



**DISTRICT MEETING MINUTES**

**July 25, 2016 – 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**

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.

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

**1.D. Moment of Silence: Tom Tharp**

Chairman Allen requested a moment of silence to remember Tom Tharp's contributions to our District and the fire industry.

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

**2.A. APPROVAL OF AGENDA – July 25, 2016**

**MOTION:** Commissioner Thomas made a motion **to approve the amended July 25, 2016 District Meeting Agenda**. Commissioner Cullen seconded the Motion, and the Board unanimously passed the motion.

**2.B. APPROVAL OF MINUTES**

**2.B.1. Approval of June 27, 2016 Budget Workshop Meeting Minutes**

**MOTION:** Commissioner Mirabella made a motion **to approve the June 27, 2016 Budget Workshop Meeting Minutes**, which was seconded by Commissioner Cullen. The motion was unanimously passed by the Board.

**2.B.2. Approval of June 27, 2016 District Meeting Minutes**

**MOTION:** Commissioner Mirabella made a motion **to approve the June 27, 2016 District Meeting Minutes**. Commissioner Thomas was seconded the motion, and Board unanimously passed the motion.



**2.B.3. Approval of July 11, 2016 Budget Workshop Meeting Minutes**

***MOTION:*** Commissioner Beyer made a motion **to approve the July 11, 2016 Budget Workshop Meeting Minutes**, which was seconded by Commissioner Mirabella. The motion was unanimously passed by the Board.

**3. CHAIRMAN'S REPORT**

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

**4. SECRETARY'S REPORT**

There were no new items reported by the Secretary.

**5. PUBLIC COMMENT**

Sue Heim addressed the board expressing appreciation to everyone involved and the KLWTD for lowering the EDU's, and she requested the District review the monthly water bills. Commissioner Thomas expressed a sincere thank you to Sue Heim on behalf of the Board for her support of the effort.

**6. OLD BUSINESS**

**6.A. DISCUSSION: Fire Hydrant Project**

Commissioner Thomas reported that Phase 4 is completed, FCAA has the Phase 5 drawings, and submitted the one hydrant to FDOT on July 12<sup>th</sup>, and for Phase 6 the hydrant locations are being prioritized and the Sub-divisions are being identified.

**7. NEW BUSINESS**

**7.A. DISCUSSION: KLFR&EMS District Budget FY 2016-2017**

Sue Heim addressed the District Board regarding the FY 2016-2017 Budget.

Jennifer Johnson reported the Budget is at 1.00 Mill and is 29.05% above rollback. The District applied for two grants (SCBA & Smoke Detectors), and will apply for the 2016 AFG grant for radios when it is opened in August or September. A meeting is scheduled for August 22, 2016 with the County to discuss the Sales Tax and Impact Fees Inter-Local Agreements (ILA's).

The minimum amount required for the three-month emergency reserve is \$538,000, and for a six-month emergency reserve it is \$1,077,000. In the event of an emergency, the District may use both the committed and uncommitted fund balance.

**District Budget:**

The District budget items that were discussed included:

Acct 514 Legal Services was increased by \$10,000 and reduced by \$10,000 for a net -0- gain.

Acct 513.01 District Audit was decreased by \$500.

Acct 400. Travel & Per Diem was increased by \$6,700, and then reduced to \$4,000.

Acct 460 Repairs & Maintenance (Flashing Light maintenance) \$1,000 was removed from the budget.



## 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 Budget:**

Acct 490.01 Property Appraiser was increased by \$4,549 with the increase in Ad Valorem taxes.

Acct 490.02 Tax Collector was increased by \$19,167 due to the increase of Ad Valorem taxes.

Acct 490.03 Discretionary Expenditures was decreased by \$200.00, and further decreased by \$1,000 for a budget of \$1,000 for FY17.

Acct 91 Cadet Program is \$1,200, and it was removed from the budget until the program procedure is resubmitted to the District Board for review.

Acct 540 Dues and Subscriptions increased by \$300 to \$2,803 for the Florida Association of Special District's membership.

The District Boards total operating budget is \$315,742, the total capital budget is \$125,000 for the Vehicle Replacement Fund for a total District Board budget of \$440,742 before the above-mentioned changes.

### **Fire Department:**

There were no additional changes to the KLVFD Budget from the July 25<sup>th</sup> workshop except the addition of the CAD interface for the Red Alert Program. Commissioner Thomas asked Chief Bock if it would be possible to consider two firefighters rather than four firefighters. Commissioner Cullen requested the grant items clearly state they cannot be purchased without grant funding.

