

Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

DISTRICT MEETING AGENDA December 17, 2018

(KLVFD - Station #24 at 6:00 p.m.)

- 1. AGENDA
 - 1a. Call to Order
 - 1b. Pledge of Allegiance
 - 1c. Roll Call
- 2. APPROVAL OF AGENDA & MINUTES
 - 2a. Approval of December 17, 2018 District Meeting Agenda
 - 2b. Approval of Minutes
 - i. November 19, 2018 District Meeting Minutes
- 3. PUBLIC COMMENT
- 4. CHAIRMAN REPORT
- 5. SECRETARY REPORT
- 6. OLD BUSINESS
 - 6a. <u>Fire Hydrant Report</u>
- 7. NEW BUSINESS
 - 7a. MOTION/APPROVAL: Travel Authorization Request Mirabella (FASD \$566.04) (Johnson)
 - 7b. <u>DISCUSSION: Board Unity Policy (Conklin)</u>
 - 7c. <u>DISCUSSION: Contract Compliance</u> (Mirabella)
 - 7d. MOTION/APPROVAL: KLVFD Sign Quote (Station 24) (Johnson)
 - 7e. <u>DISCUSSION: Department Accounting Fees</u> (Thomas)
- 8. FINANCIAL REPORT
 - 8a. Balance Sheet FY 2017-2018
 - 8b. 4th Qtr. 2018 Balance Report (07/01/18-09/30/18)



Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

DISTRICT MEETING AGENDA (Continued) December 17, 2018

9. LEGAL COUNSEL REPORT

10. AMBULANCE CORPS REPORT

10a. KLVAC Monthly Report 181130

11. FIRE DEPARTMENT REPORT

- 11a. KLVFD Monthly Report 181031
- 11b. KLVFD Performance Report 181130

12. COMMISSIONER ITEMS

13. <u>NEXT MEETING</u>

- 13a. District Meeting: January 14 or 28, 2019
- 13b. Strategic Planning Workshop: January Meeting or February 15, 2019

14. ADJOURN

NEXT MEETINGS

January 14, 2019 District Meeting (if required)

January 28, 2019 District Meeting

February 11, 2019 District Meeting (if required)

February 25, 2019 Strategic Planning Workshop & District Meeting

March 11, 2019 District Meeting (if required)

March 25, 2019 District Meeting

DOCUMENTS

AI 02.a	District Meeting Agenda
AI 02.b	November 19, 2018 District Meeting Minutes
AI 07.a	Travel Authorization Request Mirabella \$566.04
AI 07.d	KLVFD Quote: KLVFD Signs (Station 24)
Al 8.a	District Balance Sheet FY 2017-2018
Al 8.b	Finance Report 2018 4 th Quarter (07/01/18-09/30/18)
AI 10.a	KLVAC Monthly Report 181130
AI 11.a	KLVFD Monthly Report 181031
AI 11.b	KLVFD Performance Report 181130

PERSONS WHO WISH TO BE HEARD SHALL COMPLETE A SPEAKER REQUEST CARD, AND SUBMIT THE CARD TO THE DISTRICT CLERK PRIOR TO THE AGEND



Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

DISTRICT MEETING MINUTES - DRAFT November 19, 2018

1. AGENDA

1a. Call to Order

Chairman Allen called the District Meeting to order at 6:02 p.m.

1b. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Kay Cullen, George Mirabella, Danny Powers and Bob Thomas. There was a quorum

Also present were: Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, Gaelan Jones Esq., Carole Greco, and Dirk Smits, Esq. The meeting was held at Station 24.

1c. Recognition

Commissioner Cullen was presented a plaque recognizing her contributions to the District.

1d. New Commissioners Swearing In (Oath of Office)

Carol Greco administered the Oath of Office to the newly-elected Commissioners Frank Conklin and George Mirabella.

1e. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, George Mirabella, Danny Powers and Bob Thomas. There was a quorum

Also present were: Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, Gaelan Jones Esq., Carol Greco, and Dirk Smits, Esq.

1f. Election of Officers

Commissioner Allen nominated himself as Chairman, which was seconded by Commissioner Powers and Commissioner Conklin. Commissioner Thomas nominated himself as Chairman, which was seconded by Commissioner Mirabella. Commissioner Allen was approved as chairman based on majority vote.

