



**DISTRICT MEETING
OCTOBER 25, 2010 – FINAL**

1. AGENDA

1.A. Call to Order

Chairman Andersen called the meeting to order at 6:02 p.m.

Also present were: Brenda Beckmann, Vicky Fay, Ronnie Fell, Sergio Garcia, Joshua Hauserman, Tara Morris, and Jennifer Zimmer. The meeting was held at Station #24.

1.B. Pledge of Allegiance

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

2.B. Approval of Minutes

2.B.1. September 16, 2010 KLFR&EMS District 1st Public Hearing

Motion: Commissioner Tharp made a motion to *approve the September 16, 2010 1st Public Hearing Meeting Minutes*. This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

2.B.2. September 20, 2010 KLFR&EMS Final Budget Hearing

Motion: Commissioner Tharp made a motion to *approve the September 20, 2010 KLFR&EMS Final Budget Hearing Meeting Minutes*. This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

2.B.3. September 20, 2010 KLFR&EMS District Meeting

Motion: Commissioner Tharp made a motion to *approve the September 20, 2010 KLFR&EMS District Meeting Minutes*. This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

3. CHAIRMAN'S REPORT

The Chairman did not have any new items to report to the Board.



4. SECRETARY'S REPORT

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

5. OLD BUSINESS

5.A. Discussion: Interview & Selection Process

Ms. Morris reported there were 24 applicants, and 15 met the qualifications. Commissioner Tharp recommended a selection team to be composed of: One Commissioner, 2 people from each department, one Career Chief and one Volunteer Chief. The final list of five would be invited to come to Key Largo for interviews, and the committee would eliminate two candidates. The commissioners would then meet with the final three, and rank their choices for the position. Legal and Finance would develop the contract for Board approval. The staff was directed to proceed. Commissioner Tharp will represent the Board on the Committee.

6. NEW BUSINESS (ACTION)

6.A. Approval/Motion: KLVFD Travel Request Great Florida Fire School

6.A.1 Approval/Motion: Pedro Marin (\$1,360.00)

6.A.2 Approval/Motion: Danny Ribot (\$678.00)

6.A.3 Approval/Motion: Eric Fundora (\$678.00)

6.A.4 Approval/Motion: Jason Lopez (\$678.00)

Motion: Commissioner Wheaton made a motion to ***approve the Travel Requests for the Great Florida Fire School for Marin, Ribot, Fundora and Lopez.*** This motion was seconded by Commissioner Tharp and the motion was passed unanimously by the Board.

Chief Garcia assured the Commissioners both stations will be staffed with drivers.

6.B. Discussion/Status: Department Staff Contracts

6.B.1 Discussion/Status: KLVAC Contract & Contract Extension

Jack Bridges addressed the Board. He wanted to be sure the extension is approved by the KLFR&EMS Board. This extension does allow Article 7 to lapse, which dealt with redundant positions.

Motion: Commissioner Tharp made a motion to ***approve the extension of the KLVAC Contract until December 1, 2010.*** This motion was seconded by Commissioner Wheaton and the motion was passed unanimously by the Board.

6.B.2 Discussion/Status: KLVFD Contract

Joshua Hauserman reported he is working on the contract with the Department, and there is almost a contract. An item will need to be added regarding the District Manager position.



6.C. KLVAC Check Request for 2 Life Paks) \$57,568.25

Motion: Commissioner Beyer made a motion to approve the Check Request to Physio Control as the Sole Source vendor for the Life Paks in the amount of \$57,568.25. This motion was seconded by Commissioner Tharp and the motion was passed unanimously by the Board.

6.D. KLVAC Check Request Attorney Statement

There was consensus the KLVAC attorney statement should not be paid by the District.

6.E. KLVAC Marine Mammal Conservancy Request for AED

The AED Committee designated three AED's for the Nelson Government Center; however, the Board agreed there should only be two (one on the 1st floor and one on the 2nd floor). Publix wants the AED program to be an in-house program. It was agreed one AED should be given to the Marine Mammal Conservancy.

