



DISTRICT MEETING MINUTES JULY 19, 2010 - FINAL

Attendees: Chairman, William Andersen, Commissioners: Marilyn Beyer, Tom Tharp and Mark Wheaton were present.

Also present were: Brenda Beckmann, Donald Bock, Vicky Fay, Sergio Garcia, Joshua Hauserman, Tara Morris, Jay Ogden, and Peter Rosasco. The meeting was held at Station #24.

1. AGENDA

1.A. Call to Order

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

1.B. Pledge of Allegiance

None

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: William Andersen, Marilyn Beyer, Tom Tharp and Mark Wheaton. There was a quorum.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

Motion: Commissioner Beyer made a motion to ***approve the agenda with the change to move Agenda Item 6.B. to Item 11.*** This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

2.B. Approval of Minutes

2.B.1. June 14, 2010 KLFR&EMS Budget Workshop

Motion: Commissioner Beyer made a motion to ***approve the June 14, 2010 District Meeting Minutes.*** This motion was seconded by Commissioner Wheaton, and the Board unanimously passed by the motion.

2.B.2. June 14, 2010 KLFR&EMS District Meeting

Motion: Commissioner Wheaton made a motion to ***approve the June 14, 2010 Budget Workshop Meeting Minutes.*** This motion was seconded by Commissioner Beyer and the motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

There were no new items to report.

4. SECRETARY'S REPORT

There were no new items to report.



5. OLD BUSINESS

5.A. Approval/Motion: KLVFD Contract – Postpone Action # of Days TBD

Motion: Commissioner Tharp made a motion to table the KLVFD Contract to the August 30, 2010 meeting. This motion was seconded by Commissioner Wheaton, and the Board unanimously passed by the motion.

5.B. Discussion: Job Description Options of Proposed New District Employee

Kent Van Winkle addressed the Board, and recommended the District postpone hiring this position until there is a full complement of Commissioners.

Tara Morris addressed the Board. The Commissioners previously selected Option 2 from the last meeting and requested the job description be expanded with more information. It probably would be full-time for six months and then become a part-time position. The Commissioners would need to discuss the possible benefits. The primary function is the management of both departments and acting as a liaison between the board and departments. Ms. Morris reviewed the position description in detail with the Board. Commissioner Tharp recommended the following changes/additions: Change the overview to five-elected commissioners; Add more specific skills in planning skills; Enhance experience, it is light – need more operational Fire/EMS operational setting with experience at various levels; Remove International Association of Fire Fighters; and Add Florida Fire Chiefs Association; Simplyhired.com, Monster.com, and Firechief.com. Chairman Andersen suggested: Removing separately-owned, changing title to District Administrator, changing to Oversees, and changing Fire and EMS Operations. Commissioners Wheaton and Beyer would like to this to be a part-time job.

Motion: Commissioner Beyer made a motion to postpone advertising the position until the next meeting. This motion was seconded by Commissioner Wheaton and the motion was unanimously passed by the Board.

6. NEW BUSINESS (ACTION)

6.A. Approval/Motion: KLVFD Contract

A motion was made to send to the Fire Department; and if agreed, then advertise for changes to the By-Laws. This motion died for a lack of a second. The Board tentatively approved the contract. One item requested by the Fire Department was to add LOSAP to the contract. The District applied for the 2007, 2008 and 2009 Safer Grants to help obtain funding for a LOSAP Program. The District has not received any information from DHS/FEMA regarding the 2009 Safer Grant. The Commissioners agreed LOSAP should be added to the Fire Department Contract.

6.B. Approval/Motion: KLVFD Card Sound Incident - - This item was moved to Item 11.

6.C. Discussion: KLVFD Response to Marcum Rachlin KLVFD Auditor's Report

The KLVFD Auditor's Report was presented in January, and the Fire Department wanted to rebut the report and some people wanted to rebut the report. In checking with Legal, there has not been a rebuttal. Commissioner Tharp questioned whether the District should request a response to the report. The State Attorney Investigation is currently ongoing. Commissioner Wheaton would like to see the response from the State Attorney's Office, and postpone pending the State Attorney Investigation is finalized.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

6.D. Approval/Motion: Travel & Check Requests

6.D.1 Travel Request Tom Tharp (IAFC Conference) \$ 3,166.00

6.D.2 Travel Request Bill Andersen (IAFC Conference) \$3,016.50

6.D.3 Travel Request James Griffeth (Fire Rescue Leadership Conference) \$ 2,631.50

Motion: Commissioner Wheaton made a motion to **approve Commissioner Tharp, Commissioner Andersen and James Griffeth’s Travel Requests.** This motion was seconded by Commissioner Beyer and the Board unanimously passed by the motion.

6.D.4. Check Request KLVAC Paramedic Pay \$ 20,119.72

Motion: Commissioner Wheaton made a motion to **approve the Check Request for the Paramedic Pay in the amount of \$20,119.72.** This motion was seconded by Commissioner Beyer, and the Board unanimously passed by the motion.

