



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 AGENDA JANUARY 9, 2012 – FINAL (Station #24)

1. AGENDA

1.A. Call to Order

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

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

1.B. Pledge of Allegiance

Commissioner Andersen led the Pledge of Allegiance.

1.C. 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.

2. APPROVAL OF AGENDA

2.A. Approval of Agenda

Motion: Commissioner Wheaton made a motion to ***approve the agenda with the addition of Item 11.G. KLVAC Ambulance Repair.*** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

3. Adjourn for Public Hearing

Motion: Commissioner Beyer made a motion to ***adjourn the District Meeting and convene the Public Hearing at 6:02 p.m.*** This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

4. PUBLIC HEARING

4.A. Public Comment

No speakers from the general public addressed the Board.

4.B. 1st Reading: False Alarm Ordinance

The District Clerk read the False Alarm Ordinance into the record. Commissioner Andersen requested clarification regarding the total that may be charged for a False Alarm, and Theron Simmons confirmed \$750.00 is the maximum fine for a False Alarm.

Motion: Commissioner Miller made a motion to ***approve the False Alarm Ordinance 2012-001 as read.*** This motion was seconded by Commissioner Tharp. The motion was



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4.B. 1st Reading: False Alarm Ordinance (MOTION Continued)

passed unanimously by the Board as follows: Commissioner Beyer (Yes), Commissioner Miller (Yes), Commissioner Tharp (Yes), Commissioner Wheaton (Yes) and Commissioner Andersen (Yes).

5. ADJOURN PUBLIC HEARING & RECONVENE District Meeting

Motion: Commissioner Beyer made a motion **to adjourn the District Meeting and convene the Public Hearing at 6:06 p.m.** This motion was seconded by Commissioner Miller and the motion was passed unanimously by the Board.

6. Approval of Minutes

6.A. District Meeting Minutes – November 21, 2011

Motion: Commissioner Miller made a motion **to approve the November 21, 2011 District Meeting Minutes.** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

7. CHAIRMAN'S REPORT

The Chairman did not have any new items to report to the Board.

8. SECRETARY'S REPORT

There were no new items presented to the Board by the Secretary.

9. PUBLIC COMMENT

Terry Holland addressed the Board regarding Item 10.A., and thanked the Commission and Fire Dept on behalf of the local Native Americans to resolve their concerns with the Burn Ordinance. There are still two concerns that need to be resolved concerning Nuisance Fires and the space between fires and structures. Theron Simmons will schedule a meeting with them.

10. OLD BUSINESS

10.A. Discussion: Open Burn Ordinance

The Open Burn Ordinance will only be discussed at this meeting, and the 1st reading of the Ordinance will be scheduled at the February 13, 2012 Pubic Hearing. Theron Simmons will reconfirm the footage requirements between a fire and structure, and discuss the Ordinance with the Native American's attorney, Jessica Reilly. Commissioner Beyer expressed concern the ordinance does not discuss toxic or respiratory distress or smoking from cooking. Theron will review the definition of nuisance, and add noxious to the definition. Commissioner Beyer also expressed concern the County does not have an ordinance regarding Open Burning.

10.B. Discussion: Invitation-to-Negotiate (ITN)

Theron Simmons requested guidance from the Board regarding the ITN: The ITN Committee did not meet after Commissioner Edgerton resigned, the current ITN is not an "apple to an apple" with the current tanker, and the Administrator did not meet with Commissioner Tharp



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10.B. Discussion: Invitation-to-Negotiate (ITN) (Continued)

regarding the ITN as requested. Commissioner Tharp met with a vendor with the Administrator and James Griffeth regarding refurbishing the tanker. The cost would be reduced from \$450,000 to \$325,000 if the tanker is refurbished with an EI Typhoon chassis, new gauges, new pumps, new engine and wiring. The ITN creates a Class A pumper, and the question is do we have enough fires to warrant class A equipment with the low call volume and the type of calls received.

Chairman Andersen made a motion to conduct a Workshop to discuss the ITN. Commissioner Tharp recommends the Board look at all of the options before moving forward with the ITN. The motion was not seconded and Chairman Andersen withdrew the motion.

Chief Garcia requested the Board take action at this meeting. The specifications for the ITN may be changed. Frank Conklin said, "Let's work to make it happen."

Chairman Andersen requested a workshop be scheduled for February 6th with a one-item Agenda. The meeting scheduled for January 23rd will be postponed until February 13, 2012.

