



## 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 21, 2015 – FINAL**

#### **1. AGENDA**

##### **1.A. Call to Order**

Vice-Chairman Allen called the meeting to order at 7:00 p.m.

##### **1.B. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Kay Cullen, and George Mirabella. Bob Thomas was absent due to illness. 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 21, 2015**

**MOTION:** Commissioner Mirabella made a motion ***to approve the September 21, 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 September 14, 2015 Budget Workshop Meeting Minutes**

**MOTION:** Commissioner Mirabella made a motion ***to approve the September 14, 2015 Budget Workshop Meeting which was seconded by Commissioner Cullen.*** The motion was unanimously passed by the Board.

###### **2.B.2. Approval of September 14, 2015 District Meeting Minutes**

The Clerk reported there was a change to Item 2.B.2.

**MOTION:** Commissioner Cullen made a motion ***to approve Draft 2 of the September 14, 2015 District Meeting Minutes, which was seconded by Commissioner Mirabella.*** The motion was unanimously passed by the Board.

#### **3. CHAIRMAN'S REPORT**

There was no report from the Vice-Chair.

#### **4. SECRETARY'S REPORT**

No items were reported by the Secretary.



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### 5. PUBLIC COMMENT

No members of the general public addressed the board.

### 6. OLD BUSINESS

#### 6.A. DISCUSSION: Fire Hydrants

La Rocco plans to install the concrete pads for the Phase 2 hydrants this week, weather permitting. Marnie Walterson, FCAA, reported the pre-construction meeting for the Phase 3 hydrants may be scheduled at any time with La Rocco. The Phase 4 drawings are in production. The RFP for the Phase 4 drawings will be ready for Board approval in October.

#### 6.B. DISCUSSION: Cadet Program

Commissioner Mirabella reported he is waiting for approval of the Cadet Program By-Laws by Legal. Theron Simmons will report on this at the next District Meeting.

### 7. NEW BUSINESS

#### 7.A. MOTION/APPROVAL: Resolution #15-008 Final Levy of Ad Valorem Taxes

The District Clerk read Resolution #2015-008, Adopting the Tentative Levy of FY 2015-2016 Taxes into the record.

***MOTION:*** Commissioner Cullen made a motion to approve ***Resolution #2015-008 for adopting the FY 2015-2016 final operating millage rate for the District of 0.8223, which is greater than the rolled-back rate of 0.7483 by 9.89%.*** Commissioner Mirabella seconded the motion.

The vote was as follows: Cullen (Yes), Mirabella (Yes), Thomas (Absent), Beyer (Yes) and Allen (Yes). The motion was passed unanimously.

#### 7.B. Motion/Approval: Resolution #2015-009 Adoption of Final Budget

The District Clerk read Resolution #2015-009, Adopting the FY 2015-2016 Budget into the record.

***MOTION:*** Commissioner Cullen made a motion to ***approve Resolution #2015-009 for adopting the FY 2015-2016 final 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 Beyer seconded the motion.

The vote was as follows: Mirabella (Yes), Thomas (absent), Beyer (Yes), Cullen (Yes) and Allen (Yes). The motion was passed unanimously.

#### 7.C. MOTION/APPROVAL: Change Order #2 to La Rocco Contract for RFP-001

***MOTION:*** Commissioner Beyer made a motion to ***approve Change Order # 2 to the La Rocco Contract for RFP 15-001, which changed three fire hydrant locations.*** Commissioner Mirabella seconded the motion, and the motion was unanimously passed the Board.



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### **7.D. MOTION/APPROVAL: KLVAC Budget Line-Item Transfer \$25,000**

Jennifer Johnson reported there was no change to the Corps total budget with this Budget Line-Item Transfer.

**MOTION:** Commissioner Cullen made a motion **to approve the Corps Budget Line-Item Transfer as follows:**

\$20,000 from Acct 526.121 Volunteer Pay to Acct 120.01 Admin Pay  
\$ 5,000 from Acct 526.121 Volunteer Pay to Acct 526.460 R&M Equipment.

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

### **7.E. MOTION/APPROVAL: KLVFD Budget Line-Item Transfer \$3,700**

**MOTION:** Commissioner Mirabella made a motion **to approve the KLVFD Budget Line-Item Transfer as follows:**

\$3,000 from Acct 522.430.01 Utilities Electric to Acct 522.460 R&M Equipment  
\$ 700 from Acct 522.430.02 Utilities Water to Acct 522.460 R&M Equipment

Commissioner Beyer seconded the motion, and the motion was unanimously passed the Board.

### **7.F. MOTION/APPROVAL: Disposition of Ambulance #76**

Theron Simmons reported the ambulance only has a trade-in value of \$3,000.

**MOTION:** Commissioner Cullen made a motion **to approve Legal placing the Ambulance on Govdeals.com**, which was approved by Commissioner Beyer. The Board unanimously passed the motion.

### **7.G. MOTION/APPROVAL: Public Risk Insurance Agency Workman's Comp Insurance Premium FY 2015-2016 \$44,692**

Jennifer Johnson reported the premium was \$61,307, and the premium was reduced to \$44,692. There is a renewal option to keep the same rate for a second year, if there are not any accidents. The District Clerk reported the District Policies and Procedures need to be revised to reflect the the Premium Credit Program requirements.

