



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Jennifer Miller; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

### DISTRICT MEETING MINUTES JULY 8, 2013 – DRAFT

#### 1. AGENDA

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

Chairman Miller called the meeting to order at 6:44 p.m.

##### 1.B. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Jennifer Miller, George Mirabella, and Bob Thomas. There was a quorum.

Also present were: Don Bock, Vicky Fay, Scott Robinson, Theron Simmons and Jennifer Zimmer. The meeting was held at Station 24.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2.A. Approval of June 24, 2013 Agenda

The District Clerk requested Item 7.G. be added to the agenda, which is a Purchase Order for the DOH Grant Stryker Power-Load Units.

**Motion:** Commissioner Thomas made a motion to **approve the July 8, 2013 District Meeting Agenda as amended.** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

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

###### 2.B.1 Approval of June 24, 2013 Budget Workshop Meeting Minutes

**Motion:** Commissioner Thomas made a motion to **approve the June 24, 2013 Budget Workshop Meeting Minutes.** The motion was seconded by Commissioner Allen, and the motion was unanimously passed by the Board.

###### 2.B.2 Approval of June 24, 2013 District Meeting Minutes

**Motion:** Commissioner Mirabella made a motion to **approve the June 24, 2013 District Meeting Minutes** that was seconded by Commissioner Allen. The motion was unanimously passed by the Board.

#### 3. CHAIRMAN'S REPORT

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

#### 4. SECRETARY'S REPORT

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



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### 5. PUBLIC COMMENT

No members from the General Public addressed the Board.

### 6. OLD BUSINESS

#### 6.A. Motion/Approval: KLVFD Workman's Compensation Policy (Bock)

At this time, the department has not been able to get a policy for the department. The policy expires in a week. The new policy will be under the District's name. Commissioner Mirabella asked if the paid staff or volunteers would now be considered as an employee of the district. Legal has not reviewed this aspect from a workman's comp perspective. This is not an FSLA issue. The County provides workman's compensation for the volunteers, and they have the volunteers sign a form stating they are not an employee of the county.

**Motion:** Commissioner Mirabella made a motion *to approve the District paying the Workman's Compensation bill directly to PGIT.* The motion was seconded by Commissioner Thomas, and the motion was unanimously passed by the Board.

### 7. NEW BUSINESS (ACTION)

#### 7.A. Motion/Approval: Resolution #2013-004

The District Clerk read the Resolution into the record.

**A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD, FLORIDA; DETERMINING THE PROPOSED MILLAGE RATE, THE CURRENT YEAR ROLLED-BACK RATE, AND THE DATE, TIME AND PLACE FOR THE FIRST AND SECOND BUDGET HEARINGS AS REQUIRED BY LAW; DIRECTING THE CLERK TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MONROE COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; AND PROVIDING AN EFFECTIVE DATE.**

Jennifer Zimmer reported the proposed 1.00 mill is 29% above the rollback rate of .7752, and also recommended the 2<sup>nd</sup> Public Hearing be held at the Ambulance Corps Building.

**Motion:** Commissioner Allen made a motion *to approve Resolution #2013-004 to establish the proposed millage rate of 1.00 mills, which is \$1.00 per \$1,000.00 of assessed property within the District. This is 29% above the rollback rate of .7752 mills of assessed value. The time and place for the 1<sup>st</sup> and 2<sup>nd</sup> Public Hearings is September 9 and September 16. The September 9, 2013 1<sup>st</sup> Public Hearing will be held at Station 24 and the 2<sup>nd</sup> Public Hearing will be held at the Ambulance Corps Building.* The motion was seconded by Commissioner Thomas.

The vote was as follows: Allen (Yes), Beyer (Yes), Mirabella (Yes), Thomas (Yes) and Miller (Yes).

The motion was unanimously passed by the Board.



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### **7.B. Discussion: Lettering/Lighting/License Plates & Return of Equipment**

Linda Newman prepared a list of the items that were returned by the Department, Ike Beal, Frank Conklin and Sergio Garcia. Sergio Garcia was concerned the lighting and lettering would be damaged if he tried to remove these items. The large item that has not been returned is the radio. One helmet is missing, one set of bunker gear has not been returned, no uniforms, badges or ID cards were returned. It is believed District property is located in the back building. Don Bock will get with Sheriff Ramsay to confirm the radio was returned. A letter needs to be prepared to request the three department vehicles be parked on department property versus District property at the Station due to liability issues. Eric Fundora will inspect the vehicles to ensure all District property is removed.

