



DISTRICT MEETING MINUTES
February 22, 2016 – DRAFT

1. AGENDA

1.A. Call to Order

Vice-Chairman Mirabella called the meeting to order at 6:00 p.m.

1.B. Pledge of Allegiance

Jennifer Johnson led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Marilyn Beyer, Kay Cullen, George Mirabella and Bob Thomas. Tony Allen was not present. There was a quorum.

Also present were Don Bock, Vicky Fay, Ronnie Fell, David Garrido, Jennifer Johnson, C. J. Jones, Scott Robison and Theron Simmons. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA – February 22, 2016

MOTION: Commissioner Cullen made a motion **to approve the February 22, 2016 District Meeting Agenda**. Commissioner Thomas seconded the motion, and the Board unanimously passed the motion.

2.B. APPROVAL OF MINUTES

2.B.1. Approval of January 25, 2016 District Meeting Minutes

Commissioner Thomas requested information regarding the surveying of the Station 24 land. The invoice included sub-dividing the property, creating a new legal description and accomplishing this on short notice.

MOTION: Commissioner Beyer made a motion **to approve the January 25, 2016 District Meeting Minutes**, which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

Commissioner Mirabella noted the estimate for repairing the air conditioner in Engine 25 was actually an estimate for the airport. The air conditioner repair estimate for Engine 25 was actually \$1,600.

4. SECRETARY'S REPORT

No items new were reported by the Secretary.

5. PUBLIC COMMENT

Sue Heim requested to speak at Agenda Item 6.C.



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

Vicky Fay reported that Phase 3 was completed, and the permits for Phase 4 should be issued this week. David Garrido will provide additional hydrant locations for Phase 5.

6.B. MOTION/APPROVAL: Cadet Program

Commissioner Mirabella reported he had a very productive meeting with Chief Bock and Chris Jones. Some recommendations were to change the meetings to Saturday, no one under 18 would ride on the trucks, and then the cadets would attend Firefighter I training. The procedure needs to have the changes incorporated. Commissioner Cullen expressed concerns about teaching classes/teacher certifications and the fundraising program. Theron Simmons reported there is a Memo of Understanding MOU between Key West High School and the Monroe County School District. The age of participants and how the Firefighter I training will interface with the program still needs to be confirmed. Frank Conklin addressed the Board from the floor. Commissioner Mirabella and Chris Jones will rewrite the policy and procedure.

6.C. DISCUSSION: KLWTD Fee Assessment

Sue Heim, speaking from the floor addressed the board. Commissioner Thomas indicated some governmental districts are not paying their assessments, which Theron Simmons did not recommend. The KLWTD cannot foreclose or lien public property. The KLWTD has agreed to work with the District with the EDU's. Thomas met with Bayside Plumbing to discuss moving the mains at Station 24 and Station 25 to determine the best approach in re-routing the mains. He will obtain a quote to move the mains. The water usage is really high at Station 25, and it appears there still may be a leak. Commissioner Mirabella repaired the leak in the irrigation line at Station 25 several months ago. The landscaping is \$150 per month per for Stations 23 and 24 and \$200 per month for Station 25.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: Surplus the Ambulance and Set a Minimum Price

Chief Bock would like to dispose of the newer vehicle that has the problems versus the oldest ambulance.

MOTION: Commissioner Beyer made a motion **to approve selling Ambulance #74 and removing the Power Load from the ambulance.** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

MOTION: Commissioner Thomas made a motion **to approve Chief Bock establishing the minimum bid to sell Ambulance #74,** which was seconded by Commissioner Cullen. The motion was unanimously passed by the Board.

7.B. MOTION/APPROVAL: Ladder Truck Offers and Key Largo Benevolent Association

Paul Moczynski reported the ladder truck is an antique; it will need to meet Health Department Standards, hot and cold water could run off the generator; the insurance is estimated at \$1,200 annually; a diesel mechanic will assess the engine; and there will be space for community advertising. It will be its' own entity, and it will only be used for events. The Benevolent has \$5,000 cash, and Paul will bring more information to the next meeting. Commissioner Thomas felt it is a great idea; however, he did not feel the Board can just give the Ladder Truck as a donation because of the District's Board fiduciary responsibility to the taxpayers.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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7.C. DISCUSSION: FASD Update

Commissioner Thomas recommended that all Commissioners attend FASD training. Several District Manager Program documents were distributed to the Board members from the District Manager Program. There are 1,600+ Special Districts in Florida and 86,000 throughout the United States. The Strategic Plan needs to be a "Living Document" and should address Strengths, Weaknesses, Opportunities and Threats. The 5 Year Plan should drive the budget. Commissioner Thomas' FASD class project from the conference is to develop an orientation program for newly-elected officials.

7.D. DISCUSSION: Large Event Policy

Commissioner Mirabella felt the District may need a policy for large community events like the Seafood Festival similar to the Islamorada, Marathon and Key West large-event policies. Commissioner Cullen reported there was not a turn lane into the event this year. Chief Bock indicated there will be a meeting in the future to discuss this item.

7.E. MOTION/APPROVAL: KLVFD Travel Request Honor Guard \$1,776.04

Jennifer Johnson reported the Honor Guard's travel budget for FY 15-16 is \$2,200, and zero has been expended. Commissioners Cullen and Beyer indicated the firefighters should carpool, which will reduce the expense.

