



DISTRICT MEETING MINUTES
JUNE 22, 2015 – DRAFT

1. AGENDA

1.A. Call to Order

Chairman Thomas called the meeting to order at 6:22 p.m.

1.B. Roll Call

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

Also present were Chief Bock, Vicky Fay, Ronnie Fell, Jennifer Johnson, Scott Robinson and Theron Simmons.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA June 22, 2015

2.B. APPROVAL OF MINUTES

2.B.1. Approval of May 18, 2015 Meeting Minutes

MOTION: Commissioner Allen made a motion ***to approve the June 22, 2015 District Meeting Agenda and the May 18, 2015 District Meeting Minutes.*** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

The Secretary was not in attendance to present any new items 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

6.A.1. Fire Hydrant List 150617

Installation is ongoing for the Phase 2 hydrants in Pirates Cove. One hydrant location needs to will be changed. Chief Bock will have someone get with Chief Griffeth to ensure the Phase IV hydrant locations are identified.

7. NEW BUSINESS



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

7.A. 1st Reading: Ordinance #2012-001 False Alarms, Revision 1

The Clerk read the Ordinance into the record. The False Alarm Ordinance is being revised to reduce the Schedule of Fees to be in accordance with Florida Statute 633. The fees are being reduced from \$250, \$500 and \$750 to \$150, \$250 and \$500.

7.B. MOTION/APPROVAL: Explorer Program

Commissioner Mirabella requested support for the Explorer Program from the Fire Department. Commissioner Allen recommended that Commissioner Mirabella prepare a budget for the Explorer Program and give it to the Fire Department.

7.C. MOTION/APPROVAL: KLVFD Purchase Order Station 25 Bathroom Repairs \$12,800.00

MOTION: Commissioner Allen made a motion ***to approve the Purchase Order to Young Construction in the amount of \$12,800 to repair the bathroom at Station #25,*** which was seconded by Commissioner Cullen. The Board unanimously passed the motion.

7.D. MOTION/APPROVAL: KLVFD Purchase Order Station 24 Tile Repairs \$6,374.74

This item was budgeted at \$7,500.00.

MOTION: Commissioner Cullen made a motion ***to approve the Purchase Order to Yazmin Tile & Marble in the amount of \$6,574.74 to repair the tile at Station #24.*** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

7.E. MOTION/APPROVAL: KLVAC Budget Line-Item Transfer \$10,779

The Ambulance Corps requested a decrease in the Travel, General Departmental, Medicine & Drugs and Capital Outlay Buildings Accounts to increase the budget for the Repair of Vehicles and Uniform Accounts. Commissioner Mirabella requested a list of all of the vehicle repairs for both departments.

MOTION: Commissioner Allen made a motion ***to approve the Ambulance Corps Budget Line-Item Transfer in the amount of \$10,779,*** which was seconded by Commissioner Cullen. The Board unanimously passed the motion.

7.F. MOTION/APPROVAL: Travel Authorization: Records Management Training \$164.02

MOTION: Commissioner Mirabella made a motion ***to approve the Travel Authorization in the amount of \$164.02 for the District Clerk to attend the Florida State Records Management Seminar.***

Commissioner Allen seconded the motion, and the Board unanimously passed the motion.



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

7.G. MOTION/APPROVAL: Purchase Order: Hurricane Shutters \$2,388.75

Commissioner Allen asked if these shutters are rated for insurance. If an insurance rating is not required, Commissioner Allen may be able to donate some shutters to the department.

MOTION: Commissioner Allen made a motion **to approve the Purchase Order to Anchor Aluminum in the amount of \$2,388.75 to install hurricane shutters at Station #24** which was seconded by Commissioner Mirabella. The Board unanimously passed the motion.

7.H. MOTION/APPROVAL: Purchase Order Station 23 Generator

This bid includes two generators: One for the Crew Quarters and one for the Main Building.

MOTION: Commissioner Mirabella made a motion **to approve the Purchase Order in the amount \$27,050 Wire Nuts to purchase and install the Station 23 generators.** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

8. FINANCIAL REPORT

8.A. District Financial Audit 140930

Jennifer Johnson reviewed the District's Financial Audit ending September 30, 2014. The Statement of Net Position indicates total assets of \$6,107,094 and Accounts Payable of \$161,041 and a total net position of \$5,946,053 of which, \$4,586,648 is invested in capital assets and \$1,359,405 is unrestricted.

The Statement of Activities reflects the total expenses for the District of \$2,011,014 with Capital Grants and Contributions of \$233,535. The General Revenues include Ad Valorem Taxes of \$1,877,133; Interest Income of \$7,306; and Gain on the Sale of Capital Assets of \$33,511 for Total General Revenues of \$1,917,950. This reflects an increase of \$140,471 from the net position on October 1, 2013 \$5,805,582 to September 30, 2014 of \$5,946,053.