Commissioner Thomas nominated himself as Vice-Chairman, which was seconded by Commissioner Powers and Commissioner Allen. The nomination was approved unanimously.

Commissioner Mirabella nominated himself as Secretary/Treasurer, which was seconded by Commissioner Thomas and Commissioner Conklin. The nomination was approved unanimously.

KEY LA

KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of November 19, 2018 District Meeting Agenda

<u>MOTION:</u> Commissioner Thomas made a motion *to approve the November 19, 2018*<u>District Meeting Agenda.</u> Commissioner Powers seconded, and the Board unanimously passed the motion.

2.b. October 22, 2018 District Meeting Minutes

Discussion on the content of District meeting minutes by Commissioner Mirabella

<u>MOTION:</u> Commissioner Conklin made a motion to approve the October 22, 2018 District Meeting Minutes. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Philip Schafer requested conference with Departments regarding request to be taken to Homestead Hospital for future treatment; Sue Heim discussed the Board Unity Policy; and Sergio Garcia stressed the importance of the Fire Marshall Report.

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

Senator Bill Nelson sent a letter congratulating the District on receiving the Safer Grant.

6. OLD BUSINESS

6a. Fire Hydrant Report

The contract for Phase 7 is on the agenda to be approved, and work may begin any time after the contract is signed. The process of how grid areas are selected was discussed.

7. NEW BUSINESS

7a. <u>MOTION/APPROVAL: Bid Committee Recommendation ITB 19-001, Fire Hydrant</u> Project Phase 7

Chief Bock reported that the Bid Committee selected J.A. LaRocco as the vendor for the Phase 7Fire Hydrant Project.

MOTION: Commissioner Powers made a motion to approve J.A. LaRocco as vendor for ITB 19-001. Commissioner Conklin seconded the motion, and the Board unanimously passed the motion.



Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

7b. <u>MOTION/APPROVAL:</u> Contract District with LaRocco ITB 19-001, Fire Hydrant Project Phase 7

MOTION: Commissioner Powers made a motion to approve the District contract with J.A. LaRocco. Commissioner Conklin seconded the motion, and the Board unanimously passed the motion.

7c. MOTION/APPROVAL: Resolution 2019-001, Budget Amendment FY 2018-2019

MOTION: Commissioner Thomas made a motion to approve Resolution 2019-001, which is a Budget Amendment to the FY 2018-2019 Budget. Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

7d. <u>DISCUSSION: Update from Department on Response to Fire Marshall Report</u>

Chief Bock discussed and answered questions regarding the Fire Marshall's report.

7e. <u>DISCUSSION: Commissioner Travel for FASD</u>

The Florida Association of Special Districts has upcoming training and meetings for Special District Commissioners and Special District personnel. Commissioner Mirabella will bring information to the next meeting.

7f. DISCUSSION: Proposed Amendment to Amended Board Unity Policy

The Board Unity purpose and voting majority were discussed.

MOTION: Commissioner Powers made a motion to approve to Resolution 2019-002: Amended

Board Unity Policy, amending Resolution 2018-007 from requiring a 4-to-1 super majority to a 3-to-2 simple majority. Commissioner Thomas seconded the motion. The vote was as follows: Allen (Yes), Conklin (No), Mirabella (No), Powers (Yes) and Thomas (Yes).

7g. DISCUSSION: Contract Compliance

Discussion from Commissioner Mirabella on reviewing the KLVAC and KLVFD Contracts for compliance over multiple future meetings.

7h. MOTION/APPROVAL: 2019 Meeting Schedule

MOTION: Commissioner Thomas made a motion to approve the 2019 District Meeting Schedule. Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

7i. DISCUSSION: Content of Meeting Minutes

This item was not discussed.

7j. MOTION/APPROVAL: J&J Marketing (Fire Department Sign)

This item was tabled to the next meeting to review possible alternative vendors.



Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

8. FINANCIAL REPORT

The Financial Report will be provided at the next meeting.

9. LEGAL COUNSEL REPORT

8a. Sunshine Law

Dirk Smits provided Sunshine information to Commissioner Conklin, and invited all Commissioners to meet with Legal in the near future for a comprehensive workshop on Sunshine law.

