



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

KLFR&EMS DISTRICT FINAL PUBLIC HEARING MEETING MINUTES September 19, 2016 – DRAFT

1. AGENDA

1.A. Call to Order

Chairman Allen called the Final Public Hearing to order at 6:00 p.m.

1.B. Pledge of Allegiance

Vicky Fay 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, David Garrido Jennifer Johnson, Scott Robinson and Theron Simmons.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA: Final Public Hearing - September 19, 2016

MOTION: Commissioner Cullen made a motion **to approve the September 19, 2016 Final Public Hearing Meeting Agenda.** Commissioner Thomas seconded, and the Board unanimously passed the motion.

2.B. APPROVAL OF MINUTES

2.B.1. Approval of Minutes: September 7, 2016 1st Public Hearing Meeting Minutes

MOTION: Commissioner Cullen made a motion **to approve the September 7, 2016 1st Public Hearing Meeting Minutes to revise the minutes to reflect the Trauma District funding to \$800,000.** Commissioner Beyer seconded the motion. The motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

There were no items reported by the Secretary.

5. PUBLIC COMMENT

There were no comments from the General Public.



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 Hydrant Project

Commissioner Thomas reported the Phase 5 status as follows: FDOT has not yet approved the Central & Overseas Hydrant location. The RFP for Phase 5 is on this agenda for approval and should be released on September 23, 2016; however, the contract for the FY 2016-2017 fire hydrants will not be issued until the Sales Tax Inter-local Agreement between the District and the County is approved. Installation of Phase 6 cannot begin until October 1, 2017; however, the potential hydrant locations have been submitted to FKA for approval.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: 2016 AFG Grant Application

MOTION: Commissioner Thomas made a motion *to proceed with the grant writing company with the grant in the name of the District, and with a match of 10% by the District. The match and grant is to be approved by the Board,* which was seconded by Commissioner Beyer. The motion passed unanimously.

7.B. MOTION/APPROVAL: Cadet Program Procedure

Sue Heim addressed the Board regarding the Cadet Program with a request her letter be included in the minutes, and the request was subsequently withdrawn.

Commissioner Mirabella pointed out, the State of Florida Firefighter Association has a vigorous training program. The initial program costs were submitted to the board, and there will be fundraisers. Chief Able of Islamorada will conduct free 1st Aid, CPR and AED training at no charge. This is a great program, and the District should move forward. Commissioner Cullen felt it is important to resolve any of the Fire Chief's concerns. The Clerk read the August 22, 2016 email to the Commissioners which addressed the Chief's concerns to be resolved. Commissioner Thomas did not feel the District is ready for it, and felt the Firefighter I program should be in place first. Commissioner Beyer indicated we need the Cadet Program. Firefighter I is a separate issue, and there is currently a class scheduled. The purpose of the Cadet Program is to get the 14-17 year old kids excited about the fire service. It is good for the community, and there are a lot of volunteers from the community willing to participate. She does not understand what the problems are, and why the District is not ready. There is still work to be done to prepare the program. It is important and should be up and running. Commissioner Allen is for the program, and would like the District to have it. The program needs to go somewhere, and we need clarification. It is acceptable for past commissioners to be involved in the program, and change Past District Commissioner to liaison.

MOTION: Commissioner Thomas made a motion *to place the program on hold until next July at which time the program will be revisited to explore the opportunities. The Clerk should not spend time, energy or money towards the cadet program without board approval.* The motion was seconded by Commissioner Cullen. The vote was as follows, and the motion did not pass: Beyer (No), Cullen (Yes), Mirabella (No), Thomas (Yes) and Allen (No).



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.B. MOTION/APPROVAL: Cadet Program Procedure (Continued)

Commissioner Mirabella indicated we need to build the program, and Commissioner Beyer can work on the program in November. Chairman Allen passed the gavel to Vice-Chairman Mirabella.

MOTION: Commissioner Allen made a motion ***to approve the Cadet Program Procedure, and for the Clerk to work on the program. The program will be presented back to the Board in July 2017. If it is not approved, it will be stopped.*** The motion was seconded by Commissioner Thomas. The vote was as follows, and the motion passed: Cullen (No), Mirabella (Yes), Thomas (Yes), Beyer (Yes) and Allen (Yes). Commissioner Mirabella returned the gavel to Chairman Allen.

7.C. DISCUSSION: Proposed Budget FY 2016-2017

Jennifer Johnson reported the millage is 0.9000 mills, which is 16.14% above the roll-back rate. The only items that changed were for the Fire Department Acct 440 (Rents and leases) was increased by \$700.00. The 10% grant match of \$26,000 for the SCBA was removed from the budget.

