



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 **June 27, 2016 – DRAFT**

1. AGENDA

1.A. Call to Order

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

1.B. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Kay Cullen, George Mirabella and Bob Thomas. Commissioner Beyer was absent due to a personal commitment. There was a quorum.

Also present were Don Bock, 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 – June 27, 2016

Commissioner Thomas requested that Agenda Item 6.D. be removed.

MOTION: Commissioner Cullen made a motion ***to approve the amended June 27, 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 May 23, 2016 District Meeting Minutes

MOTION: Commissioner Cullen made a motion ***to approve the May 23, 2016 District Meeting Minutes,*** which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

2.B.2. Approval of June 13, 2016 Strategic Planning Workshop Meeting Minutes

MOTION: Commissioner Cullen made a motion ***to approve the June 13, 2016 Strategic Planning Workshop Meeting Minutes,*** which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

The Chairman did not have items to report to the Board. Commissioner Allen expressed appreciation for being re-elected and having the opportunity to serve for another four (4) years.

4. SECRETARY'S REPORT

The Secretary was absent so there was no Secretary's Report.



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5. PUBLIC COMMENT

There were no requests from the general public to address the board.

6. OLD BUSINESS

6.A. DISCUSSION: Fire Hydrant Project

Commissioner Thomas reported that Phase 4 of the Fire Hydrant Project has been completed, and the FCAA Utility Permit application will be submitted to FCAA this week for Phase 5. Prior to submitting Phase 6 to FCAA to approve the locations, the District needs to add approximately ten (10) more hydrants to the list.

6.B. DISCUSSION: KLVFD Work Schedule Policy

The policies need some changes. The District Policy discusses there will be no payment when employment is terminated. Chief Bock recommended paying out vacation time; however, he indicated if someone did not take vacation, then he would not have to schedule someone for overtime to fill the shift. This would avoid having firefighters carry over their vacation to the next year. Currently vacations (not sick leave) are being rolled over to the next year. Commissioner Thomas recommended only paying one-half out rather than the full vacation hours. Robinson indicated a total of up to 304 hours (based upon the number of years of service) to be used as payout at the end of the fiscal year.

6.C. DISCUSSION: KLVAC Work Schedule Policy

See Item 6.B. above.

6.D. MOTION/APPROVAL: Adherence to Policies & Procedures

This item was deleted from the agenda.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: Station 23: Approve Adjusted EDU Assignment from 6.2 to 1.5

The KLWTD proposed lowering the EDU's for Station #23 in their June 6th and June 13th, 2016 letters to the District, and requested approval from the District Board.

MOTION: Commissioner Thomas made a motion **to approve changing the Station #23 EDU's from 6.2 to 1.5 EDU's**, which was seconded by Commissioner Cullen. The motion was unanimously passed by the Board.

7.B. MOTION/APPROVAL: Station 24: Approve Adjusted EDU Assignment from 5.2 to 3.9

The KLWTD proposed lowering the EDU's for Station #24 in their June 6th and June 13th, 2016 letters to the District, and requested approval from the District Board.

MOTION: Commissioner Thomas made a motion **to approve changing the Station #24 EDU's from 5.2 to 3.9 EDU's**, which was seconded by Commissioner Cullen. The motion was unanimously passed by the Board.

7.C. DISCUSSION: Station 25: Commencement of Billing 1.5 EDU's & 30-Day Notice to Hookup

The KLWTD sent a 30-Day Notice to Hookup to the sewer system. This letter was a formality, and Station #25 will start being billed at 1.5 EDU's. The Commissioners expressed appreciation to everyone that worked to resolve the KLWTD issues.



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7.D. MOTION/APPROVAL: Old Department Building Sewer Hookup Station 24

There is no meter located at the Old Fire Department's Building per FCAA; however, there is a meter at Station #24. Legal needs to confirm there are not any lines connecting the two buildings. Chief Bock, Frank Conklin and FCAA need to meet and confirm the location of meters and water lines to ensure the District will not be billed for water used by the Old Department.

7.E. DISCUSSION: AFG Grant Communications Cost Share %

It was agreed the District may request a 20% cost share for the 2016 AFG Communications grant.

7.F. MOTION/APPROVAL: Disposal of Station 23 Generator

Jennifer Johnson reported the Station #23 generator was purchased in 1991 for \$9,061.04. With the installation of the new generator, the department needs to dispose of the generator. It is expected the generator value is less than \$5,000, and does not require bidding; however, the District Board needs to approve the disposition.

MOTION: Commissioner Thomas made a motion *to approve disposing of the generator based upon the Fire Chief's recommendation for disposal*, which was seconded by Commissioner Cullen. The motion was unanimously passed by the Board.

