



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 – **DRAFT B**

August 6, 2007

Attendees: Chairman, Bill Andersen; Commissioners: Mark Wheaton and Tom Tharp were present. Marilyn Beyer and Mike Cavagnaro were not present. Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Cindy Lawson, Linda Newman and Dirk Smits.

1. **1.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:04 p.m.
- 1.**B. Pledge of Allegiance:** William Andersen led the Pledge of Allegiance.
- 1.**C. Roll Call:** Vicky Fay called the roll. The following Commissioners were present: Bill Andersen, Tom Tharp, and Mark Wheaton. Commissioner's Beyer and Cavagnaro were absent. There was a quorum.
- 1.**D. Changes or Additions to the Agenda:** There was one addition to the agenda to add the Key Largo Chamber of Commerce Resolution as a new Item 3A. All of the remaining numbers in Section 3 will be consecutively renumbered to reflect this addition.

2. **CONTRACTS**

2.A. **KLVAC Contract with KLFR&EMS District**

It was agreed Dirk Smits will take the lead to work with the KLVAC to revise their contract, and to incorporate the Addendum to their contract approved at the June 18, 2007 meeting.

2.B. **KLVFD Contract with KLFR&EMS District**

Dirk Smits will take the lead to revise the KLVFD contract, and incorporate the Addendum previously approved to their contract at the June 18, 2007 meeting.

2.C. **Medical Services Director Contract**

Legal Counsel stated the Medical Services Director's contract may either be with the District or with the departments. Due to the different statutory requirements required for each department, it may be more appropriate to have separate departmental contracts.

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Meeting Minutes: August 6, 2007 (Continued)

3. REVIEW 2007-2008 PROPOSED BUDGET & STATUS OF BUDGET OPEN ACTION ITEMS

3.A. KEY LARGO CHAMBER OF COMMERCE RESOLUTION

Jackie Harder, President of the Key Largo Chamber of Commerce, presented the resolution from the Chamber to the District regarding the 2007-2008 budget. Due to the affects of increasing property assessments, rising taxes and insurance, transportation, the reduction in tourism and the soft economy, the Chamber requests the district to look for efficiencies wherever possible and adopt, at a minimum, a flat budget.

3.B. DISTRICT BUDGET

All budget open action items were discussed are reflected in the appropriate budget discussion.

There were only minor changes to the District Budget. There was a slight increase in travel, and there will be a small decrease, over a three-year period, to purchase a three-year NFPA membership versus three separate annual memberships.

Fire Hydrant Replacement

Commissioner Andersen stated ten new hydrants were included in the budget for a total of \$75,000.00. The hydrants will be funded by a transfer from the Vehicle & Equipment fund.

Establish a LOSAP Program

Commissioner Tharp gave a brief history of why the LOSAP program was created for only volunteer fire departments 40 years ago. The purpose of the LOSAP Program was for retention versus recruitment. Tharp asked for direction from the Board on how to proceed with the SAFER grant application and the fact the implementation of the district reimbursement program has averaged approximately \$30,000.00 the last three months. The paramedics are paid personnel and are not eligible for LOSAP. The Board agreed Tom should continue to review the existing Monroe County Program with Robert Stoky and Jay Ogden. The team will also identify each department's personnel employed who missed the ten-year vesting period due to the transition from the county to the district. Tom will bring the recommendations to the Board for their review.

3.C. KLTFD BUDGET

The budget prepared on August 3, 2007 of \$3,881,328 reflects two proposed millages:

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Meeting Minutes: August 6, 2007 (Continued)

3.C. KLTFD BUDGET (Continued)

- The adopted proposed rate of 0.7537 (the prior year's rate) will require an additional \$77,163 of cuts or additional revenue sources.
- A proposed rollback rate of 0.6881 requires an additional \$317,403 of cuts or additional revenue sources.

It should be noted that all insurances have been placed under the Risk Management Account 450 versus being reflected in numerous places throughout the budget.

Commissioner Tharp is looking for a rollback rate with cuts of \$317,403.00.

It was agreed that it would be better to review the budget looking at the discretionary and big ticket items versus the standard operational items. It should be noted that Commissioner Tharp still has an open request for specific account information, including the operating and cleaning supplies requested in an August 3rd email.

The decision to hire additional paid fire fighters was discussed several times throughout the meeting. It was stated more than once, that it may be good to hold hiring new paid firefighter positions for about six months to give the new reimbursement schedule and the new volunteer assignment schedule the opportunity to kick in. Ms. Lawson will provide more than one version of the budget reflecting this change and another showing it as it is in order to understand the cost impact. The decision to hire the Administrative Assistant was discussed several times.

Sergio Garcia reported there were 91 calls north of the cut, and that Station 25 failed to respond to 56% of these calls. Commissioner Tharp stated this analogy was not a valid statistic and mis-represented the Fire Department's response to incidents because the Station 25 Garcia was referring to did not exist. It was only a truck parked in a field; and as such, should never have been reported as an operational Station.

It was agreed the district needs a travel policy for both district and department personnel, which includes completion of a travel request. This is a discretionary expense that can be reduced during lean economic times.

