



**MINUTES  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
DECEMBER 11, 2012  
7:00 PM**

**MEETING CALLED TO ORDER AT 19:00. COMMISSIONER SZYMANSKI LED THE PLEDGE OF ALLEGIANCE. INVOCATION LED BY COMMISSIONER SZYMANSKI. COMMISSIONER EATON WAS ABSENT DUE TO HEALTH REASONS.**

**CONSENT AGENDA**

**Agenda Item; Approve the minutes from the regular meeting on November 13 2012.**

*Commissioner Gorris made a motion to accept the minutes as written for the November 13, 2012 regular meeting. Commissioner McPherson seconded the motion. All were in favor; motion carried.*

**ADMINISTRATIVE AGENDA**

**Agenda Item; Swearing in of Mr. Richard Delp as the Midway Fire District newest Board member.** Chairman Szymanski thanked Commissioner Shellie Isakson for her loyal service for the past 4 years. Commissioner Delp was sworn in by the Chairman and promptly took his seat on the bench.

**Agenda Item; Treasure's Report.** Commissioner Gorris directed the board to refer to the cashflow forecast spreadsheet where he pointed out that due to reserve balances projecting so low in years 2014-2016, the district will need to secure a line of credit that can be drawn upon as a means to pay operating expenses for the months of October and November in anticipation of the new fiscal year's tax revenues; communications with SunTrust have been initiated in reference to a line of credit. Going forward,

Commissioner Gorris's recommendation is also to work with vendors to prorate large annual renewals during those months. Commissioner Gorris pointed out that the cashflow spreadsheet assumes a millage rate of 1.7 in 2014 and remaining 1.7 throughout the forecasted years. Commissioner Gorris stated that the increase from 1.6 to 1.7 nets about \$55,000 each year to the district. Commissioner Gorris stated that this is where his concerns about approving the SAFER Grant come in because that immediate additional cost has been identified to be \$30,000 but he feels there will be hidden cost because the SAFER grant will not cover overtime cost.

Commissioner Gorris does feel that we should take advantage of the SAFER grant but do so being aware of what he feels are pitfalls of accepting the grant. Commissioner Gorris stated that we are right on the edge, which is a result of the restriction placed on the board within the language of the referendum and the board's decision to not lay anyone off.

Commissioner Gorris also reminded everyone that the current cashflow forecast assumes no pay increases for the current employees and that the SAFER funded hires would be laid off after the SAFER funding expires in 24 months.

Chief Kanzigg shared with the board that FEMA reimburses us on a quarterly basis in the rears so the district would need to cover the upfront payroll cost for each quarter for the SAFER funded positions.

Commissioner Gorris mentioned that he felt there would be no harm done in accepting the grant with no intention of keeping the new hires beyond when the period of performance for the grant. If the board would like to look at keeping the employees, those costs would need to be forecasted and discussed.

Commissioner Gorris encouraged all of the board members to read the available information, which Missy will be emailing out, on the specifics of the grant.

Commissioner Gorris has read through some of it and feels that there may be the opportunity to improve the district's financial standing in ways such as not filling positions that may come available due to attrition. Chairman Szymanski asked if the district has a current opening and had budgeted to fill a vacant position in 2014. Chief Kanzigg replied that the district is currently short one position and has one employee out on medical leave. The vacancy has been slated in the 5 year plan to be filled in 2014. If the employee who is out on medical leave decides not to return, that position would then become available. Commissioner McPherson asked if Battalion Chiefs were included in the roster. Chief Kanzigg advised that yes they are.

Commissioner Gorris concluded his Treasurer's report by reiterating that he did not want to see the board get over extended because they thought they had no choice; therefore asking questions about what latitude can be extended by FEMA with the roster seems smart.

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

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

**Agenda item; Chief's Performance Evaluation discussion.** Chairman Szymanski requested that everyone complete the Chief's evaluation and submit to him before the January 2013 meeting. Commissioner Delp noted that it will be difficult for him to submit an objective evaluation due to the timing of his involvement but that he will submit an evaluation. Commissioner Gorris stated that he felt Commissioner Delp had the authority and ability to dive in and request any information that he felt necessary in order to conduct the evaluation.

