



## 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 24, 2007**

**Attendees:** Chairman, Bill Andersen. Commissioners Marilyn Beyer, Tom Tharp and Mark Wheaton were present, and Mike Cavagnaro was absent. Also present were: Brenda Beckman, Johnny Delgado, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson, Joseph Perkins, and Dirk Smits.

#### **1. AGENDA**

**1.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:02 p.m.

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

**1.C. Changes or Additions to the Agenda:** Commissioner Beyer asked if there should be a new item for the flooding problem at the North Station. It was agreed it would be handled with the KLVFD report. There were no additions to the agenda.

#### **2. APPROVAL OF MINUTES**

**2.A. September 17, 2007 (1<sup>st</sup> Public Hearing)**

The minutes for this meeting will be held until the next scheduled District Board Meeting.

**2.B. September 17, 2007 (District Meeting)**

There were two minor changes to Draft A1. A typo in Section 4.B and a clarification to Step 6.B.

***Motion:*** Marilyn Beyer *made a motion to “Accept Draft A1 of the minutes with the changes as noted”*. The motion was seconded by Tom Tharp. The Board unanimously approved the minutes.

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### **Meeting Minutes: September 24, 2007 – District Meeting (Continued)**

#### **REPORTS**

##### **3. Chairman Report**

The Chairman did not have any special items to report to the Board.

##### **4. Secretary Report**

###### **4.A. 4<sup>th</sup> Quarter Advertising Schedule**

It was agreed this item would be held for discussion at the end of the meeting. At the end of the meeting, the Board discussed and approved the 4<sup>th</sup> Quarter Meeting Schedule for advertising.

##### **5. OLD BUSINESS**

###### **5.A. KLVA Contract, Draft E**

The Corp had a question on LOSAP Program administration. Commissioner Tharp explained there would be one uniform contract, and the District will administer the program. The District will receive participant information from each department.

The Corp expressed a concern regarding Item 9 for staffing at least two (2) advanced life support ambulances, and requested it be changed to reflect the backup ambulance will perform to the 95% percentile of availability. The 5% will allow for ambulance maintenance and downtime.

A concern was expressed regarding Item 1, the Term of Agreement because when the Corp would renew contracts the billing company may charge a higher rate 10% for a one year contract and 8% for a three year contract. The change in term would be more favorable for renewing medical equipment contracts also. There was general consensus to change the term to October 1<sup>st</sup> 2007 which will expire on September 30<sup>th</sup>, 2010 with two one-year renewal periods unless terminated earlier. Handwritten changes were made to the contract and entered into the record as "Final". The District addresses will also be changed.

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### Meeting Minutes: September 24, 2007 – District Meeting (Continued)

#### 5.A. KLVAC Contract, Draft E (Continued)

**Motion:** Tom Tharp *made a motion to “Accept the KLVAC Contract marked “Final” with the annotated changes”*. Mark Wheaton seconded the motion. The motion was unanimously approved by the Board.

#### 5.B. KLVFD Contract, Draft G

The negotiation team, which consisted of Commissioner Beyer, Dirk Smits, Chris Fleming, Sergio Garcia and David Gow, reviewed Draft F1 of the Contract. The negotiation teams’ comments were incorporated into Draft G, and accepted by the KLVFD Corporation Board. Chris Fleming asked the District Board to approve Draft G1, which incorporated the KLVFD changes approved by their board. Andy Tobin provided comments to Joe Perkins, which were incorporated into Draft G1. Discussion was temporarily postponed for the contract to be xeroxed.

After the negotiation meeting and the KLVFD Board approval, Andy Tobin provided comments to Joseph Perkins. Perkins worked with Tobin to resolve the questions identified on September 21<sup>st</sup> and 22<sup>nd</sup>. These changes were not incorporated into G1, and have not been approved by the KLVFD Board. Additional comments were provided by Andy Tobin to Vernis & Bowling today at 5:00 p.m. The Board directed Dirk Smits to setup a negotiation meeting to resolve these issues with Marilyn, Andy, Chris, and Sergio.

**Motion:** Tom Tharp *made a motion to “Extend the contract by one (1) month pending further negotiations and directing the negotiation group to reform, and resolve the issues. The contract should be approved by the Corporation Board prior to submittal to the District Board.”* Mark Wheaton seconded the motion. The motion was unanimously approved by the Board.

## 6. NEW BUSINESS

#### 6.A. District Medical Services Contract

As directed by the Board, the KLVAC met with Dr. Steed to review the Medical Director contract. They discussed the additional responsibilities, and the Corp revised the contract and submitted it to Legal Counsel for review. Ms. Lawson discussed the insurance requirements, and recommended the District review the insurance coverage

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### Meeting Minutes: September 24, 2007 – (Continued)

#### 6.A. District Medical Services Contract (Continued)

to ensure there is a \$5,000,000 coverage. The KLVAC will keep the medical insurance coverage for the Medical Director until the insurance is placed into effect for the District. Chris Fleming stated the KLVFD signed a contract with Dr. Lawyer as a Medical Director. A question arose as to the responsibilities and liabilities associated with the terminology Medical Director. Dirk Smits was directed to review both contracts to ensure there is not a conflict between the contracts. The KLVFD provides 1<sup>st</sup> responder services versus BLS or ALS services, and 1<sup>st</sup> responder training will be conducted. The department requires the physician services to conduct physicals and immunizations. Dr. Steed is an emergency room doctor, and Dr. Lawyer is a family practitioner. The KLVAC's contract with Dr. Steed is effective through December 31, 2007.

**Motion:** Mark Wheaton *made a motion to “Postpone the Medical Director Agreement”*, Marilyn Beyer seconded the motion. The motion was unanimously approved by the Board.

