



KEY LARGO FIRE RESCUE & EMS DISTRICT

COMMISSIONERS: Seat 1: William A. Andersen; Seat 2: Michael Cavagnaro;
Seat 3: Mark Wheaton; Seat 4: Tom Tharp; Seat 5: Marilyn Beyer

KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT MEETING

January 12, 2009 – FINAL

Attendees: Chairman Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Lauri Harrison, Joshua Hauserman and Robert Stoky.

1. AGENDA

1.A. Call to Order

Chairman Bill Andersen called the meeting to order at 6:04 p.m.

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: Bill Andersen, Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. There was a quorum

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

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

2.B. Approval of Minutes

2.B.1 Approval of December 8, 2008 District Meeting Minutes

Two changes to the Minutes were noted: Item 6.B. One MSTU for the Upper Keys Health Care Taxing District MM 65.5 North and the KLFR&EMS District and 95 North and Item 10 change FSAD to Florida State Fire College.

Motion: Commissioner Wheaton made a motion to approve the December 8, 2008 minutes with the changes as noted. This motion was seconded by Commissioner Cavagnaro, and was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

There were no new items presented to the Board by Chairman Andersen.

4. SECRETARY'S REPORT

Secretary/Treasurer Commissioner Beyer did not have any items to present to the Board.



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5. OLD BUSINESS

5.A. AFG & Safer Grant Status

The paperwork is being processed to purchase items requested in the AFG Grant. The District is still waiting to hear information regarding the status of the SAFER Grant.

5.B. Trauma Star

Commissioner Tharp reported the Key West EMS Protocols have been changed to call Life Net first when they are closer than Trauma Star. An interesting article appeared in Key West the Newspaper (www.kwtn-blue.com). The KLVAC does have agreements via the Upper Keys Health Care Taxing District. Commissioner Tharp requested Chief Garcia & Johnny Delgado explore initiating agreements for the KLFR&EMS District with both Miami-Dade and Life Net, in addition to what may exist with the UKHCTD (Trauma District).

6. NEW BUSINESS (ACTION)

6.A. Approval Motion: Bid Acceptance & Award of the KLFR&EMS District Ambulance to Keys EMS, In. (\$2,701.01).

Commissioner Tharp made a motion to accept the Ambulance Bid, which was seconded by Commissioner Beyer. Discussion was held. Joshua Hauserman reported the bid was extremely below the recommended wholesale price of \$7,500-\$8,000, and the recommended retail price of \$14,000-\$15,000. The motion failed. The Board directed Joshua Hauserman to place the ambulance on Demand Star.

6.B. Approval Motion: Travel Authorization & Expense Reimbursement Policy, Revision 1, Draft B (1/12/09)

Steps 3.3.2 and 3.3.3 were discussed, and the Board directed Chief Garcia and Johnny Delgado meet with Laurie to resolve these steps.

Motion: Commissioner Tharp made a motion to postpone approval of the Travel Authorization and Expense Reimbursement Policy to the next meeting. Commissioner Cavagnaro seconded the motion, which was unanimously passed by the Board.

6.C. Travel Authorization Garcia (Florida Fire Chief's East 2009 Conference 1/27/09-1/31/09) \$1,436.00

Motion: Commissioner Wheaton made a motion to approve Chief Garcia's travel request to attend the Florida Fire Chief's East 2009 Conference in the amount of \$1,436.000. The motion was seconded by Commissioner Cavagnaro, and was unanimously passed by the Board.

6.D. Approval Motion: KLVFD Check Request Volunteer/Member December Reimbursement (\$37,107.00)

Chief Garcia reported the new reimbursement policy is going into effect. The goal for the department is to operate efficiently, attract more local people, and to reward the local people. The Commissioners requested that the department bring more information to the meetings to ensure the Commissioners' questions would be answered.



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6.D. Approval Motion: KLVFD Check Request Volunteer/Member December Reimbursement (\$37,107.00) (Continued)

Motion: Commissioner Beyer made a motion to approve the KLVFD December Reimbursement in the amount of \$37,107.00. Commissioner Cavagnaro seconded the motion, which was unanimously passed by the Board.

6.E. Approval Motion: KLVAC Check Request Volunteer/Paramedic Pay (November & December) (\$33,345.75)

The KLVAC is over the current monthly threshold of \$15,000. The Commissioners requested the department submit the bill by month versus six-week period increments.

Motion: Commissioner Cavagnaro made a motion to approve the KLVAC Check Request for Paramedic Pay in the amount of \$33,345.75. The motion was seconded by Commissioner Beyer, and was unanimously passed by the Board.

6.F. Approval Motion: Prepare District RFP to Purchase 20 District Fire Hydrants for the KLFR&EMS District

Motion: Commissioner Cavagnaro made a motion to approve preparing an RFP to purchase 20 fire hydrants for the KLFR&EMS District in the amount of \$37,107.00. Commissioner Beyer seconded the motion, which was unanimously passed by the Board.

