



## 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*

### KEY LARGO FIRE & EMS DISTRICT MEETING

OCTOBER 20, 2008 - **FINAL**

**Attendees:** Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Laurie Harrison, Joshua Hauserman, and Peter Rosasco. The meeting was held at Station #24.

#### 1. AGENDA

**1.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:02 p.m.

**1.B. Pledge of Allegiance:** Commissioner Beyer led the Pledge of Allegiance.

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

**1.D. Approval of Agenda**

**Motion:** Commissioner Tharp made a motion to accept the Agenda as presented. This motion was seconded by Commissioner Wheaton and was unanimously passed by the Board.

#### 2. APPROVAL OF MINUTES

**2.A.1. Minutes for the September 15, 2008 – 1<sup>st</sup> Public Hearing**

**Motion:** Commissioner Tharp made a motion to accept the September 15, 2008 – 1<sup>st</sup> Public Hearing Meeting Minutes with no changes. This motion was seconded by Commissioner Cavagnaro, and the Board unanimously approved the motion.

**2.A.2. Minutes for the September 15, 2008 – District Meeting**

**Motion:** Commissioner Tharp made a motion to accept the September 15, 2008 – District Meeting Minutes with no changes. This motion was seconded by Commissioner Beyer. The motion was unanimously approved by the Board.

**2.B.1. Minutes for the September 22, 2008 – Final Public Hearing**

**Motion:** Commissioner Tharp made a motion to accept the September 22, 2008 – Final Public Hearing Meeting Minutes with no changes. This motion was seconded by Commissioner Beyer, and the Board unanimously approved the motion.

**2.B.2. Minutes for the September 22, 2008 – District Meeting**

**Motion:** Commissioner Tharp made a motion to accept the September 22, 2008 – District Meeting Minutes with no changes. This motion was seconded by Commissioner Beyer. The motion was unanimously approved by the Board.

The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* *without compromising* the health or safety of residents or personnel.



## 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*

### **KEY LARGO FIRE & EMS DISTRICT MEETING OCTOBER 20, 2008 (Continued)**

#### **3. Chairman's Report**

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

#### **4. Secretary's Report**

There were no new items presented to the Board by Commissioner Beyer.

#### **5. OLD BUSINESS**

##### **5.A. KLVFD: AFG & Safer Grant Status**

The District's Safer Grant is currently in the peer-review process, and the District should hear something with the next two weeks. The KLVFD has prepared a purchase order for personal protective equipment that will be funded by the grant, and it has been submitted to Ms. Fay for review with the grant requirements.

##### **5.B. District: KLVFD: Status North Station (Blinking Traffic Light)**

Joshua Hauserman reported no response has been received from FDOT as of this date.

#### **6. NEW BUSINESS (ACTION)**

##### **6.A. Keefe, McCullough & Co., LLP Engagement Letter Approval**

This is the third year that Keefe, McCullough & Co will conduct the District's annual audit. Their firm handles government, special districts and municipal audits. Peter Rosasco reported the fee of \$10,000 is reasonable and is included in the 2008-2009 fiscal year budget.

*Motion: Commissioner Tharp made a motion to accept the Keefe, McCullough & Co., LLP Engagement Letter to conduct the annual audit for a fee of \$10,000. This motion was seconded by Commissioner Cavagnaro and the Board unanimously approved the motion.*

##### **6.B. Discussion: Trauma Star Advertising**

The Trauma Star Referendum, the services currently provided by Life Net, and the ten-year proposed contract with the County were discussed. Joshua Hauserman was directed to identify what the OPT out clause is in relationship to the District, as the referendum stated inter-local agreements would be required with all Monroe County entities. Commissioner Tharp will discuss the Trauma Star issue on two radio shows. Commissioner Tharp made a motion to fund an additional \$3,500.00 in advertising, which was seconded by Commissioner Cavagnaro. Based upon the estimates provided for color by the Clerk, the motion was amended as follows:

*Motion: Commissioner Tharp made a motion to approve spending an additional \$4,000 from the appropriate fund balance to prepare and place an advertisement regarding Trauma Star for Key Largo residents as it serves the District's purpose and the advertisement is related that District's purpose. This motion was seconded by Commissioner Cavagnaro. The motion was unanimously approved the Board.*

The KLF&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* *without compromising* the health or safety of residents or personnel.





**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*

**KEY LARGO FIRE & EMS DISTRICT MEETING  
OCTOBER 20, 2008 (Continued)**

**6.C. Travel Request for Authorization Chief Garcia (15th Annual Great Florida Fire School at the South Florida Community College in Avon Park, Florida)**

The Travel Request and the District rate for meals and for mileage was discussed.

