



DISTRICT MEETING MINUTES

June 22, 2020 – **DRAFT**

1. **AGENDA**

1a. Call to Order

Chairman Allen called the Zoom video conference District Meeting to order at 6:21 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, Gaelan Jones, Esq. and Scott Robinson.

2. **APPROVAL OF AGENDA & MINUTES**

2a. Approval of June 22, 2020 District Meeting Agenda

MOTION: Commissioner Powers made a motion ***to approve the June 22, 2020 District Meeting Agenda.*** Commissioner Conklin seconded the motion, and the Board unanimously passed the motion.

2b. Approval of Minutes

2b.1 May 18, 2020 District Meeting Minutes

MOTION: Commissioner Conklin made a motion ***to approve the May 18, 2020 District Meeting Minutes,*** which was seconded by Commissioner Powers, and the Board unanimously passed the motion.

3. **PUBLIC COMMENT**

Jack Bridges spoke at Agenda Item 7a., and Sue Heim recommended the agenda provide detailed information for the Virtual Meeting.

4. **CHAIRMAN REPORT**

None

5. **SECRETARY REPORT**

None

6. **OLD BUSINESS**

6a. Fire Hydrant Report

Commissioner Thomas reported fire hydrant installation will begin this week with a completion in July.

6b. Discussion: Fact-Finding Committee & Audit Results

Captain Garrido will forward information to the District Clerk, and this item will be included in the next Strategic Planning Workshop Meeting.



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

7. **NEW BUSINESS**

7a. **MOTION/APPROVAL: KLVAC Department Contract**

Gaelan Jones presented the final version of the KLVAC contract and the KLVFD contract extension to the Board for approval. Discussion was held to amend Items 8 and 9, however, no Board action was taken. Jack Bridges expects to submit the KLVFD Contract to the District this week.

MOTION: Commissioner Powers made a motion **to approve the KLVAC Department Contract for the period of June 22, 2020 to June 21, 2021**, which was seconded by Commissioner Thomas. The motion passed as follows: Mirabella (Yes), Powers (Yes), Thomas (Yes), Conklin (No) and Allen (Yes).

MOTION: Commissioner Thomas made a motion **to approve the KLVFD Department Contract Renewal from June 22, 2020 to July 27, 2020**. Commissioner Mirabella seconded, and the motion was passed unanimously.

7b. **DISCUSSION: KLVFD 2020 Annual Report**

The items noted were the increase in call volume and training. The aerial operations (ladder or electrical) and confined space structural collapse (search rescue) training were discussed. The KLVFD just completed the Driver/Engineer course with eight (8) new drivers.

7c. **PRESENTATION: District Financial Audit 09/30/19 for FY 18-19**

Jennifer Johnson reported there were no audit findings or recommendations found during the District FY 18-19 audit.

7d. **MOTION/APPROVAL: Resolution #2020-002 Budget Amendment**

Gaelan Jones read Resolution #2020-002 into the record. Jennifer Johnson reported the Ambulance Corps Budget Amendment increased paramedic and volunteer payroll about \$45,000 or \$15,000 per month over the last three months due to the Covid-19 virus. The Corps line items increased were: Paramedic Payroll \$44,359, Volunteer Pay \$41,000, Payroll Taxes \$6,595, Capital Outlay Buildings \$15,590 and Capital Outlay Vehicles was decreased by -\$225,000. The Fire Department items increased were: Medical Supplies \$7,500 and Capital Outlay Equipment \$1,350 and the Repairs/Maintenance for Equipment was decreased by -\$1,350.

The Projected Fund Balances as of September 30, 2020 are: Unassigned \$2,471,507 and Vehicle Replacement \$525,114 with Trauma District Funding of \$247,771 for a Total Projected Fund Balance on September 30, 2020 of \$3,244,392.

MOTION: Commissioner Powers made a motion **to approve the Resolution #2020-002 Budget Amendment**. Commissioner Mirabella seconded, and the motion was passed unanimously.



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

8. FINANCIAL REPORT

No report

9. LEGAL REPORT

There were no new items presented by Legal.

10. AMBULANCE CORPS REPORT

Scott Robinson reported there was great volunteer participation in support of the Covid 19 crisis.

11. FIRE DEPARTMENT REPORT

Scheduling the staff for the Covid 19 virus went well. The fuel storage tank at Station 25 was delayed due to the Covid 19 virus. The lettering at Station 25 was discussed. An update on the firefighter on Worker's Compensation is expected soon.

12. COMMISSIONER ITEMS

Commissioner Allen discussed raising the commissioner's stipends to encourage more residents to consider running for the Board. Allen also recommended the stipend not include commissioners currently on the Board. Gaelan Jones reported the stipend cannot be a per meeting stipend or cannot exceed \$500 per month. A stipend of more than \$500 per month is currently prohibited under Florida Statute and would require amendment by the legislature to increase stipends beyond that limit. Gaelan Jones will research to determine if a cost-of-living increase for the stipend is allowed. This item will be a discussion item on the next District Meeting Agenda.

13. NEXT MEETING

13a. Strategic Planning Workshop & District Meeting July 13, 2020

The next Strategic Planning Workshop and District Meeting will be held on July 13, 2020.

14. ADJOURN

MOTION: Commissioner Mirabella made a motion ***to adjourn the meeting at 7:54 pm.***
This was seconded by Commissioner Conklin, and the motion passed unanimously.

NEXT MEETINGS

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

(See Next Page)



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

DOCUMENTS

AI 2a. District Meeting Agenda

AI 2b.1 District Meeting Minutes 05/18/20

AI 7a. KLVAC Department Contract

AI 7b. KLVFD 2020 Annual Report

AI 7c. District Financial Audit FY 18-19

AI 7d. Resolution #2020-002 Budget Amendment

AI 10a. KLVAC Monthly Reports: 200430 for March & Call Logs: February, March, April, May

AI 11a. KLVFD Monthly Reports: 200430 for March & April Treasurer's Report

AI 11b. KLVFD Performance Report: 200531