



**DISTRICT MEETING MINUTES - FINAL
APRIL 8, 2013**

1. AGENDA

1.A. Call to Order

Chairman Miller called the meeting to order at 6:22 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: Scott Black, Frank Conklin, Vicky Fay, Ronnie, Fell, Matt Francis, Ronnie Fell, Scott Robinson, Dirk Smits and Jennifer Zimmer. The meeting was held at Station 24.

4. APPROVAL OF AGENDA & MINUTES

4.A. Approval of April 8, 2013 Agenda

Motion: Commissioner Thomas made a motion to **approve the April 8, 2013 Agenda**. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

4.B. Approval of Minutes

4.B.1 Approval of February 11, 2013 Meeting Minutes

Motion: Commissioner Beyer made a motion to **approve the February 11, 2013 Meeting Minutes to add a reference of the 1 cent Infrastructure Sales Tax to Commissioner items**, which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

4.B.2 Approval of March 25, 2013 Meeting Minutes

Motion: Commissioner Beyer made a motion to **approve the March 25, 2013 Meeting Minutes**. Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

9.A. Approval/Motion: KLVAC 401K Proposal

Scott Robinson worked with Tom Tharp to develop a 401K plan to present to the board for approval and discuss the disbursement of the District funds for the 401K. District contributions will be 10% up to a maximum of \$500 per year per member. Personnel may participate and receive the District match immediately; however, they will not be able to take District money from the plan until three years (after their 1st contribution). If an employee leaves early, then the District contribution will go to a forfeiture account. When the forfeiture account reaches \$5,000, 50% of it will be returned to the District, and the remaining funds will be used to fund the plan. It will



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

9.A. Approval/Motion: KLVAC 401K Proposal (Continued)

be managed by an independent third party. It is a good step in the right direction and rewards active people performing the work. Commissioner Mirabella believes the program should be setup so people can immediately start contributing \$50.00 a month with a match of up to \$50.00 per month for the plan rather than having them have to pay in \$5,000.00 to receive a District match of \$500.00. Commissioner Thomas recommended to start the program as soon as possible, and then re-tweak the program.

Motion: Commissioner Thomas a ***made a motion to accept the 401K retirement plan as presented and the disbursement of money in the budget***, which was seconded by Commissioner Allen. The motion was unanimously passed by the Board.

9.B. Approval/Motion: Key Dynamics Strategic Plan Proposal

Jackie Harder presented the Cadillac version of the plan, which includes a survey of 5,000 to 6,000 voters who might like to participate. Ms. Harder would prepare and analyze the survey, and prepare the draft and final Strategic Plans. The proposed fee may be reduced if a public survey is not conducted. Commissioner Beyer recommended not doing the survey. Harder developed the Corps Strategic Plan. Commissioner Thomas felt it was too early to jump into the plan, and recommended tabling the Strategic Plan. Commissioner Mirabella would like to see the plan move forward. Commissioner Miller indicated the timing was not good for the Strategic Plan now.

Motion: Commissioner Thomas made a motion to ***table the Strategic Plan for 60 days***. Commissioner Beyer seconded the motion, and the Board passed the motion as follows: Allen (Yes), Beyer (Yes), Mirabella (No), Thomas (Yes) and Miller (Yes).

5. CHAIRMAN'S REPORT

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

6. SECRETARY'S REPORT

No items were presented by the Secretary.

7. OLD BUSINESS

8. PUBLIC COMMENT

Tommy Thompson, Chief Wagner, and Russ Yagel addressed the Board requesting the contract for the KLVFD not be cancelled.

9. NEW BUSINESS (ACTION)

9.C. Approval/Motion: KLVFD Travel Requests

Discussion was held regarding the Travel Requests. They were for four firefighters. Jennifer Zimmer indicated the budget is available. It was indicated now is not a good time to spend money on this. The names of the firefighters were not available, and had been requested prior to the March 11, 2013 meeting. Photos of shirts with Deputy Chief and Instructor were given to the Commissioners for an individual that has not volunteered in the department for approximately a year. No motion was made to approve the Travel Requests.

9.D. Discussion: Proposed Mediation Date

Dirk Smits reported mediation is set for April 22, 2013 at 10:00 a.m.

The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* without compromising the health or safety of residents or personnel.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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10. FINANCIAL REPORT

10.A. Financial Report (January & February 2013)

The District is at 5 months of the budget, which is 41.7%. The District Revenues are 81.6%. The District Board is at 45.2% of budget; the Fire Department is a 39.4% of budget and without capital is at 35.1% of budget; and the Corps is at 37.6% and 37% without the capital budget. The Fire Department's overtime is at 97.2% of budget, paid people are paid instructor pay for training and instructors are paid \$35.00 per hour. The volunteers do not receive District overtime.

11. LEGAL COUNSEL REPORT

A Closed Session will be held on April 22nd at 5:30 p.m. to discuss the attorney fees for the Freeman lawsuit. In attendance will be the attorneys, a Court Reporter, Legal and the District Clerk.

12. EMS DEPARTMENT REPORT

12.A. Monthly Report (January & February 2013)

The truck is back at the dealership. Interviews were conducted for EMT's. One joined the Navy and another retired.

13. FIRE DEPARTMENT REPORT

13.A. KLVFD Performance Reports (February & March 2013)

13.B. KLVFD Annual Report 2011 & 2012

Ferrara updated the department, and indicated Freightliner, the manufacturer of the tanker chassis, will be raising prices April 15th. Legal will follow up. Jessie Hubman was picked up by Monroe County. It was a busy weekend for calls.

14. COMMISSIONER ITEMS

A question was asked regarding the accident at Tamarind Bay. Frank Conklin confirmed a drug test was performed.

15. ADJOURN

Commissioner Thomas made a Motion to adjourn at 7:18 p.m., which was seconded by Commissioner Allen.

Next Scheduled Meetings:

April 22, 2013

May 13 & May 20, 2013

June 10 & June 24, 2013

June 24, 2013 Dept. Budget Workshop

DOCUMENTS

KLVAC 401K Proposal

Strategic Plan Proposal

130211 KLFR&EMS District Meeting Minutes

130325 KLFR&EMS District Meeting Minutes

KLVFD Travel Requests (FDIC Conference)

130131 & 130228 District Financial Report (January & February 2013)

130131 & 130228 KLVAC Monthly Report (January & February 2013)

130131 & 130331 KLVFD Performance Report (February & March 2013)

KLVFD Annual Report (2011 & 2012)

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