7. FINANCIAL REPORT

7.A. District Financial Report (September 2010)

The District received a check from Monroe County in the amount of \$29,416.42, for the Tax Collector's unused fees. The District has received 102.4% of the projected FY 2009-2010 Ad Valorem Taxes. Legal and Accounting are over budget due to the District Administrator Search (\$3,000), and the Fire Department Agreed Upon Procedure Report. Advertising is over budget due to District Administrator. The Dues are over budget because of the NFPA three-year subscription renewal. The District is under budget for the year.

The KLVFD is under budget due to the 2nd story outlay. Wages and reimbursement is at 99%; the Accounting and Financial Services account are over budget due to the Agreed Upon Procedure Report. Vehicle Repair & Maintenance is over budget due to the air cards; Fire Prevention is over budget and the Capital Outlay over budget due to the Motorola budget. There will be a budget amendment for the engineering required for the fire hydrants.

The KLVAC is at 80% budget. Life Insurance is over budget due to the back payments for Betsy; a check needs to be cut for the back payments for the Corps utilities; and the Capital Outlay is over budget due to the purchase of the AED's.

Total income at the end of September is \$2,170,013.32 and total expenses are \$2,024,126.61. At the end of September the revenues in excess of expenditures is \$145,866.62. The auditors will be arriving at the beginning of November, and the fixed-asset inventory was completed at the Departments.

8. LEGAL COUNSEL REPORT

Vernis & Bowling sent a letter to the County regarding the Impact Fees, and requested setting up a meeting with the District to discuss the fees.

9. EMS DEPARTMENT REPORT

9.A. KLVAC Status Report (September 2010)

Brenda Beckmann reported that Ronnie Fell is the new president, and Jackie Harder is a new board member for the Corp. Commissioner Tharp recognized the Corps for their response to the Agreed Upon Procedure Report.



10. FIRE DEPARTMENT REPORT

10.A. KLVFD Status Report (September 2010)

Chief Garcia reported all is well. The test will be given next week for the Officers, and they have two attempts to pass the exams. Frank Moc is a volunteer. David Garrido is helping to coordinate the logistics' job responsibilities.

11. COMMISSIONER'S ITEMS

Commissioner Beyer asked if the file cabinet was returned to the Station Manager's Office, and it has not. Linda will be moving across the hall. Some questions arose regarding training. Have contracts been put into place for the people who receive training for Firefighter I? After certification are they reimbursing the District? The District needs to know which classes they applied for; and how are they chosen (seniority and participation). They should have at least one year of active duty, and the participation is based upon a point system. Are locals given the opportunity to go? Yes, they are if they meet the qualifications.

Joshua Hauserman is working to find a middle ground with the departments for the District Administrator Position. There are several ways to structure the relationship with the departments.

Commissioner Wheaton verified with the current department paid staff is not being paid as volunteers.

12. ADJOURN

Commissioner Tharp made a motion to adjourn at 7:31 p.m.

Next Scheduled Meeting:

November 22, 2010

December 20, 2010

DOCUMENTS

FY 2010-2011 ADOPTED BUDGET HANDOUT

100916 KLFR&EMS Budget Workshop Meeting Minutes

100920 KLFR&EMS Budget Workshop Meeting Minutes

100920 KLFR&EMS District Meeting Minutes

101021 KLVFD Travel Request Great Florida Fire School (Marin, Ribot, Fundora, Lopez)

100920 KLVAC Contract

100909 KLVAC Check Request for 2 Life Paks) \$57,568.25

101020 Letter Marine Mammal Conservancy (Request for an AED

100930 KLVFD Check Request Attorney Statement

100930 District Financial Report

100930 KLVAC Performance Report

100930 KLVFD Performance Report

101012 V& B Letter to Monroe County (Impact Fees)