



## KLFR&EMS DISTRICT – DISTRICT MEETING MINUTES JULY 16, 2009 - FINAL

**Attendees:** Chairman, William Andersen, Commissioners: Marilyn Beyer, Mike Cavagnaro, and Mark Wheaton were present. Also present were: Brenda Beckmann, Donald Bock, Vicky Fay, Sergio Garcia Joshua Hauserman, Mike Jenkins, Peter Rosasco, 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 Beyer 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, and Mark Wheaton. Commissioner Tharp was absent. There was a quorum.

### 2. **APPROVAL OF AGENDA & MINUTES**

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

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

#### 2.B. **Approval of Minutes**

##### 2.B.1 **District Meeting Minutes – June 22, 2009**

**Motion:** Commissioner Wheaton made a motion *to approve the June 22, 2009 District Meeting Minutes.* This motion was seconded by Commissioner Cavagnaro and was passed unanimously by the Board

##### 2.B.2 **District Workshop (KLVAC Budget) – June 22, 2009**

**Motion:** Commissioner Wheaton made a motion *to approve the District June 22, 2009 KLVAC Budget Meeting Minutes.* This motion was seconded by Commissioner Cavagnaro and was passed unanimously by the Board

##### 2.B.3 **District Meeting Minutes – July 2, 2009**

**Motion:** Commissioner Wheaton made a motion *to approve the July 2, 2009 District Meeting Minutes.* This motion was seconded by Commissioner Cavagnaro. The Board unanimously passed the motion.



3. **CHAIRMAN’S REPORT**

Chairman Andersen requested the agenda items and backup documentation be submitted to Vicky one week prior to the meeting.

4. **SECRETARY’S REPORT**

There were no new items reported by the Secretary.

5. **OLD BUSINESS**

5.A. **KLVAC Audit Final Report**

Joshua Hauserman reviewed the minor changes between Draft 2 of the Audit Report with the KLVAC Audit Final Report.

6. **NEW BUSINESS (ACTION)**

6.A. **Discussion**

The District is \$2,927.00 over the prior year’s budget.

KLVFD is \$1,494,672.00 over the prior year’s budget largely due to the capital outlay project for the fire station 2<sup>nd</sup> story construction.

KLVAC is \$44,865 over the prior year’s budget largely due to the increase in personnel expenses.

The 2009 assessed value decreased by approximately 20% or, \$695,749,135. The rollback rate is .9730 which is higher than the prior year’s final millage rate of .7768. The current year proposed millage rate is 1.00 which is 2.77% higher than the rollback rate.

The budget is balanced due to the fact it dips into the fund balance.

The District Policy is to try to keep a fund balance of 15% -- and with this budget it is only 4 %.

In 2009, \$160,000 of the fund balance has been used primarily for the KLVFD Reimbursements.

There is one workshop and two public hearings where the budget may be changed.

The Vehicle Replacement Plan is being maintained with the current budget.

6.B. **Approval/Motion: Resolution #2009-003 for Adoption of Proposed Millage and Dates/Times/Places for Public Meetings**

**Motion:** Commissioner Wheaton made a motion to Adopt a Proposed Millage of \$1.00 per \$1,000.00 of assessed property and to establish the 1<sup>st</sup> and 2<sup>nd</sup> Public Hearings dates for September 14, 2009 and September 21, 2009, respectively.

This motion was seconded by Commissioner Cavagnaro. The Motion was unanimously approved by the Board.

	<i>Yes</i>	<i>No</i>
Beyer	___X___	_____
Cavagnaro	___X___	_____
Tharp	_Absent_	_____
Wheaton	___X___	_____
Andersen	___X___	_____



**6.C. KLVAC Audit – Phase 2**

The Proposed Phase 2 of the KLVAC Audit presented by Berkowitz, Dick Pollack & Brant was discussed. Commissioners Wheaton, Cavagnaro, and Beyer felt the Corps should be given the opportunity to resolve the problems.

Peter Rosasco, the Finance Director, stressed the need for enhanced procedures from both Volunteer Departments, and he is currently obtaining quotes to conduct an audit for each department. There needs to be a more regular and systematic financial reporting system to the District. The District needs to clearly show the District is in control of Public funds. It is incumbent on the board to address this issue. Peter is requesting internal reports from the departments.

There needs to be procedures to handle public money, and the District needs to hold the Departments accountable. Finance can develop the procedures, and because it is public funds, there need to be double and triple checks and balances. Chief Garcia is willing to set down with Peter. Rosasco explained that Public money and private money is related, and there needs to be organization-wide accountability with both departments. Commissioner Beyer requested each corporation send the minutes with the treasurer's report to the board – send to the Clerk for the distribution to the Commissioners.

**6.D. Travel Request Garcia (Fire Chief's Association Annual Meeting \$1,331.65)**

**Motion:** Commissioner Cavagnaro made a motion to approve Chief Garcia's Travel Request in the amount of \$1,331.65. Commissioner Wheaton seconded the motion, and it was passed unanimously by the Board.

