DISTRICT MEETING MINUTES
November 18, 2019 – DRAFT

1. AGENDA
   1a. Call to Order
       Chairman Allen called the District Meeting to order at 7:45 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, 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 November 18, 2019 District Meeting Agenda

       MOTION: Commissioner Powers made a motion to approve the November 18, 2019 District Meeting Agenda. Commissioner Conklin seconded, and the Board unanimously passed the motion.

   2b. Approval of Minutes
       2b.1 October 14, 2019 District Meeting Minutes

       MOTION: Commissioner Mirabella made a motion to approve the October 14, 2019 District Meeting Minutes. Commissioner Thomas seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT
   Sue Heim spoke regarding item 7.G.

4. CHAIRMAN REPORT
   None

5. SECRETARY REPORT
   None

6. OLD BUSINESS
   6a. Fire Hydrant Report
       Commissioner Thomas reported the proposals for ITB 20-001 the Phase 8 Fire Hydrant Project are due on November 25, 2019.
7. **NEW BUSINESS**

7a. **MOTION/APPROVAL: Surplus Vehicles (Squad 24 and Dive Rescue 25)**

   **MOTION:** Commissioner Thomas made a motion to approve the removal of the surplus designation on Squad 24 and Dive Rescue 25 vehicles previously voted on by the Board on September 9. Commissioner Conklin Seconded. The vote was as follows: Allen (N), Conklin (Y), Mirabella (Y), Powers (N) and Thomas (Y).

7b. **MOTION/APPROVAL: Contract Renewal**

   The Board discussed the renewal of contracts for KLVFD and KLVAC. The Board discussed an additional thirty-day extension of both contracts while a more permanent renewal is affected. The Board appointed Commissioner Allen to act as a District representative in negotiating the renewal(s).

   **MOTION:** Commissioner Powers made a motion to approve the 30-day extension, Legal will discuss new contractual ideas with the commissioners, and Commissioner Allen will negotiate the new contract with the department for the Board. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

7c. **MOTION/APPROVAL: Resolution 2020-001 Budget Amendment**

   Jennifer Johnson discussed the Budget Amendment. The FY 2018-2019 Budgeted expenditures were decreased by: District Board (-$86,731), and the Fire Department and Ambulance Corps budget remained the same.

   **MOTION:** Commissioner Thomas made a motion to approve Resolution #2020-001, Budget Amendment. Commissioner Conklin and the Board unanimously passed the motion.

7d. **MOTION/APPROVAL: KLVFD Purchase Order: Fire Armor Ballistic Systems Vests $10,400**

   **MOTION:** Commissioner Thomas made a motion to approve the Purchase Order for the Fire Armor Ballistic System Vests in the amount of $10,400. Commissioner Conklin and the Board unanimously passed the motion.

7e. **MOTION/APPROVAL: Disposition of District Computer**

   The District Board discussed the disposition of the District Computer.

   **MOTION:** Commissioner Conklin made a motion to approve Disposition of the District Computer and directing staff to dispose of the District computer in any manner authorized by Florida law. Commissioner Powers and the Board unanimously passed the motion.
7f. **DISCUSSION: EMS**
Commissioner Thomas discussed EMS current affairs. No District Action required at this time. Commissioner Conklin recommended an evaluation to discuss what is right and wrong to include in the Strategic Plan.

7g. **MOTION/APPROVAL: Vernis & Bowling Contract**
Gaelan Jones discussed the proposed Vernis and Bowling Contract. The hourly attorney fees were increased by $5.00 and the retainer was increased from $1,200 per month to $1,500 per month. These changes bring the fees in line with other governmental clients of Vernis & Bowling.

**MOTION:** Commissioner Conklin made a motion to approve the Vernis & Bowling Contract. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

8. **FINANCIAL REPORT**
Jennifer Johnson presented the 4th Quarter FY 2018-2019 District Financial Report. The Revenues were $3,734,427 or 98.47% of the projected budget. The District Board total expenses were $221,665.98 or 69.26% of budget. The Fire Departments total expenses were $1,885,804.77 or 91.98% of budget. The Ambulance Corps total expenses were $863,368.66 or 84.85% of budget. The total District expenditures were $2,970,839.41 or 87.69% of budget. The surplus of $563,588.00 increases the unassigned fund balance i.e. reserves for future appropriations.

9. **LEGAL REPORT**
There were no additional items discussed by Legal.

10. **AMBULANCE CORPS REPORT**
The Corps tested seven people (3 volunteers and 3 medics).

11. **FIRE DEPARTMENT REPORT**
**11a. KLVFD Performance Report 190930**
There are ten people in the Firefighting Class.

12. **COMMISSIONER ITEMS**
FASD was discussed during the Strategic Planning Workshop. Commissioner Allen reminded the Board three Commissioner positions are up for election in 2020, and the Board might want to consider increasing Commissioner salaries as an incentive to run for the Board. It was recommended sitting commissioners would not benefit if the salary was increased. No action was taken at this time.

13. **NEXT MEETING**
December 9, 2019 is the date in the ITB for the District Board to award the contract.

**MOTION:** Commissioner Thomas made a motion to schedule the December meeting for December 9, 2019. Commissioner Conklin, and the Board unanimously passed the motion.
14. **ADJOURN**

**MOTION:** Commissioner Mirabella made a motion **to adjourn the meeting at 8:12 p.m.,** which was seconded by Commissioner Conklin.

**NEXT MEETINGS**
*December 9, 2019 District Meeting*

**DOCUMENTS**
- AI 2a. District Meeting Agenda
- AI 2b.1 October 14, 2019 District Meeting Minutes
- AI 7b. Department Renewal Contract
- AI 7c. Resolution 2020-001 Budget Amendment
- AI 7d. KLVFD Purchase Order: Fire Armor Ballistic Systems Vests $10,400
- AI 7g. Vernis & Bowling Contract
- AI 8a. District Finance Report 4th Qtr. FY 2018-2019
- AI 10a. KLVAC Monthly Report Agenda & Meeting Minutes 190910
- AI 10b. KLVAC Treasurer’s Report 190831 & 190930
- AI 11a. KLVFD Monthly Report Agenda & Minutes 190910
- AI 11b. KLVFD Treasurer’s Report 190831
- AI 11c. KLVFD Performance Report 191031