



**MINUTES  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
APRIL 10, 2012  
7:00 PM**

**MEETING CALLED TO ORDER AT 19:00. COMMISSIONER SZYMANSKI LED THE PLEDGE OF ALLEGIANCE. INVOCATION LED BY COMMISSIONER McPHERSON.**

**COMMISSIONER GORRIS HAS AN EXCUSED ABSENCE DUE TO WORK OBLIGATIONS.**

**Chief Kanzigg requested to add to the agenda a discussion of the current lease with Santa Rosa Sheriff's Department in reference to occupancy at 1322 College Parkway.**

**CONSENT AGENDA**

**Agenda Item; Approve the minutes from the regular meeting on March 13, 2012.** *Commissioner McPherson made a motion to accept the minutes as written for the March 13, 2012 meeting. Commissioner Eaton seconded the motion. All were in favor, motion carried.*

**ADMINISTRATIVE AGENDA**

**Agenda Item; Treasure's Report.** Chief Kanzigg delivered the Treasure's report in Commissioner Gorris' absence. Chief noted that the monthly report had been modified, per Commissioner Isakson's request to add a column for that illustrates year to date balance as a percentage of the budgeted amount for each line item. Chief pointed out that many of our line items are more front loaded and spent at the beginning of the fiscal year but that the pattern of spending in those accounts does not continue for the entire fiscal year. Examples would be uniform cost, gear cost, testing of equipment and apparatuses. We do have some line item that we expect to exceed the budget, one of which is the buildings and grounds account and communications is another. We had radios that broke that had to be replaced and there have been building cost that were not anticipated.

Commissioner Szymanski asked if we recognized any line items at this point that we should be short on to cover the overage. Missy responded by stating that legal would be an example. We budgeted \$10,000 for legal but have been offered the ability to add the legal fees on the current lending changes into the note. Health insurance is another area. The board approved \$1250 to be spent for each employee to offset deductible cost. The total allowed cost is \$23,750 and to date the district has only spent \$3,050 of that. Commissioner Szymanski asked if Missy would be prepared at the next meeting to identify more of the line items that project to finish short in comparison to the ones projected to be over.

*Commissioner Isakson made a motion to accept the Treasurer's report as read.*

*Commissioner Eaton seconded the motion. All were in favor, motion carried.*

**Agenda Item; SunTrust Bank refinance update.** The board of commissioners had agreed on March 13, 2012 to accept the bid present by SunTrust Bank to refinance station 35 and truck 37. The intent was to close on the loan April 10, 2012 in the board meeting. Missy Scarborough updated the board that the current holder of the note, Bank of the West, will not provide a payoff for the station. The initial contact was made on March 8<sup>th</sup> with Bank of the West by Missy. Doug Dillion with SunTrust has also been working with Bank of the West on the district's behalf to obtain a quote. The delay is in reference to potential losses on the bank side between Bank of the West, current owner of the debt, and Poplar Leasing, original owner of the debt. The situation has been escalated to the supervisory level and the hope is for it to be resolved soon.

Commissioner McPherson asked question in reference to were there concerns that we would lose the rate offered or the deal altogether? Missy replied that it had never been said to her by anyone with SunTrust that they were concerned about this loan not happening and that SunTrust is aware that this situation is out of the district's control and is holding that rate for us for a bit longer. The rate would likely not be guaranteed for another 30 days but there is no anticipation of the delay taking that long. Commissioner Szymanski asked Commissioner Isakson, who works in lending, if this sounds normal/reasonable to her. Her reply was yes and no; she works in commercial and residential lending and government was so different all the way down to the lack of security behind the notes. Missy also shared the there was a true balance of \$2,050,000 owed on the assets and the resolution is worded not the exceed \$2,100,000 in order for the district to pay legal cost from loan proceeds.

