



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 – OCTOBER 24, 2011 – *DRAFT*

1. AGENDA

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

Also present were: Dale Coburn, Vicky Fay, James Griffeths, Mike Jenkins, Scott Robinson, Theron Simmons, 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, Tom Tharp and Commissioner Wheaton. There was a quorum.

1.C. Pledge of Allegiance

Commissioner Miller led the Pledge of Allegiance.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

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

2.B. Approval of Minutes

2.B.1 District Meeting Minutes – September 12, 2011

2.B.2 Final Public Hearing Meeting Minutes – September 19, 2011

2.B.3 District Meeting Minutes – September 19, 2011

Motion: Commissioner Beyer made a motion for bulk approval of the minutes:
September 12, 2011 District Meeting Minutes.
September 19, 2011 Final Public Hearing Meeting Minutes
September 19, 2011 District Meeting Minutes with a one-word change in Item 7.C.

This motion was seconded by Commissioner Tharp, and the motion was passed unanimously by the Board.

3. CHAIRMAN'S REPORT

The Chairman did not have any new items to report.

4. SECRETARY'S REPORT

There were no new items reported by the Secretary.

5. PUBLIC COMMENT

Athena addressed the Board for item 7.A.; Donna Gaye and Teresa Holland addressed the Board for Item 7.E.



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*

6. OLD BUSINESS

7. NEW BUSINESS

7.A. Discussion: 12th Regional Firefighter Training Program

Commissioner Beyer wants to promote the training program for the Firefighters to be able to attend. James Griffiths does post training at the station. Commissioner Beyer recommended three courses for the firefighters. There are about 20-30 fires per year. Commissioner Tharp provided clarification for the general public that the Fire Department may conduct personal safety and fire prevention training at any time.

7.B. Approval/Motion: KLVAC Budget Line-Item Transfers

7.B.1 Approval/Motion: Transfer from Utilities Electric (\$3,000.00), Utilities Water (\$300.00) and Training (\$500.00). This totals \$3,800.00, which is being transferred to Printing (\$300.00), Travel (\$1,500.00) and Diesel (\$2,000.00).

7.B.2 Approval/Motion: Transfer from Advertising (\$1,000.00), Gen. Dept. Misc. (\$2,000.00) and Training \$7,000.00). This totals \$10,000.00, which is being Transferred to Volunteer Reimbursement.

7.B.3 Approval/Motion: Transfer from Overtime \$5,396.00 to Diesel (\$2,385.81), Medical Supplies (\$1,955.59) and Medicine Drugs (\$1,054.60)

Motion: Commissioner Wheaton made a motion for bulk approval of the **Budget Line-Item Transfers:**

From Utilities Electric (\$3,000.00), Utilities Water (\$300.00) and Training (\$500.00) to Printing (\$300.00), Travel (\$1,500.00) and Diesel (\$2,000.00).

From Advertising (\$1,000.00), Gen. Dept. Misc. (\$2,000.00) and Training \$7,000.00) to Volunteer Reimbursement.

From Overtime \$5,396.00 to Diesel (\$2,385.81), Medical Supplies (\$1,955.59) and Medicine Drugs (\$1,054.60).

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

7.C. Approval/Motion: KLVFD Budget Line-Item Transfers

7.C.1 Approval/Motion: Transfer \$5,000.00 from Volunteer & Line Officer Reimbursement to Regular Salaries and Wages.



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**

7.C.1 Approval/Motion: Transfer \$5,000.00 from Volunteer & Line Officer Reimbursement to Regular Salaries and Wages (Continued)

Jennifer Zimmer reported the dollars are the same. Overtime is only for a paid driver. This is for straight-time overtime. With regard to the statement that the O/T was necessitated due to a lack of volunteers to cover some shifts. Commissioner Tharp pointed out that other 501C.3 organizations have performance standards for attendance and organization participation. Theron Simmons recommended the District put together a memo with the department to ensure the recommendations and performance standards are legal. Commissioner Tharp believes it would be reasonable to have a written Overtime Policy for Finance to confirm overtime is paid correctly. President Jenkins said they would have a proposal for the policy at the next District meeting.

Motion: Commissioner Wheaton made a motion to **approve transferring \$5,000.00 from Volunteer & Line Officer Reimbursement to Regular Salaries and Wages.** This motion seconded by Commissioner was Miller, and the motion was passed unanimously by the Board.

7.C. Approval/Motion: KLVFD Budget Line-Item Transfers

7.C.2 Approval/Motion: Transfer \$4,200.00 from Water Utilities to Electric Utilities.

Motion: Commissioner Wheaton made a motion to **approve transferring \$4,200.00 from Water Utilities to Electric Utilities,** which was seconded by Commissioner Beyer. The motion was passed unanimously by the Board.

