



**KLFR&EMS DISTRICT BOARD  
MEETING MINUTES  
NOVEMBER 23, 2009 – FINAL**

**Attendees:** Chairman, William Andersen, Commissioners: Marilyn Beyer, Mark Wheaton and Tom Tharp were present.

Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Joshua Hauserman, and Jennifer Zimmer. The meeting was held at Station #24.

**1. AGENDA**

**1.A. Call to Order**

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

**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, Tom Tharp and Mark Wheaton. Commissioner Cavagnaro was absent. There was a quorum.

**1.D. Election of Officers**

Chairman: Commissioner Beyer nominated Bill Andersen as Chairman. This nomination was seconded by Commissioner Wheaton, and approved unanimously by the Board.

Vice Chairman: Commissioner Wheaton nominated Tom Tharp as Vice Chairman. This nomination was seconded by Commissioner Beyer, and approved unanimously by the Board.

Secretary/Treasurer: Commissioner Wheaton nominated Marilyn Beyer as Secretary/Treasurer. This nomination was seconded by Commissioner Tharp, and approved unanimously by the Board.

**1.D.1 Oath of Office**

Joshua Hauserman administered the Oath of Office for the Board.

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of Agenda**

**Motion:** Commissioner Wheaton made a motion to ***approve the Agenda as presented.*** This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.

**2.B. Approval of Minutes**

**2.B.1. Minutes for October 19, 2009**

**Motion:** Commissioner Beyer made a motion to ***approve the October 19, 2009 Meeting Minutes.*** This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.



**2.B.2. Minutes for October 26, 2009 District Meeting**

**Motion:** Commissioner Beyer made a motion to ***approve the October 26, 2009 Meeting Minutes.*** This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.

**3. CHAIRMAN'S REPORT**

Joshua Hauserman reported the Governor's Office has a process for appointing an Interim Commissioner. Interested applicants should contact the Governor's Office and request an application. The Governor's Office contact is Mallory LeBlanc (850) 488-2183. Kent Van Winkle expressed an interest in being an Interim Commissioner. He also suggested the Board have an interview process to meet candidates.

Commissioner Tharp requested the Board make the appointment rather than the Governor's Office. The Board directed Joshua Hauserman to contact the Governor's Office to determine if the Governor's Office would allow the District to make the appointment.

Chairman Andersen requested the District Clerk advertise, whichever process would be used, in the paper.

**4. SECRETARY'S REPORT**

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

**5. OLD BUSINESS**

**6. NEW BUSINESS (ACTION)**

**6.A. Resolution #2010-002 (2008-2009 Budget Amendment)**

**Motion:** Commissioner Wheaton made a motion to ***approve Resolution #2010-002 the Budget Amendment for FY 2008-2009 in the amount of \$79,500.00.*** This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.

**6.B. Recommendation/Policy for Reimbursement of Overtime Pay**

Commissioner Beyer would like to know the reasons why there is overtime. Commissioner Tharp felt the proposed District policy was fine. There is not a question of paid overtime for emergency service. Both Departments have a procedure for approving overtime, and should submit their procedures to Finance to incorporate into the policy for the Boards approval.

**6.C. Recommendation/Policy for Use of the District's Credit Card**

This is the policy for the District Credit Card. Commissioner Beyer and the District Clerk have District Credit Cards with a \$500.00 limit. The District Commissioners may use the tax exempt status form when traveling. Commissioner Tharp requested a form.

**Motion:** Commissioner Wheaton made a motion to ***approve the Use of the District Credit Card Policy.*** This motion was seconded by Commissioner Tharp and was passed unanimously by the Board.



**6.D. Recommendation/Policy for Internal Budget Line-Item Transfers**

All expenses exceeding the budgeted amounts by \$2,500.00 require a Budget Line-Item Transfer and Board approval. This includes personnel, capital and operating accounts. Budget Line-Item transfers cannot increase the total budget, only a budget amendment can change the total budget.

**Motion:** Commissioner Wheaton made a motion to **approve Internal Budget Line-Item Transfer Policy**. This motion was seconded by Commissioner Tharp and was passed unanimously by the Board.

**6.E. Approval/Motion: KLVFD 10/31/09 Reimbursements (\$45,080.00)**

The scheduling program was discussed, and Chief Garcia offered Commissioners access the KLVFD scheduling program. The system is setup on a seniority basis.

**Motion:** Commissioner Wheaton made a motion to **approve the KLVFD October, 2009 Reimbursement in the amount of \$45,080.00**. This motion was seconded by Commissioner Tharp and was passed unanimously by the Board.