10. AMBULANCE CORPS REPORT

10a. KLVAC Monthly Report 181031

Nothing to report.

11. FIRE DEPARTMENT REPORT

11a. KLVFD Performance Report 181031

Captain Garrido announced one new Captain and 4 lieutenant positions will be posted.

12. COMMISSIONER ITEMS

Commissioner Thomas congratulated the Fire Department on Ike Beal's service. Several board members congratulated the candidates and new commissioners.

13. ADJOURN

MOTION: Commissioner Mirabella made a motion to adjourn, which was seconded by Commissioner Conklin at 7:02 p.m.

NEXT MEETING

December 10, 2018 District Meeting (if required)

December 17, 2018 District Meeting

January 14, 2019 District Meeting (if required)

January 28, 2019 District Meeting

February 11, 2019 District Meeting (if required)

February 25, 2019 Strategic Planning Workshop & District Meeting

March 11, 2019 District Meeting (if required)

March 25, 2019 District Meeting

DOCUMENTS

AI 02.A	District Meeting Agenda
AI 02.B.1	October 22, 2018 District Meeting Minutes
AI 06.A	Fire Hydrant Report 181109
AI 07.A	LaRocco Bid Proposal #19-001
AI 07.B	District Contract LaRocco ITB #19-001
AI 07.C	KLFR&EMS Resolution #2019-001 Budget Amendment

See Next Page



Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

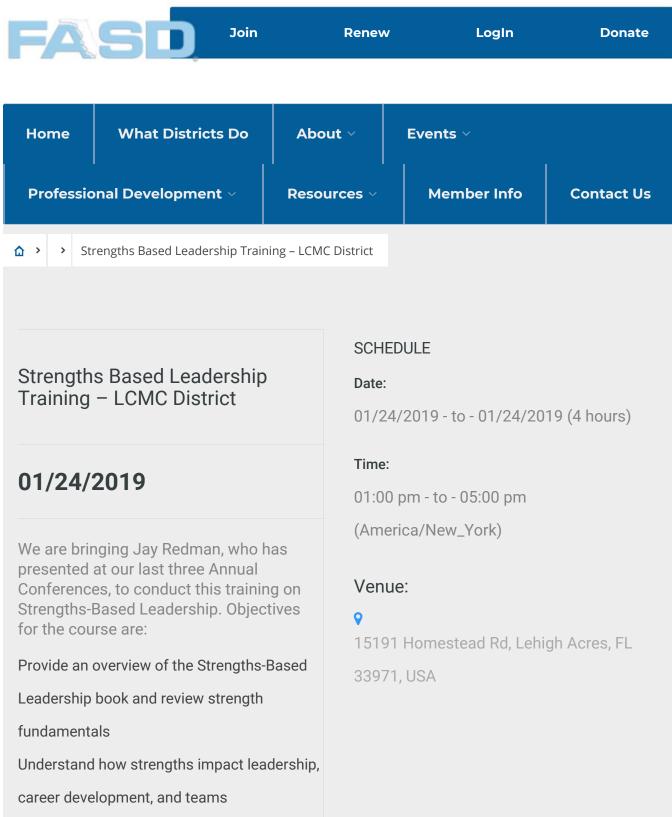
DOCUMENTS (Continued)

AI 07.D	State Fire Marshal Letter 09/25/18
AI 07.H	2019 District Meeting Schedule
AI 07.J	J&J Marketing (Fire Department Sign) Quote
AI 10.A	KLVAC Monthly Report 181031
AI 11.A	KLVFD Performance Report 181031

KEY LARGO FIRE RESCUE AND EMS DISTRICT TRAVEL AUTHORIZATION REQUEST

Name of Traveler George M	irabella	_Department _D	istrict		
Destination Lehigh Acres, FL				Personal Vehicle t chosen, provide justification below)	
Dates of District Travel: From:	Jan	uary 24, 2019	To:	January 25, 2019	
Will vacation be combined wit	h trip?	Yes 🗸 No			
Estimated Costs Registration Transportation Meals (at Per Diem rates) Lodging Other TOTAL	\$ 50.00 224.54 91.50 150.00 50.00 566.04	-			
Purpose of Trip:					
Attendance at the Florida Ass 5 p.m. on 1/24/19	ociation of Spe	ecial Districts - S	Strengths	Based Leadership Training from 1 p.m.	-
District Board Approval:					
Date	_				