The Proposed KLVFD Operating Budget is \$1,239,754 and the Capital Outlay Budget is \$1,094,162.00 for a proposed total FY 16-17 KLVFD Budget of \$2,333,916.

461 Buildings and Grounds the plants should be removed at Station 25, the leak from the backflow of the fire prevention system will be repaired; and the water to the sprinkler system has been turned off.

Acct 491.05 Bunker Gear was for Fire I Class Bunker gear was already reduced to \$5,500 based upon rental versus rather than purchasing new bunker gear.

Acct 510.05 Bunker Gear is for 13 sets. Sergio Garcia, Jr. provided a list of unassigned gear.

Acct 520.08 Firefighting Foam was reduced by \$1,000 from the FY16 budget. The department located a new vendor.

Acct 643 Building & Grounds: Upgrade of Furniture was reduced to \$600 for a new dishwasher; the Repaving and Restriping was reduced in its entirety (\$2,000) and the Tile Floor cleaning machine was removed (\$4,000) and \$2,000 was moved to Acct 440 Rent and Leases.

### **Ambulance Corps:**

There were no additional changes to the Ambulance Corps budget since their Budget Workshop. The Total Operating Budget is \$599,065 and the Total Capital Budget is \$13,432 for a Proposed Total FY 16-17 Corps Budget of \$612,497.

The Total Proposed FY 16-17 District Budget is \$3,387,155 before the above-mentioned changes. An option for the Vehicle Replacement Fund would be to convert the Dive Rescue Vehicle to an Air Truck.



## 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

### **7.B. MOTION/APPROVAL: Resolution 2016-003 Motion to Adopt Proposed Millage and Establish the Dates/times for the 1<sup>st</sup> and Final Public Hearings**

The Clerk read Resolution #2016-003 into the record.

**MOTION:** Commissioner Mirabella made a motion *to adopt a proposed millage of 1.00 mill, which is \$1.00 per \$1,000.00, which is 29.05% greater than the 0.7749 rolled-back rate, and to establish the 1<sup>st</sup> and Final Public Hearing dates of September 7, 2016 and September 19, 2016 respectively.* Commissioner Cullen seconded the motion.

The Board unanimously approved the motion as follows: Beyer (Y), Cullen (Y), Mirabella (Y), Thomas (Y) and Allen (Y). The motion passed unanimously.

### **7.C. DISCUSSION: Strategic Plan (EMS Cost Recovery)**

Commissioner Cullen met with the department, and contacted FASD. This will be an ongoing project.

### **7.D. MOTION/APPROVAL: KLVAC Budget Line-Item Transfer**

**MOTION:** Commissioner Thomas made a motion *to approve the \$5,500 Budget Line-Item Transfer for the Ambulance Corps which:*

*Decreases Acct 461 Repairs & Maintenance Building by \$5,000.*

*Decreases Acct 490.12 Retention by \$500.00.*

*Increases Acct 460 Repair & Maintenance Equipment by \$1,000.*

*Increases Acct 462 Repair & Maintenance Vehicles by \$4,000.*

*Increases Acct 490.08 Computer by \$500.*

This motion was seconded by Commissioner Cullen. The motion was unanimously passed by the Board.

### **7.E. DISCUSSION: Strategic Plan (Training)**

Commissioner Allen requested this item be tabled to the next meeting.

### **7.F. MOTION/APPROVAL: Audit Engagement Keefe McCullough FY 15-16/FY 16-17**

**MOTION:** Commissioner Cullen made a motion *to approve the the Letter of Engagement between the District and Keefe McCullough to conduct the FY 15-16 and FY 16-17 Audits for \$10,000 per year.*

Commissioner Beyer seconded the motion, and Board unanimously passed the motion.



## 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

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### **7.G. MOTION/APPROVAL: Miami-Dade Mutual Aid Agreement**

**MOTION:** Commissioner Thomas made a motion **to approve the Mutual Aid Agreement between the District and the Miami-Dade Fire Department**, which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

### **7.H. DISCUSSION: Water Usage at the Stations**

Commissioner Allen spoke with the Chief about an ice maker. Station 24 was using approximately 13,000 gallons of water per week. The ice maker is water-cooled rather than air cooled and may be contributing the large water usage. The department is looking at a new ice maker. The Board will need to approve the disposition of the existing ice maker. Station 25 is using about 500 gallons a day. An alternative would be for the vehicles to be washed at Station 24.

### **7.I. DISCUSSION: FKCC EMT Class**

Commissioner Cullen reported an EMT class will start on August 19, 2016 if anyone is interested in attending.