7.G. DISCUSSION: Fire I Program

The Fire 1 Program is a 240 hour class, and is expected to run for 16 weeks. It is expected to cost \$7,000 for instructor fees, which would include on-line courses and instructor fees for hands-on practical training. Course materials are budgeted at \$100 per person, and the rental of bunker gear is expected to be \$550. The course has not been advertised yet; however, there are some people in Tavernier that would like to take the course. If all of the training is completed, the training will be \$14,000 if all training is conducted in the classroom. There will need to be a minimum number of students, and the course could be offered free if the participant signs a written contract to volunteer with the District for one or two years. The department needs to compare the cost of conducting the class with the State, Coral Springs, and other fire departments. The students could become a member of the department upon completion of the Fire I class. The cost will need to be built into the department budget.

7.H. MOTION/APPROVAL: Mutual Aid Agreement (Ocean Reef)

Theron Simmons reported there was a scrivener's error in the Ocean Reef Mutual Aid Agreement, which needs to be corrected to show the response time was decreased rather than increased.

MOTION: Commissioner Cullen made a motion *to approve the Mutual Aid Agreement with Ocean Reef*, which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

7.I. DISCUSSION: Removal of Commissioner

Theron Simmons reported only two commissioners left before their elected term ended. One commissioner was removed from office by the Governor due to a criminal problem, and the other commissioner moved out of district. The District has a Resolution that discusses Excused Absences. No further action is required.



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7.J. MOTION/APPROVAL: KLVFD Budget Line-Item Transfer \$6,300.00

MOTION: Commissioner Cullen made a motion **to approve the \$6,300 Budget Line-Item Transfer for the Fire Department which:**

Decreases Acct 522.312 Professional Services by \$3,300

Decreases Acct 522.400 Travel Per Diem by \$3,000.00

Increases Acct 520.05 Stat Cleaning/Hskping Supplies by \$1,500.

Increases Acct 522.462 Repair & Maintenance Vehicles by \$3,500

Increases Acct 522.461 Repair & Maintenance Buildings by \$1,300

This motion was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

7.K. MOTION/APPROVAL: KLVFD Check Request (Life Scan Wellness Center \$16,287.65)

This invoice is for employees and volunteers physicals, and is included in Acct 522.312 Line Item Professional Services.

MOTION: Commissioner Mirabella made a motion **to approve the Check Request to Life Scan Wellness Centers in the amount of \$16,287.65**

which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

7.L. DISCUSSION: Strategic Plan (Controlling Finances)

Controlling Finances was seen as one of the District's strengths during the Strategic Planning process. Commissioner Beyer and Jennifer Johnson were tasked with reviewing this item to determine if other opportunities existed for the District to control finances. Commissioner Beyer and Jennifer Johnson recommended the District consider quarterly or semi-annual meetings with a District Commissioner, District Finance, Corporate board member and Chief to: Increase communication, improve monitoring of current/future expenditures, and enhance long-term financial planning. It was agreed the District would schedule quarterly meetings.

7.M. DISCUSSION: Strategic Plan (Board Diversity)

Commissioner Thomas and Theron Simmons reviewed the Board's diversity. Simmons indicated the Board has good diversity, and discussed how the Florida Association of Special Districts indicated how important it is that a board composed of all firefighters. No further action is required at this time.

8. FINANCIAL REPORT

8.A. District Financial Report 160531 for May

Jennifer Johnson reported the District is eight months or 67% through the budget year. The District received \$35,265 in ad valorem taxes in May and the Districts Year-to-date (YTD) revenues are \$2,000,536 or 95.91% of budget. The District's expenses were \$27,442 for May with YTD of \$218,424 (79.08%).

The Fire Department's expenses for May were \$59,155 and YTD \$863,307 (60.14%). The Fire Department's Acct 522.120 Regular Salaries & Wages for the firefighters are slightly over budget; however, the Office is under budget. The following accounts are over budget: Acct 522.140 Overtime (71.1%), Acct 522.320 Accounting & Financial (79.69%), Acct 522.412 Postage and Freight (94.85%), Acct 522.46 Repairs and Maintenance (86.55%), and the District Board approved a Budget Line -Item transfer for these items.



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8.A. District Financial Report 160531 for May (Continued)

The Ambulance Corps expenses for May were \$41,361 with the YTD \$520,688 (55.15%) of budget. The following accounts are over budget: Acct 526.320 Accounting & Financial Services (73.06%), 526.46 Repairs & Maintenance (83.38%), Acct 526.490.08 Computer & IT Services (117.8%), Acct 526.520.10 Medical Supplies (70.63%), Acct 526.520.11 Uniforms and Membership Supplies (99.04%) and Acct 526.524 Medicine & Drugs (83.79%). A Budget Line-item Transfer will be prepared at a later date.

The District's total expenses for May were \$127,959 with the year-to-date expenditures are \$1,602,421 or 60.34% of budget.

8.B. District Audit FY 2015-2016

Jennifer Johnson discussed the District's September 30, 2015 audit report. Keefe McCullough issued an unqualified (clean opinion) on the District's financial statements, and no management comments were issued.

The Government-wide Statement of Net Position (Page 7): The total assets are \$5,969,928, liabilities \$185,232 and the net investment in capital assets of \$4,572,164 and unrestricted funds of \$1,212,532 for a total net position of \$5,784,696. District's strong point is there are not a lot of liabilities open on the balance sheet.

