



DISTRICT MEETING MINUTES

May 18, 2020 – FINAL

1. AGENDA

1a. Call to Order

Chairman Allen called the Zoom video conference District Meeting to order at 6:01 p.m.

1b. Pledge of Allegiance

Commissioner Thomas 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, Gaelan Jones, Esq. and Scott Robinson.

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of May 18, 2020 District Meeting Agenda

Chairman Allen removed Item 7a and found good cause to add emergency Item 7a.1 Department Contract Renewal.

MOTION: Commissioner Thomas made a motion ***to approve the May 18, 2020 District Meeting Agenda, as amended, to remove Item 7a and add emergency Item 7a.1 Department Contract Renewal.*** Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

2b. Approval of Minutes

2b.1 April 6, 2020 District Meeting Minutes

MOTION: Commissioner Conklin made a motion ***to approve the April 6, 2020 District Meeting Minutes,*** which was seconded by Commissioner Powers and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Jack Bridges spoke at Item 7a.1 and 7c.

4. CHAIRMAN REPORT

Chairman Allen asked the Medical Director, Dr. Morrison, to provide a report. The Medical Director is reviewing run reports every two weeks, and he discussed policy changes and education.

5. SECRETARY REPORT

Commissioner Mirabella reported the FASD Conference in June is being cancelled.



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

6. OLD BUSINESS

None.

7. NEW BUSINESS

7a. MOTION/APPROVAL: Department Contract - This item was removed.

7a.1 MOTION/APPROVAL: Department Contract Renewal

Final revisions to the KLVAC Annual Contract were not completed prior to May 18 meeting, and Legal recommended approval of a temporary renewal on existing terms from May 18, 2020 to June 22, 2020. Gaelan Jones expects the final version of the Department Contract to be submitted to the Commissioners by the end of the week, for review and approval at the next District Board meeting.

MOTION: Commissioner Mirabella made a motion **to approve the Department Contract Renewal from May 18, 2020 to June 22, 2020.**

Commissioner Thomas seconded, and the motion was passed unanimously.

7b. DISCUSSION: Ad Valorem and 304 Fund (\$.01 Sales Tax)

Commissioner Thomas discussed a potential decrease in the Ad Valorem taxes and Sales Tax as a result of Covid 19. Jennifer Johnson reported there is an increase in the department's personal protective gear and overtime as a result of Covid 19, and she is concerned on how it will affect the future negotiations with Monroe County discretionary sales tax sharing interlocal agreement.

7c. DISCUSSION: State of Emergency Pay Policy

Chief Bock reported there is not a policy in place for Covid 19 overtime. Legal sent a Public Records Request to the County, Marathon and Islamorada. The Department will pursue grants.

7d. MOTION/APPROVAL: Budget Line-Item Transfer)

Jennifer Johnson discussed the District and Fire Department Budget Line-Item Transfers.

MOTION: Commissioner Thomas made a motion **to approve the Budget Line-Item Transfer.** Commissioner Conklin seconded, and the motion passed unanimously.

7e. DISCUSSION: Fact-Finding Committee & Audits Results – Improvement Suggestions

The Fact-Finding Committee is awaiting information. The Committee will bring options back to the Commissioners. Jennifer Johnson requested feedback for the Five-Year Operating & Capital Plan from the departments. This item will be discussed at the next District Strategic Workshop and may be placed under Old Business on the next agenda.

7f. DISCUSSION: Covid-19 Funding

Frank Conklin discussed Personal Protective Equipment grant funding. The departments will review potential grants for reimbursement of hours and equipment.



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7g. **DISCUSSION: SAFER Grant**

Captain Garrido reported the SAFER Grant deadline was extended to May 27th. The department is applying for \$985,890 (5 employees, 3 years), which is partially reimbursed by SAFER.

8. **FINANCIAL REPORT**

Jennifer Johnson reported for the first six-months of the fiscal year, the District has received Ad Valorem taxes of \$3,115,793 or 89.58% of budget. The District has received \$3,182,065 or 83.63% of the total budgeted FY 2019-2020 revenues.

The District Board expenses were \$187,025 or 57.04% of budget; the Fire Department expenses were \$886,590 or 44.53% of budget; and the Corps expenses were \$353,023 or 38.6% of budget. The total District expenses were \$1,427,539 or 44.15% of budget. After the transfer of \$112,500 to the Vehicle & Equipment fund, there is a budget surplus of \$1,642,026. The last of the Ad Valorem taxes are expected in June, and the revenues need to last until September.

9. **LEGAL REPORT**

Gaelan Jones did not have any new items to report.

10. **AMBULANCE CORPS REPORT**

Scott Robinson reported the Corps is working on the budget, and the Corps pushed back the vehicle purchase. EMS is losing one employee.

11. **FIRE DEPARTMENT REPORT**

Captain Garrido reported the apparatus (hydraulic) training was been delayed due to Covid 19. Overtime has increased as a result of Covid 19 and a lost-time accident. Captain Garrido is conducting Safety Committee Meetings.

12. **COMMISSIONER ITEMS**

Commissioner Thomas reported there will be a Pre-Planning Meeting for the fire hydrant project this week, and installation is scheduled to start within two weeks.

13. **NEXT MEETING**

13a. Meeting June 8 or June 22, 2020

The Strategic Planning Meeting was rescheduled for July 13, 2020.

MOTION: Commissioner Thomas made a motion ***to cancel the regularly scheduled meeting for June 8, 2020 unless there are items that require District Board approval.*** Commissioner Powers seconded the motion, and the motion passed unanimously.

14. **ADJOURN**

MOTION: Commissioner Mirabella made a motion ***to adjourn the meeting at 7:32 pm.*** This was seconded by Commissioner Conklin, and the motion passed unanimously.

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KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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NEXT MEETINGS

June 8, 2020 District Meeting

June 22, 2020 KLVAC Budget Workshop & District Meeting

July 13, 2020 Strategic Planning Workshop & District Meeting

July 27, 2020 KLVFD Budget Workshop & District Meeting

August 10, 2020 District Budget Workshop & District Meeting

August 24, 2020 District Budget Workshop & District Meeting

*September 14, 2020 1st Public Hearing & District Meeting**

*September 28, 2020 Final Public Hearing & District Meeting**

**Need to confirm County/School Board 1st Public Hearings*

DOCUMENTS

AI 2a. District Meeting Agenda

AI 2b.1 District Meeting Minutes 04/06/20

AI 7a. KLVAC Department Contract

AI 7c. State of Emergency Pay Policy

AI 7d. Budget Line-Item Transfer

AI 8a. District Finance Report (FY 19-20) 2nd Quarter

AI 10a. KLVAC Monthly Report: March

AI 11a. KLVFD Monthly Report: March

AI 11b. KLVFD Performance Reports March & April