6.G. Discussion: Florida Association of Special Districts (January Meeting)

Commissioner Tharp reported that registration would be discounted for the annual conference if paid by February 1st. Commissioner Tharp also reported that he would try to get a scholarship for this conference; and he may attend the meeting on January 23, 2009.

Motion: Commissioner Tharp made a motion to approve purchasing one registration to the 2009 FSAD Annual Conference in the amount of \$325.00. The motion was seconded by Commissioner Beyer, and was unanimously passed by the Board.

6.H. Approval Motion: Request to Prepare an RFP (Station #24 Exhaust Removal System)

Motion: Commissioner Cavagnaro made a motion to approve preparing the RFP for the Station #24 Exhaust Removal System approved in the AFG Grant. Commissioner Wheaton seconded the motion, which was unanimously passed by the Board.

6.I. Discussion: Monroe County Resolution 510-2008 (Air Transport Services)

Commissioner Tharp suggested that a motion be made to direct Joshua Hauserman to send a letter to the County advising the County that the District did not want to enter into a taxing agreement with the County. This motion was seconded by Commissioner Beyer. The majority of people in the KLFR&EMS District do not want to be in the Trauma Star Taxing District, Life Net did offer a contract to the County, the District may enter into a contract with Life Net, the District has an agreement with Miami-Dade and Trauma Star does not. During discussion Hauserman



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- 6.I. **Discussion: Monroe County Resolution 510-2008 (Air Transport Services) (Continued)**
recommended the District approve a resolution at the next meeting and send a letter with the Resolution to the County. It was agreed the motion be amended as follows:

Motion: Commissioner Tharp made a motion for Joshua to prepare a resolution to be approved at the next District Meeting for the District to decline participation in the Air Transport Taxing District that will be forwarded to the County with a letter. The motion was seconded by Commissioner Wheaton, and was unanimously passed by the Board.

6.J. **Commission on Ethics**

Vicky Fay confirmed the addresses for the Commission on Ethics, so the new 2009 will be mailed to the Commissioners' correct addresses.

7. **FINANCIAL REPORT**

Lauri Harrison reported there was a Capital outlay for personal protective equipment; clarification was requested for account 311; Accounts 121 & 140 does not include the KLVFD November expenses; Lauri Harrison will check Vehicle Reimbursement and Diesel fuel.

The auditors were here the week of January 5th conducting the 2007-2008 Fiscal Year Audit. Commissioner Tharp requested Lauri determine if direct deposits are available for Commissioners' stipends.

8. **LEGAL COUNSEL**

Joshua Hauserman reported the Public Records Request from the County for the Trauma Star correspondence has been withdrawn.

9. **EMS REPORT**

The Christmas Party was good; there are 14 students in the EMT class; the new ambulance is almost ready to show; the AED project is going into year 2, and now the restaurants are starting to get involved; and the Corp is in preliminary discussions with Mariner's to determine if KLVAC can help with intra-county hospital transfers. Commissioner Tharp requested more information to the public regarding the AED Project.

10. **FIRE DEPARTMENT REPORT**

Chief Garcia reported participation is up; attitude & morale is up; the 12 hour shifts have started; the addition of one new person added 104 days with a driver; midpoint inspection for the Dive/Rescue Vehicle is this week; the specs for the new vehicle should be ready in March; Mike Jenkins was re-elected as the Corporation President, and Travis Wilson was elected as Vice-President; and Vanessa Guatemala was the Volunteer of the Year. Granite Construction will see if they can resolve the blinking light problems.

11. **ADJOURN**

Commissioner Tharp requested the meeting be adjourned at 8:17 p.m.

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Next Scheduled Meetings:

February 9, 2009 and March 9, 2009

Also advertised were January 26, February 23 and March 23, 2009 (If required)

DOCUMENTS

12/08/08 Meeting Minutes December 8, 2008 –District Meeting

12/23/08 Bid Package Keys EMS, Inc. (\$2,701.01)

01/12/09 Travel Authorization & Expense Reimbursement Policy, Revision 1, dated 12/8/08

01/06/09 Travel Authorization Garcia (\$1,436.00)

01/05/09 KLVFD Check Request December Reimbursement (\$37,107.00)

01/06/09 KLVAC Check Request November & December Reimbursement (\$33,345.75)

01/08/09 RFP & Backup Documentation (20 Fire Hydrants in the KLFR&EMS District)

01/07/09 Email FSAD to District Clerk: FSAD January Meeting

01/08/09 RFP & Backup Documentation (Station #24 Exhaust Removal System)

12/30/08 Monroe County Letter to District (Resolution #510-2008)

11/30/08 Revenues & Expenditures

11/30/08 Expenditure Detail Report

11/30/08 Reconciliation Summary/Detail

11/30/08 Register (11/01/08-11/30/08)