



## **KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT**

**Seat 1: William A. Andersen; Seat 2: Jennifer Miller; Seat 3: Mark Wheaton,  
Seat 4: Tom Tharp and Seat 5: Marilyn Beyer**

### ***DISTRICT MEETING MINUTES***

***August 8, 2011 - FINAL***

#### **1. AGENDA**

##### **1.A. Call to Order**

Chairman Andersen called the meeting to order at 6:03 p.m.

Also present were: Don Bock, Vicky Fay, Ronnie Fell, Sergio Garcia, Mike Jenkins, Scott Robinson, Peter Rosasco, 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, and Mark Wheaton. Jennifer Miller was on vacation. There was a quorum.

##### **1.C. Pledge of Allegiance**

Commissioner Wheaton led the Pledge of Allegiance.

#### **2. OATH OF OFFICE**

Tim Tharp administered the Oath of Office to Commissioner Tharp at 6:05 p.m.

#### **3. APPROVAL OF AGENDA & MINUTES**

##### **3.B. Approval of Minutes**

###### **3.B.1. District Meeting Minutes July 25, General Meeting**

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

###### **3.B.2. District Meeting Minutes July 25, 2011 Budget Workshop**

**Motion:** Commissioner Wheaton made a motion to ***approve the July 25, 2011 Budget Workshop Meeting Minutes***, which was seconded by Commissioner Beyer. The Board unanimously passed the motion.

###### **3.B.3. District Meeting Minutes July 25, 2011 District Meeting**

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

#### **4. CHAIRMAN'S REPORT**

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



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### **5. SECRETARY'S REPORT**

There were no new items presented by Commissioner Beyer.

### **6. PUBLIC COMMENT**

No comments were received from the General Public.

### **7. OLD BUSINESS**

#### **7.A. Infrastructure Funds**

Legal is awaiting a response from Monroe County to discuss the Infrastructure Funds.

#### **7.B. Fire Hydrants**

Kurt Zuelch will prepare an Inter-local Agreement (ILA) for the District and FCAA for the installation of the fire hydrants, and will forward the ILA to the District for approval. FCAA will send the hydrants out to bid. The current bid for the hydrants in Marathon is \$6,050.00.

#### **7.C. Tanker Refurbishment**

Bruce Stoll received the bids from Fire Tech to refurbish the tanker in the amounts of \$40,000 and \$18,500 (electrical and lighting system). The frame and air conditioning will need to be inspected.

Commissioners Tharp and Andersen each recommended obtaining a second bid for the tanker refurbishment from another vendor.

#### **7.D. LOSAP**

Bruce Stoll reported the County is not averse to working with the District for a LOSAP Plan. Bruce will continue gathering additional information.

### **8. NEW BUSINESS**

#### **8.A. Discussion: Budget FY 11-12**

Peter Rosasco reviewed the Millage Rate Analysis Sheet for Roll Back, 0.9000 Mills, and .09250 Mills. The necessary decrease in expenditures to achieve the recommended ending fund balance is \$247,006, \$154,233 and \$101,641, respectively. Draft 3 of the District budget is currently at .9250 mills.

#### **District Budget**

Account 490 (General Departmental): Bill Andersen noted the Tax Collector fees would be reduced if the District achieves roll back.

Account 400 (Travel & Per Diem): This account was reduced from \$8,000.00 to \$5,000.00.

#### **KLTFD**

Acct 230 (Life & Health Insurance): The department will receive a revised insurance estimate next week.

Acct 400 (Travel & Per Diem): This account will be reduced from \$14,000 to \$10,000.

Acct 491 (Training): This account will be reduced from \$28,400 to \$25,000. Chief Garcia reported Instructors are only paid for state-approved training courses that result in a certification.



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### **8.A. Discussion: Budget FY 11-12**

Acct 520 (Operating Supplies): This should be reduced from \$78,800 to \$70,000. There is currently a spending freeze in place. Firefighting Gear (gloves, helmets, Nomex hoods and boots). Commissioner Tharp requested a more complete breakdown of the \$50,000 be provided to the District before the September budget hearings.

Acct 642 (Capital Outlay -Small Tools & Equipment): This item will remain the same. There should be two line items for this account: \$5,500 for the HURST tool and \$2,000 for the other expenses.

Acct 641 (Capital Outlay-(Vehicles): Chief Garcia recommended reducing the tanker from \$375,000 to \$345,000: There were no changes for the Rescue Pumper.

Acct 121 (Volunteer Pay): The volunteer reimbursement needs to be increased from \$448,425 to \$492,460: The KLVFD suggested the part-time engineers be paid \$8.00 to \$10.00 per hour. Chief Garcia will provide a breakdown of the \$492,460.

Acct 314 (Legal Services): Andy Tobin addressed the Board. Previously the District Board added \$35,000 to the District Budget for the lawsuit. Andy Tobin requested \$25,000 be added to the KLVFD budget for the KLVFD attorneys, who are working on the lawsuit. The bill for the \$12,500 previously approved by the District Board will be added to the Projected Actual, and reduce the fund balance. This item will be changed to \$30,000.00.

