



**DISTRICT MEETING
DECEMBER 20, 2010 – FINAL**

1. AGENDA

1.A. Call to Order

Chairman Andersen called the meeting to order at 6:02 p.m.

Also present were: Chief Bock, Vicky Fay, Ronnie Fell, Sergio Garcia, Joshua Hauserman, Mike Jenkins, Tara Morris, Asst. Chief Ogden, Dirk Smits, and Jennifer Zimmer. The meeting was held at Station #24.

1.B. Pledge of Allegiance

Commissioner Edgerton led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: William Andersen, Marilyn Beyer, Mark Edgerton, and Jennifer Miller. Commissioner Wheaton was absent due to a vehicle accident. There was a quorum.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

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

2.B. Approval of Minutes

2.B.1 District Meeting Minutes November 22, 2010

Motion: Commissioner Miller made a motion to ***approve the November 22, 2010 District Meeting Minutes***. This motion was seconded by Commissioner Beyer. The Board unanimously approved the motion.

3. CHAIRMAN'S REPORT

The Chairman did not have any new items to present to the Board.

4. SECRETARY'S REPORT

There were no new items presented to the Board by the Secretary.

5. OLD BUSINESS

5.A. Pre-Selection Committee Update & District Commissioner Interviews

Tom Tharp reported 15 of the 24 applications were reviewed by the District Administrator Selection Committee. The Committee reduced the list to five to be interviewed by the Committee. Two of the applicants were available to be interviewed in person by the Committee, and the other three applicants were interviewed by phone. The Committee then reduced the list to four applicants to be interviewed by the Commissioners. Only one applicant was in town and available to interview, and only two commissioners available to interview. All four candidates are in a position to take the job by the end of January. Commissioner Edgerton expressed concern that the Board was putting the cart before the horse



5.A. Pre-Selection Committee Update & District Commissioner Interviews (Continued)

for a Administrator or Chief. The question was asked would the person run the day-to-day operations. The job description and contracts have not been finalized. With the exception of Commissioner Edgerton, the Commissioners felt the applicant interviews should proceed and be scheduled January 25th or January 27, 2011.

5.B. District Administrator Discussion

When asked, Tom Tharp felt it would be a District Chief with two deputy chiefs (one from the KLVFD and one from the KLVAC). Andy Tobin addressed the District Board and felt the position should be more of an accounting person with technical knowledge rather than the title of Chief.

The job description and the contracts need to be finalized.

5.C. Department Contract Liaison

Commissioner Edgerton reported Bill Meehan is assembling a list of the items that need to be worked on with the KLVFD, and requested the list be sent to the District Clerk for distribution to the Commissioners.

Commissioner Edgerton requested and was assigned the responsibility of working as the District Board contract liaison with the departments.

5.D. Update Driver's \$40.00 Per Shift

This item was tabled until the next meeting. The Department needs to review the reimbursement schedule.

5.E. 20% Reimbursement Requirement

This item was tabled until the next meeting.

5.F. Rescue Pumper

One of the vendors rescue pumper bid expires on January 7, 2011 (120 days from being issued). All of the vendors would need to agree to extend the bids or to waive the right to protest. If all of the vendors do not agree to extend or waive the right to protest, the District would have to rebid the rescue pumper.

Motion: Commissioner Miller made a motion to *contact the vendors to determine if they will agree to hold their prices until the January 10, 2011 meeting.* This motion was seconded by Commissioner Edgerton, and the motion was passed unanimously by the Board.

6. NEW BUSINESS

6.A. Medical Director's Contract

Dr. Steed agreed to the contract presented. The annual cost is \$18,000 with a cost-of- living adjustment provision, if approved by the Board.

Motion: Commissioner Beyer made a motion to *approve the Medical Director's contract with the addition of the Key Largo Volunteer Fire Department to the contract.* This motion was seconded by Commissioner Miller. The Board unanimously approved the motion.