Cindy Lawson presented the Fire Department Payroll Analysis. The overtime is running approximately 15% for the Station Manager and 36% for the Logistics' Officer and Firefighters. The Logistics' Officer is the only individual with a dual status (paid employee/paid volunteer). The overtime for this position is high, and Commissioner Wheaton recommended the department consider some staggered shifts

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3.C. KLVFD BUDGET (Continued)

to reduce the overtime for this position. The overtime will be reduced from \$101,237.00 to \$70,000.00, which is approximately 21%. Commissioner Tharp requested that the range and step-plan increases for each position is submitted to the board.

Due to the level of detail the Board would like to have regarding various detailed accounting items, Ms. Lawson recommended the board expand the list of accounts. Expansion of the list would provide commissioner's more useful financial reporting and more financial control over specific budgeted line items. The Commissioners agreed and directed Cindy to prepare a new account listing.

The total reimbursements have been averaging approximately \$30,000.00 for the last few months. The reimbursement plan needs to be reviewed and revamped to retain more volunteers. The District Board requested the schedule be submitted to the board for their review.

Garcia will reduce the Travel and Per Diem account from \$35,350.00 to \$27,250.00. The proposed training budget is \$46,500.00. If the second Firefighter I class is cut, the budgeted amount will be reduced by \$20,000.00 to \$26,975.00. When the classes are State approved, they will be open to anyone in the State to attend. Garcia reported there was a mix-up on charging volunteers for the last Firefighting I class, and how to handle the amount removed for training. Per Cindy Lawson, this is not a problem as long as the reimbursement paperwork reflects the gross amount due the volunteer for the pay period, and the amount to be reimbursed to the district for the class. No costs have been recovered to date.

Prior to submittal to the board, Sergio reported the department reduced the Capital Outlay Equipment Account from \$127,000.00 to \$78,200.00. The August 3rd budget reflects \$79,350.00. Commissioner Tharp recommended the Thermal Imaging Equipment be postponed as the district currently owns three. The average for a small, rural fire department is one. Garcia recommended that Item 12 (\$5,800.00) be deleted from the Capital Outlay Equipment Proposal rather than deleting Item 14 (\$9,000.00).

Linda Newman is responsible for maintaining the Fire Department Corporation Books. At the present time, check requests are being processed by the Finance Department within four days. It was recommended that Linda seek ways to reduce the time required to conduct corporation responsibilities.

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3.C. KLVFD BUDGET (Continued)

Commissioner Tharp has requested additional information for Account 530 Operating Supplies and Cleaning Supplies. Garcia recommended the fire department maintain the grounds at the new North Station. The board suggested that expense remain to ensure firefighter preparedness for fires and other incidents.

The Fire Department wants to restart the Explorer Program. Frank Moc would be responsible for supervising the program.

Commissioner Tharp wants to hold the three (3) positions, reduce overtime to \$30,000.00 for the four (4) existing positions, cut the Admin. Assistant, hold the 401K for one (1) year, approve 3% Cola for 2007-2008 and have a step plan in place next year, revise the travel budget, cut training by \$20,000, cut the air bags, cut the friction force door, and the Thermal Imaging Equipment.

The rate increase of approximately \$9,000.00 for the firefighters was discussed. The comparison between Islamorada and Marathon Firefighter salaries was also discussed.

The Shell Station invoice still needs to be prepared pending establishment of a rate schedule according to Dirk Smits. Sergio Garcia is developing a matrix including rates charged by Hialeah and Miami-Dade and others. Sergio will develop the schedule of charges and send it to Dirk. Then it will be submitted to the board for approval.

3.D. KLVAC BUDGET

The primary KLVAC budget items discussed was the cost reduction of the ambulance, the proposed salary increase for the paramedics due to the fact the annual reimbursements are so low, and the worker's compensation insurance rate. The Board had a concern with the disparity of Worker's Compensation rates (KLVAC \$55,000.00 and KLVFD of \$12,000.00), and recommended that both departments review their Workman's Compensation insurance.

4. ADJOURN

A motion was made by Mark Wheaton and seconded by Tom Tharp to adjourn the meeting at 9:15 p.m.

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Next Scheduled Meetings/Workshops/Hearings

*August 13 (General Meeting) & August 27 (General Meeting)
September 10 (1st Public Hearing); September 17 (Final Public Hearing) &
September 24 (General Meeting)*

DOCUMENTS:

07/12/07 Meeting Minutes -- District Workshop
07/12/07 Meeting Minutes -- District Board Meeting
07/16/07 District Workshop
08/07 Key Largo Chamber of Commerce Resolution
08/03/07 2007-2008 District Budget
Job Description: Station Manager
Job Description: Administrative Assistant (10/07)
Job Description: Logistics' Officer (05/06)
COLA 3% Adjustment (2007-2008) Schedule
08/02/07 Lawson email: Payroll Analysis for Key Largo Fire/Rescue
08/03/07 Tharp email: Fiscal Year 2007/2008 Proposed Budget
08/06/07 Lawson email: Budget Proposals (640 Capital Out Lay Equipment)
08/06/08 KLVFD Incident Status Report (2006-2007)

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