



## 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: Danny Powers

### DISTRICT MEETING AGENDA April 23, 2018 – **DRAFT** (**KL VFD – Station #24 – 6:00 p.m.**)

#### 1. AGENDA

##### 1.A. Call to Order

Commissioner Allen called the District Meeting to order at 6:03 P.M.

##### 1.B. Pledge of Allegiance

Commissioner Powers led the Pledge of Allegiance.

##### 1.C. Roll Call

Carol Greco called the roll. The following Commissioners were present: Commissioner Powers; Commissioner Allen; Commissioner Mirabella; Commissioner Thomas; and, Commissioner Cullen. There was a quorum.

Also present were Dirk Smits, Esq., Gaelan P. Jones, Esq., Jennifer Johnson, Don Bock and Scott Robinson

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2.A. Approval of April 23, 2018 Agenda

**MOTION:** Commissioner Allen made a motion **to approve the April 23, 2018 Agenda**. Commissioner Thomas to add to 7E report on FASD Meeting he attended. Commissioner Allen made a motion **proceed with Amended Agenda**. Commissioner Mirabella seconded and the Board unanimously passed the motion.

**MOTION:** Commissioner Mirabella made a motion **to approve the March 26, 2018 District Meeting Agenda**. Commissioner Powers seconded and the Board unanimously passed the motion.

**MOTION:** Commissioner Cullen made a motion **to bring the March 26, 2018 minutes into compliance with Robert Rules of Order pursuant to the Board's March 13, 2017 motion, and be resubmitted for approval at next meeting**. Commissioner Powers seconded.

Call for votes:

Commissioner Allen votes yes  
Commissioner Thomas votes no  
Commissioner Mirabella votes no  
Commissioner Cullen votes yes  
Commissioner Powers votes yes  
Motion passes minutes will be redone



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### 2.B. Approval of Minutes

#### 2.B.1 March 26, 2018 District Meeting Minutes

**MOTION:** Commissioner Allen made a motion *to approve the March 26, 2018 minutes*. Commissioner Mirabella seconded and the Board unanimously passed the motion.

### 3. PUBLIC COMMENT

Sue Heim  
Sylvia Murphy  
Jack Bridges  
Nick Rodriguez  
Dotti Moses  
Diane Blumenthal  
Sergio Garcia

### 4. CHAIRMAN REPORT

None

### 5. SECRETARY REPORT

None

### 6. OLD BUSINESS

#### 6.A. Fire Hydrant Report

Commissioner Thomas will follow-up on this report.

### 7. NEW BUSINESS

#### 7.A. MOTION/APPROVAL: KLVFD Sole Source for MES Hurst Hydraulic System \$50,275 (Johnson)

Fire Department is requesting to purchase a Hurst Hydraulic System from MES that is compatible with last year's purchase. The price is \$275 over budget; however, funded through the Trauma District.

**MOTION:** Commissioner Cullen made a motion *to approve the March 26, 2018 minutes to approve the purchase of the Hurst Hydraulic System*. Commissioner Mirabella seconded and the Board unanimously passed the motion.

#### 7.B. DISCUSSION: Explore the Potential of Combining the Fire & EMS (Thomas) (25 minutes)



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Discussions continued from the March 26, 2018 meeting on Commissioner Thomas' exploration into the potential of combining the Fire and EMS Departments..

**MOTION:** Commissioner Cullen made an ***amended motion that this subject be dropped.*** Commissioner Powers seconded.

Call the Roll:

Commissioner Cullen votes yes  
Commissioner Thomas votes no  
Commissioner Mirabella votes no  
Commissioner Allen votes yes  
Commissioner Powers votes yes

Motion passes 3 to 2; subject to be dropped until raised by the fire department and ambulance department.

### 7.C. **DISCUSSION: Update One-Cent Discretionary Sales Tax (Thomas)**

Commissioner Thomas would like to know where do we stand on the 304 .1 sales tax. \$150k released and ILA agreed unrestricted to allow spending on anything. Requests that departments begin noting any discretionary projects they wish to be accomplished this fiscal year to increase potential funding.

### 7.D. **MOTION/APPROVAL: Vernis & Bowling Legal Services Contract (Jones)**

Discussions of the board and Sue Heim addressed the differences from the old contract to the new one.

**MOTION:** Commissioner Thomas made a motion ***to approve the Vernis & Bowling Legal Services Contract.*** Commissioner Cullen seconded and the Board unanimously passed the motion.

### 7E. **MOTION: Discussion of Florida Association of Special Districts Meeting In Orlando (Thomas)**

Commissioner Thomas attended a Florida Association of Special Districts meeting. One session included information on financial management/audits with Raquel McIntosh (auditors for Key Largo Waste Water District) who was supposed to come down to discuss competing bids. Jennifer Johnson advises currently the District has 3 year contract with Keith McCullough.

