



***DISTRICT MEETING MINUTES***  
***MARCH 23, 2015 – DRAFT***

**1. AGENDA**

**1.A. Call to Order**

Vice-Chairman Allen called the meeting to order at 6:00 p.m.

**1.B. Pledge of Allegiance**

Commissioner Mirabella led the Pledge of Allegiance.

**1.C. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Kay Cullen. Commissioner Thomas was out of town. There was a quorum. The meeting was held at Station #24.

**2. APPROVAL OF AGENDA & MEETING MINUTES**

**2.A. APPROVAL OF AGENDA March 23, 2015**

***MOTION:*** Commissioner Beyer made a motion ***to approve the March 23, 2015 District Meeting Agenda.*** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

**2.B. APPROVAL OF MINUTES**

**2.B.1. Approval of February 23, 2015 Meeting Minutes**

***MOTION:*** Commissioner Beyer made a motion ***to approve the February 23, 2015 District Meeting Minutes.*** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

**3. CHAIRMAN'S REPORT**

The Vice-Chairman did not have any new items to report to the Board.

**4. SECRETARY'S REPORT**

There were no items presented 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**

Brian of La Rocco called last week and indicated the Rowell's Marina fire hydrant should be installed by the end of the week.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Kay Cullen; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

### 6.B. Discussion: Explorer Program

Ronnie Fell indicated Eric Neitzer will help Commissioner Mirabella with the Explorer Program.

## 7. NEW BUSINESS

### 7.A. DISCUSSION: Amendment to 2014 District ILA with County

Theron reported that all fire hydrants to be installed by September 30, 2014 were not completed (Wheaton's and Rowell's Marina). The Commissioners were in agreement with creating an amendment to the original ILA with Monroe County requesting any unspent appropriated funds from the ILA be rolled forward for use by the District in the following fiscal years.

### 7.B. MOTION/APPROVAL: Sale of the Ladder Truck

Theron reported the District received a bid for \$25,000 from Brindlee Mountain Fire Apparatus. It is \$10,000 under the asking price; however, the District has not received any other offers. Brindlee Mountain Fire Apparatus has some questions regarding the ladder truck, and Battalion Chief Griffeth will contact them.

**MOTION:** Commissioner Beyer made a motion **to approve the sale of the Ladder Truck to Brindlee Mountain Fire Apparatus in the amount of \$25,000.** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

**MOTION: MOTION:** Commissioner Mirabella made a motion **to appoint Commissioner Beyer to execute the documents associated with the sale of the ladder truck, and to authority to negotiate on price up to the level of District commissioner's discretionary authority.** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.  
*(I am double checking the tape on the 2<sup>nd</sup> motion)*

### 7.C. MOTION/APPROVAL: Ten-8 Engine 25 Repairs \$12,915.30

Jennifer Johnson reported the two purchase orders for the Engine 25 repairs were for \$5,712.27 and \$4,340.28. The total billing for the Engine 25 repairs was \$22,967.85. The amount not covered by the purchase orders is \$12,915.30. Commissioner Mirabella questioned why the District's Purchasing Policy was not followed. Ronnie Fell will get with Chief Bock to make recommendations to prevent this from happening again. Prior to the start of the meeting Linda Newman received and distributed an email from Ten-8. Commissioner Allen felt the reasons provided by Ten-8 was acceptable based upon the fact some of the original equipment is no longer available. Jennifer Johnson reported the Maintenance and Repairs Budget will be exceeded, and a Budget Line-Item Transfer will be generated to cover the overage.

**MOTION:** Commissioner Beyer made a motion **to approve payment to Ten-8 for the excess Engine 25 repairs in the amount of \$12,915.30.** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 8. FINANCIAL REPORT

#### 8.A. District Financial Report 150228

Jennifer Johnson reported the District has received 84.72% of the Ad Valorem taxes. The total year-to-date revenues received are \$1,602,797, which is 72.19% of budget. The District's February expenses were \$9,966.96 with a year-to-date expenses of \$132,929.38 or 44.65% of budget. The dues and subscriptions line item is slightly over budget, and a line item transfer will be included in the next budget amendment to cover this overage.

