



DISTRICT MEETING
MEETING MINUTES – JUNE 14, 2010 - FINAL

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

Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Joshua Hauserman, Jay Ogden, and Peter Rosasco. The meeting was held at Station #24.

1. AGENDA

1.A. Call to Order

Chairman Andersen called the meeting to order at 7:17 p.m.

1.B. Pledge of Allegiance

None

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 Approval of April 26, 2010 Meeting Minutes

Motion: Commissioner Wheaton made a motion to ***approve the April 26, 2010 Meeting Minutes***. This motion was seconded by Commissioner Beyer, and the motion was unanimously passed by the Board.

2.B.2 Approval of May 19, 2010 Bid Opening Meeting Minutes

The Board requested a copy of the Minutes be included with the minutes.

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: Process for Hiring a District Chief

Commissioner Tharp has been moving forward to develop the process to hire the position. The District needs to develop a job description, application packet and the process for selecting the individual. Tharp met with 23 individuals from the departments and received two inputs for the job description. He also met with finance and legal. Bishop, Rosasco has an HR person, who handles the hiring process, and the District needs an HR person to ensure you are asking the right information. The process needs to be developed under Sunshine.

Commissioner Tharp requested that Peter put together a proposal. If the District applies for the SAFER grant, we will need the information for the grant. Peter Rosasco discussed how his organization can support the District with this process. The cost for Marathon was \$5,000, and Rosasco would expect the District cost to be less.

The departments' greatest concern was to maintain the identity of the volunteer organization. Most people felt the District did need someone, and more than 50% felt they would do this. This would need to be added to the budget. Other than tweaking the contracts, the District could pretty much stay the way we are, but the District needs to identify what the relationships would be.

Commissioner Wheaton felt the District needed a hybrid position. Someone that would be an emergency manager, take care of the administration, scheduling and work with each department. The salary would have to be determined, and the individual would need to understand how to work with volunteers. Management would be a give and take.

A selection Committee would need to be formed: 1 Commissioner, two from each department and two outsiders. Final candidate selection will be made by the Commissioners. Legal and finance would handle contract initial negotiations with the selected candidate.

Chairman Andersen reported there is some resistance to the Chief. We need to decide on some solution, and bring ideas back to the board. Andersen and Beyer did not say hire a fire chief; and Wheaton said it does not have to hire a Chief.

Sergio Garcia reported the department will continue to do what we are doing , and we will have an even higher level of service. He feels the timing is wrong.

Commissioner Tharp felt the District needs someone that works for the District. One layer has been removed. The County has a County Administrator. The District needs someone to handle the day-to-day operations for the District.

Rosasco suggested getting a HR person and meeting individually with the commissioners. Rosasco will have Tera talk with the Commissioners and the departments to get more information to identify the direction of the District. This will allow the Commissioners to make a more well-informed decision. The District needs accountability and someone to work with the volunteers. The Commissioners said "We want the volunteers." Peter Rosasco will bring back options to the Commissioners at the next meeting, and this task may be handled under the current contract with Bishop, Rosasco & Co..

Kent Van Winkle addressed the Board.



6. NEW BUSINESS (ACTION)

6.A. Approval/Motion: Records Management Procedure 301

Vicky Fay discussed the development process for the Records Management Procedure.

Motion: Commissioner Wheaton made a motion to **approve Revision 0 of the Records Management Procedure #301**. This motion was seconded by Commissioner Tharp, and the motion was unanimously passed by the Board.

6.B. Approval/Motion: Budget Schedule

The Budget and Meeting schedule for the 3rd and 4th quarters of 2010 was discussed.

Motion: Commissioner Wheaton made a motion to **approve the 3rd and 4th Quarter Meeting Schedule for 2010**. This motion was seconded by Commissioner Tharp, and the motion was unanimously passed by the Board.

6.C. Approval/Motion: Rescue Pumper Bid Selection

Joshua Hauserman reported three vendors submitted bids for the Rescue Pumper: EVI, Ferrara and SAS. The District did not have a Committee. The KLVFD can come together to make a recommendation. Ike Beal wrote the spec, and is reviewing it; and is looking at the lowest bid. When Commissioner Tharp attended the FASD Meeting, he asked two companies why they did not submit a bid. The response was because the boom is proprietary. Commissioner Wheaton asked if there was a unit that was close to the specs that is already built, and recommended that something be added to the bid that anything comparable would be considered. Joshua Hauserman recommended the District reject all of the bids.

Motion: Commissioner Beyer made a motion to **reject all bids, remove the boom from the specification, add anything comparable and place it on Demand Star for 30 days**. This motion was seconded by Commissioner Tharp, and the motion was unanimously passed by the Board.

6.D. Approval/Motion: Travel Request for Commissioner Tharp \$1,663.00

This Travel Request was for the Florida Association of Special Districts.

