



**MINUTES
BOARD OF COMMISSIONERS
REGULAR MEETING
JUNE 12, 2012
7:00 PM**

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

CONSENT AGENDA

Agenda Item; Approve the minutes from the regular meeting on May 8, 2012. *Commissioner Eaton made a motion to accept the minutes as written for the May 8, 2012 meeting. Commissioner Isakson seconded the motion. All were in favor, motion carried.*

ADMINISTRATIVE AGENDA

Agenda Item; Treasure's Report.

Commissioner Gorris updated the board that conversion from Regions Bank to SunTrust Bank is complete. Commissioner Gorris made the board aware that the Santa Rosa Property Appraiser submitted his preliminary property values on June 1. These figures will be used during the Truth in Millage process to determine the millage rate and budget of Midway Fire District. The estimates provided reflect about \$100,000 decrease to the budget revenues at the 1.4 mills. Commissioner Gorris directed everyone to the cash flow forecast spreadsheet which projects through 2016. The June 1 estimates from the Property Appraiser have been input as well as the tentative 2013 budget. The forecast shows the district using reserve funds to balance the 2013 budget. In years 2014 and beyond the amount taken from reserves decreases greatly due to Station 37 being paid off in August 2013. Commissioner Gorris reiterated that we need to remain steadfast in the diligence with saving money. He feels that we have no room at this time for hiring, additional expenditures or capital purchases. Commissioner Gorris stated that he would

like to rebuild capital funds and see the amount borrowing from reserves be zero before monies are spent on large capital purchases.

Commissioner Gorris directed everyone to the tentative 2013 budget noted the following changes from the 2012 budget

INCOME	2012	2013	
Impact Fees	\$10,000	\$17,000	
Fire Academy	\$35,000	\$30,000	
EMT Academy	\$30,000	\$25,000	
EXPENDITURES	2012	2013	
Salaries	\$850,000	\$870,000	promotions
EMT Instruct.	\$25,000	\$18,000	
Payroll tax	\$92,000	\$85,000	
Retirement Cont.	\$50,000	\$55,000	
Comm. VHF	\$2,000	\$6,000	communication upgrades
Rep/Maint Equip	\$11,000	\$12,000	
Rep/Maint Blg/grd	\$15,000	\$25,000	
Computers	\$12,000	\$18,000	upgrading software
Medical exp – pers.	\$2,500	\$10,500	physicals
Fire Prevention	\$3,000	\$5,500	knox boxes
Uniforms	\$6,000	\$10,000	
Turnout gear	\$6,000	\$12,000	outdated gear
EMT Aca	\$20,000	\$10,000	
Ladder truck P&I	\$60,750	\$58,730	
Station 35 P&I	\$169,883	\$163,240	

Commissioner Gorris shared with the board that at the July agenda will reflect completion of form DR420 which requires the board to determine the millage rate and set the dates for the tentative and final hearings in September.

Commissioner McPherson made a motion to accept the Treasurer’s report as read.

Commissioner Isakson seconded the motion. All were in favor, motion carried.

Agenda item; Discussion of lease with Santa Rosa Sheriff’s Department in reference to occupancy at 1322 College Parkway. Chief Kanzigg reminded the board that last month he was given direction to meet with Sheriff Hall in reference to the lease. Chief Kanzigg, Chairman Szymanski and Sheriff Hall discussed the monthly current utility payment of \$650 month increasing to \$1200 month for utilities to adjust for rising cost and maintenance. In addition, Sheriff Hall would provide an Administrative Clerk to be on the SO payroll but assigned to MFD to assist Chief Kanzigg and provide backup to the Financial Administrator on certain task. The new agreement would not be implemented until October 2012. Chief Kanzigg will touch base with Sheriff Hall, since he is not in

attendance at the meeting, and will prepare a written recommendation to present to the board at the July 2012 meeting.

Commissioner McPherson asked if there were any inventory of weapons kept on the premises and was advised no. Commissioner Isakson asked if anything ever came of the drug program. Chairman Szymanski mentioned that Sheriff Hall didn't mention it in the meeting with he and Chief Kanzigg. Chief Kanzigg mentioned that the biggest concern with the drug program was making certain it didn't cause a problem with the current compliance issues where the DEA is concerned.

Agenda Item; Discussion of 2013 budget.

Commissioner Gorris felt it was covered properly in the treasurer's report.

Agenda Item; Health insurance policy adjustment

Chief Kanzigg shared with the board that the current policy states that all insurance deductible payment made by MFD will be made payable directly to the provider but that several providers are requiring that deductibles be paid by to certain procedures and test so the employees are having to pay it directly. Chief Kanzigg's recommendation is that the board amends the policy to allow for payments to be reimbursed to employees in those circumstances.

Commissioner Gorris made a motion to amend the health insurance policy to allow for employees to be reimbursed, up to \$1250, when required to pay upfront for deductible share. Commissioner Eaton seconded the motion. All were in favor, motion carried.

Agenda Item; FY 2011 Audited Financial Statement

Missy Scarborough shared with the board that the hard copies were delivered today to MFD, which explains the reason or the add-on to the agenda. Missy directed the board to page 45 of the audit, which is the Prior Year Findings and Comments. Each finding and recommendation by the auditors from years past has been satisfactorily resolved and so noted in the audit and there are no current year findings. Richard Delp, who is running unopposed for an open seat on the board, is in attendance and had some concerns about the board approving the audit without adequate time to review it. Commissioner Gorris shared with him the monthly financial folder that is prepared by Missy Scarborough and checked by Chief Kanzigg and Commissioner Gorris. The folder contains the financial reports for the month along with the general ledger, the reconciled bank account and all of the supporting documents to trace the transactions from start to finish. The auditors also review those monthly folders in their audit. Commissioner Gorris spends time with the auditors while they are onsite conducting the physical audit. Those checks in addition to the audit coming back with no finding, as agreed by Chairman Szymanski, were the validations that allowed the board the ability to approve on short notice.

Commissioner Gorris made a motion to accept the 2011 FY Audited Financials. Commissioner Isakson seconded the motion. All were in favor, motion carried.

Chief's Report. Chief Kanzigg discussed the district's May 2012 business. EMT program is back up and running and shooting for next class in November 2012. Missy Scarborough and Chief Kanzigg graduated from the Certified District Manager program offered by FASD and FSU. They are both now Certified District Managers.

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

The board entered Executive Session for labor negotiations at 19:38.
The board returned from Executive Session at 20:50.

The board has scheduled an executive session workshop, closed to the public per FL. 447, on June 26 at 6pm

Adjourn; Commissioner Gorris made a motion to adjourn the meeting. Commissioner McPherson seconded the motion. All were in favor, motion carried. Meeting adjourned at 20:53

Dave Szymanski, Chairman

Date:

William Eaton, Secretary

Date: