



**MINUTES  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
JUNE 10, 2014  
7:00 PM**

**MEETING CALLED TO ORDER AT 7:00PM. THE PLEDGE OF ALLEGIANCE WAS LED BY COMMISSIONER SZYMANSKI AND INVOCATION WAS LED BY COMMISSIONER SZYMANSKI.**

**COMMISSIONER GORRIS HAD AN EXCUSED ABSENCE.**

**CONSENT AGENDA**

**Agenda Item; Present Megan Sydow with a Citizen Safety Award.**

Firefighter Levi Alderfer and Midway Fire District Local 4192 President Lt. Jamie Chandler presented Megan Sydow with an award for her constant safety awareness while operating her bicycle. That awareness saved her life recently when she was involved in an accident where she was struck by a motor vehicle while riding her bicycle. Megan was wearing her helmet at the time of the incident. Megan was presented with a new bicycle by the Midway Fire District Local 4192 Chapter and a new helmet by The West Florida Regional Planning Council. Megan was also presented with a bag of accessories for her new bicycle by Margaret Cunningham.

**Agenda Item; Approve the minutes from the regular meeting on**

**April 8, 2014.** *Commissioner McPherson made a motion to approve the minutes as written for the April 8, 2014 regular meeting. Commissioner Cooley seconded the motion. All were in favor; motion carried.*

**ADMINISTRATIVE AGENDA**

**Agenda Item; Treasure's Report.** Missy Scarborough presented the Treasurer's Report in the absence of Jacque Gorris, Board Treasurer. Missy pointed out that the District had received \$107,717 in Ad Valorem Taxes in April as well as \$30,759 in May 2014. The Tax Collector's year to date fee of \$44,500 was booked into May also. Missy mentioned

to the commissioners that the monthly Impact Fees were remaining steady at an average of 10 homes per month. Under the expenditures, Missy pointed out to the commissioners that there were three pay cycles in the month of May 2014 causing those line items to appear to be trending over budget. Missy pointed out to the commissioners that the admin salaries line item will likely end the fiscal year over budget due to succession planning with Cassia Housam as a back up to the Financial Administrator position. Missy made the commissioners aware that the preliminary tax valuations for FY2015 were submitted by Property Appraiser Greg Brown on June 1, 2014; the estimates are a 5% increase over the FY2014 valuations. Missy stated that she and Chief Kanzigg would be working on the FY2015 proposed tentative budget in June and would present it to the commissioners in July along with proposed hearing dates for the TRIM hearings.

*Commissioner Delp made a motion to accept the Treasurer's report as read for April and May 2014. Commissioner McPherson seconded the motion. In discussion, Commissioner McPherson stated that he was thrilled to hear the news in reference to the estimate valuations for FY2015 and would like the Board to keep in mind the overall objective that was at hand in previous years when asking the community for more money and would like to stay true to that objective. Chairman Szymanski stated that a budget workshop may be in order to discuss the millage rate further. All were in favor; motion carried.*

**Agenda Item; Approve Vehicle Accident Policy.** Battalion Chief Brewer and Missy Scarborough explained to the commissioners that this policy was for internal use in order to provide a guideline to the crews of the step by step process to be completed in order to obtain the needed information and documentation from all parties involved while still on scene. Commissioner McPherson voiced his concerns against the District stepping over into the investigative and fault finding side of the process and stated his opinion that fault finding be left to law enforcement.

*Commissioner Delp made a motion to approve the Vehicle Accident Policy as written. Commissioner Cooley seconded the motion. All were in favor; motion carried.*

**Agenda Item; Approve FY2013 Audited Financial Statement.** Jack Rowell, Managing Partner with Warren Averett, addressed the commissioners to introduce himself and Kristen McAllister, Audit Department Manager who presented the FY2013 Audited Financials to the Board of Commissioners. In her presentation to the commissioners, Kristen made the commissioners aware, as spelled out in the audit, that management is responsible for the fair presentation of the financials and the auditors are responsible for expressing an opinion on such financials and whether or not those financials are clear of any material misstatements; Midway's FY2013 audit was clear of material misstatements. Warren Averett expresses a clean unmodified opinion of the FY2013 financials which is the highest level of assurance that can be provided by Warren Averett. Kristen made the commissioners aware that the FY2013 Audit has no official findings to report. Kristen also made the commissioners aware that Internal Controls are essentially the application of policies' put in place by the commissioners. Kristen stated that she and her team pulled random test samples to ensure compliance with Internal Controls and found no instances of noncompliance with Midway Fire District Policies or any regulatory agency rules and laws governing topics contained within test samples.

*Commissioner McPherson made a motion to approve the FY2013 Audited Financials as read. Commissioner Cooley seconded the motion. All were in favor; motion carried.*

**Agenda Item; Approve new audit contract submitted by Warren Averett.**

The proposed contract renewal with Warren Averett was discussed.

*Commissioner Delp made a motion to approve Chief Kanzigg's recommendation to enter into the proposed five year agreement with Warren Averett. Commissioner McPherson seconded the motion. All were in favor; motion carried.*

**Chief's Report.** Battalion Chief Brewer discussed the District's April and May 2014 business.

**Public Comment:** No public comment

**No further items were presented.**

**Adjourn;** *Commissioner McPherson made a motion to adjourn the meeting. Commissioner Cooley seconded the motion. All were in favor, motion carried. Meeting adjourned at 7:41PM.*

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**Dave Szymanski, Chairman**

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**Date:**

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**Richard Delp, Secretary**

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**Date:**