



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 JULY 14, 2014 – DRAFT

1. AGENDA

1.A. Call to Order

Chairman Thomas called the meeting to order at 6:23p.m.

1.B. 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: Don Bock, Vicky Fay, Scott Robinson, Matt Francis and Jennifer Johnson. The meeting was held at Station #24.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of July 14, 2014 Agenda

2.B. Approval of Minutes of June 23, 2014 Meeting Minutes

2.B.1. Approval of Minutes of June 23, 2014 Budget Workshop Meeting Minutes

2.B.2. Approval of Minutes of Minutes

MOTION: Commissioner Miller made a motion to ***approve the July 14, 2014 District Meeting Agenda and the June 23, 2014 Budget Workshop and District Meeting Minutes.*** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

3. CHAIRMAN'S REPORT

There were no new items reported to the Board by Chairman Thomas.

4. SECRETARY'S REPORT

There was no Secretary's report.

5. PUBLIC COMMENT

No speakers from the General Public addressed the Board.

6. OLD BUSINESS

6.A. Discussion: Fire Hydrants

Commissioner Thomas reported that seven hydrants are ready to go. It will take two or three weeks to order the parts. The hydrants are not piggybacked with any other contract. Commissioner Thomas had a phone patch with Roman Gastesi & Bob Schillinger, on Friday 11th, to determine if an RFP was



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6.A. Discussion: Fire Hydrants (Continued)

required for these first 8 hydrants. There was no word back from Mr. Schillinger at this time. At this point, it is questionable if the District would need to send out an RFP. Commissioner Thomas followed the District Policies and Procedure and checked with four different vendors regarding installation. Commissioner Thomas is concerned because the permits expire in October, and a RFP could take four to six weeks. Matt Francis expects Bob Schillinger concurs the District will not be required to go out to bid. The county has a different procurement policy than the District, and by statute the District is not required to go out to bid if the bid is under \$300,000. Legal will prepare a contract to be submitted to the Board for approval.

MOTION: Commissioner Mirabella made a motion *to suspend the purchasing policy for the eighth hydrants and direct staff to draw up a contract with LaRocco if the County Legal Counsel, Bob Schillinger, agrees the District is not required to go out to bid, which was seconded by Commissioner Allen.* The motion was unanimously passed by the Board.

6.B. Discussion: Property Lease Transfer

Matt Francis reported the lawsuit has been filed and served, and the Old Department has 20 days to respond from the time of serving.

6.C. Discussion: Schedule/Minutes/Reports from Old Fire Department

The District has requested the records from the Old Department. Frank Conklin had indicated he would provide them in March and April. Frank Conklin, speaking from the floor, indicated the records requested in 2013 were submitted to Commissioner Miller. However, the records requested earlier this year have not been provided to the District.

7. NEW BUSINESS

7.A. Motion/Approval: Resolution #2014-005

Jennifer Johnson indicated the District needs to plan to save \$275,000 per year for future capital expenditures. The District's property values increased 4.65% increase from last years property taxes.

MOTION: Commissioner Mirabella made a motion *to approve Resolution #2014-005 which establishes the proposed millage rate of 1.00 mill. The proposed millage is 25.69% greater than the rolled-back rate. The current year rolled-back millage rate is 0.7956, which is \$0.7956 per \$ 1,000.00 of assessed value. The First and Second Public Hearings are scheduled for September 8, 2014 and September 22, 2014 respectively.* Commissioner Allen seconded the motion. The vote was as follows: Miller (Yes), Mirabella (Yes), Allen (Yes), Beyer (Absent) and Thomas (Yes). The motion was carried unanimously.

7.B. Motion/Approval: Letter of Engagement Audit Services (Keefe McCullough)

Jennifer Johnson negotiated with Keefe McCullough to decrease their audit service fees. The fees will be reduced by \$1,000 and \$500 for FY 2014-2015 and FY 2015-2016, respectively.

MOTION: Commissioner Miller made a motion *to approve the Letter of Engagement with Keefe McCullough for FY 2014-2015 and FY 2015-2016,* which was seconded by Commissioner Allen. The motion was unanimously passed by the Board. The motion was passed unanimously.



