



**MINUTES  
FEASIBILITY STUDY MEETING  
Midway Fire District  
Holley Navarre Fire District  
Navarre Beach Fire Department  
May 4, 2017  
9:00 AM**

**MEETING CALLED TO ORDER BY DAVE SZYMANSKI, CHAIRMAN, MIDWAY FIRE DISTRICT AT 9:00 AM. THE PLEDGE OF ALLEGIANCE LED BY CHAIRMAN DAVE SZYMANSKI. CHAIRMAN DAVE SZYMANSKI ASKED FOR A MOMENT OF SILENCE IN HONOR OF INTERNATIONAL FIREFIGHTERS' DAY.**

**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 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

**Navarre Beach Fire Department**

David Norton, Board Member  
Mike Howard, Fire Chief  
Corey Mayhew, Local 4494 President

**CONSENT AGENDA**

**Agenda Item; Discuss legislative process for merger. Florida Statutes Chapter 189**

provides legislative guidelines and procedure for merger of Florida Special Districts. Midway Fire District and Holley Navarre Fire District are both Independent Special Districts. Navarre Beach Fire Department is a Municipal Service Benefit Unit (MSBU) created by Santa Rosa County. A summary of the requirements per Chapter 189.074 was distributed and discussed by the Committee. The process will include a Joint Merger Plan, public hearings, advertisements and notifications to ensure all communities impacted are given ample time to review the materials and attend hearings, Unified Charter of merged district, referendum vote(s) and legislative approval.

**Agenda Item; Discuss consolidation timeline.** Due to the legislative requirements of the process and specific designated times associated with public hearings and public notices, a sample draft timeline was created and distributed to illustrate estimate timeframes each step would need to be complete within to meet deadlines for the November 2018 general election. If the referendum vote is hosted on the ballot of a general election, there is no cost relative to the election to the districts as opposed to a special election whereas the districts would have greater flexibility in dates but at a cost of between \$100,000 - \$150,000. Dave Szymanski, MFD Chairman feels 2020 is the election year to target.

**Agenda Item; Designate monthly meeting schedule.** David Norton, Nbfd Chairman, recommended meeting at least once every month for the first 6 months. Dave Stone, HNFd Chairman recommended the meetings be held at Midway Fire District due to the administrative facilities and full time administrative staff. To save money on meeting notice expenses, the Committee agreed to meet the fourth Tuesday of every month for the next six months. The meetings will begin at 9:00 AM at Midway Fire District, 1322 College Parkway, Gulf Breeze, FL 32563.

**Agenda Item; Discuss Consolidation Committee website.** A recommendation was presented to host a website which would serve as a central location residents and community members from Midway Fire District, Holley Navarre Fire District and Navarre Beach Fire Department can visit to obtain updates. Each department can post a link on their respective website which directs visitors to the consolidation website. Dave Szymanski volunteered to set up the website and Midway Fire District offered to purchase the domain name for the website. The domain names Emerald Coast Fire Consolidation and South Santa Rosa Fire Consolidation are both available. After discussion, [www.southsantarosafireconsolidation.com](http://www.southsantarosafireconsolidation.com) was selected as the web address for the consolidation website.

**Added Agenda Item; GIS done by the Unions.** In 2011, International Association of Firefighters (IAFF) produced a Geographical Information Study (GIS) for Midway Fire District, Holley Navarre Fire District and Navarre Beach Fire Department. The study provided illustrated response times in each departments area based on fire station locations and speed limits of road ways. The study also looked at fire and EMS scenarios like cardiac arrest and stroke to illustrate how staffing and services provided in each area impact survival rates and property loss. The 2011 GIS study was produced at no cost. The Union Presidents of the three departments have been tasked with working together to

request the IAFF to update the 2011 GIS study.

**Agenda Item; Discuss scope of work for feasibility study.** Dave Szymanski hopes to have the written request for proposal (RFP) ready to be vetted and published within 45 days of this meeting. Administrative staff within the three departments will exchange financials over the next month and work together to fully understand the needs of each department and the funding structures in place within each department to project future budget and cash flow estimates of the merger department. Each department will be prepared at the next meeting to discuss desired objectives of the merger which would become the scope of work for the feasibility study. The RFP would hopefully be completed within 60-90 days.

**Agenda Item; Discuss feasibility study cost and formula for allocation.** Chief Jonathan Kanzigg has been given a price range estimate of \$30,000 - \$35,000 from one vendor for the feasibility study. To determine the prorated share per department, the Committee will vote at the next meeting on an allocation based on either budget size, population size, annual call volume or coverage area miles.

**Agenda Item; Action items for next meeting.**

- Scope of work for Feasibility Study RFP
- Updated GIS study, if available
- Vote on prorated cost allocation
- Update on [www.southsantarosafireconsolidation.com](http://www.southsantarosafireconsolidation.com)
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**Public Comment.** Chairman Dave Szymanski opened the meeting to public comment. A question was presented to Chief Jonathan Kanzigg regarding Midway Fire District's ALS program protocols specific to first line drugs and intubation. Chief Kanzigg confirmed Midway Fire District does carry the first line drugs and intubation supplies under the direction of Midway Fire District's Medical Director, Dr. Kim Landry who also serves as the Medical Director for Lifeguard who holds the COPCN for Santa Rosa County's transport service.

The meeting was adjourned at 9:49 AM.