### **7.C. Discussion: Fire Hydrants**

Commissioner Thomas reported that James Griffeth spoke with the County and researched the areas where the new hydrants will be located. Drawings have been requested from Keys Engineering. FKA still needs the drawings from Engineering Firm. ISO will send a map of all of the hydrants with the 1,000 ft radius.

### **7.D. Discussion: FASD 2013 Conference Update**

Tom Tharp provided a package of information to each commissioner that he received from FASD. A handout provided included websites where Commissioners may review the 2013 Annual Conference Presentations (excluding the Keynote Speakers), Membership, Upcoming Meetings and Events and information for the Certified District Officials and Certified District Official's Program. The Certification Program includes 32 hours in training in subjects of importance to Special District Commissioners.

During the Legislative Update, it was noted Senate Bill 50 requires Special Districts to ensure adequate time is given to attendees to address issues before being submitted to the board for approval. FASD legal staff recommends Special Districts develop a resolution for public presentation. The District may want to review the process. There were changes to Chapter 633 for training. There were also changes to campaign reporting and other rules.

The Governors report of Special Fire District is expected to be released in July.

### **7.E. Discussion: 2013 DOH Grant**

The District Clerk reported the Florida State Department of Health awarded the District a matching grant in the amount of \$58,285.00 for two Stryker Power-Load Systems to be installed in the ambulances. The District received a check for \$43,714.00 today from DOH; and the District's matching portion of the grant is \$14,571.00.

### **7.F. Motion/Approval: KLVFD Check Request Trip to Ferrara (\$165.58)**

Jennifer Zimmer presented the check request to reimburse Commissioner Mirabella for parking, tolls and lunch for the trip to Ferrara.



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### **7.F. Motion/Approval: KLVFD Check Request Trip to Ferrara (Continued)**

**Motion:** Commissioner Thomas made a motion **to approve the Check Request in the amount of \$165.58 to reimburse Commissioner Mirabella for parking, tolls and meals for the trip to Ferrara to inspect the vehicle.** The motion was seconded by Commissioner Beyer, and the motion was unanimously passed by the Board.

### **7.G. Motion/Approval: KLVAC Purchase Order for the Stryker Power Load Systems (\$53,614.40)**

**Motion:** Commissioner Thomas made a motion **to approve the Purchase Order for two Stryker Power Load Systems awarded by the DOH Grant in the amount of \$53,614.40** that was seconded by Commissioner Allen. The motion was unanimously passed by the Board.

### **8. FINANCIAL REPORT**

No additional Financial Report was provided.

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

Theron Simmons reported that Matt Francis is about ready to place the old Squad on govdeals.com. Information had been received that it may actually be valued at \$25,000.

**Motion:** Commissioner Thomas made a motion **to approve a minimum bid of \$20,000** for the pumper (Squad 24). The motion was seconded by Commissioner Mirabella, and the motion was unanimously passed by the Board.

### **10. EMS DEPARTMENT REPORT**

Ronnie Fell expressed appreciation to Vicky Fay for her help with the grant. Ronnie broke his foot, and will not be responding to calls for five or six weeks.

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

Ferrara replaced the fan on the new Squad 24. The next department meeting is tomorrow, July 9, 2013. The board will look at what the Honor Guard may need, and present a list to the District Board. The Honor Guard is funding themselves, they have not received any money from the old fire department. Commissioner Thomas recommended changing the locks at the stations. Chief Bock will review the bunker gear inventory and look at a new security system.

### **12. COMMISSIONER ITEMS**

Commissioner Mirabella reported the trip with James Griffeth to Ferrara was successful. The District should expect to receive a credit for about \$4,400. There were two fires over the 4<sup>th</sup> of July weekend. There was a boat fire and fire on the roof at Gilberts.

### **13. ADJOURN**

Commissioner Allen made a Motion to adjourn at 7:27 p.m., which was seconded by Commissioner Mirabella, and unanimously approved by the Board.

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### **Next Scheduled Meetings:**

July 22, 2013 District Budget Workshop (FINAL REVIEW OF PROPOSED BUDGET) followed by District Meeting  
August 12 District Budget Workshop - Ambulance Corps  
August 12 District Meeting  
August 26 District Budget Workshop – Fire Department  
August 26 District Meeting (if required)  
September 9 1<sup>st</sup> PUBLIC HEARING  
September 9 District Meeting  
September 16 FINAL PUBLIC HEARING  
September 16 District Meeting (if required)

### **DOCUMENTS**

130624 Budget Workshop Meeting Minutes  
130624 District Meeting Minutes  
130708 Resolution #2013-004