



**MINUTES
FEASIBILITY STUDY MEETING
Midway Fire District
Holley Navarre Fire District
Navarre Beach Fire Department
March 31, 2017
9:00 AM**

MEETING CALLED TO ORDER BY DAVE STONE, CHAIRMAN, HOLLEY NAVARRE BOARD OF FIRE COMMISSIONERS AT 9:00 AM. THE PLEDGE OF ALLEGIANCE LED BY JONATHAN KANZIGG, FIRE CHIEF MIDWAY FIRE DISTRICT.

Officials and employees from all three departments were in attendance for the meeting as well as community members and members of the media. The three departments were equally represented as follows to conduct the meeting:

Midway Fire District

Dave Szymanski, Chairman
Jonathan Kanzigg, Fire Chief
James Chandler, Local 4192 President

Holley Navarre Fire District

Dave Stone, Chairman
Ron Norton, Fire Chief
Patrick Moore, Local 4695 President

Navarre Beach Fire Department

Robert Coley, President
Mike Howard, Fire Chief
Corey Mayhew, Local 4494 President

CONSENT AGENDA

Agenda Item; Discussion and approval to move forward with a feasibility study to

look at the consolidation of the Navarre Beach Fire Department, Holley Navarre Fire District and Midway Fire District. Chairman Dave Stone opened the discussion with a request for suggestions for vendors to conduct the feasibility study. Chief Jonathan Kanzigg and Chief Ron Norton were both given the same recommendation of Stuart McElhaney with ESCI. Chief Kanzigg was given a rough cost estimate of \$33,000 to \$35,000. Three ESCI personnel would complete on-site field work. The feasibility study would include a suggested implementation plan over the course of five years. President Robert Coley requested a consideration to prorate the feasibility study cost across the three departments relative to annual budget size as Navarre Beach Fire Department operates on a smaller budget compared to Holley Navarre Fire District and Midway Fire District. Chairman Szymanski suggested decisions related to how the study fee will be divided amongst the three departments be postponed until bids for the study are received and vetted. Chairman Dave Stone opened up for public comment.

Chairman Dave Szymanski suggested a request for bids for the feasibility study be produced and advertised. Chairman Dave Stone suggested a committee be formed going forward to ensure equal representation of all three departments. The committee members are the same three members of each department as represented at this meeting. Chairman Dave Szymanski discussed the difference between advertising a RFP (request for purchase) and a RFQ (request for quote). Brad Baker, Santa Rosa County Emergency Management, stated a RFQ would be ideal when the organization is searching for particular qualifications and expertise of a vendor in order to help the organization determine the exact needs of the job whereas the RFP is ideal when the organization is clear on the exact needs of the job. A vendor who won the bid of the RFQ would typically be hired to write the RFP due to the expertise of the vendor related to the job. The vendor writing the RFP would be precluded from bidding on the RFP. Commissioner Ric Delp, Midway Fire District, stated based on his career expertise as an Engineer; he deals with RFP/RFQ often and feels the expertise of the Feasibility Study Committee is sufficient to write the RFP. Brad Baker also mentioned the county has a procurement officer who could be available for guidance.

Chairman Stone would like to see ALS service available to Holley Navarre and Navarre Beach residents; Midway Fire District currently provides ALS service. (ALS - Advanced Life Support/Paramedics). Brad Baker spoke in support of the meeting and the potential for a consolidated south end district which would offer ALS service. Brad did clarify the county would not be in support of the south end of the district providing transport services outside of the transport services already in place for the entire county. The departments currently have varying funding mechanisms which would need to be addressed as well as resources such as assets and personnel.

The Feasibility Study Committee determined a RFP would be written and advertised. The committee will meet on May 4, 2017 at 9am at Midway Fire District 1322 College Parkway Gulf Breeze, FL 32563 to selecting criteria for the RFP.

The meeting was adjourned at 9:44 AM.