



## 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 – DISTRICT MEETING -- **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.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 9:23 p.m.

**1.B. 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.C. Changes or Additions to the Agenda:** Cindy Lawson asked that Item 5.C. be removed from the agenda. The KLVFD Change Order approval date was August 28, 2007. It was agreed the item would be removed from the agenda pending receipt of a revised Change Order.

#### 2. APPROVAL OF THE MINUTES

##### 2. A. Meeting Minutes August 27, 2007

There were no changes or additions to the August 27, 2007 minutes.

**Motion:** Mike Cavagnaro *made a motion to “Approve the minutes for the August 27, 2007 meeting”*, which was seconded by Mark Wheaton. The motion was unanimously approved by the Board.

#### 3. CHAIRMAN’S REPORT:

Chairman, Bill Andersen did not have any special items to report.

#### 4. SECRETARY’S REPORT:

Marilyn Beyer reported advertising is expected to exceed the amount budgeted for the 2007-2008 Fiscal Year. Cindy Lawson will schedule the Final Public Hearing ad and Vicky Fay will schedule the 4<sup>th</sup> Quarter Advertising Schedule ad prior to the end of the fiscal year. Marilyn Beyer extended appreciation to Vanessa Guatemala for her initiative in creating the South Station Cleanup Log Schedule. A representative from the County Medical Examiner’s Office attended the KLVFD Corporate Meeting last week to extend appreciation to the KLVFD personnel involved in the incident at Manatee Bay.

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### Meeting Minutes: September 10, 2007 (Continued)

#### 5. OLD BUSINESS:

##### 5. A. North Station/Monroe County Agenda Item & Quitclaim Deed

Commissioner Tharp reported there was an agenda item scheduled for the September 10, 2007 BOCC Meeting to approve the Quitclaim Deed transferring the title of the North Station Property to the District in accordance with the Interlocal Agreement. The Final Certificate of Occupancy was issued, and the District should receive the keys for the North Station September 11, 2007.

##### 5. B. Review/Approval of Purchase Order for KLVAC Building Hurricane Shutters for \$19,047.49:

The KLVAC submitted a Purchase Order for Hurricane Shutters for board approval. The price of the shutters exceeds the \$10,000 threshold approved by the Board. The Corp obtained three quotations, and selected the lowest bidder. The KLVAC budget reflected this expense in the 2006-2007 Budget Year in the Capital Outlay Building Account.

**Motion:** Mike Cavagnaro *made a motion to “Approve the KLVAC Purchase Order in the amount of \$19,047.49 for the hurricane shutters”*, which was seconded by Marilyn Beyer. The motion was unanimously approved by the Board.

##### 5. C. Review/Approval Proposal Hazmat Billing

Sergio Garcia presented the proposal for the recovery of hazmat costs. Additional backup information requested by the board remains open. The department is ready to move forward with the proposal. A motion was required to accept the cost recovery schedule. Dirk Smits said the district will need to pass a resolution to charge for these services. No outsourcing of billing is required at this time. All hazmat funds are payable directly to the District.

**Motion:** Tom Tharp *made a motion to “Adopt the schedule and create a Resolution for approval”*, which was seconded by Mark Cavagnaro. The motion was unanimously approved by the Board.

#### 6. NEW BUSINESS:

Three speakers had signed up to speak regarding staffing the North Station; however, two left the meeting earlier; and the remaining individual chose not to speak.

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### **Meeting Minutes: September 10, 2007 (Continued)**

#### **6. NEW BUSINESS (Continued):**

Due to the removal of the Change Order item for the Dive/Rescue Vehicle from the agenda, Tom Tharp questioned the level of control over the budget. Does the Purchasing Policy allow departments to use any remaining line-item funds for a purpose different from the original motion approved by the board? The answer was "Yes". Dirk Smits recommended a restricted account, and Cindy Lawson suggested tweaking the Purchasing Policy threshold approvals requiring board approval. The Board requested the Legal Counsel and Finance Department propose a solution for this item.

#### **7. Financial Report:**

The advertising expense is located on the District Summary Sheet, and the District will exceed the advertising costs for the current fiscal year.

#### **8. Legal Counsel Report:**

##### **8.A. Monroe County & FCAA Agreement 09/08/07 & FCAA Contract, Draft C:**

The Monroe County and FCAA Agreement covers unincorporated Monroe County. FCAA is the entity assigned responsibility for approving fire hydrant locations, new hydrant installation, and the inspection and maintenance of hydrants. The KLFR&EMS District's Contract with the FCAA, Draft C has been submitted to FCAA for approval. Items 2 and 3 on page 6 and Item 7C on page 6 were discussed.

##### **8.B. KLVAC Contract, Draft C**

The KLVAC reviewed Draft C of their contract with the District. There were no major items of concern noted during the preliminary review of the contract. The majority of items identified were primarily cleanup in nature. The department requested additional time to review the contract as it was not received until the Friday preceding the meeting.

Marilyn Beyer asked the why the department wanted to incorporate the changes suggested by the District Legal Counsel. The response was the Corp reviewed the ESCI report and realized there was room for improvement. The Corp is currently in the process of implementing those changes.

A meeting was scheduled for Wednesday, September 12, 2007 with Commissioner Cavagnaro to meet with the KLVAC to discuss the contract.

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### **Meeting Minutes: September 10, 2007 (Continued)**

#### **8.C. KLVFD Department, Drafts C & D with Cover Letter**

Chris Fleming was prepared to discuss the KLVFD Contract. The KLVFD Board reviewed and concurred with the changes presented to the district. Legal Counsel expressed concern the department merely removed all language and items, requested by the district to be placed in the contract, without contacting the District's Counsel to discuss the contract.

A meeting was scheduled for Thursday, September 13, 2007 with Commissioner Beyer to discuss the contract with the KLVFD.

#### **9. EMS Department Report:**

The KLVAC is currently working to identify the future vision of the organization, and identifying the goals for the department to achieve the vision.

#### **10. Fire Department Report:**

##### **10.A. Regional improvement Planning Conference**

The information for the Regional Improvement Planning Conference to be held on October 18<sup>th</sup> and November 13<sup>th</sup> was distributed. This is a Department of Homeland Security requirement and is in keeping with the principles of HSEEP and of NIMS compliance guidance.

##### **10.B. 911 Ceremonies (North Station 9:00 and TIB Bank 7:00 p.m.)**

Sergio Garcia reported the 911 Prayer & Remembrance Ceremony at the North Station will begin at 9:58 on September, 11, 2007. An additional community ceremony has been scheduled for 7:00 p.m. at TIB Bank.

#### **11. ADJOURN**

A motion was made by Tom Tharp and seconded by Mike Cavagnaro to adjourn the meeting at 10:50 p.m.

#### **Next Scheduled Meetings/Workshops/Hearings:**

*September 17 (Final Public Hearing & District Board Meeting)  
September 24 District Meeting*

*(See Next Page)*

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



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### **Meeting Minutes: September 10, 2007 (Continued)**

#### **DOCUMENTS**

08/27/07 Meeting Minutes  
09/08/07 KLVFD Cost Recovery Proposal  
09/08/07 Monroe County & FKAA Agreement  
08/30/07 FKAA Contract, Draft C  
08/30/07 KLVAC Contract, Draft C  
08/30/07 KLVFD Contract, Draft C  
09/05/07 KLVFD Contract, Draft D  
09/05/07 Regional Improvement Planning Conference Announcement & Read Ahead Material

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