

Liberty Fire District

3910 Kings Lake Rd. DeFuniak Springs Fl. 32433



Meeting Date and Time

Date of Meeting: June 2nd, 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, Philip Canterbury, John Bottom, John Curry

Staff/Volunteer Members Present at Meeting:

Volunteer Coordinator Donna Dunham, Fire Chief John Dunham, Assistant Fire Chief Tony Roy, Board Attorney Rene Youell

The regular meeting of the Liberty Fire District Board of Liberty Fire District was called to order at 6:01 PM on June 2nd 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 Attorney Youell

II. Approval of Meeting minutes

- a. No meeting minutes were presented for approval.

III. Treasurer Report

- a. Financial Report presented by Treasurer Engel. The bills paid and money received were reviewed.
- b. Motion to approve Treasurer's report made by Vice Chair Canterbury. Second by Treasurer Engel. Comments - None, Motion passes Unanimously.

IV. Old Business

- a. Grant Update
 - i. Committee Update – Vice Chair Canterbury advised no movement on the committee happened last month due to him not being available. He did note that he had a couple of new committee members who volunteered to assist him. Chairman Odom advised the board that the 2024 SAFER Grant period has opened. Chairman advised that Chief Roy has spoken to a grant writer and advised he would write us the grant for a fee of \$750.00. The board may have to call an emergency meeting to approve the grant for submittal.
 - ii. SAFER Update – Volunteer Coordinator Donna Dunham advised the board that all outstanding invoices through May 2nd, 2025, had been submitted for payment.

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1. LED Sign – The FEMA modification to the in the current grant will be submitted as soon the pending submission is received.
2. SAFER Grant Application – Assistant Chief Roy brought up the SAFER Grant on his arrival to the meeting (42 Min. Mark) and ask if the board had approved it. He was advised that the board would have to have a meeting to approve the price to approve the amount to submit. Chief Roy advised it would be \$750.00 to write the grant and \$750.00 if we were awarded the grant. Chief Roy ask if the board was good with moving forward with the grant writer writing the grant. Attorney Youell explained the process to have the board approve the submittal of the grant.
 - a. **Motion to approve of hiring David Jones in the amount of \$750.00 to write the SAFER Grant and to hold a special meeting to approve the amount of the grant made by Treasurer Engel, Seconded by Secretary Curry, Discussion – Chairman Odom requested that the contract with David Jones be sent to him for review and approval and Attorney Youell ask for the motion to be modified to allow Attorney Youell to review it and Chairman Odom to sign the contract. Treasurer Engel and Secretary Curry agreed to the modification. Motion passes Unanimously**
 - b. ESO Software Update – Chairman Odom provided an update on the transition to the New ESO report software. The transition has been smooth with few issues. We have a month of data in the software now and more training will start in the future, moving the Hydrants and training to this software platform.
 - c. Uniforms - Vice Chairman Canterbury advised the cost per uniform is about \$150 member and may be included in the next grant application funding. It was the general conscience to wait and see if they will be allowed in the next grant cycle.
 - d. District Signs – Vice Chairman Canterbury showed the board a picture of the sign and quotes he received. He received 2 quotes, one for 32.50 and 58.00 each. The signs will have holes drilled and he estimated between 10 – 15 signs. Assistant Chief Roy asks for this to be tabled so he can talk to commissioner Glidewell to see if the county will be able to help us with the signs.
 - e. Hurricane Prep – Vice Chairman Canterbury ask to purchase shelf stable food for Hurricane season for the department members. There was discussion between the Vice Chairman Canterbury and Assistant Chief Roy on the need for the department to purchase the food when members should be bringing their own supplies.
 - i. **Motion to purchase 4 twin beds to put in the bedrooms at the south station for a max cost of \$800.00 made by Vice Chairman Canterbury, Second by Secretary Curry, Discussion – None, Motion passes Unanimously**
 - ii. **Motion to purchase shelf stable food made not to exceed \$800.00 by Vice Chairman Canterbury and died for a lack of a 2nd.**

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- f. Volunteer Coordinator advised the board of the makeup date and time for the picture fundraiser and that will be the day of the group photo. Individual pictures and group pictures will be taken on this day.
- g. Volunteer Coordinator gave a update on the planning for the Mid-Summer bash/open house. Vice Chairman Canterbury advised he would ask Buffalo Rock for drinks and Chairman Odom advised he was applying for the Winn Dixie Grant for the event.

