



**AGENDA  
HARBOR AND WATERWAYS BOARD MEETING  
THURSDAY, APRIL 23, 2026  
5:30 PM  
DESTIN CITY HALL ANNEX CHAMBERS**

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**
- 2. AGENDA APPROVAL**
- 3. APPROVAL OF MINUTES**
  - A) October 23, 2025 Minutes**
  - B) March 26, 2026 Minutes**
- 4. CURRENT BUSINESS**
- 5. BOARD MEMBER COMMENTS**
  - A) Vice Chairman Stephens - Work Plan Item, Life Jacket Loaner Program**
- 6. PUBLIC COMMENTS**
- 7. NEXT MEETING DATE: TBD**

**Any person requiring a special accommodation at this hearing because of a disability or physical impairment should contact the City Clerk at (850) 837-4242 at least 48 hours prior to the hearing. If a person decides to appeal any decision made with respect to any matter considered at such meeting, such person will need a record of the proceeding and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. (Sec. 286.0105, Florida Statutes)**

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**MINUTES OF THE  
HARBOR AND WATERWAYS BOARD MEETING  
DESTIN CITY HALL ANNEX  
OCOTOBER 23, 2025 - 5:30 P.M.**

**1. CALL TO ORDER:**

Chairman Green called the meeting of the Thursday, October 23, 2025 Destin Harbor and Waterways Board meeting to at approximately 5:30 p.m., at Destin City Hall Annex, with the Pledge of Allegiance immediately following.

**2. ROLL CALL:**

**Members Present:**

John Stephens  
Jerrod Hayden  
Jim Green  
Guy Tadlock  
Ryan Holloway  
Bill McKissick

**Staff:**

Kim Montgomery Deputy City Clerk  
Daniel Butler Principle Planner  
Steve o'Connor CD Deputy Director  
Robert Tomasek City Engineer  
Sherry Burney Planner  
Larry Jones City Manager  
Kim Kopp City Attorney

**3. AGENDA APPROVAL:**

**Chairman Stephens made the motion to approve the agenda with Committee member Holloway providing the second, the motion passed 5-0.**

**4. APPROVAL OF MINUTES:**

➤ **August 28, 2025**

**Motion by Chairman Stephens, seconded by Board member Holloway to approve the minutes of the August 28, 2025 meeting, the motion passed 5-0.**

**5. NEW BUSINESS:**

➤ **Marine Construction Application - 722 Harbor Blvd, Residential Marine Construction, HWB-001666-2025**

The Principle Planner, Mr. Daniel Butler explained the project request consists of the following:

- Extension of the existing terminal platform (8 ft x 5 ft) on the far east side of the existing dock.
- Construction of two finger piers, each 2 ft x 15 ft, extending southward from the eastern and western ends of the dock.
- New over-water square footage proposed: 100 sq. ft.
- Total dock square footage on the property would become 805 sq. ft. with no change in slip density.

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- Staff stated the proposed work complies with the Land Development Code (LDC) Marina Siting provisions, Section 11.05 and all applicable sections.
- There is no anticipated effect on the city
- budget.
- Required adjacent property owner notifications were sent.
- Staff reported no public correspondence or objections were received.
- Staff recommended that the Harbor and Waterways Board recommend City Council approval of the project with the following conditions:
  - The applicant shall obtain and submit all required federal and state approvals with the marine construction permit application.
  - The project shall comply with the city's Marina Siting/LDC Section 11.05, at all times.

Questions were posed regarding setbacks, proximity to riparian lines and the location of the pilings being within or outside of the new construction and if the adjacent property owner had any concerns with the project's proximity to his.

Mr. Gary Gorman, 1944 Frankfurt Avenue, Panama City, appeared as the applicant/representative providing the following information in response to questions about existing pilings and the new construction:

- The framing for the new dock improvements will be on the inside of the existing pilings, and there will be no obstructions on the outside of the pilings.
- Mr. Gorman mentioned that he also spoke to the adjacent neighbor and the neighbor stated that he has no objection and was comfortable with the project tying in close to the to his dock.

**Motion by Board member Hayden, seconded by Chairman Stephens, the Harbor and Waterways Board voted 5-0 to recommend that City Council approve the Proposed Residential Marine Construction Project located at 722 Harbor Blvd, for the extension to the existing terminal platform, as well as the construction of (2) finger pier extensions, with the following conditions:**

- 1. All applicable Federal or State approvals shall be submitted with the Marine Construction Permit application; and**
- 2. All regulations of the City's Marina Siting LDC Section 11.05.00 shall be followed at all times.**

➤ **510 Norriego Rd, Residential Marine Construction, HWB-001671-2025**

Mr. Butler explained the application is for a residential marine construction project located on Holiday Isle at 510 Norriego Road with the scope of work being:

- Construction of a new roof structure over an existing upland slip:

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- The roof overhang will extend approximately 2 feet beyond the platted property line into the canal.
- Existing conditions:
  - Single-family dwelling is currently under construction.
  - An existing upland cut/slip already exists on the property.
- New over-water square footage for the boathouse/roof structure: approximately 72 sq. ft.
  - Overhang: ~2 ft over the platted canal line by about 36 ft in width.
- Slip density remains unchanged (two slips within the upland cut).
  - The project complies with LDC Marina Siting Section 11.05.01 and applicable requirements.
  - As with the previous items, adjacent property notifications were sent even though not required by code because the work is beyond 25 ft from property lines, and no public comment was received.
- Staff recommended the Board recommend City Council approval with the following conditions:
  1. All applicable federal and state approvals shall be submitted with the marine construction permit application.
  2. All regulations of the City's Marina Siting LDC Section 11.05.00 shall be followed at all times.

Chairman Stephens questioned whether there have been previous approvals for roof structures with similar or greater overhangs.

Staff stated that they are not aware offhand of similar roof overhang approvals but noted that marginal docks are permitted to extend up to 6 feet into the canal, so the 2-foot overhang is less than what is allowed for a marginal dock.

Board member McKissick asked whether adjacent property owners were notified and if any responses were received. According to staff, notifications were sent even though not required by the code for this situation, and no responses or objections were received.

Board member Stephens asked whether the overhang extends beyond the existing marginal dock/walkway at the seawall.

- Staff clarified the following:
  - There is an existing marginal dock running along the property line protruding about 5–6 feet into the canal (maximum allowed is 6 feet).
  - The roof overhang does not extend past the marginal dock; it ends before the marginal dock, so the marginal dock remains the furthest seaward element.

The Chairman opened the hearing to the public, with there being no one coming forward to speak, he closed the public portion of the hearing for this project.

**Motion by Board member Stephens, seconded by Board member Holloway, the members voted 6-0 for the Harbor and Waterways Board recommend that the City Council approve the proposed residential marine construction project at 510 Noriego Road for the**

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**construction of a new roof structure with a minor two-foot overhang into the canal, with the following conditions:**

- 1. All applicable federal and state approvals shall be submitted with the marine construction permit application; and**
- 2. All regulations of the City's marina siting LDC Section 11.05.00 shall be followed at all times.**

➤ **602 Lagoon Dr, Residential Marine Construction, HWB-001682-2025**

Mr. Butler explained the application is for a residential marine construction project at 602 Lagoon Drive, within the Holiday Isle canal system and the scope of work for the request:

- Construction of a new marginal dock, 5 feet wide, running along the property line for approximately 227 feet.
- The section beyond the platted property line will create approximately 1,135 sq. ft. of new over-water construction along the canal.
- An existing 33 ft x 10 ft (330 sq. ft.) dock within the upland cut is not part of this Board's review; the Board is only reviewing the portion beyond the platted property line.
- Staff sent notifications to adjacent property owners and received public comment.
  - Copies of written comments were provided as hard copies in the Board's black folders.
  - Staff noted that a representative of an adjacent property owner was present to address the Board.
- Staff stated that the application, based on the submitted survey, complies with the Land Development Code and the Marina Siting requirements.
- Staff recommends the Harbor & Waterways Board recommends to the City Council approval of the construction with the standard conditions:
  - 1. The applicant shall submit all applicable federal and state approvals with the marine construction permit application.**
  - 2. The applicant shall comply with the LDC marina siting provisions (Section 11.05.00) and all applicable LDC requirements at all times.**

Chairman Green asked staff and the City Attorney to clarify whether:

- The Board's scope is limited to the marginal dock, and
- Whether a setback or encroachment issue exists in the upland cut.

According to Mr. Butler:

- The upland cut and its seawall have already been permitted and constructed.
- The Board's scope for this item is the marginal dock along the seawall beyond the platted property line.
- The survey submitted by the applicant indicates that the upland cut/seawall corner is 0.04 feet (approximately ½ inch) south of the property line, i.e., it touches but does not cross the line according to the survey.

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- The city has no setback requirement for upland cuts themselves; setbacks would apply if a roof structure were later proposed over the upland cut.

Chairman Green opened the hearing for public comment.

- Ryan Gerdy, attorney for adjacent owner Susan Shackelford (lot to the northwest), addressed the Board:
  - He stated he was not contesting staff's description of the application at this meeting.
  - His primary purpose was to ensure that documents and concerns regarding a potential boundary line dispute are entered into the record.
  - He explained that his client believes the existing upland cut encroaches over her property line, whereas the applicant's survey shows it only touches the line.
  - He noted that his client does not seek to delay the City's permitting process for the marginal dock.
  - Instead, he wanted it clear in the record that the applicant is proceeding at his own risk, and that if his client later prevails in a boundary dispute, elements of the construction could potentially be affected and may have to be removed or modified.
- The City Attorney and Board members summarized:
  - The city is required to rely on the survey submitted with the application for purposes of City review.
  - Any disagreement between adjacent property owners regarding the true property line is a private/civil matter, not determined by this Board.
  - The Board's role is to determine whether the application complies with the City Code based on the materials submitted.
  - The adjacent owner's civil rights and remedies related to any boundary dispute remain fully reserved and unaffected by the Board's recommendation.
- It was also noted for the record that the upland cut footprint has been in place for approximately 30 years and is not being altered by this project.

**Motion by Board member Holloway, seconded by Board member Tadlock, the members voted 6-0 for the Harbor and Waterways Board recommend that City Council approve the proposed residential marine construction project at 602 Lagoon Drive for the construction of a new marginal dock (including improvements to the upland cut as described), subject to the following conditions:**

- 1. All applicable federal and state approvals shall be submitted with the marine construction permit applications; and**
- 2. All regulations of the City's Marina Siting LDC Section 11.05.00 shall be followed at all times.**

## **6. MEMBER COMMENTS:**

### **5A – Water Quality Update – Pump Operation & Sampling**

Staff Update: Mr. Butler relayed Mr. Michael Burgess' report:

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- A quarterly water quality sampling update prepared by Michael Burgess was included in the packet.
- Key findings:
  - The highest bacteria reading was at Station 1A, located farthest east, in the canal at Sandpiper Cove just west of Gulf Shore Drive.
  - Station 1A recorded approximately 63 Enterococci per 100 mL, classified as “moderate” water quality under the Florida Healthy Beaches program.
    - 0–30 = “good,”
    - 31–70 = “moderate,”
    - 70 = “poor/dangerous” requiring public notifications.
  - All other sampling stations showed very low counts (approximately 1 per 100 mL) and were well within the “good” range.
- Pump Operation:
  - The harbor pump has been running nightly, currently 6 hours per night through the end of the following week.
  - After that period, the operation will shift to off-season timing of a few hours per week.

