DISTRICT MEETING MINUTES
January 28, 2019

1. **AGENDA**

   **1a. Call to Order**
   Chairman Allen called the District Meeting to order at 6:00 p.m.

   **1b. Pledge of Allegiance**
   Commissioner Powers led the Pledge of Allegiance.

   **1c. Roll Call**
   Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, George Mirabella, Danny Powers and Bob Thomas. There was a quorum

   Also present were: Don Bock, Vicky Fay, Jennifer Johnson, C.J. Jones, Gaelan Jones Esq., and Scott Robinson. The meeting was held at Station 24.

2. **APPROVAL OF AGENDA & MINUTES**

   **2a. Approval of January 28, 2019 District Meeting Agenda**
   Commissioner Thomas requested Item 6.B. Vehicle Decals be added to the agenda, and Item 7.A. KLVFD Sign quote be moved to Item 6.C.

   **MOTION:** Commissioner Powers made a motion to approve the January 28, 2019 District Meeting Agenda. Commissioner Thomas seconded, and the Board unanimously passed the motion.

   **2b. Approval of Minutes**
   i. **December 17, 2018 District Meeting Minutes**
      The Board tabled approval of this item pending the following changes to the minutes: Item 5. Amend to “Commissioner Mirabella” under Secretary Report, 7a. confirm who moved to approve Item 7a from December 17 meeting; Item 9: newly purchased vehicle will not be delivered until February or March and 12. Substitute “District Logo” for hatch.

3. **PUBLIC COMMENT**
   Sue Heim requested to speak at Items 7a. (6c.) and 7d.

4. **CHAIRMAN REPORT**
   The Chairman did not have any items to report.

5. **SECRETARY REPORT**
   Commissioner Mirabella discussed an email from past Commissioner Beyer discussing District Property.
6. **OLD BUSINESS**

6a. **Fire Hydrant Report**
Commissioner Thomas reported FKAA is in the process of issuing permits, and construction will start when the permits are issued.

6b. **Vehicle Decals**
Discussion by Commissioner Thomas on placing District logos on the ambulances. Scott Robinson indicated the District logos could be added to the ambulance doors.

6c. **MOTION/APPROVAL: KLVFD Sign Quote (Station 24)**
The Commissioners reviewed the new Vital Signs quote for $7,175.00. Commissioners discussed the basics for the Sign Quote: The name to appear on the station is Key Largo Fire Rescue & EMS District Sta. No. 24 with the District logo (patch) artwork. Captain Jones will bring a new quote to the District Board.

Captain Jones briefed the Commissioners on Bay Door #3. There is an issue with closing at a steep angle and the shaft and guide are bent. It will cost about $6,700 to replace. He will bring a quote for a new door with a warranty to the next meeting.

7. **NEW BUSINESS**

7a. **MOTION/APPROVAL: KLVFD Sign Quote (Station 24)**
This item was over to 6c.

7b. **DISCUSSION: Department Accounting Fees**
Commissioner Thomas contacted two accounting firms: Theresa Sutter and Paychex. Commissioner Mirabella presented a quote from Paychex. Commissioner Powers requested legal provide information on the District’s legal obligations on spending taxpayer money.

7c. **MOTION/APPROVAL: 365 Office & Email Addresses**
Discussion by Gaelan Jones on dedicated Commissioner email accounts and Office 365 Upgrade. The upgrade will cost $420.00 annually.

**MOTION:** Commissioner Powers made a motion to approve an additional $420.00 to purchase the upgrade for the website. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7d. **Review and Approval Department Procedures**
There was a question regarding District approval of Department Policies and Procedures. Legal provided clarification of the Board’s responsibilities.

7d. **Review and Approval Department Procedures (Continued to next meeting)**

**MOTION:** Commissioner Mirabella made a motion to continue the department policies to the next meeting. Commissioner Powers seconded, and the Board unanimously passed the motion.
7d. **Review and Approval Department Procedures (Continued to next meeting)**
This item was tabled to the next meeting, where the policies will be added as a Discussion item in a bulk review format. The policies will be reviewed by effective date and the procedures by sequential procedure number.

