



KEY LARGO FIRE RESCUE & EMS DISTRICT



*Seat 1, William A. Andersen, Seat 2, Michael Cavagnaro;
Seat 3, Mark Wheaton; Seat 4, Tom Tharp;
Seat 5, Marilyn Beyer*

MEETING MINUTES – FINAL **November 13, 2006**

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, and Pam Steed were present. Also present were: Brenda Beckmann, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson, Tom Tharp, and Kerry Willis.

1. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:00 p.m.
2. **Pledge of Allegiance:** Bill Andersen led the Pledge of Allegiance.
3. **Roll Call:** Vicky Fay called the roll. Bill Andersen, Marilyn Beyer, Mike Cavagnaro, Pam Steed and Mark Wheaton were present.
4. **Administer Oath of Office:** The meeting was adjourned at 6:12 p.m. Judge Luis Garcia performed the Oath of Office Ceremony, and swore in Michael Cavagnaro and Tom Tharp. The meeting was reconvened at approximately 6:30 p.m.
5. **Changes or Additions to the Agenda:** The KLFR&EMS District Contract with TBS was added to the agenda.
6. **Approval of Minutes: October 9, 2006**
Marilyn Beyer made a motion to accept the October 9, 2006 Minutes, which was seconded by Mike Cavagnaro, and unanimously approved by the Board.
7. **Reports:**
 - A, **Chairman's Report**
The Chairman did not report any new items to the Board.
 - B. **Secretary's Report**
Marilyn Beyer stated there was a question concerning if the District's vehicles should have state or county tags; and if the KLFR&EMS Special District is a state agency. Kerry Willis reported the AGO Office confirmed we are a Special District, but the LPA says we are not a state agency. Beyer reported the three missing titles have not yet been received by the District.
 - C. **EMS Department**
Brenda Beckmann reported that Dr. Steed is the EMS Medical Director. An EMT class will begin in January. Beckmann also reported there has been a huge increase in Workman's Compensation insurance. She asked that we pray for Jerry, who has been in and out of intensive care.
 - D. **Fire Department**
Sergio Garcia reported that Dr. Steed will be the interim Medical Director for the Fire Department.



KEY LARGO FIRE RESCUE & EMS DISTRICT



Seat 1, William A. Andersen, Seat 2, Michael Cavagnaro;
Seat 3, Mark Wheaton; Seat 4, Tom Tharp;
Seat 5, Marilyn Beyer

E. Financial Services Report

The Purchasing Policy may need to be revised as the District begins writing more checks.

Motion: Pam Steed *made a motion that as long as an individual budget line item does not exceed \$10,000.00, it is OK to pay the invoice.* This motion was seconded by Marilyn Beyer and unanimously approved by the Board.

Cindy Lawson reported the insurance costs were estimated approximately \$30,000-\$50,000 less than budgeted due to the huge increases in premiums. Lawson also recommended the board consider adding an item to the agenda for approval of purchase orders. Processing of Volunteer Reimbursements was also discussed.

Motion: Marilyn Beyer *made a motion to approve processing Volunteer Reimbursements not to exceed 1/12 of the total budgeted amount of \$275,000, which equals \$22,916 per month, which may be rounded up to \$23,000 per month.* This motion was seconded by Pam Steed; and unanimously approved by the Board.

F. Legal Services Report

Kerry Willis did not have any new items to report.

8. Discussion and/or Action:

A. Management Analysis Consultant (Fire Department)

The proposals from ESCI, Inc. and Almont Associates, Inc. were discussed.

Motion: Pam Steed *made a motion to secure ESCI for \$24,992.00,* which was seconded by Marilyn Beyer. Bill Andersen, Marilyn Beyer and Pam Steed voted “Yes” to approve the motion; and Mike Cavagnaro and Mark Wheaton voted “No”. The motion carried with a 3-2 vote.

Bill Andersen said ESCI was very professional, Marilyn Beyer said ESCI was very knowledgeable, Mike Cavagnaro said ESCI very structured, and Pam Steed felt the ESCI was a much more detailed proposal. Sergio Garcia would like the consultant to schedule more time on site. Vicky Fay will prepare an engagement letter for the Chairman’s signature to narrow the scope, request additional time on site, and accelerate the timeframes for providing reports to the district.

B. Medical Director: Fire Department

Sergio Garcia reported the Fire Department spoke with Dr. Schwemmer and Dr. Steed, and that Dr. Steed expressed an interest and he is local. Garcia will see if they can come to agreement. Kerry Willis wanted it documented and on the record, the KLFR&EMS District has an “Exclusive” Contract with the EMS Department to provide ALS Services and the Fire Department can only provide BLS Services.

Dr. Steed offered to cover EMS/FR Service. Willis recommended one contract for the Medical Director for the KLFR&EMS District. This will establish one Medical Director and clarifies protocol. The Ambulance Corporation has the sole ALS license and Certificate of Need.



KEY LARGO FIRE RESCUE & EMS DISTRICT



*Seat 1, William A. Andersen, Seat 2, Michael Cavagnaro;
Seat 3, Mark Wheaton; Seat 4, Tom Tharp;
Seat 5, Marilyn Beyer*

C. District Facilities and Property Lease Agreement, Draft 1

Motion: Mark Wheaton *made a motion to approve the District Facilities and Property Lease Agreement.* The motion was seconded by Marilyn Beyer and unanimously approved by the Board.

D. KLFR&EMS District & TBS Contract, Draft 1

Motion: Pam Steed *made a motion to approve the contract with TBS with the revised scope of work.* The motion was seconded by Marilyn Beyer; and unanimously approved by the Board.

9. **Adjourn:** Pam Steed made a motion to adjourn the meeting at 8:05 p.m. which was seconded by Marilyn Beyer; and unanimously approved by the Board.