



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 **MARCH 13, 2017 – 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

Commissioner Allen 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 March 13, 2017 Agenda

The Clerk requested Item 7.H. the Change Notice to the Contract for RPF-001 be removed from the agenda. Commissioner Thomas requested that agenda item 7.I. Dive Team be added to the agenda.

MOTION: Commissioner Mirabella made a motion ***to approve the March 13, 2017 District Meeting Agenda as changed***, which was seconded by Commissioner Thomas. The Board unanimously passed the motion.

2.B. Approval of Minutes

2.B.1 Approval of Minutes of February 13, 2017 District Meeting Minutes

MOTION: Commissioner Mirabella made a motion ***to approve the February 13, 2017 District Meeting Minutes***. Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

3. CHAIRMAN'S REPORT

Commissioner Allen requested anyone requesting to speak submit a "Speaker's Card".

4. SECRETARY'S REPORT

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



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5. **PUBLIC COMMENTS**

Sue Heim addressed the Board regarding Items 7.E. and 7.G.

6. **OLD BUSINESS**

6.A. **DISCUSSION: (Stroke/Stemi Alert)**

The Commissioners met individually with Dr. Steed. Dr. Steed provided a copy of the Severity-Based Stroke Triage Algorithm for EMS approved by the American Heart and American Stroke Associations. Dr. Steed will conduct continuing education training.

7. **NEW BUSINESS**

7.A. **MOTION/APPROVAL: Roberts Rules of Order (Minutes)**

Commissioner Powers reviewed Roberts' Rules of Order, and would like to reconsider the previous motion. The audio tapes have a two year retention period.

MOTION: Commissioner Powers made a motion *that from this meeting forward in accordance with Robert's Rules of Order all comments, debate, preamble, discussion and public comments be omitted from the minutes so that the minutes accurately reflect what was done and not what was said.* The motion was seconded by Commissioner Cullen. The vote was as follows: Cullen (Yes), Mirabella, (No), Powers (Yes), Thomas (No) and Allen (Yes). The motion passed.

7.B. **DISCUSSION: Surplus Ambulance Minimum Bid Pricing**

This item was changed to a Discussion item. The ambulances have been placed on govdeals.com, and the minimum bid is \$1,000 with a reserve at \$5,000. Establishing the minimum bid this way opens the door for more opportunities to the District when the vehicles are being disposed.

7.C. **MOTION/APPROVAL: Resolution 2017-002 Monroe County Court Judgeships**

The District cannot support a political candidate; however, the District can support issues. The District can support issues if it is determined that it is in the best interest of the District and the public.

MOTION: Commissioner Mirabella made a motion *to approve Resolution 2017-002 which supports the Monroe County Court Judgeships.* Commissioner Powers seconded the motion, and the Board unanimously passed the motion.



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7.D. MOTION/APPROVAL: Affidavit Approving Monroe County Ordinance #031-2016 Dissolution of Upper Keys Health Care Taxing District

Legal revised the Affidavit received from the County. Funding may only be used for trauma or emergency medical service-related equipment or apparatus.

7.D. MOTION/APPROVAL: Affidavit Approving Monroe County Ordinance #031-2016 Dissolution of Upper Keys Health Care Taxing District (Continued)

MOTION: Commissioner Thomas made a motion ***to accept the Affidavit for County Ordinance #031-2016.*** Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

7.E. MOTION/APPROVAL: Fire Protection & Safety Grant

This item was changed to Discussion, and will be tabled to the next meeting.

7.F. MOTION/APPROVAL: Paramedic Schedule

This item was removed.

7.G. MOTION/APPROVAL: Alpine Software (Red Alert System) \$5,535.00

The Alpine software request is a sole source item, and that is the reason there are not additional quotes. This is a Fire Department capital outlay item (522.640), and the upgrade is in addition the already budgeted \$20,235.00 upgrade. The first purchase was issued on November 14, 2016 for this budget line item. This item will be tabled until the next meeting to get more answers for the reminder, page, and pre-plan modules; training costs, training and consulting; and terms and conditions.

7.H. MOTION/APPROVAL: LaRocco RFP 17-001 Contract Change Notice #1

This item was removed.

7.I. DISCUSSION: Dive Team

This item relates to the Canadian film diver that died while diving. The relationship/structure of the Dive Team within the KLVFD and the District needs to be clarified. There is a Fire Department Information Bulletin to the SOP pertaining to the Dive Team.

MOTION: Commissioner Thomas made a motion ***to direct Legal to work with the fire department and legal to work out issues.***

The motion was withdrawn as legal indicated it was clear that it was the desire of the Board to resolve any issues.



