



**DISTRICT MEETING MINUTES - DRAFT  
MAY 20, 2013**

**1. AGENDA**

**1.A. Call to Order**

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

**1.B. Pledge of Allegiance**

Commissioner Miller 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: Scott Black, Don Bock, Frank Conklin, Vicky Fay, Ronnie Fell, Sergio Garcia, Scott Robinson, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station 24.

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of May 20, 2013 Agenda**

Two changes to the agenda were requested. Commissioner Mirabella requested Agenda Item 7.J.5. be removed from the agenda, and Theron Simmons requested Agenda Item 7.H. precede Agenda Item 7.A.

**Motion:** Commissioner Beyer made a motion to **approve the May 20, 2013 Agenda.**

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

**2.B. Approval of Minutes**

**2.B.1 Approval of May 8, 2013 Meeting Minutes**

**Motion:** Commissioner Allen made a motion **to approve the May 8, 2013 Meeting Minutes**, which was seconded by Commissioner Mirabella. 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.

**5. OLD BUSINESS**

None.

**6. PUBLIC COMMENT**

Tom Tharp addressed the District Board regarding the Pumper and the Ladder Truck Change Orders and the new contract for the tanker.



**7. NEW BUSINESS (ACTION)**

**7.A. Motion/Approval: Change Order to Ferrara Contract Pumper \$1,807.00**

The Change Order is actually in the amount of \$2,563.00, which includes the \$1,807.00 plus an additional \$756.00 for lights. The original change order was submitted September 28, 2012, and the second one was April 14, 2013. This is the first time the change orders have been submitted to the District Board for approval.

**Motion:** Commissioner Mirabella made a ***motion to approve the Change Order for the new pumper in the amount of \$2,563.00.*** Commissioner Thomas seconded the motion, and the Board unanimously passed the motion.

**7.B. Motion/Approval: Change Order to Ferrara Contract Ladder Truck \$9,965.00**

Change Order in the amount of \$9,965.00. The original contract was \$598,882, and this Change Order increases the Ladder Truck to \$608,847.00. There is a \$2,604.00 item for the aerial rope pulley that is not included in the \$9,965.00. The Chief said the department would pay for this expense, and he requested the charge be placed into two billings to avoid submittal to the District for approval.

**Motion:** Commissioner Thomas made a ***motion to table the Ladder Truck Change Order until the next meeting unless Commissioner Mirabella has to make a decision, which he has the authority to do.*** Commissioner Beyer seconded the motion. The motion was unanimously passed by the Board.

Tom Tharp, speaking from the floor recommended the specifications for the ladder truck and the tanker be reviewed by the Board.

**7.C. Motion/Approval: Direction to Legal Regarding Real Property at Station 24 (South Station) and proposal re same**

Theron Simmons reported there are several options for the District one of which is imminent domain; however, Theron has spoken with Russ Yagel, and the department would like to do some type of lease agreement with the District. This may be a good option until April next year. Commissioner Thomas clarified the District has 180 days to work on the agreement; and \$1,250 per month is currently being proposed. Commissioners Thomas and Mirabella stressed the point the land belongs to the public. Commissioner Thomas made a motion to table the agreement at this time, however, this motion died for a lack of second. Russ Yagel will take this back to the old KLVFR Department.

**Motion:** Commissioner Thomas made a ***motion to extend the lease for one month for \$1.00, and return on June 10, 2013 with a proposed lease or agreement and maintain the status quo and existing facilities and infrastructure until that time without waiver of prejudice of lesser or lessee.*** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

**7.D. Motion/Approval: New 501.c(3) Advance Startup Costs \$25,000.00**

A Check Request was submitted to advance the new Fire Department \$25,000 for payroll.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### **7.D. Motion/Approval: New 501.c(3) Advance Startup Costs \$25,000.00 (Continued)**

**Motion:** Commissioner Beyer made a ***motion to approve the Check Request for the new Key Largo Volunteer Fire Department in the amount of \$25,000.00.*** Commissioner Mirabella seconded the motion. The motion passed as follows: Allen (Yes), Beyer (Yes), Mirabella (Yes), Thomas (Yes) and Miller (No).

