



**DISTRICT MEETING MINUTES**  
**November 16, 2015 – FINAL**

**1. AGENDA**

**1.A. Call to Order**

Chairman Thomas called the meeting to order at 6:02 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, George Mirabella and Bob Thomas. There was a quorum.

Also present were Vicky Fay, Ronnie Fell, Jennifer Johnson, Scott Robinson and Theron Simmons. The meeting was held at Station 24.

**1.D. Election of Officers**  
**Office of Chairman**

**Motion:** Commissioner Mirabella made a motion **to nominate Tony Allen as Chairman.** The motion was seconded by Commissioner Beyer, and the motion was unanimously passed by the Board.

**Office of Vice-Chairman**

**Motion:** Commissioner Allen made a motion **to nominate George Mirabella as Vice-Chairman.** The motion was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

**Office of Secretary/Treasurer**

**Motion:** Commissioner Thomas made a motion **to nominate Marilyn Beyer as Secretary/Treasurer,** and the motion was seconded by Commissioner Cullen, and the motion was unanimously passed by the Board.

**1.E. Adjourn**

Commissioner Beyer made a Motion to adjourn the meeting at 6:05 p.m., which was seconded by Commissioner Allen.

**1.E. Call to Order & Roll Call**

Chairman Allen called the meeting to order at 6:06 p.m.

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



## 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

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### 2. APPROVAL OF AGENDA & MEETING MINUTES

#### 2.A. APPROVAL OF AGENDA – November 16, 2015

**MOTION:** Commissioner Thomas made a motion **to approve the November 16, 2015 District Meeting Agenda**. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

#### 2.B. APPROVAL OF MINUTES

##### 2.B.1. Approval of October 19, 2015 Meeting Minutes

**MOTION:** Commissioner Beyer made a motion **to approve the October 19, 2015 District Meeting Minutes which was seconded by Commissioner Cullen**. The motion was unanimously passed by the Board.

### 3. CHAIRMAN'S REPORT

There was no report from the Chairman.

### 4. SECRETARY'S REPORT

No items new were reported by the Secretary.

### 5. PUBLIC COMMENT

No members of the General Public requested to speak.

### 6. OLD BUSINESS

#### 6.A. DISCUSSION: Fire Hydrants

Commissioner Allen requested Legal contact the county regarding the fire hydrant permit fees.

#### 6.B. DISCUSSION: Cadet Program

Commissioner Mirabella reported that Legal has reviewed the new Cadet Program By-Laws and recommended some changes. The final proposed By-Laws will be submitted for Board approval.

### 7. NEW BUSINESS

#### 7.A. MOTION/APPROVAL: Resolution #2016-001

This is an amendment to the FY 2014-2015 Budget. The Budget was for \$2.4M and ended at 2.3M. The change was primarily due to the fact that major capital items were not completed or billed until after September 30, 2015. These items include the new ambulance, completion of the Phase 3 hydrants, generators and Station #25 bathroom repairs.

**MOTION:** Commissioner Thomas made a motion **to approve Resolution #2016-001, which is a Budget Amendment to the FY 2014-2015 Budget**. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.



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### **7.B. MOTION/APPROVAL: Resolution #2016-002**

This is an amendment is for the FY 2015-2016 Budget. This Amendment includes the completion of the Station #25 bathroom repairs, fire hydrants and the ambulance that were not completed by September 30, 2015.

**MOTION:** Commissioner Cullen made a motion *to approve Resolution #2016-002, which is a Budget Amendment to the FY 2015-2016 Budget.* Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

### **7.C. DISCUSSION: FKCC EMT Class**

Commissioner Cullen indicated the State inspected the classroom on November 10<sup>th</sup>. FKCC will be conducting a class, and they will need a minimum of six (6) students. Scholarship money is available through FKCC.

### **7.D. MOTION/APPROVAL: 401K Plan**

Scott Robinson reported it is acceptable to change the District's existing plan. Commissioners have the ability to change the plan at will, and no paperwork needs to be generated to make the change. It is a Safe Harbor Plan to eliminate IRS testing of the plan. The Safe Harbor Plan is a matching plan, and it is a 100% vested plan. The fee is \$300.00 per year, per department, and the Corporations will pay this fee.

**MOTION:** Commissioner Thomas made a motion *to approve the change to the DyaTech 401K Plan. The District will fund 100% up to 3% of the employees salary.* Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

### **7.E. MOTION/APPROVAL: Cost-of-Living Station Manager**

Commissioner Mirabella discussed the lack of a cost-of-living raise for the Station Manager. The KLVFD did not receive a cost-of-living raise. The firefighters received a step-plan increase, and a 1.5% raise was given to some positions.

