



**DISTRICT MEETING MINUTES**

**APRIL 24, 2017 - FINAL**

**1.B. Pledge of Allegiance**

Commissioner Cullen 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, and Danny Powers. Commissioner Thomas was out of town. There was a quorum.

Also present were Don Bock, Vicky Fay, Marcus Golling, Jennifer Johnson, Scott Robinson and Theron Simmons.

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of April 24, 2017 Agenda**

**MOTION:** Commissioner Cullen made a motion **to approve the April 24, 2017 District Meeting Agenda**, which was seconded by Commissioner Mirabella. The Board unanimously passed the motion.

**2.B. Approval of Minutes**

**2.B.1 Approval of Minutes of April 10, 2017 District Meeting Minutes**

Chairman Allen requested the Clerk review Item 2.B.1. In Item 5 add Sue Heim's name.

**MOTION:** Commissioner Cullen made a motion **to approve the April 10, 2017 District Meeting Minutes as amended**. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

**3. CHAIRMAN'S REPORT**

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

**4. SECRETARY'S REPORT**

There were no items presented to the Board by the Secretary.

**5. PUBLIC COMMENTS**

Ike Beal, Jack Bridges and Sue Heim.



## 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

### 6. OLD BUSINESS

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

The fire department requested to purchase two additional modules: the Mobile NFIRS Module \$2,595.00 and the Pre-fire Planning Module \$2,035.00 and the cost to convert to the new module \$2,040.00 with the Smart COP cad interface \$5,998.80. Starting next year the annual support for the Alpine Software will be approximately \$3,781.40. The Fire Department will do a Budget Line-Item Transfer for this item. The amount approved by the Board was \$12,670, which differs from the amount on the agenda of \$5,535. The amounts differ because this was an old business agenda item, and initially the request from the department was for \$5,535. However, after additional research it was determined that there were additional items needed, and the request was increased to \$12,670.

**MOTION:** Commissioner Mirabella made a motion ***to approve the additional Alpine Software purchase in the amount of \$12,670.***

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

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

Theron Simmons reported that he and Commissioner Thomas will have a meeting with the Insurance Company later in the week. Theron will reconfirm if the current Workman's Compensation policy does or does not cover the divers, and will check on technical and non-technical insurance. Neither the Coast Guard nor the Sheriff's Office does water emergency recoveries. The Code Classification Listing was from Meadowbrook.

#### 6.C. **DISCUSSION: KLVAC Annual Report 2017 for 2016**

The Commissioners commended the good work accomplished by the department in 2016.

### 7. NEW BUSINESS

#### 7.A. **DISCUSSION: 1<sup>ST</sup> READING ORDINANCE #2012-002 OPEN BURNING, REVISION 1**

The Clerk read Revision 1 to the Open Burn Ordinance into the record. The ordinance changes are on pages 3 and 8.

#### 7.B. **DISCUSSION: Flood-Zone Designations**

Theron Simmons reported there will be more FIRM meetings. Flood zones may be looked up on the FIRM website. Station 24 is in an X zone and touches an AE zone. The new flood designations to be released in 2018 will be based upon three (3) foot waves.

#### 7.C. **MOTION/APPROVAL: E-ONE Contract Change Notice #1**

**MOTION:** Commissioner Cullen made a motion ***to approve Change Notice #1 to the E-One Contract in the amount of \$3,120.00.*** Commissioner Mirabella seconded the motion, and the 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: Danny Powers

### **7.D. DISCUSSION: Marina Del Mar (Elevator Damage)**

This item was tabled to the next meeting.

## **8. FINANCIAL REPORT**

### **8.A. District Financial Report 170331**

Jennifer Johnson presented the financial report for the first six months. The District is 50% through the budget year.

The District Board received total revenues of \$67,394 in March, and the year-to-date revenues are \$2,172,790 or 82.52% of budget. The District Board spent \$23,172 in March with the year-to-date expenditures totaling \$162,717 or 56.31% of budget.

The Fire Department spent \$164,201 in March, and the KLVFD year-to-date expenditures were \$1,245,165 or 61.98% of budget. The overage is attributed to payment for the new engine; the insurance being billed upfront; and the retirement and overtime accounts and repairs and maintenance for the buildings and equipment are high. Office supplies and operating supplies are high at 80%.

The Ambulance Corps spent \$37,305 in March, and the total year-to-date expenditures were \$289,743 or 47.31% of budget. Training is at \$0.00, and medical supplies are at 61.85% of budget.

The total District expenses for March were \$225,219, and the total District year-to-date expenditures are \$1,697,626 of 58.33% of budget. There was a deficit of \$157,824 for the month, and a surplus of \$350,163 for the year. Jennifer reported the District is expected to spend the budgeted \$527,241 the fund balance.

### **8.B. District Audit 2016**

Jennifer Johnson reported the District's 2016 audit did not have any audit findings or recommendations. The Commissioners commented on the good job.

## **9. LEGAL COUNSEL REPORT**

Theron reported one of the ambulances has been picked up by the buyer, the other buyer has been contacted, and the title issue is being resolved tomorrow.

## **10. AMBULANCE CORPS REPORT**

### **10.A. Monthly Report (Minutes/Treasurer's Report) 170331**

Scott Robinson reported 13 candidates were tested.

## **11. FIRE DEPARTMENT REPORT**

### **11.A. KLVFD Monthly Report (Minutes/Treasurer's Report) 170331**

The Fire Department tested 33 candidates.

## **12. COMMISSIONER ITEMS**

There were no Commissioner items.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 13. NEXT MEETING:

***MOTION:*** Commissioner Cullen made a motion ***to cancel the May 8, 2017 Meeting if there are no items requiring District Board approval. If the meeting is cancelled, the next meeting will be May 22, 2017.*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion

### 14. ADJOURN

Commissioner Mirabella made a motion to Adjourn at 7:22 p.m., which was approved by Commissioner Powers.

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

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

### DOCUMENTS

AI 02.B.1.	District Meeting Minutes 170410
AI 06.A.	KLVFD Alpine Software (Red Alert System) \$5,535 (Previously Distributed for 170410 Meeting)
AI 06.C.	KLVAC Annual Report 2016 for 2015 (Previously Distributed for 170410 Meeting)
AI 07.A.	Ordinance 2012-002 Open Burning, Revision 1
AI 07.B.	Station #24 Flood Elevation (Previously Distributed for 170410 Meeting)
Ai 07.C.	E-One Change Notice for Engine 25 \$3,120.00
AI 08.A.	District Financial Report 170331
AI 08.B.	KLFR&EMS 2016 District Audit
AI 10.A.	KLVAC Monthly Report (Minutes/Treasurer's Report) 170331
AI 11.A.	KLVFD Monthly Report (Minutes/Treasurer's Report) 170331
AI 11.B.	KLVFD Performance Report 170331