Board member Tadlock thanked staff for the report and noted:

- Overall bacteria readings were very good and encouraging.
- Pump uptime this summer appears to have been the best since the pump was installed, and there were no major outliers in fecal coliform readings.
- The sampling occurred during a relatively dry period, likely reducing stormwater runoff and contributing to better readings.
- There may be benefits from improved runoff control from parking lots and outfalls along Highway 98.

He also expressed interest in meeting with Michael Burgess (and inviting Daniel) to review the data in more detail and exploring ways to make the data more accessible and analyzable, such as:

- Entering the ~40 pages of handwritten data into Excel, and
- Presenting trends with charts/graphs.
- Determining how the data can better inform future decisions: what measures are effective, what might be unnecessary, and what additional actions may be needed.

The members and the Chair commented that:

- The harbor appears noticeably cleaner.
- There has been an increase in marine growth on boat hulls; while inconvenient for boat owners/divers (cleaning every two weeks in some cases), it is generally seen as a positive indicator of water quality.
- One member noted seeing sea urchins in the harbor again for the first time in a long time, another positive ecological sign.

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- The members agreed that they would prefer if staff would provide at a future meeting a summary report on the harbor pump including:
  - Annual cost of operation (electricity, etc.),
  - Repairs and maintenance costs, and
  - Estimated remaining life expectancy of the pump.
- Staff indicated this information can be compiled and noted that because the pump has been running heavily this summer, they will have good operating data for the report.

### **5B – Navigation Aids / Federal Channel Markers – John Stephens**

- Vice Chairman Stephens reported he has spoken with a staff member from Representative Petronas’ office regarding the Coast Guard / Federal side for the navigational lights and buoys in the East Pass, that had previously been discussed by the Board and was informed of the following:
  - There is currently no set timeline for replacement/repair.
  - The federal government is presently focused on the budget, but once that is resolved, the representative indicated that fixing navigational lights and buoys in the Destin area is one of their top priorities.

### **5C – Liveboards, Anchoring, and Marine Sanitation Devices (MSDs)**

- Board member Stephens revisited earlier discussion regarding liveboard vessels anchored in the harbor:
  - He contacted FWC and the Okaloosa County Sheriff’s Office about enforcement options.
  - Their response:
    - Currently there is little that can be done about long-term liveboards strictly based on anchoring, because there is no mooring field in place and the city does not have the same jurisdiction as it would with an established mooring field.
- Another member pointed out that, regardless of anchoring rights, vessels are required by law to have operable Marine Sanitation Devices (MSDs):
  - Discussion included:
    - Y-valves for discharge lines must be secured (e.g., zip-tied or otherwise locked) in the closed position in inland waters.
    - Concerns were raised about reports of 5-gallon buckets of waste being dumped overboard, which directly undermines the Board’s efforts to improve water quality.
- Discussion City Attorney Kim Kopp:
  - Noted that enforcement of MSD requirements falls under Coast Guard and FWC jurisdiction.
  - The City could potentially adopt code provisions that mirror or supplement state and federal requirements, but enforcement would still generally rely on FWC or the Coast Guard unless the City specifically empowers and trains its own enforcement personnel.

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- Board consensus:
  - This is an area of ongoing concern and may tie into longer-term efforts to establish a mooring field to give the City more effective jurisdiction and tools to address liveaboard impacts on harbor water quality.

### **5D – Used Oil Collection / Environmental Services**

- Vice Chairman Stephens followed up on previous discussion about used oil disposal at the harbor:
  - He contacted Shoreline Environmental, a company based in Alabama.
  - The company indicated they will pick up used oil at no charge.
- Discussion:
  - The Board noted the need for a secured, monitored collection facility where used oil can be safely stored until pickup—ideally protected from after-hours dumping or contamination.
  - A member suggested assigning the idea to Michael Burgess to explore feasible locations and management of such a facility, since he is involved with other harbor environmental efforts.
  - The Board and Chair expressed interest in pursuing this option further to prevent improper disposal of used oil into the harbor.

### **5E – Mooring Field, Harbor Jurisdiction, and Potential Municipal Marina**

- Board member Tadlock asked staff about the recent news of the state’s planned purchase of a large dock/marina property and whether the City had considered:
  - Entering into an agreement with the state to operate the facility as a municipal marina, and
  - Using it in conjunction with a mooring field to provide additional harbor management and revenue.

According to the City Attorney Kim Kopp, the property has not yet closed, and the purchase is still in process; closing may occur by the end of the year, but no date is certain.

Mr. Butler pointed out that the current zoning and future land use designation for that property, as well as its existing development order, does not permit a commercial marina.

Ms. Kopp explained that for these reasons, it is premature for the City to discuss operating the property as a municipal marina or propose any commercial marina use.

- **Additional Board Notes:**
  - Members discussed how establishing a mooring field remains important for the City to have more direct jurisdiction over anchoring and liveaboards in the harbor; simply owning or operating a marina alone does not confer the same regulatory authority.

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- Ideas were floated about potential short-term monetization of future slips and providing shuttle services across the harbor if the City ever gains control or partnership in such a facility, but all acknowledged these concepts are long-term and contingent on future decisions and changes in zoning and policy.

- **Public Comment**

Chairman Green opened the floor for public comment. With no one from the public coming forward to speak, he then closed the public portion of the meeting.

**7. NEXT MEETING**

Staff noted that the next regularly scheduled Harbor and Waterways Board meeting would have fallen on Thanksgiving Day, so staff polled members and confirmed quorum is available on Monday, November 10, 2025.

**8. ADJOURNMENT:**

With there being no further discussion, the meeting adjourned at 6:35 p.m.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Jim Green, Chairman

\_\_\_\_\_  
Kim Montgomery, Deputy City Clerk

**MINUTES OF THE  
HARBOR AND WATERWAYS BOARD MEETING  
DESTIN CITY HALL ANNEX  
MARCH 26, 2026 - 5:30 P.M.**

**1. CALL TO ORDER:**

Vice Chairman Stephens called the meeting of the Thursday, March 26, 2026, Destin Harbor and Waterways Board meeting to at approximately 5:30 p.m., at Destin City Hall Annex, with the Pledge of Allegiance immediately following.

**2. ROLL CALL:**

**Members Present:**

John Stephens  
Guy Tadlock  
Jerrod Hayden  
Ryan Holloway  
Bill McKissick

**Members Absent:**

Capt. Jim Green

**Staff:**

Kim Montgomery Deputy City Clerk  
Daniel Butler Principle Planner  
Sherry Burney Planner  
Krystal Strickland Finance Director  
Kim Kopp City Attorney

**3. AGENDA APPROVAL:**

**Motion to amend the agenda to add Bruce Ming's dock to the first item to be heard on the agenda for discussion and to approve the amended agenda was made by Vice Chairman Stephens, with Board member McKissick providing the second. The motion passed 5-0.**

**4. APPROVAL OF MINUTES:**

➤ **February 26, 2026**

**Motion by Board member Holloway, seconded by Committee member McKissick to approve the minutes of the February 26, 2026 meeting, as written, the motion passed 5-0.**

**5. CURRENT BUSINESS:**

➤ **Bruce Ming**

The City Attorney informed the members that since this item was not on their agenda for this meeting, therefore, this request would be passed on to City Council for their consideration at the April 7, 2026 meeting agenda.

**Motion by Vice Chair Stephens, seconded by Board member Holloway to pass the Bruce Ming's docks on to City Council and bypass the Harbor Board. Motion passed 5-0.**

**A) Net Positive Environmental Benefit (NPEB) Fee - Fund Balance & Other Information – Finance Director Krystal Strickland**

❖ **Ms. Strickland provided the following financial overview**

- The current NPEB revenue averages approximately \$25,000 annually.
- Estimated annual costs for harbor operations:
  - \$45,000–\$50,000 for water quality services (testing, analytics, pump operation).
- Fund balance has accumulated due to prior reliance on general fund (taxpayer funding).

❖ **Proposed Fee Structure (LPA Recommendation)**

- Replace construction-based fee (25% of project cost) with:
  - \$50/year for residential docks
  - \$100/year for commercial docks
- Estimated revenue: ~\$87,000 annually
- Includes exemptions:
  - Homesteaded properties
  - Tiered exemptions for those who paid NPEB fees within last 10 years

❖ **Rationale for Change**

- Stabilizes revenue (avoids unpredictable spikes from construction-based fees)
- Reduces financial burden on dock improvements
- Simplifies administration and reduces staff workload
- Encourages dock maintenance and upgrades

❖ **Board Discussion on NPEB Fees**

- Board member Tadlock spoke his concern about how there is a perception of this fee as being a “tax” on dock owners as well as equity concerns regarding:
  - Dock owners vs. general harbor users
  - Impact on residential property owners
- The main harbor usage includes:
  - Non-Destin residents coming from other area locales, such as tourists and visiting boaters and their impacts

❖ **Alternative Funding Ideas Discussed:**

- Broader cost distribution suggestions:
  - All waterfront property owners including:
    - The residents benefiting from residing on the harbor that live in condos
  - Boat registration-based fees (for all vessels registered in Destin)
- Contributions from:
  - Tourist Development Council (TDC)
  - Businesses benefiting from harbor activity
- Fees per property or per unit (including condos and rentals)
- Hybrid approaches:

- Combine annual fees with construction-based dollar per square-foot fees similar to what the State does

❖ **Additional Considerations**

- Difficulty tracking boat usage or enforcing user-based fees
- Administrative challenges with complex fee structures
- Desire to keep system simple and sustainable
- Importance of predictable revenue for budgeting and operations

❖ **Local Planning Agency member Todd Buhr**

- Mr. Buhr emphasized need for a self-sustaining funding model
- No perfect solution exists but action is necessary due to the current funding model operating at a deficit.
- The existing NPEB structure is financially unsustainable, with projected annual shortfalls accumulating significantly over time.
- Current system results in annual deficits (~\$64,000 without dredging)
- Proposal aims to:
  - Cover operational costs
  - Provide predictable funding
  - Reduce reliance on general fund
- Acknowledged no perfect solution; proposal intended as a starting point
- Future adjustments are possible based on performance and additional funding sources
- Explained that the current proposal was influenced by stakeholder feedback, including concerns about large, one-time construction-based fees.
- Highlighted the need to align with the Comprehensive Plan, focusing on funding harbor infrastructure and water quality improvements.
- Estimated baseline annual costs:
  - \$50,000 for operations (utilities, pump)
  - \$50,000 for long-term maintenance/replacement

Mr. Buhr stressed the importance of a self-sustaining funding model, especially given potential reductions in general fund revenues. He further explained that he is presenting the Local Planning Agency’s proposal, as a simple, predictable annual fee structure (per slip), designed to:

- Generate stable revenue (~\$87,000 annually)
- To cover most operational costs
- Reduce administrative complexity

He emphasized the “keep it simple” (KISS) principle, noting that complex systems are harder to enforce and manage, and identified key benefits of the proposal:

- Predictable and consistent funding
- Reduced staff burden (eliminates construction cost verification issues)
- Encourages dock maintenance and improvements to older structures

He acknowledged the fairness concerns and how the proposal is not perfect but represents a practical improvement over the current system. Noting 100% exemptions for homesteaded

properties as well as percentage-based exemptions for prior contributors to address equity concerns. Noting that this proposal is intended as a starting point, with flexibility for future adjustments by City Council and concluded that moving forward, with a workable solution, is preferable to continued delays, even if refinements are made later.

