



**DISTRICT MEETING  
AGENDA – DECEMBER 17, 2012 – FINAL**

**1. AGENDA**

**1.A. Call to Order**

Chairman Miller called the meeting to order at 6:00 p.m.

**1.B. Pledge of Allegiance**

Commissioner Beyer led the Pledge of Allegiance.

**1.C. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Jennifer Miller, George Mirabella, and Bob Thomas. There was a quorum.

Also present were: Don Bock, Frank Conklin, Vicky Fay, Ronnie Fell, James Griffeth, Sergio Garcia, Scott Robinson, Theron Simmons and Jennifer Zimmer. The meeting was held at Station 24.

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of Agenda**

**Motion:** Commissioner Thomas made a motion to ***approve the December 17, 2012 Agenda.*** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

**2.B. Approval of Minutes**

**2.B.1. Meeting Minutes November 19, 2012**

**Motion:** Commissioner Beyer ***made a motion to approve the November 19, 2012 Meeting Minutes,*** which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

**3. CHAIRMAN'S REPORT**

Chairman Miller did not have any new items to report to the Board.

**4. SECRETARY'S REPORT**

**4.A. Station Numbers**

Commissioner Beyer recommended the Stations be numbered Station 23, 24 and 25. This will provide uniformity within the county.

**Motion:** Commissioner Thomas made a motion to ***research the cost for new signage for each station.*** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Jennifer Miller; Seat 3: George Mirabella; Seat 4: Bob Thomas; Seat 5: Marilyn Beyer

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### 5. OLD BUSINESS

#### 5.A. Discussion: KLFR&EMS District Response to Governor's Executive Order for Special Districts

Theron Simmons reported the KLVFD numbers were revised, and totals need to be updated. The report will be updated and distributed to the Commissioners.

**Motion:** Commissioner Beyer *made a motion to accept the report with the corrections*, and the motion was seconded by Commissioner Mirabella. The motion was unanimously passed by the Board.

#### 5.B. Discussion: Reimbursement from FEMA for Hurricane Isaac Expenses

The District Clerk reported the FEMA claim for reimbursement for Hurricane Isaac expenses was withdrawn because the claim did not exceed the minimum threshold of \$1,000.00 for filing a claim.

#### 5.C. Approval/Motion: KLVFD Proposal for Copiers

The KLVFD uses 22,106 Black and White copies and 18,323 Color copies annually. Chairman Miller recommended the department look at Ricoh and Xerox. Commissioners Thomas and Allen recommended the department try to negotiate something better.

**Motion:** Commissioner Thomas *made a motion to accept the contract for the existing 7232 machine at \$284.32 per month*. This motion was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

See Item 11 for the KLVFD Election Process discussion.

### 6. NEW BUSINESS (ACTION)

#### 6.A. Approval/Motion: District Website

The District Clerk designed the structure for the new website home page, and met with each of the Commissioners to discuss the proposed structure for the new website. In addition, she is reviewing the Wix website, as it provides more flexibility with the website functionality when updating and modifying the website. It needs to be determined if Wix will be compatible with the existing 1+1 website. Paul Messina did not provide a recommendation for Phase II of the website pending additional information about Wix.

#### 6.B. Approval/Motion: Vehicle Accident Safety Report/Status Update

James Griffeth reported the department is waiting for the Sheriff's Report and the Drug Test Result Report for the KLVFD Tamarind Bay accident.

#### 6.C. Approval/Motion: Ladder Truck Specification \$598,882.00

The Ferrara proposal was \$604,483.00, which includes a Performance Bond fee in the amount of \$8,000.00, with a pre-pay discount of \$13,601.00 for a net amount of \$598,882.00.

**Motion:** Commissioner Mirabella *made a motion to approve the Ladder Truck Specification in the amount of \$598,882.00, and to request a contract be prepared by Legal*. Commissioner Thomas seconded the motion, and the Board unanimously passed the motion.



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### **6.C. Approval/Motion: Ladder Truck Specification \$598,882.00 (Continued)**

Commissioner Thomas commended James Griffeth on the amount of time he spent in preparing the Ladder Truck Specification.

### **6.D. Approval/Motion: Legal Recommendation to Appoint Commissioner as Board Liaison with County to Work on 1 Cent Infrastructure Sales Tax ILA (Inter-local Agreement)**

Theron Simmons forwarded the Infrastructure Sales Tax Resolution to the County. Theron requested a Commissioner be assigned as a liaison with the County. Commissioner Thomas volunteered, and he will get with Theron and Roman to create the Inter-local Agreement for the Infrastructure Sales Tax.

### **6.E. Approval/Motion: District Strategic Plan**

Commissioner Mirabella recommended developing a Strategic Plan for the District. Chairman Miller agreed the District needs a plan. The District and Departments need to work together to develop the Strategic Plan. Scott Robinson reported that EMS developed a Strategic Plan in 2007, and used it to develop the organization.

