



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 – FINAL **June 25, 2007**

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton were present. Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Cindy Lawson, Curtis Mollohan and Linda Newman.

1. **1.A. Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:03 p.m.
1. **1.B. Pledge of Allegiance:** Tom Tharp led the Pledge of Allegiance.
1. **1.C. Roll Call:** Vicky Fay called the roll. All of the Commissioners were present: Bill Andersen, Marilyn Beyer, Mike Cavagnaro, Tom Tharp and Mark Wheaton. There was a quorum.
1. **1.D. Changes or Additions to the Agenda:** There were no additions or changes to the agenda.

2. APPROVAL OF MINUTES

2.A. May 14, 2007

The minutes were approved with a minor change to 5.B.

2.B. June 11, 2007

The minutes were approved with minor changes to 6.B, 6.D, 6.E and 6.J and an addition to 9. and 10.A.

2.C. June 15, 2007

The minutes were approved with no changes.

2.D. June 18, 2007

The minutes were approved with minor change to 2.A.

REPORTS:

3. **Chairman's Report:**

There were no new items presented by the Chairman.

4. **Secretary's Report:**

Vicky Fay reported the new email addresses will become effective July 1, 2007.

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Meeting Minutes: June 25, 2007 (Continued)

5. OLD BUSINESS

5.A. Fire Hydrant Replacement

Bill Andersen reported the new hydrants will be \$3,600.00 with an annual \$50.00 hydrant testing fee.

5.B. District Vision, Level of Service Objective, Overall Service Goals

Mike Cavagnaro is working with the community to identify the vision for the district to see what the community wants and expects from the district.

5.C. Format for Budget Submittal

The budget process will remain the same. The budget format will reflect both the 2006-2007 and the 2007-2008 budgets to provide a comparison for the Commissioners. The departments will develop their proposed budgets and submit them to Cindy Lawson to distribute to the board.

Because the district has not been in operation for five years, the district does have to comply with the new cap on Millage adopted by the State Legislature. The Monroe County fund balance will be approximately \$700,000.00 versus the \$300,000.00 previously estimated during the transition.

5.D. Travel Authorization & Expense Policy Clarification

Lawson reported the travel expenses are paid in accordance with the Florida Statutes for per diem, hotel, mileage and incidentals.

5.E. Establish LOSAP Program

Tom Tharp is continuing to gather information. An application for a SAFER grant will be submitted to help fund the first four years of the new LOSAP program.

5.F. Personnel Policies & Procedures

Curtis Mollohan distributed Draft 1 of the KLFR&EMS District Personnel Manual. Mollohan requested the commissioners, department and staff provide comments to him.

5.G. Develop Formal Disciplinary Process/Appeal Procedure

The Formal Disciplinary Process/Appeal Procedure is included in the Personnel Manual.

5.H. Employment Status: Logistics Officer

The Fair Labor standards need to be reviewed for this position. The Logistics' Officer is paid for overtime. If this is a salaried position, overtime should not be paid. Cindy will

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5.H. Employment Status: Logistics Officer (Continued)

get with Mollohan to clarify the IRS Ruling for paying FICA, Medicare and taxes. Big Coppitt & Big Pine have been notified by the IRS the Fire Department volunteers do not meet the independent contractor test.

5.I. LOSAP: Update of Department Employees

Both the Fire and Ambulance Departments have submitted information to Vicky. Vicky is waiting for updated information from the County. The latest information will need to be reviewed, and a final listing provided to Commissioner Tharp.

5.J. New KLVFD Volunteer Assignment Schedule

Sergio Garcia reported the department will implement the new Volunteer Assignment Schedule. It will begin in two-week increments, and start on July 15, 2007. It is based on seniority. The department is brainstorming ways to encourage volunteers to sign up for unfilled shifts by utilizing reimbursement and credit as an incentive.

5.K. Proposal for Purchasing NFPA Standards

Tom Tharp reported the annual membership for NFPA is \$150.00. The hardcopy set of standards consists of 16 notebooks, and costs \$895.50. Both the CD's and the electronic versions are \$697.50.

