



## **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, Seat 5: Marilyn Beyer***

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

***August 22, 2011 - DRAFT***

#### **1. AGENDA**

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

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

Also present were: Don Bock, Vicky Fay, Ronnie Fell, Sergio Garcia, 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, Jennifer Miller, and Mark Wheaton. Tom Tharp was on a business trip. There was a quorum.

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

Commissioner Beyer led the Pledge of Allegiance.

#### **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 Beyer, and the motion was passed unanimously by the Board.

##### **2.B. Approval of Minutes**

###### **2.B.1. District Meeting Minutes August 8, 2011**

**Motion:** Commissioner Wheaton made a motion to ***approve the August 8, 2011 District Meeting Minutes***, which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

#### **3. CHAIRMAN'S REPORT**

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

#### **4. SECRETARY'S REPORT**

There were no new items presented by Commissioner Beyer.

#### **5. PUBLIC COMMENT**

There were no comments received from the General Public.

#### **6. OLD BUSINESS**



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### **6.A. Infrastructure Funds**

Legal contacted Monroe County to schedule a meeting to discuss the Infrastructure Funds.

### **6.B. Fire Hydrants**

There were two changes to the FCAA Inter-local Agreement. FCAA would like to receive funding for the hydrants, prior to purchasing the hydrants, and a five (5)% administrative fee was added. The pricing for the Marathon hydrants was \$6,050.00, which would be a total of \$60,500 if FCAA can piggyback off of the Marathon Fire Hydrant Contract. The contract will be scheduled for approval at the next District meeting.

### **6.C. Tanker Refurbishment**

Bruce Stoll reported he has contacted four companies in South Florida, and will contact one or two more companies. Commissioner Wheaton suggested the companies waive the estimate fees if their company is awarded the contract to refurbish the tanker.

### **6.D. LOSAP**

The Administrator is awaiting information from the County Fire Chief, and he will contact the actuarial firm regarding the total number of volunteers.

## **7. NEW BUSINESS**

### **7.A. Approval/Motion: KLVAC Travel Reimbursement Request (Zoll Conference – \$3,156.44)**

Commissioner Miller requested that Travel Reimbursement Requests be submitted prior to traveling rather than after-the-fact.

**Motion:** Commissioner Wheaton made a motion to ***approve the After-the-Fact Travel Reimbursement Request for Chief Bock and Curtis Teems in the amount of \$3,156.44.*** This motion was seconded by Commissioner Miller, and the motion was passed unanimously by the Board.

### **7.B. Approval/Motion: KLVFD Budget Line-Item Transfer (\$2,000.00) & Approval/Motion: KLVFD Budget Line-Item Transfer (\$4,014.00)**

**Motion:** Commissioner Wheaton made a motion to ***approve two Budget Line-Item Transfer Requests:***

- 1) Transfer \$2,000.00 from Acct 522.121 Volunteer Pay Line Officers to Acct 522.140 to Overtime Wages and**
- 2) Transfer \$4,014.00 from Acct 522.121 Volunteer Pay Line Officers to Acct 522.520 Unemployment Tax.**

This motion was seconded by Commissioner Beyer. The Board unanimously passed the motion.

### **7.C. Discussion: KLVAC Emergency Generator**

Chief Bock reported the current emergency generator is over 20 years old. Commissioners Wheaton and Beyer recommended the Ambulance Corp submit an AFG Grant to purchase the generator.



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### **7.D. Discussion: District Policies & Procedures**

The Board requested the District Clerk reschedule this item after the Budget Season.

### **7.E. Discussion: Budget FY 11-12. Draft 4**

Jennifer Zimmer reported with a 0.9250 millage rate, the budget would need to be decreased by \$174,596; with a 0.9000 millage rate, the budget would need to be decreased by \$227,188, and to achieve the Rollback millage rate, the budget would need to be decreased by \$319,961.

For example a \$500,000 home at the rollback rate would pay (\$428.00); at 0.90000 mills (\$450.00) and at 0.9250 mills (\$463.00) in taxes.

#### KLVFD

Account 240 (Worker's Compensation): The KLVFD there is a 10% increase in Workman's Compensation. For the District, Jennifer Zimmer is checking to see if we can use employee leasing for workman's compensation for the District employee. This may also be an option the for departments, Account 121 (Volunteer Pay): This was reduced from \$490,000 to \$483,700. Commissioner Beyer questioned if the volunteers may work 4, 6 or 8 hours. Commissioner Wheaton asked if the part-time firefighters could volunteer. Part-time firefighters can not revert to being a volunteer. The proposed part-time plan will remove volunteers from the volunteer list. Commissioner Miller requested the Fire Department make a suggestion for the One Supervisor Firefighter II Drive Operator slot for \$78,840.00. Account 230 (Insurance): The Department will pay up to \$750.00 for health insurance. Chief Garcia indicated there would be a meeting with the insurance agent within the next couple of weeks. The only time the insurance may be changed is the month of September. Chief Garcia felt the insurance could be reduced from \$36,000 to \$24,000.

