



DISTRICT MEETING MINUTES
OCTOBER 19, 2015 – DRAFT

1. AGENDA

1.A. Call to Order

Chairman Thomas called the meeting to order at 6:00 p.m.

1.B. Pledge of Allegiance

Ronnie Fell led the Pledge of Allegiance.

1.C. Roll Call

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

Also present were 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 – October 19, 2015

MOTION: Commissioner Cullen made a motion **to approve the October 19, 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 September 21, 2015 Final Public Hearing Meeting Minutes

MOTION: Commissioner Cullen made a motion **to approve of the September 21, 2015 Final Public Hearing Meeting Minutes**, which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

2.B.2. Approval of September 21 2015 District Meeting Minutes

MOTION: Commissioner Beyer made a motion **to approve the September 21, 2015 District Meeting Minutes**, which was seconded by Commissioner Cullen, and the Board passed the motion unanimously.

3. CHAIRMAN'S REPORT

There was no report from the Chairman.



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

4. SECRETARY'S REPORT

No items new were reported by the Secretary.

5. PUBLIC COMMENT

5.A. PRESENTATION: Tavernier-Key Largo Ad Hoc Committee

Jerry Wilkinson addressed the Board on behalf of the Tavernier-Key Largo Ad Hoc Committee in support of the KLFR&EMS District extending the District's boundaries to include Tavernier. Mr. Wilkinson and Sue Heim discussed the proposed budget for the Tavernier Fire Department and Ambulance Corps. The Tav-KL Ad Hoc Committee requested a Public Workshop to discuss the District changing the boundaries. Casey Kybuiz spoke against Tavernier joining the KLFR&EMS District.

6. OLD BUSINESS

6.A. DISCUSSION: Fire Hydrants

Phase 2 of the Fire Hydrant Project is completed; the Phase 3 pre-construction meeting is expected to be conducted this week, and the Phase 4 drawings are expected to be completed prior to November 1st.

6.B. DISCUSSION: Cadet Program

Commissioner Mirabella reported the By-Laws and procedure for the Cadet Program has been submitted to Legal for review. Theron recommends some of the details be deleted from the documents. Commissioner Mirabella and Legal need to meet to prepare a final draft for the Board.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: RFP 16-001, Fire Hydrant Project FY 2015-2016

MOTION: Commissioner Beyer made a motion *to approve RFP 16-001 for the Fire Hydrant Project-Phase 4 with the addition of the drawings and the Final Schedule of Events* which was seconded by Commissioner Mirabella. The motion was unanimously passed by the Board.

7.B. MOTION/APPROVAL: KLFR&EMS District 10th Anniversary

The Commissioner Mirabella distributed the reasons why the KLFR&EMS District was formed. At this time, the departments did not want to support a 10th Anniversary event for the community. The Clerk will issue a press release announcing the 10th Anniversary.

7.C. MOTION/APPROVAL: KLVFD Check Request Public Risk Insurance Agency \$24,090.03

MOTION: Commissioner Allen made a motion *to approve the Check Request for Public Risk Insurance Agency for the first payment of \$24,090.03 and the second payment of \$23,991.* Kay Cullen seconded the motion, which was passed unanimously by the Board.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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7.D. MOTION/APPROVAL: Transfer/Disposition of Property from Old Department

7.D. MOTION/APPROVAL: Transfer/Disposition of Property from Old Department

The KLVFD requested approval for disposition of four items from the Old Department. The air conditioner was stolen, and it should be removed from the Inventory List. The Light Bar from the Asst. Chief's 2007 Vehicle and can be used on Engine 24 or 25. The Light Bar on the Chief's 2006 Tahoe cannot be located and should be removed from the inventory list. The Odyssey Command Cabinet for the Chief's Vehicle should be placed on E-Bay. Commissioner Beyer noted all of the memorabilia has been removed. Ronnie Fell indicated the KLVFD was OK with it. The chief did duplicate some of the photographs.

