



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 January 8, 2007

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro and Tom Tharp were present. Also present were: Brenda Beckmann, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson and Dirk Smits.

1. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:03 p.m.
2. **Pledge of Allegiance:** Tom Tharp led the Pledge of Allegiance.
3. **Roll Call:** Vicky Fay called the roll. There was a quorum. Bill Andersen, Marilyn Beyer, Mike Cavagnaro and Tom Tharp were present.
4. **Changes or Additions to the Agenda:** There was one addition to the agenda. Mutual Aid.
5. **Website Presentation:** Glenn Patton and Vicky Fay presented an overview of the new KLFR&EMS website. Screens of the various pages were presented to the Board for their review. The major categories include a page for the Commissioners, Volunteers, Departments, Agendas, Schedules, Minutes, Projects, Resolutions, Regulations, Legislation, News, Associations and Links. The majority of the categories include website layout information. Patton will be the webmaster, and resolve technical concerns (i.e., connections and linking); while Fay will be designing text and incorporating changes. The Commissioners are encouraged to review and recommend changes to the website team.
6. **Approval of Minutes: December 11, 2006**
Mike Cavagnaro made a motion to accept the December 11, 2006 Minutes, which was seconded by Tom Tharp; and unanimously approved by the Board.
7. **Reports:**
 - A. **Chairman's Report**
Andersen reported the consultants were on site, and they were unable to remain for the meeting today due to a previous commitment. They met with Fire Department staff and others to gather information for the preliminary report.
 - B. **Secretary's Report**
The Official Public Bond applications and the Western Surety Bonds were dropped off at the meeting by Rebecca of Insurance Associates. Vicky Fay will coordinate transmittal to the State.

Fay reported the draft business cards are ready for the Commissioner's review.
 - C. **EMS Department**
Brenda Beckmann reported things are good with EMS. A new EMT class started, and they have 18 new students. Calls have been slow. There have been more medical calls and no bad accidents.



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D. Fire Department

Sergio Garcia reported the Fire Fighter class has 22 to 24 students from Key Largo, Tavernier and Ocean Reef - - the charge is \$750.00 per student. Sergio projects an increase of volunteer training to 40 hours. They are working on the specification package for the new truck, it will take approximately 6-8 months to build; and they would like to piggyback on the county's state contract or the Sheriff's Office contract and send it out for bid. Garcia confirmed the fire department has the capabilities to conduct a carbon monoxide inspection to avoid a situation similar to the Doubletree in Key West. Two positions were posted internally to work Monday thru Friday, nights and weekends. Dirk Smits will review the fire department personnel applications. Sergio reported the Fire Department will not piggyback on the County's diesel fuel contract. Marlin confirmed better pricing. Commissioner Tharp requested that Garcia report back to the district the bottom line for the final total cost for conducting the classes.

E. Financial Services Report

The Office Depot credit card has been approved for the district. Cindy Lawson presented the December, 2006 Financial Reports. Lawson is closely monitoring the dollars to ensure they do not exceed the \$10,000 threshold for Board approval per the Purchasing Policies and Procedures.

Ms. Lawson reported to the Board that the Fire Department was moving forward with plans to hire two full-time personnel per the adopted budget. After some discussion, the Board gave approval to begin payroll processing and paperwork for reimbursement of these personnel, including providing advance payments per the District/Fire Rescue contract if requested.

Ms. Lawson also reported that the Fire Rescue Department was unable to piggyback on the County's contract with Dion Oil for diesel fuel deliveries. After discussion, the Board gave approval for the Fire Department to seek out the best price for fuel deliveries without the use of formal bidding procedures and do a 'blanket' purchase order for this item without further Board review.

The District Treasurer reported that the District received a proposal from BSFA&A (Berman, Swichkow, Farbish, Adler & Aldecoa, PA for audit services. The firm recently opened a branch in Tavernier, FL., and they have extensive experience in the audit field. Lawson said that the District could not evaluate the unsolicited proposal. Lawson stated that in order for the District to evaluate the proposal, the District must first re-advertise the RFP for District audit services. This was confirmed by Dirk Smits. Lawson indicated that she would hold the unopened proposal and contact the firm once the RFP is re-advertised to encourage them to respond to the formal RFP.

F. Legal Services Report

Garcia reported there was a meeting January 3rd regarding the North Station, and Sergio projects completion sometime in March. A copy of the January 3, 2006 meeting between the County and the Fire Department will be distributed to the Board. Dirk Smits reported that Tom Tharp's volunteer firefighter position is grandfathered in. There is not a conflict with Commissioner Tharp remaining as a volunteer and a KLFR&EMS District Fire Board Commissioner.

8. Discussion and/or Action:

A. Status for the North Station

Dirk Smits reported the FKAA fire hydrant contract is not ready for final district approval.



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B. Radios/Pagers

Discussion was held among the Commissioners and staff regarding the district providing the Commissioner's Radio/Pagers. Dirk Smits stated that it would be appropriate for a Commissioner to have a Radio/Pager because the radio/pager directly relates to the Commissioner's duties in overseeing the district's responsibilities.

Motion: Tom Tharp *made a motion for the district to purchase up to 5 pagers, available at the Commissioner's discretion, to monitor Fire Department & Ambulance Department calls. The radios/pagers will need to be programmed by the County.* This motion was seconded by Marilyn Beyer, and passed with a three (3) to one (1) vote: Yes: Andersen, Beyer and Tharp and No: Cavagnaro.

C. Wastewater Assessment Fee

Discussion was held regarding the Assessment Fee, and Fay will contact the KLWTD Attorney, Tom Dillon to obtain the appropriate paperwork to request a waiver for six lots. This will save the district approximately \$2,800.00 per year.

D. Mutual Aid:

Dirk Smits obtained a copy of Oregon's mutual aid contract incorporating NIMS requirements. Smits will work with Garcia to develop a mutual aid contract for use with Monroe County, Tavernier, Ocean Reef, Islamorada and Ocean Reef.

9. **Adjourn:** Marilyn Beyer made a motion to adjourn the meeting at 7:50 p.m. which was seconded by Tom Tharp; and unanimously approved by the Board.