Primary Destination ①	County 1	2018 Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Gainesville	Alachua	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106	\$106
Gulf Breeze	Santa Rosa	\$94	\$94	\$94	\$94	\$94	\$101	\$101	\$101	\$129	\$129	\$94	\$94

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. See More Information

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

<u>Lī</u>	csv =	Print					
Primary Destination 3	County 3	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 1
Fort Myers	Lee	\$61	\$14	\$16	\$26	\$5	\$45.75

I"m Interested in:

YOUR TRIP TO: manaresi: 15191 Homestead Rd, Lehigh Acres, FL 33971-9749 3 HR 16 MIN | 206 MI 🛱 Print a full health report of your car with HUM Est. fuel cost: \$14.00 vehicle diagnostics (800) 906-2501 Start out going southwest on Windward Ave toward Dockside Dr. 2. Turn left onto Dockside Dr (Gate access required). Then 0.02 miles 3. Turn right onto Overseas Hwy/Florida Keys Scenic Hwy/US-1 S/FL-5. Then 0.14 miles 0.19 total miles 4. Take the 1st left onto Overseas Hwy. Overseas Hwy is just past Leeward Ave. 5. Turn left onto Overseas Hwy/Florida Keys Scenic Hwy/US-1 N/FL-5. Continue to follow US-1 N/FL-5. ----- Then 29.61 miles 6. Merge onto FL-821 N toward Miami Intl Airport/Orlando (Portions toll). 7. Take I-75 (EXPRESS) N (Portions toll) (Electronic toll collection only).

8. I-75 (EXPRESS) N becomes I-75 N (Portions toll). --- Then 114.84 miles ------ 194.63 total miles 9. Merge onto County Hwy-876 via EXIT 131 toward Cape Coral. 10. Turn right onto Homestead Rd.

Homestead Rd is 0.3 miles past Sunset Rd. If you reach Park Rd you've gone about 0.5 miles too far.

1

---- Then 0.49 miles

11. 15191 Homestead Rd, Lehigh Acres, FL 33971-9749, 15191 HOMESTEAD RD is on the left Your destination is just past North Dr. If you reach Buckinham Airpark you've gone a little too far.

Use of directions and maps is subject to our <u>Terms of Use</u>. We don't guarantee accuracy, route conditions or usability. You assume all risk of use.

Estimate

HOMESTEAD SIGNS & T.SHIRTS

J & J Marketing Corp.

30 SE 4th RD Homestead, FL 33030 homesteadsignsandtshirts@yahoo.com www.homesteadsignsmadtshirtsfl.com

ADDRESS
Lt. Chris Jones
Key Largo Fire

Department

ESTIMATE #	DATE	
1013	10/17/2018	

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
10/17/2018		Size: 72" x 72" Material: Acrylic	1	400.00	400.001
10/17/2018	Signage	Note: Round 5 year warranty Size: 21" x 35' Material: Aluminum	1	1,800.00	1,800.00T
		Note:1/4 inch aluminum and painted fire engine red "KEY LARGO FIRE DEPARTMENT"			
10/17/2018	Installation		1	800.00	800.00

 SUBTOTAL
 3,000.00

 TAX
 154.00

TOTAL \$3,154.00

Accepted By

Accepted Date

Vital signs Job Proposal Template

Phone: D. 305-451-5133	ate: 11./13./18
Job Name: Fire departme	nt lettering
Job Location:	
luminum lettering	and
lic circle with Fire I	<u>Department</u>
les using template	to drill
d stud mounting th	<u>ne letters</u>
nesive caulking.	
in complete accordance with	the above
Proposed Cost: \$5500.00	
	305-451-5133 Job Name: Fire departme Job Location: Iuminum lettering lic circle with Fire les using template d stud mounting the lesive caulking. In complete accordance with Proposed Cost:

Acceptance of Proposal: The above prices and specifications are satisfactory and are hereby accepted.

