



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 **SEPTEMBER 14, 2015 – DRAFT**

1. AGENDA

1.A. Call to Order

Vice-Chairman Allen called the meeting to order at 7:28 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 24.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA – September 14, 2015

MOTION: Commissioner Beyer made a motion ***to approve the September 14, 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 August 24, 2015 Budget Workshop Meeting Minutes

Sue Heim, speaking from the floor, discussed the Presentation Section. The reference to “boss” was not for Chief, it was for the Island of Key Largo. Ms. Heim was not sure if 2.12 mill was correct, and the word legislature should be legislative.

MOTION: Commissioner Cullen made a motion ***to approve the August 24, 2015 Budget Workshop Meeting which was seconded by Commissioner Cullen.*** The motion was unanimously passed by the Board.

2.B.2. Approval of August 24, 2015 District Meeting Minutes

Commissioner Thomas requested the August 14, 2015 District Minutes be revised to add the statement to Agenda Item 2.C, “*When voting, I had to hold my nose for the proposed agreement for the land.*”

MOTION: Commissioner Thomas made a motion ***to approve the August 24, 2015 District Meeting Minutes will be amended, which was seconded by Commissioner Beyer.*** The motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

There was no report from the Vice-Chair.



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4. SECRETARY'S REPORT

No items were reported by the Secretary.

5. PUBLIC COMMENT

Sue Heim spoke at item 2.B.1.

6. OLD BUSINESS

6.A. DISCUSSION: Fire Hydrants

Phase 2 of the Fire Hydrant Project will be complete when La Rocco finishes installation of three concrete pads. The permits for Phase 3 should be issued soon for the three (3) hydrant locations that had to be changed. For Phase 4 of the Hydrant Project, the District Board will need to waive the Purchasing Policy.

MOTION: Commissioner Thomas made a motion *to approve waiving the Purchasing Policy and Procedure to provide approval for Reynolds Engineering to prepare the Phase 4 fire hydrant drawings*, which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

6.B. DISCUSSION: Cadet Program

The District Board authorized \$1,200.00 for the Cadet Program in the budget. There has been no other action.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: Resolution #15-006 Tentative Levy of Ad Valorem Taxes

The District Clerk read Resolution #2014-006, Adopting the Tentative Levy of FY 2015-2016 Taxes into the record.

7.A. MOTION/APPROVAL: Resolution #15-006 Tentative Levy of Ad Valorem Taxes

The District Clerk read Resolution #2015-006, Adopting the Tentative Levy of FY 2015-2016 Taxes into the record.

MOTION: Commissioner Mirabella made a motion to approve *Resolution #2015-006 for adopting the FY 2015-2016 tentative operating millage rate for the District of .8223 mills which is greater than the rolled-back rate of 0.7483 by 9.89%*, which was seconded by Commissioner Thomas. The vote was as follows: Cullen (Yes), Mirabella (Yes), Thomas (Yes), Beyer (Yes) and Allen (Yes). The motion was passed unanimously.

7.B. Motion/Approval: Resolution #2015-007 Adoption of Tentative Budget

The District Clerk read Resolution #2015-007, Adopting the FY 2015-2016 Budget into the record.

MOTION: Commissioner Mirabella made a motion to *approve Resolution #2015-007 for adopting the FY 2015-2016 tentative budget of the District for the fiscal year beginning on October 1, 2015 and ending September 30, 2016 in the amount of \$3,494,326*. Commissioner Cullen seconded the motion. The vote was as follows: Mirabella (Yes), Thomas (Yes), Beyer (Yes) Cullen (Yes) and Allen (Yes). The motion was passed unanimously.



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7.C. MOTION/APPROVAL: Disposition of Ambulance #76

Theron Simmons reported there are two ways to dispose of the Ambulance. Use the ambulance as a trade-in or go out to bid. It may take approximately a year to sell the ambulance if it goes out to bid. This is the oldest ambulance. Chief Bock will check the trade-in value. Commissioners Mirabella and Thomas would like this Agenda Item to be placed on the September 21, 2015 meeting agenda.

