



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 25, 2016 – FINAL***

1. AGENDA

1.A. Call to Order

Chairman Allen called the meeting to order at 6:14 p.m.

1.B. Pledge of Allegiance

Commissioner 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, and George Mirabella. Commissioner Thomas was at the FASD Conference. There was a quorum.

Also present were Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, and Theron Simmons. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MEETING MINUTES

2.A. APPROVAL OF AGENDA – January 25, 2016

MOTION: Commissioner Mirabella made a motion ***to approve the January 25, 2016 District Meeting Agenda.*** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

2.B. APPROVAL OF MINUTES

2.B.1. Approval of December 14, 2015 Meeting Minutes

Commissioner Mirabella requested the reason for amending the November 16, 2015 be added to the December 14th meeting minutes. The November 9, 2015 District Workshop minutes were previously amended. The final version previously posted to the website revised William Wagner's Upper Keys residency information.

MOTION: Commissioner Cullen made a motion ***to approve the December 14, 2015 District Meeting Minutes,*** which was seconded by Commissioner Mirabella. The motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

There was no report from the Chairman.

4. SECRETARY'S REPORT

No items new were reported by the Secretary.



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5. PUBLIC COMMENT

Burke Cannon of the Key Largo-Tavernier Ad Hoc Committee let the Board know the committee is continuing to do their due diligence and will come back to the Board at later date. Commissioner Allen noted people are talking about the issue in the community. Sue Heim discussed the one penny Sales Tax issue, and requested the Board consider assigning a point person from the District for this issue.

6. OLD BUSINESS

6.A. DISCUSSION: Fire Hydrants

Installation of the second portion the Phase 3 Fire Hydrant Project is scheduled to begin the week of January 18th, and installation of the Phase 4 hydrants will begin when Phase 3 is completed. Phase 4 is expected to be completed before hurricane season. Captain Garrido provided an update of the Pre-Fire Inspection Plan to the Board, and it was noted during the inspections that Central Avenue & U.S.1 needs to be a #1 priority due to the types of items stored at Keys Sanitary. It is being placed at the top of the Phase 5 List; and if there are any ILA Phase 4 remaining funds, installation could be completed sooner if the FDOT and permitting process has been completed. The process for Phase 5 will begin shortly after the KLVFD submits approximately six (6) more locations to the District, then the entire list may be submitted to FCAA to determine the feasibility of the hydrant locations. Phase 5 Installation may begin in October 2016.

6.B. DISCUSSION: Cadet Program

Commissioner Mirabella and Theron met to update the Cadet Program Guidelines. It is a work in progress, and Theron would like to add to the next meeting agenda for approval. Copies were distributed to the Board for their review. Commissioner Cullen would like the Chief to have time to review the guidelines, and Commissioner Mirabella would like to meet with the Chief to discuss the guidelines.

6.C. DISCUSSION: KLWTD Fee Assessment

The Clerk reported that the District will petition the Key Largo Wastewater Treatment District (KLWTD) to appeal the edu's. Commissioner Thomas needs to review the Station #24 hydrant location, Station #25 Fire Meter location and to check to see if there is still a leak at Station 25.

7. NEW BUSINESS

7.A. MOTION/APPROVAL: District Travel Request Commissioner Thomas (FASD)

Jennifer Johnson indicated this is an after-the-fact travel request. Commissioner Thomas applied for the FASD Scholarship on December 18, 2015 and received notification on January 6, 2016. This item will require a Budget Line-Item Transfer later in the year. Commissioner Mirabella indicated he has a concern doing anything after-the-fact, and requested that items be submitted to the District Board for approval prior to being done.

MOTION: Commissioner Cullen made a motion **to approve Commissioner Thomas' Travel Request to attend the FASD Conference in the amount of \$2,375.68.**

Commissioner Beyer seconded the motion, and the motion passed as follows:
Beyer (Y), Cullen (Y), Mirabella (N), Allen (Y) and Thomas (Absent).



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7.B. MOTION/APPROVAL: KLVFD Purchase Order Ten 8 Bunker Gear \$27,196.00

Samples of the bunker gear were received. Ms. Johnson reported, the KLVFD received three bids. The KLVFD selected Ten-8 because the sample is a more well-designed model and provides a higher degree of safety for the firefighters.

