



## 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*

### **KLFR&EMS DISTRICT BOARD PUBLIC WORKSHOP MEETING MINUTES: June 9, 2008 FINAL**

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

#### **1. AGENDA**

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

**1.B. Pledge of Allegiance:** Commissioner Wheaton 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. There was a quorum.

#### **2. APPROVAL OF AGENDA**

##### **2.A. Approval of Agenda**

Ms. Lawson requested Item 6.F Check Request for Fire Prevention materials be added to the agenda.

**Motion:** Commissioner Cavagnaro made a motion to accept the Agenda with the addition of Item 6.F. This motion was seconded by Commissioner Beyer and was unanimously passed by the Board.

##### **2.B. May 12, 2008 Meeting Minutes**

The May 12, 2008 Meeting Minutes were reviewed.

**Motion:** Commissioner Wheaton made a motion to approve the May 12, 2008 Minutes with no changes. This motion was seconded by Commissioner Tharp and was unanimously passed by the Board

#### **REPORTS**

##### **3. Chairman's Report**

Chairman Andersen was in contact with Ed Nicole of the FKAA regarding the District's fire hydrants. There were eight to ten hydrants placed in the La Paloma area. The District budgeted for ten. Chief Garcia will contact the Fire Marshall to identify the ten hot spots in the District, and Asst. Chief Ogden will contact FKAA to improve communications. Joshua Hauserman will contact the county regarding the impact fees collected by Monroe County.

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#### ***4. Secretary's Report***

##### ***4.A. Commissioner's Business Cards***

Commissioners Beyer, Cavagnaro and Tharp require business cards. Commissioner Tharp will identify the changes for his card to Ms. Fay.

#### ***5. OLD BUSINESS***

##### ***5.A. District: District Slogan***

The KLVFD presented "Protecting Life and Property in Paradise" and the KLVAC Board voted for "Committed to Excellence". The department's need to vote for the final slogan.

##### ***5.B. District: Personnel Manual***

The Personnel Committee met, and the review of the Benefits (Section 7) is approximately 50% complete. The next meeting is scheduled for June 10, 2008.

##### ***5.C. KLVFD: North Station Punch List (Letter to Overholt)***

Joshua Hauserman reported that Overholt responded to their letter, and Items 1 and 2 are completed, and Jay reported Item 3 has been completed. Item 4 is open, and Joshua Hauserman will review the warranty to identify whether the District or County is responsible to pay the bill.

##### ***5.D. KLVFD: American LaFrance***

District Counsel sent a letter to American LaFrance formally canceling the contract.

##### ***5.E. KLVFD: Fuel Storage Tanks***

Joshua Hauserman reported the only open item is for the District to receive the placards for the North Station.

##### ***5.F. District: AFG & Safer Grant Status***

The District will apply for a SAFER grant to establish a LOSAP Plan. Vicky Fay will work with the KLVFD to gather information required for the grant.

#### ***6. NEW BUSINESS***

##### ***6.A. Approval/Motion: KLVFD: Workers Comp Audit Premium (\$17,987.00)***

The new audit premium for the KLVFD is based upon full-time salaries and \$1,500 per volunteer per month.

***Motion:*** Commissioner Tharp ***made a motion to approve the Worker's Compensation payment of \$17,987.00.*** This motion was seconded by Commissioner Cavagnaro and was unanimously passed by the Board.

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#### **6. NEW BUSINESS**

**6.B. Approval/Motion: KLVFD: Purchase Order - Low Pressure Air Bags (\$9,932.40)**

The purchase of the Low Pressure Air Bags exceeded the amount shown in the approved KLVFD budget line item (Item 640 Capital Outlay: Equipment), and requires District approval. This line item is over the budget; however, the department is under budget and the expense does not increase the budget.

***Motion: Commissioner Tharp made a motion to approve the Purchase Order for the Low-Pressure Air Bags in the amount of \$9,932.40 as it does not increase the KLVFD department budget.*** This motion was seconded by Commissioner Wheaton and was unanimously passed by the Board.

**6.C. Approval/Motion: KLVAC: Bid Award to Elite Fire and Safety Equipment, Inc. (EMS Ambulance)(\$118,995.00)**

The bid for the EMS Ambulance closed on May 23, 2008. When the bids were tabulated only one bid was received. The bid received was from Elite Fire and Safety Equipment, Inc. in the amount of \$118,995. Discussion was held regarding only receiving one bid. The bid is valid for 120 days, and a decision is not required at the meeting today. The process allows the district to reject the bid

***Motion: Commissioner Tharp made a motion to approve the Elite Fire and Safety Equipment, Inc. bid for the Ambulance in the amount of \$118,995.00.*** This motion was seconded by Commissioner Wheaton and was unanimously passed by the Board.

