



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: MARCH 10, 2008 - FINAL

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present. Also present were: Johnny Delgado, Vicky Fay, Joshua Hauserman, Cindy Lawson, Frank Moc and Robert Stokey.

1. AGENDA

1.A. Call to Order: Chairman, Bill Andersen, called the meeting to order at 6:10 p.m.

1.B. Pledge of Allegiance: Commissioner Beyer 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, Tom Tharp and Mark Wheaton were present. There was a quorum.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda:
There were no changes or additions to the agenda.

2. B. Approval of February 11, 2008 Minutes
There were no changes or additions to the February 11, 2008 minutes.

Motion: Mark Wheaton *made a motion to approve the February 11, 2008 minutes.* This motion was seconded by Marilyn Beyer, and was unanimously passed by the Board.

REPORTS

3. Chairman's Report

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

4. Secretary's Report

4.A. District Credit Card

Discussion was held regarding the use of a credit card to purchase District items. There was general consensus the District should pursue obtaining a card. The cards will be issue to the KLFR&EMS District Secretary/Treasurer and the Finance Director.

Motion: Commissioner Wheaton *made a motion to obtain a District credit card.* This motion was seconded by Commissioner Cavagnaro, and the motion was unanimously passed by the Board.

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5. OLD BUSINESS

5.A. KLFR&EMS: District Slogan

Commissioner Cavagnaro reported the District Slogan is pending feedback from the Fire Department.

5.B. KLTFD: Overtime

Commissioner Wheaton went to the KLVFD to review the December holiday overtime. The overtime was justified as people did not sign up. During December there was more overtime with less reimbursement. Commissioner Tharp questioned the November overtime, and asked what the overtime policy is. Call at the end of the shift. There no longer is a home shift, and perhaps the home shift should be reviewed. Frank Moc was directed to identify the requirement to keep volunteers certified. The KLVFD was reminded the Commissioners are pending receipt of the list of drivers and engineers.

5.C. KLFR&EMS: Advertising Schedule

Vicky Fay presented the 2nd Quarter 2008 Meeting Schedule for approval. The commissioners agreed upon the following meetings: April 14 & April 28; May 12 and June 9th and 23rd, 2008.

Motion: Commissioner Tharp *made a motion to approve the 2nd Quarter meeting schedule.* This motion was seconded by Commissioner Wheaton, and the Board unanimously passed the motion.

5.D. KLFR&EMS: Personnel Manual Status

Commissioner Wheaton said the Team is working on it, and the next meeting is scheduled for March 24, 2008 at 3:00 p.m.

5.E. KLTFD: American LaFrance

American LaFrance has filed for bankruptcy. Commissioner Tharp presented the *FIRE CHIEF* magazine to the Board which featured an advertisement for a Dive/Rescue Vehicle available from Emergency One. Frank Moc was asked to check out the vehicle in Florida for cost and specifications. The Emergency One vehicle may be approximately \$50,000 less than the American LaFrance vehicle. Concern was expressed regarding the availability of American LaFrance to handle warranty and repair issues.

5.F. KLFR&EMS: Status 2007 AFG & Safer Grants

Vicky Fay confirmed the District is next in line when excess funding from the 2007 AFG Grant becomes available. The FEMA Program Specialist recommended the District reapply for the AFG Grant in 2008 as the grant request may be approved prior to excess funding becoming available. Commissioner Tharp recommended the District reapply for the 2008 AFG Grant using the 2007 grant as a basis and to include training. We should expect to receive information soon regarding the SAFER Grant.

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5.F. KLFR&EMS: Status 2007 AFG & Safer Grants (Continued)

The KLVAC has reviewed the AFG Grant funding priorities, and the Corp will apply for an ambulance, AED's and a Training Simulator.

Motion: Commissioner Tharp *made a motion to get the team together, update the grant, and apply for the 2008 AFG Grant.* This motion was seconded by Commissioner Wheaton, and the Board unanimously passed the motion.

5.G. KLFR&EMS: Ethics Forms

Vicky Fay presented the analysis of the Commission on Ethics forms prepared for the Commissioners. The analysis presented all of the Ethics Forms, the filing 2008 requirements, forms required to be completed by the Commissioners, and the special requirements for filing specific forms.

6. NEW BUSINESS

6.A. Approval/Motion: KLVFD Capital Equipment Item Payment (Camp-Air Air Conditioning Installation - \$3,800.00)

The purchase order was received by the Finance Department after the air conditioner had been ordered. The Purchase Order must be processed before the expense is incurred in accordance with the District's Purchasing Policy and Procedure. The check cannot be processed until the Board approves the purchase.

Finance Director, Cindy Lawson shared her concern with the Department and the Board about this purchasing policy violation. There is a process to handle emergency purchases which could have been followed but was not. Items of this nature may lead to audit write-ups. It is important to follow the policy. Both the District Legal Counsel and the Finance Department are unhappy with the situation. Cindy Lawson also indicated that she had discussed this with the appropriate Fire Department staff, and they assured her this would not happen again.

Motion: Commissioner Wheaton *made a motion to approve payment of the Camp-Air Air Conditioning Installation of \$3,800.00.* This motion was seconded by Commissioner Cavagnaro. The motion was unanimously passed by the Board.

Commissioner Wheaton expressed appreciation to Cindy Lawson for bringing this to the Board's attention.

6.B. Approval/Motion: KLVFD Travel Authorization Request (S. Garcia FDIC 2008 Instructors Conference - \$1,900.95)

A Travel Authorization for the FDIC 2008 Instructors Conference for Chief Garcia was presented to the Board for approval prior to the travel expense being incurred in accordance with District policies.

