



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

*Seat 1: William A. Andersen; Seat 2: Jennifer Miller; Seat 3: Mark Wheaton,
Seat 4: Tom Tharp, Seat 5: Marilyn Beyer*

DISTRICT MEETING FEBRUARY 13, 2012 – DRAFT

1. AGENDA

1.A. Call to Order

Chairman Andersen called the meeting to order at 6:03 p.m.

Also present were: Frank Conklin, Vicky Fay, Matt Francis, Sergio Garcia, William Meehan Theron Simmons, and Jennifer Zimmer. The meeting was held at Station #24.

1.B. Pledge of Allegiance

Commissioner Wheaton led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: William Andersen, Marilyn Beyer, Jennifer Miller, Tom Tharp and Mark Wheaton. There was a quorum.

2. APPROVAL OF AGENDA

2.A. Approval of Agenda

District Meeting/Closed-Session/Public Hearing

Motion: Commissioner Beyer made a motion to ***approve the agenda for the District Meeting/Closed-Session/Public Hearing.*** This motion was seconded by Commissioner Wheaton.

Discussion was held, and Commissioner Beyer requested the motion she made be withdrawn.

Motion: Commissioner Miller made a motion ***to approve the District Agenda with the removal of Item 14.B. and postpone the Closed Session until the first meeting in March.*** This motion was seconded by Commissioner Tharp. The Board passed the Motion unanimously.

3. ADJOURN DISTRICT MEETING

Motion: Commissioner Wheaton made a motion ***to adjourn the District Meeting and convene the Closed-Session at 6:08 p.m.*** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

4. CONVENE CLOSED SESSION

4.A. Costs Associated with Pending Lawsuit

The Closed Session will be conducted at the March 12, 2012 meeting.



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5. ADJOURN Closed Session

This item was not required.

6. CONVENE PUBLIC HEARING

The Public Hearing was called to order at 6:09 p.m.

6.A. Public Comment

Terry Holland spoke on behalf of the Native Americans. They feel comfortable with the Ordinance and Resolution, and appreciated working with the District Legal Counsel to resolve their concerns.

6.B. 2nd Reading: Ordinance #2012-001 False Alarm

The District Clerk read the False Alarm Ordinance #2012-001 into the record. There was no discussion.

6.C. 1st Reading: Ordinance #2012-002 Open Burning Within the District

The District Clerk read Ordinance #2012-002 for Open Burning within the District into the record. There was no discussion.

7. ADJOURN Public Hearing

Motion: Commissioner Beyer made a motion **to adjourn the Public Hearing at 6:13 p.m.** This motion was seconded by Commissioner Wheaton. The Board unanimously passed the motion.

8. RECONVENE DISTRICT MEETING

The District Meeting was reconvened at 6:14 p.m.

9. Approval of Minutes

9.A. District Meeting Minutes – January 9, 2012

Motion: Commissioner Miller made a motion **to approve the January 9, 2012 District Meeting Minutes.** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

10. CHAIRMAN'S REPORT

There were no new items reported by the Chairman.

11. SECRETARY'S REPORT

The Secretary did not have any new items to report to the Board.



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12. PUBLIC COMMENT

There were no comments from the General Public.

13. OLD BUSINESS

13.A. Approval/Motion: #2012-001 False Alarm Ordinance

Motion: Commissioner Tharp made a motion **to approve the False Alarm Ordinance #2012-001**. This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

14. NEW BUSINESS

14.A. Approval/Motion: Traffic Signal ILA (District/Monroe County)

The County submitted an Inter-local Agreement to the District. Theron Simmons reported this is a starting point, and Legal feels additional changes are required. FDOT says they are not responsible for maintaining fire department emergency lights, and they want the District to pay for the upkeep and maintenance of the lights. The county will work to fix the current problem. The listing contained in the Monroe County and FDOT only identifies traffic lights, and not emergency lights. The Board requested Legal identify how the costs for the school and other emergency lights in the county are handled; obtain an estimate for a wireless program, and contact FDOT to see if they will reimburse the District. Commissioner Beyer expressed concern that the District does not have the resources to maintain the lights.

