



## 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** February 12, 2007

**Attendees:** Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro and Tom Tharp were present. Also present were: Brenda Beckmann, Vicky Fay, Sergio Garcia, Cindy Lawson and Dirk Smits.

1. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:10 p.m.
2. **Pledge of Allegiance:** Mark Wheaton led the Pledge of Allegiance.
3. **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.
4. **Changes or Additions to the Agenda:** There was one addition to the agenda. Records Management.
5. **Approval of Minutes: January 8, 2007**  
Tom Tharp made a motion to accept the January, 2007 Minutes with additions, which was seconded by Mark Wheaton; and unanimously approved by the Board.
6. **Reports:**
  - A. **Chairman's Report**  
Andersen reported the preliminary report has not been received from ESCI.
  - B. **Secretary's Report**  
Fay provided an update for the website. She needs two things prior to going public: The Commissioners & Dirk's approval of the mission and the board's responsibilities. Fay also needs a photo for each Commissioner with a short bio.  
  
Fay reported Mike Cavagnaro's and Mark Wheaton's cards are at the printer, and should be ready soon.
7. **OLD BUSINESS**
  - A. **Approval KLWTD Waiver Assessment Fees**  
Smits stated this item is pending as he expects a call from DEP to discuss two questions concerning responsibility for the bill. 1) The district accepted the lease for the property under the ILA; and 2) the district technically does not have ownership because they have not accepted the building from the county. No action was taken.
  - B. **Discussion/MOTION: Mutual Aid Letter**  
Dirk distributed a draft mutual aid agreement for the Commissioner's review. Dirk worked with Sergio to draft a temporary mutual aid agreement, using the IOWA mutual aid agreement as a model. This is a draft of the interim agreement which may be used until questions concerning NIMS are resolved. The Commissioner's may review and provide comments to Dirk. A meeting is scheduled March 6<sup>th</sup> with both the Fire and Ambulance Departments to review the agreement. No action was taken.



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### 8. NEW BUSINESS

#### A. MOTION: Name of North Station

Discussion was held regarding the name of the North Station.

*Motion: Tom Tharp made a motion for the name to appear over the apparatus door "Key Largo Fire Rescue", and the name to appear on the front of the building "Key Largo Fire Rescue Station 25 the separate plaque from the Arts in Public Building Grant "In Honor of Chief David Gow". This motion was seconded by Mike Cavagnaro. The motion was passed unanimously by the Board.*

#### B. Approval/MOTION: Fire Department Volunteer Member Reimbursements for November and December 2006

The Volunteer Member Reimbursements exceeded the 1/12 budgeted average of \$23,000. Smits advised abstention in accordance with Form 8 attached to these minutes and the legal memorandum provided to Mr. Tharp and the Board.

*Motion: Mike Cavagnaro made a motion to process payment of the November and December reimbursements, and to raise the 2007 Budget "Reimbursed Expenses" up to \$25,000.00 per month. This motion was seconded by Mark Wheaton. The motion passed as follows: Andersen (Yes), Beyer (Yes), Cavagnaro (Yes) Wheaton (Yes) and Tharp (Abstained).*

#### C. Approval/MOTION: Purchase Order for Key Largo Ambulance/EMS Auto Pulse System

Lawson discussed the reasons why this should be a sole source purchase order. This is the only supplier for this equipment.

*Motion: Tom Tharp made a motion for the Key Largo Ambulance Department to purchase the Ambulance/EMS Auto Pulse System using a sole source supplier. This motion was seconded by Marilyn Beyer. The Board unanimously passed the motion.*

#### D. Approval/MOTION: Monroe County Property Appraiser Fees

Lawson contacted the property appraiser to discuss the fee for collecting the district's property taxes. The amount is \$44,181.82, and it is based on the amount of taxes collected of \$2.6M.

*Motion: Tom Tharp made a motion to pay 1/4 of the total \$44,181.82 of the property appraiser fees each quarter. This motion was seconded by Mike Cavagnaro. The Board passed this motion unanimously.*

#### E. Approval/MOTION: Internal Control Procedure Automated Check Signer

The procedure for processing district checks using the automated check signer is in place. Cindy has the signer and the appropriate security measures are in place to protect the district. The check signer keys will be maintained by the KLFR&EMS District Secretary/Treasurer, Marilyn Beyer.

Andersen requested that a copy of the bank reconciliation report be attached to the financial reports, and Tharp requested a list of all checks written during the report period.



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### **E. Approval/MOTION: Internal Control Procedure Automated Check Signer (Continued)**

*Motion:* Tom Tharp *made a motion to implement using the automated check signer.* This motion was seconded by mark Wheaton. The Board unanimously approved the motion.

