



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

MAY 22, 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**

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 Bob Thomas. Commissioner Powers was out of town. There was a quorum.

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

2. **APPROVAL OF AGENDA & MINUTES**

2.A. **Approval of May 22, 2017 Agenda**

MOTION: Commissioner Mirabella made a motion ***to approve the May 22, 2017 District Meeting Agenda***, which was seconded by Commissioner Cullen. The Board unanimously passed the motion.

2.B. **Approval of Minutes**

2.B.1 **Approval of Minutes of April 24, 2017 District Meeting Minutes**

The Clerk was asked to clarify the amount approved in item 6.A. as the amount approved varied from the amount originally requested in the agenda item; and reference the document with the Workman's Compensation definitions.

MOTION: Commissioner Thomas made a motion ***to postpone approval of the April 24, 2017 District Meeting Minutes until the next meeting***. Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

2.B.2 **Approval of Minutes of April 24, 2017 Strategic Planning Workshop Minutes**

MOTION: Commissioner Cullen made a motion ***to approve the April 24, 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.



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Seat 1: Tony Allen; Seat 2: Kay Cullen; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

4. **SECRETARY'S REPORT**

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

5. **PUBLIC COMMENTS**

Jack Bridges and Sue Heim addressed the Board.

6. **OLD BUSINESS**

6.A. DISCUSSION: Fire Hydrant Project

The Phase 5 Fire Hydrant #16-16 is pending installation. Reynolds Engineering is preparing the drawings for Phase 6, and additional fire hydrant locations are required.

6.B. DISCUSSION/ACTION: Dive Team

Theron Simmons reported the original estimate from Richard was \$75,000 for the Workman's Compensation insurance. This is not the final quote. Richard is re-working the quotation, and would like to present it to PGIT. The District is currently paying approximately \$35,000 for Workman's Compensation insurance. Joe Roth is looking into insurance for the District. Volunteers and employees are considered the same for Workman's Compensation insurance.

6.C. DISCUSSION: Marina Del Mar (Elevator Damage)

The Chief and Captain Garrido met with Marina Del Mar, and showed them the photographs taken before the elevator was opened by the Fire Department. Marina Del Mar requested the policy be changed when there is a problem with the elevator as follows: The Fire Department will notify the front desk prior to beginning any work on the elevator.

7. **NEW BUSINESS**

7.A. 2ND 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 of the Ordinance.

MOTION: Commissioner Cullen made a motion ***to approve Revision 1 to Ordinance #2012-001 Open Burning.*** Commissioner Thomas seconded the motion, and the Board unanimously approved Revision 1 as follows: Cullen (Yes), Mirabella (Yes), Powers (Absent), Thomas (Yes) and Allen (Yes).

7.B. MOTION/APPROVAL: Ten-8 Bunker Gear \$4,446.49

The Fire Department is requesting to purchase bunker gear in the amount of \$4,446.49 from Ten-8 (5 pants 1 coat). A purchase of this size would normally require three written quotes, however, the department would like to request to waive the purchasing policy so that the gear is comparable to the sets of gear purchased earlier this fiscal year and previous years. This item is not budgeted, and the Fire Department will submit a Budget Line-Item Transfer to the District in the future.



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.B. MOTION/APPROVAL: Ten-8 Bunker Gear \$4,446.49

MOTION: Commissioner Thomas made a motion **to approve the Purchase Order to Ten-8 for Bunker Gear in the amount of \$4,446.49, and submit a Budget Line-Item Transfer to the District for that amount it will be placed on a future agenda for approval.**

Commissioner Cullen seconded the motion, and the Board unanimously passed the motion. (?)

7.C. DISCUSSION: ETHICS TRAINING

Theron Simmons encouraged the commissioners to attend the Ethics Training May 30th In Marathon. Commissioners Thomas and Powers are planning on attending. Theron Simmons will check to see if the commissioners may get credit by taking a course on line.

7.D. MOTION/APPROVAL: Municipal Emergency Services (Hurst Equipment) \$45,661.37

Funding for this item will be paid by the Trauma District funding the District is to receive. There is a one—year warranty and service contract.