**Motion by Vice Chairman Stephens to support the Local Planning Agency's motion with the addition of still charging for renovations to existing docks by doing a certain dollar per square foot, and to implement a discount for environmentally safe materials used. The motion died for lack of a second.**

**Board member McKissick made the motion to support the Local Planning Agency's recommendation to support the NPEB's structure as presented and forward to City Council. Board member Hayden providing the second. The motion passed 4-1 with Board member Tadlock dissenting.**

### **B) Destin Harbor Pump Operations & Costs - Requested Information - Michael Burgess**

Mr. Burgess explained that currently the harbor flushing pump is down for repairs.

- Pump currently down due to burned bearing caused by cooling system failure.
- Emergency repair contract (~\$52,000) in place.
- Expected repair timeframe: approximately 1–2 weeks.

#### **❖ System Overview**

- Harbor holds approximately 1 billion gallons of water.
- Pump capacity:
  - 40,000 gallons per minute
  - Operates ~ 6 hours/day (off-peak hours)
  - Replaces ~ 1.5% of harbor water daily
- Full replacement (24-hour operation): ~17 days

#### **❖ Past Investments**

- Pump rebuild: \$135,000
- Electronics upgrade: \$35,000
- Sluice gate replacement and other infrastructure improvements

#### **❖ Maintenance & Replacement Plan**

- Detailed breakdown of pump components and lifecycle provided.
- Components include:
  - Pump assembly
  - Drive system
  - Instrumentation and controls
  - Cooling/priming system

- Structural elements
- Pipeline and sluice gate
- Goal:
  - Shift to preventative maintenance
  - Avoid Catastrophic Failures
  - Plan for long-term replacement cycles

#### ❖ **Operational Challenges**

- Limited ability for City staff to perform repairs (specialized equipment and electrical experience is required)
- Reliable on hand external contractor (Go Forth Williamson)
- Failures often occur unexpectedly
- Several monitoring systems checks failed to detect the recent issue

#### ❖ **Water Quality Considerations**

- Additional efforts:
  - Stormwater treatment units (maintained twice annually)
  - Water quality monitoring (~\$32,500/year)
- Limitations:
  - Pump alone cannot fully address water quality issues
  - Stormwater runoff remains a major contributor to pollution
  - Legacy developments lack modern stormwater controls

#### ❖ **Board Discussion**

- The members discussed the need for future:
  - Preventative maintenance contracts
  - Critical spare parts inventory
  - Faster response to failures
- Consideration of:
  - Increasing pump runtime (balanced against energy costs)
  - Long-term infrastructure improvements
- Emphasis on importance of the pump to avoid environmental and impacts

#### ➤ **Additional Concern - Underwater Hazard – Vice Chairman John Stephens**

- Reported how he was informed of a large, submerged metal cage, possibly a chicken coop, located south of Destin Yacht Club.
  - Mr. Burgess explained that staff attempted to remove it, but it is too large and heavy for the city boat.
  - Seems to be some kind of heavy gauge cage.
  - Consideration for marking hazard with buoy for safety purposes was suggested.

**6. ADJOURNMENT:**

With there being no further discussion, the meeting adjourned at 7:20 p.m.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

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John Stephens, Vice Chairman

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Kim Montgomery, Deputy City Clerk



# City of Destin Life Jacket Loaner Program FY-2026 Work Plan

## Strategic Focus:

II. Enhanced quality of life and safety for families

III. A green & sustainable environment

## Organizational Goal:

Establish a standardized, scalable Life Jacket Loaner Program as part of a City of Destin Water Safety Initiative to improve public safety, increase life jacket usage, reduce preventable water-related incidents, and promote consistent safety practices at all public waterfront access points.

## Performance Objective:

Design, implement, and manage a Life Jacket Loaner Program beginning with a flagship installation at Joe's Bayou Recreational Boat Launch upon its anticipated completion in February 2027, followed by a controlled annual expansion to additional locations based on measurable performance criteria, operational sustainability, and Harbor & Waterways Board-led oversight.

**PRIORITY:**  CRITICAL  IMPORTANT  DESIREABLE

## Measurable Outcome(s):

Outcomes	Fiscal Year		
	2025	2026	2027
Program Development	Standards, SOPs, partnerships	Procurement + readiness	Launch + operations
Loaner Stations Installed	0	0	1
Life Jackets Available	Specification + sizing plan	15–20 procured	15–20 deployed
Usage Tracking	Framework developed	Baseline tools ready	Data collection begins

## Action Plan:

Task	Resource Needs (persons/organization)	Target Completion Date
Decide which method we want to do	Harbor Board	
Develop Standard Operating Procedures (SOPs)	Harbor Board	Q2–Q3 2025
Define equipment specifications (Type, sizes, durability standards)	Harbor Board	Q2–Q3 2025
Select Joe's Bayou placement with site plans	Harbor Board	Q3–Q4 2025
Present Concept plan to Public Works	John Stephens + Public Works	
Present Concept plan to Parks & Rec	John Stephens + Parks & Rec	
Report back to Harbor & Waterways	John Stephens	
Present concept plan to Destin Council & seek approval		

Identify and secure funding partners	Grant Writer	Q3 2025 – Q2 2026
Finalize station design (mounting, drainage, materials)	Harbor Board	Q1 2026
Procure life jackets and infrastructure	City Staff	Q2–Q3 2026
Develop inspection logs and reporting templates	Harbor Board	Q3–Q4 2026
Coordinate installation logistics	City staff	Q4 2026
Install Joe’s Bayou station	City staff	Feb 2027
Launch education + awareness campaign	City PIO	Q1 2027
Begin operations + monitoring	Harbor Board	Q1–Q2 2027
Conduct formal evaluation	Harbor Board	Late 2027
Install at Clement Taylor Park	City Staff	2028
Install at Leonard Destin Park	City Staff	2029
Install at Noriego Point Park	City Staff	2030

**Process Improvement:**

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**Stakeholders:**

Internal	External
<ul style="list-style-type: none"> <li>Harbor &amp; Waterways Board</li> </ul>	<ul style="list-style-type: none"> <li>BoatUS</li> </ul>
<ul style="list-style-type: none"> <li>Public Works/Public Safety Board</li> </ul>	<ul style="list-style-type: none"> <li>Sea Tow</li> </ul>
<ul style="list-style-type: none"> <li>Parks &amp; Rec Board</li> </ul>	<ul style="list-style-type: none"> <li>FPL</li> </ul>

**Process Owner:**

John Stephens

**Notes from Action Plan:**

--

**1. Program Design & Operations**

This program is designed as a **Board-led operational model** with minimal reliance on City staff.

Responsibilities:

- Harbor Board: Operations, inspections, reporting, evaluation
- Public Works: Installation only
- Staff: Procurement support if required

**Equipment Specifications**

- USCG-approved Type II or Type III life jackets
  - Sizes to include:
    - Infant (<30 lbs)
    - Child (30–50 lbs)
    - Youth (50–90 lbs)
    - Adult (>90 lbs)

- o Material requirements:
  - High-visibility colors
- Station design requirements:
  - o Elevated or ventilated to prevent water retention
  - o Corrosion-resistant hardware
  - o Secured but publicly accessible

## 2. Inspection & Maintenance Protocol

- Inspection Frequency:
  - o Monthly (minimum standard)
  - o Additional checks before major holidays and after severe weather events
- Inspection Responsibility:
  - o Rotating Harbor Board schedule (7 members)
- Inspection Checklist:
  - o Count inventory by size
  - o Inspect for tears, UV degradation, or structural damage
  - o Check straps, buckles, and stitching integrity
  - o Confirm dryness and absence of mildew
  - o Verify signage visibility and condition
- Maintenance Actions:
  - o Remove damaged equipment immediately
  - o Log all deficiencies
  - o Submit replacement request

## 3. Inventory Management System

- Tracking Method:
  - o Station-level count tracking (no individual ID tracking initially)
- Data Captured:
  - o Total jackets by size
  - o Missing count
  - o Damaged removed
  - o Replacement needs
- Inventory Controls:
  - o Maintain reserve inventory (10–20% buffer recommended)
  - o Annual trend analysis for loss and demand

## 4. Signage Standards

- Required Content:
  - o Program title
  - o Instructions: “Borrow • Wear • Return”
  - o Fit diagram
  - o Safety messaging specific to location
- Branding:
  - o City of Destin logo
  - o Partner branding secondary (only if required)
- QR-Based Education System
  - o Directs users to City-hosted landing page
  - o Content Includes:
    - Safety videos (boating, PWC, navigation)
    - Life jacket fitting instructions
    - Local safety reminders

## 5. Annual Evaluation by Harbor & Waterways Board

- Loss rate (% of inventory)
- Damage rate
- Maintenance workload

- Output:
  - Recommendation for expansion or adjustment

## 6. Costs:

### Budget Estimate (Unknown at this stage)

Category	Estimated Cost
Life Jackets	\$ _____
Signage	\$ _____
Storage Unit	\$ _____
Installation	\$ _____
Maintenance/Replacement	\$ _____
<b>Total Estimated Cost</b>	<b>\$ _____</b>

## 7. Funding Sources Options

- Funding & Partnership Options
  - Grant acquisition
  - Discount procurement
  - Sponsorship funding
- BoatUS Foundation
  - Provides supply chain partner for discounted PFDs
  - Operational Impact:
    - No reporting burden
    - Full design flexibility
  - Reference: [BoatUS Life Jacket Loaner Program.pdf](#)
- Sea Tow Foundation
  - Turnkey provider of stations + equipment
  - Operational Impact:
    - Requires monthly/annual reporting
    - Fixed infrastructure standards
  - Reference: [SeaTow Life Jacket Loaner Program.pdf](#)
- Local Sponsorship (such as FPL)
  - FPL did a program in Bay County, see link below:
    - [FPL sponsors life vest stations for Bay County water safety](#)
  - Capital funding source
  - Operational Impact:
    - Full customization
    - Potential branding requirements
- Hybrid Model
  - Use combination of:
    - Sea Tow
      - initial infrastructure if awarded
    - BoatUS
      - supplemental inventory
    - FPL
      - long-term expansion funding

### Status

Concept
  Proposed
  Approved
  In Progress
  Complete





# How To Set Up a Life Jacket Loaner Program

Step by Step Instructions and Resources  
for Your Loaner Program



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## Introduction

**The BoatUS Foundation for Boating Safety and Clean Water is a national nonprofit with more than 30 years of experience promoting safe and clean boating. BoatUS Foundation provides educational outreach directly to boaters and supports partner organizations nationwide. BoatUS Foundation has been offering a Life Jacket Loaner Program for over 20 years and has over 550 loaner sites in all 50 states and DC. The demand for new loaner sites increases every year so to help establish more loaner sites and educate the public on life jackets, the BoatUS Foundation is offering this guide to help others setup and manage life jacket loaner programs.**

Life Jacket Loaner Programs provide life jackets for the public to use free for a day or weekend. The goal of loaner programs is to increase the use of life jackets and to educate the public on the importance of wearing a properly fitting life jacket.

