



KLFR&EMS DISTRICT – DISTRICT MEETING MINUTES JUNE 22, 2009 - FINAL

Attendees: Chairman, William Andersen, Commissioners: Marilyn Beyer, and Mike Cavagnaro, Tom Tharp Mark Wheaton were present. Also present were: Brenda Beckmann, Donald Bock, Vicky Fay, Joshua Hauserman, Mike Jenkins, Linda Newman, Jay Ogden, Peter Rosasco, Robert Stoky and Jennifer Zimmer. The meeting was held at the KLVAC Building.

1. AGENDA

1.A. Call to Order

The meeting was called to order at 6:00 p.m.

1.B. Pledge of Allegiance

Commissioner Cavagnaro 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.

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 Beyer and was passed unanimously by the Board

2.B. Approval of Minutes

2.B.1 May 26, 2009 District Meeting

Motion: Commissioner Wheaton made a motion *to approve the May 26, 2009 Minutes*. This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.

2.B.2 June 8, 2009 District Meeting

Motion: Commissioner Cavagnaro made a motion *to approve the June 8, 2009 Minutes*. This motion was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

2.B.3 June 15, 2009 District Workshop (KLVFD Budget)

Motion: Commissioner Cavagnaro made a motion *to approve the June 15, 2009 Minutes*. This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.

3. CHAIRMAN'S REPORT

The Chairman did not have any new items to report.



4. SECRETARY'S REPORT

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

5. OLD BUSINESS

5.A. KLVAC Audit Report

Deede Weithorn from the firm, Berkowitz Dick Pollack & Brant presented the KLVAC Audit Final Report.

Page 6 (2nd to the last paragraph) was salary was changed to reflect Monroe County.

Page 8 #4 was moved.

Page 7 Budget transfers: The District needs to have a standard practice for the ambulance corporation to report back; i.e., we the District expect this by this date/

Page 7 Item G.9 Over/Under the budget

Page 10-12: Volunteer reimbursement added

Page 12: Brenda didn't have the number of shifts to qualify for the reimbursement of \$350 base call, if there is no base there are no paid calls. The minimum is 5 shifts per month.

Commissioner Tharp recommended a group get together to see if they can standardize reimbursement between both departments. Commissioners Cavagnaro and Wheaton concurred.

Ms. Weithorn recommended the Board take another look at this, and agree on what to pay the president. Commissioner Tharp said the District needs to know if there is an overpayment.

There were differences in what they expected to see in the power point presentation. The numbers were provided to the District. The District needs to define the definition of a volunteer. The Board needs to make a decision on what to do about the overpayment to Ms.

Beckmann

Page 13: The District needs full disclosures and improve who does what. Linda will provide a KLVFD Reimbursement package to all the Commissioners. Commissioner Tharp requested the schedule.

Page 13: 3rd paragraph the paragraph needs to be changed regarding transports, inter-facility transfers are a separate issue.

Page 8: Commissioners may attend KLVAC meetings, but not be a voting member.

KLVAC should distribute the minutes to the Board.

The Firm provided a menu of tasks they recommend be completed. The list of tasks is not in a priority listing. Ms. Weithorn stressed that Items F and A are both important. The Clerk was requested to add this to the next meeting.

5.B. Status: SCG Grant

Vicky Fay reported the SCG Grant is due on July 10, 2009. The consultants are scheduled to arrive on June 30, 2009.

5.C. Status: Programs, Policies, Procedures Manual

Vicky Fay reported the Programs, Policies and Procedures Manual was distributed to both departments, and the KLVAC has requested additional time to review the manual. A KLVAC Board meeting scheduled for June 23, 2009.



6. NEW BUSINESS (ACTION)

6.A. Approval/Motion: KLVFD Budget Line-Item Transfer (From 642 Capital Outlay to Acct. 520 Operating Supplies – \$9,584.00)

Motion: Commissioner Wheaton made a motion *to approve the KLVFD Budget Line-Item Transfer from Acct. 642 (Capital Outlay) to Acct. 520. Operating Supplies in the amount of \$9,584.00.* This motion was seconded by Commissioner Cavagnaro. The motion was unanimously passed by the Board.