**6.F. Approval/Motion: KLVFD Budget Line-Item Transfer (\$1,000.00)**

This is an after the fact Budget Line-Item Transfer Request. This expense was for the new Dive Rescue Vehicle, and it decreases the Capital Outlay and increases the Capital Outlay Vehicle accounts. All of the check requests have been processed.

**Motion:** Commissioner Wheaton made a motion to **approve the KLVFD Budget Line-Item Transfer in the amount of \$1,000.00**. This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.

**6.G. Approval/Motion: Mutual Aid Agreement (KLFR&EMS District with Monroe County)**

Commissioner Tharp received the Mutual Aid Agreement. Commissioner Tharp believes the District should have an automatic aid agreement with the Tavernier for all structure fires.

Mutual Aid is a request for help. Automatic aid is an immediate response from a particular station for specified criteria.

Chairman Andersen will contact Monroe County to let them know Chief Garcia will contact them to discuss their MOU, and to include automatic aid in the Mutual Aid Agreements.

**6.H. Approval/Motion: Meeting/Advertising Schedule (2010 - 1<sup>st</sup> Quarter)**

Vicky Fay presented the Proposed 1<sup>st</sup> Quarter 2010 Meeting/Advertising Schedule.

**Motion:** Commissioner Wheaton made a motion to **approve the 1<sup>st</sup> Quarter 2010 Meeting/Advertising Schedule. The meetings will be held at Station #24**. This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.

**7. FINANCIAL REPORT**

**7.A. Financial Report (September 2009)** – This report is for FY 2009-2009. The District Auditors were here last week, and the audit is progressing well. The Islamorada Office will be closing, and Jennifer Johnson will be working from her home.



**8. LEGAL COUNSEL REPORT**

Jennifer Zimmer will call the FKAA and Monroe County to determine if the hydrants on listed under their assets. The KLVFD Audit Report is approximately 90% complete, and the District should receive the report within the next two or three weeks.

Commissioner Tharp requested that a section be added to the Agenda for Commissioner's items. Commissioner Tharp distributed a NFPA 1584 guide to the Ambulance Corp to ensure our firefighters are receiving the best possible care at emergency scenes. The District patches are here. Commissioner Tharp distributed as follows: KLVFD (200); KLVAC (100), District Commissioners (25 each) and the remainder to storage.

**9. EMS DEPARTMENT REPORT**

Calls have been up. A Strategic Planning meeting is tentatively scheduled for January 2, 2010. The KLVAC Board Meetings are being rescheduled to the second Tuesday of the month to allow more time to prepare Financial reports. Donald Bock is working with Chief Garcia and Dr. Steed to resolve protocol issues. Robert Stoky is working on the Drug-Free Workplace Procedure, and will provide information to the Fire Department shortly.

**10. FIRE DEPARTMENT REPORT**

There are ten (10) new fire hydrants in the FY 2009-2010 budget. The KLVFD will provide a recommendation for placement to the Board. Due to the sewer installation, there have been several road reflectors removed or destroyed. Hauserman will prepare a letter to the KLWTD regarding removal/replacement of reflectors. Chief Garcia reported the department responded very well to the Key's Kritters' fire. In 4 ½ minutes the first truck arrived and an engine and tanker arrived within 7 ½ minutes. There were 16 firefighters without the medics (13 volunteers and 3 paid personnel).

**11. ADJOURN**

Commissioner Tharp made a Motion to Adjourn at 7:49 p.m., which was seconded by Commissioner Wheaton.

**Next Scheduled Meeting:**

*All District Meetings are scheduled for 6:00 p.m. at Station #24.*

December 14, 2009 and December 28, 2009 (if required); January 11, 2010 and January 25, 2010; February 8, 2010 and February 22, 2010; March 8, 2010 and March 22, 2010

**DOCUMENTS**

Resolution #2010-002 (2008-2009 Budget Amendment)  
Recommendation/Policy for Reimbursement of Overtime Pay  
Recommendation/Policy for Use of the District's Credit Card  
Recommendation/Policy for Internal Budget Line-Item Transfers  
KLVFD 10/31/09 Reimbursements (\$45,080.00)  
KLVFD Budget Line-Item Transfer (\$1,000.00)  
Mutual Aid Agreement (KLFR&EMS with Monroe County)  
Meeting/Advertising Schedule 2010 (1<sup>st</sup> Quarter)  
Budget 2009-2010 Final Approved – Distribution Only  
Annual Report 2008-2009 – Distribution Only  
KLVFD December 2009 Work Schedule – KLVFD Distributed