### **7.F. MOTION/APPROVAL: Impact Fee ILA**

**MOTION:** Commissioner Thomas made a motion *to authorize Legal Counsel to submit a letter to the county from the District requesting that a three (3) year Inter-local Agreement (ILA) be prepared with an automatic renewal for the District to receive the Impact Fees generated within the District,* which was seconded by Commissioner Beyer. The Board unanimously passed the motion.

### **7.G. DISCUSSION: Letter to Monroe County**

Commissioner Thomas expressed a concern that the Tavernier Station did not backup and standby at a recent incident as the District's mutual aid partner. He requested a letter be sent to Chief Callahan. Commissioner Mirabella suggested the District obtain a copy of the transcripts.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### **7.H. KLWTD Fee Assessment**

Commissioner Thomas would like to approach the KLWTD to request forgiveness of the KLWTD assessments. The system is based upon water usage and not on what is returned to the plant. The assessments are approximately \$11,000-\$12,000 for each station. The District may want to consider a second meter for irrigation and washing the vehicles. Sue Heim, speaking from the floor, recommended the District approach the KLWTD as the rates will not be adjusted for approximately two years.

**MOTION:** Commissioner Thomas made a motion **to approve Commissioner Thomas making a presentation to the KLWTD to request forgiveness of the KLWTD assessment or to reduce the EDU's.** Commissioner Beyer seconded the motion. The vote was as follows: Beyer (Y), Cullen (Y), Mirabella (Y), Thomas (Y) and Allen (N).

### **8. FINANCIAL REPORT**

#### **8.A. District Financial Report 150930 & District Balance Sheet 150930**

The FY 2014-2015 Finance Report was presented. The District received \$1,985,249 in revenues, and did not spend approximately \$230,000 due to timing of the ambulance, fire hydrants and Station #25 repairs. The District Budget was over 29.86% primarily due to the Station #24 land acquisition. The Fire Department was 87.95% of budget. The Ambulance Corps was 87.42% of budget because the ambulance was not invoiced until October 1, 2015. Overall, the District was at 66.2% of budget.

Jennifer Johnson presented the FY 2014-2015 Balance Sheet to the Board reflecting the current assets, liability and equity. The equity is \$1.2M.

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

Theron Simmons did not have any other items to report to the Board.

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

#### **10.A. KLVAC November Monthly Report for October 151031**

The truck is at Wheaton's for repair. An idler pulley caused the fan belt to go through the radiator.

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

#### **11.A. KLVFD November Monthly Report for October 151031**

#### **11.B. KLVFD November Performance Report for October 151031**

Captain Garrido reviewed the bunker gear, and seven or eight sets are unrepairable. Commissioner Mirabella requested a log to track the inventory. The department will keep the log, and provide the list to Finance. Apparatus training will be conducted in November. Volunteer testing will be conducted on December 5, 2015. Currently, there are seven to ten volunteer applications. Two firefighters are leaving. The price for the ladder truck will be reduced to \$10,000, and Legal will place it on govdeals for \$10,000. If the District is not successful in selling the ladder truck, Commissioner Allen recommended trying a live auction. The Corps Holiday Dinner will be December 8, 2015 and the Fire Department Holiday Dinner will be December 10, 2015.



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### 12. COMMISSIONER ITEMS

#### 12.A. District Action Plan 151111

The Action Plan was updated. Commissioner Mirabella would like to complete the District's Strategic Plan. Commissioner Beyer questioned why some of the tools on the new vehicles needed to be changed. Chris Jones reported that adapters came with 24 and that 25 needs some new couplings

### 13. NEXT MEETING

***MOTION:*** Commissioner Thomas made a motion ***to approve keeping the December 14, 2015 meeting, and cancelling the December 21, 2015 meeting if there are no items requiring approval prior to January 11, 2016,*** which was seconded by Commissioner Beyer. The Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Thomas made a Motion to adjourn the meeting at 7:25 p.m., which was seconded by Commissioner Cullen.

#### Next Scheduled Meetings:

*December 14, 2015 District Meeting*

*December 21, 2015 District Meeting (if required)*

#### DOCUMENTS

- AI 2.B.1. *District Meeting Minutes 151019*
- AI 6.A. *Fire Hydrant List 151111*
- AI 7.A. *Resolution #2016-001 Budget Amendment FY 14-15*
- AI 7.B. *Resolution #2016-002 Budget Amendment FY 15-16*
- AI 8.A *KLFR&EMS District Monthly Report 150930*
- AI 8.A *KLFR&EMS District Balance Sheet 150930*
- AI 10.A. *KLVAC November Monthly Report 151031*
- AI 11.A. *KLVFD November Monthly Report 151031*
- AI 11.B. *KLVFD November Performance Report 151031*
- AI 12.A. *KLFR&EMS Action List 151111*