



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

*Seat 1: William A. Andersen; Seat 2: Jennifer Miller; Seat 3: Mark Wheaton,  
Seat 4: Tom Tharp, Seat 5: Marilyn Beyer*

### **DISTRICT MEETING AGENDA JANUARY 9, 2012 – **DRAFT** (Station #24)**

#### **1. AGENDA**

##### **1.A. Call to Order**

Chairman Andersen called the meeting to order at 6:00 p.m.

Also present were: Frank Conklin, Vicky Fay, Ronnie Fell, Sergio Garcia, James Griffeth, Scott Robinson, Theron Simmons, and Jennifer Zimmer. The meeting was held at Station #24.

##### **1.B. Pledge of Allegiance**

Commissioner Andersen led the Pledge of Allegiance.

##### **1.C. Roll Call**

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

#### **2. APPROVAL OF AGENDA**

##### **2.A. Approval of Agenda**

**Motion:** Commissioner Wheaton made a motion to ***approve the agenda with the addition of Item 11.G. KLVAC Ambulance Repair.*** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

#### **3. Adjourn for Public Hearing**

**Motion:** Commissioner Beyer made a motion to ***adjourn the District Meeting and convene the Public Hearing at 6:02 p.m.*** This motion was seconded by Commissioner Wheaton, and the motion was passed unanimously by the Board.

#### **4. PUBLIC HEARING**

##### **4.A. Public Comment**

No speakers from the general public addressed the Board.

##### **4.B. 1<sup>st</sup> Reading: False Alarm Ordinance**

The District Clerk read the False Alarm Ordinance into the record. Commissioner Andersen requested clarification regarding the total that may be charged for a False Alarm, and Theron Simmons confirmed \$750.00 is the maximum fine for a False Alarm.

**Motion:** Commissioner Miller made a motion to ***approve the False Alarm Ordinance 2012-001 as read.*** This motion was seconded by Commissioner Tharp. The motion was



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### **4.B. 1<sup>st</sup> Reading: False Alarm Ordinance ( MOTION Continued)**

passed unanimously by the Board as follows: Commissioner Beyer (Yes), Commissioner Miller (Yes), Commissioner Tharp (Yes), Commissioner Wheaton (Yes) and Commissioner Andersen (Yes).

### **5. ADJOURN PUBLIC HEARING & RECONVENE District Meeting**

**Motion:** Commissioner Beyer made a motion **to adjourn the District Meeting and convene the Public Hearing at 6:06 p.m.** This motion was seconded by Commissioner Miller and the motion was passed unanimously by the Board.

### **6. Approval of Minutes**

#### **6.A. District Meeting Minutes – November 21, 2011**

**Motion:** Commissioner Miller made a motion **to approve the November 21, 2011 District Meeting Minutes.** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

### **7. CHAIRMAN'S REPORT**

The Chairman did not have any new items to report to the Board.

### **8. SECRETARY'S REPORT**

There were no new items presented to the Board by the Secretary.

### **9. PUBLIC COMMENT**

Terry Holland addressed the Board regarding Item 10.A., and thanked the Commission and Fire Dept on behalf of the local Native Americans to resolve their concerns with the Burn Ordinance. There are still two concerns that need to be resolved concerning Nuisance Fires and the space between fires and structures. Theron Simmons will schedule a meeting with them.

### **10. OLD BUSINESS**

#### **10.A. Discussion: Open Burn Ordinance**

The Open Burn Ordinance will only be discussed at this meeting, and the 1<sup>st</sup> reading of the Ordinance will be scheduled at the February 13, 2012 Pubic Hearing. Theron Simmons will reconfirm the footage requirements between a fire and structure, and discuss the Ordinance with the Native American's attorney, Jessica Reilly. Commissioner Beyer expressed concern the ordinance does not discuss toxic or respiratory distress or smoking from cooking. Theron will review the definition of nuisance, and add noxious to the definition. Commissioner Beyer also expressed concern the County does not have an ordinance regarding Open Burning.

#### **10.B. Discussion: Invitation-to-Negotiate (ITN)**

Theron Simmons requested guidance from the Board regarding the ITN: The ITN Committee did not meet after Commissioner Edgerton resigned, the current ITN is not an "apple to an apple" with the current squad.



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### **10.B. Discussion: Invitation-to-Negotiate (ITN) (Continued)**

Commissioner Tharp met with a vendor and James Griffeth regarding refurbishing the tanker and the squad. The cost for the squad would be reduced from \$450,000 new to \$325,000 if the tanker is refurbished with an EI Typhoon chassis, new gauges, new engine and wiring. The ITN creates a Class A pumper in addition to the present squad functions, and the question is do we have enough fires to warrant the upgrade with the low call volume and the type of calls received.

Chairman Andersen made a motion to conduct a Workshop to discuss the ITN. Commissioner Tharp recommends the Board look at all of the options before moving forward with the ITN. The motion was not seconded and Chairman Andersen withdrew the motion.

Chief Garcia requested the Board take action at this meeting. The specifications for the ITN may be changed. Frank Conklin said, "Let's work to make it happen."

