



## 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 23, 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 6:03 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. DISCUSSION: KLVFD 2008-2009 Proposed Budget**

The KLVFD 2007-2008 budget was \$1,200,971, and the proposed 2008-2009 budget is \$2,114,960. The 2008-2009 budget includes a transfer from capital to replace Squad 24 for \$525,000 and approximately \$100,000.00 for replacement of the underground fuel tank.

Each of the budget line items presented in the 2008-2009 KLVFD Budget were discussed in detail. The report and line items discussed in more detail include:

- Increase in Salaries and Wages of \$116,848.00, which does not include a COLA. This includes 2 new full-time firefighter positions to provide 7 day a week coverage, and one new full-time administrative assistant position. It also includes a promotional salary step-plan to provide additional incentives to improve longevity. A committee was established with Garcia, Beal and Commissioner Tharp to develop the promotional salary step plan. The pay incentives will start in October, and the employees will be rated annually with raises;
- Increase in Overtime to \$35,000.00 (7 positions @ \$5,000 per year) designated for operations. Overtime for hurricane coverage is not included in this line item as it may be transferred from the fund balance;
- Increase of \$9,321.00 in employee payroll taxes for the 3 new positions;
- New Item: Retirement Plan 401 K (3% employer match) of \$8,358.00 for paid employees and commuting allowance for 4 Firefighters and (1) Logistics Officer (\$10.00 per day) for \$9,100;

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### **MEETING MINUTES: June 23, 2008 (Continued)** **FINAL**

#### **2. DISCUSSION: KLVFD 2008-2009 Proposed Budget (Continued)**

- Increase in Life & Health insurance of \$27,000 to provide insurance coverage for the 3 new full-time employees;
- Increase in Worker's Compensation premium of \$31,000. This is the catch up year as a result of the FY 2008 audit;
- Increase of \$600.00 to Accounting & Financial, which includes the corporation audit;
- Increase of \$6,140.00 for Phones, which includes DSL and the new North Station coming on line;
- Increase of \$27,120 for Utilities, which includes the new North Station. Linda will work with FKEC & FKAA to resolve payment issues;
- Increase of \$9,927 in Risk Management for an accident sickness –rider policy for the volunteers.
- Slight increase for Repair & Maintenance for the ground ladder inspection, which is expected to increase next year as a result of the cost of the fuel, and the hoses need to be tested annually;
- Adjustment of \$3,500 within Repair & maintenance (Buildings) adding an Elevator Maintenance Plan for the North Station. Currently obtaining quotations;
- Increase of \$12,250 for Repair & Maintenance (Vehicles) based on usage. Frank will have Roy Kahanna give Commissioner Wheaton a call to discuss Squad 24 repairs;
- Increase of \$5,070 to Training for fire prevention materials and increase in Fire I training hours;
- Increase in Office Supplies of \$ 3,700.00 due to shortage of supplies;
- Increase of \$17,800 in Operating Supplies, which includes Personal Protective Equipment (PPE was included in the 2008 AFG grant) and firefighting foam and suppression agent;
- Increase of \$1,600 in Gasoline due to increased fuel costs;
- Increase of \$4,500 in Diesel due to increased fuel costs;
- Dues and Subscriptions, the District purchased the computer version of NFPA, and Commissioner Tharp requested backup documentation for this request;
- Increase in Capital Outlay (Buildings) of \$96,500 for the ground fuel tank replacement;
- The Capital Outlay (Infrastructure Improvements) for the hydrants, which could be appropriate to fund this from the Vehicle and Equipment fund versus operations;
- There was a slight increase in the Capital Outlay (Equipment). The two items questioned were the additional thermal-imaging camera for \$10,000 and the replacement hose. NFPA recommends 1,000 ft per engine, and there is 250 feet at Station 24 with none at Station 25;

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### **MEETING MINUTES: June 23, 2008 (Continued)** **FINAL**

#### **. DISCUSSION: KLVFD 2008-2009 Proposed Budget (Continued)**

New item: Capital Outlay (Vehicles) \$525,000 for a replacement for Squad 24 per the truck replacement schedule. Garcia is ready to establish a committee to select a vehicle and prepare a specifications for a bid package.

Increase of \$3,330.00 for Capital Outlay (Computer Hardware/Software) for a new personnel time and attendance system.

#### **3. PUBLIC COMMENT**

Chairman Andersen asked for public comment, and there was none.

#### **4. ADJOURN**

Commissioner Wheaton made a Motion to Adjourn at 9:23 p.m., and Commissioner Beyer 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**

2008-2009 Proposed KLVFD Budget  
080623 KLVFD Firefighter Schedule

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KLFR&EMS District, P. O. Box 371023, Key Largo, FL 33037-1023