



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 November 26, 2007

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

1. AGENDA

1.A. Call to Order: Chairman, Bill Andersen, called the meeting to order at 6:00 p.m.

1.B. Pledge of Allegiance: Mike Cavagnaro 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 were no changes to the agenda.

2. APPROVAL OF MINUTES

2.A. October 22, 2007

The minutes to the meeting were approved with changes.

Motion: Tom Tharp *made a motion to “Accept the minutes with the changes noted”*. The motion was seconded by Mike Cavagnaro. The motion was unanimously approved by the Board.

REPORTS

3. Chairman Report

There were no new items for the Chairman to report to the Board.

4. Secretary Report

4.A. KLFR&EMS District Slogan

Commissioner Beyer presented a draft slogan for the KLFR&EMS district. The development of the slogan was a team effort with Johnny Delgado and Vicky Fay. The proposed slogan is “Exceptional Community Service through Outstanding Teamwork and Stewardship.” Discussion ensued regarding the slogan. Commissioner Cavagnaro will tweak the slogan and bring it back to the board.

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4. Secretary Report (Continued)

4.B. Department Contract Meeting

Commissioner Beyer reported the KLVAC conducted a meeting with all employees to discuss the Corp's responsibilities outlined in their contract with the District. Ms. Beyer felt it would be a good idea and recommended the KLVFD conduct a meeting similar to the one held for all of the Corp's employees to clarify changes to the contract. The meeting was well received by the Corp and helped to provide a better understanding for employees of the reasons why the changes were made. The meeting was well-received by the Corp. Beyer will work with Chris Fleming to establish a meeting date.

4.C. District Purchasing

Now that the 2007-2008 budget has been adopted Commissioner Beyer recommended that the district pursue additional methods to reduce District expenditures by providing bulk and joint purchases to reduce costs. Delgado provided a list of the items that both the Corp and the Fire Department purchase. The payment of items ordered in bulk would be easy. One check request could be prepared, with each department identifying their account number, amount and each department's signatures. Cindy Lawson recommended that while each department is working on negotiating bulk or discount orders, each department discuss with the vendor offering a net 30 day discount. Sergio and Chris will develop a list of items in the Fire Department and bring the information to the board.

5. OLD BUSINESS

5.A. KLFR&EMS District Medical Director Contract, Draft B

Dirk Smits provided the final version of the contract and a two-page summary of the changes and modifications to the contract. The District has a \$100,000 insurance liability. Smits felt pricing for additional insurance should be worked into Dr. Steed's charge. Discussion ensued regarding how the Finance Department could reduce the paperwork to avoid generating paperwork each month. There was unanimous agreement that when the contract is approved, a supplemental motion be made for automatic bi-monthly payment without an invoice or without a check request. The contract requires approval by December 31, 2007. Commissioners should review the contract, and provide any comments to Dirk as soon as possible.

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5.B. KLVFD: North Station Punch List

Chief Garcia submitted a memo to the Clerk to distribute to Dirk Smits with a status of the North Station. Only four (4) of the items have been completed on the punch list created before the district accepted the Temporary Certificate of Occupancy, and numerous items have been identified after the department moved in. Dirk Smits contacted the County, and the County does not want to even discuss the issue because the items are covered under warranty with the Contractor. Smits contacted the Contractor, and he does not want to work with the District because the warranty is owned by the County. The County is still holding the retainage on the contract. The Board directed Dirk to contact the County to resolve the warranty and retainage issues.

5.C. Clarification: KLVFD Medical Insurance Benefits (Dependents Coverage)

Cindy Lawson requested clarification of the \$750.00 medical insurance benefit for the KLVFD employees. The minutes reflected the employees will pay for the basic plan, and the employee will pay for any additional expenses. Ms. Lawson's understanding was that "the District would reimburse the KLVFD up to \$750.00 per month/per employee". The department has submitted check requests for payment of dependent coverage. Discussion ensued regarding the \$750.00 per month, per employee. The KLVAC is currently reviewing eleven plans to identify the best for the Corp.

There was consensus to "reimburse up to \$750.00 per month, per employee for employee and dependent coverage. Any amount over \$750.00 per month, per employee would be withheld from the employee's paycheck".

6. NEW BUSINESS

6.A. Symposium in the Sun (IAFC/VCOS) - Combination Department Symposium

Commissioner Beyer attended the IAFC/VCOS Conference in Clearwater, and the emphasis of this year's conference was "Safety" in the different departments. If you are practicing safety in the community, "Are you practicing safety in your departments?" Do the departments have smoke alarms; fire extinguishers; a 100% seat belt compliance in personal vehicles as well as department vehicles; proper equipment, updated equipment (not ripped or torn)?

