



***DISTRICT MEETING MINUTES
May 23, 2011 - DRAFT***

1. AGENDA

1.A. Call to Order

Chairman Andersen called the meeting to order at 6:48 p.m.

Also present were: Vicky Fay, Ronnie Fell, Sergio Garcia, James Griffeth, William Meehan, Scott Robinson, Theron Simmons, Bruce Stoll and Jennifer Zimmer. The meeting was held at Station #24.

1.B. 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 Wheaton 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 April 25, 2011

Motion: Commissioner Miller made a motion to ***approve the April 25, 2011 District Meeting Minutes.*** This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

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 by the Secretary.

5. PUBLIC COMMENT

There were no comments from the Public.

6. OLD BUSINESS

There was no Old Business to discuss.



7. NEW BUSINESS

7.A. Travel Requests FASD)

Commissioner Edgerton briefly discussed the FASD Conference. The fees to attend the conference are: 1st attendee \$375, 2nd attendee \$350, and attendees may attend daily for a charge of \$100.00 per day.

Motion: Commissioner Wheaton made a motion to ***approve registration fees as follows: Commissioner Edgerton \$375.00, District Administrator \$350.00 and Commissioner Miller \$200.00 for a total of \$925.00.*** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

7.B. Discussion: Out-of-Service Apparatus

The District Administrator discussed placing out-of-service apparatus on the govdeal.com website as surplus vehicles. The KLVFD has two out-of-service (Rescue 71 and the old dive-rescue vehicle) apparatus, and the Corps will have the out-of-service ambulance for surplus. If the value is under \$5,000, the District may dispose of the apparatus in the most efficient and cost effective manner. If it is over \$5,000 then a more formal method of disposition will be required. The Board provided direction for the Administrator to pursue obtaining additional information.

7.C. Approval: Advertising & Meeting Schedule (3rd & 4th Quarters)

The meeting and advertising schedule was discussed.

Motion: Commissioner Beyer made a motion to ***approve the 3rd and 4th Quarter Meeting and Advertising Schedules.*** This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

7.D. Approval: New Printer & Disposition of Pager

Jennifer Zimmer recommended the District Board consider allowing \$2,000.00 in purchases of office equipment and supplies rather than coming before the Board several times to request small purchases. This purchase would include a printer, filing cabinet, pager and other office supplies as needed.

Motion: Commissioner Beyer made a motion to ***approve purchasing office equipment and supplies for the District Administrator not to exceed \$2,000.00.*** This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

Jennifer Zimmer discussed the older pager Tom Tharp requested to purchase from the District. The final cost (purchase price less depreciation) is \$164.28.

Motion: Commissioner Beyer made a motion to ***approve Tom Tharp purchasing the pager from the District in the amount of \$164.28.*** This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

7.E. Commission on Ethics

The Supervisor of Elections has mailed the Financial Disclosure forms to the Commissioners. The new District Administrator is required to complete the Statement of Financial Interests, Form 1, also.



8. FINANCIAL REPORT

Jennifer Zimmer reported there may be a budget line-item transfer in the future for Accounts 522.120 and 522.121.06 for the KLVFD. There may also be a line-item transfer in the future for the Corps for Accounts 526.520 and 526.531. These transfers will not exceed the approved budget.

9. LEGAL COUNSEL REPORT

9.A. FLSA Litigation Update

The Plaintiff has moved to amend the complaint to include the District. The Judge will rule on this in the future. If the Judge rules in favor of the plaintiff, then the District will be served.

10. EMS DEPARTMENT REPORT

Ronnie Fell reported Ford called and said, “the ambulance is ready to be picked up”. The Corps may request the vehicle be delivered to them rather than picking it up.

11. FIRE DEPARTMENT REPORT

Chief Garcia reported the following: The ISO evaluation results are pending. The last ISO evaluation was 1998. ISO indicated they expect a ladder truck to respond to every fire, and not everybody is trained to drive the ladder truck. ISO wants a third station in the middle of Key Largo. ISO also wants four people per station to respond to each structure fire, and ISO may make it six personnel. If personnel are not state certified, the firefighter’s names are removed as responding to the fire. The KLVFD is working to get a 4 rating. The department purchased a turbo draft to put into the water, and send water from the pump and then a 5 hose may be attached. It is a portable means of water. The turbo drafts cost \$2,600 each. ISO will come back to evaluate on how the firefighters are using the turbo draft. The department hopes to get rid of the split ISO rating. A letter will be sent to some of the large commercial businesses to help educate the businesses to notify their insurance company if they have sprinkler systems. Commissioner Wheaton suggested placing an article in the newspaper. Bill recommended they notify the Chamber. Commissioner Edgerton commended the department in working with ISO. The honor guards participated in funeral services for Dave Roberts, Kippy Watson. and Russ Andersen. The department is working on a False Alarm Ordinance. The Committee is working on the specification for the Invitation to Negotiate.

12. DISTRICT ADMINISTRATOR REPORT

Bruce Stoll reported that he is working with the department on the ITN process for the rescue pumper. He also attended meetings at each department; and is gathering information on LOSAP Plan.

13. COMMISSIONER’S ITEMS

There were no new Commissioner Items.

14. ADJOURN

Commissioner Miller made a Motion to Adjourn at 7:37 p.m.

Next Scheduled Meeting:

June 20, 2011 KLVFD Budget Workshop & June 20, 2011 District Meeting
June 27, 2011 District Meeting (if required)

(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

Documents:

- 110425 District Meeting Minutes
- 110523 Travel Requests (FASD Conference)
- 110430 District Financial Report
- 110523 Meeting & Advertising Schedule (3rd & 4th Quarters)
- 110430 KLVAC April Reports
- 110510 KLVAC Chief's Report
- 110331 KLVFD March Reports
- 110430 KLVFD April Reports