



***DISTRICT MEETING MINUTES
FEBRUARY 13, 2016 – FINAL***

1. AGENDA

1.A. Call to Order

Chairman Allen called the District Meeting to order 6:00 p.m.

1.B. Pledge of Allegiance

Commissioner Powers led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay 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 February 13, 2017 Agenda

Commissioner Cullen requested Agenda Item 6.A. (Stroke/Stemi Alert) be postponed to the next meeting as Dr. Steed was called into the Emergency Room today, and he was unable to meet with the Commissioners. The meetings with the Commissioners will take place prior to the March 13, 2017 District Meeting.

MOTION: Commissioner Mirabella made a motion ***to approve the February 13, 2017 District Meeting Agenda with the removal of Agenda Item 6.A,*** which was seconded by Commissioner Thomas. The Board unanimously passed the motion.

2.B. Approval of Minutes

2.B.1 Approval of Minutes of January 30, 2017 District Meeting Minutes

MOTION: Commissioner Thomas made a motion ***to approve the January 30, 2017 District Meeting Minutes.*** Commissioner Powers seconded, and the Board unanimously passed the motion.

3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

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



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

5. **PUBLIC COMMENT**

Chairman Allen indicated he would like the meeting format to be returned to the format it previously was with the speaker submitting a Public Comment Card. The speakers have a limit of three (3) minutes and come up to the front to address the Board. Everyone needs to submit a Public Comment Card to speak at the meeting. Sue Heim, speaking from the floor, requested to speak at Item 7.E.

6. **OLD BUSINESS**

6.A **DISCUSSION: Stroke/Stemi Alert**

This item was removed from the agenda.

7. **NEW BUSINESS**

7.A. **DISCUSSION: Suggestions to Improve Meetings**

Commissioner Allen would like to find a way for meetings to work better, and provide the Board to focus on the important stuff. Perhaps the District should consider some team building skills in a Strategic Plan style meeting. Commissioner Thomas indicated the people can speak twice on the same agenda item, the Chair is responsible for handling and controlling the pace of the meeting. He prefers the audience has the ability to have questions and comments coming from the floor. Commissioner Allen would like people to use comment cards and ask questions. Commissioner Cullen noted speaker cards keep people in the audience from hijacking the meeting. Theron Simmons indicated the Board would lose a little openness if people only speak twice. The Board will have more effective meetings the closer the Board follows Roberts Rules of Order. Jennifer recommended some team building, and Vicky agreed with both Theron and Jennifer. Commissioner Thomas indicated the FASD presentation he is working on for the Board might help ensure all the Commissioners are on the same page, and he will try to complete it for the March 27, 2017 Strategic Planning Meeting.

7.B. **MOTION/APPROVAL: Format of Minutes**

Commissioner Cullen had two items to bring to the Board. The first pertaining to Roberts Rules of Order on how items are documented in the minutes, and the second to have the motion read back to the Board prior to the vote. Roberts Rules of Order indicates minutes should reflect what is done versus the discussion of an item, and she recommended the minutes be written as action items. Commissioner Thomas felt it is important to provide a synopsis of the agenda item background and comments from the public as to how the board makes their decision. Roberts Rules of Order is a guide. Commissioner Cullen noted not all comments are in the minutes, they are not verbatim, and it should be a motion and vote and not everyone's comments. Commissioner Mirabella indicated the minutes are distributed to commissioners for their review and comment, and does not believe the discussion should be removed from the minutes. Theron Simmons reported that Boards handle the minutes in different ways: only showing the action items or showing the minutes with a little or a lot of discussion. It is the Board's responsibility to reach a happy medium. Commissioner Powers recognizes Roberts Rules of Order, and likes some detail in the minutes. Commissioners Mirabella and Thomas questioned if a Motion/Approval was necessary.



