



MEETING MINUTES FEBRUARY 11, 2013 – DRAFT

1. AGENDĀ

1.A. Call to Order

Chairman Miller called the meeting to order at 6:00 p.m.

1.B. Pledge of Allegiance

Commissioner Thomas led the Pledge of Allegiance.

1.C. 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: Frank Conklin, Vicky Fay, Ronnie Fell, Scott Robinson, Dirk Smits and Jennifer Zimmer. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

Item 6.E. FASD Update was added to the agenda.

Motion: Commissioner Thomas made a motion to ***approve the February 11, 2013 Agenda with the addition of Item 6.E.*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

2.B. Approval of Minutes

2.B.1. Meeting Minutes January 14, 2013

Motion: Commissioner Thomas ***made a motion to approve the January 14, 2013 Meeting Minutes,*** which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

Chairman Miller did not have any new items to report to the Board.

4. SECRETARY'S REPORT

Commissioner Beyer did not have any new items for the Board.

5. OLD BUSINESS

5.A. Approval/Motion: District Website

While 1+1 can use Wix, Paul Messina is checking to see if 1+1 has the ability to import existing files into the Wix, and Vicky is checking to see if 1+1 can import the existing site to a new 1+1 site.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

5.B. Approval/Motion: Notice(s) of Violation for Ordinances

Motion: Commissioner Thomas made a motion to **approve the new Notice of Violation Forms for Ordinances #2012-001 and #2012-002**. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

5.C. Approval/Motion: Strategic Plan

Commissioner Mirabella reported that Jackie Harder (Key Dynamics) prepared the Corps Strategic Plan. He is gathering additional information on Strategic Plans.

5.D. Discussion: Vehicle Accident Safety Report/Status Update

Ike Beal reported the department completed the Accident Investigation for the accident at Tamarind Bay. The Department placed the individual on administrative leave, and there was additional disciplinary action taken.

6. NEW BUSINESS (ACTION)

6.A. Discussion: Drug Free Workplace

Ike Beal reported that Department Policy was followed, and the policy is for drug testing following an accident. The Clerk will review the District's Policies and Procedures regarding drug testing.

6.B. Discussion: Deputy Chief Position

Commissioner Thomas asked what the KLVFD process was used for selection & appointment of the Deputy Chief position. Ike Beal has been the Safety Officer and conducted training for the department. It is the Chief's discretion to select his officers, the Corporate Board is not involved. David Garrido was promoted to a Captain.

6.C. Approval/Motion: District to pay \$500.00 Deductible for Engine 25

Jennifer Zimmer reported paying the Deductible for an accident would be setting a precedent. The deductible would be coded to the Repairs and Maintenance Account, and it would not exceed the amount budgeted in the account.

Motion: Commissioner Allen made a motion **to approve paying the Deductible of \$500.00 for Engine 25, which was involved in the Tamarind Bay Accident in November 2012**. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

6.D. Approval/Motion: KLVAC Travel & Check Request Ken Edge \$178.65

Zimmer reported this is an After-the-Fact Travel Request for the installation of the new Stryker Power Load System in the second ambulance. To save money, Ken Edge delivered and picked up the ambulance up on a personal trip to avoid lodging expense.

Motion: Commissioner Thomas made a motion **to approve the After-the-Fact Travel and Check Request in the amount of \$178.65 for the installation of Stryker Power Load unit in the second ambulance**. Commissioner Beyer seconded the Motion, and the motion was passed unanimously by the Board.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

6.E. Approval/Motion: FASD Update

Tom Tharp reported on the January 31st through February 1st FASD meeting he attended, and the highlights of the meeting are as follows:

- 1) There has been an issue regarding firefighters and social media. FASD recommends each District develops a policy for social media, and he recommended Legal develop a policy.
- 2) There is a proposed change to FS Chapter 189 that will exempt Fire Districts from doing construction.
- 3) The next FASD Meeting is March 20, 2013 (Tallahassee Legislative Meeting), and the Annual Conference is June 10 thru June 14, 2013 in Westin, Florida.
- 4) Commissioners need to register prior to May 17th for the special rate.
- 5) The State Fire Marshall prepared the Annual Report, and indicated there are a number of proposed changes to FS 633. It will change requirements for certified firefighters allowing them to be able to take a 40-hour refresher course instead of a Challenge Test.

