



DISTRICT MEETING MINUTES
September 14, 2020

1. AGENDA

1a. Call to Order

Chairman Allen called the Zoom video conference District Meeting to order at 6:12 pm.

1b. 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, C.J. Jones, Gaelan Jones, Esq., Jason Mumper and Scott Robinson.

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of September 14, 2020 District Meeting Agenda

MOTION: Commissioner Mirabella made a motion ***to approve the September 14, 2020 District Meeting Agenda***, which was seconded by Commissioner Conklin and the Board unanimously passed the motion.

2b. Approval of Minutes

2b.1 August 10, 2020 Budget Workshop Meeting Minutes

MOTION: Commissioner Mirabella made a motion ***to approve the August 10, 2020 Budget Workshop Meeting Minutes***, which was seconded by Commissioner Thomas, and the Board unanimously passed the motion.

2b.2 August 10, 2020 District Meeting Minutes

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

3. PUBLIC COMMENT

There were no comments from the General Public.

4. CHAIRMAN REPORT

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



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

5. SECRETARY REPORT

Commissioner Mirabella did not have any items to report to the Board.

6. OLD BUSINESS

6a. Discussion: Fire Hydrant Report

Commissioner Thomas reported Phase 8 of the Fire Hydrant Project is complete, and two hydrants were moved to Phase 9. The Phase 9 Fire Hydrant locations are being finalized.

6b. Discussion: Emergency Pay Policy

Jennifer Johnson confirmed FEMA reimbursed both payroll and materials for Hurricane Irma. This item is being closed, and will be moved to the Strategic Plan.

6c. 501c3 Status of the Old KLVFD

This item was discussed and closed due to lack of support from a majority of the District Board.

7. NEW BUSINESS

7a. MOTION/APPROVAL: Resolution #2020-004 Board Stipends

Gaelan Jones reported this Resolution was advertised in accordance with Florida Statute, and would become effective on October 1, 2020.

MOTION: Commissioner Conklin made a motion **to approve Resolution #2020-004 to raise the Board Stipends from \$200 per month to \$350 per month.**

Commissioner Mirabella seconded, and the vote was as follows: Allen (Y), Conklin (Y), Mirabella (Y), Powers (N) and Thomas (N).

7b. MOTION/APPROVAL: Resolution #2020-005 Tentative Millage FY 2020-2021

Gaelan Jones read the motion into the record.

MOTION: Commissioner Thomas made a motion **to approve Resolution #2020-005 to adopt a tentative millage of 1.0000 mil, which is greater than the Rolled back rate of 0.9588 mills by 4.30%.** Commissioner Powers seconded, and the vote was as follows: Allen (Y), Conklin (Y), Mirabella (Y), Powers (Y) and Thomas (Y), and the motion passed unanimously.

7c. MOTION/APPROVAL: Resolution #2020-006 Tentative Budget FY 2020-2021

Gaelan Jones read the motion into the record.

MOTION: Commissioner Powers made a motion **to approve Resolution #2020-006 to adopt a Tentative Budget for FY 2020-2021 of \$7,234,705.** Commissioner Mirabella seconded, and the motion passed unanimously as follows: Allen (Y), Conklin (Y), Mirabella (Y), Powers (Y) and Thomas (Y).



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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7d. DISCUSSION: Station 24 Maintenance (Front & Side Doors) and Station 25 Signage

Commissioner Conklin discussed the Station 24 front and side doors, and the signage at Station 25. Gaelan Jones sent the second-story floorplans to three vendors for an estimate, and expects to bring a design-phase quote to the next meeting. CJ Jones will bring three quotes for the Station 24 doors to the next meeting, and he is working with Vital Signs for the Station 25 signage.

8. FINANCIAL REPORT

Jen Johnson presented the FY 2019-2020 District's 3rd Quarter Financial Report. The District is at 75% of budget.

For the 3rd Quarter the report is: District revenues received \$3,590,171.34; the District Board expenses are at \$237,976.86 (72.58) of budget; Fire Department expenses are at \$1,315,912.92 (65.8%) of budget and Ambulance Corps are at \$488,409.55 (61.09%) of budget.

The District's total expenses are \$2,041,401.33 (65.31%) of budget. There is a surplus of \$1,548,770.01 and a transfer to the Vehicle Equipment Fund \$168,750.00. The net set aside is \$1,380,020.01.

9. LEGAL REPORT

There were no additional items reported by Legal.

10. AMBULANCE CORPS REPORT

Chief Bock reported Dr. Morrison has been meeting with the departments for training, and he will meet with him this week. Commissioner Thomas reported Chief Bock is following up with PPS regarding reimbursement of Ambulance Corps billing to veterans, and the Veteran's Administration classification of Ambulance Corps services as transportation versus medical expenses. Chief Bock and Jason Mumper will explore if how narratives are written affects reimbursement.

11. FIRE DEPARTMENT REPORT

11a. KLFD Monthly Report 200731

11b. KLFD Performance Report 200831

11c. KLVD Personnel Gain/Loss Report

David Garrido confirmed the Station 24 storage tank (2,487 gallons) has been installed and is awaiting fuel. There will be a small extrication class on September 19th. The Board complimented Sergio Garcia, Jr. for preparing the Gain/Loss Report, which is a good snapshot of how the loss of personnel affects the community and Fire Department. The Department hired two paid staff drivers in August, and is losing a firefighter in October.

12. COMMISSIONER ITEMS

No items were discussed.

13. NEXT MEETING

13a. KLFR&EMS Final Public Hearing & District Meeting: October 12 or 26, 2020

The Final Public Hearing and a District Meeting are scheduled for September 21, 2020.



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

14. ADJOURN

MOTION: Commissioner Mirabella *made a motion to adjourn the meeting at 7:18 p.m.* This was seconded by Commissioner Conklin, and the motion passed unanimously.

NEXT MEETINGS

September 21, 2020 Final Public Hearing & District Meeting
October 12, 2020 District Meeting
October 26, 2020 District Meeting
November 16, 2020 Strategic Planning Workshop & District Meeting
December 14, 2020 District Meeting
December 21, 2020 District Meeting

DOCUMENTS

AI 2a. District Meeting Agenda
AI 2b.1 Budget Workshop Meeting Minutes 08/10/20
AI 2b.2 District Meeting Minutes 08/10/20
AI 06a. Fire Hydrant Report 200907
AI 06b. Village of Islamorada Emergency Pay Policy
AI 06b. FEMA Project Worksheet
AI 07a. Resolution #2020-004 (Board Stipend)
AI 07b. Resolution #2020-005 Tentative Millage FY 2020-2021
AI 07c. Resolution #2020-006 Tentative Budget FY 2020-2021
AI 08a. KLFR&EMS District FY 19-20 3rd Quarter
AI 10a. KLVAC Monthly Report 200731
AI 11a. KLFM Monthly Report 200731
AI 11b. KLFM Performance Report 200831
AI 11c. KLFM Personnel Gain/Loss Report