7.D. MOTION/APPROVAL: KLVFD Travel Authorization Honor Guard \$1,631.05 Total

Jennifer Johnson reported this Honor Guard Travel Authorization is for FY 2015-2016.

MOTION: Commissioner Mirabella made a motion **to approve the Check Request for the Honor Guard's Travel Expenses in the amount of \$1,631.05.** Commissioner Cullen seconded the motion, and the motion was unanimously passed the Board.

7.E. DISCUSSION: KLVAC Proposed By-Laws

Jack Bridges, speaking from the floor, reported the Ambulance Corps revises the By-Laws every two years. Commissioner Beyer noted Article 6, Paragraph 5 should be removed. The Chief prepares the budget and submits to the BOD for approval. Article 10.6, the Chief may be a volunteer or salaried. Article 15 was added to avoid problems for commissioners, erase confusion when commissioners are in the department, and commissioners' terms will be added to the current department seniority. Commissioners may participate in training during their term as Commissioner.

8. FINANCIAL REPORT

8.A. District Financial Report 150731

The total Ad Valorem Taxes received through July are \$1,887,495.32 (99.98%) of budget for the first ten (10) months of the year. The total revenue is \$1,894,646 (85.34%) of budget for the first ten (10) months of the year. The District Board's expenses were \$218,103 (73.26%), the Fire Department's expenses were at \$1,024,866 (74.96%), the Ambulance Corps expenses were \$601,696 (78.41 %) and the total District expenses for the first ten (10) months of the year were \$1,844,667 (75.84%) of budget. Jennifer Johnson reported Budget Line-Item Transfers will be submitted for both departments for Repairs and Maintenance items at the next meeting.

9. LEGAL COUNSEL REPORT

Theron Simmons did not have any other additional items to report to the Board. The District is moving forward with the closing on the property, obtaining a survey and title insurance.

10. EMS DEPARTMENT REPORT

10.A. KLVAC Monthly Report & Performance Report 150831

- Scott Robinson reported the new ambulance is in Orlando getting decals. Two new volunteers started.

11. FIRE DEPARTMENT REPORT

11.A. KLVFD Monthly Report & Treasurer's Report 150831

Chief Bock reported the new volunteers are reviewing the recruitment book.



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11.B. KLTFD Performance Report 150831

There were no questions concerning these Performance Reports.

12. COMMISSIONER ITEMS

The District Clerk reported the District Action plan has been updated.

13. NEXT MEETING

The Final Public Hearing is scheduled for September 21, 2015 and will be followed by a District Meeting.

14. ADJOURN

Commissioner Thomas made a Motion to adjourn the meeting at 8:07 p.m., which was seconded by Commissioner Cullen.

Next Scheduled Meetings:

September 21, 2015 Final Public Hearing

September 21, 2015 District Meeting (if required)

October 12, 2015 District Meeting

October 26, 2015 District Meeting (if required)

November 9, 2015 District Meeting

November 16 2015 District Meeting (if required)

December 14, 2015 District Meeting

December 21, 2015 District Meeting (if required)

DOCUMENTS

- AI 2.B.1. *1st Public Hearing Meeting Minutes 150824*
- AI 2.B.2. *District Meeting Minutes 150824*
- AI 6.A. *Fire Hydrant List 150910*
- AI 7.A. *Resolution #2015-006 Tentative Levy of Ad Valorem Taxes*
- AI 7.B. *Resolution #2015-007 Adoption of Tentative FY 15-16 Budget*
- AI 7.D. *KLTFD Travel Authorization (Honor Guard) \$1,631.05*
- AI 7.E. *KLTFD Proposed By-Laws*
- AI 8.A. *KLFR&EMS District Finance Report 150731*
- AI 10.A. *KLTFD Monthly Report 150831 for July*
- AI 11.A. *KLTFD Monthly Report 150930 for August*
- AI 11.B. *KLTFD Performance Report 150831*
- AI 12.A. *KLFR&EMS Action List 150910*