



DISTRICT MEETING OCTOBER 20, 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

Commissioner Miller 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, James Griffeth, Jennifer Johnson, and Theron Simmons. The meeting was held at Station #24.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of October 20, 2014 Agenda

MOTION: Commissioner Beyer made a motion to approve the October 20, 2014 District Meeting Agenda with a change to move agenda item 7.A. to Agenda Item 2.C. Commissioner Allen seconded the motion, and the Board unanimously passed the motion.

2.B. APPROVAL OF MINUTES

2.B.1 Approval of Minutes of September 22, 2014 Final Public Hearing Minutes

2.B.2 Approval of Minutes of September 22, 2014 District Meeting Minutes

MOTION: Commissioner Beyer made a motion to approve the September 22, 2014 Final Public Hearing Meeting Minutes and the September 22, 2014 District Meeting Minutes. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

2.C. Presentation: Lake Emergency Medical Services Presentation to the KLVFD Dive Team

Gerald Smith, Executive Director of the Lake Emergency Medical Services organization along with Stewart Brown, Clinical Training Officer came down to Key Largo to present a plaque to the Key Largo Volunteer Department for the support of their Dive Team headed by Rob Blesser to thank them for their work in locating their fellow team member Joseph A. Dragojevich, who died in a diving accident on the Spiegel Grove on October 18, 2013.



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3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

No items were reported to the Board by the Secretary.

5. PUBLIC COMMENT

There were no speakers from the General Public.

6. OLD BUSINESS

6.A. Discussion: Fire Hydrants

Commissioner Thomas reported the Wheaton's and Rowell's Marina fire hydrants are both included in the Phase I Fire Hydrant Project. The drawings for the Rowell's Marina hydrant are at FKAA.

7. NEW BUSINESS

7.A. Presentation: Lake Emergency Medical Services Presentation to the KLVFD Dive Team

This item was moved to Agenda Item 2.C.

7.B. Motion/Approval: KLVAC Travel Request EMS World \$2,186.69

MOTION: Commissioner Beyer made a motion to approve the KLVAC Travel Request for CeCe Smith to attend the EMS World Conference In the amount of \$2,186.69. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

7.C. Motion/Approval: Mutual Aid Agreements

7.C.1 Mutual Aid Agreement District with Monroe County

7.C.2 Mutual Aid Agreement with Ocean Reef Public Safety & Volunteer Fire Department

Theron Simmons reported that both Mutual Aid Agreements are in the same format as the Islamorada Mutual Aid Agreement. Additional work will be required on the Ocean Reef Mutual Aid Agreement.

MOTION: Commissioner Mirabella made a motion ***to approve the Mutual Aid Agreements with Monroe County and with Ocean Reef Public Safety & Volunteer Fire Department Mutual Aid Agreements*** and Commissioner Miller seconded the motion. The Board unanimously passed the motion.

7.D. Motion/Approval: Fire Hydrant Stop Work

Theron Simmons reported there was a problem with a business property owner regarding the location of a fire hydrant to close to the parking lot. Commissioner Mirabella indicated all vehicles should be parked at least 15 feet from a fire hydrant. The Clerk individually polled the Commissioners to



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7.D. Motion/Approval: Fire Hydrant Stop Work (Continued)

determine if they would approve a Stop Work Order, and there was a unanimous vote to stop work. Simmons reported the Commissioners need to formally approve the Stop Work Order at a Public Meeting, and recommended the District adopt a policy to handle these type of items in the future.

MOTION: Commissioner Allen *made a motion to formally approve the fire hydrant stop work order issued on September 26, 2014.* Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

7.E. Motion/Approval: Purchase Order Ten-8 (Engine 25 Repair \$4,340.28)

Rob Burley took the Engine to the vendor for repairs. The first set of repairs has been completed, and while working on the first set of repairs, additional items were noted for repair.

MOTION: Commissioner Miller made a motion *to approve the Purchase Order for Ten-8 to Repair Engine 25 in the amount of \$4,340.28.* and Commissioner Allen seconded the motion. The Board unanimously passed the motion.