### **7.E. Motion/Approval: Fire Hydrants to determine whether the District should purchase 10 hydrants or \$63,000 worth of hydrants**

Jennifer Zimmer reported the cost of the hydrants has increased. The estimate was based on FCAA's bid for Marathon two years ago. The new pricing is estimated at \$7,500 to \$9,000 per hydrant and does not include trench restoration. The cost of \$63,500 includes an administration fee.

**Motion:** Commissioner Mirabella made a motion to ***maintain the current budget of \$63,500 and purchase six (6) fire hydrants with an option of up to ten (10) fire hydrants should funds become available.*** Commissioner Thomas seconded the motion, and the motion passed as follows: Allen (No), Beyer (Yes), Mirabella (Yes), Thomas (Yes) and Miller (No).

### **7.F. Motion/Approval: Pre-Construction Trip to Ferrara**

Commissioner Mirabella requested this item be tabled until the next meeting to allow him to meet with Chief Bock and James Griffeth.

**Motion:** Commissioner Beyer made a motion to ***approve tabling the item until the next meeting.*** Commissioner Thomas seconded the motion. The motion was unanimously passed by the Board.

### **7.G. Motion/Approval: Purchase Order NAFECO \$13,850.00 Bunker Gear**

The District has purchased 49 sets of bunker gear, and currently there are only 35 volunteers. Chief Bock requested additional time to review this purchase order.

### **7.H. Motion/Approval: District Vendor Point-of-Contact**

Theron Simmons discussed the need for a District board member to be a contact with vendors.

**Motion:** Commissioner Thomas made a ***motion for Commissioner Mirabella to be the district point-of contact with vendors.*** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

### **7.I. Motion/Approval: Change to District Meeting Schedule**

The District Clerk submitted two changes to the 2013 approved meeting schedule. The Ambulance Corps Budget Workshop will be moved to June 24, 2013, and the Fire Departments Budget Workshop will be moved to July 8, 2013.

**Motion:** Commissioner Thomas made a motion to ***approve the schedule changes to switch the department budget workshops.*** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.



**7.J. Motion/Approval: Non-Essential Items for KLVFR Department**

**7.J.1. Motion/Approval: Check Request Reimbursement Chief Vehicle (May) \$650.00**

The contract terminates on May 27<sup>th</sup> at 10:00, and the monthly allowance for the Chief's Vehicle is \$650.00 per month. There are 31 days in May  $\$650/31 = \$20.97$  per day. The vehicle will be used for 26 days at \$20.97 resulting in a corrected reimbursement for May of \$545.16.

**Motion:** Commissioner Beyer made a ***motion to approve the Chief's Vehicle Reimbursement for May in the amount of \$545.16.*** Commissioner Thomas seconded the motion, and the Board unanimously passed the motion.

**7.J.2. Motion/Approval: Check Request Grainger (Gas Calibration Equipment/Supplies) \$195.00**

This Check Request is for the gas calibration detection meter kept on the trucks.

**Motion:** Commissioner Beyer made a ***motion to approve the Check Request for Grainger in the amount of \$195.00 for the gas calibration equipment and supplies.*** Commissioner Thomas seconded the motion. The motion was unanimously passed by the Board.

**7.J.3. Motion/Approval: Check Request Heiman Fire Equipment (Helmet Decals) \$105.65**

**Motion:** Commissioner Thomas made a ***motion to approve the Check Request for Heiman Fire Equipment for the helmet decals in the amount of \$105.65,*** which was seconded by Commissioner Beyer. The Board unanimously passed the motion.

**7.J.4. Motion/Approval: Check Request Power Depot (Generator Repairs) \$684.07**

The repairs were for preventive maintenance.

**Motion:** Commissioner Thomas made a ***motion to approve the Check Request to Power Depot in the amount of \$684.07.*** Commissioner Beyer seconded the Motion. The motion was unanimously passed by the Board.

**7.J.5.** This item was removed from the Agenda.

**7.J.6. Motion/Approval: Check Request KLVFR (Per Diem & Other Expenses) \$454.95**

Jennifer Zimmer reported there was a change in the per diem. The correct total is \$420.43.

