



# 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

August 22, 2016 – FINAL

### 1. AGENDA

#### 1.A. Call to Order

Chairman Allen called the meeting to order at 6:39 p.m.

#### 1.B. 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 due to illness. There was a quorum.

Also present were Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, Scott Robinson and Theron Simmons.

### 2. APPROVAL OF AGENDA & MEETING MINUTES

#### 2.A. APPROVAL OF AGENDA – August 22, 2016

**MOTION:** Commissioner Cullen made a motion *to approve the August 22, 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 July 25, 2016 District Meeting Minutes

**MOTION:** Commissioner Cullen made a motion *to approve the July 25, 2016 District Meeting Minutes*, which was seconded by Commissioner Thomas. The motion was unanimously passed by the Board.

### 3. CHAIRMAN'S REPORT

There were no new items reported by the Chairman.

### 4. SECRETARY'S REPORT

There was no report by the Secretary.

### 5. PUBLIC COMMENT

Sue Heim presented the Key Largo Wastewater Treatment District's (KLWTD) documents (Agenda, Minutes and Resolution) pertaining to the Station 24 Final KLWTD Assessment to the Board.

### 6. OLD BUSINESS

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

Commissioner Thomas reported there has not been any activity for the Phase 5 Fire Hydrant Project. One hydrant requires FDOT approval, and approval is expected in the middle to end of September. The Clerk will draft the Phase 5 RFP for the September 19, 2016 meeting.



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### 7. NEW BUSINESS

#### 7.A. MOTION/APPROVAL: Travel Request Clerk Disaster Assistance Training Super Circular

This is an After-the-fact Travel Request for the Clerk to attend Title 2 Code of Federal Regulations (C.F.R.) 200.317 State Emergency Response Team Training. This CFR governs the procurement of services, goods and supplies *purchased with Federal Funds* for disaster recovery and federal grants.

**MOTION:** Commissioner Mirabella made a motion *to approve the After-the-fact Travel Request for the Clerk to attend training*, which was seconded by Commissioner Cullen. The motion was unanimously passed by the Board.

#### 7.B. DISCUSSION: Cadet Program

Sue Heim, speaking from the floor read a letter to the District Board, and requested it be attached to the minutes. There was inaccurate information in the letter regarding the status of the Cadet Program Project and Cadet Program Procedure. This misinformation was clarified by the District Clerk and reconfirmed as accurate by the Chairman. Commissioner Allen proposed the item be converted to a Discussion item.

Scott Desquotte, speaking from the floor, and stressed the importance of the program because he was a Cadet, and recommended the department give kids in our community the opportunity to participate in a Cadet Program. Commissioner Allen would like the Honor Guard and Fire Department auxiliaries participate in the Cadet Program. Eric Neitzer, speaking from the floor, indicated this is a project to give back to the community, it needs volunteers for the program, it needs to give the students something and have an end result. He brought back Cadet Program from another organization that can be reviewed. Paulie Moscynski, speaking from the floor, indicated we had a program before, and it worked out well.

Commissioner Thomas indicated the Cadet Program needs to be structured and done properly, and felt the Fire Department should have a year to get the Firefighter 1 program up and running. Scott Robinson felt the Firefighter I training is the "best of both worlds" with the limited resources, and it will move volunteers forward to obtain certifications. When asked, Chief Bock indicated the volunteers would automatically become members of the Fire Department when they became a certified firefighters. Commissioner Mirabella indicated this is a good program, and we need to give back to the community. Commissioner Allen reconfirmed this is a District Program not a Fire Department Program.

**MOTION:** Commissioner Thomas made a motion *to table the Cadet Program Procedure until the next meeting*, which was seconded by Commissioner Cullen. The motion was unanimously passed.

#### 7.C. DISCUSSION: Strategic Plan (Training)

Commissioner Allen and Captain Garrido discussed the KLVFD training. The Firefighter I Program has been approved by the State. This Strategic Plan item is considered closed.



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### 8. FINANCIAL REPORT

#### **8.A. District Financial Report 160731 for July**

Jennifer Johnson reported the District is 84% through the Budget Fiscal Year. The District has received 99.99% of the 97% of the Ad Valorem taxes that were budgeted. This was the last push for FY 15-16 revenues. The total revenues are \$2,344,097 or 89.15% of budget.