7d.1 **MOTION APPROVAL: KLVFD Policy 2015-003 48 Hours or Less “Volunteers Time Off Request”** - Continued to the next meeting.
7d.2 **MOTION APPROVAL: KLVFD Policy 2018-5-15-01 Harassment Policy** - Continued to the next meeting.
7d.3 **MOTION/APPROVAL: KLVFD 08/05/1 Social Media Policy** - Continued to the next meeting.
7d.4 **MOTION/APPROVAL: KLVFD 06/16/18 Leave of Absence Policy** - Continued to the next meeting.
7d.5 **MOTION APPROVAL: KLVFD No. 2014-11-21-1 Minimum Shift Requirements, Training & Non-Compliance Policy for Members** - Continued to the next meeting.

7e. **DISCUSSION: FASD Trip Report**
Commissioner Mirabella requested this item be heard at the next meeting so he can prepare handouts.

8. **FINANCIAL REPORT**
8a. **Finance Report 1st Quarter 10/1/18-12/31/18**
Jenn Johnson reported the following for the 1st quarter of 2018-2019:
Total District Revenue was $2,530,347.60; Total District Board Expenses were $121,530.07; the Total Fire Department Expenses were $460,061.68; and the Total Ambulance Corps expenses were $179,541.05.

The Total District Expenses for the 1st Quarter of FY-18-19 were $761,132.80; and the Transfer to the Vehicle & Equipment fund was $50,000.00. The Net Excess after the transfer to reserves was $1,719,214.80.

9. **LEGAL COUNSEL REPORT**
Gaelan Jones did not have any additional items to report to the Board.

10. **AMBULANCE CORPS REPORT**
10a. **KLVAC Monthly Report 181231**
The Corps reported eight people were tested. The Corps owns the building at Station 23 and has a 99 year lease with the County. The District owns the building at Station 24 and the county and state own the surrounding land.

11. **FIRE DEPARTMENT REPORT**
11a. **KLVFD Monthly Report 181231**
The Fire Department hired five new employees for the Safer grant: Fabio De Las Cuevas, Juan Gomez, Carlos Leon, Oswaldo Pineda and Natalia Blanco. There is a list of 15 people available if the department would lose any Safer Grant firefighters.
11b. **KLVFD Performance Report 181231**
There was a mobile home fire, where a pet was lost, and the home was a total loss.

12. **COMMISSIONER ITEMS**
Commissioner Powers discussed the article about the Station 25 ambulance. Gaelan Jones reported the Oaths of Office were sent to the Commission on Ethics.

13. **NEXT MEETING**

13a. **District Meeting: February 11, 2019 or February 25, 2019**

*MOTION:* Commissioner Powers made a motion to approve cancelling the February 11, 2019 meeting if no items require approval. Commissioner Conklin seconded, and the Board unanimously passed the motion.

14. **ADJOURN**

*MOTION:* Commissioner Powers made a motion to adjourn, which was seconded by Commissioner Conklin at 7:36 p.m.

**NEXT MEETINGS**
February 11, 2019 District Meeting (if required)
February 25, 2019 Strategic Planning Workshop & District Meeting
March 11, 2019 District Meeting (if required)
March 25, 2019 District Meeting

**DOCUMENTS**

| AI 2a | District Meeting Agenda |
| AI 2b | December 17, 2018 District Meeting Minutes |
| AI 7b | Payroll Services |
| AI 7d.1 | KLVFD Policy 48 Hours or Less “Volunteers Time Off Request” |
| AI 7d.2 | KLVFD Policy 2018-5-15-01 Harassment Policy |
| AI 7d.3 | KLVFD Policy 08/05/1 Social Media Policy |
| AI 7d.4 | KLVFD Policy 06/16/18 Leave of Absence Policy |
| AI 7d.5 | KLVFD 2014-11-21-1 Minimum Shift Requirements, Training & Non-Compliance Policy for Members |
| AI 8a | Finance Report 1st Quarter (10/01/18 – 12/31/18) |
| AI 10a | KLVAC Monthly Report 181231 |
| AI 11a | KLVFD Monthly Report 181231 |
| AI 11b | KLVFD Performance Report 181231 |