



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 February 12, 2018 (KLVFD – Station #24 – 6:00 p.m.)

1. AGENDA

1.A. Call to Order

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

1.B. Pledge of Allegiance

Commissioner Cullen led the Pledge of Allegiance.

1.C. Roll Call

Carol Greco called the roll. The following Commissioners were present: Commissioner Tony Allen; Commissioner Kay Cullen; Commissioner Bob Thomas; Commissioner George Mirabella; Commissioner Danny Powers. There was a quorum.

Also present were Jennifer Johnson and Gaelan P. Jones, Esq.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of February 12, 2018 Agenda

MOTION: Commissioner Cullen made a motion *to approve the February 12, 2018 District Meeting Agenda. Jennifer Johnson proposes corrections to quoted amounts for Action Items 7B and 7C. Commissioner Powers accepts the minutes with noted revisions to be made to the Minutes.*

2.B. Approval of Minutes

Commissioner Cullen approves the motion *with revisions noted by Commissioner Thomas; Commissioner Mirabella seconds; Board unanimously passes the motion.*

2.B.1. January 8, 2018 District Meeting Minutes

Commissioner Cullen made a motion *to approve the January 8, 2018 District Meeting Minutes.* Commissioner Thomas seconded, and the Board unanimously passed the motion.



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3. PUBLIC COMMENT

Sue Heim – reserves public comment for Commissioner Item A

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6.A. Fire Hydrant Report 180212

May need to add hydrants. Five of the 16 hydrants have been completed; 11 to go.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: Fire Protection & Safety (FPS) Grant Preparation (Allen)

Commissioner Thomas made a motion *to approve the Fire Protection & Safety (FPS) Grant Preparation ("Grant")* not to exceed the previous quote of \$2,600.00. However, after Board discussion, it was agreed that preparation of the Grant will not to exceed \$1,000.00. The deadline for submission of the Grant is March 12, 2018. Commissioner Cullen second; and the Board Unanimously passed the motion.

7.B. MOTION/APPROVAL: Travel Authorization: Engine 24 Pre-Construction Meeting \$ 621.50 (Johnson)

Commissioner Cullen made a motion to approve the *Travel Authorization: Engine 24 Pre-Construction Meeting*. Commissioner Powers second; and the Board Unanimously passed the motion.

7.C. MOTION/APPROVAL: Travel Authorization: Orlando Fire Conference \$3,064.53 (Johnson)

Commissioner Cullen made a motion to approve the *Travel Authorization: Orlando Fire Conference*. Commissioner Powers second; and the Board Unanimously passed the motion.



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7.D. MOTION/APPROVAL: Travel Authorization: Honor Guard St. Patrick's Day \$630.35 (Johnson)

Commissioner Powers made a motion to approve the **Travel Authorization: Honor Guard St. Patrick's Day** for two Honor Guard members. A discussion of the Board regarding the matter of the Honor Guard's presence at local community events was addressed; the Honor Guard needs to be fully participatory. Chief Don Bock will address the Commissioners' concerns. Commissioner Powers second; and the Board Unanimously passed the motion.

7.E. DISCUSSION: Explore the Potential of Combining the Fire & EMS (Thomas)

Commissioner Thomas brought before the Board for discussion the exploration of combining Fire/EMS services; the necessity of cross training between agencies. Commissioner Allen believes that the combination of Fire/EMS would result in the loss of personnel as a Paramedic would also have to be State Certified Firefighter II. Commissioners Power and Mirabella added that they had previously been approached by members of the community who inquired about the combination of the agencies. Commissioner Cullen would want to know what the benefit would be to the tax payers. The Board suggests this be addressed as an Agenda item at a future meeting.

8. FINANCIAL REPORT

8.A. District Financial Report – 1st Qtr FY 2017-2018

The First Quarter budget was reviewed with the Board and Ms. Johnson. The budget revealed 74% in revenue with 35% of the budget in expenditures; there was a prepayment of \$899,402.40 for the purchase of a new a new Engine.

9. LEGAL COUNSEL REPORT

A brief explanation of the AGO opinion on millage rates was discussed. Possibility of additional funding for hydrants

10. AMBULANCE CORPS REPORT

10.A. January Report for December

Call volume increased.



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11. FIRE DEPARTMENT REPORT

Increased call volume; building painting competed. There was a discussion regarding signage change above the metal bay, and the placement of the District Seal/Patch on the north side of the station; quotes would have to be submitted.

12. COMMISSIONER ITEMS

Commissioner Mirabella addressed FEMA and the need to be more prepared to provide emergency services during a natural disaster. Mirabella questions if there should be an official District policy in place to ensure payment to employees who respond during a natural disaster;

A Fire Department employee questioned whether a defined benefits package would ever be offered to employees. Mirabella agrees that a defined employee benefits package should be explored by the District. No action taken.

12. A. DISCUSSION OF CLERK POSITION OF BACKUP AND COMPLAINTS

Sue Heim raised concerns regarding coverage for the Clerk position due to V. Fay's continued medical leave. Requests backup Clerk be assigned; inquired responsibilities of the Clerk position. Sue also is concerned about the late postings of the agenda and meeting items. Sue wants items posted a minimum of 7 days before the meeting per Florida Statute.

Commissioners discussed potential updates to website. Commissioners would like to see a more digital format for agenda and would like to explore updates to website to insure compliance with the statutory meeting obligations. Commissioners agree that backup Clerk should be assigned.

Board votes to assign V&B as backup Clerk in the capacity that they have already been serving. Commissioner Allen moved to add website directive to agenda for cause; Commissioner Cullen seconds. Commissioner Thomas moves to issue directive to explore website improvement website/computer methodology; and the Board unanimously passes. Directive to Mr. Jones to explore updates.

13. NEXT MEETING

Commissioner Mirabella made a Motion to cancel the February 26, 2018 Strategic Planning Workshop and District Meeting, unless an agenda item needs to be addressed. Commissioner Cullen second the motion.



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14. **ADJOURN**

Commissioner Mirabella made a Motion to Adjourn at 7:54 PM; Commissioner Powers second the motion.

1st Quarter Meeting Schedule:

<i>February 26, 2018</i>	<i>Strategic Planning Workshop followed by District Meeting</i>
<i>February 26, 2018</i>	<i>District Meeting (if required)</i>
<i>March 12, 2018</i>	<i>District Meeting (if required)</i>
<i>March 26, 2018</i>	<i>District Meeting (if required)</i>