



***KLFR&EMS DISTRICT BOARD
MEETING MINUTES
SEPTEMBER 21, 2009 – FINAL***

Attendees: Chairman, William Andersen, Commissioners: Marilyn Beyer, Mark Wheaton and Tom Tharp were present. Also present were: Brenda Beckmann, Donald Bock, Vicky Fay, Sergio Garcia, Joshua Hauserman, Mike Jenkins, Peter Rosasco, Robert Stoky and Jennifer Zimmer. The meeting was held at Station #24.

1. AGENDA

1.A Call to Order

Chairman Andersen called the meeting to order at 8:09 p.m.

1.B. Roll Call

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

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

Commissioner Tharp recommended holding items 6.C, KLFR&EMS Programs, Policies & Procedures, Item 6.D. Selection of Firm to Conduct KLVFD Audit and 6.G. TIB Letter (Station Construction Grant).

Motion: Commissioner Wheaton made a motion to ***approve the Agenda with the addition of 6.I Certified District Official and 6.J. Trauma Star.*** This motion was seconded by Commissioner Tharp and 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 by the Secretary to the Board.

5. OLD BUSINESS

6. NEW BUSINESS (ACTION)

6.A. KLFR&EMS Programs, Policies & Procedures Manual (PPPM) & Employee Benefits & Budget Considerations

6.A.1. Section B, Employee Benefits

6.A.2. Section B, Drug Testing Policy

6.A.3. Section B, Employment Policies & Employee Benefits

Motion: Commissioner Tharp made a motion to ***approve moving items 6.A.1, 6.A.2 and 6.A.3 to the next meeting.*** This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.



6.B. Selection/Approval/Motion: Firm to Conduct KLVFD Audit

6.B.1. Berkowitz Dick Pollack & Brant Certified Public Accountants & Consultants, LLP

6.B.2. Berman Hopkins Wright & LaHam CPAs and Associates, LLP

6.B.3. Marcum Rachlin, a division of Marcum LLP

The District staff recommended Marcum Rachlin as they felt their experience was more in line with the District's audit expectations. They are ready to go October 1st or whenever the wording of the contact is finalized.

Motion: Commissioner Beyer made a motion *to approve the Marcum Rachlin contract up to \$30,000 pending the clarification and approval of the indemnification clause with Legal Counsel.* This motion was seconded by Commissioner Wheaton and passed unanimously by the Board.

6.C. Station Construction Grant: Letter of Commitment TIB Bank

FEMA/DHS is expected to award the Station Construction Grants by September 30, 2009. This item is being postponed as the District has a 60-day extension with TIB.

6.D. This item removed from the Agenda.

6.E. Meeting Schedule (4th Quarter 2009)

Motion: Commissioner Beyer made a motion *to approve the 4th Quarter 2009 Meeting Schedule with the meetings being held at Station #24.* This motion was seconded by Commissioner Tharp and passed unanimously by the Board.

6.F. Approval/Motion: Contract Extensions

6.F.1. Vernis & Bowling

Motion: Commissioner Wheaton made a motion *to approve the contract without the mileage and proposed amendments to the retainer provision.* This motion was seconded by Commissioner Beyer and passed unanimously by the Board.

6.F.2. Tropical Business Services

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



6.G. Approval/Motion: Check Request

6.G.1. Commissioner Andersen (\$2,193.55)

6.G.2. Commissioner Tharp (\$2,469.47)

Motion: Commissioner Wheaton made a motion *to approve the Check Requests for Commissioners Andersen and Tharp in the amount of \$2,193.55 and \$2,469.47.* This motion was seconded by Commissioner Beyer and passed unanimously by the Board.

6.H. Resolution #2009-004 (Amended)

Motion: Commissioner Wheaton made a motion *to approve the Amended Resolution #2009-004 to replace the original Resolution.* This motion was seconded by Commissioner Beyer and passed unanimously by the Board.

6.I. Certified District Official

Commissioner Tharp explained to the Board they may attend classes at the Florida Association of Special Districts to become a certified District Official. The new program is 32 hours for an elected official. Commissioner Tharp will attend the class, and go to Boca Raton at no charge to the District.

6.J. Trauma Star

Commissioner Tharp explained how the County plans to fund Trauma Star using the general fund. These Ad Valorem taxes for Trauma Star would not be collected in the municipalities, but would be collected in unincorporated Monroe County. The Board directed Legal Counsel to review the Trauma Star taxation issue.

7. FINANCIAL REPORT

The interest is less; the revenue side is over where we should be; the District Board is about 99% (7% over - Legal and Accounting are over); a Budget Amendment will be submitted to the Board next month; Fire & Rescue is at 81% of the total budget; and EMS is at 65% of the total budget and expenditures are under budget. A surplus is expected at the end of the year.

8. LEGAL COUNSEL REPORT

There were no new Legal Counsel items reported.

9. EMS DEPARTMENT REPORT

Bobby Stoky did not report any new EMS items to the Board.

10. FIRE DEPARTMENT REPORT

Chief Garcia reported the KLVFD is doing well.

11. ADJOURN

Commissioner Wheaton made a motion to adjourn the meeting at 8:45, which was seconded by Commissioner Beyer.

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Next Scheduled Meeting:

The District Meetings have been advertised at Station #24 at 6:00 p.m. for the following dates:

October 19, 2009; October 26, 2009 (*if required*); November 9, 2009; November 23, 2009 (*if required*); December 14, 2009; and December 28, 2009 (*if required*).

DOCUMENTS

090914 KLFR&EMS Programs, Policies & Personnel Manual
090911 Drug Testing Policy Questions Email
090914 KLFR&EMS Employee Benefits & Budget Comparison
090914 Berman Hopkins Wright & LaHam Firm Information
090914 Berman Hopkins Wright & LaHam Letter of Engagement
090912 Marcum Rachlin Firm Information
090914 Marcum Rachlin Letter of Engagement
090824 TIB Bank Letter of Intent & 090730 Email Proposed Loan Terms
090917 KLFR&EMS Meeting Schedule (4th Quarter, 2009)
090921 Contract Addendum (Vernis & Bowling)
090921 Contract Addendum (Tropical Business Services)
090917 Check Request Commissioner Andersen (\$2,193.55)
090917 Check Request Commissioner Tharp (\$129.69)