7.E. DISCUSSION: KLVFD 401K

Scott Robinson is working to get complete plan information for the Board, and if the Board decides to go with a 100% District funded plan with 0% match required from the employees and volunteers up to 3% of their annual pay the total out of pocket cost to the District is expected to be approximately \$35,000 per year. Commissioner Allen indicated the 401K could be a 3% match, and he suggested a decision be made to put funding into retirement every year to avoid discussions every year about raises during the budget process. A three-year vesting period was mentioned. The 401K is to promote retention of both paid staff and volunteers. Everyone would be eligible to participate in the 401K plan. Commissioner Mirabella indicated the cost of living should be for everyone including the volunteers.

8. FINANCIAL REPORT

8.A. District Financial Report

Jennifer Johnson clarified that step-plan increases were approved in the budget. Johnson met with the Insurance agent regarding the District's liability policies. It was recommended the District maintain the policy with management liability, commercial and auto liability. The annual premium includes a clause where any litigation-as the result of an accident would be handled-by the insurance company's attorneys. The Station #24 property closed on October 16, 2015.

9. LEGAL COUNSEL REPORT

There was no report from Legal.

10. EMS DEPARTMENT REPORT

10.A. KLVAC Monthly Report & Performance Report 150930

Ronnie Fell reported the new ambulance is here. It is roomier than the old ambulance. It is stocked for service. The ambulance needs to be taken to Key West for the radio to be set up. It is expected to be in service by the end of the month. The old ambulance can be placed for sale on Govdeals.com.

11. FIRE DEPARTMENT REPORT

10.A. KLVFD Monthly Report & Performance Report 150930

Ronnie Fell reported that Fire Prevention Training was conducted at Key Largo School last week. Training in Ft. Lauderdale was attended by firefighters. The AFG Grant will be released soon, and the District needs to pursue this grant. Commissioner Cullen indicated this grant is something the District should pursue and requested the department communicate with the Clerk. There has not been any action on the sale of the ladder truck, the Board suggested Legal contact Brindlee Mountain Fire Apparatus to reduce the price from \$25,000 to \$10,000. Commissioner Beyer recommended the District receive a credit for the Self-Contained Breathing Apparatus (SCBA) or else recycle the SCBA.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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12. COMMISSIONER ITEMS

Commissioner Beyer requested that Commissioners forward information to the Clerk for items to be included in the Strategic Plan. Commissioner Cullen reported the KLVAC signed a contract with FKCC for use of the classroom for an EMS class. A copy of the Estero Fire Department Ordinance for Sprinkler Systems was distributed to Commissioners, and Commissioner Cullen noted there were legal issues with the new ordinance. Smoke Alarms are State mandated.

13. NEXT MEETING

Commissioners agreed to change the advertised November 9, 2015 District Meeting to a District Workshop to discuss changing the District's boundaries to include Tavernier. The Clerk will re-advertise the meeting as a District Workshop, and prepare a Press Release about the time change and changing smoke alarm batteries.

14. ADJOURN

Commissioner Beyer made a Motion to adjourn the meeting at 7:32 p.m., which was seconded by Commissioner Allen.

Next Scheduled Meetings:

November 9, 2015 District Workshop

November 16 2015 District Meeting (if required)

December 14, 2015 District Meeting

December 21, 2015 District Meeting (if required)

DOCUMENTS

- AI 2.B.1. Final Public Hearing Meeting Minutes 150921
- AI 2.B.2. District Meeting Minutes 150921
- AI 5.A. Tavernier Fire & EMS Ad Hoc Committee
- AI 6.A. Fire Hydrant List 151014
- AI 7.A. RFP 16-001, Fire Hydrant Project FY 2015-2016
- AI 7.B. KLFR&EMS District 10th Anniversary/Reasons the District was formed
- AI 7.C. KLVFD Check Request (Public Risk Insurance Agency \$24,090.03)
- AI 7.D. Transfer/Disposition of Property from Old Department
- AI 8.A. District Final-Approved FY 2015-2016 Budget
- AI 10.A. KLVAC October Monthly Report 150930
- AI 11.A. KLVFD October Monthly Report 150930
- AI 11.B. KLVFD Performance Report 150930