### **F. Assistance to Firefighters Grant Training (March 2, 2007)**

Tharp reported the Assistance to Firefighters Grant has \$500M to \$600M available for grants this year, and the SAFER grant has approximately \$100M available for grants this year. Grant training will be held in Miami-Dade on March 2, 2007. There is no cost for the training, except for the District Clerk's time and transportation.

*Motion:* Mark Wheaton made a motion for the District Clerk to attend the training and the district will fund the time and transportation. The motion was seconded by Tom Tharp. The Board unanimously approved the motion.

### **G. Records Management**

Tom Tharp questioned who was handling records management for the district. Fay has been developing the records management processes for the district. The district is purchasing a fire-proof safe, which will be located at Beyer Funeral Home for maximum protection of records during hurricane season. Records are also being scanned to provide storage and protection of records.

### **9. Financial Report**

The revenues and expenditures financial reports for January, 2007 were reviewed.

### **10. Legal Services Report**

Smits sent a letter to Pedro Mercado, County Attorney, regarding the North Station concerns. A meeting will be scheduled with the County Attorney to discuss the concerns regarding the North Station. *Other:* Smits also reported that the FKAA fire hydrant contract is not ready for district review and approval.

### **11. EMS Department Report**

Brenda Beckman reported calls are picking up. The EMT class is good. The department is working on a grant and researching to locate a grant for the classroom. They are going out for bids to for the office downstairs.

### **12. Fire Department Report**

Sergio Garcia reported more volunteers are showing up to volunteer. Garcia and Tharp both attended the Fire Rescue Conference. It is proposed the Firefighter I training hours will be increased by 40 hours in January, 2008. Firefighter II training is available in Orlando or Ocala. Volunteers now go to Broward for the written test. There is also a physical test. Sergio reported there were four finalists interviewed for the two open positions. The department's truck specification committee expects to meet one more time and present a request for the replacement fire truck to the KLFR&EMS District Board in March for approval.



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13. **Adjourn:** Marilyn Beyer made a motion to adjourn the meeting at 8:20 p.m. which was seconded by Tom Tharp; and unanimously approved by the Board.



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Attachment: Letter 061026 (Monroe County Property Appraiser to KLFR&EMS District)  
Form 8 Memo of Voting Conflict for County, Municipal & Other Local Officers Dated  
070212



## MONROE COUNTY PROPERTY APPRAISER

COUNTY COURTHOUSE

P.O. BOX 1176  
KEY WEST, FLORIDA 33040  
PHONE (305) 292-3420

ERVIN A. HIGGS, C.F.A.-CRA

October 26, 2006

To: Key Largo Fire/Rescue/Emerg Med S D  
C/o Resasco, Reasin & Co  
Attn:Cindy Lawson  
P.O. Box 1502  
Islamorada, Fl. 33036

From: Ervin A. Higgs, County Property Appraiser  
Monroe County, Key West, Fl.

For: Total approved budget of Monroe County Property  
Appraiser for the 12 month period of 10/01/06 to  
09/30/07 \$ 3,832,714.00

District's proportionate share is .011527554 \$ 44,181.32

Total amount due for the 1st Quarter \$ 11,015.46

Ervin A. Higgs, C.F.A  
Property Appraiser

EAH/lrw

MEMBER  
PROFESSIONAL APPRAISERS ASSOCIATION OF FLORIDA  
FLORIDA ASSOCIATION OF PROPERTY APPRAISERS — INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS  
NATIONAL ASSOCIATION OF REVIEW APPRAISERS



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FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS	
LAST NAME—FIRST NAME—MIDDLE NAME <i>Tharp TOM</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Key Largo Fire &amp; EMS District</i>
MAILING ADDRESS <i>1608 MONROETH LA</i>	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
CITY <i>Key Largo</i>	<input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
COUNTY <i>Pinellas 35031</i>	NAME OF POLITICAL SUBDIVISION: <i>Key Largo Fire &amp; EMS District</i>
DATE ON WHICH VOTE OCCURRED <i>February 12<sup>th</sup> 2007</i>	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTEE

### WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

### INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

#### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

#### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)



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### APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
  - The form must be read publicly at the next meeting after the form is filed.
- IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:
- You must disclose orally the nature of your conflict in the measure before participating.
  - You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

### DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Tom Tharp, hereby disclose that on February 12<sup>th</sup>, 2007:

- (a) A measure came or will come before my agency which (check one) may have
- inured to my special private gain or loss;
  - inured to the special gain or loss of my business associate, \_\_\_\_\_;
  - inured to the special gain or loss of my relative, \_\_\_\_\_;
  - inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
  - inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:  
Volunteer Fire Department Reimbursement for time spent payable to me.

February 12<sup>th</sup> 2007  
Date Filed

Tom Tharp  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.