



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

August 27, 2007

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

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

1.B. Pledge of Allegiance: Marilyn Beyer led the Pledge of Allegiance.

1.C. Roll Call: Vicky Fay called the roll. The following Commissioners were present: William Andersen, Marilyn Beyer, Mike Cavagnaro, Tom Tharp, and Mark Wheaton. There was a quorum.

1.D. Changes or Additions to the Agenda: There was one addition to the Agenda. Sergio Garcia added the Pride Enterprises Purchase Order.

2. APPROVAL OF MINUTES

2.A. August 27, 2007 District Board Meeting Minutes

There were no changes to Draft B of the August 13, 2007 District Meeting Minutes. Tom Tharp made a motion to approve the minutes, which was seconded by Mike Cavagnaro. The motion was unanimously passed by the board.

REPORTS

3. Chairman's Report

William Andersen briefly discussed the IAFC Conference Special District Workshop Commissioner's Beyer and Tharp also attended. Sergio Garcia reported IAFC will make changes to the special district workshop format. Tom Tharp was approached by John Buckmann of the IAFC Special District Workshop Sub-Committee to help IAFC revamp the workshop format. The 2008 IAFC Conference will have a Special District Workshop for two days. The workshop will provide more focus on how the special districts are organized and how the district's operate.

4. Secretary Report

The Secretary did not have any items to report.

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5, OLD BUSINESS

5.A. LOSAP Plan

Commissioner Tharp met with both Chris Fleming and Robert Stoky for approximately three and a half to four hours to discuss whether or not the district should pursue implementing a LOSAP plan for the district. Both the KLVFD and the KLVAC would like to participate in a LOSAP plan. Tom emailed participant information to several vendors to obtain quotes for a district plan. The District Clerk will prepare and apply for a SAFER Grant, which is due Friday, August 31, 2007. Tom indicated the Department of Homeland Security would consider a grant request for a LOSAP plan. If received, the federal government would support funding the plan for four years.

5.B. North Station Staffing

Commissioner Cavagnaro discussed KLVAC staffing at the North Station, and asked this question, "Don't residents in North Key Largo deserve the same ambulance service as residents in South Key Largo?"

When the Corp reviewed the 911 call log, they found 75% of the department's calls were below MM 103 and 60% of the calls were below MM 102. The KLVAC currently responds to 92% of their calls within eight (8) minutes.

In 2006 there were eleven (11) cardiac arrests. Four (4) calls were delayed due to extenuating factors; such as, the length of time it took a boat to return to shore with the patient after the emergency call had been placed and a dispatching error.

Robert Stoky presented the KLVAC Executive Cardiac Arrest Patient Report, and discussed the Ontario Pre-hospital Advanced Life Support Study (OPALS) report. There are three things which need to be done to improve the quality of life for patients with cardiac arrests. 1) Early CPR, 2) CPR with Early Defibrillation and 3) Advanced Life Support. Early defibrillation (in 3 to 5 minutes) has been shown to significantly increase the chances of survival from a sudden cardiac arrest.

The KLVAC did include funding in the 2007-2008 budget to conduct CPR Training in the community. Robert said, "He was glad the district raised the question of staffing the North Station because when the Corp reviewed call statistics, and the OPALS report, they found several deficiencies, which need to be resolved."

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5.B. North Station Staffing (Continued)

The department reviewed the number of AED's available in the community to support cardiac arrest patients, and found four (4) at the KLVFD. The MCSO trains officer's in how to use AED's; however, there are zero (0) AED's in the Upper Keys Sheriff's cars. There was also zero (0) AED's in the Florida Highway Patrol Vehicles. The department will conduct a review to identify the large public gathering locations where AED's should be placed.

The department said they need to:

- 1) Reduce dispatch time.
- 2) Identify correct patient location. A problem exists when calls are placed from cell phones, and not from the physical address where the patient is located. This is being resolved by the cell phone industry with the addition of GPS locators on phones.
- 3) Get AED's back into service. The MSCO & Florida Highway Patrol are the first responders at most accidents/incidents, and it is critical AED's are placed in FHP vehicles, officers are trained on how to use them, and that a maintenance program is in place to ensure AED operability.
- 4) Maximize public CPR training.
- 5) Review the budget to determine if AED's can be added for the Sheriff's Office vehicles or other locations in Key Largo. 99.95% of the time, the Sheriff's Office or Florida Highway Patrol arrive before the Ambulance Corp.

