



## KEY LARGO FIRE RESCUE & EMS DISTRICT

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



## KEY LARGO FIRE & EMS DISTRICT

### DISTRICT MEETING MINUTES *(FINAL)* JUNE 23, 2008

**Attendees:** Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. Also present were: Brenda Beckmann, Johnny Delgado, Vicky Fay, Sergio Garcia, Joshua Hauserman, Cindy Lawson, and Robert Stoky. The meeting was held at the Station #25.

#### 1. AGENDA

- 1.A. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 7:30 p.m.
- 1.B. **Pledge of Allegiance:** Commissioner Wheaton led the Pledge of Allegiance.
- 1.C. **Roll Call:** Vicky Fay called the roll. The following Commissioners were present: Bill Andersen, Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. There was a quorum.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2.A **Approval of Agenda**

The agenda was approved as presented

#### **REPORTS**

##### 3. **CHAIRMAN' REPORT**

The Chairman had no new items to report.

##### 4. **SECRETARY'S REPORT**

There were no new items presented by the Secretary.

##### 5. **OLD BUSINESS**

###### 5.A. **District: District Slogan**

The slogan is pending final selection by the Departments.

###### 5.B. **District: Personnel Manual**

Commissioner Wheaton reported the Personnel Manual is almost completed. The department's need to discuss the vacation and employee benefit sections.

###### 5.C. **KLTFD: North Station Punch List**

Joshua Hauserman reported a face plate still needs to be installed at the North Station.

The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* without compromising the health or safety of residents or personnel.



## KEY LARGO FIRE RESCUE & EMS DISTRICT

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



### DISTRICT MEETING MINUTES - JUNE 23, 2008

#### 5.D. KLVD: Fuel Storage Tanks

Hauserman reported the inspections have been performed, and the District is waiting for the certificates to be issued.

#### 5.E. District: AFG & Safer Grant Status

The information from the 2007 SAFER Grant will be updated, and the SAFER Grant for the District will be resubmitted for the LOSAP Program.

#### 5.F. Ambulance Bid Acceptance

Vernis & Bowling sent a letter and the contract to Elite for approval. When the contract has been returned, the District Board will approve the contract, and then a pre-meeting will be scheduled with the vendor prior to construction of the ambulance.

### 6. NEW BUSINESS

#### 6.A. KLVD: North Station Traffic Signal

Joshua Hauserman reported the County is currently looking for a company to perform the traffic signal work at the North Station.

#### 6.B. Discussion: Water Emergency Walk-In (Dive) Rescue Vehicle Bid Responses

The Finance Department reviewed the bid for two items: Responsiveness and Responsibility. None of the vendors met all of the requirements. No acknowledgement of Addendum. The District Board can waive any of the irregularities, ask vendors to submit the required information. The District would have to reject the bid, if this is not done.

There are no valid bids on the table, and the Board needs to provide direction on how to respond to the vendors.

**Motion:** Commissioner Cavagnaro *made a motion to go back to the vendors and request the additional information be submitted to the District by July 8, 2008.*

This motion was seconded by Commissioner Cavagnaro and was unanimously passed by the Board.

#### 6.C. Discussion: FASD Conference

Commissioner Tharp attended the Florida Association of Special District Conference in Sarasota, and reported it was an excellent conference. Commissioner Tharp attended with a scholarship. It will pay for one Commissioner and one staff member at scholarship registration. Commissioner Tharp recommended the District join the FASD.

**Motion:** Commissioner Tharp *made a motion to join the Florida Association of Special Districts and approve the membership dues of \$1,750.00, which was seconded by Commissioner Cavagnaro and unanimously passed by the Board.*

The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* without compromising the health or safety of residents or personnel.



## **KEY LARGO FIRE RESCUE & EMS DISTRICT**

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



### ***DISTRICT MEETING MINUTES - JUNE 23, 2008***

#### **7. FINANCIAL REPORT**

The Finance Department reminded the Board the purpose of the July 14, 2008 meeting is to establish the millage. The current proposed budget has a millage rate of .9861.

#### **8. LEGAL COUNSEL REPORT**

Hauserman reported all items pertaining to District legal issues have been discussed.

#### **9. EMS DEPARTMENT REPORT**

The Ambulance Corp. congratulated Commissioners Andersen, Beyer and Wheaton on their re-election to the Board. The remodeling is expected to be complete next week. The Corp. will submit a check request to approve the expenditure at the next meeting.

#### **10. FIRE DEPARTMENT REPORT**

All of the firefighters who took the exam, passed the exam. There are now two new lieutenants Frank Moc and Ted Crook. Chief Garcia reported he signed Commissioner Andersen up to attend the first county-wide meeting to discuss the budget as our District and Islamorada are not represented in the County. The KLVFD reported it would go back and look at the budget, and work with staff to sharpen the pencil.

#### **11. ADJOURN**

Commissioner Wheaton made a Motion to Adjourn at 9:23 p.m., and Commissioner Tharp seconded the motion.

#### **Next Scheduled Meetings:**

July 14 and July 28; August 4 and August 25; September 8 and 15, 2008

#### **DOCUMENTS**

06/19/08 Letter Vernis & Bowling to Elite Fire & Safety Equipment Bid Package KLFREMS 08-01  
06/18/08 Email from Monroe County Attorney (North Station Traffic Signal)  
06/17/08 Emergency Vehicles, Inc. (EVI) Bid Package KLFREMS 08-02  
06/17/08 Rescue Tech Emergency Vehicle & Service Bid Package KLFREMS 08-02  
06/12/08 Rosenbauer Bid Package KLFREMS 08-02  
06/20/08 Email Lawson to Commissioners (Water Emergency Bid Responses)  
06/20/08 KLFREMS #08-02 Bid Review Checklist

The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* without compromising the health or safety of residents or personnel.

KLFR&EMS District, P. O. Box 371023, Key Largo, FL 33037-1023