



# 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 JANUARY 13, 2014 – DRAFT

### 1. AGENDA

#### 1.A. Call to Order

Chairman Thomas called the meeting to order at 6:00 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, Jennifer Miller, George Mirabella and Bob Thomas. There was a quorum.

Also present were: Don Bock, Vicky Fay, Ronnie Fell, James Griffeth, Scott Robinson, Theron Simmons, and Peter Rosasco. The meeting was held at Station #24

### APPROVAL OF AGENDA & MINUTES

#### 2.A. Approval of January 13, 2014 Agenda

**Motion:** Commissioner Mirabella made a motion **to approve the January 13, 2014 District Meeting Agenda**. Commissioner Miller seconded the motion, and the Board unanimously passed the motion.

#### 2.B. Approval of Minutes

##### 2.B.1 Approval of December 2, 2013 Meeting Minutes

**Motion:** Commissioner Mirabella made a motion **to approve the December 2, 2013 District Meeting Minutes**. The motion was seconded by Commissioner Miller, and the motion was unanimously passed by the Board.

### 3. CHAIRMAN'S REPORT

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

### 4. SECRETARY'S REPORT

No new items were presented to the Board by Commissioner Beyer.

### 5. PUBLIC COMMENT

There were no comments from the General Public.



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### 6. OLD BUSINESS

#### 6.A. Discussion: Fire Hydrants

One fire hydrant is still waiting to have changes to the new path. Keys Engineering should send it to FKAA later today.

#### 6.B. Discussion: Station 24 Lease

Theron Simmons reported the District received the Lease Agreement from the Old Department. The District offered \$1.00 per month, and the Old offered to lease the building to the District for \$1,926.23 per month to cover the Old Department's monthly expenses for the 2<sup>nd</sup> building (electricity for lights and air conditioner) and the vehicles. Frank Conklin, speaking from the floor, indicated the New 501( c ) organization uses gym in the 2<sup>nd</sup> building. There is a gym at Station 23 the fire department may use.

Commissioner Beyer prefers not to have to pay the Old Department \$1,900+ per month to use Building 24. Commissioner Allen indicated the Old Department would need to pay insurance for the 2<sup>nd</sup> building and vehicles. Scott Robinson asked how do you make the taxpayers pay for something they have already given them. Commissioner Thomas indicated the building is community property, and it should be tied to Station #24.

The land was given to the Old Department by the taxpayers, and the closing costs were approximately \$15,000 when the property was donated to the Old Fire Department. Commissioner Miller left the meeting at 6:17 p.m. Commissioner Allen discussed a Triple Net Lease, and Legal will prepare a Triple-Net Lease.

**MOTION:** Commissioner Allen made a motion *to have Legal offer to pay the Costs of Closing to the Old Fire Department*. This motion was seconded by Commissioner Mirabella. The vote passed as follows: Mirabella (Yes), Beyer (Yes), Allen (Yes), Miller (Absent) and Thomas (Yes). The motion passed unanimously.

#### 6.C. Motion/Approval: Transfer of Real Property

This item was discussed in Agenda Item 6.B.

### 7. NEW BUSINESS

#### 7.A. Discussion: Changes or Modifications to District Assets

Commissioner Mirabella made a Motion for the departments to bring items to the Board for approval when changes to District Assets (Buildings/Vehicles) are required. The motion died for a lack of a second. The Fire Department indicated to the Board that changes will be made in the Old Chief's Office with the removal of bookcases and bookcase location changes. A permit is required from the County to repair the holes.

#### 7.B. Motion/Approval: Trip to Ferrara

James Griffeth and Bob Thomas will leave to visit Ferrara on Wednesday, January 15, 2014 for the final inspection of the Ladder Truck. It is at "no cost" to the District.



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### **7.C. Discussion: Recruitment & Retention & Explorer Program**

Commissioner Beyer requested clarification regarding volunteer recruitment and the District's goal to recruit more local volunteers. Are we turning down or turning off volunteers and local volunteers?"

Two new volunteers have resigned, and the Corps is planning on conducting a recruitment drive in February. The Corps wants to be sure the firefighters are safe.

Two adult volunteers are required for the Explorer Program. Commissioner Mirabella and Tomas have volunteered to start the Program.

Key Largo has different requirements for new hires than the County, Marathon and Tavernier. Commissioner Mirabella will obtain the volunteer hiring requirements and bring them to the next meeting. James Griffeths reported Islamorada does take people without training, and then they go through the process. Edwin Linares, speaking from the floor, indicated the Ocean Reef Fire Department has a hiring process.

The Fire Department conducts training the 3<sup>rd</sup> and 4<sup>th</sup> Thursdays of the month. There is also a weekly schedule for training. Firefighters require 236 hours of training, which requires about a three and one-half month commitment. Frank Conklin, speaking from the floor, indicated the training requirements are more stringent than ten or twenty years ago.