The Fire Department department's expenses for February were \$110,512. Medical Supplies and Equipment are over budget; the Student texts for Education is at 98.75%; in Repairs and Maintenance almost all items are over budget, and the Buildings are at 72.07%; and the Equipment account is 89.92% with the radio repairs. The department is at \$537,496 or 40.11% of budget.

The Ambulance Corps expenses for February were \$36,524 with year-to-date expenses of \$246,581. The Repairs and Maintenance for vehicles is almost at budget, and the Repairs and Maintenance for equipment is slightly over budget. A Budget-Line Item Transfer or a Budget Amendment will be necessary for these accounts in the future. The Corps is at 32.13% of budget.

Overall, the District's February expenses were \$157,002 for the first five months expenses of \$917,007, which shows a loss of \$-184,976 of budget; however, the District has a surplus of \$685,790, and is at 38.13% of budget.

### 9. LEGAL COUNSEL REPORT

Theron Simmons reported there were no legal items to report. The Old Fire Department did not provide the minutes to the District as Frank Conklin indicated the department would do at the last meeting.

### 10. EMS DEPARTMENT REPORT

Ronnie Fell reported 74 has been back in service for two weeks. The Corps hired two new medics who started last week, and the possibility of hiring a new one. Ronnie is working on the specifications for the ambulance and expects specification approval by the end of April. The specification is almost \$16,000 over budget. The differences between the two ambulances include: a different emergency light package; an air bag in the attendant seat in the back; a pedi seat built in the medic seat; and the back area is a little larger by a couple of inches, which will better accommodate the Stryker unit and transfer the patients in and out more safely. Ronnie is still comparing the ambulances to determine if the changes are really worth the differences.

There are billings outstanding for the Corps. Chief Bock and Ken Edge are the only signers on the account. The board agreed the Corps could submit the breakdown of calls on a quarterly basis.

### 11. FIRE DEPARTMENT REPORT

#### 11.A. KLVFD Minutes & Treasurer's Report 150228

#### 11.B. KLVFD Performance Report 150228



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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Ronnie Fell reported the Fire Department and the Ambulance Corps each received a large donation. Commissioner Cullen recommended the department send a letter to the editor thanking the anonymous donor. Four firefighters took the tests, and four fire fighters were hired. The department will lose two volunteers.

### 12. COMMISSIONER ITEMS

#### 12.A District Action Plan

Ronnie Fell requested the Clerk to contact AFG regarding the status of the grant for the radios and air packs. Commissioner Allen commended Vicky for a great job.

### 13. NEXT MEETING

***MOTION:*** Commissioner Beyer made a motion ***to tentatively cancel the April 13, 2015 meeting if there are not any items requiring Board approval,*** which was seconded by Commissioner Cullen. The Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Mirabella made a Motion to adjourn the meeting at 6:56 p.m., which was seconded by Commissioner Cullen.

#### Next Scheduled Meetings:

April 13, 2015 District Meeting  
April 27, 2015 District Meeting  
May 11, 2015 District Meeting  
May 18, 2015 District Meeting  
June 8, 2015 District Meeting  
June 22, 2015 District Workshop (KLVAC Budget) followed by District Meeting

#### DOCUMENTS

AI 2.B.1. District Meeting Minutes 150223  
AI 6.A. Master Fire Hydrant List 150323  
AI 07.C. Copy of Ten - 8 repair bill  
AI 07.C. Ten-8 Invoice 150116  
AI 07.C. PO15-03 Ten-8 E25 Repairs  
AI 07.C. PO14-06 Ten 8 E25 Repairs  
AI 8.A. KLFR&EMS Financial Report 150228  
AI 11.A. KLVFD Minutes & Treasurer Report 150228  
AI 11.B. KLVFD Performance Report 150228  
AI 12.A. District Action Plan 150323