



CITIZENS ADVISORY COUNCIL FOR OCOEE FIRE DEPARTMENT

Ocoee Fire Station 25
563 S. Bluford Avenue
Ocoee, Florida

November 13, 2025

MINUTES

6:00 PM

- **CALL TO ORDER**

Member Channell called the CACOFD meeting to order at 6:03 PM in Station 25 Conference Room, located at 563 S. Bluford Avenue.

Member Channell led the Pledge of Allegiance, followed by a Moment of Silence. **Recording Clerk Brown** performed roll call and declared a quorum present.

Present: Members Richardson, Vaughn, Fletcher, Channell & Washington

Absent: Chair Legvold, Vice-Chair Ochoa, Member Cummins

Also Present: Deputy Chief Sorenson, Recording Clerk Brown

- **APPROVAL OF MINUTES**

1. Minutes of the CACOFD Meeting held on August 14, 2025

Motion to Approve August 14, 2025, Minutes: Moved by Member Vaughn, seconded by Member Richardson. Motion carried unanimously.

- **OLD BUSINESS**

1. Open House

Member Channell requested an overview of the event from the board attendees. Discussion followed, noting that approximately 850 to 900 individuals were in attendance for the event. It was also noted that the hot dog maker was in excellent working order and balloons were very popular, but additional helium tanks would be required for events with extended hours. It was mentioned that the previously ordered PR materials had been depleted and more educational material should be retained. The primary focus during the event was on education of the TOT Finder window cling.

2. Citizen and Teen Academy

Deputy Chief Sorenson reported that seven confirmed participants graduated from the Citizens' Public Safety Academy. The program was originally planned for Spring but was postponed to the Fall due to low enrollment. A meeting between the Fire Chief and Police Chief will be scheduled to discuss details for next year's event. It was also advised that the Teen Academy was a huge success, with interest from a few participants to pursue the Cadet Program.

3. Cadet Program

Deputy Chief Sorenson announced the program rollout started this evening with four confirmed cadets going through class and being fitted for PPE gear.

Member Vaughn inquired about the age of the youngest paid firefighter vs. the age bracket of the Cadet Program, and how the program could potentially transition into an open position with the Fire Department. A question arose about open positions and the number of firefighters retiring in the next three years.

Member Washington brought up the idea that the Fire Department should receive an increased budget and approval for more personnel with the sports complex breaking ground.

Deputy Chief Sorenson addressed questions and spoke about the five open positions and ongoing training.

- **NEW BUSINESS**

1. Ocoee Music Festival

Deputy Chief Sorenson mentioned the Fire Department would not have a booth at the event and there is no need for the board to volunteer, but they could revisit opportunities for next year.

2. Annual election for Chair and Vice Chair nominations

Deputy Chief Sorenson requested tabling the nominations until the February meeting.

3. Retirement Breakfast

Member Vaughn recommended hosting a lunch for the retirees in 2026 instead of breakfast. Discussion was tabled until February meeting when the appointed chairs are in attendance.

- **DEPARTMENT UPDATES**

1. Chair Resignation

Member Channell announced the resignation of Chair, Tom Legvold, to the board.

Member Vaughn suggested the board purchase an appreciation plaque for Chair Legvold and asked if the Fire Department could obtain a quote for the next meeting in February.

- **OPEN FORUM**

1. Mass Casualty Bus

Member Vaughn asked about the bus being on display and how it would be staffed and managed if called into service.

Deputy Chief Sorenson responded to all questions and updated the group on the mass casualty training with local agencies hosted at Orlando International Airport on November 12, 2025.

2. Budget

Deputy Chief Sorenson acknowledged the new budget and confirmed that \$2,000 is available.

Member Washington reiterated how great the educational aspect of bringing safety awareness to the community is. He mentioned how low the educational material and PR trinkets were and discussed the appearance of the event table. He proposed purchasing acrylic holders to display information, a few smoke detectors, helium tanks and wrist bands for the balloons, as well as coloring books and crayons to further teach the community about fire safety.

3. Recruitment

Member Vaughn posed a question about recruitment opportunities. He inquired about potential opportunities to recruit on the City's website.

Member Washington informed the board at Open House five individuals were provided with an application. Additionally, the DJ announced sign-up opportunities for board membership.


Member Richardson asked if the CACOFD Board was capped at nine members and inquired about the reason for a cap.

- **PUBLIC COMMENTS** – None
- **ADJOURNMENT**

Motion to Adjourn: Moved by Member Washington, seconded by Richardson; Motion carried unanimously.

Meeting adjourned at 6:40 PM

ATTEST:



Recording Clerk

APPROVED:



Chair