### **6.F. Discussion: Upcoming Grants**

Commissioner Thomas requested information regarding the upcoming grants. The District Clerk reported there are two upcoming grants: The AFG Fire Prevention & Safety (FP&S) Grant for the KLVFD, and the Florida Department of Health Grant for the KLVAC. Commissioner Thomas clarified the KLVFD would prepare the AFG FP&S Grant, and Vicky will get with the Corps.

## **7. FINANCIAL REPORT**

### **7.A. Financial Report (October, 2012)**

Jennifer Zimmer discussed the October Financial Report. As of today, December 17, 2012, the District has collected \$1,229,000 in revenues, The District expenses should be at approximately 8.3%. The District expenses are at 7.5%, the KLVFD expenses are at 5.5% (10.4% without capital), and the Corps is at 13% (12.1% without capital). Overall the District's expenses are 7.2% of the District's budget. The KLVFD equipment repair and maintenance account is high because the SCBA and masks were inspected, and the elevator maintenance was conducted. The Corps has 27% on vehicle repair for new tires.

## **8. LEGAL COUNSEL REPORT**

Theron Simmons contacted Bob Feldman at FCAA about the Inter-local Agreement (ILA). The County would like to use an ambulance; however, it is not part of mutual aid. Does the Board want to lend an ambulance to the County? The insurance needs to be reviewed to ensure lending the ambulance would not violate any insurance coverage. If there is not a problem with the insurance, the District should create a Memorandum of Understanding (MOU) to cover this.

Commissioner Thomas reported he spoke with Mark Wilson from the State Attorney's Office; and while there is no final word as of yet regarding the KLVFD Election Process, the SAO probably will not look at the election.

Commissioner Thomas and Dirk Smits reviewed the requirement of outside audits for each department. Per the statute it is required by law. Jennifer Zimmer reported the departments are not component units of the District, and are not required to be audited as part of the District's required annual financial audit. Theron will review 501.C.(3) audit requirements.



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### 9. EMS DEPARTMENT REPORT

#### 9.A. KLVAC Status Report (October 2012)

#### 9.B. KLVAC Status Report (November 2012)

The Corps will be meeting with several companies next month to discuss 401K type plans. The Pro Lift has been installed in the second ambulance. The Corps will do a photo op at a later date. The Corps contacted the State, and the State will put a crosswalk with a light at Publix. Commissioner Thomas expressed appreciation to Betsy and Jennifer for meeting with him to go over the budget.

### 10. FIRE DEPARTMENT REPORT

#### 10.A. KLVFD Financial Reports (June – October 2012)

#### 10.B. KLVFD Performance Reports (October & November 2012)

Commissioner Thomas asked about the annual election. The election is normally held in December; however, this election will be held on January 3, 2013. Absentee ballots may be requested, and the ballots will be placed in an envelope for the election committee. The Election Committee (Somers, Garcia, and Gullet) and Kandy, the Corporate Secretary, will count the ballots,

Chief Garcia said "Everything is going well." Commissioner Beyer expressed appreciation to James Griffeth for a good job. There were two calls to 3 Mutiny Place, and the department had to climb to the second story, and 25 Oakwood was repetitive incidents.

### 11. COMMISSIONER ITEMS

New headers for District documents are in process. Commissioner Thomas recommended everyone take a look at the audit recommendations as there are a lot of good suggestions. Commissioner Beyer asked why Manny Leon went to the Great Florida Firefighter School. He is not department volunteer. Chief Garcia said "he is a member, not a member in good standing, which means that he cannot vote at meetings." A member in good standing cannot miss more than two (2) meetings without an excused absence. The Corporation approves excused absences. The college paid for hotel room and the department paid for per diem. The KLVFD Board approved the request for the students.

### 12. ADJOURN

Commissioner Mirabella made a Motion to adjourn the meeting at 7:25 p.m., which was seconded by Commissioner Thomas.

#### Next Scheduled Meetings:

January 14 & January 28, 2013

February 11 & February 25, 2013

March 11 & March 25, 2013

(See Next Page)



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### **DOCUMENTS**

- 121119 KLFR&EMS District Meeting Minutes
- 121206 FEMA District Withdrawal Letter for Hurricane Isaac Claim
- \_\_\_\_\_ KLVFD Comparison for New Copier Quotations
- Various KLVFD Copier Quotations: Keys Business Solutions, Precision Copier, Ricoh and Xerox
- 121108 Ferrara Ladder Truck Proposal \$598,882.00
- 121013 Ferrara Ladder Truck Specification
- 121031 District Financial Report (October 2012)
- 121031 & 121130 KLVAC Status Report (October & November 2012)
- Various KLVFD Finance Reports (June – October 2012)
- 121031 & 121120 KLVFD Performance Report (October & November 2012)