



KEY LARGO FIRE RESCUE & EMS DISTRICT



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

MEETING MINUTES – FINAL **July 31, 2006**

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, and Pam Steed. Also present were: Brenda Beckmann, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson, Dirk Smits, and Tom Tharp.

1. AGENDA

A. Call to Order: Chairman, Bill Andersen, called the meeting to order at 6:05 p.m.

B. Pledge of Allegiance: Michael Cavagnaro led the Pledge of Allegiance.

C. Roll Call: Vicky Fay called the roll. Bill Andersen, Marilyn Beyer, Mike Cavagnaro, and Pam Steed were present. Mark Wheaton was on vacation.

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

2. APPROVAL OF MINUTES: July 17, 2006

There was one change to the July 17, 2006 Meeting Minutes to clarify when a referendum is required as follows: Using ad valorem taxes to defray debt service requires a referendum. Marilyn Beyer made a motion to accept the minutes with the change, which was seconded by Michael Cavagnaro, and unanimously approved by the Board.

REPORTS:

3. Chairman's Report

The Chairman did report any new items for the Board.

4. Secretary's Report

There were no new items presented by the Secretary.

5. EMS Department

There were no special items to report from the EMS Department.

6. Fire Department

The north station is progressing. The Fire Department reported on one accident and one goodwill incident.

7. Financial Services Report

Discussion was held regarding the new contract for the Fire Department copier.

Motion: Marilyn Beyer *made a motion to approve the 36-month copier lease not to exceed \$12,000 for the Fire Department*, which was seconded by Pam Steed; and unanimously approved by the Board.



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8. Legal Services Report

Dirk Smits reported the BOCC approved the firm's representation of the KLFR&EMS District at the BOCC's July 19, 2006 meeting.

9. DISCUSSIONS:

A. Fire Department Contract

The Fire Department Contract was reviewed, and minor changes were noted.

Motion: Marilyn Beyer *made a motion* for the Board *to approve the Fire Department Contract with the changes that were noted.* The motion was seconded by Pam Steed, and unanimously approved by the Board.

B. Inter-local Agreement

The Inter-local Agreement was reviewed. Minor changes were noted. The following items that were to be transitioned from the County to the District are to be deleted from Attachment 1, Key Largo Fire and Rescue Equipment List: 3258, 3318, 3319, 3337, and 4239.

Motion: Pam Steed *made a motion* for the Board *to approve the Inter-local Agreement with the changes noted.* This motion was seconded by Marilyn Beyer, and unanimously approved by the Board.

10. New Business:

A. Fire Department Master Plan

Public comment was received from Tom Tharp regarding the use of Master Plans in Fire Departments to identify department resource requirements. Tharp recommended the Board consider hiring a consultant to review and evaluate the Fire Department. It was agreed that a workgroup be established. The purpose of this workgroup is to conduct fact-finding and compile information from various management consultants regarding project scope, costs, and timeframes for completing a management analysis for the District Board. The workgroup will be composed of Pam Steed, Sergio Garcia and Cindy Lawson. Tom Tharp provided information on two companies providing these services.

Motion: Marilyn Beyer *made a motion*, which was seconded by Pam Steed *to direct staff to come back with the names and prices of a couple of consultants to do a master plan of the current department for the District's use.* The motion was unanimously approved by the Board.

11. Next Scheduled Meetings:

08/14/06: *KLFR&EMS District Workshop (Final Review of Proposed Budget)*

09/05/06: *KLFR&EMS District (1st Public Hearing to Adopt Millage)*

09/18/06: *KLFR&EMS District (Final Public Hearing to Adopt Millage)*

12. Adjourn: Pam Steed moved and Mike Cavagnaro seconded to adjourn the meeting at 7:32 p.m.