



DISTRICT MEETING MINUTES
October 12, 2020 - DRAFT

1.0 AGENDA

1a. Call to Order

Chairman Allen called the Zoom video conference District Meeting to order 6:01 pm.

1b. Pledge of Allegiance

Tony Allen 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., Jason Mumper, and Scott Robinson.

2.0 APPROVAL OF AGENDA & MINUTES

2a. Approval of October 12, 2020 District Meeting Agenda

Chairman Allen removed Agenda Item 7e. KLVAC & KLFM Mutual Aid Agreement and found cause to add new Item 7e for a Motion/Approval: RIA Fire Department Package Policy Invoice for FY 21(\$51,962.14).

MOTION: Commissioner Thomas made a motion **to approve the October 12, 2020 District Meeting Agenda with the changes as noted.**

The motion was seconded by Commissioner Mirabella, and the Board unanimously passed the motion.

2b. Approval of Minutes

2b1. Minutes 1st Public Hearing September 14, 2020

MOTION: Commissioner Thomas made a motion **to approve the September 1, 2020 1st Public Hearing**, which was seconded by Commissioner Conklin and the Board unanimously passed the motion.

2b2. Minutes District Meeting September 14, 2020

Gaelan Jones confirmed the language was correct regarding revised Agenda Item 7d. Agenda Item 11.0 revised to reflect Station 25, not Station 24.

MOTION: Commissioner Thomas made a motion **to approve the September 14, 2020 District Meeting Minutes**, which was seconded by Commissioner Conklin and the Board 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

2b3. Minutes Final Public Hearing September 21, 2020

MOTION: Commissioner Conklin made a motion **to approve the September 21, 2020 Final Public Hearing.** Commissioner Thomas Seconded and the motion was unanimously passed by the Board.

2b4. Minutes District Meeting September 21, 2020

MOTION: Commissioner Conklin made a motion **to approve the September 21, 2020 District Meeting Minutes,** which was seconded by Commissioner Mirabella and the Board unanimously passed the motion.

3.0 PUBLIC COMMENT

Sue Heim had a question regarding Item 2b.2 and spoke at Items 7d. and 8.0.

4.0 CHAIRMAN REPORT

Chairman Allen did not have any items to report.

5.0 SECRETARY REPORT

Commissioner Mirabella did not have any items to report to the Board.

6.0 OLD BUSINESS

6a. Fire Hydrant Report

Commissioner Thomas reported that ITB 21-001 had been advertised, placed on the website and Demandstar, the proposals will come to the Board on December 14, 2020.

7.0 NEW BUSINESS

7a. DISCUSSION: Dive Rescue Vehicle

Commissioner Thomas discussed the Dive Rescue Vehicle. He requested if the vehicle is sold that it should remain in the County as it was purchased by County taxpayers. Sheriff Ramsay has expressed an interest in purchasing the vehicle.

7b. MOTION/APPROVAL: Keefe McCullough Auditor's Engagement Letter

Jennifer Johnson discussed the Letter of Engagement. The audit is required by Florida Statute. The term is for two years, and the fee remains the same at \$10,000 per year.

MOTION: Commissioner Mirabella made a motion **to retain the services of Keefe McCullough to conduct the District Audit for FY 20 and 21 for a fee of \$10,000 per year.** Commissioner Powers seconded, and the Board unanimously passed the motion.



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

7c. MOTION/APPROVAL: Benchmark Insurance (Workman's Comp \$53,088)

MOTION: Commissioner Mirabella made a motion **to approve the Benchmark Insurance Workman's Comp in the amount of \$53,088**, which was second by Commissioner Thomas. The motion passed unanimously.

7d. MOTION/APPROVAL: FDEM Public Assistance Grant Agreement- COVID

Jennifer Johnson reported the FDEM Agreement was for public assistance related to COVID. Masks and gowns are reimbursable as of 9/15/20, and the cost is unknown at this time.

MOTION: Commissioner Conklin made a motion **to approve the FDEM Public Assistance Grant Amendment COVID grant**. Commissioner Mirabella seconded, and the motion passed unanimously.

7e . MOTION/APPROVAL: PRIA Fire Department Package Policy Insurance (\$51,962.14)

MOTION: Commissioner Mirabella made a motion **to approve the Fire Departments PRIA Insurance Package Policy in the amount of \$51,962.14** which was seconded by Commissioner Powers. The motion passed unanimously.

7f. MOTION/APPROVAL: KLVAC Station 23 Air Conditioner REX Air \$5,500)

The air conditioner is for the classroom at Station 23.

MOTION: Commissioner Mirabella made a motion **to approve the KLVAC Station 23 Air Conditioner REX Air invoice in the amount of \$5,500)**. Commissioner Powers seconded the motion, which passed unanimously.

8. FINANCE REPORT

Finance did not have any additional item.

9. LEGAL REPORT

Gaelan Jones discussed the status of the 2nd story construction drawings. Burke Construction will prepare the drawings to be used to obtain a quote for Chairman Allen to present to the County. There was a lack of bidders to prepare the design drawings, which Legal believed was due to separating the project into two parts (design and construction) drawings. Legal will bring a quote for the design to the next meeting.

11. AMBULANCE CORPS REPORT

10a. KLVAC Call Logs 200630, 200731 and 200831

Scott Robinson reported one new volunteer started this month, and three additional volunteers will start in the next few months. The Veteran's Administration (VA) will only reimburse KLVAC transport when a death is involved or when the VA approves transportation to a non VA facility. Chief Bock will confirm with the VA. Chief Bock reported there has been difficulty in obtaining parts for one 2016 vehicle that has been at the dealers for three weeks.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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12. FIRE DEPARTMENT REPORT

11a. KLFD Performance Report 200930

One volunteer has been promoted to a Safer grant firefighter. The 401K match of up to 8% was approved by the KLFD Board, which is an incentive to encourage people to participate

13. COMMISSIONER ITEMS

Commissar Allen recommended the Board consider adding a line item for Chief pay when budgeting in the future

14. NEXT MEETING

13a. KLFR&EMS October 26 District Meeting, November 9 District Meeting.

November 16 Strategic Plan & District Meeting

The Board directed staff to cancel the October 26, 2020 meeting will be cancelled.

15. ADJOURN

MOTION: Commissioner Mirabella ***made a motion to adjourn the meeting at 6:51 p.m.*** This was seconded by Commissioner Thomas, and the motion passed unanimously.

NEXT MEETINGS

October 26, 2020 District Meeting (if required)

November 9, 2020 District Meeting (if required)

November 16, 2020 Strategic Planning Workshop & District Meeting

December 14, 2020 District Meeting (ITB #2020-001 Fire Hydrants)

December 21, 2020 District Meeting (if required)

DOCUMENTS

AI 2a. District Meeting Agenda

AI 2b1. Minutes 1st Public Hearing September 14, 2020

AI 2b2. Minutes District Meeting September 14, 2020

AI 2b3. Minutes Final Public Hearing September 21, 2020

AI 2b4. Minutes District Meeting September 21, 2020

AI 07b. Keefe McCullough Auditors Engagement Letter

AI 07c. Benchmark Insurance Company (Workman's Comp)

AI 07d. FDEM Public Assistance Grant Agreement- COVID

AI 07e. PRIA Fire Department Workman's Comp Insurance (\$51,962.14)

AI 07f. KLVAC Air Conditioner (REX Air \$5,500)

AI 10a. KLVAC Call Logs 200630, 200731, and 200831

AI 11a. KLFD Performance Report 200930