**MOTION:** Commissioner Beyer made a motion **to approve the PRIA payment of \$44,692 with the two-year renewal option.** Commissioner Cullen seconded the motion, and the motion was unanimously passed the Board.

### **7.H. MOTION/APPROVAL: Vernis & Bowling Contract Extension (FY 2015 – 2017)**

**MOTION:** Commissioner Mirabella made a motion **to approve the Vernis and Bowling Contract Extension FY 2015/2016 – 2017/2018**, which was seconded by Commissioner Beyer. The Board unanimously passed the motion.



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### **7.I. MOTION/APPROVAL: Tropical Business Services Contract Extension (FY 2015 – 2017)**

**MOTION:** Commissioner Beyer made a motion *to approve the Tropical Business Services Contract Extension FY 2015/2016 – 2017/2018.* Commissioner Cullen seconded the motion, and the motion was unanimously passed the Board.

### **7.J. REVIEW: KLVFD Department (Drug Free Workplace, 48 Hour or Less Call Out Policy and Tobacco Policy)**

The Commissioners did not recommend any changes to the KLVFD SOG's listed above.

### **7.K. MOTION/APPROVAL: KLVAC Budget Line-Item Transfer \$5,099.90**

**MOTION:** Commissioner Cullen made a motion *to approve the Budget Line-Item Transfer as follows:*

*\$5,099.90 from Acct 526.121 Volunteer Pay to Acct 490.08 Computer/IT*

Commissioner Beyer seconded the motion. The Board unanimously passed the motion.

### **7.L. MOTION/APPROVAL: KLVAC Travel Request Ronnie Fell Pickup Ambulance**

This Travel Request is for Ronnie to pick up the Ambulance.

**MOTION:** Commissioner Beyer made a motion *to approve the Travel Request to pick up the Ambulance in the amount of \$125.42.* Commissioner Cullen seconded the motion, and the motion was unanimously passed the Board.

## **8. FINANCIAL REPORT**

### **8.A. District Financial Report 150831**

Jennifer Johnson reported the total Ad Valorem Taxes received through August were \$1,887,919, which is 100% of the budgeted 97% collection rate for the first eleven (11) months of the year. Ms. Johnson will bill the County \$209,940 for the ambulance and fire hydrants.

The District's total revenue for the first eleven (11) months of the year is \$1,919,545 (86.46%).

The District Board's expenses for August were \$8,044, and the total expenses for the first eleven months of the year were \$226,148 (75.96%). The Fire Department's August expenses were \$96,905 with total expenses for the first eleven months of \$1,121,772 (82.04%). The Ambulance Corps August expenses were \$51,961 with total expenses of \$653,658 (85.18%) for the first eleven (11) months of the year.

The total District expenses for the first eleven (11) months of the year were \$2,001,578 or 82.29 % of budget.



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### 9. LEGAL COUNSEL REPORT

Theron Simmons reported the survey is in process, and the closing is scheduled for October 15, 2015. The first payment will be released next week.

### 10. EMS DEPARTMENT REPORT

#### 10.A. KLVAAC Monthly Report & Performance Report 150831

Scott Robinson reported everything is good, and the new ambulance will be picked up at the end of the September.

### 11. FIRE DEPARTMENT REPORT

Chief Bock reported the insurance indicated using Commissioner Allen's shutters would be acceptable. The Chief will let him know if the department would like the shutters. Commissioner Allen requested the Department obtain an estimate to replace the door. An EVOC class completed last weekend, and everyone passed the course. Now the firefighters need time practicing driving the vehicles.

### 12. COMMISSIONER ITEMS

The District Clerk would like the goals Commissioner Beyer requested to be submitted by October 2, 2015 to allow time to compile the list for the Commissioners October meeting.

### 13. NEXT MEETING

**MOTION:** Commissioner Beyer made a motion *to tentatively cancel the October 12, 2015 meeting if there are no 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 7:28 p.m., which was seconded by Commissioner Beyer.

#### **Next Scheduled Meetings:**

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)

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### **DOCUMENTS**

- AI 2.B.1. *1<sup>st</sup> Public Hearing Meeting Minutes 150914*
- AI 2.B.2. *District Meeting Minutes 150914*
- AI 7.A. *Resolution #15-008 Levy of Final FY 2015-2016 Ad Valorem Taxes*
- AI 7.B. *Resolution #15-009 Adoption of Final FY 2015-2016 Budget*
- AI 7.C. *Change Order #2 to RFP-001 (Hydrant Location Changes)*
- AI 7.D. *KLVAC Budget Line-Item Transfer \$25,000*
- AI 7.E. *KLVFD Budget Line-Item Transfer \$3,700*
- AI 7.F. *KLVAC Disposition of Ambulance #76*
- AI 7.G. *Public Risk Insurance Agency Workman's Comp Insurance Premium FY 2015-2016 \$44,692*
- AI 7.H. *Vernis & Bowling Contract Extension (FY 2015 – 2017)*
- AI 7.I. *Tropical Business Services Contract Extension (FY 2015 – 2017)*
- AI 7J. *KLVFD Dept. Drug Free Workplace*
- AI 7J. *48 Hour or Less Call-Out Policy*
- AI 7J. *Tobacco Policy*
- AI 7.K. *KLVAC Budget Line-Item Transfer \$5,099.99*
- AI 8.A. *KLFR&EMS District Finance Report 150831*
- AI 10.A. *KLVAC Monthly Report 150930 for August*