There is an interest bearing Florida Fixed Income Trust for special districts to utilize. Traditionally, the District has not gone into investments; have CD's. Explore investment opportunities in the future.

## 8. **FINANCIAL REPORT**



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### **8.A. FY 2018-2019 – 2nd Quarter Finance Report**

Jennifer Johnson presented the financial report for the first six months or 50% through the budget.

The District for the first six months collected \$2,729,813 or 86% of its revenues. The District Board spent \$150,936 or 48.79% of its projected budget.

The Fire Department for the first six months spent \$1,394,256 or 55.71% of its budget; already spent capital of \$672,000; did prepay engine, so that is why they are currently 5% over budget.

The Ambulance Corps for the first six months spent \$281,046 or 42% of its budget.

Overall, the District for the first six months is at 52.47% of its budget; operating surplus of \$778,574 and that's taking into account the \$125,000 set aside for future vehicle replacements. A couple of items on the higher side, which may lead to future budget amendment or budget line item transfer, consist of Fire Department Overtime Pay which is at 82% of the first six months; items out of their control are worker's compensation, fire hydrant maintenance and insurance/risk management. Repairs and maintenance for buildings is near 76% and repairs/maintenance of vehicles is at almost 79%; operating supplies are over budget.

The Ambulance Corps has one item trending high; repairs/maintenance of buildings, \$2,500 tree trimming after Hurricane Irma and garage door repair of \$1,500. They are at 80% of its budget for the first six months.

### **9. LEGAL COUNSEL REPORT**

Gaelan Jones advised Department of Environmental Protection sent the department a letter asking Station 25 to relinquish interest in property surrounding the station; state gifted the county more land than it intended in 1993. The station sits on about a ½ acre. Per the current lease taken with the County in 2005, we have lease interest in all the properties surrounding Station 25 until 2054.

Commissioner Cullen inquired as to whether the land can be utilized for an on-site training facility. Legal will look into potential for development and report at next meeting.

### **10. AMBULANCE CORPS REPORT**

Scott Robinson reports future testing for both paid paramedics and volunteers; no date finalized.

### **11. FIRE DEPARTMENT REPORT**

#### **11.A KLVFD Monthly Report 180331 (Minutes Only)**

Don Bock reports 14 applicants testing went well; received SCBA packs; putting into service; approximately 50% trained.

#### **11.B Performance Reports for 180331**



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SAFER/AIG Grant - Grant writer fee \$600; completed, closing date is Friday; letter and approval to apply for grant is required.

**MOTION:** Commissioner Thomas, as action needs to be taken by Friday, added a motion to the agenda **to accept and submit SAFER Grant as written.** Commissioner Cullen seconded, and the Board unanimously passed the motion.

## 12. **COMMISSIONER ITEMS**

Commissioner Thomas has tried to contact Vicky regarding status of recovery.

Commissioner Cullen advised the board that she was asked by the Federal of Homeowners to make a 30 minute presentation on a Fire/EMS academy (presented on EMS side). Well attended presentation.

Commissioner Mirabella inquired about an issue with Truck 24 (small leak from cylinder head into radiator); warranty issue with repair made last year; waiting for a tech to assess; pump tests for all trucks are scheduled for May 8-9, 2018.

## 13. **NEXT MEETING**

Commissioner Cullen made a Motion to cancel the May 14, 2018 District Meeting, unless an agenda item needs to be addressed. Commissioner Thomas second the motion, and the board unanimously passed the motion. Next meeting will be May 21, 2018; Strategic Planning and District Meeting.

## 14. **ADJOURN**

Commissioner Mirabella made a Motion to Adjourn at 7:42 PM. Commissioner Powers seconds the motion.

### **2nd Quarter Meeting Schedule:**

May 14, 2018	District Meeting (if required)
May 21, 2018	Strategic Planning Workshop
May 21, 2018	District Meeting
June 11, 2018	District Meeting (if required)
June 25, 2018	Budget Workshop (KLVAC)
June 25, 2018	District Meeting

### **Documents**

- 2.A. April 23, 2018 Agenda
- 2.B.1 March 26, 2018 District Meeting Minutes
- 7.A. KLVFD Hurst Hydraulic System
- 7.D. Vernis & Bowling Legal Services Contract
- 8.A. KLFR&EMS FY 2018-2019 2nd Qtr Financial Report



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- 11.A *KLVFD Monthly Report 180331 (minutes only)*
- 11.B *KLVFD Performance Reports for 180331*

***PERSONS WHO WISH TO BE HEARD SHALL COMPLETE A SPEAKER REQUEST CARD,  
AND SUBMIT THE CARD TO THE DISTRICT CLERK PRIOR TO THE AGENDA ITEM BEING HEARD***