



## 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** **May 14, 2007**

**Attendees:** Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present. Also present were: 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:** Mike Cavagnaro 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:** There were no additions or changes to the agenda..
2. A. **Approval of Minutes: April 23, 2007**

There was a minor change in Item 6.A and 10.C. Michael Cavagnaro made a motion to accept the minutes with the minor changes noted, which was seconded by Mark Wheaton; and unanimously approved by the Board.

#### **REPORTS:**

3. **Chairman's Report:**
  - A. **Management Analysis Report Update:**

The Final Report of the Fire Department Evaluation will be presented by Emergency Services Consulting, Inc. on May 21, 2007. The meeting was properly noticed.
4. **Secretary's Report:**

Vicky Fay reported the website will be available to the General Public no later than May 31, 2007, and the ESCI Draft and Final Reports will be available on the website.
5. **OLD BUSINESS:**
  - 5.A. AFG Grants:**

The AFG grants for the Ambulance and Fire Departments were completed and submitted prior to the deadline. Tom Tharp recognized the exceptional support from Jay, Frank, Linda and Vicky to complete the Fire Department grant. He also requested complete copies of the grants.

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### **MEETING MINUTES – FINAL** **May 14, 2007 (Continued)**

#### **5.B. LOSAP:**

Tom Tharp requested an updated list for each department identifying the volunteers eligible for LOSAP. Vicky Fay will resend the latest LOSAP reports to the departments.

#### **6. NEW BUSINESS:**

##### **6.A Check Cashing/Department Reimbursement:**

Discussion was held regarding the current check cashing/department reimbursement policy. The departments received an advance for reimbursements. The department then submits documentation to the district for each check reimbursement. Cindy Lawson reviewed the financial reports. There were two concerns identified: 1) There was over \$8,000.00 in uncashed reimbursement checks; and 2) Checks were being voided after being issued. The uncashed check concern has been addressed by the Fire Department. The district will continue to provide advances and keep a list of uncashed reimbursement checks. The departments will provide complete documentation.

##### **6.B. Approval/MOTION: North Station Furniture \$17,803.23:**

The KLVFD will purchase the North Station furniture from PRIDE Enterprises to support the State correctional work program.

*Motion: Tom Tharp made a motion to pay the bill for the North Station furniture in the amount of \$17,803.23 as submitted and to waive the competitive bidding process.*

This motion was seconded by Mike Cavagnaro. The motion was passed unanimously by the board.

##### **6.C. Approval/MOTION: North Station Change Order (Fencing) \$1,916.25:**

The KLVFD requested that vinyl-coated fencing be used at the north station.

*Motion: Tom Tharp made a motion to approve the Change Order for the North Station vinyl-coated fencing in the amount of \$1,916.25. This motion was seconded by Mike Cavagnaro. The board approved the motion unanimously.*

##### **6.D Approval/MOTION: Dive/Rescue Apparatus (\$174,921.00):**

Tom Tharp was concerned that the district would spend approximately \$175,000 for a vehicle based upon the past usage of three times within the last 24 months. Mike Cavagnaro feels this is not a Cadillac model as previously submitted to the Board for approval. Sergio Garcia

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### MEETING MINUTES – **FINAL** May 14, 2007 (Continued)

#### **6.D Approval/MOTION: Dive/Rescue Apparatus (\$174,921.00): (Continued)**

feels the vehicle is warranted because Key Largo is the Dive Capital of the World. Rob Blessner stated the Dive/Rescue Committee really worked to lower the specification pricing from the specification previously submitted to the board, and that it would support multiple water/dive emergency rescue teams. Marilyn Beyer asked several technical questions, and felt the rehab is good. There is a 4% discount available; however, Cindy Lawson pointed out the current rate at the bank is 5.25%.

***Motion:*** Tom Tharp *made a motion to reopen the agenda and change the comment on the previous Dive/Rescue Vehicle motion to reflect the motion postponed instead of died. Michael Cavagnaro approved the motion.* The motion was approved unanimously by the board.

