



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 **JANUARY 26, 2015 – DRAFT**

1. **AGENDA**

1.A. **Call to Order**

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

1.B. **Pledge of Allegiance**

Commission Beyer 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, Jennifer Johnson, and Theron Simmons. The meeting was held at Station #24.

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

2.A. **APPROVAL OF AGENDA – January 26, 2015**

2.B. **APPROVAL OF MINUTES**

2.B.1. **Approval of January 12, 2015 Meeting Minutes**

MOTION: Commissioner Allen made a motion *to approve the January 26 2015 District Meeting Agenda and the January 12, 2015 District Meeting Minutes*. Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

3. **CHAIRMAN'S REPORT**

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

4. **SECRETARY'S REPORT**

There were no items presented by the Secretary.

5. **PUBLIC COMMENT**

There were no requests from the General Public to address the Board.

6. **OLD BUSINESS**

6.A. **Discussion: Fire Hydrants**

Commissioner Thomas reported installation of the Rowell's Marina hydrant has not been completed.



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7. **NEW BUSINESS**

7.A. **Mariner's Hospital Health Fair – See email 1/16/14**

Mariner's Hospital is hosting a Health Fair on February 28th, and Chief Bock will contact Mariner's to confirm if the department will participate in the event.

7.B. **DISCUSSION: KLVFD Station 25 Bathroom Plumbing Problems**

Chief Bock reported the insurance company will not reimburse the District for the damage from the plumbing problem. The insurance company indicated it was a design flaw, and it was designed incorrectly. Commissioner Mirabella, Chief Bock, Legal Counsel will meet and prepare a letter to the architect and Overholt Construction providing copies of the insurance company letter. Commissioner Cullen questioned if the District will become liable if further damage occurs as a result of not repairing the problem. Chief Bock estimated repair cost to be approximately \$8,500. Jennifer Johnson indicated three written quotes and a budget amendment will be required.

MOTION: Commissioner Cullen made a motion ***to seek bids to fix the problem as quickly as possible***, which was seconded by Commissioner Beyer. The Board unanimously passed the motion.

MOTION: Commissioner Mirabella made a motion ***to send a letter (accompanied with a copy of the Insurance company letter) to Overholt Construction and the architect to help with the repair expense*** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

7.C. **DISCUSSION: KLVFD Station 24 New Plymovent System & Station 25 Retrofit of Existing Plymovent System**

The new Plymovent System for Station 24 system was budgeted. However, the Station 25 Plymovent System was not budgeted in FY 2014-2015, and was planned to be budgeted in FY 2015-2016. The Ambulance Corps would like to reallocate the Plymovent System funds for Station 23 to Station 25 as the fire department's gear is stored with the vehicles. There was \$28,000 budgeted for the new Station 23 Plymovent System and the Station 25 Retrofit is estimated at \$9,800. Jennifer indicated a budget amendment would be required to transfer funds from the Corps to the Fire Department, and would require Board approval.

7.D. **MOTION APPROVAL: KLVFD Approval Sole Source Vendor for Plymovent System**

Jennifer Johnson reported the District Board would have vote to waive the purchasing policy if the Department wishes to purchase the Plymovent System from Safe Air and not bid out the purchase, since the item is over \$35,000. The retrofit for Station 25 would need to be Plymovent System to be compatible with the existing installed equipment.

David Garrido will investigate to determine if there are other vendors who supply similar type systems of exhaust removal systems. Commissioner Cullen suggested the department contact the vendor to determine if Quantity pricing would be available with the District purchasing units for three stations. The District Board discussed the importance of having the same manufacturer for all three stations



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7.D. **MOTION APPROVAL: KLVFD Approval Sole Source Vendor for Plymovent System (Continued)**

exhaust removal systems. This would be helpful in the future when maintenance and repairs are necessary.

MOTION: Commissioner Allen made a motion *to waive the Purchasing Policy when purchasing the Plymovent System*, which was seconded by Commissioner Cullen. The Board unanimously passed the motion.

8. **FINANCIAL REPORT**

8.A. **District Financial Report 141231**

Jennifer Johnson reported the District is through the 1st quarter (or 25%) of the FY 2014-2015 Budget year. In December the District received \$880,959 in revenues and to date \$1,401,716 or 64% of the projected FY 2014-2015 revenues.

In December the District Board expenses were \$48,002 and a total of \$98,901 or 33.22% of budget for the 1st quarter. The District's expenses were higher due to the Workman's Compensation Insurance and the Tax Collector Fee's, which are front-end loaded.

The December Fire Department's expenses were \$76,317 and a total of \$324,275 or 24.56% of budget for the 1st quarter. The Fire Department's expenses for overtime are higher because of the Thanksgiving and Christmas holidays. The capital outlay expenditure in December was for new mattresses for Station 24.

