



**DISTRICT MEETING
MEETING MINUTES
AUGUST 30, 2010 - FINAL**

Attendees: Chairman, William Andersen, Commissioners: Marilyn Beyer, Tom Tharp and Mark Wheaton were present.

Also present were: Brenda Beckmann, Donald Bock, Vicky Fay, Sergio Garcia, Joshua Hauserman, Mike Jenkins, Peter Rosasco, Dirk Smits, and Jennifer Zimmer. The meeting was held at Station #24.

1. AGENDA

1.A. Call to Order

Chairman Andersen called the meeting to order at 6:09 p.m.

1.B. Pledge of Allegiance

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: William Andersen, Marilyn Beyer, Tom Tharp and Mark Wheaton. There was a quorum.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

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

2.B. Approval of Minutes

2.B.1. June 21, 2010 KLFR&EMS Budget Workshop

2.B.2. June 21, 2010 KLFR&EMS District Meeting

2.B.3. July 19, 2010 KLFR&EMS District Meeting

Motion: Commissioner Beyer made a motion to **approve the Minutes for the June 21st Budget Workshop and District Meeting, and the July 19, 2010 District Meeting**. Commissioner Wheaton seconded the motion, and the motion was passed unanimously by the Board.

3. CHAIRMAN'S REPORT

There were no items presented to the Board by the Chairman

4. SECRETARY'S REPORT

The Secretary did not have any items to report to the Board.

5. OLD BUSINESS

5.A. Discussion: Job Description Proposed New District Employee

Peter Rosasco reviewed the Proposed Job Description with the Board. There was one change on the second page.

Motion: Commissioner Wheaton made a motion to **advertise the position as part-time**. This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.



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

5.A. Discussion: Job Description Proposed New District Employee (Continued)

Fred Nickerson and Kent Van Winkle addressed the Board.

6. NEW BUSINESS (ACTION)

6.A. Discussion: AFG Grant & SAFER Grant Status

Vicky Fay provided an update on the grants. The District received the AFG Grant in the amount of \$225,848.00. The Federal share paid to date was \$168,641.44 and the District paid \$8,875.86. The AFG Grant is now in the closeout process, The District did not receive the Safer Grant for the LOSAP Program.

6.B. Approval/Motion: Check Requests

6.B.1 KLVAC Check Request Paramedic Pay (\$17,732.57) and Overtime (\$2,350.82)

Peter Rosasco reported the account will have \$10,000.00 remaining after this payment.

Motion: Commissioner Wheaton made a motion *to approve the KLVAC Check Request for reimbursement of the paramedic pay in the amount of \$17,732.57 and Overtime of \$2,350.82.* Commissioner Beyer seconded the motion, and the motion was passed unanimously by the Board.

6.C. Discussion: Monroe County Invoices

6.C.1 *Monroe County Invoice FY 2009 \$9,006.71 KLVAC Insurance/Workman's Comp*

6.C.2 *Monroe County Invoice FY 2008 \$8,064.37 KLVAC Insurance/Workman's Comp*

6.C.3 *Monroe County Invoice FY 2007 \$9,480.00 KLVAC Insurance/Workman's Comp*

Motion: Commissioner Wheaton made a motion *to approve payment in full to the county in the amount of \$26,551.08 for the FY-2007 through 2009 Insurance and Workman's Compensation for the KLVAC.* The motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

6.C.4 Monroe County Invoice 2006-2010 \$14,306.13 KLVAC Electric

Motion: Commissioner Beyer made a motion *to approve payment in full to the county for the KLVAC electric.* The motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

6.D. Approval/Motion: Letter of Engagement Keefe, McCullough & Co. (\$31,500)

Motion: Commissioner Wheaton made a motion *to approve the Keefe, McCullough & Co., Letter of Engagement for \$31,500, which covers a three-year period.* The motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

6.E. Approval/Motion: Addendum to DBF Construction Contract (Purchase of 10 Fire Hydrants)

Motion: Commissioner Wheaton made a motion *to approve the Addendum to the DBF Construction Contract for the purchase of 10 fire hydrants..* Commissioner Beyer seconded the motion, and the motion was passed unanimously by the Board.

The District paid the engineering fees in 2010. The County will fund seven fire hydrants in the future from the collection of impact fees.



6.F. BUDGET DISCUSSION: FY 2010-2011

The Millage rate was previously set at 1.0 mil. The current Millage rate is 0.7768. The rollback rate to generate the same ad Valorem revenue as the current year is 0.8883. The budget has been reduced from \$3,303,665 down to \$2,992,860. The previous fund balance was \$15,070, and with version 2 of the budget it is now at \$172,062 with a Millage rate of 0.9587. There were no changes to the District Board, there was a change for the District Administrator position of \$53,000 and the Monroe tax collector.

