



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: Danny Powers

DISTRICT MEETING MINUTES **DECEMBER 12, 2016 – DRAFT**

1. AGENDA

1.A. Call to Order

Chairman Allen called the District Meeting to order 6:00 p.m.

1.B. Pledge of Allegiance

Vicky Fay the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Kay Cullen, George Mirabella, Danny Powers and Bob Thomas. There was a quorum

Also present were Don Bock, Vicky Fay, Jennifer Johnson, Chris Jones, Scott Robinson and Theron Simmons.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of December 12, 2016 Agenda

MOTION: Commissioner Cullen made a motion **to approve the December 12, 2016 District Meeting Agenda**. Commissioner Thomas seconded, and the Board unanimously passed the motion.

2.B. Approval of Minutes

2.B.1 Approval of Minutes of November 14, 2016 Strategic Planning Workshop Minutes

Sue Heim, speaking from the floor, discussed the Cadet Program.

MOTION: Commissioner Mirabella made a motion **to approve the November 14, 2016 Strategic Planning Workshop Minutes**. Commissioner Cullen seconded, and the Board unanimously passed the motion.

2.B.2 Approval of Minutes of November 14, 2016 District Meeting Minutes

MOTION: Commissioner Thomas made a motion **to approve the November 14, 2016 District Meeting Minutes**. Commissioner Cullen seconded, and the Board unanimously passed the motion.

3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

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



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5. **PUBLIC COMMENT**

There were no comments from the General Public at this time.

6. **OLD BUSINESS**

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

Commissioner Thomas reported the Performance Bond for Phase 5 has been received from LaRocco; and installation of Phase 6 will begin after the Inter-local (ILA) Agreement between Monroe County and the District has been approved by the County.

6.B. **DISCUSSION: Strategic Plan (Billable Services)**

Theron Simmons presented additional information on how municipalities and the counties are billing for services. Florida is prohibited from charging a "Crash Tax" for fires and accidents. The District would have to revise the enabling legislation if the District pursued charging fees, and it could only be for items covered by insurance. Scott Robinson spoke with Rich Isaac, and he indicated some entities are utilizing a tiered structured-fee schedule.

Commissioner Thomas would like to pursue charging for approved services; Commissioner Allen is concerned with how charging for services will be perceived by residents; Commissioner Cullen indicated additional information is required; and Commissioner Mirabella is concerned with the perception of residents having volunteer organizations charging for services.

Scott will work with Captain Garrido to determine "what can be billed"; Theron will provide an estimate to change the legislation; and a cost-benefit analysis needs to be conducted to be sure the cost to implement charging residents would be cost effective. Simmons will also determine if this would require a vote by the taxpayers; however, he doubts it.

7. **NEW BUSINESS**

7.A. **DISCUSSION: Damage to District Assets**

Commissioner Thomas is concerned that District assets have been damaged, and the District has not been notified. Per the contract the Chairman should be notified. Chairman Allen indicated he has been notified. The deductible is \$5,000. Commissioner Allen questioned if it would be cost effective to revisit the deductible. Frank Conklin did speak with Commissioners Allen, Powers and Thomas after the last meeting regarding the damage to the vehicles.

It was agreed the Department will notify the District Clerk when District assets are Damaged, and the Clerk will notify the Commissioners.

7.B. **MOTION/APPROVAL: Resolution 2017-001 Board Unity**

Commissioner Cullen contacted Legal, and requested a Resolution be drafted to promote Board Unity. There has been an issue regarding investigations being conducted, and whether or not they are Board generated or Commissioner generated. This resolution will ensure that all five Commissioners are aware if there is a problem. Robinson indicated that if there was a problem with something the departments did, it would not have been intentional.



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7.B. **MOTION/APPROVAL: Resolution 2017-001 Board Unity** (Continued)

MOTION: Commissioner Powers made a motion **to approve Resolution #2017-001, Board Unity.** Commissioner Thomas seconded the motion.

The motion passed as follows: Cullen (Yes), Mirabella (No), Powers (Yes), Thomas (Yes) and Allen (Yes). The motion passed.

7. C. **MOTION/APPROVAL: 2017 Proposed District Meeting Schedule**

Commissioner Allen is unavailable for the Strategic Planning Meeting on February 27, 2017, and this item will be moved to March.

MOTION: Commissioner Cullen made a motion **to approve the Proposed 2017 District Meeting Schedule as amended.** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

7.D. **MOTION/APPROVAL: KLVFD Travel Requests to Hallmark for Engine 25**

Jennifer Johnson reported there was a change to the Travel Requests: Golling: \$145.62, Chris Jones \$177.42 and Chief Bock \$0

MOTION: Commissioner Cullen made a motion **to approve the Travel Requests for Golling, Jones and Bock to go to sign the contract for the new Engine 25.** Commissioner Thomas seconded the motion. The Board unanimously passed the motion.

