



## 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

### DISTRICT MEETING AGENDA

April 6, 2020

*(Station #24 at 6:00 p.m.)*

1. AGENDA

1a. Call to Order

1b. Pledge of Allegiance

1c. Roll Call

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of April 6, 2020 District Meeting

2b. Approval of Minutes

2b.1 March 9, 2020 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

7. NEW BUSINESS

7a. MOTION/APPROVAL: Department Contract (Jones)

7b. DISCUSSION: State of Emergency Pay Policy (Allen)

7c. MOTION/APPROVAL: Travel Request (Mirabella (FASD Conference) (Johnson)

8. FINANCIAL REPORT

9. LEGAL COUNSEL REPORT

10. AMBULANCE CORPS REPORT

11. FIRE DEPARTMENT REPORT



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### DISTRICT MEETING AGENDA

(Continued)

April 6, 2020

#### 12. COMMISSIONER ITEMS

#### 13. NEXT MEETING

**13a. Meeting April 27, 2020 or May 11 or 18th, 2020**

#### 14. ADJOURN

#### NEXT MEETINGS

*April 27, 2020 District Meeting*

*May 11, 2020 District Meeting*

*May 18, 2020 Strategic Planning Workshop*

*May 18, 2020 District Meeting*

*June 8, 2020 District Meeting*

*June 22, 2020 KLVAC Budget Workshop*

*June 22, 2020 District Meeting*

#### DOCUMENTS

*AI 2a. District Meeting Agenda*

*AI 2b.1 District Meeting Minutes 03/09/20*

*AI 7a. Department Contract*

*AI 7b. State of Emergency Pay Policy*

*AI 7c. Travel Request (Mirabella FASD Conference)*

PERSONS WHO WISH TO BE HEARD SHALL COMPLETE A SPEAKER REQUEST CARD,  
AND SUBMIT THE CARD TO THE DISTRICT CLERK PRIOR TO THE AGENDA



## **DISTRICT MEETING MINUTES**

**March 9, 2020 – DRAFT**

### **1. AGENDA**

#### **1a. Call to Order**

Chairman Allen called the District Meeting to order at 06:00 p.m.

#### **1b. Pledge of Allegiance**

Commissioner Conklin 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. and Peter Rosasco. The meeting was held at Station 24.

### **2. APPROVAL OF AGENDA & MINUTES**

#### **2a. Approval of March 9, 2020 District Meeting Agenda**

Chairman Allen found cause to add Item 7I Coronavirus to the agenda, and to move item 7A below Item 7C.

**MOTION:** Commissioner Powers made a motion ***to approve the March 9, 2020 District Meeting Agenda as modified.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

#### **2b. Approval of Minutes**

##### **2b.1 February 10, 2020 Strategic Planning Workshop**

**MOTION:** Commissioner Thomas made a motion ***to approve the February 10, 2020 Strategic Planning Workshop Meeting Minutes.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

##### **2b.2 February 10, 2020 District Meeting Minutes**

**MOTION:** Commissioner Powers made a motion ***to approve the February 10, 2020 District Meeting Minutes,*** which was seconded By Commissioner Conklin, and the Board unanimously passed the motion.

### **3. PUBLIC COMMENT**

Sue Heim spoke at Items 7A and 7B, and Rob Mobley spoke at Item 7F.



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### 4. **CHAIRMAN REPORT**

There were no items presented to the Board by the Chairman.

### 5. **SECRETARY REPORT**

The Secretary did not have any items to report to the Board.

### 6. **OLD BUSINESS**

#### **6a. Fire Hydrant Report**

Commissioner Thomas reported FKAA is waiting for the permits to be approved.

#### **6b. Fact-Finding Committee**

The Committee will continue fact finding, review the audit results and create a Five-Year plan.

Legal will consult with Finance and will review the payroll reports and report at the next meeting.

#### **6c. Review of 2007 Audit Results**

Items from the 2007 Audit Results should be included in the Five-Year plan.

### 7. **NEW BUSINESS**

#### **7a. MOTION/APPROVAL: Keys Consulting (Leadership & Management Seminar)**

The Commissioners discussed the two-day Leadership and Management Seminar.

**MOTION:** Commissioner Thomas made a motion ***to accept the proposal from Keys Consulting in the amount of \$5,000.*** The Board directed Vicky Fay to obtain dates of availability from Commissioners and Department staff who wished to participate in the training session. Commissioner Conklin seconded the motion. The vote was as Follows: Allen (No), Conklin (Yes), Mirabella (Yes), Powers (No) and Thomas (Yes).

