



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 – PUBLIC HEARING -- **FINAL**

September 10, 2007

Attendees: Chairman, Bill Andersen. Commissioners Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present. Also present were: Donald Bock, Johnny Delgado, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson, Curtis Mollohan, Dirk Smits and Robert Stoky.

1. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:08 p.m.
2. **Pledge of Allegiance:** Marilyn Beyer led the Pledge of Allegiance.
3. **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.
4. **Changes or Additions to the Agenda:** There were no changes to the agenda.
5. **PUBLIC HEARING:**
 5. A. **Resolution #2007-002: Adopt Tentative Levy of Ad Valorem Taxes**
A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Adopting the Tentative Levy of Ad Valorem Taxes for the District for the Fiscal Year 2007-2008; Providing for Severability, and Providing for an Effective Date.

Legal Counsel, Dirk Smits, read the Resolution into the record.

The Board, in conjunction with Mr. Smits and Finance Director, Cindy Lawson, reviewed the proper process for establishing the millage and adopting the budget. The agenda item for establishment of the millage rate was then opened.

There were no public speakers for the Ad Valorem Tax Resolution.

Motion: Tom Tharp *made a motion to “Continue the resolution to establish the millage”*, which was seconded by Mike Cavagnaro. The motion was unanimously approved by the Board.

There were no public speakers for Resolution #2007-002.

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KLFR&EMS District, P. O. Box 371023, Key Largo, FL 33037-1023



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Meeting Minutes: September 10, 2007 (Continued)

5. A. Resolution #2007-003: Adopt Tentative Budget for Fiscal Year 2007-2008

A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Providing for Adoption of the Tentative Budget of the District for the Fiscal Year Commencing on October 1, 2007, and ending on September 30, 2008.

Legal Counsel, Dirk Smits, read Resolution #2007-003 into the record.

Cindy Lawson briefly described the differences between Versions A and B of the proposed budget. Ms. Lawson recommended the board select a version to work from, if they did not want to accept the millage from either version.

Version A includes the new full-time administrative position and the three new full-time firefighter positions under Fire Rescue, and the associated employer or benefit costs. The tentative millage rate required for Version A is 0.7476, which is less than the prior year adopted millage rate of 0.7537.

Version B of the Budget does not include the administrative position, firefighter positions or associated employer benefit costs. The required millage for Version B of the budget is 0.6620, which is less than the rolled-back millage rate of 0.6881.

Motion: Tom Tharp *made a motion to “Review Version B of the budget”*, which was seconded by Marilyn Beyer. The motion was unanimously approved by the Board.

The budget may be amended at anytime throughout the year; however, the Ad Valorem taxes may not be increased.

Sergio Garcia expected that a budget somewhere between Version A and Version B would be adopted. He recommended three changes to Version B: 1) Personnel, 2) Administrative Assistant, and 3) the 3% Cola.

The personnel changes included:

- 1) Two paid firefighters to be stationed at the North Station. This increased salary expense by \$74,880.00;
- 2) Increase the total salaries line item for the two paid firefighters at the South Station to \$ 82,160 with a six-month evaluation;
- 3) The Logistics’ Officer will be promoted to Supervisor, and the salary would increase from \$36,421 to \$42,640;
- 4) Increase the overtime to \$ 45,000

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Meeting Minutes: September 10, 2007 (Continued)

5. A. Resolution #2007-003: Adopt Tentative Budget for Fiscal Year 2007-2008 (Continued)

- 5)) Increase the **Employer Payroll Taxes** from \$42,209 to \$50,355;
- 6) Travel & Per Diem would decrease from \$27,250 to \$20,000; and
- 7) Training and Instructor Fees would increase from \$26,500 to \$33,750.

Tom Tharp expressed a concern several items requested from the department had not been sent to the board: Job descriptions for the two paid firefighters and the salary ranges and qualifications for the firefighters and the Logistics' Officer. Tom was also concerned about the hourly instructor rate pay. The State Certified Fire College salaries range between \$16.00 per hour to \$18.00 per hour. District instructors receive between \$25.50 per hour to \$45.00 per hour to conduct the same courses.

Discussion was held regarding the \$9,000 included in the fire department budget for AED's. AED's are compatible with advanced system paramedics. The Ambulance Corp agreed to accept responsibility for the AED program, and the \$9,000 will be transferred to the KLVAC budget. Mike Cavagnaro contacted Col. Rick Ramsey twice concerning placement of AED's in the Upper Keys Sheriff's vehicles. The Corp needs to add the district AED Program in their contract, including maintenance and training of the AED's located in the Upper Keys.

