



Holley-Navarre Fire District Board of Fire Commissioners February 25, 2019 – 6:00 p.m. Minutes Are Not Verbatim

The meeting was called to order at 6:03 p.m. by Chief Ron Norton. Chief Norton led the pledge. Commissioners Dave Stone, DJ 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.

Public Announcements / Public Comments - None

Chairman's Comments - None

Meeting Minutes – January 28, 2019

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

Treasurers Report

Commissioner DJ Stone read the following:

February 2019

Regions Checking	\$2,234,030.53
Apparatus Replacement	\$120,925.69
Total Operating Cash	\$2,354,956.22
Impact Fee Account	\$793,508.40
Income received to date	\$2,377,429.89
Expenses to date	\$816,164.00

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

Chief's Report

Incidents for the January 2019: Total runs of 319, average response time 7:06, overlapping calls 33.8%. Consolidation meeting is tomorrow morning, 2/26/19. E41 out for warranty work (on hold). Reserve engine blew a radiator hose to be repaired tomorrow, 2/26/19. E45 went for warranty work and PM service and is back. We have had 7 applicants since last close-out; testing/interviewing on 3/12/19 for final 3 positions.

Commissioner's Comments - None

Old Business

- 1. ESCI Consolidation Study** - Consolidation Meeting tomorrow morning, 2/26/19. Chairman Stone cannot attend, Commr DJ Stone will be in attendance. Full merger not likely. Board discussed possibility of consolidation in separate areas. Commr DJ Stone stated that he would like to see the districts develop common standard operating guidelines and move toward full consolidation; discussed districts looking into MABAS (mutual aid ops) from Illinois. Commr Tolbert stated that he would like to see the three districts training together on a weekly basis and merge policy & procedures. Commr Culberson suggested making list of things we would be doing if we consolidated between districts (training, SOG's, etc). Commr Tolbert also stated that he would like to pursue full consolidation in 10 years as he feels it would be beneficial. Chairman Stone mentioned working together to facilitate a training chief and to consider options such as purchasing power. Commr Schumpert stated that, per the study, consolidation would not result in cost savings and in fact would likely result in more cost to taxpayers. Commr Schumpert agreed the list of priorities is needed with SOP's being top priority and training with a training officer second. Lt Pat Moore, local union president, stated that the body agreed with partial consolidation regarding training and SOP's/SOG's but overall the firefighters do not support full consolidation as the added cost to taxpayers would outweigh potential benefits. **Motion made by Commr D.J. Stone (see attached motion form) to begin functional consolidation with plans for eventual full consolidation, 2nd by Commissioner Tolbert. Vote held. Motion – passed unanimous.**
- 2. BOFC Policy Procedure Manual Review** – Commr DJ Stone presented a copy of the BOFC Policy Procedure Manual with proposed additions (see attached). He would like to better define things in the manual. It was agreed that the Board would look over everything and discuss it at the March meeting.
- 3. Chief Evaluation Motion Restatement** – Commr DJ Stone presented a motion form regarding the 360 evaluation discussed last month with a more in-depth explanation, along with evaluation examples (see attached). Exhibit A is an employee review, Exhibit B is a Board evaluation, and Exhibit C is an evaluation to be administered by Chief Norton on any members not included in the union bargaining unit (Battalion Chief, administrative staff, etc). Commr Schumpert asked about exhibit C regarding the Battalion Chief evaluation—would the board handle the evaluation? Commr DJ Stone stated that it was simply holding the Chief accountable to perform the evaluations. He said that the free version of Survey Monkey is limited in scope and the full version is \$32/month. Chairman Dave Stone requested that the Board take the exhibits home to read over and the evaluation questions would be discussed at the March meeting. **Motion made by Commr D.J. Stone to administer 360 evaluations (see attached motion form), 2nd by Commr Culberson. Vote held. Motion – passed unanimous.**
- 4. Attorney Email Re Chief Evaluation** – Letter from District attorney Jeff McInnis (see attached) was placed in each commissioner's binder regarding Chief Norton's 360 evaluation being performed during an executive or closed board meeting. Mr. McInnis's letter said that he did not know of an instance that that had happened but that Chief Norton was allowed to meet individually with each commissioner to go over the results. Chairman Dave Stone asked the Board if that was satisfactory to everyone and they agreed.
- 5. PT Firefighter Cost Assessment Update** – Chief Norton presented Board with a cost breakdown for part-time firefighters, including turnout gear (see attached). We currently have 7 applicants that we will be interviewing and testing on 3/12/19 to fill the 3 positions. Chairman Dave Stone stated that the discussion for hiring part-time firefighters should be tabled until after testing.

