



## 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

### **DISTRICT MEETING MINUTES** **March 28, 2016 – FINAL**

#### 1. **AGENDA**

##### 1.A. **Call to Order**

Chairman Allen called the meeting to order at 6:02 p.m.

##### 1.B. **Pledge of Allegiance**

Vicky Fay 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 Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, Scott Robison and Theron Simmons. The meeting was held at Station 24.

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

##### 2.A. **APPROVAL OF AGENDA – March 28, 2016**

**MOTION:** Commissioner Cullen made a motion ***to approve the March 28, 2016 District Meeting Agenda***. Commissioner Thomas seconded the motion, and the Board unanimously passed the motion.

##### 2.B. **APPROVAL OF MINUTES**

###### 2.B.1. **Approval of February 22, 2016 District Meeting Minutes**

**MOTION:** Commissioner Beyer made a motion ***to approve the February 22, 2016 District Meeting Minutes***, which was seconded by Commissioner Mirabella. The motion was unanimously passed by the Board.

###### 2.B.2. **Approval of March 14, 2016 District Workshop Meeting Minutes**

**MOTION:** Commissioner Cullen made a motion ***to approve the March 14, 2016 District Workshop Meeting Minutes***, which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

#### 3. **CHAIRMAN'S REPORT**

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

#### 4. **SECRETARY'S REPORT**

No items new were reported by the Secretary.



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### 5. PUBLIC COMMENT

No members from the General Public requested to address the District Board.

### 6. OLD BUSINESS

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

Commissioner Thomas provided the status of the Fire Hydrant Project as follows: Phase 3 is complete, Phase 4 installation is in progress and there are several hydrant locations being confirmed for Phase 5. Both Ms. Fay and Captain Garrido were commended for their support of this project.

#### 6.B. MOTION/APPROVAL: Cadet Program

Commissioner Mirabella will meet with the Fire Department next month to discuss the required changes.

#### 6.C. DISCUSSION: KLWTD Fee Assessment

Commissioner Thomas obtained quotes from Bayside Plumbing for irrigation meter installation for Stations 23, 24 and 25. The District still needs the usage for Station 25. Commissioner Thomas will present at the next meeting. Commissioner Mirabella will go to Station 25 to see if there continues to be a water leak.

#### 6.D. MOTION/APPROVAL: Ladder Truck Offers and Key Largo Benevolent Association

Theron Simmons reported he had received two \$10,000 offers from interested parties for the ladder truck. The department in Washington State was interested in delivery to Washington State, and one department requested additional details. As this item has been open for months, Commissioner Thomas suggested that Theron request a deadline seven days prior to the next meeting. Paul Moczynski indicated the ladder truck would take approximately eight to twelve months before it would be in service. Chief Burley will help with the renovation. Tavernier and Islamorada are interested in using the vehicle at events.

**MOTION:** Commissioner Thomas made a motion *to notify the potential buyers the offers need to be finalized and earnest money received seven days prior to the next meeting*, which was seconded by Commissioner Mirabella. The motion was passed unanimously by the Board.

### 7. NEW BUSINESS

#### 7.A. MOTION/APPROVAL: KLVAC Station 23 Bayside Plumbing Irrigation Meter Quote

This item will be moved to the next meeting.

#### 7.B. MOTION/APPROVAL: Change Order #1 to La Rocco Contract for RFP 16-001 (Phase 4)

A Change Order is being issued to the La Rocco Contract for Phase 4 (RFP 16-001) to move the two Sexton Cove fire

hydrants to Phase 4 from Phase 5. Two of the Phase 4 previously-approved hydrant locations are being moved to Phase 5. This change was necessary to allow the two Sexton Cove hydrants to be installed simultaneously with the FKA is Sexton Cove Fire Hydrant Installation Project.

**MOTION:** Commissioner Mirabella made a motion *to approve Change Order #1 to the La Rocco RFP 16-001 Phase 4 Contract*, which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.



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### **7.C. DISCUSSION: HB 479 Agenda Item Posting to District Website**

Theron Simmons reported House Bill 479, District Accountability Act, was passed by the Florida House. It requires the agenda and backup documentation be posted to the website **seven days prior to District Meetings**. The basic agenda will need to be completed seven days prior to the meeting, and only minor-type items may be added to the meeting agenda. Theron will bring additional information to the next meeting.

