



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Kay Cullen; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

DRAFT DISTRICT BUDGET WORKSHOP MINUTES

July 23, 2017

(KL VFD – Station #24 – 6:00 p.m.)

1. **AGENDA**

1.A. **Call to Order**

Commissioner Allen called the District Budget Meeting to order at 6:00 PM

1.B. **Pledge of Allegiance**

Commissioner Powers led the Pledge of Allegiance.

1.C. **Roll Call**

Carol Greco called the roll. The following commissioners were present: Commissioner Allen; Commissioner Cullen; Commissioner Thomas; Commissioner Mirabella and Commissioner Powers. There was a quorum.

Also present were Gaelan P. Jones, Esq., Jennifer Johnson, Don Bock and Scott Robinson

1.D. **Approval of Agenda**

Commissioner Cullen made a motion **to approve the July 23, 2018 District Budget Workshop Agenda**. Commissioner Powers second, and the Board unanimously passed the motion.

2. **PUBLIC COMMENT**

Sue Heim

3. **DISCUSSION: District Proposed FY 2018-2019 Budget**

Jennifer Johnson presented the proposed Key Largo Fire Rescue and EMS District FY 2018-2019 Proposed Budget.

Proposed millage rate at 1 mil., same price charged last year; because of trim compliance requirements it is viewed as tax increase. Taxable values up, 5.86% tax increase over rollback rate. At the 97% collection rate, District will bring in \$3,243,746; \$150,000 ILA (for hydrants), for a total revenue of \$3,405,746.

Unassigned Fund Balance – October 1, 2018	\$1,036,656
Committed Trauma Fund Balance – October 1, 2018	\$ 242,760
Committed Vehicle Replacement Fund – October 1, 2018	\$ 100,114
Total Revenues/Fund Balances	<u>\$4,785,276</u>



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Expenditures:

Key Largo Fire/EMS District Board	\$ 518,716
Key Largo Fire & Rescue	\$1,819,530
Key Largo Ambulance	\$ 803,467
Total Expenditures & Transfers for Future Savings	<u>\$3,141,713</u>
Unassigned Fund Balance for September 30, 2019 (Reserves)	\$1,313,189
Committed Trauma Fund Balance – September 30, 2019	\$ 230,260
Committed Vehicle Replacement Fund – September 30, 2019	\$ 300,114

No changes to Ambulance Corp. Budget since last meeting.

Key Largo Fire Rescue and EMS District had little change.

Professional Services - \$2500 for Grant Writing Services

Accounting Fees – ↑ \$2750 (based on two new additional firefighter hires; additional payroll involved)

Travel – ↑ \$500

Advertising – ↑ \$400

Utilities – ↓ \$6600

Rents/Leases - ↑ \$300

Insurance - ↑ \$4500 (Estimated/Could Change)

Repairs/Maintenance Equipment - ↑ \$945

Repairs/Maintenance Buildings & Grounds - ↑ \$4000

Repairs/Maintenance Vehicles- ↑ \$250

General Departmental - ↑ \$2000

Training - ↓ \$30,000 (Removal of Fire Prevention – Did not receive Grant)

Operating Supplies - ↓ \$6800

Diesel Fuel - ↓ \$3000

Capital Outlay – \$150,000 for Fire Hydrants (coming through ILA with Monroe County)

Capital Outlay – Buildings and Grounds (paint Station 24 in 2018; Station 25 in 2018-19; lettering and emblem at Station 24)

Capital Outlay – Equipment (spare SCBA bottles; Scott SCBA voice amps for masks; Scott SCBA fit test computer and mask interface; and ToughBook)

Capital Outlay – Small Tools and Equipment



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Overall Operating Budget	\$1,562,747
Capital	\$ 256,783

Discussions were had regarding the District Clerk. The District Clerk reduced her services by \$6,000; Vernis & Bowling's fees for clerk services are at an hourly rate; well within annual budget while performing additional services, i.e. Clerk's minutes and responding to public records' requests.

Sue Heim addresses consistency with Board's intention to eliminate duplication of services; sees this as a place to start. Requested shifting clerk responsibilities 100% to Vernis & Bowling and eliminate District Clerk services. Would like the Board to have a conversation regarding these services. Commissioner Thomas does not believe there is a duplication of services at this point at District Clerk has cut back.

The board discussed insurance coverages and obtaining an RFP broker for services; legal to obtain cost for services.

Commissioner Thomas discussed health insurance coverages and employee participation; 401K participation. Additional discussions were made regarding repair work to the building after Hurricane Irma and if the \$46,500 is enough; radio replacement awaiting response from Grant.

Commissioner Allen has emergency and leaves meeting; Commissioner Mirabella takes over meeting at 6:30 PM.

4. ADJOURN

Commissioner Cullen made a Motion to Adjourn at 6:31 PM, which was seconded by Commissioner Thomas seconds the motion.

DOCUMENTS

- 1.D. Agenda Budget Workshop Meeting for July 23, 2018
- 3.0 District Proposed Budget FY 2018-2019 dated July 16, 2018