



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

DISTRICT MEETING MINUTES

March 22, 2021 - **DRAFT**

1. **AGENDA**

1a. Call to Order

Chairman Allen called the combination (in-person meeting and Zoom video conference) District Meeting to order 6:07 pm.

Commissioner Powers led the Pledge of Allegiance.

1b. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Kenny Edge, George Mirabella, and Danny Powers. Commissioner Conklin was absent due to family medical situation. There was a quorum. Dirk Smits was also in attendance.

Also present via Zoom were: Don Bock, Vicky Fay, David Garrido, CJ Jones, Jennifer Johnson. Jason Mumper, Scott Robinson.

2. **APPROVAL OF AGENDA & MINUTES**

2a. Approval of March 22, 2021 District Meeting Agenda

MOTION: Commissioner Mirabella made a motion ***to approve the March 22, 2021 District Meeting Agenda.*** The motion was seconded by Commissioner Edge, and the Board unanimously passed the motion.

2b.1 Approval of February 08, 2021 Strategic Planning Minutes

MOTION: Commissioner Powers made a motion ***to approve the February 8, 2021 Strategic Planning Workshop Meeting Minutes.*** The motion was seconded by Commissioner Mirabella, and the Board unanimously passed the motion.

2b.2 Approval of February 08, 2021 District Meeting Minutes

MOTION: Commissioner Edge made a motion ***to approve the February 8, 2021 District Meeting Minutes.*** The motion was seconded by Commissioner Powers, and the Board unanimously passed the motion.

3. **PUBLIC COMMENT**

Sue Heim and Bob Thomas both spoke at Items 7A and 11a.



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4. CHAIRMAN REPORT

Chairman Allen did not have any items to present to the Board.

5. SECRETARY REPORT

There were no items presented to the Board by Commissioner Edge.

6. OLD BUSINESS

6a. Fire Hydrant Report

Commissioner Edge reported the non-FDOT permits were being approved, and one of the FDOT hydrant locations was approved by FDOT.

7. NEW BUSINESS

7a. MOTION/APPROVAL: Resolution 2021-001 Lack of Adequate Street Lighting

The District cannot do anything about the Street Lighting. The District is notifying the County and FDOT of the concern.

MOTION: Commissioner Powers made a motion *to approve Resolution 2021-001 Lack of Adequate Street Lighting*

The motion was seconded by Commissioner Edge, and the Board Unanimously passed the motion.

7b. DISCUSSION: EMS Calls & Refusals 2016 and 2020

This item was tabled to the next meeting.

8. FINANCE REPORT

8a. KLFR&EMS District Five-Year Capital Budget – 2 Rescue

8b. KLFR&EMS District Five-Year Capital Budget – 3 Rescue

Jennifer Johnson did not discuss the 2-rescue vehicle plan as it is currently what the District budgets. Jennifer discussed the 3-Rescue Vehicle Five-Year Capital Budget as follows: The millage rate cannot be raised until 2023, and the number of personnel increases from 29 to 42 including a paid chief and human resource person for the Fire Department. Guaranteed staffing and maintaining the level of service drives everything.

FY 2022 Millage Rate is 1.0000 mil with a total revenue of \$4,142,925 and total expenditures including fund balance transfers of \$4,775,955.

FY 2023 Millage Rate is 1.5739 mil with a total revenue of \$6,138,456 and total expenditures including fund balance transfers of \$5,487,337. There is an increase in reserves to six months and a reserve future vehicle replacement fund of \$791,412.

FY 2024 Millage Rate is 1.5894 mil with a total revenue of \$6,260,498 and total expenditures including fund balance transfers of \$6,002,796. here is an increase in the unassigned fund balance to \$3,001,371 and the future vehicle replacement \$1,016,412.



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FY 2025 Millage Rate is 1.4485 mil with a total revenue of \$6,018,370 and total expenditures including fund balance transfers of \$6,012,922, and an unassigned fund balance of \$3,006,719. There is a vehicle replacement this year, and a future reserve vehicle replacement fund of \$987,194.

FY 2026 Millage Rate is 1.5622 mil with a total revenue of \$6,534,990, total expenditures including fund balance transfers of \$6,361,041, an unassigned fund balance of \$3,180,668 and a reserve for future vehicle replacement of \$979,194.

