



**KLFR&EMS DISTRICT BOARD  
MEETING MINUTES  
DECEMBER 14, 2009 – FINAL**

**Attendees:** Chairman, William Andersen, Commissioners: Marilyn Beyer, Mark Wheaton and Tom Tharp were present.

Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Joshua Hauserman, Robert Stoky and Jennifer Zimmer. The meeting was held at Station #24.

**1. AGENDA**

**1.A. Call to Order**

Chairman Andersen called the meeting to order at 6:01 p.m.

**1.B. Pledge of Allegiance**

Commissioner Tharp led the Pledge of Allegiance.

**1.C. Roll Call**

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

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of Agenda**

**2.B Approval of Minutes**

**2.B.1 Approval of November 23, 2009 Meeting Minutes**

**Motion:** Commissioner Beyer made a motion to ***approve the November 23, 2009 Meeting Minutes***. This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

**3. CHAIRMAN'S REPORT**

None

**4. SECRETARY'S REPORT**

None

**5. OLD BUSINESS**

**6. NEW BUSINESS (ACTION)**



**6.A. Approval/Motion: KLVFD 11/30/09 Reimbursements (\$41,529.00 +\$3,176.97 = \$44,705.97)**

Jennifer Zimmer reported the KLVFD Reimbursements are 20% above the approved monthly budgeted amount. The only discretionary items in the KLVFD Budget are the new paid fire fighter, training and travel. Commissioner Tharp expressed concern the entire reimbursement schedule has been increased, it previously required three calls to meet the base; and recommended the department delete the base requirement and only pay for work performed. Chief Garcia stated he needed \$42,000 per month for reimbursements, and that putting people at the station has resulted in higher efficiency. Commissioners Beyer and Andersen reviewed the Incident Reports, and are concerned with the types of calls where a lot of people are responding. Commissioner Tharp discussed removing money from discretionary funding categories (training, travel or the new position) or cutting 10% from everyone on the roster to reduce expenses and get the department to the correct budgeted amount. Commissioner Beyer indicated other expenses would have to be reduced to get the expenses in line with the budgeted amount. The fund balance is not an option. Commissioner Andersen said the program needs to meet legal requirements, and only paid people are the ones to be scheduled. Chief Garcia said they need 14 people within 10 minutes, the base is a bonus, have one person per station, the department can save money with less people on shifts, and the reimbursement program can have a six month period before receiving reimbursements instead of three months as more volunteers are not needed at this time. Commissioner Tharp stated something is broken when volunteers are making more money than paid employees. Commissioner Wheaton said an option would be a 10% pay cut. Commissioner Andersen asked where the overage for this month's reimbursements will come from. It was agreed Commissioner Tharp will meet with the department to review the reimbursement program and bring the revised program to the Board for approval.

**Motion:** Commissioner Wheaton made a motion to *approve the KLVFD November Reimbursements in the amount of \$41,529.00*. This motion was seconded by Commissioner Beyer. The Board unanimously passed this motion.

**Motion:** Commissioner Beyer made a motion to *approve \$3,176.97 in payroll taxes to correspond with the KLVFD November reimbursements*. This motion was seconded by Commissioner Wheaton, and unanimously approved by the Board.

**6.B. Approval/Motion: KLVFD Travel Request (Jay Ogden - \$1,037.50)**

**Motion:** Commissioner Tharp made a motion to *approve Jay Ogden's travel request in the amount of \$1,037.50*. Commissioner Wheaton seconded, and the motion was unanimously passed by the Board.

**6.C. Discussion/Approval/Motion: KLVFD Check Request FKEC (\$96,957.39)**

Joshua Hauserman reported the District will have to pay the bill; however, the District only budgeted \$30,000 this year for utilities. Commissioner Beyer stated that all correspondence should be addressed to the District

**Motion:** Commissioner Beyer made a motion to *direct Joshua Hauserman to negotiate a payment method with the County for utility bills*. This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.



**6.D. Discussion: Life Scan (Tharp/KLVFD)**

The company will conduct examinations in Key Largo or Homestead. There will be a quarterly schedule to stagger the annual physicals. The cost of the physical program was budgeted for \$18,000.00. It was agreed the company should send the contract to Mr. Hauserman to review.

**6.E. Discussion: Fundraising/Reimbursements**

Chief Garcia said the firefighters are paid if they are on shift, if they are not on shift they get credit. Extra people do get paid. Fundraising does not directly benefit the District so the volunteers should not get paid. It was agreed there is an indirect benefit, the funds are typically used for the banquet. Chief Garcia requested that Frank Moc pull a report for the Haunted House and the Boot Drive for the Commissioners.

**7. FINANCIAL REPORT**

**7.A. Financial Report (October, 2009)**

Jennifer Zimmer discussed the report. The downgrading of the TIB rating was discussed, and there is a concern they are right behind Orion. The District's money is protected. The District can open another account, and the CD's mature in April and May of 2010. Mosquito Control will get bids from other banks, and the District can obtain bids.

**8. LEGAL COUNSEL REPORT**

The auditors will present the KLVFD Audit Report at the January 11, 2010 meeting.

Commissioner Cavagnaro's case was postponed until February 2, 2010. The District Clerk was directed to advertise for the Interim Commissioner position. The applicants should submit a copy of the Governor's application to the Board by January 6, 2010. Applicants will be introduced at the January 25, 2009 meeting, and Board will send a recommendation to the Governor.

**9. EMS DEPARTMENT REPORT**

**9.A. KLVAC (ALS Competition)**

The Corps is slightly over budget on the Paramedic pay by \$600 due to illness and the holiday; and will possibly hire more paramedics. The overtime rules were sent to Jennifer, and the KLVFD department has assisted on some calls when there have been back-to-back calls. The Corps is putting together an ALS Competition. A committee is being established. It is expected to cost approximately \$8,000.00, and the Corps expects to generate approximately one-half of the expense with some help from the District. The Corps Strategic Planning Meeting has been scheduled for January 2, 2010. Ms. Beckman reported the Corps partnered with Florida Wildlife Conservation (they have 3 AED's), and they are working with the Dive Shops to get AED's on the boats. The Corps partnered with TIB to collect toys and \$\$\$ for clothing, food and school supplies. Jackie Bellows did a great job, and several volunteers participated.

**10. FIRE DEPARTMENT REPORT**

There will not be a Firefighter 1 course, as the people are certified. There is new curriculum. The rope rescue class was not budgeted last year. There may be a special 40-hour training course offered in the Upper Keys on how to deal with a collapsed building. The materials need to be obtained and reviewed.

The Committee will get with Joshua Hauserman to work on the new truck so it may be presented to the Board in February. It will not be purchased until next year.



**11. COMMISSIONER'S ITEMS**

There were no new items presented by the Commissioners.

**12. ADJOURN**

Commissioner Wheaton made a motion to adjourn at 7:45 p.m.

**Next Scheduled Meeting:**

December 28, 2009 (*if required*)

January 11, 2009 and January 25, 2009 (*if required*)

February 8, 2009 and February 22, 2009 (*if required*)

March 8, 2009 and March 22, 2009 (*if required*)

**DOCUMENTS**

091123 KLFR&EMS Meeting Minutes 11/23/09

091130 KLVFD Check Request Reimbursements (\$42,174.00)

\_\_\_\_\_ KLVFD Travel Request Jay Ogden (\$1,037.50)

091202 KLVFD Check Request FKEC (\$96,957.39)

Package KLVFD Life Scan (Distributed 11/23/09 Meeting)

091130 KLFR&EMS District Financial Report