



Holley-Navarre Fire District Board of Fire Commissioners January 28, 2018 – 6:00 p.m. Minutes Are Not Verbatim

Lifesaving medals were presented to Station 45 C-shift (Shawn Laws, Johnny Robertson, and Kailey White) at 6:00 p.m. Pinning ceremony immediately followed for two new firefighters, Avery Maple and Andrew Vinson.

The meeting was called to order at 6:38 p.m. by Chief Ron Norton. Chief Norton led the pledge. Commissioners Dave Stone, D.J. Stone, Doug Schumpert, Todd Tolbert, and Darin Culberson were present. Chief Norton, Battalion Chief Howie Rounsaville, and Admins K. Groh and D. May were also in attendance, as well as Gail Acosta from Navarre Press.

Election of Officers –

Chairman: Dave Stone – **Motion by Doug Schumpert, 2nd by DJ Stone. Vote held. Motion - passed unanimous.**

Vice Chairman: Doug Schumpert – **Motion by DJ Stone, 2nd by Darin Culberson. Vote held. Motion - passed unanimous.**

Treasurer/Secretary: DJ Stone – **Motion by Dave Stone, 2nd by Doug Schumpert. Vote held. Motion - passed unanimous.**

Public Announcements / Public Comments - None

Chairman's Comments - None

Meeting Minutes

Commissioner Schumpert made motion to accept all minutes presented as read, 2nd by Commissioner Tolbert. Vote held. Motion - passed unanimous.

Treasurers Report

Commissioner DJ Stone read the following:

January 2018

Regions Checking	\$2,282,824.29
Apparatus Replacement	\$120,925.69
Total Operating Cash	\$2,403,749.98
Impact Fee Account	\$783,176.90
Income received to date	\$2,261,578.99
Expenses to date	\$656,491.48

Treasurers Report for January read into record by Commissioner DJ Stone. **Motion made by Commissioner Schumpert, 2nd by Commissioner Culberson. Vote held. Motion - passed unanimous.**

Chief's Report

Chief welcomed the two new firefighters: Avery Maple and Andrew Vinson.

Incidents for the year 2018: Total of 3,713, increase of 8.5% over 2017 (3,434). Incidents for December 2018: Total runs of 273, average response time 6:33, with overlapping calls 23%. Consolidation final report is out and has been given to all commissioners for review. Next consolidation meeting is 2/26/19. All vehicles are in service. E41 and E43 were sold for \$20,000 each and P41 was sold for \$35,000. Old E45 is in service as a reserve and is fully equipped. SCBA (funded by L.O.S.T.) includes 7 packs, 10 bottles, and 5 masks with a total cost of \$45,000. We were able to move what was owed us next fiscal year up to this fiscal year to fund this. When they reimburse us, we will finish our purchase and add 6 more packs to outfit the reserve truck and have a couple of spares. At that time, we will have new SCBA's on all trucks, including the reserve.

Commissioner's Comments - Commissioner Schumpert welcomed the new firemen and commended C-shift for their lifesaving award. He stated he was proud to serve on the board and proud of what had been accomplished, and was excited for the things they had planned for the future of the district.

Old Business -

ESCI Consolidation Study – Chairman Stone stated that in regard to the consolidation study, be prepared to make a decision as to which direction the board wants to go for next month's meeting. Chief Norton stated he met with each member of the board individually last week to answer questions and discuss thoughts. Chairman Stone suggested a separate meeting to go over consolidation. It will be added to the agenda for the February meeting.

