



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 September 27, 2006

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

1. **Call to Order:** Chairman, Bill Andersen, called the meeting to order at 6:20 p.m.
2. **Pledge of Allegiance:** Mark Wheaton led the Pledge of Allegiance.
3. **Roll Call:** Vicky Fay called the roll. Bill Andersen, Marilyn Beyer, Mike Cavagnaro, and Pam Steed were present. Mark Wheaton was absent.
4. **Changes or Additions to the Agenda:** Item 4A was added to the agenda.
A. Emergency Medical Services: As a result of the article in the Free Press on September 27, 2006, Brenda Beckmann wanted both the District Board and the Fire Department to understand there is no animosity, agenda or competition between the Ambulance Department towards the Fire Department.

Communications with the press was discussed at both the District and Department Levels. Pam Steed stated she had a concern with the “gag-order” in place for department personnel. Beckmann and Garcia both stated their employees/volunteers may speak freely at District Meetings and directly to the commissioners. Care needs to be exercised when speaking, especially with the press, to ensure they are not presenting a departmental position.

The Board directed Kerry Willis to draft a “Communications Policy” for the District to clarify communications for the district, departments, and employees/volunteers.

5. **Financial Services Report**

A. Insurance

The District Board is required to obtain Automobile, General Liability and Worker’s Compensation for the District. The Insurance Companies, Cindy and Kerry are working with were discussed.

Motion: Pam Steed *made a motion* based upon due diligence of staff (Cindy Lawson and Kerry Willis) to select an insurance company to bind a policy that is the best between the two insurance companies, which was seconded by Marilyn Beyer. William Andersen, Marilyn Beyer, Mike Cavagnaro and Pam Steed voted “YES”. The motion unanimously passed.

6. **Next Scheduled Meetings:**

October 9th ; October 23rd ; November 13th (Board Member Installation-Oath of Office);
November 27th and December 11th

7. **Adjourn:** Pam Steed made a motion to adjourn the meeting at 9:00 p.m, which was seconded by Mark Wheaton; and unanimously approved by the Board.