The District's expenses for July were \$21,134, and the year-to-date expenses are \$246,027 or 89.07% of budget. The Fire Department's July expenses were \$65,945, and the year-to-date expenses are \$1,153,672 or 80.37% of budget. The July expenses for the Ambulance Corp were \$29,040, and the year-to-date expenses are \$589,458 or 62.44% of budget.

The total July expenses were \$116,121, and the year-to-date expenses are \$1,989,157 or 74.9% of budget. Repairs and maintenance remain high.

### 9. LEGAL COUNSEL REPORT

Theron Simmons reported the Inter-local Agreement will be discussed at a future meeting when more information is available.

### 10. EMS DEPARTMENT REPORT

#### **10.A. KLVAC July Monthly Report for 160731 for July**

Scott Robinson reported there is nothing new with EMS. Ten new members are running shifts, and the vehicle is expected to be delivered at the end of the month.

### 11. FIRE DEPARTMENT REPORT

#### **11.A. KLVFD July Monthly Report for 160731 for July**

#### **11.B. KLVFD Performance Report for 160731 for July**

David Garrido reported testing for the Volunteers is scheduled for September 24, 2016. The Firefighter I Class starts on September 6<sup>th</sup> and runs through November 18<sup>th</sup>. The Fire Department's Annual Report is ready for Department Board approval.

### 12. COMMISSIONER ITEMS

The Commissioners agreed to send a \$75.00 Fruit Basket to Commissioner Beyer. Jennifer Johnson reported the FCAA water bills have decreased about \$170.00. The new Station #24 ice machine has been delivered. There were several Monroe County Firefighters at the meeting, and Steve Hudson indicated it sounded like the Cadet Program was a feeder program to Firefighter I. He also indicated the County is conducting multi-jurisdictional training.

#### **12.A. District Action Plan**

The Commissioners agreed the Clerk should remove the first two items, and Commissioner Allen indicated the third item should wait until Commissioner Beyer returns. For the EMS Cost Recovery, Commissioner Cullen indicated she is awaiting information from FASD regarding the fire department cost recovery. There is still work to be done.



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### 13. NEXT MEETING

The next meeting is the 1<sup>st</sup> Public Hearing on September 7, 2016.

***MOTION:*** Commissioner Mirabella made a motion ***to approve canceling the District Meeting scheduled for September 7, 2016 if no items require District Commissioner approval prior to September 19, 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 7:26 p.m., which was seconded by Commissioner Cullen.

#### Next Scheduled Meetings:

September 7, 2016      1<sup>st</sup> Public Hearing (Followed by District Meeting - if required)  
September 19, 2016      Final Public Hearing (Followed by District Meeting)

#### DOCUMENTS

- AI 2.B.1. District Meeting Minutes 160725
- AI 7.A. Travel Request: District Clerk Disaster Assistance Training Super Circular
- AI 7.B. KLFR&EMS Cadet Procedure, Draft 1 160822
- AI 8.A. District Finance Report 160731
- AI 10.A. KLVAC Monthly Report for 160731 for July
- AI 11.A. KLVFD Monthly Report 160731 for July
- AI 11.B. KLVFD Performance Report 160731 for July
- AI 12.A. KLFR&EMS District Action Plan 160817

KL FREMS District Board Meeting 8/22/16 Agenda Item 7B -Cadet Program

(I ask that that my written comments be included in the Minutes.)

First, the Technical (future questions)

The District has a contract with KL Vol Fire Dept Inc. Where is the Fire Dept's immunity from all aspects of any participation? Where in the "District - FD contract" is the Cadet Program? Where's the Fire Dept's written line of authority over any aspect of the District's program? The District and Fire Dept are 2 separate entities, bound by legalities. The lines of responsibility and obligation need to be agreed to in writing before any staff of either entity uses any more time on this issue.

Second, the Practical

This item is on for Approval. But there is nothing to approve. This is not a "Program". It is only a partial outline. Please, change this item to Discussion.

At no point has this District Board - as a complete Board - given any specific direction to anyone (District staff, or contracted workers) to work on this issue. There has never been any official District Board "go ahead" to continue any efforts on this issue.

So, if you do decide to vote on something, the only possible vote tonight - does this District Board sanction any more District time going to this issue?

As an aside, as a taxpayer, I don't want any more Fire Dept members, or paid District staff spending any more time on this issue.

Accurate, complete finances for this program have not yet been made public. Regardless, again, no to any more taxpayer money for this issue.

Thank you

Sue Heim