



**DISTRICT MEETING  
FEBRUARY 7, 2011 – *FINAL***

**1. AGENDA**

**1.A. Call to Order**

Chairman Andersen called the meeting to order at 6:00 p.m.

Also present were: Donald Bock, Vicky Fay, Ronnie Fell, Sergio Garcia, Mike Jenkins, Tara Morris, Brittany Neugent, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station #24.

**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: William Andersen, Marilyn Beyer, Mike Edgerton, Jennifer Miller and Mark Wheaton. There was a quorum.

**2. APPROVAL OF AGENDA & MINUTES**

**2.A. Approval of Agenda**

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

**2.B. Approval of Minutes**

**2.B.1 District Meeting Minutes January 10, 2011**

**Motion:** Commissioner Miller made a motion to ***approve the January 10, 2011 District Meeting Minutes***. This motion was seconded by Commissioner Edgerton, and the motion was passed unanimously by the Board.

**2.B.2 Approval of Minutes January 21, 2011**

**Motion:** Commissioner Miller made a motion to ***approve the January 21, 2011 District Meeting Minutes***. This motion was seconded by Commissioner Edgerton, and the Board unanimously passed the motion.

**3. CHAIRMAN'S REPORT**

There were no new items reported by the Chairman.

**4. SECRETARY'S REPORT**

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

**5. OLD BUSINESS**

**5.A. Update Driver's \$40.00 Per Shift**

The KLVFD requested this item be removed from the agenda, and Legal Counsel concurred with the deletion.



**5.B. 20% Reimbursement Requirement**

This item should be carried forward to the next meeting.

**5.C. Discussion: Interview Recap**

Commissioner Edgerton clarified with the Commissioners the District Administrator would not be a Chief, and be a Chief over the departments.

**5.D. Discussion: Select & Extend Offer for District Administrator Position**

Four members from the general public (Fred Nickerson, Ron Miller, Jack Bridges and Kay Thacker) addressed the Commissioners regarding the position.

Jennifer Miller stated “We are trying to do the right thing for the community, and the Commissioners are volunteering their time.” Chairman Anderson reported that for the last two years, the District Board has lowered the taxes in the District. Commissioner Wheaton feels we need an administrator to help guide the ship.

Tara Morris reported the Commissioners ranking for the District Administrator position: Barbara Klingensmith, Bruce Stoll and Wayne Martin. Ms. Klingensmith was clearly ranked #1 by three of the commissioners, and #2 by two commissioners. There was no Sunshine violation created with the ranking process. The Commissioners sent their responses directly to Tara and not the other Commissioners.

Finance worked with Legal on the recommendations to the Board. At this point in the process, the District is ready to extend an offer; and have Peter Rosasco and Legal begin to prepare the contract for approval.

**Motion:** Commissioner Beyer made a motion to develop a more in-depth job description before the Board proceeds with extending an offer. This motion was seconded by Commissioner Wheaton.

The District has a broad position description. Tara will draft a description and send it to each commissioner. Commissioners should forward any items they would like to see on the job description directly to Ms. Morris. A question arose regarding probationary time. This would be an item addressed in the contract. Commissioner Edgerton expressed disappointment that the District was going forward with the process when the residents spoke and did not want an administrator.

The vote for the motion was as follows:

<i>Commissioner Beyer</i>	<i>Yes</i>
<i>Commissioner Edgerton</i>	<i>No</i>
<i>Commissioner Miller</i>	<i>Yes</i>
<i>Commissioner Wheaton</i>	<i>Yes</i>
<i>Commissioner Andersen</i>	<i>Yes</i>

Commissioner Edgerton made a motion to have the Ambulance Corp and Fire Department to head up the duties for the Job Description. The Motion died for a lack of a second.



**6. NEW BUSINESS**

**6.A. Amendment to District Inter-local Agreement KLVFD Equipment List**

Theron Simmons reported this was simply a matter of formality for the county to update the Inter-local Agreement Equipment List.

