



**MINUTES  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
May 12, 2020  
6:00 PM**

**DUE TO COVID-19, PER AUTHORITY OF EXECUTIVE ORDER 20-69, THE MAY 12, 2020 BOARD OF FIRE COMMISSIONERS REGULAR MEETING WAS HELD VIRTUALLY. FIRE CHIEF JONATHAN KANZIGG OCCUPIED THE COMMISSIONER ROOM IN THE EVENT ANYONE FROM THE PUBLIC CHOSE TO ATTEND. A LINK WAS PROVIDED ON OUR FACEBOOK PAGE AND WEBSITE TO CONTINUE TO ALLOW PUBLIC ATTENDANCE DURING THIS PANDEMIC.**

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

**CONSENT AGENDA**

**Agenda Item; Approve the minutes from the April 14, 2020 Regular meeting.** *Commissioner Murphy made a motion to approve the minutes for the April 14, 2020 regular meeting with a notation added stating the April 14, 2020 meeting was conducted as a virtual meeting, per the authority of Executive Order 20-69 which temporarily suspended the Sunshine Law requirement that a quorum of a governmental body be physically present at a public meetings. Commissioner Delp 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 April 30, 2020, the fiscal year to date revenue the district has received represents 93% of the total revenue budgeted for the fiscal year. The district received \$16,568.62 in impact fees for the month of April. Due to office closures in light of COVID-19, Midway Fire District's Administrative employees have been working remotely from home, in which caused some of the financial spreadsheets inadvertently downloaded incorrectly. Due to this the board discussed tabling the acceptance of the Treasurer's Report until the next Commissioner meeting. There were no unforeseen expenses for the month of April.

**Agenda Item; Midway Fire District Financial Statements 9/30/2019**

Kristin McAllister, Partner with Warren Averett, presented the FY2019 Audit to the Midway Fire District Board of Fire Commissioners. There were no deficits found during the audit. All accounting policies and practices were found to be consistent and clear. There were no fraud or illegal acts to report. Due to COVID-19 the FY2019 Audit was conducted remotely through an electronic portal allowing Midway Fire Districts administration to continue to submit requested information timely without delay. *Commissioner Delp made a motion to accept the Midway Fire District Financial Statements as written for Fiscal Year 2019. Commissioner Poole seconded the motion. All were in favor, motion carried.*

**Agenda Item; Sheriff’s Office Lease Agreement.** Since 2003, when Station 35 was built, Midway Fire District and Santa Rosa County Sheriffs Office have shared office space, clerical staff, and some cost. Santa Rosa County pays for garbage collection and \$650.00 per month in utilities and the Sheriff’s Office pays \$1250.00 per month for rent.

In 2019 the Board of Fire Commissioners adopted a 7-year plan that expands the District’s staffing to keep up with population growth projections. In order to expand our administration team, we will need to utilize most of the office space currently occupied by SRCO. The estimated financial impact will be \$25,000 annually.

It is recommended that Midway Fire District Board of Fire Commissioners terminates the lease agreement with the Santa Rosa County Sheriffs Office to take effect October 1, 2021.

Further discussion of this memorandum led the Board of Fire Commissioners to direct Fire Chief Jonathan Kanzigg to speak with Sheriff Bob Johnson prior to their approval of this motion. It was mutually agreed to table this subject matter until the next meeting once discussion has been completed.

**Added Agenda Item: Approve staff to submit a FEMA Staffing for Adequate Fire & Emergency Response Grant (SAFER).** FEMA has recently announced it will accept the SAFER Grant Applications. The SAFER program intends to improve local fire departments’ staffing and deployment capabilities so they may more effectively respond to emergencies. With the enhanced staffing, grantees should see a reduction in response times and an increase in the number of trained personnel assembled at the incident scene. Fire Chief Kanzigg asked the Board of Fire Commissioners for permission to apply for the FEMA SAFER Grant in the amount of \$983,502.00 to then allow the department to hire two additional firefighters per shift for a total of six additional firefighters. *Commissioner Delp made a motion to approve permission to apply for the FEMA SAFER Grant in the amount of \$983,502.00. Commissioner Poole seconded the motion. All were in favor, motion carried.*

**Chief’s Report.**

**Public Comment:** No public comment.

**Adjourn;** *Commissioner Delp made a motion to adjourn the meeting. Commissioner Poole seconded the motion. All were in favor, motion carried. Meeting adjourned at 7:08 PM.*

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**Neal Carter, Chairman**

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**Date**

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**Bob Murphy, Secretary**

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**Date**