



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 NOVEMBER 4, 2013 – DRAFT

1. AGENDA

1.A. Call to Order

Vice Chairman Thomas called the meeting to order at 5:47 p.m.

1.B. Pledge of Allegiance

Commissioner Beyer led the Pledge of Allegiance

1.C. Roll Call

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

Also present were: Vicky Fay, Ronnie Fell, James Griffeth, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station #24.

ADJOURN for Closed Session

The meeting was adjourned for the Closed-Session at 5:48 p.m.

RECONVENE District Meeting.

The District Meeting was reconvened at 6:07 p.m.

1.D. Election of Officers

Office of Chairman

Motion: Commissioner Beyer made a motion **to nominate Bob Thomas as Chairman.** The motion was seconded by Commissioner Mirabella, and the motion was unanimously passed by the Board.

Office of Vice-Chairman

Motion: Commissioner Allen made a motion **to nominate Tony Allen as Vice-Chairman.** The motion was seconded by Commissioner Mirabella, and the motion was unanimously passed by the Board.

Office of Secretary/Treasurer

Motion: Commissioner Mirabella made a motion **to nominate Marilyn Beyer as Secretary/Treasurer.** The motion was seconded by Commissioner Allen, and the motion was unanimously passed by the Board.



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1.E. Call to Order

Chairman Thomas called the meeting to order at 6:10 p.m.

1.F. Roll Call

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

Also present were: Vicky Fay, Ronnie Fell, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station #24.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of November 4, 2013 Agenda

Motion: Commissioner Beyer made a motion to ***approve the November 4, 2013 District Meeting Agenda***. Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

2.B. Approval of Minutes

2.B.1 Approval of October 21, 2013 Meeting Minutes

Motion: Commissioner Beyer made a motion to ***approve the October 21, 2013 District Meeting Minutes, with a correction to Agenda Item 7.C.4***. The motion was seconded by Commissioner Allen and 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 to the Board by the Secretary.

5. PUBLIC COMMENT

There were no requests from the General Public to address the Board.

6. OLD BUSINESS

6.A. Discussion: Fire Hydrants

Commissioner Thomas reported that Marnie Walterson indicated everything is in order on the seven hydrants the District is doing now. A pressure reducer is required on each of the 14 that are approved. The 16 requested that are on lines too small will have to go through this determination later when the lines are replaced.

7. NEW BUSINESS

7.A. Motion/Approval: Purchase Order

7.A.1. KLVFD: Ten-8 (Bunker Gear-10 Sets) \$18,489.70

Ronnie Fell reported the department did not select the lowest bidder, but the bidder that fit the needs of the department. The sets are for the new volunteers, the sets are not tailor-made, and the bunker gear was included in the budget.



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7.A.1. KLVFD: Ten-8 (Bunker Gear-10 Sets) \$18,489.70 (Continued)

Motion: Commissioner Mirabella made a motion to **approve the Ten-8 Purchase Order for the bunker gear in the amount of \$18,489.70.** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

7.B. Motion/Approval: Payroll & Volunteer Reimbursement Wire Transfers

Jennifer Zimmer reported the District currently cuts paper checks for the departments' reimbursement. Finance recommends the reimbursements be issued via wire transfer rather than cutting a paper check. This will avoid the bank placing a hold on District checks issued to the departments. The District has Internal controls in place as expenses are confirmed to be within budget and the checks are initialed by Secretary/Treasurer.

Motion: Commissioner Mirabella made a motion to **approve the Finance Department's processing of wire transfers for payroll and volunteer reimbursement.** The motion was seconded by Commissioner Allen, and the motion was unanimously passed by the Board.

7.C. Discussion: Statutory Required Ethics Class

Vicky Fay reported that Dirk Smits requested the Commissioners attend Sunshine Training. The State Attorney's Office will conduct training on November 13th from 10:00 AM to 3:00 PM in Key West and December 17th from 10:00 AM to 3:00 PM in Marathon. Ms. Fay is checking with the State Attorney's Office to see if a class could be conducted in the Upper Keys. The training will also be available on line.

7.D. Motion/Approval: Resolution #2014-001 (Appreciation to BOCC for 304 Fund Support)

Scott Black prepared Resolution #2014-001 to express the District's appreciation to the County Commission for the \$250,000 disbursement from the 304 Fund for FY2013-2014.

Motion: Commissioner Beyer made a motion to **approve Resolution #2014-001.** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

7.E. This item was combined with Agenda Item 7.F.

7.F. Motion/Approval: Resolution #2014-002 (FY 2012-2013 Budget Amendment)

The Budget Amendment was prepared to show the changes to the budget line items that increased and decreased from the approved FY2012-2013. Jennifer Zimmer reported there was an overall decrease of \$341,226 from approved budget, and commended the departments for the great job in reducing expenses.

Motion: Commissioner Mirabella made a motion to **approve Resolution #2014-002. This is a budget amendment to the FY 2012-2013 Budget.** The motion was seconded by Commissioner Beyer, and the motion was unanimously passed by the Board.



