



# 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 MEETING MINUTES** **October 17, 2016 – DRAFT**

### **1. AGENDA**

#### **1.A. Call to Order**

Chairman Allen called the District Meeting 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 & Minutes**

#### **2.A. APPROVAL OF AGENDA: District Meeting October 17, 2016**

**MOTION:** Commissioner Cullen made a motion **to approve the October 17, 2016 District Meeting Agenda**. Commissioner Beyer seconded, and the Board unanimously passed the motion.

#### **2.B. APPROVAL OF MINUTES:**

##### **2.B.1 FINAL Public Hearing – September 19, 2016**

Commissioner Mirabella pointed out the location of the storage tanks should be reversed. Station 24 is underground and Station 25 is above ground.

**MOTION:** Commissioner Mirabella made a motion **to approve the September 19, 2016 Final Public Hearing Meeting Minutes, with the change as noted**. 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.



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### 6. OLD BUSINESS

#### 6.A. DISCUSSION: Fire Hydrant Project

Commissioner Thomas reported the Phase 5 Fire Hydrant Project is on this agenda for the Selection of the Vendor and approval of the contract, and FKAA is working with FDOT to obtain approval for the one Phase 5 fire hydrant pending FDOT approval. The Phase 6 Fire Hydrant Project fire hydrant locations are being finalized.

#### 6.B. MOTION/APPROVAL: Disposition of Station #24 Icemaker

Captain Garrido reported the Icemaker has been posted; however, there is no response as of yet.

#### 6.C. DISCUSSION: Strategic Plan (Identify Billable Department Services)

Theron Simmons reported he needed to review some case law to determine if the District may charge for something specific. If a service is a regulatory requirement that service may not be charged separately; however, if it is a service that is being provided voluntarily, it may be possible to charge for that service. Theron will verify if the departments may charge for: 1) Providing hazardous spills cleanup, and 2) Providing support at community events.

#### 6.D. MOTION/APPROVAL: Public Risk Insurance Agency (Storage Tanks)

The insurance application to insure the storage tanks was presented to the Board. The insurance premiums are as follows: Station 24 (\$575.00) and Station 25 (\$369.00). The District does not require an additional D&O (Errors and Omissions) insurance policy; however, Theron will review the other insurance policies to identify if any may need to be transferred to the District.

**MOTION:** Commissioner Thomas made a motion *to approve the Public Risk Insurance Policy for the Storage Tanks in the amount of \$575.00 (Station 24) and \$369.00 (Station 25)*. Commissioner Beyer seconded, and the Board unanimously passed the motion.

### 7. NEW BUSINESS

#### 7.A. MOTION/APPROVAL: RFP-17-001 Selection of Vendor (Fire Hydrants 2016-2017)

The District only received one bid for the Phase 5 Fire Hydrant Project, and the Bid Committee recommended the District Board approve the selection of the vendor.

**MOTION:** Commissioner Thomas made a motion *to approve the Selection of La Rocco as the vendor of the Phase 5 Fire Hydrant Project*. Commissioner Cullen seconded the motion. The motion was unanimously passed by the Board.

#### 7.B. MOTION/APPROVAL: Contract for RFP 17-001 (Fire Hydrants 2016-2017)

**MOTION:** Commissioner Beyer made a motion *to approve the District contract with La Rocco for the installation of the Phase 5 Fire Hydrant Project (FY 2016-2017)*. Commissioner Cullen seconded, and the Board unanimously passed the motion.



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### **7.C. MOTION/APPROVAL: FASD Vendor List**

FASD has requested a list of the vendors with whom the Districts purchases services.

**MOTION:** Commissioner Thomas made a motion *to approve sharing the District's vendor list with FASD*. Commissioner Beyer seconded the motion. The motion was unanimously passed by the Board.

### **7.D. DISCUSSION: Department of Labor (Imposter Phone Calls)**

The Fire Chief indicated he never contacted the Department of Labor (DOL), and the Fire Department provided documents to the Department of Labor. Theron has requested to meet or have a conference call with the DOL. Theron believes the problem may be a person working for two departments versus the 20% rule.

### **7.E. MOTION/APPROVAL: ILA Monroe County – Confirm Submittal Date**

Simmons reported The District previously approved the ILA with Monroe County, and Legal is requesting clarification from the Board for the submittal date to the County for BOCC approval.