This guide provides you with step by step instructions on setting up a loaner program in your area. It also includes information on how to access free and discounted resources for your loaner program including promotional and educational materials and life jackets.



# Getting Started

## Create an Action Plan

The first step in setting up a life jacket loaner program is creating an Action Plan.

Below are some things to include in your action plan:

**Set goals and objectives** - What do you hope to accomplish with the program? Who is your audience - boaters, swimmers? How many loaner sites will you establish this year, next year? How will you maintain the program year after year? Why is the program needed in your area?

**Partnerships** - Will you have partners? What role will each partner play in the program? ([See Partnerships for more](#))

**Budget** - How much money is needed to set up each loaner site? How much is needed to maintain sites? Where will the funds for the program come from?

**Site choices** - Where will the site be located? Will it be staffed or unstaffed, inside or outside? ([See Site Choices for more](#))

**Supplies** - What supplies are needed? Where will supplies come from? ([See Supplies for more](#))

**Promotion** - What is your promotion plan? How will you notify the public of the new program? ([See Promote for more](#))

**Monitor/Inspect Life Jackets** - Who will monitor and inspect the loaner life jackets/location? What is your monitoring plan? ([See Monitor/Inspect for more](#))

**Evaluate** - How will you evaluate your life jacket loaner program? What will you do with the evaluations collected? ([See Evaluate for more](#))



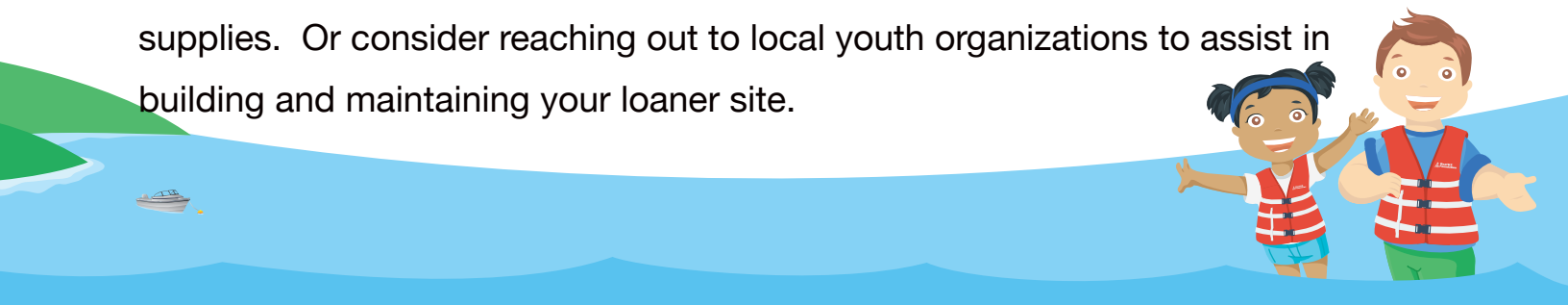
## Partnerships

The Life Jacket Loaner Program is a great way to bring multiple groups together to promote boating and water safety.

On the national and state level, there are several organizations that operate loaner programs. The BoatUS Foundation offers applications for loaner sites every other year. Through this program, a group can receive all the supplies needed to start a loaner program free of charge. To learn more about BoatUS Foundation's program visit [www.boatus.org/life-jacket-loaner](http://www.boatus.org/life-jacket-loaner). Other groups with established loaner programs are the U.S. Army Corp of Engineers, Safe Kids Coalition and Sea Tow Foundation. Additionally many states have life jacket loaner programs including Alaska and Washington. Check with your state's Department of Natural Resources or parks agencies to see if they have a life jacket loaner program.

Partnerships are not limited to national or state organizations. When looking for partners, consider what your organization can provide (the site, the maintenance, etc) and what you need help with. Once you find partners, clearly outline each organization's role and expectations for the program.

Partnerships are also a great way to secure funding for the program. Consider talking to local boating and safety organizations or businesses that would like to get their name in front of your target audience to assist with purchasing supplies. Or consider reaching out to local youth organizations to assist in building and maintaining your loaner site.



## Possible Partners

Below is a list of possible partners for your loaner program. While they are organized in categories, many of these groups could fill multiple/different roles.

### ***Partners with established loaner programs***

BoatUS Foundation  
U.S. Army Corp of Engineers  
Safe Kids Coalition  
Sea Tow Foundation  
State Agencies such as Department of Natural Resources and Department of Health

### ***Partners to assist with funding/supplies***

National Retailers  
National Boating and Outdoor Retailers  
Local sporting good/marine retailers  
Hardware stores

### ***Partners to assist with education/promotion***

Local Water Safety Councils  
U.S. Coast Guard Auxiliary  
U.S. Army Corps of Engineers  
U.S. Power Squadrons  
Local Schools

### ***Partners to assist with site location and oversight***

Marinas  
Fuel Docks  
Waterfront businesses  
Libraries  
Fire/Police Stations  
Local Parks



## Site Choices

There are many different types of life jacket loaner site setups and there is no one size fits all option. Below are several setup options.

### Staffed vs. Unstaffed

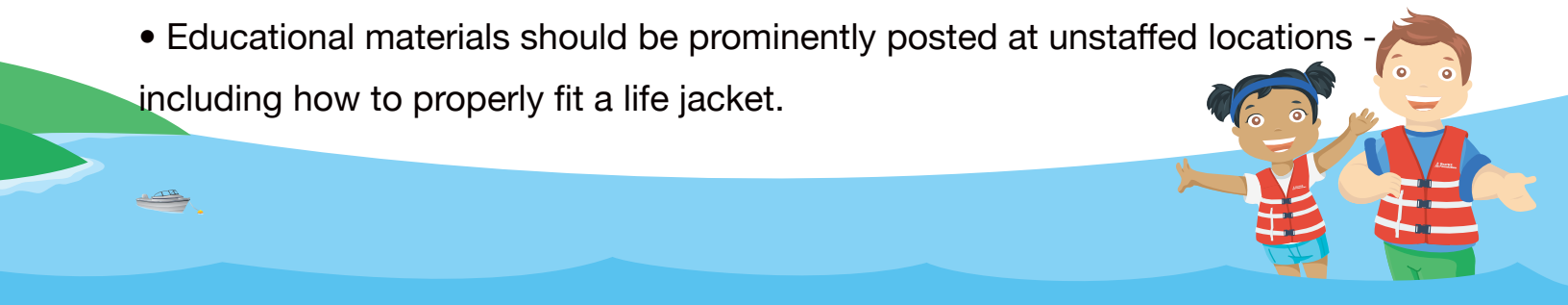
Some life jacket loaner sites have personnel the sign the jackets out, others are set up as loaner boards or stands where users can borrow the life jackets on the honor system.

#### **Staffed**

- Staffed locations with signout procedures tend to have higher return rates.
- Personnel should be trained on how to sign out and properly fit the life jackets.
- Having a staffed location give organizations a better way to track the usage of life jackets for reporting purposes.
- Locations with staffing provide the opportunity for face to face education on life jackets.

#### **Unstaffed**

- Unstaffed locations can provide greater access for the public because they aren't limited by hours of operation like staffed locations.
- Unstaffed locations typically have a higher loss rate and more wear and tear on the life jackets than staffed locations.
- Liability releases (See [Resources](#) for an example) should be prominently posted at unstaffed locations.
- Educational materials should be prominently posted at unstaffed locations - including how to properly fit a life jacket.



## Indoor vs. Outdoor

Life jacket loaner sites can be set up indoors such as a marina office or a visitor's center or they can be set up as kiosks or boards.

### ***Indoor***

- Make sure there is signage outside informing people where they can borrow a life jacket.
- Put the life jackets in a visible location so people can easily find them.

### ***Outdoor***

- Consider using a cabinet instead of a board to protect the life jackets from weather. UV damage can shorten a life jacket's life span.
- Life jackets kept outside will likely need to be replaced more often due to wear and tear and the chances they can be lost or stolen.
- Make sure any signage is durable and can hold up to the outside elements.

## Possible Locations

Below is a list of possible locations for life jacket loaner programs:

- Marinas
- Waterfront businesses
- Beaches
- Boat Ramps
- Campgrounds
- Visitor Centers
- Fire/Police stations
- Libraries
- Hospitals

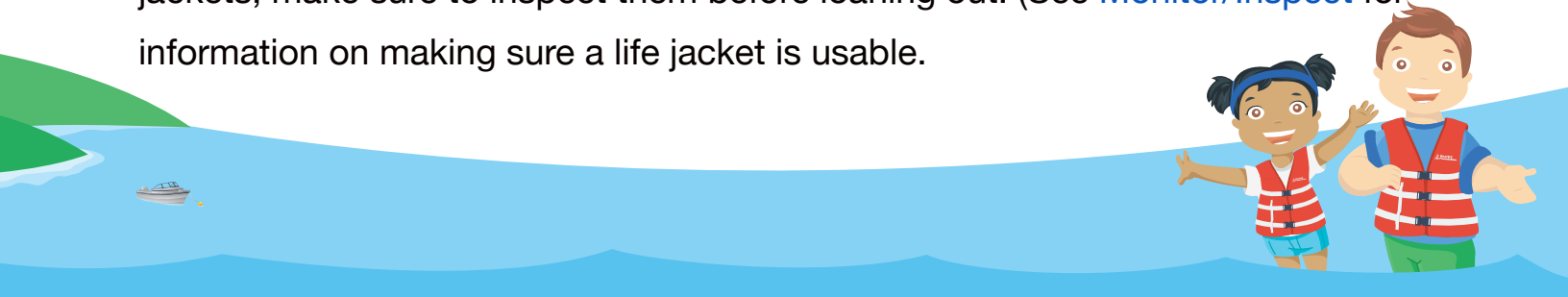


# Supplies

Below are the types of supplies you will need for your life jacket loaner program and sources to get them.

