



KEY LARGO FIRE RESCUE & EMS DISTRICT

*Seat 1, William A. Andersen; Seat 2, Michael Cavagnaro;
Seat 3, Mark Wheaton; Seat 4, Tom Tharp;
Seat 5, Marilyn Beyer*



MEETING MINUTES – **FINAL**

July 02, 2007

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, and Tom Tharp were present. Mark Wheaton was on vacation. Also present were: Brenda Beckmann, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson, Frank Moc, Curtis Mollohan and Linda Newman.

1. **1.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:06 p.m.

1.B. Pledge of Allegiance: William Andersen led the Pledge of Allegiance.

1.C. Roll Call: Vicky Fay called the roll. The following Commissioners were present: Bill Andersen, Marilyn Beyer, Mike Cavagnaro, and Tom Tharp. Mark Wheaton was absent. There was a quorum.

1.D. Changes or Additions to the Agenda: There were no changes or additions to the agenda.

2. **Discussion: KLVFD 2007-2008 Proposed Budget**

The Fire Department Corporation Board has not approved the budget presented at this meeting. Cindy Lawson and Linda Newman reviewed the itemized costs.

The 2007-2008 KLVFD line items were reviewed in their entirety. Open items as a result of the review are:

- . The job description for the Logistics' Position needs to be reviewed to ensure Fair Labor standards are met.
- . Fire Fighter/EMT2 & FF/EMT3, the manpower will be 24 hours on with 48 hours off. Staffing is planned to begin at the North Station July 15, 2007, Garcia to confirm.
- . There is no Overtime Policy for the District. Overtime should not exceed 8.5% of shift hours. There are 2080 hours per year, per employee. Lawson will review the last year and a half of overtime.
- . Mollohan will confirm appropriateness for the district to reimburse expenses for a vehicle the district does not own.
- . Note: Assistant Chief's Vehicle insurance coverage is included in Risk Management.
- . A SAFER grant will be applied for to help fund the LOSAP program.
- . Mollohan will confirm if 3% for a 401K is acceptable.
- . Garcia will provide a breakout of all costs associated with the FF1 Class, and submit to Cindy for distribution to the board. Requirements for instructors change based upon the type of training being conducted and the number of participants per class.
- . Garcia will bring a proposal to dispose of the old Pumper truck to the board.

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Meeting Minutes: July 2, 2007 (Continued)

2. Discussion: KLVFD 2007-2008 Proposed Budget (Continued)

Other line items requiring additional information include:

- . Volunteer Corporation Annual Audit (Keys's Accounting information required).
- . Office Manager (Cola is 2.7% confirm reason for change).
- . Employee Cost per year: Medical/Dental/Vision Insurance.
- . Life Insurance (Look for Term Life – Information required from Insurance company).
- . Lawn service will be removed.
- . Travel & Per Diem will be revisited due to actual and projected.
- . Red Alert is a fee versus support.
- . Lawson will prepare a Risk Management spreadsheet.
- . Repair & maintenance of equipment – Can the department conduct some testing?
- . Repair & maintenance of buildings – A.C. & Garage Doors should be a capital expense.
- . Repair & maintenance of buildings – Diesel fuel tank inspections are required.
- . Newman will revisit Printing and Binding due to actual and projected.
- . Newman will revisit General Office & Administrative Costs due to actual and projected.
- . Advertising: Volunteer Recruitment should be zero due to safer grant.
- . Newman will revisit Postage & Freight due to actual and projected.
- . Operating Supplies: Newman to revisit and Lawson to provide list.
- . Firefighting Gear, Clothing, Apparel: AFG Grant.
- . Capital Outlay: Garcia to provide a list - AFG Grant.

Cindy Lawson will revise the KLVFD budget when the next district budget is presented in its entirety to the board.

3. Public Comment

There were no comments from the public.

4. Adjourn

A motion was made by Mike Cavagnaro and seconded by Marilyn Beyer to adjourn the meeting at 9:35 p.m.

Next Scheduled Meetings/Workshops/Hearings:

July 9, July 12, July 16, and July 23, August 6, August 13 and August 27
September 10th, September 17 and September 24

DOCUMENTS:

06/30/07 KLVFD Proposed Budget 2007-2008 1st Draft

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