



# 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 JUNE 23, 2014 – FINAL

### 1. AGENDA

#### 1.A. Call to Order

Chairman Thomas called the meeting to order at 6:19p.m.

#### 1.B. Roll Call

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

Also present were: Don Bock, Vicky Fay, Scott Robinson, Peter Rosasco, Theron Simmons and Jennifer Johnson. The meeting was held at Station #24.

### 2. APPROVAL OF AGENDA & MINUTES

#### 2.A. Approval of June 23, 2014 Agenda

#### 2.B. Approval of May 12, 2014 Meeting Minutes

**MOTION:** Commissioner Mirabella made a motion to **approve the June 23, 2014 District Meeting Agenda and the May 12, 2014 Meeting Minutes.** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

### 3. CHAIRMAN'S REPORT

There were no new items reported to the Board by Chairman Thomas.

### 4. SECRETARY'S REPORT

There was no Secretary's report.

### 5. PUBLIC COMMENT

No speakers from the General Public addressed the Board.

### 6. OLD BUSINESS

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

LaRocco has the first phase of all seven (7) hydrants. There were two (2) hydrants added to the second phase. These new hydrants will be located at Rowell's Marina and Publix. Battalion Chief James Griffith met with FKAA last week.



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## 6. OLD BUSINESS

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

Theron Simmons reported there are Life Safety Issues with the Old Building. There is concrete falling from above and the concrete is cracked in the floor area. The County Inspector will inspect the building for a cost of \$50.00. Frank Conklin requested a copy of the County Inspection report .

**MOTION:** Commissioner Beyer made a motion *for Legal to request the County conduct an inspection of the Old Building*, which was seconded by Commissioner Miller. The motion was unanimously passed by the Board.

Theron Simmons reported there were several different legal initiatives available to fund improvements. The second story could be bonded out; however, prior to bonding, the property would need to be a District asset. The land was given for the purpose of serving Key Largo. The District could prepare a Declaratory Action to declare the money and land are no longer being used for the purpose they were given.

**MOTION:** Commissioner Beyer made a motion *to request Legal take action to resolve the property ownership issues excluding eminent domain*. Commissioner Mirabella seconded the motion. The vote was as follows: Allen (Y), Beyer (Y) Miller (Y), Mirabella (Y) and Thomas (Y). The motion passed unanimously.

### 6.C. Discussion: Sale of Ladder Truck on Govdeals.com

No update was provided at this time.

### 6.D. Discussion: Schedule/Minutes/Reports from Old Fire Department

Theron Simmons reported that none of the documents have been received from the Old Department. The records will be requested in writing from Russ Yagel, and then action will be taken if they are not provided.

## 7. NEW BUSINESS

### 7.A. Discussion: Islamorada Mutual Aid

Terry Able from the Islamorada Fire Department addressed the Board. When the Village reviewed their Mutual Aid Documents, they realized they needed a Mutual Aid Agreement with the District. The Village provided a very Standard boilerplate Mutual Aid Agreement for the District to consider. Chief Able indicated "this is the right way to do this." There should be a Mutual Aid Agreement with the District, Fire Department and Ambulance Corporation.

### 7.B. Motion/Approval: Resolution #2014-004 Budget Amendment

The proposed changes to the FY 2013-2014 Budget are:

|                 |          |   |
|-----------------|----------|---|
| Acct 331.201    | \$ 4,085 | 2 <sup>nd</sup> Stryker Grant increase of Income          |
| Acct 511.540    | \$ 390   | NFPA Subscription Cost Increase                           |
| Acct 511.590.03 | \$ (390) | General Department decrease to offset increase of 511.540 |
| Acct 522.522    | \$11,000 | Diesel expenses higher than expected                      |
| Acct 522.450    | \$ 9,410 | Risk Management expenses higher than projected            |
| Acct 522.640    | \$ 3,408 | Proximity Lock Purchase not included in budget            |
| Acct 526.640    | \$ 5,418 | Stryker Grant installation/retrofit increase              |



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## **7.B. Motion/Approval: Resolution #2014-004 Budget Amendment (Continued)**

Unassigned Fund Balance    \$179,651    Increase of Fund Balance

The FY 2013-2014 Adopted Budget was \$3,315,495 With the Resolution #2014-004 changes, the Amended FY 2013-2014 Budget is \$3,344,381.

