



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

*Seat 1: William A. Andersen; Seat 2: Jennifer Miller; Seat 3: Mark Wheaton,  
Seat 4: Tom Tharp, Seat 5: Marilyn Beyer*

### DISTRICT MEETING MINUTES

*August 13, 2012*

#### 1. AGENDA

##### 1.A. Call to Order

Chairman Andersen called the meeting to order at 6:00 p.m.

Also present were: Don Bock, Vicky Fay, Matt Francis, Sergio Garcia, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station 24.

##### 1.B. Roll Call

Vicky Fay called the roll. The following Commissioners were present: William Andersen, Jennifer Miller and Mark Wheaton. Commissioners Beyer and Tharp were on vacation. There was a quorum.

#### 2. APPROVAL OF AGENDA

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

**Motion:** Commissioner Wheaton made a motion to ***approve the Agenda for the August 13, 2012 District Meeting.*** This motion was seconded by Commissioner Miller, and the motion was passed unanimously by the Board.

#### 3. Approval of Minutes

##### 3.A.1. District Budget Workshop Meeting Minutes – July 23, 2011

**Motion:** Commissioner Miller made a motion to ***approve the July 23, 2012 District Budget Workshop Meeting Minutes,*** this motion was seconded by Commissioner Wheaton. The Board unanimously passed this motion.

##### 3.A.2. District Meeting Minutes – July 23, 2012

**Motion:** Commissioner Wheaton made a motion to ***approve the July 23, 2012 District Meeting Minutes.*** Commissioner Miller seconded the motion, and the motion was passed unanimously by the Board.

##### 3.A.3. District Budget Workshop Meeting Minutes -- June 25, 2012

**Motion:** Commissioner Miller made a motion to ***approve a change to the June 25, 2012 Budget Workshop Meeting Minutes to revise the number of hours worked prior to receiving overtime from 208 hours to 212 hours.*** This motion was seconded by Commissioner Wheaton. The Board unanimously passed this motion.



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### 4. CHAIRMAN'S REPORT

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

### 5. SECRETARY'S REPORT

No report.

### 6. PUBLIC COMMENT

There were no requests to address the Board from the General Public.

### 7. OLD BUSINESS

#### 7.A. Motion/Approval: Approval of Ferrara Contract Addendum #1-Rescue Pumper

**Motion:** Commissioner Wheaton made a motion to **approve the Ferrara Contract and Addendum #1 with the Performance Bond in the amount of \$4,384.00.** This motion was seconded by Commissioner Miller. The Board unanimously passed by the motion.

### 8. NEW BUSINESS

#### 8.A. Motion/Approval: Travel Request

The original Travel Request submitted to the District by the KLVFD was in the amount of \$1,391.40, and the revised Travel Request was in the amount of \$1,538.40. This was due to a change in lodging. Chief Garcia will leave from Ft. Lauderdale, and Commissioner Andersen recommended parking at the Sheraton and using the shuttle to avoid parking charges at the airport.

The first day is a tour of the plant. The specifications have been converted to drawings. The Chief will review the drawings with Ferrara to ensure all specification items have been included in the drawings. There are normally three inspections: Pre-construction, mid-point and final inspection.

**Motion:** Commissioner Wheaton made a motion **to approve the Travel Request in the amount of \$1,538.40,** and Commissioner Miller seconded the motion.

Commissioner Miller recommended Chief Garcia stay in Holden, LA as the lodging rates and travel time are considerably less than in New Orleans. Commissioner Wheaton withdrew the motion.

**Motion:** Commissioner Wheaton made a motion **to approve the Travel Request in the amount of \$1,388.40.** This motion seconded by Commissioner Andersen. The motion was passed as follows: Commissioner Andersen (Y), Miller (N), and Commissioner Wheaton (Y).



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### 9. FINANCIAL REPORT

The budget will be discussed at the August 27, 2012 meeting. The 1<sup>st</sup> Public Hearing is scheduled for September 10, 2012 with the Final Public Hearing on September 24, 2012.

### 10. LEGAL COUNSEL REPORT

There were no new items presented by Legal.

### 11. EMS DEPARTMENT REPORT

#### 11.A. KLVAC Monthly Report (July 2012)

Chief Bock reported the ambulance should be completed on Wednesday.

### 12. FIRE DEPARTMENT REPORT

#### 12.A. KLVFD Monthly Report (July 2012)

There were no items presented by the Fire Department.

### 14. ADJOURN

Commissioner Miller made a Motion to adjourn the meeting at 6:28 p.m., which was seconded by Commissioner Wheaton.

#### Next Scheduled Meetings:

August 27, 2012 District Meeting

September 10, 2012 *FIRST PUBLIC HEARING (immediately followed by District Meeting)*

September 24, 2012 *FINAL PUBLIC HEARING (immediately followed by District Meeting if required)*

#### Documents:

120723 Budget Workshop Meeting Minutes July 23, 2012

110723 District Meeting Minutes July 23, 2012

120718 Ferrara Contract Original Contract (Rescue Pumper)

120807 Ferrara Contract Addendum #1 Rescue Pumper

120813 Travel Request Revision 1 (Chief Garcia)

120731 KLVAC Monthly Report (July 2012)

120731 KLVFD Monthly Report (July 2012)