



## **DISTRICT MEETING MINUTES**

**April 25, 2016 – FINAL**

### **1. AGENDA**

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

Chairman Allen called the meeting to order at 6:00 p.m.

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

Commissioner Cullen 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.

Also present were Don Bock, Vicky Fay, Ronnie Fell, Matt Francis, Jennifer Johnson, Scott Robison and Dirk Smits. The meeting was held at Station 24.

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

#### **2.A. APPROVAL OF AGENDA – April 25, 2016**

**MOTION:** Commissioner Cullen made a motion **to approve the April 25, 2016 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 28, 2016 District Meeting Minutes**

**MOTION:** Commissioner Mirabella made a motion **to approve the March 28, 2016 District Meeting Minutes**, which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

##### **2.B.2. Approval of April 11, 2016 District Workshop Meeting Minutes**

**MOTION:** Commissioner Thomas made a motion **to approve the April 11, 2016 Strategic Planning Workshop Meeting Minutes**, which was seconded by Commissioner Cullen. 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**

The Secretary was absent so there was no Secretary's Report.

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## 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

### 5. PUBLIC COMMENT

Sue Heim requested to speak at Item 12.A.

### 6. OLD BUSINESS

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

Commissioner Thomas provided the status of the Fire Hydrant Project as follows:

Phase 4: Three (3) of the Phase 4 fire hydrants have been installed.

Phase 5: The contract to prepare the Phase 5 Drawings is on this agenda for approval.

#### 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 reported:

FCAA indicated new irrigation meters would be \$885.00.

**Station 23:** The existing meter needed to be moved. Bayside plumbing indicated it would cost \$2,400. The new trenching and paving includes installing a new irrigation meter.

**Station 24:** The plumbing for the new meter would cost \$2,400.

**Station 25:** The plumbing for the installation of the new meter would be \$1,500.

**MOTION:** Commissioner Thomas made a motion ***to waive the District Purchasing Policy & Procedure, and authorize Bayside Plumbing to Install the new lines for the new irrigation meters.*** The vote was as follows: Cullen (Yes), Mirabella (No), Thomas (Yes) and Allen (No).  
The motion was not approved.

Commissioner Thomas will obtain two more quotes.

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

Dirk Smits reported the price for the Ladder Truck was dropped to \$5,000, and no offers had been received.

**MOTION:** Commissioner Mirabella made a motion ***to donate the Ladder Truck to the Benevolent Association.*** Commissioner Thomas seconded the Motion, which was approved unanimously by the Board.

### 7. NEW BUSINESS

#### 7.A. DISCUSSION: Trauma Star Stickers

Steve Hudson and Andrea Thompson from Trauma Star spoke with Commissioner Thomas. The KLFR&EMS District residents and homeowners are eligible to use the County Trauma Star service. There also is no charge for the Miami Dade Trauma Star service. The Sheriff's Office distributed Trauma Star stickers to residents in 2015. It was recommended the sticker be placed on individual's insurance card. The Board requested the Clerk distribute a Press Release about Trauma Star stickers.



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### **7.B. DISCUSSION: HB 479 District Accountability Act (Agenda Item Posting to District Website)**

Dirk Smits advised the Board that House Bill 479, which relates to Special Districts, will become effective in October. Budgets need to remain on the District website for two years, and need to be posted within five days of approval by the Board. The Agenda and Agenda Items need to be placed on the website within seven days prior to the meeting. The Public Facilities Reporting requirements need to be reviewed.

### **7.C. DISCUSSION: Process for Requesting Legal Services**

Commissioner Allen requested this item be postponed.

### **7.D. MOTION APPROVAL: Reynolds Engineering Proposal Phase 5 Drawings \$5,775.00**

**MOTION:** Commissioner Thomas made a motion **to approve the Contract with Reynolds Engineering to prepare the Phase 5 Fire Hydrant Drawings in the amount of \$5,775.00.** Commissioner Cullen seconded the motion, which was approved unanimously by the Board.

## **8. FINANCIAL REPORT**

### **8.A. District Financial Report 160331 for March**

### **8.B. Department Five-Year Capital Improvement Plan**

Jennifer Johnson reported the District has received \$2,0500,050 or 76% of the budgeted revenue in the first-six months of the budget year. The total District expenditures are \$1,327,291, and they are at 49.98% of the projected budget. The District has transferred \$62,500 for Vehicles and Equipment. Repairs and maintenance for vehicles and equipment for both departments are high.

At the end of March the deficit was at \$214,919. For the first-six months there was a surplus of \$673,208 with the set aside of \$62,500 for vehicles and equipment. Currently there is a \$610,709 surplus after six months. However, the District budgeted a \$151,412 deficit for this fiscal year. The Five-Year Capital Improvement Plan has been revised, and this list will be used to work with the county on the ILA.

## **9. LEGAL COUNSEL REPORT**

Dirk Smits did not have any other items to report to the Board.

## **10. EMS DEPARTMENT REPORT**

Ronnie conducted the first visit for the ambulance, and indicated the vendor is doing a lot of items at no charge. The new pricing is \$149,451. Chris Jones is the Corps scheduling officer.

## **11. FIRE DEPARTMENT REPORT**

### **11.A. KLVFD Performance Report for 160331 for March**

Scott Robinson is working on vacation policy, and expects to have something for the next meeting. The Fire Department is conducting training with our mutual aid partners Tavernier and Islamorada.



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### 12. COMMISSIONER ITEMS

#### 12.A. District Action List

Scott Desquotte of the Honor Guard indicated the Honor Guard will be participating in a 4<sup>th</sup> of July parade and the picnic at Rowell's Marina. Palm Beach is expected to participate also. Plaques will be distributed to four families that were killed in the line of duty. There will be no cost to the County or the Department. Sue Heim addressed the Board.

### 13. NEXT MEETING

***MOTION:*** Commissioner Thomas made a motion ***to approve the Strategic Planning Workshop on May 9, 2016 and the District Meeting on May 23, 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 6:49 p.m., which was seconded by Commissioner Cullen.

#### Next Scheduled Meetings:

*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 160328*

*AI 2.B.2. District Workshop Minutes 160411*

*AI 6.A. Fire Hydrant List 160421*

*7.D. Reynolds Engineering Proposal Phase 5 Drawings \$5,775.00*

*AI 8.A. District Finance Report 160331*

*AI 8.B. Department Five-Year Capital Improvement Plan*

*AI 11.A. KLVFD Performance Report 160331*

*AI 12.A. District Action Plan 160421*