



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 – FINAL **June 11, 2007**

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present. Also present were: Brenda Beckman, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson and Curtis Mollohan.

1. **I.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:07 p.m.
 - 1.B. **Pledge of Allegiance:** Mark Wheaton led the Pledge of Allegiance.
 - 1.C. **Roll Call:** Vicky Fay called the roll. All of the Commissioners were present: Bill Andersen, Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. There was a quorum.
 - 1.D. **Changes or Additions to the Agenda:** Item 6.F was removed from the agenda, and Items 6.K Fire Hydrant Replacement was added to the agenda.
2. **Approval of Minutes:**

Tom Tharp made a motion to approve the minutes, which was seconded by Mike Cavagnaro, and unanimously approved by the Board.

REPORTS

3. **Chairman Report:**

Chairman Bill Andersen did not present any new items to the Board.
4. **Secretary Report:**

Vicky Fay reported positive comments were received about the website from the Board and the community. All suggestions and recommendations are welcome.
5. **OLD BUSINESS**

5.A LOSAP:

Commissioner Tharp requested updated LOSAP information from the department. The names of new volunteers for 2005/2006 should be added to the last report provided by the county during the transition. Each department should use the same criteria the county used to identify the new volunteers who will qualify to receive LOSAP. Vicky Fay expects to receive information from the county through 2005 in the near future.

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MEETING MINUTES: June 11, 2007 (Continued)

6. NEW BUSINESS

6.A. KLFR&EMS District Vision:

The ESCI Report was expensive, and the recommendations should not just sit on the shelf, so Chairman, Bill Andersen, assigned the ESCI Priority 1 Items for Safety, Legal, or Financial identified as district responsibilities to the Commissioners and Staff. They will bring recommendations to the Board for resolving each item.

6.B. Approval/MOTION: Permit/Application North Station Aerobic Treatment System:

Curtis Mollohan stated that Agenda Items 6.B. and 6.C were related. The permit and application would be completed by the agent. It was clarified the district would need to complete the Business Survey portion of the application.

Motion: Mike Cavagnaro *made a motion to approve the permit and application for the North Station Aerobic Treatment System.* This motion was seconded by Marilyn Beyer. The Board unanimously passed the motion.

6.C. Approval/MOTION: \$1,000.00 (Two Year) B.C. Enterprise Maintenance Contract for the North Station Aerobic Treatment System:

Curtis Mollohan reported the B.C. Enterprises Contract will provide maintenance for the new North Station Treatment Aerobic System for \$1,000.00 for two years; however, the contract price does not include the DOH permit fee.

Motion: Mike Cavagnaro *made a motion to approve the two-year B.C. Enterprise Maintenance Contract for \$1,000.00.* This motion was seconded by Marilyn Beyer. The motion was unanimously passed by the Board.

6.D. Approval/MOTION: KLVFD April, 2007 Volunteer Reimbursements \$25,947.00:

The April and May 2007 Volunteer Reimbursements submitted by the KLVFD exceeded the approved monthly total of \$25,000.00. The Board expressed concern regarding the continued monthly increase for reimbursements. The Board requested that Sergio Garcia prepare a monthly schedule for the volunteers to reduce unnecessary reimbursements, and submit to the board in July.

Motion: Tom Tharp *made a motion to approve raising the total monthly volunteer reimbursements that can be paid without Board approval to \$27,000.* Michael Cavagnaro seconded the motion. The motion was unanimously passed by the Board.

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MEETING MINUTES: June 11, 2007 (Continued)

6.E. Approval/MOTION: American LaFrance Sales Contract (Dive/Rescue Apparatus \$174,921.00):

The American LaFrance contract was reviewed from a legal perspective. Curtis Mollohan modified the contract to add Step 11 (Records Retention) and Step 12 (Governing Law & Venue). Cindy Lawson noted the department may make material changes to the Specifications; however, those changes may not exceed the total approved cost of the contract.

Motion: Mike Cavagnaro *made a motion to approve the American LaFrance dive/rescue vehicle contract for \$174,921.00.* Mark Wheaton seconded the motion. The motion was unanimously passed by the Board.

Sergio Garcia made a trip to American LaFrance to tour the plant. The plant was clean and organized; and there was a good production team.

6.F. REMOVED FROM THE AGENDA

6.G. Discussion: Contract Amendment Pertaining to Reimbursement:

The issue of deleting the requirement of reimbursing the department after the department has paid the reimbursements prior to payment from the district to the department. This item was resolved by raising the KLVFD monthly volunteer reimbursements to \$27,000.00.

6.H. Discussion: KLVFD Health Insurance:

Cindy Lawson reported the district had budgeted \$19,300 for insurance; and pointed out, the budgeted amount did not include 12 month coverage for all employees. The department obtained quotations from Blue Cross/Blue Shield and Aetna. The department selected Blue Cross/Blue Shield. The KLVFD will obtain insurance because the employees are department employees. Since there are several plans available, the department will pay for the basic plan, and the employees will pay will pay for any additional coverage. There was general consensus from the board the department did not have to go out for competitive bidding in accordance with the Purchasing Policy and Procedure.

