



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



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MEETING MINUTES – FINAL FEBRUARY 11, 2008 (6:00 PM.) (KLWTD Office – 98880 Overseas Highway)

Attendees: Chairman, Bill Andersen. Commissioners Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present. Also present were: Brenda Beckmann, Johnny Delgado, Vicky Fay, Sergio Garcia, Joshua Hauserman and Cindy Lawson.

Tab 1: 1. AGENDA

- 1.A. Call to Order.** Chairman, Bill Andersen called the meeting to order at 6:03 p.m.
1.B. Pledge of Allegiance. Marilyn Beyer led the Pledge of Allegiance.
1.C. Roll Call: Vicky Fay called the roll. The following Commissioners were present: William Andersen, Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. There was a quorum.

2. GUEST SPEAKER: Chuck Fishburn

Andy Tobin was unable to address the District because an earlier meeting ran late. Chuck Fishburn addressed the Board on his behalf. Mr. Fishburn explained both the KLWT District and the Commissioners have been happy to provide a meeting location for both their District and our District. However, due to the growth of the KLWT District and with the addition of several employees during the past year, both the KLWT District and our District will need to seek a new meeting location.

3. APPROVAL OF AGENDA & MINUTES

3.A. Approval of Agenda

Commissioner Cavagnaro requested that Item 7.G. be added to the agenda - Commissioner Cavagnaro Disability Issue.

Motion: Commissioner Tharp *made a motion to “Approve adding Item 7.G.”* The motion was seconded by Commissioner Cavagnaro. The Board unanimously approved change to the Agenda.

3.B. Approval of Minutes: January 14, 2008.

There were no changes to the Draft B January 14, 2008 Minutes.

Motion: Commissioner Tharp *made a motion to “Approve Draft B of the January 14, 2008 minutes”.* The motion was seconded by Commissioner Wheaton. The Board unanimously approved the minutes.

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REPORTS

Tab 3: 4. **CHAIRMAN'S REPORT**

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

Tab 4: 5. **SECRETARY'S REPORT**

The Secretary and the Board expressed appreciation to Mike Jenkins for his overall planning and coordination of the Fire Department Awards Banquet, and to Armando and Corey for the great video they produced for the event.

6. OLD BUSINESS

6.A. KLFR&EMS District Slogan

After discussion, it was agreed each department would take the proposed District Slogans back to their organization for a recommendation. Johnny Delgado and Chief Garcia will work together to gain departmental consensus for the District Slogan.

6.B. KLFR&EMS District Patch

Commissioner Tharp met with Johnny Delgado regarding the patch shape. Discussion was held regarding other changes.

Motion: Commissioner Wheaton ***made a motion to "Approve the patch as presented including the Dive Flag and the Sailboat"***. The motion was seconded by Mike Cavagnaro. Commissioner's Cavagnaro, Tharp and Wheaton approved the motion, and Commissioner's Beyer and Andersen did not approve the motion. The motion was approved.

The ballpark cost per patch, based upon a quantity of 1,000, is \$1.12. It was suggested another bid be obtained. Commissioner Tharp will purchase approximately 300 additional patches to help reduce the per item cost.

Commissioners Wheaton and Cavagnaro thanked Delgado for all of his hard work for a big job.

7. NEW BUSINESS

7.A. Approval/Motion: KLFR&EMS Meeting Room Location

Discussion was held after Chuck Fishburn's presentation. Commissioner Beyer discussed the pros and the cons of the community meeting room locations she has reviewed, which included: The Civic Center, Lion's Club, Bank of America Conference Room, Library, KLVAC and the KLVFD.

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7.A. Approval/Motion: KLFR&EMS Meeting Room Location (Continued)

Motion: Commissioner Wheaton *made a motion to “Select the North KLVFD Station as the meeting room for the March 2008 and the Second Quarter 2008 District Meetings”*. The motion was seconded by Commissioner Tharp. The Board unanimously approved the motion.

7.B. Approval/Motion: KLVFD – Friction Force-Forcible Entry Door (\$6,100)

The amount budgeted for the Friction Force-Forcible Entry Door in the Capital Outlay equipment Account is \$5,900.00. All items that exceed the approved budgeted amount require District Board approval in accordance with Resolution 2007-006.

Motion: Commissioner Cavagnaro *made a motion to “Approve the Friction Force-Forcible Entry Door in the amount of \$6,100”*. The motion was seconded by Commissioner Wheaton. Commissioner’s Andersen, Beyer, Cavagnaro and Wheaton approved the motion, and Commissioner Tharp abstained. The motion carried.

