



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*



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MEETING MINUTES – April 14, 2008

FINAL

ATTENDEES: Bill Andersen, Brenda Beckman, Marilyn Beyer, Mike Cavagnaro, Johnny Delgado, Vicky Fay, Sergio Garcia, Joshua Hauserman, Cindy Lawson, Frank Moc, Tom Tharp and Mark Wheaton

1. AGENDA

1.A. Call to Order: Chairman, Bill Andersen, called the meeting to order at 6:10 p.m.

1.B. Pledge of Allegiance: Commissioner Beyer led the Pledge of Allegiance.

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

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of Agenda

There were no additions or changes to the agenda.

2.B. Approval of Minutes: March 10, 2008

There were no changes or additions to draft B of the March 10, 2008 minutes.

Motion: Commissioner Tharp *made a motion to approve the March 10, 2008 minutes.*
This motion was seconded by Commissioner Beyer, and was unanimously passed by the Board.

REPORTS

3. Chairman's Report

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

4. Secretary's Report

4.A. District Credit Card

This item was discussed under Agenda Item 6.J.

5. OLD BUSINESS

5.A. District: District Slogan

Commissioner Cavagnaro reported there was not a quorum at the last Fire Department meeting to vote on the proposed District slogan of "Committed to Excellence".

5.B. KLVD: Overtime

There were no new items to present regarding overtime.

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5.C. District: 2008 AFG Grant Status

The 2008 AFG Grant was submitted for Operations and Safety. The grant request included the following items for the Fire Department: Personal Protective Equipment, 800 MHz Radios (Portable & Dash Mounted), Compressor, Training for Firefighter I and a facility modification (Exhaust System). The district and the department will come into 100% NFPA compliance for active firefighter protective equipment and 100% NFPA compliance for Firefighter I training.

5.D. KLVD: American LaFrance & Emergency One

Joshua Hauserman reported the last day the District may cancel or renegotiate the American LaFrance contract is July 31, 2008. The district may be able to piggyback on the Sheriff's Office Contract. Emergency One also has a dive/rescue truck. The price is approximately \$230,000, which is about \$50,000 more than the American LaFrance vehicle. The commissioners expressed concern regarding the contract warranty. Chief Garcia stated there would be a dealer warranty. It is expected the American LaFrance vehicle would be available in October, and the Emergency One vehicle would be available in December. Garcia said the team could get together and work with Emergency One. It is estimated it would take two months for the chassis and four months for production. Commissioner Tharp is concerned the warranty is not clearly spelled out and also the longevity of the warranty, but felt it would be good to give them some time. Commissioner Cavagnaro recommended that we see where they are in the middle of July.

The commissioners need something from the manufacturer in writing. Chief Garcia & Joshua Hauserman will prepare a letter to the manufacturer, and provide a copy to the Commissioners. The District and Department will need to complete a mid-point inspection. An Approval/ Motion will be placed on the July 28, 2008 Agenda to proceed with the purchase or cancellation of the American LaFrance Dive/Rescue vehicle based upon the report findings from the inspection conducted by the district and fire department representatives.

5.E. District: Personnel Manual Status

The next meeting for the District Personnel Manual will be held on April 29, 2008.

5.F. KLVA: AED Public Access Defibrillation Program Update

The state price for the AED's out the door and packaged was \$1,369; however, the Cardiac Services price to the District is \$1,250 out the door and packaged. We need 40 units, and the company is going to donate two extra defibrillators. KLVA will prepare a letter for the District to be given to the businesses. When the businesses are trained, Heart Smart stickers will be placed on the businesses door. The Corp will submit a PO to the board for approval at the next meeting.

Everyone is thrilled with the units. The next AED Committee Meeting is scheduled for May 5th, 2008. Cardiac Science will provide the software free of charge. The equipment and pads are guaranteed for four years (289 discharges.)

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5.G. KLVAC: 800 MHz Radio Conversion Update

KLVAC received the radios. The radios are in Marathon being programmed and should be delivered next week. The radios for the Fire Department were requested in the grant. The new 800 MHz radios should have the capability to be converted to 700 MHz, if required. The portable radios from Monroe County are new; however, the mobile radios are the radios that were damaged. The radios received from the County need to be listed on the District's inventory list.

5.H. KLVAC: AFG Grant Status

The Corp submitted three 2008 AFG grant requests (Ambulance, AED project and a Human Training Simulator). The \$85,000 training simulator was a regional request, and the goal is to utilize one of the older ambulances as a mobile training simulator.

6. NEW BUSINESS

6.A. Approval/Motion: KLVAC Remodeling Bid to Plantation Construction (\$22,170.00)

The purchasing policy requires three quotes for purchases/contracts from \$5,000 to \$25,000. Although the KLVAC solicited bids from more than three vendors, there were only two responsive and responsible bids. The Plantation Construction bid is \$492 higher than the other responsive bidder's price; however, there are slight variations in the content of the two bids that have caused the KLVAC to conclude that the Plantation Construction bid is actually the most cost effective. The KLVAC will send the purchase order to Finance for processing.

