



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

DISTRICT MEETING MINUTES **AUGUST 24, 2015 – DRAFT**

1. AGENDA

1.A. Call to Order

Vice-Chairman Allen called the meeting to order at 7:24 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. There is a quorum.

Also present were Chief Bock, Vicky Fay, Jennifer Johnson, Scott Robinson and Theron Simmons. The meeting was held at Station 23.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA – August 24, 2015

MOTION: Commissioner Thomas made a motion ***to approve the August 24, 2015 District Meeting Agenda with the following changes: Move Item 7.A to become Item 2.C., and add a new Item 6.B. to complete the Discussion of the KLVFD Proposed FY 2015-2016 Budget.*** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

2.B. APPROVAL OF MINUTES

2.B.1. Approval of July 13, 2015 Budget Workshop Meeting Minutes

2.B.2. Approval of July 13, 2015 District Meeting Minutes

MOTION: Commissioner Cullen made a motion ***to approve the July 13, 2015 Budget Workshop Meeting and July 13, 2015 District Meeting Minutes, which was seconded by*** Commissioner Beyer. The motion was unanimously passed the Board.

2.C. MOTION/APPROVAL: Proposed Settlement Agreement & Resolution #2015-005

Theron Simmons reported the District will have to pay the Old Department a first payment of \$87,500 and a second payment of \$87,500 by October 15, 2015 per the Mediated Settlement Agreement. This agreement includes all property from U.S. 1 up to and including the alley separating Station 24 from the old building. The Old Department will coordinate with Chief Bock to transfer the personal property outlined in the Agreement by October 15, 2015.

MOTION: Commissioner Cullen made a motion ***to approve Resolution #2015-005, which was seconded by*** Commissioner Mirabella. The motion was approved as follows: Thomas (Yes), Mirabella (Yes), Cullen (Yes), Beyer (No) and Allen (Yes).

Commissioner Thomas left the meeting at 7:31 p.m.



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3. **CHAIRMAN'S REPORT**

Vice-Chairman Allen showed the commissioners the plaque received at the Fallen Firefighter Memorial Service commemorating Chief Gow. Scott Desquotte indicated it will be given to Dave's family.

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.

6. **OLD BUSINESS**

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

The Clerk updated the Master Fire Hydrant List. Installation of the Phase 2 fire hydrants is in the process of being verified for payment. The Phase 3 Fire Hydrants for Bermuda Shores and Cross Key Waterways will now be installed by FKA. The District will not have to pay for these hydrants unless the District has identified more hydrants than FKA calculated. FKA has the priority list Battalion Chief Griffeth created for the next 30 hydrants to verify installation is feasible based upon the size of the lines.

6.B. **DISCUSSION: KLVFD Proposed FY 2015-2016 Budget**

Fire Department

Acct 460 Repair & Maintenance: This account also includes maintenance and inspection contracts.

Acct 520.02 Operating Supplies (Daily Operating): The cookware, utensils and BBQ need to be removed.

Acct 520.05 Operating Supplies (Firefighting Gear): The department indicated they need it.

Acct 643 Capital Outlay (Building): The dishwasher needs to be removed.

Acct 640 Capital Outlay (Equipment): The gym was reduced from \$30,000 to \$5,000.

Acct 642 Capital Outlay (Small Tools & Equipment): The recliners are very expensive.

Commissioner Thomas indicated the goal is to achieve roll back, Commissioner Allen indicated the department should reduce the budget by 10%.

7. **NEW BUSINESS**

7.A. This Agenda Item was moved to 2.C.

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

MOTION: Commissioner Beyer made a motion *to approve the Check Request to the Monroe County Board of Commissioners to reimburse benefit expenses for Betsy El Koury in the amount of \$20,603.18 as a result of retirement from the County.* Commissioner Cullen seconded the motion, and the motion was unanimously passed the Board.

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

MOTION: Commissioner Mirabella made a motion *to approve a new District Cadet Program for the community.* This motion was seconded by Commissioner Cullen. The motion was unanimously passed the Board.



