



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Jennifer Miller; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

### DISTRICT MEETING MINUTES JANUARY 27, 2014

#### 1. AGENDA

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

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

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

Jennifer Johnson led the Pledge of Allegiance.

##### 1.C. Roll Call

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

Also present were: Don Bock, Vicky Fay, Ronnie Fell, Matt Francis, James Griffeth, Jennifer Johnson (Zimmer), and Scott Robinson. The meeting was held at Station #24.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2.A. Approval of January 13, 2014 Agenda

##### 2.B.1 Approval of December 2, 2013 Meeting Minutes

**MOTION:** Commissioner Allen made a motion *to approve the January 27, 2014 District Meeting Agenda and the December 2, 2013 Meeting Minutes*. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

#### 3. CHAIRMAN'S REPORT

Chairman Thomas did not have any new items to report to the Board; however, and he apologized if he inadvertently interrupted anyone at the last meeting. Chairman Thomas reminded everyone the meetings are open to the public, there will be no name calling, the speakers should address the topics and stay focused. The Board needs to take care of business, and he encouraged everyone to contribute.

#### 4. SECRETARY'S REPORT

No new items were presented to the Board by Commissioner Beyer.

#### 5. PUBLIC COMMENT

Jackie Harder addressed the Board to request clarity regarding deadlines, and she will be happy to compile the Final Report. The open items from the Strategic Plan were placed on the District Action List for follow up. All items Strategic Plan items are assigned to the Board or Staff for completion. The last item is due in July for local volunteers and staffing. Commissioner Beyer would like interim reports. The Clerk will update reports monthly and distribute to the Board, Staff and Jackie.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Jennifer Miller; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

### 6. OLD BUSINESS

#### 6.A. Discussion: Fire Hydrants

Chairman Thomas reported the last hydrant specifications were sent to Marnie at FCAA about a week ago. When the packages are submitted to FDOT, it normally takes about two months for construction to start. Commissioner Thomas will conduct further review to identify when the two-month clock started.

#### 6.B. Discussion: Property Lease Transfer

Matt Francis discussed the Old Fire Department's monthly expenses. The expenses associated with the building are the Building Liability Insurance (\$520.90), Electric (\$166.09) and Real Estate Taxes for the sewer assessment (\$141.50), which was confirmed by Frank Conklin.

Francis reported, the expenses not associated with the building are: Vehicle Payment (\$604.61), Vehicle Insurance (\$205.56) and the Telephone (\$287.67). Matt confirmed the District is currently reimbursing the New Fire Department for all Station 24 phones.

The current District offer is \$1.00 per month. Commissioner Thomas hesitates to enter into a lease. Chief Bock indicated to Commissioner Thomas the New Fire Department has no need for the building or the land it sits on. Commissioner Beyer indicated \$1.00 is acceptable. Commissioner Mirabella indicated the District does not need the building as there are gyms at Stations 23 and 25. Commissioner Allen requested the department check with the firefighters to see if they really need the building.

There was agreement to Table this Item to the next meeting. Frank Conklin is requesting an answer at the next meeting. Andy Tobin is working to seek a resolution with the Old Fire Department and the District.

Legal Counsel estimated the cost of closing to transfer the property from the Old Department to the District was approximately \$15,000. When the Old Department previously closed on the property, the closing costs were approximately \$10,000.

### 7. NEW BUSINESS

#### 7.A. Discussion: Proposal to Purchase Department Property

This item was discussed with Agenda Item 6.B. above.

#### 7.B. Motion/Approval: KLVFD Budget Line-Item Transfer

The Fire Department submitted a Budget-Line Item Transfer Request to support the department travel request to attend FDIC in Indianapolis in April 2014.

**MOTION:** Commissioner Allen made a motion to approve the KLVFD Budget Line-Item Transfer Request to transfer \$5,000 from In-House Training (Acct 491.01) and transfer \$5,000 to Travel (Acct 400).

Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Jennifer Miller; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

### 7.C. Discussion: Volunteer Hiring Requirements

Commissioner Mirabella requested this item be removed from the agenda.