Motion: Commissioner Cavagnaro made a motion to accept the Plantation Construction Bid of \$22,170.00, and requested the KLVAC prepare a Purchase Order. This motion was seconded by Commissioner Wheaton, and the motion was unanimously passed by the Board.

6.B. Discussion: KLVAC: Background Check Policy

The new KLVAC Background Check Policy was presented to the Commissioners. It was based upon the new 18 page report from FDLE. The Department worked with FDLE to create the policy. The specifics are in the policy, and it will minimize paperwork. It is a ten-year background check. Background checks for the FBI/ FDLE are \$23.00, and it only takes five minutes. The DHS-MV takes about a week, and verifies two years. When a new hire is from outside the area, both background checks will be conducted. All background checks are required to be completed prior to the employee or volunteer commencing work. Chief Garcia requested that Johnny Delgado meet with Frank Moc to discuss the background checks.

6.C. Discussion: KLVAC: Board Meeting Format Policy

The Corp presented the new Board Meeting Format Policy. It was determined that Open Board Meetings should be conducted so all volunteers may attend. Attendance at the meetings has steadily increased, and the volunteers like to be involved in the meetings. The agendas are

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6.C. Discussion: KLVAC: Board Meeting Format Policy

distributed three days prior to the meetings. After motions are made, people are able to speak. Feedback from everyone is encouraged. The meetings are closed if there are disciplinary issues.

6.D. Approval/Motion: KLVFD: Travel Authorization Florida State College Volunteer Week-Vanessa Guatemala (\$1,628.00)

The Travel Authorization for Vanessa Guatemala and Brian Sellers were discussed. The district will only incur transportation expenses for one request as Vanessa and Brian are traveling together. The dormitory was full at registration; however, hotel government rates were obtained.

Motion: Commissioner Cavagnaro *made a motion to approve the Travel Authorization for Vanessa Guatemala for \$1,628.00 and for Brian Sellers for (\$713.00).* This motion was seconded by Commissioner Beyer, and the Board unanimously passed the motion.

6.E. Approval/Motion: KLVFD: Travel Authorization Florida State College Volunteer Week-Brian Sellers (\$713.00)

See Above.

6.F. Discussion: KLVAC: GPS & Backup Camera Systems Close-out

The new GPS and camera systems work great. The displays are huge. It is exceptional for backing up. The unit locates by address. It takes about eight seconds to enter an address, which is down from the 30 seconds previously required by the system to respond with locations. The Corp expressed their appreciation to the Board for funding the GPS and backup systems.

6.G. Discussion: EMS Workers Compensation Insurance Payment Settlement

This is an item that does not require Board approval; however, the Finance Director wanted the Board to be aware of the workman's compensation problem and the resolution.

The KLVAC renewed their Workman's Compensation policy. The board realized they were paying too much for the policy, and switched to another carrier. The department expected a credit back from the previous carrier; however, the Corp added volunteers for FY 2006-2007. Then the previous carrier went back and readjusted the FY 2005-2006 volunteer count. The Corp fought a good fight; however, the previous carrier threatened to go to the State. The bottom line it will cost the District \$2,256.00.

6.H. Discussion: KLVAC: Accreditation Program Update

The Accreditation Committee conducted their first meeting. It will take approximately eight to ten months for the entire process to be completed. It will cost approximately \$10,000.00.

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6.I. Approval/Motion: KLVAC Bid Documents (Ambulance Purchase)

A draft generic bid document was created by Delgado, Hauserman, and Lawson, which will allow the District to have a template when submitting future projects for bids. Ms. Fay will submit comments to the Team. Delgado thanked Lawson and Hauserman for their support in developing the document. The bid document does include a performance and bid bond. The Commissioners are happy with the package.

Motion: Commissioner Cavagnaro *made a motion to release the package for bid.* This motion was seconded by Commissioner Beyer, and the motion was unanimously passed by the Board.

6.J. Approval/Motion: District: Resolution #2008-001 (District Credit Card)

Cindy Lawson presented Resolution #2008-001 to approve the District obtaining a Credit Card. The application is for a corporate card. The application requires a resolution for corporate guarantee. Approved signers will be the Corporate Secretary/Treasurer and the Finance Director. There will be restrictions on the account, with no cash advances. Purchases will be limited to \$2,500.00 per transaction.

Motion: Commissioner Tharp *made a motion to approve Resolution #2008-001 to obtain a District credit card.* This motion was seconded by Commissioner Cavagnaro, and the Board unanimously passed the motion.

7. FINANCIAL REPORT

7.A. District: February 2008 Financial Reports

Approximately 78% of the Ad Valorem taxes have been collected. The District is a little behind on projected expenditures at this time; however, that is normal for this time of the fiscal year.