New Business -

- 1. Contract Renewal/Pay Increase** – Commissioner DJ Stone stated he would like to include a review for Chief Norton and leadership using 360 anonymous feedback evaluation. Prior to renewing contract he would prefer this to be in place. Cmmr. Stone handed out a document with the survey questions in place for review and example (see attached). Cmmr. Stone identified a need for evaluations at all levels of the district and that no evaluation has been done for the Chief before. He made motion for 360 eval for Chief Norton each December for pay increase and every 5 years for full contact renewal. Cmmr. Schumpert requested it be discussed privately with Chief, not in a public forum. Chief and staff will ask for direction on this from district attorney on how a discussion amongst board members can be accomplished in a meeting that is not open to the public. Cmmr. Schumpert also stated that he felt it was unfair to base contract renewal and/or raise on an evaluation Chief Norton did not know about. This was discussed by the board and it was agreed that there is a desire to have a baseline evaluation but that his raise this year

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should not be contingent upon that. A new evaluation can be included in the contract renewal process next year, 2020. **Cmmr. Stone amended motion for contract to be signed for 2019 with 360 evaluation as a baseline for the next evaluation (in 2020, along with full contract renewal), 2nd by Cmmr. Schumpert. Vote held. Motion – passed unanimous.** Chairman Stone stated that in reviewing Chief Norton's pay, it came nowhere near the surrounding districts Fire Chiefs' pay (see attached). Cmmr. Schumpert made a motion for a 10% raise in Chief Norton's pay along with 2.5% COLA, 2nd by Cmmr. Stone. Lt Davidson stated that the Chief deserved at least a 15% raise since he gave the guys a 10-15% raise based on rank this year. Board will vote on wage increase (with full contract renewal every 5 years) at January meeting each year, as has been done in the past. **Cmmr. Stone amended motion to be a 15% raise with a 2.5% COLA, 2nd by Cmmr. Schumpert, retroactive to 1/1/19. Vote held. Motion - passed unanimous.**

2. **Part-Time Positions** – Cmmr. DJ Stone suggested researching the cost of putting on 3-4 PT Firefighters as soon as possible, noting the need to fill the gaps and get 4 men on a truck, and the inability to hire enough new firefighters. He stated that now that pay raises have been implemented across the board, it will be easier to attract and keep employees. Chairman Dave Stone asked Chief Norton to get a cost analysis for 3-4 PT firefighters and outfitting them.
3. **5-Year Plan** – Chief Norton stated that Commissioners had been provided a copy of the draft at the last meeting (11/26/18) to look over. Cmmr. Stone discussed the need to review budget priorities and goals for new members and to refresh current board members on the direction of the district. Cmmr. Tolbert stated he would like to take draft home to read over and discuss at the next meeting. Cmmr. Stone stated he would like to see final version. Chief Norton said that the draft would need to be approved by the board but it is a living document that will change as goals change.
4. **Review of Budget Goals/Priorities**
 - a. **ALS**
 - b. **Staffing on Trucks** – Cmmr. DJ Stone stated that 4 men on a truck should be a top priority.
 - c. **Holley Station/Remodeling Station 43** – Cmmr. DJ Stone would like to get some quotes for remodeling Station 43 and the cost of hiring 3 or 4 FF per shift for another station. He stated that this should take priority instead of putting on Battalion Chiefs next budget year. Lt Moore offered the possibility of a temporary structure on the existing land in Holley until we can build. Chief Norton offered to take all the board members to see Station 43 and/or all stations so they could make suggestions.
 - d. **Ladder Truck**
5. **BOFC Policy Procedure Manual Review** – Cmmr. Stone had a question about better defining what each board position is responsible for. Each board member was given a copy and will review it before the next meeting. Chairman Dave Stone would like to discuss it at the next meeting.
6. **To Be Added to February Agenda**
 - a. **Consolidation**
 - b. **BOFC Policy Procedure Manual**
7. **March Meeting Goals**
 - a. **Cost of 3-4 part-time firefighters, including outfitting, training, and pay.**
 - b. **Cost to remodel Station 43 and hire 3-4 FF per shift.**
 - c. **Cost to lease a Quint that is fully outfitted.**
 - d. **Update on employee evaluations.**

Next Meeting

The next scheduled meeting will be held on Monday, February 25, 2019 @ 6 p.m. Meeting adjourned at 8:02 p.m.

Respectfully submitted,

D.J. Stone, Secretary/Treasurer

DJS:sdm