### KLVAC

Acct 121 (Volunteer Reimbursement): Chairman Andersen requested the KLVAC Board of Directors pay be removed from the District Budget. Chief Bock does not receive a stipend being the Chief. The balance will be changed to \$142,800. Finance was directed to delete the wording "based on a minimum wage hourly pay" from the budget.

Acct 140 (Overtime): The \$15,000 budgeted for overtime was reduced to \$10,000. This overtime was used for training, logistics and quality assurance.

Acct 210 (Employer Payroll Taxes): This should be reduced by \$382.50 and also be reduced by \$780.00, which results in a decrease of \$1,162.50.

Acct 461 (Repair & Maintenance: Buildings): The Pressure Cleaning was currently budgeted at \$5,000. The quote received for the pressure cleaning was \$2,300. \$2,700 will be removed from this account.

Commissioner Beyer questioned if it would more beneficial for the departments to install a separate meter to wash their trucks. Commissioner Wheaton stated the meters cost about \$2,500. The meters will need to be plumbed for the outside water area for both Fire Department stations and the Corps. This should significantly reduce the sewer portion of the water bill.

Acct 491 (Training): This year training is projected at \$12,000 at the end of the fiscal year. The \$11,300 will be reduced by \$1,500 (Training Equipment) and \$1,000 (Misc. Training books).

Acct 520 (Operating Supplies): In FY 10-11, the honor guard did not order any honor guard apparel. This includes 11 sets. Finance was directed to delete the word "increase from the description.

Rosasco suggested revising the Vehicle Replacement Fund to reduce the ladder truck to \$675,000. This would need to be discussed with the Fire Department. Peter also recommended the District contact the County regarding the Infrastructure Tax. Monroe County would like to allocate 100% of all Infrastructure Taxes for wastewater. If 100% of the Infrastructure Taxes are allocated for wastewater, the District would lose the funds generated in Key Largo for Key Largo infrastructure improvements. The Board directed Theron Simmons to pursue working with the County regarding the Infrastructure Funds.



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### **8.B. Approval/Motion: Memorandum of Understanding (MOU) District and Govdeals.com**

Theron Simmons reported this is a straight-forward MOU. Bruce Stoll recommended Option B2. The representative indicated sellers normally receive a higher sale price. If the vehicle is valued at \$5,000 or greater, the District will need to advertise in a local paper, even when the vehicle is advertised through govdeals.com. Bruce will continue to investigate the best options for the District.

**Motion:** Commissioner Tharp made a motion **to adopt the Govdeals.com Option B2 – for 12 months.** This motion was seconded by Commissioner Wheaton. The motion was passed unanimously by the Board.

### **8.C. Discussion: Burn Ordinance**

Simmons reported the issue regarding who will perform the permitting needs to be resolved. The Fire Marshall normally approves the permits, and the Forestry Service approves controlled burns. Commissioner Tharp expressed concern regarding the District assuming responsibility for issuing permits. Theron Simmons will revise the Burn Notice permitting requirements.

### **8.D. Approval/Motion: False Alarm Ordinance**

Theron Simmons reported the number of fire alarms and the fines to be imposed. The Sheriff's office charges for false alarms after seven (7) alarms have been received. The Ordinance will require two public hearings. Theron will research the number of calls and the fines to be imposed, and resubmit the False Alarm Ordinance to the Board.

## **9. FINANCIAL REPORT**

There were no new items presented by Finance.

## **10. LEGAL COUNSEL REPORT**

Simmons reported The Motion to Dismiss is scheduled for August 10, 2011.

## **11. EMS DEPARTMENT REPORT**

The new ambulance has been received. The Corps took it to National Night Out. The newer truck is having radiator issues, and it is 2,200 miles over the warranty. The sewer laterals have been started.

## **12. FIRE DEPARTMENT REPORT**

The Fire Department participated in a conference call with the Sheriff's Office and DOT regarding the dump truck accident. DOT expressed appreciation for the handling of traffic during this incident.

The ISO Report was received, and ISO will visit in late August to discuss the report. Chairman Andersen will attend the meeting.

## **13. DISTRICT ADMINISTRATOR REPORT**

Stoll reported everything was reported.

*(See Next Page)*



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### **14. COMMISSIONER'S ITEMS**

Commissioner Tharp provided information regarding the Cardiac Services webinar.

### **15. ADJOURN**

Commissioner Wheaton made a motion to adjourn at 8:56 p.m., which was seconded by Commissioner Andersen; and which was unanimously approved by the Board.

#### Next Scheduled Meetings:

August 22, 2011 District Meeting

September 12, 2011: 1<sup>st</sup> Public Hearing followed by District Meeting

September 19, 2011: Final Public Hearing followed by District Meeting

October 10 and October 24, 2011: District Board Meetings

November 21, 2011 District Board Meeting

December 19, 2011 District Board Meeting

#### Documents:

110725 General Meeting Minutes July 25, 2011

110725 Budget Workshop Meeting Minutes July 25, 2011

110725 District Meeting Minutes July 25, 2011

110808 FY 11-12 District Budget (Draft 2)

110808 FY 11-12 Millage Rate Analysis (Draft 2)

110808 MOU (District w/ Govdeals.com)

110808 Ordinance: False Alarms