



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*



MEETING MINUTES – DISTRICT MEETING – FINAL October 22, 2007

Attendees: Chairman, Bill Andersen. Commissioners Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present. Also present were: Brenda Beckman, Johnny Delgado, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson, Linda Newman, Jerry Sanders, Dirk Smits and Robert Stokey.

1. AGENDA

- 1.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:02 p.m.
- 1.B. Pledge of Allegiance:** Bill 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 Cavagnaro, Tom Tharp, and Mark Wheaton, and there was a quorum.
- 1.D. Changes or Additions to the Agenda:** Agenda Item 5.A was removed from the agenda.

2. APPROVAL OF MINUTES

2.A. September 17, 2007 (Final Public Hearing)

Draft B of the minutes were reviewed, and one word “door” will be removed from Kiser door, and training props will be added.

Motion: Tom Tharp *made a motion to “Accept the minutes for Draft B of the Final Public Hearing with the changes noted”.* The motion was seconded by Marilyn Beyer. The Board unanimously approved the minutes.

2.B. September 17, 2007 (District Meeting)

No changes to Draft B of the minutes were noted.

Motion: Tom Tharp *made a motion to “Accept Draft B of the minutes”.* The motion was seconded by Mark Wheaton. The Board unanimously approved the minutes.

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Meeting Minutes: October 22, 2007 – District Meeting (Continued)

REPORTS

3. Chairman Report

The Chairman did not have any special items to report to the Board.

4. Secretary Report

The Secretary did not have any new items to report.

5. OLD BUSINESS

5.A. KLVFD Contract, Draft FINAL (Team) & 10/17/07

Jerry Sanders discussed the Negotiation Team meeting held to resolve the issues. The KLVFD Corporate Board did not accept or approve the Negotiation Team version. The exceptions were Items: 8, 9.2 and 9.3.

Commissioner Tharp requested that Item 32 for the LOSAP Plan be changed to reflect the same wording as the KLVAC Contract. It is the district's responsibility to fund the LOSAP Plan and the District should approve the participation criteria for the volunteers.

Discussion ensued regarding the exception items. Chris Fleming reminded the Board he would have to again submit the contract to the KLVFD Corporate Board for approval if they did not remove the items, and felt the KLVFD would not accept the contract with these changes.

Motion: Tom Tharp *made a motion "For the Board to continue the contract for another month"*.

The motion died for the lack of a second.

It was agreed Items 9.2 and 9.3 of the revised contract be deleted. Chairman Andersen asked a question about Item 8.

Motion: Mike Cavagnaro *made a motion to "strike Item 8 from the KLVFD Contract with an Amendment to the Motion by Commissioner Tharp to remove Items 8, 9.2 and 9.3 from the KLVAC Contract"*. The motion was seconded by Mark Wheaton. The motion was approved unanimously by the Board.

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5.A. KLVFD Contract, Draft FINAL (Team) & 10/17/07 (Continued)

It was confirmed that Item 38 does include other neighboring fire departments.

Motion: Tom Tharp *made a motion for “The KLFR&EMS District to accept the KLVFD Contract with the changes approved by the Board”*. The motion was seconded by Mike Cavagnaro. The motion was approved unanimously by the Board.

5.B. FKAA Contract, Draft E

Jerry Sanders presented the FKAA Contract. After speaking with the FKAA attorney, there was one minor change to remove Item 8.D. referencing reflectors because FKAA does not install reflectors for any other entities. FKAA will paint the hydrants, and FKAA will inspect the hydrants.

Motion: Mike Cavagnaro *made a motion to accept “Draft E of the FKAA Contract”*. The motion was seconded by Tom Tharp. The motion was approved unanimously by the Board.

Ms. Lawson reminded the Board, the funds are in the budget for the hydrants and fire hydrant inspections as well.

6. NEW BUSINESS

6.A. Motion/Approval: KLVAC Compensation Package & Contract Deliverables

Johnny Delgado, on behalf of the KLVAC Board, made a presentation to the District Board for the new KLVAC Compensation Package and Contract Deliverables. KLVAC Member Manual binders were distributed to the Commissioners and staff. A discussion ensued regarding the KLVAC Compensation Package regarding compensation for calls and shifts and the process used to establish the KLVAC Compensation Package.

The KLVAC Board wanted the District Board to understand that as a result of the compensation package review being conducted after approval of the KLFR&EMS District Budget, the Corp may exceed their approved budget. The KLVAC Board wanted to seek an up front set aside of \$48,711.82. The total amount may not be required depending on successful billing.

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6.A. Motion/Approval: KLVAC Compensation Package & Contract Deliverables (Continued)

Ms. Lawson provided budget clarification, there is no such thing as a budget set aside. The Board has the option to do a line-item transfer now, or approve a budget transfer later in the year.

This new compensation package is expected to:
Increase volunteers length of service,
Improve the ability to recruit and
Improve the ability to retain volunteers.

Motion: Tom Tharp *made a motion to “Approve the concept as presented, which will increase the budget \$48,711.82”*. The motion was seconded by Mike Cavagnaro. The motion was approved unanimously by the Board.

Mark Wheaton, Marilyn Beyer, Mike Cavagnaro and Tom Tharp commended the department on their presentation and the Member Manual.

Mark Wheaton would like to see the Fire Department do something similar for the Board.

6.B. Motion/Approval: Resolution 2007-006: Providing for Additional Review/Control of Capital Purchases by District Board for FY 07-08

Cindy Lawson presented Resolution 2007-006. Section 2 will be *revised from* “... provided that neither the amount or quantities of the purchase exceeds the amount shown for that item(s) in Exhibit A”, and *changed to* “...provided that the amount of the purchase does not exceed the amount shown for that item(s) in Exhibit A.”

