DISTRICT MEETING MINUTES
February 25, 2019 – REVISED FINAL

1. AGENDA
   1a. Call to Order
       Chairman Allen called the District Meeting to order at 6:58 p.m.

   1b. 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, Gaelan Jones Esq., and Scott Robinson. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MINUTES
   2a. Approval of February 25, 2019 District Meeting Agenda
       Jennifer Johnson reported a change in pricing of Item 7D. for the radios to $241,555.89.

       MOTION: Commissioner Thomas made a motion to approve the February 25, 2019 District Meeting Agenda with the change in pricing for Item 7.D. Commissioner Conklin seconded, and the Board unanimously passed the motion.

   2b. Approval of Minutes
       2b.1 December 17, 2018 District Meeting Minutes

       MOTION: Commissioner Thomas made a motion to approve the December 17, 2018 District Meeting Minutes. Commissioner Conklin seconded, and the Board unanimously passed the motion.

       2b.2 January 28, 2019 District Meeting Minutes

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

3. PUBLIC COMMENT
   Sue Heim discussed the Florida Retirement System.

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

5. SECRETARY REPORT
   The Secretary did not report on any items.
6. **OLD BUSINESS**
   6a. **Fire Hydrant Report**
   Commissioner Thomas reported the equipment has been received and installation is pending receipt of the permits.

7. **NEW BUSINESS**
   7a. **MOTION/APPROVAL: KLVFD Sign Quote (Station 24)**
   Jennifer Johnson reported the pricing for the District logo has been reduced from $2,500 to $1,900.00 for a 46 x 60 and $1,400.00 for a 40 x 48.

   **MOTION:** Commissioner Thomas made a motion to approve the Sign Quote from Vital Signs for Station 24 in the amount of $7,825.00. Commissioner Conklin seconded, and the Board unanimously passed the motion.

   7b. **DISCUSSION: Department Accounting Fees**
   Bob Thomas introduced Theresa Sutter, a QuickBooks Advisor, who had discussed the departments’ payroll with Chief Bock. Ms. Sutter discussed options for improving Department payroll and reducing costs. The contact for Paychex representative Holly Moret will be provided to Scott Robinson, who will reach out to her for more information.

   7c. **MOTION/APPROVAL: sole source purchase of radios and equipment from Sun Communications for an amount not to exceed $241,555.89, and directing staff to submit the purchase to the AFG grant for partial reimbursement**
   AFG approved $115,750 for the radio grant. The grant will pay for $110,239 and the District is responsible for $5,511.00. Legal discussed the Federal Grant competitive bidding process. The department may piggy-back off a competitively bid contract.

   **MOTION:** Commissioner Thomas made a motion to approve the radio expenditure in the amount of $241,555.89. Commissioner Powers seconded, and the Board unanimously passed the motion.

   7d. **MOTION/APPROVAL: KLVFD Travel Authorization (Trip to E-One) for an amount not to exceed $611.00**
   Jennifer Johnson reported that the trip is for four people and includes a rental car, meals, tolls, fuel, parking and per diem.

   **MOTION:** Commissioner Thomas made a motion to approve the Travel Authorization to E-One in the amount of $611.00. Commissioner Conklin seconded, and the Board unanimously passed the motion.
7e. **DISCUSSION: KLVFD Policies**
   7e.1 KLVFD Policy 2014-11-21-1 Minimum Shift Requirements, Training & Non-Compliance Policy for Members 11/21/14
   7e.2 KLVFD Policy 2016-01-01 Rookie Program Policy 01/01/15
   7e.3 KLVFD Policy Safety Vests Policy 08/01/15
   7e.4 KLVFD Policy Drug Free Workplace and Work Rules 08/15
   7e.5 KLVFD Policy 2015-003 48 Hours or Less “Volunteers Time Off Request” 09/01/15

   The Board reviewed the Fire Department policies. For the next meeting there will be 5 policies and the newly-approved Mutual Aid Policy.

7f. **MOTION/APPROVAL: Purchase Replacement Air Bag Kit from Municipal Equipment Services $8,550.00.**

   **MOTION:** Commissioner Powers made a motion to approve the Replacement Air Bag Kit from Municipal Equipment Services $8,550.00. Commissioner Conklin seconded, and the Board unanimously passed the motion.

8. **FINANCIAL REPORT**
   Jennifer Johnson reported the department is requesting a time extension to March 10 for the roof at Station 23. The payroll project is being reviewed and the funds will be obligated. FEMA will issue the funds to the State, and the State will distribute the funds to the District.

9. **LEGAL COUNSEL REPORT**
   Legal did not have any additional items to report.

10. **AMBULANCE CORPS REPORT**
   10a. KLVAC Monthly Report 190131
   The Corps hired four new employees.

11. **FIRE DEPARTMENT REPORT**
   11a. KLVFD Monthly Report 190131
   11b. KLVFD Performance Report 190131
   The Fire Department has approved four or five new SOPS.

12. **COMMISSIONER ITEMS**
    None

13. **NEXT MEETING**
   13a. District Meeting: March 11, 2019 or March 25, 2019
   The next meeting will be March 11, 2019.

   (See Next Page)
14. ADJOURN

**MOTION:** Commissioner Mirabella made a motion to adjourn, which was seconded by Commissioner Powers at 7:42 p.m.

NEXT MEETINGS
March 11, 2019 District Meeting (if required)
March 25, 2019 District Meeting

DOCUMENTS
AI 02a Agenda for District Meeting
AI 02b.1 District Meeting Minutes 181217
AI 02b.2 District Meeting Minutes 190128
AI 07a Vital Sign Quote
AI 07c AFG Radio Grant: Proposal, Requirements and Sole Source
AI 07d KLVFD Check Request (Trip to E-One)
AI 7e.1 KLVFD Policy 2014-11-21-1 Minimum Shift Requirements, Training & Non-Compliance Policy for Members 11/21/14
AI 7e.2 KLVFD Policy 2016-01-01 Rookie Program Policy 01/01/15
AI 7e.3 KLVFD Policy Safety Vests Policy 08/01/15
AI 7e.4 KLVFD Policy Drug Free Workplace and Work Rules 08/15
AI 7e.5 KLVFD Policy 2015-003 48 Hours or Less “Volunteers Time Off Request” 09/01/15
AI 10a KLVAC Monthly Report 190131
AI 11a KLVFD Monthly Report 190131
AI 11b KLVFD Performance Report 190131