



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 BOARD DISTRICT MEETING MINUTES: July 14, 2008 - FINAL

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. Also present were: Brenda Beckmann, Johnny Delgado, Vicky Fay, Sergio Garcia, Joshua Hauserman, Peter Rosasco, and Robert Stoky. The meeting was held at the Station #24.

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: Commissioner Wheaton led the Pledge of Allegiance.

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

2. AGENDA OF AGENDA & MINUTES

2.A. Approval of Agenda

The agenda was reviewed.

Motion: Commissioner Cavagnaro made a motion to accept the Agenda as presented. This motion was seconded by Commissioner Wheaton and was unanimously passed by the Board.

2.B. Approval of June 9, 2008 Minutes

The minutes were reviewed, and minor changes were noted.

Motion: Commissioner Tharp made a motion to approve the June 9, 2008 Minutes with minor changes. This motion was seconded by Commissioner Cavagnaro and was unanimously passed by the Board.

2.C. Approval of June 16, 2008 Minutes (KLVAC Budget Workshop)

The minutes were reviewed with no changes or additions.

Motion: Commissioner Tharp made a motion to approve the June 16, 2008 District Budget KLVAC

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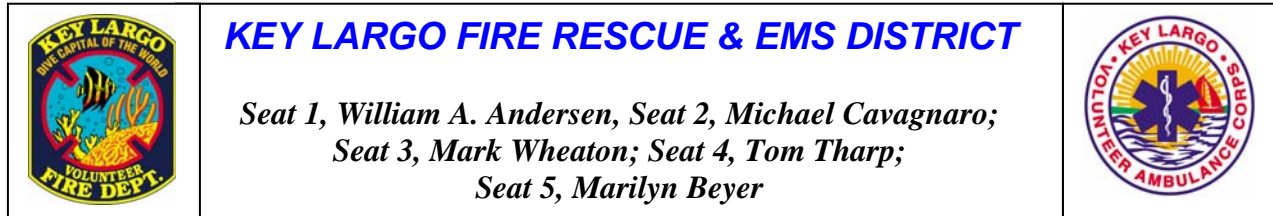
Workshop Minutes as presented.
This motion was seconded by
Commissioner Cavagnaro and
unanimously passed by the Board.

2.D. Approval of June 23, 2008 Minutes (KLVFD Budget Workshop)

The minutes were reviewed with no changes or additions.

***Motion: Commissioner Tharp made
a motion to approve the June 23,
2008 District Budget KLVFD
Workshop Minutes as submitted.***

This motion was seconded by
Commissioner Cavagnaro and passed
unanimously by the Board.



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REPORTS

3. CHAIRMAN'S REPORT

The Chairman did not have any new items to present to the Board.

4. SECRETARY'S REPORT

Commissioner Beyer reported the approval for the Storage Tank had been received.

A letter was received from the Key Largo Wastewater Treatment District. The EDU's for the North Station have not been established, and the KLWTD assessment fees have not been determined. Ms. Fay will follow-up with the KLWT District regarding the EDU's and the assessment. Frank Moc will contact several companies to obtain an estimate for the installation of the lateral from the street to the North Station.

A letter was received from Binstock, Rubin Adler, Aldecoa & Ellzey, P.A. expressing their interest in providing Accounting Services for the District. This item will be scheduled on the next meeting schedule.

5. OLD BUSINESS

5.A. District: District Slogan

This item will be held over until August, 2008.

5.B. District: Personnel Manual

This item will be held over until August, 2008

5.C. KLVFD: Status North Station Punch List

Joshua Hauserman reported the washing machine cover was installed last week. A letter and invoice was sent to Overholt Construction for bolting down the fuel source tanks. Action on how to proceed with Overholt will be discussed at the next meeting.

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5.D. KLTFD: Status Fuel Storage Tanks



One of the fuel storage tank placards was received in the mail.

5.E. KLTFD: AFG & Safer Grant Status

Ms. Fay reported that DHS contacted her regarding the 2007 and 2008 AFG Grants. Review of the SAFER Grants has not been started yet. They are working to closeout the 2007 AFG grants, and they expect the initial review of the SAFER grants to begin next week.

