



KEY LARGO FIRE & EMS DISTRICT
DISTRICT BOARD
PUBLIC WORKSHOP MEETING MINUTES - FINAL

JUNE 14, 2010 6:00 PM.

Attendees: Chairman, William Andersen, Commissioners: Marilyn Beyer, Tom Tharp and Mark Wheaton were present.

Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Joshua Hauserman, Jay Ogden and Peter Rosasco. The meeting was held at Station #24.

1. AGENDA

1.A. Call to Order

Chairman Andersen called the meeting to order at 6:06 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, Tom Tharp and Mark Wheaton. There was a quorum.

1.D.. Approval of Agenda

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

2. Discussion: KLVFD 2010-2011 Proposed Budget

Peter Rosasco provided an overview for budget purposes of the Ad Valorem tax revenue for FY 2010-2011. The projected estimated value is projected to decrease by -12.20%. A proposed Millage rate of 0.8847 results in a projected decrease of \$96. A proposed Millage rate of 1.000 would result in a projected net increase of \$266,439.00; and a proposed Millage rate of 0.7768 would result in a projected decrease of \$249,524.00.

The Budget Handout reflects the actual FY 2009-2010 expenses through March 31, 2010. Version 2 of the Budget reflects an increase of Account 520 clothing,

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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

The budget accounts were discussed as follows:

120 Salaries & Wages: This shows paid personnel including the new firefighter (driver/engineer) approved in the FY 2009-2010 Budget, and the step plan increases. The Board requested a copy of the Step Plan

121 Volunteer Reimbursement: The weakness is the void in the driver/engineer positions: The North Station has driver engineer/2 firefighters, and the South Station has driver engineer/3 firefighters. The home shift at each station is \$15.00 per shift. The rate for a 6 hour shift for driver/engineers is \$40.00 and fire fighters is \$30.00.

140 Overtime: The department is working to keep overtime down.

210 Payroll Taxes: This is based upon the approved payroll.

230 Life and Health Insurance: This is for the current full-time employees, and also includes the new requested firefighter position.

240 Worker's Compensation: there is a projected 5% increase.

312 Professional Services: This item increased to include drug testing (26 physicals have been completed this fiscal year).

320 Accounting & Financial Services: This item has increased because the existing contract was expanded. There were some items in the total associated with the audit. The Commissioners requested a copy of the quote from the firm indicating \$11,000 was Forensic Audit related.

400 Travel & Per Diem: Some funds are expected to be left over this year. There was not a Fire 1 class held this year, and officer's classes are being conducted.

401 Vehicle Reimbursement: No changes are expected for this item.

410 Phones: No change is expected for this item.

430 Utilities: There is an increase in this item as more hydrants will need to be maintained next year.

440 Rents & Leases: This item is expected to remain the same. There are two expenses for the Red Alert system. One is for a lease, and the other is for software. There is no charge for the ISO evaluation, and the evaluation is being rescheduled for a later date.

450 Risk Management: A 5% increase is expected across the Board for next year.

460 Repair & Maintenance: This item is expected to remain the same.

461 Repair & Maintenance: Buildings and Ground: The elevator maintenance will be done in August. The Board directed Peter to look at the \$22,500 during the budget process. Linda Newman will send a list of items, and Peter will provide a detailed list of the current year expenditures.

462 Repair & Maintenance: Vehicles: This item is expected to remain the same.

470 Printing & Binding: This item is expected to remain the same.

490 General Department: This item is expected to remain the same; and it is for both stations.

491 Training: The increase for the next year, will cover the Fire 1 class. Account 400 is for the travel and fee expenses, and 491 is for training. The department will send the Commissioners detailed information regarding the WET Team training. A change in the department By-Laws will be required for volunteers, who only participate in WET Team activities.

412 Postage and Freight: An increase is not expected in postage and freight.

510 Office Supplies: The item will remain the same. The actual through April is \$2,200.00

520 Operating Supplies: This includes bunker gear, shirts/caps and Firefighting foam. 521 Fuel :Gasoline: The FY 2009-2010 may be reduced later in the year.

522 Fuel: Diesel: This item is expected to remain the same. The generators should provide coverage for approximately two weeks if there is no power as a result of a hurricane.

540: Dues: This item is projected to remain the same. The actual through April is \$1,153.00

620: Capital Outlay: One garage door will be replaced.

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KLFR&EMS District, P. O. Box 371023, Key Largo, FL 33037-1023



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630 Capital Outlay: Infrastructure Improvements: 10 new hydrants were budgeted. Garcia will check with County for infrastructure \$\$\$ - Impact Fees. The District will need an accounting from the County of the impact fees collected within the District. The Board directed Joshua Hauserman will get with the county. The Clerk will forward the letter to the Commissioners. The department has the As-Built Drawings from FKAA . They were hand delivered to Keys Engineering. A quote is expected for the drawings.

640 Capital Outlay: Equipment: This item will be removed.

641 Capital Outlay: Vehicles: The Truck Replacement Schedule needs to be reviewed, and this vehicle will replace Squad 24.

642 Capital Outlay: Small Tools & Equipment: This item is expected to remain the same. It is for anything with a life over one year.

643 Capital Outlay: Computer Hardware & Software: The Red Alert Program is being updated. There are different management modules to help managing the fire department. It will be expanded to include Fire Hydrants, Pre-Fire Planning, Bunker Gear, etc.

The budget assumption was that the department would be operating the way they are currently operating. The Department is budgeting for two Chief reimbursements and officer reimbursement.

3. Public Comment: Questions and Answers

Jennifer Miller addressed the Board regarding notice for annual physicals and random drug testing also.

4. Adjourn

Commissioner Tharp made a motion to adjourn at 7:15 p.m., which was seconded by Commissioner Beyer.

DOCUMENTS:

2010-2011 Proposed KLVFD Budget – VERSION 2

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