7.B. MOTION/APPROVAL: Format of Minutes (Continued)

MOTION: Commissioner Cullen made a motion ***that from this meeting forward in accordance with Robert's Rules of Order all comments, debate, preamble, discussion and public comments be omitted from the minutes so that the minutes accurately reflect what was done and not what was said.*** The motion was seconded by Commissioner Powers. The vote was as follows: Cullen (Yes), Mirabella, (No), Powers (No), Thomas (No) and Allen (Yes). The motion failed.

MOTION: Commissioner Cullen made a motion ***that prior to the vote being taken on any action item, the clerk reads the motion as she typed it so the person making the motion can make sure the language accurately reflects the motion.*** This item was seconded by Commissioner Powers, and the motion passed unanimously.

7.C. MOTION/APPROVAL: Surplus Ambulance Minimum Bid Pricing

Theron Simmons presented comparable pricing from Govdeals.com for the ambulances. The pricing ranges from \$800 to \$2,500. Theron noted that when the pricing falls below \$5,000, the District Board has more options for the disposition of the ambulances including donating the ambulances and giving the District the opportunity to call different companies to discuss ambulance disposition.

MOTION: Commissioner Thomas made a motion ***to place both ambulances on Govdeals.com for \$5,000,*** which was seconded by Commissioner Mirabella. The motion passed unanimously.

7.D. MOTION/APPROVAL: Resolution 2017-002 Monroe County Court Judgeships

Theron Simmons reported the county attorney's office requested all government agencies to approve a resolution to keep the County Judges. The Florida Supreme Court wants to remove one Monroe County Judge position, and then review the case load and possibly remove another Monroe County Judge position. Traveling in the Keys is one of the factors justifying the County's need for additional judges. Commissioner Mirabella asked what would be a reason to support the Resolution, and Theron indicated there is not a required reason to support it. Commissioner Thomas questioned if it is within the District's purview to vote on something like this. Theron indicated the Board may make motions for political issues. He reported the state legislature has not acted on it; and if the legislature votes to reduce the number of judges, then the funding would be reduced. Sue Heim, speaking from the floor, indicated the KLWTD declined to vote on the Resolution because it was political, and it has not gone to the State Legislature. Commissioner Cullen questioned if it would be all right for the District to be in a holding pattern until the next meeting. Both Commissioners Thomas and Cullen recommended Commissioners individually contact the appropriate agencies to let them know if they support or do not support the Resolution. The next legislative session begins on March 7, 2017.



7.D. MOTION/APPROVAL: Resolution 2017-002 Monroe County Court Judgeships

MOTION: Commissioner Cullen made a motion **to approve Resolution 2016-002**, which was seconded by Commissioner Mirabella. Commissioner Mirabella withdrew his second, and the motion was not passed.

The Resolution will be placed on the next District Meeting Agenda.

7.E. MOTION/APPROVAL: KLVFD Travel Request

Sue Heim, speaking from the floor, questioned where the budget for the Honor Guard is in the budget. There are two line items, one for the Honor Guard and one for travel. One of the Tavernier volunteers asked some of her expenses be paid. There are a total of six (6) travelers for per diem, two travelers will receive mileage and there will be three (3) rooms.

MOTION: Commissioner Thomas made a motion **to approve the Upper Keys Honor guard travel request in the amount of \$1,745.83**. Commissioner Mirabella seconded the motion, and the Board passed the motion unanimously.

Commissioner Powers appreciates the Honor Guard, and being new to the District Board wondered if the Honor Guard accounts for their income/expenses to the District Board. No, the Honor Guard does not have to account for their bank account because the District does not have a contract with them.

7.F. DISCUSSION: Commissioner Texting

As a suggestion to improve meetings, Commissioner Thomas recommended Commissioners not text or read emails until after the meeting to avoid detracting from the job they are doing.

8. FINANCIAL REPORT

8.A. District Financial Report 161231

Jennifer Johnson reported the District completed the 1st quarter of the FY 2016-2017 budget or 25% of the budget year.

