



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Kay Cullen; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

DISTRICT MEETING **December 14, 2015 – DRAFT**

1. AGENDA

1.A. Call to Order

Chairman Allen called the meeting to order at 6:00 p.m.

1.B. Pledge of Allegiance

Vicky Fay led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Kay Cullen, George Mirabella and Bob Thomas. Commissioner Beyer was absent. There was a quorum.

Also present were Don Bock, Vicky Fay, Jennifer Johnson, and Theron Simmons. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA – December 14, 2015

MOTION: Commissioner Cullen made a motion ***to approve the December 14, 2015 District Meeting Agenda.*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

2.B. APPROVAL OF MINUTES

2.B.1. Approval of November 16, 2015 Meeting Minutes

MOTION: Commissioner Thomas made a motion ***to approve the November 16, 2015 District Meeting Minutes with one change,*** which was seconded by Commissioner Mirabella. The motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

There was no report from the Chairman.

4. SECRETARY'S REPORT

No items new were reported by the Secretary.

5. PUBLIC COMMENT

There were no requests from the General Public to address the Board.

6. OLD BUSINESS



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6.A. DISCUSSION: Fire Hydrants

Theron Simmons reported the permitting issue has been resolved. Installation of the hydrants will be under the FCAA permit. Monroe County would like to inspect to ensure the quality of county road paving has not been compromised during hydrant installation.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: Payment of Reynolds Engineering Invoice for Preparation of Fire Hydrant Drawings (Phase 4) \$6,275

MOTION: Commissioner Thomas made a motion **to approve the Reynolds Engineering Invoice in the amount of \$6,275.** Commissioner Cullen seconded the motion. The Board unanimously passed the motion.

7.B. MOTION/APPROVAL: Fire Hydrant Project Phase 4

7.B.1. Selection of Vendor (La Rocco RFP 16-001 Proposal)

7.B.2. Contract District/La Rocco RFP 16-001 \$136,500

Theron Simmons made the recommendation that the proposal and contract be approved by omnibus motion.

MOTION: Commissioner Mirabella made a motion **to approve the selection of La Rocco as the Vendor for RFP 16-001 and to approve the District Contract with La Rocco for installation of the Phase 4 Fire Hydrants in the amount of \$136,500.** Commissioner Cullen seconded the motion. The Board unanimously passed the motion.

7.C. MOTION/APPROVAL: KLVFD Budget-Line Item Transfer Station 24 Replacement Ice Machine (\$2,500)

Jennifer reported the Budget Line-Item Transfer is to fund the replacement of the Station 24 ice machine, which was not funded in the FY 2015-2016 Budget.

MOTION: Commissioner Mirabella made a motion **to approve the Budget Line-Item Transfer of \$2,500 from Account 522.461 Repairs & Maintenance Buildings to Account \$522.642 Capital (Small Tools & Equipment).** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

7.D. DISCUSSION: KLWTD Fee Assessment

Commissioner Thomas reported that he did make a presentation to the Key Largo Wastewater Treatment District (KLWTD) to request the assessments (\$37,000 principal balance not including interest and fees) be forgiven; however, discussion on the item was not held at that time. Sue Heim, speaking from the floor, indicated after the regular meeting there was discussion. Commissioner Majeska requested information on the usage, and at what rate the EDU's are being billed. The timeframe to request an assessment review is within three years, and the current board was not seated at that time. The KLWTD Board will respond to the District. If the KLWTD does not approve forgiving the assessments, a possible solution would be to consider installing irrigation meters separate from the buildings. If the installation was approximately \$1,500 there would normally be a three-year return on investment with the installation of the additional meter(s).



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7.E. MOTION/APPROVAL: 2016 Meeting Schedule

MOTION: Commissioner Cullen made a motion **to approve the 2016 District Meeting Schedule.** Commissioner Mirabella seconded the motion. The Board unanimously passed the motion.

7.F. MOTION/APPROVAL: AFG Grant

When the District applied for the 2014 AFG grant, the District approved a 20% match rather than the normal 5% rural match. The District Clerk recommended the District consider approving a 20% match for the 2015 AFG Grant as the total cost of the SCBA is estimated to be approximately \$200,000.

