



## 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** **JANUARY 30, 2016 – DRAFT**

#### **1. AGENDA**

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

Chairman Allen called the District Meeting to order 6:01 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, Kay Cullen, George Mirabella, Danny Powers 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 January 30, 2017 Agenda**

**MOTION:** Commissioner Cullen made a motion ***to approve the January 30, 2017 District Meeting Agenda***, which was seconded by Commissioner Thomas. The Board unanimously passed the motion.

##### **2.B. Approval of Minutes**

###### **2.B.1 Approval of Minutes of December 12, 2016 District Meeting Minutes**

**MOTION:** Commissioner Thomas made a motion ***to approve the December 12, 2016 District Meeting Minutes***. Commissioner Powers 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.

#### **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 permits were signed and LaRocco expects to begin the installation of Phase 5 week of February 6, 2017.



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

Theron Simmons reported that a change in the legislation for capital improvements; such as, a second story addition or to raise the millage would require voter approval. The legal expenses to write and process the legislation would be approximately \$7,500 plus associated costs. There is a lot of coordination with the Supervisor of Elections and the legislature when initiating legislation..

Captain Garrido provided a comparison on type of incidents, manpower (average salaries for career personnel and volunteers), and the cost of foam. The department can charge for foam and personnel time when cleaning up hazmat incidents.

Theron Simmons does not recommend billing for services. Sergio Garcia recommended the fire department look at the Miami-Dade billing system, and recommended maintaining 1.0 mill. William Wagner indicated billing for services is not an income-producing stream, and the user revenue fees are supposed to reduce the budget. He also recommended the Board consider establishing a committee to research special projects and bring information back to the Board. Scott Robinson indicated fees can be established for various items; however, the income produced would be minimal. Commissioner Thomas indicated it would be a way to offset the expenses. It is not double taxation when working with tourists. The goal would be to have insurance companies pay for specific items. Commissioner Mirabella mentioned an option might be for the KLVAC to consider performing billable transports.

The chief will review the information compiled, and then will submit to the Board for consideration.

### 6.B. **DISCUSSION: Stroke/Stemi Alert**

Commissioner Mirabella questioned why critical care Key Largo residents were not being directly flown out to the mainland. Commissioners Cullen and Allen indicated that Commissioner Mirabella needs to get with Rick Freeberg and Dr. Steed to resolve his questions. Commissioner Cullen spoke with Dr. Steed. Chief Bock reported Dr. Steed prefers to see patients before sending them out. William Wagner indicated he was not representing any organization, and recommended a committee be established to review this topic and bring information back to the Board. Sergio wanted to ensure residents/tourists receive the same level of service as the other residents of the county. Commissioner Thomas feels the level of service is as good if not better than the county. The Board discussed having a commissioner meet with Dr. Steed, and Commissioner Mirabella requested to be the liaison.

**MOTION:** Commissioner Thomas made a motion *to elect Kay Cullen to represent the District Board and have a discussion with the medical director to research this item, and discuss having him attend a District meeting.* The motion was seconded by Commissioner Powers. The motion passed as follows: Cullen (Yes), Mirabella (No), Powers (Yes), Thomas (Yes) and Allen (No).



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### 7. **NEW BUSINESS**

#### 7.A. **DISCUSSION: Suggestions to Improve Meetings**

Commissioner Allen asked the questions: "What could we do to improve the meetings? Does the Board need some teamwork training? What do we need to do?"

Suggestions from the board included: Respecting each other, checking the legislation and reviewing responsibilities, reducing negativity, not having personal agendas, developing comradery.

Suggestions from the department included: Commissioners not having personal agendas, reducing defensive behavior, and clarifying responsibilities.

Suggestions from staff included: Recognizing the Board has widely-different viewpoints, and it is not the staff's responsibility to agree or disagree; finding a better way to communicate and opening the lines of communications, and remembering the District Board has always had someone from the Fire Departments and Corps on the board who want to improve things and it can create discontent between the Board and the Departments or among the department(s).

Suggestions from the general public: Getting a committee together to deal with fact finding before an item is placed on the agenda, ensuring the departments are trained and equipped to handle emergency incidents and it is normal for Boards to have periods of tension among themselves.

Chairman Allen indicated our board runs pretty smooth; however this is an in-house item that needs to be worked on. Perhaps the Board should consider some type of team-building skill.

#### 7.B. **MOTION/APPROVAL: Minimum Bid Ambulances**

**MOTION:** Commissioner Thomas made a motion ***to approve legal researching the going rate for the 2002/2003 ambulance and 2011 problem-ambulance, and report back at the next meeting.***

Commissioner Cullen seconded the motion, and the Board passed the motion unanimously.