Chairman Andersen recommended the Ambulance Corps and Fire Department should look at employee leasing to help reduce the insurance costs for the Departments and District. Jennifer Zimmer will review for the District.

Account 210 (FICA Taxes): This Includes Accounts 120, 121 and 140.

Account 312 (Professional Services): Approximately 25 firefighters will be receiving physicals in September 2011.

Account 320 (Legal Services) is a stipend. Reduce the non-litigation to \$500.00. The Litigation will be reviewed in September. Chairman Andersen requested the accounting fees be reviewed. Changes for the Accounting Fees will be held until Mike Jenkins negotiates with Keys Accounting.

Account 410: Phones, Television & Internet: No changes were made.

Account 440 (Rent & Leases): The Department receives a new machine every year.

Account 460 (Repair & Maintenance: Equipment): The equipment repairs vary from \$7,000.00 to \$15,000 per year.

Account 470 (Printing and Binding): Linda recommended this be reduced to \$500.00.

Account 491 (Training): Some classes were cancelled in FY 2010-2011. If they cannot be rescheduled, the Department will conduct the classes in FY 2012-2013.



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Account 630 (Capital Outlay Infrastructure): This was increased by \$3,025 for the 5% admin fee for the ILA with FKAA for the fire hydrant installation.

Account 520 (Operating Supplies): Commissioner Beyer requested a breakdown of the operating supplies FY11/12 proposed budget line item of \$41,200 for "firefighting gear".

Account 522 (Fuel: Diesel): The account is up. The Projected Actual is \$14,566, and the cost of diesel has increased. The proposed FY11/12 budget amount is an approximate 50% increase in this account from the projected expense. The diesel will be recalculated for both the Fire Department and the Ambulance Corps.

Account 640 (Capital Outlay): This is a new power unit. There is a separate account for the inspection of the Hurst tool.

Account 462 (Repair & Maintenance: Vehicles): The \$6,975 may be removed if there is a new truck.

### KLVAC

Account 320 (Legal Services): Commissioner Miller requested this item be removed from the budget. This item will be reduced to \$500.00.

#### **7.F. Approval/Motion: KLVAC Travel Request - \$1,491.48 (Fell)**

**Motion:** Commissioner Wheaton made a motion to **approve the Travel Request in the amount of \$1,491.48 for Ronnie Fell to attend the EMS World Expo.** This motion was seconded by Commissioner Miller, and the motion was passed unanimously by the Board.

#### **7.G. Approval/Motion: District ILA with FKAA for Fire Hydrants**

Approval of the FKAA Fire Hydrant Contract will be carried over until the next District Meeting.

#### **7.H AFG Grant Status**

The District will apply for a grant for the EMS Department for a generator and any other items they require, the Fire Department has not provided a list to the District of the items to be requested. Chief Garcia indicated that he would like both the District and the Fire Department to apply for an AFG Grant.

### **8. FINANCIAL REPORT**

Jennifer Zimmer reported that the District was 83.33% through the budget year. The District departmental expenditures are at 71.8% of budget. The KLVFD is at 56.6% of their budget, and at 75.8% without the capital vehicle purchase in the budget, and the Corps is at 62.7% of their budget, and is at 77.6% without the capital vehicle purchase in the budget.

### **9. LEGAL COUNSEL REPORT**

Theron Simmons did not have any new items to report to the Board.

### **10. EMS DEPARTMENT REPORT**

The other ambulance has been sent to EGR for repair. The new ambulance # 73 will be on the road within two weeks. The radios need to be installed.



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### **11. FIRE DEPARTMENT REPORT**

There was a fire call at in the area close to Dave Gow's residence, and the department was able to able to respond and save the structure. The Water Team was dispatched recently.

### **12. DISTRICT ADMINISTRATOR REPORT**

Bruce Stoll reported he is following up on activities, and will work with the Clerk on the grants.

### **13. COMMISSIONER'S ITEMS**

No new items were presented to the Board.

### **14. ADJOURN**

Commissioner Wheaton made a motion to adjourn at 8:40 p.m. This motion was seconded by Commissioner Beyer, and was unanimously passed by the Board.

### **Next Scheduled Meetings:**

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:**

110822 District Meeting Minutes August 8, 2011  
110822 FKA Fire Hydrant Inter-Local Agreement (Draft 1)  
110804 KLVAC Travel Reimbursement Request (\$3,156.44)  
110822 KLVFD Budget Line-Item Transfer Request (\$2,000)  
110822 KLVFD Budget Line-Item Transfer Request (\$4,014)  
110822 FY 11-12 District Budget (Draft 4)  
110822 FY 11-12 Millage Rate Analysis (Draft 4)  
110822 FY 11-12 KLVFD Reimbursement (3 Tier System)  
110822 KLVAC Travel Request Fell (\$1,491.48)  
110822 KLFR&EMS District/FKAA ILA (Fire Hydrants)  
110731 KLFR&EMS District Financial Report (July)  
110804 KLVAC Monthly Reports  
110822 KLVFD Performance Reports