



**MINUTES
BOARD OF COMMISSIONERS
REGULAR MEETING
FEBRUARY 11, 2014
7:00 PM**

MEETING CALLED TO ORDER AT 19:00. THE PLEDGE OF ALLEGIANCE WAS LED BY COMMISSIONER SZYMANSKI AND INVOCATION WAS LED BY COMMISSIONER DELP. COMMISSIONER GORRIS HAD AN APPROVED ABSENCE.

CONSENT AGENDA

Agenda Item; Approve the minutes from the regular meeting on January 14, 2014. *Commissioner Delp made a motion to approve the minutes as written for the January 14, 2014 regular meeting. Commissioner Cooley seconded the motion. All were in favor; motion carried.*

ADMINISTRATIVE AGENDA

Agenda Item; Treasure's Report. Missy Scarborough delivered the Treasurer's report. Missy shared with the board the District received \$108,326.93 in ad valorem revenues in January which brings the fiscal year to date total to \$1, 888,473.98. Missy also informed the board of the bank balances as of January 31, 2014; \$1,324,217.69. Missy advised the board that for the most part, the month of January was business as usual but did point out that the sick pay line item is a little higher than normal due to 2 firefighters taking paternity leave in January. Missy directed the board to review the forecast spreadsheet and the payroll tax line item. Missy stated that several months ago she had advised the board of potential savings by converting the District's reemployment account with the Florida Department of Revenue (DOR) from a tax rate account to a reimbursement account. This benefit is offered to nonprofit organizations and governments. The tax rate method requires the District to make quarterly payments to the DOR based on a rate determined by the DOR. The district was spending an estimated \$20,000-\$25,000 annually on reemployment tax. The reimbursement method requires the District to continue to file quarterly reports but only submit payments when a former employee files

a claim for reemployment benefits. In that case, the District would pay the claim dollar for dollar. Months ago when this was presented to the board as potential savings, the board was in favor of the method change and authorized Missy to submit the documents to convert the reemployment account. Missy made the board aware that she had been holding off on changes to the forecasting model until she received confirmation from the DOR that the account had been changed. Missy stated that she received the call from the DOR that day and made the modifications to the forecasting model which increased the low bank balance as of 11/30/14 to \$111,987.00 as well as improvements to future years. *Commissioner McPherson made a motion to accept the Treasurer's report as read for January 2014. Commissioner Delp seconded the motion. All were in favor; motion carried.*

Agenda Item; Approve recommendation to enter into a retainer program with Allen Norton & Blue as Midway Fire District's labor and employment legal counsel.

Chief Kanzigg shared with the board that this firm comes highly recommended by Destin Fire District, South Walton Fire District and Ocean City Fire District. The firm has also been very helpful in recent weeks giving clear direction on issues. The \$500 retainer program offers unlimited communication and letter review on general topics, review of District Policy Procedure Manual for compliance, periodic newsletters and seminars and guaranteed 24/7 access to attorneys to assist in handling potential problems; specific ongoing issues would become billable.

Commissioner McPherson had a question/concern in reference to Chief Kanzigg signing the agreement rather than the Chairman of the Board. Specifically, Commissioner McPherson's concern was that if in the future, although not anticipated, there was an employment issue that arose between Chief Kanzigg and the Board of Commissioners, would Allen Norton and Blue represent the Board or Chief Kanzigg? Chief Kanzigg stated that he would be signing the agreement as an agent of Midway Fire District therefore the agreement is between Allen Norton & Blue and Midway Fire District. *Commissioner McPherson made a motion to approve the recommendation enter into a retainer program with Allen Norton & Blue and authorize Chief Kanzigg to sign on the agreement as agent of Midway Fire District. Commissioner Cooley seconded the motion. All were in favor; motion carried.*

Chief's Report. Chief Kanzigg discussed the District's January 2014 business.

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

Adjourn; *Commissioner Delp made a motion to adjourn the meeting. Commissioner McPherson seconded the motion. All were in favor, motion carried. Meeting adjourned at 1912.*

Dave Szymanski, Chairman

Date:

Richard Delp, Secretary

Date: