



**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*

**KEY LARGO FIRE & EMS DISTRICT**

***1<sup>st</sup> PUBLIC HEARING MEETING MINUTES  
SEPTEMBER 10, 2012 6:00 pm.***

**AGENDA**

**1. Call to Order**

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

**2. Pledge of Allegiance**

Commissioner Andersen led the Pledge of Allegiance.

**3. Roll Call**

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

Also present were: Vicky Fay, Ronnie Fell, Matt Francis, Sergio Garcia, Scott Robinson, Peter Rosasco, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station 24.

**4. Approval of Agenda**

**Motion:** Commissioner Miller made a motion to ***approve the September 10<sup>th</sup>, 2012 1<sup>st</sup> Public Hearing Meeting Agenda.*** Commissioner Beyer seconded the motion, and the Board passed the motion.

**5. Public Comment**

No members of the general public addressed the Board.

**6. Public Hearing**

**A. Budget Discussion KLFR&EMS District 2012-2013 Proposed Budget**

**LOSAP**

Commissioner Tharp and Scott Robinson discussed the 401-type retirement fund. The KLVAC estimates the District would need to fund approximately \$7,500 to fund their portion. There may be some administrative fees to setup the plan. Commissioner Tharp indicated that the fund can be setup with the fees derived from the fund's earnings. Commissioner Tharp requested that Scott bring more detailed information to the Final Budget Hearing. The \$55,000 for the LOSAP Plan will be removed from the District Budget, and \$7,500 will be added to the KLVAC Budget, and \$10,000 will be added to the KLVFD Budget.

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Jennifer Zimmer presented Version 4 of the FY 2012-2013 budget. The total revenues for 1.0 mil is \$2,170,11, the total expenditures is \$2,187,927, and the unreserved fund balance (with changes) is \$320,808. The previous budget was reduced by \$43,989 due to a change in the vehicle replacement fund.

There were no changes to the District Budget. The previous changes to the KLVFD Budget were: Acct 120 (Supervisor Firefighter II/ Driver Operator) was reduced by \$2,190; Acct 121.03 (Volunteer Firefighters) was changed to agree with the actual projected results of FY12; Acct 210 (Employer Payroll Taxes) was increased by \$586; Acct 240.01 (Workman's Comp) was reduced by \$13,752; Acct 320 (Accounting Fees) was reduced by \$3,785; Acct 450 (Risk Management) was reduced by \$26,720 to reflect actual renewal premiums for FY13; Acct 461 (Repair Maintenance-Buildings) was reduced by \$2,000, Acct 462 (Repair Maintenance Vehicles) was reduced by \$2,000; and Acct 630 (Fire Hydrant Project) was moved from FY12 to FY13.

The overall KLVFD Budget was reduced by \$42,366.00.

KLVAC

Acct 120 (Administrative) was reduced by \$1,500 as the County did not give a raise this year; Acct 120 (Paramedic Payroll) included a 3% raise of \$15,606 (the Corps has not received a raise in three years); Acct 240 (Workman's Comp) was reduced by \$2,453; and Acct 491.12 (Training) the PHTLS training was removed and this item was reduced by \$3,500. The Corps does not charge the District when conducting training.

The overall KLVAC Budget was reduced by \$7,568.00.

Finance recommends fund balance of at least three (3) months, which would be \$375,000.00.

Additional changes discussed were:

District

Acct 220 (LOSAP) This item was removed from the District Budget; and  
Acct 400 (Travel) this item was reduced by \$2,500 to \$7,500 (\$1,500 per Commissioner).

KLVFD

Commissioner Andersen asked about the Cadet Program. The department had approximately 10-12 teenagers in the Explorer program. There needs to be an adult in charge of the Explorer Program. It is a great program and benefits the local community, as well as the department.

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



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Commissioner Tharp recommended the Ladder Truck be reduced from \$875,000 to \$600,000. The \$75,000 would not have to be placed into the Vehicle Fund. The benefits of purchasing the ladder truck is that it will increase the fund balance, and while it reduces the vehicle replacement fund by \$275,000, the remainder of the Vehicle Replacement Fund will still be in the balance. There is a ladder truck on sale until October 31, 2012 for \$499,999. Commissioner Tharp recommended an additional \$100,000 be added to the sale price for any extras over the basic model. The sale ends October 31, 2012. The District Board directed Theron Simmons to review the legal requirements associated with the sole-source purchase of the Ladder Truck. It is possible the ladder truck could be piggybacked on the Sheriff's contract.

Acct 400 (Travel & Per Diem) was discussed; however, there were no changes.

Acct 491.01 (Training/Instructor Fees) was discussed; however, there were no changes.

Acct 491.05 (Kaplan Training) this is firefighter training; and the firefighters are completing these on-line courses.

Acct 520.06/07/08 (Bunker Gear) was discussed; however, there were no changes.

Acct 401 (Chief Command Vehicle) The KLVFD owns the vehicle.

With the above changes, the proposed budget is \$2,501,705 for FY 11/12, which is .9250 mill, which is a 17.07% greater than the rollback rate. This leaves an ending fund balance of approximately \$204,000 with a \$75,000 contribution to the fund balance.

- B. Resolution #2012-005:** A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, ADOPTING THE TENTATIVE LEVY OF AD VALOREM TAXES FOR THE DISTRICT FOR THE FISCAL YEAR 2012-2013 ; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

**Motion:** Commissioner Tharp made a motion to **approve Resolution #2012-005 to establish a tentative levy of Ad Valorem taxes for the FY 12-13 of .9250 mills, which is greater than the rolled-back rate of 0.7901 by 17.07%.** Commissioner Wheaton seconded the motion, with Board voting as follows: Andersen (Yes), Beyer (Yes), Miller (Yes), Tharp (Yes) and Wheaton (Yes). The motion was passed unanimously by the Board.

- C. Resolution #2012-006:** A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, PROVIDING FOR ADOPTION OF THE TENTATIVE BUDGET OF THE DISTRICT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2012, AND ENDING ON SEPTEMBER 30, 2013; PROVIDING FOR SEVERABILITY: AND PROVIDING AN EFFECTIVE DATE.

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**C. Resolution #2012-006 (Continued)**

**Motion:** Commissioner Tharp made a motion to **approve Resolution #2012-006 to adopt a tentative Budget for FY 2012-2013 of \$2,501,705.** Commissioner Wheaton seconded the motion, with Board voting as follows: Andersen (Yes), Beyer (Yes), Miller (Yes), Tharp (Yes) and Wheaton (Yes). The motion was passed unanimously by the Board.

**7. Adjourn**

Commissioner Tharp made a Motion to adjourn at 8:36 p.m., which was seconded by Wheaton.

**DOCUMENTS:**

120905 FY 12-13 Millage Rate Analysis, Version 2  
120905 District Budget FY 2012-2013, Version 4  
120905 Vehicle Replacement Fund, Version 2  
Resolution #2012-005 Tentative Levy of Ad Valorem Taxes  
Resolution #2012-006 Adoption of Tentative Budget

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