



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 **May 23, 2016 – DRAFT**

1. AGENDA

1.A. Call to Order

Chairman Allen called the meeting to order at 6:02 p.m.

1.B. Pledge of Allegiance

Commissioner Beyer 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 Don Bock, Vicky Fay, Scott Robinson, Peter Rosasco and Theron Simmons. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA – May 23 2016

MOTION: Commissioner Mirabella made a motion ***to approve the May 23, 2016 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 April 25, 2016 District Meeting Minutes

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

2.B.2. Approval of May 9, 2016 Strategic Planning Workshop Meeting Minutes

MOTION: Commissioner Cullen made a motion ***to approve the May 9, 2016 Strategic Planning Workshop Meeting Minutes,*** which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

The Chairman did not have items to report to the Board.

4. SECRETARY'S REPORT

There was no report from the Secretary.



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

5. **PUBLIC COMMENT**

Sue Heim requested to speak after Agenda Item 7.G.

6. **OLD BUSINESS**

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

Commissioner Thomas provided the status of the Fire Hydrant Project as follows:

Phase 4: Three (3) of the Phase 4 fire hydrants have been installed, and installation will begin on nine fire hydrants this week.

Phase 5: Reynolds Engineering is working on the Phase 5 Drawings.

6.B. **MOTION/APPROVAL: Cadet Program**

The Cadet Program has been scheduled for the June 13th Strategic Planning Workshop. Eric Neitzer spoke of the positive attributes of the program to the community. Commissioner Cullen requested Commissioner Mirabella's comments and the Fire Department items prior to the meeting.

6.C. **DISCUSSION: KLWTD Fee EDU Assessment Presentation**

Commissioner Thomas and Sue Heim discussed the Key Largo Wastewater Treatment District (KLWTD) EDU District Assessment.

The EDU's originally established by the KLWTD District are: Station 23 (6.2 EDU's) and Station 24 (5.2 EDU's). Originally there were no EDU's set for Station 25 (this was due to the fact Station 25 was new and no water usage base had been established). Also, when EDU's were originally being established, the KLWTD did not assign EDU's for the Station 24 fire hydrant or for the Station 25 hydrant used for irrigation and washing vehicles.

The issues at hand are:

The KLWTD billing currently estimates the EDU's as follows: Station 23 (1.5), Station 24 (3.9), Station 25 (8), the Station 24 hydrant is -0- and the Station 25 irrigation line is 0.1 EDU's.

The District needs to send a letter to the KLWTD to request an EDU adjustment for the Station 23 and 24 billing assessments. The projected savings for Stations 23 and 24 is approximately \$201.00 per month. Based upon the actual Stations 23 and 24 EDU water usage of 1.5 EDU's and 3.9 EDU's respectively, the KLWTD agreed the EDU's of 6.2 and 5.2 EDU's need to be restructured.

The FCAA needs to review the water lines at Station 25 to determine which line is operable for the station and which line is operable for landscaping. Peter Rosasco recommended the meter be installed and water usage tracked for 18 to 24 months to allow the KLWTD to calculate the Station 25 EDU's correctly.

Commissioners Beyer and Thomas, Kenny Edge and Sue Heim will meet, as appropriate, with FCAA at Station 25 and the KLWTD to resolve or clarify water usage issues.

A separate item will be for the District to work with the KLWTD to reduce the annual Ad Valorem Tax Assessments of 6.2.



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.C. DISCUSSION: KLWTD Fee EDU Assessment Presentation (Continued)

MOTION: Commissioner Beyer made a motion **to approve Legal sending letters to the KLWTD to request the base water usage and fee assessment be reviewed to determine if the EDU's can be reduced for Stations 23 and 24**, which was seconded by Commissioner Cullen. The vote was as follows: Beyer (Y), Cullen (Y), Mirabella (N), Thomas (Y) and Allen (Y). The motion was passed.

6.D. DISCUSSION: Installation of Irrigation Meters Stations 23, 24 & 25

Commissioner Thomas needs to obtain two more quotes.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: Change 1st Public Hearing from 09/12/16 to 09/07/16

7.A.1. Budget Meeting Schedule FY 2016-2017

Peter Rosasco reported a BOCC meeting is scheduled for September 12, 2016, and the District cannot meet when the BOCC has a meeting.

MOTION: Commissioner Thomas made a motion **to move the 1st Public Hearing from September 12, 2016 to September 7, 2016**. The motion was seconded by Cullen, and the motion passed unanimously.

7.B. MOTION/APPROVAL: Adherence to Policies & Procedures

Commissioner Thomas indicated there was a problem because the departments did not drug test some of the new hires. Chief Bock indicated the new personnel were scheduled to participate in the annual drug testing program. Commissioner Mirabella expressed concern because the Fire Department had a procedure in place for conducting drug testing at the time, and it was not followed. Scott Robinson indicated it was an oversight, and Chief Bock indicated procedures are currently in place for drug testing. Commissioner Thomas wanted to be assured there will not be any oversights in the future, and Chief Bock indicated a checklist has been implemented for drug testing.

Legal discussed the option to conduct an audit to ensure compliance with the policies and procedures and adherence to the contract. The previous audits were an Agreed Upon procedures Audit. The Corps audit was \$15,000 and the Fire Department audit was \$38,519, which was a more detailed audit. Audits can be performed on an hourly basis or sent out for bid. Another option would be for the District staff review the existing policies and procedures. Commissioner Mirabella felt the previous audits helped both departments positively. Sue Heim expressed concern about voting without knowing the \$\$\$\$. This item was tabled.

