



CITIZENS ADVISORY COUNCIL FOR OCOEE FIRE DEPARTMENT

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

May 14, 2026

AGENDA

6:00 PM

•CALL TO ORDER

Pledge of Allegiance and Moment of Silence
Roll Call and Determination of Quorum

•APPROVAL OF MINUTES

1. Minutes from the CACOFD Meeting held on February 12, 2026

•OLD BUSINESS

1. Commendation Plaque
2. Logoed Casual Apparel - Windbreaker

•NEW BUSINESS

1. Retiree Breakfast

•FIRE DEPARTMENT UPDATES

•CITY UPDATES

•PUBLIC COMMENTS

•ADJOURNMENT

Notice: Any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is based. In accordance with Florida Statute 286.26: Persons with disabilities needing assistance to participate in any of these proceedings should contact the Office of the City Clerk, 1 N. Bluford Avenue, Ocoee FL 34761, (407) 905-3105, 48 hours in advance of the meeting.

More than one Commissioner may participate or hear discussions regarding a matter which will come before the Commission for action.



CITIZENS ADVISORY COUNCIL FOR OCOEE FIRE DEPARTMENT

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

February 12, 2026

MINUTES

6:00 PM

- **CALL TO ORDER**

Vice-Chair Ochoa called the CACOFD meeting to order at 6:02 PM in the Station 25 Conference Room, located at 563 S. Bluford Avenue.

Vice-Chair Ochoa led the Pledge of Allegiance, followed by a Moment of Silence. **Recording Clerk Brown** performed roll call and declared a quorum present.

Present: Vice Chair Ochoa, Members Richardson, Vaughn, Fletcher, Washington, Channell

Absent: Member Cummins

Also Present: Commissioner Firstner, Deputy Chief Van Camp, Recording Clerk Brown

- **APPROVAL OF MINUTES**

1. Minutes of the CACOFD Meeting held on November 13, 2025

Motion to Approve November 13, 2025, Minutes: Moved by Member Washington, seconded by Member Richardson. Motion carried unanimously.

- **OLD BUSINESS**

1. Fire Safety Promotional Products including Helium Balloon Tanks

Vice-Chair Ochoa advised the board that the CACOFD promotional items are depleted. Discussion ensued regarding the desire for updated materials, optional vendors, refined table displays, wristbands for balloons, and other promotional items. Several action items were identified with a request for Recording Clerk Brown to research. The discussion was tabled until the August 13, 2026, meeting.

- **NEW BUSINESS**

1. Election of Chair and Vice-Chair

Vice-Chair Ochoa announced that the Chair and Vice-Chair positions were up for election. **Member Vaughn** nominated Vice-Chair Kaitlyn Ochoa for the Chair position. She politely declined due to personal obligations and expressed interest in remaining as Vice-Chair. **Member Fletcher** expressed interest in the Chair position; the floor was opened to conduct a vote.

Motion: Move to elect Member Fletcher for Chair position; Moved by Member Richardson, seconded by Vice-Chair Ochoa; Motion carried unanimously.

Vice-Chair Ochoa opened the floor for the Vice-Chair position. **Member Washington** recommended Vice-Chair Ochoa be re-elected.

Motion: Move to re-elect Vice-Chair Ochoa to the Vice-Chair position; Moved by Member Washington, seconded by Member Vaughn; Motion carried unanimously.

2. Recruitment of Board Members

Vice-Chair Ochoa responded to member questions from the November 13, 2025, meeting. A brief discussion followed; it was explained that all City boards are advertised on the City's website along with a link to the application, member responsibilities, and by-laws. She reiterated that the number of members for all City boards is capped at nine.

Member Vaughn opined the importance of advertising on daily, casual apparel as a conversation starter for potential member recruitment. The member polos were brought up and were deemed formal and more of a work shirt. Discussion ensued regarding the purchase of light wind breakers with the Ocoee Fire Department logo, member name, and board acronym.

Chief Van Camp interjected and announced that this would need to be approved by City leadership prior to production. The Board asked Fire Administration to discuss with request leadership for approval.

Member Fletcher asked to create a trifold brochure to include the board's information; discussion ensued regarding business cards for all board members.

Vice-Chair Ochoa mentioned reaching out to the local HOA presidents to do a brief presentation and place a detailed recruiting flyer on their notification boards. She also inquired if they could post on the Fire Department's social media site.

3. Retiree Luncheon

Vice-Chair Ochoa brought up hosting a luncheon for the retirees versus a breakfast, according to Member Vaughn's recommendation. Discussion ensued and a motion was made.

Motion: Move that the Retirement Breakfast retain its traditional format as a breakfast; Moved by Member Fletcher, seconded by Member Channell; Motion carried unanimously.

Member Fletcher volunteered to meet with The Breakfast Club restaurant, identify a date and time on a Saturday in August, and obtain quotes to host the annual event.

4. Commendation Plaque

Vice-Chair Ochoa provided a quote in the amount of \$50 in response to Member Vaughn's suggestion to purchase a plaque for former Chair Legvold. The Board asked for a description and discussed phrasing.

Member Fletcher volunteered to reach out to Trophies Unlimited for a sample.

5. Enclosed Pop-up Canopy

CACOFD Board Members requested to table the discussion until the August meeting.

- **DEPARTMENT UPDATES**

Deputy Chief Van Camp updated the Board with the following:

- The tower truck training class has concluded. Significant time and funds were spent during the year to roll out a successful launch for the truck; an in-service date is anticipated by June 2026.
 - Policies & Procedures were created and are ready to be implemented.
- A new Engine and Rescue are budgeted for 2026.
- The new five-year strategic plan is scheduled for roll-out in March.
- Open positions were discussed.
- The five sponsored recruits attending fire standards classes have a graduation date of April 7th, followed by two weeks of on-board training prior to being placed on shift.
- CBA Negotiations have begun will hopefully be completed soon.
- The Fire Department received a grant in the amount of \$1 million for construction of the new Station 38. Meetings with the architects are underway.

Commissioner Firstner updated the Board with the following:

- The Regency at Ocoee off Maguire Road has almost completed 300 apartments.
- The Dynasty regional sports complex has been delayed by the owner as he re-evaluates the plans.
- The City fully owns the Forest Lake Golf Club. City leaders attended the PGA Golf Event for ideas and opportunities to grow the business. The focus will be on the driving range (including the installation of new equipment) as well as food and beverage for a better family experience.

- **ADJOURNMENT:**

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

Meeting adjourned at 7:00 PM

ATTEST:

APPROVED:

Recording Clerk

Chair