



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 August 14 2017 - DRAFT

1. AGENDA

1.A. Call to Order

Chairman Allen called the District Meeting to order 6:47 p.m.

1.B. Roll Call

The Clerk 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, Matt Francis, David Garrido Jennifer Johnson and Scott Robinson.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of August 14, 2017 Agenda

MOTION: Commissioner Powers made a motion **to approve the August 14, 2017 District Meeting Agenda**, which was seconded by Commissioner Mirabella. The Board unanimously passed the motion.

2.B. Approval of Minutes

2.B.1 Approval of Minutes of July 24, 2017 Budget Workshop Meeting Minutes

MOTION: Commissioner Cullen made a motion **to approve the July 24, 2017 District Meeting Minutes**. Commissioner Thomas seconded the motion, and the Board passed the motion unanimously.

3. CHAIRMAN'S REPORT

Chairman Allen requested Speaker Cards be turned in.

4. SECRETARY'S REPORT

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



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5. **PUBLIC COMMENTS**

Sergio Garcia will speak at 7.A and 7.C. and Sue Heim will speak at Item 7.C.

6. **OLD BUSINESS**

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

Commissioner Thomas reported that the Phase 5 Fire Hydrant Project is complete; the drawings for Phase 6 have been completed, the RFP is on the agenda for approval today, and the RFP should be advertised later in August.

6.B. **DISCUSSION/ACTION: Workmen's Comp**

Matt Francis reported the District received a letter that PGIT will not renew the Workmen's Compensation Insurance next year. The problem is the relationship between the District and the Departments. Legal will review if the District has the option to self-insure. PGIT will only insure governmental entities.

7. **NEW BUSINESS**

7.A. **DISCUSSION: State Fire Marshall Report**

Commissioner Thomas reviewed the contributing factors outlined in the report. The Fire Department needs to review the report, and identify any future potential hazards (if possible). The Fire Department does not have sufficient staff to handle confined space emergencies. The Fire Department requested the Building Department notify the KLVFD when permits require confined spaces to ensure the staff is aware of confined space hazard locations. The department is addressing the report, and the State has requested that a confined space SOP be developed, and that a designated Safety Program Manager be assigned. The departments are participating in multi-department training. The confined space equipment needs to be calibrated monthly, and the equipment needs to be tested daily.

7.B. **MOTION/APPROVAL: RFP 2018-001 Fire Hydrant Project (Phase 6 FY 2017-2018)**

MOTION: Commissioner Thomas made a motion **to approve RFP 18-001, the RFP Key Largo Fire Hydrant Project FY 2017-2018**, which was seconded by Commissioner Powers. The Board unanimously passed the motion.

7.C. **DISCUSSION: Millage Referendum**

Jennifer Johnson reported the District is looking at a 1.00 mil Ad Valorem tax rate for FY18, and the first step to potentially increasing the millage rate cap would be to sit down with our State Representative, Holly Raschein. The Trauma District funds have been delayed from the County; however, the District should receive the funds in September. -The District needs to approach the County regarding sales tax and impact Fees. Impact fees can only be used to provide greater services.

MOTION: Commissioner Powers made a motion **to discuss with Holly Raschein, our State Representative, increasing the millage cap to 1.5 mils**, which was seconded by Commissioner Cullen. The Vote was as follows: Cullen (Y), Mirabella (Y), Powers (Y), Thomas (Y) and Allen (Y). The motion was unanimously passed by the Board.

Chairman Allen will reach out to Representative Raschein about the possible referendum for 2018.



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7.D. **MOTION/APPROVAL: Travel Request (KLVFD Vehicle Inspection)**

Jennifer Johnson reported there were changes to the Travel Request. The sales tax was removed and fuel for the trip was added.

MOTION: Commissioner Cullen made a motion ***to approve the Travel Request in the amount not to exceed \$632.61***, which was seconded by Commissioner Powers. The Board unanimously passed the motion.

7.E. **MOTION/APPROVAL: Keefe McCullough Audit Engagement Letter FY 2018-2019**

Jennifer Johnson presented the Keefe McCullough Audit Engagement Letter for conducting the financial audit for 2018 and 2019, and the cost will remain steady at \$10,000 per year.

MOTION: Commissioner Cullen made a motion ***to approve Keefe McCullough to conduct the financial audit for 2018 and 2019***, which was seconded by Commissioner Powers. The Board unanimously passed the motion.

8. **FINANCIAL REPORT**

Jennifer Johnson reported the District is nine months through the Budget Year. The Budget Amendment was passed on June 26th, and it will be reflected in July financial report.

KLVFD

Acct 491.03 Fire Prevention): These funds have not yet been utilized yet because the supplies are purchased in September for Fire Prevention Month in October.

Acct 522.491.14 Training Fire Prevention & Safety Project) this is for the Smoke Alarm Project.

KLVAC

Acct 526.140, the Corps has not requested any overtime wages as of June 30, 2017.

The total District expenditures in June are \$167,291.67 and the total year-to-date are budgeted at \$2,227,486.47. The total expenditures budgeted are \$2,910,300, and the District is at 76.54% of budget. There is a savings of \$257,015., with a transfer of \$187,500, which results in a net excess of \$69,515. There is a projected deficit of \$527,241 at the end of the fiscal year.

9. **LEGAL COUNSEL REPORT**

There were no other items reported by Matt Francis.

10. **AMBULANCE CORPS REPORT**

The Departments would like to conduct a Citizens Academy. Each Department will conduct safety training for the community and educate the public (present budget). The Department will present the information at the next meeting. The Departments expressed appreciation to Commissioner Cullen for her support of this Strategic Plan Item.

11. **FIRE DEPARTMENT REPORT**

Captain Garrido participated in a Make-A-Wish event last week, and felt it was personally and professionally rewarding. Scott Robinson reported the By-Laws for the departments are being revised.



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12. COMMISSIONER ITEMS

A question arose regarding the Action List, and the Clerk will review the minutes.

13. NEXT MEETING

MOTION: Commissioner Cullen made a motion ***to keep the Budget Workshop and District Meeting previously scheduled for August 28, 2017.*** Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

14. ADJOURN

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

3rd Quarter Meeting Schedule:

August 28, 2017	District Workshop (District/Dept. Budgets) followed by District Meeting
September 18, 2017	1 st Public Hearing and (District Meeting, if required)
September 25, 2017	Final Public Hearing followed by District Meeting

DOCUMENTS

AI 02.A.	<i>District Meeting Agenda 170814</i>
AI 02.B.1.	<i>District Meeting Minutes 170724</i>
6.A.	<i>Fire Hydrant List 170814</i>
6.B.	<i>Email 170803 Caligiuri to Simmons (Bouchard Proposal Follow up)</i>
7.A.	<i>State Fire Marshall Report</i>
7.B.	<i>RFP 2018-001 Fire Hydrant Project (Phase 6 FY 2017-2018)</i>
7.D.	<i>Travel Request (KLVFD Vehicle Inspection)</i>
7.E.	<i>Keefe McCullough Audit Engagement Letter FY 2018-2019</i>
8.A.	<i>District Financial Report 170630</i>
10.A.	<i>KLVAC Monthly Report 170731 - pending</i>
11.A.	<i>KLVFD Monthly Report 170731</i>
11.B.	<i>KLVFD Performance Report 170630 & 170731</i>
12.A.	<i>District Strategic Action Plan 170814</i>