



## 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** **November 27, 2006**

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

1. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:05 p.m.
2. **Pledge of Allegiance:** Tom Tharp led the Pledge of Allegiance.
3. **Roll Call:** Vicky Fay called the roll. Bill Andersen, Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present.
4. **Changes or Additions to the Agenda:** There were two additions to the agenda: Status of Mutual Aid and Distinct website. Dirk Smits recommended that we move the election of officers prior to the approval of the minutes.
5. **Election of 2006-2007 Officers:**

***Motion:*** Mike Cavagnaro ***made a motion for William Andersen to remain as Chairman of the Board*** This motion was seconded by Marilyn Beyer. Marilyn Beyer closed the nominations, and the Board unanimously approved William Andersen as Chairman.

***Motion:*** Mike Cavagnaro ***made a motion for Mark Wheaton to serve as Vice Chair of the Board*** This motion was seconded by Marilyn Beyer. Tom Tharp closed the nominations, and the Board unanimously approved Mark Wheaton as Vice Chair.

***Motion:*** Tom Tharp ***made a motion for Marilyn Beyer to remain as Secretary/Treasurer of the Board*** This motion was seconded by Mark Wheaton. Mike Cavagnaro closed the nominations, and the Board unanimously approved Marilyn Beyer as Secretary/Treasurer.
6. **Approval of Minutes: November 13, 2006**

Mike Cavagnaro made a motion to accept the November 27, 2006 Minutes, which was seconded by Tom Tharp and unanimously approved by the Board.
7. **Reports:**
  - A, **Chairman's Report**

.The Chairman did not report any new items for the Board to discuss.
  - B. **Secretary's Report**

Marilyn Beyer reported we need to obtain the Oath of Office Forms, and obtain a new bond.



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**C. EMS Department**

Brenda Beckmann reported everything is status quo. There is an \$8,000 increase in Workman's Compensation insurance. She asked that we pray for Jerry, who has been transferred to intensive care.

**D. Fire Department**

Sergio Garcia reported that things were good in the department. There will be a meeting next week to review construction. Kevin Wilson is the County Manager for the project. Dirk Smits will contact the County to determine if liquidated damages may be appropriate should items not be completed to the District's satisfaction.

**E. Financial Services Report**

No financial services report was submitted.

**F. Legal Services Report**

Marilyn indicated she had checks for signature after the meeting.

**8. Discussion and/or Action:**

**A. Management Analysis Consultant (Fire Department)**

Dirk Smits and the Board reviewed each line item in the contract. ESCI inadvertently did not remove EMS from the contract scope. The Board agreed that Bill Andersen should contact ESCI to modify the contract regarding the scope and other minor changes noted during the review.

*Motion: Tom Tharp made a motion to accept the contract with ESCI for \$24,992.00 with the modifications noted, which was seconded by Mike Cavagnaro. The contract, with modifications, was unanimously approved by the Board.*

**B. Funding for the North Station**

Chris Fleming discussed the pole, and the fact additional funding would be required for the fire wall at the bottom of the fire pole (with door) to meet the specifications. Discussion was held regarding the need for upgraded appliances.

*Motion: Mike Cavagnaro made a motion to approve up to \$23,316.00 for the upgraded appliances including the Manitowoc Ice Maker, Heavy Duty Commercial Speed Queen Washer and the installation of a fire wall at the bottom of the fire pole (with door). (For "Detailed Listing", See Attachments 1 & 2). This motion was seconded by Mark Wheaton. Bill Andersen, Mike Cavagnaro, Tom Tharp and Mark Wheaton voted "Yes" for the motion and Marilyn Beyer voted "No". The motion passed with a 4 to 1 vote.*

**C. Safer Grant Report & Assistance to Firefighters Grant Report**

Tom Tharp discussed the Safer and Assistance to Firefighters Grant Reports. Funding through grants is available for recruitment, retention, training, and new employees (funding support is available for four years for new employees). Upcoming grant deadlines are January, March and May. A decision will need to be made as to who the employer will be "the district or the department"



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**D. Medical Director**

EMS has a contract with Dr. Steed effective 12/01/06, and Sergio Garcia reported the Fire Department is optimistic that a contract will be signed with Dr. Steed effective 12/01/06 also.

**E. District Website**

Vicky Fay will be establishing the website with Glenn Patton, who sets up and designs websites. Patton will be donating his time to setup a website to the district. Fay will provide a status at the next meeting

**F. Status of Mutual Aid**

Mutual aid with the County was established in the ILA. The District will need to formally develop Mutual aid agreements with Islamorada, Ocean Reef, Miami-Dade and Tavernier. Garcia reported the Fire Chiefs Association is working on developing the guidelines to ensure NIMS compliance.

9. **Adjourn:** Mark Wheaton made a motion to adjourn the meeting at 8:30 p.m. which was seconded by Mike Cavagnaro; and unanimously approved by the Board.