



***DISTRICT MEETING  
FEBRUARY 9, 2009 - FINAL***

**Attendees:** Chairman Andersen, Commissioners: Marilyn Beyer, Tom Tharp and Mark Wheaton. Also present were: Johnny Delgado, Vicky Fay, Chief Garcia, Joshua Hauserman, and Mike Jenkins. Peter Rosasco, Jennifer Zimmer. The meeting was held at the KLVAC Building.

**1. AGENDA**

**1.A. Call to Order**

Chairman Andersen called the meeting to order at 6:07.

**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, Tom Tharp and Mark Wheaton. Commissioner Cavagnaro was ill.

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of Agenda**

There were no additions or deletions to the agenda.

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

**2.B. Approval of Minutes**

**2.B.1 Minutes for the January 12, 2009 – District Meeting**

There were no changes to the January 12, 2009 District Meeting

**Motion:** Commissioner Beyer made a motion *to approve the January 12, 2009 District Meeting Minutes*. This motion was seconded by Commissioner Tharp, and was unanimously passed by the Board.

**3. CHAIRMAN'S REPORT**

The Chairman did not have any new items to report.

**4. SECRETARY'S REPORT**

There were no new items for the Secretary to bring to the Board.



**5. OLD BUSINESS**

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

DHS/FEMA recently awarded approximately \$33M in AFG grants. The Fire Protection & Safety Grant is due on March 6, 2009. Vicky Fay will attend grant training on February 18<sup>th</sup>.

**5.B. Trauma Star**

Commissioner Tharp expressed concern over a perceived lack of due diligence by the County for Trauma Star. County Commissioner Heather Carruthers may form an emergency review helicopter advisory group, and Commissioner Tharp and Johnny Delgado will represent the District.

**6. NEW BUSINESS (ACTION)**

**6.A. Approval/Motion: Resolution #2009-001 (Air Transport Services) & Letter of Transmittal to Monroe County**

**Public comment:** The Key Largo Chamber and the Island of Key Largo Federation of Homeowner's Associations read resolutions supporting the District's position. Individual residents also spoke. A question arose regarding the District's policy on which helicopter to call. Commissioner Tharp stated, "The closest available equipped unit that is ready to go."

Vicky Fay read the resolution into the record

**Motion:** Commissioner Tharp made a motion *to decline the invitation from Monroe County Florida, to enter into an Interlocal Agreement for inclusion in the emergency air transport MSTU boundaries set by Ordinance No.030-2008 and in accordance with the wishes of the majority of the Key Largo electors.* This motion was seconded by Commissioner Beyer and was unanimously passed by the Board.

The vote was taken at 6:41 p.m., and passed unanimously by the Board.

|                  |        |
|------------------|--------|
| Marilyn Beyer    | Yes    |
| Mike Cavagnaro   | Absent |
| Tom Tharp        | Yes    |
| Mark Wheaton     | Yes    |
| William Andersen | Yes    |

**6.B. Approval/Motion: Travel Authorization & Expense Reimbursement Policy, Revision 2, Draft C, 01/13/09**

Discussion of the policy was held, and there were minor changes noted to Steps 3.1.5, 3.4.2 and the title of 3.3.





## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

**6.B. Approval/Motion: Travel Authorization & Expense Reimbursement Policy, Revision 2, Draft C, 01/13/09 (Continued)**

**Motion:** Commissioner Wheaton made a motion *to approve the Travel Authorization & Expense Reimbursement Policy, Revision 2, Draft C with the minor changes noted*. This motion was seconded by Commissioner Tharp and was unanimously passed by the Board.

**6.C. Approval/Motion:** The KLVFD requested this item be removed from the agenda.

**6.D. Approval/Motion: KLFR&EMS TIBLINK Direct Deposit of Commissioner Stipends**

Peter Rosasco reported all of the Commissioners may signup if desired.

**6.E. Approval/Motion: KLVAC Purchase Order #08-09-07 Cardiac Science for 15 AED's (\$21,171.00)**

**Motion:** Commissioner Beyer made a motion *to approve the sole source purchase of 15 AEDS through Cardiac Sciences in the amount of \$21,171.00 for the AED's..* This motion was seconded by Commissioner Tharp and was unanimously passed by the Board.

The AED Committee met. There are AED's at each Fire Station and the Dive Rescue Vehicle; they will approach FWC and Coast Guard ; and keep a couple in house as trade-out spares to emergency responders. The Sheriff's Office received 21; however, there are only four in the district. Captain Caputo will attend the next AED Meeting.