**Agenda Item; Addendum I to Dr. Landry's contract** Addendum 1 change addresses the wording on phrase "Paramedic Training Program", per the state's recommendation, since Midway Fire District does not offer a paramedic training program.

*Commissioner Delp made a motion to approve Addendum 1 to the contract between Midway Fire District and Dr. Kim Landry for services rendered as Medical Director to Midway Fire District. Commissioner McPherson seconded the motion. All were in favor; motion carried.*

**Agenda Item; Approve SAFER Grant.** Commissioner Gorris feels that rather than approving the Chief's recommendation to hire the SAFER grant new hires at \$9.87 per hour, the board should offer a lesser rate so that education incentive cost can be absorbed by the grant such as pump operator, hazmat training etc. Chief Kanzigg replied \$9.87 per hour/\$27,800.24 annually is the pay rate that was submitted in the grant application and those rates are locked in by the union contract. Commissioner Gorris then questioned what if the new hires pursue educational opportunities afforded to them by the district's policies and procedures such as becoming a paramedic which, per policy, pays an additional \$6,000 per year. Chief Kanzigg replied that the openings and grant funding is for Firefighter/EMT positions, not paramedics. The district would not allow that employee to operate in the paramedic capacity nor would the district pay that employee the additional monies for the paramedic license. Chairman Szymanski asked if there would be any Human Resource complications by doing that. Chief stated that he couldn't speak for the Union but would not think that they would mind entering into a Memorandum of Understanding (MOU) to Midway Fire District that would freeze all educational incentives for positions hired within a certain time frame, to include the grant funded period of performance. Commissioner Gorris stated that he had no intention of freezing any employee's salary or benefits. His intention is to make certain that every person in the room is aware that the cost will be greater than \$30,000 per employee. Commissioner Gorris feels that each newly hired employee should have full access to every benefit currently spelled out in the Policy and Procedure Manual that is in line with that employee's qualifications. Commissioner McPherson stated that the district does not have to hire a paramedic and feels that there are ways to control the issue of educational incentive monies. Chairman Szymanski stated that we could address this all further when we are able to determine if there is flexibility with FEMA in the roster. Commissioner Gorris stated that we should all read the complete program rules and guidelines so as to fully understand the grant. Chairman Szymanski stated that we need to reach out to FEMA to question if changes can be made to the grant application, and reach out to the Union to see if an MOU is an option and determine if the Policy and Procedure Manual can be modified to accommodate the grant.

*Commissioner McPherson made a motion to accept the SAFER Grant. Commissioner Delp seconded the motion. All were in favor; motion carried.*

**Agenda Item; Approve placing the 1994 Jeep Cherokee on the list of surplus equipment.** Commissioner Gorris made a motion to accept Chief Kanzigg's recommendation to place the Jeep Cherokee in surplus and accept sealed bids starting at \$500 for the Jeep. Commissioner McPherson seconded the motion. All were in favor; motion carried.

**Agenda Item; Discussion of raises and bonuses** *Commissioner Delp made a motion to table the discussion until which time further insight can be obtained about the full effect of the SAFER Grant to the budget. Commissioner Gorris seconded the motion. Commissioner McPherson requested the topic be placed on the January agenda, due to Commissioner Gorris feeling confident we would have much more information by then. Commissioner Delp amended his motion to place the discussion on the January 2013 meeting. Commissioner Gorris seconded the amendment. All were in favor; motion carried.*

Chief Kanzigg shared a calendar he has drawn up to layout the timeline associated with the recruitment phase of the grant and discussed the dates on the calendar.

**Chief's Report.** Chief Kanzigg discussed the district's November 2012 business.

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

**Adjourn;** Commissioner Gorris made a motion to adjourn the meeting. Commissioner McPherson seconded the motion. All were in favor, motion carried. Meeting adjourned at 2012.

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**Dave Szymanski, Chairman**

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**Date:**

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**William Eaton, Secretary**

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**Date:**