



## KEY LARGO FIRE RESCUE & EMS DISTRICT



*Seat 1, William A. Andersen, Seat 2, Michael Cavagnaro;  
Seat 3, Mark Wheaton; Seat 4, Tom Tharp;  
Seat 5, Marilyn Beyer*

### **MEETING MINUTES: MAY 12 2008** **FINAL**

**Attendees:** Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Tom Tharp and Mark Wheaton were present. Mike Cavagnaro was absent. Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Joshua Hauserman, Michael Jenkins, Cindy Lawson, Dirk Smits and Robert Stokey.

#### **1. AGENDA**

**1.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:10 p.m.

**1.B. Pledge of Allegiance:** Commissioner Andersen led the Pledge of Allegiance.

**1.C. Roll Call:** Vicky Fay called the roll. The following Commissioners were present: Bill Andersen, Marilyn Beyer, Tom Tharp and Mark Wheaton were present. Mike Cavagnaro was absent due to illness. There was a quorum.

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

**2.A. Approval of Agenda:**

There were no changes or additions to the agenda.

***Motion: Commissioner Tharp made a motion to accept the Agenda as presented.***

This motion was seconded by Commissioner Beyer and was unanimously passed by the Board.

**2. B. Approval of April 14, 2008 Minutes**

There were no changes or additions to the April 14, 2008 minutes.

***Motion: Commissioner Tharp made a motion to approve the April 14, 2008 minutes.***

This motion was seconded by Commissioner Wheaton, and the Board unanimously passed the motion.

#### **REPORTS**

#### **3. CHAIRMAN'S REPORT**

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

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#### **4. SECRETARY'S REPORT**

There were no new items presented to the Board by the Secretary.

#### **5. OLD BUSINESS**

##### **5.A District: District Slogan**

This item was postponed until the next meeting.

##### **5.B KLVA: Ambulance Bid Status**

The Invitation to Bid was advertised on April 23, 2008. To date, two vendors have requested the Bid Package. The vendors are Federal Signal and Elite Fire & Safety.

##### **5.C District: Personnel Manual**

The Personnel Manual was reformatted. A meeting was conducted on April 28, 2008. The review of the manual is almost complete with the exception of Section 8 "Benefits". The Fire Department and Ambulance Corp will meet prior to the May 27<sup>th</sup> meeting to discuss benefits. The next Personnel Manual meeting is scheduled for May 27, 2008 @ 4:00 p.m.

##### **5.D KLVD: North Station Punch List**

Joshua Hauserman discussed the April 17, 2008 letter sent to Overholt, and the email received from Asst. Chief Ogden discussing the open items of the current list of repairs required at the North Station. No response to the April 17, 2008 letter has been received from Overholt. Dirk Smits clarified the Statutory Letter requirements are 30 days to inspect and 45 days to respond.

##### **5.E KLVD: American LaFrance**

Chief Garcia recommended that we get with the attorneys and send American LaFrance a letter to cancel the contract. Chief Garcia talked with the vendor who built a dive rescue vehicle for Volusia County. Dirk Smits recommended we prepare a bid contract, and submit it to Demand Star, and any Company can bid on the package. The new bid package would be the same as the one prepared for the EMS Ambulance bid, with the specifications and other details modified for the Dive Rescue vehicle requirements.

***Motion: Commissioner Tharp made a motion to notify American La France the District will cancel the contract, and rebid using the bid package previously approved by the District Board for the EMS Ambulance bid and place the bid on Demand Star.***

This motion was seconded by Commissioner Wheaton, and was unanimously passed by the Board

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#### 5.F KLTFD: Fuel Storage Tanks

All of the required actions for Station #24 have been answered, and the District is waiting for the placard to be issued, so it can be posted at the station. The fuel tank at Station #25 has been registered. The State will issue an invoice. The tank/generator needs to be bolted down, and this is not covered by the warranty. When the repairs have been completed and the invoice paid, the placard for the station will be issued. No further action is required.

