



**DISTRICT MEETING MINUTES  
JANUARY 14, 2013 – DRAFT**

**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 Thomas 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: Frank Conklin, Vicky Fay, Ronnie Fell, 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**

Commissioner Thomas requested Agenda Item 6.D. be added for Discussion: Credit Cards.

**Motion:** Commissioner Beyer made a motion to ***approve the January 14, 2013 Agenda as amended.*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

**2.B. Approval of Minutes**

**2.B.1. Meeting Minutes December 17, 2012**

**Motion:** Commissioner Mirabella ***made a motion to approve the December 17, 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 reported the estimate will need to be revised to include color.

**5. OLD BUSINESS**

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

Theron Simmons reported the response will be sent out soon to the Governor's Office, and a copy will be forwarded to the District Clerk for distribution to the Commissioners.



## 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.B. Discussion: KLVFD Copier Contract

The District Board previously approved a contract for the copier up to \$284.00 per month, which allowed up to 6,000 black and white copies with no color copiers. The quote is to renew a three (3) year contract. The item was tabled in November. In December four (4) quotes were submitted. There were quotes for \$250.00 and \$261.00 and one from Xerox for \$284.00. Commissioner Thomas suggested the item be revisited. Jennifer Zimmer presented the Copier Comparison prepared by Finance.

**Motion:** Commissioner Allen made a motion to ***accept the copier contract of \$353.65 per month.*** Commissioner Mirabella seconded the motion, and the motion passed as follows: Allen (Yes), Beyer (Yes), Miller (Yes), Mirabella (Yes) and Thomas (No).

### 5.C. Approval/Motion: District Website

The District Clerk reported additional information is required.

### 5.D. Approval/Motion: Vehicle Accident Safety Report/Status Update

Chief Garcia reported the Accident Investigation was completed, and the truck repairs need to be completed. Linda Newman will forward to the District Clerk for distribution to the Commissioners.

### 5.E. Approval/Motion: Upcoming Grants

The KLVFD will apply for the AFG Fire Protection & Safety Grant.

### 5.F. Approval/Motion: Strategic Plan

Commissioner Mirabella will get with Theron Simmons regarding a Strategic Plan. The District will need quotes for a facilitator to work with the District to establish the plan.

## 6. NEW BUSINESS (ACTION)

### 6.A. Approval/Motion: Ladder Truck Contract \$598,882.00

The Sheriff's Contract expired on December 31, 2012, the addendum extended it to 2013. There was a 3% increase for the addendum, which will not affect the District.

**Motion:** Commissioner Thomas made a motion to ***approve the Ferrara Ladder Truck Contract in the amount of \$598,882.00.*** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

### 6.B. Approval/Motion: Notice(s) of Violation for Ordinances

James Griffeth will meet with Legal to discuss the Ordinances Notice(s) of Violations prior to the next meeting.

### 6.C. Approval/Motion: FASD Registration \$100.00 for Tharp

Commissioner Miller recommended the District pay Tom Tharp's registration to attend the February 1, 2013 FASD Meeting in Sebring, Florida. Commissioner Allen asked if any elected commissioners were available to attend the meeting; and none were available. Tom Tharp will pay his hotel, travel and meals.

**Motion:** Commissioner Allen made a motion ***for Tom Tharp to attend the FASD meeting, and bring back information to the Board, and for the District to pay the \$140.00 FASD Registration.*** Commissioner Thomas seconded the Motion, and the motion was passed unanimously.



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### **6.D. Discussion: Department Credit Cards**

The Corps has one credit card. Chief Bock and Betsy are signers on the account.

The KLVFD has two Wright Express gas credit cards, which are kept with the vehicles. One is for the Chief's vehicle and one for the Assistant Chiefs vehicle. The District reimburses the department expenses for these cards.