Chairman Andersen requested a workshop be scheduled for February 6<sup>th</sup> with a one-item Agenda. The meeting scheduled for January 23<sup>rd</sup> will be postponed until February 13, 2012.

## **11. NEW BUSINESS**

### **11.A. Discussion: Equipment Replacement Alternatives**

This item was previously discussed.

### **11.B. Discussion: Strategic Plan**

Commissioner Tharp recommends the District develop a Strategic Plan. Mosquito Control has developed a Strategic Plan. The Strategic Plan will help during the budgeting process. It was requested that Tara Morris provide suggestions to the Board for a consultant and on recommendations on how to proceed with the process.

### **11.C. Discussion: Safer Grant**

Commissioner Tharp recommended the District apply for a Recruitment and Retention Grant. Commissioner Tharp recommended the District prepare a grant to have a Consultant conduct a survey of the residents to identify what may bring new volunteers, entice old volunteers to return, or what perk would help having Miami-Dade volunteers return remain with the department. When this grant is executed, the District could then apply for a grant based upon the consultant's recommendations. The information could be shared with the other departments in the Keys.

### **11.D. Approval/Motion: Resolution #2012-001 Open Burn Ordinance**

Theron Simmons requested this item be withdrawn, and requested the Commissioners send him any comments or questions.



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### **11.E. Discussion: District Computer**

The Fire Department requested this item be postponed at this time. The Board made a motion to approve the transfer in the event the KLVFD may need the computer.

**Motion:** Commissioner Wheaton made a motion **to approve transferring the computer to the Fire Department, if it is needed.** This motion was seconded by Commissioner Miller, and the motion was passed unanimously by the Board.

### **11.F. Approval/Motion: Review of Banking Services/Selection of Bank for Checking Accounts**

The Finance Department provided a summary of banking services to the Commissioners. Finance recommends transferring the checking account from Capital Bank to Centennial Bank.

**Motion:** Commissioner Tharp made a motion **to approve transferring the checking account to Centennial Bank.** This motion was seconded by Commissioner Wheaton. Commissioners Andersen, Beyer, Tharp and Wheaton voted "Yes", and Commissioner Miller abstained.

### **11.G KLVAC Ambulance Repair**

Theron Simmons reported that Palmetto Ford offered to reimburse the funds spent for the KLVAC Ambulance Repairs, if the District would sign a "Release of All Claims".

**Motion:** Commissioner Wheaton made a motion **to approve the Palmetto Ford "Release of Claims" to reimburse the District \$4,508.36 for the ambulance repairs.** This motion was seconded by Commissioner Beyer, and the motion was passed unanimously by the Board.

## **12. FINANCIAL REPORT**

Jennifer Zimmer discussed the November 30, 2011 District Financial Report. The District is at 17.9% of budget (tax collector, insurance, audit expenses are front-ended expenses).

The KLVFD is at 18.4% without the vehicle budget. The budgeted Overtime wages are almost used. The department was impacted with the holiday schedule. The reimbursement will be lower due to the changes in scheduling. The Operating and Maintenance expenses need to be reviewed because they are at 83%. The KLVAC is at 13.3% of its operating budget.

## **13. LEGAL COUNSEL REPORT**

There were no new items to be reported by Legal.

## **14. EMS DEPARTMENT REPORT**

### **14.A. KLVAC Report (November) & 14.B. KLVAC Annual Report**

The KLVFD submitted their November report and their 2010/2011 Annual Report. Homestead said they can fix the truck for \$3,800.00. There is a sensor problem. The Toy Drive was successful.



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### **15. FIRE DEPARTMENT REPORT**

Commissioner Beyer requested Chief Garcia change her email address. Chief Garcia reported the trucks are back, additional funds may be available for another fire hydrant, a "Celebration of Life" will be held January 14<sup>th</sup> for Howard Hinton; Frank Conklin is the volunteer firefighter of the year and Eric Fundora is paid firefighter of the year.

Commissioners Andersen, Tharp and a member of the Fire Dept. will be attending the Recruitment and Retention Seminar.

### **16. COMMISSIONER'S ITEMS**

No items were discussed.

### **17. ADJOURN**

Commissioner Wheaton made a Motion to Adjourn at 7:35 p.m., which was seconded by Commissioner Beyer.

### **Next Scheduled Meetings:**

February 7, 2012 District Workshop (Vehicles);  
February 13 & February 27, 2012 (District Meetings)  
March 12 & March 26 2012 (District Meetings)

### **Documents:**

111212 KLFR&EMS District False Alarm Ordinance  
111121 District Meeting Minutes November 21, 2011  
111229 KLFR&EMS District Burn Ordinance  
120104 KLFR&EMS Resolution #2012-001  
120106 Summary of Banking Services (111230 1<sup>st</sup> State) (120103 Centennial Bank)  
120109 Release of Claim (Palmetto Ford/District/KLVAC)  
111130 District Finance Report  
111130 KLVAC November Performance Report & 111231 KLVAC Annual Report