Eye Catchers SIgns 88511 Overseas Highway Tavernier, FL 33070 305-852-3333 305-852-9030 FAX

Estimate

Date	Estimate #
11/7/2018	5452

Name / Address		Job	
FIRE DEPARTMENT Chris Jones			
	Т		

Description	Qty	Rate	Total
ALUMINUM LETTERS 1/4 THICK KEY LARGO FIRE DEPARTMENT PAINTED	1	4,160.00	4,160.00
STANDOFF STUD 1" 1/2 USE OF BUCKET TRUCK FOR INSTALLATION 2 MAN \$130 PER HOUR	7	130.00	910.00
DIGITAL PRINT ON 1/2" PVC 5' X 5' LOGO PATCH LOGO	1	825.00	825.00
MOUNTED TO WALL USE OF BUCKET TRUCK FOR INSTALLATION 2 MAN \$130 PER HOUR	0.5	130.00	65.00
install all signs in one trip			
	=		-

50% DEPOSIT DUE AT SIGNING, BALANCE AND PERMIT COST DUE UPON COMPLETION.

Permits and enginnering are additional IF REQUIRED. All signs are the property of Eye Catchers Signs until paid in full. All materials are to be used as specified. All work to be completed in a professional manner in accordance with accepted industry standards. Any alterations or deviations from the specifications above involving additional cost will be done only upon written order and will become an additional cost over and above the price stated.

This agreement is contingent upon strikes, accidents or delays beyond our control. Eye Catchers Signs reserves the right to remove any and all signs and related materials from premises if payment is not made in full according to terms set forth in this agreement. Owner may carry fire, hurricane, tornado and other necessary insurance.

5% PER MONTH WILL BE CHARGED ON ALL UNPAID BALANCES.

Subtotal	\$5,960.00
Sales Tax (7.5%)	\$0.00
Total	\$5,960.00

Eye Catchers SIgns 88511 Overseas Highway Tavernier, FL 33070 305-852-3333 305-852-9030 FAX

Estimate

Date	Estimate #
12/4/2018	5484

Name / Address	
FIRE DEPARTMENT	
305.451.2700	
cell 954.234.8077	
Chris Jones	

Job
CJONES@KEYLARGOFIRE.COM

Description	Qty	Rate	Total
OPTION 2: CUSTOMER REQUESTED TO REPLACE "DEPT." WITH "RESCUE" & ADD "& EMS DISTRICT"			
ALUMINUM LETTERS 1/4 THICK "KEY LARGO FIRE RESCUE & EMS DISTRICT "STA. NO. 24" PAINTED FIRE ENGINE RED STANDOFF STUD 1" 1/2	1	6,978.00	6,978.00
USE OF BUCKET TRUCK FOR INSTALLATION 2 MAN \$130 PER HOUR	10	130.00	1,300.00
DIGITAL PRINT ON 1/2" PVC 5' X 5' LOGO PATCH LOGO MOUNTED TO WALL	1	825.00	825.00
USE OF BUCKET TRUCK FOR INSTALLATION 2 MAN \$130 PER HOUR	0.5	130.00	65.00
INSTALLATION OF ALL SIGNS ON SAME TRIP			
50% DEPOSIT DUE AT SIGNING, BALANCE AND PERMIT COST DUE UPON COMPLETION Parmits and engineering are additional IF REQUIRED. All signs are the property of Eye Catche	N.	Subtotal	\$9,168.00

50% DEPOSIT DUE AT SIGNING, BALANCE AND PERMIT COST DUE UPON COMPLETION.

Permits and enginnering are additional IF REQUIRED. All signs are the property of Eye Catchers Signs until paid in full. All materials are to be used as specified. All work to be completed in a professional manner in accordance with accepted industry standards. Any alterations or deviations from the specifications above involving additional cost will be done only upon written order and will become an additional cost over and above the price stated.

This agreement is contingent upon strikes, accidents or delays beyond our control. Eye Catchers Signs reserves the right to remove any and all signs and related materials from premises if payment is not made in full according to terms set forth in this agreement. Owner may carry fire, hurricane, tomado and other necessary insurance.

