



## 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**

*August 13, 2007*

**Attendees:** Vice-Chairman, Mark Wheaton; Commissioners: Marilyn Beyer, Mike Cavagnaro and Tom Tharp were present. William Andersen was not present. Also present were: Brenda Beckmann, Vicky Fay, Chris Fleming, Sergio Garcia, Cindy Lawson, Curtis Mollohan, Linda Newman, Joseph Perkins and Robert Stoky.

1. **1.A. Call to Order:** Vice-Chairman, Mark Wheaton, called the meeting to order at 6:02 p.m.

**1.B. Pledge of Allegiance:** Marilyn Beyer led the Pledge of Allegiance.

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

**1.D. Changes or Additions to the Agenda:** There were two additions to the Agenda. Tom Tharp added the BOCC August 15<sup>th</sup> Meeting, and Mike Cavagnaro added North Station Opportunities.

### 2. **APPROVAL OF MINUTES**

**2.A. July 12, 2007 (District Workshop KLVAC 2007-2008 Budget)**

There were no changes to the July 12<sup>th</sup> District Workshop for the KLVAC 2007-2008 Budget Meeting Minutes. Mike Cavagnaro made a motion to approve the minutes, which was seconded by Tom Tharp. The motion was unanimously passed by the board.

**2.B. July 12, 2007 (District Meeting)**

No changes were noted for the July 12<sup>th</sup> District Board Meeting Minutes. Mike Cavagnaro made a motion to approve the minutes, which was seconded by Tom Tharp. The motion was unanimously approved by the board.

**2.C. July 16, 2007 (Adopt Proposed Millage/Public Hearing Dates/Times/Places)**

The July 16<sup>th</sup> to Adopt a Proposed Millage and Establish the Public Hearing Dates/Times/Places Meeting Minutes did not have any changes. Mike Cavagnaro made a motion to approve the minutes, which was seconded by Tom Tharp. The motion was unanimously passed by the board.

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### **Meeting Minutes: August 13, 2007 (Continued)**

#### **2.D. August 6, 2007 (District Workshop)**

There were no changes to the August 6<sup>th</sup> District Workshop Meeting Minutes. Tom Tharp made a motion to approve the minutes, which was seconded by Mark Wheaton. The motion was unanimously passed by the board.

### **REPORTS**

#### **3. Chairman's Report**

No Chairman's Report was given.

#### **4. Secretary Report**

Vicky Fay provided a brief statistical report regarding KLFR&EMS District website usage. It was agreed to continue using personal and district website addresses at this time.

#### **5. OLD BUSINESS**

##### **5.A. Discussion: 2007-2008 Budget**

Cindy Lawson will distribute a new version of the budget for the August 27, 2007 Meeting with the changes incorporated. The pros and cons of the LOSAP Plan were discussed. Tom Tharp reported the KLVFD chose to discontinue the program, and the KLVAC chose to pursue the program. Prior to the final decision to not continue pursuing the LOSAP Plan, Chris Fleming requested time to approach the KLVFD Corporation Board to discuss the plan. A meeting will be scheduled.

#### **6. NEW BUSINESS**

##### **6.A. Discussion: Proposed Cost Recovery**

Sergio Garcia reported that he is obtaining information from the Fire Association and other community fire departments regarding cost recovery. Sergio is creating a matrix which will identify the charge for various services. Commissioner Tharp requested that Sergio review the first seven months of 2007, and identify who have been impacted if the district did implement cost recovery system. Garcia presented a Draft Ordinance for recovering costs associated with automobile accidents. The charges would be paid by the insurance agencies, and should not increase insurance premiums. Tom Tharp suggested the district consider a separate workshop to discuss this issue. Garcia distributed a preliminary Cost Recovery Matrix identifying the services and costs considered for recovery.

##### **6.B. Discussion: Risk Management Assessment**

ESCI would be qualified to conduct the risk management assessment. Cindy Lawson will identify another firm for the district to consider at the August 27<sup>th</sup>, 2007 meeting.