***Motion:*** Commissioner Miller made a motion to ***approve Amendment 1 to the Monroe County and KLFR&EMS District Inter-local Agreement Equipment List.*** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

**6.B. Motion/Approval: KLVFD Travel Requests for the FDIC Instructor’s Conference in the amount of \$10,950.22**

The District Clerk provided information regarding the Conference and certifications. The Commissioners discussed room rates, the number of rooms, mileage, carpooling, parking, registration and per diem. Chief Garcia guaranteed the commissioners there would be no overtime for the convention attendees or the staff remaining at the station.

***Motion:*** Commissioner Edgerton made a motion to ***approve the Travel Requests with the following changes: three rooms instead of four, a better rate of \$150.00 x 3 = \$2,250.00, carpooling and only having one mileage rate and one parking fee. Registration and per diem will remain the same.*** This motion was seconded by Commissioner Wheaton.

The vote for the motion was as follows:

<i>Commissioner Beyer</i>	<i>No</i>
<i>Commissioner Edgerton</i>	<i>Yes</i>
<i>Commissioner Miller</i>	<i>Yes</i>
<i>Commissioner Wheaton</i>	<i>Yes</i>
<i>Commissioner Andersen</i>	<i>Yes</i>

**7. FINANCIAL REPORT**

**7.A. District Financial Report December 2010**

Jennifer Zimmer reported that at the end of December 2010 the District should be at 25% of the budget. The District has already received \$1,340,575.91 (73.1%) of the income from Ad Valorem taxes. The District Board’s expenses are at 30%. The overage is due to the upfront costs for insurance, tax collector fees and property appraiser fees. The KLVFD expenses are 20%. The KLVAC expenses are 16.7%. The Corps station supplies are at 83.1% of budget. The total District expenditures through December 31, 2010 are \$564.350.74, which is 20.3% of the total budget.

**8. LEGAL COUNSEL REPORT**

Theron Simmons did not have any new items to report to the Board.

**9. EMS DEPARTMENT REPORT**

**9.A. KLVAAC Status Report 12/31/10**

Ronnie Fell reported the truck is back, and the Corps did not have any problems last week. All four trucks are up and running. When the new ambulance arrived, the Corps will dispose of the oldest one.



**10. FIRE DEPARTMENT REPORT**

Chief Garcia reported everything is good. James Griffiths is new Battalion Chief for the department. Jay Ogden retired, and will continue to volunteer when he is in town. Eight firefighters were promoted to Lieutenant. Four volunteers volunteered over 2,000 hours last year. All of the hydrants are in permitting. Permits should be issued within two or three weeks. April 13-14 ISO will be coming to review the department. Staffing, hydrants and training are the big issues.

**11. COMMISSIONER'S ITEMS**

The KLVFD lawsuit was filed yesterday, and it is expected to go to trial in November or earlier.

Commissioner Wheaton stated "This is a multi-million dollar company, and we need someone to administer the paperwork. There is a lot of paperwork, and it will help alleviate the work for the chiefs." Ronnie Fell reported the Ambulance Corps did address audit problems, and used the audit to improve. Chairman Edgerton reported he was in contact with Jim Angle at the Florida Association of Special Districts (FASD), and that the District will assist with the FASD annual conference with an Honor Guard and a public speaker. Commissioner Edgerton is meeting with the departments on the contracts. Jennifer Miller requested the commissioners receive an update if there are any questions. Commissioner Edgerton requested the commissioners provide any input regarding the contract to Theron Simmons. Commissioners may visit the fire department anytime if they have questions.

**12. ADJOURN**

Commissioner Wheaton made a motion to adjourn at 7:35 p.m.

**Next Scheduled Meeting:**

February 28, 2011

March 14 and March 28, 2011

**Documents:**

110110 District Meeting Minutes

110121 District Meeting Minutes

110207 Amendment to Inter-local Agreement KLVFD Equipment Report

110201 KLVFD Travel Requests

101231 District Financial Report

110131 KLVAC Status Reports