

**KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES
DISTRICT BOARD**

**MEETING MINUTES - FINAL
December 12, 2005**

Attendees: Chairman, Bill Andersen: Commissioners: Marilyn Beyer, Mike Cavagnaro, Pam Steed, Mark Wheaton. Also present were: Vicky Fay, Chris Fleming, Sergio Garcia, Dirk Smits and Andy Tobin.

Call to Order: Chairman, Bill Andersen called the meeting to order at 6:00 p.m.

Roll Call: Vicky Fay called the roll, and all of the Commissioners were present.

Pledge of Allegiance: Mark Wheaton led us in the Pledge of Allegiance.

Changes or Additions to the Agenda: Marilyn Beyer made a motion, which was seconded by Mark Wheaton to accept the agenda with no changes.

Approval of the November 28th Minutes: Mike Cavagnaro made a motion, which was seconded by Marilyn Beyer to accept the minutes with one change. The motion was unanimously accepted by the Board.

6. Reports:

- A. **Chairman's Report - Transition Team Report:** Bill Andersen reported that he sent the letter to Tom Willi & Sal Zappulla requesting the \$100,000 advance. An additional copy with an "original signature" has been requested by Zappulla's office.

The Transition report was discussed, and the district is expecting several special reports from the county including maintenance and personnel information. (See the Transition Team Report for 11/29/05, which identifies the county will provide to the district). Lawson will work with the county to review the one-cent sales tax issue.

Andersen requested that each department prioritize those responsibilities they would like to transition prior to 10/1/06.

MOTION: Mike Cavagnaro made a motion, which was seconded by Marilyn Beyer to accept October 1, 2006 as the date to complete the transfer of funds and responsibilities to the KLFR&EMS District, and in the meantime we still reserve the right to request additional funds on an as-needed basis. The motion was unanimously approved by the Board.

- B. **Secretary's Report:** Marilyn Beyer planned on opening the bids at today's meeting. Beyer, Lawson and Fay will meet on 12/15/05 to open the bids. A summary report will be compiled for distribution to the board prior to the next meeting. *The final bank selection will be placed on the 12/19/05 Agenda.* The new corporate seal has arrived.

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- C. **EMS Department Report:** There was no report from the EMS Department.
- D. **Fire Department Report:** Sergio discussed the following:
- . The old hanger has been dismantled at the North Station.
 - . The Fire Department needs an awning for truck. This is not in the budget, and cost is estimated at approximately \$8,000.00.
 - . The County is currently requesting bids from companies, who charge back billing for Fire Department Services involved with car accidents. The Board requested that Sergio have a representative meet with the Fire Department, and then approach the Board to discuss this item.
7. **Proposal (Rosasco, Reasin & Company):**
- A. **Draft Purchasing Policy:** The policy was discussed, and Cindy would like to incorporate comments in January. Other recommendations included: Adding the signature of the Treasurer on Page 7 and consider using electronic check signatures to maximize check processing.
- B. **Engagement Letter District Accounting & Financial Services:** The proposal was discussed, and Lawson will submit a final proposal for the District's Professional Accounting and Financial Services. *The final Engagement Letter District Accounting & Financial Services will be placed on the 12/19/05 Agenda.*
- C. **Recommendation District Accounting Software:** There is a special tax for Not-for-Profit Books that can sit on top of Quickbooks. The program will cost \$999.00, with an additional \$300.00 for Tech Support. It will handle restricted funds and fund balances. Lawson will provide additional input.
8. **General Meeting Schedule:** There was general consensus to post the Board's meeting quarterly.
9. **Next Scheduled Meetings:**
01/09/06 and 01/23/06 KLFR&EMS District Board Meetings
01/24/06: Transition Team Meeting (9:00 Marathon)
02/06/06 and 02/20/06 KLFR&EMS District Board Meetings
03/06/06 and 03/20/06 KLFR&EMS District Board Meetings
10. **Adjourn:** Pam Steed moved which Mark Wheaton seconded, and was unanimously approved to adjourn the meeting at 8:10 p.m.