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### Meeting Minutes: August 13, 2007 (Continued)

#### **6.C. Motion/APPROVAL: \$20,000 to the KLVFD Payroll Account**

Cindy Lawson reported that \$20,000 previously transferred to the KLVFD payroll bank account had been transferred by the Department to its' operating account due to problems with the KLVFD payroll service and that this \$20,000 had therefore been subtracted from a recent payroll reimbursement request. The KLVFD indicated the previous problems encountered with withdrawal from the correct account for KLVFD payroll expenditures appear to be resolved. Lawson suggested the Finance Department again transfer \$20,000 to a Special KLVFD Account, which has been established. This fund may only be used for the KLVFD payroll firm to withdraw funds for payroll activities.

**Motion:** Mike Cavagnaro made a motion to accept Cindy Lawson's recommendation to transfer \$20,000.00 to the Special Account for the KLVFD. This fund may only be used to transfer payroll funds to the firm providing payroll services and no other reason. This motion was seconded by Marilyn Beyer and unanimously approved by the board.

#### **6.D. Motion/APPROVAL: KLVFD Emergency PO Engine 24 Repair \$4,000.00**

The KLVFD requested approval for an emergency purchase order to repair the generator on Engine 24 for \$4,000.00. Marilyn Beyer mentioned that it might be more cost effective if the department considers purchasing a new generator for approximately \$6,000.00. Cindy Lawson indicated that if the Department decides to purchase the generator rather than an emergency repair, they would need to use the competitive bidding process, and present three quotations with the purchase order.

**Motion:** Marilyn Beyer made a motion to withdraw the item, and defer it until the August 27, 2007 meeting. This motion was seconded by Mike Cavagnaro and unanimously approved by the board.

#### **6.E. Motion/APPROVAL: KLVFD July Reimbursement \$ 33,740.00**

The KLVFD reimbursements for the month July were \$33,740.00. This amount exceeds the \$27,000.00 threshold approved by the Board at the June 11, 2007 Meeting, and requires approval by the board.

**Motion:** Tom Tharp made a motion to approve the July reimbursement of \$33,740.00. This motion was seconded by Mike Cavagnaro. The vote was as follows: Marilyn Beyer (No), Mike Cavagnaro (Yes), Tom Tharp (Yes) and Mark Wheaton (Yes). The motion carried.

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### **Meeting Minutes: August 13, 2007 (Continued)**

#### **6.F. Discussion: National Fire Academy Training**

Commissioner Tharp presented information regarding training opportunities available from the National Fire Fighting Academy (NFA). He recommended this program be used as an incentive for the KLVFD and KLVAC Departments to expand personnel and volunteer's leadership, skills and knowledge

The benefits of the district in pursuing this training program is the government will pay the air fare; to/from airport/academy transportation expenses; and a private room with bath, TV phone, refrigerator and daily maid service. The departments only have to pay for travel to/from Key Largo/airport transportation expenses, parking, tolls, approved incidentals, and the cost of food is approximately \$125.00.

Commissioner Cavagnaro stressed it is important for the district to provide the same opportunities and benefits to both departments. It was noted later in the meeting, there are seven (7) training courses appropriate for EMS available at the National Fire Academy.

#### **6.G. BOCC Meeting 08/15/07: North Station Bulk Item**

Commissioner Tharp Discussed the Bulk Item schedule for the BOCC Meeting on August 15, 2007 to approve Bulk Item 31 to change the retainage on the contract from 10% to 2% for the North Station. Item 38-40 includes approval of 17 and 18 well pipes, two of which are located in Key Largo Trailer Village. Item 37-40 regarding fire hydrant location needs to be reviewed with Chief Ogden to ensure it is a practical location. Because the North Station walk-through has not yet been conducted, there was general consensus that Commissioner Tharp should attend and speak at the BOCC meeting to support district and fire department issues.

To date, the district has not received any impact fees from the County for the district; and at the present time, the district does not have any control to levy the fees. We do not have a Building Department. Curtis Mollohan will continue to review the district's ability to levy or collect impact fees.

