



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

August 28, 2017 - **FINAL**

1. **AGENDA**

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

Chairman Allen called the District Meeting to order 6:17 p.m.

1.B. ***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, Matt Francis, Jennifer Johnson and Scott Robinson.

2. **APPROVAL OF AGENDA & MINUTES**

2.A. ***Approval of August 28, 2017 Agenda***

MOTION: Commissioner Mirabella made a motion ***to approve the August 28, 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 August 14, 2017 Budget Workshop Meeting Minutes***

MOTION: Commissioner Mirabella made a motion ***to approve the August 14, 2017 Budget Workshop Meeting Minutes***. Commissioner Thomas seconded the motion, and the Board passed the motion unanimously.

2.B.2 ***Approval of Minutes of August 14, 2017 District Meeting Minutes***

MOTION: Commissioner Mirabella made a motion ***to approve the August 14, 2017 District Meeting Minutes***. Commissioner Powers seconded the motion.

The minutes were discussed, and Commissioner Powers removed his second of the motion.

MOTION: Commissioner Mirabella made a motion ***to approve the August 14, 2017 District Meeting Minutes***. Commissioner Thomas seconded the motion. The Vote was as follows: Cullen (N), Mirabella (Y), Powers (N), Thomas (Y) and Allen (Y).

3. **CHAIRMAN'S REPORT**

Chairman Allen reminded everyone that only one person should speak at a time.



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4. SECRETARY'S REPORT

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

5. PUBLIC COMMENTS

There were no requests to address the Board from the General Public.

6. OLD BUSINESS

6.A. DISCUSSION/ACTION: Workmen's Compensation Insurance

Matt Francis reported there was one outstanding claim, and the loss runs have been received.

Two brokers are reviewing, and he expects to have hard numbers this week.

7. NEW BUSINESS

7.A. DISCUSSION: 304 Fund

Discussion was held regarding the 304 fund/consideration of raising the millage cap. Legal was directed to review the requirements to issue a Special Assessment.

8. FINANCIAL REPORT

Jennifer Johnson reported the District is ten months (83.33%) into the District's fiscal year. The total Ad Valorem taxes collected in July were \$249.38, and the total year-to-date Ad Valorem taxes collected are \$2,450,651.59 (99.93%). The total interest paid year to date is \$7,332. The total revenues are \$2,485,409.08 (93.42%).

The District Board's total year-to-date expenses are \$227,135 (78.65%).

The total KLVFD July expenses were \$110,807, and the total year-to-date expenses are \$1,716,078 or 85.1% of budget.

The total KLVAC July expenses were \$15,386, and the total year-to-date expenses are \$421,953 or 68.89% of budget.

The total District expenses for July were \$133,276 and the total year-to-date expenses are \$2,365,168. Prior to the transfer to the Vehicle & Equipment Fund, there was a surplus of \$120,240.

The total July expenses resulted in a deficit of (\$-132,369). After the transfer of \$207,251 to the Vehicle Replacement Fund, the total year-to-date District expenses are at a total deficit of (\$-87,010).

9. LEGAL COUNSEL REPORT

No additional Legal items were brought to the Board.

10. AMBULANCE CORPS REPORT

The new department's Citizen's Academy Report was presented to the Board.



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11. FIRE DEPARTMENT REPORT

The final inspection of the new Engine was completed last week, and delivery is expected in September.

12. COMMISSIONER ITEMS

Jennifer Johnson reported the insurance policy applications will require approval, and the Chairman has approval to sign the insurance documents.

13. NEXT MEETING

MOTION: Commissioner Powers made a motion **to approve the 1st Budget Hearing and District Meeting (if required) dates.** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Cullen made a motion to Adjourn at 6:56 p.m., which was approved by Commissioner Mirabella.

3rd Quarter Meeting

Schedule:

August 28, 2017	District Workshop (District/Dept. Budgets) followed by District Meeting
September 18, 2017	1 st Public Hearing and (District Meeting, if required)
September 25, 2017	Final Public Hearing followed by District Meeting

DOCUMENTS

AI 02.A.	<i>District Meeting Agenda 170814</i>
AI 02.B.1.	<i>District Meeting Minutes 170724</i>
6.A.	<i>Fire Hydrant List 170814</i>
6.B.	<i>Email 170803 Caligiuri to Simmons (Bouchard Proposal Follow up)</i>
7.A.	<i>State Fire Marshall Report</i>
7.B.	<i>RFP 2018-001 Fire Hydrant Project (Phase 6 FY 2017-2018)</i>
7.D.	<i>Travel Request (KLVFD Vehicle Inspection)</i>
7.E.	<i>Keefe McCullough Audit Engagement Letter FY 2018-2019</i>
8.A.	<i>District Financial Report 170630</i>
10.A.	<i>KLVAC Monthly Report 170731 - pending</i>
11.A.	<i>KLVFD Monthly Report 170731</i>
11.B.	<i>KLVFD Performance Report 170630 & 170731</i>
12.A.	<i>District Strategic Action Plan 170814</i>