MOTION: Commissioner Cullen made a motion **to approve the KLVFD Travel request for four (4) members to attend the St. Patrick's Day Parade in Delray Beach; however, only two members would be reimbursed for mileage.** Commissioner Thomas seconded the motion, and the Board unanimously passed the motion.

7.F. MOTION/APPROVAL: Linda Newman Retired

The Board discussed Linda leaving. The Fire Department will do something to honor Ms. Newman for her 18+ years of service to the department.

7.G. DISCUSSION: Summer EMT Class

Commissioner Cullen reported the college may offer a class this summer. The class is three times a week. Scholarships are available through the Florida Keys Community College Foundation.

7.H. MOTION/APPROVAL: Municipal Emergency Services Quote for Hose (\$5,800)

Jennifer Johnson reported the department submitted three quotes from vendors to purchase hose. This item is \$300.00 over budget, and the Capital Outlay Acct for Equipment (522.6440) may require a Budget Amendment at the end of the year.

MOTION: Commissioner Thomas made a motion **to approve the Municipal Emergency Services Quote in the amount of \$5,800 to purchase hose for the trucks.** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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7.I. **MOTION/APPROVAL: Air Conditioner**

Jennifer Johnson reported the air conditioner in the Station 24 classroom stopped working and needs to be replaced. It will require a Budget Line-Item Transfer. Chief Bock reported the department has received one bid, and it needs three bids. The Tropical Clean Air estimate to replace the outside condenser unit and replace the inside air handler is \$4,500.

MOTION: Commissioner Beyer made a motion to approve replacing the air conditioner in the Station #24 classroom at a cost not to exceed \$4,500. Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

The Chief is checking to see if the rust can be repaired on the hurricane shutter for the doors, and he will obtain a quote to repair or replace the shutters.

8. **FINANCIAL REPORT**

8.A. **District Financial Report 160131 for January**

Jennifer Johnson presented the January Financial report. The District has received 81.2% of the Ad Valorem Taxes. The total District expenses for this budget year have been \$133,340. Acct 511.540 is slightly over budget because of an increase of the FASD and NFPA membership dues. Acct 511.490.01 Tax Collector Fees is at 81.2%.

The Year-to-date expenses for the Fire Department were \$435,535 (30.34%) of budget. Acct 520.46 Repairs and Maintenance for buildings and vehicles is slightly over budget, and payroll is slightly higher, also. The Ambulance Corps year-to-date expense have been \$368, 596 (39.04%). Acct 526.6 Capital Expenditures is 42.2% of budget, and 526.46 Repairs and Maintenance are a little high. The District has made two payments for the paramedics payroll.

There is a surplus of \$727,195 at this time, which will be reduced during the remainder of the budget year.

9. **LEGAL COUNSEL REPORT**

Theron Simmons reported he is working with the County on the Inter-local Agreement (ILA) for the ½ cent sales tax, and is waiting to get with the County Administrator. One commissioner would prefer an annual ILA versus a 3-three year ILA. The staff is working on it.

At this time it appears Key West is not in favor of the penny sales tax.

10. **EMS DEPARTMENT REPORT**

10.A. **KLVAC Monthly Report for 160131 for January**

There are ten new members in the Corps and two paramedics were promoted. Brenda Beckmann and Kay Cullen are conducting EMT training through Florida Keys Community College.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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11. FIRE DEPARTMENT REPORT

11.A. KLVFD Monthly Report for 160131 for January

11.B. KLVFD Performance Report for 160131 for January

There are eight new volunteers, and some are local. The department is looking into conducting an extrication class and some other classes. Four members will be attending the Orlando Fire Conference. Linda Newman listed her home, and it sold in three days. As a result, she has resigned from the Fire Department after 18 years of dedicated service. At this time Chief Bock plans on having the existing three (3) full-time firefighters assume Linda's responsibility.

12. COMMISSIONER ITEMS

12.A. District Action List

The District Action Plan was updated.

12.B. 2015 Accomplishments

The District's Accomplishments for 2015 has been completed, and will be issued as a Press Release to the local news media.

12.C. Commission on Ethics

The Commissioners may now update the Commission on Ethics Form 1 on line.

Paul Moczynski presented checks from the Seafood Festival to the Ambulance Corps and the Fire Department. Paul also reported the Fire Department won the Chamber "Chops" event.

13. NEXT MEETING

MOTION: Commissioner Thomas made a motion ***to approve cancelling the District Meeting on March 14th if there are no items requiring District Board approval and scheduling a Strategic Plan Workshop on March 14, 2016.***

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

14. ADJOURN

Commissioner Thomas made a Motion to adjourn the meeting at 7:50 p.m., which was seconded by Commissioner Beyer.

Next Scheduled Meetings:

March 14, 2016

March 28, 2016 (if required)

(See Next Page)



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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DOCUMENTS

- AI 2.B.1. *District Meeting Minutes 160125*
- AI 6.A. *Fire Hydrant List 160118*
- AI 7.E. *KLVFD Travel Request (Honor Guard - \$1,776.04*
- AI 8.A. *District Finance Report 160131*
- AI 10.A. *KLVAC Monthly Reports 160131*
- AI 11.A. *KLVFD Monthly Reports 160131*
- AI 11.B. *KLVFD Performance Report 160131*
- AI 12.A. *District Action Plan 160118*
- AI 12.B. *2015 District Accomplishments*