



# 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 SEPTEMBER 16, 2013 – DRAFT

### 1. AGENDA

#### 1.A. Call to Order

Chairman Miller called the meeting to order at 6:25 p.m.

#### 1.B. Roll Call

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

Also present were: Don Bock, Vicky Fay, Ronnie Fell, James Griffeth, Scott Robinson, Peter Rosasco, Dirk Smits and Jennifer Zimmer. The meeting was held at the Ambulance Corps.

### 2. APPROVAL OF AGENDA & MINUTES

#### 2.A. Approval of September 16, 2013 Agenda

The Board was requested to add new Item 7.I, which are two new Budget Line-Item Transfers for the KLVAC.

***Motion:*** Commissioner Thomas made a motion to ***approve the September 16, 2013 District Meeting Agenda with the addition of Item 7.I.*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

#### 2.B. Approval of Minutes

##### 2.B.1 Approval of September 9, 2013 Budget Workshop Meeting Minutes

##### 2.B.2 Approval of September 9, 2013 District Meeting Minutes

***Motion:*** Commissioner Thomas made a motion to ***approve the September 9, 2013 1<sup>st</sup> Public Hearing Meeting Minutes and the September 9, 2013 District Meeting Minutes.*** The motion was seconded by Commissioner Mirabella, and the motion was unanimously passed by the Board.

### 3. CHAIRMAN'S REPORT

The Chairman did not have any items to present to the Board.

### 4. SECRETARY'S REPORT

There were no new items presented to the Board by the Secretary.

### 5. PUBLIC COMMENT

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



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### 6. OLD BUSINESS

#### 6.A. Discussion: 304 Infrastructure Sales Tax Fund

Peter Rosasco reported the District was successful in lobbying the County for infrastructure sales tax funds. Commissioner Thomas should be commended for his efforts in working with Commissioner Murphy and the County Administrator. The Board should be reminded, there is no commitment for next year. Peter indicated everyone should feel happy about the budget. Commissioner Thomas expressed appreciation for the support from Theron Simmons, Roman Gastesi and Commissioner Murphy when meetings were held regarding the 304 Infrastructure Sales Tax Funds. FCAA will only install new piping when there is a community need.

#### 6.B. Discussion: Fire Hydrants

Commissioner Thomas reported that Keys Engineering inspected the fire hydrant locations for six hours. The total bill was \$540.00 (6 hours at \$90 per hour). James Griffeth reported that only seven of the fire hydrant locations of the 23 future hydrants have the appropriate piping. FCAA will not install new piping just for fire hydrants.

#### 6.C. Discussion: Department Insurance Quote

Morgan Hampson indicated the best pricing for the policies were with VFIS. The Ambulance Corps will change the deductible for the building to \$5,000. This results in a savings of \$6,154.00 per year.

### 7. NEW BUSINESS (ACTION)

#### 7.A. Motion/Approval: Resolution #2013-007 Final Levy of Ad Valorem Taxes

The Clerk read Resolution #2013-007 into the record.

**Motion:** Commissioner Thomas made a motion **to approve Resolution #2013-007 and adopt the FY 2013-2014 final operating millage rate for the District of 0.8300, which is greater than the rolled-back rate of 0.7752 by 7.07%**. The motion was seconded by Commissioner Beyer.

The vote by the Board was as follows: Allen (Yes), Beyer (Yes), Miller (Yes), Mirabella (Yes), and Thomas (Yes). The motion passed unanimously.

#### 7.B. Motion/Approval: Resolution #2013-008 Adoption of Final Budget

The Clerk read Resolution #2013-008 into the record. The motions from the Final Budget Workshop were approved with the Final Budget.

**Motion:** Commissioner Beyer made a motion **to approve the final budget for the Fiscal Year beginning on October 1, 2013 and ending September 30, 2014 in the amount of \$3,135,495**. The motion was seconded by Commissioner Thomas.

The vote by the Board was as follows: Beyer (Yes), Miller (Yes), Mirabella (Yes), Allen (Yes), and Thomas (Yes). The motion passed unanimously.