MOTION: Commissioner Cullen made a motion **to approve the Municipal Emergency Services as the Sole Source Vendor for the Hurst Equipment in the amount of \$46,111.37 from the funds allocated from the Trauma District.** Commissioner Mirabella seconded, and the Board unanimously approved the motion.

7.E. DISCUSSION: KLVFD Annual Report 2017 for 2016

The Fire Department reported this item should be submitted at the next meeting.

7.F. MOTION/APPROVAL: KLVFD Budget Line Item Transfer (Software) \$12,670.00

The annual maintenance is approximately 20% of the cost.

MOTION: Commissioner Cullen made a motion **to approve the KLVFD Budget Line item Transfer in the amount of \$12,670.00, which increased account 640 Red Alert Software, and decreased the following accounts: Acct 522.400 Travel & Per Diem \$3,500; Acct 522.490.05; Acct Other \$1,750; Acct 522.491.13 FF 1 Class \$4,000; Acct 522.520.03; Acct Medical \$1,420 and Acct 522.520.05 (Housekeeping) \$2,000.** Commissioner Thomas seconded the motion, and the Board unanimously passed the motion.

8. FINANCIAL REPORT

8.A. District Financial Report 170430

Jennifer Johnson presented the financial report for the first seven months. The District is 58.33% through the budget year.



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

8.A. District Financial Report 170430 (Continued)

The District Board received total revenues of \$177,993 in April, and the year- to-date revenues are \$2,350,934 or 89.29% of budget. The District Board spent \$12,331 in April with the year-to-date expenditures totaling \$177,416 or 61.4% of budget.

The Fire Department spent \$65,702 in April, and the KLVFD year-to-date expenditures were \$1,310,650 or 65.24% of budget. It was noted the Volunteer pay is at 44.56% of budget, and the overtime is at 64.97% and Retirement Benefits are at 67.99% of budget. The department will need to do a Budget Line-Item transfer for the Officer Training Educational Materials.

The Ambulance Corps spent \$28,208 in April, and the total year-to-date expenditures were \$319,202 or 52.12% of budget.

The total District expenses for April were \$106,242, and the total District year-to-date expenditures are \$1,807,269 or 62.1% of budget. There is a surplus of \$418,664 for the year. Jennifer reported the District is expected to spend the budgeted \$527,241 the fund balance.

8.B. Trim Notice Calendar

Jennifer Johnson indicated the District's Budget Hearings cannot conflict with the County or the School Board's Budget Hearings.

MOTION: Commissioner Cullen made a motion ***to approve changing the September 11 meeting to September 18 and changing the September 18 meeting to September 25, 2017.***

Commissioner Thomas seconded the motion, and the Board unanimously approved the motion.

9. LEGAL COUNSEL REPORT

Theron reported the second ambulance will be picked up the week of May 22, 2017.

10. AMBULANCE CORPS REPORT

10.A. Monthly Report (Minutes/Treasurer's Report) 170430

There were no items to report.

11. FIRE DEPARTMENT REPORT

11.A. KLVFD Monthly Report (Minutes/Treasurer's Report) 170430

11.B. KLVFD Monthly Performance Report 170430

David Garrido reported the Ice Machine was sold for \$800. Six members were trained to become fire engineers. Engine 25 will be traded in for \$35,000. Scott Robinson indicated the District should expect a 24% increase in Blue Cross, and he checked with Aetna regarding their health insurance rates. Scott indicated the department should be able to ensure all seven of the employees at about the same rate. The out-of-pocket deductibles will increase from \$2,500 to \$3,000. The premiums would be \$378.00 monthly per employee, and is under the \$500 cap



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

11.B. KLVFD Monthly Performance Report 170430 (Continued)

previously approved by the District. If there are no claims, some of the premiums should be refunded to the District.

12. COMMISSIONER ITEMS

There were no Commissioner items.

13. NEXT MEETING:

MOTION: Commissioner Cullen made a motion **to cancel the June 12, 2017 Meeting if there are no items requiring District Board approval. If the meeting is cancelled, the next meeting will be June 26, 2017.** Commissioner Thomas seconded the motion, and the Board unanimously passed the motion

14. ADJOURN

Commissioner Mirabella made a motion to Adjourn at 7:27 p.m., which was approved by Commissioner Cullen.

2nd Quarter Meeting Schedule:

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