



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: Danny Powers

DISTRICT MEETING MINUTES

June 26, 2017 – **FINAL**

1. **AGENDA**

1.A. **Call to Order**

Chairman Allen called the District Meeting to order 6:16 p.m.

1.B. **Pledge of Allegiance**

Vicky Fay led the Pledge of Allegiance.

1.C. **Roll Call**

The Clerk called the roll. The following Commissioners were present: Tony Allen, Kay Cullen, George Mirabella, Danny Powers and Bob Thomas. There was a quorum.

Also present were Don Bock, Vicky Fay, Jennifer Johnson, Scott Robinson and Theron Simmons.

2. **APPROVAL OF AGENDA & MINUTES**

2.A. **Approval of June 26, 2017 Agenda**

MOTION: Commissioner Cullen made a motion **to approve the June 26, 2017 District Meeting Agenda**, which was seconded by Commissioner Mirabella. The Board unanimously passed the motion.

2.B. **Approval of Minutes**

2.B.1 **Approval of Minutes of April 24, 2017 District Meeting Minutes**

MOTION: Commissioner Cullen made a motion **to approve the April 24, 2017 District Meeting Minutes**. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

2.B.2 **Approval of Minutes of May 22, 2017 Strategic Planning Workshop Minutes**

MOTION: Commissioner Cullen made a motion **to approve the May 22, 2017 Strategic Planning Workshop Minutes**, which was seconded by Commissioner Powers. The Board unanimously passed the motion.

2.B.3 **Approval of Minutes of May 22, 2017 District Meeting Minutes**

MOTION: Commissioner Cullen made a motion **to approve the May 22, 2017 District Meeting Minutes**. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

3. **CHAIRMAN'S REPORT**

Chairman Allen requested anyone requesting to speak to submit Speaker Cards.



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4. **SECRETARY'S REPORT**

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

5. **PUBLIC COMMENTS**

Frank Conklin requested to speak at item 7.D.

6. **OLD BUSINESS**

6.A. **DISCUSSION: Fire Hydrant Project**

Commissioner Thomas reported the Fire Hydrant Project List was redistributed as 11 Phase 6 drawings were received, and other hydrant locations questions were resolved. the drawing for the Phase 5 Fire Hydrant 16-16 was received.

6.B. **DISCUSSION/ACTION: Dive Team**

Theron Simmons reported no action was required at this time. This item will be changed to a Workman's Compensation Agenda Item. 7710 needs the Fire Department's lost-time reports, which would include the Higgin's incident, however the Higgin's accident has not yet been closed out. Commissioner Thomas reported that Joe Roth would like to quote the Workman's Compensation Insurance, and he has not yet met with Rob Blesser as he has been out of town. Theron will obtain a quote from 7710 after they have received the lost-time reports.

7. **NEW BUSINESS**

7.A. **MOTION/APPROVAL: Resolution #2017-003 Budget Amendment**

Jennifer Johnson presented Resolution #2017-003, which is a Budget Amendment. There was an increase in Miscellaneous Income due to the profit from the sale of the ambulances, and the workmen's compensation refund. There was an increase in the Unassigned Fund Balance, which results in a projected Unassigned Fund Balance of \$115,846. There was an increase in the reserves for vehicle replacement with the transfer of \$19,751, which is the profit from the sale of the two ambulances. The Fire Department Budget amended several items, and they include the Capital Outlay account being increased to cover the \$7,654 cost for fire hydrant 16-16. The Ambulance Corps budget adjustments were a wash. The Projected Unassigned Fund Balance as of September 30, 2017 is \$817,288.

MOTION: Commissioner Mirabella made a motion **to approve Resolution #2017-003 Budget Amendment**. Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

7.B. **DISCUSSION: Fire Fighter 1 Qualifications**

Commissioner Mirabella presented the Standards and Training for the Firefighter 1 Program. Volunteers certified as FF 1 are approved to go into a hot zone. The Fire Department minimum requirements are FF1.

7.C. **MOTION/APPROVAL: Mutual Aid Agreement (District and Miami-Dade)**

Theron Simmons received the Mutual Aid Agreement from Miami Dade. The County only signs Mutual Aid Agreements with government entities. There is no reimbursement for either entity

MOTION: Commissioner Thomas made a motion **to approve the District's Mutual Aid Agreement with Miami-Dade County**, which was seconded by Commissioner Cullen. The Board unanimously passed the motion.



