



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 MINUTES **March 26, 2018 – DRAFT** **(KLVFD – Station #24)**

1. **AGENDA**

1.A. **Call to Order**

Commissioner Allen called the District Meeting to order at 6:00 P.M.

1.B. **Pledge of Allegiance**

Commissioner Thomas 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 M. Smits, Esq., Gaelan P. Jones, Esq., Jennifer Johnson, Don Bock and Scott Robinson

2. **APPROVAL OF AGENDA & MINUTES**

2.A. **Approval of March 26, 2018 Agenda**

MOTION: Commissioner Cullen made a motion ***to approve the February 12, 2018 District Meeting Agenda.*** Commissioner Thomas seconded and the Board unanimously passed the motion.

Jennifer Johnson proposes corrections to quoted amounts for Action Items 7B and 7C.

2.B. **Approval of Minutes**

2.B.1 **February 13, 2018 District Meeting Minutes**

MOTION: Commissioner Thomas made a motion to approve the February 12, 2018 minutes. Commissioner Mirabella seconded and the Board unanimously passed the motion.

3. **PUBLIC COMMENT**

Sue Heim
Sergio Garcia
Frank Conklin



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4. **CHAIRMAN REPORT**

None

5. **SECRETARY REPORT**

None

6. **OLD BUSINESS**

6.A. **Fire Hydrant Report 180319**

Commissioner Thomas advises nothing new to report.

7. **NEW BUSINESS**

7.A. **DISCUSSION: KLVAC 2017 Annual Report (Allen)**

Note that KLFD organizational chart was missing.

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

Commissioner Thomas believes more input is needed from the Fire and EMS Departments, i.e. pros vs. cons of a merger; exploration of the possibility of merging the two departments.

Commissioner Powers questioned whether or not there are any problems with FD/EMS at the present time to address a merger.

Scott Robinson advises neither department has discussed at any level a merger between Fire and EMS. That they are two separate corporations; does not believe a board can make recommendations to a corporation. This item should be tabled indefinitely to allow the two departments to discuss.

Commissioner Mirabella comments on the nature of a contract with EMS taking over the duties of the fire department.

Commissioner Allen provides there would be hiring/firing; that all debts would have to be combined.

Commissioner Cullen indicates there is no plan on how it would work; what it would cost, impact on personnel/community; tax dollars. Recommends that there not be any further discussion of a merger until a plan is devised and put to the district for review.



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Commissioner Powers provided that members of the Silver Shores Board addressed concerns of merger from discussions with Commissioner Thomas.

Sergio Garcia a 35 year resident of the community applauds Commissioner Thomas for bringing up the possibility of a merger; cannot do anything without fact finding; requires an unbiased opinion. This is a discussion that cannot be tabled. Do an evaluation and present to the community.

Frank Conklin comments on evaluating performance; when do you check as a district the level of service provided, in an annual report?

Sue Heim finds Jennifer Johnson makes a compelling comment that the district is not structured to be an employer; expense is not justified. Expressed concerns about the amount of funds being diverted to address the question of combining efforts.

Commissioners Allen, Thomas, Mirabella and Cullen believe a fact finding committee needs to be formed with parameters set by the Board, i.e. expense associated, fully paid department, benefits, etc.; \$1,000 budget? Sergio Garcia adds the need for an unbiased group.

Commissioner Allen cautions that any merger needs to be between the two companies.

Dirk Smits suggests a committee be formed with 1 person selected by each Commissioner, along one person from the community. Commissioner Allen recommends that 5 people potential candidates be proposed to form a committee for the exploration of combining the departments.

8. FINANCIAL REPORT

No report

9. LEGAL COUNSEL REPORT

Dirk M. Smits presented the board with the suggestion of having Vernis & Bowling, Carol Greco serve a back-up to the Clerk; will draft a modified contract with pricing to be address at the next meeting.

Gaelan Jones presented to the board options for a new web hosting/web design package that would allow the ease of uploading/reviewing documents to the Key Largo Fire Rescue & EMS District website. Currently there is a code based web editing system in place; suggests updating to a program to edit and upload to web hosting; domain names. Currently, the District is spending approximately \$45/month for \$775 annually for web hosting and email services. There has also been an increase in ADA claims for people with disabilities not having sufficient access to government websites. DOJ has



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mandated that all Federal agency websites be compliant with Web Content Accessibility Guidelines 2.0 (WCAG 2.0). Currently website is not in compliance, needs to be updated.

Gaelan Jones presented three potential options for web hosting/web design packages: One & One; InMotion; GoDaddy. Each service offers WordPress content management, which is WCAG 2.0 compliant. One and One recommended as best value.

Commissioner Thomas asked about the cost for word press service.

Commissioner Allen would also like to add tablets for each commissioner. Website update may result in cost savings, potentially leaving money in the current budget to cover the costs of tablets.

Sue Heim wanted to confirm that no additional hardware is required. Concerned about costs associated with update and training. Gaelan Jones stated that he will handle update, and will train the Clerk and back-up on website use.

MOTION: Commissioner Thomas made motion to approve the costs associated with the updating of the Key Largo Fire Rescue & EMS District website. Commissioner Cullen seconded, and the Board unanimously passed the motion.

10. **AMBULANCE CORPS REPORT**

10.A **KLVAAC Monthly Report for 180131**

Nothing

10.B **KLVAAC Monthly Report for 180228**

Nothing

11. **FIRE DEPARTMENT REPORT**

Testing for Volunteer Firefighters to be completed by April 14, 2018. Donation letters are going out ASAP.

11.A **KLVFD Monthly Report 180228**

11.B **Performance Reports for 180131 and 180228**



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12. COMMISSIONER ITEMS

12.A Action List 180319 - Strategic Plans (informational)

Commissioner Cullen will be presenting EMS/Fire budget numbers to the Federation of Homeowners at the April 11, 2016 meeting at the Key Largo Library.

Commissioner Thomas - One cent sales tax. Where do we stand?

13. NEXT MEETING

Commissioner Thomas made a motion to cancel the April 9, 2018 meeting, if there are no major items for discussion. Commissioner Mirabella seconded, and the board unanimously passed the motion. The next meeting will be held on April 23, 2018.

14. ADJOURN

Commissioner Mirabella made a Motion to Adjourn at 7:30 PM. Commissioner Cullen seconds the motion.

2nd Quarter Meeting Schedule:

April 9, 2018	District Meeting (if required)
April 23, 2018	District Meeting
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

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