The Board directed Theron Simmons to write a letter to the Department of Transportation to request the Station # 24 emergency light be repaired. This is a safety issue.

7.D. *This item was removed from the Agenda.*

7.E. Discussion: Burn Ordinance

Theron Simmons introduced Dale Coburn to the Board. The Ordinance was based upon the Forestry Department Handbook and feedback from the Fire Department. Clarification was requested for fires over eight (8) feet.

The fire department has some questions regarding the Schedule of Fees. The fire department would like one year. James Griffiths reported a nuisance fire has to be extinguished (whenever anybody has a complaint). When it becomes a complaint, it becomes a civil matter and the individual making the complaint must be willing to file the complaint with Code Enforcement. Fires need to be 300 feet from the next occupied building. No open burning may be done. The District should send the violation to the person.

Dale Coburn reported that the standards for fires that do not fall under the Forestry Service, the District may change. Theron suggested the District mirror the Monroe County code. Commissioner Miller recommended the Ordinance be modified to address the public's concern.



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**

The Ordinance will be revised and resubmitted to the District.

7.F. Discussion: False Alarm Ordinance

The Fire Department is happy with the way the Ordinance was presented. Theron Simmons will revise the Fee Schedule. Each additional false alarm will be \$250.00. The violations will be based on calendar year. The Appeal Process to the board will be the same. It is a quasi-judicial process.

The Ordinance will be revised and resubmitted to the District.

7.G. Status: Impact Fees (Monroe County)

Theron Simmons received a 13 page fax today from the County. The fire department may have some information on the amounts being collected. As far as the discretionary tax – the County said the money will be used for capital improvements for the wastewater. Theron wants to calculate the impact fees and the money that has been used for fire hydrants.

7.H. Discussion: KLVAC Ambulance Repairs

The ambulance will not fall under the Lemon Law. Chief Bock would like to get the \$4,200.00 back. Theron Simmons will contact Palmetto Ford; and determine if it will be necessary to consider going to small-claims court.

7.I. Status: Great Florida Fire School (KLVFD)

The Fire Department provided a breakdown of the attendees and the courses, and revised (lower) the cost of attending.

8. FINANCIAL REPORT

Jennifer Zimmer reported Finance received a check for \$27,000 from the Tax Collector. The District Auditors will be down November 3 and 4, 2011.

9. LEGAL COUNSEL REPORT

The Fire Department submitted a Motion to Dismiss regarding the Freeman Lawsuit.

10. EMS DEPARTMENT REPORT

10.A. & 10.B. KLVAC Reports (August & September)

The Ambulance Corps did not have any additional items to report to the Board.

11. FIRE DEPARTMENT REPORT

11.A. & 11.B. KLVFD Reports (August & September)

James Griffeths reported the Pink Fire Trucks raised \$600.00 for the cause, and they will return in 2013. The Union tried to unsuccessfully stop it, but there were 45 people at Sundowners. The department conducted a live fire presentation on sprinklers at KMART on October 8th and 9th. It raised money for the Benevolent. James Griffeth will be attending the National Fire Academy in Emmetsburg, MA. Engine 24 needs 9 new tires, and the cost for one tire is \$6,800. Commissioner Wheaton will get with James Griffeth regarding the tires. A Press Release will be issued for the Fire Prevention Training at Key Largo School. This is the last meeting for Mike Jenkins his schedule is changing at the Coop, and he will not re-run as President.



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**

12. COMMISSIONER'S ITEMS

Commissioner Tharp attended the Fire College for the Fallen Fire Fighters. Four people from the Upper Keys honor guard (Key Largo and Tavernier) attended. It was a very impressive ceremony. He will attend the FASD quarterly meeting. City of Marathon decided to hire their own fire chief, and asked Commissioner Tharp to help select the next fire chief. They have 93 applicants.

Commissioner Miller requested the Commissioners receive information on the Veteran's Ceremony because the KLVFD did not receive information on the 911 Ceremony at Capital Bank.

13. ADJOURN

Commissioner Wheaton made a motion seconded by Commissioner Tharp to adjourn the meeting at 7:41 pm.

Next Scheduled Meetings:

November 21, 2011 District Board Meeting

December 19, 2011 District Board Meeting

Documents:

110912 District Meeting Minutes September 12, 2011

110919 Final Public Hearing Meeting Minutes September 19, 2011

110919 District Meeting Minutes September 19, 2011

110922 Email: 2011 Regional Firefighter Training Program

111024 KLVAC Budget Line-Item Transfers (\$3,800.00 and \$10,000.00)

111024 KLVFD Budget Line-Item Transfers (\$5,000.00 and \$4,200.00)

111024 KLFR&EMS District Burn Ordinance

111024 KLFR&EMS District False Alarm Ordinance

111004 Letter to V & B from Monroe County (Impact Fees)

111024 KLVAC August & September Reports

111024 KLVFD August & September Reports