



***DISTRICT MEETING MINUTES  
FEBRUARY 23, 2015 – 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 Allen led the Pledge of Allegiance.

**1.C. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Kay Cullen, and Bob Thomas. Commissioner Mirabella was out of town due to family illness. There was a quorum.

Also present were: Don Bock, Vicky Fay, Matt Francis, James Griffeth, Jennifer Johnson, and Scott Robinson. The meeting was held at Station #24.

**2. APPROVAL OF AGENDA & MEETING MINUTES**

**2.A. APPROVAL OF AGENDA – February 23, 2015**

**2.B. APPROVAL OF MINUTES**

**2.B.1. Approval of January 12, 2015 Meeting Minutes**

***MOTION:*** Commissioner Allen made a motion ***to approve the February 23, 2015 District Meeting Agenda and the January 26, 2015 District Meeting Minutes.*** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

**3. CHAIRMAN'S REPORT**

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

**4. SECRETARY'S REPORT**

There were no items presented by the Secretary.

**5. PUBLIC COMMENT**

There were no requests from the General Public to address the Board.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

### 6. OLD BUSINESS

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

Commissioner Thomas reported the Phase I Rowell's Marina fire hydrant permit will be issued tomorrow.

#### 6.B. Discussion: Explorer Program

Chief Bock reported there are a limited number of firefighters available to work with Commissioner Mirabella and the Explorer Program. An individual from the community would not be required to be a firefighter to be a part of the Explorer Program because Commissioner Mirabella is a firefighter.

### 7. NEW BUSINESS

#### 7.A. MOTION/APPROVAL: Vendor Selection RFP #15-001

Matt Francis reported there was only one bid response received for the RFP.

**MOTION:** Commissioner Beyer made a motion **to approve the selection of L.A. LaRocco for the RFP #2015-001 fire hydrant installation**, which was seconded by Commissioner Allen. The Board unanimously passed the motion.

#### 7.B. MOTION/APPROVAL: Contract District with L.A. LaRocco (Fire Hydrants)

**MOTION:** Commissioner Allen made a motion **to approve the District Contract with L.A. LaRocco in the amount of \$140,800 for the installation of 16 fire hydrants identified in RFP #2015-001**. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

#### 7.C. MOTION/APPROVAL: Mutual Aid Agreement District with Monroe County

Matt Francis presented the District's Mutual Aid Agreement with Monroe County for Board approval.

**MOTION:** Commissioner Cullen made a motion **to approve the Mutual Aid Agreement between the District and Monroe County**, which was seconded by Commissioner Beyer. The Board unanimously passed the motion.

#### 7.D. MOTION/APPROVAL: Resolution #2015-002 Budget Amendment KLVFD & KLVAC

Jennifer Johnson reported Resolution #2015-001 is to reallocate funds from the Ambulance Corps to the Fire Department for the Plymovent System in the amount of \$19,908.00, and the Fire Department is moving \$3,800 from their repairs & maintenance buildings to Capital Outlay Buildings for a new garage door that needed to be replaced.

**MOTION:** Commissioner Allen made a motion **to approve Resolution #2015-002, a budget amendment**. Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.



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

### **7.D.1. MOTION/APPROVAL: KLVFD Approval to Purchase Plymovent Systems for Station #24 \$36,269 and the Plymovent Upgrade for Station #25 \$8,977.**

**MOTION:** Commissioner Beyer made a motion **to approve purchasing the Plymovent Systems from Safe Air for the new Station 24 Plymovent system in the amount of \$36,269 and the retrofit for Station 25 in the amount of \$8,977.** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

### **7.D.2. MOTION/APPROVAL: KLVAC Approval to Purchase/Install New Generator in an Amount Not to Exceed: \$26,250.**

Commissioner Thomas requested the Clerk review if there were any possible grants that might cover the generator. The Clerk will apply for a grant for the generator for the Corps.

### **7.E. MOTION/APPROVAL: KLVFD Travel Request (Honor Guard - \$1,621.26)**

**MOTION:** Commissioner Allen made a motion **to approve the Honor Guard Travel Request in the amount of \$1,621.26**, which was seconded by Commissioner Cullen. The Board unanimously passed the motion.

### **7.F. DISCUSSION: Department Annual Reports**

#### **7.F.1. Ambulance Corps Annual Report**

Commissioner Thomas commended the department on the Annual Report being very well done. It was noted the average enroute travel time is the best it has been in years. Chief Bock attributed part of this improvement as geographical, and also because the number of calls to respond to accidents on the stretch has been reduced with the installation of the barrier.

#### **7.F.2. Fire Department Annual Report**

Commissioners Thomas and Cullen commended the work on the fire department annual report. Commissioner Beyer noted it is nice getting Department reports on time.

### **7.G. DISCUSSION: District Boundaries to Include Tavernier**

Commissioner Thomas has been approached by Tavernier residents to see if the Tavernier Fire Department could be included in the KLFR&EMS District to reduce their taxes. Tavernier is currently paying over 2.2 mils for their fire service, and the District is paying 0.7956 mils for fire service. The County's closest geographical location to Tavernier is Layton. There would be several legal issues to resolve before this can be accomplished. Commissioner Thomas is open to the idea; Commissioner Beyer pointed out the District needs to resolve its legal issues first; Commissioner Cullen indicated if the tax dollars would be funneled into the District with the added tax base then it would be good; Commissioner Allen noted it would be a good idea to help reduce the cost and bring in extra tax dollars; Scott Robinson emphasized if residents are asking, then the District should entertain the idea. The Commissioners recommended Tavernier consider presenting a feasibility study to the District.



