



**CITIZENS ADVISORY COUNCIL FOR OCOEE FIRE DEPARTMENT**

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

**August 10, 2023**

**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 February 9, 2023 Meeting
2. Minutes from May 11, 2023 Meeting

**• OLD BUSINESS**

1. Purchase Order for Promotional Items
  - a) Tablecloth
  - b) Polo Shirts

**• NEW BUSINESS**

1. Retirement Breakfast

**• DEPARTMENT 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.



## MINUTES OF THE CITIZEN ADVISORY COUNCIL FOR THE OCOEE FIRE DEPARTMENT HELD ON FEBRUARY 9, 2023

### I. CALL TO ORDER

**Chairperson Vaughn** called the meeting to order at 6:25 PM, in the Station 25 Conference Room, located at 563 S. Bluford Ave. in Ocoee.

**Chairperson Vaughn** led the Pledge of Allegiance; a moment of silence followed. **Recording Clerk Serrano** performed roll call and declared a quorum present.

Present: Chairperson Vaughn, Members Richardson, Legvold, and Moyer.

Absent: Member Channell, Member Kepler, Member Lawrie, and Member Orme.

Also Present: Chief Smothers, Commissioner Firstner, and Recording Clerk Serrano.

### II. APPROVAL OF CACOFD MEETING MINUTES FROM NOVEMBER 17, 2022

*Member Richardson made a motion to approve the minutes of the November 17, 2022 meeting, seconded by Member Legvold. The motion carried unanimously.*

### III. BUSINESS FOR DISCUSSION

- OLD BUSINESS:

**Chairperson Vaughn** opened the discussion and **Chief Smothers** provided an update on the re-accreditation process. **Chairperson Vaughn** turned the discussion to board shirts.

*Member Richardson made a motion that the board purchase collared shirts to be used on special occasions, seconded by Member Legvold. The motion carried unanimously.*

**Chairperson Vaughn** requested an update on **Member Legvold's** attendance at various Ocoee HOA meetings. **Member Legvold** addressed his questions and provided an update.

- NEW BUSINESS:

**Chief Smothers** provided the Open House event date, time, and location, and further advised the Board they could set up a table to recruit and engage with the community during the event.

- UNDER CONSTRUCTION - CITY GROWTH:

**Commissioner Firstner** addressed the Board and provided updates on the growth and upcoming development in Ocoee.

- CHIEF'S COMMENTS:

**Chief Smothers** suggested hosting a breakfast for the fire department's retirees. The Board expressed interest and discussion ensued.

- ELECTION OF CHAIRPERSON and VICE CHAIRPERSON:

This item was heard out of Agenda order.



**Chairperson Vaughn** turned the Board's attention to the election of chair and vice-chairperson. A brief discussion ensued.

*Member Richardson made a motion to nominate Member Legvold to Chairperson of the Board, seconded by Member Moyer. The motion carried unanimously.*

*Member Richardson made a motion to nominate Member Kepler to Vice-Chairperson of the Board, seconded by Member Legvold. The motion carried unanimously.*

#### IV. QUESTIONS/COMMENTS

**Chairperson Vaughn** opened the floor for questions and comments, there were none.

#### V. ADJOURNMENT

*Member Richardson made a motion to adjourn, seconded by Member Legvold. The motion carried unanimously.*

The meeting adjourned at 7:20 PM

**ATTEST:**

\_\_\_\_\_  
Recording Clerk

\_\_\_\_\_  
Chairperson



**CITIZENS ADVISORY COUNCIL FOR OCOEE FIRE DEPARTMENT**

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

**May 11, 2023**

**MINUTES**

**6:00 PM**

**• CALL TO ORDER**

**Chair Legvold** called the meeting to order at 6:00 PM, in the EOC of Station 25, located at 563 S. Bluford Avenue, Ocoee. **Chair Legvold** led the Pledge of Allegiance; a moment of silence followed. **Recording Clerk Serrano** performed roll call and declared a quorum present.

Present: Chair Legvold, Vice-Chair Kepler, Members Vaughn, and Richardson.

Absent: Members Moyer and Channell

Also Present: Commissioner Firstner, Deputy Chief Van Camp, and Recording Clerk Serrano.

**• APPROVAL OF MINUTES**

**Motion: Move to approve the minutes of the February 09, 2023, meeting as presented.**

**Moved by Member Richardson, seconded by Vice Chair Kepler. Motion carried unanimously.**

**• OLD BUSINESS**

**Chair Legvold and Vice Chair Kepler** provided an update on their experience at the Ocoee Music Festival which they attended for recruitment purposes. Due to a lack of acknowledgment from the public on their purpose, they advised that they did not return on Saturday, but praised the Fire Department Team who worked the event.

An update was provided on Smoke Detector Program and Open House. Kudos were given to the administration for printing flyers, advertising on channel 493, and posting on Facebook.

**• NEW BUSINESS**

**Chair Legvold** provided feedback on the lack of advertising for the Board during the Ocoee Music Festival. Discussion ensued about the canopy that is possibly stored in the storage room by the Ocoee Lakeshore Center, and the purchase of logoed tablecloth.

Further discussion ensued on the ordering of Board shirts and promotional items for advertising.

**Motion: Move to approve the purchase of Polo shirts not to exceed \$45.00 per shirt.**

**Moved by Member Richardson, seconded by Vice Chair Kepler. Motion carried unanimously.**

**Motion: Move to approve the purchase of a logoed tablecloth not to exceed \$300.00.**

**Moved by Vice Chair Kepler, seconded by Member Vaughn. Motion carried unanimously.**

**Motion: Move to approve the purchase of Board T-shirts not to exceed \$100.00. Moved by Member Vaughn, seconded by Member Richardson. Motion carried unanimously.**

Chair Legvold noted the sign language interpreter for Seminole County Fire Department's TV program, and suggested that Executive Assistant, Sherry Seaver, who was a certified sign language interpreter be invited to partner with the Board.

• **DEPARTMENT UPDATES**

**Deputy Chief Van Camp** provided an update on the smoke detector blitz, and reaccreditation site inspection, announced the upcoming ISO site visit, and explained the Fire Department's growth opportunities due to the growth of the community.

**Commissioner Firstner** provided an overview of new large-scale growth projects within the City. He further volunteered to check on the canopy that was mentioned to be stored at the Ocoee Lakeshore Center, and requested staff to provide a public relations event budget. He noted he would like to increase the funds for next year's Operation Santa and Open House budget and to purchase a shed to house the float.

**Commissioner Firstner** inquired about board recruitment. **Recording Clerk Serrano** explained the board appointment process. **Chair Legvold** shared that there are three potential applicants interested in appointment to the Board.

**Chair Legvold** inquired about the Clarke Road expansion, Action Sports Park, and old City Hall. **Commissioner Firstner** addressed his questions.

**Member Vaughn** inquired about the recognition breakfast for Retired Fire Department Members. **Deputy Chief Van Camp** shared the Fire Chief's desire to host an Event in conjunction with the CACOFD. **Commissioner Firstner** noted that he has had discussions with the Fire Chief to provide a tentative budget for the event.

• **PUBLIC COMMENTS** - *None*

• **ADJOURNMENT**

**Motion: Move to adjourn. Moved by Member Vaughn, seconded by Vice Chair Kepler. Motion carried unanimously.**

The meeting adjourned at 7:10 PM.

**ATTEST:**

\_\_\_\_\_  
Recording Clerk

\_\_\_\_\_  
Chairperson