## Life Jackets

- Loaner life jackets should be Coast Guard approved and comfortable to wear such as Type II and Type III vest styles.
- Most locations will need at least 2 life jackets in the most common sizes (Infant, Child, Youth and Adult). BoatUS Foundation's program provides loaner sites with 2 Infant, 4 Child, 4 Youth and 2 Adults but your program may need more or less depending on usage and your targeted audience.
- If you are maintaining your own location, keep a reserve stock of life jackets to replenish your site if life jackets are not returned or as they wear out.
- If possible, include information on the life jackets about who it belongs to and where to return it. BoatUS Foundation uses luggage tags with the organization's name and contact information to ensure the life jacket are returned.
- BoatUS Foundation is offering discounted life jackets for life jacket loaner programs. To find out how to purchase these life jackets, see the [Resources](#) section at the end of this guide.
- Other options to secure life jackets are through donations or discounted pricing from local sporting good stores and marine retailers.
- Some program accept donated gently used life jackets. If you receive used life jackets, make sure to inspect them before loaning out. (See [Monitor/Inspect](#) for information on making sure a life jacket is usable.



## Program Materials

- It is important to have signage and promotional materials to make the public aware of the life jacket loaner program.
- BoatUS Foundation has created posters and flyers to help promote your life jacket loaner program. You can download free images to print locally (consider finding a local printer that will give you a discounted rate!) or you can purchase printed copies with your logo included through our online store. For links to download or purchase materials see the [Resources](#) section.
- If you create your own promotional materials, make sure the designs are easy to read and highly visible. Consider partnering with a local artist or art school to create images for your program.
- Create/purchase promotional materials in multiple sizes and formats. Consider having large signs for outdoor areas, flyers for indoors and bulletin boards and decals to place on loaner bins or stands.
- Based on your target audience, consider translating and producing promotional materials in additional languages.
- In addition to promotional materials, you should use liability releases in your program. See the [Resources](#) section for sample liability releases that can be adapted for staffed and unstaffed sites.
- The [Resources](#) section also includes a sample borrower's letter for staffed locations to send to borrowers if the life jacket is not returned.



## Site Construction Materials

- The construction materials needed depend on the type of life jacket loaner site you will set up and the location. See the [Resources](#) section for photos of different loaner site setups.
- Indoor sites may only need bins to hold the life jackets or even a merchandise rack to hang life jackets.
- Outdoor sites likely will need more construction materials to set up such as wood kiosks/boards or plastic stands.
- Contact local hardware stores to see if you can get donated or discounted materials to construct your loaner site.

## Educational Materials

- Providing educational materials is an important part of any loaner program.
- Consider providing signage or brochures at loaner sites on how to properly fit a life jacket.
- BoatUS Foundation has created a sign demonstrating how to properly fit a life jacket and a rack card covering fit and important tips on life jackets. See the [Resources](#) section for links to download free copies of these materials or to purchase printed copies with your logo included.
- Based on your target audience, consider translating and producing educational materials in additional languages.
- The Wear IT! Campaign offers both free and paid resources on life jackets and other water related topics. Visit [www.boatingorders.com/](http://www.boatingorders.com/) for more information.



## Promote

A Life Jacket Loaner Program only works if it's used! Here are some things to consider to help promote your program.

- Once your loaner site is set up, send a press release to local print, radio and TV media in your area. See [Resources](#) for a sample press release.
- Include information about the program on your website, your partners' websites, newsletters, emails and social media.
- Notify local organizations on and near the water about the program.
- Notify local marine law enforcement, dockmasters, etc. about the available life jackets.
- Place promotional signage and flyers at prominent locations such as swim beaches, boat ramps, marina stores.
- If you attend local boating and water safety events, promote the program during these events.
- Highlight the successes of the program to local media. It's not just about setting up the site, tell the media when the life jackets are used for a special event, or the availability of the program when the national spotlight is on boating and water activities like National Safe Boating Week, Memorial Day and Fourth of July.
- Promote your site on BoatUS Foundation's website! BoatUS Foundation maintains the only nationwide map with loaner sites managed by all known organizations. To view the map or add your site, visit [www.boatus.org/loaner](http://www.boatus.org/loaner).



## Monitor/Inspect Jackets

Once a life jacket loaner program is established, monitoring and maintaining it is key to success!

- Life jackets that are ripped or have damaged foam, missing/broken buckles, straps or zippers should never be loaned out. Damaged life jackets may not perform properly and could be a liability for your organization.
- Staffed locations should inspect life jackets before they are loaned and after they are returned.
- Unstaffed locations should inspect life jackets at least once a week.
- Some groups have created inspection logs for loaner sites. See the [Resources](#) section for examples.
- Maintain a stock of life jackets at your loaner site. There is nothing worse than someone trying to borrow a life jacket and finding out none are available.



## Evaluate

Once your loaner program is running, evaluate how it's working. Use this data to improve your program and promote its success!

- Program evaluation should be done at least once a year.
- See the [Resources](#) section for sample program survey that can be used to evaluate multiple locations or adapted to a single location.
- Things to consider when evaluating a program:
  - Are there enough life jackets to meet demand?
  - Are the right sizes of life jackets available to meet demand?
  - Are we promoting the program enough? Does the public know about it?
  - How many life jacket are being loaned out?
  - Have any lives been saved by the program?
  - Is our current distribution process working for the program?
  - Are we losing life jackets?
  - Do we need more loaner sites in our area?
- Use your program evaluate and metrics (number of life jackets loaned, stories of lives saved) to promote your program's success and attract partners and sponsors.



## Resources

Below is a list of resources in this guide to help you set up and manage your loaner program.

Discounted Life Jackets

Promotional and Educational Materials

- Sample Promotional Flyer/Sign

- How to Fit a Life Jacket Flyer/Sign

- Sample Promotional Decal

- How to Fit a Life Jacket and Life Jacket Tips Rack Card

Sample Press Release

Sample Liability Release/Signout Form

Sample Borrower's Letter

Sample Site Survey

Life Jacket Inspection Checklist

Examples of Site Setups



## Discounted Life Jackets

BoatUS Foundation is offering two ways to purchase discounted life jackets.

### BoatUS and Stearns Partnership:

BoatUS Foundation and Stearns, a leading life jacket manufacturer have partnered to offer groups discounted life jackets directly from Stearns. The life jackets are red and white Type II and Type III vest style jackets. There is a minimum order of 12 life jackets and for an additional charge, the life jackets can be customized with your logo. To place an order, email [government@stearnsflotation.com](mailto:government@stearnsflotation.com) with the subject line of BoatUS Referral Order and include the below SKU numbers. Prices do not include shipping.

Type II Infant Red/White: \$13.70 (MSRP: \$29.99) SKU: 3000004401

Type III Child Red/White: \$11.37 (MSRP: \$29.99) SKU: 3000004402

Type III Youth Red/White: \$11.37 (MSRP: \$29.99) SKU: 3000004404

Type III Adult Red/White: \$16.80 (MSRP: \$29.99) SKU: 3000004406



## Promotional and Educational Materials

The Foundation has created several promotional and educational pieces to help groups with their life jacket loaner program. Below are links to download free materials or purchase printed materials. The next few pages have examples of the materials created.

### Free:

Visit <http://www.boatus.org/life-jacket-loaner/materials/> to download print quality signs, flyers, rack cards for your program. Downloads include loaner program promotional materials as well as educational materials on fitting a life jacket and life jacket tips.

### Paid:

Visit the Foundation's online [store](#) to purchase print on demand promotional and educational materials. With these materials, you can include your logo at no extra cost.



## Sample Press Release

YOUR ORGANIZATION NAME  
2323 Sample St.  
Your Town, ST 12345  
Phone (123) 456-7891

### SAMPLE PRESS RELEASE

Contact: Suzy Safety  
Phone: (123) 456-7891

FOR IMMEDIATE RELEASE  
XXX XX, 201X

### (YOUR ORGANIZATION) TO LOAN FREE LIFE JACKETS TO KIDS THIS BOATING SEASON

This year (your organization) is continuing to help keep kids safe while on the water by offering loaner life jackets to the public for the day or weekend, at no charge!

Here's how the Life Jacket Loaner Program works. If a boater discovers they don't have enough properly-fitting children's life jackets on board, they can simply visit (your organization) and sign out an infant, child, youth or adult life jacket for the day or the weekend. When they've finishing boating for the day, they can return the jackets to the same location. (Your organization) is making (number of life jackets) available for loan, allowing hundreds of children to stay safer on the water.

If you would like to borrow a jacket, simply stop by (location) between (hours of operation) on (days of the week). You can also call (point of contact) at (phone number) to learn more about (your organization's) participation in the program.

To find other loaner sites near you, visit [www.boatus.org/loaner](http://www.boatus.org/loaner). To check your state's life jacket laws visit [www.boatus.org/LJLaws](http://www.boatus.org/LJLaws).



## Sample Borrower's Letter

The following sample letter could be sent to borrowers who have not returned jackets. You may want to use your own letterhead to make the document look official.

-----  
(date)

Dear (borrower):

Our records show that you borrowed a life jacket on (date). This jacket was expected to be returned on (date). Please return the jacket to (organization) as soon as possible. We need to make the jacket available to other children so they may also benefit from this program. Thank you for your cooperation. Please contact (name/organization) if you have any questions regarding this matter.

Sincerely,

(name of person in charge of program)

(name of organization)



# Life Jacket Inspection Checklist

## Site Inspection

Location Name:

# of Usable Infant:

# of Usable Child:

# of Usable Youth:

# of Usable Adult:

# and size of life jackets removed:

# and size of life jackets missing:

Signage still displayed?

Educational Materials still available?

Site Notes:

## Life Jacket Inspection

Is the life jacket free of tears or holes? Yes/No

Are buckles and/or zipper attached and working? Yes/No

Are the straps attached properly? Yes/No



# Examples of Site Setups

## Indoor Bin



## Indoor Rack



## Outdoor Loaner Boards/Kiosks/Stand



Photos courtesy of USACE



## Outdoor Enclosed Cabinet/Storage



Photo courtesy of Safe Kids





# Life Jacket Loaner Program Manual



*Produced under a grant from the Sport Fish Restoration and Boating Trust Fund, administered by the U.S. Coast Guard.*

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*The following manual has been provided to assist you with establishing or maintaining a Life Jacket Loaner Station.*

A life jacket loaner program is defined as any group or individual that hosts and provides life jackets at life jacket loaner stations where members of the public can borrow them for free. Hosts help to build, maintain, inspect and operate life jacket loaner stations in their communities and along their local waterways. These hosts include groups such as America’s Boating Club, the U.S. Coast Guard Auxiliary, the U.S. Army Corps of Engineers, as well as state boating agencies, state and local parks, community and civic groups, libraries, marinas, first responders, law enforcement departments, municipal offices, schools, scouting groups, and Sea Tow® Franchises. Life jacket loaner stations can be located at marinas, boat ramps, fuel docks, state parks, waterfront offices, retail stores, law enforcement locations, fire departments, community centers, and libraries to ensure that they can be easily accessed by boaters.