The unreserved funds are \$701,422 and an 3 month ~~unreserved~~ would be approximately \$533,000. The target for six months is approximately \$1,065,000. The ~~uncommitted~~ funds for vehicle replacements are \$361,551. There is another \$500,000 due for a vehicle replacement in FY18, so we are starting next year short. Chief Bock reported the Trauma District Board met on September 9th, and at this time they estimated \$300,000 would be given to the KLFR&EMS District (\$250,000 for ems vehicles and \$50,000 for Hurst equipment). The BOCC has 90 days to accept the recommendations. It was mentioned Commissioner Murphy does not think the District deserves the 1 cent sales tax.

7.D. MOTION/APPROVAL: Resolution #2016-006

The District Clerk read Resolution #2016-006, Adopting the Final Levy of FY 2016-2017 Taxes into the record.

MOTION: Commissioner Mirabella made a motion to approve ***Resolution #2016-006 for adopting the FY 2016-2017 final operating millage rate for the District of 0.9000 mills which is greater than the rolled-back rate of 0.7749 mills by 16.14%***, which was seconded by Commissioner Cullen. The vote was as follows: Mirabella (Yes), Thomas (Yes), Beyer (Yes), Cullen (Yes) and Allen (Yes). The motion was passed unanimously.

7.E. MOTION/APPROVAL: Resolution #2016-007

The District Clerk read Resolution #2016-007 Adopting the FY 2016-2017 Budget into the record.

MOTION: Commissioner Thomas made a motion to ***approve Resolution #2016-007 for adopting the FY 2016-2017 final budget of the District for the fiscal year beginning on October 1, 2016 and ending September 30, 2017 in the amount of \$3,973,273***, which was seconded by Commissioner Beyer. The vote was as follows: Mirabella (Yes), Thomas (Yes), Beyer (Yes), Cullen (Yes), and Allen (Yes). The motion was 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.F. DISCUSSION: KLVFD 2016 Annual Report for 2015

Commissioner Mirabella noted that 63% of the Fire Department's 506 calls were EMS calls.

7.G. MOTION/APPROVAL: RFP-17-001 (Fire Hydrant Project-Phase 5)

MOTION: Commissioner Thomas made a motion *to approve, advertise and release RFP 17-001, KLFR&EMS Fire Hydrant Project (Phase 5) out for Bid on September 23, 2016. Issuance of the RFP Contract is contingent upon approval of the Sales Tax Inter-local Agreement between Monroe County and the KLFR&EMS District to fund fire hydrants in FY 2016-2017. The District Board approved revising the Schedule of Events and the location and number of hydrants, if necessary.* The motion was seconded by Commissioner Cullen. The motion passed unanimously.

7.H. MOTION/APPROVAL: Disposition of Station #24 Icemaker

Jennifer Johnson reported the icemaker was purchased in January of 2016 for \$2,270.99, and the Fire Department would like to dispose of the icemaker in the best interest of the district. The District has received a bid of \$500.00 from Caputo Electric. It was recommended the icemaker be advertised on Craig's List.

MOTION: Commissioner Cullen made a motion *to surplus the icemaker.* The motion was seconded by Commissioner Beyer. The motion passed unanimously.

7.I. DISCUSSION: Strategic Plan (Strong Volunteerism)

Commissioner Beyer noted the Departments had strong volunteerism. The Departments are basically paid departments due to the volunteer's stipend, and as a result the Department is a paid department with the exception of the Chief. Commissioner Beyer indicated the department's needs to remain volunteer organizations. The concern is that with so many Miami-Dade personnel, the question is "Will they remain in Key Largo if there is a serious situation?" The Cadet Program is a push in that direction with students from ages 14-18. There might have been more interest from students if their interest had been piqued at an earlier age.

The District is capped at 1 mill, and we are getting close to that millage. The departments did not want to become a paid department through Monroe County, and now we are backing up to 100% paid. The new board may need someone go to the legislature next year to discuss raising the millage. There have not been any complaints with the 0.900 millage. The District needs to encourage local people to participate in the Cadet Program to gain local volunteers. Chief Bock commented the departments to the south do not have volunteers. Commissioner Thomas indicated the District will need to go to referendum. Captain Garrido reported no Upper Keys people responded to the advertisement. Scott Robinson indicated that prepaid college is hurting volunteerism. Commissioner Mirabella indicated the department needs to advertise for volunteers that are not certified. Jennifer Johnson reported there should be an increase in the District's taxable value with the new developments



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.J. MOTION/APPROVAL: Meeting Schedule 2016 4th Quarter

MOTION: Commissioner Cullen made a motion **to approve the 2016 4th Quarter Meeting Schedule.** Commissioner Thomas seconded the motion which was unanimously passed by the Board.

7.K. DISCUSSION: Above Ground Tanks and D&O Insurance

Theron Simmons requested this item be changed to Discussion. As result of the change in departments, the insurance needs to be transferred to the District for Stations 24 (above ground) and 25 (placed underground in 1994). The application is very detailed. Theron recommended the District obtain D&O, and he will check the errors and omissions.