**6.F. Approval/Motion: KLVAC Purchase Order #08-09-08 Insight (\$17,360.00)**  
The communications system was discussed.

**Motion:** Commissioner Wheaton made a motion *to approve the sole source purchase from Insight to meet State communications requirements*. This motion was seconded by Commissioner Beyer and the Board unanimously passed the motion.

**6.G. Approval/Motion: KLVFD Check Request Volunteer/Member January 2009 Reimbursement (\$35,361.00)**

Chief Garcia reported the new reimbursement system will go into place in March. There were 26 calls last month with an average of 11 responding and 9 to 20 for a fire.

**Motion:** Commissioner Wheaton made a motion *to approve the January, 2009 Volunteer/Member reimbursement of \$35,361.00*. This motion was seconded by Commissioner Beyer and was unanimously passed by the Board.



**6.H. Approval/Motion: Bid Acceptance & Award of the KLFR&EMS District Ambulance Apgar Ambulance (\$7,650.00)**

The District received two bids: Keys EMS (\$3,001.01) and Apgar Ambulance (\$7,650.00).

**Motion:** Commissioner Wheaton made a motion *to accept the bid from Apgar Ambulance in the amount of \$7,650.00*. This motion was seconded by Commissioner Beyer and the Board unanimously passed the motion.

**6.I. Discussion: Replacement of Thermal Imaging Camera**

Chief Garcia reported one of the thermal imaging cameras was damaged at the Cheeca Fire, and it is expected to be replaced by insurance.

**6.J. Discussion: Survey In-district Thatched Roofs for Sufficient Retardant**

Chief Wagner of the Islamorada and Marathon Fire Departments and the County Fire Marshall are looking into establishing an ordinance requiring owners to treat thatched roofs every two years and to conduct inspections. If the district establishes an ordinance, the Fire Marshall will have to enforce the ordinance.

**6.K. Discussion: Rehab South Station 24 Restrooms**

There was a septic tank backup, and there are worms in the tile. The department has called seven different companies, and all quotes for two bathrooms have been over \$10,000.00. The walls will have to be ripped. The Department will obtain three bids.

**7. FINANCIAL REPORT**

**7.A. Financial Report (December, 2008)**

Peter Rosasco reported on the Districts 1<sup>st</sup> fiscal year quarter: 60% of the ad valorem taxes have been collected; the KLVFD is over in volunteer pay and overtime; operating supplies show the bunker gear (encumbered by the grant); the KLVAC is over due to salaries, wages; and worker's compensation. Total expenses are at approximately 22% of the budgeted amount. Lauri is moving to North Carolina, and is being replaced by Jennifer Zimmer.

**8. LEGAL COUNSEL REPORT**

There was one Public Records Request from a Miami Attorney that requested a list of all of the District's residents. The District does not have this information, so they were requested to go to the Supervisor of Elections.





**9. EMS DEPARTMENT REPORT**

**9.A. KLVAC New Departmental Policies**

The new KLVAC Departmental Policies were distributed to everyone, and comments are welcome. This project has taken approximately 15 months, and all of the EMS Policies for Operations are now in one place including: job descriptions, volunteer information, signed by the personnel files, and reviewed to ensure compensation practices.

**9.B. EMS Monthly Report**

The Corp. conducted a CPR Program for the Silver Shores Homeowner's Group, who had purchased an AED. Robert Stoky purchased five for his restaurants. The initial focus of the AED program has been on the water, and now Sun Cruz has purchased an AED. Commissioner Tharp recommended press releases once a month. Participating businesses receive decals. Sometime within the next ten days. Johnny Delgado and Chief Garcia will meet with Miami-Dade Fire Rescue regarding mutual aid agreement in place for entering into a formal agreement for both fire and EMS.

**10. FIRE DEPARTMENT REPORT**

Chief Garcia attended the Monroe County Fire Chief's Association Meeting. Vanessa Guatemala is the KLVFD volunteer of the year, and she has been recommended for the Monroe County Volunteer of the Year. The final inspection for the dive rescue vehicle is February 20. Papa John's Pizza may give a \$10,000 donation to the department for the extrication team. The Monroe County Volunteer of the Year Award Banquet is March 27<sup>th</sup> at Sombrero County Club (6:00 cocktails and 7:00 dinner).

**11. ADJOURN**

Commissioner Tharp made a motion to adjourn the meeting at 7:44 p.m. It was unanimous.

**Next Scheduled Meeting:**

March 9, 2009 - - If required, additional meetings have been advertised for: February 23 and March 23, 2009.