



DISTRICT MEETING MINUTES - JUNE 8, 2009 - FINAL

Attendees: *Attendees:* Vice-Chairman, Wheaton; Commissioners: Marilyn Beyer, Mike Cavagnaro, and Tom Tharp. Also present were: Brenda Beckman, Donald Bock, Vicky Fay, Sergio Garcia, Joshua Hauserman, Linda Newman, Jay Ogden, Dirk Smits and Jennifer Zimmer. The meeting was held at the KLVAC Building.

1. AGENDA

1.A. Call to Order

Chairman Wheaton called the meeting to order at 6:05 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: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. Commissioner Andersen was out of town due to business. There was a quorum.

2. APPROVAL OF AGENDA

2.A. Approval of Agenda

Motion: Commissioner Cavagnaro made a motion *to approve the Agenda with the addition of Item 6.L. the Purchase Order for the Hearing Protection associated with the FEMA Grant.* This motion was seconded by Commissioner Beyer and passed unanimously by the Board.

3. CHAIRMAN'S REPORT

Commissioner Wheaton did not have any items to report to the Board.

4. SECRETARY'S REPORT

Commissioner Beyer did not report any items to the Board.

5. OLD BUSINESS

5.A. Status: KLFR&EMS Policies & Procedures Manual

The Policies and Procedures Manual was distributed on June 3rd to the Departments, Legal and Finance. Comments were requested by June 15th.

5.B. Station Construction Grant (SCG) Grant

The Station Construction Grant is due on July 10th. Commissioner Tharp recommended the District apply for this grant to add a second story to Station #24 for the Crew only. It will provide proper coverage for the crews and expand coverage. It was roughly estimated the cost would be at least \$1M for second story addition. Commissioner Tharp recommended \$500,000 from FEMA with a \$500,000 matching grant from the District. The downstairs space could be utilized for District Offices. No matching funds are required; however, grants will receive a higher priority when matching funds are provided.



5.B. Station Construction Grant (SCG) Grant (Continued)

Motion: Commissioner Tharp made a motion *for Vicky to work with Legal and Finance to develop a proposal to build the second story, and to approve a consulting fee of up to \$2,500 for the proposal, and \$500,000 in District matching funds when the grant is awarded.* This motion was seconded by Commissioner Beyer and passed unanimously by the Board.

6. NEW BUSINESS (ACTION)

7.

Agenda Items 6.A., 6.B., 6.C. and 6.L were taken in bulk as follows:

6.A. Approval/Motion: *Purchase Order Motorola (Grant 5 Portable Radios) \$8,184.25*

6.B. Approval/Motion: *Check Request Municipal Equipment (Grant Personal Protective Equipment) \$1,995.00*

6.C. Approval/Motion: *Travel Request Jay Ogden (IAFC - 8/25-8/30/09) \$2,028.06*

6.L. Approval/Motion: *Purchase Order Lab Safety Supply, Inc., (Grant 25 Sets of Hearing Protection) \$372.32*

Motion: Commissioner Tharp made a motion *to approve the PO for the \$8,184.25 for the portable radios; the Check Request for \$1,995.00 for the Personal Protective Equipment; the Travel Request for \$2,028.06 for Jay Ogden; and the Purchase Order for \$372.32 for the Hearing Protection,* and was seconded by Commissioner Cavagnaro. The Board passed the motion unanimously.

6.D. Approval/Motion: Millage & Budget Adoption Schedule & Meeting Schedule (3rd Quarter 2009)

There was a conflict with the July 6, 2009 meeting for the Board to adopt the proposed Millage and establish dates/times for public hearings due to Commissioners Beyer and Wheaton being out of town.

Motion: Commissioner Beyer made a motion *to approve the Millage & Budget Adoption Schedule and the 3rd Quarter Meeting Schedule with one change to move the July 6th meeting to July 16th, and all meetings will be scheduled at Station #24 with the exception of the July 16th meeting which will be held at the KLVAC Building.* The motion was seconded by Commissioner Cavagnaro and passed unanimously by the Board.

6.E. Update: Florida Association Special Districts Meeting

Commissioner Tharp discussed the FASD meeting. DCA is conducting a Webinar on Wednesday, June 10th 1:30 to 2:30 about the requirements for special districts. There are 1,629 Special Districts with 1,013 being Independent Special Districts. Commissioner Tharp suggested the Clerk, Legal and Finance participate in the Webinar. Commissioner Tharp distributed a disc with the entire conference on it, and requested the Clerk provide copies to the Commissioners. He also suggested a warning notice being placed on the website regarding the email addresses being public information. The meeting will be held in St. Petersburg, June 10-12, 2010. Commissioner Tharp recommended other Commissioners attend.



6.F. Approval/Motion: KLVFD May, 2009 Reimbursement \$45,250.00

Commissioner Beyer requested detailed information regarding reimbursement and overtime. Reimbursement includes scheduling in six-hour blocks; there are shifts for drivers; meetings; special details, such as Memorial Day; there are only six days for a holiday, and only the person who works will be paid overtime; and firefighters do not receive overtime (they receive straight-time overtime) until they work over 106 hours in a two-week period. At the end of the month, the department reviews signup sheets, run sheets, shifts, meetings, special events.