6.B. Department Corporate Secretaries

The KLVAC Corporate Secretary does not receive any funding paid by the District; however, the KLVFD Corporate Secretary does receive reimbursement in the form of Administrative Shift Credits.



6.B. Department Corporate Secretaries (Continued)

Kandy Moore is the Corporate Secretary and handles mailings, meetings and is a keeper of the minutes. Commissioner Andersen requested the KLVFD provide a list of Kandy's responsibilities to the Commissioners, and Commissioner Beyer requested the KLVAC provide a list of their Corporate Secretary's responsibilities to the Commissioners.

6.C. Meeting/Advertising Schedule 1st Quarter 2011

Commissioner Miller requested copies of the contract from each department for the January 10th meeting.

Motion: Commissioner Beyer made a motion to ***approve the meeting/advertising schedule for the 1st Quarter of 2011.*** This motion was seconded by Commissioner Edgerton. The vote was as follows: Andersen (Yes), Beyer (Yes), Edgerton (Yes), and Miller (No).

6.D. KLVAC Ambulance Bid

The Corps selected the same vendor that sold the District the ambulance two years ago. The Corps requested a 2010 chassis; however, no 2010 chassis's are available. The 2011 chassis is \$137,000. The Corps felt it was more cost-effective to purchase a new ambulance rather than have the old ambulance box placed on a new chassis. The District will be piggybacking on the Sheriff's Bid. Commissioner Miller requested to see a list of the Sheriff's bids. The Clerk will obtain a copy of the Sheriff's contract bids for Commissioner Miller.

7. FINANCIAL REPORT

7.A. District November Financial Report

Jennifer Zimmer reported the District is 16% through the FY 2010-2011 budget. The District made the final payment to the county for the KLVFD utility payment. A budget amendment for the Unemployment Tax will be required for the KLVFD. The annual maintenance payment for the 81 fire hydrants was made to FKAA. Chairman Andersen requested that Finance provide a breakdown on General Departmental expenses in future financial reports. The Fire Dept General Departmental is at 61% due to the sewer assessments being paid for the North and South Stations. Repairs and Maintenance of Vehicles for KLVAC is at 48% of the budget due to the ambulance repairs. KLVAC has purchased the pagers that were contemplated in the FY10/11 budget. Board Members stipends are higher in November as there were five commissioners plus Tom Tharp for the month of November only.

8. LEGAL COUNSEL REPORT

Dirk Smits reported the District is not being sued by Corey Freeman. The KLVFD has to defend the payments to Mr. Freeman. It is possible the Corporation may come to the District for some money. Vernis & Bowling provided a referral for a Wage and Tax Attorney to the department. The Insurance policies need to be reviewed to determine if this would be covered, and they need to be notified there is a lawsuit pending.

9. EMS DEPARTMENT REPORT

9.A. EMS November Department Status Report

The ambulance with the oil leak was fixed, however, the leak has returned. The repair has a 90-day warranty. The Corps conducted a Toy drive for KISS. Commissioner Beyer commended the Corps for their efforts.



10. FIRE DEPARTMENT REPORT

10.A. KLVFD November Department Status Report

The annual KLVFD Awards Banquet will be Saturday January 22, 2011. There were 70 families helped with the collection for Toys for Tots, and the Board appreciated the Department's efforts. The generator was delivered after payment in full, and it will be installed in the next two days. The new hydrants have been fast tracked. Eight firefighters have qualified for promotion advancing to the rank of lieutenant.

11. COMMISSIONER'S ITEMS

There were no items presented by the Commissioners.

12. ADJOURN

Commissioner Edgerton made a motion to adjourn the meeting at 7:22 p.m.

Next Scheduled Meeting:

January 10 and January 31

February 14 and 28

March 14 and March 28

Documents:

101120 District Meeting Minutes

101207 Medical Director Contract

101220 KLFR&EMS Meeting/Advertising Schedule (1st Quarter, 2011)

101130 District Financial Report

101130 KLVAC Performance Report

101130 KLVFD Performance Report

*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*