



## 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 [DRAFT]

May 21, 2018

(KLVFD – Station #24 – 6:00 p.m.)

#### 1. AGENDA

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

Commissioner Allen called the District Meeting to order at 6:44 PM

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

Commissioner Powers led the Pledge of Allegiance at S.

##### 1.C. Roll Call

Carol Greco called the roll. The following Commissioners were present: Commissioner Allen; Commissioner Cullen; Commissioner Thomas; Commissioner Mirabella; and Commissioner Powers. There was a quorum.

Also present were Gaelan P. Jones, Esq. and Jennifer Johnson

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2.A. Approval of May 21, 2018 Agenda with Addition of 7D – Legal Research Rate

***MOTION:*** Commissioner Cullen made a motion ***to approve the May 21, 2018 District Meeting Agenda with the Addition of Item 7D.*** Commissioner Powers second the motion; no objections from Board; motion passes.

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

***MOTION:*** Commissioner Cullen made a motion ***to approve the April 23, 2018 District Meeting Minutes.*** Commissioner Thomas second the motion; no votes; motion passes.

#### 3. PUBLIC COMMENT

Sue Heim – To Be Announced



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### 4. CHAIRMAN REPORT

Commissioner Allen provided an update on Vicky Fay's progress after surgery.

### 5. SECRETARY REPORT

None

### 6. OLD BUSINESS

6.A. Fire Hydrant Report – Commissioner Thomas advises no changes.

### 7. NEW BUSINESS

#### 7.A. DISCUSSION: KLVAC Annual Report (Allen)

Organizational Chart Remains Omitted

#### 7.B. Discussion FY 2019-2020 Budget Calendar Dates (Johnson)

Jennifer Johnson provided the board with two special call dates for meeting of September 5, 12 or 6, 13, 2018. Commissioners Powers, Cullen and Allen will provide their availability dates. Commissioner Thomas available September 5, 2018.

#### 7.C. MOTION/APPROVAL: Budget Line-Item Transfer (Johnson)

Jennifer Johnson reports the Fire Department close on reaching limit on overtime. Will need \$45,000 to finish fiscal year. Recently, volunteers have dropped or did not sign up for shifts driving up overtime to meet 2 in 2 out policy to cover the two fire stations. They have done additional testing and brought on additional volunteers who need to be trained to run calls. Department decreasing other budget line items. No additional ask to District.

**MOTION:** Commissioner Thomas made a motion to **Accept the Budget Line-Item Transfer**; Commissioner Cullen seconds; no votes; motion carries.

#### 7.D. MOTION/APPROVE: Legal Research Rate

**MOTION:** Commissioner Thomas made a **motion to allow Commissioners to Query Legal, if necessary, for Research up to one (1) Hour per Quarter per**



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**Commissioner**, Commissioner Cullen seconds; no votes; motion passes under new terms

Sue Heim – Believes there is a previous vote in place.

### 8. **FINANCIAL REPORT**

Jennifer Johnson – No Written Financial Report

FEMA Update – 2 Projects:

- (1) Life/Health Safety – Submitting reimbursement at 100% in the amount of \$102,289.08; of that cost approximately \$22,000 of EMS/Paramedic Pay.
- (2) Roof for Station 23 – Insurance not yet submitted to CRC.

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

Looked into viability of acquiring property from state for Station 25. District currently owns 1/8" of building (scrivener's error in quit claim deed). Monroe County quit claimed entire interest in the building to Fire; lease entire parcel of land from State. State accidentally gave a lease interest in more property than intended. DEP open to negotiations. Legal may be able to convince the State to deed the land Station 25 currently sits on. Once negotiations start, legal will seek to acquire as much land as possible; potentially acquire 1 or 2 additional parcels for development of training facility.

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

#### 10.A **KLVAC Monthly Report 180430**

Scott Robinson reports testing for Paid/Volunteers on Saturday; community outreach program

Commissioner Mirabella inquired about the possibility to add 3<sup>rd</sup> ambulance at Station 25?

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

#### 11.A **KLVFD Monthly Report 180430**

14 New members; lost 3 to Miami-Dade; lost 1 to Monroe County and lost 1 to Palm Beach County



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NFPA testing complete  
Engine 24 failed; too long to draft water. This equipment is up for sale.  
Ladder testing complete; placed order for Hydraulic Tools

Pedro requested 6 mos. leave of absence – appointed new training officer

### **11.B Performance Reports for 180331 – Pending Not Received**

### **12. COMMISSIONER ITEMS**

Commissioner Cullen – May 4<sup>th</sup> was International Firefighter Day; recognized men/women for service. Also National EMS week – recognized and thanked the men/women for service.

### **13. NEXT MEETING**

Commissioner Cullen made a motion to cancel the June 11, 2018 meeting, if there are no major items for discussion. Commissioner Thomas seconded, and the board unanimously passed the motion. The next meeting will be held on June 25, 2018.

### **14. ADJOURN**

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

### **2nd Quarter Meeting Schedule:**

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

### **Documents**

- 2.A. May 21, 2018 Agenda
- 2.B.1 April 23, 2018 District Meeting Minutes
- 7.A. KLVAC Annual Report 2017
- 7.C District Budget Line-Item Transfer
- 10.A. KLVAC Monthly Report 180430
- 11.A KLVFD Monthly Report 180430



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### 11.B KLVFD Performance Reports for 180430 – pending not received

*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*