



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 – DISTRICT MEETING - FINAL **July 12, 2007**

Attendees: Chairman, Bill Andersen; Commissioners: William Andersen, Mike Cavagnaro, and Tom Tharp were present. Marilyn Beyer and Mark Wheaton were on vacation. Also present were: Brenda Beckmann, Vicky Fay, Chris Fleming, Cindy Lawson, Curtis Mollohan, Linda Newman and Robert Stoky.

1. **1.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 7:28 p.m.

1.B. Pledge of Allegiance: Mike Cavagnaro led the Pledge of Allegiance.

1.C. Roll Call: Vicky Fay called the roll. Bill Andersen, Mike Cavagnaro and Tom Tharp were present. Marilyn Beyer and Mark Wheaton were absent. There was a quorum.

1.D. Changes or Additions to the Agenda: There were no additions or changes to the agenda.

2. **APPROVAL OF MINUTES**

2.A. June 25, 2007

There were no changes to the June 25, 2007 minutes. Mike Cavagnaro made a motion to approve the minutes, which was seconded by Tom Tharp and unanimously approved by the Board.

2.B. July 2, 2007

There were no changes to the July 2, 2007 minutes. Mike Cavagnaro made a motion to approve the minutes, which was seconded by Tom Tharp and unanimously approved by the Board.

REPORTS:

3. **Chairman's Report:**

The Chairman did not have any new items to present to the Board..

4. **Secretary's Report:**

No Secretary's Report was presented.

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Meeting Minutes: District Meeting -- July 12, 2007 (Continued)

5. OLD BUSINESS

No Old Business Items were discussed.

6. NEW BUSINESS

6.A. KLVAC State Inspection Results

The State of Florida recently conducted an unannounced, random inspection of the KLVAC. The KLVAC received a 100% rating (with no deficiencies identified) by the Department of Health Emergency Medical Services Division in the following areas: Personnel Records; Service Records and Facilities Records; BLS Vehicle Inspection; ALS Vehicle Inspection; and Equipment Test Results Inspection.

There was consensus among the Board members to write a letter of appreciation on behalf of the Board to each KLVAC members and volunteers to "Thank" them for their support.

6.B. Discussion FKAA Fire Hydrants

There are currently 43 fire hydrants in the district. FKAA is redoing the water line, and Bill Andersen is checking with FKAA to see if they can install any new fire hydrants while installing the new line. In Ocean Reef, residences and buildings are within 1,000 feet of a fire hydrant. This is a critical factor to reduce homeowner's insurance. The new station will help meet the requirement for a fire station within five (5) miles of the building or residence. Curtis Mollohan will review the contract, and send to the Commissioners. Mollohan and Lawson will review the Board's authority to assess and collect impact fees for new users of the district's services, and bring their recommendation back to the Board.

6.C. Approval/MOTION: June Volunteer Reimbursement \$31,641.00

Chris Fleming reported there were 60 calls for the month of June. Detailed reimbursements breakouts are being provided to Commissioners as requested. Frank Moc is the only individual with a dual status of employee and also a volunteer.

Motion: Mike Cavagnaro *made a motion to approve the June Volunteer Reimbursement of \$31,641.00 for the KLVFD.* This motion was seconded by Tom Tharp. The Board unanimously passed the motion.

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Meeting Minutes: July 12, 2007 (Continued)

6.D. Discussion: KLVFD Administrative Aide Position

Chris Fleming reported there are 100 volunteers, and the KLVFD Corporation Board requested the addition of one full-time Administrative Aide to support the Station Manager. The Board requested Job Descriptions for the Station Manager, proposed Administrative Aide, Logistics' Officer and Firefighter I positions.

7. Financial Report

There was a rush for the 2006-2007 insurance to be put into place last year. Cindy Lawson recommended that District Board consider hiring a Risk Manager to review the insurance from an overall perspective of the District, KLVFD & KLVAC and the overall District's risk, assets and liabilities. The Board requested Lawson and Mollohan provide a list of risk managers for the board to consider.

8. Legal Report

Curtis Mollohan reported no new items.

9. EMS Department Report

Brenda Beckmann reported the department is working on their budget.

10. Fire Department Report

The department is waiting for the Certificate of Occupancy. Mollohan will contact the County to see if he can expedite obtaining the certificate.

11. Adjourn

A motion was made by Tom Tharp and seconded by Mike Cavagnaro to adjourn the meeting at 8:10 p.m.

Next Scheduled Meetings/Workshops/Hearings:

July 16 (District Workshop), and July 23; August 6, August 13 and August 27
September 10th, September 17 and September 24.

DOCUMENTS:

06/25/07 Meeting Minutes

07/02/07 Meeting Minutes

07/12/07 KLVFD Reimbursement (June, 2007)

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