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### **7.C. Motion/Approval: Contract Extension Vernis & Bowling**

Dirk Smits reported the proposed contract extension was for the same rate and has a no cause termination of 60 days. The rates are \$600.00 monthly retainer, \$140 per hour for an attorney with 7+ years experience and \$130 per hour with less than 7 years experience.

**Motion:** Commissioner Thomas made a motion to ***approve the Contract Extension for Vernis and Bowling from October 1, 2013 through September 30, 2014.*** Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

### **7.D. Motion/Approval: Contract Extension Tropical Business Services**

Vicky Fay reported there were no changes in contract pricing.

**Motion:** Commissioner Thomas made a motion ***to approve the Contract Extension for Tropical Business Services from October 1, 2013 thru September 30, 2014.*** The motion was seconded by Commissioner Allen, and was unanimously passed by the Board.

Chairman Miller asked about the bidding process for Legal, Financial and Administration services. Dirk Smits reported the threshold is \$200,000; however, the District does not have to bid, but they may. Professional services are not like bidding for a product. If a RFQ is issued for professional services, the primary factor is "who is qualified to provide the services?" See September 9, 2013, Agenda Item 7.E. for additional clarification.

### **7.E. Motion/Approval: Budget Line-Item Transfer from Acct 522.121.03 (Volunteer Reimbursement (\$12,412) to Acct 522.120.04 Regular Salaries Full-Time Firefighters (\$6,822) and Acct 522.120.05 Regular Salaries Part-Time Firefighters (\$5,590)**

**Motion:** Commissioner Allen made a motion to ***approve the KLVFD Budget Line-Item Transfer from Acct 522.121.03 (Volunteer Reimbursement in the amount of (\$12,412) to Acct 522.120.04 Regular Salaries Full-Time Firefighters (\$6,822) and Acct 522.120.05 Regular Salaries Part-Time Firefighters (\$5,590).*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

### **7.F. Discussion: Strategic Plan**

Commissioner Thomas questioned the survey and the process. He asked "What is the outcome of the survey?" and felt the survey should be placed on hold until the process is out of the way. Commissioner Mirabella indicated he appreciated the feedback, and the District and Departments need direction to move forward. Commissioner Beyer questioned why the survey should go to the taxpayer as the public cannot tell the District where it should be in three to five years. Commissioner Mirabella wanted to ask the taxpayers what services should feel they should be getting. Commissioner Miller indicated the general public is not really interested in what happens in the District as hardly anyone from the public attends meetings. Commissioner Allen feels this is an opportunity for people to give their opinion. Commissioner Allen



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### **7.F. Discussion: Strategic Plan (Continued)**

Indicated this is an opportunity for the taxpayers to provide input to the District about the services the District provides. Commissioner Thomas feels the District should be inclusive, and he felt the Island Fire District Strategic Plan covers the items of importance that the District needs to know for a 3-5 year Strategic Plan: Strengths, Weaknesses, Opportunities and Threats and Goals and Objectives and recommended the District use a template from the Island Fire District Strategic Plan. Commissioner Beyer indicated the district needs to work with the departments to develop the Strategic Plan. Jackie Harder indicated that portion of the plan will be worked on at the Strategic Planning Workshop, and that Dave Goodhue will print the questions in the Reporter. Scott Robinson recommended that since this is the District plan, the District should receive input from the community. Commissioner Thomas requested a copy of the Corps Strategic Plan. Both Commissioner Mirabella and Scott Robinson indicated the Corps plan was to get the Corps back on tract versus setting goals. Commissioner Mirabella indicated the district needs to set goals for each department. Jackie Harder requested feedback from the Commissioners by close of business Friday, September 20, 2013.

### **7.G Discussion: Advertising 4<sup>th</sup> Quarter 2013**

The Commissioners concurred with the 4<sup>th</sup> Quarter Advertising Schedule.

