



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 - DRAFT NOVEMBER 17, 2014

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 Miller 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, James Griffeth, Jennifer Johnson, and Theron Simmons. The meeting was held at Station #24.

Presentation to Commissioner Miller

Commissioner Thomas presented a plaque to Commissioner Miller on behalf of the Board in appreciation of her years of service to the District.

1.D. Adjourn

Commissioner Miller made a Motion to adjourn the meeting at 6:02 p.m. which was seconded by Commissioner Allen. The motion was unanimous.

1.E. New Commissioners Swearing In

1.F. & 1.G. Reconvene & Call to Order

The meeting was reconvened and called to order at 6:05 p.m. by Chairman Thomas.

1.H. Roll Call

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

1.I. Election of Officers

Chairman

Commissioner Beyer made a Motion to elect Commissioner Thomas as Chairman, which was Seconded by Commissioner Cullen. Commissioner Thomas was unanimously elected as Chairman.



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1.1. Election of Officers (Continued)

Vice-Chairman

Commissioner Mirabella made a Motion to elect Commissioner Allen as Vice-Chairman, which was seconded by Commissioner Beyer. Commissioner Allen was unanimously elected as Vice-Chairman.

Secretary/Treasurer

Commissioner Allen made a Motion to elect Commissioner Beyer as Secretary/Treasurer, which was seconded by Commissioner Cullen. Commissioner Beyer was unanimously elected as Secretary/Treasurer.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of November 17 Agenda

2.B. APPROVAL OF MINUTES

2.B.1 Approval of Minutes of October 20, 2014 District Meeting Minutes

MOTION: Commissioner Beyer made a motion to approve the November 17, 2014 District Meeting Agenda and the October 20, 2014 District Meeting Minutes. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

Commissioner Beyer did not have any items to report to the Board.

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 the Wheaton's fire hydrant should be completed by the end of the week. Jim Reynolds will meet with La Rocco for the Rowell's fire hydrant. They want to move it off the road. This would require new drawings; however, not FDOT approval. To date on \$79,450.00 or 80% has been spent on the fire hydrants. Theron Simmons reported the District could pursue an amendment to the ILA for the late installation of the Wheaton's and Rowell's fire hydrants. The RFP is currently being prepared.

7. NEW BUSINESS

7.A. Motion/Approval: Mutual Aid Agreement District with Miami-Dade

Chief Bock will coordinate approval of the Mutual Aid Agreement with Miami-Dade.

MOTION: Commissioner Allen made a motion to approve the District Mutual Aid Agreement with Miami-Dade. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.



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7.B. Discussion: Ebola Virus Concern

Commissioner Beyer wanted to know if there is any Ebola Virus training in the County. There are personnel Ebola kits in the truck, and the District has Hazmat Gear. Commissioner Thomas recommended the personnel practice protocols when coming into contact with Ebola patients.

7.C. Discussion: Sale of Vehicle

Theron Simmons reported there is one solid lead from Brindlee. The vehicle is being shopped around.

7.D. Motion/Approval: Resolution 2014-001 Authority for Board Members to Act in the Interest of the District When Unforeseen Circumstances Arise

Theron Simmons reported the District Board needs to have the authority to conduct business when unforeseen circumstances arrive. Commissioner Allen recommended the agenda be revised to reflect Resolution #2015-001 rather than 2014-001.

MOTION: Commissioner Cullen made a motion to amend the agenda to reflect Resolution #2015-001 rather than #2014-001. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

MOTION: Commissioner Beyer made a motion to **approve Resolution #2015-001**. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

7.E. Motion/Approval: AFG Funding Match Request

The AFG Grant requesting SCBA and radios is due on December 6, 2014. The grant is expected to be approximately \$400,000. The department is requesting the Board approve a 20% match for this grant to help improve the District's chances on receiving the grant. Finance concurred this would be a good decision for the District.

