



## ***DISTRICT MEETING MINUTES AUGUST 10, 2009 - DRAFT***

***Attendees:*** Vice-Chairman, Mark Wheaton Commissioners: Marilyn Beyer, Mike Cavagnaro, and Tom Tharp were present. Also present were: Donald Bock, Vicky Fay, Sergio Garcia, Joshua Hauserman, Linda Newman, Peter Rosasco, Robert Stoky and Jennifer Zimmer. The meeting was held at the KLVFD Building.

### ***1. AGENDA***

#### ***1.A. Call to Order***

Vice Chairman Wheaton called the meeting to order at 6:00 p.m.

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

Commissioner Tharp led the Pledge of Allegiance.

#### ***1.C. Roll Call***

Vicky Fay called the roll. The following Commissioners were present: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. Commissioner Andersen was on vacation. There was a quorum.

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

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

Commissioner Cavagnaro made a motion to approve the agenda, which was seconded by Commissioner Beyer.

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

##### ***2.B.1 July 16, 2009 District Meeting***

There were two changes: Item 6.A and Item 9.

***Motion:*** Commissioner Cavagnaro made a motion *to approve the July 16, 2009 District Meeting Minutes* with the changes noted. This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.

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

Vice-Chairman Wheaton did not have any items to report to the Board.

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

There were no new items reported to the Board by Commissioner Beyer.

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

#### ***5.A. AFG Grant Status (Fay)***

Vicky Fay provided an updated status on the AFG Grant. The compressor will be installed and the 2<sup>nd</sup> EVOC Training class should be completed before August 20<sup>th</sup>. The District will request utilizing excess funds to purchase additional PPE.

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



**6.A. Discussion: KLFR&EMS Budget FY 2009-2010**

Peter Rosasco presented the Budget for discussion. This is essentially the same budget, as previously submitted at 1.0 mil, with a few tweaks. Rosasco presented Commissioner Andersen's email, which suggested .7768 mils, and to delete the Firefighter II position and postpone the purchase of the rescue pumper. Rosasco conducted some analysis to show what it would take to achieve .7768 mils: Defer reserve funding, Remove retirement and insurance, Remove the FFII position, Add the audit items, and Remove the vehicle.

The fund balance at the end of 2009-2010 is just about 7%, and Chairman Andersen suggested a 15% fund balance (\$2.150,000.00). Rosasco also ran some other scenarios at rollback, one at .9 mils and one at .8 mils. Marathon is below rollback, and with the Chairman's recommendations, and the percentage is close to where Marathon will be.

**6.B. Approval/Motion: KLVAC Budget Line-Item Transfers**

The Budget Line Transfer will move \$10,000 to cover bathroom remodel, install new emergency lighting upstairs, purchase new equipment for the gym. The Corp is utilizing the 2008-2009 funding available to reduce the 2009-2010 budget requirements. Commissioner Beyer would like to see better management with the new management with more thought into things in the future.

**Motion:** Commissioner Cavagnaro made a motion *to approve the Budget Line-Item Transfers*. This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.

**6.C. Approval/Motion: KLVAC Volunteer Reimbursement**

Robert Stoky presented a handout outlining the volunteer reimbursement. It removes the 13<sup>th</sup> month pay of \$150.00 if you worked 11 months out of 13 months.

**Motion:** Commissioner Cavagnaro made a motion *to approve the new KLVAC Volunteer Reimbursement Schedule, which would be retroactive to July 1, 2009*. This motion was seconded by Commissioner Tharp and was passed unanimously by the Board.

Commissioner Cavagnaro requested an EMT and paramedic ride together on the truck.

**6.D. This Item was Removed from Agenda.**

**6.E. Approval/Motion: KLVFD Audit**

Joshua Hauserman requested guidance. Peter Rosasco suggested a fiscal audit, there is a need for accountability from both corporations; and Finance placed \$6,000 in the budget for each department audit. The scope of work would include internal controls and procedures. Finance and Legal will contact some firms.

**6.F. Approval/Motion: Programs, Policies & Procedure Manual Sections A & B**

The Programs, Policies & Procedures Manual was discussed.

**Motion:** Commissioner Cavagnaro made a motion *to approve the Intro, Section A and B (excluding the appendices) of the KLFR&EMS District Programs, Policies & Procedures Manual*. This motion was seconded by Commissioner Tharp and was passed unanimously by the Board.



**6.G. Approval/Motion: Check Requests**

**6.G.1. Air Technology for AFG Grant Exhaust System (\$20,864.00)**

**Motion:** Commissioner Cavagnaro made a motion *to approve the Air Technology Check Request in the amount of \$20,864.00*. This motion was seconded by Commissioner Tharp and was passed unanimously by the Board.

**6.G.2. ProTech e2 Electrical Expenses for the Exhaust System (\$1,200.00)**

**Motion:** Commissioner Cavagnaro made a motion *to approve the ProTech e2 Check Request in the amount of \$1,200.00*. This motion was seconded by Commissioner Tharp and was passed unanimously by the Board.

**7. FINANCIAL REPORT**

No Financial Report was provided.

**8. LEGAL COUNSEL REPORT**

Joshua Hauserman said the check from Ms. Beckmann had been received.

**9. EMS DEPARTMENT REPORT**

Bobby Stoky will provide the District with monthly reports showing calls and response time.

**10. FIRE DEPARTMENT REPORT**

Frank Moc and another employee attended an ISO Workshop. Sergio Garcia reported there are meetings and truck inspections everyday including pre-fire planning and fire hydrants. Commissioner Cavagnaro requested Garcia provide a copy of the pre-fire plan to the ambulance department. All of the new hydrants are in and working. Commissioner Tharp requested an annual report from the KLVFD, including Levels of activity, Types of calls by Category, # of Calls by Station, Average Response Time by Station, # of Personnel Responding and the mile marker to which they respond.

**11. ADJOURN**

Commissioner Tharp made a motion to adjourn at 7:43 p.m.

**Next Scheduled Meeting:**

September 14 First Public Hearing (Adopt Tentative Millage Rate & Budget) & District Board Meeting  
September 21 Final Public Hearing (Adopt Final Millage Rate & Budget) & District Board Meeting

**DOCUMENTS**

090716 KLFR&EMS Meeting Minutes

090810 Budget 2009-2010

080810 KLVAC Budget Line-Item Transfer

080810 KLVAC Volunteer Reimbursement Schedule

080810 KLFR&EMS Programs, Policies & Procedures Manual (Intro, Section A and B & Appendices)

Air Technology Check Request \$20,864.00

ProTech e2 Check Request \$1,200.00