



DISTRICT MEETING AGENDA

November 22, 2021

1. AGENDA

1a. Call to Order

Vice-Chairman, George Mirabella, called the (in-person and Zoom video conference) District Meeting to order at 6:00 pm as Chairman Allen was called out of town on an emergency. Commissioner Conklin led the Pledge of Allegiance.

MOTION: Commissioner Edge made a motion *to skip directly to the District Meeting and postpone the Strategic Planning Workshop until December.* The motion was seconded by Commissioner Powers and the Board unanimously passed the motion.

1b. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Frank Conklin, Kenny Edge and Danny Powers. Chairman Allen was out of town on an emergency, and Vice-Chairman, George Mirabella was out of state attending via Zoom. There was a quorum.

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

2. APPROVAL OF AGENDA & MINUTES

There was one change to the agenda. Item 8a is for the 4th Qtr.

MOTION: Commissioner Powers made a motion *to approve the November 22, 2021 District Meeting Agenda with one change.* The motion was seconded by Commissioner Edge and the Board unanimously passed the motion.

2b.1 Approval of October 25, 2021 District Meeting

MOTION: Commissioner Edge made a motion *to approve the October 25, 2021 District Meeting Minutes.* The motion was seconded by Commissioner Conklin and the Board unanimously passed the motion.

3. PUBLIC COMMENT

There were no items from the General Public.

4. CHAIRMAN REPORT

There were no comments by the Chairman or the Vice Chairman.



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

5. SECRETARY REPORT

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

6. OLD BUSINESS

6a. Fire Hydrant Project (Edge)

Commissioner Edge reported that Phase 9 was completed, and the Phase 10 Invitation-to-Bid (ITB) was placed on DemandStar on November 12, 2021. The Bid Opening is December 13, 2021 and the Contract is scheduled for approval by the Board on December 20, 2021.

7. NEW BUSINESS

7a. DISCUSSION: Medical Director Report (Dr.Morrison)

Dr. Morrison was working and unavailable for the meeting. This item will be rescheduled in December.

7b. MOTION/APPROVAL: Vernis & Bowling Contract FY 21-22)

MOTION: Commissioner Edge made a motion **to approve the Vernis & Bowling contract for FY 21-22.** The motion was seconded by Commissioner Conklin and the Board unanimously passed the motion.

7c. MOTION/APPROVAL: KLVAC Insurance Regan \$26,674.00

MOTION: Commissioner Powers made a motion **to approve the auto and package policy for the KLVAC in the amount of \$26,674.00.** The motion was seconded by Commissioner Conklin and the Board unanimously passed the motion.

07d. MOTION/APPROVAL: Meeting Schedule 2022

The Proposed Meeting Schedule was discussed.

MOTION: Commissioner Powers made a motion **to table the the Proposed 2022 Meeting Schedule until the next meeting.** The motion was seconded by Commissioner Edge and the Board Unanimously passed the motion.

8. FINANCE REPORT

8a. District Financial Report FY 20-21 (4th Quarter)

Jennifer Johnson reported the Total Revenues were \$4,054,239.56 or 101.21% of budget.
The District expenses were at \$289,36.09 or 82.71% of budget.
The Fire Department expenses were at \$2,325,569.28 or 89.8% of budget.
The Ambulance Corps expenses were \$784,170.89 or 84.05% of budget.
The Total District expenses were at \$3,398,866.26 or 87.77 % of budget.



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9. LEGAL REPORT

Gaelan Jones discussed the millage rate increase process. There are two elections in 2022, the Primary and the General. The books close on July 25, 2022 for the Primary Election and October 22, 2022 for the General Election. The District will need to provide a Resolution to the BOCC for the Primary Election on June 15, 2022 and September 22, 2022 for the General Election. The District Board will need to approve the Resolution by May 23, 2022 for the Primary Election. The advantage with the primary is that the Board could be able to confirm the millage rate sooner for the budget, and the advantage with the General Election is that more voters vote in the General Election. There is no cost to the Board for the election. The District will need to schedule advertising in both English and Spanish.

The Board needs to determine the millage rate and which election the millage rate increase will appear. The District Board will need to approve the Resolution by May 23, 2022 for the Primary Election. Legal will draft the Resolution and bring to the Board for approval.

10. AMBULANCE CORPS REPORTS

10a. Monthly Reports 10/31/21

10b. Call Log 10/31/21

Scott Robinson reported there were four new volunteers. There were 1,557 calls in October With 498 calls north of the 103. The Corporate Board is working on a Donation letter. The EMS Manager had a baby girl.

11. FIRE DEPARTMENT REPORTS

11a. Monthly Reports (10/31/21)

11b. Performance Reports 10/31/21)

There are eight individuals for three openings. They will be set up for interviews, and are expected to start in two or three weeks. There are four classes being conducted in December, and there are four members from Islamorada and Ocean Reef. Monroe County is discussing an AFG Grant for county-wide training. Marcus Gonzales is expected to return on November 30th.

12. COMMISSIONER ITEMS

Commissioner Mirabella wanted the Ambulance Corp and Fire Department to know how much the District appreciated working the holiday.

13. NEXT MEETING.

13a. KLFR&EMS December 13th or December 20, 2022 District Meeting (Award ITB 22-001)

MOTION: Commissioner Powers made a motion ***to cancel the December 13, 2020 meeting if no items require District Board approval., and the Strategic Planning Workshop and District Meeting will be held on December 20, 2020.*** The motion was seconded by Commissioner Edge and the Board unanimously passed the motion.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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14. ADJOURN

Commissioner Powers made a Motion to Adjourn at 6:35 p.m., which was seconded by Commissioner Conklin and was unanimously approved by the Board.

NEXT MEETINGS

December 13, 2021 District Meeting (if required)
December 20, 2021 District Meeting
January 10, 2022 District Meeting
January 24, 2022 District Meeting
February 14, 2022 District Meeting
February 14 or 28 Strategic Planning Workshop
February 28, 2022 District Meeting
March 14, 2022 District Meeting (if required)
March 28, 2022 District Meeting

DOCUMENTS

AI 02a. District Meeting Agenda
AI 02b. Minutes October 25, 2021
AI 07b. Vernis & Bowling Contract
AI 07c. KLVAC Insurance \$26,674.00
AI 07d. Meeting Schedule 2022
AI 08a. District Financial Report FY 20-21 (3rd Quarter)
AI 10a. KLVAC Monthly Reports (10/31/21)
AI 10b. KLVAC Call Statistics (10/31/21)
AI 11a. KLFM Monthly Reports (10/31/21)
AI 11b. KLFM Performance Reports (10/31/21)