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8. FINANCIAL REPORT

8.A. District Financial Report 170131

Finance provided the four-month financial report. The District Board received total revenues of \$72,376 in January, and the year to date of \$1,992,488 or 75.67% of

8.A. District Financial Report 170131 (Continued)

budget. The District Board spent \$31,088 on January with the year-to-date expenditures totaling \$131,537 or 45.52% of budget.

The Fire Department spent 4122,654 in January, and the year-to-date expenditures were \$940,146 or 46.8% of budget. The expenses are high due to prepaying the new engine. The repairs and maintenance expenditures for equipment and buildings are high. Some of the items in these accounts are the maintenance agreements for the Plymovent systems, Motorola phones/ pagers, and generator maintenance.

The Ambulance Corps spent \$53,092 in January, and the total year-to-date expenditures were \$221,648 or 36.19% of budget.

The total District expenses for January was \$206,836, and the total District year-to-date expenditures are \$1,293,332 of 44.44% of budget. There was a deficit of \$134,460, and \$62,500 (1/4 of the set aside) was transferred to the Vehicle Replacement Fund. There was a total deficit of \$196,960 for the month of January; however, there currently is a surplus of \$636,655 year to date. The District budgeted for a reduction of fund balance for the year of \$527,524.

The District needs to review the usage at the stations to determine if irrigation meters need to be installed, and Finance will provide backup information to the Commissioners on usage.

9. LEGAL COUNSEL REPORT

Legal did not have any additional items.

10. AMBULANCE CORPS REPORT

10.A. Monthly Report (Minutes/Treasurer's Report) 170131

The Corps lost one paramedic and promoted another one to replace the open position. Ocean Reef is offering classes to Key Largo Members in June and July. The University of Miami will be coming down to Ocean Reef. KLVAC Board agreed to move the paramedic scheduler from \$1.00 an hour into the volunteer reimbursement at \$250 per month. This is a position item.



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11. FIRE DEPARTMENT REPORT

AI 11.A. KLVFD Monthly Report (Minutes/Treasurer's Report) 170131

AI 11.B. KLVFD Performance Reports 170131 & 170228

Engine 25 is at Cummings. The injectors are bad, and repair costs are estimated about \$2,000. The repair should be done next week. Engine 24 is up there for an oil leak and the repair is estimated at \$100. The Fire Department supported a

AI 11.B. KLVFD Performance Reports 170131 & 170228 (Continued)

Sheriff's Office special detail to cleanup and paint a veteran's home. The Fire Department requested additional information from the Sheriff's Office to support other special details. The new engine should be ready in August per E1. The closed maintenance for E1 is the Broward County Sheriff's Office. The department has lost two firefighters to other departments.

12. COMMISSIONER ITEMS

The installation of the Phase 5 fire hydrant project has been completed. Payment to LaRocco is pending the Fire Department verifying operability of the hydrants. Enough funds will be remaining to partially install another hydrant. Hydrant 17-03 from Phase 6 will be moved to Phase 5.

13. NEXT MEETING

There will be a Strategic Planning Workshop and District Meeting scheduled on March 27, 2017.

14. ADJOURN

Commissioner Thomas made a Motion to Adjourn at 7:19 p.m., which seconded by Commissioner Cullen.

1st /2nd Quarter Meeting Schedule:

March 27, 2017 Strategic Planning Meeting

March 27, 2017 District Meeting (if required)

April 10, 2017 District Meeting (if required)

April 24, 2017 District Meeting

May 8, 2017 District Meeting (if required)

May 22, 2017 District Meeting

June 12, 2017 District Meeting (if required)

June 26, 2017 Budget Workshop (KLVAC Budget) & District Meeting

(See Next Page)



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DOCUMENTS

- AI 2.B.1. District Meeting Minutes 170213
- AI 7.C. Resolution #2017-002, Monroe County Judgeships
- AI 7.D. Monroe County Affidavit & Ordinance #031-2016
- AI 7.F. This item was removed from the agenda
- AI 7.G. KLVFD Alpine Software (Red Alert System) \$5,535
- AI 7.H. LaRocco RFP 17-001 Contract Change Notice #1 - TBD
- AI 8.A. KLFR&EMS Financial Report 170131
- AI 10.A. KLVAC Monthly Report (Minutes/Treasurer's Report) 170131
- AI 11.A. KLVFD Monthly Report (Minutes/Treasurer's Report) 170131
- AI 11.B. KLVFD Performance Reports 170131 & 170228