



**MINUTES
BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 12, 2023
6:00 PM**

MEETING WAS CALLED TO ORDER BY COMMISSIONER CARTER AT 6:06 PM. THE PLEDGE OF ALLEGIANCE WAS LED BY COMMISSIONER CARTER AND THE INVOCATION WAS LED BY BOB MURPHY.

Public Comment: No public comment.

CONSENT AGENDA

Agenda Item: Approve the minutes from August 8, 2023, regular meeting.
Commissioner Delp made a motion to approve the minutes from the August 8, 2023, regular meeting as written. Commissioner Poole 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 August 31, 2023, the year-to-date fiscal expenses represent 77% of the annual budgeted expenses. The district received \$13,371.44 in impact fees for the month of August. There were no unforeseen expenses.
Commissioner Poole made a motion to accept the Treasurer's Report as read. Commissioner Labrato seconded the motion. All were in favor; motion carried.

Agenda Item: Approval to renew general liability and worker's compensation insurance coverage with agent Wayne Hood, Underwood Anderson.
Wayne Hood was present to discuss any changes to the insurance coverage and was available to answer any questions the Board of Fire Commissioners may have had. The following quotes for the 2023/2024 fiscal year renewal were presented as:

Worker's Compensation	\$160,808
Commercial P&A	\$83,733
AD&D	\$13,069
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	\$257,610 (8% total increase from 2022/2023)

Commissioner Delp made a motion to approve the renewal of the District's liability, worker's compensation, and accidental death and dismemberment insurance for fiscal year 2023/2024 with Underwood Anderson for a total insurance cost of \$257,610. Commissioner Poole seconded the motion. All were in favor, motion carried.

Agenda Item: Review the Medical Direction Services contract for renewal with Dr. Kim Landry, MD, P.A.

Dr. Kim Landry, MD, P.A. has been contracted with Midway Fire District since 2008. Dr. Landry provides clinical oversight, leadership, protocol, and policy development. Dr. Landry also oversees quality assurance and quality improvement services. He identifies any training deficits in the EMS system, provides field observations of EMS personnel rendering patient care, and conducts and sponsors medical research. The contract in place is reviewed annually by the Midway Fire District Board of Fire Commissioners to ensure compliance and satisfaction.

Commissioner Poole made a motion to renew the Medical Direction Services contract contingent upon grammatical corrections made to the contract. Commissioner Delp seconded the motion. All were in favor, motion carried.

Agenda Item: Review the Fire Chief’s annual performance evaluation.

Every year, each Chief Officer, Fire Chief included, completes a performance evaluation for all employees. Each of the five Fire Commissioners completes a performance evaluation for the Fire Chief. The evaluations are scored for individual standards on a scale of one through five, with five being the highest. The total score of each evaluation is then averaged together to provide an overall evaluation score. For fiscal year 2023, Chief Kanzigg earned a total average score of 5 out of 5 on his performance evaluation.

Commissioner Poole made a motion to accept the Fire Chief’s annual performance evaluation as presented. Commissioner Murphy seconded the motion. All were in favor, motion carried.

Agenda Item: Approve Cost of Living Adjustment

Each year, as the budget allows, a 7% cost of living adjustment is recommended to all full-time employees to help offset rising inflation and Florida minimum wage increases. For the 2023/2024 fiscal year, it is recommended to approve the implementation of the budgeted 7% cost of living adjustment to all full-time employees, effective on the October 1, 2023, biweekly pay cycle.

Commissioner Poole made a motion to approve the 7% Cost of Living Adjustment for all full-time employees effective on the October 1, 2023, biweekly pay cycle. Commissioner Labrato seconded the motion. All were in favor, motion carried.

Chief’s Report.

Adjourn: *Commissioner Delp made a motion to adjourn the meeting. Commissioner Poole seconded the motion. All were in favor, motion carried. The meeting adjourned at 6:54 PM.*

Neal Carter, Chairman

Date

Bob Murphy, Secretary

Date