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6. **Two Additional Battalion Chiefs** – Chief stated that during the budget workshops in preparation for the upcoming year, the need was discussed to fill two Battalion Chief positions. It was touched upon in the five year plan to have them in 2019 but ultimately pushed back to 2020 because of limited bunk room space and also for training purposes. Chief Norton has been working on upgrading training, upgrading job descriptions, doing minor reno on Sta 43 to fit them. They have started monthly officer training. He has a target date of early 2020. Commr DJ Stone stated that he feels that staffing and putting a new rig on should be the priority but would like to see some figures. Commr Schumpert felt we should be getting a command staff in place due to the upcoming addition of new firefighters and also getting Station 43 ready for new Battalion Chiefs so that someone is closer to Holley, at least until the Holley station is built. Chairman Dave Stone stated that it is important that the Board does not rush the company officers' training, they need to be fully ready for their positions.
7. **Cost of Renovating Station 43 for Battalion Chiefs** – Chief Norton presented rough estimates (see attached) for renovating Sta 43. Minor renovations (subdivide the bldg, provide bunk room space and office) would cost roughly \$15,000. To renovate the entire building and be able to put an engine in there, the cost would be approximately \$117,000 for the building (not including appliances, furnishings, computers, etc). Chairman Stone said he would rather see the station in Holley. Chief Norton presented another option – make additional payments on the commercial building loan to pay it off early then go forward with financing the construction of Sta 44 in Holley. Commr DJ Stone asked what Chief Norton's priority was – building or truck/staffing? Chief Norton stated that the two go hand-in-hand, we really can't have one without the other. He suggested a forecasted budget of 2% growth to get an idea of where we will be in the coming years. Commr Schumpert said that in his opinion spending \$117,000 to renovate Sta 43 is not a wise use of money and would like to present a short-term solution that is cost effective. Commr DJ Stone stated that at the next meeting each Board member could come with the position they see as a priority and be ready to discuss why: staffing and engine or Battalion Chiefs in the next two years. Chairman Dave Stone asked to continue the discussion in the March meeting.
8. **Additional Parking for Station 45** – Chief Norton presented quotes from 3 local companies to extend the parking lot. The quotes range between \$16,000 and \$25,000. Everyone agreed that this was not a priority at present and will drop the issue for now.
9. **Addition of Building at Station 45** – Chief Norton stated that the goal was a new outbuilding and reconfiguring offices, training room, and bunks but it was hard to get any figures without rough blueprints of what we are wanting. Chief stated that he would try to get some low-end blueprints made up to get possible estimates. Chairman Dave Stone would like to leave it on the agenda for next month.
10. **To Be Added to March Agenda**
 - a. **BOFC Policy Procedure Manual Review**
 - b. **360 Evaluation Questions**
 - c. **Renovating Station 43 for Battalion Chiefs**
 - d. **Addition of Building at Station 45**
 - e. **Board Member Priorities: Staffing/Engine or BC's**

New Business:

Sunshine Law/Ethics Presentation – We have arranged for Stuart Kaufman, our pension attorney, to give a power-point presentation on 6/4/19 at 5:30 p.m. We will check on the Navarre Conference Center. Charlie Batson, former Board Commissioner, offered the DMAT building for free as a possible option.

Next Meeting

The next scheduled meeting will be held on Monday, March 25, 2019 @ 6 p.m. Meeting adjourned at 7:29 p.m.

Respectfully submitted,

D.J. Stone, Secretary/Treasurer

DJS:sdm