Since 2008, the Sea Tow Foundation™ has distributed over 120,000 life jackets to local businesses and organizations across the country. As a result, 1,300+ life jacket loaner stations are currently in operation across all 50 states and the U.S. territories. Boaters may borrow the life jackets at no cost and are asked to return them when they are finished so that they are available for others to use. A map of current Sea Tow Foundation Life Jacket Loaner Stations can be found online at [www.boatingsafety.com/map](http://www.boatingsafety.com/map).

The Sea Tow Foundation purchases life jackets using grant funding from the Sport Fish Restoration and Boating Trust Fund, administered by the U.S. Coast Guard. Life jackets are typically yellow with black screen-printing and are manufactured in sizes infant, child, youth, adult and adult XL for distribution by the Sea Tow Foundation. In addition, the grant funding is used to purchase loaner stand kits that are shipped to hosts to assemble to use at their station.

# LIFE JACKETS TERMS & CONDITIONS

## Sea Tow Foundation Life Jacket Loaner Program – AWARD OF LIFE JACKETS Terms & Conditions

Please take the time to read thoroughly as this includes details about the requirements to comply with the grant.

*By electronically signing the Terms and Conditions, your group agreed to:*

**1. Properly prepare the life jackets before use.** Sea Tow Foundation makes no representation as to the serviceability of the life jackets upon delivery to your group. Read and remove any attached pamphlets from each life jacket before adding them to the loaner station or providing them to be borrowed. Agree to follow all life jacket manufacturer requirements or recommendations and not to glue, sew, staple, iron-on, or attach anything to the life jackets that will void their warranty. Agree to use a permanent marker to write the name of your group and contact phone number or other identifying details anywhere on the life jackets for easy return.

**2. Monitor, inspect and count the life jackets on a regular basis during May-September.** Inspecting the life jackets includes looking for tears, broken straps or buckles or anything that would make it unserviceable. If any of the life jackets are damaged and/or unserviceable, you are obligated to immediately remove it from use. If you are uncertain about a life jacket's condition, you must remove it from use. It is your sole responsibility to act or appoint an appropriate individual on behalf of your group to do this task.

**3. Submit 3 monthly count reports between May-September for each station that uses grant-funded life jackets.**

Monthly Report 1: submit during the first month the new life jackets are being used.

Monthly Report 2: submit anytime between June and July.

Monthly Report 3: Submit anytime between August and September, or when the station closes for the season, whichever comes first.

Your Monthly Count Form link will be emailed to your group. You must submit using the online form, no other format will be accepted.

**4. Submit 1 final life jacket program report by October 1<sup>st</sup>.** This report asks for additional details about your entire life jacket loaner program and how the life jackets were used; whether there were any problems encountered; asks for a final inventory count of life jackets; and other pertinent information.

Your Final Program Report link will be emailed to your group. You must submit using the online form, no other format will be accepted.

**5. Submit a one-year life jacket program report by July 31<sup>st</sup> of the following summer.** This report asks for any updates since submitting the Final Program Report and other general questions. Your Final One-Year Program Report link will be emailed to your group. You must submit using the online form, no other format will be accepted.

**6. Submit\* photos of the life jacket loaner stand or station including all signage.** Upload with your Monthly Reports, Final Program Report, One-Year Program Report, or upload them using your smartphone to <https://www.dropbox.com/request/2sOwLhc5bvZ5PADA0tfw>. When uploading, please provide the name of your group and your name. If any photo includes people, a Model Release Form is required and can be found here <https://www.boatingsafety.com/page/model-release/>.

\*Permission and Rights Granted: By submitting a photo or photos, I agree that the Sea Tow Foundation and Sea Tow Services International, Inc. including its privities, licensees, franchisees and assigns, may use the photo(s) in any media (now or hereinafter created, including electronic) and for any purpose (except pornographic) including, advertising and/or trade purposes, promotion, marketing and packaging of any product or service, singly or in combination with any other text, graphics or images, and that the images may be cropped, altered or modified, all without recourse.

**7. Do NOT give away, list as prizes or incentives, sell, or exchange any grant-funded life jacket for other products or services including other life jackets.** All uses other than in the Life Jacket Loaner Program are strictly prohibited.

**8. Secure approval of the life jacket loaner stand placement, if required.** Approval may be required by the municipality, business owner, landowner, or department overseeing the location. Securing this approval is the responsibility of the group hosting the loaner stand, however guidance or supporting materials can be provided by the Sea Tow Foundation upon request.

**9. Make the Sea Tow Foundation grant-funded life jackets available for the general public to borrow at no charge.** Agree to provide a contact phone number and location information to be shared on the Sea Tow Foundation online map for the location of your loaner station(s).

**10. Accept any donated life jackets that are new or gently used and are in a serviceable condition.** These may be donated by individuals or businesses in your area to add to your inventory. They are to be inspected for serviceability prior to adding them to your loaner program. If any of the life jackets are damaged and/or unserviceable, immediately remove it from use.

**11. Contact the Sea Tow Foundation immediately if any life jacket is credited with saving a life.** Email details to [info@boatingsafety.com](mailto:info@boatingsafety.com) or call or text to 888-276-7691.

**12. Request approval to make any modifications to the Sea Tow Foundation signage or digital artwork.** This includes adding any additional information, including decals, images, host name, logos or similar onto existing signage. Email details to [info@boatingsafety.com](mailto:info@boatingsafety.com) or call 888-276-7691 to obtain approval.

**13. Notify the Sea Tow Foundation of any Primary Contact changes.**

**14. Notify the Sea Tow Foundation of any loaner station location changes or closures.**

**15. Notify the Sea Tow Foundation if your group closes your entire life jacket loaner program.** Agree to return all grant-funded life jackets, at your expense, to the Sea Tow Foundation as directed by the Sea Tow Foundation staff.

**16. Indemnification.** To the fullest extent permitted by law, your group shall indemnify, hold harmless, and defend Sea Tow Foundation, and its officers, directors, employees, agents, affiliates, successors, and permitted assigns (collectively, “Indemnified Party”) from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including, but not limited to, reasonable attorneys’ fees and costs that are incurred by Indemnified Party arising out of or related to any claim in connection with or referable to the Sea Tow Foundation’s Life Jacket Loaner Program.

#### **ADDITIONAL PROGRAM DETAILS**

The life jackets are valued at \$15 each. Loaner station signs are valued at \$80 each, but these numbers are subject to change due to fluctuating costs of materials. If your organization is required to report in-kind awards on taxes, these numbers are provided for that purpose. It should also be noted that no money has been or will be provided to any groups by the Sea Tow Foundation to purchase any Life Jacket Loaner Program materials.

All resources and information can be found on the Sea Tow Foundation Life Jacket Loaner Program webpage located at <https://www.boatingsafety.com/page/life-jacket-loaner-program>. This includes reporting forms and worksheets, Life Jacket Loaner Program Manual, Life Jacket Drive Manual, Promoting Your Life Jacket Program Resource Kit, Loaner Stand Designs and Building Plans, life jacket station online map, online store and much more.

If any life jacket is credited with saving a life, please contact [info@boatingsafety.com](mailto:info@boatingsafety.com) as soon as possible with the details or call 888-276-7691.

An updated PDF version of the Terms and Conditions document can be downloaded and printed at: [https://www.boatingsafety.com/page/Terms\\_and\\_Conditions](https://www.boatingsafety.com/page/Terms_and_Conditions)

# LOANER STAND KIT TERMS & CONDITIONS

## Sea Tow Foundation Life Jacket Loaner Program – AWARD OF LOANER STAND KIT Terms & Conditions

Please take the time to read thoroughly as this includes details about the requirements to comply with the grant.

*By electronically signing the Terms and Conditions, your group agreed to:*

- 1. Properly assemble the life jacket loaner stand before use.** Follow all the directions in the Sea Tow Foundation Loaner Stand Kit Assembly Instructions included with the stand.
- 2. Secure approval of the life jacket loaner stand placement, if required.** Approval may be required by the municipality, business owner, landowner, or department overseeing the location. Securing this approval is the responsibility of the group hosting the loaner stand, however guidance or supporting materials can be provided by the Sea Tow Foundation upon request.
- 3. Submit\* photos of the life jacket loaner stand at the approved location, including all signage.** Upload a photo using your smartphone to <https://www.dropbox.com/request/2sOWLhc5bvZ5PADA0tfw>. When uploading, please provide the name of your group and your name. If any photo includes people, a Model Release Form is required and can be found here <https://www.boatingsafety.com/page/model-release/>.  
\*Permission and Rights Granted: By submitting a photo or photos, I agree that the Sea Tow Foundation and Sea Tow Services International, Inc. including its privities, licensees, franchisees and assigns, may use the photo(s) in any media (now or hereinafter created, including electronic) and for any purpose (except pornographic) including, advertising and/or trade purposes, promotion, marketing and packaging of any product or service, singly or in combination with any other text, graphics or images, and that the images may be cropped, altered or modified, all without recourse.
- 4. Do NOT give away the grant-funded life jacket loaner stand.** You are prohibited from giving away, in whole or in part, listing as a prize or incentive, selling, or exchanging for other products or services, the loaner stand. All uses other than in this Life Jacket Loaner Program are strictly prohibited.
- 5. Make the Sea Tow Foundation grant-funded life jacket loaner stand available for the general public.** Agree to provide a contact phone number and location information to be shared on the Sea Tow Foundation online map for the location of your loaner stand.
- 6. Accept any donated life jackets that are new or gently used and are in a serviceable condition.** These may be donated by individuals or businesses in your area to add to your loaner stand. They are to be inspected for serviceability prior to adding them to your loaner program. If any of the life jackets are damaged and/or unserviceable, immediately remove them from use.

- 7. Request approval to make any modifications to the Sea Tow Foundation signage or digital artwork.** This includes adding any additional information, including decals, images, host name, logos or similar onto existing signage. Email details to [info@boatingsafety.com](mailto:info@boatingsafety.com) or call 888-276-7691 to obtain approval.
- 8. Notify the Sea Tow Foundation of any Primary Contact changes.**
- 9. Notify the Sea Tow Foundation of any loaner station location changes or closures.**
- 10. Notify the Sea Tow Foundation if your group closes your entire life jacket loaner program.**  
Agree to return the loaner stand and signage, at your expense, to the Sea Tow Foundation as directed by the Sea Tow Foundation staff.
- 11. Indemnification.** To the fullest extent permitted by law, your group shall indemnify, hold harmless, and defend Sea Tow Foundation, and its officers, directors, employees, agents, affiliates, successors, and permitted assigns (collectively, "Indemnified Party") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including, but not limited to, reasonable attorneys' fees and costs that are incurred by Indemnified Party arising out of or related to any claim in connection with or referable to the Sea Tow Foundation's Life Jacket Loaner Program.