**7. FINANCIAL REPORT**

Finance received the KLVAC transport and paramedics reports, and an electronic version will be sent to the Commissioners. The KLVFD Reimbursement package received. Distribution of the Financial Reports was discussed, and it is ok to remove bank statements and checkbook register from these reports.

The District has collected 101% of ad Valorem taxes;

Account 310 is over budget Policies & Procedures and KLVAC Audit;

Account 320 at 92% - they should be at 75% - - KLVAC Audit, Policies and Procedures and Budget Work;

Account 490 is 94% - 3% collection fee for ad Valorem taxes;

The KLVFD Account 210 is at 90% - there was a budget amendment done from this line item approximately \$12,000 for payroll taxes and a budget line item transfer will be done to move this from 121 to 210;

The KLVAC Account 322 is at 95% due to the Audit Fees and fees from the internal accountants.

**8. LEGAL COUNSEL REPORT**

Fire Hydrant put in 22 of 25 fire hydrants. Payment has been requested for 22 hydrants. There are three hydrants left to be installed. There is a right-of-way issue, and DBF was directed to contact FKAA. FKAA has approved the installation, there is one hydrant at Taylor Creek not where KLVFD wanted it. Chief Garcia requested that FKAA provide written approval of the installation (list of hydrants inspected), and then KLVFD will inspect the hydrants. Payment was approved for ½ of the hydrants with payment holding for the other half of the hydrants.



**8. LEGAL COUNSEL REPORT (Continued)**

**Motion:** Commissioner Wheaton made a motion to approve releasing one-half of the payment, and holding the payment for the remaining hydrants. This motion was seconded by Commissioner Cavagnaro, and approved unanimously by the Board.

**9. EMS DEPARTMENT REPORT**

There was an election of officers at the last KLVAC Board meeting. Robert Stoky was nominated for Vice President and Tess Marra is the new Treasurer; The By Law Committee will meet on July 27; The Corps is working on job descriptions and making pay more equitable; An estimate on replacing security lighting; All new hires going for drug testing; The Board attorney is working with District attorney on policies & procedures and all paperwork requested by the District has been sent to Finance.

Overtime is running 18%, and it should be down to 12%. Commissioner Beyer requested the Corps check into 12 hour shifts for the paramedics. The insurance reported, the Corps personnel need to walk next to the vehicle in the next parade, if they throw candy.

Commission Cavagnaro requested information from the Corps regarding the times both vehicles are in use. He requested they address overtime, and prepare a comparison with AMR with the current salary structure. The question was asked if there were any restrictions if someone is working a second job, and Donald Bock will check into it. The question was also asked if Bobby Stoky would be doing the budget since his resignation from the Committees. Commissioner Cavagnaro also requested copies of the written job descriptions for the President, Chief, Paramedics and Emts, and also copies of the new job descriptions when the By-Laws Committee has completed their review of the By-Laws and the responsibilities for the Corp. The Commissioners discussed several issues with Brenda Beckmann. The system will be changed to use a drop box to receive payments.

Commissioner Cavagnaro discussed the payroll problem, and Commissioner Beyer reported the problem should have been caught by the Treasurer and the accountant. The Corps has not selected their new accountant. Joshua Hauserman reported the auditors found over payment to Ms. Beckmann in the amount of \$3,300.00, and it should definitely be repaid to the District.

**Motion:** Commissioner Cavagnaro made a motion for Ms. Beckmann to repay the District \$3,300.00 less the \$450.00 already paid. This motion was seconded by Commissioner Wheaton, and the motion was unanimously passed by the Board.

**10. FIRE DEPARTMENT REPORT**

It's good Commissioners are calling the department to ask questions about the budget. The Fire Department is at the best for response and quality that it has been in 26 years. Chief Garcia will meet with new chief and brainstorm on how to share resources as a driver and provide medical care, Chief Garcia attended the Rotary meeting yesterday morning to give the membership information regarding the Fire Hydrant Project. The Department will move forward with the ISO program. The Department trains every Thursday, but they will eliminate Truck night. 40% of the ISO rating is based on water and 60% of the rating is based on organization, training, etc.

**11. ADJOURN**

Commissioner Wheaton made a motion to adjourn the meeting at 7:38 p.m.

**SPECIAL NOTE:** There was as problem with the recorder, and this meeting was not taped.

*(See Next Page)*



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: William A. Andersen; Seat 2: Michael Cavagnaro; Seat 3: Mark Wheaton; Seat 4: Tom Tharp; Seat 5: Marilyn Beyer

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### **Next Scheduled Meeting:**

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**

06/22/09 District Meeting Minutes  
06/22/09 District Workshop (KLVAC Budget Workshop)  
07/02/09 District Meeting Minutes  
07/14/09 KLVAC Final Audit Report  
07/14/09 District Budget Package  
07/14/09 Resolution 2009-003  
07/10/09 Travel Request Garcia (Florida Fire Chief's Association \$1,331.65)  
Financial Reports

*PERSONS WHO WISH TO BE HEARD SHALL COMPLETE A SPEAKER REQUEST CARD,  
AND SUBMIT THE CARD TO THE DISTRICT CLERK PRIOR TO THE AGENDA ITEM BEING HEARD*