7.C. MOTION/APPROVAL: Travel Request Records Management Training \$536.46

MOTION: Commissioner Beyer made a motion **to approve the Travel Request for the Clerk to attend Records Management Training**. The motion was seconded by Commissioner Thomas, and the motion passed unanimously.



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

7.D. DISCUSSION: Strategic Plan

7.D.1. Strength S.1 Unity of District/Departments

There was no discussion, and this item is considered closed.

7.D.2. Strength S.2 Community Support

Commissioner Cullen met with Chief Bock and Ronnie Fell. The departments are working on the following programs: CPR Training, AED Program, Installing Child Seats and reviewing homes and businesses for correct address locations.

7.E. DISCUSSION: KLVFD Work Schedule Policy and 7.F. DISCUSSION: KLVAC Work Schedule Policy

Chief Bock reported that comp time had been removed from the policies. Commissioner Mirabella requested these policies be compared with the District Policy & Procedure. Commissioners Allen, Cullen and Beyer did not have any questions.

These items were tabled to the next meeting.

7.G. MOTION/APPROVAL: Request for an Audit

Sue Heim had a question pertaining to the Board voting on this item, and Legal indicated it would not be a problem based upon the wording of the motion.

Commissioner Mirabella expressed concern about the drug testing procedure and the potential of other procedure problems. Commissioners Allen, Cullen and Thomas do not believe the drug testing problem was done knowingly or willingly. Scott Robinson indicated the department is willing to provide information to the Commissioners and Staff when requested. When asked by Scott Robinson, there were no other concerns identified by the Commissioners.

Commissioner Mirabella made a Motion to authorize Legal to obtain quotes on conducting an audit on both departments for policies and procedures. This motion died for a lack of a second. A question was asked from the floor on how to remove a commissioner.

8. FINANCIAL REPORT

8.A. District Financial Report 160430 for April

Peter reported that as of April 30th the District is seven months or 58.33% through the 2016-2017 fiscal year. The District has collected approximately 81% of the projected revenues. The District expenditures of 69.15% are a little higher than the seven-month average, primarily due to the front-ended loading of Tax Collector and Property Appraiser Fees.

The Fire Department expenses are at 56.15%, and some of the accounts are over/under the seven-month average.

The Ambulance Corps expenditures are at 42.2% of the projected budget, and some of the accounts are over/under the seven-month average.



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

Both departments have accounts that are front-end loaded. Repairs and maintenance for both departments is high. Commissioner Thomas requested clarification regarding Account 520.05. It is used for janitorial and cleaning supplies.

The District's overall expenses are at 55.5% of the projected budget.

9. LEGAL COUNSEL REPORT

Theron Simmons reported the Miami-Dade Mutual Aid Agreement is moving forward, and will be sent to Miami Dade this week. The Ocean Reef Mutual Aid Agreement is still pending.

10. EMS DEPARTMENT REPORT

10.A. KLVA Monthly Report for 160430 for March & April

The Corps received a nice letter of thanks from the community when responding to a medical emergency.

11. FIRE DEPARTMENT REPORT

11.A. KLVD Monthly Report for 160430 for April

11.B. KLVD Performance Report for 160430 for April

There was a nice letter in the Free Press regarding the Fire Department responding to an incident. The department will be working with the Red Cross to distribute smoke detectors to Silver Shores.

12. COMMISSIONER ITEMS

12.A. District Action Plan

The Clerk reported the Action Plan was updated, and the new Strategic Plan Action items will be added to the existing District Action Plan. All of the Commissioners should have received the Form 1 from the Supervisor of Elections Office, which is due July 1, 2016. The Fire Protection & Safety (FP&S) Grant was submitted to FEMA for a Smoke Alarm Program. Captain Garrido and Ms. Fay attended a webinar for the upcoming AFG Grant, which provided suggestions for communications grant preparation. The District will apply for radios with this grant. Both the Corps and the Fire Department will be participating in the Memorial Day Ceremony at the Nelson Center.

13. NEXT MEETING

MOTION: Commissioner Thomas made a motion **to approve the Strategic Planning Workshop on June 13, 2016**. Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

MOTION: Commissioner Cullen made a motion **to approve District Meeting scheduled for June 27, 2016**, and Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Cullen made a Motion to adjourn the meeting at 8:02 p.m., which was seconded by Commissioner Thomas.

(See Next Page)



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

Next Scheduled Meetings:

June 13, 2016 District Meeting or Strategic Planning Workshop (if required)

June 27, 2016 District Workshop (KLVFD Budget) followed by District Meeting

DOCUMENTS

AI 2.B.1. District Meeting Minutes 160425

AI 2.B.2. Strategic Planning Workshop Minutes 160509

AI 6.A. Fire Hydrant List 160519

AI 6.C. KLWTD Fee EDU Assessment Presentation

AI 7.A.1. Budget Meeting Schedule FY 2016-2017

AI 7.C. Travel Request Records Management Training \$536.46

AI 7.E. KLVFD Work Schedule Policy

AI 7.F. KLVAC Work Schedule Policy

AI 8.A. District Finance Report 160331

AI 10.A. KLVAC Monthly Report for 160430 for March & April

AI 11.A. KLVFD Monthly Report 160331

AI 11.B. KLVFD Performance Report 160430

AI 12.A. District Action Plan 160519