



## ***DISTRICT MEETING – APRIL 20, 2009 - - FINAL***

***Attendees:*** Chairman Andersen, Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. Also present were: Donald Bock, Vicky Fay, Sergio Garcia, Mike Jenkins, Franky Jones, Peter Rosasco, Dirk Smits 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 6:00 p.m.

#### ***1.B. Pledge of Allegiance***

Commissioner Beyer 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***

#### ***2.A. Approval of Agenda***

There were no additions or deletions to the agenda.

***Motion:*** Commissioner Beyer made a motion *to approve the Agenda as presented.*

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

### ***3. CHAIRMAN'S REPORT***

*None*

### ***4. SECRETARY'S REPORT***

*None*

### ***5. OLD BUSINESS***

*None*

### ***6. NEW BUSINESS (ACTION)***

#### ***6.A. Approval/Motion: FEMA Reimbursement Hurricane Ike & Fay***

There were two storms in the District, two full stations of volunteers, and the department is eligible for reimbursement. Chief Garcia presented the District Board the letter with backup documentation to request reimbursement from FEMA. The documentation provides an example of how the department is paid when billing for services. Peter Rosasco felt the letter should be from the District to FEMA, and the check should be made payable to the District rather than the KLVFD. If the reimbursement is paid, then FEMA funding should be deducted from any previous reimbursements paid for coverage. Commissioner Tharp recommended rules and guidelines on processing reimbursements to the departments should be developed.



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**6.A. Approval/Motion: FEMA Reimbursement Hurricane Ike & Fay (Continued)**

**Motion:** Commissioner Cavagnaro made a motion *to prepare the letter to FEMA on District letterhead, the check should be payable to the District, and the letter should be signed by Chairman Andersen and Chief Garcia.* Commissioner Beyer seconded the motion, which was unanimously passed by the Board.

**6.B. Approval/Motion: Audit Proposal & Letter of Engagement**

Dirk Smits recommended the firm Berkowitz Dick Pollack & Brandt. Mr. Smits recommended the District should not limit the scope of the audit. Deede Weithorn introduced herself, and described the auditing process. It will start with the first four steps of the proposal. The firm will audit the books and records. It is forensic audit, we care that the transactions are done correctly, we don't focus on the numbers. This is transactional work. Two issues are legal in nature, and the firm will work with Dirk Smits on the issues. The District would like recommendations. All of the firms work is electronic. Dirk Smits will provide the direction of the audit, and Donald Bock is responsible for providing data to the auditors. Assuming all of the data can be collected, a Preliminary Report (stamped Draft) should be submitted to the District by May 20<sup>th</sup>, 2009.

**Motion:** Commissioner Cavagnaro made a motion *to the contract with Berkowitz Dick Pollack & Brandt to conduct a forensic audit, and approve an appropriation not to exceed \$15,000.* This motion was seconded by Commissioner Beyer.

Commissioner Beyer	Yes
Commissioner Cavagnaro	Yes
Commissioner Tharp	Yes
Commissioner Wheaton	Yes
Commissioner Andersen	Yes

The motion was passed unanimously by the Board.

**7. ADJOURN**

Commissioner Beyer made a motion to adjourn the meeting at 6:32. p.m.

**Next Scheduled Meeting:**

District Meetings: April 27<sup>th</sup>, 2009; May 11<sup>th</sup>, 2009; May 26, 2009; June 8, 2009; and June 22, 2009  
Budget Workshops: June 15<sup>th</sup>, 2009 (KLVFD) & June 22<sup>nd</sup>, 2009 (KLVAC)

**DOCUMENTS**

04/05/09 Garcia to Williams (FEMA Reimbursement Package)  
04/20/09 Berkowitz Dick Pollack & Brant Proposal  
04/20/09 Berkowitz Dick Pollack & Brant Letter of Engagement