



## 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



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### MEETING MINUTES - FINAL JANUARY 14 2008 (6:00 PM.) (KLWTD Office – 98880 Overseas Highway)

**Attendees:** Chairman, Bill Andersen. Commissioners Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present. Also present were: Brenda Beckmann, Johnny Delgado, Vicky Fay, Sergio Garcia, Joshua Hauserman, Mike Jenkins, Cindy Lawson 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.** Marilyn Beyer 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.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2A. APPROVAL OF AGENDA

*There were three additions to the Agenda, Items 6.E. (Travel Authorization Request); 6.F. (Special Assessment); and 6.G. (Presentation Illegal Burn Citation).*

**Motion:** Commissioner Cavagnaro *made a motion to “Approve the Agenda with the additions requested above”*. The motion was seconded by Marilyn Beyer. The Board unanimously approved the minutes.

##### 2B. APPROVAL OF MINUTES

###### December 17, 2007 Minutes

The minutes were reviewed. Minor changes were made in Item(s) 6.A. Motion changed to reflect Cavagnaro; 7.A. Clarification Board establishes annual meeting schedule versus advertising schedule; 7.C. Clarification line-item transfer \$2,500.00; 10. Clarification Paramedic & Volunteer of the Year; and 11 Spelling correction.

**Motion:** Commissioner Cavagnaro *made a motion to “Approve the December 17, 2007 minutes with the changes identified above”*. The motion was seconded by Mark Wheaton. The Board unanimously approved the motion.

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### REPORTS

Tab 3: **3. Chairman's Report**

There were no new items presented by the Chairman.

Tab 4: **4. Secretary's Report**

The Secretary did not present any new items to the Board.

**5. OLD BUSINESS**

**5.A. KLFR&EMS District Slogan**

Commissioner Cavagnaro presented the proposed district slogans. It was recommended the decision be postponed, and the slogans taken to the departments' staff and volunteers to see if they have any suggestions.

**5.B. KLFR&EMS District Patch**

Commissioner Tharp liked the artwork; however, he would like to see a different shape. Johnny Delgado will work with Commissioners Cavagnaro and Tharp to redesign the shape.

**6. NEW BUSINESS**

**6.A. Approval/Motion: KLVAC - Volunteer Reimbursement (\$11,680.00)**

The December KLVAC reimbursements exceeded \$10,000 due to the reimbursement policy changes approved by the Board. Ms. Lawson suggested the Board consider raising the monthly KLVAC reimbursement threshold to avoid monthly submittal of reimbursements to the Board.

***Motion:** Commissioner Tharp *made a motion to "Establish a monthly threshold of \$15,000.00 for KLVAC reimbursements."* The motion was seconded by Commissioner Cavagnaro. The Board unanimously approved the motion.*

***Motion:** Commissioner Tharp *made a motion to "Approve the KLVAC Volunteer Reimbursement of \$11,680.00."* The motion was seconded by Commissioner Beyer. The motion was unanimously approved by the Board.*

**6.B. Approval/Motion: KLVFD - Dive Rescue Vehicle Change Order (\$4,330.00)**

The Board approved the Dive Rescue Vehicle Contract \$174,921, and approved one change order of \$8,986 for a total of \$183,907. This Change Order includes the decals and striping for the dive rescue vehicle. Chief Garcia discussed this with Ike Beal, who urged the department comply with the NFPA recommendation.

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**6.B. Approval/Motion: KLVFD - Dive Rescue Vehicle Change Order (\$4,330.00)  
(Continued)**

***Motion:*** Commissioner Cavagnaro *made a motion to “Approve the Dive Rescue Change Order in the amount of \$4,330.00 for the decals and striping.”* The motion was seconded by Commissioner Wheaton, and the Board unanimously approved the motion.

**6.C. Approval/Motion: KLVFD - Garcia Travel Authorization Request Fire Rescue Conference (\$1,594.00)**

The District Board must approve all travel expenses prior to expenses being incurred. Chief Garcia submitted a travel authorization request to attend the Fire Chief’s Association Conference in Jacksonville, FL starting on January 22, 2008. Cindy Lawson reported there were sufficient funds in the budget to cover this request.

