



# 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 FEBRUARY 24, 2014 - 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

Scott Robinson 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, Matt Francis, Jennifer Johnson, and Scott Robinson. The meeting was held at Station #24.

### 2. APPROVAL OF AGENDA & MINUTES

#### 2.A. Approval of February 24, 2014 Agenda

***MOTION:*** Commissioner Miller made a ***motion to approve the February 24, 2014 District Meeting Agenda***, and Commissioner Allen seconded the motion. The Board unanimously passed the motion.

#### 2.B. Approval of January 27, 2014 Meeting Minutes

***MOTION:*** Commissioner Mirabella made a ***motion to approve the January 27, 2014 Meeting Minutes***. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

### 3. CHAIRMAN'S REPORT

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

### 4. SECRETARY'S REPORT

No new items were presented to the Board by Commissioner Beyer.

### 5. PUBLIC COMMENT

There were no speakers from the general public.

### 6. OLD BUSINESS

#### 6.A. Discussion: Fire Hydrants

Commissioner Thomas reported that FDOT needs clarification from Keys Engineering for one fire hydrant.



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### **6.B. Discussion: Property Lease Transfer**

Matt Francis discussed Andy Tobin's proposal with the Board. The question was asked "Does the District need an appraisal for the land the other building sits on?" Francis indicated it might be something to consider. An appraisal would cost approximately \$1,000 to \$2,000. Commissioners Beyer, Miller and Mirabella felt it was too early to consider obtaining an appraisal. Commissioner Thomas indicated, based upon information from the Fire Department, the District does not need the other property. Commissioner Mirabella indicated the land and building should be turned over to the District. Frank Conklin, speaking from the floor, would like a lease for the property and the District is still using it. Commissioner Allen asked if the new Fire Department is using the building for a gym. If it is being used by firefighters, then the District should pay for the electric and place the insurance in the District's name. Commissioner Thomas felt the old department is not doing anything, and everything should be turned over to the District. Commissioner Beyer indicated she felt the District should pay for the Insurance, electricity plus an extra \$1.00 per month.

**MOTION:** Commissioner Allen made a ***motion to approve creating a new lease with the old KLFRD which includes the insurance, electricity and \$1.00 per month for six months.*** Commissioner Beyer seconded the motion, and the motion was passed as follows: Allen (Yes), Beyer (Yes), Miller (Yes), Mirabella (No), and Thomas (No).

The District leases the land from the State for Station 25, and the State is stable leaser. Frank Conklin, speaking from the floor, indicated there was not any insurance on the boat, and the old department does not need insurance for vehicles. Commissioner Miller requested the District check with the insurance company. Commissioner Mirabella requested copies of minutes from the KLFRD meetings. Frank Conklin indicated everything requested from the department to date has been provided to the District. Commissioner Thomas prefers not to extend the lease. Eric Fundora indicted the firefighters did not have a problem using the gym at Station 23.

## **7. NEW BUSINESS**

### **7.A. Motion/Approval: Travel Request VFIS EVOG Trainer Course 2/10 & 2/11/14**

#### **7.A.1. Eric Neitzer \$446.73**

#### **7.A.2 Eric Fundora \$446.73**

Jennifer Johnson reported this was an after-the-fact Travel Request for the Fire Department. This is not the final check request. The Travel Request numbers were changed because two vehicles were used, and Eric Fundora did not stay in a hotel.

**MOTION:** Commissioner Mirabella made a ***motion to approve the Travel Request for Eric Neitzer (\$446.73) and Eric Fundora (\$286.73) to attend the VFIS EVOG Train-the-Trainer course.*** Commissioner Beyer seconded the motion, which was unanimously passed by the Board.

### **7.B. Motion/Approval: Department 401K Plans**

#### **7.B.1. KLVA Request to Change District Match from 10% to 20% with \$500.00 cap**

Scott Robinson reported that when the average reimbursement is about \$500.00 a month, it is difficult for members to participate in the plan. The recommendation is an effort to spark more interest in the program and make it easier for members to participate. Speaking from



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**7.B.1. KLVAC Request to Change District Match from 10% to 20% with \$500.00 cap (Continued)**  
the floor, Sue Heim, expressed concern this plan change would be too much of a burden for the taxpayer. The Corps researched plans with Tom Tharp, for a year. Commissioner Allen indicated 20% is a higher percentage for 401K's than most governments or corporations will pay. Currently one member of the Corps is participating in the plan, and it would take approximately 60% of the members to reach the amount budgeted. If that should occur, Commissioner Miller indicated a budget line-item transfer would be required.

**MOTION:** Commissioner Mirabella made a *motion to approve changing the District Match for the KLVAC 401K Plan from 10% to 20%, with a \$500.00 cap per year per member.* There was not a second for the motion. Chairman Thomas passed the gavel to Vice-Chairman Allen. Commissioner Thomas seconded the motion. The motion passed as follows: Beyer (No), Miller (Yes), Mirabella (Yes), Thomas (Yes) and Allen (No). Vice-Chairman returned the gavel to Chairman Thomas upon completion of the vote.

**7.B.2. Request to Fund NEW KLVFD 401K Plan**

Scott Robinson presented the KLVFD 401K Plan to the District Board for approval. It would be identical to the KLVAC 401K Plan with a 20% match/\$500 cap per year per member. This is an opportunity to try to get the most for the firefighters. Commissioner Mirabella discussed the LOSAP Plan. Originally, the Fire Department was supposed to have a LOSAP Plan that would have been completely paid by the District, and the volunteers would have needed to volunteer for 20 years. Commissioner Mirabella indicated that with this plan, it would only cost the District \$43.00 per month for each firefighter.

