DISTRICT MEETING AGENDA
April 6, 2020
(Station #24 at 6:00 p.m.)

1. AGENDA
   1a. Call to Order
   1b. Pledge of Allegiance
   1c. Roll Call

2. APPROVAL OF AGENDA & MINUTES
   2a. Approval of April 6, 2020 District Meeting
       2b. Approval of Minutes
           2b.1 March 9, 2020 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

7. NEW BUSINESS
   7a. MOTION/APPROVAL: Department Contract (Jones)
   7b. DISCUSSION: State of Emergency Pay Policy (Allen)
   7c. MOTION/APPROVAL: Travel Request (Mirabella (FASD Conference)) (Johnson)

8. FINANCIAL REPORT

9. LEGAL COUNSEL REPORT

10. AMBULANCE CORPS REPORT

11. FIRE DEPARTMENT REPORT
DISTRICT MEETING AGENDA  
(Continued)  
April 6, 2020

12. COMMISSIONER ITEMS

13. NEXT MEETING

13a. Meeting April 27, 2020 or May 11 or 18th, 2020

14. ADJOURN

NEXT MEETINGS
April 27, 2020 District Meeting 
May 11, 2020 District Meeting 
May 18, 2020 Strategic Planning Workshop 
May 18, 2020 District Meeting 
June 8, 2020 District Meeting 
June 22, 2020 KLVAC Budget Workshop 
June 22, 2020 District Meeting

DOCUMENTS
AI 2a. District Meeting Agenda 
AI 2b.1 District Meeting Minutes 03/09/20 
AI 7a. Department Contract 
AI 7b. State of Emergency Pay Policy 
AI 7c. Travel Request (Mirabella FASD Conference)

PERSONS WHO WISH TO BE HEARD SHALL COMPLETE A SPEAKER REQUEST CARD, AND SUBMIT THE CARD TO THE DISTRICT CLERK PRIOR TO THE AGENDA
DISTRICT MEETING MINUTES
March 9, 2020 – DRAFT

1. AGENDA
   1a. Call to Order
       Chairman Allen called the District Meeting to order at 06:00 p.m.
   1b. Pledge of Allegiance
       Commissioner Conklin 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, Gaelan Jones, Esq. and Peter Rosasco. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MINUTES
   2a. Approval of March 9, 2020 District Meeting Agenda
       Chairman Allen found cause to add Item 7I Coronavirus to the agenda, and to move item 7A below Item 7C.

       MOTION: Commissioner Powers made a motion to approve the March 9, 2020 District Meeting Agenda as modified. Commissioner Conklin seconded, and the Board unanimously passed the motion.

   2b. Approval of Minutes
       2b.1 February 10, 2020 Strategic Planning Workshop

           MOTION: Commissioner Thomas made a motion to approve the February 10, 2020 Strategic Planning Workshop Meeting Minutes. Commissioner Conklin seconded, and the Board unanimously passed the motion.

       2b.2 February 10, 2020 District Meeting Minutes

           MOTION: Commissioner Powers made a motion to approve the February 10, 2020 District Meeting Minutes, which was seconded
           By Commissioner Conklin, and the Board unanimously passed the motion.

3. PUBLIC COMMENT
   Sue Heim spoke at Items 7A and 7B, and Rob Mobley spoke at Item 7F.
4. **CHAIRMAN REPORT**
There were no items presented to the Board by the Chairman.

5. **SECRETARY REPORT**
The Secretary did not have any items to report to the Board.

6. **OLD BUSINESS**
   6a. **Fire Hydrant Report**
   Commissioner Thomas reported FKAA is waiting for the permits to be approved.

   6b. **Fact-Finding Committee**
   The Committee will continue fact finding, review the audit results and create a Five-Year plan. Legal will consult with Finance and will review the payroll reports and report at the next meeting.

   6c. **Review of 2007 Audit Results**
   Items from the 2007 Audit Results should be included in the Five-Year plan.

7. **NEW BUSINESS**
   7a. **MOTION/APPROVAL: Keys Consulting (Leadership & Management Seminar)**
   The Commissioners discussed the two-day Leadership and Management Seminar.

      **MOTION:** Commissioner Thomas made a motion to accept the proposal from Keys Consulting in the amount of $5,000. The Board directed Vicky Fay to obtain dates of availability from Commissioners and Department staff who wished to participate in the training session. Commissioner Conklin seconded the motion. The vote was as follows: Allen (No), Conklin (Yes), Mirabella (Yes), Powers (No) and Thomas (Yes).