5.F. District: Commission on Ethics Form 1

Miss Fay reported all items have been completed for the Commission on Ethics. The re-elected Commissioners do not have any additional requirements as a result of being re-elected.

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5.G. KLTFD: Status North Station (Blinking Traffic Light)

Discussions have been held weekly between Legal Counsel and the County regarding the traffic light. The County has been unable to locate a firm to perform the work. The Board directed Vernis & Bowling to contact the State DOT in an attempt to locate a firm to perform the work.

6. NEW BUSINESS (ACTION)

6.A. Approval/Motion: KLVAC: Elite Fire and Safety Equipment, Inc. Contract (EMS Ambulance)(\$118,995.00)

Motion: Commissioner Cavagnaro made a motion to approve the Elite Fire and Safety Equipment Contract in the amount of \$118,995.00, which was seconded by Commissioner Beyer. This motion was unanimously passed by the Board.

6.B. Approval/Motion: KLVAC: Budget Line Item Transfer (Building Repair (\$7,905.23))

The Corp. requested a transfer of \$8,000.00 from the budget line item for Training to the budget line item for Building Repairs.

Motion: Commissioner Tharp made a motion to transfer \$8,000.00 from Training to Building Repairs to cover the additional costs for remodeling the classroom. This

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motion was seconded by Commissioner Cavagnaro, and was unanimously passed by the Board.

6.C. Discussion: Expansion of Phantom Fireworks



The County Fire Marshal would like a Commissioner to be at the Planning Meeting on July 23, 2008 to discuss the expansion of Phantom Fireworks.

Chief Garcia sent a letter to Phantom Fireworks. Joshua Hauserman advised it would be appropriate for the District to attend the meeting, write a letter or a resolution to support.

Commissioner Tharp requested clarification in creating an Ordinance. An Ordinance requires ten (10) days notice, and two (2) public meetings for formal approval. The Fire Marshal should rate the expansion using the state standards. The company should be contacted to see if they comply with the existing state standards. Commissioner Cavagnaro would like to meet with the Fire Marshall

6.D. Discussion: KLVAC: Paramedic Overtime

In the Ambulance Corporations presentation to the board, the Corp advised the District there would be a short fall in the budget. The rollup of the paramedic salary for the

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6.D. Discussion: KLVAC: Paramedic Overtime (Continued)

Overtime basis is 51 pay periods. The Corp. will be approximately \$20,000 short, and they will need approximately \$115,000 to take care of the volunteer pay, paramedic overtime and the increase in the building repair

Motion: Commissioner Tharp made a motion to approve the transfer of \$20,000.00 for the paramedic overtime. This motion which was seconded by Commissioner Beyer, and was unanimously passed by the Board.

6.E. Approval/Motion: KLFVD: Water Emergency Walk-In Dive/Rescue Vehicle Bid

The Water Emergency Walk-In Dive/Rescue Vehicle Bid was discussed.

Motion: Commissioner Cavagnaro made a motion to accept the Dive/Rescue Vehicle Bid. Commissioner Wheaton seconded the motion, which was then unanimously passed by the Board.

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Joshua Hauserman and Peter Rosasco pointed out the financial statements were incomplete, and did not meet the bid specifications. It was recommended the Board not accept the bid until the proper paperwork.

Motion: Commissioner Beyer made a motion to accept the bid pending the receipt of the appropriate financial statements, which were incomplete and did not meet the bid specifications. However, no vote was taken at this time.

Commissioner Tharp expressed concern about the vehicle expense. The management company felt it was an inordinate expense for a rural district, and should be a regional request. No Fire Department in the County has a Dive/Rescue vehicle. Commissioner Tharp believes we should have a vehicle; however, not a fully equipped vehicle. Commissioner Wheaton expressed the fact Key Largo is the Dive Capital of the World. Commissioner Tharp felt the need is not justified based upon water emergencies.

Rob Blesser spoke on behalf of the Department. This is not a dive truck, it is a water emergency vehicle and may be used for all emergencies.