**6.D. 3<sup>rd</sup> Quarter Meeting/Advertising Schedule**

The District's 3<sup>rd</sup> Quarter Meeting Schedule was reviewed, and standard meeting days were combined with scheduled budget workshops and public hearings.

**6.E. Commission on Ethics Form 1**

Vicky Fay reported that all Commissioners have received the Ethics Form 1 packages. The Form 1's should be completed and returned to the Supervisor of Elections prior to July 1, 2008.

**6.F. Approval/Motion: Check Request for VP Publications (\$3,902.50)**

There were three quotations received for fire prevention materials. The lowest bidder for these materials was selected. The bill was submitted late by the vendor and requires Board approval.

***Motion: Commissioner Tharp made a motion to approve the Check Request to VP Publications in the amount of \$3,902.50.*** This motion was seconded by Commissioner Beyer and was unanimously passed by the Board.

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#### **7. FINANCIAL REPORT**

##### **7.A. District: April 2008 Financial Reports**

The April Financial Reports were discussed.

##### **7.B. District: Discussion 2008 Estimated Taxable Value**

The estimated taxable value for the District in 2008-2009 has dropped 5.1% as a result of Amendment, and 2.8% if Amendment 1 is not included. These calculations are not official or certified, only an estimate. The Property Appraiser will send out the final report July 1, 2008. The rollback rate would actually be 0.7059, slightly higher than 2007-2008. If the District millage were to remain the same at .6623 the District would lose approximately \$144,000 in revenue.

#### **8. LEGAL COUNSEL REPORT**

There were not any new items identified by Legal Counsel.

#### **9. EMS DEPARTMENT REPORT**

The items discussed were: The signs have been set up to announce the CPR classes to be held on the 2<sup>nd</sup> and 3<sup>rd</sup> Wednesday of each month as a result of Red Cross moving out of the county; the new ambulance radios will be picked up this week; the construction for the remodeling job is pending the drywall inspection; preparations have begun for the 4<sup>th</sup> of July Parade; and the conversion of the radios to the 800 MHz system has been completed.

Johnny Delgado and Joshua Hauserman have been reviewing the overtime issue for paramedics resulting from a clarification in the law. If the District identifies and resolves the problem, the penalty to repay overtime will only be for two years; and if the problem is discovered as the result of a complaint, the penalty to repay overtime for three years and could also result in punitive damages and legal fees.

#### **10. FIRE DEPARTMENT REPORT**

The items discussed were: Installation of the mobile radios received from the county is 95% complete and the radios are currently being programmed; there is one item not identified on the Overholt punch list – the blinking light on CR 905 does not work – Hauserman will work with Asst. Chief Ogden to resolve the problem; the Corporation paid \$3,500 for new landscaping in the front and near the memorial, and additional bills will be submitted to the District for payment; Chief Garcia is working with Hauserman to develop District Fire Ordinances, and a committee will be established to spec out the requirements for the new Squad Truck.

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#### ***11. ADJOURN***

Commissioner Tharp made a Motion to adjourn at 7:41 p.m., and Commissioner Wheaton seconded the motion. The Board unanimously approved the motion.

#### **Next Scheduled Meetings:**

July 14, 2008 *District Workshop & District Meeting;*  
July 28, 2008 *District Meeting;*  
August 11, 2008 *District Workshop & District Meeting;*  
August 25, 2008 *District Meeting;*  
September 8, 2008 *1<sup>st</sup> Public Hearing & District Meeting;*  
September 15, 2008 *Final Public Hearing & District Meeting*

#### **DOCUMENTS**

04/14/08 District Meeting Minutes  
05/29/08 Letter to Vernis & Bowling from Overholt (Warranty Issues)  
05/30/08 Vernis & Bowling Letter to American LaFrance (Contract Cancellation)  
06/09/08 Workers Comp Audit Premium (\$17,987.00)  
06/09/08 Capital Outlay Low Pressure Bags (\$9,932.40)  
05/16/08 Bid Package (Elite & Safety Equipment, Inc.)  
06/06/08 3<sup>rd</sup> Quarter Meeting/Advertising Schedule  
06/06/08 Email (Elections Office to District Clerk)  
05/28/08 Check Request VP Publications (\$3,902.50)  
04/30/08 Revenues & Expenditures  
04/30/08 Expenditure Detail Report  
04/30/08 Reconciliation Summary/Detail  
04/30/08 Register 4/1/08-4/30/08)

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