



DISTRICT MEETING MINUTES
APRIL 13, 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

Matt Francis led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Kay Cullen, George Mirabella and Bob Thomas. Commissioner Beyer was absent. There was a quorum. The meeting was held at Station #24.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA April 13, 2015

MOTION: Commissioner Cullen made a motion **to approve the April 13, 2015 District Meeting Agenda.** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

2.B. APPROVAL OF MINUTES

2.B.1. Approval of March 23, 2015 Meeting Minutes

MOTION: Commissioner Cullen made a motion **to approve the March 23, 2015 District Meeting Minutes.** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

Commissioner Thomas requested additional information regarding the total Ten-8 bill of \$22,967.87, which exceeded the purchase orders of \$12,915.30. Ronnie Fell reported that purchase orders are required for items over \$2,500. Commissioner Mirabella reported the Old Key Largo Fire Rescue Department has not been picking up their mail at the Post Office; and as a result, the new KLVFD did not receive the Ten-8 bills because they were being sent to the wrong department. The Station Manager reported to the Clerk the invoices had also been sent to the Key West Fire Department. Commissioner Mirabella reported that all items were fixed that needed to be done. Commissioner Cullen noted it was a combination of several items that resulted in the final billing exceeding the purchase orders. Commissioner Thomas asked what was being done to prevent this from occurring in the future, and Ronnie reported Chief Bock will appoint an individual to be responsible for all vehicle repairs. Engine 25 is scheduled for replacement in 2018. Commissioner Mirabella noted the Clerk had revised the minutes prior to the meeting to include him in the Roll Call as present.



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

3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

There was not a report.

5. PUBLIC COMMENT

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

6. OLD BUSINESS

6.A. Discussion: Fire Hydrants

Commissioner Thomas, Fire Hydrant Project Manager, approved the \$1,000 additional expense for moving the Rowell's Marina fire hydrant due the fact there was not a water main when La Rocco attempted to install the hydrant. A Change Order will be submitted to the Board for approval at the next meeting.

6.B. Discussion: Explorer Program

The Explorer Program Committee will consist of Commissioner Mirabella and Eric Neitzer. Commissioner Mirabella left a message for Chris Harris at Coral Shores and will call her again.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: Specification to Piggyback Sheriff's Bid to Purchase an Ambulance Not to Exceed \$150,000

Matt Francis said Legal is good with the piggyback. Ronnie Fell reported the Company that has the Specifications has built the last two ambulances, it will be a GM chassis, and the price also includes transferring the Pro-Lift Stryker units. Beginning in July 2015, the State or Federal Governments are requiring new standards. The above price was good for 30 days. Commissioner Cullen commended Ronnie Fell on preparing the Specs.

MOTION: Commissioner Mirabella made a motion ***to approve to piggyback the Sheriff's bid to purchase an ambulance not to exceed \$150,000.*** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

7.B. MOTION/APPROVAL: Check Request to Reimburse Chief Bock for Rental Vehicle for Orlando Fire Conference \$826.19

Jennifer Johnson reported the Travel Request was in the amount of \$450.00, and the final cost for renting the vehicle was \$826.19.

MOTION: Commissioner Allen made a motion ***to approve reimbursing Chief Bock \$826.19 for the rental vehicle to attend the Orlando Fire Conference.*** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.



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7.C. **MOTION/APPROVAL: Resolution #2015-003 Budget Amendment**

Jennifer Johnson discussed the details of the Budget Amendment:

District Board:

Acct 511.540 \$50.00 increase for the increased NFPA subscription cost.
Acct 511.590.09 \$50.00 decrease in General Departmental to offset the increase in due.

KLVFD:

Acct 522.462 \$27,250 increase for Engine 25 repairs and vehicle repairs through the end of the year.

KLVAC:

Acct 526.642 \$5,000 increase of Capital Outlay-Small Tools & Equipment, including Small tools and an air conditioner not expected during the budgetary process.
Acct 526.620 \$5,000 decrease of Capital Outlay-Buildings to offset the above expense.

MOTION: Commissioner Allen made a motion *to approve Resolution #2015-003 and the detailed expenses shown in Exhibit A, Page 2.* Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

7.D. **DISCUSSION: Amendment to 2014 District ILA with County**

Matt Francis reported the County is working to finalize the amendment language of the Sales Tax ILA with the County. Commissioner Thomas reported that the County Administrator is open to working on impact fees.

7.E. **DISCUSSION: Sale of the Ladder Truck**

Brindlee Mountain Fire Apparatus will now place the Ladder Truck for sale. The bid for \$25,000 was not successful because the bidding company needed a 100" ladder truck, not an 80" ladder truck.

8. **FINANCIAL REPORT**

Jennifer Johnson reported the overtime for the KLVFD will be tight and medical supplies are \$60.00 over budget.

9. **LEGAL COUNSEL REPORT**

8.A. **Call for Closed Session**

Matt Francis requested a Closed Session on Monday, April 27, 2015 at 5:30 p.m. with the Commissioners to discuss settlement negotiations and the costs associated with litigation with the Old Key Largo Fire Department. The individuals to attend the meeting will be the Commissioners, Dirk Smits, Scott Black, Theron Simmons and Matt Francis,

10. **EMS DEPARTMENT REPORT**

10.A. **KLVAC Monthly Report 150228**

Ronnie Fell indicated the timeframe for delivery of the new ambulance will be approximately 180 days.



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11. FIRE DEPARTMENT REPORT

Ronnie Fell is waiting for information on the grants to help the department prepare their budget.

12. COMMISSIONER ITEMS

Ronnie Fell reported the need to clearly identify exactly what the problem is with the Station 25 bathroom.

13. NEXT MEETING

The next District Meeting will be held on April 27, 2015 at 6:00 p.m., and it will be preceded by an Attorney-Client Closed Session at 5:30. p.m.

14. ADJOURN

Commissioner Allen made a Motion to adjourn the meeting at 6:35 p.m., which was seconded by Commissioner Cullen.

Next Scheduled Meetings:

April 27, 2015 District Meeting

May 11, 2015 District Meeting

May 18, 2015 District Meeting

June 8, 2015 District Meeting

June 22, 2015 District Workshop (KLVAC Budget) followed by District Meeting

DOCUMENTS

AI 2.B.1. *District Meeting Minutes 150323*

AI 7.A. *KLVAC Ambulance Quote & Specification Package*

AI 7.B. *KLVFD Check Request \$826.19 Rental Vehicle for Orlando Fire Conference*

AI 7.C. *Resolution #2015-003 Budget Amendment*

AI 10.A. *KLVAC Monthly Status Report 150228*