



**DISTRICT MEETING**  
**FEBRUARY 22, 2010 - DRAFT**

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

Also present were: Ike Beal, Brenda Beckmann, Donald Bock, Vicky Fay, Sergio Garcia, Joshua Hauserman, Mike Jenkins and Peter Rosasco. The meeting was held at Station #24.

**1. AGENDA**

**1.A. Call to Order**

Chairman Andersen called the meeting to order at 6:05 p.m.

**1.B. Pledge of Allegiance**

Commissioner Beyer 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. There was a quorum.

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of Agenda**

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

**2.B Approval of Minutes**

**2.B.1 Approval of January 25, 2010 Meeting Minutes**

**Motion:** Commissioner Wheaton made a motion to ***approve the January 25, 2010 Meeting Minutes***. This motion was seconded by Commissioner Beyer and the motion was passed unanimously by the Board.

**3. CHAIRMAN'S REPORT**

There were no items presented to the Board by the Chairman.

**4. SECRETARY'S REPORT**

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

**5. OLD BUSINESS**

There were no Old Business items.



## 6. NEW BUSINESS (ACTION)

### 6.A. Approval/Motion: KLVFD Travel Request

**Motion:** Commissioner Beyer made a motion to ***approve the Travel Requests for Marc Questa (\$2,260.50); Sergio Garcia (\$3,120.50); and David Garrido (\$2,260.50).*** This motion was seconded by Commissioner Wheaton and the motion was unanimously passed by the Board.

### 6.B. Approval/Motion: KLVFD Reimbursement Schedule

The January 2010 reimbursements were under 1/12 of the approved reimbursement expenses. The new schedule is being used to calculate both the January and February 2010 reimbursements. The Department requested another month to review the reimbursement schedule.

The approval of the KLVFD Reimbursement Schedule will be held over until the next meeting.

### 6.C. Discussion: KLVFD Senior Advisory Group Report

Ike Beal, a member of the Senior Advisory Group, confirmed there was an imbalance of authoritative control. Two job descriptions were rewritten. At the request of the advisory members, the two job descriptions were presented to the District Board. There are some additional changes still required for the job descriptions. The Fire Chief (Sergio Garcia) is responsible for combat, training and special projects (truck replacement; health and wellness, etc.). The Operations Chief (Jay Ogden) is responsible for the day-to-day operations of the Fire Department. The job descriptions were distributed to the membership.

The By-Laws were also reviewed. Recommended changes included the option for up to two positions on the Board of Directors to be held by individuals from outside the organization, and that the Fire Chief should be appointed by the KLVFD Board rather than elected by the general membership. The KLVFD Board of Directors accepted these changes, and they will be submitted to the general membership at the April Business Meeting for approval.

The Senior Advisory Group also stated the job descriptions and standard operating procedures should be completed within 30 days.

### 6.D. Approval/Motion: KLVD Contract – Postpone Action for 30 Days

**Motion:** Commissioner Tharp made a motion for the District Board ***to postpone any action for 30 days.*** This motion was seconded by Commissioner Beyer and the motion was unanimously passed by the Board.

## 7. FINANCIAL REPORT

### 7.A. Financial Report (January 2010)

Peter Rosasco reported the revenue is what you would expect to see this time of the year. Legal and advertising are a bit over; however, the audit really is not over. The General Taxes are front-end loaded. The KLVFD Workman's compensation is a bit high, but it is front loaded; the financial and accounting fees for KLVFD are about 80%, but Keys Accounting & Tax Services are doing more work for KLVFD and the District Finance Department has asked Keys Accounting to break out their bills in more detail; accounting fees vs. Corporate Treasurer Duties fees; the line item for the utilities will be readjusted this year, and the repair and maintenance of vehicles is a bit high due to the cost of the truck repair. The rest is good.



**7.A. Financial Report (January 2010) (Continued)**

Joshua Hauserman was directed to get with FKAA to obtain a list of the fire hydrants that have been inspected.

The KLVAC overtime fees need to be included in this report. Peter Rosasco will bring this item back to the next meeting.

The entire District is in good shape. The Property Appraiser is projecting an additional 15% reduction in the Ad Valorem taxes next year.

**8. LEGAL COUNSEL REPORT**

Joshua Hauserman reported the total of the utilities is \$96,957.39, and the District will pay \$20,000 this year, and the balance of \$76,957.39 in the next fiscal year. Mike Jenkins will get with the KLVFD Attorney and determine how to proceed regarding the department's response to the audit.

**9. EMS DEPARTMENT REPORT**

**9.A. KLVAC Status Report (January 2010)**

KLVAC Monthly Report was distributed prior to the meeting. The Board lost two board members and the EMT Supervisor. An Election Committee was established for the Corps to move forward; and they will also request nominations for an outside member. The Elections will be held on March 9<sup>th</sup>, 2010. The overtime is high for the month of February. The process for hiring a medic is not in place. Commissioner Wheaton would like to see the process completed within a month.

**10. FIRE DEPARTMENT REPORT**

Chief Garcia discussed the good response times and actions of the firefighters during several emergencies. The locations of the ten (10) new fire hydrants are currently being developed. New blocking software, a blocking router, was added at the Fire Department. IT is making progress working at the south and north stations. The pump ops training will qualify for the firefighters to sit in the state exam. The extrication class is helping out when responding to accidents. Chief Beal worked with the staff to prepare the specifications for the replacement of the Squad. It is a 67 Page Specification. Joshua Hauserman will prepare the bid package. The department would like the spec to be on Demand Star by the end of May. The corporation purchased some new recliners and new weight equipment. The firefighter physicals are scheduled for March 9<sup>th</sup> 10<sup>th</sup> and 11<sup>th</sup>.

**11. COMMISSIONER'S ITEMS**

Commissioner Andersen responded to the Letter to the Editor regarding the KLVFD Audit and the citizen's comments regarding the District raising taxes. Commissioner Tharp reported that Commissioner DiGennaro may introduce legislation regarding Trauma Star.

**12. ADJOURN**

Commissioner Tharp made a Motion to adjourn at 7:19 p.m., which was seconded by Commissioner Wheaton.

**Next Scheduled Meeting:**

March 8, 2009 and March 22, 2009 (if required)

(See Next Page)



**DOCUMENTS**

100125 District Meeting Minutes  
100131 KLVFD Travel Request Cuesta (\$2,260.50)  
100131 KLVFD Travel Request Garcia (\$3,120.50)  
100131 KLVFD Travel Request Garrido (\$2,260.50)  
100131 KLVFD Reimbursement Schedule  
100131 Financial Report (January 2010)  
100131 KLVAC Status Report (January 2010)  
100203 KLVFD Job Description Fire Chief  
100203 KLVFD Job Description Operations Chief  
\_\_\_\_\_ KVFD Senior Advisory Group Report