MOTION: Commissioner Cullen made a motion *to approve the Purchase Order to Ten-8 in the amount of \$27,196.00 for bunker gear* which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

7.C. MOTION/APPROVAL: KLVFD Purchase Order NAFECO Thermal Imaging Camera \$5,535.00

Jennifer reported the Thermal Imaging Camera for \$5,535.00 is within budget. The supplier offered the District a "Two-for-One" Special. If the District orders two cameras, the District may pay for one in FY 15-16, and the other one in FY 16-17 as a second camera is not in the FY 15-16 budget. The pricing for two thermal imaging cameras is \$13,990.25. The warranty needs to be confirmed, but is expected to be three years.

MOTION: Commissioner Cullen made a motion *to approve the Purchase Order to NAFECO in an amount up to \$13,990.25 for two Thermal Imaging Camera(s)*. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

7.D. MOTION/APPROVAL: District Invoice Massey-Richards Surveying \$1,850.00

Theron reported the invoice for surveying was part of the closing costs for the settlement with the Old Fire Department. This item was not budgeted, and Jennifer will come back with a Line-Item Transfer for this item later in the year.

MOTION: Commissioner Cullen made a motion *to approve the Massey-Richards Surveying Invoice in the amount of \$1,850.00*, which was seconded by Commissioner Mirabella. The motion was unanimously passed by the Board.

7.E. MOTION/APPROVAL: KLVFD Travel Authorization 2016 Orlando Fire Conference

Johnson presented the Travel Authorization to the Board for approval. It is for four firefighters to attend the 2016 Orlando Fire Conference: Edwin Barnes, Daniel Gaytan, Thomas Mirabella and Curtis Tucker. The request is for \$4,086.00, and it is within budget.

MOTION: Commissioner Mirabella made a motion *to approve the Travel Authorization Request Firefighter's Barnes, Gaytan, Mirabella and Tucker to attend the 2016 Orlando Fire Conference in the amount of \$4,086.00*. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

7.F. DISCUSSION: Penny Sales Tax

Theron Simmons reported the Penny Sales Tax issue is less urgent than it was previously. The District could be included in Monroe County. The amount of sales tax would be based upon the budget for the past five years, and it would not be based proportionately on where the sales tax is generated. The residents would not be taxed twice, the District's Ad Valorem property taxes would drop to nearly -0- with this plan. At this time,



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7.F. DISCUSSION: Penny Sales Tax (Continued)

early indications are that Monroe County municipalities may not be in favor of the sales tax, and Theron expects to hear from Key West as well as other entities later in the week. Commissioner Cullen is concerned about sales tax funds being donated to 501C organizations. There are several questions to be answered by the Attorney General's Office.

8. FINANCIAL REPORT

8.A. District Financial Report 151130 & 151231

Jennifer Johnson presented the November, December and 1st quarter of the year Financial Report. The Ad Valorem tax generated for the 1st quarter of FY 15-16 is \$1,615,166 (77.44%), and the total revenue is \$1,616,648 (61.49%) of budget. The District's total expenses are \$117,864 (42.67%) of budget. Jennifer reported there will be a correction to the amount budgeted for the Tax Collector Fees and the Property Appraiser Fees because they were transposed. The Tax Collector Fees are actually at 77.44% of budget, and the Property Appraiser Fees are at 52.7% of budget. The correction will be reflected on the next report. The District's Dues and Subscriptions Account is at 103.81% of budget. This is due to the increases of the NFPA and FASD memberships.

The KLVFD Repairs and Maintenance for Equipment is at 37.24% and for Buildings is at 51.91%. The department has paid the Preventative Maintenance Contracts for the elevators and the air conditioners. The KLVFD expenses for the 1st quarter of FY 15-16 are \$335,451 (23.37%) of budget.

The Ambulance Corps expenses for the 1st quarter of FY 15-16 are \$322,403 (34.15%) of budget, and the expenses include the purchase of one ambulance. The District is awaiting reimbursement from the County for the ambulance. Account-526.520.11 (Operating Supplies - Uniforms & Membership Supplies) is slightly over budget and a Budget Line-Item Transfer was prepared for this item.

Overall, the District is at \$775,720 (29.21%) of budget. The District set aside ¼ of the budgeted funds for the vehicle replacement fund. Overall for the 1st quarter, the District has a surplus of \$809,867, and expects to have a deficit at the end of the fiscal year of \$151,412, which was budgeted.