6.B. Approval/Motion: Travel Authorization & Expense Reimbursement Policy

Peter Rosasco requested clarification of the mileage reimbursement. It is more realistic to use the IRS rate. It would be the same rate for the District and the Departments, and there would be no retrofit for mileage rates already paid this year.

Motion: Commissioner Tharp made a motion *to approve the District usage of the IRS mileage rate.* This motion was seconded by Commissioner Cavagnaro. Commissioners Andersen, Cavagnaro, Tharp and Wheaton voted yes and Commissioner Beyer voted no.

6.C. Approval/Motion: KLVFD Budget Line-Item Transfer (From 430 Utilities to Acct. 620 Capital Outlay Buildings \$12,000.00)

Motion: Commissioner Wheaton made a motion *to approve the KLVFD Budget Line-Item Transfer from Acct. 430 (Utilities) to Acct. 620 Capital Outlay Buildings in the amount of \$12,000.00.* This motion was seconded by Commissioner Cavagnaro. The motion was unanimously passed by the Board.

6.D. Approval/Motion: Bid Award/PO/Contract Air Cascade/Compressor System \$39,773.00 (FEMA Grant Item)

Rob Blesser spoke to the Board.

Motion: Commissioner Beyer made a motion *to decline the bid award/PO/contract for the air-cascade/compressor system to reject the current bid, rebid the air cascade/compressor system, and to advertise a meeting for July 2nd, 2009.* This motion was seconded by Commissioner Cavagnaro. This motion was unanimously passed by the Board.

6.E. BKV Group Letter of Engagement

Motion: Commissioner Tharp made a motion *to accept the Letter of Engagement from the BKV Group to provide architectural services and a funding package for the DHS/FEMA Grant.* This motion was seconded by Commissioner Cavagnaro. This motion was unanimously passed by the Board.

7. FINANCIAL REPORT

7.A. Financial Reports (May)

The following items were noted 522.461 is a negative due to the bathroom expense reclassified to capital outlay; 514.310 is over budget due to support for the policies and procedures manual and KLVAC Audit; 522.490 General Departmental some items were reclassified to training and



7.A. Financial Reports (May) (Continued)

to travel; and 522.520 Operating Supplies were for the Bunker Gear; and 516.460 Repairs & Maintenance were reclassified to capital outlay.

8. LEGAL COUNSEL REPORT

J. Hauserman is looking at different options to surplus the old Fire Department Vehicles.

9. EMS DEPARTMENT REPORT

Last Thursday some of the Corp members attended the Sunshine Seminar in Marathon. There is continued interest in CPR classes. The traffic is bad on the 905, and hopefully there will not be any accidents.

10. FIRE DEPARTMENT REPORT

Chief Garcia reported: Last Saturday 11 firefighters passed the Firefighter 1 Class; there were two working fires in five days; the fire hydrant installation is providing a photo opportunity for the District, and the newspapers will be notified.

The Monroe County Fire Marshall reported there was about \$52,000 collected in impact fees in five years. When the project is completed the District should request reimbursement.

11. ADJOURN

Commissioner Tharp made a motion to adjourn at 7:35 p.m.

Next Scheduled Meeting:

July 16 District Board Meeting (Adopt proposed Millage and establish dates/times for public hearings)

August 10 District Board Workshop (Final Review of Proposed Budget) and District Board Meeting

September 14 First Public Hearing (Adopt Tentative Millage Rate & Budget) and District Board Meeting

September 21 Final Public Hearing (Adopt Final Millage Rate & Budget) and District Board Meeting

DOCUMENTS

05/26/09 May 26, 2009 District Meeting

06/08/09 June 8, 2009 District Meeting

06/15/09 June 15, 2009 District Workshop (KLVFD Budget)

06/11/09 KLVFD Budget Line-Item Transfer (\$9,584.00)

06/17/09 Travel Authorization & Expense Reimbursement Policy (Rosasco)

06/17/09 KLVFD Budget Line-Item Transfer (\$12,000) (Rosasco)

06/18/09 Bid Package/PO Reliance Compressor Services (Air Cascade/Compressor System \$39,773.00)

06/22/09 Contract Reliance Compressor Services

Financial Reports (May, 2009)