6) Changes to the equipment budget were discussed. Concern for the Friction Force metal door expenditure of \$ 5,900 were:: 1) There is not an appropriate location for it to be placed; 2) The door should be located in a facility; 3) This is an expenditure for large departments; and 4) Perhaps the district can partner with Monroe County for the expense, and the door could be placed midway in Marathon for both departments' use. The expense could be reconsidered next year.

The KLVAC is working to have the Corp become an accredited department. Marilyn Beyer asked why the Corp is pursuing accreditation. The Corp reviewed the ESCI Fire Department Evaluation Report to identify areas where they may improve and strengthen the organization, and looked at the organization from a management perspective. The Corp wants to use facts and science when presenting their decisions to the board for approval. They want the Corp to be great. Staffing for a unit at the North Fire Station by the Ambulance Corp. was discussed. The Corp did not feel this is the best decision at this time because call volume is

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Meeting Minutes: September 10, 2007 (Continued)

5. B. Resolution #2007-003: Adopt Tentative Budget for Fiscal Year 2007-2008 (Continued)

down; and it is estimated staffing the ambulances at both stations would increase the budget by an estimated \$150,000 as the Corp would be forced to pay overtime after 40 hours and have a fully paid/staffed unit at the North Station to keep the crew together. The Corp recommended holding a decision to staff the location for a year to review the advantages and disadvantages, and then prepare several scenarios for the board to review in their decision making process. The Corp wants great results with science behind it.

The Corp will contact Dr. Steed to see if he would consider being the Medical Director for both departments, including conducting physicals for the firefighters.

As a result of the proposed changes, Cindy Lawson presented the following:

Increased revenues	\$ 95,583
Total revenues with changes	\$2,519,554

Motion: Marilyn Beyer *made a motion to “Temporarily Adjourn and have an Official Recess from the Budget Resolution until after the millage is set”*, which was seconded by Mark Wheaton. The motion was unanimously approved by the Board.

There were no speakers from the general public for Resolution #2007-003.

Resolution #2007-003 was closed, and Resolution #2007-002 was reopened.

5. A. Resolution #2007-002: Adopt Tentative Levy of Ad Valorem Taxes Resolution #2007-002 was reopened.

The various millages that could be adopted were briefly discussed:

Version A	Millage 0.7426 (8.65% over rollback)
Version B	Millage 0.6620 (3.79% under rollback)
Garcia’s Version	Millage 0.7023 (2.06% over rollback)
Rollback	Millage 0.6881 (equal to rollback)

Motion: Mike Cavagnaro *made a motion to “Adopt a Tentative Ad Valorem millage rate of 0.7023”*, which was seconded by Mark Wheaton. The vote was as follows: Beyer (No), Cavagnaro (Yes), Tharp (No), Wheaton (Y), and Andersen (No). The motion did not carry and did not pass.

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Meeting Minutes: September 10, 2007 (Continued)

5. A. Resolution #2007-002: Adopt Tentative Levy of Ad Valorem Taxes (Continued)

Cindy read the new 2007-2008 budget calculations.

Motion: Tom Tharp *made a motion to “Adopt a Tentative Ad Valorem millage rate of 0.6881”*, which was seconded by Marilyn Beyer. The vote was as follows: Beyer (Yes), Cavagnaro (Yes), Tharp (Yes), Wheaton (Yes), and Andersen (Yes). The motion was unanimously passed by the Board.

Resolution #2007-002 was closed..

5. B. Resolution #2007-003: Adopt Tentative Budget for Fiscal Year 2007-2008

Resolution #2007-003 was reopened.

The Adopted Millage Rate of 0.6881 generated an additional \$95,583. General consensus was to place the additional revenue in the fund balance, increasing the fund balance to 19% of total expenditures.

The Proposed 2007-2008 Budget is as follows:

The General Fund Ad Valorem tax:	\$2,519,554
Total Expenditures, Fund Balance & Other Financing Uses	\$3,488,925

Motion: Tom Tharp *made a motion to “Adopt a “Tentative Budget for Fiscal Year 2007-2008 of \$3,488,925”*, which was seconded by Marilyn Beyer. The vote was follows: Beyer (Yes), Cavagnaro (Yes), Tharp (Yes), Wheaton (Yes), and Andersen (Yes). The motion was unanimously passed by the Board.

Resolution #2007-002 was closed.

11. ADJOURN

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

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Next Scheduled Meetings/Workshops/Hearings:

September 10 District Meeting (Immediately following 1st Public Hearing)

September 17 (Final Public Hearing & District Board Meeting)

DOCUMENTS

09/07/07 Budget (2007-2008)

Resolution #2007-002 (Adopt Tentative Levy of Ad Valorem Taxes)

Resolution #2007-003 (Adopt Tentative Budget for 10/1/07-09/30/08)

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