**Motion:** Commissioner Allen made a ***motion to approve the Check Request the amount of \$420.43.*** Commissioner Mirabella seconded the motion. The motion passed as follows: Allen (Yes), Beyer (No), Mirabella (Yes), Thomas (No) and Miller (Yes).

**7.J.7. Motion/Approval: Check Request KLVFR (Airfare Pumper) Inspection \$607.80**

The District Board approved \$425.00 in airfare for the trip to Louisiana to inspect the pumper. The airfare submitted was \$607.80. This change requires District Board approval. Commissioner Thomas



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### **7.J.7. Motion/Approval: Check Request KLVFR (Airfare Pumper) Inspection \$607.80 (Continued)**

made a motion to approve the airfare in the amount of \$425.00. This motion died for lack of a second.

**Motion:** Commissioner Allen made a *motion to approve reimbursement of the airfare to inspect the pumper in the amount of \$607.80*. Commissioner Mirabella seconded the motion. The motion passed as follows: Allen (Yes), Beyer (No), Mirabella (Yes), Thomas (No) and Miller (Yes).

### **7.K. Motion/Approval: District & FCAA Agreement (Inspection & Maintenance Fire Hydrants)**

**Motion:** Commissioner Thomas made a *motion to approve the FCAA Agreement for a period of five years to inspect and maintain the District's fire hydrants*. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

### **7.L. Motion/Approval: Application for New FCDIC Number from Bureau of Fire Standards**

**Motion:** Commissioner Thomas made a *motion to direct Legal to prepare a letter to the Bureau of Fire Standards to request a new FCDIC Number for the new fire department*. Commissioner Beyer seconded the motion. The motion was unanimously passed by the Board.

## **8. FINANCIAL REPORT**

### **8.A. Financial Report (March & April 2013)**

Jennifer Zimmer reported the District is at seven (7) months of the fiscal year, which is 58.33% of budget, and the actual expenses are 63.4% of budget. The District has received 91.1% of the project revenues. The insurance is front-end loaded at 82.2%, printing and binding is at 96.6% of budget, and the tax collector fees are at 91.1% of budget. The Fire Department overtime is at 100%, workers compensation is 76.6% (the estimate was high and a portion of the expense is for fees), fire hydrant maintenance is higher because of three new hydrants, all insurance is paid in full. The operations budget is at 47.4% (or 50.1% without capital). The Ambulance Corps is at 47.5% of budget. Repairs and maintenance are a 99.2% because of painting the building.

## **9. LEGAL COUNSEL REPORT**

The District will reimburse the Department for utilities.

## **10. EMS DEPARTMENT REPORT**

### **10.A. Monthly Report (March & April 2013)**

The new KLVFD met last week. The Board elected Don Bock as chief.

## **11. FIRE DEPARTMENT REPORT**

### **11.A. Monthly Report (April 2013)**

### **11.B. Financial Reports (February, March & April 2013)**

Frank Conklin reported things were good.



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### 12. COMMISSIONER ITEMS

Commissioner Beyer asked if the old KLVFR Department would hold a boot drive Memorial Day weekend. Russ Yagel, speaking from the floor, confirmed there would not be a boot drive this weekend. Commissioner Thomas recognized Vicky Fay for the outstanding comment received when submitting the final report to the Florida Department of Health for the Stryker grant. The next meeting is June 10<sup>th</sup>.

### 13. ADJOURN

Commissioner Mirabella made a Motion to adjourn at 7:10 p.m., which was seconded by Commissioner Thomas, and unanimously approved by the Board.

### Next Scheduled Meetings:

June 10, 2013

June 24, 2013 Budget Workshop followed by District Meeting

### DOCUMENTS

130508 District Meeting Minutes

120928 Ferrara Change Notice Pumper

120402 Ferrara Change Notice Ladder Truck

130520 Check Request New Fire Department \$25,000 (Advance)

130513 Property Appraiser File

130414 Purchase Order/Quotes Nafeco \$13,850.00 (Bunker Gear)

130331 & 130430 District Financial Reports March & April

130331 & 130430 KLVAC Monthly Reports March & April

130430 KLVFD Performance Report April

130228, 130331 & 130430 KLVFD Financial Reports February, March & April