#### **7b. MOTION APPROVAL: Establish the Millage Rate Cap Increase**

Peter Rosasco discussed the assessed value, infrastructure issues, long-range viability, the necessity of a well-thought out and factual statement of current and future needs, and recommended the Board not consider increasing the millage rate cap at this time due to the projected reserves of 2.8M at the end of FY 2019-2020. It was recommended the Board maintain six months to a year in reserves.

**MOTION:** Commissioner Thomas made a motion ***to not raise the Millage Cap in 2020.*** Commissioner Powers seconded. The vote was as follows: Allen (Yes), Conklin (Yes), Mirabella (No), Powers (Yes) and Thomas (Yes).

#### **7c. MOTION/APPROVAL: Identify Election Date for Millage Rate Increase**

This item was removed as moot, given the Board's vote on Item 7b.



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### 7d. **MOTION/APPROVAL: Replacement of Tanks Station 25**

The Fire Department recommends using Leigh Service Repair to install the tank, and to purchase the fuel tank from Global Power Components, as that is the company that provided the original fuel tank, and they have the original schematics. The repair is expected to be completed prior to the start of hurricane season. Jennifer Johnson reported to the Board that in order to approve this, the purchasing policy would need to be waived, and funds appropriated in the budget since this is not a budgeted item in FY 2020.

**MOTION:** Commissioner Conklin made a motion ***to waive the Purchasing Policy, and appropriate funds to approve the Global Power Components proposal to replace the Station 25 storage tank in the amount of \$15,200 and approve the Leigh Service Repair proposal for installation in the amount of \$12,000.00,*** this was seconded by Commissioner Mirabella. The motion passed unanimously.

### 7e. **MOTION/APPROVAL: Department March Contract Renewal**

**MOTION:** Commissioner Conklin made a motion ***to approve the March Department Contract Renewal from March 1, 2020 to April 13, 2020.*** Commissioner Thomas seconded, and the motion was passed unanimously.

### 7f. **DISCUSSION: Department Contract**

Gaelan Jones discussed in detail Ron Mobley's proposed changes and the changes to the contract to date. The Board discussed and resolved all pending proposed changes to the Contract requiring input from Commissioners. Legal will meet with Jack Bridges and the department to discuss final changes to the contract. Legal will bring a revised copy of the contract to the next meeting.

***NOTE: The audio was lost about 7:19 pm and resumed at 7:26 pm.***

### 7g. **DISCUSSION: Transponder Communications**

Two separate systems would be required. Currently the department can communicate internally via text messages; however, the current system cannot access Wi-Fi.

### 7h. **DISCUSSION: Ambulance Corps GPS System**

The Corps uses cell phones versus what is in the ambulance. Central dispatches to the Fire Department. If the CAD system is used by the Corps, the Corps would need the same software as the Fire Department, and it would skew the tracking of total number of calls if both departments used the same system.



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### **7i. DISCUSSION: Coronavirus**

Commissioner Thomas indicated he wanted everyone to be on the same page (Mariner's, Urgent Care, the Departments), and he would like to setup a meeting with everyone. The Chief reported the state, Sheriff's Office and Dispatch are asking questions to help ensure first responders are protected when responding to calls, and the departments both have a supply of masks and gloves.

### **8. FINANCIAL REPORT**

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

### **9. LEGAL REPORT**

Legal reported an incident involving the Fire Department being dispatched to a medical emergency at the wrong address. Legal to report back to the Board regarding next steps.

### **10. AMBULANCE CORPS REPORT**

#### **10a. KLVAC Monthly Report February 2020**

No report.

### **11. FIRE DEPARTMENT REPORT**

#### **11a. KLVFD Monthly Report: February 2020**

#### **11b. KLVFD Performance Report: February 2020**

April 25, 2020 is the date for volunteer recruitment and testing. A discussion item for the next District Board meeting is to increase the 401K match from 6% to 7%.

### **12. COMMISSIONER ITEMS**

No items were discussed.

### **13. NEXT MEETING**

#### **13a. Meeting March 23, 2020 or April 13, 2020**

The next meeting will be April 6, 2020.

**MOTION:** Commissioner Powers made a motion ***to approve the next meeting will be April 6, 2020.*** Commissioner Conklin seconded, and the motion passed unanimously.

### **14. ADJOURN**

**MOTION:** Commissioner Powers made a motion ***to adjourn the meeting at 8:35 pm.*** This was seconded by Commissioner Conklin, and the motion passed unanimously.

