DISTRICT MEETING MINUTES
October 14, 2019 – DRAFT

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, David Garrido, Jennifer Johnson, CJ Jones and Gaelan Jones, Esq. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MINUTES
   2a. Approval of October 14, 2019 District Meeting Agenda
       Chairman Allen added with cause new item 7g. the Public Risk Insurance Advisors for the Fire Department Liability Insurance Premium Renewal $50,404.12 as the premium is due within 30 days, and the October 28, 2019 may be cancelled.

       MOTION: Commissioner Powers made a motion to approve the October 14, 2019 District Meeting Agenda with the addition of the new Agenda Item 7g the renewal of the Public Risk Insurance Advisors Insurance Premium. Commissioner Thomas seconded, and the Board unanimously passed the motion.

   2b. Approval of Minutes
       2b.1 September 23, 2019 Final Public Hearing Meeting Minutes

       MOTION: Commissioner Thomas made a motion to approve the September 23, 2019 Final Public Hearing Meeting Minutes. Commissioner Powers seconded, and the Board unanimously passed the motion.

       2b.2 September 23, 2019 District Meeting Minutes

       MOTION: Commissioner Thomas made a motion to approve the September 23, 2019 District Meeting Minutes. Commissioner Conklin seconded, and the Board unanimously passed the motion.
3. **PUBLIC COMMENT**
   Sue Heim spoke at Agenda Item 7e.

4. **CHAIRMAN REPORT**
   None

5. **SECRETARY REPORT**
   Commissioners Mirabella and Thomas will attend the FASD Meeting at Hawks Cay on October 17th and 18th.

6. **OLD BUSINESS**
   6a. **Fire Hydrant Report**
   Commissioner Thomas reported that 12 fire hydrants of the Phase 8 Fire Hydrant Project require FDOT approval, and the RFP is on this Meeting Agenda for approval.

7. **NEW BUSINESS**
   7a. **DISCUSSION: Contract Renewal**
   Commissioner Allen discussed the renewal of the department contracts. Chief Bock indicated that the Ambulance Corps and Fire Department would be pursuing separate contracts with the District, and will likely be separating the two entities in the near future. The Board unanimously agreed that they would like to execute a 30-day extension of the existing Contract with both Departments as the Board considers the full renewal of each department’s contract individually.

   Following discussion, Chairman Allen found cause to add a 30-day extension of the existing Contract to the Agenda for Motion/Approval.

   **MOTION:** Commissioner Mirabella made a motion to extend the existing Contract for a 30-day period, authorize staff to take all action necessary to implement the extension, and authorize Chairman Allen to execute the extension on behalf of the District. Commissioner Powers seconded the Motion.

   The vote was a follows: Allen (Yes), Conklin (Yes), Mirabella (Yes), Powers (Yes) and Thomas (Yes). The motion was passed unanimously.

   7b. **MOTION/APPROVAL: Invitation-to-Bid (ITB) Phase 8 FY 2019-2020 Fire Hydrant Project (Jones)**

   **MOTION:** Commissioner Thomas made a motion to approve ITB 20-001 for Phase 8 FY 2019-2020 Fire Hydrant Project. Commissioner Conklin seconded, and the Board unanimously passed the motion.

   7c. **DISCUSSION: Firefighter’s Cancer Insurance**
   Commissioner Thomas reported he is awaiting the enabling legislation information from Congresswoman Debbie Mucarsel-Powell’s Office to Representative Raschein’s Office for clarification of the Insurance Cancer Bill requirements.
7d. **DISCUSSION: (Progress Report from Fact-Finding Committee)**
Commissioner Conklin requested an update from the Fact-Finding Committee. Captain Garrido indicated the Committee was about 40% complete, and hope to submit a report to the Board in November.

7e. **MOTION/APPROVAL: KLVAC Station 23 Additional Mold Remediation & Duct Work Replacement**

7e.1 **Duct Work ($6,500.00)**

7e.2 **Change Order: Office Area ($3,071.26)**

**MOTION:** Commissioner Thomas made a motion to approve the Safeway Restoration Quotes for the KLVAC Station 23 Duct Work Replacement in the amount of $6,500.00 and the Change Order to add the Office Area in the amount of $3,071.26. Commissioner Powers seconded, and the Board unanimously passed the motion.

7f. **MOTION/APPROVAL: Benchmark Insurance (Workman’s Compensation FY 19-20)**

7f.1 **Ambulance Corps & Fire Department ($43,322)**

**MOTION:** Commissioner Powers made a motion to approve the Benchmark Premiums for the District’s Workman Compensation Premium of $752.00 and for the Departments Workman’s Compensation Premium of $43,322. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

7g. **MOTION/APPROVAL: Public Risk Insurance Advisors Premium ($50,404.12)**

Jennifer Johnson reported this is a full-year premium for the Departments’ Package Liability Policy.

**MOTION:** Commissioner Thomas made a motion to approve the Public Risk Insurance Advisors Premium of $50,404.12. Commissioner Conklin seconded, and the Board unanimously passed the motion.

8. **FINANCIAL REPORT**
   No report.

9. **FINANCIAL REPORT**
   No report.

10. **AMBULANCE CORPS REPORT**
   The Ambulance Corps is conducting training.
11. FIRE DEPARTMENT REPORT

11a. KLVFD Performance Report 190930
Captain Garrido reported the Fire-Prevention training went very well at Key Largo School. Commissioner Conklin expressed appreciation to Paul Mosczynski for participating, and great job on handling the fire on the stretch.

12. COMMISSIONER ITEMS
Commissioner Thomas was asked to speak at the November 14, 2019 Key Largo AARP Meeting.

13. NEXT MEETING

13a. October 28, 2019 or November 4 or November 18, 2019 Strategic Planning Workshop & District Meeting

MOTION: Commissioner Thomas made a motion to cancel the October 28, 2019 District Meeting and November 4, District Meeting unless items require Board approval prior to the November 18, 2019 meeting. Commissioner Conklin seconded, and the Board unanimously passed the motion.

14. ADJOURN

MOTION: Commissioner Mirabella made a motion to adjourn the meeting at 6:42 pm, which was seconded by Commissioner Conklin.

NEXT MEETINGS
October 28, 2019 District Meeting
November 4, 2019 District Meeting (if required)
November 18, 2019 Strategic Planning Workshop & District Meeting
December 2, 2019 District Meeting (if required)
December 18, 2019 District Meeting

DOCUMENTS
AI 2a. District Meeting Agenda
AI 2b.1 September 23, 2019 Final Public Hearing Meeting Minutes
AI 2b.2 September 23, 2019 District Meeting Minutes
AI 7b. Invitation to Bid FY 2019-2020 Fire Hydrant Project
AI 7c. Firefighter’s Cancer Insurance Information
AI 7e.1 Station 23 Safeway Restoration (Duct Work $6,500.00)
AI 7e.2 Station 23 Safeway Restoration (Change Order $3,071.26)
AI 7f.1 Benchmark Insurance (Workman’s Compensation Insurance Departments - $42,322)
AI 7f.2 Benchmark Insurance (Workman’s Compensation Insurance District Board - $752.00)
AI 11a. KLVFD Performance Report 190930