



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 **March 12, 2007**

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

1. A. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:00 p.m.
- B. **Pledge of Allegiance:** Mike Cavagnaro led the Pledge of Allegiance.
- C. **Roll Call:** Vicky Fay called the roll. All of the Commissioners were present: Bill Andersen, Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. All Commissioners were present, there was a quorum.
- D. **Changes or Additions to the Agenda:** There were no changes or additions to the agenda.
2. A. **Approval of Minutes: January 8, 2007**
The Final Minutes for the January 8, 2007 minutes were distributed. No action required.
- B. **Approval of Minutes: February 12, 2007**
William Andersen made a motion to accept the February 12, 2007 Minutes with one addition to clarify raising the reimbursements up to \$25,000.00 per month, which was seconded by Tom Tharp; and unanimously approved by the Board.
3. **Reports:**
 - A. **Chairman's Report**
 - A. **Management Analysis Report Update**
The preliminary report has not been received from ESCI.
 - B. **2nd Quarter Meeting Schedule:**
The meeting schedule for the second quarter of 2007 will be: April 9 & April 23; May 14; and June 11 and June 25, 2007.
4. **Secretary's Report**
The District is still waiting for the titles from the county for the two fire trucks. The Return Receipt Requested has been returned from the Supervisor of Elections Office for the "Oath of Office & Bond information." Vicky reported that Steve Gibb's from the Free Press is tentatively scheduled to take portrait shots of the Commissioners at the next meeting, and she is waiting for information for the commissioner's bios.



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5. OLD BUSINESS

A. Approval KLWTD Waiver Assessment Fees:

Vernis & Bowling sent a letter to the DEP regarding the Waiver, and submitted the request for a North Station waiver and attachments to the KLWTD's attorney. As the district is expecting feedback from DEP and the KLWTD, no motion was required.

6. NEW BUSINESS

A. Summer Intern Program:

Tharp gave a brief overview of the summertime intern program. The South Florida Workforce Center has the ability to bring students to various work locations to improve their skills and provide exposure to the various professions. The State pays for the program, and there would be no expense to the district. Both the Fire and EMS Departments may utilize this resource to help them with projects. Beckmann would like to place the item on hold for the EMS Department, and Garcia will contact Neil Fitzgerald at the center.

B. Assistance to Firefighter Grant Training:

Tharp reported that both he and Fay attended the Assistance to Firefighter Grant training on March 2, 2007. Beckman reported EMS would like to apply for a grant for an ambulance. Garcia reported that the KLVFD would pay back the money to FEMA to close the grant. The grant application period has been postponed, and has not opened as of the meeting date.

Motion: Marilyn Beyer *made a motion for Tom Tharp and Vicky Fay to get together to identify what grants may be applied for between the district and the department.* This motion was seconded by Mike Cavagnaro. The Board unanimously passed the motion.

C. North Station Commissioner's Plaque:

The Board discussed placing a Commissioner's Plaque at the North Station, which is symbolic for new government buildings. The plaque should list the Commissioners, the Corporate President and the Chief.

D. North Station Dedication/Ribbon-Cutting Ceremony:

Garcia will contact Kevin Wilson, Monroe County, to identify the date for completion. The Board should be involved with the building's dedication service.

E. Approval/MOTION: Purchase Order for Firefighting Gear/Apparel (\$16,962.50):

Lawson presented the Purchase Order for approval.

Motion: Mike Cavagnaro *made a motion approve the Purchase Order for Firefighting Gear/Apparel in the amount of \$16,962.50.* This motion was seconded by Tom Tharp. The Board unanimously approved the motion.



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F. Presentation/Approval/MOTION: New Replacement Fire Truck:

Garcia conducted a presentation and provided the specifications for the Dive/Rescue/Rehab/Special Operations Unit with American LaFrance. The new vehicle was designed to:

- 1) Replace old dive rescue truck
- 2) Support for water emergencies, personnel and equipment
- 3) Tow a fire boat
- 4) Act as an incident command post for land and water personnel
- 5) Act as a mini-command post for land-related emergencies; and
- 6) Provide the capability of rehabilitation for personnel fighting fires.

Garcia congratulated the Specifications Committee for their hard work in creating the specification. Discussion was held among and between the Commissioners and Garcia regarding the purchase of the replacement vehicle. The Chairman requested a short justification for the dive-rescue vehicle be provided to the Commissioners. Lawson explained there was a line item in the budget for the vehicle; however, not all line items were approved when the proposed budget was adopted. Final approval for line items occurs when check requests or purchase orders are submitted for approval in accordance with the approved "Purchasing Policies and Procedures" procedure.

Motion: Mike Cavagnaro *made a motion to approve vehicle purchase and waive competitive bidding based on the piggyback of the Florida Sheriff's contract, and waive competitive bidding on the optional non-piggyback items included in the American LaFrance proposal.* The motion was seconded by Marilyn Beyer. A vote was not taken on this motion. See the motion below.

Motion: Tom Tharp *made a motion to postpone the decision for approving the replacement fire truck until the March 26th meeting.* This motion was seconded by Marilyn Beyer. The Board unanimously approved the motion.

7. Financial Report:

Cindy Lawson presented the Financial Reports, and provided copies of the check register and the monthly bank reconciliation for the Commissioners as requested in the February 12, 2007 meeting.

At the March 26, 2007 meeting, Lawson will report on the affect of the proposed ad valorem property tax reform. The BOCC is expected to release the FY 2007-2008 budget schedule at their March 21st meeting.

8. Legal Services Report

8.A. Form 8 Requirements:

A question arose regarding the Form 8, and Dirk Smits said, "The District Board is protected by Dirk's opinion." Smits reported that Vernis & Bowling is submitting the opinion to the Ethics' Committee, and the Committee's response is pending.



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8.B. North Station:

Kevin Wilson's February 13th email to Pedro Mercado was distributed and discussed regarding the North Station. Smits is checking on the approval cycle and dates change orders were approved for the North Station.

8.C. Radio Tower Interference:

A meeting is scheduled on Tuesday regarding the Radio Tower Interference, and a meeting is scheduled on Thursday regarding Mutual Aid

9 . EMS Department Report:

Brenda Beckman reported calls are slower, and things are going well with the classes. They are ready to select the contractor for downstairs. The department plans on submitting a grant for the upstairs classroom. There has been a problem with the phones. Everything else is status quo.

10. Fire Department Report:

10.A. Mutual Aid:

The Commissioners have the mutual aid agreement distributed in February, and Garcia expects more information after the meeting with the county regarding mutual aid.

Other:

Sergio Garcia reported he is entering into a contract to hire instructors from Miami-Dade to conduct training. There is a GPS system in the Tahoe. The department is conducting hydrant inspections. Commissioner Tharp requested Sergio provide information to show shift coverage for the department.

11. Adjourn: Tom Tharp made a motion to adjourn the meeting at 9:55 p.m. which was seconded by Marilyn Beyer; and unanimously approved by the Board.

Next Scheduled Meetings:

April 9 & April 23; May 14; and June 11 and June 25