



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 March 26, 2007

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, Cindy Lawson and Dirk Smits.

1. A. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:03 p.m.
- B. **Pledge of Allegiance:** Mark Wheaton led the Pledge of Allegiance.
- 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.
- D. **Changes or Additions to the Agenda:** New Items 6.D, 6.E and 6.F were added to the agenda. The agenda was reopened, and Item 6.G. was added.
2. A. **Approval of Minutes: March 12, 2007**
Sergio Garcia changed a word in Item 8.A., and re-clarified Item 10. Other.
3. **Reports:**
Chairman's Report
A. **Management Analysis Report Update**
This agenda item was to provide an update on the status of the ESCI "Fire Department Evaluation Draft Report". The Draft Report was never opened for comment or discussion among the Board and staff because it is a draft report and not a final report.

The Chairman said, "It is not public and is considered internal at this time until everyone has had a chance to respond to the firm." Response by email was recommended. The process for developing the "Final Report" will be: Everyone is invited to respond with their own comments directly to ESCI. Then ESCI will assess the comments, evaluate the comments and revise the report where needed, and reissue as a "Final Report" to the District. Item 6.F will address a motion to extend the response date of providing comments to ESCI.
4. **Secretary's Report**
Fay will make arrangements for photos to be taken at the next meeting. The website will become public after the photos and bios are complete.
5. **OLD BUSINESS**
A. **Approval /MOTION: New Replacement Dive/Rescue Truck**
Sergio Garcia believes the community needs the truck. Garcia reviewed the cost of the truck with the vendor to exclude the special items. The command vehicle upgrades total \$5,557 and the rehab area upgrades are \$4,210. The commissioners discussed several options including the conversion of an ambulance to a dive/rescue vehicle, and applying for a grant to refurbish the truck.



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*

5.A Approval /MOTION: New Replacement Dive/Rescue Truck (Continued)

Corporation President, Chris Fleming supported the purchase of the Dive/Rescue Truck. Tom Tharp presented an email from ESCI, which stated, "In short, the unit described in the fax you sent us on March 18 is surprisingly large and highly specialize, especially for a department of this size. It is a unit that we would typically see in a large urban fire department setting. Given the other issues present in this fire department, we would see this purchase as a misguided priority."

Motion: Mike Cavagnaro *a motion to postpone the decision for approving the replacement fire truck until a future meeting.* This motion was seconded by Marilyn Beyer. The motion did not carry; and the vote was as follows: Marilyn Beyer (No), Mike Cavagnaro (Yes), Tom Tharp (No), Mark Wheaton (Yes), and Bill Andersen (No).

Discussion continued regarding the purchase of a dive/rescue truck. The agenda was reopened to add to add Item 6.G, "Reallocate \$125,000 for a Dive/Rescue Vehicle".

Motion: Tom Tharp *made a motion to reallocate \$125,000 for a dive/rescue vehicle, and the department to come back to the board with a plan for a dive/rescue vehicle.* Dirk Smits noted this item was not on the agenda.

The item was closed, and a motion was made to amend the agenda.

Motion: Tom Tharp *made a motion to reopen the agenda.* This motion was seconded by Mark Wheaton. The Board unanimously passed the motion to add Item 6.G. to reallocate \$125,000 for a Dive/Rescue Vehicle.

The agenda was closed.

6. NEW BUSINESS

A. Safer/LOSAP (Length of Service Awards Program):

During the transition, the Monroe County provided information on LOSAP for both the Fire Department and Ambulance Departments; and subsequently, the County provided the numbers through 9/30/06. Tom Tharp suggested the department apply for a SAFER grant to fund LOSAP for a period of four years.

ACTION: *Tom requested each department review the latest report, and identify any changes or deletions to the report.*

A question arose concerning Tom Tharp's participation in the plan. Tharp stated that he would recuse himself on any votes. Dirk Smits reconfirmed that a letter is sent the State of Florida Commission on Ethics for an opinion.



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*

B. Approval/MOTION: “Emergency Purchase Authorization for Engine 25 Alternator Repair By Fire-Tech Repair Service in the amount of \$4,466.18:

Lawson explained the emergency purchase authorization was in accordance with the Purchasing Policy & Procedure.

Motion: Tom Tharp *made a motion to approve the Emergency Purchase Authorization for Engine 25 in the amount of \$4,466.18.* This motion was seconded by Mike Cavagnaro. The Board unanimously passed the motion.