Commissioner Szymanski read Resolution 12 01 out loud:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF MIDWAY FIRE DISTRICT, FLORIDA, AUTHORIZING THE BORROWING OF THE PRINCIPAL AMOUNT OF NOT TO EXCEED \$2, 100,000 ON A TERM LOAN BASIS FROM SUNTRUST EQUIPMENT & LEASING CORP., TO REFUND ON A CURRENT BASIS CERTAIN OBLIGATIONS OF THE DISTRICT; PROVIDING FOR THE ISSUANCE OF A CAPITAL IMPROVEMENT REVENUE REFUNDING NOTE, SERIES 2012 TO EVIDENCE THE DISTRICT'S OBLIGATION TO REPAY SUCH TERM LOAN; PROVIDING FOR THE PAYMENT OF THE NOTE AND THE EXECUTION AND DELIVERY OF A LOAN AGREEMENT AND RELATED

FINANCING DOCUMENTS IN CONNECTION THEREWITH COVENANTING TO BUDGET AND APPROPRIATE FROM LEGALLY AVAILABLE NON-AD VALOREM REVENUES IN AMOUNTS NECESSARY TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH NOTE AND ALL OBLIGATIONS DUE THEREUNDER; AUTHORIZING FURTHER OFFICIAL ACTION IN CONNECTION WITH THE DELIVERY OF THE NOTE AND PROVIDING AN EFFECTIVE DATE.

*Commissioner McPherson made a motion to include the legal fee into the financing of the assets. Commissioner Isakson seconded the motion. All were in favor, motion carried.*

*Commissioner McPherson made a motion to adopt Resolution 12 01. Commissioner Eaton seconded the motion. All were in favor, motion carried.*

*Commissioner Isakson made a motion to approve the loan agreement. Commissioner Eaton seconded the motion. All were in favor, motion carried.*

Missy also made the board aware that in reference to the conversion from Regions Bank to SunTrust Bank and with keeping things the way they are set up now, SunTrust needs for it to be documented in this meeting that Chief Kanzigg's credit card issues by SunTrust Bank will have access to withdraw cash from the account and to notate what the limit is. Commissioner Szymanski asked what the limit is currently. Missy replied that the limit is \$400 per day.

*Commissioner McPherson made a motion to allow Chief Kanzigg access to withdraw cash from the SunTrust credit card account with a limit of \$400 per day. Commissioner Isakson seconded the motion. All were in favor, motion carried.*

**Agenda Item; Appoint a new member to the Pension Board.** Chief Kanzigg made the Board aware that Reese Swartz's seat on the Pension Board has expired. Reese serves in a seat that is appointed by the Board of Fire Commissioners. The seat expired on 2/28/2012. Commissioner McPherson has spoken to several people about the position but can't find anyone who has the time. Commissioner Szymanski requested that the item be tabled to the next meeting to give a gentleman in attendance tonight the opportunity to learn more about the Pension Board and to give the commissioner time to find someone. Chief Kanzigg agreed to advertise the position on the district's web site and the social media page.

**Agenda Item; Approval to remove the tandem hazmat trailer from inventory list and advertise for sealed minimum bid of \$2,000.** Chief Kanzigg made the board aware of the fact that the trailer is not being used. The minimum bid of \$2,000 was derived from the age of the trailer, the cost of the new tires that are needed and the weather effects on it. Commissioner McPherson asked to make sure that we remove any and all MFD insignia before changing ownership of the trailer.

*Commissioner McPherson made a motion to approve the Chief's recommendation and place the trailer in surplus. Commissioner Eaton seconded the motion. All were in favor, motion carried.*

**Agenda Item; Approve Fire Year Plan.** Chief Kanzigg noted that there was a change from last month's proposed 5 year plan. Commissioner Szymanski requested that any language about the millage rate being at 1.7 in future be removed based on Commissioner Gorris's earlier mention statement of potentially being able to sustain at 1.6 mills. Chief Kanzigg was emailed a statement on the 5 year plan from Commissioner Gorris in his absence to be shared with the board. In summary, Commissioner Gorris recommends adopting the 5 Year Plan, move forward with the promotions of the BC position and the LT position and then reevaluate the expenditures listed in the 5 Year Plan once the estimates have been produced by the Property Appraiser and the 2013 MFD budget has been approved and adopted.

