



DISTRICT MEETING MINUTES

March 9, 2020 – FINAL

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.



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

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.



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.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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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)



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*

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*