***Motion:*** Commissioner Wheaton *made a motion to “Approve the Travel Request of \$1,594.00 for Chief Garcia to attend the Fire Rescue Conference.”* The motion was seconded by Commissioner Cavagnaro. The motion was unanimously approved by the Board.

**6.D. Approval/Motion: 06-07 Auditor Engagement – Keefe McCullough (\$ 9,000 )**

On June 17, 2007, the Board selected Keefe McCullough to conduct the District’s Auditing Services, with the option to conduct the District’s audits for three subsequent years. The engagement letter for the firm to conduct the 2006-2007 District audit is not to exceed \$9,000.00. This is within the amount approved in the District’s budget.

***Motion:*** Commissioner Beyer *made a motion to “Approve the Keefe McCullough Engagement Letter of not to exceed \$9,000.00 to conduct the District’s 2006-2007 Audit.”* The motion was seconded by Commissioner Wheaton. The Board unanimously approved the motion.

**6.E . Approval/Motion: T. Tharp Travel Authorization Request Fire Rescue Conference (1,704.50)**

Commissioner Tharp submitted a Travel Authorization Request to attend the Fire Rescue East Conference in Jacksonville, FL. Adequate funding is available in the District’s travel account. Ms. Lawson indicated that should an increase to the District Travel Account be required later in the year, it could be included in the budget amendment covering other items.

***Motion:*** Commissioner Wheaton *made a motion to “Approve the Travel Request in the amount of \$1,704.50 for Commissioner Tharp to attend the Fire Rescue East Conference.”* Commissioner Cavagnaro seconded the motion, which was unanimously approved by the Board.

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### **6.F. Special Assessment**

Commissioner Tharp distributed the *Property Reform Update Article (Florida Fire Service, February 2008 issue)* which discusses the property tax reform concerns. The legislation establishing our District does allow both a Special Assessment and **an Ad Valorem Tax**. Discussion was held on how the Property Tax Reform may potentially affect our Special District's income. Legal Counsel advised any assessment should clearly tie to the need. The Board requested that Cindy Lawson explore the special assessment process. Based upon feedback from Ms. Lawson and the outcome of the January 29<sup>th</sup> election, the Board will schedule a meeting prior to February 1<sup>st</sup> to pursue a Special Assessment if required.

***Motion:*** Commissioner Tharp ***“made a motion for “The Finance Director to contact the Property Appraiser and Tax Collector to identify if the door is still open for the District to pursue a Special Assessment past the December 31<sup>st</sup>, 2007 date. Ms. Lawson will send a memo to the Board advising them of the options”.*** The motion was seconded by Commissioner Wheaton. The Board unanimously approved the motion.

### **6.G. Presentation of Illegal Burn Citation (Garcia)**

Chief Garcia presented the Illegal Burn Citation currently in use by the Department. After reviewing the citation, Garcia said the form needs to be revised to reflect payment to the district. Sergio will work with Dirk Smits to ensure the correct Florida Statutes are referenced.

### Tab 7: **7. FINANCIAL REPORT**

Ms. Lawson reported the November Financial Reports have been issued. The spending has been slow this year.

### Tab 8: **8. LEGAL COUNSEL REPORT**

Dirk Smits reported the Fire Department titles have been received. No information has been received from the County regarding any funds received from FEMA for the Fire Department vehicles damaged during Hurricane Wilma. It was noted there was improvement with the County to resolve the North Station warranty issues. Sergio Garcia reported there is quite a bit of activity at the North Station, and it would appear the County and Contractor are working together to resolve the issues. There are still open items with the Personnel Manual, Joshua will resend it out. Comments need to be incorporated and the manual finalized.

### Tab 5: **9. EMS DEPARTMENT REPORT**

Brenda Beckman reported the EMS is audited semi-annually, and the Workman's Compensation insurance will be increasing by approximately \$7,000.00. The AED

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### 9. EMS DEPARTMENT REPORT (Continued)

Committee met, and it was a good meeting. A sample of the general public AED flyer was distributed to the Board for their review. The AED Website is up and running, and the next meeting will be February 4, 2008. The KLVAC BOD voted to pursue Accreditation, and the application for accreditation will be submitted.

