



DISTRICT MEETING MINUTES
JULY 13, 2015 – DRAFT

1. AGENDA

1.A. Call to Order

Vice-Chairman Allen called the meeting to order at 6:49 p.m.

1.B. Roll Call

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

Also present were Chief Bock, Vicky Fay, Ronnie Fell, Jennifer Johnson, Scott Robinson and Theron Simmons. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA – July 13, 2015

MOTION: Commissioner Cullen made a motion ***to approve the July 13, 2015 District Meeting Agenda***. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

2.B. APPROVAL OF MINUTES

2.B.1. Approval of June 22, 2015 Budget Workshop Meeting Minutes

2.B.2. Approval of June 22, 2015 District Meeting Minutes

MOTION: Commissioner Cullen made a motion ***to approve the June 22, 2015 Budget Workshop Meeting June 22, 2015 District Meeting Minutes, which was seconded by*** Commissioner Mirabella. The motion was unanimously passed the Board.

3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

There were no items reported to the Board by the Secretary.

5. PUBLIC COMMENT

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



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. OLD BUSINESS

6.A. **DISCUSSION: Fire Hydrants**

Battalion Chief Griffeth reported the Pirates Cove two fire hydrant issues have been resolved, and should be installed by the end of next week. Griffeth is researching the possibility to install fire wells in Cross Key Waterways. Aqua Waste will charge about \$9,000 per well (50 to 60 feet deep), and will discount six wells to \$50,000. A well is not considered a guaranteed water supply.

Griffeth submitted the list for the Phase 5 Fire Hydrants (34 hydrants). He will prioritize the list for the District. FKAA will add five fire hydrants in Sexton Cove, which will remove them from the Phase 4 Fire Hydrant list. Commissioner Mirabella requested the department look into augmenting the water supply with a separate pump.

7. NEW BUSINESS

7.A. **2nd Reading: Ordinance #2012-001 False Alarms, Revision 1**

The clerk provided the second public reading of the Ordinance into the record.

MOTION: Commissioner Beyer made a motion **to approve Revision 1 to Ordinance #2012-001, which was seconded by** Commissioner Mirabella. The Board unanimously approved the motion as follows: Beyer (Y), Cullen (Y), Mirabella (Y), Thomas (Y) and Allen (Y). The motion passed unanimously.

7.B. **MOTION/APPROVAL: Resolution #2015-004 Motion to Adopt Proposed Millage and Establish the Dates/times for the 1st and Final Public Hearings**

MOTION: Commissioner Beyer made a motion **to adopt a proposed millage of 1.00 mill, which is \$1.00 per \$1,000.00, which is 33.64% greater than the 0.7483 rolled-back rate, and to establish the 1st and Final Public Hearing dates of September 14, 2015 and September 21, 2015 respectively.** Commissioner Cullen seconded the motion. The Board unanimously approved the motion as follows: Cullen (Y), Mirabella (Y), Thomas (Y) Beyer (Y) and Allen (Y). The motion passed unanimously.

7.C. **MOTION/APPROVAL: Explorer Program**

Commissioners Mirabella and Beyer felt it was too preliminary for determining a budget for the Explorer Program. Commissioner Thomas estimated approximately \$100 per explorer. The department does not have to create a curriculum for the program, and it will be able to use the curriculum from the book. Chief Bock indicated this is one of the better programs out there for explorers. While the department does have certified instructors, the explorer training is not considered Firefighter I training. Commissioner Cullen requested additional information about the program. Commissioner Allen said, "It is great we are moving forward". Allen also requested an Explorer Program budget be submitted for the program.



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7.D. MOTION/APPROVAL: District Representative for Mediation

Thereon Simmons reported a Mediation Meeting with the Old KLVFRD is scheduled for July 27, 2015 at 9:30 a.m. The District will need a Commissioner to represent the District. Commissioner Cullen volunteered.

MOTION: Commissioner Beyer made a motion **to appoint Commissioner Cullen to be the District's representative at the Mediation Meeting, which was seconded by** Commissioner Mirabella. The Board unanimously approved the motion as follows: Beyer (Y), Cullen (Y), Mirabella (Y), Thomas (Y) and Allen (Y). The motion passed unanimously.

7.E. MOTION/APPROVAL: Travel Request Honor Guard FFCA Fallen Firefighter \$1,000.50

Jennifer Johnson reported that two members of the Honor Guard will be attending the Florida Fire Chiefs Association's Fallen Firefighter Memorial Event in Naples, Florida to honor Chief Gow. The total request with two nights of hotel and traveling separately would be \$1,000.50. The FY15 Honor Guard budget for travel is \$2,000 of which \$1,621.26 has already been spent. However, the Honor Guard has only spent \$1,660.48 of their \$4,419.00 total FY15 budget, with another \$822 of anticipated expenditures for 4 flags.