7.C. Discussion: Special Assessment

The Finance Director reported the Board cannot levy an ad valorem assessment for November without approval by a referendum. If the Board would like to consider a referendum, Ms. Lawson will conduct further research regarding the issue. The Board did not direct any further action on this item at this time.

7.D. Discussion: American LaFrance Contract

Joshua Hauserman reported American LaFrance claimed bankruptcy and are now in the process of reorganizing. As of this time the company has not passed the contract delivery date for the truck. Chief Garcia reported American LaFrance will establish a production schedule within the next two weeks. Garcia will update Commissioners as soon as the production schedule is released.

7.E. Discussion: Insurance

Johnny Delgado and Frank Moc have been working together to categorize items used and ordered by both departments, and to identify where it may be advantageous for the district to combine purchasing of these items, which would reduce the District cost for these items.

The cost for district insurance is one of the largest district ticket items. Both the KLVFD & KLVAC have maritime coverage. Johnny Delgado would like to pursue the best price for the best coverage for the District. Discussion was held with general consensus from the Board for them to move forward on the insurance project keeping the Finance and Legal staffs involved to ensure any legal and financial issues are addressed.

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7.F. Discussion: Personnel Manual

Joshua Hauserman reported there were several KLFR&EMS Personnel Manual items yet to be resolved. Items to be reviewed include personnel issues, hiring coordination and time-off issues. Chief Garcia recommended the District consider adopting a three to five year plan for the employee benefits. Johnny Delgado recommended the plan be reviewed from a stability standpoint. It was also mentioned the district may want to consider a paid-time off accrual system. Accrual of hours needs should be for a two-pay period cycle. One shift should not disproportionately have an advantage for extra time-off hours from other hourly shifts.

7.G. Commissioner Cavagnaro Disability Issue

Commissioner Wheaton will meet with Delgado, Garcia, Newman, Hauserman, Fay and Lawson to identify recommendations to the District Board.

Commissioner Cavagnaro briefed the Board regarding a letter he received from the State in September regarding his service as an elected official. There was a concern that he was receiving payment for his elected government position while receiving permanent disability. The State originally indicated Commissioner Cavagnaro would have to resign from the KLFR&EMS Seat #2; not accept the \$200.00 per month Commissioner stipend; or give up his pension. The situation has been satisfactorily resolved, and Commissioner Cavagnaro may remain as Commissioner and keep his stipend and his pension.

Tab 7: 8. **FINANCIAL REPORT**

8.A. Discussion: Impact Property Tax Reform Legislation on Ad Valorem Tax Levy FY 08-09

Ms. Lawson reported on the impact of the January 29th property tax reform referendum on the District's ad valorem tax levy for FY 08-09. The original version of the legislation contained a provision which limited the local government's ability to 'recapture' revenue lost from reductions in property tax value. The version which was approved by the voters in January 2008 did not contain this provision. With the new version, governments may still levy the rolled back rate plus an adjustment for growth in per capita income as defined in HB1B. In addition, since the District has not levied taxes for five consecutive years, the millage levy limits in HB1B do not apply to the District for the upcoming budget year. As a result, the only limit on the District's millage rate remains the same as it was for 2007-2008; the District will be limited to the 1.0 mill cap established by its enabling legislation.

Ms. Lawson explained that if taxable value decreases, it will require a higher rate than last year's millage rate of .6620 in order to generate the same amount of tax revenue....in other words, the 'rolled back rate' may actually be higher than the prior year millage rate. It would, however, take more than a 33% reduction in the taxable value of the Key Largo District before the 1.0 mill cap would prevent the District from generating at least as much tax revenue as in 2007-2008. Ms. Lawson cautioned that the State Legislature has the ability to revisit this issue and limit the recapture of lost revenue from decreased property values without a voter referendum. The Department of Revenue recognizes the difference between the original version and version that was approved by the voters.

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8.B. December 2007 Financial Reports

The December, 2007 Financial Reports had previously been issued.

The Finance Director noted the December overtime reports for the KLVFD were not received until February, 2008. As a result, the actual percentage of overtime used year-to-date in the first three months of the 2007-2008 Fiscal Year is 39% versus the 25.2% reflected in the December Financial Statement.

The Commissioners expressed a concern the overtime was excessive, especially since the department has approximately 130 volunteers. This is a problem, and it needs to be addressed. Chief Garcia reported the overtime was primarily scheduled to provide holiday coverage and staffing of two fire department personnel at each station. There are three (3) engineers, and Garcia will reconfirm the number of drivers. The Commissioners requested information regarding the requirements of the Florida Administrative Code to clarify the requirements the number of hours volunteers must volunteer to be considered an active volunteer to maintain the number of hours required by the State for firemen.