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7.G. Discussion: Strategic Plan Survey Results

Jackie Harder reported 21 people completed the on-line survey. One survey was incomplete. Ms. Harder reminded commissioners percentages can be deceiving. Commissioner Thomas recommends a roundtable with the EMS and the Fire Department. Jack Bridges from the floor indicated low voter turnout indicated people are happy. The Strategic Planning Workshop will be held on November 23, 2013, and the District will provide coffee and water.

7.H. Discussion: Ambulance Corps & New KLVFD Contract

Theron Simmons met with Jack Bridges and reviewed the contract. Legal is concerned a single contract would be voided upon the Fire Department moving to a non-subsidiary status. The first contract was with the Corps contract had an addendum for the Fire Department. The new contracts separate the entities with a unique provision providing for the Fire Department acting as a subsidiary of the Ambulance Corps. The Corps is responsible for the department. The "For Cause" termination could sunset in the future to "Without Cause". The intent is that this is a one-time requirement. Termination of the chief would require four out of five votes. When the contract is renewed, it may be difficult to enforce the 'sunset' clause. The contract is not in final form. Theron requested the District appoint a board member to act as a liaison to negotiate the contract. Commissioner Thomas was the only volunteer. The Commissioners would accept a "For Cause" termination and termination of the chief with a four to one vote if these requirements are sunsetted, and will not be automatically renewed in three years. Ronnie Fell indicated the contract will require department approval. The department meetings are scheduled for next Tuesday.

7.I. Discussion: District Options/Funding for Building/Land/Lease/Equipment

Theron Simmons reported if the District pursued eminent domain, an appraisal and survey of the land would be required. The costs are estimated at \$1,500.00. The District would need to obtain quotes for the appraisal and the survey. Chairman Thomas indicated he would entertain a motion to enter into a contract with the old KLFDRD to purchase the land for \$1.00. Simmons reported the old department does not have a contract for firefighting, the public land should be considered public land. Commissioners Beyer and Thomas would like to avoid eminent domain. Eric Neitzer, speaking from the floor, indicated the KLFDRD has spent approximately \$15,000 to maintain equipment and insurance. The District computers were removed from the Chief's vehicles. The light bars should be removed or the District should be reimbursed if the vehicles are sold.

Motion: Commissioner Beyer made a motion ***to Draft a resolution requesting the old KLFDRD release transfer the real property to the District for \$1.00.***

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

7.J. Discussion: District Options/Funding for KLFDRD 501C Funds

Commissioner Mirabella indicated taxpayer money has been spent for equipment, and he would like to get a subpoena for the KLFDRD financial records. The question was asked if the District can place an injunction on the old department spending funds. The fire department has no contract to fight fires, and the equipment and funds should go with the fire department performing the work. What are the District's options? Perhaps Legal from the Fire Department and the District should work together. The KLFDRD is a 501(c)3 corporation, and the District is a public entity. Commissioner Allen would prefer the District focus on the building and the land rather than focusing on the corporate funds.



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7.J. Discussion: District Options/Funding for KLFRD 501C Funds (Continued)

Motion: Commissioner Beyer made a motion to direct Legal to take all actions necessary to recover the funds for the use of the District and the Department. Commissioner Mirabella seconded the motion, and the Board passed the motion as follows: Allen (No), Beyer (Yes), Mirabella (Yes) and Thomas (Yes).

8. FINANCIAL REPORT

Jennifer Zimmer did not have any other Finance items to present to the Board

9. LEGAL COUNSEL REPORT

Theron Simmons reported Legal did not have any other items to report to the Board.

10. EMS DEPARTMENT REPORT

Ronnie Fell reported all is good at the Corps, and no vehicles are at the shop. The additional equipment for the Stryker stretchers is being installed.

11. FIRE DEPARTMENT REPORT

Eric Fundora reported all is good in the fire department; there were a couple of boat fires; staffing is being maintained; there are some gear issues, and they are working on it; there are a couple of issues with the Squad and everything is under warranty. James Griffeth will be traveling to Ferrara November 19th through November 21 for the final inspection on the tanker. The tanker should be received shortly after the trip, and the ladder truck is expected around Christmas. Ronnie Fell reported the department will have a meeting on the AFG Grant tomorrow. Items the department will consider are bunker gear, training, and wellness and fitness.

12. COMMISSIONER ITEMS

Commissioner Mirabella would like to see some estimates for the ladder truck and tanker before the vehicles are placed on govdeals.com for sale.

13. ADJOURN

Commissioner Mirabella made a Motion to adjourn at 7:45 p.m., which was seconded by Commissioner Allen, and was unanimously approved by the Board.

Next Scheduled Meetings:

November 18, 2013 District Meeting

November 23, 2013 District Workshop (Strategic Plan)

December 2, 2013 & December 16, 2013 District Meeting

DOCUMENTS

131021 District Meeting Minutes

131104 Purchase Order: KLVFD Ten-8 (Bunker Gear) \$18,489,70

131104 Resolution #2014-001 (Appreciation to BOCC for 304 Fund Support)

131104 Resolution #2014-002 (FY 2012-2013 Budget Amendment)

Draft Corps & Fire Dept Contract Distributed at meeting with Funding Options