**MOTION:** Commissioner Cullen made a motion *to approve forwarding the Sales Tax ILA to Monroe County to request placement on the December 14, 2016 BOCC Meeting to be held in Key Largo*. Commissioner Beyer seconded, and the Board unanimously passed the motion.

### **7.F. MOTION/APPROVAL: Key Largo Volunteer Ambulance Corps Contract**

Commissioner Thomas indicated the proposed contract a three-year contract and expires on October 16, 2019. The contract is with the Ambulance Corps, and the Fire Department Contract is an addendum to the Corps contract. This contract is basically the same as the previous contract, and termination remains the same. Commissioner Beyer is concerned the departments are not moving faster to become independent departments, and she is concerned with board members serving on both boards, and feels the contract should be being transitioned for more and more fire department personnel to be on the Corporate Board. Jack Bridges, speaking from the floor, indicated this is occurring. The Medical Director oversees both departments. Commissioner Thomas would like to renew the contract at this meeting to avoid contract extensions.

**MOTION:** Commissioner Thomas made a motion *to approve the KLVAC Contract for the period of October 18, 2016 through October 16, 2019 with two corrections: 1) Remove Item 31 "Ambulance Corps Vehicle Allowance" from the Ambulance Corps Contract and 1) Remove Item 29 "Department Vehicle Allowance"*. Commissioner Cullen seconded the motion. The vote was as follows: Beyer (No), Cullen (Yes), Mirabella (No), Thomas (Yes) and Allen (Yes). The motion was passed.

### **7.G. DISCUSSION: Key Largo Volunteer Fire Department Contract**

This item was discussed with the Key Largo Volunteer Ambulance Corps Contract.



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### **7.H. DISCUSSION: Posting Agendas & Backup Documentation to the Website**

#### **7.H.1. 2016 Legislative Report**

Theron discussed the regulations imposed by Florida House Bills 745 and 479, which require the District to post agendas and backup documentation on the website seven days in advance of a meeting. These requirements became effective on October 31, 2016.

#### **7.H.2. Agenda & Backup Documentation Submittal Date Schedule (4<sup>th</sup> Qtr 2016)**

The Clerk prepared and distributed to the Staff and Departments the dates when agenda items and backup documentation need to be submitted to the Clerk for processing.

### **7.I. MOTION/APPROVAL: Budget Line-item Transfer (District, KLVFD & KLVAC)**

Jennifer read the Budget Line-Item Transfer into the record.

**MOTION:** Commissioner Thomas made a motion *to approve the Budget Line-Item Transfer to approve transferring funds from one account to another account. The total amount being transferred for each department category was District - \$10,430, KLVFD - \$63,000 and KLVAC - \$21,660*.  
Commissioner Cullen seconded, and the Board unanimously passed the motion.

### **7.J. MOTION/APPROVAL: Invoice PGIT Workman's Compensation Insurance \$38,623.00**

Jennifer Johnson reported the new policy includes all departments and District Board. This is the second year of a two-year policy that was approved by the Board in October 2015.

**MOTION:** Commissioner Cullen made a motion *to approve payment of the PGIT Workman's Compensation Insurance in the amount of \$38,623.00*.  
Commissioner Beyer seconded the motion. The motion was unanimously passed by the Board.

### **7.K. MOTION/APPROVAL: KLVFD Vacation Pay Reimbursement \$7,790.07**

Jennifer Johnson noted the Key Largo Volunteer Fire Department submitted a Check Request in the amount of \$7,790.07 to reimburse the Fire Department paid employees for the unused vacation pay for the period ending FY 2015-2016. The intent of reimbursing unused vacation is to provide an incentive to keep employees and reduce time and a half overtime.

**MOTION:** Commissioner Thomas made a motion *to approve reimbursement of the FY 2015-2016 Unused KLVFD Vacation Pay In the amount of \$7,790.07*.  
Commissioner Cullen seconded, and the Board unanimously passed the motion.

### **7.L. MOTION/APPROVAL: KLVFD Northern Tools (Station 24 Compressor) \$1,979.59**

Jennifer stated the Fire department is requesting this capital outlay purchase because the compressor at Station 24 has failed and needs to be replaced. This item was not budgeted in the FY 2016-2017 budget, and therefore requires District Board approval. This is not the most inexpensive compressor; however, it has a larger horse power and larger tank. Commissioner Thomas recommended the department look at obtaining an extended warranty.



