



## KEY LARGO FIRE RESCUE & EMS DISTRICT

Seat 1, William A. Andersen, Seat 2, Michael Cavagnaro;  
Seat 3, Mark Wheaton; Seat 4, Pam Steed;  
Seat 5, Marilyn Beyer



### **MEETING MINUTES - FINAL** **May 1, 2006**

**Attendees:** Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, and Pam Steed. Commissioner Mark Wheaton was absent. Also present were: Brenda Beckmann, Vicky Fay, Chris Fleming, Theron Simmons, Tom Tharp and Andy Tobin.

1. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:05 p.m.
2. **Pledge of Allegiance:** Mike Cavagnaro led the Pledge of Allegiance.
3. **Roll Call:** Vicky Fay called the roll. Bill Andersen, Marilyn Beyer, Mike Cavagnaro and Pam Steed were present. Mark Wheaton was absent.
4. **Changes or Additions to the Agenda:** There were no changes or additions to the agenda.
5. **Approval of Minutes: April 17, 2006**  
There were no changes to the minutes. Mike Cavagnaro made a motion to accept the April 17, 2006 Minutes, which was seconded by Marilyn Beyer, and unanimously approved by the Board.
6. **Reports:**
  - A. **Chairman's Report**  
The Chairman did not have any new items to present to the Board.
  - B. **Secretary's Report**  
The secretary did not present any items for the Board's consideration.
  - C. **EMS Department**  
Brenda Beckmann reported the roof on the EMS Building has been completed; however, the ceiling still needs to be repaired. A priority needs to be placed on this to help reduce air conditioning expenses. Beckmann will meet with Dirk Smits and Theron Simmons to discuss the District's basic contract format to include specific EMS requirements and nomenclature.
  - D. **Fire Department**  
Chris Fleming reported the north station is progressing well.
  - E. **Financial Services Report**  
The Revenues & Expenditures and Expenditure Detail Reports were distributed prior to the meeting. Lawson will distribute these reports the first meeting of every month. Stipend checks and other checks were submitted for approval. The Sales Tax Exempt Status Application was submitted for signature. The Board needs to determine if they would like to have additional meetings or workshops in the second or third quarter schedule to discuss the budget.



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### **E.1: Appointment of Auditor Selection Committee**

An annual audit is required when the income for the district exceeds \$100,000. The KLFR&EMS income will exceed the \$100,000 limitation in 2006 due to interest on the account. An Audit Selection Committee was established: Bill Andersen, Marilyn Beyer and Cindy Lawson. Lawson will prepare a Request for Qualification. The Auditor Selection Committee meeting will need to be noticed, and it may be scheduled immediately preceding or following a regularly scheduled meeting. The Committee will need to select a firm to conduct the audit, and identify the length of time the contract should remain in effect.

### **F. Legal Services Report**

Theron Simmons reported the Oath of Office forms and bond information will be resubmitted to the State. It was confirmed the forms did leave the insurance office on 3/8. The new forms will be sent via "Certified Mail" to the State.

### **7. Discussions:**

#### **A. District & Fire Department Contract**

In general the Board and Fire Department agreed the contract provided a good starting point. Discussion included changing Monroe County references; identifying how personnel will be paid, identifying who owns the vehicles (it was mentioned this would be clearly identified in the District's Inter local Agreement with the County); identifying who would carry the insurance (if it is the District, the Departments would reimburse the District); identifying the pluses and minuses of who would maintain the LOSAP program (District or Department), determining if EMS personnel are eligible to participate and identifying if volunteers who are not vested in the current LOSAP program may retain prior years of service when the new program is implemented; reviewing Chapter 143 coverage limits; ensuring current procedures are clearly identified in items 20-25. Questions concerning staffing arose, and Tom Tharp explained there is a process to help Fire Departments identify the total number of personnel required for staffing. Chris explained that prior to Sergio presenting the budget to the District Board for approval; Sergio will submit the budget (including personnel and vehicles) to the Fire Department Corporation Board for approval. Andy Tobin recommended all items, which pertains to personnel and the budget be placed in one section of the contract. Dirk Smits and Theron Simmons will incorporate comments into the next draft.

### **9. Next Scheduled Meeting:**

***05/15/06: KLFR&EMS District Board Meeting***

***06/05/06 & 06/19/06: KLFR&EMS District Board Meeting***

***07/17/06: (Proposed Date) KLFR&EMS District Board Meeting (Adopt Proposed Millage, etc)***

***08/14/06: (Proposed Date) KLFR&EMS District Workshop Final Review of Proposed Budget***

***09/05/06: (Proposed Date) KLFR&EMS District (1<sup>st</sup> Public Hearing to Adopt Millage)***

***09/18/06: (Proposed Date) KLFR&EMS District (Final Public Hearing to Adopt Millage)***

### **10. Adjourn:** Marilyn Beyer moved and Pam Steed seconded to adjourn the meeting at 7:27 p.m.