



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 SEPTEMBER 22, 2014 – DRAFT

1. AGENDA

1.A. Call to Order

Chairman Thomas called the meeting to order at 6:21 p.m.

1.B. Roll Call

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

Also present were: Don Bock, Vicky Fay, Jennifer Johnson, Scott Robinson and Theron Simmons. The meeting was held at Station #24.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of September 22, 2014 Agenda

2.B. Approval of Minutes of September 8, Meeting Minutes

2.B.1. Approval of Minutes of September 8, 2014 Budget Workshop Meeting Minutes

2.B.2. Approval of Minutes of September 8, 2014 District Meeting Minutes

MOTION: Commissioner Mirabella made a motion *to approve the September 22, 2014 District Meeting Agenda and the September 8, 2014 1st Public Hearing Meeting Minutes and District Meeting Minutes*. Commissioner Miller 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

Commissioner Beyer did not present any items to the Board.

5. PUBLIC COMMENT

No members of the general public requested to address the Board.

6. OLD BUSINESS

6.A. Discussion: Fire Hydrants

Commissioner Thomas reported that LaRocco expected the Phase I fire hydrants installation to be completed by October 2, 2014, and they will immediately issue the invoice to the District. Theron Simmons reported the RFP for the Phase II hydrants should be issued later this week. A Fire Hydrant Committee will be established, and Committee Members will be Commissioner Thomas, Battalion Chief Griffeth and Ronnie Fell.



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7. **NEW BUSINESS**

7.A. **Motion/Approval: Resolution #2014-008 Tentative Levy of Ad Valorem Taxes**

The District Clerk read Resolution #2014-008, Final Levy of Ad Valorem Taxes into the record.

MOTION: Commissioner Miller made a motion *to approve Resolution #2014-008 for adopting the FY 2014-2015 final operating millage rate for the District of 0.7956 mills which is equal to the rolled-back rate of 0.7956 by 0.00%*, which was seconded by Commissioner Beyer.

The vote was as follows: Miller (Yes), Mirabella (Yes), Allen (Absent), Beyer (Yes) and Thomas (Yes). The motion was passed unanimously.

Commissioner Thomas expressed his appreciation to the departments for their support in working through the process with the District Board. The departments deserve public accolades for working to help reduce their budgets in support of a lower millage rate.

7.B. **Motion/Approval: Resolution #2014-009 Adoption of Final Budget**

The District Clerk read Resolution #2014-009, Adopting the Final FY 2014-2015 Budget into the record.

MOTION: Commissioner Miller made a motion *to approve Resolution #2014-009 for adopting the FY 2014-2015 final budget of the District for the fiscal year beginning on October 1, 2014 and ending September 30, 2015 in the amount of \$3,370,409*. Commissioner Beyer seconded the motion.

The vote was as follows: Beyer (Yes), Miller (Yes), Mirabella (Yes), Allen (Absent), and Thomas (Yes). The motion was passed unanimously.

7.C. **Motion/Approval: Contract Extension Vernis & Bowling**

Theron Simmons reported there were no changes to the existing Vernis & Bowling contract.

MOTION: Commissioner Beyer made a motion *to approve the Vernis & Bowling Contract Extension*. Commissioner Miller seconded the motion, and the Board unanimously passed the motion.

7.D. **Motion/Approval: Contract Extension Tropical Business Services**

Vicky Fay reported there were no changes to the Tropical Business Services contract.

MOTION: Commissioner Miller made a motion *to approve the Tropical Business Services Contract Extension*, which was seconded by Commissioner Beyer. The Board unanimously passed the motion.



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7.E. Motion/Approval: District Purchasing Policy & Procedure, Revision 3

Theron Simmons reported the Purchasing Policy & Procedure was revised to include the new grant requirements and for the change in State Category 2 purchasing thresholds. The District Policy and Procedures Category 2 limit was \$25,000, and it was raised to \$35,000 to be in agreement with the State requirement.

MOTION: Commissioner Miller made a motion to **approve Revision 3 of the District's Purchasing Policy and Procedure.** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

7.F. Motion/Approval: Approval of KLVFD Vendor Selection of Purchase AFG Grant-Award Bunker Gear

Jennifer Johnson presented the three quotations for the bunker gear (Ten-8, Galls and Chief Supply). The lowest bid is Ten-8. The Ten-8 quote is for the same brand of bunker gear as the last purchase of gear.