Motion: Tom Tharp *made a motion purchase the membership and the electronic version of the standards.* This motion was seconded by Marilyn Beyer. The Board unanimously passed the motion.

6. NEW BUSINESS

6.A. Approval/MOTION: Audit Engagement Letter (Keefe, McCullough & Co. LLP)

Cindy Lawson presented the Audit Engagement Letter from Keefe, McCullough & Co. to the Board. The fee is \$5,000.00, which is \$2,000.00 less than the \$7,000.00 budgeted.

Motion: Tom Tharp *made a motion to accept the Audit Engagement Letter from Keefe, McCullough & Co., LLP to conduct the Fiscal Year 2005-2006 audit not to exceed \$5,000.00.* This motion was seconded by Mike Cavagnaro. The Board unanimously passed the motion.

A motion was made to reopen the Agenda and add Item 6.B.

Motion: Tom Tharp *made a motion to reopen the Agenda and add Item 6.B.*

Approval/MOTION: *Purchase the Electronic Version of the NFPA Standards for \$697.50.* This motion was seconded by Mike Cavagnaro. The Board unanimously passed the motion.

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6.B. Approval/MOTION: Purchase the Electronic Version of the NFPA Standards for \$697.50.

Motion: Tom Tharp made a motion to approve the purchase of the *Electronic Version of the NFPA Standards for \$697.50.* This motion was seconded by Mike Cavagnaro. The Board unanimously passed the motion.

7. Financial Report

7.A. Financial Reports

Cindy Lawson presented the May, 2007 Financial Reports to the Board.

8. Legal Report

The only item Curtis Mollohan had for the board was the new KLFR&EMS District Personnel Policy, which was previously distributed.

9. EMS Department Report

The Ambulance Department is governed by the State. The State will be conducting an inspection of the department tomorrow. Brenda Beckmann is on the County's Sterling Project Task Force to solve county problems. The UHF reception was selected as the problem that needs to be solved. Brenda said, "Hopefully it can, but it will be expensive."

10. Fire Department Report

The ribbon-cutting ceremony went well. The North Station still needs to be finished and a punch list developed. The vehicles need to be moved in, and the alarm system installed. Sergio would like things completed prior to the move-in date on July 15, 2007. A cleanup day will be required when the building is transferred from the county to the district. The dedication is scheduled for Sunday, July 1, 2007 from 11:00 a.m. – 3:00 p.m. The FEMA grant has been closed out, and the SAFER grant funds for recruitment and retention should be released soon.

In the future, the department wants to adopt the "The 10 Rules of Engagement for Structural Fire Fighting and the Acceptability of Risk". There were two hazmat incidents: one in a canal involving a boat/ gas, and another incident involving a gas spill at the Shell Station. The department will bill Shell. Legal Counsel was requested to identify which entity should receive the payment. The district or the department. Tom Tharp recommended the district look at the responsibility of the district with the state and federal government, especially regarding the Spiegel Grove and other incidents.

11. Adjourn

A motion was made by Mike Cavagnaro and seconded by Tom Tharp to adjourn the meeting at 8:10 p.m.

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Next Scheduled Meetings/Workshops/Hearings:

July 1 (KLVFD Celebration, July 2, July 9, July 12, July 16, and July 23.
August 6, August 13 and August 27
September 10th, September 17 and September 24

DOCUMENTS:

05/14/07 Meeting Minutes
06/11/07 Meeting Minutes
06/15/07 Meeting Minutes
06/18/07 Meeting Minutes
06/25/07 Open Action Items List
06/25/07 Open Action Items List
06/25/07 Contract: KLFR&EMS District with Keith, McCullough & Co., LLP.
05/30/07 Revenues & Expenditures
05/30/07 Expenditure Detail Report
05/30/07 Reconciliation Summary/Detail
05/30/07 Register (5/1/07-5/30/07)
06/25/07 KLFR&EMS District Personnel Manual, Draft 1.

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