A question arose regarding paramedic's schedules and overtime. Curtis Mollohan provided information to the Corp regarding these issues, and the Corp should review overtime with the Corp Legal Counsel.

6. NEW BUSINESS

5.C. KLVFD Pride Enterprises Purchase Order

The KLVFD Pride Enterprises Purchase Order for the North Station furniture was previously approved by the board in the amount of \$17,803.23. There is a change order for \$1,950.41 raising the total purchase order to \$19,753.64. Changes to this purchase order must be approved by the board.

Motion: Tom Tharp made a motion to approve the increase of \$1,950.41 increasing the total of the Pride Enterprises purchase order to \$19,753.64. This motion was seconded by Mike Cavagnaro and unanimously approved by the board.

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7. FINANCIAL REPORT

Financial Reports

Cindy Lawson distributed the revised budget and an email dated August 20, 2007. This is the budget package that will be presented at the 1st Public Hearing scheduled on September 10, 2007.

Later in the meeting Ms. Lawson was requested to contact Ray (VFIS) to discuss the district insurance. A risk management assessment should be conducted for the district to ensure the district's insurance coverage is appropriate.

8. LEGAL COUNSEL REPORT

8.A. FCAA Contract

Curtis Mollohan discussed various aspects of the contract; including the special district impact fund. Cindy Lawson requested clarification regarding the cost of hydrant installation being within 3% of the planned upgrade.

Motion: Tom Tharp made a motion to hold approval of the FCAA Contract at this time. This motion was seconded by Mark Wheaton and unanimously approved by the board.

8.B. KLFR&EMS District Personnel Manual

The Personnel Manual is related to the contracts. The departments may use the district's Personnel Manual or create their own Personnel Manual. It was agreed the department's contracts and the budget have priority. The Personnel Manual will be reviewed after the contracts have been approved.

8.C. KLVAC Contract & 8.D. KLVFD Contract

The KLVAC and the KLVFD Departments contracts need to be in place October 1, 2007. The departments were asked to review their contracts and provide comments to Curtis Mollohan on September 5, 2007. This will ensure comments are incorporated, and a new draft revision (with the department's comments) is provided to the Commissioners on September 7, 2007.

The Board agreed that Vicky Fay should schedule and advertise District Board meetings immediately following the 1st Public Hearing and Final Public Hearings scheduled for September 10th and September 17th, respectively.

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9. EMS DEPARTMENT REPORT

Robert Stoky is conducting a study of the AED locations in the Upper Keys. The KLVAC has been requested to conduct CPR training for 140 FKEC employees in 2008. There will be no charge for conducting training for FKEC or the community.

The classroom was inspected by the Department of Education Bureau (Emergency Medical Services). There was one discrepancy identified because there was not a hardcopy thesaurus located next to the computer in the training room.

Brenda Beckmann expressed concern if the PIP insurance program is not extended by the State.

10. FIRE DEPARTMENT REPORT

10A. Status of North Station Final Walkthrough & Punch list

Sergio Garcia reported the Fire Department is better, and they are working for perfection. A walkthrough was recently conducted at the new Key Largo Elementary School, and it was determined the radios did not work inside the building. An antenna will be ordered to ensure radio operability. The Fire Marshall had reviewed the plans.

A walkthrough of the North Station has been conducted, and the punch list was reviewed. The ice machine has not been ordered. Ms. Lawson reported the county did not receive payment for the ice machine, and recommended the KLVFD prepare a purchase order to purchase the ice machine.

Garcia reported the department will submit a purchase order for the air hoses at the North Station. A change order will be prepared for Board approval for the purchase order for the American La France Dive/Rescue vehicle. Some items will be removed and some items will be added. The change order will provide a line-by-line item of the Dive/Rescue Vehicle changes.

11. ADJOURN

A motion was made by Tom Tharp and seconded by Mike Cavagnaro to adjourn the meeting at 8:25 p.m.

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Next Scheduled Meetings/Workshops/Hearings:

*September 10 (1st Public Hearing & District Board Meeting)
September 17 (Final Public Hearing & District Board Meeting)
September 24 (General Meeting)*

DOCUMENTS

08/13/07 Meeting Minutes
08/27/07 KLVAC Response Time Report
08/20/07 KLFR&EMS Budget (2007-2008)
08/00/07 PO Generator Repair
08/22/07 FKAA Contract, Draft A
06/22/07 Personnel Manual, Draft A
08/13/07 KLVAC Contract, Draft A
08/13/07 KLVFD Contract, Draft A

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