#### **ADDITIONAL PROGRAM DETAILS:**

The Loaner Stand Kit is valued at \$664. Loaner station signs are valued at \$80 each, but these numbers are subject to change due to fluctuating costs of materials. If your organization is required to report in-kind awards on taxes, these numbers are provided for that purpose. It should also be noted that no money has been or will be provided to any groups by the Sea Tow Foundation to purchase any Life Jacket Loaner Program materials.

All resources and information can be found on the Sea Tow Foundation Life Jacket Loaner Program webpage located at <https://www.boatingsafety.com/page/life-jacket-loaner-program>. This includes the Life Jacket Loaner Program Manual, Life Jacket Drive Manual, Promoting Your Life Jacket Program Resource Kit, Loaner Stand Designs and Building Plans, life jacket station online map, online store and much more.

If any life jacket is credited with saving a life, please contact [info@boatingsafety.com](mailto:info@boatingsafety.com) as soon as possible with the details or call 888-276-7691.

A PDF of the most current Terms and Conditions is available to download on the Sea Tow Foundation website at [https://www.boatingsafety.com/page/Terms\\_and\\_Conditions](https://www.boatingsafety.com/page/Terms_and_Conditions).

# REQUIRED REPORTING

The following reports are required for any year in which your group is awarded new grant-funded life jackets. Once all reports are submitted, your grant reporting requirements will be fulfilled.

Life jackets are part of the nationwide Sea Tow Foundation Life Jacket Loaner Program funded primarily by grants. To provide accurate reports to the funding agencies, it is critical that each loaner station's life jacket inventory to counted three times during the summer season, with a final report due at the end of the season.

## **Life Jacket Monthly Count Forms**

Every effort will be made to ship grant-funded life jackets to grant awardees by the end of May. If awarded, you are required to submit three monthly count reports by September for each station that uses grant-funded life jackets.

Monthly Report 1: Submit during the first month the new life jackets are in use.

Monthly Report 2: Submit anytime between June or July.

Monthly Report 3: Submit anytime between August and September, or when the station closes for the season, whichever comes first.

You will receive an email reminder and the link to the Monthly Report Form in May.

See the worksheet on the following page to assist in collecting the data.

## **Life Jacket Loaner Program Final Report**


A final report for your life jacket loaner program is due by October 1<sup>st</sup>. Only one final report is needed from your group which will ask general questions about the usage of the life jackets and end-of-season details for your whole Life Jacket Loaner Program. This will include whether there were any problems encountered, and it will ask for a final inventory count of life jackets, as well as other pertinent information. You will receive an email reminder and the link to the Final Program Report Form in September.

## **One-year Life Jacket Loaner Program Report**

A one-year follow-up report is due by the end of July during the following summer in which you received new grant-funded life jackets. This one-year Life Jacket Loaner Program Report asks for any updates and any additional details not collected in the previous year's final and monthly reports. It also asks for drowning statistics in your area and details on why you believe the drowning statistics may have increased or decreased. You will receive an email reminder and the link to the One-Year Program Report Form in June.

# MONTHLY REPORT WORKSHEET

The information collected using the worksheet will be needed when you submit the three required Monthly Reports online for each Sea Tow Foundation Life Jacket Loaner station that uses grant-funded life jackets. Download the Reporting Worksheet at [www.boatingsafety.com/page/life-jacket-loaner-program](http://www.boatingsafety.com/page/life-jacket-loaner-program) and pre-fill the top section of the form to make copies for use during station(s) inspections. Please note that the data must be submitted online.



## REPORTING WORKSHEET

*Pre-fill the top section of this worksheet and make copies for use during station inspections. Please submit the completed form here: <https://seatow.my.salesforce-sites.com/GrantReporting>*

Group ID Number (FMID-): \_\_\_\_\_  
Group Name: \_\_\_\_\_  
Name of Loaner Station: \_\_\_\_\_  
Date: \_\_\_\_\_ Person completing worksheet: \_\_\_\_\_

---

**HOW MANY LIFE JACKETS DO YOU HAVE IN EACH SIZE?**  
Provide the number of yellow Sea Tow Foundation™ grant-funded life jackets available for this station.

Infant Jackets \_\_\_\_\_ Child Jackets \_\_\_\_\_ Youth Jackets \_\_\_\_\_ Adult Jackets \_\_\_\_\_ Adult XL Jackets \_\_\_\_\_

**HOW MANY PEOPLE USED THE LIFE JACKETS ON AVERAGE PER MONTH?**  
Approximately how many people used each size life jacket on average each month?

Infant Worn \_\_\_\_\_ Child Worn \_\_\_\_\_ Youth Worn \_\_\_\_\_ Adult Worn \_\_\_\_\_ Adult XL Worn \_\_\_\_\_


**HOW MANY LIFE JACKETS WERE REMOVED?**  
Approximately how many Sea Tow Foundation grant-funded yellow life jackets have either been lost, not returned, or were removed from this station due to damages since you last reported?

Infant Removed \_\_\_\_\_ Child Removed \_\_\_\_\_ Youth Removed \_\_\_\_\_ Adult Removed \_\_\_\_\_ Adult XL Removed \_\_\_\_\_

**HOW MANY LIFE JACKETS WERE DONATED?**  
How many serviceable life jackets have been donated to this station since the last time you reported?

Infant Donated \_\_\_\_\_ Child Donated \_\_\_\_\_ Youth Donated \_\_\_\_\_ Adult Donated \_\_\_\_\_ Adult XL Donated \_\_\_\_\_

---

 **IS YOUR LOANER STATION LISTED CORRECTLY ON OUR ONLINE MAP?**  
*Scan the QR code or visit [www.boatingsafety.com/map](http://www.boatingsafety.com/map) to find the yellow pin for your loaner station to confirm the location. If any changes are needed, provide the corrected GPS coordinates and other information in the additional comments section when submitting your monthly report.*

Latitude (XXX.XXXXX): \_\_\_\_\_ Longitude (-XXX.XXXXX): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Contact phone number for loaner station (will be listed on the map): \_\_\_\_\_  
Months station is open: \_\_\_\_\_

---

**REQUIRED PHOTO OF YOUR LOANER STATION**  
*Upload up to two photos when submitting the report. Only one photo of each station needs to be submitted during the summer boating season to fulfill the reporting requirements. Please show the life jackets and include any signage. Do not include photos of people unless you have a model release form filled out. Additional photos or any news articles can be submitted using the Photo and News Article Submission Form: <https://www.boatingsafety.com/page/photo-submission-form>*

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# TIPS FOR SUCCESSFUL PROGRAMS

## **Community Relationships**

The key to a successful Life Jacket Loaner Program is involving as many stakeholders as possible. Building additional relationships will only enhance the program's impact. Each agency or organization offers unique contributions, so it's vital to host meetings and discussions with all parties throughout the program's duration.

Potential stakeholders should include any groups or individuals that would benefit from safer waterways, such as:

- Local boating agencies and organizations
- State or local parks
- Safe Kids USA
- U.S. Army Corps of Engineers
- U.S. Coast Guard Auxiliary
- America's Boating Clubs
- Non-profit organizations focused on water safety
- Civic groups (e.g., Lions Club, Moose Club)
- Scouting groups
- Local government officials (e.g., city council, mayor)
- Local businesses and business leaders
- Sea Tow© franchise locations close to you

The more diverse the group of stakeholders, the stronger and more effective the Life Jacket Loaner Program will be.

## **Associated Costs**

The Sea Tow Foundation cannot guarantee future grant funding for additional Loaner Stand Building Kits or life jackets. Therefore, it's important to plan for the ongoing costs of maintaining a Life Jacket Loaner Program, including:

- Printing signage
- Replacing worn or damaged life jackets
- Repairing or replacing loaner stands

Consider supplementing the in-kind award from the Sea Tow Foundation with sponsorships, donations, or community relationships to ensure the program's long-term success.

# BEST PRACTICES FOR ESTABLISHING A LIFE JACKET LOANER PROGRAM

## 1. Choose a location.

A loaner station should be in an area that is both easily accessible and highly visible. To determine the best location, research local drowning statistics and observe where boaters and other water enthusiasts frequent on their way to the water. Ensure you obtain any necessary approvals from business owners, organization representatives, or town councils before establishing the loaner stand. Consider these potential locations for your loaner stand:

- Marine stores
- Waterfront offices
- Fuel docks
- Boat ramps
- Boating safety camps
- Marine law enforcement stations
- Fire departments
- Libraries
- Community centers

To prevent loss and theft, place the loaner stand in a well-lit, visible area, ideally near a staffed location or a security camera. If life jackets are not being returned or theft becomes an issue, consider securing the life jackets and/or stand overnight to reduce risk.

## 2. Build your life jacket loaner stand.

If you received a grant-funded Sea Tow Foundation Loaner Stand Building Kit, use the Loaner Stand Assembly Instructions included with the kit to assemble. The Sea Tow Foundation loaner stand holds 8-12 life jackets in various sizes. If you are building your own loaner stand, the Sea Tow Foundation has developed a “Loaner Station Designs and Building Plans” Manual which includes a variety of design options and instructions to consider. Download at [www.boatingsafety.com/page/life-jacket-loaner-program](http://www.boatingsafety.com/page/life-jacket-loaner-program). Each loaner stand should be fully stocked with U.S. Coast Guard-approved life jackets in the following sizes: infant, child, youth, adult) and adult extra-large/oversize.

## 3. Prepare the life jackets for your station.

Compare the number of life jacket shipping boxes received with the quantity stated in your grant award letter. If any are missing or if you received incorrect sizes, contact [info@boatingsafety.com](mailto:info@boatingsafety.com) immediately. The life jackets provided by the Sea Tow Foundation are all U.S. Coast Guard-approved, vest-style life jackets. Follow the Life Jacket Inspection Checklist (on page 13) to ensure all life jackets are in serviceable condition. We strongly suggest you add your group’s name or phone number on the front, back or inside of the life jackets in permanent marker in the space provided. DO NOT sew, iron-on, pin or staple any items to the life jackets as this will void the warranty. Be sure to remove all the paperwork that is attached to the new life jackets before adding any to your station.

**4. Set up your station with the life jackets.**

Secure the life jackets to the stand to prevent them from falling or being blown away. Use the straps on each life jacket to wrap around the center pole or another support structure. Alternatively, fasten the strap to another life jacket that is already secured to the stand. As part of your grant award requirements, take a photo of the loaner station at the approved location, ensuring the stand and all signage are visible. Upload the photos to <https://www.dropbox.com/request/KBONtEEEsJSs2TQUZuv>, and include your group's name when naming the files.

**5. Create an inventory system.**

Keep an inventory of life jackets by marking each one to track their use and return as well as count how many have been donated to the station since your last visit or report. A helpful system is to number the life jackets by size and count, for example C-1, C-2, C-3, etc., for child size. Maintaining accurate records will help ensure you have the necessary data for the required monthly reports.

