



## 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

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### DISTRICT MEETING MINUTES

**APRIL 10, 2017 – FINAL**

#### 1. **AGENDA**

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

Chairman Allen called the District Meeting to order 6:00 p.m.

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

Vicky Fay led the Pledge of Allegiance.

##### 1.C. **Roll Call**

The Clerk called the roll. The following Commissioners were present: Tony Allen, Kay Cullen, George Mirabella, Danny Powers and Bob Thomas. There was a quorum.

Also present were Don Bock, Vicky Fay, Ronnie Fell, David Garrido, Jennifer Johnson, C.J. Jones, Scott Robinson and Theron Simmons.

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

##### 2.A. **Approval of April 10, 2017 Agenda**

**MOTION:** Commissioner Mirabella made a motion ***to approve the April 10, 2017 District Meeting Agenda***, which was seconded by Commissioner Powers. The Board unanimously passed the motion.

##### 2.B. **Approval of Minutes**

###### 2.B.1 **Approval of Minutes of March 13, 2017 District Meeting Minutes**

Commissioner Thomas requested that Item 6.A. Stroke/Stemi Alert be revised to add the following statement: It was determined that the District and Department protocols were proper.

**MOTION:** Commissioner Thomas made a motion ***to approve the March, 13, 2017 District Meeting Minutes as amended***.

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

#### 3. **CHAIRMAN'S REPORT**

Commissioner Allen requested anyone requesting to speak submit a "Speaker's Card".

#### 4. **SECRETARY'S REPORT**

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

#### 5. **PUBLIC COMMENTS**

Lad Akins, Ike Beal, Karen Beal, Rob Bleser, Jack Bridges, Sergio Garcia and Sue Heim addressed the Board.



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### 6. OLD BUSINESS

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

Commissioner Thomas reported the Phase 5 drawing #16-16 has been completed, and it is awaiting Fire Department approval. We need four more Phase 6 fire hydrant locations.

#### 6.B. **MOTION/APPROVAL: Fire Protection & Safety Grant (FP&S)**

The District will apply for the FP&S Grant, which opens on April 17, 2017.

#### 6.C. **MOTION/APPROVAL: Alpine Software (Red Alert System) \$5,535.00**

Chris Jones provided additional information about the Red Alert System. The estimated annual support fee is approximately \$4,000, and does not require a contract. The fee includes free upgrades and IT support.

**MOTION:** Commissioner Thomas made a motion ***to table this item until the next meeting.*** Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

#### 6.D. **DISCUSSION/ACTION: Dive Team**

Rob Bleser read a prepared statement to the District Board. Mr. Bleser requested the District return any equipment owned by him to him, and he would return equipment owned by the District to the District. Theron Simmons asked if a formalized agreement with the District and Department and the District and Dive Team could be developed. The Clerk was directed to contact FASD to inquire which insurance companies dive teams use. There was consensus among the Commissioners to move forward and seek a solution.

**MOTION:** Commissioner Thomas made a motion ***for Legal and Finance to research any insurance avenues for potential dive team and cost.*** Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

### 7. NEW BUSINESS

#### 7.A. **DISCUSSION: Items to be Included in Minutes**

The minutes should be action oriented versus discussion oriented. Theron will work with the Clerk to review the minutes.

#### 7.B. **MOTION/APPROVAL: LaRocco RFP 17-001 Contract Change Notice #1**

Commissioner Thomas reported the 2017-2018 ILA with Monroe County is for \$150,000 for the Phase 5 Fire Hydrants. To date La Rocco has billed the District \$141,750 for 15 hydrants, which leaves \$8,250 of the ILA unused. the projected cost of an additional hydrant is \$9,450. The balance of \$1,200 would come from the Unappropriated Fund Balance.

**MOTION:** Commissioner Thomas made a motion ***to approve RFP 17-001 Change Notice 31 to add fire hydrant #16-16.*** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.



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**7.C. Item moved to 10.B.**

**7.D. DISCUSSION: Flood-Zone Designations**

This item was tabled to the next meeting.

**7.E. DISCUSSION/ACTION: Old PPE**

Commissioner Allen requested the old PPE be saved for training.

