



## 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

November 16, 2020 - **FINAL**

#### 1. **AGENDA**

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

Chairman Allen called the combination (in-person meeting and Zoom video conference) District Meeting to order 6:01 pm.

##### **Pledge of Allegiance**

Commissioner Thomas led the Pledge of Allegiance.

##### **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 Commissioner Elect, Kenny Edge, David Garrido and Gaelan Jones, Esq.

In attendance via Zoom were: Don Bock, Vicky Fay, Jennifer Johnson, Jason Mumper, and Scott Robinson.

##### **1c. Presentation Commissioner Thomas**

Commissioner Thomas spoke and gave a heartfelt thank you for the opportunity to serve the District, Departments and the residents of Key Largo. Chairman Allen spoke and presented a plaque to Commissioner Thomas for his service.

##### **1d. Adjourn**

The meeting was adjourned at 6:06 p.m.

##### **1e. New Commissioners Swearing In (Oath of Office)**

Gaelan Jones read the Oath of Office to Tony Allen, Kenny Edge and Danny Powers. Commissioners Allen, Edge and Powers executed Oath of Office forms.

##### **1f. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, Kenny Edge, George Mirabella and Danny Powers. There was a quorum. Also present were David Garrido and Gaelan Jones, Esq.

In attendance via Zoom were: Don Bock, Vicky Fay, Jennifer Johnson, Jason Mumper, and Scott Robinson.

##### **1g. Election of Officers**

###### **Chairman**

Commissioner Mirabella nominated Tony Allen as Chairman, which was seconded by Commissioner Powers. Commissioner Allen was approved as chairman based by majority vote.



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### **Vice Chairman**

Commissioner Allen nominated George Mirabella as Vice Chairman, which was seconded by Commissioner Conklin. Commissioner Mirabella was approved as Vice-Chairman unanimously.

### **Secretary**

Commissioner Mirabella nominated Kenny Edge as Secretary, which was seconded by Commissioner Powers. Commissioner Edge was approved as Secretary with the vote as follows: Allen (Abstain), Conklin (Yes), Kenny Edge (Yes), Mirabella (Yes) and Powers (Yes).

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

### **2a. Approval of November 16, 2020 District Meeting Agenda**

Gaelan Jones said he just received Burke Construction's proposal, and will discuss the proposal later in the meeting without any addition to the Agenda.

**MOTION:** Commissioner Edge made a motion **to approve the November 16, 2020 District Meeting Agenda**. The motion was seconded by Commissioner Conklin, and the Board unanimously passed the motion.

### **2b. Approval of October 12, 2020 District Meeting Minutes**

**MOTION:** Commissioner Mirabella made a motion **to approve the October 12, 2020 District Meeting Minutes**, which was seconded by Commissioner Conklin and the Board unanimously passed the motion.

## **3. PUBLIC COMMENT**

Sue Heim spoke at Item 9.

## **4. CHAIRMAN REPORT**

Chairman Allen did not have any items to report.

## **5. SECRETARY REPORT**

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

## **6. OLD BUSINESS**

### **6a. Fire Hydrant Report (Edge)**

Commissioner Edge reported the Bid Opening was November 2, 2020, and the Bid Selection Committee met today to review and rank the proposals.



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### 7. NEW BUSINESS

#### **7a. MOTION/APPROVAL: KLVAC Station 23 Painting**

Question was posed regarding conflict of interest with accepting proposal from Curtis Tucker. After being informed that KLVFD employee Curtis Tucker has no affiliation with the business offering said proposal, Gaelan Jones confirmed there was not a conflict of interest.

**MOTION:** Commissioner Mirabella made a motion **to approve the Curtis Tucker proposal of \$16,491.00 to paint Station 23.** Commissioner Powers seconded, and the Board unanimously passed the motion.

#### **7b. MOTION/APPROVAL: KLF D Station 24 Bay Floors**

This item was tabled to the next meeting as the Fire Department would like to conduct more research.

#### **7c. MOTION/APPROVAL: KLF D Station 24 Camera (Feld Fire \$15,145**

The Feld Fire quote to purchase a camera was the lowest bid.

**MOTION:** Commissioner Edge made a motion **to approve the Feld Fire quote to purchase one Searchcam Camera for Station 24 in the amount of \$15,145.00,** which was seconded by Commissioner Powers. The Board unanimously passed the motion.

#### **7d. MOTION/APPROVAL: KLF D Station 25 Insulation (Kelly Insulation \$10,899)**

The Kelly Insulation, Inc. Proposal was the highest of the three quotes; however, it is the only company with an insulation lifetime warranty. KLVFD recommended approval of proposal by Kelly Insulation.

**MOTION:** Commissioner Conklin made a motion **to approve the Kelly Insulation, Inc. quote to replace the Station 25 insulation in the amount of \$10,899.** This was seconded by Commissioner Powers. The Board unanimously passed the motion.

