



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 April 23, 2007

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present. Also present were: Brenda Beckmann, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson, Curtis Mollohan and Dirk Smits.

1. A. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:03 p.m.
 - B. **Pledge of Allegiance:** Tom Tharp led the Pledge of Allegiance.
 - C. **Roll Call:** Vicky Fay called the roll. All of the Commissioners were present: Bill Andersen, Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. There was a quorum.
 - D. **Changes or Additions to the Agenda:** It was agreed Items 6.B and 9 would be moved to the top of the agenda.
2. A. **Approval of Minutes: March 26, 2007**

There was a minor change in Item 6.A and 6.G. Michael Cavagnaro made a motion to accept the minutes with the minor changes noted, which was seconded by Tom Tharp; and unanimously approved by the Board.
3. **Reports:**
 - A. **Chairman's Report:**
 - A. **Management Analysis Report Update:**

Commissioners and the Fire Department provided comments to ESCI. Upon completion of incorporating comments, ESCI will formally present the Final Report to the Board.
4. **Secretary's Report:**

Vicky Fay reported no activity on the website due to the priority of the grants for the Fire Department.
5. **OLD BUSINESS:**
 - A. **Safer/LOSAP (Length of Service Awards Program):**

Tom requested each department review the latest report identifying any changes or deletions since the report was issued by the county.
6. **NEW BUSINESS:**
 - A. **Approval/MOTION: April 9, 2007 Emergency Purchase Authorization for Fire-Tech Repair Service \$3,448.76:**

Cindy Lawson discussed the Purchasing Policy and Procedure, which allows the emergency authorization of purchases when a situation arises necessitating immediate action to provide protection to life and property. (See 4/20/07 email: Lawson to Board dated for details.)



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A. Approval/MOTION: April 9, 2007 Emergency Purchase Authorization for Fire-Tech Repair Service \$3,448.76: (Continued)

Motion: Mike Cavagnaro made a motion to approve the Emergency Purchase Authorization for Fire-Tech Repair Service in the amount of \$3,448.76 without competitive bidding. This motion was seconded by Mark Wheaton. The Board unanimously passed the motion.

B. Approval/MOTION: Budget Line Item Request for Key Largo Ambulance/EMS:

Cindy Lawson discussed the check request and the budget line item transfer request received from the EMS Department to increase training. This transfer did not result in an increase to the budget as funding was transferred from other line items for this expense. (See 4/20/07 email: Lawson to Board for details.)

Motion: Tom Tharp made a motion to increase the Line Item for Training from \$3,950.00 to \$5,185.00. This motion was seconded by Mike Cavagnaro. The Board unanimously passed the motion.

7. Financial Report:

A. Financial Reports:

Lawson presented the March Financial Reports to the Board.

B. Discussion Regarding FY 07-08 Budget Adoption Schedule:

Cindy is in the process of compiling the 2007-2008 Budget Adoption Schedule. It will be submitted to the Board on May 14, 2007.

C. Update on FY 05-06 Audit Requirements:

The Auditor General's Office determined an audit would need to be completed for the 2005-2006 Fiscal Year. This audit needs to be completed by September 30, 2007. An Auditor Selection Committee Meeting will need to be scheduled. The Committee consists of Andersen, Beyer, Lawson and Fay. It was agreed a committee meeting will be held immediately following the May 14th meeting, and the meeting will need to be advertised.

8. Legal Services Report:

A. KLWTD Waiver Assessment Fees:

Vernis & Bowling received a letter dated April 17, 2007 from the Florida Department of Environmental Protection approving the Waivers of Wastewater Services for the additional lots located at the North Station.

B. DEP Protection – Uplands Lease Fee:

DEP will review their files to locate the check received from Monroe County.



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9. EMS Department Report:

Brenda Beckmann reported the EMS Department applied for an AFG Grant for Operations and Safety including Personal Protective Equipment: helmets, boots, jumpsuits/coveralls, gloves, respirators, traffic vests; and communication's equipment, a classroom upgrade and training simulator totaling \$385,500. The department also applied for an AFG vehicle grant in the amount of \$200,000 for an ambulance.

10. Fire Department Report:

A. Mutual Aid:

Dirk Smits stated that a letter has been sent to enter into a Mutual Aid with Islamorada.

B. Monroe County Communications Radio Tower 6 at Critical Stage:

Dirk Smits has been in contact and sent a letter to Monroe County regarding the tower problem. Brenda Beckmann and Sergio Garcia both stated a problem still exists. It was noted that Monroe County is collecting tax dollars for the 911 system.

Motion: Mark Wheaton ***made a motion for Dirk Smits to contact the county authorizing him to do anything up to and including legal action to resolve the Tower 6 communication problems.*** This motion was seconded by Marilyn Beyer, and unanimously approved by the Board.

C. Recommendation: Waive Purchasing Policy Competitive Bid (Truck Replacement Committee):

Sergio Garcia presented the Commissioners with a new American LaFrance Letter and Specification for the Dive/Rescue Apparatus dated April 23, 2007 in the amount of \$174,921.00.

Motion: Tom Tharp ***made a motion to waive competitive bidding on the basis of a piggyback of the Sheriff's contract and waive competitive bidding for the non-piggyback items on the basis that it is impractical to competitively bid these since we are waiving competitive bidding for the piggyback purchase and to approve the not to exceed of \$174,921 for the purchase of the Dive/Rescue vehicle.*** This motion was seconded by Mike Cavagnaro. Discussion was held, and the Commissioners wanted additional time to review the Supplier's package. This motion was postponed, a new motion was made.

Motion: Tom Tharp ***made a motion to postpone the decision to waive the competitive bidding process.*** This motion was seconded by Marilyn Beyer. The vote was as follows: Beyer (Y), Cavagnaro (N), Tharp (Y), Wheaton (Y) and Andersen (Y). The motion carried to postpone the decision.

D. Alternate Revenue Sources Help Reduce the Fire/EMS Tax:

Garcia discussed a method to possibly charge fees for fire services based on the process currently being utilized by the City of Hialeah, which may reduce taxes for Key Largo residents. Hialeah is charging fire service fees, impact fees for new construction, non-ad valorem assessments and transportation impact fees for public safety. Commissioner Tharp asked Sergio to bring back a proposal to the Board.



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10. Fire Department Report (Continued):

Other:

The State is scheduled to conduct the Fire Fighter I test at the station. The county will schedule a ribbon-cutting ceremony for the North Station on May 19, 2007.

- 11. Adjourn:** Tom Tharp made a motion to adjourn the meeting at 8:30 p.m. which was seconded by Michael Cavagnaro; and unanimously approved by the Board.

Next Scheduled Meetings:

May 14; and June 11 and June 25

ATTACHMENTS:

- 03/26/07 Meeting Minutes
- 03/31/07 Revenues & Expenditures
- 03/31/07 Expenditure Detail Report
- 03/31/07 Reconciliation Summary/Detail
- 03/31/07 Register (3/1-3/31/07)
- 04/09/07 Emergency Purchase Order Request Form (Fire-Tech Repair Service)
& 4/20/07 Email: Lawson to Board
- 04/12/07 Budget Line Item Transfer Request
& 4/20/07 Email: Lawson to Board
- 04/02/07 Email Vernis & Bowling to Monroe County (N. Cassel)
- 04/23/07 American LaFrance Letter & Specification