



DISTRICT MEETING – MARCH 16, 2009 - - FINAL

Attendees: Chairman Andersen, Commissioners: Marilyn Beyer, Tom Tharp and Mark Wheaton. Also present were: Brenda Beckmann, Johnny Delgado, Vicky Fay, Chief Garcia, Joshua Hauserman, and Mike Jenkins, Linda Newman, Peter Rosasco, and Jennifer Zimmer. The meeting was held at the KLVAC Building.

1. AGENDA

1.A. Call to Order

Chairman Andersen called the meeting to order at 6:02 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.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

There were no additions or deletions to the agenda.

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

2.B. Approval of Minutes

2.B.1 Minutes for the February 9, 2009 – District Meeting

There were no changes to the February 9, 2009 District Meeting

Motion: Commissioner Wheaton made a motion ***to approve the February 9, 2009 District Meeting Minutes.*** This motion was seconded by Commissioner Beyer, and was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

There were no new items for the Board presented by the Chairman.

4. SECRETARY'S REPORT

The Secretary did not have any new items to report.

5. OLD BUSINESS

5.A. AFG & Safer Grant Status

The District received notification they did not receive the Safer Grant. Refer to Items 6.C and 6.D. for AFG Grant bids and purchase status.



6. **NEW BUSINESS (ACTION)**

6.A. **Approval/Motion: Proposed 2nd Quarter Meeting & Advertising Schedule**

Motion: Commissioner Beyer made a motion *to approve the 2nd Quarter 2009 Meeting & Advertising Schedule with one change to move the 2nd meeting in May from the 25th to the 26th (if the meeting is required).* This motion was seconded by Commissioner Cavagnaro, and was passed unanimously by the Board.

6.B. **Approval/Motion: Bid Acceptance/Award & P.O. for the Fire Hydrants**

The District received two bids. The KLVFD reviewed the references, and recommended the lowest bidder. With the addition of the fire hydrants in Key Largo, this will help reduce insurance rates. The district will advertise, distribute press releases and provide information on the website to notify residents the addition of hydrants may reduce their insurance. The DBF Construction bid was for \$120,000, and \$150,000 was budgeted by the District. This will allow the District to purchase an additional five hydrants.

Motion: Commissioner Cavagnaro made a motion *to approve Awarding the bid to DBF Construction and the purchase order for \$150,000.00, which includes the additional five hydrants.* This motion was seconded by Commissioner Wheaton, and was passed unanimously by the Board.

6.C. **Approval/Motion: Bid Acceptance/Award/P.O. for the Exhaust System for Station #24**

Peter Rosasco presented the results of the Exhaust System bid. Air Vac the lowest bidder bid the wrong system, Air Hawk did not include financials, and Air Technology had an error in the quantity bid. Peter Rosasco recommended the District rebid the Exhaust System.

Motion: Commissioner Cavagnaro made a motion *to rebid the Exhaust System for Station #24.* This motion was seconded by Commissioner Beyer and passed unanimously by the Board.

6.D. **Approval/Motion: Check Requests for FEMA/DHS Grant Purchases**

Five check requests were presented to the Board for their approval:
Municipal Equipment Company for PPE (\$1,375.00) Goggles
Municipal Equipment Company for PPE (\$9,080.00) Gloves, Hoods, Flashlights & Boots
Municipal Equipment Company for PPE (\$40,800.00) Coats, Pants
Harnesses, Suspenders
Motorola for 11 Mobile Radios (\$35,093.30)
Sun Communications 30 Pagers (\$12,270.00)

Motion: Commissioner Cavagnaro made a motion *to approve the Check Requests to Municipal Equipment, Motorola and Sun Communications for the grant purchases as presented.* This motion was seconded by Commissioner Wheaton and unanimously passed by the Board.



6.E. Approval/Motion: KLVAC Budget Line-Item Transfer (Capital Outlay from Advertising (\$248.19))

This transfer was requested as shipping was incurred from three different companies for the new computer.

Motion: Commissioner Beyer made a motion *to approve the KLVAC Budget Line-Item Transfer from Advertising to Capital Outlay in the amount of \$248.19*. This motion was seconded by Commissioner Cavagnaro and passed unanimously by the Board.

6.F. Approval/Motion: KLVAC Check Request Cardiac Science (\$21,171.00)

The Ambulance Corp. reported Silver Shores purchased one AED directly from Cardiac Science, three are in stock as a replacement unit if a unit is out for repair, and EMS only purchased AED's for public entities.

Motion: Commissioner Cavagnaro made a motion *to approve the Check Request for Cardiac Science in the amount of \$21,171.00*. This motion was seconded by Commissioner Wheaton and was unanimously passed by the Board.

6.G. Approval/Motion: KLVFD Check Request Volunteer/Member February 2009 Reimbursement \$34,960.00

This item was under budgeted with the new plan more money is required. The affect on the budget was discussed, and the question was asked, " How can we readjust?" This will need to be addressed.

Motion: Commissioner Cavagnaro made a motion *to approve the Volunteer/Member Reimbursement in the amount of \$34,960.00*. This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.

6.H. Approval/Motion: KLVFD Travel Request for FDIC Conference (\$6,880.70)

The Travel Request for Chief Garcia, Vanessa Guatemala, Francisco Moc, and Ike Beal to the FDIC Conference was reviewed.

Motion: Commissioner Cavagnaro made a motion *to approve the KLVFD Travel Request to the FDIC Conference in the amount of \$6,880.70*. This motion was seconded by Commissioner Wheaton and was unanimously passed by the Board.