#### 5.G District: AFG & Safer Grant Status

The 2008 AFG Grant for Equipment, Personal Protective Equipment, and Fire Department Training is currently in the first review cycle, which is expected to last a week or two. Vicky Fay can check the status of the Safer Grant after May 20, 2008.

The 2008 Safer grant period opens May 27, 2008 and the application must be submitted by June 27<sup>th</sup>, 2009. Commissioner Tharp recommended applying for volunteer recruitment and retention and the Chief Garcia would like to apply to hire personnel.

The Fire Department will update the recruitment and retention grant previously submitted, and prepare a proposal to hire additional personnel for the District to submit the Safer Grant.

#### 6. NEW BUSINESS

##### 6.A Approval/Motion: District: Purchase District C.D

Cindy Lawson discussed the interest rates proposed by 1<sup>st</sup> State, Bank of America, Community, Marine, TIB and Wachovia for a one year CD for the District.

*Motion: Commissioner Tharp made a motion to authorize Cindy Lawson to purchase a one year \$1,000,000.00 CD from TIB Bank at 3.70% APY interest.*

This motion was seconded by Commissioner Beyer, and was unanimously passed by the Board.

#### 6. NEW BUSINESS (Bulk Item Approval)

##### 6.B Approval/Motion: KLTFD: Reimbursement Request for S. Garcia FDIC 2008-Indianapolis (\$1,940.60)

##### 6.D Approval/Motion: District: Travel Authorization for Commissioner Andersen Fire Rescue Intl. Conference (\$2,333.00)

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#### 6. NEW BUSINESS (Bulk Item Approval - Continued)

**6.E Approval/Motion: District: Travel Authorization for Commissioner Tharp Fire Rescue Intl. Conference (\$2,508.00)**

**6.F Approval/Motion: District: Travel Authorization for Commissioner Tharp Florida Association of Special Districts Annual Meeting (\$1,374.20)**

**6.I Approval/Motion: District: Travel Expense Report Comm. Tharp Reimbursement (\$1,712.61)**

**Motion:** Commissioner Tharp *made a motion to approve:*

Agenda Item 6.B: Garcia Reimbursement Request (\$1,940.60)  
Agenda Item 6.D: Andersen Travel Authorization (\$2,333.00)  
Agenda Item 6.E: Tharp Travel Authorization (\$2,508.00)  
Agenda Item 6.F: Tharp Travel Authorization (\$1,374.20)  
Agenda Item 6.I. Tharp Reimbursement Request (\$1,712.61), and  
a budget increase of \$7,275.44 to the Travel to the 2007-2008  
Travel and Per Diem Budget.

This motion was seconded by Commissioner Wheaton. The Board unanimously passed the motion.

#### 6. NEW BUSINESS (Continued)

**6.C Approval/Motion: KLVFD: Travel Policy Amendment (Travel Expense to Allow Travel Expense Advances)**

The current "Travel Authorization and Expense Reimbursement Policy" does not allow for cash advances to travelers for items such as hotel room deposits, plane tickets or meals prior to travel. Section 4.1.1 will be revised to include advances to travelers for room deposits, meals (at per diem rates), registration or tuition fees and ticket fees on common carriers to cover the costs of travel that has been approved by the District Board.

**Motion:** Commissioner Beyer *made a motion to approve revising Section 4.1.1 Travel Authorization and Expense Reimbursement Policy to allow advances to travelers for the specific items identified in the Policy.*

This motion was seconded by Commissioner Wheaton and was unanimously passed by the Board.

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**6.G Approval/Motion: KLVFD: Purchase Order Pride Enterprises (Station 24 Bunk Beds) (\$4,919.69)**

Chief Garcia explained the purchase of the bunk beds for Station #24 was planned for Fiscal Year 2008-2009; however, due to the fact they have fallen apart, the bunk beds need to be replaced during this fiscal year. The existing bunk beds were donated by Mattresses and Beyond to the Fire Department.

