



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 JUNE 10, 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 Mirabella led the Pledge of Allegiance.

1.C. Roll Call

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

Also present were: 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 10, 2013 Agenda

Motion: Commissioner Mirabella made a motion to **approve the June 10, 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 20, 2013 Meeting Minutes

Motion: Commissioner Mirabella made a motion **to approve the May 20, 2013 Meeting Minutes**, which was seconded by Commissioner Thomas. 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

None



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7. NEW BUSINESS (ACTION)

7.A. Motion/Approval: Key Dynamics Strategic Plan Proposal

Commissioner Mirabella would like to move forward with the Strategic Plan. Jackie Harder worked with the Corps to develop the Corps Strategic Plan. Jackie Harder is on both the Corps and the Fire Department Boards. There is not a conflict of interest as she does not receive any compensation as a board member.

Motion: Commissioner Thomas made a *motion to move forward with the Keys Dynamics Strategic Plan and approve the \$5,000.00 fee, which is half payable upon signing the agreement.* Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

Jackie Harder indicated the meetings will need to be noticed to allow the general public to attend and have input. The bulk of the expense is creating the on-line survey and tabulating the results. It is an 8 hour process, and Ms. Harder recommends a catered lunch. The department boards will join the District Board in the Strategic Plan process.

7.B. Discussion: 2012 District Audit

Jennifer Zimmer presented the Keefe, McCullough & Co., FY 2011-2012 Audit. There were no audit findings, and no audit adjustments to the books. On the Government-wide Statement of Net Assets the District's total assets exceeded its liabilities at September 30, 12 by \$6,107,704. On the Government-wide Statement of Activities the District's total revenues were \$1,812,630, of which \$1,729,612 was from ad Valorem taxes, \$36,139 from capital grants, \$27,871 from interest income, and \$19,008 from miscellaneous income. The District's expenses were \$2,101,617.

The Governmental Fund Statement of Net Assets showed current assets (cash, cash equivalents and investments) of \$2,156,071 as of September 30, 2012. On the Governmental Fund Statement of Activities the total revenues were \$1,812,630, and total expenses for the general government were \$231,551, \$1,575,403 for public safety, and \$368,857 for capital outlay, for total government fund expenses of \$2,175,811. The total fund balance was \$2,060,326, of which \$1,461,976 is committed for vehicle replacements.

Page 22 starts the section on the other auditors reports, these reports are required by the State of Florida in accordance with the provisions of Chapter 10.550. There were no management letter comments, or other items that needed to be brought to the attention of management.

7.C. Motion/Approval: KLVFD Insurance Policies

The final quotes for the Workman's Compensation insurance have not been received. There are three quotes for the Accidental Death and Disability: \$718.00 one year, \$682.00 a two-year policy with installments or a two-year policy for \$1,293.00.

Motion: Commissioner Thomas made a *motion to approve a two-year pre-payment for Accidental Death and Disability in the amount of \$1,293.00.* Commissioner Allen seconded the motion, and the Board unanimously passed the motion.



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7.D. Motion/Approval: Contractual Amendment with Ferrara Regarding the Ladder Truck Changes

Commissioner Mirabella and James Griffeth met and reviewed the Ladder Truck Specification. The District will receive a credit for the changes that were identified.

Motion: Commissioner Mirabella *made a motion to approve the contract change orders to Ferrara in the amounts of \$9,965.00 and \$2,569,604.00 for the Ladder Truck*, which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

7.E. Motion/Approval: Station 24 Ground Lease

Theron Simmons reported item 16 was removed, the term was changed to 90 days. The charge is \$1.00 per month, which is due and payable on the 15th of each month. The 90-day time period provides the District and the department time to work on the lease. Jack Bridges said, "it is in the best interest for the District."

Motion: Commissioner Thomas made a *motion to accept the Station 24 Ground Lease as presented*. Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

7.F. Motion/Approval: 4th of July Event

Commissioner Mirabella discussed the new department hosting a community event on the 4th of July. This would be time to celebrate the new truck being placed into service, and give the general public an opportunity to learn more about the District and the new truck. On the 4th of July, the departments will be in the parade, there is a picnic for firefighters and also the community picnic at the Nelson Center.

Motion: Commissioner Thomas made a *motion to table the discussion regarding hosting a community event*, which was seconded by Commissioner Allen. The motion was unanimously passed by the Board.

7.G. Discussion: KLFR Department Donation Letter

Theron Simmons reported the State Attorney is reviewing the Donation Letter issue. The old fire department is a 501(c)(3) not-for-profit entity. Options were discussed on how the District should respond to the old fire department's letter: Placing a note on the District website or advertising. Commissioner Allen felt advertising was a waste of money. Eric Fundora reported that people are calling the station. Jack Bridges indicated the letter hinders the department's ability to raise funds. Sandi Haab is returning the checks. There has been good coverage in the newspaper, and no action will be taken at this time.