## **8. FINANCIAL REPORT**

### **8.A. District Financial Report 160630 for June**

Jennifer Johnson reported the District is at nine months or 75% of budget. The District received Ad Valorem Taxes in June of \$24,555 from the tax certificate sale. The District expects to receive additional ILA payments from the County, and the District received \$654 in interest. The District has received 82.91% of the budgeted revenues. The District Department's expenses for June were \$5,867 and year-to-date is \$224,892, which is 81.42% of budget.

The Fire Department's expenses for June were \$208,525 and year-to-date is \$1,087,005, which is 75.72% of budget. The accounts that are high are Overtime and Repairs and Maintenance. The Corps expenses for June were \$38,706 and year-to-date is \$560,417 or 59.36% of budget. The accounts that are high are Repairs and Maintenance, Computer and IT services and Medicine and Drugs.

The Total District expenses for June were \$253,097 and year-to-date is \$1,872,314 which is 70.5% of budget. The District has set aside \$93,750 for future vehicle replacements (75% of budget). There is a net deficit for June of \$227,887; however, there is a year-to-date surplus of \$316,866; and the budget approved by the District Board for FY 15-16 had a deficit of \$151,412.

## **9. LEGAL COUNSEL REPORT**

Theron Simmons distributed the Legal Task Tracking List. Theron reported a meeting has been scheduled for August 22, 2016 between the District and the County to discuss the Impact and Sales Tax ILA's.



**10. EMS DEPARTMENT REPORT**

**10.A. KLVAC June Monthly Report for 160630 for June & Call Volume for May & June**

Scott Robinson reported there were five to six new volunteers. The new ambulance is scheduled to be in service in September. There will be additional testing of volunteers at the end of August and September.

**11. FIRE DEPARTMENT REPORT**

**11.A. KLVPD June Monthly Report for 160630 for June**

**11.B. KLVPD Performance Report for 160630 for June**

Ronnie Fell noted the crews are doing an awesome job fighting fires, and the extra hydrants are helping. The Fire Department will be bringing in five or six new volunteers. Commissioner Cullen noted there was a Triple Trauma alert. The District’s equipment was used to save a cat at Ocean Reef. A walk through of Playa Largo was conducted, and it the 225 room facility is expected to open at the end of August. There is good access for both the fire department the Ambulance Corps.

**12. COMMISSIONER ITEMS**

**12.A. District Action Plan**

Vicky Fay extensively reworked the District Action Plan, which includes the new Strategic Plan Items, to establish projected target dates, and requested Commissioner feedback for any recommended changes.

**12.B. DISCUSSION: FASD Project**

Commissioner Thomas briefly discussed his FASD Commissioner Orientation Project, and indicated he would like to present it to the Board at a later date.

**13. NEXT MEETING**

**MOTION:** Commissioner Cullen made a motion **to approve canceling the Budget Workshop and District Meeting scheduled for August 8, 2016 if no items require District Commissioner approval prior to August 22, 2016.** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

**14. COMMISSIONER ITEMS**

Commissioner Thomas made a Motion to adjourn the meeting at 7:52 p.m., which was seconded by Commissioner Cullen.

**Next Scheduled Meetings:**

- August 8, 2016                      *District Workshop (District Workshop CANCELLED) District Meeting- IF REQUIRED*
- August 22, 2016                    *District Workshop (District & Depts.) (Followed by District Meeting)*
- September 7, 2016                *1<sup>st</sup> Public Hearing (Followed by District Meeting - if required)*
- September 19, 2016               *Final Public Hearing (Followed by District Meeting)*

*(See Next Page)*



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### **DOCUMENTS**

- AI 2.B.1. Budget Workshop Meeting Minutes 160627*
- AI 2.B.2. District Meeting Minutes 160627*
- AI 2.B.3. Budget Workshop Minutes 160711*
- AI 6.A. Fire Hydrant List 160721*
- AI 7.A. KLFR&EMS Proposed Budget FY 2016-2017*
- AI 7.B. Resolution #2016-003 Adopt Millage & Establish Meeting Dates/Times*
- AI 7.D. KLVAC Budget Line-Item Transfer*
- AI 7.F. Audit Engagement Letter Keefe McCullough FY 15-16 & FY 16-17*
- AI 7.G. Miami-Dade Mutual Aid Agreement – I don't know yet if there is an attachment*
- AI 8.A. District Finance Report 160630 for June*
- AI 10.A. KLVAC Monthly Report for 160630 for June & Monthly Call Volume for 160531 & 160630*
- AI 11.A. KLVFD Monthly Report 160630 for June*
- AI 11.B. KLVFD Performance Report 160630 for June*
- AI 12.A. District Action Plan 160721*
- AI 12.B. Thomas FASD Project*