A discussion was held with the Commissioners and Chief Garcia regarding the Fire Department partnering with the District on some items with the District. It was noted the Fire Department purchased the new television for Station #25, and also pays for the Annual Volunteer Recognition Event.

***Motion:*** Commissioner Wheaton *made a motion to approve the purchase of the bunk beds from Pride Enterprises in the amount of \$4,919.69, and to increase the KLVFD budget line item for equipment by \$4,920.00.*

This motion was seconded by Commissioner Beyer, and was unanimously passed by the Board.

**6.H Discussion: District: Estero Fire District (Ban on Tobacco Products)**

After Board discussion, it was determined the ban of tobacco products at the stations would be referred to the Personnel Manual Policy Team for inclusion into the manual.

**6.J Discussion: 1<sup>st</sup> Responder & Firefighter I Update**

Commissioner Tharp traveled on his own expense to Ocala, Florida to the update regarding the State's proposal to change Firefighter 1 to 235 hours plus 40 hours of 1<sup>st</sup> responder for a total of 275 hours per volunteer. Northern volunteer fire departments are concerned they are trying to legislate the volunteer system out of existence. The National Fire Protection Association is changing the program. The State requirements do not mandate that physical training be included in Firefighter I; however, the State requires physical training for Firefighter 2. The number of hours of training for Firefighter II will also increase. Trainers will have to be requalified and pass the course in order to train the new FF1 course.

Commissioner Tharp requested information regarding the salary structure for the State Fire College instructors, and it ranges from \$20.00 to \$22.00 per hour. Lesser instructors are paid \$18.00 - \$20.00.

Brenda Beckmann said EMS is taught with the National curriculum. EMTs have two training certificates national license for certification. They need more training for 1<sup>st</sup> responders. It is mandated by 2010.

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#### 6.J Discussion: 1<sup>st</sup> Responder & Firefighter I Update (Continued)

The Firefighter I class started with 20 and immediately reduced to 14 due to firefighters or volunteers not wanting to pay for the class. When the Firefighters successfully pass the course, and volunteer one full-year of service, they will be reimbursed for the cost of the course \$1,250.00. The class then reduced to 12 due to health or financial issues. The Firefighter I class is now down to 8 students 8 (two from Islamorada, four from Key Largo and two from Miami). May 28, 2008 is the last day of the course. Miami Dade will provide the Live-Burn training.

There were ten members from Key Largo and five from out of town that attended the 1<sup>st</sup> Responder training. The Fire Department has been fortunate because Mark Kruger has been conducting the 1st responder training, and there were only a few times a replacement instructor was required.

The EMS 1<sup>st</sup> Responders do pay for the class. EMS had six, and five have dropped out.

Commissioner Tharp also toured the E-One facility. Commissioner Tharp recommended that all drivers attend the two-hour walkthrough of the E-One facility to see how the apparatus is built.

#### 7. **FINANCIAL REPORT**

##### 7.1 District: March 2008 Financial Reports

The March 2008 Financial Reports were distributed.

##### 7.2 District: District Budget & Trim Schedule for FY 2008-2009

The Monroe County Property Appraiser has estimated that the taxable property values will drop between 3% to 6%. The District is not limited to the maximum millage rates imposed by Florida Statutes since it has not been levying taxes for 5 years and the District may still tax up to 1 mil.

The following Millage and Budget Adoption Schedule was established by the District.

June 16	EMS Workshop
June 23	Fire Department Workshop
July 14	District Board Meeting (Adopt proposed Millage and establish public hearing dates & times)
Aug 4	District Board Workshop – (Final Review of Proposed Budget)
Sept 8	First Public Hearing (Adopt Tentative Millage Rate & Budget)
Sept 15	Final Public Hearing (Adopt Final Millage Rate & Budget)

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#### **8. LEGAL COUNSEL REPORT**

There were no additional legal items to be presented by Counsel.