One of the things they talked about at the symposium when they were talking about safety was "change in the departments". Everybody fights changes because you get used to doing things the same way.

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6.A. Symposium in the Sun (IAFC/VCOS) - Combination Department Symposium (Continued)

This was one of the reasons why Ms. Beyer recommended going over the contracts with the Fire Department to let them know why the changes would benefit the department.

Automobile accidents are one of the problems with 24 hour shifts, and accidents occurring when employees are on their way home. IAFC/VCOS are looking into ways to help with this. Ms. Beyer distributed information packets to each of the commissioners from the symposium.

Sergio Garcia mentioned the Commercial Driver's License or Chauffeur's License. There are restrictions for driving big vehicles. The Fire Department personnel are not even required to have a Class A or B License. Johnny Delgado offered to do a training session for EMS or a joint training session on the "Human Factors" involved in safety. It is important to remind employees about safety. The District has not experienced a problem in this area yet.

6.B. Resolution 2007-008 Budget Amendment for Fiscal Year 2006-2007

This Resolution is a Budget Amendments for the previous fiscal year, and must be approved within 60 days of the fiscal year end. The audit will compare the actual expenditures with the final adopted budget, and the final amended budget. The dive rescue vehicle and the fund balance must be reappropriated to Fiscal Year 2007-2008.

Motion: Tom Tharp *made a motion to "Adopt Resolution 2007-008 to amend the District's Budget for Fiscal Year 2006-2007"*, and seconded by Mike Cavagnaro. The Board unanimously approved the motion.

6.C. Resolution 2007-009 Affirming Public Purpose and Ad Valorem Tax Exempt Status North Station Property

This Resolution is to transfer the title to Key Largo Fire Station #25 from Monroe County to the District; finding and determining that the property shall be used for a public purpose, and authorizing the District Clerk to provide a copy of the Resolution to the Property Appraiser of Monroe County.

Ms. Lawson stated there is additional work to be done on this item, and it will be resubmitted to the Board at a later date.

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6.D. Motion/Approval: Travel Expense Reimbursements

When the Board adopted the new Travel Policy on October 22, 2007, it was mentioned any trips in process would have to be approved.

6.D.1 Brenda Beckmann-Emergency Services Workshop, Oct 24-27, 2007 (\$638.46)

6.D.2 Marilyn Beyer-IAFC Symposium, Nov 1-4, 2007 (\$1,338.73)

Ms. Lawson stated there was a correction in mileage for Commissioner Beyer's expenses. The new total will be \$1,347.63.

Motion: Mike Cavagnaro *made a motion to “Approve the Travel Expense Reimbursement for Brenda Beckmann of \$638.46 and Commissioner Beyer for \$1,347.63”*, and seconded by Mark Wheaton. The motion was unanimously approved by the Board.

6.E. Motion/Approval: MC Property Appraiser FY 2007-2008 Fees (\$44,672.20)

The District Purchasing Policy and Procedure requires approval for expenditures in excess of \$10,000. The Monroe County Property Appraiser has indicated the District's share of Fees for ad valorem tax collection and distribution for Fiscal Year 2007-2008 is \$44,672.20.

Motion: Mike Cavagnaro *made a motion to “Approve payment to the Monroe County Appraiser of \$44,672.20”*, with a second by Mark Wheaton. The Board unanimously approved the motion.

6.F. Motion/Approval: KLVAC 2006-2007 Budget Line Item Transfer

The KLVAC requested the District Board approve a budget line-item transfer for payroll expenditures and contractual services in the amount of \$3,055.14 (One-time bonus paid to Betsy for longevity) and approximately \$276.00 for FICA/Medicare.

Motion: Mike Cavagnaro *made a motion to “Approve the Budget Line-Item transfer for the KLVAC in the amount of \$3,055.14 and the associated FICA/Medicare”*, which was seconded by Marilyn Beyer. The Board unanimously approved the motion.

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6.G. KLFR&EMS District Patch

Commissioner Cavagnaro discussed with Johnny Delgado that each department had its own identity, but the District did not have its own identity; however, Cavagnaro did not want the identity of the departments to be lost in the district. The end result was to develop a third patch which incorporated all three identities. Delgado worked with a friend at Hallmark, and she designed the patch for the District.