7.B. District: FY 2006-2007 Audit

The District Auditors, Keefe, McCullough & Co, LLC., were here last week, and conducted three days of field work. Everything went well. The District needs to enter the capital assets list into our system.

7.C. District: Discussion: Excess Funds Investment for a Certificate of Deposit (CD)

Government entities may legally invest in CDs per Florida Statute. Commissioner Beyer recommended putting the amount of funding required for the future vehicle purchases into six-month CD. This would be a total of approximately \$425,000 that would come due when the vehicle payments would be payable. Commissioner Tharp made a recommendation to consider obtaining a one year CD for a \$1,000,000. The Commissioners would like to keep the money in Key Largo. Lawson presented the six-month and one-year rates for Community Bank, 1st State and TIB.

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7.C. District: Discussion: Excess Funds Investment for a Certificate of Deposit (CD) (Continued)

Motion: Commissioner Tharp *made a motion to purchase a six-month \$425,000 CD at TIB and directed Cindy Lawson to bring quotes from Bank of America, Community, 1st State, Marine, TIB and Wachovia to the next board meeting.* This motion was seconded by Commissioner Cavagnaro, and the Board unanimously passed by the motion.

8. LEGAL COUNSEL REPORT

8.A. KLKFD: North Station Punch List

Joshua Hauserman worked with Asst. Chief Ogden on the punch list items. The washing machine has been repaired. There are two remaining open items. A County Change Order needs to be clarified. A new leak was found. Overholt was notified April 10, 2008; however, no response has been received. Hauserman will send Overholt a letter, if required.

8.B. District: KLFR&EMS District Fire Dept. Vehicles (FEMA)

The information Joshua Hauserman received from Monroe County did not include FEMA truck information. He will follow-up with Mr. Maddox when he returns.

9. EMS DEPARTMENT REPORT

9.A. EMS Status Report (March 2008)

The Rescue Fest with the Fire Department is still shooting for a date in May at Rowell's Marina. The date will be set, and the time will be 11:00 a.m. – 4:00 p.m. Frank Moc may pick up the chairs the Corp is donating to the Fire Department. The AED spreadsheet will track AED information, assigned to, maintenance, etc.. A letter will be sent to the businesses introducing the program. The Corp will be selecting a supplier to create a new sign. The emphasis will be on the fact it is a 50+ year Volunteer Organization. There was also a training session held on "How to Deal with Difficult People with Difficult Circumstances". It was a good class. The Board approved having the Strategic Planning Committee meet some time in May to conduct one year, three year and possibly five-year goal setting.

10. FIRE DEPARTMENT REPORT

The KLKFD will participate in the CART Program to help find children when they disappear. The 1st hour is the most critical, and normally if children are found in the 1st hour, they may be found alive. Islamorada and Marathon are participating in the CART Program with the Monroe County Sheriff's Office also.

Parking at the new Big Chill is creating a concern for the Fire Department because emergency "No Parking" zones are being blocked. The Fire Department is working with the Monroe County's Sheriff's Office to find a proactive resolution for this problem.

(See Next Page)

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10. FIRE DEPARTMENT REPORT (Continued)

The Truck Replacement Committee will be re-established to look at Squad 24, which is scheduled for replacement in 2009. NFPA 1901 (2008) suggests vehicle replacement in 15 years. There have been four revisions to this NFPA requirement after Squad 24 was purchased. Vehicles need to comply with the NFPA standards in place at the time of purchase. Commissioner Tharp felt it is important to look at “use and balance” when purchasing a vehicle. The District is not in violation of the NFPA standard at this time.

Chief Garcia met with Miami Dade Fire to discuss response strategies as a result of the new stretch configuration.

The department is looking at purchasing new bunk beds for Station 24.

11. ADJOURN:

Commissioner Wheaton made a motion to adjourn the meeting at 8:06 p.m. which was seconded by Commissioner Beyer.

Next Scheduled Meetings: *April 28, May 12, June 9 and June 23, 2008*
(This does not include Budget Workshops or Meetings).

DOCUMENTS

03/10/08 Meeting Minutes
04/13/08 KLVFD Email Garcia to American LaFrance &
Letter American LaFrance to Garcia
04/11/08 KLVAC Cardiac Sciences Handout
04/11/08 KLVAC Remodeling Bid
04/01/08 KLVAC Background Check Policy
04/01/08 KLVAC Board Meeting Format Policy
04/11/08 KLVFD Travel Authorization Request (Guatemala)
04/11/08 KLVFD Travel Expense Reimbursement (Sellers)
04/11/08 KLVAC Ambulance Bid Specification Package
04/14/08 District Resolution #2008-001 (District Credit Card)
02/29/08 Revenues & Expenditures
02/29/08 Expenditure Detail Report
02.29/08 Reconciliation Summary/Detail
02/29/08 Register (2/01/08-02/29/08)
04/14/08 CD Rate Quotes
03/08/08 EMS Status Report (March 2008)

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