**MOTION:** Commissioner Beyer made a motion **to approve Resolution #2014-004 Budget Amendment.** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

## **7.C. Discussion: District Audit Report for FY 2012-2013**

Peter Rosasco presented the District FY 2012-2013 Audit. It was the opinion of Keefe McCullough the “financial statements referred to above present fairly, in all material aspects, the respective financial position of the governmental activities and major fund of the District, as of September 30, 2013, and the respective changes in financial position and budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.”

The Statement of Activities (Page 8) shows a total net position of \$5,805,582. The Balance Sheet (Page 9) shows total assets of \$1,319,130, total liabilities of \$114,825 and a total fund balance of \$1,204,305.

Peter, the County Administrator and Chairman Thomas met to discuss the infra-structure sales tax. The one flaw with the District is that it should receive sales tax; however, it does not receive it directly. The District is capped at 1.0 mil. (See Item 7.E.)

## **7.D. Discussion: FY 2013-2014 District Audit**

Commissioner Miller made a Motion to place the District Audit out to bid. The Motion died for a lack of a Second. Jennifer Johnson will seek renewal with the current auditor.

## **7.E. Motion/Approval: Inter-local Agreement (District with Monroe County) Sales Tax**

Theron Simmons reported a meeting was held with the County Administrator, Peter Rosasco and Chairman Thomas to discuss creating an Inter-local Agreement (ILA) between the District and the County for the collection of Sales Tax. The proposed ILA was established for a three (3) year period from FY 2013-2014 through FY 2015-2016. Upon approval by the District Board, the ILA will be submitted to the Monroe County Board of County Commissioners for approval. The maximum amounts for reimbursement are as follows:

|                                 | <b><u>FY 2014</u></b> | <b><u>FY 2015</u></b> | <b><u>FY 2016</u></b> |
|---------------------------------|-----------------------|-----------------------|-----------------------|
| <b><i>Fire/EMS Vehicles</i></b> | \$150,000.00          | \$150,000.00          | \$150,000.00          |
| <b><i>Fire Hydrants</i></b>     | \$100,000.00          | \$150,000.00          | \$150,000.00          |

**MOTION:** Commissioner Beyer made a motion **to approve the Inter-local Agreement (ILA) between the District and Monroe County for the collection of Sales Taxes from FY 2013-2014 through FY 2015-2016. Section 2.4 was revised to reflect “District Purchasing Policy” rather than “enabling legislation.”** Commissioner Miller seconded the Motion and the Board unanimously passed the motion. Commissioner Mirabella congratulated Commissioner Thomas and Peter Rosasco for “a good job”.



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### **8. FINANCIAL REPORT**

#### **8.A. Financial Report: April 2014**

#### **8.B. Financial Report: May 2014**

Jennifer Johnson reported the District has received \$1,919,962 (89.9%) of the FY 2013-2014 revenue. The District expenditures through May should be at 66.7% of budget. The District portion of the budget is at 62.5% of budget; the Fire Department is at 65.4% of budget and the Ambulance Corps is at 52.1% of budget.

The Fire Department Insurance is at 100.0% of budget, Repairs and Maintenance is at 71.6% of budget; A refund was received from the previous fire department that was related to 3 years of wastewater assessments that the District paid for the vacant land behind Station 24; Operating Supplies is at 86.6% of budget and an amendment to the budget may need to be submitted later in the fiscal year; and Diesel was 88.9% (prior to Resolution #2014-004 was approved by the District at this meeting). Overall, the Fire Department is at 65.4% of budget.

The Ambulance Corps Accounting Fees are at 83.4% of budget and overall, the Corps is at 52.1% of budget.

At the end of May the revenues including transfers in from the vehicle & equipment replacement reserve for the year are \$1,919,962 and the total expenditures are \$1,433,987; and the total District budget is at 61.6% of budget.