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### **7.L. MOTION/APPROVAL: KLVFD Northern Tools (Station 24 Compressor) \$1,979.59**

**MOTION:** Commissioner Cullen made a motion *to approve the purchase the compressor from Northern Tools in the amount of \$1,979.59*. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

### **7.M. MOTION/APPROVAL: KLVFD Ten 8 (Bunker Gear) \$32,264.70**

Johnson indicated the Fire Department would like to waive the purchasing policy, and purchase 13 sets of bunker gear from Ten-8 for \$32,264.70. The Fire department is requesting the waiver so their gear will be consistent with gear purchased in the prior two fiscal years.

**MOTION:** Commissioner Thomas made a motion *to waive the Purchasing Policy and Procedure to purchase 13 sets of Bunker Gear from Ten-8 in the amount of \$32,264.70*, which was seconded by Commissioner Cullen. The Board unanimously passed the motion.

### **7.N. MOTION/APPROVAL: KLVFD Hallmark RTC (ENGINE #25) \$482,904.00**

Jennifer Johnson presented the quote and specifications for Engine 25. This is a piggy back of the Hillsborough County Contract, and therefore two additional quotes are not required. The price is higher than the \$475,000 budgeted due to increasing the water supply to 1,500 gallons.

**MOTION:** Commissioner Thomas made a motion *to approve Piggybacking off of the Hillsborough County contract to purchase Engine 25 from Hallmark RTC in a price not to exceed \$482,904.00*. Commissioner Cullen seconded, and the Board unanimously passed the motion.

### **7.O. MOTION/APPROVAL: Non-Conservation Land Use Plan**

The original Non-Conservation Land Use Plan was originally prepared by Monroe County, and the plans should be updated every ten years. The State approved the District's Station 25 Land Use Plan on October 17, 2016.

**MOTION:** Commissioner Cullen made a motion *to approve the Non-Conservation Land Use plan*, which was seconded by Commissioner Mirabella. The Board unanimously passed the motion.

### **7.P. MOTION/APPROVAL: KLVFD MES (Station 25 Hydraulic Tools \$38,047.22**

Jennifer Johnson presented the quotation from Municipal Equipment Services to purchase new Station 25 Hydraulic Tools in the amount of \$38,047.22. It was noted this equipment was originally budgeted for Station 24; however, the department would like to furnish this equipment at Station 25. Station 24 will be budgeted in FY 2017-2018.

**MOTION:** Commissioner Cullen made a motion *to approve purchasing the hydraulic tools in the amount of \$38,047.22 from Municipal Equipment Company*. Commissioner Beyer seconded, and the Board unanimously passed the motion.





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### **7.Q. MOTION/APPROVAL: Mutual Aid Agreement (Miami-Dade)**

Theron Simmons requested one change to the Miami-Dade Mutual Aid Agreement. The change is on Page 3, Section 6(c), uses the term "Miami-Dade Director of Public Safety". It should be changed to "Miami-Dade Fire Rescue Fire Chief".

**MOTION:** Commissioner Cullen made a motion *to approve the District's Mutual Aid Agreement with Miami Dade*. Commissioner Thomas seconded, and the Board unanimously passed the motion.

### **8. FINANCIAL REPORT**

#### **8.A. District Financial Report for 160831 for August**

#### **8.B. KLFR&EMS Adopted FY 2016-2017 Budget**

Jennifer Johnson reported the District received \$639 of revenue in August, and 100% of the 97% of ad valorem taxes budgeted for FY 2015-2016 has been collected. The District's expenses for the month of August were \$10,439.07, and the year-to-date District expenses are \$258,173.15. The District has expended 93.47% of the District's budget.

The Fire Department's August expenses were \$80,754.75. The year-to-date expenses are \$1,240,973 or 86.45% of budget. The Ambulance Corp's August expenses were \$37,397, and the year-to-date expenses are \$628,458 or 66.57% of budget.

The total overall District Budget is 80% of the projected budget. There is currently a net loss of \$128,520; however, there are two outstanding invoices due from Monroe County for over \$100,000 each. Finance does not believe the District will need to dip into the Unused Fund Balance this year.

The Clerk distributed the FY 2016-2017 Adopted Budget to the Commissioners.

### **9. LEGAL COUNSEL REPORT**

Theron reported it has been a really busy month, and everything has been reported.

### **10. EMS DEPARTMENT REPORT**

#### **10.A. KLVAC October Monthly Report for 160930 (September & August & September Call Reports)**

Robinson reported for the Corps. There were a lot of calls, and the new ambulance is expected within a week. There are now two ambulances to be surplus.

