



**DISTRICT MEETING MINUTES**  
**February 10, 2020 – DRAFT**

**1. AGENDA**

**1a. Call to Order**

Chairman Allen called the District Meeting to order at 06:00 p.m.

**1b. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, Danny Powers and Bob Thomas. Commissioner Mirabella was out of town. There was a quorum.

Also present were: Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, and Gaelan Jones, Esq. The meeting was held at Station 24.

**2. APPROVAL OF AGENDA & MINUTES**

**2a. Approval of February 10, 2020 District Meeting Agenda**

Chairman Allen changed Item 7d. Replacement of Tanks Station 25 to a Discussion item.

***MOTION:*** Commissioner Thomas made a motion **to approve the February 10, 2020 District Meeting Agenda**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

**2b. Approval of Minutes**

**2b.1 January 13, 2020 District Meeting Minutes**

***MOTION:*** Commissioner Powers made a motion **to approve the January 13, 2020 District Meeting Minutes**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

**3. PUBLIC COMMENT**

Sue Heim recommended the millage be added to the agenda.

**4. CHAIRMAN REPORT**

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

**5. SECRETARY REPORT**

There was not a Secretary's report.

**6. OLD BUSINESS**

**6a. Fire Hydrant Report**

Commissioner Thomas reported Phase 8 is moving along. There are two fire hydrant locations being changed.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

### **6b. Fact-Finding Committee**

Captain Garrido reported the Fire Department is available to answer questions, options for cancer insurance coverage need to be explored, and the Committee needs to review the data from Finance.

### **6c. Review of 2007 Audit Results**

Commissioner Conklin indicated reviewing the 2007 Audit Results will help to provide justification for raising the millage to identify what has been accomplished and what the District would like to accomplish.

## **7. NEW BUSINESS**

### **7a. PRESENTATION: Keys Consulting Leadership & Management Seminar**

David Ritz, President of Keys Consulting of America provided a presentation of the leadership and management training provided by the company. This item will be placed on the next meeting agenda as Motion/Approval.

### **7b. MOTION/APPROVAL: Medical Director Contract**

Legal discussed the proposed contract with Dr. Morrison of TGM Medical Corporation. Dr. Morrison meets the minimum and advanced requirements. The contract requires Dr. Morrison meet with the District monthly. There is a renewal option.

**MOTION:** Commissioner Conklin made a motion **to approve the Medical Director Contract with Dr. Morrison** and Commissioner Powers seconded. The vote was as follows: Allen (Yes), Conklin (Yes), Mirabella (Absent), Powers (Yes) and Thomas (No).

### **7c. DISCUSSION: Wastewater**

Commissioner Allen discussed the potential of participating in the Key Largo Wastewater Treatment District reused (gray) water plan. The District does not want to participate in the Program at this time.

### **7d. DISCUSSION: Replacement of Tanks Station 25**

The replacement of the storage tanks at Station 25 was discussed. Two quotes were received, Captain Garrido recommended Global Power Components; however, the quote needs to include installation costs. This item will be placed on the next meeting agenda.

### **7e. DISCUSSION: Department Contract Renewal**

The proposed contract was distributed to the Commissioners for their review. Gaelan Jones reported substantial progress has been made on the contract, there are a few issues pending. There would be two separate departments contracts with a mutual aid agreement between the two departments. This item will be placed on the next meeting agenda.



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### 8. FINANCIAL REPORT

Jennifer Johnson reported the District has received revenues of \$2,722,839 or 78.2% of the projected Ad Valorem taxes. The District is at 71.56% of the total budgeted FY 2019-2020 revenues.

The District Board expenses were 40.02% of budget; the Fire Department expenses were 25.32% of budget; and the Corps expenses were 18.48% of budget. The total District expenses were \$804,846.41 or 24.87% of budget. There is a budget surplus of \$1,861,742, and the revenues need to last until September.

### 9. LEGAL REPORT

Chairman Allen and Gaelan Jones will work on the existing elevator contract issues.

### 10. AMBULANCE CORPS REPORT

#### 10a. KLVAC Monthly Report 191231

No items were reported by the Corps.

### 11. FIRE DEPARTMENT REPORT

#### 11a. KLVFD Reports 191130 and 191231

#### 11b. KLVFD Performance Report 200131

The Fire Department did not report any additional items.

### 12. COMMISSIONER ITEMS

Commissioner Thomas discussed the elevator issue, and Chief Bock is obtaining new quotes for elevator vendors.

### 13. NEXT MEETING

#### 13a. Meeting February 24, 2020 or March 9, 2020

***MOTION:*** Commissioner Conklin made a motion ***to approve cancelling the February 24, 2020 District Meeting and the next meeting will be March 9, 2020.*** Commissioner Powers seconded, and the motion passed Unanimously.

### 14. ADJOURN

***MOTION:*** Commissioner Powers made a motion ***to adjourn the meeting at 7:30 pm,*** which was seconded by Commissioner Conklin, and the motion passed unanimously.

### NEXT MEETINGS

*February 24, 2020 District Meeting*

*March 9, 2020 District Meeting*

*March 23, 2020 District Meeting*

*April 13, 2020 District Meeting*

*April 27, 2020 District Meeting*

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## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### **DOCUMENTS**

- AI 2a. District Meeting Agenda
- AI 2b. District Meeting Minutes 01/13/20
- AI 7b. Medical Director Contract
- AI 7d. Quote KLVFD Station 25 Replacement Tank
- AI 08a. District Financial Report FY 2019-2020 1<sup>st</sup> Qtr.
- AI 10a. KLVAC Reports 191231 (Nov Minutes)
- AI 11a. KLVFD Reports 191130 & 121231 (Oct & Nov Minutes/Treasurer's Report)
- AI 11b. KLVFD Performance Report 200131