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6.B. Approval/Motion: KLVFD Travel Authorization Request (S. Garcia FDIC 2008 Instructors Conference - \$1,900.95) (Continued)

Motion: Commissioner Cavagnaro *made a motion to approve the Travel Request to the FDIC Instructors Conference in the amount of \$1,900.95.* This motion was seconded by Commissioner Beyer, and the motion was unanimously approved by the Board.

Commissioner Wheaton asked if the travel request is within the budget, and the Finance Director confirmed the expense does not exceed the budgeted travel expense. Commissioner Beyer asked a question regarding mileage.

6.C. Approval/Motion: KLVFD Travel Expense Report Reimbursement (S. Garcia Fire Rescue East Conference - \$1,699.95)

This request was previously approved by the District on January 14, 2008 in the amount of \$1,594.00. As a result of the expenses exceeding the amount approved by the Board, the expense needs to be resubmitted to the Board for approval in accordance with the District Policies and Procedures prior to reimbursement.

Motion: Commissioner Cavagnaro *made a motion to approve the Travel Request for the Fire Rescue East Conference in the amount of \$1,699.95.* The motion was seconded by Commissioner Wheaton. The Board unanimously approved the motion.

6.D. Approval/Motion: KLVAC Capital Equipment Item: Mity-Lite Chairs Payment (\$1,770.71)

The Finance Department submitted the Check Request for the Mity-Lite Chairs to the Board for approval. The purchase exceeded the line item approved in the budget. The budgeted amount for the chairs was \$1,700.00. This purchase exceeded the budgeted amount due because shipping charges were not included.

Motion: Commissioner Wheaton *made a motion to approve the total Mity-Lite Chair expense in the amount of \$1,770.71.* The motion was seconded by Commissioner Cavagnaro. The motion was unanimously approved by the Board.

6.E. Discussion: KLVAC Draft Request for Bids for Replacement Ambulance

The KLVAC would like to obtain a competitive bid for an ambulance. District bid procedures need to be established, and a bid request will need to be prepared. The Corp will seek a grant for the ambulance. The Finance Director will work with Legal to ensure all bid requirements are identified. The Board directed the Finance Director to prepare a request for proposal, and bring the bid package to the Board. There would be one teleconference pre-bid meeting.

Motion: Commissioner Cavagnaro *made a motion to prepare the bid package for approval.* The motion was seconded by Commissioner Tharp. The Board unanimously approved the motion for approval.

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7. FINANCIAL REPORT

7.A. January 2008 Financial Reports

Cindy Lawson presented the January, 2008 Financial Reports. It was noted the account is receiving a good interest rate better than 4%.

8. LEGAL COUNSEL REPORT

8.A. North Key Largo Fire Station #25 Punch List

Joshua Hauserman reported he has been working with Asst. Chief Ogden and the Contractor to resolve the open punch list items. There were about ten incomplete items, and there were only three open items today. There are some problems with the Eye Wash Station, Commercial Washer and the Drain for the Air Conditioner, and Hauserman will forward the list to the Contractor. The fuel hose leak has been repaired.

9. EMS DEPARTMENT REPORT

9.A. EMS Status Report (February 2008)

The Department has been 100% re-uniformed. The name and title are also on the list. The shirts were donated. The AED Project is moving along, and the next meeting is April 7, 2008. The Paramedics are conducting the surveys. The 800 MHz Radio Project began. The County is providing 10 radios to each department. The Corp is having a new sign built, and it should be installed in the next 30 to 60 days. There will be GPS with backup camera systems installed in the new vehicles. The District will send a letter of appreciation to West Marine for the large discount they are providing the district for the GPS units.

9.B. KLVAAC Annual Report (2006-2007)

The Corp is below the National Average on the calls. The majority of the calls are ALS 1 – then ALS 2. The KLVAAC reviewed the average payers and charges for EMS services. The payees are ranked as follows: 1) Private insurance is the largest payer of EMS services, 2) followed by Medicare and 3) then people that do not have insurance. The Corp is approximately \$130-140 under the national average in charging for EMS services. The Corp will review their billing structure to identify if any changes are required.

10. FIRE DEPARTMENT REPORT

The KLVFD would like to purchase 800 MHz radios for \$23,000, and the department budget is only \$6,000. This purchase will require Board approval.

11. ADJOURN

A motion was made by Commissioner Wheaton and seconded by Marilyn Beyer to adjourn the meeting at 7:45 p.m.

Next Scheduled Meetings: March 24, 2008

(See Next Page)

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DOCUMENTS

- 02/11/08 Meeting Minutes
- 03/07/08 Advertising Schedule
- 03/09/08 AFG & Safer Grants (Status 2007 Grants)
- 02/26/08 Email Fay: Commission on Ethics Financial Disclosure List
- 03/08/08 KLVFD Capital Equipment Item (Camp Air Conditioning)
- 03/08/08 Travel Authorization Request (Garcia)
- 03/08/08 Travel Expense Reimbursement (Garcia)
- 03/08/08 KLVAC Capital Equipment Item (Mity-Lite Chairs)
- 01/31/08 Revenues & Expenditures
- 01/31/08 Expenditure Detail Report
- 01/31/08 Reconciliation Summary/Detail
- 01/31/08 Register (1/01/08-01/31/08)
- 02/27/08 Letter: V&B (Open Punch List Items)
- 03/08/08 EMS Status Report (February 2008)
- 03/07/08 KLVAC Annual Report 2007 (2 pgs)

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