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7.D. DISCUSSION: Training (Confined Spaces)

Commissioner Thomas confirmed the Higgin's accident scene was taken over by Miami Dade, and he understood the District has the necessary equipment to handle this type of accident; however, only one firefighter is trained in the use of this equipment. Currently the Fire Department is participating in Hazmat Training, and is also working on Officer Training. It was suggested the department consider budgeting for Confined Space Training.

7.E. DISCUSSION: Squad 24 Damage Report

The damage was under \$1,000, and the Chief was directed to check with Cottrell Welding to determine if Squad 24 could be repaired by Cottrell without voiding the warranty.

7.F. MOTION/APPROVAL: Life Scan Wellness Centers (Wellness Exams) \$12,795

Jennifer reported this item was brought to the Board as the Chief can only approve items up to \$10,000. There were 27 members that were tested.

MOTION: Commissioner Cullen made a motion ***to approve payment of the Life Scan Wellness Centers Invoice in the amount of \$12,795.***

Commissioner Thomas seconded the motion, and the Board unanimously passed the motion.

7.G. DISCUSSION: District Commissioner Indoctrination Program/Handbook

The Clerk was directed to include the District Commissioner Indoctrination Training Packet in the District Commissioner's Handbook.

7.H. DISCUSSION: KLVFD Annual Report 2017 for 2016

The Commissioners commented on how well the report was prepared.

8. FINANCIAL REPORT

No report

9. LEGAL COUNSEL REPORT

Theron Simmons reminded Commissioners about the email he sent them on May 24, 2017 regarding Senate Bill 80. It has major legislative changes to the Sunshine Law. Now requestors need to let you know five days in advance if they want to sue. This will help avoid lawsuits.

10. AMBULANCE CORPS REPORT

10.A. Monthly Report (Minutes/Treasurer's Report) 170531

Scott Robinson reported the Call Volume is increasing. Last month there were 177 calls, and since January there have been 118 backup calls.

11. FIRE DEPARTMENT REPORT

11.A. Monthly Report (Minutes/Treasurer's Report) 170531

11.B. Performance Report 170531

The Fire Department is conducting Hazmat Training (6 hours per day for three days). One firefighter resigned, and the department is conducting testing this upcoming weekend.



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12. COMMISSIONER ITEMS

12.A. District Action Plan

The Action Plan was updated as a result of the Strategic Planning Meeting. The items in blue are related to the combined general funding source item.

12.B. Ethics Forms Due July 1, 2017

Everyone reported they had submitted their forms to the Supervisor of Election's Office.

13. NEXT MEETING

MOTION: Commissioner Thomas made a motion **to confirm the July 10, 2017 Budget Workshop and District Meeting previously scheduled.** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion

14. ADJOURN

Commissioner Thomas made a motion to Adjourn at 7:15 p.m., which was approved by Commissioner Cullen.

2nd Quarter Meeting Schedule:

July 10, 2017	District Workshop (KLVFD Budget) followed by District Meeting
July 24, 2017	District Meeting (if required)
August 14, 2017	District Workshop (District/Dept. Budgets) followed by District Meeting
August 28, 2017	District Workshop (District/Dept. Budgets) followed by District Meeting
September 18, 2017	1 st Public Hearing and (District Meeting, if required)
September 25, 2017	Final Public Hearing followed by District Meeting

DOCUMENTS

AI 02.A.	District Meeting Agenda 170626
AI 02.B.1.	District Meeting Minutes 170424
AI 02.B.2.	Strategic Planning Workshop Meeting Minutes 170522
AI 02.B.3.	District Meeting Minutes 170522
AI 06.A.	Fire Hydrant Project 170626
AI 06.B.	Dive Team Insurance Proposal – pending
AI 07.A.	Resolution #2017-003 Budget Amendment
AI 07.B.	Fire Fighter I Qualifications
AI 07.C.	Mutual Aid Agreement (District & Miami-Dade)
AI 07.E.	Squad 24 Damage Report
AI 07.F.	Life Scan Wellness Centers \$12,795
AI 07.H.	KLVFD Annual Report 2017 for 2016
AI 10.A.	KLVAC Monthly Report (Minutes/Treasurer's Report) 170531
AI 11.A.	KLVFD Monthly Report (Minutes/Treasurer's Report) 170531
AI 11.B.	KLVFD Performance Report 170531
AI 12.A.	District Action Plan 170622