The KLVFD and the KLVAC jointly ordered beepers together. There is a contest with the KLVAC volunteers to design a logo for the sign at the property, and there will be an award of \$100 to the winner. The KLVAC and KLVFD held a joint Extrication Class on Saturday. Ms. Beckman stated, it was great learning with good fellowship and great food after the training.

Chief **Hinnant** met with Commissioner Murphy regarding the trauma district, and things progressed well. Chief Garcia and Johnny Delgado met with him after the meeting. EMS will be calling for the helicopters in emergencies.

EMS presented the Waterborn Medical Emergency List to the Commissioners and Staff. This is a work in progress and the Corp is listing each of the major dive sites, calculating the shortest distance to the best rendezvous location, and identifying which EMS organization should respond. This will reduce seconds and minutes from response times.

Commissioner Tharp asked if the AED Committee is ready to take the program out to the community. Johnny Delgado reported the unit has been identified, the Corp needs to identify the quantity of AED's required in the community, and **identify Florida Foundations** that may provide grant funding for medical care or other funding sources that may help provide financial assistance for the purchase of the AED's. When this has been accomplished, the Corp would then like to introduce the programs to the community.

The Monroe County Communications System is being reviewed, and both the KLVAC and KLVFD have provided information and questions regarding the system to the County. No action will be taken on the communication system until a meeting is held with all of the Monroe County Fire Chiefs to ensure the communication system will work. A meeting was held with Marathon, Islamorada and KLVAC regarding the 800 mega hertz, and it was very productive meeting. With this system, the trucks will require radios for each system, and additional handhelds will be required also. Chief Garcia will distribute the draft Communications Policy to EMS. Chief Garcia would like the conversion to be seamless, and he is working with Johnny Delgado.

The KLVAC recognized Commissioner Mark Wheaton for his support of training activities for and the other things Mark does for the KLVAC, the KLVFD and the community.

### Tab 6: 10. FIRE DEPARTMENT REPORT

Chief Garcia reported the First Responder class is currently ongoing. The next course is the Fire 1 course. Sergio has requested a meeting be held with Chief Ogden, Ike Beal and

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### 10. FIRE DEPARTMENT REPORT (Continued)

Commissioner Tharp to identify options for Firefighters to come up with money for the course prior to taking the course.

There was a very challenging fire on **Calder Road**, and several yellow hats and some blue hats at the station responded. Sergio reported that everything went very well and safely. Mutual aid assistance was provided by Tavernier.

The call volume was down last year. Commissioner Tharp requested an end of the year report with staffing information **from both departments**. Garcia reported that he can provide the report by station, type of call, response time and staffing. Both departments agreed to provide the report.

### 11. ADJOURN

Commissioner Wheaton made a motion seconded by Commissioner Tharp to adjourn the meeting at 7:32 p.m.

#### Next Scheduled Meetings:

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

#### DOCUMENTS

12/17/07 Meeting Minutes  
01/13/08 KLFR&EMS District Slogan  
01/14/08 KLFR&EMS District Patch  
01/11/08 KLVAC: Reimbursement  
01/11/08 KLVFD: Change Order (Dive Rescue Vehicle  
01/11/08 KLVFD: Travel Authorization Request (Garcia)  
01/11/08 District: Audit Engagement Letter (Keefe McCullough)  
01/14/08 KLVFD: Travel Authorization Request (Tharp)  
01/14/08 KLVFD: Illegal Burn Citation  
01/14/08 KLVAC: Proposed AED Community Flyer  
01/14/08 KLVAC: Waterborn Medical Emergency EMS Rendezvous List  
11/30/07 Revenues & Expenditures  
11/30/07 Expenditure Detail Report  
11/30/07 Reconciliation Summary/Detail  
11/30/07 Register (11/1/07 – 11/30/07)

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