### **NEXT MEETINGS**

April 6, 2020 District Meeting

April 27, 2020 District Meeting

(See Next Page)





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### **DOCUMENTS**

*AI 2a. District Meeting Agenda*

*AI 2b.1 Strategic Planning Workshop Minutes 02/10/20*

*AI 2b.2 District Meeting Minutes 02/10/20*

*AI 7a. Keys Consulting Proposal \$5,000*

*AI 7d. KLVFD Station 25 Replacement Tank Global Power Components & Leigh Service Repair*

*AI 7e. Department Contract Renewal – March–April 13, 2020*

*AI 7f. Department Contract 200209*

*AI 10a. KLVAC Monthly Report*

*AI 11a. KLVFD Monthly Report February 2020*

*AI 11b. KLVFD Performance Report February 2020*

ITEM 7A



**AGREEMENT BETWEEN KEY LARGO FIRE RESCUE AND  
EMERGENCY SERVICES MEDICAL DISTRICT AND KEY LARGO  
VOLUNTEER AMBULANCE CORPS AND KEY LARGO VOLUNTEER  
FIRE DEPARTMENT.**

**CONTRACT RENEWAL**

THIS CONTRACT RENEWAL is made and entered on the date last written below, between THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT (the "District"), KEY LARGO VOLUNTEER AMBULANCE CORPS, INC. and KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC. (collectively the "Departments") in order to renew the agreement between the parties dated "this \_\_\_\_ day of October, 2016" (the "Original Contract"), a copy of which is attached hereto as Exhibit "A" for reference and the terms of which are incorporated herein as if otherwise fully set forth, subject to the following terms:

1. By mutual agreement of the Parties, the Renewed Contract shall commence on **April 13, 2020** and expire on **May 18, 2020**.
2. All other terms and conditions of the Original Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Contract Renewal on this \_\_\_\_ day of April, 2020.

\_\_\_\_\_  
Chairperson of the District Board of Commissioners

\_\_\_\_\_  
Date

Print: \_\_\_\_\_

Attest: \_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Key Largo Volunteer Ambulance Corps., Inc.

\_\_\_\_\_  
Date

By: \_\_\_\_\_

\_\_\_\_\_  
Key Largo Volunteer Fire Department, Inc.

\_\_\_\_\_  
Date

By: \_\_\_\_\_

# ITEM 7B



# Key Largo Volunteer Fire Department

1 East Dr., Key Largo, FL 33037  
(305)-451-2700

## State of Emergency Pay Rate Policy:

Once a State of Emergency has been declared, the following shall apply regarding the "pay rates" for both paid and volunteer personnel that are on-duty and are providing Emergency Services on behalf of Key Largo Fire and/or Key Largo EMS.

- I. It has been declared by the Governor or President for such instances as a Hurricane or other natural or manmade disaster, and
  - II. The State of Emergency must be declared by the Mayor of Monroe County, and
  - III. Must also impact or expect to impact the upper keys area (Lower Matecumbe to Ocean Reef), and
  - IV. The Key Largo Fire Rescue and EMS District Board must also authorize funding before it is paid out in excess of the personnel's regular rate of pay.
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1. Volunteer Firefighter First Responder – at the position code of FFT2 - Firefighter Type 2 (crew member). AD Classification C (pay rate in 2017 = \$18.32 per hour).
  2. Paid or Volunteer Firefighter EMT – at the position code of EMTF – Emergency Medical Technician Fireline. AD Classification H (pay rate in 2017 = \$29.52 per hour).
  3. Paid or Volunteer Firefighter Paramedic – at the position code of EMPF – Paramedic Fireline. AD Classification J, (pay rate in 2017 = \$35.96 per hour).
  4. Volunteer Logistics and Food Unit Leader – at the position code of FDUL – Food Unit Leader. AD Classification H, (pay rate in 2017 = \$29.52 per hour).
  5. All other support positions not addressed above shall be paid for their position work in compliance with either the most current "Administratively Determined Pay Plan for Emergency Workers" as determined by the United States Department of the Interior, Office of the Interior based on their position classification or their regular rate of pay in compliance with FLSA, **whichever is greater**.

ITEM 7C

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
TRAVEL AUTHORIZATION REQUEST**

Name of Travelers Geroge Mirabella Department District Board

Destination Orlando, Florida Mode of Transportation personal vehicle  
*(If least expensive mode not chosen, provide justification below)*

Dates of District Travel: From: Sunday June 14, 2020 To: Thursday June 18, 2020

Will vacation be combined with trip? ☐ Yes ☒ No

**Estimated Costs**

Registration	<u>\$ 425.00</u>	
Transportation	<u>333.50</u>	mileage only
Meals (at Per Diem rates)	<u>297.00</u>	
Lodging	<u>568.00</u>	
Other	<u>50.00</u>	tolls, parking
<b>TOTAL</b>	<u><u>1,673.50</u></u>	

Purpose of Trip:

Attend FASD annual conference

District Board Approval:

\_\_\_\_\_  
Date