



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*

KLFR&EMS DISTRICT MEETING MINUTES

FINAL

December 17, 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, Linda Newman and Dirk Smits.

Tab 1: **1. AGENDA**

- 1.A. Call to Order. Chairman, Bill Andersen called the meeting to order at 6:05 p.m.
- 1.B. Pledge of Allegiance. Sergio Garcia 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, and Tom Tharp. Mark Wheaton was absent. There was a quorum.

2. ELECTION

The following offices are to be elected: Chairman, Vice-Chairman and Secretary/Treasurer.

Chairman: Commissioner Cavagnaro nominated William Andersen for Chairman. The nomination was closed.

Vice Chairman: Commissioner Cavagnaro nominated Mark Wheaton for Vice-Chairman. Commissioner Cavagnaro made a motion to close the nomination.

Secretary/Treasurer: Commissioner Cavagnaro nominated Marilyn Beyer for Secretary/Treasurer. Commissioner Cavagnaro made a motion to close the nomination.

The slate was unanimously accepted as presented. Commissioner Andersen as Chairman, Commissioner Wheaton as Vice Chairman and Commissioner Beyer as Secretary/Treasurer, and and was unanimously approved by the Board.

3. APPROVAL OF AGENDA & MINUTES

3.A. Approval/Changes to the Agenda

There were no changes or additions to the agenda.

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3.B. Minutes: November 26, 2007

The minutes to the meeting were approved with no changes.

Motion: Commissioner Cavagnaro *made a motion to “Approve the minutes as submitted”*. The motion was seconded by Marilyn Beyer. The motion was unanimously approved by the Board.

REPORTS

Tab 3: 4. *Chairman’s Report*

Tab 4: 5. *Secretary Report*
5.A. *Haunted House*

Commissioner Beyer commended the Key Largo Volunteer Fire Department for the hard work and effort by the Fire Department staff for the best Halloween Haunted House in the community. Beyer wanted the staff to know how much their work is appreciated by the Board and the community.

6. *OLD BUSINESS*

6.A. Motion/Approval: KLFR&EMS District Medical Director Contract Draft C/Final (Smits/Hauserman)

Dr. Steed signed the contract.

Motion: Commissioner Cavagnaro *made a motion to “Approve the contract with Dr. Steed.”* Commissioner Tharp seconded the motion. The motion was unanimously approved by the Board.

Discussion was held regarding the payment method.

Motion: Cindy Lawson *made a motion to “Process all bi-weekly payments in accordance with the contract without further approval required by the Board or check requests.”* The motion was seconded by Marilyn Beyer. The motion was unanimously approved by the Board.

6.B. KLFR&EMS District Slogan (Cavagnaro)

It was decided discussion regarding the district slogan would be postponed. There were no objections to postponement.

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6.C. KLFR&EMS District Patch (Cavagnaro)

The new patch was distributed. Commissioner Tharp requested another version be provided for review. Johnny Delgado will revise the patch and resubmit to the Board.

NEW BUSINESS

7.A. Proposed Advertising Schedule (1st Quarter, 2008) (Fay)

The proposed schedule for the 1st Quarter of 2008 is January 14th and 28th, February 11th and 25th, and march 10th and 24th.

Dirk Smits advised the district needs to establish their annual meeting schedule.. Discussion was held as to the days the meetings would be held.

Motion: Mike Cavagnaro *made a motion “for the KLFR&EMS District Board Meetings to be held the 2nd and 4th Mondays of each month.*

The motion was seconded by Marilyn Beyer. The motion was unanimously approved by the Board.

7.B. Motion/Approval: KLVFD FY 07-08 Capital Outlay for Building Improvements (Line Item 620)in the amount of \$1,353 (Lawson)

The North Station needs new epoxy coating reapplied to the floor for the yellow lines. The work needs to be done by a professional. The Life Safety Product stickers did not work. This capital line item was not included in the Fire Department’s approved budget line item detail approved by the Board.

Motion: Mike Cavagnaro *made a motion “Approve the capital outlay expense of \$1,353.00 for the application of a new epoxy coating to the floor of the North Station.”* The motion was seconded by Marilyn Beyer. The motion was unanimously approved by the Board.

