



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

DECEMBER 8, 2008 - **FINAL**

Attendees: Chairman, Bill Andersen; Commissioners: Mike Cavagnaro, and Tom Tharp. Also present were: Johnny Delgado, Vicky Fay, Chief Garcia, Laurie Harrison, Joshua Hauserman, Mike Jenkins, and Asst. Chief Ogden. The meeting was held at Station #24.

1. AGENDA

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1.A. Call to Order:

Chairman, Bill Andersen called the meeting to order at 6:05 p.m.

1.B. Pledge of Allegiance

Commissioner Cavagnaro 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, and Tom Tharp. Mark Wheaton was absent due to illness. There was a quorum.

2. OATH OF OFFICE & ELECTION OF OFFICER

2.A. OATH of Office (New Officer)

Joshua Hauserman administered the Oath of Office for Commissioner Beyer.

3. APPROVAL OF AGENDA & MINUTES

3.A. Approval of the Agenda

Motion: Commissioner Cavagnaro *made a motion to approve the Agenda.* This motion was seconded by Commissioner Beyer and was unanimously passed by the Board.

3.B. Approval of Minutes

3.B.1 Minutes for the November 10, 2008 – District Meeting

Motion: Commissioner Cavagnaro *made a motion to approve the November 10, 2008 Meeting Minutes.* This motion was seconded by Commissioner Tharp and was unanimously passed by the Board.

4. CHAIRMAN'S REPORT

Chairman Andersen did not have any new items to report.

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KLFR&EMS MEETING MINUTES (Continued) December 8, 2008

5. **SECRETARY'S REPORT**

There were no new items presented by Secretary Beyer.

6. **OLD BUSINESS**

6.A. **AFG & Safer Grant Status**

The Purchase Order for the PPE is on this meeting's agenda, and the Purchase Order for the facility modification exhaust system is being prepared. No word regarding the SAFER Grant has been received from Washington.

6.B. **Trauma Star**

Commissioner Tharp watched the BOCC Meeting. The county will create two new MSTU's: One MSTU for the Upper Keys Health Care Taxing District MM 65.5 North and the KLFR&EMS District and 95 North, and one for the remainder of the County.

Motion: Commissioner Beyer *made a motion to request a copy of all correspondence to or from Commissioners Nugent, DiGennaro, and former Commissioners Spehar, McCoy and David Rice), Sheriff Rick Roth, Mike Rice, Rick Ramsey, Sandy Schwemmer, Suzi Martenson where communications where Trauma Star or Global Sky Air Charter Corporation appears in the: To, From or Copy lines.* This motion was seconded by Commissioner Cavagnaro, and the motion was unanimously passed by the Board.

7. **NEW BUSINESS (ACTION)**

7.A. **Approval/Motion: Bid Award & Purchase Order to Municipal Equipment Company for Personal Protective Equipment Approved in AFG Grant (\$58,575.00)**

Motion: Commissioner Beyer *made a motion to approve awarding the bid to Municipal Equipment for PPE in the amount of \$58,575.00.* This motion was seconded by Commissioner Cavagnaro. The motion was unanimously passed by the Board.

Motion: Commissioner Beyer *made a motion to approve the Purchase Order to Municipal Equipment for PPE in the amount of \$58,575.00.* This motion was seconded by Commissioner Cavagnaro, and the motion was unanimously passed by the Board.

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KLFR&EMS MEETING MINUTES (Continued) December 8, 2008

7.B. Approval/Motion: Travel Authorization & Expense Reimbursement Policy, Revision 1, Dated 12/09/08

This item will be held for the next meeting. Additional minor editing changes are required to delete references to the city, provide clarification of the \$100.00 per day per diem, and removal of strikeovers.

7.C. Approval/Motion: Bid Acceptance & Award of the KLFR&EMS District Ambulance from Keys EMS, Inc. (\$3,101.00)

The ambulance has been cleaned, and the only item open is to transfer the title.

Motion: Commissioner Cavagnaro *made a motion to award the ambulance bid to Keys EMS, Inc., for \$3,101.00.* Commissioner Beyer seconded, and it was unanimously passed by the Board.

7.D. Approval/Motion: Capital Assets Policies & Procedure, Revision 0, Dated 11/10/08

Motion: Commissioner Beyer *made a motion to approve the Capital Assets Policies and Procedure, Revision 0.* This motion was seconded by Commissioner Cavagnaro and was unanimously passed by the Board.

7.E. Approval/Motion: KLFR&EMS District Meeting & Advertising Schedule (1st Quarter, 2009)

Based upon availability, the Commissioners agreed to schedule the 1st Quarter meetings at the KLVAC Building. If the building is not available, the meetings should be advertised for the North Station.

Motion: Commissioner Beyer *made a motion to approve the proposed meeting dates for the 1st Quarter, 2009.* Commissioner Cavagnaro seconded, and the motion was unanimously passed by the Board.

8. FINANCIAL REPORT

8.A. Financial Report (October, 2008)

The Commissioners discussed the expense for capital outlay. This item was for hurricane shutters. The Board requested clarification of the Insurance and Risk Management and Postage and Freight charges.

9. LEGAL COUNSEL REPORT

Joshua Hauserman extended an invitation on behalf of the Company for everyone to attend the Vernis & Bowling Christmas Party on December 12 2008 at La Siesta.

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10. EMS DEPARTMENT REPORT

The department advised there may be a budget shortfall due to the new BEMS Data Element requirement. The new personnel manual for KLVAC will be effective January 1, 2009. The Corporation invited everyone to attend the KLVAC Christmas Party, December 9, 2008 being held at the Marriott, 6:00 p.m. Johnny Delgado achieved the Department of Homeland Security Tech certification. Delgado recommended using DHS training as DHS pays for everything, and there would be no cost to the District. It is a good way to reward employees. The KLVAC December 2008 Status Report was distributed.

11. FIRE DEPARTMENT REPORT

Chief Garcia announced the KLVFD Awards Banquet will be held on January 17, 2009. The 1st Responder Class will start in January, 2009 and the Fire 1 class will start in February, 2009. Chief Garcia requested Commissioner Tharp send a letter to Florida State Fire College to request removal of Forest Fire Training from the State firefighter 1 class. One person responded to the new recruitment advertisement. The majority of volunteers are from outside Key Largo. The reimbursement is being tweaked, and a system is being setup to reward local volunteers for staying with the department. Chief Garcia was re-elected, as KLVFD Chief and Mike Jenkins re-elected as Corporation President

12. ADJOURN

Commissioner Tharp made a motion to adjourn the meeting at 7:35 p.m.

Next Scheduled Meeting: (Dates Approved at the December 8, 2008 meeting)

January 12, 2009, February 9, 2009 and March 9, 2009

If required, additional meetings have been advertised for: January 26, February 23 and March 23, 2009.

DOCUMENTS

11/10/08 Meeting Minutes November 10, 2008 –District Meeting
11/18/08 Bid Package Municipal Equipment Company (\$58,575.00)
11/24/08 Bid Package NAFECO (\$59,466.25)
12/10/08 Travel Authorization & Expense Reimbursement Policy, Revision 1, dated 12/8/08
11/15/08 Bid Package Keys EMS, Inc. (\$3,101.00)
11/08/08 Capital Assets Policies & Procedure, Revision 0, dated 11/10/08
12/05/08 KLFR&EMS District Meeting Advertising Schedule (1st Quarter, 2009)
12/08/08 KLVAC December Status Report

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