donna Dunham, Fire Chief John Dunham

The regular meeting of the Liberty Fire District Board of Liberty Fire District was called to order at 06:01 PM on May 4th 2025, 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. **Motion to approve March 3rd Regular Board Meeting minutes made by Treasurer Engel, Second by Secretary John Curry, Comments NONE Motion Passes Unanimously.**
- b. **Motion to Approve April 2nd Regular Board Meeting minutes made by Treasurer Engel, Second by Secretary John Curry, Comments NONE Motion Passes Unanimously.**

III. Treasurer Report

- a. Financial Report presented by Treasurer Engel. The monthly bills paid was reviewed. The new monthly financial report format from the CPA was reviewed and the board was advised the CPA report will always be 1 month behind as our board meetings are the 1st Monday of each month and they do not have time to close out the previous month before the meeting.
- b. **Motion to approve Treasurer's report made by Treasurer Engle. Second by Commissioner Bottoms. Comments None, Motion passes Unanimously.**

IV. Old Business

- a. Grant Update – Volunteer Coordinator Donna Dunham presented her monthly update on the status of the grant. He advised the board we received reimbursement for the fire gear that was purchased and that she needed the information on the new recruits who will be attending the upcoming Firefighter 1 class to schedule their physicals.
 - i. Ms. Dunham also gave a update on the fundraising activities and the money that has been received to date.

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- ii. Committee Update – Vice Chair Canterbury was not present to provide an update.
- iii. SAFER Update – The 2024 payment reimbursement will be submitted by the end of the week. All the requested data is ready and awaiting to input it to the system.
- b. CEFCO Card Update – Chairman Odom advised the board that the CEFCO cards was approved, and we will be receiving 3 cards. Chairman Odom, Chief Dunham and Volunteer Coordinator Dunham will have the cards. There are individual pin numbers to know who will be using the card.
- c. Budget Update and CPA Meeting - Chairman Odom advised he was still working with the CPA on the budget updates and will report back at a later meeting.
- d. Radio Purchase – Chairman Odom discussed the amount previously approved for new radios. He advised the board that the radios we believed we could get for a discount were not cost effective to purchase. Chairman Odom worked with Williams Communications to lower the cost by removing some of the software in the radios that will not be needed after the upgrade to lower the price. The previous amount approved was \$28000.00 but after reviewing radios and finding that the discounted ones were not a viable option and adding for a 6th radio the amount has increased to \$31342.14. Chairman Odom requested the board amend the previous motion to \$31342.14.
 - i. **Motion to amend the previous motion to purchase new SLERS Radios in the amount of \$28000.00 to the new amount of \$31342.14 made by Treasurer Engel and Seconded by Secretary Curry, Discussion – None, Motion passes Unanimously.**
- e. ESO Software – Chairman Odom advised we went live with the new report software on April 30th and everything is going well. The tablets are still in the programing phase with Version setting up the MDM system for management of the devices. Once this is corrected and tested the tables will be assigned to the units to be able to complete reports in the field.

f.

V. New Business

- a. Approval of Volunteer Stipend
 - i. Volunteer Coordinator Dunham requested the board approve the quarterly volunteer stipend and Edward Jones retirement payment.
 - ii. **Motion to approve the quarterly volunteer stipend payment in the amount of \$5832.00 and Edward Jones Retirement payment in the amount of \$5832.00 made by Treasurer Engel and seconded by Secretary Curry, Comments – None, Motion Passes Unanimously**
- b. Approval of purchasing FF1/EMR class materials
 - i. Chairman Odom made a request to purchase the class material/certification cards for the current EMR Class and the upcoming FF1 class. Chairman Odom requested \$1000.00.

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- ii. **Motion to approve up to \$1000.00 for the EMR/FF1 course materials made by Treasurer Engel and seconded by Secretary Curry, Comments – None, Motion Passes Unanimously**

- c. Volunteer Coordinator Dunham asked about having a contract for new recruits who will be taking the FF1/EMR classes and not finishing them to reimburse the district. Attorney Youell advised that if grant money was reimbursing the district, then the district could not seek reimbursement by the recruits. This is something that the district will investigate when the grant expires.

VI. Operations Report

- a. Monthly Call Report
 - i. Chief Dunham reviewed the monthly call report and department activities.
 - ii. Chief Dunham presented the board with 2 donation checks for assisting residents with standby for burn piles. The district also provided support for Emerald Coast Mud Run Event in the district.
- b. Monthly Training Report
 - i. Training Officer Sweet reviewed the monthly training activities. Yearly CPR Training, Ambulance Training, Ladder Training and ESO training.
- c. Maintenance Report
 - i. Chief Dunham gave an overview of vehicle and building maintenance. Attack 7 was rewired, new lights and siren, new(used) radio installed, and complete service. Truck 7 (Utility 7) is currently being serviced.
 - ii. Central Station has been cleaned out, and some updates are being performed by district volunteers on the building.

VII. Board Attorney

- a. **Billing- Attorney presented the March monthly bill for payment. Motion to pay legal fees in the amount of \$742.50 made by Treasurer Engle. Second by Secretary Curry. Comments – None, Motion passes Unanimously.**
- b. County MOU – No update from the county.
- c. AG Opinion – Has been submitted but no response at this time.

VIII. Board Members' Comments

- a. Mr. Bottoms asked the board to start looking into money for the north station.
- b. Treasurer Engel reminded the board members that Form 1 is due and required to be filed by all board members.
- c. No other board comments

IX. Public Comment

- a. No Public Comment.

X. Adjournment

- a. **Motion to adjourn made by Secretary Curry. Second by Treasurer Engle. Comments - None, Motion Passes/Fails Unanimously.**
- b. Meeting adjourned at 06:42pm .

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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 _____

Meeting Minutes prepared by _____