Cavagnaro and Delgado will work to tweak and fine tune it, and bring the patch back to the board for consideration. Commissioner Tharp offered to purchase the same quantity of embroidered patches as the District to help reduce the cost.

6.H. Vehicle Titles (Beyer)

The county still has not completed the transfer of the titles for Engine 24 and Engine 25 to the District. Commissioner Beyer has turned the problem over to Smits for resolution. There was general consensus for Dirk to contact the county for resolution.

Sergio Garcia questioned if the county received funds from FEMA for the two vehicles used for training that were destroyed in Hurricane Wilma. They were loaned to the county in 2000 for the academy; however, they were not used for operation. Dirk Smits will follow up with the county.

7. FINANCIAL REPORTS

7.A. September, 2007 Financial Reports

Commissioner Tharp requested a breakout for the various line-items that is included in the contractual account for the end of Fiscal Year 2006-2007. The expenditures and revenues are tracking very well with the budget predictions.

7.B. October, 2007 Financial Reports

The Contractual Services Account 340 will be amended to reflect Budget Resolution #2007-007 to breakdown the expenses in this account.

8. LEGAL COUNSEL REPORT

Dirk reported there were no new items to report. The annual Vernis & Bowling Christmas Party is scheduled for Friday, December 14, 2007, and everyone is invited to attend. Invitations are going out today.

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9. EMS DEPARTMENT REPORT

Delgado is checking with three vendors for the AED's. The Corp will qualify to purchase through the State, which will save money. There is a meeting scheduled for Monday, December 3, 2007, and they have asked a member of the Fire Department to be present. The Corp would like all three vendors to show their AED's to the general public to get a lay person's perspective on which one will work the best. The State Troopers purchased 118 AED's. Brenda is working with the Sheriff's Office. Robert Stokey reported the first priority was to get the equipment to the Sheriff's Office, Fire Department, and FWC. Distribution was determined based on where the calls are being generated. Commissioner Tharp recommended the Department approach some of the community organizations. The Corp needs to identify the vendor and the cost, then they will approach the Dive organizations. The Program will be called "Key Largo Heart Smart". The vendors said they would be willing to provide batteries for the life-time of the unit, along with the software. Dirk Smits said the School District is purchasing AED's.

Dirk Smits recommended the AED's be considered a district asset. Cindy Lawson does have a capital asset tracking module, and recommended Finance and KLVAC work together on the project. The AED's will need to be insured.

Johnny Delgado reported that with the implementation of the new compensation package, the number of volunteers has increased significantly; and the schedule board was filled within three (3) hours.

The departments are sharing meals together once a week, and this is enhancing teamwork. Commissioner Beyer likes all the new ideas and things that are happening - - it shows cooperation and camaraderie.

10. FIRE DEPARTMENT REPORT

Chris Fleming reported that Saturday, February 2, 2008 is the annual installation and awards banquet at the Marriott. Sergio Garcia reported there was a very successful "Extrication Class". There were firefighters from four or five different departments, and the department will charge. There were 12 or 13 that have stepped up to the next level. It was anticipated the course would be about \$300, and it will end up being about \$225 per student. Garcia will distribute a report to Fay with the cost. Overtime YTD has been very minimal, and Sergio is happy about that. The overtime is lower than last year at this time, and Garcia is hoping the trend will continue throughout the year.

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11. ADJOURN

Tom Tharp made a motion to adjourn at 7:44 p.m. which was seconded by Mark Wheaton.

Next Scheduled Meetings:

December 3 District & December 17 (If required)

DOCUMENTS

10/22/07 Meeting Minutes
11/26/07 KLFR&EMS District Slogan
11/13//07 KLFR&EMS District Medical Director's Contract, Draft B
11/26/07 Vernis & Bowling Memorandum (2007 Medical Director Contract)
11/02/07 KLVFD North Station Punch List (Status Report)
11/26/07 Resolution #2007-008 Budget Amendment FY 2007-2008
11/26/07 Resolution #2007-008 Tax Exempt Status North Station
11/21/07 Travel Expense Reimbursements
11/21/07 MC Property Appraiser FY 2007-2008 Fees
11/21/07 KLVAC 2006-2007 Budget Line Item Transfer
11/26/07 KLFR&EMS District Patch
09/30/07 & 10/31/07 Revenues & Expenditures
09/30/07 & 10/31/07 Expenditure Detail Report
09/30/07 & 10/31/07 Reconciliation Summary/Detail
09/30/07 & 10/31/07 Register

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