7.C. Motion/Approval: KLVFD FY 06-07 Budget Line Item Transfer to Fire Department Capital Outlay: Equipment in the amount of \$2,500 (Lawson)

Based on processing check requests and accruals for FY 06-07 to date, the total expenditures in the KLVFD Capital Outlay: Equipment Line Item are slightly over the current budget due to the accrued purchases of some small equipment items. The North Station Ice Machine was purchased/delivered in September 2006. A check request in the amount of \$2,472.84 has been received, and must also be accrued back to last fiscal year. The Board must approve a line item transfer of \$2,500.00 in order to provide budget coverage for the ice machine check request expenditure.

Motion: Mike Cavagnaro *made a motion “Approve the Budget Line Item Transfer to Fire Department Capital Outlay: Equipment in the amount of \$2,500.00.”* The motion was seconded by Marilyn Beyer. The motion was unanimously approved by the Board.

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Tab 7: **8. *Financial Report***

Ms. Lawson presented the Board the 2006-2007 Contractual Services Line Item Report, which provides the detail for each line item included in the Contractual Services line item. This report adds up to the 2006-2007 budget total for the line item. The 2007-2008 Financial Reports will provide the detailed line-item total for each item included in the Contractual Services Line Item.

Tab 8: **9. *Legal Counsel Report***

9.A. *KLVFD North Station Punch List (Smits/Hauserman)*

Vernis & Bowling sent a public records request to the county for all warranties with contractors, sub contractors as well as appliances. Dirk Smits reported that once we have the warranties, they will be signed by someone. A letter was sent to the county requesting the warranties be transferred to the district. Dirk would like to continue to work with the County Attorney to resolve the problem, and if it cannot be resolved, the District can take the County to Court.

9.B. *KLVFD Truck Titles (Smits/Hauserman)*

Vernis & Bowling sent a public records request to the county for the information regarding the truck titles. The truck titles have never been received by the District Office, and the county does not know to whom they gave the titles. The firm will request duplicate titles.

9.C. *KLVFD FEMA Payment (Smits/Hauserman)*

Vernis & Bowling sent a public records request to the county requesting all documents relating to the FEMA funds disbursed to Monroe County for fire equipment and fire-fighting vehicles that were damaged or destroyed as a result of Hurricane Wilma. The trucks were older trucks and it is important to know if the County declared them as operational or as spares.

Tab 5: **10. *EMS Department Report***

The Christmas Party was great. Johnny Delgado was elected the new KLVAC BOD Vice President. Johnny Delgado was recognized as the Paramedic of the Year, and Tess Mara was recognized as Volunteer of the Year. The AED's should be back this week. The Billing Agent is working for a 5% increase in transportation fees. Islamorada and Marathon are increasing fees also. Medicare has a 10 year COLA, and it is an automatic 4 ½% increase per year. The next AED Meeting is January 7th at the Ambulance Corp. Commissioner Tharp recommends the Ambulance Corp solicit community organizations to participate in the program.

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Tab 6: **11. Fire Department Report**

Chris Fleming reported that Mike Jenkins is the new Volunteer Fire Department Corporation President. Sergio Garcia reported that Don Conord is the Volunteer of the Year - Driver/engineer. The North Station is coming along slowly. A lawnmower has been added, and the department is keeping up the lawns and doing maintenance to save money. There was a door failure, and that is being resolved. There have been a variety of calls and water emergency calls.

The Monroe County Fire Chief visited with Chief Garcia the other day, after meeting with Sylvia Murphy. Our KLFR&EMS District operates under the Trauma Transport Protocols not the county. At a Trauma Board Meeting, Garcia mentioned the County and District. Sergio believes we have the best service in the county.

12. Adjourn

Commissioner Tharp made a motion to adjourn the meeting at 7:05 p.m.

Next Scheduled Meetings:

January 14 & January 28; February 11 & February 25; March 10 & 24

DOCUMENTS

11/26/07 Meeting Minutes
12/17/07 KLFR&EMS District Patch
12/17/07 KLFR&EMS District Medical Director Contract, Draft C/Final
12/17/07 2007-2008 Contractual Services Detailed Line-Item Report
12/14/07 KLVFD: FY 07-08 Capital Outlay for Building Improvements \$1,353.00
12/14/07 KLVFD: FY 07-08 Budget Line Item Transfer \$2,500

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