Motion: Commissioner Beyer made a motion to accept the bid pending the receipt of the appropriate financial statements, which were incomplete and did not meet the bid specifications. Commissioners Beyer, Cavagnaro, Wheaton and Andersen voted “Yes”, and Commissioner Tharp voted “No”.



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6.F. Approval/Motion: KLVFD: Travel Authorization Request - Ogden (\$2,652.24)

The Travel Authorization Request for Asst. Chief Ogden was reduced because a better rate was confirmed for the rental car.

Motion: Commissioner Cavagnaro made a motion to approve the Travel Request for Jay Ogden in the amount of \$2,438.24, which was seconded by Commissioner Beyer, and unanimously approved by the Board.

6.G. Discussion: District: North Station KLWTD Hookup

See Secretary's Report.

6.H. Discussion: District: Volunteer Emergency Services (SAVES) Act of 2008, HUD Grant

The purpose of the new SAVES Act (FEMA program) is to help Volunteer Fire Departments with the price of fuel. The Act has just been announced; however, it has not been enacted. After enactment, the District will send a letter to our Senators and Representatives.

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Motion: Commissioner Tharp made a motion to send a letter to the District's Senators and Representatives requesting their support of the Act.
Commissioner Cavagnaro seconded the Motion and it was unanimously approved by the Board.

7. **FINANCIAL REPORT**

There was no financial report for the meeting. Commissioner Beyer expressed concern regarding the transition, and felt it was a smart idea to set up a vehicle replacement fund. Peter Rosasco indicated the day-to-day financial activities will be handled by Jennifer at the Islamorada Office, and mail will be picked up weekly. Commissioner Tharp expressed concern the Florida Assn. of Special Districts has not been included in the budget. The KLWTD assessment and charge for the lateral (\$8,000 +) will need to be added to the budget. The question was asked if the \$525,000 for the vehicle can be shown as revenue and an expense without increasing the millage.

8. **LEGAL COUNSEL REPORT**

Joshua Hauserman had no new items to present to the Board

9. **EMS DEPARTMENT REPORT**

Brenda Beckmann reported that Pete Lubert passed away; the group returned from the ClinCon Meeting for clinical education; 20 AED's to the Sheriff's Office for the Sergeant's Cars, and Sheriff's Office; CPR training is in process; Ocean Diver's just purchased an AED. The word is spreading and community interest is positive.

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10. FIRE DEPARTMENT REPORT

The new bunk beds will arrive this week; the EVOC course is coming up; there are 60-75 hydrants in the District; Lake Surprise is the only neighborhood with old pipes; hydrant expense may have to rollover and would have an impact on the millage.

There was \$141,000 cut from the first submittal of the budget. The Department is looking at alternative methods to reduce the budget. The underground storage tank can be converted to a cistern, Chief Garcia is looking at the requirements to identify if the tank is actually required.

11. ADJOURN

The meeting was adjourned at 8:35 p.m.

Next Scheduled Meetings:

July 28, 2008	<i>District Meeting</i>
August 11, 2008	<i>District Workshop & District Meeting</i>
August 25, 2008	<i>District Meeting</i>
September 8, 2008	<i>1st Public Hearing & District Meeting</i>
September 15, 2008	<i>Final Public Hearing & District Meeting</i>

DOCUMENTS

- 06/09/08 District Meeting Minutes
- 06/16/08 District Meeting (KLVAC Budget Workshop)
- 06/23/08 District Meeting (KLVFD Budget Workshop)
- 07/10/08 Vernis & Bowling Letter to Overholt (Power Depot Generator Installation)
- 07/10/08 Elite Fire & Safety Contract for Ambulance)
- 07/11/08 KLVAC (Budget Line Item Transfer Request)
- 07/03/08 KLVFD (Phantom Fire Works Correspondence & Conditional Use Permit)
- 06/25/08 KLVFD (Dive/Rescue Vehicle Correspondence & Financial Information)
- 07/10/08 Travel Authorization Request (Ogden) (\$2,652.24)
- _____ Letter KLWTD to KLFR&EMS (North Station Hookup)
- 07/10/08 Email Volunteer Emergency Services (SAVES) Act of 2008, HUD Grant

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