



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

KEY LARGO FIRE & EMS DISTRICT BOARD BUDGET WORKSHOP MEETING

May 23, 2011 – **FINAL**

1. AGENDA

1.A. Call to Order

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

Also present were: Vicky Fay, Ronnie Fell, Sergio Garcia, James Griffeth, William Meehan, Scott Robinson, Theron Simmons, Bruce Stoll 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.

1.D. Approval of the Agenda

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

2. Public Comment

No members from the General Public addressed the Board.

3. Discussion: KLVAC 2011-2012 Proposed Budget

The Corp and Commissioners discussed the proposed budget accounts as follows:

120 Regular Salaries & Wages was decreased by \$1,000 because the Corps expects to receive an additional \$1,000 of EMS Income.

121 Volunteer Reimbursement was increased by \$39,594. This projected increase would occur if the department needs to calculate reimbursement on the minimum hourly wage.

140 Overtime wages remains the same.

210 Employer Payroll Taxes were increased by \$1,241 if the department needed to pay minimum wage.

220 and 230 Retirement Contributions and Life & Health Insurance remains the same, and includes Retirement and Unemployment for the Administrative position and Disability Insurance for all members.

240 Worker's Compensation was decreased by \$520 as the insurance was slightly reduced. The coverage remains the same.

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3. Discussion: KLVAC 2011-2012 Proposed Budget (Continued)

250 Unemployment Tax (State/Federal) was increased by \$20.

312 Medical Director Services will remain the same.

320 Financial and Accounting Fees was increased \$8,000 for legal. This is a stipend for legal, and the Board requested the Corps lower the legal fees to \$5,000.

400 Travel & Per Diem was increased by \$500 as two people requested attending the expo this year.

410 Phones (Station & Cell) was decreased by \$100.

411 Advertising was reduced by \$1,300.00 because no bids will be advertised this fiscal year.

412 Postage & Freight was decreased by \$250.

430 Utilities was slightly increased by \$200. The Board expressed concern this may not include enough for the sewer usage.

440 Equipment Rental (02 rental bottles) was decreased by \$500.

450 Insurance & Risk Management Both departments will need to budget for employee wage and hour insurance (employment practices and liability) insurance was decreased by \$2,198. The existing policies coverage was not changed. Theron Simmons was directed to obtain a quote for both departments.

460 Repair and Maintenance (Equipment) remains the same.

461 Repair and Maintenance (Buildings) were increased by \$13,400 to power clean and paint the building. The Dept. will add \$5,000 based on the quote received today.

462 Repair and Maintenance (Vehicles) were increased by \$5,000 to add additional cabinets. This is a capital expense.

470 Printing and Binding was reduced by \$2,500 because the protocols will not have to be printed.

490 General Departmental (Miscellaneous Expenses) was increased by \$1,890 to add an Employee Assistance Program, which is piggybacked on to the county program.(45 people approximately \$1.91 per member per month). The Computer Repair & Maintenance expenses were increased by \$1,000, and the bank fees were removed. It is projected the Wastewater District assessments will remain the same.

491 Training and Education was decreased by \$4,800.00 as the Advanced Airway Class and the Zoll Tablet were expenses reduced.

510 Office Supplies was increased by \$200.

520 Operating Supplies (Station Supplies/Uniforms and Medical Supplies) was increased by \$10,000 primarily for medical and station supplies.

522 Fuel (Diesel) was increased by \$6,000 due to increased fuel costs.

524 Medicine & Drugs was increased by \$6,000. Commissioner Miller recommended looking into spoilage of medications. Out-dated narcotics are returned to the manufacturer.

540 Dues and Subscriptions remain the same.

620 Capital Outlay (Buildings) was decreased by \$16,000 as the sewer lateral was a one-time charge; however, the department is obtaining information to modify the classroom area.

640 Capital Outlay (Equipment) was increased by \$10,629 to purchase an inventory system (required by the District Contract) and to obtain airway training mannequins. These mannequins have a neck and head (one is an adult and one is an infant). They can be treated as a real person, and allow training of more complicated medical procedures.

641 Capital Outlay (Vehicles) was decreased by \$135,000 as no ambulance will be purchased this fiscal year.

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3. Discussion: KLVAC 2011-2012 Proposed Budget (Continued)

Motion: Commissioner Miller made a motion to *approve the preliminary KLVAC FY 2011-2012 Budget.* This motion was seconded by Commissioner Edgerton, and the Board unanimously passed the motion.

4. Adjourn

Commissioner Wheaton made a motion to adjourn a 6:47 p.m.

DOCUMENTS:

2011-2012 Proposed KLVAC Budget
Proposed Training Budget
Proposed Volunteer Reimbursement
Proposed Inventory Control System

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