   7b. **MOTION APPROVAL: Establish the Millage Rate Cap Increase**
   Peter Rosasco discussed the assessed value, infrastructure issues, long-range viability, the necessity of a well-thought out and factual statement of current and future needs, and recommended the Board not consider increasing the millage rate cap at this time due to the projected reserves of 2.8M at the end of FY 2019-2020. It was recommended the Board maintain six months to a year in reserves.

      **MOTION:** Commissioner Thomas made a motion to not raise the Millage Cap in 2020. Commissioner Powers seconded. The vote was as follows: Allen (Yes), Conklin (Yes), Mirabella (No), Powers (Yes) and Thomas (Yes).

   7c. **MOTION/APPROVAL: Identify Election Date for Millage Rate Increase**
   This item was removed as moot, given the Board’s vote on Item 7b.
7d. **MOTION/APPROVAL: Replacement of Tanks Station 25**
The Fire Department recommends using Leigh Service Repair to install the tank, and to purchase the fuel tank from Global Power Components, as that is the company that provided the original fuel tank, and they have the original schematics. The repair is expected to be completed prior to the start of hurricane season. Jennifer Johnson reported to the Board that in order to approve this, the purchasing policy would need to be waived, and funds appropriated in the budget since this is not a budgeted item in FY 2020.

**MOTION:** Commissioner Conklin made a motion to waive the Purchasing Policy, and appropriate funds to approve the Global Power Components proposal to replace the Station 25 storage tank in the amount of $15,200 and approve the Leigh Service Repair proposal for installation in the amount of $12,000.00, this was seconded by Commissioner Mirabella. The motion passed unanimously.

7e. **MOTION/APPROVAL: Department March Contract Renewal**

**MOTION:** Commissioner Conklin made a motion to approve the March Department Contract Renewal from March 1, 2020 to April 13, 2020. Commissioner Thomas seconded, and the motion was passed unanimously.

7f. **DISCUSSION: Department Contract**
Gaelan Jones discussed in detail Ron Mobley’s proposed changes and the changes to the contract to date. The Board discussed and resolved all pending proposed changes to the Contract requiring input from Commissioners. Legal will meet with Jack Bridges and the department to discuss final changes to the contract. Legal will bring a revised copy of the contract to the next meeting.

**NOTE:** The audio was lost about 7:19 pm and resumed at 7:26 pm.

7g. **DISCUSSION: Transponder Communications**
Two separate systems would be required. Currently the department can communicate internally via text messages; however, the current system cannot access Wi-Fi.

7h. **DISCUSSION: Ambulance Corps GPS System**
The Corps uses cell phones versus what is in the ambulance. Central dispatches to the Fire Department. If the CAD system is used by the Corps, the Corps would need the same software as the Fire Department, and it would skew the tracking of total number of calls if both departments used the same system.
7i. DISCUSSION: Coronavirus
Commissioner Thomas indicated he wanted everyone to be on the same page (Mariner’s, Urgent Care, the Departments), and he would like to setup a meeting with everyone. The Chief reported the state, Sheriff’s Office and Dispatch are asking questions to help ensure first responders are protected when responding to calls, and the departments both have a supply of masks and gloves.

8. FINANCIAL REPORT
Jennifer Johnson did not have any items to report to the Board.

9. LEGAL REPORT
Legal reported an incident involving the Fire Department being dispatched to a medical emergency at the wrong address. Legal to report back to the Board regarding next steps.

10. AMBULANCE CORPS REPORT
   10a. KLVAC Monthly Report February 2020
        No report.

11. FIRE DEPARTMENT REPORT
   11b. KLVFD Performance Report: February 2020
        April 25, 2020 is the date for volunteer recruitment and testing. A discussion item for the next District Board meeting is to increase the 401K match from 6% to 7%.

12. COMMISSIONER ITEMS
    No items were discussed.

13. NEXT MEETING
    13a. Meeting March 23, 2020 or April 13, 2020
         The next meeting will be April 6, 2020.

         MOTION: Commissioner Powers made a motion to approve the next meeting will be April 6, 2020. Commissioner Conklin seconded, and the motion passed unanimously.

14. ADJOURN

         MOTION: Commissioner Powers made a motion to adjourn the meeting at 8:35 pm. This was seconded by Commissioner Conklin, and the motion passed unanimously.