There are two other KLVFD cards (Corporate) and one for the Chief. The Corporate card is registered to the president and is at the accountants. The Chief has a Discretionary Chief Account with a limit of \$1,000 monthly. Garcia stated it is sometimes used for reservations for trips. Commissioner Thomas requested six (6) months of statements. The department also has an Office Depot card.

## **7. FINANCIAL REPORT**

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

Jennifer Zimmer reported the District is 16.7% through FY 12-13. The District has received 30.5% of revenues. The District is at 19% of their overall budget; the KLVFD is 9.2%, and the KLVAC is at 18.8%. There are 123 fire hydrants in the District. The KLVFD is at 39% for account 522.360 for maintenance of equipment.

The KLVFD has not submitted the 2011 Annual Report, and the 2012 Annual Report is due in February 2013.

## **8. LEGAL COUNSEL REPORT**

The Appeal for the Corey Freeman lawsuit was denied by the 11<sup>th</sup> Circuit Court. Freeman has 90 days from the date of entry into the order to file an appeal with the Supreme Court.

## **9. EMS DEPARTMENT REPORT**

### **9.A. KLVAC Status Report (December 2012)**

The Annual Report should be completed within two weeks. Last Tuesday a person coded in the ambulance, and the person is doing well at Baptist. One of the ambulances blew a head gasket.

The Corps voted to raise fees. The department was almost 30% under what is charged by other ambulance companies. The Corps took an average and will raise fees between 20% to 25%. The more the department bills, results in less paramedic pay to be reimbursed by the District. The Corps actually collected 81% of what is billed, and Islamorada has a 50-60% collection rate.

Edward Jones (Will Penna) conducted a 401K presentation last week. Andersen Financial will conduct a presentation next month. There are still some questions to be answered.

## **10. FIRE DEPARTMENT REPORT**

### **10.A. KLVFD Performance Reports (December 2012)**

Chief Garcia reported that all is good. Commissioner Thomas reported the firefighters at Station #25 cannot hear the bell when it is rung. Chief Garcia indicated the department will resolve the issue.



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### 11. COMMISSIONER ITEMS

**Motion:** Commissioner Mirabella made a motion to ***postpone the January 28<sup>th</sup> meeting to February 11, 2013.*** Commissioner Thomas seconded the motion, and the motion passed unanimously.

Commissioner Beyer questioned the need for overtime when 47 members voted at the KLVFD January election meeting. Chief Garcia reported that approximately 12 of the members are not combat ready. Chief Garcia reported he is working to comply with the ISO requirement of 4 people out at each station, and trying to keep six (6) volunteers per shift. Commissioner Beyer questioned why there are no identifying graphics on the Chief's vehicle. The response was they needed to be custom designed. Commissioner Beyer also requested the list of Corporate Board Members be provided to the District Clerk for distribution of District items.

Commissioner Thomas is reviewing the insurance for the stations for appraisals, and hopes the premiums will go down if deductibles were raised. There may be an increase in the managerial coverage. Michelle is checking. Commissioner Thomas expressed appreciation to Sandi Habb, Jennifer Zimmer, and Linda Newman for the time to review the department budget.

The departments will prepare an equipment report for the future for the one-cent infrastructure sales tax issue. Station #24 needs a 2<sup>nd</sup> story, and the department needs a training tower. Roman Gastesi is willing to work with the District.

### 12. ADJOURN

Commissioner Mirabella made a Motion to adjourn at 7:16 p.m., which was approved by Commissioner Thomas.

#### Next Scheduled Meetings:

February 11 & February 25, 2013

March 11 & March 25, 2013

#### DOCUMENTS

121217 KLFR&EMS District Meeting Minutes  
130114 KLVFD Comparison for New Copier Quotations  
130114 KLVFD Ladder Truck Contract \$598,882.00  
130114 District Notice of Violation (False Alarm)  
130114 District Notice of Violation (Open Burning)  
121130 District Financial Report (November 2012)  
121231 KLVAC Status Report (December 2012)  
121231 KLVFD Performance Report (December 2012)