### **7.D. MOTION/APPROVAL: KLVFD Linda Newman's Unused Vacation (160 hours) and Comp Time (2.5 hours) that was paid out to her in the payroll from 1/31/16 – 2/14/16**

Jennifer Johnson reported the reimbursement request for Linda Newman is for 160 hours vacation plus 2.5 hours of comp time at Linda's overtime rate. Linda's hourly normal hourly rate is \$28.58 per hour, and her overtime hourly rate is \$42.87. The District has policies and procedures for handling vacation and comp time, however, Linda was not a District employee. The KLVFD policies and procedures for governing time off issues are being revised by the departments and will be reviewed by Chief Bock.

Commissioner Thomas recommended the District include these types of items in the contract. Commissioner Allen's concern is micro-managing the departments. Commissioner Cullen indicated the procedure needs to be changed.

**MOTION:** Commissioner Mirabella made a motion **to approve reimbursing the KLVFD \$4,679.98 for Linda Newman's vacation and comp time**. Commissioner Beyer seconded the motion. The vote was as follows: Beyer (Y); Cullen (Y); Mirabella (Y); Thomas (N) and Allen (N).

### **7.E. DISCUSSION: KLVAC New Ambulance ETR Quote \$171,734.00**

Chief Bock reported the Sheriff's 2016 Bid List will be released March 31<sup>st</sup>, and the contract for the new ambulance will be issued after the bid opens. The County will reimburse the District up to \$150,000. This is the same vendor with the same ambulance. The balance of \$21,734.00 would be paid by the District. The pricing has increased with the change to the GMC Chassis, and there are increased labor costs. Production time is estimated at approximately 180 days.

**MOTION:** Commissioner Cullen made a motion **to approve the purchase of the ambulance in the amount of \$171,734.00**. Chairman Allen passed the gavel to Vice-Chairman Mirabella. Chairman Allen seconded the motion, and Vice-Chairman Mirabella returned the gavel to Chairman Allen. The vote was as follows: Beyer (Y); Cullen (Y); Mirabella (N); Thomas (Y) and Allen (Y).

### **7.F. MOTION/APPROVAL: La Rocco Invoice for Phase 3 Hydrants (\$70,400)**

The invoice for La Rocco is for the completion of the Phase 3 Fire Hydrant Project in the amount of \$70,400.

**MOTION:** Commissioner Thomas made a motion **to approve the Check Request to La Rocco for installation of the Phase 3 fire hydrants in the amount of \$70,400**, which was seconded by Commissioner Mirabella. The motion was unanimously passed by the Board.



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### 8. FINANCIAL REPORT

#### 8.A. District Financial Report 160229 for February

Jennifer Johnson reported the District completed five months or 41.67% of the fiscal budget year. The District has received 73.59% of the budgeted revenues. The District has received the reimbursement for the ambulance from the County. The District's expenses for February were \$13,621, and year-to-date expenses are \$148,023 or 53.59% of budget.

The KLVFD February expenses were \$73,867, and YTD expenses are \$513,538 (35.78% of budget). The following accounts are over budget: Acct 521.461 Repairs & Maintenance (Buildings) is at 58.33% of Budget, Acct 522.462 Repairs & Maintenance (Vehicles) is at 56.7% of Budget, and Acct 522.460 Repairs & Maintenance (Equipment) is at 45.92% of Budget.

The Corps February expenses were \$39,187, and the total YTD expenses are \$410,063 or 43.44% of budget. The following accounts are over budget: Acct 520.09 Station Supplies is at 46.29% of budget, Acct 520.10 Medical Supplies is at 70.81% of budget, and Acct 520.11 Uniforms is at 99.04% of budget. The Paramedic Payroll is at 65.87%, and they have submitted two draws for reimbursement.

Overall the total District's expenses for February were \$126,677 with the total year-to-date District expenses at \$1,049,933 or 39.53% of budget. There is currently a surplus of \$884,911, which is mainly due to the timing of the receipts of the annual ad valorem revenues, which are primarily received from November - June, and after the first quarter transfer to reserves for vehicle replacement of \$31,250, the net revenue in excess of expenditures are \$853,661 YTD.

