



**MINUTES
BOARD OF COMMISSIONERS
REGULAR MEETING
January 11, 2022
6:00 PM**

**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 COMMISSIONER MURPHY**

Public Comment: No public comment.

CONSENT AGENDA

Agenda Item; Approve the minutes from the November 9, 2021, Regular meeting.
Commissioner Murphy made a motion to approve the minutes for the November 9, 2021, regular meeting as written. Commissioner Delp seconded the motion. All were in favor; motion carried.

ADMINISTRATIVE AGENDA

Agenda Item; Fire Marshall Osban's Promotion Ceremony.

Michael (Mike) Osban, Fire Inspector, has completed the necessary training and testing to be awarded Fire Inspector II certification by the FL Fire Bureau and, as such, has been promoted to serve as Midway's Fire Marshall. Chief Kanzigg presented Fire Marshall Osban with the Florida Fire Marshall badge; Fire Marshall Osban's wife and son were present to celebrate his accomplishment and assist with his badge pinning.

Agenda Item; Treasurer's Report. Commissioner Delp presented the Treasurer's Report and financials as of December 31, 2021. The fiscal year to date expenses represent 29% of the annual budgeted expenses. The district received \$2,523.00 in impact fees for the month of December. There were no unforeseen expenses for the month of December. *Commissioner Delp made a motion to accept the Treasurer's Report as read. Commissioner Labrato seconded the motion. All were in favor; motion carried.*

Agenda Item; Election of Officers (Chairman, Vice-Chair, Secretary, and Treasurer).

The current Board of Commissioner positions are as follows: Neal Carter, Chairman; John Poole, Vice-Chair; Bob Murphy, Secretary; Rick Delp, Treasurer; and Justin

Labrato, Commissioner. *Commissioner Delp made a motion to leave the Board of Commissioner positions as they are currently assigned. Commissioner Murphy seconded the motion. All were in favor; motion carried.*

Agenda Item; Request to move forward with an RFQ for new station designs.

In keeping up with the growth that has been rapidly taking place in the district, while also taking nationwide labor and supply shortages into consideration, it is important that Midway Fire District's staff continues working toward the needed infrastructure of additional fire stations to provide fire & EMS services. Currently, the District owns two pieces of vacant land that is intended for future stations. One property being located on the north side of highway 98 just east of Ronnie's Carwash, parcel #0180-00B00-050. While the other is located on Clay Circle at Bergren Rd parcel #17-2S-27-0000-00116-0000. Midway Fire District is ready to move to the next phase in the Fire Station Procurement Process which is to hire an architectural firm to design the fire stations. Staff will advertise a Request for Qualification (RFQ) through Santa Rosa County's Procurement Office to ensure the district meets the requirements of the state. The district's cost of architecture, design, and engineering fees will be paid from the fixed assets line item to be funded from impact fees. *Commissioner Delp made a motion to approve the recommendation to approve staff to advertise a Request for Qualification bid posting with Santa Rosa County, for architecture firms to submit sealed packages for the fire station design of stations 36 and 38. Commissioner Murphy seconded the motion. All were in favor; motion carried.*

Agenda Item; Request to move forward to spec a new engine.

Midway Fire District owns two Pierce fire engines; a 2015 model assigned as Engine 37 and a 2019 model assigned as Engine 35. Both are equipped with similar specs and serve as primary response engines. The district's ladder truck is a 2005 Rosenbauer that is housed in Station 35 which serves as the third primary unit and is assigned as Truck 36. Truck 36 is slated to be replaced by the Sutphen Ladder truck that the district ordered in July of 2021. The new ladder truck is expected to be in service by the end of 2022 or early 2023. The District's Strategic Plan has laid out a replacement schedule for fire apparatus, which is based on NFPA best practice guidelines, that calls for units to be assigned to a primary response status for 15 years followed by reserve status for an additional 5 years. The district's reserve unit is a 1998 Ferrara engine housed at Station 37, this unit is placed in service during times when a primary unit is out of service, when off duty crews are recalled and during hurricanes or other inclement weather events. Once the Apparatus Committee completes the specification process the staff will request bids through the Florida Sheriff and Fire Chiefs Association Bid Process. The specs will then be presented to the board for financial approval. The expected time frame from purchase to delivery will take between 8-12 months with the entire purchase process taking between 14-16 months. *Commissioner Murphy made a motion to approve the recommendation to approve the Apparatus Committee to begin the Apparatus Specification process to purchase a new engine. Commissioner Delp seconded the motion. All were in favor; motion carried.*

Chief's Report.

Adjourn; *Commissioner Murphy made a motion to adjourn the meeting. Commissioner Labrato seconded the motion. All were in favor, motion carried. Meeting adjourned at 6:31 PM.*

Neal Carter, Chairman

Date

Bob Murphy, Secretary

Date