#### 7.C. **DISCUSSION: Accident January 16, 2017**

Commissioner Allen requested the Board understand the District is waiting for reports to be completed by the Fire Marshall and OSHA. Several individuals have met with the fire investigator, and there are more people to be interviewed. Firefighter Moreno was released from the hospital on January 27<sup>th</sup>. The Department is in the process of updating the protocols.

Commissioner Thomas feels the department reacted admirably, team effort, and thank goodness there was no loss of life of a firefighter. Commissioner Mirabella felt information would come out in the investigation. He recommended an audit several months ago. No information has been



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### 7.C. **DISCUSSION: Accident January 16, 2017 (Continued)**

received from the Department of Labor. Commissioners Cullen and Powers will wait commenting until the reports come in. The 2007 Audit is available on the website and I available for the commissioners and departments to review.

Discussion on this item was contentious. Sergio Garcia recommended keeping it positive; and William Wagner referenced several NFPA's relating to training: NFPA 1670 Officer Training, NPFA 1500 Life Safety, NPFA 1404 Respiratory Training, and NFPA 1670 Required Annual Training. Garcia offered to conduct certified training free. Raymond DeMerit questioned when the last safety assessment was done, and noted there is only one Captain and Lieutenant, and questioned if the department is preparing for the future. Sue Heim recommended the investigator look at the original call. Commissioner Powers would like to learn from any mistakes.

### 7.D. **MOTION/APPROVAL: Format of Minutes**

Commissioner Cullen requested this item be held until the next meeting.

### 7.E. **DISCUSSION: Status of Ice Machine**

Captain Garrido indicated the ice machine was posted on Craig's List again. Someone is interested.

### 7.F. **MOTION/APPROVAL: SAFER Grant**

Scott Robinson would like Grantmasters to apply for the Safer Grant for personnel. He would like to apply for 5 firefighters. The District is required to keep the firefighters for three years. Robinson recommended raising the millage. Jennifer Johnson indicated the District is in a tight situation with needing vehicles and the reduction in the ILA. Wagner indicated the District could consider raising the millage, and for the SAFER Grant, the department needs to identify the long-term strategies for providing fire protection, which relates to the level of service. The Commissioners do not have all of the information regarding this grant. Commissioner Cullen asked if the fire department can pay the Grantmaster's Fee of \$1,900.00, and they indicated yes.

**MOTION:** Commissioner Thomas made a motion ***to proceed with Safer grant application with Grantmasters.*** Commissioner Powers seconded the motion. The vote was as follows: Mirabella (No), Powers (Yes), Thomas (Yes), Cullen (Yes) and Allen (No).

## 8. **FINANCIAL REPORT**

### 8.A. **District Financial Report 161231**

Jennifer Johnson presented the November Financial Report, and the District is two months or 17% into the fiscal year. The District has received \$1,185,144 of revenue year to date.

The District Boards November expenses were \$44,665, and year-to-date \$67,904 or 23.5% of budget. The Fire Departments November expenses were \$71,299 and year-to-date \$723,316 or 36.01% of budget. The Corps November expenses were \$50,952 and year-to-date \$124,268 or



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### **8.A. District Financial Report 161231 (Continued)**

20.29% of budget. The total District November expenses were \$166,918 and year-to-date \$915,489 or 31.46% of budget.

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

Theron did not have any new items to report to the Board.

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

Robinson reported the Corps brought in 8 volunteers. They conducted pediatric training, and Commissioner Cullen commended the department on the training. The Board instructed the Chief to include in writing in the SOPS notify the District Clerk when there is an accident/incident, and the Clerk will then notify the Commissioners.

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

#### **11.A. Treasurer's Report 161231**

#### **11.B. Performance Report 161231**

Captain Garrido is conducting training on the use of the new tools. The new firefighters are awaiting their certificates.

### **12. COMMISSIONER ITEMS**

#### **12.A. District Action Plan**

The Clerk received some documents from the Departments; and the District Commissioner Handbook has one additional change.

The door was left open by the BOCC for the District to address the BOCC during the FY-2018-2019 budget process regarding the 304 fund for fire hydrants and vehicles, and Commissioner Thomas will make another presentation and provide additional information.

### **13. NEXT MEETING**

***MOTION:*** Commissioner Thomas made a motion ***to cancel the February 13, 2017 Meeting if there are no items requiring District Board approval. If it cancelled, the next meeting would be February 27, 2017.*** Commissioner Cullen seconded the motion. The Board unanimously passed the motion.

### **14. ADJOURN**

Commissioner Cullen made a Motion to Adjourn at 8:24 p.m., which was seconded by Commissioner Mirabella.

#### **Proposed 1<sup>st</sup> Quarter Scheduled Meetings:**

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)

*(See Next Page)*



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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*