Jennifer requested the five-year capital improvement plan from the departments.

The Honor Guard also used the District Credit Card for KLVFD travel expenses.

### 9. LEGAL COUNSEL REPORT

Thereon reported the District met with Monroe County to discuss the ILA for the one cent sales tax. The County recommended a five-year ILA versus a three-year ILA, and the County requested a five-year capital improvement plan. The amount being suggested was in the range of \$350,000. The District will meet again when the District has completed the five-year capital improvement plan. Jennifer reported it was discussed after the meeting that an option might be a 50% match ILA (one-half of the annual capital expenses paid by Monroe County and one-half of the annual capital expenses paid by the District).

### 10. EMS DEPARTMENT REPORT

#### 10.A. KLVAC Monthly Report for 160229 for February

Commissioner Mirabella requested backup documentation regarding the problem ambulance. Betsy will provide the information to Vicky. The Corps is losing one paramedic in April. There were no questions regarding the Corps 2016 Annual Report for 2015.



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### 11. FIRE DEPARTMENT REPORT

#### 11.A. KLVFD Monthly Report for 160229 for February

#### 11.B. KLVFD Performance Report for 160229 for February

After Linda left the department, the three full-time paid firefighters have assumed Linda's responsibilities. At this time, the transition of responsibilities is working well. Scott Robinson recommended the District Board approve a \$500.00 month raise for the paid personnel. By not hiring an individual for Linda's position, this will save the District approximately \$42,000 per year plus Linda's benefits. Commissioner Mirabella expressed a concern whether the additional administrative duties could negatively affect daily operations. Captain Garrido indicated operations have not been compromised as Linda's responsibilities are being streamlined. Commissioner Allen questioned if this is a 3.25% raise (which would affect overtime) or whether it is a stipend. Legal recommended a monthly stipend versus an hourly increase.

**MOTION:** Commissioner Thomas made a motion ***to approve the a \$500 monthly stipend for each the three paid firefighters while performing the KLVFD administration duties, and the Board requested new job descriptions for the paid firefighters.*** This was seconded by Commissioner Cullen. The vote was as follows: Beyer (Y); Cullen (Y); Mirabella (N); Thomas (Y) and Allen (Y).

Chief Bock indicated the Fire Marshall had good comments regarding the Fire Department's handling of the incident behind funeral home. Scott Robinson reported the KLVFD will be losing two part-time paid employees, and one volunteer requesting leave of absence.

### 12. COMMISSIONER ITEMS

#### 12.A. District Action List

The District Clerk discussed the updates to the Action Plan. Commissioner Cullen reported there will be an EMT Class scheduled for May 16 through August 8, 2016. The class will meet three times a week. More information is available on the Florida Keys Community College website. Commissioner Allen would like to add an item to the next agenda to discuss the procedures for legal services.

### 13. NEXT MEETING

**MOTION:** Commissioner Beyer made a motion ***to approve cancelling the District Meeting on April 11th if there are no items requiring District Board approval prior to April 24, 2016 and scheduling a Strategic Plan Workshop on April 11, 2016.*** Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Mirabella made a Motion to adjourn the meeting at 7:12 p.m., which was seconded by Commissioner Cullen.

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### **Next Scheduled Meetings:**

April 11, 2016 District Meeting or Strategic Planning Workshop (if required)  
April 25, 2016 District Meeting  
May 9, 2016 District Meeting or Strategic Planning Workshop (if required)  
May 23, 2016 District Meeting  
June 13, 2016 District Meeting or Strategic Planning Workshop (if required)  
June 27, 2016 District Workshop (KLVFD Budget) followed by District Meeting

### **DOCUMENTS**

AI 2.B.1. District Meeting Minutes 160125  
AI 6.A. Fire Hydrant List 160118  
AI 7.E. KLVFD Travel Request (Honor Guard - \$1,776.04  
AI 8.A. District Finance Report 160131  
AI 10.A. KLVAC Monthly Reports 160131  
AI 11.A. KLVFD Monthly Reports 160131  
AI 11.B. KLVFD Performance Report 160131  
AI 12.A. District Action Plan 160118  
AI 12.B. 2015 District Accomplishments