Cindy Lawson reminded the Board, “this does not relieve anyone of the Purchasing Policies and Procedures requirements”. If items exceed the amount of the purchase, the item will need to be submitted to the Board for approval.

Motion: Tom Tharp *made a motion to “Approve Resolution 2007-006: Providing Additional Control of Capital Purchases for FY 2007-2008 with the changes noted to Section 2 above”*. The motion was seconded by Marilyn Beyer, and was unanimously passed by the Board

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6.C. Motion/Approval: Amended Purchasing Policies and Procedures, Revision 1

Cindy Lawson presented and discussion ensued regarding revision 1 of the purchasing policies and procedures

Motion: Tom Tharp *made a motion to “approve the Purchasing Policies and Procedures, Revision 1”*. The motion was seconded by Mike Cavagnaro. The motion passed with unanimous approval of the Board.

6.D. Motion/Approval: Resolution 2007-007: FY 07-08 Budget Amendment (Break down Line Item 340: Contractual Services for each Department into lower level line items)

Ms. Lawson presented Resolution 2007-007 for the Budget Amendment. The amount of the budgeted line items (shown in account 340) did not change, only the level of control. Account 340 no longer exists, and the amounts have been moved to the appropriate line-item accounts. Ms. Lawson reminded the District Board that the departments cannot move capital line items or any line items that contain personnel or personnel-related items. These personnel-related items include: 120, 121, 140, 210, 220, 230 and 240.

Motion: Tom Tharp *made a motion to “approve Resolution 2007-007: FY 07-08 Budget Amendment”*. The motion was seconded by Mike Cavagnaro. The motion passed with unanimous approval of the Board.

6.E. Review/Discussion: Draft District Travel Policy and Procedure, Version 1

Ms. Lawson presented the draft District Travel Policy and Procedure, Version 1 to the Board. The District is using the Florida Statutes for rates of reimbursement of Per Diem, Mileage, and Per diem Daily in Lieu of Hotels travel expenses. The District’s attorney reported that the Board has the authority to deviate from Florida Statute rates and can make the rates higher, not lower. The Board agreed to raise the rates for: Breakfast (\$7.00), Lunch (\$14.00), Dinner (\$28.00) and per diem of \$100.00 per day. In accordance with Florida Statutes, when meals are included in the conference rate, they cannot be reimbursed, and personnel need to leave prior to 6:00 a.m. to be entitled to breakfast reimbursement.

Motion: Tom Tharp *made a motion to “approve Version 1 of the Travel Policy and Procedure with the changes identified”*. The motion was seconded by Mike Cavagnaro. The motion was unanimously approved by the Board.

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6.F. Approval/Motion: KLVFD September Reimbursement in the amount of \$30,810.00

Ms. Lawson presented the KLVFD September reimbursement exceeded the previous threshold established by the Board.

Motion: Mike Cavagnaro *made a motion to “approve the KLVFD September Reimbursement in the amount of \$30,810.00”*. The motion was seconded by Tom Tharp. The motion was unanimously passed by the Board.

6.G. Approval/Motion: KLVFD Increase Monthly Reimbursement from \$27,000.00 per month to \$35,000.00 per month.

The 2007-2008 total approved budget for volunteer pay for the KLVFD is \$360,000.00, which equals \$30,000.00 per month. Ms. Lawson expressed concern regarding payroll withholding on volunteer pay for both departments. KLVAC reported that they already began withholding and the KLVFD reported that they are beginning withholding starting in October.

Motion: Tom Tharp *made a motion to “increase the KLVFD Monthly Reimbursement from \$27,000.00 per month to \$33,000.00 per month”*. The motion was seconded by Mike Cavagnaro. The motion passed with unanimous approval by the Board.

7. FINANCIAL REPORT

7.A. August, 2007 Financial Reports

Cindy presented the August Financial Reports.

8. LEGAL COUNSEL REPORT

There were no additional legal items to be presented to the Board

9. EMS REPORT

The AED Committee has been working to obtain data regarding AED availability in the Upper Keys. Commissioner Tharp relinquished his position as a member of the AED Committee to Commissioner Beyer as a member of the AED Committee. The AED Committee will pursue locating funding of AED's.

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10. FIRE DEPARTMENT

The North Station needed mowers and equipment, and other lawn equipment. The cost is \$26,750 for all the items to date. Chris Fleming said the KLVFD is looking into purchase the three (3) lots behind the station to use as a training facility. The repairs are in progress. The KLVFD is creating a “Halloween Haunted House” for the community. Marine Conservancy donated items for the event.

11. ADJOURN

A motion was made by Mark Wheaton to adjourn the meeting at 7.44 p.m.

Next Scheduled Meetings/Workshops/Hearings:

November 13 and December 26, 2007

December 3 and December 17, 2007

DOCUMENTS

09/17/07 Meeting Minutes (Final Public Hearing), Draft B
09/24/07 Meeting Minutes (District Board Meeting), Draft B
09/24/07 KLVFD Contract, Final
10/22/07 FCAA Contract, Draft E
2008-2010 Original Issue KLVAC: Compensation Package & Contract Deliverables
10/22/07 Resolution #2007-006
10/22/07 Purchasing Policy & Procedure, Revision 1, Draft A
10/22/07 Resolution #2007-007
10/22/07 District Travel Policy and Procedure, Version 1
10/22/07 KLVFD: September, 2007 Reimbursement
08/31/07 Revenues & Expenditures
08/31/07 Expenditure Detail Report
08/31/07 Reconciliation Summary/Detail
08/31/07 Registers (08/01/07-08/31/07)

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