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7.C. MOTION/APPROVAL: Explorer Program (Continued)

Commissioner Mirabella reported the By-Laws for the Cadet Program have been drafted. The volunteers are George Mirabella, Marilyn Beyer, Thomas Mirabella and a firefighter. Commissioner Cullen is against anyone from the old department having anything to do with the Explorer Program and agrees with the new department. Commissioner Allen is OK with it being a District Program. Commissioner Beyer agrees that we need to start the Cadet Program so the District can get started with the high school to help young people get involved. Chris Harris has indicated 10-15 students have expressed interest in the Cadet Program. Chief Bock supports the program. Speaking from the floor, Sue Heim asked about the District liability for the program. The District Program would become part of the Florida Fire Chief's Cadet Program. The participants will have insurance.

7.D. MOTION/APPROVAL: Travel Request

MOTION: Commissioner Beyer made a motion **to approve Commissioner Mirabella's Travel Request to attend the Florida Association of Fire Rescue Cadets Conference not to exceed \$100.00**, which was seconded by Commissioner Cullen. The motion was unanimously passed the Board.

7.E. MOTION/APPROVAL: Motorola Contract (\$5,448.60)

The Motorola Contract covers the radios for both the KLVFD and the KLVAC. This Service Agreement does not require Board approval; however, the department wanted the District Board to be aware of the Service Agreement. It will be added to the budget.

7.F. MOTION/APPROVAL: Lifescan Wellness Centers \$17,204.25

MOTION: Commissioner Mirabella made a motion **to approve the Lifescan Wellness Centers invoice in the amount of \$17,204.25**. The motion was seconded by Commissioner Cullen. The motion was unanimously passed the Board.

8. FINANCIAL REPORT

8.A. District Financial Report 150630

The total Ad Valorem Taxes received through June are \$1,887,289 (99.97%). For the first nine (9) months of the year, the total revenue is at \$77,409 (87.37%) of budget for the first nine (9) months of the year.

The District Board's expenses were \$196,961 (66.16%), the Fire Department's expenses were at \$909,023 (66.48%), and the Ambulance Corps expenses were \$568,135 (74.05%). The total District expenses for the first nine (9) months of the year were \$1,674,220 (68.83%).

9. LEGAL COUNSEL REPORT

Theron Simmons did not have any other additional items to report to the Board.

10. EMS DEPARTMENT REPORT

10.A. KLVAC Monthly Report & Performance Report 150731

Scott Robinson reported the Corps is waiting for the new ambulance. The Corps lost three members and hired four new members.



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11. FIRE DEPARTMENT REPORT

11.A. KLVFD Monthly Report & Treasurer's Report 150630, 150731, 150831

The Fire Department lost three volunteers. The minimum requirement for the firefighters is Firefighter 1. The County has two training slots that can be used by either the KLVFD or the KLVAC for Firefighter 2 training. Commissioner Beyer indicated the District needs a mechanism to allow people to come to the fire department for a period of time to see if it is something they would like to pursue.

11.B. KLVFD Performance Report 150630 & 150731

There were no questions concerning these Performance Reports.

12. COMMISSIONER ITEMS

Commissioner Mirabella discussed establishing a District Office at the Fire Department. Commissioners Allen and Cullen did not feel a District office at the station was necessary.

13. NEXT MEETING

The 1st Public Hearing is scheduled for September 14, 2015 and will be followed by a District Meeting.

14. ADJOURN

Commissioner Beyer made a Motion to adjourn the meeting at 8:15 p.m., which was seconded by Commissioner Cullen.

Next Scheduled Meetings:

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

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

DOCUMENTS

- AI 2.B.1. Budget Workshop Meeting Minutes 150713
- AI 2.B.2. District Meeting Minutes 150713
- AI 6.A. Fire Hydrant List 150824
- AI 7.B. Check Request: BOCC Office Manager \$20,603.18
- AI 7.B. Memo dated 150817 (V&B to District Board)
- AI 7.C. Explorer Program . . . Pending
- AI 7.D. Travel Request Mirabella . . . Pending
- AI 7.E. Motorola Contract \$5,448.60
- AI 7.F. Lifescan Wellness Centers \$17,204.25
- AI 8.A. KLFR&EMS District Finance Report 150630
- AI 10.A. KLVAC Monthly Report 150731
- AI 11.A. KLVFD Monthly Report 150630 for May
- AI 11.A. KLVFD Monthly Report 150731 for June
- AI 11.A. KLVFD Monthly Report 150831 for July
- AI 11.B. KLVFD Performance Report 150630
- AI 11.B. KLVFD Performance Report 150731