



DISTRICT MEETING MINUTES

December 14, 2020 **DRAFT**

1. **AGENDA**

1a. Call to Order

Chairman Allen called the combination (in-person meeting and Zoom video conference) District Meeting to order 6:00 pm.

Pledge of Allegiance

Commissioner Mirabella led the Pledge of Allegiance.

1b. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, Kenny Edge, George Mirabella, and Danny Powers. There was a quorum.

Also present were Don Bock, Gaelan Jones, Esq. C.J. Jones, Jason Mumper and Scott Robinson.

In attendance via Zoom were: Vicky Fay, David Garrido, and Jennifer Johnson.

2. **APPROVAL OF AGENDA & MINUTES**

2a Approval of December 14, 2020 District Meeting Agenda

MOTION: Commissioner Kenny Edge made a motion **to approve the December 14, 2020 District Meeting Agenda**. The motion was seconded by Commissioner Conklin, and the Board unanimously passed the motion.

2b Approval of November 16, 2020 Strategic Planning Workshop Minutes

Gaelan Jones clarified the changes requested to Agenda Item 1B., Item 5a. Second paragraph.

MOTION: Commissioner Mirabella made a motion **to approve the November 16, 2020 Strategic Planning Workshop Meeting Minutes as submitted**, which was seconded by Commissioner Conklin and the Board unanimously passed the motion.

2c Approval of November 16, 2020 District Meeting Minutes

MOTION: Commissioner Mirabella made a motion **to approve the November 16, 2020 District Meeting Minutes**, which was seconded by Commissioner Edge and the Board unanimously passed the motion.

3. **PUBLIC COMMENT**

Sue Heim addressed the Board at Items 2b., 7b., 7f., 7h., and 12.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

4. CHAIRMAN REPORT

There were no items reported by Chairman Allen.

5. SECRETARY REPORT

Commissioner Edge did not have any items to report.

6. OLD BUSINESS

6a. Fire Hydrant Report

Commissioner Edge reported the Bid Selection Committee reviewed the four Phase 9 Fire Hydrant proposals for ITB 21-001, and the Bid Ranking Committee recommended the selected vendor at the last District Meeting.

7. NEW BUSINESS

7a. MOTION/APPROVAL: Phase 9 Fire Hydrant Contract

Commissioner Edge confirmed the Bid Ranking Committee recommended the District Board approve J.A. LaRocco for the Phase 9 Fire Hydrant Project. Gaelan Jones has received the Certificate of Insurance from LaRocco.

MOTION: Commissioner Edge made a motion ***to approve the contract to be awarded to J.A. LaRocco for the Phase 9 Fire Hydrant Project in the amount of \$134,750.00***, which was seconded by Commissioner Powers, and the Board unanimously passed the motion.

7b. MOTION/APPROVAL: KLF D Station 24 Bay Floors

Chris Jones reported that the Florida Epoxy quote is under the \$30,000 budget, and confirmed there will be a yellow line and warranty.

MOTION: Commissioner Mirabella made a motion ***to approve Florida Epoxy quote of \$26,250.00 to repair the Bay Floors***, which was seconded by Commissioner Conklin, and the Board unanimously passed the motion.

7c. MOTION/APPROVAL: Station 24 2nd Story

Chairman Allen reported the District will need to present drawings and a bid proposal to the County. The Station 24 second story was discussed, and the motion was clarified to pursue the addition of a second story to Station 24. This motion is not for preparing the drawings.

MOTION: Commissioner Mirabella made a motion ***to confirm the Board's commitment to pursue the addition of a second story to Station 24***, which was seconded by Commissioner Conklin, and the Board unanimously passed the motion, as follows: Allen (Y), Conklin (Y), Edge (Y), Mirabella (Y) and Powers (Y).



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7d. DISCUSSION: Next Strategic Planning Workshop (Fact-Finding Committee Update)

Commissioner Conklin discussed the information to be submitted by the Fact Finding Committee to be submitted to the Board. Finance clarified the Departments will provide the operational and capital expenses for the Five-Year Plan. Finance indicated the departments have submitted the information, and recommended the District's Five-year plan be discussed at the second meeting in January.

7e. DISCUSSION: Next Strategic Planning Workshop (2021 – 9/11 Service)

Commissioner Conklin recommended the 9/11 Service for 2021 be added to the Strategic Plan as it is the 20th anniversary of 911, and perhaps a committee could be assembled to plan the event.

7f. MOTION/APPROVAL: KLFD Elevator Contracts

KLVD attempted to obtain quotes from three vendors. Islamorada Elevator declined to bid as they do not work on Schlinder equipment, and ThyssenKrupp (Miami) was \$3,016.68 per year. The department recommends Accurate (Marathon), which is \$2,340 per year.

MOTION: Commissioner Conklin made a motion ***to approve Accurate Elevator Inspection Services, Inc. in the amount of \$2,340 per year plus parts***, which was seconded by Commissioner Powers, and the Board unanimously passed the motion.