MOTION: Commissioner Thomas made a motion **to approve a match of 20% for the 2015 AFG Grant for SCBA.** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

8. FINANCIAL REPORT

8.A. District Financial Report 151031

Jennifer Johnson reported this is the first financial report for the new fiscal year. The District received approximately \$400 in revenues, which was for interest. The District Department spent \$12,011.70 (19.2%) on the Property Appraiser Fees for the first quarter of FY 2016, and the District paid all of the insurance premiums for the District department – except for the bond insurance that is paid in December.

The KLVFD spent \$29,305.06 (45.25%) on the first insurance premium installment, and the Worker's Compensation Insurance premiums were paid for the year (Account 522.240).

The Ambulance Corps spent \$17,160.00 on the first insurance premium installment, and the Worker's Compensation Insurance premiums were paid for the year (Account 526.240).

The District's total first month's expenses were \$434,500.73, which included \$148,827. The District's total first month's expenses were \$434,500.73, which included \$148,827 for the new ambulance and \$26,400 for the 1st payment to La Rocco for the Phase 3 fire hydrants.

Commissioner Cullen requested additional information for Account 520.11 (Uniforms & Membership Supplies), which is 105.61% of budget. It was one large purchase, and the Corps does not expect to order any more uniforms during FY 2015-2016. A Budget Line-Item transfer will need to be completed for this account. Commissioner Thomas asked if the District will receive a rebate for the insurance, and Jennifer indicated the District is in the process of the Workmen's Comp audit and an additional premium or a refund will be received based on the results of that audit, which is unknown at this time. Commissioner Thomas asked what company provides Workmen's compensation insurance. Jennifer indicated Preferred Government Insurance Trust (PGIT) is the provider, and they are the only insurance agency to cover fire and EMS departments.

9. LEGAL COUNSEL REPORT

Theron Simmons reported the price on the Ladder Truck was lowered to \$10,000, and there two potential bidders. The District received a copy of the Executed Contract with FKAA for fire hydrant maintenance, and this contract expires in 2018. Legal is establishing an Action List in googledocs. Chief Bock reported that Ocean Reef is willing to



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9. LEGAL COUNSEL REPORT (Continued)

enter into a Mutual Aid Contract with the District, and the Miami-Dade Mutual Aid agreement is pending.

The Old Department electric meter has been separated from the District. Currently there is no water service or sewer service at the Old Department's building.

10. EMS DEPARTMENT REPORT

Chief Bock reported the Corps will lose three personnel. The Toy Drive was held in conjunction with the Fire Department, and it was successful. Vehicle #74 is back in the shop. The Sheriff's Contract is expected to be released in mid-January; and then the contract specifications may be amended, if necessary.

11. FIRE DEPARTMENT REPORT

11.A. KLVFD Performance Report for 151130

The KLVFD is losing two people. There were 15 people accepted in December, and eight will start in January. The Toy Drive held in conjunction with the Corps was successful. The previous concern identified with Monroe County has been resolved. Station 22 was told to "Standby" - not "Move Up". Deputy Chief Hudson agreed there was a miscommunication. The County will no longer be using the word "Standby", they will now call for "Move Up". The second class for Pump Ops has been completed.

12. COMMISSIONER ITEMS

There were no Commissioner items.

13. NEXT MEETING

MOTION: Commissioner Cullen made a motion **to approve cancelling the December 21, 2015 Meeting, if there are no items requiring approval prior to January 11, 2016**, which was seconded by Commissioner Mirabella. The Board unanimously passed the motion.

14. ADJOURN

Commissioner Mirabella made a Motion to adjourn the meeting at 6:42 p.m., which was seconded by Commissioner Cullen.

Next Scheduled Meetings:

December 21, 2015 District Meeting (if required)

January 11, 2016

January 25, 2016 (if required)

February 8, 2016

February 22, 2016 (if required)

March 14, 2016

March 28, 2016 (if required)

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DOCUMENTS

- AI 2.B.1. *District Meeting Minutes 151116*
- AI 7.A. *Reynolds Engineering Invoice (Phase 4) \$6,275*
- AI 7.B.1. *Selection of Vendor (La Rocco RFP 16-001 Proposal)*
- AI 7.B.2. *Contract District/La Rocco RFP 16-001 \$136,500*
- AI 7.C. *KLTFD Budget Line-Item Transfer Station 24 Replacement Ice Machine (\$2,500)*
- AI 7.E. *2016 Meeting Schedule*
- AI 8.A. *District Finance Report 151031*
- AI 11.A. *KLTFD Performance Report 151130*