



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 **December 11, 2006**

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

1. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:10 p.m.
2. **Pledge of Allegiance:** Mike Cavagnaro 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 was one addition to the agenda. IAFC Membership.
5. **Approval of Minutes: November 27, 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.
6. **Reports:**
 - A. **Chairman's Report**
.The meeting dates for the 1st quarter of 2007 will be advertised for the 2nd and 4th Monday of each month. The meetings advertised for the 4th Monday of the month *will only be held* whenever action items or decisions are required before the next regularly scheduled meeting. Andersen reported the contract had been revised and signed. The consultants are expected to be on-site sometime in the beginning of January.
 - B. **Secretary's Report**
The Official Public Bond applications were completed by each of the Commissioners at the meeting, and Vicky Fay will follow-up on obtaining the bonds.
 - C. **EMS Department**
Brenda Beckmann reported that Jerry had passed away, and a celebration of life would be held on Thursday.

Motion: Tom Tharp *made a motion for the Board to make a donation of \$500.00 to the Jerry Cunningham EMS Scholarship Fund*, which was seconded by Marilyn Beyer. The Board unanimously approved the motion to make a donation to the Scholarship Fund.

The departments are reviewing some grant requirements to identify if there are some additional grants available. The department is running smoothly.



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D. Fire Department

Sergio Garcia reported that things were going well in the department. Garcia reported that he had been re-elected as Chief for two years. Garcia said he will support the Department and the District Board.

E. Financial Services Report

Lawson reported that the County transferred approximately \$825,000 to the district; cash flow is good; and vehicle liabilities were underestimated. Commissioner Tharp requested that all budget reports show the dates. There was an invoice from the Property Appraiser for approximately \$11,000 the 1st quarter and \$44,000 for a year. Lawson will draft a letter for the Chairman's signature.

F. Legal Services Report

Dirk Smits reported \$5,000 will need to be reimbursed to the County BOCC for the appliances, and Kevin will draw up the change order. Dirk will prepare a memo regarding the upgrades. The contract needs to be reviewed with the county and the contractor to determine why changes are being made to the station.

A question was asked regarding to whom the medical director should report. The medical director may report to either the district or a department. It was brought up that we need to make sure that mutual aid is in place with the County and the other municipalities providing mutual aid. Mutual aid with the County is covered in the ILA. Smits and Garcia will work with the Monroe County Fire Department Association to draft the agreements for the other municipalities with whom we have mutual aid.

7. Discussion and/or Action:

A. Status for the North Station

There are several problems with the station. The trusses will not support the equipment, and there is a problem with the phone lines. A punch list needs to be prepared identifying the items that need to be resolved. The Arts in Public Places Grant will place a sculpture at the north station. The value will be approximately \$17,000.00.

B. Grants

Tom Tharp discussed grants, and there is a wide array of grants available for both the fire department and emergency medical services department. He recommended that the board familiarize themselves with the type and kinds of grants available; and identify who should prepare the grants (the district or the board).

Larger AFG grants are available for equipment, engines, vehicles and station modifications. Smaller AFG grants are available for fire protection and education, targeting specific groups and populations. The SAFER grants are due in May, and they support recruiting and hiring of personnel.

A question arose about purchasing apparatus using a purchase/lease program, and how (if possible) ad valorem taxes could be converted to use for a purchase/lease.



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C. Website

Glenn Patton will help setup the website for the district at no charge, and Vicky Fay will develop the website content. All content may be reviewed and modified by the Board. It was estimated the software would cost approximately \$750.00.

Motion: Tom Tharp ***made a motion for the Board to authorize up to \$1,000.00 for the District Website,*** which was seconded by Marilyn Beyer. The Board unanimously approved the motion to spend up to \$1,000.00 for the website.

Fay stated the basic layout for the website would be available at the January 8, 2007 meeting.

D. International Association of Fire Chiefs (IAFC) Membership

Tom Tharp discussed membership for the IAFC. There is a six-month free membership, and then it costs approximately \$300.00 per year. The membership provides newsletters, emails and information regarding white, red and blue ribbons. The commissioners that would like membership should contact Commissioner Tharp.

8. **Adjourn:** Tom Tharp made a motion to adjourn the meeting at 7:25 p.m. which was seconded by Marilyn Beyer; and unanimously approved by the Board.