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**DISTRICT MEETING  
MARCH 28, 2011 – FINAL**

**1. AGENDA**

**1.A. Call to Order**

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

Also present were: Vicky Fay, Ronnie Fell, Sergio Garcia, Tara Morris, Theron Simmons, and Peter Rosasco. The meeting was held at Station #24.

**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, Mike Edgerton, Jennifer Miller and Mark Wheaton. There was a quorum.

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of Agenda**

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

**2.B. Approval of Minutes**

**2.B.1 District Meeting Minutes March 14, 2011**

**Motion:** Commissioner Edgerton made a motion to ***approve the March 14, 2011 District Meeting Minutes***. This motion was seconded by Commissioner Beyer, 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's report.

**5. PUBLIC COMMENT**

Kay Thacker addressed the Board to request speaking after each agenda item. Dottie Moses addressed the Board regarding the District Administrator position and the without cause statement in the contract.

**6. OLD BUSINESS**

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

This item was postponed until the next agenda.



**6.B. Approval/Motion: District Administrator Hire**

Barbara Klingensmith declined the position due to personal reasons. Tara Morris contacted the second choice candidate, Bruce Stoll, and he accepted the at-will position with the District. Tara worked with him to develop a Salary/Benefit package, which included: Compensation (\$36,600), Auto Allowance (\$2,800), Health Insurance (\$600 - \$200 per month until the new premium is established).

**Motion:** Commissioner Wheaton made a motion *to accept Bruce Stoll as the new District Administrator, approve the Salary/Benefit package, and have Ms. Morris work to establish April 18, 2011 as a start date.* This motion was seconded by Commissioner Miller, with the vote as follows: Beyer (Yes), Edgerton (No), Miller (Yes), Wheaton (Yes) and Andersen (Yes).

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

**6.C.1 Fire Department Contract**

Theron Simmons attended the KLVFD meeting last week, and reported that he feels most of the changes will be incorporated. There is an issue with the termination without cause, and the department would like the termination to be slow and with careful consideration. Commissioner Edgerton made and withdrew a motion regarding the contract extension.

Andy Tobin addressed the board, and the department would like termination with mediation, and to add a clause with a change to notify in writing, and advertising the meeting. Mr. Tobin distributed a document identifying the department's governing documents. He recommends they be placed in one location with the contract to streamline and simplify the process. The documents could be given to the Administrator, and the Administrator could come back to the board with any recommendations found as a result of the review. Everything else is cosmetic and there were not any other substantial changes to the contract.

Theron will need to review the changes and to identify how these changes may affect the District.

**6.C.2 Ambulance Corps Contract**

Theron Simmons attended the KLVAC meeting last week, and reported the Ambulance Corps contract is nearly complete. There will be an addition to the contract regarding fiscal responsibility and the organizational chart. The Corps sees itself as an Independent Contractor, and feels some documents should be reviewed versus approved by the District.

**Motion:** Commissioner Miller made a motion to *extend the KLVFD & KLVAC Contract Extensions from March 28, 2011 ending on April 27, 2011.* This motion was seconded by Commissioner Wheaton, and the Board unanimously passed the motion.

**7. NEW BUSINESS**

**7.A. Review/Approval: Keefe, McCullough & Co. FY 2009-2010 Audit Report**

Peter Rosasco presented the FY 2009-2010 Audit Report prepared by Keefe, McCullough & Co. LLP. There were no Significant Audit Findings or difficulties encountered during the audit. The 26 page report included the District's Basic Financial Statements, Statement of Net Assets, Statement of Activities and Fund Financial Statements, as well as, other reports of independent auditors. The Total Assets Report on page 7 is the equivalent of an accrual-based balance sheet, and the District's total assets



**7.A. Review/Approval: Keefe, McCullough & Co. FY 2009-2010 Audit Report (Continued)**  
are \$6,911,543.00; the total accounts payable is \$189,970; and the District's net assets are \$6,721.573. Page 13 is the Statement of Revenues, Expenses, Changes in Fund Balance, and Budget versus Actual for the general fund, and shows the expense by program. Page 22 discusses the important of internal controls over financial reports. The audit did not identify any deficiencies in the District's internal control over financial reporting that were considered material weaknesses.

**7.B. Review/Discussion: KLVAC Protocols**

The Commissioners, Legal and the Corps discussed the review and approval process of the Protocols prior to being submitted to the District for approval. The KLVAC Protocols are reviewed and approved by the District's Medical Director.

**Motion:** Commissioner Edgerton made a motion to *that the District Medical Director should review and approve the KLVAC Protocols, and the Protocols should be submitted to the District for review only.* This motion was seconded by Commissioner Wheaton, and the Board unanimously passed the motion.

**7.C. Approval/Motion: KLVFD Reimbursement/Stipend**

Finance will process the KLVFD Reimbursement package.

**8. FINANCIAL REPORT**

Peter Rosasco reported the District is currently through 41.7% of the fiscal year, and has received 81.9% of the ad Valorem Tax revenues. The expenses are as follows: District (38.8%); KLVFD (30.7%), KLVAC (29.2%) and the overall District expenses are 31.3% of the total budget.

**9. LEGAL COUNSEL REPORT**

There were no new items reported by Legal Counsel.

**10. EMS DEPARTMENT REPORT**

One truck was involved in a minor accident on March 27<sup>th</sup>. The driver was not hurt; however, he was cited.

**11. FIRE DEPARTMENT REPORT**

Chief Garcia reported Engine 25 is down, and Squad 24 is at Station 25. The Performance Reports will be placed on the department website. There were three false alarms to the same address. To date, the District has not fined anyone for false alarms.

**12. COMMISSIONER'S ITEMS**

Commissioner Edgerton distributed the Florida Association of Special Districts Spring Newsletter. There is a section regarding registration for the FASD Conference to be held in Key Largo June 14<sup>th</sup>-June 16<sup>th</sup>, 2011.

**13. ADJOURN**

Mark made a motion Wheaton to adjourn at 6:59 p.m.

**(See Next Page)**



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: William A. Andersen; Seat 2: Jennifer Miller; Seat 3: Mark Wheaton; Seat 4: Mike Edgerton; Seat 5: Marilyn Beyer

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### **Next Scheduled Meeting:**

April 11 & April 25, 2011 District Meetings

May 9, 2011 District Meeting

May 23, 2011 KLVAC Budget Workshop & May 23, 2011 District Meeting (*if required*)

June 20, 2011 KLVFD Budget Workshop & June 20, 2011 District Meeting

June 27, 2011 District Meeting (*if required*)

### **Documents:**

110314 District Meeting Minutes

110323 KLVFD Contract, Version E

110323 KLVAC Contract, Version E

110228 Keefe, McCullough & Co. Letter to Commissioners

110228 District Audited Financial Report FY 2009-2010

110401 KLVAC Protocols