7. FINANCIAL REPORT

7.A. Financial Report (December 2012)

Jennifer Zimmer reported the District is at 25% of the budget year, and has received 72.5% of the Ad Valorem taxes. The District is at 33.9% of the budget. It is high on printing & binding, and the Insurances are paid. The KLVFD is over budget on fire hydrant maintenance, high on Repairs and Maintenance for Equipment. All SCBA's have been recertified. The department purchased new gloves, and a new radio. Overall the department is at 12% of their budget. The KLVAC is high for Water and Repairs & Maintenance. The new building numbers and awnings were installed. The Corps is at 16.4% of their budget. Chairman Miller requested removal from distribution of hardcopy documents.

8. LEGAL COUNSEL REPORT

Dirk Smits distributed the 2013 Sunshine Books to the Commissioners and the Clerk. All requests for Public Records should go through the Clerk. Never Hit "Reply All" when answering emails where other commissioners names are listed. Smits discourages Commissioners from sending any emails to the other commissioners. They should be distributed to the Clerk for distribution to other Commissioners. When in doubt, consult with Legal.

9. EMS DEPARTMENT REPORT

9.A. KLVAC 2012 Annual Report

Ambulance 74 is back in service. The majority of the \$550.00 repair for the head gasket was covered under warranty. Scott Robinson reported that Andersen Financial is presenting information on the LOSAP Plan on February 12, 2013. He would like to discuss with Tom and bring the information back to the District. The KLVAC membership will select the plan.

10. FIRE DEPARTMENT REPORT - ACTION

10.A. KLVFD Performance Reports (January 2013)

No new items were presented to the Board. Commissioner Beyer reminded the department they need two outside board members, and asked when the department will advertise for people from the community. Frank Conklin will provide an update.

11. COMMISSIONER ITEMS

Commissioner Thomas reported that VFIS reviewed the Insurance policies and conducted an assessment of the coverage. When the report is prepared, the numbers will be sent to the District. The KLVFD 2011 Annual Report has not been submitted to the District Board. The Board agreed the 2011 and 2012 Annual Reports should be



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

11. COMMISSIONER ITEMS (Continued)

submitted to the District in March. Linda worked on the reports today, and will try to distribute to the Board for their review.

Commissioner Thomas reminded the Departments he needs their Equipment Needs List. The capital budget will be there forever. The District is due a percentage. The formula 13.7% for Key Largo; however, that will have to be split four ways: The County, the KLWTD, KLFR&EMS and Ocean Reef Fire Department. The percentages for each entity have not yet been established. The Commissioners agreed the County needs to provide the 1 cent Sales Infrastructure Tax to the District based upon the agreed-upon percentage versus requesting a specific list of items because the capital expenses will be on-going annually.

Commissioners Mirabella, Miller and Allen do not believe the Board should micromanage the KLVFD. Commissioner Thomas stressed the need for more control based upon the audit results.

Commissioner Mirabella made a motion to cancel the February 25, 2013 meeting, which was seconded by Commissioner Allen; and was unanimously passed by the Board. The next meeting will be March 11, 2013.

12. ADJOURN

Commissioner Allen made a Motion to adjourn at 6:53 p.m., which was seconded by Commissioner Mirabella. The motion was passed unanimously by the Board.

Next Scheduled Meetings:

March 11 & March 25, 2013

DOCUMENTS

- 130114 KLFR&EMS District Meeting Minutes
- 130211 District Notice of Violation (False Alarm)
- 130211 District Notice of Violation (Open Burning)
- 130201 KLVFD Check Request (Ten 8) \$500.00 Deductible
- 130207 KLVAC Travel/Check Request (Ken Edge \$178.65)
- 121231 District Financial Report (December 2012)
- 130131 KLVAC Annual Report (2012)
- 130131 KLVFD Performance Report (January 2013)