



**MINUTES  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
JANUARY 9, 2024  
6:00 PM**

**MEETING WAS CALLED TO ORDER BY COMMISSIONER CARTER AT 6:00 PM. THE PLEDGE OF ALLEGIANCE WAS LED BY COMMISSIONER CARTER AND THE INVOCATION WAS LED BY COMMISSIONER MURPHY.**

**Public Comment:** No public comment.

**CONSENT AGENDA**

**Agenda Item: Approve the minutes from the November 14, 2023, regular meeting. December meeting was canceled.**

*Commissioner Delp made a motion to approve the minutes from the November 14, 2023, regular meeting as written. Commissioner Labrato seconded the motion. All were in favor; motion carried.*

**ADMINISTRATIVE AGENDA**

**Agenda Item: Treasurer's Report.** Commissioner Delp presented the treasurer's report. As of December 31, 2023, the year-to-date fiscal expenses represent 23% of the annual budgeted expenses. The district received \$13,274.00 in impact fees for the month of December. There were no unforeseen expenses.

*Commissioner Poole made a motion to accept the Treasurer's Report as read. Commissioner Murphy seconded the motion. All were in favor; motion carried.*

**Agenda Item: Elect from the board members a chair, a vice-chair, a secretary, and a treasurer per the annual requirement of Fl. Statute 191.005(3) and District charter Chpt 2003-364.**

The current seats are as follows: Neal Carter, Chairman; John Poole, Vice-Chair; Bob Murphy, Secretary; Rick Delp, Treasurer; and Justin Labrato, Commissioner.

*Commissioner Murphy made a motion to elect that the current positions remain the same with no changes. Commissioner Poole seconded the motion. All were in favor; motion carried.*

**Agenda Item: Deputy Approve the Deputy Chief Job Description**

January 2020, the Midway Fire District hired Shannon Stone to fill the position of Division Chief of Operations. Since his hiring, his position has transitioned into much more. The job description for Division Chief of Operations had already been adopted by the previous administration prior to Shannon Stone being hired. The job description for

Deputy Chief is more in line with Shannon Stone’s daily duties. This new job description by definition, is the second highest in the chain of command. This update has no financial impact to the district.

*Commissioner Murphy made a motion to approve the new Deputy Chief Job Description. Commissioner Delp seconded the motion. All were in favor, motion carried.*

**Chief’s Report.**

**Adjourn:** *Commissioner Poole made a motion to adjourn the meeting. Commissioner Murphy seconded the motion. All were in favor, motion carried. The meeting adjourned at 6:30 PM.*

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**Neal Carter, Chairman**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Bob Murphy, Secretary**

\_\_\_\_\_  
**Date**