6.I. 3rd Quarter Advertising Schedule and Budget/TRIM Adoption Schedule:

Cindy Lawson discussed the Millage and Budget Adoption Schedule, and Vicky Fay discussed the normal quarterly advertising schedule. The final approved schedule incorporating both the normally scheduled meetings, district/department budget workshops and the Millage and Budget Adoption schedule is shown in the "Next Scheduled Meeting" Section of these minutes.

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6.J. NFPA Standards:

Commissioner Tharp recommended the district join the National Fire Protection Association as a member. This will allow the district and the department to have access to standards when writing grants and for operational activities. The standards are expensive, and they are available in electronic and hardcopy form. Tom will review a list of the standards to identify the standards required by the district, and propose the best approach for purchasing the standards.

Motion: Tom Tharp *made a motion to join NFPA as a member, and to bring a proposal to the board for the best approach in ordering standards*. Marilyn Beyer seconded the motion. The Board unanimously passed the motion.

6.K. Fire Hydrant Replacement:

Commissioner Tharp reported the FKAA started the fire hydrant replacement. The previous agreement for replacement in Key Largo was 12 hydrants a year. Chairman Andersen will contact FKAA to determine if the district can work with FKAA to add hydrants to the most high-risk areas in the district.

Tab 7: 7. Financial Report:

7.A. Financial Reports:

Cindy Lawson reviewed the 2006-2007 budgeted versus actual expenditures through April 30, 2007, and highlighted the items that are over budget. Lawson presented proposed modifications to the contracts to allow budget line-item transfers for the departments provided the transfers do not: 1) increase the total amount of the department's adopted budget; 2) change capital expenditures, or 3) change personnel and payroll-related costs. These items would require District Board approval. Curtis Mollohan was directed to revise the contracts and submit to the board for their approval at the next meeting. Lawson presented information regarding the 2007 estimated taxable value received from the Property Appraiser's Office.

7.B. Audit Selection Committee Update:

Lawson reported two proposals have been received by the District. A meeting will be scheduled and advertised for the Audit Selection Committee to meet on June 15, 2007 at 3:00 p.m. at Andersen Financial to review and rank the proposals. A special board meeting will be scheduled and advertised for June 18, 2007 at 6:00 p.m. at the KLWTD Building for the board to approve the ranking of the proposals. The contract/engagement letter will be submitted to the board for approval at the June 25, 2007 meeting due to the time-sensitive completion date for the 2005-2006 audit.

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Tab 8: 8. Legal Report:

Curtis Mollohan did not have any additional items to report at this time.

Tab 5: 9. EMS Department Report:

Brenda Beckmann reported that calls have been up and down. The paramedics are in their second semester, and 8 of 13 have signed on as volunteers. The bids for insulation are coming in. The first departmental budget meeting is scheduled for Monday, June 18, 2007. The state inspections will start soon. Everything else is status quo.

Tab 6: 10. Fire Department Report:

10.A. Fire Station Staffing:

Garcia will revisit the schedule for staffing personnel as previously discussed in the meeting.

The county fixed window leaks at the North Station. A 30-day punch list should be prepared soon. The KLVFD is the only state-approved fire department to conduct the state-certified Rope Rescue & Extraction courses. Other fire departments are inquiring how their departments can become approved to conduct state-certified courses.

11. Adjourn:

A motion was made by Tom Tharp and seconded by Mike Cavagnaro to adjourn the meeting at 8:47 p.m.

Next Scheduled Meetings/Workshops/Hearings:

June 16 (Ribbon-Cutting Ceremony North Station)

July 1 (KLVFD Celebration)

July 2, July 9, July 12, July 16, and July 23

August 6, August 13 and August 27

September 10th, September 17 and September 24

DOCUMENTS:

05/21/07 Meeting Minutes

05/21/07 Meeting Minutes

District Vision (ESCI Report: Recommendations)

Permit Application North Station Aerobic Treatment System

B.C. Enterprise Maintenance Contract

06/08/07 Email (Lawson to KLFR&EMS Board) & April, 2007 Volunteer Reimbursements

American La France Sales Contract

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DOCUMENTS (Continued):

06/04/07 KLVFD Quotes Estimate Matrix (Health Plans)
06/11/07 Millage & Budget Adoption Schedule & 3rd Quarter Meeting Schedule
04/30/07 Revenues & Expenditures
04/30/07 Expenditure Detail Report
04/30/07 Reconciliation Summary/Detail
04/30/07 Register (4/1/07-4/30/07)
06/11/07 Email (Lawson to KLFR&EMS Board) 2007 Estimated Taxable Value

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