The KLVFD Budget:

120 Regular Salaries: The Firefighter/EMT position was removed;
121 Volunteer Pay: Reimbursement increased \$29,200 due to the removal of the firefighter. The new incentives have not been implemented;
140 Overtime: The overtime for the new firefighter was removed;
210 Payroll taxes: Reduced by \$810;
230 Life & Health Insurance: Reduced Medical/Dental \$2,760;
250 Unemployment Insurance: This item is projected to be approximately \$3,000 less;
312 Professional Services: Net increase of \$644;
470 Printing and Binding: Reduced by \$500;
491 Training: Reduced by \$10,600 Adjunct \$25.50/\$30.00, Lead \$35.00;
521 Gasoline: Reduced by \$1,500;
620 Capital Outlay: Buildings: Reduced by \$4,000, the Garage Doors were removed;
630 Capital Outlay: Infrastructure: Reduced by \$75,000. 10 Fire hydrants were removed, Monroe County should fund 7 hydrants for the District next year; and
641 Capital Outlay: Vehicles: Reduced by \$100,000.

Rosasco reported the County does receive impact fees for the KLFR&EMS District.

The District is not receiving:

Capital Infrastructure Monies: A member of the District Board and Finance needs to sit down with the County and an attorney.

Payments in lieu of taxes: Some housing authorities, schools, churches and non-profits are not paying taxes. The first step is to compile a list of the properties.

Cost Recovery: We charging insurance companies – we have billed for hazmat. New bill passed that said no cost recovery (not for the State, County and municipalities) however, Special Districts were not designated.

Commissioner Wheaton said, “Let’s get with the County first.” The Attorney will draft a letter and send it to the County (impact fees, capital infrastructure, and payment in lieu list). If you take the capital items out of the budget, it is only about \$69,000 over. Chairman Andersen attended the IAFC Conference, and spoke with apparatus vendors to let them know the Rescue Pumper was on Demand Star.

The KLVAC Budget:

121 Volunteer Reimbursement: Reduced by \$27,000.
Billing Receivables: Commissioner Tharp recommended looking into the rates. There is a concern the Corps will be running light next year, and perhaps they need to collect more with fewer calls. Peter Rosasco recommended receivables be purged. There is \$704,000 in collection, and the Corps will only receive 30 or 40%. Commissioner Tharp recommended the rate being charged for collection be reviewed to ensure it is comparable to the rates charged within the rest of the county.
140 Overtime Wages: Reduced by \$10,000;
240 Worker’s Compensation: Reduced by \$10,000;



6.F. BUDGET DISCUSSION: FY 2010-2011 (Continued)

521 Fuel (Diesel): Reduced by \$3,000

620 Capital Outlay: Buildings: Increased by \$8,000.00 to cover the sewer lateral;

640 Capital Outlay: equipment: Reduced by \$58,000 for the Life Paks. The commissioners agreed this item could be removed, if the Life Paks were purchased during FY 2009-2010.

643 Ambulance: It was recommended the Corps look into placing the box on a new chassis, this may save the District approximately \$65,000, Commissioners would like bids on refurbished ambulances, and Commissioner Wheaton said “the ambulance need to be taken to a different vendor for repair.”

The Corps budget would decrease by \$62,000 decrease from previous year, if the capital expense was removed.

Commissioners Tharp and Beyer would like to get to rollback.

Commissioners Andersen and Tharp would like the Vehicle Replacement Schedule to be reviewed.

Peter Rosasco recommended both departments revisit the schedule and look at the cost. Marathon is reducing the cost of their vehicles.

The goal is to establish a revised Vehicle Replacement Schedule. The Departments should get with Finance regarding the Vehicle Replacement Schedule.

The Board requested the figures through August prior to the 1st^l Public Hearing in September.

Commissioner Tharp asked Finance if the District should put a freeze on discretionary spending to conserve the fund balance for the next budget. The two departments assured the Commissioners that they are already complying with the suggestion.

6.G. Discussion: KLVFD Contract 10/1/10-9/30/11) Draft 2

Dirk Smits summarized the KLVFD contract changes: Removal of the Dept 60 days notice District or Department without cause (the Department deleted everything except with cause); requested one year renewals; The 2nd paragraph State Law required to be in every contract – this is non-negotiable – it must be in the contract – we could get into trouble without it.

The 2nd paragraph Relationship Department to District”. The BOD operates the Corp and the Fire Chief is separate. This is like the school district. The Board is constrained by the contract not the chief. The Department deleted the By Laws.

The KLVFD deleted organizational structure, foundational policy, discipline, drug-free workplace, harassment, political activities (prohibits use of funds to support candidate for office, which could cause them to lose their 501.C.3 classification), public complaints and Item 17 Department physicals – This needs to be clarified. Dirk will get with Mike Jenkins.