MOTION: Commissioner Beyer made a motion to **approve the Selection of Ten-8 as the vendor to provide the AFG Grant-Award Bunker Gear,** which was seconded by Commissioner Miller. The Board unanimously passed the motion.

7.G. Motion/Approval: KLVFD Purchase Order for 13 Sets of AFG Grant-Award Bunker Gear

Jennifer Johnson reported this was an updated quote from Ten-8 as the previous quote for some items were quoted for 11 sets and some were quoted for 13 sets. The new quote is for everything quoted for 13 complete sets of bunker gear.

MOTION: Commissioner Mirabella made a motion to **approve the Ten-8 Purchase Order for 13 sets of Bunker Gear for the AFG Grant Award in the amount of \$25,478.13,** which was seconded by Commissioner Miller. The Board unanimously passed the motion.

7.H. Motion/Approval: KLVFD Budget Line-Item Transfer

Jennifer Johnson reported the Budget Line-Item Transfer is to decrease part-time firefighter pay and increase full-time paid firefighter pay. There is no increase in the overall department budget. The overtime was used to staff Eric Fundora's open position.

MOTION: Commissioner Miller made a motion to **approve the KLVFD Budget Line-Item Transfer as follows: Decrease Acct. 522.120.05 Part-Time Firefighter pay by \$7,000, and increase Acct. 522.120.04 Full-time Firefighter pay by \$7,000,** which was seconded by Commissioner Mirabella. The Board unanimously passed the motion.

8. FINANCIAL REPORT

No additional report was provided by the Finance Department.



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9. LEGAL COUNSEL REPORT

No additional report was provided by Theron Simmons. Commissioner Mirabella asked a question regarding the status of the building next door. Legal Counsel is not taking any action at this time concerning the lease and the Old Building.

10. KLVAC MONTHLY REPORT

10.A. KLVAC Monthly Reports 140731 & 140831

The only item reported was Ambulance #73 has a fuel problem.

11. FIRE DEPARTMENT REPORT

11.A. KLVFD Monthly Reports 140731 & 140831

11.B. KLVFD Performance Report 140831

Chief Bock reported last Saturday a fire truck was backed into a building at Pirates Cove. The Insurance Company is handling the accident.

12. COMMISSIONER ITEMS

12.A. District Action Plan 140922

The District Clerk provided an overview of the changes to the District's Action Plan.

12.B. Strategic Plan

Commissioner Mirabella recommended postponing the next Strategic Plan Meeting until November.

13. NEXT MEETING

The next District meeting will be held on October 20, 2014.

14. ADJOURN

Commissioner Miller made a motion to adjourn the Final Public Hearing at 6:57 p.m., which was seconded by Commissioner Mirabella, and unanimously agreed upon by the board.

Next Scheduled Meetings:

October 20 and October 27, 2014 District Meeting

November 10 and November 17, 2014 District Meeting

December 8 and December 15, 2014 District Meeting

DOCUMENTS

AI 2.B.1. *1st Public Hearing Meeting Minutes 140908*

AI 2.B.2. *District Meeting Minutes 140908*

AI 6.A. *KLFR&EMS Fire Hydrant Master List 140922*

AI 7.A. *Resolution #2014-008 Final Levy of Ad Valorem Taxes FY 2014-2015*

AI 7.B. *Resolution #2014-009 Final Budget FY 2014-2015*

AI 7.C. *Contract Extension Vernis & Bowling*

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DOCUMENTS(Continued)

- AI 7.D. Contract Extension Tropical Business Services
- AI 7.E. District Purchasing Policy & Procedure, Revision 3
- AI 7.G. KLVFD Purchase Order for 13 Sets of AFG Grant-Award Bunker Gear
- AI 7.H. KLVFD Budget Amendment or Budget Line-Item Request
- AI 10.A. KLVAC Monthly Status Report 140831
- AI 11.A. KLVFD Monthly Status Report 140831
- AI 11.B. KLVFD Performance Report 140831
- AI 12.A. KLFR&EMS District Action Plan 140922