



***DISTRICT MEETING MINUTES***  
***APRIL 27, 2015 – DRAFT***

**1. AGENDA**

**1.A. Call to Order**

Chairman Thomas called the meeting to order at 6:05 p.m.

**1.B. Pledge of Allegiance**

Commissioner Cullen led the Pledge of Allegiance.

**1.C. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Kay Cullen, George Mirabella and Bob Thomas. There was a quorum. The meeting was held at Station #24.

Also present were Chief Bock, Ronnie Fell and Scott Robinson.

**2. APPROVAL OF AGENDA & MEETING MINUTES**

**2.A. APPROVAL OF AGENDA April 27, 2015**

**2.B. APPROVAL OF MINUTES**

**2.B.1. Approval of April 13, 2015 Meeting Minutes**

***MOTION:*** Commissioner Allen made a motion ***to approve the April 27, 2015 District Meeting Agenda and the April 13, 2015 District Meeting Minutes.*** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

**3. CHAIRMAN'S REPORT**

The Chairman did not have any new items to report to the Board.

**4. SECRETARY'S REPORT**

The Secretary did not present any new items to the Board.

**5. PUBLIC COMMENT**

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

**6. OLD BUSINESS**

**6.A. DISCUSSION: Fire Hydrants**

**6.A.1. Fire Hydrant List 150422**

Commissioner Thomas reported the Phase 1 Fire Hydrants have been completed, and the Utility Permits for Phase 2 should be issued this week. Due to the size of the water mains in Bermuda Shore and Cross-Key Waterways, the District is working with FKAA to include those sub-divisions in Phase 3.



## 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

### 6.B. **DISCUSSION: Explorer Program**

Commissioner Mirabella left another message for Chris Harris to discuss the Explorer Program. Mirabella also reported the Florida Fire Chief's Association (FFCA) has a really good Explorer Program, and he would like to review their program. Chief Bock is a member of FFCA, and he will help to facilitate the Explorer Program information with Commissioner Mirabella.

### 6.C. **DISCUSSION: Station 25 Bathroom Repairs**

Commissioner Mirabella will be the point person to resolve the Station 25 Bathroom issues, and he has an estimate from Vogt Construction for \$16,000. Linda Newman will get with Overholt to discuss the required changes. The project will be sent out for three bids.

## 7. **NEW BUSINESS**

### 7.A. **MOTION/RATIFY: Change Order #1 District Contract with La Rocco dated 140729**

Theron Simmons reported the work has been completed, and the District Board needs to ratify the change. The fire hydrant for Rowell's Marina was added at the request of the County. The Rowell's Marina fire hydrant exceeded the estimate of \$8,800 because there was no water line where the hydrant was to be placed.

**MOTION:** Commissioner Cullen made a motion ***to approve Change Order #1 to the District Contract with La Rocco dated July 29, 2014 to amend the total contract amount to \$92,500.*** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

### 7.B. **MOTION/APPROVAL: Amendment to ILA District with Monroe County**

Simmons presented Amendment #1 to the Inter-local Agreement between Monroe County and the KLFR&EMS District, which covers infrastructures sales surtax monies. This Amendment requests payment of the Wheaton's and Rowell's Marina fire hydrants from the unused FY 2013-2014 fund due to the fact the installation was not completed by the end of the 2014 fiscal year.

**MOTION:** Commissioner Mirabella made a motion ***to approve Amendment #1 to the Inter-local Agreement (infrastructure sales tax monies) between Monroe County and the KLFR&EMS District requesting payment for the Installation of the Wheaton's and Rowell's Marina fire hydrants from the unused FY 2013-2014 funding allocation.*** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

## 8. **FINANCIAL REPORT**

### 8.A. **Financial Report 150331**

Jennifer Johnson reported for the first six months of the fiscal year, the District Board has received \$1,665,010 or 74.99% of the budgeted revenues. The Board has spent \$155,590 or 52.26% of budget.

For the month of March the Fire Department spent \$114,755, and the department has used \$654,817 or 48.87% of the budget.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### **8.A. Financial Report 150331 (Continued)**

The Ambulance Corps spent \$35,812 during March, and the Corps has used \$285,000 (37.14%) year to date.

The District's expenses in March were \$173,229; and for the first six months of the budget year, the District's expenses were \$1,095,408 or 45.54% of the approved budget.

