



## **KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT**

*Seat 1: William A. Andersen; Seat 2: Jennifer Miller; Seat 3: Mark Wheaton,  
Seat 4: Tom Tharp, Seat 5: Marilyn Beyer*

### **DISTRICT MEETING MINUTES May 14, 2012 – FINAL**

#### **1. AGENDA**

##### **1.A. Call to Order**

Chairman Andersen called the meeting to order at 6:00 p.m.

Also present were: Don Bock, Frank Conklin, Vicky Fay, Ronnie Fell, Matt Francis, Sergio Garcia, James Griffeth, Scott Robinson, Theron Simmons, and Jennifer Zimmer.

The meeting was held at Station 24.

##### **1.B. Pledge of Allegiance**

Commissioner Tharp led the Pledge of Allegiance.

##### **1.C. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: William Andersen, Marilyn Beyer, Jennifer Miller, Tom Tharp and Mark Wheaton. There was a quorum.

#### **2. APPROVAL OF AGENDA**

**Motion:** Commissioner Beyer made a motion to ***approve the Agenda for the May 14, 2012 District Meeting.*** This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

#### **3. Approval of Minutes**

##### **3.A. District Meeting Minutes – April 9, 2012**

**Motion:** Commissioner Beyer made a motion ***to approve the April 9, 2012 District Meeting Minutes.*** This motion seconded by Commissioner Miller. The Board unanimously passed this motion.

#### **4. CHAIRMAN'S REPORT**

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

#### **5. SECRETARY'S REPORT**

There were no new items presented by the Secretary.



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### **6. PUBLIC COMMENT**

No members from the general public addressed the Board.

### **7. OLD BUSINESS**

### **8. NEW BUSINESS**

#### **8.A. Presentation: Florida Fire Chief Association (FFCA). Safer Grant**

Greg Redden and Alyssa Troy from the Redden Group made a presentation to the District Board regarding funding for the SAFER Grant Program. The Redden Group works with the FFCA, and can operate, manage and facilitate the grant for departments or districts. Commissioners Andersen and Tharp, as well as, James Griffeth and Ronnie Fell attended Fire East Conference in Daytona. The Florida Fire Chief Association received a \$1.2M retention grant for a period of four years. Funding is available for television ads, posters, Facebook advertising, newspaper, magazine, food or events.

#### **8.B. Approval/Motion: Request for Payment of Appellate Attorneys Fees to Dale Morgado, Esq. (\$20,000)**

Dale Morgado explained the lawsuit appeal process. The Plaintiff in the lawsuit chose to pursue appealing to the 11<sup>th</sup> Circuit District Court. The fire department lawsuit is in the appellate stage. This is a test case, and the attorneys are working hard to maintain the volunteer system. A flat fee has been recommended. Theron Simmons recommended arbitration not be used for this type of lawsuit.

**Motion:** Commissioner Miller made a motion to **approve a payment of \$20,000 for the Appellate Attorney Fee.** This motion was seconded by Commissioner Tharp and the motion was passed unanimously by the Board, as follows: Beyer (Y), Miller (Y), Tharp (Y), Wheaton (Y), and Andersen (Y).

#### **8.C. Discussion: KLFR&EMS District 2010-2011 Audit Report**

Jennifer Zimmer discussed the District's 2010-2011 Audit Report. There were no material adjustments identified, and there were no uncorrected misstatements during the audit. The District's total revenues were, \$1,893,567 (Ad Valorem taxes - \$1,871,725, Interest- \$21,677 and Miscellaneous \$165.) The District's expenses for the year were \$2,218,449. The ending fund balance as of September 30, 2012 was \$2,423,507.

The government-wide financial analysis is discussed on pages 4 and 5. and the Vehicle Replacement Fund is included in the general fund for presentation. Also included in the report is a Statement of Net Assets, Statement of Activities, Governmental Fund Balance Sheet, Reconciliation of the Balance Sheet of Governmental Funds, and the Statement of Revenues, Expenditures and Change in Fund Balances Governmental Funds.



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### **8.D. Discussion: Strategic Plan**

Commissioner Tharp reported that he is continuing to pursue information for the Strategic Plan.

### **8.E. Approval/Motion: KLFR&EMS District to Host AFG Grant Workshop Training**

AFG sent a request to all departments to see if they would like to host an AFG Grant Workshop. Commissioner Tharp requested the District pursue hosting a workshop; however, it was felt this item required District Board approval. After reviewing the process, Finance reported the District's Purchasing Policy and Procedure does have a provision for each commissioner to request the use of miscellaneous funds. The Clerk was directed to extend the invitation to host the workshop in the District.

### **9. FINANCIAL REPORT**

Jennifer Zimmer reported the District Board is at 45.6% of the budget. The KLVFD is at 48.7% without capital expenses, and the KLVAC is at 41.3% of budget.

### **10. LEGAL COUNSEL REPORT**

Theron Simmons did not have any other business to discuss with the Board.

### **11. EMS DEPARTMENT REPORT**

Ronnie Fell expressed appreciation to the Board and thanked the District Clerk for her support in preparing and submitting the grant for the Stryker Ambulance Power-Pro System. The Old Ambulance #73 was sold for \$11,225. Ambulance #74 had a blow up, and Ce Ce will be taking it to the dealer. Scott Robinson and Commissioner Tharp had a preliminary meeting regarding the LOSAP Plan, and we are moving forward. Scott said the LOSAP Fund is directly related to the recruitment and retention of volunteers. In the event a specific LOSAP Fund may not be finalized before the FY 12-13 budget approval, Commissioner Tharp felt an option would be the Board set aside funds for LOSAP.

### **12. FIRE DEPARTMENT REPORT**

James Griffeth reported the county will do a bus advertisement to recruit volunteers. Two new volunteers are expected to start within the next two months. The newly-opened Snooks Restaurant will be required pay for a hydrant, and the hydrant should be installed by the end of the month. The Memorial Service for Chris Fleming went well.

### **13. COMMISSIONER'S ITEMS**

There were no new commissioner items.

### **14. ADJOURN**

Commissioner Miller made a motion to adjourn the meeting 7:25 p.m., which was seconded by Commissioner Andersen.

***(See Next Page)***



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### **Next Scheduled Meetings:**

June 11, 2012 KLVAC Budget Workshop & District Meeting

June 25, 2012 KLVFD Budget Workshop (District Meeting, if required)

### **Documents:**

120409 District Meeting Minutes March 12, 2012

120403 LOSAP Presentation

120501 Keefe, McCullough & Col, FY 11-12 District Audit

120331 District Financial Report (February 2012)

120430 KLVAC Monthly Report (April 2012)