### **7.D. Discussion: District Action List**

Commissioner Thomas contacted Peter Rosasco to discuss the 304 Infrastructure Sales Tax Fund and Impact Fees. The District has not received any funds from the County. There are several items in process.

### **7.E. Discussion: NIMS Training**

Commissioner Mirabella reported one of the requirements of the AFG Grant, for which the District recently applied, is that the District needs to be compliant with NIMS Training. Chief Bock will forward the list of required training classes to the Clerk for distribution to the Commissioners.

### **7.F. Discussion: Travel Request**

Chief Bock reported the Fire Department would like to send some firefighters to the FDIC Conference. Seven firefighters have shown interest (two of them are paid personnel and the remainder are volunteers).

The District previously budgeted for the firefighters to attend the Great Florida Fire School (GFFS); however, no firefighters attended the training at the GFFS. Commissioner Mirabella asked if it would be more effective to bring in instructors to provide training for the entire department. James Griffeths reported the firefighters will receive CEU's for the training classes they attend. There is training every day, all day for the firefighters to attend; and the firefighters will be able to utilize this training when they return from the conference. Tom Strobel, speaking from the floor, indicated this is the best training for fire service training, and the experience is terrific. There will be over 32,000 firefighters in attendance from all over the world.



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### **7.F. Discussion: Travel Request (Continued)**

Robinson will bring a budget line-item transfer to the next meeting for District Board approval.

**MOTION:** Commissioner Allen made a motion to **send three (3) firefighters to the FDIC Conference in Indianapolis in April.** This motion was seconded by Commissioner Beyer. The vote passed as follows: Mirabella (Yes), Beyer (Yes), Allen (Yes), Miller (Absent) and Thomas (Yes). The motion passed unanimously.

### **8. FINANCIAL REPORT**

Peter Rosasco provided the Financial Report. The District has received \$586,112 (31.2%) of the Ad Valorem Taxes. The District Board is at 17.6% of budget due to front-end loaded expenses; i.e. Strategic Plan, Tax Collector, Property Appraiser and Insurance.

The KLVFD is at 17.55% of budget due to front-end loaded expenses; including, Workman's Comp, insurance, fire hydrant maintenance, and the KAPLAN education. For Worker's Com, there is a 25% down payment with 2 installments. Dues and Subscriptions are over as only \$1,000 was budgeted, and the department is at 190.2% of budget.. This item will require a Budget Line-Item Transfer.

The KLVAC is at 14.6% of budget. For Worker's Comp, there is a 25% down payment with two installments. Repairs and Maintenance is at 33.35% as a result of annual maintenance agreements. The wastewater assessments have been paid. Uniforms have been ordered for the entire year.

Overall, the District is at 16.8% of the approved budget.

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

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

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

Ronnie Fell reported the Corps lost two people, and they will be conducting testing in February for one or two medics and EMT's. The Corps annual donation was sent out.

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

Ronnie Fell reported he is working on the Fire Department Donation letter. James Griffeth and Commissioner Thomas will be going to Ferrara on January 15<sup>th</sup> for the second ladder truck inspection. There was an issue with something under the ladder on the ladder truck; and as a result, the ladder truck warranty will be extended to two years. Ferrara added approximately \$3,000 in foam. Tentatively, it is expected the ladder truck will be here on January 20<sup>th</sup>. The Ladder (Aerial) Truck Training will begin on January 28 – 30, 2014.

It only took the Fire Department Team six hours to transfer equipment from the old tanker to the new tanker. The department is very happy with it.

Commissioner Mirabella indicated the Department will host a community event sometime in February or March for the residents to see the three new vehicles. Eric Fundora indicated the department competed in a Chili Cook-off, and the department placed 1<sup>st</sup>. The department is 100% on the state reporting system



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### 11. FIRE DEPARTMENT REPORT (Continued)

with the State Fire Marshall Office. Performance reports should be issued monthly. Over 600 presents were collected for the Toy Drive for Wesley House.

### 12. COMMISSIONER ITEMS

Commissioner Beyer recommended the Fire Department to see if there are Special Smoke Alarms for the Blind or Deaf people. Perhaps the Fire Department can get with the County and the MARC House. The Free Press had a recent article about the Smoke Alarm program. The Smoke Detectors received from the grant need to be installed by the end of April. The Fire Department is working to get a pink truck for the Fire Prevention Program in October 2014.

### 13. ADJOURN

Commissioner Allen made a Motion to adjourn at 7:39 p.m., which was seconded by Commissioner Mirabella, and was unanimously approved by the Board.

### Next Scheduled Meetings:

February 3, 2014 District Meeting

February 17, 2014 District Meeting (if required)

March 3, 2014 District Meeting

March 17, 2014 District Meeting (if required)

### DOCUMENTS

131202 District Meeting Minutes

131204 Addendum to Station 24 Lease Agreement

140113 District Action List

051101 Resolution #2005-001 NIMS

140109 Travel Request (KLVFD April 2014)

131031 District Financial Report

131130 District Financial Report