MOTION: Commissioner Allen *made a motion to approve a District match of 20% for the AFG Grant*. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

8. FINANCIAL REPORT

8.A. District Financial Report 140930

Jennifer Johnson presented the September Financial Report, and reported the District collected 100.5% of the revenues projected in the budget. There was a refund from the Tax Collector of \$25,454. The District Board expenses were \$202,241.31, which was 68.6% of budget. The Fire Department expenses were 1,320,703.09, which was 91.1% of budget. The Ambulance Corps expenses were \$469,922.37, which was 76.7% of budget.

The overall District FY 2013-2014 expenses were at \$1,992,866.77, which was 84.5% of budget.

8.B. District Balance Sheet 140930

Jennifer Johnson presented the Balance Sheet for September 30, 2014. The District has approximately \$1.2M in cash; and approximately \$265,000 is from other governments (ILA with the County); Refunds from the Tax Collector; \$25,000 was advanced to the New Fire Department; \$8,600 for prepaid insurance, Zoll maintenance and health insurance. The other current assets are \$301,892.76 for total assets of \$1.5M (\$1,520,025.37).



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8.B. District Balance Sheet 140930 (Continued)

Accounts Payable was \$156,632.75, and there was a small amount of payroll liability and the 3% collection fee.

The District is in a strong position with the fund balance of uncommitted funds \$679,478.58. There is a committed fund balance of \$221,894.52 for prepaid and the subsequent year's budget, and a committed fund balance for vehicles of \$461,551.00.

The total liabilities and equity is \$1,520,025.37.

Finance completed the physical inventory at Station 24 and Station 25.

9. LEGAL COUNSEL REPORT

There was no report from Legal.

10. EMS DEPARTMENT REPORT

10.A. Monthly Status Report 141031

There are two new members elected to the board: Marc Cuesta from the Corps, and Dawn DeBrule is the new outside Board member. Scott was elected as president. There are six new volunteers. The Christmas party will be December the 9th.

11. FIRE DEPARTMENT REPORT

11.A. Monthly Status Report 141031

11.B. Performance Report 141031

The Fire Department Begging letter will be mailed in a couple of weeks. Don Conard is now a Fire Department Board member. Engine 25 will be back in service about the third week of November, they are waiting for a ball valve. An advertisement was placed for firefighters and encourages locals to join the Department. The department has received about 11 inquiries from the advertisement.

12. COMMISSIONER ITEMS

12.A. District Annual Report

Vicky Fay reported the Annual Report was submitted to the Monroe County Clerk, Amy Heavlin.

12.B. District Commissioner's Handbook

Miss Fay reported the Commissioner's Handbook is currently being revised in its' entirety.

12.C. District Action Plan

The updates for the Action Plan were discussed.

The Board members welcomed Kay Cullen to the Board, and congratulated Commissioner Mirabella on his re-elected to the Board



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13. NEXT MEETING

The next regularly scheduled District Meeting is December 8, 2014; which may be cancelled if there are no items requiring Board approval.

MOTION: Commissioner Beyer *made a motion to approve cancelling the December 8, 2014 Meeting if there are no pressing items to be approved by the Board.* Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Allen made a Motion to adjourn the meeting at 6:56 p.m. which was seconded by Commissioner Mirabella. The motion was unanimous.

Next Scheduled Meetings:

December 8 and December 15, 2014 District Meeting

DOCUMENTS

- AI 2.B.1. District Meeting Minutes 141020
- AI 6.A. Master Fire Hydrant List 141117
- AI 7.B. Mutual Aid Agreement (District with Miami-Dade)
- AI 8.A. KLFR&EMS Financial Report 140930
- AI 8.B. KLFR&EMS Balance Sheet 140930
- AI 10.A. KLVAC Monthly Status Report 140930
- AI 11.A. KLVFD Monthly Status & Treasurer's Report 141031
- AI 11.B. KLVFD Performance Report 141031
- AI 12.C. District Action Plan 141117