NEXT MEETINGS
April 6, 2020 District Meeting
April 27, 2020 District Meeting

(See Next Page)
DOCUMENTS
Al 2a. District Meeting Agenda
Al 2b.1 Strategic Planning Workshop Minutes 02/10/20
Al 2b.2 District Meeting Minutes 02/10/20
Al 7a. Keys Consulting Proposal $5,000
Al 7d. KLVFD Station 25 Replacement Tank Global Power Components & Leigh Service Repair
Al 7e. Department Contract Renewal – March–April 13, 2020
Al 7f. Department Contract 200209
Al 10a. KLVAC Monthly Report
Al 11a. KLVFD Monthly Report February 2020
Al 11b. KLVFD Performance Report February 2020
ITEM 7A
AGREEMENT BETWEEN KEY LARGO FIRE RESCUE AND EMERGENCY SERVICES MEDICAL DISTRICT AND KEY LARGO VOLUNTEER AMBULANCE CORPS AND KEY LARGO VOLUNTEER FIRE DEPARTMENT.

CONTRACT RENEWAL

THIS CONTRACT RENEWAL is made and entered on the date last written below, between THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT (the “District”), KEY LARGO VOLUNTEER AMBULANCE CORPS, INC. and KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC. (collectively the “Departments”) in order to renew the agreement between the parties dated “this ___ day of October, 2016” (the “Original Contract”), a copy of which is attached hereto as Exhibit “A” for reference and the terms of which are incorporated herein as if otherwise fully set forth, subject to the following terms:

1. By mutual agreement of the Parties, the Renewed Contract shall commence on April 13, 2020 and expire on May 18, 2020.

2. All other terms and conditions of the Original Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Contract Renewal on this _____ day of April, 2020.

Chairperson of the District Board of Commissioners Date

Print: ________________________________

Attest: ________________________________ Date

District Clerk ________________________________

Key Largo Volunteer Ambulance Corps., Inc. Date

By: ________________________________

Key Largo Volunteer Fire Department, Inc. Date

By: ________________________________
State of Emergency Pay Rate Policy:

Once a State of Emergency has been declared, the following shall apply regarding the "pay rates" for both paid and volunteer personnel that are on-duty and are providing Emergency Services on behalf of Key Largo Fire and/or Key Largo EMS.

I. It has been declared by the Governor or President for such instances as a Hurricane or other natural or manmade disaster, and
II. The State of Emergency must be declared by the Mayor of Monroe County, and
III. Must also impact or expect to impact the upper keys area (Lower Matecumbe to Ocean Reef), and
IV. The Key Largo Fire Rescue and EMS District Board must also authorize funding before it is paid out in excess of the personnel’s regular rate of pay.

1. Volunteer Firefighter First Responder – at the position code of FFT2 - Firefighter Type 2 (crew member). AD Classification C (pay rate in 2017 = $18.32 per hour).
2. Paid or Volunteer Firefighter EMT – at the position code of EMTF – Emergency Medical Technician Fireline. AD Classification H (pay rate in 2017 = $29.52 per hour).
3. Paid or Volunteer Firefighter Paramedic – at the position code of EMPF – Paramedic Fireline. AD Classification J, (pay rate in 2017 = $35.96 per hour).
4. Volunteer Logistics and Food Unit Leader – at the position code of FDUL – Food Unit Leader. AD Classification H, (pay rate in 2017 = $29.52 per hour).
5. All other support positions not addressed above shall be paid for their position work in compliance with either the most current “Administratively Determined Pay Plan for Emergency Workers” as determined by the United States Department of the Interior, Office of the Interior based on their position classification or their regular rate of pay in compliance with FLSA, whichever is greater.
ITEM 7C
KEY LARGO FIRE RESCUE AND EMS DISTRICT
TRAVEL AUTHORIZATION REQUEST

Name of Travelers  Geroge Mirabella  Department  District Board

Destination  Orlando, Florida  Mode of Transportation  personal vehicle

(If least expensive mode not chosen, provide justification below)

Dates of District Travel: From:  Sunday June 14, 2020  To:  Thursday June 18, 2020

Will vacation be combined with trip?  ☑ No

Estimated Costs

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<tr>
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Purpose of Trip:

Attend  FASD annual conference

District Board Approval:

________________________________________  Date