MOTION: Commissioner Thomas made a motion **to approve the Honor Guard Travel Request in the amount of \$1,000.50.** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

7.F. DISCUSSION: Required Ethics Training

The mandatory state required Ethics Training Program for elected officials is scheduled for July 16, 2015. It will be conducted by State Attorney, Catherine Vogel, and County Attorney, Bob Shillinger. Commissioner Thomas will call Vogel to see if he can make arrangements to attend via Skype as he will be out of town.

7.G. DISCUSSION: Cross-Key Waterways Fire Wells

This item was discussed in Agenda Item 6.A.

7.H. MOTION/APPROVAL: Check Request (BOCC – KLVAC Office Manager) \$20,603.18

This item will be tabled for the next meeting for legal to review.

8. FINANCIAL REPORT

8.A. District Financial Report 150531

Jennifer Johnson reported the District is 67% through the FY14-15 budget year. The District received \$35,608 of revenue in May, and it has received \$1,835,348 or 82.67% of the budgeted revenue.

The District Board spent \$19,537 during May, and during the first eight months has spent a total of \$189,543 or 63.66% of budget.

The KLVFD spent \$65,153 during May, and during the first eight months has spent a total of \$818,639 or 59.87% of budget. Account 522.46 Repairs and Maintenance for equipment and buildings is high at 97.96% and 99.99% of budget, respectively. The department prepared Budget Line-Item Transfers, which has been approved. Account 522.491 Training (Education and Student Text) is at 95.62% of budget, and Account 522.520 Operating Supplies (Daily Operating/Medical) is at 92.14% and 96.65% of budget, respectively.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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8.A. District Financial Report 150531 (Continued)

The KLVAC spent \$38,958 in May, and for the first eight months of the budget year has spent \$504,285 to date or 65.71% of budget. Repairs and Maintenance Equipment (Account 526.460) is at 99.97% of budget, and a Budget Line-Item Transfer has been approved.

Overall, the District spent \$123,649 in May, and for the first eight months of the year has spent \$1,512.469 or 62.81% of budgeted expenditures. This District currently has a surplus; however, it will be reduced as the District has received approximately 83% of budgeted revenues. The District will request reimbursement from Monroe County for the ambulance and the fire hydrants when the invoices have been received and paid to the vendors.

9. LEGAL COUNSEL REPORT

There were no other Legal items to discuss.

10. EMS DEPARTMENT REPORT

Scott Robinson reported the Corps hired four new paid paramedics and five new volunteers. Some of the volunteers will become paramedics. Commissioner Allen asked about the hurricane shutters. Linda is checking about the insurance, and Chief Bock will follow up.

11. FIRE DEPARTMENT REPORT

The KLVFD has eleven new volunteers, and orientation is scheduled for July 25, 2015. Ronnie Fell reported that another series of Officer's class will be held at Islamorada next week.

12. COMMISSIONER ITEMS

There were three young paramedics that resigned the Corps. Commissioner Beyer requested the District continue developing the Strategic Plan when Commissioner Thomas returns. Commissioner Beyer also requested that Commissioners send a list of ideas and suggestions to the District Clerk to provide a starting point for the District's goals. The repairs to the bathrooms should begin on July 20, 2015.

13. NEXT MEETING

MOTION: Commissioner Beyer made a motion ***to tentatively cancel the July 27, 2015 meeting if there are not any items requiring Board approval,*** which was seconded by Commissioner Cullen. The Board unanimously passed the motion.

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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

14. ADJOURN

Commissioner Beyer made a Motion to adjourn the meeting at 7:33 p.m., which was seconded by Commissioner Cullen.

Next Scheduled Meetings:

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. *Budget Workshop Meeting Minutes 150622*
- AI 2.B.2. *District Meeting Minutes 150622*
- AI 6.A. *Fire Hydrant List 150708*
- AI 7.A. *Ordinance #2012-001 False Alarms, Revision 1*
- AI 7.B. *Resolution #2015-004*
- AI 7.E. *KLVPD Travel Request Honor Guard \$1,000.50*
- AI 7.F. *Ethics Training*
- AI 7.H. *Check Request: BOCC Office Manager \$20,603.18*
- AI 8.A. *KLFR&EMS District Finance Report 150531*