

ARGYLE BOARD OF FIRE COMMISSIONERS  
ARGYLE FIRE DISTRICT  
P.O. BOX 61  
ARGYLE, FLORIDA 32422

Steve Richardson, Chairman  
Lynn Touchton  
Larry Standland, Sec/Treas.

Lyle Seigler  
Troy Byers  
Ann Day, Bookkeeper

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MINUTES OF SPECIAL CALLED BOARD MEETING  
To address OPPAGA  
June 29, 2023

Meeting called to order at 7PM by Chairman Steve Richardson. Others present Larry Standland, Lyle Seigler, Lynn Touchton, Troy Byers (was contacted by phone), Deputy Chief Charlie Day, and guest Phil with Liberty.

It was noted that OPPAGA will accept additional response. Copy of response with Line items presented for review. (Open discussion followed).

Motion by Larry Standland, second by Troy Byers, to forward as an addendum to 1st approved response. Carries.

Phil addressed the Board. What items did OPPAGA address for Argyle?

No other business at this time. Meeting adjourned by Chairman. 7:17 PM

Minutes of this meeting recorded by Larry Standland, Sec / Treas.

Received  
6-29-23  
JCC

Approved 6-29-23

## Argyle Response

Thank you for the opportunity to respond to the OPPAGA review of the Argyle Fire District.

The Argyle Fire District (District) has a long history of providing fire services to the community and within Walton County. When the District was created in 2006 there was no dedicated fire service in the Argyle community except for the Florida State Division of Forestry. The Argyle District strives to provide exceptional fire services to its residents and constituents. Despite annual funding challenges, the District's focus has been to ensure that apparatus and equipment were ready to respond when needed. Unfortunately, District administrative and record keeping responsibilities suffered as evidenced in the OPPAGA report.

The Argyle Fire District Board (Board) acknowledges the OPPAGA findings and will start work immediately to bring the District into statutory compliance and make improvements to our operations, administrative reporting, and record keeping. These actions include:

- The Board will seek an opinion from the Commission on Ethics to determine whether volunteer stipends create ethical conflicts for board members.
- The District will develop a five-year plan to identify the facilities, equipment, personnel and revenue needed during the five-year period. Once completed, the Board will adopt the five-year plan.
- The District website is now functional and required reporting components will be added.
- The District is working to obtain the most recent Fiscal Year 2021-22 audit.
- Current funding proposed for new facilities or capital improvements has been postponed and those funds will be redirected to securing both operational and financial audit services to ensure District statutory compliance.
- The District intends to contract with an Internal Auditor to help initiate improvements and bring the District into statutory compliance. The District will utilize private firms, either through State-term contract or by piggy-backing on other government entity agreements.

- Moving forward, the District will continue to seek outside grant funding opportunities and will improve coordination with Walton County as recommended in the OPPAGA report.
- The District recently purchased new Incident Reporting software to document training functions and other record-keeping responsibilities. The Board and District will continue to research new opportunities to better maintain, compile, and track the District's personnel, equipment, and performance records.
- The District will immediately begin updating Standard Operating Guidelines (SOG).
- *The District will research resource options to help develop and maintain necessary records and documentation.*
- The Board will conduct increased oversight of district activities to ensure the District is complying with all requirements set forth in Florida Statutes and District Charter. Current copies of the District Charter and pertinent Florida Statutes will be provided to each Commissioner. The Board will regularly seek guidance from the contracted Auditor(s).
- Moving forward, Board meetings will be documented with meeting minutes. Board meetings will include workshops and special business meetings to discuss, formally establish and adopt, required additions and changes needed for compliance. Budgets will be adopted by a Board resolution.
- Other recommendations in the OPPAGA report will be addressed at upcoming Board meetings in order to develop appropriate corrective action plans.

The Argyle Fire District Board fully expects the next OPPAGA report to show significant improvements in the areas identified in this report.

The Argyle Fire District and Board wishes to thank the OPPAGA Team for their professionalism and patience through this process.