**MOTION:** Commissioner Allen made a *motion to approve establishing the KLVFD 401K Plan with a District Match of 20% and a \$500.00 cap per year per member.* Commissioner Mirabella seconded the motion, and the Board passed the Motion as follows: Allen (N), Beyer (N), Miller (Yes), Mirabella (Yes) and Thomas (Yes).

**7.C. Motion/Approval:**

**7.C.1. KLVFD Budget Line-Item Transfer**

**Decrease Acct 522 Diesel \$1,000 and Acct 522 Capital Outlay \$1,033.00**  
**Increase Acct 640 Capital Outlay Equipment \$2,033.00**

Jennifer Johnson discussed the Budget Line-Item Transfer.

**MOTION:** Commissioner Beyer made a *motion to approve the KLVFD Budget Line-Item Transfer to decrease Acct 522 Diesel \$1,000 and decrease Acct 522 Capital Outlay \$1,033.00 and to increase Acct 640 Capital Outlay Equipment \$2,033.00.*

Commissioner Allen seconded the motion, which was unanimously passed by the Board.



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### **7.C.2. KLVFD Purchase Order Municipal Equipment Company (Hose for Truck) \$8,303.90**

Jennifer Johnson discussed the Purchase Order to Municipal for the hose.

**MOTION:** Commissioner Beyer made a ***motion to approve the Purchase Order for hose to the Municipal Equipment Company for the fire trucks in the amount of \$8,303.90.*** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

## **8. FINANCIAL REPORT**

### **8.A. District January 2014 Financial Report**

Jennifer Johnson reported the District was at 4 budget months of the budget year, or 33%. Revenues are at \$1,577,532.79 (73.9%) of the projected income. The District Board is at \$121,442.47 (41.2%) of the projected expenses due to insurance and tax collector fees.

The Repairs & Maintenance for the Fire Department is slightly higher than projected: Equipment is at 46.9%, which includes Bunker Gear repairs of \$2,100 and 12 Head Lamps \$1,600; Building is at 53%, which includes the elevator maintenance agreement for \$3,200 and the garage door and sensors repairs for \$2,800; and Vehicles are at 43.8%, which includes \$6,350 for a new actuator for Engine 24 and new tires. The District is working with the County to seek reimbursement for the \$150,000 that the County budgeted in their 304 fund to contribute to the District to go towards vehicle purchases. Finance will submit the final payment on the Ladder Truck for supporting documentation to the County. An Inter-local (ILA) Agreement may be necessary to receive the funds. With the final payment for the Ladder Truck, total expenditures for the Fire Department are at \$604,696.84 or 42.4% of budget.

The Ambulance Corps has not requested any reimbursement for paramedic pay. Retirement Contributions are at 7.8 to reimburse the County for Betsy. Repairs and Maintenance for equipment is at 45.9% due to maintenance agreements that have been paid out. The Corps total expenditures are at \$164,876.66 or 27.2% of budget.

The total District expenditures are at \$891,015.97 (38.3%) of the projected budget.

## **9. LEGAL COUNSEL REPORT**

Matt Francis did not have any other Legal items to report to the Board.

## **10. EMS DEPARTMENT REPORT**

### **10.A. January 2014 Monthly Report**

Ronnie Fell reported testing for medic openings will occur at the end of the month. In March a list of medics will be created, and one or two will be hired to fill the medic openings.

## **11. FIRE DEPARTMENT REPORT**

### **11.A. January 2014 Minutes/Financial Report**

The department has installed 49 smoke detectors and expects another 20 to be installed. A Fire Extinguisher Training Program is being developed. Fire Hydrant testing has been completed. Eric Fundora and Eric Neitzer have completed the EVOG Train-the-Trainer Course, and are now certified to train other firefighters. There is a leak in the roof. Candidate testing was completed



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### 11.A. January 2014 Minutes/Financial Report (Continued)

on February 22nd for 20 applicants. The department will now have a waiting list from which to call for applicants when needed. The department will be calling 5 or 6 candidates to fill existing openings. On March 8<sup>th</sup>, the department will host a Community Event to showcase the new vehicles for the taxpayers. The Fire Department will provide refreshments. There was a slight accident with the new Squad.

### 12. COMMISSIONER ITEMS

#### 12.A. Action List dated 130224

Vicky Fay worked with the Departments, Legal and Finance to identify the appropriate action plans to be taken to accomplish the major goals, and discussed items with the Board. Florida Keys Day is March 25<sup>th</sup>, and Commissioners Miller and Thomas will be attending. Commissioner Miller expressed concern about an article in the newspaper regarding a family incident with a District Contractor which mentioned the District.

### 13. NEXT MEETING

The next meeting is scheduled for March 10, 2014.

### 14. ADJOURN

Commissioner Miller made a Motion to adjourn at 7:23 p.m., which was seconded by Commissioner Allen, and was unanimously approved by the Board.

### Next Scheduled Meetings:

March 10, 2014 District Meeting  
March 24, 2014 District Meeting (if required)  
April 14, 2014 District Meeting  
April 28, 2014 District Meeting (if required)

### DOCUMENTS

140127 District Meeting Minutes  
140128 Letter District to Old KLVFR Department  
140209 Letter Old KLVFR Department to District  
140205 Travel Request VFIS EVOC Training Course (Neitzer)  
140205 Travel Request VFIS EVOC Training Course (Fundora)  
140224 KLVAC Request to Change 401K Plan  
140224 KLVFD Request for District to Fund 401K Plan  
140204 KLVFD Budget Line Item Transfer (Acct 522 & 641 to Acct 640)  
140204 KLVFD Purchase Order to Municipal Equipment Company for Hose (\$8,303.90)  
140131 District Financial Report (January 2014)  
140131 KLVAC Monthly Report (January 2014)  
140131 KLVFD Meeting Minutes/Financial Report (January 2014)  
140224 District Action Plan