There is always a surplus the first six months of the year, and normally in March a deficit may occur. The only item that was really high was Repairs and Maintenance for both departments. The Fire Department's overage for Repairs & Maintenance vehicles was resolved with the Budget Amendment approved at the last meeting. Commissioner Allen asked about the fire department advertising exceeding the budget. The District has been paying for the advertising; however, the District is now charging back the advertising to the department.

The District received a payment from FEMA/DHS for the Federal Share of the AFG grant for the bunker gear in the amount of \$23,847.97.

### **8.B. Five-Year Capital Improvement Plan**

The Five-Year Capital Improvement Plan was distributed to the Commissioners, and Jennifer Johnson reported the plan includes budget and grant items. Jennifer pointed out this is a planning tool, a work in progress, and it is a good starting point for the 2016 budget.

Commissioner Thomas indicated that he has spoken with Roman Gastesi. The Impact Fees due to the District will be about \$14,000.

## **9. LEGAL COUNSEL REPORT**

Legal did not present any new items to the District Board

## **10. EMS DEPARTMENT REPORT**

Scott Robinson distributed the Corps March Call Report at the meeting. The Corps will continue to use the same format for this monthly report. Ronnie Fell will be attending a pre-construction inspection meeting for the new truck next week.

## **11. FIRE DEPARTMENT REPORT**

Scott Robinson indicated that since the new KLVFD Corporate Board has received donations, the question was asked at the last KLVFD Corporate meeting about how the \$25,000 advance to the new department should be handled. Jennifer reported it is currently showing as a liability. The Old Fire Department also received an advance, and they repaid the District. This item will be discussed at the end of the fiscal year.

## **12. COMMISSIONER ITEMS**

### **12.A. District Action Plan 150422**

The Fire Department and the Ambulance Corps have been asked to support the Memorial Day Ceremony at the Murray Nelson Center at 11:00 a.m. on May 25, 2015.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 12.A. District Action Plan 150422 (Continued)

Prior to the meeting, Vicky Fay received the False Alarm and Opening Burn Notices of Violation that have been issued to date. Commissioner Allen indicated several residents have questioned why the fire trucks are at Publix so much, and the department responded that several false alarms have been received due to faulty equipment. Commissioner Allen indicated the Fire Department needs to be consistent when issuing warnings. He is concerned that homeowner's or businesses will complain if the Notices of Violation are issued inconsistently or not issued in accordance with requirements of the Ordinance. Scott Robinson indicated the warnings will be written. Commissioner Cullen recommended a Press Release be issued to remind residents about the ordinances. The Clerk will issue a press release.

Ms. Fay reported the following District Action Plan Items had been updated since the plan was distributed to the Commissioners: The Phase 1 hydrant project is completed; the Utility Permits should be issued this week for Phase 2; the Five-Year Capital Improvement Plan was issued; Commissioner Thomas met with Roman Gastesi and there are approximately \$14,000 of impact fees due the District; AFG received approximately 11,400+ grant applications and there are approximately 2,700 applications that will receive peer review, of which the District is one of; and the BOCC approved the Mutual Aid Agreement with the District, and the District is awaiting receipt of the executed copy of the agreement.

### 13. NEXT MEETING

***MOTION:*** Commissioner Allen made a motion ***to tentatively cancel the May 11, 2015 meeting if there are not any items requiring Board approval,*** which was seconded by Commissioner Beyer. The Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Allen made a Motion to adjourn the meeting at 6:45 p.m., which was seconded by Commissioner Cullen.

#### Next Scheduled Meetings:

May 11 2015 District Meeting

May 18, 2015 District Meeting

June 8, 2015 District Meeting

June 22, 2015 District Workshop (KLVAC Budget) followed by District Meeting

#### DOCUMENTS

- AI 2.B.1. District Meeting Minutes 150413
- AI.6.A.1. Fire Hydrant List 150422
- AI.7.A. Change Order #1 District Contract with La Rocco dated 140729
- AI.7.B. Amendment to ILA (District with County)
- AI 8.A. District Financial Report 150331T
- AI 8.B. Five-Year Capital Improvement Plan
- AI 10.A. KLVAC Call Report 150331 – Distributed at the Meeting
- AI 11.A. KLVFD Monthly Report & Treasurer's Report 150331
- AI 11.B. KLVFD Performance Report 150331
- AI 12.A. District Action Plan 150422