6.I. Approval/Motion KLVFD PO for the Station #24 Bathroom Repair

The KLVFD obtained three bids to repair the Station #24 bathrooms. The lowest bid was from Construct All Bldg. Services; however, it did not include the bathroom fixtures.

Motion: Commissioner Cavagnaro made a motion *to approve the Purchase Order to Al's Carpet in the amount of \$23,974.00 to repair the Station #24 bathrooms*. This motion was seconded by Commissioner Wheaton and passed unanimously by the Board.



6.J. Report: Mutual Aid Agreement with Miami Dade

The next meeting is scheduled for March 18, 2009. It is perfect timing as Miami-Dade is reviewing their Mutual Aid Agreements and the Trauma District reviews the agreements annually. The new agreement will be with the District.

7. FINANCIAL REPORT

7.A. Financial Report (January, 2009)

The January, 2009 report was reviewed.

7.B Audit Report 2008

Peter Rosasco reviewed the Audit Letter with the Board, and explained how the audit was conducted. There were no significant difficulties in conducting the audit. The Audit report did not identify any deficiencies, and there were no instances of non-compliance. The District is over the FDIC limit; however, as a government entity it is actually insured by securities. The District is doing what it should be doing.

8. LEGAL COUNSEL REPORT

The ambulance was sold without any problems, and the funds were directly deposited to the district account. Joshua Hauserman reported that he and the Chief are working on the Burn Notice Ordinance.

9. EMS DEPARTMENT REPORT

9.A. EMS 2008 Annual Report

The Corp reported there were 1,165 calls for service in 2008. The biggest challenge was collecting revenues, and the Corp. has been aggressively working to reduce expenses. The net cost per call is \$311.21, and in metro areas the cost per call ranges between \$1,300.00 to \$1,400.00.

The AED Committee met in late February. There is one at each station, the dive rescue vehicle, the Coast Guard and FWC. NOAA purchased four AED's and the Masonic Lodge in Tavernier purchased one AED. Publix & Winn Dixie & Kmart emailed the corporate regional managers to request purchasing an AED.

10. FIRE DEPARTMENT REPORT

The Firefighter 1 class started. Non-district personnel are being charged. Approximately \$6,000 to be returned to the District for training. The new dive rescue truck delivered, Chairman Andersen attended. It is located at the North Station. The County emergency communication system is not working, the tone is not working. It is on the 800 MHz. Personnel have to listen to all the calls to know which calls to respond too. The Ambulance Corp. has been experiencing the same difficulty with the system. The Chief was proud to report the response time is improving.

In October the Department began advertising for recruitment (Radio and Newspaper Advertising in October & November & January). Brochures were distributed to the Chamber and businesses. \$3,640.00 was spent on recruitment, 12 local people responded, and one person responded as a result of a radio advertisement. The advertising created Good Will within the community.



11. ADJOURN

Commissioner Tharp made a motion to adjourn the meeting at 7:30 p.m.

Next Scheduled Meeting:

District Meetings: April 13th, 2009, April 27th, 2009, May 11th, 2009, June 8, 2009 and June 22, 2009
Budget Workshops: June 15th, 2009 (KLVFD) & June 22nd, 2009 (KLVAC)

DOCUMENTS

02/09/09 Meeting Minutes February 9, 2009 –District Meeting
03/12/09 Proposed 2nd Quarter Meeting & Advertising Schedule
03/10/09 Letter Garcia to Commissioners (Fire Hydrant Recommendation)
02/23/09 Bid Package Fire Hydrants: La Rocco (\$135,700.00)
02/25/09 Bid Package Fire Hydrants: DBF Construction (\$120,000.00)
03/10/09 Letter Garcia to Commissioners (Exhaust System Recommendation) – To be issued
02/27/09 Bid Package Exhaust System: Air Technology (\$27,394.00)
03/09/09 Bid Package Exhaust System: Air Vacuum System (\$21,935.00)
03/06/09 Bid Package Exhaust System: Clean Air Concepts (\$25,461.00)
03/04/09 KLVFD Check Request Municipal Equipment Company for PPE (\$1,375.00) Goggles
03/04/09 KLVFD Check Request Municipal Equipment Company for PPE (\$9,080.00) Gloves, Hoods, Flashlights & Boots
03/15/09 KLVFD Check Request Municipal Equipment Company for PPE (\$40,800.00) Coats, Pants , Harnesses and Suspenders
03/04/09 KLVFD Check Request Motorola for 11 Mobile Radios (\$35,093.30)
03/04/09 KLVFD Check Request Sun Communications 30 Pagers (\$12,270.00)
03/03/09 KLVAC Budget Line-Item Transfer From Advertising to Capital Outlay (\$248.19)
03/09/09 KLVAC Check Request Cardiac Sciences Check Request (\$21,171.00)
03/05/09 KLVFD Check Request Volunteer/Member February 2009 Reimbursement \$34,960.00
03/03/09 KLVFD Travel Request for FDIC Conference (\$6,880.70)
03/13/09 Bid Package & P.O. Station #24 Bathrooms
03/09 EMS 2008 Annual Report
01/31/09 Revenues & Expenditures
01/31/09 Expenditure Detail Report
01/31/09 Reconciliation Summary/Detail
01/31/09 Register (1/1/09-1/31/09)
02/09/09 Audit Report: Keefe, McCullough & Co.
03/16/09 KLVFD Purchase Orders: Fire Hydrants
KLVFD Personnel Staffing Report

For Distribution Only:

02/09/09 Travel Authorization & Expense Reimbursement Policy (Revision 2)