



**DISTRICT MEETING  
FEBRUARY 28, 2011 – DRAFT**

**1. AGENDA**

**1.A. Call to Order**

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

Also present were: Donald Bock, Vicky Fay, Ronnie Fell, Sergio Garcia, Mike Jenkins, Tara Morris, Theron Simmons, Dirk Smits and Jennifer Zimmer. The meeting was held at Station #24.

**1.B. Pledge of Allegiance**

Commissioner Andersen led the Pledge of Allegiance.

**1.C. Roll Call**

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

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of Agenda**

**Motion:** Commissioner Edgerton made a motion to *approve the meeting 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 February 7, 2011**

**Motion:** Commissioner Miller made a motion to *approve the February 7, 2011 District Meeting Minutes*. This motion was seconded by Commissioner Edgerton, and the motion was passed unanimously by the Board.

**3. CHAIRMAN'S REPORT**

There were no new items reported by the Chairman.

**4. SECRETARY'S REPORT**

There was no Secretary report.

**5. PUBLIC COMMENT**

The following individuals addressed the board regarding Item 6.B.: Jackie Harder, Sue Heim, Pauline Klein, and Kay Thacker.

**6. OLD BUSINESS**

**6.A. 20% Reimbursement Requirement**

This item was postponed, and should be carried forward to the next meeting.



**6.B. Discussion: District Administrator Job Duties**

Tara Morris revised the job description to include a more detailed description of duties. Commissioner Edgerton expressed a concern the description shows part-time to full-time. Full-time will be stricken from the job description. Benefits will be discussed during the negotiation stage. Salary and benefits will not exceed \$40,000. Commissioner Miller recommended an at-will package with a 90 day probation period. The District expectation is for 25-30 hours per week with a presence of one 8 hour day in each fire department and ambulance corps with one other day for meetings and other things. Chairman Andersen requested a statement be added to the job description for the District Administrator to encourage and enhance volunteerism within the department.

Ms. Morris will revise the job description for the next meeting.

**6.C. Update KLVFD & KLVAC Contract Status**

Mr. Simmons will incorporate changes into the contract. The changes will be subject to the Department and the District Board approval. KLVAC will provide an office for the contract administrator. Both departments would like long-term agreements; however, District Counsel recommended 3 years that will automatically renew for another 3 years, but with the ability for either party to terminate the contract without cause upon reasonable notice. Termination without cause upon 60 days notice, with a requirement to mediate within 30 days of such notice.

The District Clerk will advertise a workshop on March 21, 2011 to discuss the contracts.

**7. NEW BUSINESS**

**7.A. Approval/Motion: KLVAC Sewer Lateral Hookup PO All Southern Trucking and Bobcat \$12,280**

**Motion:** Commissioner Wheaton made a motion to *approve the Purchase Order to All Southern Trucking and Bobcat in the amount of \$12,280 for the Sewer Lateral Hookup at the Ambulance Building*. This motion was seconded by Commissioner Edgerton, and the Board unanimously passed the motion.

**7.B. Approval/Motion: KLVAC Purchase & Disposition of Ambulance**

The Corps added two cabinets to the ambulance. Legal Counsel will review the Sheriff's Specification/Bid. Trade-in's must go out for bid if over \$5,000.00. Commissioner Wheaton recommended the District go to Ambulance.com for a bid.

**Motion:** Commissioner Edgerton made a motion to *postpone the purchase of the ambulance*. This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

**Motion:** Commissioner Edgerton made a motion to *surplus the ambulance*. This motion was seconded by Commissioner Wheaton, and the Board unanimously passed the motion.

**8. FINANCIAL REPORT**

**8.A. District Financial Report 1/31/11**

At the end of January, the District is through 33.33% of the 2010-2011 budget year. District expenses are at 33.2%. The Fire Department Unemployment Tax expense is high due to paying five quarters of unemployment tax filings (UTC 6). The KLVFD expenditures are at 25.5%, and the KLVAC expenses are at 22.4%. The overall District expenditures at the end of January are 25.6%.



**9. LEGAL COUNSEL REPORT**

Legal Counsel did not have any other items to report to the District Board.

**10. EMS DEPARTMENT REPORT**

The Ambulance Corps has a new board member, Scott Robinson. There is a problem with the ambulance again, and the company is very aware of the problem.

**11. FIRE DEPARTMENT REPORT**

Three firefighters (2 drivers) were hired by the City of Miami and one firefighter was hired by Ocean Reef. They would like to remain as volunteers.

**12. COMMISSIONER'S ITEMS**

The Commissioners did not have any new items to bring to the Board.

**13. ADJOURN**

Commissioner Wheaton made a motion to adjourn at 7:36 p.m.

**Next Scheduled Meeting:**

March 14, 2011 District Meeting

March 21, 2011 District Workshop

March 28, 2011 District Meeting

**Documents:**

110207 District Meeting Minutes

110228 District Administrator Job Description

110228 Legal Counsel Report

110215 KLVAC Purchase Order (All Southern Tracking \$12,280) Sewer Lateral

110211 KLVAC Ambulance Purchase/Trade-in

110228 KLVAC Sheriff's Bid Specification #04 – Type III Ambulance

110131 District Financial Report

110131 KLVAC Financial Report

110131 KLVFD Performance Report

110131 KLVFD Financial Report