Commissioner Beyer and Eric Fundora discussed the warranty issues with the new vehicles. The intent of the Ferrara problem log is to provide information.

### **9. LEGAL COUNSEL REPORT**

Theron Simmons reported the Ladder Truck is on gov.deals.com

### **10. EMS DEPARTMENT REPORT**

#### **10.A. KLVAC Monthly Report & Financial Report 140430**

#### **10.B. KLVAC Monthly Report & Financial Report 140531**

Chief Bock reported one ambulance was taken up to Ford. It is covered under warranty. Two (2) medics and three (3) volunteers were hired.

Commissioner Miller recommended the Ambulance Corps reach out to the community to encourage installation of AED's throughout the community. Brenda from the Ambulance Corps is coordinating the AED Program.

### **11. FIRE DEPARTMENT REPORT**

#### **11.A. KLVFD Performance Reports 140430 & 140531 (Combined)**

#### **11.B. KLVFD Monthly Report & Financial Report 140430**

#### **11.C. KLVFD Monthly Report & Financial Report 140531**

Eric Fundora reported Engine 25 is out of service; two members left to take other jobs; the Benevolent Association purchased a new soda machine; and the Department is planning for the 4th of July parade/picnic. Eight (8) members passed the EVOC course, and now they will be participating in 40 hours of training, pump training, driving and fire inspections. The trainers are: Eric Fundora, David Garrido and Eric Neitzer.

Commissioner Mirabella conducted an inspection of Station 25 and obtained a quote for the Plymovent System for Station 24 and Ambulance Corps. The system helps to reduce the potential of risk of cancer from



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## 11. FIRE DEPARTMENT REPORT(Continued)

airborne carcinogens. Air quality is an important issue for the health and safety of firefighters. The Plymovent System attaches directly to the vehicle exhaust units.

Scott Robinson reported things are going well.

### 11. COMMISSIONER ITEMS

Commissioner Beyer requested that Legal investigate the possibility of changing to have the elections at large versus by seat.

#### 12.A.District Action Plan

Vicky Fay provided an update of the District Action Plan.

### 12. NEXT MEETING

The next meeting is scheduled for July 14, 2014, and will include a Budget Workshop for the Fire Department and a District Meeting.

### 13. ADJOURN

Commissioner Mirabellamade a Motion to Adjourn at7:26p.m., which was seconded by Commissioner Allenand was unanimously approved by the Board.

#### Next Scheduled Meetings:

July 14, 2014 District Budget Workshop (KLVFD) (followed by District Meeting, if required)

July 28, 2014 District Meeting (if required)

August 11, 2014 District Budget Workshop(District & Depts.) followed by District Meeting.

August 25, 2014 District Budget Workshop(District & Depts.) (followed by District Meeting, if required)

September 8, 2014 District Budget Workshop(District & Depts.) followed by District Meeting.

September 22, 2014 District Budget Workshop(District & Depts.) (followed by District Meeting, if required)

#### DOCUMENTS – CONFIRM ITEMS

|          |  |
|----------|--|
| AI 2.B.  | District Meeting Minutes 140512                            |
| AI 6.A.  | Fire Hydrant Report Master List 140623                     |
| 7.A.     | Islamorada Mutual Aid Agreement Template                   |
| 7.A.     | Statewide Mutual Aid Agreement                             |
| 7.B.     | Resolution #2014-004 Budget Amendment                      |
| 7.C.     | District Audit Report FY 2012-2013                         |
| 7.E.     | Inter-local Agreement Sales Tax (District & Monroe County) |
| AI 8.A.  | District Financial Report 140430                           |
| AI B.B.  | District Financial Report 140531                           |
| AI 10.A. | KLVAC Monthly Report & Financial Report 140430             |
| AI 10.B. | KLVAC Monthly Report & Financial Report 140531             |
| AI 11.A. | KLVFD Performance Reports 140430 & 140531 (Combined)       |
| AI 11.B. | KLVFD Monthly Report & Financial Report 140430             |
| AI 11.C. | KLVFD Monthly Report & Financial Report140531              |
| 12.A.    | District Action Plan 140623                                |