14.B. This Item was removed from the Agenda

14.C. Discussion: Strategic Plan

Commissioner Tharp recommended the District develop a Strategic Plan. Bishop & Rosasco contacted Barbara Klingensmith regarding a Strategic Plan. Ms. Klingensmith requested a clear statement of what would be expected. Her rate is 75.00 plus expenses.

Commissioner Miller requested an estimate in the number of hours to complete the task. Commissioner Andersen asked if there is a proto type of what she needs. Commissioner Wheaton questioned what the District is really looking for, and feels the District has spent enough money on consultants. Commissioner Tharp clarified the difference between a Strategic Plan and the previously conducted consultant study of the KLVFD and the audits of each department.

The District currently does not have a plan. The Commissioners requested copies of three different strategic plans to review.



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15. FINANCIAL REPORT

Jennifer Zimmer reported the first quarter of the Fiscal Year has been completed. The District has collected 74.7% of Ad Valorem revenues. The District Board is at 32.2%. The District Travel is at 100% due to a refund. The KLVFD without truck is at 24.3%. Overtime wages are at 92%. The overtime wages will require a Budget Line-Item Transfer request. Overtime should be reduced with the new schedule, and more overtime was required during the holidays. Daily Operating Supplies are 88.1% and Medical Supplies at 93.6%. The KLVAC is at 20.3% of their budget, the Waste water assessments are at 100.3%, and the office supplies are at 58.5% (toner for the machine) and the Station Supplies are at 55.9%. Overall the District Budget is at 18.6%

Commissioner Tharp shared with the Board the U.S. Forestry Service is offering matching grants, of up to \$5,000, for foam to fire fires. All we need to do is apply for it. The foam helps to ensure fires are not rekindled.

16. LEGAL COUNSEL REPORT

Theron Simmons reported FCAA is working on installing the ten (10) hydrants, and the installation is scheduled for completion in June or July. The District received the reimbursement check from Palmetto Ford in the amount of \$4,508.36 for the previous ambulance repairs.

17. EMS DEPARTMENT REPORT

17.A. KLVAC Report (December 2011/January 2012)

The truck should be ready soon, and the estimated cost is about \$3,800.00. Everything else is good.

18. FIRE DEPARTMENT REPORT

18.A. Performance Reports (November/December 2011)

Chief Garcia expressed appreciation for the Commissioners attending the Awards Banquet. The Vehicle Committee should meet next week to work on the ITN. Chief Garcia provided an internal organizational chart with the position of a Fire Marshall. Bill Meehan is the Corporation's Vice President. Per Chief Garcia, the State requires one inspection of businesses annually and ISO requires two inspections of commercial properties annually. The department needs a consistent plan for inspections. The department also attended the Seafood and Italian Community Festivals. Firefighters identified potential fire hazards at vendor booths. The department also provided fire protection service at Moon Bay Condominium Association. The Commissioners questioned why James Griffeth shows as a Battalion Chief instead of the Asst. Chief. He was an Asst. Chief in the budget. The Commissioners did not approve any changes to the FY 11/12 organizational chart.

19. COMMISSIONER'S ITEMS

No new items were presented by the Commissioners.

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20. ADJOURN District Meeting

Commissioner Miler made a Motion to adjourn at 7:16 p.m., which was seconded by Commissioner Wheaton.

Next Scheduled Meetings:

March 12, 2012

March 26 2012

Documents:

111212 KLFR&EMS District #2012-001 False Alarm Ordinance

120202 KLFR&EMS District #2012-002 Open Burn Ordinance

120109 District Meeting Minutes January 9, 2012

120207 KLFR&EMS District ILA w/ Monroe County (Traffic Signal) & FDOT/MC Agreement 5/21/10

111231 District Finance Report

111231 & 120131 KLVFD Performance Reports

111130 & 111231 KLVFD Performance Reports

ADDITIONAL HANDOUT: KLVFD ORGANIZATIONAL CHART