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.

   **NOTE:** Chairman Allen left the meeting at 6:54 p.m., during discussion on Item 7(F) due to an emergency at work, Vice-Chairman, Bob Thomas assumed the Chair’s responsibility for the duration of the meeting.

   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 May 13, 2019 District Meeting Agenda**

   **MOTION:** Commissioner Mirabella made a motion to approve the May 13, 2019 District Meeting Agenda. Commissioner Powers seconded, and the Board unanimously passed the motion.

   2b. **Approval of Minutes**

   2b.1 **Approval of April 8, 2019 District Meeting Minutes**

   **MOTION:** Commissioner Thomas made a motion to approve the April 8, 2019 Minutes, which was seconded by Commissioner Conklin and the Board unanimously passed the motion.

   2b.2 **Approval of April 29, 2019 District Meeting Minutes**

   Scott Robinson needs to be removed from the meeting.

   **MOTION:** Commissioner Mirabella made a motion to approve the April 29, 2019 Minutes with the change. Seconded by Commissioner Powers, and the Board unanimously passed the motion.
3. **PUBLIC COMMENT**
   Sue Heim discussed documentation not posted on website for items listed on the agenda. Nick Rodriguez discussed raising the millage. Tina Wyatt of DeMoss Financial spoke at item 6b.

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

5. **SECRETARY REPORT**
   Commissioner Mirabella did not have any items to report to the Board.

6. **OLD BUSINESS**
   6a. **Fire Hydrant Report**
       Commissioner Thomas reported installation is in progress, and the status of the FDOT hydrants will be checked.

   6b. **Department Accounting Fees**
       Commissioner Mirabella presented a proposal from Paychex. The cost for the Fire Department is $5,082.24, and the Corps $4,905.12 for a total of $9,987.36. Tina Wyatt researched payroll companies comparing what is being done to various proposals, and confirmed that the departments will still need a bookkeeper. Scott Robinson indicated he will take a proposal to his board for review and potential approval.

7. **NEW BUSINESS**
   7a. **MOTION APPROVAL: Free Press Hurricane Magazine Advertising**
       The Board discussed promoting the District and Departments in the Hurricane Magazine Advertising. No date has been set for a community event. The Board expressed desire for increased promotion of District on Facebook.

       Frank Conklin made a motion for the District to place the ad in the Free Press Hurricane Magazine. The motion died for the lack of a second.

   7b. **MOTION APPROVAL: KLWTD Payoff Station 23, 24 & 25 Wastewater Assessments**
       The Board discussed paying off the Wastewater Assessments early for Station 23 ($9,243.00), Station 24 ($7,782.14) and Station 25 ($10,539.59).

       **MOTION:** Commissioner Thomas made a motion to approve the payoffs for the Wastewater Assessments for Stations 23, 24 and 25 in the amount of $27,564.73. Commissioner Powers seconded, and the Board unanimously passed the motion.
7c. **MOTION APPROVAL: Station 24 Bay Door Replacement**
The Board discussed the Station 24 garage door quotes. Commissioner Conklin presented a revised quote from Above All Garage Doors for $3,800.00.

**MOTION:** Commissioner Conklin made a motion to accept the Above All Garage Doors quote in the amount of $3,800, Commissioner Thomas seconded, and the motion passed unanimously.

7d. **DISCUSSION: KLVAC 2018 Annual Report**
The Board discussed the Ambulance Corps Annual Report.

7e. **DISCUSSION: KLVFD 2018 Annual Report**
The Board discussed the Fire Department’s Annual report. The ISO Rating changed to 4/4x.

7f. **DISCUSSION: ALS for Fire Trucks**
The Fire Department is currently designated as BLS. Commissioner Thomas received a question if the Fire Department should be designated as ALS. The Board and Departments discussed the cost/benefit of obtaining an ALS certificate. Commissioner Thomas ended discussion, stating that topic should be discussed as long-term goal during strategic planning workshop.

7g. **MOTION APPROVAL: Budget Line Item Transfer**
Jennifer Johnson discussed the Budget Line-Item Transfers for the District, Fire Department and the Ambulance Corps.

**MOTION:** Commissioner Mirabella made a motion to approve the Budget Line-Item Transfers for the District, Fire Department and Ambulance Corps, which was seconded by Commissioner Conklin. The vote was as follows: Allen (Absent), Conklin (Yes), Mirabella (Yes), Powers (Yes) and Thomas (Yes).

