



**KLFR&EMS DISTRICT BOARD
MEETING MINUTES
OCTOBER 19, 2009 – FINAL**

Attendees: Chairman, William Andersen, Commissioners: Marilyn Beyer, Mark Wheaton and Tom Tharp were present. Also present were: Brenda Beckmann, Donald Bock, Vicky Fay, Sergio Garcia, Joshua Hauserman, Mike Jenkins, and Jennifer Zimmer. The meeting was held at Station #24.

1. AGENDA

1.A Call to Order

Chairman Andersen called the meeting to order at 6:03 p.m.

Pledge of Allegiance

Commissioner Wheaton led the Pledge of Allegiance.

1.B. Roll Call

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

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

The KLVFD requested to add Item 6.D, “Discussion: KLVFD Scheduling”.

Motion: Commissioner Wheaton made a motion to ***approve the Agenda with the addition of Agenda Item 6.D.*** This motion was seconded by Commissioner Tharp and was passed unanimously by the Board.

2.B. Approval of Minutes

2.B.1. Minutes for September 14, 2009 1st Public Hearing

Motion: Commissioner Beyer made a motion to ***approve Draft 2 of the September 14, 2009 1st Public Hearing Meeting Minutes.*** This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.

2.B.2. Minutes for September 14, 2009 District Meeting

Motion: Commissioner Beyer made a motion to ***Draft 1 of the September 14, 2009 District Meeting Minutes.*** This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.

2.B.3. Minutes for September 21, 2009 Final Public Hearing

Motion: Commissioner Beyer made a motion to ***approve Draft 1 of the September 21, 2009 Final Public Hearing Meeting Minutes.*** This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.



2.B.4. Minutes for September 21, 2009 District Meeting

Motion: Commissioner Beyer made a motion to *approve Draft 1 of the September 21, 2009 District Meeting Minutes*. This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.

3. CHAIRMAN'S REPORT

The Chairman reported the KLVFD audit is ongoing, and no report has been received.

4. SECRETARY'S REPORT

The Secretary did not have any items to report to the Board.

5. OLD BUSINESS

5.A. KLFR&EMS Programs, Policies & Procedures Manual (PPPM) & Employee Benefits & Budget Considerations

5.A.1. Section B, Employee Benefits

5.A.2. Section B, Drug Testing Policy

5.A.3. Section B, Department Benefit Comparison

Commissioner Tharp requested this item be postponed until the next meeting. The Chairman directed the Clerk to have only a one line-item agenda for this meeting.

5.B. Trauma Star

Joshua Hauserman reported that Trauma Star is included in both incorporated and unincorporated Monroe County. The cost is \$ 0.09 cents per \$1,000.00. The District residents will have to pay for Trauma Star. The District should revisit with the BOCC Commissioners.

5.C. Station Construction Grant

Commissioner Tharp reported DHS/FEMA issued approximately 92 Station Construction Grants. There were five grants awarded in Florida. Additional station construction grants may be issued.

6. NEW BUSINESS (ACTION)

6.A. Approval/Motion: Budget-Line Item Transfers

6.A.1 KLVAC Budget Line-Item Transfer (\$13,100.00)

This Budget Line-Item Transfer is associated with the new Zoll Computer expense. It was originally \$8,000, changed to \$25,000, and should be \$13,100.00.

The Board directed Jennifer Zimmer to get with Peter discuss approval of line-item transfer prior to the expenses being incurred.



6.A.1 KLVAC Budget Line-Item Transfer (\$13,100.00)(Continued)

Motion: Commissioner Beyer made a motion to ***approve the KLVAC Budget Line-Item Transfer in the amount of \$13,100.00.*** This motion was seconded by Commissioner Wheaton and was passed unanimously by the Board.

6.A.2. KLVFD Budget Line-Item Transfer (\$1,400.00)

This is a correction for KLVFD member reimbursement. This budget line-item transferred \$1,400.00 from Retirement Benefits to FICA/Medicare.

Motion: Commissioner Beyer made a motion to ***approve the KLVFD Budget Line-Item Transfer in the amount of \$1,400.00.*** This motion was seconded by Commissioner Tharp and was passed unanimously by the Board.

6.B. Approval/Motion: Travel Requests (Great Florida Fire School)

- 6.B.1. Travel Request: Frank Moc (\$229.50)***
- 6.B.2. Travel Request: Sergio Garcia (\$229.50)***
- 6.B.3. Travel Request: Armando Soutullo (\$689.50)***
- 6.B.4. Travel Request: Chris Jones (\$689.50)***
- 6.B.5. Travel Request: Jesse Hubman (\$1,329.50)***
- 6.B.6. Travel Request: Joseph Barber (\$689.50)***

The Great Florida Fire School will provide housing for Chief Garcia's Frank Moc's and Manny Leon's rooms as they will be instructing at the college. The registration fees are \$320.00. A question was asked about per diem and the use of the command vehicle for the trip.

