



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 MAY 12, 2014 – 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

Peter Rosasco led the Pledge of Allegiance.

1.C. Roll Call

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

Also present were: Don Bock, Vicky Fay, Scott Robinson, Peter Rosasco, and Theron Simmons. The meeting was held at Station #24.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of May 12, 2014 Agenda

2.B. Approval of April 14, 2014 Meeting Minutes

MOTION: Commissioner Allen made a motion to approve the May 12, 2014 District Meeting Agenda and the April 14, 2014 Meeting Minutes. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

3. CHAIRMAN'S REPORT

There were no new items reported to the Board by Chairman Thomas.

4. SECRETARY'S REPORT

There was no Secretary's report.

5. PUBLIC COMMENT

No speakers from the General Public addressed the Board.

6. OLD BUSINESS

6.A. Discussion: Fire Hydrants

Commissioner Thomas spoke with James Griffeth and Marnie Walterson (FKAA) regarding the seven (7) 2013 fire hydrants to be installed. Five (5) hydrant locations have been approved by FDOT. Two (2) hydrants need permits issued; however, they will not require FDOT approval. Of the 2014 Hydrant List provided to FKAA, 15 locations were approved by FKAA, 9 locations are listed on the FKAA Five-Year Master Plan, and two (2) locations are not feasible for hydrant installation.



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6. OLD BUSINESS

6.A. Discussion: Fire Hydrants(Continued)

Three verbal quotes were obtained to create the 2014 Fire Hydrant Engineering Drawings: Keys Engineering expected the cost to remain the same \$250.00 per hydrant, Reynolds Engineering quoted \$350.00 per hydrant, and Blue Water Engineering quoted \$10,140.00 for the project.

MOTION:Commissioner Miller made a motion to ***approve the selection of Reynolds Engineering to prepare the Engineering Drawings for the 2014 Fire Hydrant Project***, and Commissioner Allen seconded the motion. The motion was unanimously passed by the Board.

James Griffeth will meet with LaRocco to discuss the project, and the District is still waiting for a new bid for the 2013 fire hydrant installation.

6.B. Discussion: Property Lease Transfer

The lease from the Old Fire Department was presented to the Board for approval. The Lease covers the land and the Old Building until September. Theron Simmons recommended the following items be clarified: striking paragraph 4; the items to be reimbursed (insurance premium and electric) need to be initialed by both parties; Finance indicated the late fees are unreasonable; Paragraph 7 is a problem for the District as they should not have to obtain the Old Fire Department's approval of any corporation with whom the District may choose to contract services; and rather than the Old Fire Department conducting repairs and then submitting to the District for reimbursement, the District would need to approve the repairs prior to the repairs being completed.

MOTION:Commissioner Miller made a motion to ***table approval of the Old Fire Department Lease until the next meeting***. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

6.C. Discussion: Sale of Ladder Truck on Govdeals.com

Theron Simmons reported the District only received a bid of approximately \$6,000 for the ladder truck. The question was asked if it could be used by the County for training. The ladder truck did pass the pump test. It is drivable. There is a suspension problem. The income from the sale of the ladder truck would be considered capital funds (vehicle replacement fund) not operating funds.

MOTION:Commissioner Miller initially made a motion to ***rebid the ladder Truck for \$20,000***. Commissioner Miller then amended the Motion to ***\$30,000***, and Commissioner Mirabella seconded the motion. The motion which was unanimously passed by the Board.

6.D. Discussion: Schedule/Minutes/Reports from Old Fire Department

Theron Simmons reported no documents have been received from the Old Department.

6.E. Discussion: 2013 Annual Report (Corps)

Scott Robinson reported the call volume is up.



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6.F. Discussion: 2013 Annual Report (KLVFD)

Eric Fundora reported the call volume was from May through December. Photos of the new vehicles and the special projects were added to the report.

6.G. Discussion: Communications Plan

Vicky Fay discussed Option 5 to continue maintaining the current communication style (website and press releases) and to create a Facebook account. There was general consensus to create a Facebook Account.

7. NEW BUSINESS

There were no New Business items.

8. FINANCIAL REPORT

8.A. Financial Report: March 2014

Peter Rosasco reported the District is six (6) months (50%) through the Fiscal Budget Year. The District has received 80.4% of revenues. The District's expenses are well within budget. The Strategic Plan is at 100%. The Tax Collector Fees and the Property Appraiser Fees are front-end loaded; and they are at 86.8% and 44.1%, respectively. The District Budget is at 48.7% of their budget.

The Fire Department budget is close to 50% except: Insurance and risk, repairs, fire hydrant maintenance, and bunker gear (98%). Additional supplies have been required due to the setup of the new vehicles. The department will have to keep a close eye on supplies. Overall the Fire Department Budget is a little over 50% at 54.1% of budget.

All of the Ambulance Corps categories are within budget except supplies. The overall Ambulance Corps budget is at 39.7% of budget.

The overall District budget at 49.7% is at FY 2013-2014 budget.

9. LEGAL COUNSEL REPORT

Theron Simmons reported that Ben Rhodds will visit the Old Building tomorrow.

10. EMS DEPARTMENT REPORT

Three (3) new volunteers started last month. One volunteer will be a paramedic. Franky Jones is retiring at the end of the month. All four ambulances are in service. The transmission repairs for Ambulance 74 were \$850.00. and warranty work was completed on ambulance 73. A new ambulance will be purchased in FY 2014-2015.

11. FIRE DEPARTMENT REPORT

Eric Fundora reported everything is going smoothly. Staff Meetings are being conducted with a focus on training and how training may be performed better. A daily log is being established to track the problems with the new Ferrara vehicles. The 401K is up and running for the Fire Department.



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12. COMMISSIONER ITEMS

Commissioner Thomas expressed appreciation to the Clerk in the preparation of the Master Fire Hydrant List.

12.A. Action Plan

The first two items of the action plan will be combined as they are essentially the same. Everything is on track for completion with the Action Plan.

Peter Rosasco reported there are two funding issues with the County and District. The first issue is the FY 2013-2014 funds budgeted by the County for the District, which are currently due to the District. The second issue is for future funding. The legal departments for the County and District are working to coordinate developing the ILA to release current fiscal year funding (vehicles and hydrants). Peter Rosasco will be setting up a meeting the last week of May or the first week of June with Commissioner Thomas and Legal to discuss future funding issues.

13. NEXT MEETING

MOTION: Commissioner Miller made a motion ***cancel the May 19th meeting and schedule the next meeting for June 9, 2014.*** The motion was seconded by Commissioner Allen and the Board unanimously passed the motion.

11. ADJOURN

Commissioner Mirabella made a Motion to adjourn at 7:01p.m., which was seconded by Commissioner Allen and was unanimously approved by the Board.

Next Scheduled Meetings:

June 9, 2014 District Meeting
June 23, 2014 Budget Workshop (Corps) followed by (District Meeting, if required)

DOCUMENTS

AI 2.B. 140310 District Meeting Minutes
AI 7.B. KLVAC 2013 Annual Report
AI 7.C. KLVFD 2013 Annual Report
AI 8.A. District Financial Report 140228
AI 10.A. KLVAC Status Report (Combined 140228 & 140331)
AI 11.A. & B. KLVFD Performance Reports 140228 & 140331
AI 11.C. KLVVFD Status Report (Combined 140228 & 140331)