



***DISTRICT MEETING
JANUARY 11, 2010 – FINAL***

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

Also present were: Alan Barbee, Brenda Beckmann, Vicky Fay, Sergio Garcia, Joshua Hauserman, Josh Shilts, Dirk Smits, Robert Stoky, Dennis Ward 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 6:05 p.m.

1.B. Pledge of Allegiance

Commissioner Beyer 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

Motion: Commissioner Wheaton made a motion to ***approve the agenda***. This motion was seconded by Commissioner Beyer and the motion was passed unanimously by the Board.

2.B Approval of Minutes

2.B.1 Approval of December 14, 2009 Meeting Minutes

Motion: Commissioner Beyer made a motion to ***approve the December 14, 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

None



6. NEW BUSINESS (ACTION)

6.A. Presentation/Discussion Marcum Rachlin KLVFD Audit Report

Alan Barbee and Josh Shilts presented the Marcum Rachlin Audit of the KLVFD. Discussed were the agreed upon procedures to conduct the audit, the scope and procedures used during the audit, description of the departmental manual and automated controls, the internal control recommendations, the structure of the organization, the organizational structure recommendations, the findings of departmental allegations, and the executive summary with recommendations to the Board. Portions of Section 6 were read to the board. The report was discussed with the Commissioners. Dirk Smits, Russell Yagel, Andy Tobin, Chief Garcia, Mike Jenkins, and Andy Tobin also spoke.

The KLVFD Corporation will forward comments to the Auditors for their review.

6.B. Approval/Motion: KLVFD 10/31/09 Reimbursements (\$1,320.00 + \$100.98)

The meeting scheduled in December with Commissioner Tharp and the Fire Department is being rescheduled later this month. All changes to the department's reimbursement schedule require KLFR&EMS District approval.

Motion: Commissioner Tharp made a motion to *approve the additional October 2009 reimbursements in the amount of \$1,320.00*. This motion was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

Motion: Commissioner Beyer made a motion to *approve the additional payroll taxes to cover the additional October 2009 reimbursements in the amount of \$100.98*. This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

6.C. Approval/Motion: KLVFD 11/30/09 Reimbursements (\$39,045.27 + \$2,986.96)

The Fire Department's annual budget for Volunteer/Member Pay is \$449,008.00, divided by 12, allows for a monthly expenditure of \$37,417.34 without prior District Board approval. The December reimbursements exceeded the approved monthly amount by \$1,627.93 plus taxes.

Prior to implementing reimbursement schedule changes, all changes to the department's reimbursement schedules require KLFR&EMS District approval. The meeting scheduled in December with Commissioner Tharp and the Fire Department will be rescheduled later this month, and then both departments will meet regarding the reimbursement schedules.

Funding for the additional reimbursements will need to come out of other budget line items.

Motion: Commissioner Wheaton made a motion to *approve the December 2009 reimbursements in the amount of \$39,045.27*. This motion was seconded by Commissioner Beyer. The motion was unanimously passed by the Board.

Motion: Commissioner Wheaton made a motion to *approve the additional payroll taxes in the amount of \$2,986.96*. This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.



6.D. Approval/Motion: Marcum Rachlin (KLVFD Audit - \$7,500.00)

The District approved the forensic audit in the amount not to exceed \$30,000. The overage of \$5,000.00 was a result of not being able to obtain the laptop from the KLVFD and due to an additional trip down to Key Largo that Josh Shilts had to make to conduct additional interviews.

Motion: Commissioner Beyer made a motion to ***approve the Check Request to Marcum Rachlin in the amount of \$7,500.00, and up to an a \$2,000.00 to consider any additional audit questions.*** This motion was seconded by Commissioner Tharp. The motion was unanimously passed by the Board.

6.E. Discussion: Interim Commissioners

Five applications have been received for the position of Interim Commissioner: Rob Blesser, David Bickford, Michael Blondin, Jennifer Miller and Ken Van Winkle. Vicky Fay will notify the applicants. The District Clerk will invite them to come speak to the Commissioners at the January 25, 2010 meeting.

7. FINANCIAL REPORT

7.A. Financial Report (November, 2009)

Receipt of the Ad Valorem taxes was higher than projected since the District received a bulk of this funding in the beginning of the fiscal year end. Risk Management, General Departmental, Workman's Compensation and Insurance for the departments are front-loaded expenses since premiums are paid in the beginning of the fiscal year. KLVFD salaries are less than projected because one of the paid individuals was let go, and utilities are higher than projected with both stations now being billed to the fire department. Capital Outlay - buildings for the KLVFD is at 65%. There are 2 encumbrances in this line item; one is for a portable fire pump and the other is for fire hoses. KLVAC training expenses appear differently due to the breakdown of training line item expense. The KLVAC are a little over in office supplies and the Department will monitor this expense line item. The KLVAC capital outlay expenses are related to the remodeling of the bathrooms.

8. LEGAL COUNSEL REPORT

Joshua Hauserman reported that he and Jennifer Zimmer are working with Monroe County regarding the utility bills. Still in question is the water bills for one fire hydrant.

9. EMS DEPARTMENT REPORT

9.A. KLVAC December Status Report

Robert Stoky reported that Corps. Conducted Strategic Planning on January 2, 2010, a Stemi Training was conducted with attendees from the Corps, KLVFD, Ocean Reef and Monroe County. There is a \$4,300 refund for the Workman's Compensation insurance. There is an AED recall; however, none of the District's AED's is affected.

10. FIRE DEPARTMENT REPORT

Chief Garcia noted that Engine 25 will require a major repair. The local mechanic will not be able to perform the work. It is past the warranty period, and there is no recall. The quote from Diesel Dr. is \$5,000 to \$6,000.00, and the repair will take about three weeks. The department is checking with Monroe County to see if they can borrow one of their trucks. The department will check to see if there is any preventative maintenance actions that can be done to help avoid the problem.



10. FIRE DEPARTMENT REPORT (Continued)

Chief Garcia discussed several ways to reduce reimbursement. The locals stepped up to the plate during the Thanksgiving and Christmas Holidays. One recommendation is to delete the base for the out-of-county volunteers, and keep the base for locals. Commissioner Tharp reminded the department no changes can be made to the reimbursement system without District Board approval. The Board requested the changes to the new plan in writing, and it should be sent to the Corps. The KLVAC has a cap for the number of shifts that can be worked, while the Fire Departments has a cap on the amount of reimbursements a volunteer member can receive each month.

11. COMMISSIONER'S ITEMS

There were no new items presented.

12. ADJOURN

Commissioner Tharp made a motion to adjourn at 8:13 p.m., which was seconded by Commissioner Wheaton.

NOTE: This meeting was not recorded due to technical difficulties with the recorder.

Next Scheduled Meeting:

January 25, 2009

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

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

DOCUMENTS

Marcum Rachlin KLVFD Audit Report

091214 KLFR&EMS Meeting Minutes

091215 KLVFD Check Request Reimbursements (\$1,420.98)

091210 KLVFD Check Request Reimbursements (\$42,032.23)

100106 KLFR&EMS Check Request Marcum Rachlin (\$7,500.00)

091231 KLFR&EMS District Financial Report

091231 KLVAC Status Report (December 2009)

Gubernatorial Applications (Interim Commissioner)