#### **9. EMS DEPARTMENT REPORT**

##### **9.1 AED Program (Draft Letter)**

Brenda Beckmann conducted AED training for Sun Cruz, and they purchased their own AED. The first four AED's are going to Jacobs Aquatic Center, FWC Patrol Boat, National Marine Sanctuary Patrol Boat and the USCG Alert Boat.

Rescue Fest will be held Saturday, May 18, 2008 at Key Largo Park in the Pavilion next to Jacobs Aquatic Center from 10:00 a.m. to 4:00 p.m. There will be a bounce house, barbeque, food and games. It is really a family event. The commissioners, staff and fire department are all invited.

##### **9.2 EMS Status Report**

The EMS monthly status report was provided to the Commissioners.

#### **10. FIRE DEPARTMENT REPORT**

##### **10.1 Cart Program (Draft Letter)**

Phantom Fire Works wants to expand their business. KLVFD sent a letter opposing the expansion due to a residential neighborhood, and no proven system in place to not use fireworks in Monroe County. Monroe County Fire Marshall concurred with the action.

Lewis has taken a job with Palm Beach Fire Rescue; and the position will be posted.

There are a lot of brush fires in Central Florida. In the past, the county has sent help to support other counties, and sometimes volunteers from Key Largo have participated. Commissioner Tharp expressed concern the District, no longer having access to the total resources of the County, does not have the equipment reserves and resources to leave the county for an extended period of time. Commissioner Tharp recommended a policy be created to establish guidelines when it is appropriate to send equipment and resources out of the county, and what liabilities the District would encounter if such an action was taken. For example, it would not be appropriate if any overtime is required to backfill personnel sent out of the district. Commissioner Tharp will work with Chief Garcia to establish the policy.

#### **11. ADJOURN**

Commissioner Wheaton made a Motion to Adjourn at 8:45 p.m., and Commissioner Beyer seconded the motion. The Board unanimously approved the motion.

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### ***MEETING MINUTES: MAY 12 2008***

#### **Next Scheduled Meetings:**

June 9, June 16 and June 23, 2008

#### **DOCUMENTS**

- 04/14/08 District Meeting Minutes
- 04/23/08 Advertisement (Ambulance Bid Status)
- 05/12/08 Email Asst. Chief Ogden to Hauserman (Station #25 Repair List)
- 04/17/08 Vernis & Bowling Letter to Monroe County (Kevin Wilson, Station #25)
- 05/07/08 Chief Garcia Letter to American La France (Dive Truck)
- 04/16/08 American LaFrance Letter to Chief Garcia (Dive Truck)
- 05/02/08 Email Asst. Chief Ogden to Hauserman (Storage Tank Concerns)
- 04/24/08 Vernis & Bowling Letter to Overholt (Storage Tanks)
- 05/12/08 CD Report
- 05/09/08 Reimbursement Request (Garcia) FDIC 2008-Indianapolis
- 05/09/08 Travel Policy Amendment
- 05/09/08 Travel Authorization (Comm. Andersen) Fire Rescue Intl. Conference and Special District Seminar
- 05/09/08 Travel Authorization (Comm. Tharp) Fire Rescue Intl. Conference and Special District Seminar
- 05/09/08 Travel Authorization (Comm. Tharp) Florida Association of Special Districts Annual Meeting
- 05/09/08 Purchase Order Pride Enterprises (Station 24 Bunk Beds)  
Estero Fire District Bans Smoking in Fire Stations
- 05/09/08 Reimbursement Request (Tharp) Fire Rescue East (Jacksonville)
- 05/11/08 EMS Status Report
- 05/12/08 2008 Millage & Adoption Schedule
- 03/31/08 Revenues & Expenditures
- 03/31/08 Expenditure Detail Report
- 03/31/08 Reconciliation Summary/Detail
- 03/31/08 Register (3/1/08-3/31/08)

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