Dirk Smits provided the following suggestions:

Continue negotiating the agreement

Sit down in front of a certified mediator (It is easier with a facilitator – not biased or having a stake in the process)

Develop an action plan to form own department or

Solicit interest from other entities that provide fire service or

Contract with someone else.

The Board directed Dirk Smits to engage a facilitator, split the cost with the department, the cost is not to exceed \$1,000 and Commissioner Tharp will be the Board Liaison.



6.H. Discussion: KLVAC Contract 10/1/10-9/30/11) Draft 1

The KLVAC Corporation contract should be received by the end of this week.

6.I. Approval/Motion: KLVFD Contract – Postpone Action # of Days TBD

Motion: Commissioner Wheaton made a motion to *postpone any action until the mediation process with the District/Department is completed and the results are presented to the Board.* This motion was seconded by Beyer, and the motion was passed unanimously by the Board.

7. FINANCIAL REPORT

7.A. District Financial Report (June 2010)

7.B. District Financial Report (July 2010)

The District income is at 65.1% of the projected income due to the AFG Grant for the second story at Station #24. The District Board is at 81.3% of the projected expenses. The KLVFD is under due to the 2nd story addition not being built, however, Risk Management and Capital Outlay: Vehicles are higher due to insurance being paid early and the unexpected vehicle improvements. The KLVFD expects to be within budget at the year of the fiscal year. The KLVAC is significantly under budget.

The District is projected to have a surplus of approximately \$532,000 at the end of the fiscal year.

7.C. District Reimbursement of Department Accounting Fees

The District will not pay for either department's 501.C.3 corporation accounting fees only for District expense. Rosasco will prepare a report for the Commissioners and the departments.

8. LEGAL COUNSEL REPORT

All items were already discussed.

9. EMS DEPARTMENT REPORT

9.A. KLVAC July Status Report

The accountant does the paramedic payroll, this should be paid for by the District. The Corps will purchase the Life Paks this year will need to be sole-sourced.

10. FIRE DEPARTMENT REPORT

10.A. KLVFD Status Report (June 2010)

10.B. KLVFD Status Report (July 2010)

Chief Garcia reported that in 2005/006, 3.93 people showed up for the truck, and that included 1.52 probationary employees, and now there are 10.5 certified firefighters responding to a call. Response time was 7 minutes in 2005, and 5 minutes in 2009. Monroe County's Millage rate is 2.7, and the KLFR&EMS District is 0.7768, which represents a savings of approximately \$175.00 per household.

11. COMMISSIONER'S ITEMS

Commissioner Beyer-questioned Chief Garcia's retirement at the end of September based on the email sent to the Commissioners, and the KLVFD Meeting Minutes on April 13, 2010. He said he will continue to be the Chief, and have an Assistant Chief, and will work to transition with the District; and if that does not occur, he will remain until the end of December.

(See Next Page)



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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12. ADJOURN

Commissioner Tharp made a motion to adjourn at 8:47 p.m.

Next Scheduled Meeting:

September 16, 2010: District Board Meeting & First Public Hearing (Adopt tentative millage rate and budget)
September 20, 2010: District Board Meeting & Final Public Hearing (Adopt final millage rate and budget)

DOCUMENTS

100621 KLFR&EMS Budget Workshop June 14, 2010
100621 KLFR&EMS District Meeting June 14, 2010
100719 KLFR&EMS District Meeting June 14, 2010
100720 Revised Job Description (District Employee)
100809 KLVAC Check Request Paramedic Pay (\$17,732.57) and Overtime (\$2,350.82)
100723 Monroe County Invoices for FY 2007, 2008 and 2009 (Insurance & Workman's Compensation)
100823 Monroe County Invoice 2006-2010 KLVAC Electrical
100719 Letter of Engagement Keefe, McCullough & Co.(\$31,500)
100413 DBF Contract (Original)
100827 DBF Addendum (Draft)
100827 KLVFD Fire Hydrant Locations
100827 PROPOSED FY 2010-2011 Budget (Excluding Vehicle Replacement Fund)
100827 PROPOSED FY 2010-2011 Vehicle Replacement Fund (*To Be Distributed at a Later Date*)
100814 KLVFD Step Plan
100808 KLVAC Budget Expense Proposal from Chief Bock, and
100825 KLVFD Contract, Draft 2
_____ KLVAC Contract, Draft 1 (Not Received)
100630 District Financial Report (June 2010) AND 100731 District Financial Report (July 2010)
100731 KLVAC Status Report (July 2010)
100630 KLVFD Performance Report (June 2010) AND 100731 KLVFD Performance Report (July 2010)