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### **7.G. DISCUSSION: District Boundaries to Include Tavernier (Continued)**

Commissioner Thomas indicated companies historically match a 7% or 15% match, but that as an inducement, we might want to offer a 50% match, or greater, until these funds run out. It would be a big carrot to get more fire fighters involved in their retirement. This would be a win-win.

Commissioner Thomas will contact Chief Callahan to see if he is willing to entertain having Tavernier Leave the County and become a part of the KLFR&EMS District.

### **7.H. DISCUSSION: Proposal to Old Fire Department**

Matt Francis reported the proposal was sent to the old department, no response has been received. Frank Conklin, speaking from the floor, indicated the board will decline the offer. The department would prefer a lease and are not interested in selling the property. Commissioner Thomas indicated that companies historically match, but that as an inducement, we might want to offer a 50% match, or greater, until these funds run out. It would be a big carrot to get more fire fighters involved in their retirement. This would be a win-win. Commissioner Beyer requested a copy of the Old Fire Department's Meeting Minutes, which Mr. Conklin indicated would be provided.

## **8. FINANCIAL REPORT**

### **8.A. District Financial Report 150131**

Jennifer Johnson reported the District has completed four months of the budget year or 33.3% of the budget. The District has received \$1,524,960 (80.78%) of the Ad Valorem Taxes.

The District is at 41.9% of budget (slightly higher due to Workman's Compensation, Insurances and Property Tax Collector Fees, which are front ended).

The Fire Department is at 32.2% of budget; Salaries and Overtime are slightly higher than the budget; There is an open-purchase order for Bunker Gear; and a Budget Line-Item Transfer will be prepared for the accounts that are over budget.

The Ambulance Corps is well within budget at 25.4% of budget. There is \$150,000 budgeted for the new Ambulance for which the County will be reimburse the District. Jennifer mentioned that the Corps should get moving on this purchase, since the County reimbursement for this item sunsets at September 30, 2014. The Corps will piggy back the Sheriff's Bid and purchase a GMC chassis. Congratulations to the department for being well under budget!

## **9. LEGAL COUNSEL REPORT**

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

## **10. EMS DEPARTMENT REPORT**

### **10.A. KLVAC Monthly Report 150231**

The Corps will be conducting testing for paramedics on February 28<sup>th</sup>. Chief Bock reported Miami-Dade has presented a Mutual Aid Agreement to the District. Commissioner Thomas and Theron Simmons have the Mutual Aid Agreement. Rescue 74 is at Sawgrass Ford. The price was reduced to \$2,500 from \$4,500 because Commissioner Beyer called Ford. Cecilia Smith will test drive this vehicle



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### 10.A. KLVAAC Monthly Report 150231 (Continued)

before bringing it back to the Keys. Commissioner Cullen reported that Bobby Stoky said the college will schedule an EMT class in either the spring or fall semester based upon interest. Chief Bock reported there were three calls at the same time as the Wendy's accident, and two vehicles from Islamorada, one vehicle from Ocean Reef, one vehicle from Tavernier responded to the four Key Largo emergencies.

### 11. FIRE DEPARTMENT REPORT

#### 11.A. KLVFD Minutes & Treasurer's Report 150131

#### 11.B. KLVFD Performance Report 150131

Chief Gow's service will be held on March 1, 2015. The department met with the family today, and everything is set for the service. Commissioners Thomas and Mirabella will be out of town.

### 12. COMMISSIONER ITEMS

#### 12.A. District Action Plan

The District Action Plan was updated and distributed to the Commissioners.

### 13. NEXT MEETING

**MOTION:** Commissioner Beyer made a motion *to tentatively cancel the March 9, 2015 meeting if there are not any items requiring Board approval*, which was seconded by Commissioner Cullen. The Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Allen made a Motion to adjourn the meeting at 6:50 p.m., which was seconded by Commissioner Cullen.

### Next Scheduled Meetings:

March 9, 2015 District Meeting

March 23, 2015 District Meeting

(See Next Page)



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### **DOCUMENTS**

- AI 2.B.1. District Meeting Minutes 150223
- AI 6.A. Master Fire Hydrant List 150223
- AI 7.A. RFP #15-001 RFP for 16 Fire Hydrants
- AI 7.A. RFP #15-001 Bid Response (Key Largo Fire Hydrants)
- AI 7.B. Contract (District and L.A. LaRocco - RFP #15-001 Fire Hydrants)
- AI 7.C. Mutual Aid Agreement District with Monroe County
- AI 7.D. Resolution #3015-002 Budget Amendment KLVFD & KLVAC
- AI 7.E. KLVFD Travel Request (Honor Guard – \$1,621.26)
- AI 7.F.1. Annual Report: KLVAC
- AI 7.F.2. Annual Report: KLVFD
- AI 8.A. KLFR&EMS Financial Report 150131
- AI 10.A. KLVAC Monthly Status Report 150131
- AI 11.A. KLVFD Minutes & Treasurer Report 150131
- AI 11.B. KLVFD Performance Report 150131
- AI 12.A. District Action Plan 150223