



DISTRICT MEETING - MAY 26, 2009 - FINAL

Attendees: Chairman Andersen, Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. Also present were: Brenda Beckman, Donald Bock, Vicky Fay, Sergio Garcia, Joshua Hauserman, Franky Jones, Jay Ogden, and Jennifer Zimmer. Adam Lang from Berkowitz Dick Pollack & Brant was also present. 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. There was a quorum

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

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

2.B. Approval of Minutes

2.B.1 District Meeting Minutes May 11, 2009

Motion: Commissioner Tharp made a motion *to approve the May 11, 2009 District Meeting Minutes*. Commissioner Wheaton seconded the motion, and it was passed unanimously by the Board.

3. CHAIRMAN'S REPORT

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

4. SECRETARY'S REPORT

There were no new items presented to the Board by the Secretary.

5. OLD BUSINESS

5.A. KLVAC Audit

Deede Wiethorn and Richard Pollack from Berkowitz Dick Pollack & Brant attended by Conference call. The Draft report will be issued when the Final Report is released.



5.A. KLVAC Audit (Continued)

The Scope of the Audit was discussed. The firm's recommendations included:

- . Tax returns, W-2's and 1099's;
- . Lack of an overtime policy with recommendations of no more than three 24 shifts in a one week period, and no more than – no more than five 24 shifts in a two-week period
- . Develop a standard reimbursement policy;
- . Revise the policy for processing transport fees;
- . Cleaning fees should be paid by the Corp;
- . Document role and responsibilities of president, chief and administrative aide;
- . Revise By-Laws to remove Chief as a voting member;
- . Whistleblower Violation policies should be developed;
- . Drug-Free Workplace Policies between Corp. and the District;
- . Performance Review of Chief by the District including managing the contract;
- . The Budget transfer policy was discussed;
- . The District should establish a cutoff date for payroll reimbursement (number of days to be resubmitted);
- . Salaries may be potentially reimbursable and the District should approve the pay scale;
- . It is acceptable for the Corp to raise money for other things;
- . The current time card system is not adequate;
- . Review files to ensure paramedic and EMT licenses are current and in file;
- . Facility not locked;
- . More District checks and balances for Chief and Administrative Aide;
- . Better inventory control;
- . Update general ledger a timely manner (May – March activity was not done); and
- . District Commissioner should attend the Corp. BOD meeting.

Other items noted were: The Corp. Secretary will provide minutes to the auditors; Adam needs to do more work with the KLVAC accountant – only payroll is on line. She said she does not have access to the on line account. KLVAC is changing firms; Budget guidelines are not meaningful due to the reimbursements; Corp room rental some revenue should belong to the Corp

The District requested the auditors to develop work plan based on items requested with a menu of services to be provided on the final report

The District discussed where to go from here, with basic consensus to work on the recommendations. Commissioner Cavagnaro said to remove Chief Jones from the Board to avoid any Sunshine violations, scheduling needs to be different and payroll needs to be balanced out; Commissioner Wheaton expressed concern with Chief Jones taking all of the shifts when there are 7 to 13 medics available, and Commissioner Wheaton said he only had seen Chief Jones at the meetings twice in four years, and questioned if he only comes



5.A. KLVAAC Audit (Continued)

when he thinks he is in trouble; Commissioner Beyer thought this problem had been fixed until the letter was received, and she recommended the Corp Board be given a chance to respond; Commissioner Tharp felt there should be an emergency Amendment to the By Laws, the Corp should give the District a work plan, and see what they can change immediately without a By-Law change.

Robert Stoky said the By-Laws will not be voted on until October; however, the pay issues and policy issues can be acted upon quickly within a month or two.

Commissioner Beyer will attend the June 2nd Corp. BOD meeting at 6:30 p.m. The KLVAAC will bring a plan to the June 8, 2009 District meeting.

6. NEW BUSINESS (ACTION)

6.A. Status: District & Miami-Dade Mutual Aid Agreement

The Islamorada Agreement draft was distributed to the Board. Commissioner Tharp requested more clarification regarding the helicopter services, and the agreement should address all the resources required with Miami-Dade. Chief Garcia is working with Metro Dade, Monroe County, and Ocean Reef. Commissioner Tharp said the District needs to include LifeNet.

6.B. Status: KLFR&EMS Policies & Procedures Manual

The Clerk reported the manual will be given the Corp. for their June 9th meeting and the KLVFD for their June 10th meeting, and it is expected to go to the Board on June 22nd.

6.C. Approval/Motion: KLFR&EMS Contract w/ Air Technology Solutions, Inc. (Station #24 Exhaust System - \$20,864.00)

Joshua Hauserman reported the bid protest for the exhaust system ended.

Motion: Commissioner Cavagnaro made a motion *to approve the Air Technology Solutions, Inc. contract in the amount of \$20,864.00.*

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

6.D. Ethics Form Requirements

The Supervisor of Elections Office has distributed the Statements of Financial Interest forms for the Commission on Ethics. These are due on July 1, 2009.

6.E. Millage/Budget Adoption Schedule

The Budget & Millage/Budget Adoption Schedule was distributed to the Board.

6.F. Meeting Schedule (3rd Quarter 2009)

The meeting schedule for the 3rd Quarter, 2009 was discussed.

Motion: Commissioner Cavagnaro made a motion *to approve the District's 3rd Quarter 2009 Meeting Schedule.* Commissioner Beyer seconded the motion, and it was passed unanimously by the Board.



6.G. District Patches (Late Addition)

Commissioner Tharp will solicit bids for the District Patch.

7. FINANCIAL REPORT

There were no new items to be reported by the Finance Department.

8. LEGAL COUNSEL REPORT

J. Hauserman reported bids will be distributed for the Air Cascade (Compressor) and the portable radios.

9. EMS DEPARTMENT REPORT

Brenda Beckmann reported that calls & revenues are up; Memorial Day weekend was busy with Sunday having 14 calls; Kay Cullen was voted Volunteer of the Year and Franky Jones was voted Paramedic of the Year. There are weekly CPR Classes, and an EVOC Class will be held this week. The Corp. received a Phoenix Award for 76 year old gentlemen. The Corp. will look into inventory control, and a time card system does need to be placed into effect.

10. FIRE DEPARTMENT REPORT

Chief Garcia reported there is a new radio procedure. The Sheriff's Office is in charge of communications and the volunteers have to call someone to find the location of the call. Tavernier south are all paid departments so they are not experiencing the problem; Chief Garcia will check with Callahan to modify the dispatch policy.

11. ADJOURN

Commissioner Tharp made a motion to adjourn the meeting at 8:24 p.m.

Next Scheduled Meeting:

District Meetings: June 8, 2009; and June 22, 2009

Budget Workshops: June 15th, 2009 (KLVFD) & June 22nd, 2009 (KLVAC)

Documents:

05/22/09 KLFR&EMS Report of Findings – Phase I

05/11/09 District Meeting Minutes May 11, 2009

05/26/09 Mutual Aid Agreement(District & Miami-Dade) - DRAFT

05/22/09 Contract (District & Air Technology Solutions, Inc. - \$20,864.00)

05/26/09 Millage and Budget Adoption Schedule

05/26/09 District Meeting Schedule (3rd Quarter 2009)