The District collected \$734,967 in December and year-to-date \$1,920,111 or 72.92% of budget. The District Board's expenditures for December were \$32,544 and year-to date \$100,448 or 34.76% of budget.

The KLVFD's expenditures for December were \$85,828 with year-to date expenditures of \$808,009 or 40.22% of budget.

The Corps expenditures for December were \$44,006 with year-to date expenditures of \$168,555 or 27.52% of budget.



8.A. District Financial Report 161231 (Continued)

The total District Board's expenditures for December were \$162,379 and year-to date \$1,077,014 or 37.01% of budget. Johnson noted that repairs and maintenance for both departments is a little high.

For the period ending December 2016, there is a surplus of \$572,588, and the \$250,000 has not yet been transferred to Vehicle and Equipment Fund.

9. LEGAL COUNSEL REPORT

Theron did not have any new items to report to the Board.

10. EMS DEPARTMENT REPORT

Scott Robinson reported the IT guys are working on the CCR software, and that the Miami-Dade Mutual Aid Agreement is being re-signed. The Agreement was mailed Return Receipt Requested, which was signed and returned to the Chief.

11. FIRE DEPARTMENT REPORT

Scott Robinson reported the phones, internet and tv are being bundled , which will be a total cost of \$400-\$500 for both stations, Engine 24 is out of service for an injector issue, and will have to be flat bedded for service on March 7, 2017. There was a structure fire in Tavernier, and three mobile homes were lost. Station 18 moved up to Islamorada, and Islamorada moved up to Tavernier. Commissioner Thomas commended Rob Blesser and the Key Largo Volunteer Fire Department Dive Team in the recovery of the Canadian diver. Even though there is a budget line-item for the Dive Team training, no funds have been used for several years. Commissioner Thomas recommended the Chief get with Rob Blesser to have him submit an invoice to the District. He would like it placed on the agenda at the next meeting as New Business. Commissioner Cullen recognized the good publicity for the District and Department. Ike Beal started the Dive Team eons ago, and he has handled several recoveries. Leo Moreno has been released from the hospital.

Squad 24 will be sent to Cummings Diesel the week of February 20, 2017, and Roy will check out the exhaust problem with Ladder 25.

12. COMMISSIONER ITEMS

Commissioner Allen reported that TA24 was damaged while going through the entrance of Calusa Cove Campground. The rear of the vehicle scraped against a pole at the guard shack while making a hard right-hand turn. The gate pole was not damaged. There was a broken red reflector and a scratch in the diamond plate in the rear on the left side. There will only be a small cost to replace the red reflector.

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KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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13. NEXT MEETING

MOTION: Commissioner Powers made a motion ***to cancel the February 27, 2017 Meeting if there are no items requiring District Board approval. If the meeting is cancelled, the net meeting will be March 13, 2017.*** Commissioner Cullen seconded the motion. The Board unanimously passed the motion.

14. ADJOURN

Commissioner Cullen made a Motion to Adjourn at 7:10 p.m., which was seconded by Commissioner Mirabella.

1st Quarter Scheduled Meetings:

February 27, 2017 District Meeting
March 13, 2017 District Meeting
March 27, 2017 Strategic Planning Workshop
March 27, 2017 District Meeting (if required)

DOCUMENTS

AI 2.B.1. *Strategic Planning Workshop Minutes 161114*
AI 2.B.2. *District Meeting Minutes 161114*
AI 6.A. *Master Fire Hydrant List 161205*
AI 7.A. *Email 161202 Chief Bock Total Repair Cost for the Apparatus*
AI 7.B. *Resolution 2017-001 Board Unity*
AI 7.C. *2017 Proposed Meeting Schedule*
AI 7.D. *KLVD Travel Request \$619.38 Hallmark New Apparatus*
AI 7.E. *Sunshine Law*
AI 8.A. *KLFR&EMS Financial Report 161130*
AI 9.A. *Legal Report 161212*
AI 11.A. *KLVD Performance Report 161130*
AI 12.A. *District Strategic Plan Action Plan 161205*