



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*



AUDITOR SELECTION COMMITTEE MEETING MINUTES – FINAL June 15, 2007

Attendees: Bill Andersen, Marilyn Beyer, and Cindy Lawson. Also present was Vicky Fay. Michael Meadows attended the meeting via a conference call.

1. **1.A. Call to Order:** The meeting was called to order 3:07 p.m.

1.B. Pledge of Allegiance: N/A.

1.C. Roll Call: Vicky Fay called the roll. All of the Committee Members were present, and there was a quorum.

1.D. Changes or Additions to the Agenda: There were no additions or changes to the agenda.

2. APPROVAL OF MINUTES

Marilyn Beyer made a motion to accept the Auditor Selection Committee Meeting Minutes for May 14, 2007. There was one minor change to 2.A. Item 2. The motion was seconded by Cindy Lawson. The motion passed unanimously.

3. NEW BUSINESS

3.A. Discussion

The Florida Statute 218.39 specifies a minimum of three firms; and when there are less than three firms, the firms should be ranked by most qualified. Cindy Lawson briefly described the process to be used for ranking the Professional Auditing Services proposals: discuss the proposal; complete the Ranking of Proposal Forms ranking the firms as #1 or #2 on the Results of Auditor Selection Committee Form; selection should be based on qualifications not cost, negotiate with the #1 firm, and then negotiate with the #2 firm (if required).

The firms were discussed in alphabetical order. Both firms met the Mandatory Elements, and were well qualified. Each proposal was discussed independently utilizing the "Ranking of Proposals" Form. Each Committee Member provided input on each section of the form.

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Meeting Minutes: June 15, 2007 (Continued)

3.A. Discussion (Continued)

Keefe, McCullough & Co. strengths included an impressive list of Special Taxing District clients; identification of project with the client contact and the company on-site employee; very detailed audit approach, preparation of Financial Statements/Schedule & Report for Federal/State grants; willingness to provide the district with newly-released, up-to-date information of changes in legislation, which may affect the district throughout the year, availability as district resource throughout the year, and offer suggestions to district for improvement.

While Oropeza & Parks experience did include two local governmental clients; there were no Special Taxing Districts identified; no client points of contact were included as requested; GASB qualified specialist; audit approach was not as detailed as the other proposal; and recognition the audit needs to be conducted soon.

3.A. Ranking of Proposals

Keefe, McCullough & Co. was ranked the #1 firm, and Oropeza & Parks were ranked the #2 firm.

Motion: Cindy Lawson *made a motion to recommend the KLFR&EMS District Board to approve the selection of the Audit Selection Committee's selection of Keefe, McCullough & Co., LLC to provide the district's auditing services for the 2005-2006 fiscal year.*

This motion was seconded by Marilyn Beyer. The motion was unanimously passed.

3. Adjourn

A motion was made by Cindy Lawson and seconded by Marilyn Beyer to adjourn the meeting at 3:55 p.m.

Next Scheduled Meeting:

None for the Auditor Selection Committee

DOCUMENTS:

- 06/11/07 Keefe, McCullough & Co., LLP
- 06/06/07 Oropeza & Parks
- 06/15/07 Ranking of Proposals (Keefe, McCullough & Co., LLP)
- 06/15/07 Ranking of Proposals (Oropeza & Parks)

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