



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 MINUTES NOVEMBER 21, 2011 – DRAFT

1. AGENDA

1.A. Call to Order

Vice-Chairman Wheaton called the meeting to order at 6:01 p.m.

Also present were: Dale Coburn, Vicky Fay, Ronnie Fell, James Griffeth, Mike Jenkins, William Meehan, Scott Robinson and Jennifer Zimmer. The meeting was held at Station #24.

1.B. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Marilyn Beyer, Jennifer Miller, Tom Tharp and Commissioner Wheaton. Chairman Andersen was on a business trip. There was a quorum.

1.C. Pledge of Allegiance

Commissioner Beyer led the Pledge of Allegiance.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

Motion: Commissioner Beyer made a motion to **approve the agenda**. This motion was seconded by Commissioner Miller, and the motion was passed unanimously by the Board.

2.B. Approval of Minutes

2.B.1 District Meeting Minutes – October 24, 2011

Motion: Commissioner Tharp made a motion to **approve the October 24, 2011 District Meeting Minutes with one change to Item 11.A. regarding tires**, which was seconded by Commissioner Beyer. The Board unanimously passed the motion to approve the minutes.

3. CHAIRMAN'S REPORT

Vice-Chairman Wheaton did not have any new items to report.

4. SECRETARY'S REPORT

There were no new items reported by the Secretary.

5. PUBLIC COMMENT

There were two Speakers for Item 7.B. specifically to discuss permitting, recreational fires. Nuisance call clarifications, and ceremonial fires.

6. OLD BUSINESS

There were no Old Business items on the agenda.



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7. NEW BUSINESS

7.A. Status: Impact Fees (Monroe County)

Dale Coburn reported Legal will review and verify the amounts the District has received from the County for fire hydrants. Further review is required by Legal Counsel regarding the Impact Fees and the Discretionary Sales Tax.

7.B. Discussion: Burn Ordinance

Dale Coburn discussed the changes to the Burn Ordinance, and included requirements for recreational fires. A nuisance is not something that can be strictly defined. The Fire Department will have to make a judgment call. Legal will review the Florida Department of Forestry and the Federal Government requirements pertaining to ceremonial fires.

The Board reconfirmed that no permits would be issued by either the District or the Fire Department. The Board agreed the Ordinance should follow the U.S. Forestry Guidelines.

7.C. Discussion: False Alarm Ordinance

Dale Coburn discussed the changes to the Fee Schedule. The fees are capped at \$750.00 per fire. The Commissioners recommended the Fire Department add names to the False Alarm Reports.

The False Alarm Ordinance will be scheduled for a public hearing in December or January.

7.D. Discussion: KLVFD Overtime Policy

William Meehan presented a Staffing Proposal to the District. Commissioner Tharp expressed concern the Fire Department is implementing a staffing plan different from the staffing plan approved during the budget cycle. Tharp also expressed concern of possibly increasing overtime liability until the lawsuit is resolved. Legal Counsel agreed any changes to overtime should be reviewed by the District. The firefighters may work 212 hours in 28 days without incurring overtime. Previously the paid personnel were working 168 hours in a 28 day period.

With the new schedule, the paid firefighters work 216 hours (9 – 24 hour days) plus 24 hours (potentially) in 28 days). The schedule is 48 hours on and 96 hours off. Therefore, one firefighter takes one Kelly Day per month.

There are four part-time firefighters in the \$9.00 shift rotation, who are working 24 hours (1 day) on and 72 hours (3 days) off in a 28 day cycle. This is 168 hours or seven (7) 24 hour days per month.

Chief Garcia indicated that he would opt to use the part-time firefighters for overtime since they receive a lower hourly rate. Commissioner Wheaton indicated the Dept. should not start working the part-time firefighters more hours than the full-time, etc.

The goal is to have four people respond to a fire. More part-time drivers are available. When a shift is not covered, a blast email is sent to all firefighters, and then phone calls are made to firefighters regarding shift availability. The last resort is to bring in a paid firefighter on overtime.



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7.D. Discussion: KLVFD Overtime Policy (Continued)

The Commissioners requested advance notification whenever there is a major change to the scheduling. Chief Garcia will send the Commissioners an email when the new scheduling starts on November 27th.

8. FINANCIAL REPORT

Jennifer Zimmer reported for 2010-2011, the District is at 78% of Budget, the Fire Department is at 88.5% of Budget when the Vehicle is removed, and the Corps is at 93% of the Budget. The Fund Balance was only decreased by \$41,000. There is approximately \$620,000 remaining in the fund balance.

Ms. Zimmer reported for the first month of 2011-2012, the District is at 4.8% of the Budget, the Fire Department is at 4.8% of budget and the Corps is at 5.8% of budget.

9. LEGAL COUNSEL REPORT

Dale Coburn reported Palmetto Ford will reimburse the Corps/District \$4,508.32 for the ambulance repairs.

The Department of Transportation says Monroe County owns the Warning Light at Station #24, and the County says the District owns the Warning Light. Dale reported Legal Counsel will continue to investigate the Warning Light ownership issues.

10. EMS DEPARTMENT REPORT

10.A. KLVAC Report (October)

Ronnie Fell reported all is well with the Corps.

11. FIRE DEPARTMENT REPORT

11.A. KLVFD Report (October)

New tires were ordered for the engines. There are now three spare tires. The truck will be out of service for six (6) or seven (7) days. The new shift will be going into effect. The Department will get with corporate and Legal when shifts are dropped for no reason. Chief Garcia reported the department is working to identify the magic number of shifts required for firefighters to maintain their skills.

Commissioner Tharp reported that both the Rotary and Sheriff's Office require volunteer time.

12. COMMISSIONER'S ITEMS

Commissioner Beyer requested clarification of incidents 2011-000386-000 and 2011-0000387-000. Commissioner Tharp attended the Fire Fest held at Tampa for one day, and attended the VCOS Symposium at Clearwater Beach, Florida for four (4) days. The symposium was good because districts and departments had the opportunity to discuss issues with national firefighter leaders. From a safety perspective the trend is to not go into a burning building unless you believe a person is in the residence.

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12. COMMISSIONER'S ITEMS (Continued)

The 2011 Safer Grant will open soon.

Vice-Chairman Wheaton questioned the necessity of having a December 19, 2011 meeting.

Motion: Commissioner Beyer made a motion to ***postpone the December 19, 2011 meeting, and reschedule the meeting for January 9, 2012.*** This motion was seconded by Commissioner Miller, and the motion was passed unanimously by the Board.

13. ADJOURN

Commissioner Beyer made a motion to adjourn the meeting at 7:45 p.m., which was seconded by Commissioner Miller.

Next Scheduled Meetings:

January 9, 2011 District Board Meeting

Documents:

111024 District Meeting Minutes October 24, 2011
111021 Letter from Monroe County to V & B (Impact Fees)
111121 KLFR&EMS District Burn Ordinance
111121 KLFR&EMS District False Alarm Ordinance
110930 District Finance Report
111031 District Finance Report
111031 KLVAC October Performance Report
111031 KLVFD October Performance Report
101202 KLVFD Meeting Minutes
110908 KLVFD Meeting Minutes

KLVFD False Alarm Reports (2008-2011)

KLVFD Our Organization, Level of Service, Fire Station Staffing & ISO Presentation