The board as a whole had in depth conversation in reference to the moving forward of promotions of the Battalion Chief and Lieutenants positions. Chief Kanzigg shared in when Stephen Demeter left as the fire chief; he stepped up from Battalion Chief to fill that role. At the time, the board voted not to fill the Battalion position that had been left vacant by Jonathan stepping up. So now, every third day, for the last 4 years, he is on call for a full 24 hours, in addition to his 40 hour a week job. He can't get more than ¼ mile from vehicle really at all times, leave church to respond to call, can't have date with wife, goes everywhere in his Midway vehicle, vacations are almost unheard of. ....he feels that he is about at his limit. This is not to say that he isn't very thankful for his job because he is thankful to be employed as the Fire Chief. Chief Kanzigg also shared that by the fact that he simply can't be physically in 2 places at once, the administrative side of things has suffered the most in the short fall. By filling the third BC position the team will gain consistency among all 3 shifts in operational functions as well as administratively how things are handled when there issues that need resolving.

Commissioner McPherson and Commissioner Isakson were in agreement that enough had been asked of Chief Kanzigg and that it was possible to force a person into burn out. Commissioner McPherson feels that Chief Kanzigg has been asked to sacrifice enough. Commissioner Szymanski asked where will the burden be shifted to if lifted from Chief Kanzigg. One of the shifts will be short a firefighter. Battalion Chief Perkins and Fire Fighter Paramedic Jake Noa both spoke up in favor of the promotions. Commissioner Szymanski just wants to make certain that everyone is aware that the money has to come from somewhere so some other area might suffer in order to make this happen. The addition to the 2012 budget is projected to be \$9,000. Commissioner Isakson pointed out that we budgeted \$10,000 for legal this year and just agreed to add that to the financing of station 35. The projected savings over the life of the loan on the station will amply justify adding the legal cost of \$10,000 or whatever it be to the principal balance so the extra \$9,000 for the promotions has been covered right there. She also pointed out that we are at the 6 month mark in the year and collectively, we are at about 50% of the budget meaning we are on task. Line item by Line item we may have overages and underage and the specific line item for salaries may not cover the additional but the money is in the budget.

*Commissioner McPherson made a motion to approve the 5 Year Plan. Commissioner Isakson seconded the motion. All were in favor, motion carried.*

**Agenda Item; Request to fill the vacant Battalion Chief position.** The discussion associated with this item is included in the previous item.

*Commissioner Isakson made a motion to fill the vacant Battalion Chief's position.*

*Commissioner Eaton seconded the motion. All were in favor, motion carried.*

**Added Agenda item; Discussion of current lease with Santa Rosa Sheriff's Department in reference to occupancy at 1322 College Parkway.** Chief Kanzigg shared with the board that the current contract between MFD and Santa Rosa County Sheriff's Office expires September 30, 2012 and requires a 90 day notice for changes. It has been brought to the Chief's attention that there are issues with the a/c unit that cools the SO Lt.'s office. Chief Kanzigg also mentioned that he had been approached several times recently by Sheriff Hall about the sign out front and getting it fixed/replaced. The sign is shared by both entities and displays both entities names. Chief feels that the SO should share in upkeep/repair cost such as the before mentioned a/c and sign, wear and tear on the carpet due to 90 % of the people coming to the administration side of the station are here for SO related business. As part of the arrangement, Nancy Bell is paid by the SO but is assigned to MFD, but not exclusively to MFD. Nancy still has SO duties and works as backup for the other SO employee, Dee Kanupke. When Dee is out, there is no relief sent to the station, Nancy is expected to handle all alone. Commissioner Szymanski gave Chief Kanzigg direction to initial conversations with SO employees to determine who negotiates the contract and then move forward with that person in designing an updated contract that spells out more specifics on which party will handle which cost associated with occupancy of 1322 College Parkway, Gulf Breeze, FL 32563

**Chief's Report.** Chief Kanzigg discussed the district's March 2012 business. Chief reminded the board that the district is taking part in the Gulf Breeze Relay for Life event April 27, 2012. Our team name is MidAir Prayer. All commissioners are invited to join us in our fight against cancer! We have teamed with Pen Air FCU. Chief Kanzigg reminded the board that he will be in Destin for training Thursday April 12 and Friday April 13.

**Public Comment:** No public comment    **No further items were presented.**

**Adjourn;** Commissioner Isakson made a motion to adjourn the meeting. Commissioner Eaton seconded the motion. All were in favor, motion carried. Meeting adjourned at 20:08.

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**Dave Szymanski, Chairman**

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**Date:**

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**William Eaton, Secretary**

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**Date:**