Commissioner Wheaton asked what was being done to reduce the amount of overtime; and Donald Bock responded that two paramedics have been hired.

6.E. Approval/Motion: Resolution #2010-004

The District Clerk read the Resolution into the record:

RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD, FLORIDA; DETERMINING THE PROPOSED MILLAGE RATE, THE CURRENT YEAR ROLLED-BACK RATE, AND THE DATE, TIME AND PLACE FOR THE FIRST AND SECOND BUDGET HEARINGS AS REQUIRED BY LAW; DIRECTING THE CLERK TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MONROE COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

The current year rolled-back Millage rate is 0.8883. The Finance Department recommended the starting point for the District be 1.00 mills, which is 12.57 greater than the rolled back rate. The District cannot raise the Millage rate; however, it may lower the Millage rate. The first and second Public Hearings are set for September 16, 2010 and September 20, 2010, respectively.

Motion: Commissioner Wheaton made a motion to **Adopt a Proposed Millage of 1.00 mill and set the date, time and location for First and Second Budget Hearings for as September 16, 2010 and September 20, 2010, respectively at Station #24.** This motion was seconded by Commissioner Beyer, and the Board unanimously passed by the motion.

	Yes	No
Chairman William A. Andersen	__ Yes __	_____
Secretary/Treasurer Marilyn Beyer	__ Yes __	_____
Commissioner Tom Tharp	__ Yes __	_____
Commissioner Mark Wheaton	__ Yes __	_____



6.F. Approval/Motion: Meeting Date Change

Motion: Commissioner Tharp made a motion to ***approve changing the August 16th Meeting to August 30, 2010.*** This motion was seconded by Commissioner Beyer and the Board unanimously passed by the motion.

7. FINANCIAL REPORT

Finance obtained three quotes to conduct the District Audits for the next three years from Berman, Hopkins Wright and & LaHam CPA's and Associates (\$32,400); Grau & Associates CPA's (\$32,500); and Keefe, McCullough & Co. LLP (\$31,500). Staff recommends the District remain with Keefe, McCullough & Co. LLP. Staff was directed to proceed with a Letter of Engagement.

The Finance Department will discontinue the courier service and use UPS as it is more economical than paying for time and travel.

8. LEGAL COUNSEL REPORT

The applications for the Interim Commissioner Candidates are at the Governor's Office, and handling the oil spill in the gulf has been the Governor's priority.

Monroe County will install seven (7) new Fire Hydrants in the District rather than issuing a check for \$48,000 to the District.

9. EMS DEPARTMENT REPORT

When the Electrician was at the station, he found another meter. The District will owe FKEC an additional \$14,000+ for the second meter. This meter should have been transferred to the District when the transition occurred. Ms. Beckman reminded everyone to start thinking about Flu Vaccine, flu season is just around the corner.

10. FIRE DEPARTMENT REPORT

The KLVFD will need engineering for the fire hydrants, and will need a contract. The Department would like to go with Keys Engineering. DBF can maintain the \$6,000 cost per hydrant for the new hydrants. The parade went well. Chief Garcia presented a power point presentation "Level of Service – Fire Station Staffing and ISO Classification".

11. COMMISSIONER'S ITEMS

The KLVFD has stated they have administrative problems in the department, and that the operational side has been handled very well. Commissioner Beyer expressed concern about the Card Sound Road accident. It is a serious issue. Chief Ogden stated disciplinary action is forth coming, and it will not be swept under the rug. This is a serious issue, and it will be brought to the KLVFD Board. Commissioner Beyer would like to see the person terminated because this is a serious situation. Commissioner Wheaton recommended the KLVFD does it.

(See Next Page)



12. ADJOURN

Commissioner Tharp made a motion to adjourn at 7:55 p.m.

Next Scheduled Meeting:

August 30, 2010: District Board Workshop - Final Review of Proposed Budget & District Meeting

September 16, 2010: District Board Meeting & First Public Hearing (Adopt tentative millage rate and budget)

September 20, 2010: District Board Meeting & Final Public Hearing (Adopt final millage rate and budget)

DOCUMENTS

100719 KLFR&EMS Budget Workshop June 14, 2010

100719 KLFR&EMS District Meeting June 14, 2010

100719 District Executive Administrator Job Description

100715 Proposed KLVFD Contract

100629 Letter V&B to Mike Jenkins & Letter Jenkins to V&B (Contract Meeting)

071017 Current KLVFD Contract

Travel Request Tom Tharp (IAFC Conference) \$ 3,166.00

Travel Request Bill Andersen (IAFC Conference) \$3,016.50

Travel Request James Griffeth (Fire Rescue Leadership Conference) \$ 2,631.50

100713 Check Request KLVAC Paramedic Pay \$ 20,119.72

100716 Resolution #2010-004 & Millage Rate Analysis 07/19/10

KLVFD Presentation (Level of Service Delivery/Fire Station Staffing & ISO Rating)

Mitigation On Line (Items Considered for FSRS)

NOTE: The tape recorder quit and was restarted during Agenda Item 10.