#### **7e. MOTION/APPROVAL: Vernis & Bowling Contract**

Gaelan Jones presented the Vernis & Bowling contract renewal. The proposed hourly rate is being increased by \$5.00 per hour. The monthly retainer is being increased by \$100 to a total of \$1,600 plus travel. The terms of this contract are from November 18, 2020 to November 18, 2021 with two additional one-year options. The fees may be renegotiated after one year and are subject to budget review.

**MOTION:** Commissioner Mirabella made a motion **to approve the Vernis & Bowling Contract for the period of November 18, 2020 to November 18, 2021,** which was seconded by Commissioner Conklin. The Board unanimously passed the motion.



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### **7f. DiSCUSSION: Bid Committee Proposal Ranking ITB 21-001**

Commissioner Edge presented the ITB 21-001 Proposal Ranking. Four proposals were received: R&M Service Solutions \$130,000, J.A. LaRocco \$134,750, Key Honey Contracting \$157,341 and Pabon Engineering \$215,000. The Board will make a selection and approve a contract on December 14, 2020.

### **7g. MOTION/APPROVAL: 2021 District Meeting Calendar**

Vicky Fay presented the Proposed 2021 District Meeting Schedule. The Board agreed to remove the October 11, 2021 District Meeting.

***MOTION:*** Commissioner Conklin made a motion ***to approve the 2021 District Meeting Schedule with one change to remove the October 11, 2021 District Meeting***, which was seconded by Commissioner Mirabella. The Board unanimously passed the motion.

### **7h. DISCUSSION: Disposal of Smoke Machine**

Jennifer Johnson reported the Fire Dept needs to dispose of the Smoke Machine, which was purchased in 2008 for \$1,394.59. This item has exceeded its service life.

## **8. FINANCE REPORT**

### **8a. Approved Budget FY 20-21**

Vicky Fay is distributing the Final Approved Fiscal Year 2020-2021 Budget to the commissioners.

### **8b. District Financial Report FY 2019-2020 - 4<sup>th</sup> Quarter**

The District's total FY 19-20 revenues were \$3,747,638.25 or 98.49% of budget. The District's total FY 19-20 expenses were \$228,361.41 or 69.65% of budget. The Fire Department's total FY 19-20 expenses were \$1,916,339.15 or 95.89% of budget. The Ambulance Corps expenses were \$660,154.14 or 82.58% of budget.

The total District's expenses for FY 19-20 were \$2,804,854.70 or 89.73% of budget, with a transfer to the Vehicle & Equipment Fund of \$225,000. The total excess expenditures were under budget \$942,783.55. The total budget surplus was \$717,783.55.

## **9. LEGAL REPORT**

Gaelan Jones reported the District just received the proposal to prepare the 2<sup>nd</sup> floor Station 24 drawings in the amount of \$34,906.00. Legal will review and bring back to the next meeting for action.

## **10. AMBULANCE CORPS REPORT**

### **10a. KLVAC Monthly Report 201031**

Scott Robinson reported the Corps submitted Paramedic and EMT volunteer applications to the Chief for approval.

### **10b. KLVAC Call Log 200930**

Commissioner Mirabella thanked both departments for doing an amazing job after the hurricane last week.



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### 11. FIRE DEPARTMENT REPORT

#### 11a. KLFD Monthly Report 201031

#### 11b. KLFD Performance Report 201031

Jason Mumper reported there are three new members approved in FY 20-21. The department ran 32 calls after the hurricane. C.J. Jones reported the department is doing a remount on the Air Truck not the Dive Rescue vehicle.

### 12. COMMISSIONER ITEMS

CJ Jones reported there is a Station 24 roof leak, and the roof may need to be replaced if there is not a second story added to the station.

### 13. NEXT MEETING

#### 13a. KLFR&EMS December 14, 2020 or December 21, 2020 District Meeting

The next District Meeting is December 14, 2020.

### 14. ADJOURN

Commissioner Mirabella made a Motion to adjourn at 7:03 p.m., which was seconded by Commissioner Powers and unanimously approved by the Board.

### NEXT MEETINGS

*December 14, 2020 District Meeting (Contract ITB #21-001 Fire Hydrants)*

*December 21, 2020 District Meeting (if required)*

### DOCUMENTS

AI 2a. *District Meeting Agenda*

AI 2b1. *Minutes District Meeting October 12, 2020*

AI 07a. *KLVAC Station 23 Painting Quotes*

AI 07b. *KLVFD Station 24 Bay Floor (\$15 145)*

AI 07c. *KLVFD Station 24 Camera (\$10,899)*

AI 07d. *KLVFD Station 25 Insulation Quotes*

AI 07e. *Vernis & Bowling Contract*

AI 07g. *2021 District Meeting Schedule*

AI 08a. *District Approved Budget FY 20-21*

AI 08b. *District Financial Report FY 19-20 - 4<sup>th</sup> Quarter*

AI 10A. *KLVAC Monthly Report 201031 October for September*

AI 10B. *KLVAC Call Log 200930*

AI 11a. *KLFD Monthly Report 201031 October for September*

AI 11b. *KLFD Performance Report 201031*