#### **6.H. Department Opportunities**

Commissioner Cavagnaro said that we need driver/engineers at the north station to place emphasis on pre-fire planning, maps of business and setup books showing the businesses and the hazards. The district needs to look at placing an ambulance at the North Station as well as Fire Department vehicles. The same question of providing service to the community needs to be asked of both departments. The requirement of having a fire department located within five (5) miles of property is now being addressed with the addition of the North Station. Robert Stoky said, "The KLVAC would have to pay overtime if they were staffing personnel at the North Station."

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### **Meeting Minutes: August 13, 2007 (Continued)**

#### **6.H. Department Opportunities (Continued):**

The pros and cons of having the Fire Department and the Ambulance Department will be discussed at the August 27, 2007 meeting.

#### **7. FINANCIAL REPORT**

##### **Financial Reports**

The expenditures through June were \$2,149,683.13 which does not include the budgeted transfer to the Vehicle and Equipment Replacement Fund of \$790,000. The district has spent approximately 65%-75% of the budget. A few expenses received in October and November, 2007 attributable to the prior year will be accrued back to the 2006-2007 budget.

#### **8. LEGAL COUNSEL REPORT**

##### **8.A. KLVAC Contract & 8.B. KLVFD Contract**

Both of the contracts were discussed at the same time, and it has been suggested to include the auditor's recommendations in both contracts. The contracts are currently being revised and are expected to be issued on August 14, 2007. The contract review and approval process was discussed. Brenda asked if the length of the contract could be longer than one year.

#### **9. EMS DEPARTMENT REPORT**

The Sterling Project for Monroe County is underway. At the State Trauma Committee Meeting Brenda was notified that October 1, 2007 the State of Florida will allow the PIP insurance sunset. This will have an affect on rates, and will affect both departments. It will come before a Special Legislative Session in September. Brenda would like the Board, the commissioners and the general public to write letters to Rep. Ron Saunders and Gov. Crist to request that PIP not be allowed to lapse.

#### **10. FIRE DEPARTMENT REPORT**

##### **10A. Status of North Station Final Walkthrough & Punch list**

The EVOC course had 12 students, and no one passed the course. It will be redone as quickly as possible because the department needs drivers.

The walk-down for the North Station needs to be scheduled. The ice machine has not been received. Sergio Garcia requested a commissioner attend the walk through. Also, there are certain things that were not placed in the bid package. A check request should be sent to Cindy Lawson for air hoses and electric reels. The department will be furnishing some of the items for the North Station. Chris Fleming recommended the county maintain the 10% retainage until the North Station has been completed.

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### Meeting Minutes: August 13, 2007 (Continued)

#### **11. ADJOURN**

A motion was made by Tom Tharp and seconded by Marilyn Beyer to adjourn the meeting at 8:12 p.m.

#### **Next Scheduled Meetings/Workshops/Hearings**

*August 27 (General Meeting)*

*September 10 (1<sup>st</sup> Public Hearing); September 17 (Final Public Hearing) &  
September 24 (General Meeting)*

#### **DOCUMENTS**

07/12/07 Meeting Minutes District Workshop (KLVAC 2007-2008 Budget)  
07/12/07 Meeting Minutes District Board Meeting  
07/16/07 Meeting Minutes District Workshop (Adopt Proposed Millage & Public Hearing Dates/Times/Locations)  
08/06/07 Meeting Minutes District Workshop (Final Review of Proposed Budget)  
08/12/07 1&1 Quarterly Reports (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Quarter 2007) - Addition  
08/13/07 KLVFD Cost Recovery Matrix, Email & Ordinance - Addition  
08/13/07 Lawson email: KLVFD Emergency PO Engine 24 Repair  
08/13/07: Lawson email: KLVFD July Reimbursement  
08/13/07: Tharp email: National Fire Academy Training Opportunities  
07/30/07 Revenues & Expenditures  
07/30/07 Expenditure Detail Report  
07/30/07 Reconciliation Summary/Detail  
07/30/07 Register (7/1/07-7/30/07)  
08/13/07 KLVAC Paramedic Compensation Analysis – Addition  
08/13/07 KLVAC 2007-2008 Revised Budget - Addition

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