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7.C. Motion/Approval: Proposed Legislation Changing the Method to Elect Commissioners

Commissioner Thomas followed up regarding Commissioner's Beyer suggestion to have seats elected at large, where the top vote getters would be elected, rather than by seat number. This would require an amendment to the enabling legislation to be considered in November for the next session. The District would need to meet with Representative Raschein to determine if she would consider sponsoring the bill. Commissioner Miller hates to see the money wasted on elections. Commissioner Allen questioned whether a seat could be lost because someone did not know if the person was actually running for a given seat. It was agreed the item would be tabled until the next meeting.

7.D. Motion/Approval: Disposition of Fire Truck

Matt Francis reported both of the Ladder Truck bids came in between \$6,000 - \$7,000. There is an option to donate for training. The District will explore other methods for selling or donating the truck. Commissioners Miller and Allen recommended not donating the truck if it is worth \$6,000 – \$7,000. Chief Bock will check to see if there is another firm where the ladder truck may be listed.

7.E. Discussion: Red Blinking Light at Station #24

Commissioner Thomas received a phone call from a resident inquiring why there are yellow blinking lights on the north and south bound lanes. Ms. Johnson indicated there is \$1,000 budgeted for maintenance of the blinking lights. Commissioner Allen indicated people do not realize a station is there, and Commissioner Miller indicated people will stop at a red light. Commissioner Mirabella indicated the light was cut when the sewer was installed. Prior to the sewer being installed, the yellow blinking light would switch to red when a truck was leaving the station. Matt Francis will contact the KLWTD, and Don Bock will check to see if it can be repaired.

8. FINANCIAL REPORT

Jennifer Johnson brought an expense to the Board's attention for an expense from the Commissioner's Discretionary Account. On the 4th of July, the firefighters participated in the parade, and Commissioner Mirabella took them out to lunch. Jennifer will reimburse Commissioner Mirabella.

9. LEGAL COUNSEL REPORT

Matt Francis reported the Mutual Aid Agreement with Islamorada will be scheduled for the next meeting. He will also check the status of the Mutual Aid Agreements with Monroe County and Ocean Reef which should be for all three entities: The District, Fire Department and Ambulance Corps.

10. EMS DEPARTMENT REPORT

10.A. KLVAC Monthly Report 140630

Scott Robinson reported things are good with the Corps.

11. FIRE DEPARTMENT REPORT

11.A. KLVFD Monthly & Performance Reports 140630

Eric Fundora has been hired by Monroe County, and he has given two weeks notice. Bill Meehan, one of the volunteer firefighters, passed away. David Garrido reported the Emergency Vehicle Operators Course (EVOC) class passed at 100%. Scott Desquotte saved the life of a little 12 day-old infant girl. The BOCC will be presenting a commendation to Scott at the August 20, 2014 meeting.



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12. COMMISSIONER ITEMS

There were no Commissioner items.

13. NEXT MEETING

The Commissioners agreed the meeting scheduled for July 28, 2014 could be cancelled if the District is not required to issue a RFQ for the fire hydrants. The clerk was directed to cancel the meeting late in the week of July 21st if the July 28th meeting is not required. Commissioner Mirabella will be unavailable for the August 11, 2014 meeting.

14. ADJOURN

Commissioner Mirabella made a Motion to adjourn at 7:05 p.m., which was seconded by Commissioner Allen.

Next Scheduled Meetings:

- July 28, 2014 District Meeting (if required).
- August 11, 2014 District Budget Workshop (District & Depts.) followed by District Meeting.
- August 25, 2014 District Budget Workshop (District & Depts.) (followed by District Meeting, if required).
- September 8, 2014 1st Public Hearing followed by District Meeting.
- September 22, 2014 Final Public Hearing followed by District Meeting (if required).

- AI 2.B.1. Budget Workshop Meeting Minutes 140623
- AI 2.B.2. District Meeting Minutes 140623
- AI 7.A. Resolution #2014-2005
- AI 7.B. Letter of Engagement for Audit Services (Keefe McCullough)
- AI 10.A. KLVAC Monthly Report 140630
- AI 11.A. KLVFD Monthly Report 140630
- AI 11.A. KLVFD Performance Report 140630