The Government-wide Statement of Activities (Page 8): Ad Valorem Taxes \$1,888,498, Capital Grants and Contributions \$88,348, Miscellaneous \$930 and Interest Income \$8,148 for total revenues of \$1,985,924. Expenses for General Governmental are \$209,870 and Public Safety \$1,937,411 for total expenses of \$2,147,281 ~~32,797~~. This results in a Change in the Net Position and reduced the fund balance by (\$161,357). The net position at the beginning of the FY 15 was \$5,946,053 and the fund balance at the end of the year was \$5,784,696.

The Fund Basis Balance Sheet (Page 9): the total assets are \$1,397,764 and the total liabilities and fund balance are \$1,397,764.

The Fund Basis Statement of Revenues, Expenditures and Change in Fund Balance (Page 11): Ad Valorem Taxes \$1,888,498, Intergovernmental \$64,500, Grant Revenue \$23,848, Miscellaneous \$930 and Interest Income \$8,148 for total revenues of \$1,985,924. Expenses for General Governmental are \$209,870 and Public Safety \$1,585,284, and Capital Outlay of \$337,643 for total expenses of \$2,132,797. This results in a Change in the Net Position and reduced the fund balance by (\$146,873). The net position at the beginning of the FY 15 was \$1,358,405 and the fund balance at the end of the year was \$1,212,532.

9. LEGAL COUNSEL REPORT

Theron reported the District's revised Five-Year Capital Improvement Plan was submitted to the County. A meeting has been requested with Cynthia Hall. Commissioner Thomas will be the liaison.



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10. EMS DEPARTMENT REPORT

10.A. KLVAJ June Monthly Report for 160531 for May

Ronnie indicated there was an incident with an ambulance being backed into the garage doors. There was no damage to the ambulance, and new garage door openers have been ordered. The new bags came in today. It is a less stressful system when working with pediatrics. The new ambulance is expected in late September or early October.

11. FIRE DEPARTMENT REPORT

11.A. KLTFD June Monthly Report for 160531 for May

11.B. KLTFD Performance Report for 160531 for May

The department is compiling a list of the capital outlay items for the budget. The Fire I class was discussed, and it is expected it will bring three to five new people into the department. The department is looking at a truck on the Sheriff's Bid List.

12. COMMISSIONER ITEMS

12.A. District Action Plan

Vicky described how the existing action plan list incorporated the items from the new Strategic Planning Workshop. If items were duplicated from the 2013 and 2016 Strategic Plans, the 2013 items were deleted from the action list. The District did not receive the Florida 2016 DOH Grant for Ambulance Corps training. It was noted only equipment or vehicles were awarded to rural departments this year. The awards for the 2015 AFG Grant (which the District submitted in January 2016) is currently in the process of being awarded. The 2016 AFG Grant is expected to be released in late August or early September 2016.

13. NEXT MEETING

MOTION: Commissioner Thomas made a motion **to approve canceling the District Meeting Scheduled for July 11 2016 if no items require approval. The next meeting is scheduled for July 25, 2016.** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Mirabella made a Motion to adjourn the meeting at 7:34 p.m., which was seconded by Commissioner Cullen.

Next Scheduled Meetings:

July 11, 2016	District Workshop (KLTFD Budget) (Followed by District Meeting –If required)
July 25, 2016	District Meeting
August 8, 2016	District Workshop (District & Depts.) (Followed by District Meeting – If required)
August 22, 2016	District Workshop (District & Depts.) (Followed by District Meeting)
September 7, 2016	1 st Public Hearing (Followed by District Meeting - if required)
September 19, 2016	Final Public Hearing (Followed by District Meeting)

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DOCUMENTS

- AI 2.B.1. District Meeting Minutes 160523
- AI 2.B.2. District Workshop Minutes 160613
- AI 6.A. Fire Hydrant List 160623
- AI 6.B. KLVFD Work Schedule Policy (See 160523 Meeting Packet)
- AI 6.C. KLVAC Work Schedule Policy (See 160523 Meeting Packet)
- AI 7.A, 7.B & 7.C. Letters from KLWTD for Stations 23, 24 and 25 (EDU Assignments)
- AI 7.H. Mutual Aid Agreement (KLFR&EMS District with Ocean Reef)
- AI 7.I. Memo 160623 Vernis & Bowling to District Board (Removal of Board Member)
- AI 7.J. KLVAC Budget Line-Item Transfer \$6,300.00
- AI 7.K. KLVFD Check Request (Life Scan Wellness Center \$16,287.65)
- AI 7.L. Memo 160624 Bishop, Rosasco & Co. to Commissioners (Strategic Plan-Controlling Finances)
- AI 8.A. District Finance Report 160531
- AI 8.B. District Audit FY 2015-2016
- AI 10.A.KLVAC Monthly Report for 160531 for May
- AI 11.A.KLVFD Monthly Report 160531 for May
- AI 11.B.KLVFD Performance Report 160531
- AI 12.A.District Action Plan 160623