



## 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

October 25, 2021

#### 1. AGENDA

##### 1a. Call to Order

Chairman Allen, call the (in-person and Zoom video conference) District Meeting to order at 6:02 P.M.

##### 1b. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Conklin.

##### 1c. Roll Call

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

Also present in person or via Zoom were Donald Bock, Vicky Fay, David Garrido, CJ Jones, Gaelan Jones and Jennifer Johnson.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. Approval of October 25, 2021 Agenda

Chairman Allen found cause to add Item 7d. Reynolds Engineering Services Quote in the amount of \$9,300 to prepare the Phase 10 drawings for the FY 21-22 Fire Hydrant Project.

**MOTION:** Commissioner Powers made a motion *to approve the October 25, 2021 Agenda with the addition of item 7d.*

Commissioner Edge seconded the motion, and the Board unanimously passed the motion.

##### 2b. Approval of September 20, 2021 Minutes

**MOTION:** Commissioner Powers made a motion *to approve the September 20, 2021 Final Public Hearing & District Meeting Minutes.*

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

#### 3. PUBLIC COMMENT

Sue Heim addressed the Board.

#### 4. CHAIRMAN REPORT

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

#### 5. SECRETARY REPORT

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



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### 6. **OLD BUSINESS**

#### **6a. Fire Hydrant Project**

Commissioner Edge reported Phase 9 was completed, and the ITB is being prepared for Phase 10.

### 7. **NEW BUSINESS**

#### **7a. MOTION/APPROVAL: Benchmark KLVAC & KLF D Insurance \$83,447.00 FY 21-22**

Jennifer Johnson discussed the Worker's Compensation Policy. The Fire Department's portion was \$61,930.39 and the Ambulance Corps was \$21,516.61.

**MOTION:** Commissioner Mirabella made a motion to approve the invoice for Benchmark in the amount of \$83,447.00 for the FY 21-22 Workman's Compensation Policy. Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

#### **7b. MOTION/APPROVAL: PRIA KLF D Insurance \$53,267.19 FY 21-22**

Jennifer Johnson reported the KLVD liability policy covers: Business Auto, General Liability, Crime, Inland Marine, Public Officials Liability, Commercial Property, Excess Liability and Florida Commissioners Surcharge/Emergency Management Fund.

**MOTION:** Commissioner Mirabella made a motion to approve the PRIA Package Insurance for the Key Largo Fire Department. Commissioner Conklin seconded, and the Board unanimously passed the motion.

#### **7c. MOTION/APPROVAL: KLF D Firecom Headsets \$ 12,872.69**

The headsets for Engines 24 and 25 were approved in the budget.

**MOTION:** Commissioner Mirabella made a motion to approve the Sole-source quote from Firecom in the amount of \$12,872.69 for the Engine 24 and 25 headsets. Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

#### **7d. MOTION/APPROVAL: Reynolds Engineering Services Phase 10 Drawing Quote \$9,300**

Gaelan Jones reported the Phase 10 Project is underway, and the ITB will be placed on Demand Star on November 8, 2021. The Bid Opening is December 13, 2021 and the Bid Selection Committee will submit a selection to the Board on December 20, 2021.

**MOTION:** Commissioner Edge made a motion to approve the quote from Reynolds Engineering Services in the amount of \$9,300 to prepare the Phase 10 Fire Hydrant Project drawings. Commissioner Conklin seconded and the Board unanimously passed the motion.

### 8. **FINANCE REPORT**

Jennifer Johnson did not have any additional items to report to the Board.



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### 9. LEGAL REPORT

Gaelan Jones met with CJ Jones and Monroe County to discuss the Fire Inspector's policy for requesting access boxes and the standards for requiring access boxes. As a result, Gaelan Jones created a waiver form for individuals and businesses to use if they do not want an access box. Legal will start to review the Fire Department and Ambulance Corps vehicle contracts starting with E-One.

### 10. AMBULANCE CORPS REPORT

Scott Robinson reported that seven people have started with the Corps. The Corps began an 8% match for the 401K Program. The new Office Manager is working out well. The Corps Annual State Inspection will be on November 11, 2021. The new patient care software is improving billing as the billing agent can log in automatically, and the Corps does not have to manually send report.

### 11. FIRE DEPARTMENT REPORT

The Fire Department is beginning the process to hire full time-firefighters and a volunteer to replace losing one firefighter and adding two new firefighter positions. The department expects to fill the positions by the end of November.

### 12. COMMISSIONER ITEMS

Commissioner Allen recommended the District consider providing the Fire Department a budget for legal affairs, such as review of documents like the access box waiver. Although Russ Yagel has been retained by the Fire Department on a limited basis, the Department does not currently have an assigned attorney. To avoid liability and conflict of interest issues, the District's Legal Department is limited in what Legal support can be provided to the departments. The Board may need to consider this during future budget cycles. .

### 13. NEXT MEETING.

**13a. KLFR&EMS November 8, 2021 District Meeting or November 22, 2021 Strategic Planning Workshop & District Meeting**

**MOTION:** Commissioner Powers made a motion *to cancel the* November 8, 2021 meeting, unless items require approval by the Board. Commissioner Edge seconded the motion, and the Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Mirabella made a motion to Adjourn at 6:46 p.m. Commissioner Edge seconded the motion, which was unanimously approved by the Board.

### NEXT MEETINGS

*November 8, 2021 District Meeting (If required)*

*November 22, 2021 Strategic Planning Workshop & District Meeting*

*December 13, 2021 District Meeting*

*December 27, 2021 District Meeting*

*(See Next Page)*



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### **DOCUMENTS**

- AI 02a. Final Public Hearing & District Meeting Agenda
- AI 02b. Minutes Final Public Hearing & District Meeting September 20, 2021 Combined
- AI 07a. Benchmark KLVAC & KLFD Insurance \$83,447.00 FY21-22
- AI 07b. PRIA KLFD Insurance \$53,167.19 FY 21-22
- AI 07c. KLFD Firecom Headsets \$12,872.20
- AI 10a. KLVAC Monthly Reports (August & September)
- AI 10b. KLVAC Call Statistics (August & September)
- AI 11a. KLFD Monthly Reports (August & September)
- AI 11b. KLFD Performance Reports (August & September)