7.L. DISCUSSION: Strategic Plan (Identify Billable Department Services)

Commissioner Cullen reported she did not receive any responses from FASD where other organizations are doing cost recovery. Theron Simmons reported it can be a problem because it may be considered double taxation. There are statutory requirements for fire departments, with few exceptions for cost recovery. Theron will review and report back to the Board.

7.M. MOTION/APPROVAL: Contract Vernis & Bowling

Theron reported Vernis & Bowling is moving to a three-year contract like the other contract.

MOTION: Commissioner Thomas made a motion **to approve the Vernis & Bowling Contract for FY 2016 – FY 2018.** Commissioner Cullen seconded the motion which was unanimously passed by the Board.

7.N. MOTION/APPROVAL: Travel Request: Honor Guard

Jennifer Johnson reported that \$684.24 will come out of next year's budget. The corrected amounts are: Scott Desquotte (\$607.74) and Leo Moreno (\$76.50).

MOTION: Commissioner Thomas made a motion **to approve the Honor Guard Travel Request in the amount of \$684.24.** Commissioner Cullen seconded the motion which was unanimously passed by the Board.

7.O. DISCUSSION: Dissolution of Trauma District

This Item was discussed in Agenda Item 7.C.

7.P. MOTION/APPROVAL: Inter-local Agreement Monroe County & District Sales Tax (2016-2021)

Theron Simmons presented the Inter-local Agreement with the County. It is for five years, and only includes \$150,000 for fire hydrants. The District can work to modify or renegotiate the ILA in the future.

MOTION: Commissioner Cullen made a motion **to approve the Sales Tax Inter-local Agreement between the KLFR&EMS District and Monroe County (2016-2021).** Commissioner Beyer seconded the motion which was unanimously passed by the Board. The vote was as follows: Cullen (Yes), Mirabella (Yes), Thomas (Yes), Beyer (Yes) and Allen (Yes). The motion was 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

8. FINANCIAL REPORT

The District will need to bill the county by September 30th. The truck needs to be accepted, and there is no carryover.

9. LEGAL COUNSEL REPORT

Theron Simmons reported the Department of Labor visited the departments. The concern is people working at both departments at the same time. He expects to hear something within a couple of weeks.

10. EMS DEPARTMENT REPORT

10.A. KLIVAC June Monthly Report for 160831 for August

Scott reported the ambulance is almost complete.

11. FIRE DEPARTMENT REPORT

11.A. KLIVFD June Monthly Report for 160831 for August & July Call Log Report

11.B. KLIVFD Performance Report for 160831 for August

David Garrido reported the Firefighter 1 class has started.

12. COMMISSIONER ITEMS

12.A. District Action Plan

The Clerk requested permission to combine the three cost recovery items into one. When Commissioner Cullen went to the ER for a personal matter, the Corps received unsolicited praise and kudos from Mariner's emergency room.

Commissioner Thomas had a request from a resident to see if the Fire Department can participate in a program similar to the Key West CERT Program. The program is for local people to participate in emergency situations, and is part of the Monroe county program.

13. NEXT MEETING

The next scheduled meeting will be October 17, 2016.

14. ADJOURN

Commissioner Mirabella made a Motion to Adjourn at 8:06 p.m., which was seconded by Commissioner Beyer.

Next Scheduled Meetings:

October 17, 2016 District Meeting

October 24, 2016 District Meeting

November 7, 2016 District Meeting

November 14, 2016 Strategic Planning Workshop and District Meeting

December 5, 2016 District Meeting

December 12, 2016 District Meeting

(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

DOCUMENTS

- AI 02.B.1. *1st Public Hearing Meeting Minutes 160907*
- AI 06.A. *Fire Hydrant List 160915*
- AI 07.B. *Cadet Program Procedure (Posted on Website)*
- AI 07.C. *Proposed Budget FY 2016-2017*
- AI 07.D. *Resolution #2016-006 Adopt Final Millage*
- AI 07.E. *Resolution #2016-007 Adopt Final Budget*
- AI 07.F. *KLVFD 2016 Annual Report for 2015*
- AI 07.G. *RFP-17-001 (Fire Hydrant Project-Phase 5 excluding Drawings)*
- AI 07.G. *RFP-17-001 (Fire Hydrant Phase 5 Drawings – available on the website)*
- AI 07.J. *Meeting Schedule 2016 4th Quarter*
- AI 07.K *Insurance Above Ground Tanks*
- AI 07.M. *Contract Vernis & Bowling*
- AI 07.N. *Travel Request: Honor Guard*
- AI 07.P. *Inter-local Agreement Monroe County & District Sales Tax 2016-2021*
- AI 10.A. *KLVAC Monthly Report for 160831 for August & July Call Log Report*
- AI 11.A. *KLVFD Monthly Report 160831 for August*
- AI 11.B. *KLVFD Performance Report 160311 for August*
- AI 12.A. *District Action Plan 160915*