8.C. Payroll Taxes

Cindy Lawson reported the KLVAC did properly remit the volunteer reimbursement taxes in the first check of 2008. There was confusion between the KLVFD and their payroll service regarding which pay period to actually begin withholding taxes. The KLVFD will withhold payroll taxes for two pay periods with the next pay period.

The District Commissioners expressed concern the volunteers would be upset, and not understand the withholding situation. It was requested a memo be sent to all volunteers by the KLVFD administration to explain the problem.

Tab 8: 9. LEGAL COUNSEL REPORT

9.A Commission on Ethics Financial Disclosure

Joshua Hauserman provided an overview of Financial Disclosure. The Commissioners and the Clerk are required to file disclosure. There are several forms relating to Financial Disclosure. Ms. Fay will review the forms, and forward to the Commissioners as appropriate.

Tab 5: 10. EMS DEPARTMENT REPORT

The Department distributed a status report (See Attached) to the Commissioners and staff providing a brief overview of the departmental projects in progress.

The AED Committee met, and they have selected the AED they would like to use, and the priority locations where the AED's should be located in the community. Crews are in the community conducting surveys and offering opportunities to businesses.

The budgeted amount of \$9,000.00 will be used to start placing AED's in the community. The Corp is looking for other funding sources. The AED's may be considered a sole source item.

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Tab 6: **11. FIRE DEPARTMENT REPORT**

Commissioner Tharp, Beckmann and Garcia attended the conference in Jacksonville, which provided a wealth of information regarding on the legislature, proposed training hours for EMS, EMT and Firefighters. It is expected the number of training hours will increase. If the bill passes in October, the training will go from 160 hours to 285 hours, which is an additional 125 hours of training required for the volunteers. The first responder class is currently 40 hours, and will increase to 60 hours. The current requirement is 160 hours, and the KLVFD has been conducting 215 hours of training. Current Fire Department training is from February through May. If the training hours increase, the cost of training will increase. There are challenges, and it is being driven by the Unions, who want higher level of competence across the board which will change the state law and help get rid of little departments.

There will be a new Fire Apprentice class. The Cadet Program will provide meaningful training to the cadets, and when they are 18, they will be able to take the live burn and final practical. There is also a Fire Ground Tech Program being established for people who would like to be Engineers or EVOC Operators so they won't have to go to Firefighter 1 or Firefighter 2.

Chief Garcia discussed the County training facility in Marathon, and questioned if Key Largo residents are helping to provide support for the facility and training. If this is funded by the General Fund, then we would have to contact our public officials if the financial support from the Key Largo taxpayers is significant, and should be transferred to our district.

Delgado, Beckmann and Garcia will attend a meeting in Marathon on February 20th regarding the radios. The departments may need funding to help purchase the radios. Both radios will be required by the departments. The biggest advantage is that it will help reduce the number of people listening to calls. Commissioner Tharp requested an update on the Year End Report, and Garcia reported that Frank Moc would send it to Vicky to distribute to the Commissioners. Commissioner Andersen and Chief Garcia will attend the Monroe County Fire Chief's event at Sombrero in Marathon on February 16th, and the Chief hopes that one of our District Firemen will receive the "Volunteer of the Year" Award.

12. ANNOUNCEMENTS (Added)

Commissioner Tharp mentioned the following industry events: National Management Traffic Workshop; Clincon 2008, NFPA World Safety Conference (Las Vegas) and the Florida Association Special Districts (June 10-13th), and he gave a booklet to Vicky regarding grants.

13. ADJOURN

Commissioner Tharp made a motion seconded by Commissioner Wheaton to adjourn the meeting at 8:55 p.m.

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Next Scheduled Meetings:

February 25, 2008, March 10, 2008 & March 24, 2008

DOCUMENTS

01/14/08 Meeting Minutes
02/08/08 KLFR&EMS District Slogan
02/11/08 KLFR&EMS District Patch
02/08/08 P.O. Friction Force-Forcible Entry Door
06/11/07 American LaFrance Contract
02/11/08 KLFR&EMS Personnel Manual Sections
12/31/07 Revenues & Expenditures
12/31/07 Expenditure Detail Report
12/31/07 Reconciliation Summary/Detail
12/31/07 Register (12/01/07-12/31/07)
01/31/08 Email Fay: Commission on Ethics Financial Disclosure List
02/11/08 Memo: KLVAC Status Report

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