V. New Business

- a. Bunker Gear Purchase (Grant)
 - i. Chairman Odom ask the board to approve \$28000.00 for bunker gear under the SAFER Grant once the current submitted reimbursement is received.
 - 1. **Motion to spend \$28000.00 for bunker gear as part of the SAFER Grant made by Treasurer Engel, Second by Vice Chairman Canterbury, Discussion – None, Motion passes Unanimously**
- b. Department purchasing card
 - i. Chairman Odom ask the board if they would be interested in him exploring the district going to a purchase card system, so the treasurer did not have to be called for every single item that needs to be ordered from a supplier. It was the general conscience of the board that they would explore this option with more information.
 - ii. Motion made to move forward with exploring the purchase card system made by Vice Chairman Canterbury and Seconded by Treasurer Engel, Comments – Chief Roy advised that the board follows the federal government acquisition guidelines, and he was advised the district is supposed to follow the state guidelines and the current policy is being reviewed, Motion Passes Unanimously
- c. New Department Logo and Branding
 - i. Chairman Odom reviled the new department logo that was worked on by a team of department members. Chairman Odom advised he would like to investigate trademarking the logo. Vice Chairman Canterbury ask about the patch design and what design/style. He received quotes for 5 to 6 dollars a patch, he was told the prices he received was very expensive and they should be less than \$3.00 a patch.

VI. Operations Report

- a. Monthly Call Report
 - i. Chief Dunham gave an overview of the previous month's calls.
- b. Monthly Training Report
 - i. Emergency Medical Responder Class completed with 2 certified, Hurricane Prep, Hose Testing and Power training from CHELCO
- c. Maintenance Report
 - i. Tender 7 had to be repaired at Freightliner for a DEF issue. Utility 7 is still receiving a makeover, SCBA testing completed, Central station being cleaned and fixed up.

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VII. Board Attorney

- a. County MOU – No movement on this by WCFR.
- b. Billing- Attorney presented the monthly bill for payment.
 - i. **Motion to pay legal fees in the amount of \$832.50 for 3.7 Hours made by Treasurer Engel and Second by VICE Chairman Canterbury. Comments – None, Motion passes Unanimously.**
- c. AG Opinion – Still waiting on a response.

VIII. Board Members'

Comments

- a. Secretary Curry asked when the district does Hydrant testing and he was advised the district would start in August.
- b. Treasurer Engles informed the board that form 1 was due ASAP and the Ethics commission training is required.
- c. Chairman Odom advise the board that the district has received 5 complains from WCFR on one of the districts volunteers but more information has been requested as some of the information in the initial review was not correct.
- d. Chairman Odom advised the board that Engine 7 was sent to the Freightliner Dealer for brake issues and the district should hear something back in the next day or so on the issue.
- e. Chairman Odom advised the board that one of the district members brought back a light duty form from the doctor and Chairman Odom reached out to the insurance company about this as we do not have a policy. The insurance company recommended that the board adopt a policy immediately on what is allowed for “light Duty” for a firefighter and/or support person. Attorney Youell recommended that generic light duty be restricted to administrative duties only. She recommended they do not respond to any calls until released to full duty by the doctor.
 - i. **Motion for a temporary policy to limit and medical release that has light duty listed be administrative duty only until released to full duty by a doctor made my Treasurer Engel and Seconded by Vice Chairman Canterbury, Discussion – none, Motion approved Unanimously**
- f. Chairman Odom confirmed with the insurance company that our workers comp does not cover the district providing mutual aid out of the State of Florida.

IX. Public Comment

- a. None

X. Adjournment

- a. **Motion to adjourn made by Vice Chairman Canterbury and Second by Secretary Curry. Comments - None, Motion Passes Unanimously.**
- b. Meeting adjourned at 7:31pm.

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The next meeting will be held at 6:00 PM on July 7th 2025 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 James Odom