In December the Ambulance Corps expenses were \$44,836 and a total of \$155,587 or 19.76% of budget for the 1st quarter. The Ambulance Corps capital outlay expenditures are for a new phone system that was purchased and installed in October.

The District's total expenses were \$169,156, and the 1st quarter District expenses were \$578,764 or 24.06% of budget.

Commissioner Mirabella requested that FKEC trouble shoot the problems with the emergency lights at Stations 24 and 25. The problems were identified, and the Station 24 emergency lights will be repaired in a couple of weeks and the Station 25 lights need to be replaced. The plumbing problem repair will be charged to account 522.643 Capital Outlay – Buildings, since the repair is a significant renovation and redesign project that is extending the life of the asset. Jennifer Johnson reported the auditors were here, and no problems have been identified.

9. **LEGAL COUNSEL REPORT**

Theron Simmons reported the RFP was issued. The bidders should submit questions by/on January 28, 2015, and to date only one question has been received. The bids should be received by/on February 6th and the Bid Opening is scheduled for February 9th. The RFP Committee will review the bids to make a recommendation to the Board, and the item will be scheduled for board approval at the February 25, 2015 meeting.



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9. LEGAL COUNSEL REPORT (Continued)

Legal Counsel sent a letter to the Old KLVFR Department to offer the Old Department to contribute approximately \$50,000 to a 401(k) or other program to benefit the firefighters. Commissioner Thomas commended Scott Black for this proposed solution to resolve the issues with the department. A letter was sent to Brindlee (via email) to request to list the ladder truck for an additional 90 days and reduce the price to \$30,000.

10. EMS DEPARTMENT REPORT

10.A. KLVAC Monthly Report 141130 & 141231

Four of the new volunteers passed probation, and they are now being scheduled to fill the open shift spots. Most of the Ambulance Corp volunteers also work at the Fire Department. Testing will be conducted for part-time paid medics in February. There are reserve paramedics and firefighters from which the Corps may draw additional paramedics, if needed. Chief Bock expressed appreciation to Commissioner Beyer for contacting the Ford Company regarding the continual ambulance repairs.

11. FIRE DEPARTMENT REPORT

11.A. KLVFD Minutes 141111 & Treasurer's Report 141130

There is a lot of training being conducted at the Fire Department. The Commissioners recognized the good positive publicity with the photo and the Letter to the Editor regarding training. It was recommended the Fire Department update their Facebook page with the training information. Cecilia Smith, Larry Poulisse and Eddy Rodrigues will be receiving a Phoenix Award for their actions when responding to an emergency.

12. COMMISSIONER ITEMS

Vicky Fay reported the Master Fire Hydrant and the District Action Plan Lists were updated and distributed to the Commissioners for this meeting. The Master Fire Hydrant List was updated as follows: Only the Rowell's Marina hydrant has not been completed in Phase 1; the RFP has been issued for the Phase 2 and 3 fire hydrants; and the Phase 4 fire hydrants are identified on the FKA Master Plan. The major items updated on the District Action Plan were Fire Hydrants, Grant Funding, and Communications. Theron Simmons indicated it will take some time for the Ocean Reef Mutual Aid Agreement to be approved, and Chief Bock indicated the Mutual Aid Agreement with Miami-Dade was sent to Miami-Dade Legal for review. Commissioner Thomas indicated there is not an agreement in place for the impact fees, and he will be meeting with Peter and Roman to discuss revenues from the impact fees. It is possible the District could use the impact fees to upgrade some of the water lines to help with installation of fire hydrants.

13. NEXT MEETING

MOTION: Commissioner Mirabella made a motion ***to tentatively cancel the February 9, 2015 meeting if there are not any items requiring Board approval,*** which was seconded by Commissioner Allen. The Board unanimously passed the motion.

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14. **ADJOURN**

Commissioner Mirabella made a Motion to adjourn the meeting at 6:48 p.m., which was seconded by Commissioner Allen.

Next Scheduled Meetings:

February 9, 2015 District Meeting
February 23, 2015 District Meeting
March 9, 2015 District Meeting
March 23, 2015 District Meeting

DOCUMENTS

AI 2.B.1. District Meeting Minutes 150126
AI 6.A. Master Fire Hydrant List 150126
AI 7.A. Mariner's Hospital Health Fair – See email 1/16/14
AI 7.C. KLVFD Station 24 New Plymovent System & Station 25 Retrofit of Existing Plymovent System
AI 8.A. KLFR&EMS Financial Report 141231
AI 10.A. KLVAC Monthly Status Report 141130
AI 11.A. KLVFD Minutes 141111 & Treasurer's Reports 141130
AI 11.B. KLVFD Performance Reports 141130 & 141231
AI 12.A. District Action Plan 150126