**7.F. MOTION/APPROVAL: Reynolds Engineering Proposal Phase 6 Fire Hydrant Drawings**

**\$6,545**

The funding to prepare the Phase 6 Fire Hydrant drawings will come from the Unappropriated Fund Balance.

**MOTION:** Commissioner Thomas made a motion ***to approve the Reynolds Engineering Proposal to prepare the Phase 6 fire hydrant drawings.*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

**7.G. MOTION/APPROVAL: Old Engine 24 Repairs (Approximately \$25,000)**

**MOTION:** Commissioner Thomas made a motion ***to approve the quote to repair Engine 24 in the amount of \$19,713.08*** Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

## 8. FINANCIAL REPORT

**8.A. District Financial Report 170228**

Finance provided the five-month financial report. The District is 41.67% through the budget year.

The District Board received total revenues of \$113,057 in February, and the year-to-date revenues are \$2,105,545 or 79.97% of budget. The District Board spent \$7,467 in February with the year-to-date expenditures totaling \$139,004 or 48.1% of budget.

The Fire Department spent \$137,899 in February, and the KLVFD year-to-date expenditures are \$1,079,798 or 53.75% of budget. Repairs and maintenance has a little high, and the new engine has been paid for.

The Ambulance Corps spent \$30,511, and the total year-to-date expenditures are \$252,261 or 41.19% of budget.

The total District expenses for February were \$175,878, and the total District year-to-date expenditures are \$1,471,065 of 50.55% of budget. There was a deficit of \$62,820 for the month, And a year-to-date surplus of \$571,896 which includes 1/4 of the set aside for the Vehicle Replacement Fund



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

Theron reported both of the ambulances have been sold. The 2002 sold for \$9,650 and the 2008 sold for \$10,101. He recommended the Open Burn Ordinance be revised to add the definition of nuisance fire. The fire department requested if an item could be added about the dry season. The Board directed Legal to revise the Ordinance.

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

#### **10.A. Monthly Report (Minutes/Treasurer's Report) 170228 & Call Reports 170131 & 170228**

On Saturday the Corps will be testing for EMT's.

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

#### **AI 11.A. KLVD Monthly Report (Minutes/Treasurer's Report) 170228**

Marcus Golling reported a Change Notice needs to be approved by the District Board for the new Engine. This item will be tabled until the next meeting. Ronnie Fell reported the Fire Department will be testing 25 people on April 22<sup>nd</sup>. One of the newly-certified firefighters has been hired by another department, and the department is awaiting paperwork for one firefighter.

### 12. **COMMISSIONER ITEMS**

12.A. The Action Plan updated.

### 13. **NEXT MEETING**

There is a Strategic Planning Workshop and District Meeting scheduled on April 24, 2017.

### 14. **ADJOURN**

Commissioner Thomas made a Motion to Adjourn at 8:30 p.m., which seconded by Commissioner Cullen.

### **2<sup>nd</sup> Quarter Meeting Schedule:**

April 24, 2017	Strategic Planning Workshop & District Meeting
May 8, 2017	District Meeting (if required)
May 22, 2017	Strategic Planning Workshop & District Meeting
June 12, 2017	District Meeting (if required)
June 26, 2017	Budget Workshop (KLVAC Budget) & District Meeting

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### DOCUMENTS

- AI 02.B.1. District Meeting Minutes 170313
- AI 06.A. Fire Hydrant List 160406
- AI 06.C. KLVFD Alpine Software (Red Alert System) \$5,535
- AI 07.B. LaRocco RFP 17-001 Contract Change Notice #1
- AI 07.B. Fire Hydrant Drawing #16-16
- AI 07.D. Instructions to Find Flood Zone
- I 07.D. FIRM General Information
- AI 07.D. Station #24 Flood Elevation
- Ai 07.F. Reynolds Engineering Proposal Phase 6 Fire Hydrant Drawings \$6,545.00
- AI 08.A. KLFR&EMS Financial Report 170228
- AI 10.A. KLVAC Monthly Report (Minutes/Treasurer's Report) 170228 & KLVAC Call Logs 170131 and 170228
- AI 10.B. KLVAC 2016 Annual Report
- AI 11.A. KLVFD Monthly Report (Minutes/Treasurer's Report) 170228
- AI 12.A. District Strategic Plan Action List 170406