**MOTION:** Commissioner Thomas made a motion *to surplus the two ambulances*. Commissioner Beyer seconded, and the Board unanimously passed the motion.

### **11. FIRE DEPARTMENT REPORT**

#### **11.A. KLVFD Monthly Report for 160930 for September**

#### **11.B. KLVFD Performance Report for 160930 for September**

The Fire Department participated in Fire Prevention Week last week, and this year the sixth and seventh graders were included in the training.



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### 12. COMMISSIONER ITEMS

#### 12.A. District Action Plan

During Agenda Item 7.K. Vacation Pay Reimbursement, Commissioner Thomas noted the departments need to turn over the governing documents to the district in accordance with the Contract.

The Clerk is in the process of preparing the Annual Report, and Commissioners Beyer, Mirabella and Thomas requested a copy.

Commissioner Cullen appreciates the Department's efforts.

Commissioner Beyer asked if the Random Drug Screening Reports had been submitted to the District. Theron Simmons will get with Matt Francis to confirm receipt of the appropriate documentation. The Department Board's voted on the 990 Income Tax Reports at their last meeting. There is one multi-drill per month, and the incident-scene locations are alternated among the communities.

Commissioner Beyer asked about the Medical Director's contract. The Medical Director should be conducting meetings monthly with the District in attendance. There are new protocols for heart attacks and strokes. Mariner's Hospital is an early intervention for patients, while Monroe County, Islamorada and Trauma Star immediately transport the patient out to a critical-care hospital.

### 13. NEXT MEETING

October 24, 2016 District Meeting (if required)

November 7, 2016 District Meeting (if required)

November 14, 2016 Strategic Planning Workshop and District Meeting

***MOTION:*** Commissioner Cullen made a motion ***to cancel the October 14, 2016 District Meeting and the November 7, 2016 District Meeting if no items require District Board approval prior to the November 14, 2016 District Meeting.*** Commissioner Beyer seconded, and the Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Thomas made a Motion to Adjourn at 7:48 p.m., which was seconded by Commissioner Cullen.

#### Next Scheduled Meetings:

October 24, 2016 District Meeting

November 7, 2016 District Meeting

November 11, 2016 Veteran's Day Ceremony, Nelson Government Center 11:00 a.m.

November 14, 2016 Strategic Planning Workshop and District Meeting

December 5, 2016 District Meeting

December 12, 2016 District Meeting

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### DOCUMENTS

- AI 02.B.1. Final Public Hearing Meeting Minutes 160919
- AI 06.A. Fire Hydrant List 161012
- AI 6.D. Public Risk Insurance Agency (Storage Tanks)
- AI 7.A. Bid Proposal for RFP 17-001: La Rocco
- AI 7.B. Contract for RFP 17-001 (Fire Hydrants 2016-2017)
- AI 7.C. FASD Vendor List
- AI 7.F&G Contracts (Ambulance Corps & Fire Department)
- AI 7.H.1. FASD 2016 Legislative Report
- AI 7.H.2. Agenda & Backup Documentation Submittal Date Schedule (4<sup>th</sup>Qtr 2016)
- AI 7.I. Budget Line-Item Transfer District, KLVFD & KLVAC
- AI 7.J. Invoice PGIT Workman's Compensation \$38,623.00
- AI 7.K. KLVFD Check Request Vacation Pay Reimbursement \$7,790.07
- AI 7.L. KLVFD Northern Tools (Station 24 Compressor) \$1,979.59
- AI 7.M. KLVFD Ten 8 (Bunker Gear) \$32,264.70
- AI 7.N. KLVFD Hallmark RTC (Engine #25) \$ 482,904.00
- AI 7.O. Non-Conservation Land Use Plan
- AI 7.P. KLVFD MES (Station 25 Hydraulic Tools) \$38,047.22
- AI 7.Q. Mutual Aid Agreement (Miami-Dade)
- AI 8.A. District Financial Report for 160831 August
- AI 8.B. KLFR&EMS Adopted 2016-2017 Budget
- AI 10.A. KLVAC Monthly Report for 160930 (September & August & September Call Log Reports)
- AI 11.A. KLVFD Monthly Report 160930 for September
- AI 11.B. KLVFD Performance Report 160930 for September
- AI 12.A. District Action Plan 161012