

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

**MEETING MINUTES – FINAL
November 1, 2005**

Attendees: Chairman, Bill Andersen: Commissioners: Marilyn Beyer, Mike Cavagnaro, Pam Steed, Mark Wheaton. Also present were: Brenda Beckman, Tom Dillon, Vicky Fay, Chris Fleming, Sergio Garcia, Theron Simmons, Dirk Smits and Tom Tharp.

Call to Order/Roll Call/Pledge of Allegiance: Chairman, Bill Andersen called the meeting to order at 6:00 p.m, and the roll call was taken and all of the Commissioners were present, and Mark led us in the Pledge of Allegiance.

Approval of the October 17th Minutes: The minutes are still in draft, and will be presented at a later meeting for approval.

Chairman's Report: Bill Andersen presented the Chairman's Report (See Attached).

It was agreed that a Transition Team Meeting would be scheduled with Tom Willi, Clark Martin and Danny Kolhage in Marathon next week. Our team's preference was Tuesday, 11/8/05. This will provide the Team the ability to bring back information to our next meeting. Fund balances and current receipts could be available to our District only with an Interlocal Agreement with the BOCC, otherwise funding will not start until November, 2006. Brenda Beckman discussed the damage sustained to the EMS Building. The Board discussed the amount of funding to request from the BOCC.

MOTION: Marilyn Beyer moved, which Pam Steed seconded to request a loan from the County for \$100,000 for startup and operational costs. The motion was unanimously approved by the Board.

Vicky Fay will contact Commissioner Nelson's office to make arrangements for an item to be added to the next BOCC Meeting scheduled on November 16th.

Space for the District Office at the Pink Plaza was discussed. The office sizes were discussed; however, no decisions were made.

Administrative Support Contract and Work Order: Bill Andersen asked if there were any questions or comments regarding the support contract. Theron Simmons stated that item 6 (Confidentiality) of the contract should be removed.

MOTION: Pam Steed moved to accept the contract, which by Mark Wheaton seconded to approve the contract with the change. The Board unanimously approved the motion.

The Work Order was discussed. Due to the present unavailability of funds, Theron Simmons recommended an item be added to the work order regarding payment upon availability of funds.

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MOTION: Mike Cavagnaro moved to accept the Work Order with the change, which Marilyn Beyer seconded. The motion was unanimously approved by the Board.

Agenda Item #2005-0001: Bill Andersen presented the Fire Department's agenda item to adopt the National Incident Management System. The Attachments to the agenda item were Tom Ridge's November 7, 2004 memo and Homeland Security Presidential Directive HSPD-5 dated February 28, 2003. Chris Fleming and Sergio Garcia discussed the importance of adopting this item. By adopting this resolution the prior to October, 2005, the Fire & EMS Departments will be able to apply for Federal grants. By Board acceptance, the Fire & EMS Departments will train and implement the NIMS. No additional funding is required because funding is already included in training. Training will be conducted either on line, and Sergio is qualified to conduct training. The Fire & EMS Departments will maintain the official training records for training.

MOTION: A motion was made by Mike Cavagnaro to adopt the resolution, and it was unanimously approved by the Board.

General Business:

Transition: Discussion was held about the transition. Tom Willi said he will help with budget memos, and memos of understanding. Chris Fleming has a copy of the April 12, 1992 Fire Department's Contract for land with the County, and also a draft resolution that Vicky Fay will distribute to the Board. The EMS Department owns the land and the building. Chris and Brenda need to prepare a list of each of their department's needs. The Transition Team needs to discuss funding, transferring funds, reimbursements, vehicle replacements, what happens to our emergency funding, where are the funds for the Fire Marshall, and public works (funds and maintenance of buildings).

Office Setup: Vicky Fay presented the Board with information she compiled for various services required to establish the District Office, including: website and email addresses; logo, stationery and letterhead; phone/DSL services; and furniture. Information was presented to the Board on various website packages available. Glenn Patton will setup the website at no cost to the District. The District will be able to update and maintain their website. One of the first items the Board needs to consider is what type of logo they would like to represent the District. Once the logo has been designed and approved by the Board, the District can begin designing their website, stationery and letterhead. No decisions were made.

The Board's next meetings are scheduled for November 8th and November 14th, 2005.

Adjourn: Pam Steed moved to adjourn the meeting at meeting at 7:15, seconded by Marilyn Beyer and unanimously approved by the Board.