



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 **October 9, 2006**

Attendees: Chairman, Bill Andersen; Commissioners: Marilyn Beyer, Mike Cavagnaro, and Pam Steed were present. Also present were: Brenda Beckmann, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson, Tom Tharp, and Kerry Willis.

1. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:05 p.m.
2. **Pledge of Allegiance:** Bill Andersen led the Pledge of Allegiance.
3. **Roll Call:** Vicky Fay called the roll. Bill Andersen, Marilyn Beyer, Mike Cavagnaro, Pam Steed and Mark Wheaton were present.
4. **Changes or Additions to the Agenda:** One item was added to the agenda. Ike Beal asked to speak to the Board and requested the Board consider what they can do to help the volunteers to keep a Volunteer Fire Department.
5. **Approval of Minutes: September 5, September 18 and September 27, 2006**
Marilyn Beyer made a motion to accept the September 5th and September 18th minutes with a change to reflect the Trim Compliance titles, which was seconded by Pam Steed, and unanimously approved by the Board.

There were no changes to the September 27, 2006 Minutes. Pam Steed made a motion to accept the September 27th Minutes, which was seconded by Mike Cavagnaro, and unanimously approved by the Board.

6. **Reports:**

A. **Chairman's Report**

There were no new items for the Chairman to report to the Board.

B. **Secretary's Report**

The secretary reported she is waiting for the titles to arrive from the county and expects the Ambulance Titles to arrive this week. Beyer reported there are three titles missing. One for an ambulance and two for the fire trucks. The fire truck leases were paid in full by the County in 2005 .

C. **EMS Department**

Brenda Beckmann reported things within the department have settled down, and everything is going well. Beckman reported there are two full-time ALS Ambulances and staff 24 hours per day. There are approximately ten paramedics in the department. The paramedics do not receive benefits or insurance because this is their second job.

D. **Fire Department**

Fire Prevention Week is in October and the Fire Department will go out to all of the schools north of MM 95. Sergio Garcia reported 24 people signed up for the 1st responder class. The course is



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D. Fire Department (Continued)

\$2,000-\$,3000 in Broward County. Reimbursement for the course should be discussed. Sergio recommended the Explorer Program have a supervisor, similar to a Scout Leader, that will be in charge when Explorers are at the Fire Department. Pam Steed questioned the status of the Safer Grant issue, which is still open.

E. Financial Services Report

Cindy provided an update on the district insurance. The general liability is OK; the district will need to acquire a separate workman's compensation policy. Lawson also recommended the District Board consider hiring a Risk Management Consultant to review the insurance needs as a whole for the district to be sure funds are being spent in the best interest of the district. Cindy expressed appreciation to the Fire Department and Linda Newman for her help in coordinating district's insurance.

Ray Witkowski of VFIS was introduced to the District Board. VFIS is not in the workman's compensation insurance business. The insurance also includes wind and flood at the agreed value, and the values will not be depreciated.

Cindy distributed an updated copy of the budget incorporating adjustments from the September 18, 2006 meeting for the two paid fire department personnel and associated personnel expense accounts. Cindy confirmed the total budget dollars will remain the same as approved at the last meeting; however, line items within the budget may change. It was agreed upon rather than changing line item totals now, the budget line items will be adjusted at one time after the management analysis is completed. A question arose whether or not each department requires a separate medical director. No final decision was made whether to hire one medical director for the district or to have a medical director for each department.

F. Legal Services Report

Kerry Willis provided a clarification of communications within the district. No gag orders may exist at the departments. All volunteers may speak directly with Fire Commissioner's. Volunteers may speak at District Meetings; however, they should state they are not representing the department. Employees must use vacation time or personal time to attend a Board Meeting, when they are scheduled to work. No political activities may occur when volunteers or employees are on duty. No discrimination is allowed towards employees or volunteers if they speak to Commissioners or at Board Meetings. No further action is required at this time.

7. Discussion and/or Action:

A. North Station (Fire Pole)

There is a meeting Wednesday to walk the grounds with the county and contractor. The appliances are still in the bid package. The pole was still in the plans. The county will provide the cost to Sergio Garcia in the event the pole may need to be installed at the district's expense.



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B. Consultant for Fire Department Management Analysis

Pam Steed reported she was still waiting to receive a cost proposal from one consultant because the individual preparing the report had been out of town conducting training. The information provided by the four consultants was discussed. The board agreed to narrow the consultants down to ESCI and Almont Associates, Inc. The board discussed the depth of the management assessment.

Motion: Pam Steed ***made a motion to contact ESCI to request more in depth proposal of work and cost,*** which was seconded by Mike Cavagnaro; and unanimously approved by the Board.

8. **Adjourn:** Marilyn Beyer made a motion to adjourn the meeting at 7:50 p.m, which was seconded by Mark Wheaton; and unanimously approved by the Board.