### **7.H. Motion/Approval: KLVAC Travel Request for Stryker Installation (\$245.00)**

Ronnie Fell will be traveling to have the Stryker Power-Load System installed on the fourth ambulance. Commissioner Beyer expressed appreciation for Ronnie not requesting lodging expenses.

**Motion:** Commissioner Thomas made a motion **to approve the KLVAC Travel Request in the amount of \$245.00 for the Stryker Power-Load System.** The motion was seconded by Commissioner Beyer, and was unanimously passed by the Board.

### **7.I. Motion/Approval: KLVAC Budget Line-Item Transfers**

Jennifer Zimmer reported two Budget Line-Item Transfers were received today from the Corps.

Budget Line-Item Transfer (\$6,785)

***Transfer \$4,500 from Acct 526.490 Gen. Dept. Computer R&M and  
Transfer \$4,985 from Acct 526.490 Gen. Dept. EE Drug Testing and  
Transfer \$1,300 from Acct 526.490 Training-Zoll Summit***

***Transfer \$2,500 to Acct 526.461; Repairs & Maintenance Buildings and  
Transfer \$2,500 to Acct 526.462 Repairs & Maintenance Vehicles and  
Transfer \$ 485 to Acct 526.540 Dues & Subscriptions and  
Transfer \$1,300 to Acct 526.440 Travel & Per Diem***

Budget Line-Item Transfer (\$2,836)

***Transfer \$2,836 from Acct 526.450 Insurance Risk Management***

***Transfer \$1,000 to Acct 526.461; Repairs & Maintenance Buildings and  
Transfer \$1,500 to Acct 526.462 Repairs & Maintenance Vehicles and  
Transfer \$ 336 to Acct 526.240 Workmen's Compensation***



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### **7.1. Motion/Approval: KLVAC Budget Line-Item Transfers**

**Motion:** Commissioner Beyer made a motion **to approve the KLVAC Budget Line-Item Transfers in the amount of \$6,785 and \$2,836.** The motion was seconded by Commissioner Thomas and was unanimously passed by the Board.

### **8. FINANCIAL REPORT**

No additional report was provided by Finance.

### **9. LEGAL COUNSEL REPORT**

Dirk Smits reported "all is well".

### **10. EMS DEPARTMENT REPORT**

On Wednesday the last ambulance will be going to Orlando for the Stryker installation. The travel request is only for tolls and fuel. Ronnie has been cleared for work.

### **11. FIRE DEPARTMENT REPORT**

James Griffeth met with Jim Lewinski, Chief Bock, Linda Newman, Marnie Walterson (FKAA on the phone) and Commissioner Thomas regarding fire hydrants. Everything is good in the department, and everything is on schedule for October for the delivery of the ladder truck.

### **12. COMMISSIONER ITEMS**

There were no Commissioner items.

### **13. ADJOURN**

Commissioner Mirabella made a Motion to adjourn at 7:18 p.m., which was seconded by Commissioner Beyer and was unanimously approved by the Board.

### **Next Scheduled Meetings:**

October 7, 2013 District Meeting  
October 21, 2013 District Meeting (if required)  
November 4, 2013 District Meeting  
November 16, 2013 Strategic Planning Workshop  
November 18, 2013 District Meeting (if required)  
December 2, 2013 District Meeting  
December 16, 2013 District Meeting (if required)

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### **DOCUMENTS**

130909 Budget Workshop Meeting Minutes  
130909 District Meeting Minutes  
130909 KLVAC Insurance Quote (VFIS)  
130916 Resolution #2013-007 Final of Ad Valorem Taxes  
130916 Resolution #2013-008 Adoption of Final Budget  
130916 V&B Contract Extension  
130916 TBS Contract Extension  
130913 KLVFD Budget Line-Item Transfer (\$12,412)  
130916 Advertising (4<sup>th</sup> Quarter 2013)  
130913 KLVAC Travel Request (Stryker Installation (\$245.00)  
130916 KLVAC Budget Line-Item Transfers (46,785 & \$2,836)  
130831 KLVAC Monthly Report (August 2013)