9. LEGAL COUNSEL REPORT

9.A. Ladder Truck

Theron Simmons reported there was interest from two organizations for the ladder truck (one in Pennsylvania and one local organization). The ladder truck is listed on gov.deals for \$10,000. Paul Moczynski spoke on behalf of the Key Largo Fire Fighter's Benevolent Association, and the Benevolent is willing to offer \$5,000 for the Ladder Truck. The association would like to purchase the truck to use for special events and fundraising in Islamorada and Marathon as a smoker. The KLVFD won 1st place at the Chef Cook off last week. There are several businesses that would like to be sponsors including Vogt Construction, Centennial and Ameri-gas. Commissioner Allen asked what the total amount of the conversion to a smoker truck would be and what the District is currently paying for insurance. Commissioner Cullen asked about permitting for change of usage, and that would need to be completed. The Benevolent would be responsible for all expenses associated with the conversion. Commissioner Mirabella would like to get more information. Commissioners Cullen and Beyer felt this may be a good project.

Theron reported Legal needs pictures of the ambulance to be sold place it on govdeals.com.



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10. EMS DEPARTMENT REPORT

10.A. KLVA Monthly Report for 151231 for November & December

Chief Bock reported that 35 individuals applied and 28 people reported for testing. There were ten volunteers and three paid staff hired. One has already started, and the balance will begin the week of February 1st. There was a State Inspection, and there were no items of non-compliance noted. The EMT class started the week of January 18th, and there are five students. Rescue 74 broke down when bringing it back from the dealer for repair, and Commissioner Mirabella requested a breakdown for the board.

11. FIRE DEPARTMENT REPORT

11.A. KLVD Monthly Report for 151231 for November & December

11.B. KLVD Performance Report for 151231 for December

There are eight (8) new volunteers. The KLVD received a donation of \$200.00 from Keys Sanitary in appreciation of the Fire Pre-Planning at their site, and they also received a donation of \$100.00 from the Girl Scouts. The Department received a 100% Compliance Certificate from the National Fire Incident Reporting System (NFIRS). Commissioner Mirabella requested the department obtain three (3) quotes to repair the air conditioner on Engine #24. The firefighters need to have air conditioning when it is hot. The Station #25 plumbing problems have been resolved.

12. COMMISSIONER ITEMS

12.A. District Action List

The District Action List was updated. The Clerk needs feedback for the 2015 Accomplishments. Commissioner Mirabella would like to prepare another five-year strategic plan. Perhaps an option would be to conduct a Public Workshop when a meeting is already scheduled and will be cancelled. The meeting will need to be re-advertised as a Workshop.

13. NEXT MEETING

MOTION: Commissioner Mirabella made a motion **to approve cancelling the February 8, 2016 Meeting, if there are no items requiring approval prior to February 22, 2016**, which was seconded by Commissioner Beyer. The Board unanimously passed the motion.

14. ADJOURN

Commissioner Cullen made a Motion to adjourn the meeting at 7:12 p.m., which was seconded by Commissioner Mirabella.

Next Scheduled Meetings:

February 8, 2016

February 22, 2016 (if required)

March 14, 2016

March 28, 2016 (if required)

(See Next Page)



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DOCUMENTS

- AI 2.B.1. *District Meeting Minutes 151214*
- AI 6.A. *Fire Hydrant List 160121*
- AI 7.A. *District Travel Request: Commissioner Thomas (FASD)*
- AI 7.B. *KLVD Purchase Order Ten-8 (Bunker Gear - \$27,196.00)*
- AI 7.C. *KLVD Purchase Order NAFECO (Thermal Imaging Camera \$5,535.00)*
- AI 7.D. *District Check Request Massey-Richards (\$1,850.00)*
- AI 7.E. *KLVD Travel Authorization (Barnes. Mirabella & Tucker \$4,086.00)*
- AI 8.A. *District Finance Report 151131 & 151231*
- AI 10.A. *KLVD Monthly Reports 151130 & 151231*
- AI 11.A. *KLVD Monthly Reports 151130 & 151231*
- AI 11.B. *KLVD Performance Report 151231*
- AI 12.A. *District Action Plan 160121*