Motion: Commissioner Cavagnaro made a motion *to approve the KLVFD May 2009 reimbursement in the amount of \$45,250.00*. This motion was seconded by Commissioner Tharp and the motion was passed unanimously by the Board.

6.G. Approval/Motion: Budget Amendment & Resolution

6.G.1 Budget Amendment #2009-002 Exhibit & 6.G.2 Resolution #2009-002

The scheduling for the KLVFD was discussed. The home shifts are for drivers only; local people can sign up for a shift – they have the same opportunity as the Miami-Dade volunteers. Chief Garcia reported the KLVFD is responding at higher level than any other Fire Departments in the county.

The reimbursement process takes over a day. The Commissioners suggested perhaps there is an easier way to process reimbursement, and the Commissioners requested the KLVFD provide a set of the paperwork for the whole process for the Commissioners at the next meeting.

Motion: Commissioner Tharp made a motion *to approve Resolution #2009-002 with the exception of the \$8,000 for the KLVAC medical director*. This motion was seconded by Commissioner Cavagnaro

Commissioner Andersen	Absent
Commissioner Beyer	Yes
Commissioner Cavagnaro	Yes
Commissioner Tharp	Yes
Commissioner Wheaton	Yes

The motion was unanimously passed by the Board.

6.H. Travel Authorization & Expense Reimbursement Procedure

Finance requested clarification for mileage. The state rate is \$ 0.445 cents per mile. The forms need to be corrected, and the District should use the rate it previously approved.

6.I. Sunshine Law Seminar

Commissioner Wheaton discussed the Sunshine Law Seminar being hosted by the Sixteenth Judicial Circuit and the District Attorney’s Office. Pat Gleason, a noted expert in the law will be conducting the Seminar, and Dirk Smits said she is the “real” expert on Sunshine. The seminar is scheduled for June 18, 2009 from 9:00 a.m. to 1:00 p.m. in Marathon. Please rsvp.



6.J. Discussion: KLVAC Audit Recommendation/Response

Brenda Beckmann reviewed the KLVAC work plan responses in detail to the Commissioners. The work plan was approved by the KLVAC BOD. A question was asked regarding a Drug-Free Workplace mandatory and if a drug test is required if an accident occurs when working. The incident must be reported to the Chief, and it is the Chief's responsibility to have drug-testing conducted. The department is working to come into compliance.

6.K. KLVAC Audit Draft Report

Due to phone problems as a result of the storm, the commissioners wanted to postpone until the next meeting and have the auditors present.

Motion: Commissioner Tharp made a motion *to postpone this item until the next District meeting on June 22nd and to request the auditors be present at the meeting.* The motion was seconded by Commissioner Cavagnaro. The motion was passed unanimously by the Board.

7. FINANCIAL REPORT

7.A. Financial Reports (April)

The Finance Department has not received the January through April reimbursement from the KLVAC. The District needs the reimbursements requests and the revenues from transport. Commissioner Wheaton requested the updated reimbursement information from the Corp.

8. LEGAL COUNSEL REPORT

Dirk Smits did not have any new items to report.

9. EMS DEPARTMENT REPORT

Donald Bock is now the Acting Chief; the training has been finished for 1st aid and CPR at the YMCA (They have an AED); the Corps will attend the Children's Summer Fest at Rowell's Marina; calls are up and revenues are up. Brenda Beckmann reported the Corp is working hard to get things back together. The Commissioners requested that Donald Bock be present for the Audit Report.

10. FIRE DEPARTMENT REPORT

The County is trying to get Fire 2 program starting in July, and they will allow three or four slots to the KLVFD. No funding would be required from the District. The County now has a full time training chief. The Tavernier and Islamorada people were charged for training conducted by the KLVFD. Chief Garcia is attempting to schedule more EVOC & Pump Ops training; the two bathrooms repairs are progressing well; the KLVFD is affixing blue tape on the hydrants for better night visibility; the hydrants are red to identify the number of gallons per minute; the State Fire Marshall is working with the County for the KLFR&EMS District to receive impact fees from the county; the Key Largo School is now being used as a landing zone for air rescue, and it is improving response time; and the KLVFD does charge for hazmat.

11. ADJOURN

Commissioner Tharp made a motion to adjourn the meeting at 8:13 p.m., which was seconded by Commissioner Cavagnaro.



Next Scheduled Meeting:

District Meetings: June 22, 2009

Budget Workshops: June 15th, 2009 (KLVFD) & June 22nd, 2009 (KLVAC)

DOCUMENTS

Purchase Order Motorola (Grant 5 Portable Radios) \$8,184.25

Check Request Municipal Equipment (Grant Personal Protective Equipment) \$1,995.00

Travel Request Jay Ogden (IAFC - 8/25-8/30/09) \$2,028.06

Purchase Order Lab Safety Supply (\$372.32)

Millage & Budget Adoption Schedule

Meeting Schedule (3rd Quarter 2009)

KLVFD May, 2009 Reimbursement \$45,250.00

Budget Amendment #2009-002 Exhibit

Resolution #2009-002

KLVAC Audit Recommendations

KLVAC Audit Draft Report #2