#### 6.B. Motion/Approval: Capital Line Item Budget Transfer for Equipment/Improvements (North Station)

In accordance with the approved District Purchasing Policies and Procedures, budget transfers from one line item to another line item require board approval.

The request for a UHF Control Station, Antenna and associated equipment in the amount of \$7,003.45. Purchase of this item will require three quotes from bidders.

**Motion:** Mark Wheaton *made a motion to “Decrease Line Item 640 (Capital: Vehicles) \$25,131 and increase Item 620 (Capital Buildings, Bldg. Improvements) \$24,131 and increase Item 640 (Capital: Equipment) \$1,000.00”*, which was seconded by Marilyn Beyer. The vote was as follows: Beyer (N), Tharp (N), Wheaton (Y) and Andersen (N). The motion did not pass.

**Motion:** Tom Tharp *made a motion to “Decrease Line Item 640 (Capital: Vehicles) \$18,128 and increase Item 620 (Capital Buildings, Bldg. Improvements) \$17,128 and increase Item 640 (Capital: Equipment) \$1,000.00”*, which was seconded by Mark Wheaton. The vote was as follows: Beyer (Y), Tharp (Y), Wheaton (Y) and Andersen (Y). The motion carried.

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### **Meeting Minutes: September 24, 2007 – (Continued)**

#### **7. FINANCIAL REPORT**

##### **7.A. Approved 2007-2008 Budget**

Cindy Lawson presented the Final Approved 2007-2008 Budget Packages to the Commissioners, Departments and District Staff.

Commissioner Beyer questioned if the Board had approved the total of the budget or the individual items listed under the account number. Ms. Lawson used Line Item 460 as an example. The total amount approved is \$27,050 for the account, however, the individual items listed under the account name are not shown as an individual line item. Ms. Lawson has the ability to provide a lower level of control by breaking out the individual line items shown in the account or Dirk can place something in the contract to provide the lower level of control. Utilization of additional Uniform Code of Accounting account numbers will provide a lower level of control within the budget. There was general consensus for Cindy to bring a budget amendment to the October 22, 2007 meeting to reflect the addition of the new line item account numbers to provide a lower level of control of the budget.

##### **7.B. August 2007 Financial Reports**

The August 2007 Financial Reports will be distributed at a later date.

##### **7.C. District's FY 2005-2006 Audit Report**

Cindy Lawson distributed the Annual Audit Report of the KLFR&EMS District prepared by Keefe, McCullough & Co., LLP. Cindy reported it is basically what is called a "clean" audit report. There were no items of non-compliance relating to laws and regulations governing the District's responsibilities, the District contracts or the District's internal financial controls. The Board was pleased with the audit results.

##### **7.D. Discussion Budgetary Controls Over Capital Expenditures**

Cindy recommended the Board adopt a resolution (supplemental to the budget) which will say capital line items in the budget are restricted and can only be spent on the list attached to this resolution. Additional items not reflected on the list would require Board approval. The Purchasing Policies and Procedures allow for emergency purchases. The resolution and list will be presented at the October 22, 2007 meeting.

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### **Meeting Minutes: September 24, 2007 – District Meeting (Continued)**

#### **8. LEGAL COUNSEL REPORT**

There were no other legal items to be presented to the Board

#### **9. EMS REPORT**

The AED Committee will meet October 1<sup>st</sup> at the Corp. The Corp will perform a quality check on the Fire Department's AED's. Batteries are \$300.00. The Corp is looking into alternative funding. Col Ramsey reported there is only one MSCO AED in the Upper Keys. The Corp is almost complete reviewing the SOP's and Personnel Manual. The Corp and Vicky Fay are reviewing the Corp and District Personnel Manual for consistency. The Corp recommended scheduling a dual department cookout with the Fire Department with games and food. The commissioners are invited. Commissioner Tharp expressed an interest in working with the AED Committee, and will attend the meeting next Monday.

#### **10. FIRE DEPARTMENT**

Sergio Garcia reported there was a lot of work going on at the station. The County has not been taking any action to complete the open punch list items. There was a water leak and damage. The Superintendent at Overholt Construction will look at it. There is a delay in moving in. Drywall nails punched through the pipe, and it flooded, and ceiling tiles are down. There is a second leak in the men's bathroom. There is no drain, and other pipes are leaking. Everything is on delay.

#### **11. CAPITAL PURCHASES**

Discussion was held regarding controlling the capital purchases. Emergency purchases are allowed in accordance with the Purchasing Policies and Procedures.

***Motion:*** Tom Tharp *made a motion "For Fiscal Year 2007-2008 purchase orders or check requests just for expenditures under the line items that are fixed 640, 641 or 642 for three weeks"*, which was seconded by Marilyn Beyer. The vote was as follows: Beyer (Y), Tharp (Y), Wheaton (Y) and Andersen (Y). The motion carried.

#### **12. ADJOURN**

A motion was made by Tom Tharp and seconded by Marilyn Beyer to adjourn the meeting at 9:02 p.m.

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### **Meeting Minutes: September 24, 2007 – District Meeting (Continued)**

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

*October 22, 2007*

*November 13 and November 26<sup>th</sup>, 2007*

*December 3 and December 17, 2007*

#### **DOCUMENTS**

09/17/07 Meeting Minutes (Final Public Hearing)

09/17/07 Meeting Minutes (District Board Meeting)

09/24/07 4<sup>th</sup> Quarter Advertising Schedule

09/22/07 KLVAC Contract, Draft E

09/24/07 KLVFD Contract, Draft G

09/21/07 KLFR&EMS District Medical Director's Contract, Draft A

09/24/07 Capital Expenditures (FY 2006-2007)

09/30/07 Budget (2007-2008)

09/30/07 Audit Report (2005-2006)

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