7h. **DISCUSSION: Potential Sale of Squad 24 and Dive Rescue Vehicles**
Chief Bock discussed the potential sale of Squad 24 and the Dive Rescue Vehicle. He will bring this back to the Board if offers are received.

7i. **DISCUSSION: KLVFD Vehicle Repair Costs**
This item was discussed and moved to the next meeting.

7j. **DISCUSSION: Report on Errors in Submission of Application for AFG and SAFER Grant**
The department reported the grant writer used the salary amount from the previous grant, and the salaries had increased $4,000.00 per firefighter. The District needs to fund five firefighters per year to maintain the grant. Per year, there will be a shortfall of $63,364.50 or $190,903.50 over the three year period, of which $117,723.82 would have been potentially reimbursed by the grant. The short fall would have to come from the fund balance. Commissioner Thomas indicated the department needed to do a better job on grant submission in the future. There was no discussion on the radio grant.
8. **FINANCIAL REPORT**


Jennifer Johnson reported that the 2nd quarter year-to-date revenue was $2,923,215.94 or 77.08% of budget.

The District Board’s year-to-date expenses were $172,076.87 or 53.77% of budget.
The Fire Department year-to-date expenses were $814,179.71 or 39.71% of budget.
The Ambulance Corps year-to-date expenses were $400,580.20 or 39.37% of budget.

The District’s total year-to-date expenses were $1,386,836.78 or 40.94% of budget.
There is a surplus of $1,436,379.16 after $100,000.00 was transferred to the Vehicle and Equipment fund.

8b. **DISCUSSION: District 2018 Financial Audit Report**

Jennifer Johnson reviewed the Financial Audit Report. There were no findings or recommendations.

9. **LEGAL COUNSEL REPORT**

Gaelan Jones discussed the State Attorney’s Ethics Training for the Commissioners scheduled for June 17, 2019 in Marathon.

10. **AMBULANCE CORPS REPORT**

10a. **KLVAC Monthly Report & Treasurers Report 190331**

There are 13 people scheduled for the Paramedics testing.

11. **FIRE DEPARTMENT REPORT**

11a. **KLVFD Monthly Report 190331**

Stations 20, 21, 22, 23, 24, and 25 responded to the Bungalow Fire. The cost analysis needs to be reviewed by Legal. FKAA helped during the fire. Station 25 needs a different color as the shutters are the same color.

11b. **KLVFD Performance Report 190331**

11c. **KLVFD Performance Report 190430**

These items were not discussed.

12. **COMMISSIONER ITEMS**

The commissioners thanked the fire department. Commissioner Thomas received a question regarding ALS services.
13. NEXT MEETING

13a. District Meeting: May 20, 2019 or June 10, 2019
Commissioner Mirabella is out-of-town on May 20 and June 10, 2019. The Strategic Planning Workshop will be rescheduled until June or July.

**MOTION:** Commissioner Powers made a motion to cancel the May 20, 2019 Meeting and tentatively cancel the June 10, 2019 and to definitely schedule the June 24, 2019 Meeting, which was seconded by Commissioner Conklin. The vote was as follows: Allen (Absent), Conklin (Yes), Mirabella (Yes), Powers (Yes) and Thomas (Yes).

14. ADJOURN

**MOTION:** Commissioner Powers made a motion to adjourn, which was seconded by Commissioner Conklin at 7:56 p.m.

NEXT MEETINGS
May 20, 2019 Strategic Planning Workshop & District Meeting
June 10, 2019 District Meeting (if required)
June 24, 2019 KLVAC Budget Workshop & District Meeting

DOCUMENTS
Al 2a. District Meeting Agenda
Al 2b.1 April 8, 2019 District Meeting Minutes
Al 2b.2 April 29, 2019 District Meeting Minutes

DOCUMENTS (Continued)
Al 6b. Paychex Proposal
Al 7b. K LWTD Payoff Station 23, 24 & 25 Wastewater Assessments
Al 7c. Station 24 Bay Door Replacement
Al 7d. KLVAC 2018 Annual Report
Al 7e. KLVFD 2018 Annual Report
Al 7e. Organizational Chart
Al 7e. Organizational Chart Breakdown
Al 7g. Budget-Line Item Transfer
Al 7l. KLVFD Vehicle Repair Costs
Al 8a. Financial Report 2nd Qtr. through 3/31/19
Al 8b. District 2018 Financial Audit Report
Al 10. KLVAC Monthly Report 190331
Al 11a. KLVFD Monthly Report 190331
Al 11b. KLVFD Performance Report 190331
Al 11c. KLVFD Performance Report 190430