



**DISTRICT MEETING
MARCH 14 2011 – FINAL**

1. AGENDA

1.A. Call to Order

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

Also present were: Vicky Fay, Ronnie Fell, Sergio Garcia, Tara Morris, Theron Simmons, Dirk Smits and Jennifer Zimmer. The meeting was held at Station #24.

1.B. Pledge of Allegiance

Commissioner Andersen 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 with the removal of Item 6.A.* This motion was seconded by Commissioner Miller, and the Board unanimously passed the motion.

2.B. Approval of Minutes

2.B.1 District Meeting Minutes February 28, 2011

Motion: Commissioner Miller made a motion to *approve the February 28, 2011 District Meeting Minutes.* This motion was seconded by Commissioner Edgerton, and the motion was passed unanimously by the Board.

3. CHAIRMAN'S REPORT

There were no new items reported by the Chairman.

4. SECRETARY'S REPORT

There was no Secretary report.

5. PUBLIC COMMENT

Members of the public were present, and Chairman Andersen asked if there any speakers. No one from the general public addressed the Board.



6. **OLD BUSINESS**

6.A. **20% Reimbursement Requirement**

This item was removed from the agenda.

6.B. **Discussion: District Administrator Job Duties**

Tara Morris revised the job description to incorporate the changes from the last meeting, and distributed the revised job description to the commissioners. All of the commissioner's requests were included with the exception of preparing a report for the board within 30 days. It was a vague item, and is more of a specific task-related item. The top two candidates are still available. The question was asked what if the department did not want to listen to the administrator, "what would the district do?" It is the administrator's responsibility to review, report to the board for action, and be a liaison. If the departments do not listen, then the board may take action. Commissioner Wheaton made and withdrew a motion to approve the job description for a more detailed motion.

Motion: Commissioner Miller made a motion to *approve the job description, request staff to offer and negotiate the position to the candidate, Barbara Klingensmith; and if not accepted, then offer the position to Bruce Stoll.* This motion was seconded by Commissioner Mark Wheaton with the vote as follows: Beyer (Yes), Edgerton (No), Miller (Yes), Wheaton (Yes) and Andersen (Yes).

6.C. **Update KLVFD & KLVAC Contract Status**

6.C.1 **Fire Department Contract**

For both departments, Legal removed the District Administrator; added termination without cause with mediation; changed the Medical Director section; incorporated a commissioner's comments; and revised the worker's compensation wording to reflect average reimbursement other than salary. This is the closest framework the District and Departments have reached during the negotiation process. There is a no cause clause for both the KLVFD & KLVAC.

Legal is not aware of any other items that are open with the Fire Department.

6.C.2 **Ambulance Corps Contract**

Jack Bridges reported the contracts are close, and the Corps will provide feedback to the district regarding some items. The Corps has a meeting scheduled for Wednesday, March 16th, and the District Workshop is scheduled for March 21, 2011.

Motion: Commissioner Beyer made a motion to *change the insurance limits, fix the grammatical items, and move to transmit to the departments (after comments have been incorporated) for their Department Boards to act on the contract.* This motion was seconded by Commissioner Wheaton, and the motion passed unanimously.

The District would like to get something to work and negotiate with the departments at the District Workshop. The District will provide guidance to the Administrator, and the Administrator will report back to the Board. The Administrator will be the District's eyes, ears and arms to come back with recommendations. If there is a problem with the departments working with the administrator, the District Board may reopen the issue. The departments have to remain accountable to the District, and the contract. The departments need the district's money, and the district may defund something if necessary.



6.D. Approval/Motion: KLVAC Purchase & Disposition of Ambulance

The new ambulance will need to be delivered before the disposition of the old ambulance, which will be surplused. The District may purchase a Sheriff's Association performance bond at 1% to ensure the ambulance is built to specifications. Commissioner Beyer made and withdrew a motion to purchase the performance bond.

Motion: Commissioner Beyer made a motion to ***approve the Purchase Order and purchase a Surety Bond when the contract has been completed and signed.*** This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

7. NEW BUSINESS

7.A. Meeting & Advertising Schedule (2nd Quarter, 2011)

Motion: Commissioner Miller made a motion to ***approve the 2nd Quarter 2011 Meeting Schedule.*** This motion was seconded by Commissioner Wheaton, and the Board unanimously passed the motion.

8. FINANCIAL REPORT

Jennifer Zimmer did not have any items to report.

9. LEGAL COUNSEL REPORT

Dirk Smits reported there were no additional items to be presented by Legal Counsel.

10. EMS DEPARTMENT REPORT

The Corps was surprised that since they added an item to work with the District Administrator in their contract that the District Board postponed the purchase of the new ambulance. The Corps wants a long-term contract. Scott Robinson is the new Vice President. Jack Bridges feels confident that any issues with the contract will be resolved. The Corps runs with two ambulances, and there are two spare ambulances.

11. FIRE DEPARTMENT REPORT

Chief Garcia reported the fire hydrant drawings were sent back to engineering because the Department of Transportation wants the hydrants closer to the property line rather than in the right of way. The department may be down one truck at the north station. The new truck will be a backup engine. The department is opening the doors for recruitment, interviewing/going through the process, and will be very selective with the candidates. The question was asked "What happens to the old bunker gear"? The department will ask Municipal if they can swap out the gear for different sizes.

12. COMMISSIONER'S ITEMS

There were no new items presented by the Commissioners.

13. ADJOURN

Commissioner Wheaton made a motion to adjourn at 6:59 p.m.

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KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: William A. Andersen; Seat 2: Jennifer Miller; Seat 3: Mark Wheaton; Seat 4: Mike Edgerton; Seat 5: Marilyn Beyer

Next Scheduled Meeting:

March 21, 2011 District Workshop

March 28, 2011 District Meeting

Documents:

110228 District Meeting Minutes

110308 District Administrator Job Duties

110211 KLVAC Purchase Order & Sheriff's Bid Specification #04 – Type III Ambulance

110307 KLVFD Contract

110307 KLVAC Contract

110309 KLFR&EMS Meeting & Advertising Schedule (2nd Quarter, 2011)