Motion: Commissioner Beyer made a motion to **approve the Travel Authorization Request for Commissioner Tharp in the amount of \$1,663.00**. This motion was seconded by Commissioner Wheaton, and the motion was unanimously passed by the Board.

6.E. Approval/Motion: Travel Reimbursement Request for Chief Garcia \$1,249.87

Motion: Commissioner Wheaton made a motion to **approve Chief Garcia's Travel Reimbursement Request in the amount of \$1,249.87**. This motion was seconded by Commissioner Beyer, and the motion was unanimously passed by the Board.

6.F. Approval/Motion: Check Request KLVAC Paramedic Pay \$20,640.03

This is the first invoice the Corps has submitted to the District for approval. It is within budget, and the documentation is appropriate.

Motion: Commissioner Wheaton made a motion to **approve the KLVAC Check Request for Paramedic Pay in the amount of \$20,640.03**. This motion was seconded by Commissioner Beyer, and the motion was unanimously passed 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

Commissioner Wheaton expressed a concern with the high overtime hours for some paramedics. He will get with Chief Bock to discuss. The Corp may need to hire another paramedic.

The Corp was requested to redesign the way the overtime is shown.

6.G. Approval/Motion: Check Request Motorola (Mobile Radio) \$3,954.50

This mobile radio is not associated with the grant. This radio was for the Dive Van, which required split heads on the radio. The departmental approval was sent to Jennifer Zimmer.

Motion: Commissioner Beyer made a motion to ***approve the Check Request to Motorola in the amount of \$3,954.50.*** This motion was seconded by Commissioner Wheaton, and the motion was unanimously passed by the Board.

7. FINANCIAL REPORT

7.A. Financial Report (April 2010)

The District has currently expended 61.7% of the budget. The increase was due to the audit, ad Valorem fees and insurance. The KLVFD has expended 54% of their budget through April, 2010. EMS revenues exceed their expenditures, and they are not in excess of the budget with the 1st invoice submitted for paramedic pay.

The District CD's \$1.5M matured recently, there were two banks who qualified, and the best offer was from TIB. The CD maturity dates were staggered: 6 (1.26%), 12 (1.53%) and 18 (1.75%) months.

The District will set the tentative Millage at the July 19th meeting, and set the final Millage at the September 20th meeting.

Monroe County has not been billing the District for all of Betsy's benefits for the period of 2007-2010. This is in agreement with the Inter-local Agreement with the County.

Jennifer Johnson is leaving the firm to relocate.

7.B Discussion Municipal Police Officers and Firefighters' Retirement Trust Funds.

This is the chapter plan and local plan under the division of retirement. The District and the Department have been receiving conflicting information regarding this plan. It is possible if the District provides the money, the KLVFD personnel may qualify. Some employees would not be eligible. It is only for paid firefighting personnel, and would not cover EMS or volunteers. Joshua Hauserman was directed to write a letter to the fund

8. LEGAL COUNSEL REPORT

There is nothing new at the Governor's Office, they have all of the applications ready.

9. EMS DEPARTMENT REPORT

9.A. KLVAC Status Report (April & May 2010)

The Memorial Day fundraiser raised \$1,883.00. It was recommended the Corps send out a fund raising letter to the residents, like the KLVFD. The Corp is ready for the 4th of July Parade. It was determined there was not a conflict with Russ Cullen being assigned to the Corp Board.



10. FIRE DEPARTMENT REPORT

10.A. KLVFD Status Report (April & May 2010)

Everything is status quo. There will be some large expenditures as the generator needs to be replaced on Engine #25, and the Flywheel needs to be replaced on Squad 24. It will be out of service for three days. Firefighters work 80 hours per pay period plus 24 hours before overtime is charged. The 24 hours is charged at straight time.

11. COMMISSIONER'S ITEMS

Commissioner Beyer discussed obtaining a District Flag for the honor guards to carry.

12. ADJOURN

Next Scheduled Meeting:

June 21, 2010: Ambulance/EMS Department Budget Workshop & District Meeting

July 12, 2010: District Board Meeting

July 19, 2010: District Board Meeting – Adopt proposed Millage and Establish Dates/Times Public Mtgs)

August 16, 2010: District Board Workshop - Final Review of Proposed Budget & District 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

100426 District Meeting Minutes

100519 Bid Opening Meeting Minutes

100614 Policies & Procedure #301, Records Management Procedure

100614 Meeting & Budget Schedule

100611 Travel Request (Tharp) \$1,663.00

100607 Travel Reimbursement Request (Garcia) 1,249.87

100607 Check Request KLVAC Paramedic Reimbursement \$20,640.03

100518 Check Request Motorola (Mobile Radio) \$3,954.50

100430 Financial Report (April 2010)

100430 KLVAC Status Report (April & May 2010)

100430 KLVFD Status Report (April & May 2010)