



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

DISTRICT MEETING MINUTES DECEMBER 2, 2013 – FINAL

1. AGENDA

1.A. Call to Order

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

1.B. Pledge of Allegiance

Commissioner Miller 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, Vicky Fay, Ronnie Fell, James Griffeth, Scott Robinson, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station #24

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of December 2, 2013 Agenda

Motion: Commissioner Miller made a motion to **approve the December 2, 2013 District Meeting Agenda**. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

2.B. Approval of Minutes

2.B.1. Meeting Minutes for November 18th, 2013 District Meeting

Motion: Commissioner Beyer made a motion to **approve the November 18, 2013 District Meeting Minutes**. The motion was seconded by Commissioner Miller and the motion was unanimously passed by the Board.

2.B.2. Meeting Minutes for Strategic Plan Workshop November 23, 2013

These minutes did not require Board approval.

3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

Commissioner Beyer attended the VCOS Symposium in Clearwater, and is obtaining a CD on the new techniques when fighting fires. The new theories are proving things need to be changed.



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5. PUBLIC COMMENT

There were no comments from the General Public.

6. OLD BUSINESS

6.A. Discussion: Fire Hydrants

Commissioner Thomas spoke with Marnie Walterson at FCAA, and there are no updates on the hydrant project. Thomas faxed the information to La Rocco regarding the lead-free hydrants.

7. NEW BUSINESS

7.A. Motion/Approval: Strategic Planning Report

Commissioner Mirabella reported everything looked good with the report. Jackie Harder was impressed with the collaboration and the way everyone worked together. This is the outline for the strategic plan. The Board will have final approval of the plan. The Clerk will update the District's Action Item List. Jennifer Zimmer will work on the Capital Improvement Plan, Commissioner Thomas on Funding, Chief Bock on Staffing and Retention and Vicky Fay on Community Outreach.

7.B. Discussion: Real Property Report

Commissioner Miller has not met with the department.

7.C. Motion/Approval: Resolution #2014-003 (Transfer of Real Property)

The Clerk read the Resolution into the Record. The Resolution is in place of a Letter to the Department.

Motion: Commissioner Beyer made a motion **to approve Resolution #2014-003 transferring the real property from the old KLVFD to the District for \$1.00.**

Commissioner Thomas passed the gavel to Vice Chairman Allen. The motion was seconded by Commissioner Thomas. The motion was approved as follows: Beyer (Yes), Miller (No), Mirabella (Yes), Thomas (Yes) and Allen (No). The motion was passed at 6:29 p.m. Vice Chairman Allen returned the gavel to Chairman Thomas.

Commissioner Miller will contact the department to seek a resolution. Commissioner Mirabella would like to have a resolution reached.

7.D. Discussion: 501c3

The Department Lease expires on January 10, 2014, and this item will be placed on the January 13, 2014 District Meeting agenda. Theron Simmons will work with Yagel to extend the current lease. There is a concern the old 501c3 is not being operated the way it should be.

7.E. Discussion: Equipment

James Griffeth reported the new tanker arrived today. It is a very simple truck to operate, and this is good for the community. The ladder truck is being painted, and it should be delivered the end of December or in January. The Ladder Truck Inspection is scheduled later in the month. District decals will be placed on the tanker and the ladder truck. Matt Francis will place on govdeals.com



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7.F. Motion/Approval: 2014 Meeting Schedule

The District will continue to advertise two meetings per month. The second meeting of the month may be cancelled when it is not required.

Motion: Commissioner Miller made a motion to **approve the 2014 District Meeting Schedule**. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

7.G. Discussion: Legal Fee Estimate

Both lawsuits are on hold. Vernis & Bowling will consider taking the lawsuit to pursue going after the 501c3 money on a contingency basis.

8. FINANCIAL REPORT

Jennifer Zimmer presented the District's year-end report for FY 2013.

The Net Assets as of September 30, 2013: Cash in Bank \$1,225,174.33, Accounts Receivable \$21,843.90, Due from Monroe County \$23,530.46, Pre-paid Items \$15,141.67 and the advance to the Fire Department of \$25,000. The total current assets are \$1,310,690.36.

The Liabilities are \$101,378.34, there is deferred grant income for the Stryker Grant of \$5,268.06 and FICA/Medicare Liability of \$458.99 for total current liabilities of \$107,105.39. The Total Equity is \$1,203,584.97. The total liabilities are \$1,310,690.36.

Revenues are at 99.7%, which is almost 100% of the 97% collection rate of Ad Valorem Taxes budgeted. The District Board expenses are at 99% of budget. There was a refund of \$22,982.39 from the Tax Collector.

The Fire Department expenses are at 94.9% of budget. There was an advance of \$25,000 for payroll. The Paid Personnel salaries are \$314,993.78, and the volunteer pay is \$272,280.38. The Fire Department has not started their retirement plan yet. Only \$7,000 was spent for professional services.

The Ambulance Corporation expenses are at 91.7% of budget. The volunteer pay is \$121,470.00, and overtime is \$10,783.00. Both are at 100% of budget. Betsy is slightly under budget.

The overall budget for the District was at 94.6%.

9. LEGAL COUNSEL REPORT

Legal did not have any additional items for the Board.

10. EMS DEPARTMENT REPORT

10.A. KLVAC Monthly Report (October 2013)

10.B. Corps State Inspection Report (November 2013)

Scott Robinson reported that no deficiencies were identified during the State Inspection. Congratulations to Betsy! A combined department Christmas Party is scheduled for next Tuesday at the Ambulance Corps Building at 6:30 p.m.



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11. FIRE DEPARTMENT REPORT

11.A. KLVFD Monthly Report (October 2013)

James Griffeth reported the department will conduct a fire extinguisher class for the general public. Ferrara provided the titles for the chassis and the vehicle. The first Illegal Burn Notice of Violation may be going out. The Sheriff's Office has been called out 12 times, and the Fire Department five times. There is a collective effort with Scott, Vicky Don and myself on the AFG Grant. Approximately \$9,000 was saved on both vehicles.

12. COMMISSIONER ITEMS

Motion: Commissioner Miller made a motion to **cancel the December 16, 2014 District Meeting**. Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

The next meeting will be January 13, 2014.

ADJOURN

Commissioner Miller made a Motion to adjourn at 6:58 p.m., which was seconded by Commissioner Allen, and was unanimously approved by the Board.

Next Scheduled Meetings:

December 2, 2013 District Meeting
December 16, 2013 District Meeting

DOCUMENTS

131118 District Meeting Minutes
131123 District Workshop Minutes
131123 Strategic Planning Report
131118 Resolution #2014-003 (Transfer of Real Property)
131127 2014 Meeting Schedule
130930 District Financial Report
130930 District Statement of Assets
131031 KLVAC Monthly Report (October 2013)
131122 Corps State Inspection Report (November 2013)
131031 KLVFD Monthly Report (October 2013)