7g. DISCUSSION: KLFD Aetna Medical Insurance Refund

Gaelan Jones discussed the Aetna reimbursement of \$41,366.10. Due to conditions of the insurance policy, the only acceptable method of distribution for is to utilize the District's 50% of the reimbursement to offset the premiums paid on behalf of the Fire Department in FY 2021.

7h. MOTION/APPROVAL: Approval of Burke Construction Group, Inc. Drawing Proposal and Directing Legal to Prepare Contract

Gaelan Jones clarified that the proposal received by Burke Construction Group indicates that two subcontractors will be tasked with creating design drawings for second story addition. It was recommended that the Board consider approaching this project by putting a Design/Build contract out for formal bid. After discussing this option, the Board opted to obtain a design independently of construction for purposes of soliciting additional funding from the BOCC.

MOTION: Commissioner Mirabella made a motion ***to approve the Burke Construction proposal and direct Legal to prepare a contract not to exceed \$34,950.00 for the preparation of the second-story drawings***, which was seconded by Commissioner Conklin, and the Board unanimously passed the motion, as follows: Allen (Y), Conklin (Y), Edge (Y), Mirabella (Y) and Powers (Y).

8. FINANCE REPORT

Finance did not have any other items to present to the Board.



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9. LEGAL REPORT

Gaelan Jones recommended that the Board move to ratify actions taken at the November 16 District Board Meeting due to issues with administration of the Oath of Public Office to newly-elected Commissioners.

MOTION: Commissioner Edge a made a motion ***to ratify the actions taken by the Board at the November 16***, which was seconded by Commissioner Mirabella, and the Board unanimously passed the motion.

Gaelan Jones noted that E-Verify law will be effective on January 1, 2021, requiring the District to obtain proof of compliance from contractors such as Vernis & Bowling and J.A. LaRocco.

10. AMBULANCE CORPS REPORT

10a. KLVAC Monthly Report 201130

10b. KLVAC Call Log 201031

Scott Robinson reported the Corps Five-Year capital and operations budget to Finance, and will be testing five new EMS candidates on December 19th. The Corps is working hard, and appreciates the District support.

11. FIRE DEPARTMENT REPORT

11a. KLFD Monthly Report 201130

11b. KLFD Performance Report 201130

Legal is working with the Fire Department to clarify Florida Statute bidding/piggybacking requirements for the Air Truck. The Library donated a 9/11 exhibit to the Fire Department. Volunteer training will begin in January 202

12. COMMISSIONER ITEMS

Chairman Allen requested an item be added to the next agenda to Offer the Dive Rescue Vehicle for Sale to the Sheriff's Office. He also mentioned the District may need to consider an IT person at the next Strategic Planning Workshop. Gaelan Jones has been coordinating website and ipad issues while using a portion of Legal's budget. The Commissioner Ipads are now working. The District can start to utilize One Drive.

13. NEXT MEETING

13a. KLFR&EMS December 21, 2020 District Meeting or January 11 or 4 25, 2021

MOTION: Commissioner Edge made a motion ***to cancel the December 21, 2020***. The motion was seconded by Commissioner Powers and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Mirabella made a Motion to adjourn at 7:08 pm, which was seconded by Commissioner Powers and unanimously approved by the Board.

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KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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NEXT MEETINGS

January 11, 2021 District Meeting (If required)
January 25, 2021 District Meeting
February 8, 2021 Strategic Planning Workshop & District Meeting
February 22, 2021 District Meeting (if required)
March 8, 2021 District Meeting (if required)
March 22, 2021 District Meeting

DOCUMENTS

AI 2a. District Meeting Agenda
AI 2b. Minutes Strategic Plan Workshop November 16 2020
AI 2c. Minutes District Meeting November 16 2020
AI 07a. Fire Hydrant Project Phase 9
AI 07a. Proposal Fire Hydrant Project Phase 9: J.A. LaRocco
AI 07a. Proposal Fire Hydrant Project Phase 9: Key Honey Contracting
AI 07a. Proposal Fire Hydrant Project Phase 9: R&M Solutions
AI 07a. Proposal Fire Hydrant Project Phase 9: Papon Engineering
AI 07a. Contract for Phase 9 Vendor
AI 07b. KLFD Station 24 Bay Floors- Florida Epoxy
AI 07b. KLFD Station 24 Bay Floors ThyssenKrupp
AI 07b. KLFD Station 24 Bay Floors Tru Color
AI 07f. KLFD Elevator Contracts
AI 07g. KLFD Aetna Medical Insurance Refund
AI 07h. Burke Construction Group Proposal
AI 10A. KLVAC Monthly Report 201130
AI 10B. KLVAC Call Log 201031
AI 11a. KLFD Monthly Report 201130 November for October
AI 11b. KLFD Performance Report 201130