8. FINANCIAL REPORT

8.A. District Financial Report 140831

Jennifer Johnson reported the District has received 99.9% of the 97% collection rate budgeted for Ad Valorem Tax revenues. The District Board is at 75% of the Budget. The Fire Department is at 81.5% of the budget, and the Corps is at 69.95% of budget.

Jennifer will be conducting the Fire Department's physical inventory on October 23, 2014, and the Corps physical inventory on October 29, 2014.

The bunker gear is starting to arrive, and Jennifer is working on compiling the information obtained from the Departments for the District's five-year capital improvements.

9. LEGAL COUNSEL REPORT

Theron Simmons recommended a change in the way the District conducts business. When an issue arises for an emergency; i.e., fire hydrant stop work order, the District needs to have authority for the Chairman or his Designee to approve a necessary change. Theron reported the approval could be a change to the scope of work or associated with a monetary value. Commissioner Beyer feels the change should be associated with a monetary value. Simmons reported a typical amount is \$5,000. Legal Counsel was requested to bring a resolution to the next meeting.

10. EMS DEPARTMENT REPORT

10.A. Monthly Status Report 140930

On Saturday, October 25, the Corps will conduct testing for new volunteers. The ambulance (#74) is back in the shop. Legal will review the Lemon Law to identify what the District can do to either return the vehicle or seek reimbursement of expenses. The Building Account on the Corps Treasurer Report is a donor account, and it is not earmarked for anything. The CD's are the funds received from billing.



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11. FIRE DEPARTMENT REPORT

11.A. Monthly Status Report 140930

11.B. Performance Report 140930

Chief Bock reported Fire Prevention went well. A meeting was held regarding the By-Laws and the first draft was received prior to the meeting. Corps members will be on the Board along with Fire Department members. The Department will stress volunteerism, and will conduct a recruitment drive in November. The Honor Guard attended training in Ocala, and Commissioner Allen questioned the District's policy for issuing Travel Requests. Battalion Chief Griffeth indicated the Department conducted training for approximately 950 students. There has been a dramatic decrease in fires started by children since the training began. The Live Burn Demonstration at KMART was a success. Commissioner Mirabella noted that Griffeth was able to get props for the event from the Islamorada Fire Department. Commissioners Beyer and Thomas apologized for not attending the event as they were out of town.

12. COMMISSIONER ITEMS

The next meeting date was discussed, and the following motions were made:

MOTION: Commissioner Miller made a motion ***to approve cancelling the October 27, 2014 meeting if there are no items requiring Board approval, and the Clerk will notify the Commissioners on Friday, October 24th if there are no items requiring Board approval.*** Commissioner Allen seconded the Motion, and the Board unanimously passed the motion.

MOTION: Commissioner Allen made a motion ***to approve cancelling the November 10, 2014 meeting if there are no items requiring Board approval, and the Clerk will notify the Commissioners on Friday, November 7, 2014 if there are no items requiring Board approval.*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

10. NEXT MEETING

The next regularly scheduled District Meeting is October 27, 2014; which may be cancelled if there are no items requiring Board approval.

11. ADJOURN

Commissioner Allen made a Motion to adjourn the meeting at 7:15 p.m. which was seconded by Commissioner Miller. The motion was unanimous.

Next Scheduled Meetings:

October 27, 2014 District Meeting

November 10 and November 17, 2014 District Meeting

December 8 and December 15, 2014 District Meeting

(See Next Page)



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DOCUMENTS

- AI 2.B.1. *Final Public Hearing Meeting Minutes 140922*
- AI 2.B.2. *District Meeting Minutes 140922*
- AI 7.B. *KLVAC Travel Request (EMS World Conference) - \$2,186.69*
- AI 7.C.1. *Mutual Aid Agreement (District with Monroe County)*
- AI 7.C.2. *Mutual Aid Agreement (District with Ocean Reef)*
- 7.E. *Purchase Order Ten-8 to Repair Engine 25 - \$4,340.28*
- AI 8. *KLFR&EMS Adopted Budget 2014-2015*
- AI 8.A. *KLFR&EMS Financial Reports 140831*
- AI 10.A. *KLVAC Monthly Status Report 140930*
- AI 11.A. *KLTFD Monthly Status & Treasurer's Report 140930*
- AI 11.B. *KLTFD Performance Report 140930*