**Motion:** Commissioner Tharp *made a motion to approve the Travel Request Authorization for Chief Garcia, and to establish a District policy to adopt the federal mileage rate as the mileage reimbursement rate when traveling, with no mileage reimbursement when using station vehicles.* This motion was seconded by Commissioner Wheaton. The motion was unanimously approved the Board.

**6.D. Purchasing Policy & Procedure (Revision 2)**

The District Purchasing Policy and Procedure was revised to include Resolution 2007-008 for capital items.

**Motion:** Commissioner Cavagnaro *made a motion to approve Revision 2 to the District Purchasing Policy & Procedure.* This motion was seconded by Commissioner Beyer, and the Board unanimously approved the motion.

**6.E. KLFR&EMS District Commissioners Board Stipend**

The KLFR&EMS District's stipend is currently \$200.00 per month. Joshua Hauserman reported the Florida State Law allows \$500.00 per month as a stipend. The agenda item to discuss the Commissioner's Board Stipend was properly advertised for this meeting. In order for the motion to pass, it required a majority plus one vote.

**Motion:** Commissioner Wheaton *made a motion to raise the KLFR&EMS District Commissioner's stipend to \$500.00 per month.* This motion was seconded by Commissioner Tharp. The vote was as follows:

Commissioner Beyer	No
Commissioner Cavagnaro	No
Commissioner Tharp	Yes
Commissioner Wheaton	Yes
Commissioner Andersen	Yes

The motion did not carry; and discussion was held to raise the stipend to \$350.00 per month.

**Motion:** Commissioner Wheaton *made a motion to raise the KLFR&EMS District Commissioner's stipend to \$350.00 per month.* This motion was seconded by Commissioner Tharp. The vote was as follows:

Commissioner Beyer	No
Commissioner Cavagnaro	No
Commissioner Tharp	Yes
Commissioner Wheaton	Yes
Commissioner Andersen	Yes

The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* *without compromising* the health or safety of residents or personnel.



## 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*

### KEY LARGO FIRE & EMS DISTRICT MEETING OCTOBER 20, 2008 (Continued)

**6.E. KLFR&EMS District Commissioners Board Stipend (Continued)**

The motion did not carry.

**7. FINANCIAL REPORT**

Peter Rosasco distributed the FY 2008-2009 Adopted Operating Budget & Capital Improvement Plan to the Commissioners and Staff.

Rosasco reviewed the Independent Auditor's Report in detail with the District Commissioners, and the report reflected the financial position of the government activities and major fund were in conformity with the accounting principles generally accepted in the United States of America. Peter expects the Independent Special Audit for the 2007-2008 fiscal year to be conducted within 120 days after the end of the fiscal year.

**8. LEGAL COUNSEL REPORT**

Joshua Hauserman did not have any new items to present to the Commissioners.

**9. EMS DEPARTMENT REPORT**

The leaky roof over the crew quarters has been repaired. An alternate bid for the ambulance items for the new ambulance came in under \$6,000, which was less than the specified bid. Brenda Beckmann completed the Peer Trauma Support training, and she congratulated the District in receiving the AFG Grant.

**10. FIRE DEPARTMENT REPORT**

Chief Garcia drove the truck from the north station to a fire at Taylor Creek. Garcia expressed appreciation to the District Board for supporting the third paid position.

Ed Nicole (FKAA) printed the hydrant list. Garcia reviewed the list looking for the voids for phases 1 and 2. Once they meet with Hauserman, it will be included in the bid package. Garcia suggested drafting a letter to the County to tap into the impact fees collected by the County, and Hauserman was directed to write a letter. The BOCC will then need to be approached regarding release of the impact fee funds.

The annual KLVFD Haunted House will be on Friday, October 31<sup>st</sup>.

**11. ADJOURN**

Commissioner Tharp made a motion to adjourn the meeting at 7:40 p.m.

**Next Scheduled Meetings:**

November 10, 2008 and December 8, 2008

*(See Next Page)*

The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* *without compromising* the health or safety of residents or personnel.

KLFR&EMS District, P. O. Box 371023, Key Largo, FL 33037-1023





## **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*

### **KEY LARGO FIRE & EMS DISTRICT MEETING OCTOBER 20, 2008 (Continued)**

#### **DOCUMENTS**

10/13/08 Keefe, McCullough & Co., LLP Engagement Letter Approval  
10/20/08 Trauma Star Flyer  
10/20/08 Advertising Status Trauma Star  
10/20/08 Travel Request for Authorization Chief Garcia (15th Annual Great Florida Fire School)  
10/17/08 Purchasing Policy & Procedure (Revision 2)  
Adopted Operating Budget & Capital Improvement Plan (FY 2008-2009)  
09/30/08 Keefe, McCullough & Co. (2006-2007 Audit Report & Financial Statements)

The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* without compromising the health or safety of residents or personnel.

KLFR&EMS District, P. O. Box 371023, Key Largo, FL 33037-1023