7.E. **DISCUSSION: Sunshine Law**

Theron Simmons discussed the Introduction to the Florida Sunshine Law handout prepared by Dirk Smits of Vernis & Bowling. The most important thing to remember is "Do not discuss items or agenda items prior to them coming to the board for approval". It is OK to discuss after the fact. Do not delete emails. Theron indicated he would be glad to meet individually with the Commissioners after the meeting. Commissioner Powers had a question concerning the AFG Grant.

8. **FINANCIAL REPORT**

8.A. **District Financial Report 161130**

Jennifer Johnson reported the District is through 8.33% of the budget year. The District only received interest during October 2016 in the amount of \$428.03 (.02%). The total District Board expenses were \$22,579.22 (7.81%) of budget. The Fire Department expenses were \$647,106.40 (32.21%), which is higher due to the pre-payment on the truck. There will be a \$30,000 trade-in value for the old engine. The Corps total expenses were \$71,532.28 (11.68%), which includes the new copier for the Corps.

The total October expenses for the District were \$741,281.66, which is 25.47% of budget. There was a deficit of -\$740,790.63 for the month.



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9. LEGAL COUNSEL REPORT

Theron did not have any new items to report to the Board, and the Legal Report is in the Meeting Package. The District will change the process of processing the bonds for Commissioners.

10. EMS DEPARTMENT REPORT

Scott Robinson reported the Corps is testing 21 EMT's for positions with the Corps on December 17, 2016.

11. FIRE DEPARTMENT REPORT

11.A. Performance Report 161130

The Firefighter I class is completed, and six students passed and have been fast tracked into the department and one year of service.

12. COMMISSIONER ITEMS

12.A. District Action Plan

There were no changes to the Strategic Plan Action Plan.

12.B. Protocols (Stroke/Stemi)

Commissioner Mirabella indicated there are differences in the way the County and Islamorada are handling protocols, and he would like to meet with Jackson to get more information to bring back to determine if it would be beneficial for the District. There should be a new report coming to the District regarding protocols. Commissioner Cullen indicated Commissioner Mirabella did not speak to the Medical Director. Commissioner Powers does not feel it is the Board's responsibility to set protocols.

12.C. Bogus Fire Chief

Commissioner Mirabella followed up with Legal to see if any information had been received about the Bogus Fire Chief. Legal has not had any response from the Department of Labor.

12.D. Station 24 (Ice Machine)

Commissioner Mirabella did not see the Ice Machine on Craig's List. The only offer to date is the one that Frank Conklin mentioned. The Chief indicated it will go on Ebay. This item should be scheduled for the next meeting,

12.E. Re-Certification Program

Commissioner Mirabella reported the State indicated the Re-certification Program for volunteers has not been changed, which was confirmed by Chief Bock.

Theron reported the two ambulances have been surplus, and need to be placed on govdeals.com.



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12.F. BOCC Meeting, December 14, 2016

Commissioner Thomas reported the ILA has been scheduled for the December 14, 2016 BOCC Meeting, and is time certain for 11:00 a.m., and he will contact Commissioner Neugent.

12.F. BOCC Meeting, December 14, 2016 (Continued)

Neugent. Dottie Moses, speaking on behalf of the Island of Key Largo Federation of Homeowner Associations indicated the County is funding fire apparatus for other organizations. Roman Gastesi wants a five-year agreement. It was recommended the Departments attend the BOCC Meeting.

Commissioner Allen would like the KLFR&EMS Board to move forward with the new Resolution that was approved at this meeting.

Commissioner Cullen thanked the Fire Department and Ambulance Corps for hosting a nice awards banquet, and indicated it was good to see the comrades and the positivizes of the departments.

13. NEXT MEETING

MOTION: Commissioner Thomas made a motion ***to cancel the January 9, 2017 Meeting if there are no items requiring District Board approval. If it cancelled, the next meeting would be January 30, 2017.*** Commissioner Cullen seconded the motion. The Board unanimously passed the motion.

14. ADJOURN

Commissioner Cullen made a Motion to Adjourn at 7:42 p.m., which was seconded by Commissioner Thomas.

Proposed 1st Quarter Scheduled Meetings:

January 09, 2017 District Meeting
January 30, 2017 District Meeting (if required)
February 13, 2017 District Meeting
February 27, 2017 Strategic Planning Workshop & District Meeting
March 13, 2017 District Meeting
March 27, 2017 District Meeting (if required)

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DOCUMENTS

- AI 2.B.1. *Strategic Planning Workshop Minutes 161114*
- AI 2.B.2. *District Meeting Minutes 161114*
- AI 6.A. *Master Fire Hydrant List 161205*
- AI 7.A. *Email 161202 Chief Bock Total Repair Cost for the Apparatus*
- AI 7.B. *Resolution 2017-001 Board Unity*
- AI 7.C. *2017 Proposed Meeting Schedule*
- AI 7.D. *KLTFD Travel Request \$619.38 Hallmark New Apparatus*
- AI 7.E. *Sunshine Law*
- AI 8.A. *KLFR&EMS Financial Report 161130*
- AI 9.A. *Legal Report 161212*
- AI 11.A. *KLTFD Performance Report 161130*
- AI 12.A. *District Strategic Plan Action Plan 161205*