



## 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 AGENDA SEPTEMBER 24, 2012 - DRAFT**

#### **1. AGENDA**

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

Chairman Andersen called the meeting to order at 6:54 p.m.

##### **1.B. 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: Don Bock, Vicky Fay, Sergio Garcia, Scott Robinson, Peter Rosasco, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station 24.

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

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

Items 8.B. and 8.C. were removed from the Agenda as the Resolutions were approved at the Final Public Hearing.

**Motion:** Commissioner Wheaton made a motion to ***approve the September 24, 2012 Agenda with the deletion of Agenda Items 8.B. and 8.C.*** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion

#### **3. APPROVAL OF MINUTES**

##### **3.A. Approval of Minutes**

##### **3.A.1. Meeting Minutes September 10, 2012 1<sup>st</sup> Public Hearing**

**Motion:** Commissioner Wheaton made a motion to approve the September 10, 2012 1<sup>st</sup> Public Hearing Meeting Minutes, which was seconded by Commissioner Miller. The motion was unanimously passed by the Board.

##### **3.A.2. Meeting Minutes September 10, 2012 District Meeting**

**Motion:** Commissioner Wheaton made a motion to ***approve the September 10 2012 District Meeting Minutes.*** Commissioner Miller seconded the motion, and the Board unanimously passed the motion

#### **4. CHAIRMAN'S REPORT**

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



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### 5. SECRETARY'S REPORT

There were no new items presented by the secretary.

### 6. PUBLIC COMMENT

No members of the general public addressed the Board.

### 7. OLD BUSINESS

#### 7.A. Discussion: Fire District Questionnaire - Governor's Study

Theron Simmons reported the District may answer the Governor's Study as a public records request, and the District does not need to create new documents. Commissioner Tharp and Theron Simmons will coordinate the response to the Governor's Office.

### 8. NEW BUSINESS

#### 8.A. Discussion/Action: Establish Ladder Truck Committee to Piggyback the Sheriff's Contract

The Committee will consist of Mark Wheaton, Chief Garcia and James Griffeth.

#### 8.B. Resolution #2012-007 – FINAL LEVY OF AD VALOREM TAXES for FY 2012-2013

This item was removed from the Agenda.

#### 8.C. Resolution #2012-008 – FINAL BUDGET FOR FY 2012-2013

This item was removed from the Agenda.

#### 8.D. Motion/Approval: Budget Line-Item Transfer District Budget \$550.00 from Printing/Binding to Advertising

**Motion:** Commissioner Wheaton made a motion to ***approve the Budget Line-Item Transfer of \$550.00 to move the funds from Printing/Binding to Advertising in the District Budget.*** Commissioner Tharp seconded the motion, and the Board unanimously passed the motion.

#### 8.E. Motion/Approval: KLVFD Budget Line-Item \$22,792.00

Commissioner Tharp requested the written overtime criteria for scheduling/calling out overtime. The first thing is to schedule drivers at the station. If the person can come from home, then another firefighter is not scheduled for overtime. KLVAC does not have a problem scheduling volunteers.

**Motion:** Commissioner Wheaton made a motion to approve the Budget Line-Item Transfer of \$22,792.00 in the KLVFD Budget, which was seconded by Commissioner Miller. The motion was unanimously passed by the Board.



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### **8.F. Motion/Approval: KLVFD Check Request for Overtime \$3,675.77**

**Motion:** Commissioner Wheaton made a motion to ***approve the Check Request for the KLVFD for Overtime in the amount of \$3,675.77.*** Commissioner Miller seconded the motion, and the Board unanimously passed the motion.

### **8.G. Motion/Approval: KLVAC Purchase Order Gratowski Painting Services \$14,900.00**

**Motion:** Commissioner Wheaton made a motion to ***approve the KLVAC Purchase Order for Gratowski Painting Services in the amount of \$14,900.00,*** which was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

### **8.H. Motion/Approval: KLVAC (2) Travel Requests \$406.34**

**Motion:** Commissioner Wheaton made a motion to ***approve the two KLVAC Travel Requests in the amount of \$406.34.*** Commissioner Tharp seconded the motion, and the Board unanimously passed the motion.