**6. Signage.**

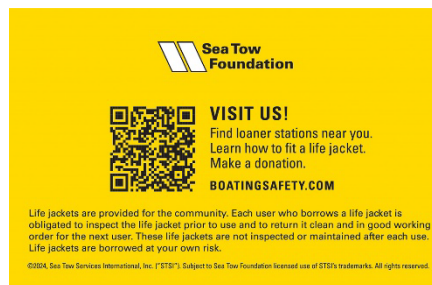
If you received a two-sided loaner station sign, place it on top of the loaner stand. If your signage is outdated, missing, or damaged, a limited number of replacement signs are available to order. You can also order or download the signage file and have it printed locally

If you wish to modify Sea Tow Foundation signage - such as adding logos, your host name, or other information - you must request approval. Please contact [info@boatingsafety.com](mailto:info@boatingsafety.com) before making any changes to existing signage or additional signage artwork.

Additional signage artwork is available for free download and QR code stickers to place on older versions of stands can be ordered from the online store at [www.boatingsafety.com/store](http://www.boatingsafety.com/store). To increase visibility, consider placing extra signs in the surrounding area to guide people to the life jacket loaner stand. All signage features a QR code linking to the Sea Tow Foundation website, which provides boating safety education, resources on properly fitting life jackets, a map of loaner stations, and more!

*Current 16w x 14h aluminum sign:*

*QR code stickers:*



## 7. **Loaning the life jackets.**

The loaner stand should function as a self-service station, relying on the honor system and making it easy for people to borrow and return life jackets. If life jackets are not returned or theft becomes an issue, consider relocating the stand to a more visible area - such as near a staffed location or a security camera. If relocation does not resolve the issue, you may need to remove the life jackets at night or lock them up overnight. Another option is to implement a sign-out system that is simple but may require an attendant overseeing the station.

## 8. **Restocking and inspecting all life jackets.**

The loaner stand and life jackets must be inspected monthly as part of the required reporting. Address any repairs needed to the station and restock any missing life jackets.

# REPLENISH YOUR INVENTORY BY HOSTING A LIFE JACKET DRIVE

Host a Life Jacket Drive to collect new and gently used life jackets to help restock an existing station or start a new one with community-donated life jackets. Hosting a Life jacket Drive is encouraged, as life jackets can be costly, and grant funding is not guaranteed each year.

Any collected life jackets that pass the Life Jacket Inspection Checklist and are deemed serviceable can be used in your program to help keep boaters safe on the water.

## **Life Jacket Drive Manual and Materials**

To support your efforts, the Sea Tow Foundation provides a program manual and support materials to help you successfully host a Life Jacket Drive. These resources include:

- Guidelines for inspecting and cleaning collected life jackets
- Tips on choosing the best collection locations
- Strategies for promoting your event
- A press release template
- Customizable poster artwork
- Collection box labels
- Waterproof stickers for donated life jackets

For more information and to download the Life Jacket Drive Manual, visit

[www.boatingsafety.com/lifejacketdrive](http://www.boatingsafety.com/lifejacketdrive)

If life jackets have been donated and added to the stand since your last visit, use the Life Jacket Inspection Checklist (shown on the opposite page) to ensure they are U.S. Coast Guard-approved and in serviceable condition. Mark each life jacket as a “loaner life jacket” and add your group’s contact information in permanent marker or apply the waterproof Loaner Life Jacket Stickers (photo on opposite page) to donated jackets. Order the stickers at [www.boatingsafety.com/store](http://www.boatingsafety.com/store) and you only need to cover shipping costs.

# Life Jacket Inspection Checklist



**STEP 1:**  
Check the label inside the life jacket to make sure it is U.S. Coast Guard approved. The label should be legible and clear.

**STEP 2:**  
Ensure all zippers, buckles, straps, and fasteners are intact and function properly.

**STEP 3:**  
Inspect that there are no rips, tears or mold on the life jacket.

**STEP 4:**  
Check that the life jacket's flotation foam is not damaged and that it floats when placed in water.

**STEP 5:**  
For inflatable life jackets, ensure the air bladder inflates fully and remains inflated without leaks. Submerge the inflated life jacket in water and check for air bubbles which indicate punctures.

When inspecting new or gently used donated life jackets, all of these steps need to be completed for the life jacket to be considered "serviceable condition" by the U.S. Coast Guard and can then be repurposed in the Sea Tow Foundation™ Life Jacket Loaner Program. If even one of these steps is not passed, DISCARD the life jacket and make sure it is not used by anyone.



SCAN TO LEARN MORE!  
[boatingsafety.com](http://boatingsafety.com)



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Waterproof stickers for life jackets:



# PROMOTING THE LIFE JACKET LOANER PROGRAM

The toolkit is designed to help you promote your grant-funded Life Jacket Loaner Station as a local effort, using media relations, social media, newsletter communications, and Sea Tow Foundation resources. Download a copy at <https://www.boatingsafety.com/page/life-jacket-loaner-program>.

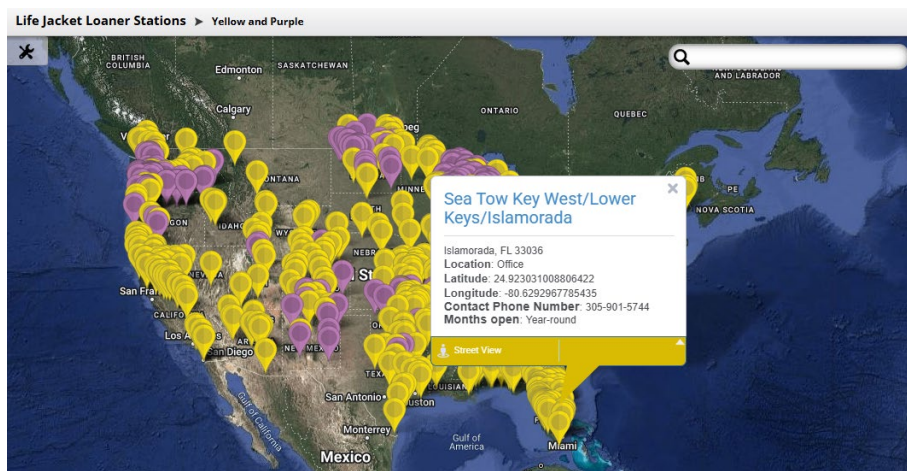


## LIFE JACKET LOANER STATION LOCATIONS

A map of nationwide Life Jacket Loaner Stations is available and allows users to find loaner stations across the country. It can be found at [www.boatingsafety.com/map](http://www.boatingsafety.com/map).

- **Yellow pins** indicate locations where host groups have Sea Tow Foundation grant-funded life jacket loaner stations, including GPS coordinates and contact information.
- **Purple pins** represent stations funded by other sources, shared voluntarily with the Sea Tow Foundation.

If your group has a loaner station that is not listed on the map, please use the Life Jacket Loaner Station Locations form on the map page to add your information.



# LIFE JACKET SPONSORSHIP

Businesses and organizations can work with the Sea Tow Foundation to order a custom supply of life jackets featuring their company logo and custom information.

- Design: Blue life jackets with white ink (pictured below)
- Minimum order: 250 life jackets in various sizes
- Custom signage with your logo can also be made

Details on the process can be found at [www.boatingsafety.com/page/LJLP\\_Sponsorship](http://www.boatingsafety.com/page/LJLP_Sponsorship)



# THE SEA TOW FOUNDATION LIFE JACKET CHALLENGE

The Sea Tow Foundation developed the Life Jacket Challenge to illustrate the importance of wearing a life jacket. It asked if people could put on a life jacket in less than 30 seconds! The information and supporting materials can be found at [www.boatingsafety.com/page/LifeJacketChallenge](http://www.boatingsafety.com/page/LifeJacketChallenge).







# ONLINE STORE

The Sea Tow Foundation online store offers a variety of free tools and resources for all our programs, including:

- Life Jacket Loaner Program
- Sober Skipper Campaign
- Flare Education and Disposal
- General Boating Safety Materials

Visit the online store at [www.boatingsafety.com/store](http://www.boatingsafety.com/store).

	<b>LIFE JACKET LOANER PROGRAM AND LIFE JACKET DRIVE</b> FREE materials include downloadable flyers and signage, waterproof stickers for life jackets, life jacket drive and return collection box labels, QR code stickers for signage, and life jacket buck slips. Items for purchase include a Loaner Stand Building Kit and loaner station signage.
	<b>SOBER SKIPPER PROGRAM MATERIALS</b> FREE materials include wristbands, display box, floating key chains, whistles and downloadable items including the Resource Kit and Take the Pledge flyer. Vinyl banners can be purchased.
	<b>FLARE EDUCATION AND DISPOSAL</b> FREE materials include a series of downloadable flyers, Flare Disposal Locations flyer, and toolkit.
	<b>BOATING SAFETY MATERIALS</b> FREE downloadable flyers including: Top 10 Boating Safety Tips, First Mate Checklist, 4 Steps to Fit a Life Jacket, Selfie Station Thought Bubbles, and Tow Bee Coloring Page.

# RESOURCE LINKS

All materials and links described in this Life Jacket Loaner Program Manual are available at: <https://www.boatingsafety.com/page/life-jacket-loaner-program>

- Grant Application and Notification List
- Reporting Forms and Worksheets
- Manuals and Program Information
- Life Jacket Loaner Station Locations and Online Map
- Where to Donate Life Jackets
- Tips on How to Fit a Life Jacket
- How to Host a Life Jacket Drive
- Sea Tow Foundation Life Jacket Challenge
- Promoting Your Life Jacket Loaner Program
- Life Jacket Loaner Program Sponsorship

## SEA TOW FOUNDATION SOCIAL MEDIA CHANNELS



[facebook.com/SeaTowFoundation](https://facebook.com/SeaTowFoundation)



[instagram.com/seatowfoundation/](https://instagram.com/seatowfoundation/)



[linkedin.com/company/seatowfoundation/](https://linkedin.com/company/seatowfoundation/)



[youtube.com/@SeaTowFoundation](https://youtube.com/@SeaTowFoundation)

### **About the Sea Tow Foundation™**

The Sea Tow Foundation – a 501(c)(3) nonprofit organization - was started in 2007 by Captain Joe Frohnhoefer, founder of Sea Tow Services International, after he witnessed too many preventable accidents and fatalities on the water. Through its flagship programs which include the Life Jacket Loaner Program, Sober Skipper Campaign, and the National Boating Safety Awards, the Sea Tow Foundation strives towards its vision of a world where boaters are safe and responsible. To learn more, visit [boatingsafety.com](https://boatingsafety.com).

### **Contact:**

If you have any questions regarding the contents of this manual, the Sea Tow Foundation Life Jacket Loaner Program, or if the life jackets are credited with saving a life, email [info@boatingsafety.com](mailto:info@boatingsafety.com) or call 888-276-7691.