FY 2027 Millage Rate is 1.5086 mil with a total revenue of \$6,122,732, total expenditures including fund balance transfers of \$6,202,120, an unassigned fund balance of \$3,101,279 and a reserve for future vehicle replacement of \$1,229,194.

The questions from the Commissioners and Staff for the Fire Department: The wording for Acct 120, Regular Wages/Salary: The wording "Battalion Chief" was questioned. Also, with the addition of Human Resources person the administrative stipend should be removed. Acct 121 Volunteer Pay: Why does the projected pay remain the same? Acct 640 Capital Outlay for Life Pak's, Command vehicle, Mule, ALS equipment for the north engine, SCBAs, Radios and Microphones. It was also suggested the flood maps be reviewed to ensure no stations will be affected.

The Fire Department will review the 5-Year Plan to include the 3rd ambulance at Station 25; the addition of a command vehicle similar to the Islamorada command vehicle, and the Administrative HR Person salary/benefits.

With the Ambulance Corps, staffing is foremost with volunteer staffing. The Corps does not expect any massive changes from what was submitted to the Board.

The Commissioners discussed the projected budget, the millage rate between 1.0000 and 2.0000, frequency of proposed millage increases, playing to the District's strengths, being proactive, moving forward with confidence, and consider hiring someone to promote millage rate increase to the community. Commissioners Conklin and Mirabella will be up for election in 2022. Jennifer Johnson reminded the Board that 2.0000 mill is less than the Monroe County. Millage. The one thing that would affect the projections would be the property values. No decisions were made.

9. LEGAL REPORT

Dirk Smits did not have any items to report to the Board.

10. AMBULANCE CORPS REPORT

10a. KLVA Monthly Reports (1/31/21– 02/28/21)

10b. KLVA Weapons Policy Update

Scott Robinson reported nine volunteers started in the last three and a half months. The Corps is waiting for one volunteer to finish school. Both full-time positions have been filled. The Corps hired a new office manager, Courtney Orr.



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11. FIRE DEPARTMENT REPORT

11a. KLFD Monthly Reports (12/31/20 – 02/28/21)

Don Bock reported there were not a lot of calls last week. On April 10th, there will be volunteer testing. Four new volunteers are starting this month. The Fire Department is on an Accounting Cash Basis.

11b. KLFD Performance Reports (01/31/21 – 02/28/21)

11c. KLVD Work Schedule & Benefits Agreement

11d. KLFD Loss/Gain Summary & Detailed Reports (2020 (as of 3/5/21)

12. COMMISSIONER ITEMS

Commissioner Mirabella will bring his Travel Request for the FASD Annual Conference to the next meeting for approval.

13. NEXT MEETING

13a. KLFR&EMS April 12, 2021 or April 26, 2021

The next meeting will be April 12, 2021.

14. ADJOURN

Commissioner Edge made a Motion to Adjourn at 7:13 p.m., which was seconded by Commissioner Mirabella and unanimously approved by the Board.

NEXT MEETINGS

April 12, 2021 District Meeting (if required)

April 26, 2021 District Meeting

May 10, 2021 District Meeting (if required)

May 24, 2021 Strategic Planning Workshop

May 24, 2021 District Meeting

June 14, 2021 District Meeting (if required)

June 28, 2021 KLVAC Budget Workshop

June 28, 2021 District Meeting

DOCUMENTS

AI 02a. District Meeting Agenda

AI 02b.1 Minutes Strategic Planning Workshop February 08, 2021

AI 02b.2 Minutes District Meeting February 08, 2021

AI 07a. Resolution 2021-001

AI 07b. EMS Calls & Refusals 2016 and 2020

AI 08a. KLFR&EMS District Five-Year Capital Budget – 2 Rescue

AI 08b. KLFR&EMS District Five-Year Capital Budget – 3 Rescue

AI 10a. KLVAC Monthly Reports (1/31/21 – 02/28/21)

AI 10b. KLVAC Weapons Policy Update

AI 11a. KLFD Monthly Reports (12/31/20 – 02/28/21)

AI 11b. KLFD Performance Reports 01/31/21 – 02/28/21)

AI 11c. KLVD Work Schedule & Benefits Agreement

AI 11d. KLFD Loss/Gain Summary & Detailed Reports (2020 (as of 3/5/21)