Commissioner Tharp recommended that in the future Chief Garcia discuss with the Board before donating instructor time that will result in cost to the district.

Motion: Commissioner Wheaton made a motion to ***approve the KLVFD Great Florida Fire School travel requests for the KLVFD.*** This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.

6.B.7. Check Request: Residence Inn

The KLVFD requested the District use their credit card to pay the deposits for hotels and a rent-a-car. Chairman Andersen recommended the KLVFD obtain a credit card.

The credit card will only be used for the registration and a one night down payment, to reserve the rooms. It will not be used for the rental car. The KLVFD will issue a check.

Motion: Commissioner Wheaton made a motion to ***place the registration and a one-night down payment on the District Credit Card.*** This motion was seconded by Commissioner Beyer and was passed unanimously by the Board.



6.C. Approval/Motion: Resolution #2010-001

Joshua Hauserman presented Resolution #2010-001, which is the KLFR&EMS District Commissioner’s absence policy defining excused and unexcused Commissioner absences. It includes the enabling FL. Statute 191 standard definition of excused absences. This is in compliance with other existing laws on the books. After three (3) absences the Board shall remove a Commissioner.

Motion: Commissioner Tharp made a motion to ***approve Resolution #2010-001***. This motion was seconded by Commissioner Beyer, and was passed unanimously by the Board at 6:57 p.m.

<i>Commissioner Beyer</i>	<i>Yes</i>
<i>Commissioner Cavagnaro</i>	<i>Absent</i>
<i>Commissioner Tharp</i>	<i>Yes</i>
<i>Commissioner Wheaton</i>	<i>Yes</i>
<i>Commissioner Andersen</i>	<i>Yes</i>

6.D Discussion: KLVFD Scheduling

Eric Fundora of the KLVFD presented the new KLVFD computer scheduling program to the Board. The system shows: Preferred (Guaranteed days to work) or available days (Other days which are available); Upcoming open available shifts; There is a section where shifts may be traded; and it is based on seniority.

The schedule is being established with one home shift per station per shift. It is ideal to have one truck leave per station, with the minimum response of two engines and a tanker. There is a fingerprint system at each station, and it may be cross-referenced with the run reports.

The first month this will be used is November, 2009, and there are separate reports for probationary and permanent.

7. FINANCIAL REPORT

The Financial Report will be presented next month.

8. LEGAL COUNSEL REPORT

8.A. Station Construction Grant: Letter of Commitment TIB Bank

This item will be held until approval of the loan.

9. EMS DEPARTMENT REPORT

9.A. The KLVAC Monthly Report was distributed.

10. FIRE DEPARTMENT REPORT

The “Haunted House” will be at the end of the month, and it will be announced on the local radio stations. The Fire Prevention is being very well-received, and the school will place something in the newspapers. The KLVFD will also be at Publix with smoke detectors, and Commissioner Beyer recommended reminding people to change their smoke detector batteries with the time change.

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11. ADJOURN

Commissioner Tharp made a motion to adjourn the meeting at 7:29 p.m., which was seconded by Commissioner Wheaton.

There was a reminder that Commissioner Wheaton will not be at the November 9th 2009 meeting.

Next Scheduled Meeting:

October 26, 2009: 6:00 District Meeting (*if required*);

November 9, 2009: 6:00 District Meeting; November 23, 2009: 6:00 District Meeting (*if required*);

December 14, 2009: 6:00 District Meeting; December 28, 2009: 6:00 District Meeting (*if required*)

DOCUMENTS

KLFR&EMS District Minutes for September 14, 2009 1st Public Hearing, Draft 2

KLFR&EMS District Minutes for September 14, 2009 District Meeting, Draft 1

KLFR&EMS District Minutes for September 21, 2009 Final Public Hearing. Draft 1

KLFR&EMS District Minutes for September 21, 2009 District Meeting

KLVAC Budget Line-Item Transfer

KLVPD Budget Line-Item Transfer

Travel Requests: Moc, Garcia, Soutullo, Jones, Hubman & Barber

Resolution #2010-001

KLVAC Monthly Report

Documents Distributed 8/10 & 9/14 Meeting:

KLFR&EMS Programs, Policies & Procedures Manual: Section B, Employee Benefits

KLFR&EMS Programs, Policies & Procedures Manual: Section B, Drug Testing Policy

KLFR&EMS Programs, Policies & Procedures Manual: Section B, Employment Policies & Employee Benefits

Letter of Commitment TIB Bank