7.H. Motion/Approval: District Meeting Schedule Change

Motion: Commissioner Thomas *made a motion to approve changing the Final Public Hearing from September 23, 2013 to September 16, 2013*. Commissioner Allen seconded the motion. The Board unanimously passed the motion.



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7.H. Motion/Approval: Check Request KLFR Dept May Volunteer Reimbursement

Jennifer Zimmer reported the May volunteer reimbursement for Sergio Garcia, Ike Beal and James Griffeth should be prorated for the month of May 2013.

Motion: Commissioner Thomas made ***a motion to approve the KLFR Department May 2013 Volunteer Reimbursement pro-rating the chief and assistant chief pay over the 27 day that service was provided in May, and not to reimburse for Ike Beal unless the old department provides proof of shifts worked.*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

7.J. Motion/Approval: Check Request KLFR Dept May Payroll

Jennifer Zimmer reported the old Fire Dept requested reimbursement for the payment of accrued vacation and sick pay when an employee who has resigned. The District Policy states, "Annual Leave will not be paid when an employee terminates their employment with the District." The District will follow the District policy.

7.K. Motion/Approval: FASD \$400 Registration Fee

Jennifer Miller submitted a Check Request to Finance to pay the FASD Registration Fee of \$400.00 for Tom Tharp to attend the FASD Conference on behalf of the District. Commissioner Mirabella asked if this would benefit the Board. Tom Tharp will provide a report to the District when he returns. Theron Simmons advised Board that the amount fell within discretionary amount of commissioners and thus no motion/approval was necessary.

8. FINANCIAL REPORT

The county notified the District of the estimated taxable property value of the properties located within the District's boundaries. This estimated value increased from the prior year final value by approximately 3%. This is a positive and finally a move in the right direction. The District, however, is still capped at the same one mill.

9. LEGAL COUNSEL REPORT

Theron Simmons reported there were no new items to be presented by Legal Counsel.

10. EMS DEPARTMENT REPORT

Scott Robinson reported the preliminary budget will be submitted to the Corps Board for approval at the June 11, 2013 meeting. The new 401K for the Corps will go into effect on July 1, 2013.

11. FIRE DEPARTMENT REPORT

Scott Robinson reported the mood of the department is great, and working in the street is phenomenal. Everyone is working for the same chief. Chief Bock has been meeting with all employees and meeting with volunteers. The new Squad has been placed into service. James Griffeth, David Garrido and volunteers worked for over 20 hours preparing the new truck for service. The new Squad was used in a structure fire, firefighters saved a kitten and a dog, and kept the fire from spreading to other mobile homes. Battalion Chief Griffeth was commended on the great job as incident commander at the fire. The new department has received 60 applications from Islamorada to Dade County.



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11. FIRE DEPARTMENT REPORT (Continued)

The department worked 10-12 hours preparing the 1st draft of the FY 13-14 Budget. There has been approximately \$150,000 removed from the budget. The department will conduct an assessment in two or three months to ensure everything is being accomplished the way it should be. Commissioner Thomas complimented the new department.

12. COMMISSIONER ITEMS

Commissioner Mirabella and James Griffeth will leave on Sunday, June 30th and will return on Tuesday, July 2, 2013 to review the tanker specifications.

Commissioner Thomas questioned the value the old Fire Department valued the land at approximately \$982,000. This is not an issue at this time. La Rocco offered to install fire hydrants for \$7,100. Monroe County has a contract with La Rocco. The question was asked if the District should piggyback on the county to purchase hydrants. Theron will review the contract with FKA.

13. ADJOURN

Commissioner Mirabella made a Motion to adjourn at 7:02 p.m., which was seconded by Commissioner Thomas, and unanimously approved by the Board.

Next Scheduled Meetings:

June 24, 2013 KLVAC Budget Workshop followed by District Meeting

July 8, 2013 KLVFD Budget Workshop followed by District Meeting

July 22, 2013 District Budget Workshop (Final Review of Proposed Budget) followed by District Meeting

DOCUMENTS

130520 District Meeting Minutes

130304 Key Dynamics Proposal (District Strategic Plan)

130520 District 2012 Audit

130610 District Lease with KLFR Dept re Station 24 Property

130404 Donation Letter: Omni Agreement

130508 Donation Letter: Check Request Submitted to District for Payment

130508 Donation Letter: Check Request Submitted to Keys Accounting for Payment

Donation Letter: Email Correspondence 05/10/13 – 05/16/13

130510 Donation Letter: KLFR Department Cancelled Check

130611 KLFR Dept May 2013 Member Reimbursement

130611 KLFR Dept May 2013 Payroll Expenses