The Governmental Fund Balance Sheet ending September 30, 2014 reflects Total Assets of \$1,520,446 and Total Liabilities of \$161,041. The Fund Balance indicates the Nonspendable Accounts of Prepaids \$37,349, Committed to Vehicle Replacement \$461,551, Assigned for Subsequent Year's Budget \$184,976 and Unassigned \$675,519 for a Total Fund Balance of \$1,359,405. The Total Liabilities and Fund Balance equal \$1,520,446.

The Governmental Fund Statement of Revenues, Expenditures and Change in Fund Balance – Governmental Fund indicates Total Revenues of \$2,117,974, Total Expenditures of \$1,996,385 with Excess Revenues of \$121,589 and Other Financing of \$33,511. This reflects a net change in the Fund Balance of \$155,100. The fund balance was \$1,204,305 on October 1, 2013 and the Fund Balance as of September 30, 2014 was \$1,359,405.



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

8.A. District Financial Audit 140930 (Continued)

Pages 14-20 details the Financial Statements Footnotes, and Pages 21, 23 and 25 are Other Reports.

There were no audit findings or audit adjustments.

8.B. District Financial Report 150430

The Financial Report ending April 30, 2015 was in the Commissioner's packet, and it was noted that Repairs and maintenance for both departments was high.

9. LEGAL COUNSEL REPORT

Theron Simmons indicated that he would request an Attorney-Client Closed Session July 13, 2015 at 5:30 p.m. to discuss settlement negotiations and the costs associated with litigation between the Old Key Largo Fire Rescue Department and the District. The people attending this meeting would be the KLFR&EMS District Commissioners, Theron Simmons and a Court Reporter.

10. EMS DEPARTMENT REPORT

10.A. KLVAAC Monthly Report & Performance Report 150430 & 150531

Scott Robinson reported that testing will be conducted this weekend for paramedics. The Corps needs to replace three paramedic slots.

11. FIRE DEPARTMENT REPORT

11.A. KLVPD Monthly Report & Treasurer's Report 150531

11.B. KLVPD Performance Report 150531

Ronnie Fell indicated 20 firefighters were tested and 18 passed the test successfully. This week there is a lot of training being conducted both in Islamorada and Key Largo. Five firefighters will be attending extrication next week, and there will be another class at the end of July. Commissioner Thomas requested support for the Explorer Program.

12. COMMISSIONER ITEMS

12.A. District Action Plan 150617

The District Clerk updated the District Action Plan for the following sections: Fire Hydrants, Volunteers, Grants and Communications.

12.B. Commissioner Ethics Forms

The District Clerk reminded the Commissioners the Financial Disclosure is due to the Commission on Ethics on or before July 1st, 2015.



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

12. COMMISSIONER ITEMS

Commissioner Thomas indicated that he would be undergoing chemo and radiation for about two months. Commissioner Allen will chair the meetings and Commissioner Thomas will attend by phone.

Commissioner Mirabella indicated the Fire Department needs to continue moving forward in a positive direction. He indicated the District might want to adopt a Code of Silence similar to Key West. He urged Commissioners to review the District Commissioner Handbook, and requested the Clerk distribute copies of the District's Policies and Procedures to Commissioners. He stressed that the District needs local volunteers.

13. NEXT MEETING

A Budget Workshop to discuss the KLVFD Budget (and District Meeting, if required) will be held on July 13, 2015 at 6:00 p.m., and will be followed by a District Meeting. These meetings will be preceded by an Attorney-Client Closed Meeting, if needed.

14. ADJOURN

Commissioner Allen made a Motion to adjourn the meeting at 7:06 p.m., which was seconded by Commissioner Cullen.

Next Scheduled Meetings:

July 13, 2015 District Workshop (KLVFD Budget) followed by District Meeting

July 27, 2015 District Meeting

August 10, 2015 District Workshop (District/Dept. Budgets) followed by District Meeting

August 24, 2015 District Workshop (District/Dept. Budgets) followed by District Meeting

September 14, 2015 District Meeting (1st Public Hearing Date to be confirmed)

September 21, 2015 District Meeting (Final Public Hearing Date to be confirmed)

DOCUMENTS

- AI 2.B.1. *District Meeting Minutes 150518*
- AI.6.A.1. *Fire Hydrant List 150617*
- AI 7.A. *Ordinance #2012-002 False Alarms, Revision 1*
- AI 7.B. *Explorer Program*
- AI 7.C. *KLVFD Purchase Order Station 25 Bathroom Repairs \$12,800*
- AI 7.D. *KLVFD Purchase Order Station 24 Repairs \$6,374.74*
- AI 7.E. *KLVAC Budget Line-Item Transfer \$10,779*
- AI 7.F. *Travel Authorization: Records Management Training \$164.02*
- AI 7.G. *KLVFD Purchase Order Hurricane Shutters Station 24 \$2,388.75*
- AI 8.A. *KLFR&EMS District Finance Report 150430*
- AI 10.A. *KLVAC Monthly Report & Treasurer's Report 150430 & 150531*
- AI 11.B. *KLVFD Monthly Report & Treasurer's Report 150531*
- AI 11.B. *KLVFD Performance Report 150531*
- AI 12.A. *District Action Plan 150617*