C. Associate Membership:

Mike Cavagnaro spoke with Rob Bleser and several rescue divers during/after the Spiegel Grove incident. There are several rescue divers that would be willing Associate Members of the Fire Department if they could participate in dive rescue operations with the Fire Department furnishing the insurance.

D. Nelson Government Center:

Tom Tharp recommended that we consider obtaining a public meeting room in the new Nelson Government Center to hold our District Meetings.

ACTION: Vicky Fay will prepare a memo to Monroe County, Attn. Tom Willi, for the district to use the Nelson Government Center for KLFR&EMS government meetings.

E. Approval/MOTION: Revise Purchasing Policy to Include Alternate Approval Signatures

Discussion was held to revise the District’s Purchasing Policy to allow the department heads as defined in Section 6.0 of the Purchasing Policy to designate an alternate (by name) to sign purchasing documents during the absence of the Corporation Presidents and Chiefs.

Motion: Tom Tharp *made a motion to revise the Purchasing Policy to allow each authorized signer defined in Section 6.0 of the Purchasing Policy to designate an alternate in writing to the Finance Director without additional Board approval.* This motion was seconded by Mark Wheaton. The Board unanimously approved the motion.

F. MOTION: Extend Deadline to Provide Comments to ESCI:

Motion: Mike Cavagnaro *made a motion to extend the deadline and move the date for providing comments to ESCI from March 30, 2007 to April 23, 2007.* This motion was seconded by Tom Tharp. The Board unanimously approved the motion.

G. Reallocate \$125,000 for a Dive/Rescue Vehicle

Discussion was held regarding the dive/rescue vehicle.

Motion: Tom Tharp *made a motion to reallocate \$125,000 for the purchase of a dive/rescue vehicle.* This motion was not seconded, and died for a lack of a second.



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*

G. Reallocate \$125,000 for a Dive/Rescue Vehicle (Continued)

Discussion was continued regarding the replacement of the dive/rescue vehicle, and the types of specifications to be included in the dive/rescue vehicle were discussed at length. Commissioner Wheaton will work with Fire Department staff to develop a RFP to submit to the Board for approval.

7. Financial Report:

A. Financial Reports

No financial reports were submitted for this meeting.

B. Property Tax Reform

Cindy Lawson provided some information from the Florida League of Cities on the current status of the legislature's property tax reform initiative (see attached Legislative Alert). Ms. Lawson reported that it appears that the decrease in revenue due to the proposed rollback to the 2000/2001 property tax rate plus a 3% increase will not apply to the KLFR&EMS District because the district was formed after the proposed rollback year. The Sales Tax changes would not provide any additional revenues for the KLFR&EMS District because the District does not receive sales tax revenue sharing from the State.

8. Legal Services Report

8. A. KLWTD Waiver Assessment Fees:

Dirk Smits is working with DEP to resolve the waiver assessment fees.

8. B. Form 8 Requirement

This item was not discussed.

8. C. Radio Tower Interference:

Smits and Garcia met with the County and the radio station. The interference was resolved at the end of the meeting; however, there is interference again. Smits will send a follow-up letter to the County.

9. EMS Department Report:

Brenda Beckmann reported the EMS Department will apply grants, and will look into a refurbishment grant for one of the ambulances to use it as a rehab unit. Beckmann needs support from the local dive shops to have them include emergency contact (next of kin) information on their forms divers complete at the dive shops. Everything else is status quo.

10. Fire Department Report:

10.A. Mutual Aid:

The draft of the Mutual Aid Agreement was prepared by Dirk Smits and Sergio Garcia, and presented at the last meeting. The fire department prepared a three-ring binder including the Statewide Response Plan, FEMA 508-4 (Fire & Hazardous Materials Resources), Florida Incident Field Operations Guide. No action taken tonight.



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*



10. Fire Department Report (Continued):

Other:

Kevin Wilson, Project Manager for the North Station, notified Garcia he will contact the Fire Department when the County is ready for the ribbon-cutting. Sergio reported we are the only fire department in the State of Florida approved to give certifications for two classes: Vehicle Extrication and Rope Rescue. The fire pole is in the station.

- 11. Adjourn:** Tom Tharp made a motion to adjourn the meeting at 8:45 p.m. which was seconded by Marilyn Beyer; and unanimously approved by the Board.

Next Scheduled Meetings:

April 23; May 14; and June 11 and June 25

Attachments:

- 03/16/07 Email ESCI to KLFR&EMS (Phil Kouwe/Tom Tharp)
- 03/14/07 Check Request KLFD119 Fire-Tech Repair Service
- 03/26/07 Legislative Alert
- 03/19/07 Letter American LaFrance to William Andersen