### 7.D. Discussion: Letters to Congress & Letter from Congressional Fire Services Institute (CFSI)

The Clerk reported 44 Letters were sent to the members of the U.S. House Ways & Means Committee, selected Senators and House Representatives and CFSI regarding the Patient Protection and Affordable Care Act to encourage the Committee to approve moving House Bill HR 3685 from the Committee to the House for a full vote. IAFC's Volunteers and Combination Officers Section sent an update to members. Under the Shared Responsibility Provision of the Patient Protection and Affordable Care Act (PPACA), an employer with 50 or more full-time employees must offer affordable and adequate healthcare coverage to its employees. For this purpose, full time means 30 hours or more per week on average, with the hours of employees working less than that aggregated into full-time equivalents. The Treasury Department issued a clarification that fire departments will not have to provide health insurance to volunteer firefighters. House Bill HR 3685 has cleared the Committee, and was sent to the House on January 8, 2014 for the House vote.

### 7.E. Motion/Approval: District Check Request - Mirabella (Smoke Detector Grant Travel)

Jennifer Zimmer presented a Check Request to reimburse Commissioner Mirabella for travel (mileage) to the Smoke Detector Grant Meeting in Orlando, FL on \_\_Jennifer HELP\_\_.

**MOTION:** Commissioner Miller made a motion to approve Commissioner Mirabella's Check Request in the amount of \$326.64 to travel to the Smoke Detector Grant Meeting. The motion was seconded by Commissioner Allen, and the motion was unanimously passed by the Board.

## 8. FINANCIAL REPORT

Jennifer Johnson provided the 1st quarter of FY 2013-2014 Financial Report. The District should be at about 25%. The District has received \$1,371,501.38 (73%) of the budgeted Ad Valorem Taxes, \$1,674.65 (23.9%) of the budgeted interest and \$72,528.00 (90%) for the Vehicle Fund Transfer.

The District Board expenses are at \$94,677.96 (32.1%) of the budget due to the front-end loaded expenses for insurance and tax collector fees. The Fire Department is at 23.1% of budget, and the Ambulance Corps is at 20.1% of budget. Overall, the District expenditures are at \$545,746.63 (23.4%) of budgeted expenditures.

Ms. Johnson reported that \$900,000 of revenues are front-end loaded for the year. The balance on the Ladder Truck is \$156,000, and \$72,528 will be transferred in from the vehicle replacement fund. The District will have to spend the funds for the fire hydrants prior to being reimbursed from the County.

## 9. LEGAL COUNSEL REPORT

There was no additional report from Legal Counsel.

## 10. EMS DEPARTMENT REPORT

Commissioner Mirabella indicated the Corps should check with the Florida Keys Cancer Society regarding cancer awareness.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Jennifer Miller; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

### 11. FIRE DEPARTMENT REPORT

The Fire Department conducted a Boot Drive. Based upon feedback from the community, Commissioner Miller requested the department provide more information to the general public before conducting a boot drive. The new Ladder Truck arrived last Monday. Ferrara will be conducting training (on the do's and don'ts of the equipment) on January 30, 31<sup>st</sup> and February 1<sup>st</sup>. Eric Fundora sent an eblast to the department for everyone to attend training. Ronnie Fell reported the date will be set for the public community picnic event.

The new Station #'s for Station 24 have arrived. Don Conord, Chris Jones and Rafael Calante will be attending the FDIC Conference in Indianapolis in April.

### 12. COMMISSIONER ITEMS

Commissioner Mirabella reported the Smoke Detector Grant requires that the Smoke Detectors be installed, and the fire department is being trained on installation. The Fire Department needs to be sure to place flyers and banners up to let the community know about the department events. Ronnie Fell will get a copy of the Smoke Detector Grant CD. The fire department may participate in the March 16, 2014 event at Mariner's Hospital.

### 13. ADJOURN

Commissioner Allen made a Motion to adjourn at 6:55 p.m., which was seconded by Commissioner Mirabella, and was unanimously approved by the Board.

### Next Scheduled Meetings:

February 10, 2014 District Meeting  
February 24, 2014 District Meeting (if required)  
March 10, 2014 District Meeting  
March 24, 2014 District Meeting (if required)

### DOCUMENTS

140113 District Meeting Minutes  
131213 Old KLVFD Monthly Expenses  
140127 KLVFD Budget Line-Item Transfer  
140127 District Check Request (Mirabella Travel)  
131231 District Financial Report  
131130 KLVAC Monthly Report  
131130 KLVFD Minutes Financial Report  
131231 KLVFD Performance Report (May-December)