***The original Motion was reopened*** by Mike Cavagnaro and seconded by Mark Wheaton *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 \$174,921.00 for the purchase of the Dive/Rescue vehicle.*

***The motion passed,*** and the votes for the motion were as follows: Beyer (Y); Cavagnaro (Y); Tharp (N); Wheaton (Y); and Andersen (Y).

#### **6.E. Approval/MOTION: Contract Modifications to Allow Budget Line-Item Transfers Without Total Budget Increase by Departments:**

Each department has submitted check requests for payment when the check request would exceed the amount of the total budgeted line item. The board directed Cindy Lawson to recommend the appropriate wording to change the contract to allow for budget line-item transfers as long as they will not result in exceeding the total approved budget, and not be allowable for either capital expenses or personnel-related items.

***Motion:*** Michael Cavagnaro *made a motion to decrease the EMS travel line item by \$665.00 and increase the EMS EDO Training line item by \$665.00; and to increase the Fire Department postage line item by \$200.00 and decrease another line item \$200.00.* This motion was seconded by Tom Tharp. The board unanimously passed the motion.

#### **6.E.1 KLFR&EMS District & KL Volunteer Ambulance Corp., Inc. Contract:**

No action was taken at this meeting for this item pending feedback from Ms. Lawson.

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### MEETING MINUTES – **FINAL** May 14, 2007 (Continued)

**6.E.2 KLFR&EMS District & KL Volunteer Fire & Rescue Dept., Inc. Contract:**  
No action was taken at this meeting for this item pending feedback from Ms. Lawson.

#### **7. Financial Reports:**

##### **7.A. Financial Reports:**

There were no April 2007 financial reports pending receipt of the bank statement.

##### **7.B. Discussion: FY2007-2008 Budget Adoption Schedule:**

Cindy Lawson presented a tentative copy of the Millage and Budget Adoption Schedule for the 2007-2008 Fiscal Year. Discussion was held. Ms. Lawson will reconfirm dates and resubmit the schedule to the Board at the June 11, 2007 meeting.

#### **8. Legal Report:**

The letter from the KLWTD requesting support for water reuse was discussed.

**Motion:** Tom Tharp *made a motion to reopen the Agenda, and add Item 8.A. KLFR&EMS District Support of the KLWTD Application to the South Florida Water Management District (SFWMD) for Water Reuse Funds.* This motion was seconded by Marilyn Beyer. The motion was passed unanimously by the board.

##### **8.A. KLFR&EMS District Support of the KLWTD Application to the SFWMD for Water Reuse Funds:**

**Motion:** Tom Tharp *made a motion for the KLFR&EMS District to send a letter to the KLWTD to support their Application to the SFWMD for Water Reuse Funds.* This motion was seconded by Marilyn Beyer. The board unanimously passed the motion.

#### **9. EMS Department Report:**

No report.

#### **10. Fire Department Report:**

Sergio Garcia is working with Kevin Wilson, MC Project Manager, for the Ribbon-Cutting ceremony. Vicky Fay is to send an invitation list to Mr. Wilson for the event. Twelve of the 13 firefighters passed the State Certification Fire Fighter I course. The radio reception is better.

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### MEETING MINUTES – *FINAL* May 14, 2007 (Continued)

11. **Adjourn:** Mark Wheaton made a motion to adjourn the meeting at 8:40 p.m. which was seconded by Mike Cavagnaro; and unanimously approved by the Board.

#### **Next Scheduled Meetings:**

May 14th (Auditor Selection Committee); May 21 (ESCI Workshop); June 11 and June 25, 2007

#### **DOCUMENTS:**

04/23/07 Meeting Minutes

04/26/07 Bill of Material (North Station Furniture)

F.S. 946.515; and Pride Inmate Training Mission & Objectives

04/25/07 Change Order North Station Fence Correspondence (KLVFD & Monroe County)

04/30/07 Specification (Dive/Rescue Apparatus) – (Separate Document - Not Attached)

05/11/07 Millage & Budget Adoption Schedule

05/13/07 Email (Hammaker to Fay: KLWTD applying for SFWMD Water Reuse Funds)

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