### **8.I. Motion/Approval: KLVAC Budget Line-Item \$10,500.00**

**Motion:** Commissioner Wheaton made a motion to ***approve the KLVAC Budget Line-Item in the amount of \$10,500.00,*** which was seconded by Commissioner Tharp. The motion was unanimously passed by the Board.

### **8.J. Motion Approval: Contract Extensions**

#### **8.J.1 Vernis & Bowling**

**Motion:** Commissioner Wheaton made a motion to ***approve the one month Vernis & Bowling Contract Extension through October 31, 2012.*** Commissioner Tharp seconded the motion, and the Board unanimously passed the motion

#### **8.J.2 Tropical Business Services**

**Motion:** Commissioner Tharp made a motion to ***approve the Tropical Business Services Contract Extension through September 30, 2013,*** which was seconded by Commissioner Wheaton. The motion was unanimously passed by the Board.

## **9. FINANCIAL REPORT**

Jennifer Zimmer reported the overall District budget should be at 91.7% for 11 of 12 months of budget activity, and the District has received slightly more in Ad Valorem taxes than was budgeted. The District budget is at 83.3%, KLVFD budget is 87.4% (without the capital) and the KLVAC is at 81.1%.



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### **10. LEGAL COUNSEL REPORT**

Theron Simmons reported FCAA Legal believes everything is great. Theron will follow up with Chief Garcia. FCAA will get their own engineering, and apply for the DOT Permits.

### **11. EMS DEPARTMENT REPORT**

Scott Robinson reported Rescue 73 is working great, the building is being power-washed. There will be monthly maintenance with the Stryker to maintain the stretchers. The Corps does not have a problem scheduling volunteers to fill shifts.

### **12. FIRE DEPARTMENT REPORT**

The Squad is in Miami for a new transmission, and the Air Truck is carrying the extrication equipment. The department has responded on 47 EMS calls this year. The department is a good team. The department is getting information from the general public about the insurance rate reductions. Commissioner Tharp recommends having an open house for residents to show where the rates are being reduced as a result of the hydrants. Commissioner Miller asked if the department if they are enforcing the Open Burn Ordinance. Theron Simmons needs to finalize form design.

### **13. COMMISSIONER'S ITEMS**

There were no new Commissioner items.

### **14. ADJOURN**

Commissioner Miller made a Motion to adjourn the meeting at 7:37 p.m., which was seconded by Commissioner Tharp.

### **Next Scheduled Meetings:**

October 15, 2012 District Board Meeting  
October 29, 2012 District Board Meeting (*if required*)  
November 19, 2012 District Board Meeting  
December 17, 2012 District Board Meeting

### **Documents:**

120910 1<sup>st</sup> Public Hearing Meeting Minutes September 10, 2012  
120910 District Meeting Minutes September 10, 2012  
120831 Governor's Fire District Study August 31, 2012  
120924 Resolution #2012-007 Tentative Levy of Ad Valorem Taxes  
120924 Resolution #2012-008 Adoption of Tentative Budget  
120924 Budget Line-Item Transfer District Budget \$550.00  
120924 KLVFD Line-Item Transfer Overtime \$22,792.00  
120918 KLVFD Check Request for Overtime \$3,675.77  
120918 KLVAC Purchase Order \$14,900.00  
120919 KLVAC Travel Request Stryker Installation (Two Trips)  
120924 KLVAC Budget Line-Item Transfer \$10,500.00  
120924 Contract Extensions: Vernis & Bowling and 120924 Contract Extension: Tropical Business Services  
120731 & 120831 District Financial Report (July & August 2012)  
120831 KLVAC Monthly Status Report (August 2012)



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120831 KLVFD Performance Report (August 2012)