11. NEW BUSINESS

11.A. Discussion: Equipment Replacement Alternatives

This item was previously discussed.

11.B. Discussion: Strategic Plan

Commissioner Tharp recommends the District develop a Strategic Plan. Mosquito Control has developed a Strategic Plan. The Strategic Plan will help during the budgeting process. It was requested that Tara Morris provide suggestions to the Board for a consultant and on recommendations on how to proceed with the process.

11.C. Discussion: Safer Grant

Commissioner Tharp requested the District apply Recruitment and Retention Grant. An AFG grant was awarded for \$1.6M for retention. Commissioner Tharp recommended the District prepare a grant to have a Consultant conduct a survey of the residents to identify what may bring new volunteers, entice old volunteers to return, or what perk would help having Miami-Dade volunteers return to the department. When this grant is approved, the District would then apply for a grant based upon the consultant's recommendations. The information could be shared with the other departments in the Keys.

11.D. Approval/Motion: Resolution #2012-001 Open Burn Ordinance

Theron Simmons requested this item be withdrawn, and requested the Commissioners send him any comments or questions.



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11.E. Discussion: District Computer

The Fire Department requested this item be postponed.

Motion: Commissioner Wheaton made a motion **to approve transferring the computer to the Fire Department, if it is needed.** This motion was seconded by Commissioner Miller, and the motion was passed unanimously by the Board.

11.F. Approval/Motion: Review of Banking Services/Selection of Bank for Checking Accounts

The Finance Department provided a summary of banking services to the Commissioners. Finance recommends transferring the checking account from Capital Bank to Centennial Bank.

Motion: Commissioner Tharp made a motion **to approve transferring the checking account to Centennial Bank.** This motion was seconded by Commissioner Wheaton. Commissioners Andersen, Beyer, Tharp and Wheaton voted "Yes", and Commissioner Miller abstained.

11.G KLVAC Ambulance Repair

Theron Simmons reported that Palmetto Ford offered to reimburse the funds spent for the KLVAC Ambulance Repairs, if the District would sign a "Release of All Claims".

Motion: Commissioner Wheaton made a motion **to approve the Palmetto Ford "Release of Claims" to reimburse the District \$4,508.36 for the ambulance repairs.** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

12. FINANCIAL REPORT

Jennifer Zimmer discussed the November 30, 2011 District Financial Report. The District is at 17.9% of budget (tax collector, insurance, audit expenses are front-ended expenses).

The KLVFD is at 18.4% without the vehicle budget. The budgeted Overtime wages are almost used. The department was impacted with the holiday schedule. The reimbursement will be lower due to the changes in scheduling. The Operating and Maintenance expenses need to be reviewed because they are at 83%. The KLVFD is at 13.3% of its operating budget.

13. LEGAL COUNSEL REPORT

There were no new items to be reported by Legal.

14. EMS DEPARTMENT REPORT

14.A. KLVAC Report (November) & 14.B. KLVAC Annual Report

The KLVAC submitted their November report and their 2010/2011 Annual Report. Homestead said they can fix the truck for \$3,800.00. There is a sensor problem. The Christmas Toy Drive was successful.



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15. FIRE DEPARTMENT REPORT

Commissioner Beyer requested Chief Garcia change her email address. Chief Garcia reported the trucks are back, additional funds may be available for another fire hydrant, a "Celebration of Life" will be held January 14th for Howard Hinton; Frank Conklin is the volunteer firefighter of the year and Eric Fundora is paid firefighter of the year.

Commissioners Andersen, Tharp and a member of the Fire Dept. will be attending the Recruitment and Retention Seminar.

16. COMMISSIONER'S ITEMS

No items were discussed.

17. ADJOURN

Commissioner Wheaton made a Motion to Adjourn at 7:35 p.m., which was seconded by Commissioner Beyer.

Next Scheduled Meetings:

February 7, 2012 District Workshop (Vehicles);
February 13 & February 27, 2012 (District Meetings)
March 12 & March 26 2012 (District Meetings)

Documents:

111212 KLFR&EMS District False Alarm Ordinance
111121 District Meeting Minutes November 21, 2011
111229 KLFR&EMS District Burn Ordinance
120104 KLFR&EMS Resolution #2012-001
120106 Summary of Banking Services (111230 1st State) (120103 Centennial Bank)
120109 Release of Claim (Palmetto Ford/District/KLVAC)
111130 District Finance Report
111130 KLVAC November Performance Report & 111231 KLVAC Annual Report