5% PER MONTH WILL BE CHARGED ON ALL UNPAID BALANCES.

Subtotal		\$9,168.00
Sales Tax	(7.5%)	\$0.00
Total		\$9,168.00

Key Largo Fire Rescue & EMS District Balance Sheet - Governmental Fund

As of September 30, 2018

ASSETS

Checking/Savings	
101.000 · Centennial Operating Checking	1,172,802.41
101.100 · Centennial CD 800029839 9-6-19	500,000.00
Total Checking/Savings	1,672,802.41
Accounts Receivable	
115.000 · Accounts Receivable	27.00
133.000 · Due From Other Governments	203,365.24
155.000 · Prepaid Items	
155.100 · Prepaid Exp - Advance to F. D.	25,000.00
155.200 · Prepaid Insurance	9,398.46
155.000 · Prepaid Items - Other	8,586.67
Total 155.000 · Prepaid Items	42,985.13
TOTAL ASSETS	1,919,179.78
LIABILITIES & FUND BALANCE	1,919,179.78
	1,919,179.78
LIABILITIES & FUND BALANCE	1,919,179.78
LIABILITIES & FUND BALANCE Liabilities	
LIABILITIES & FUND BALANCE Liabilities 202.000 · Accounts Payable	105,290.85
LIABILITIES & FUND BALANCE Liabilities 202.000 · Accounts Payable 217.002 · FICA/Med Liability	105,290.85 458.99
LIABILITIES & FUND BALANCE Liabilities 202.000 · Accounts Payable 217.002 · FICA/Med Liability Total Liabilities	105,290.85 458.99
LIABILITIES & FUND BALANCE Liabilities 202.000 · Accounts Payable 217.002 · FICA/Med Liability Total Liabilities Fund Balance	105,290.85 458.99 105,749.84
LIABILITIES & FUND BALANCE Liabilities 202.000 · Accounts Payable 217.002 · FICA/Med Liability Total Liabilities Fund Balance Unrestricted	105,290.85 458.99 105,749.84 1,465,055.94
LIABILITIES & FUND BALANCE Liabilities 202.000 · Accounts Payable 217.002 · FICA/Med Liability Total Liabilities Fund Balance Unrestricted Committed for Capital Outlay (Trauma District Funding)	105,290.85 458.99 105,749.84 1,465,055.94 248,260.00

	Jul 18	Aug 18	Sep 18	Oct '17 - Sep 18	Budget	% of Budget
Revenue						
311.000 · Ad Valorem Taxes	512.47	264.04	-14,262.53	3,028,984.19	3,028,984.00	100.0%
338.002 · ILA Remib Frm Monroe County	0.00	150,000.00	0.00	150,000.00	150,000.00	100.0%
361.100 ⋅ Interest	836.45	750.89	503.39	10,688.49	10,688.00	100.01%
369.901 · Miscellaneous Revenue	0.00	0.00	0.00	200.17	0.00	100.0%
Total Revenue	1,348.92	151,014.93	-13,759.14	3,189,872.85	3,189,672.00	100.01%
Expenditures						
1100 · District Board						
511.110 · Board Member Stipends	1,000.00	1,000.00	1,000.00	12,000.00	12,000.00	100.0%
511.210 · FICA/Medicare	76.50	76.50	76.50	918.00	918.00	100.0%
511.240 · Workmens Compensation Insurance	0.00	0.00	0.00	753.00	753.00	100.0%
511.400 · Travel & Per Diem	0.00	0.00	0.00	0.00	4,000.00	0.0%
511.411 · Advertising	150.00	400.00	1,125.20	5,537.99	5,538.00	100.0%
511.450 · Insurance & Risk Management	0.00	0.00	-29.17	2,038.81	2,535.00	80.43%
511.470 · Printing & Binding	67.10	0.00	465.53	1,896.26	3,000.00	63.21%
511.490 · General Departmental						
490.01 · Tax Collector Fees	10.50	3.77	-45,305.30	43,635.40	43,636.00	100.0%
490.02 · Property Appraiser Fees	120.51	0.00	-7,945.08	46,848.55	48,000.00	97.6%
490.03 · Other	0.00	0.00	1,157.40	1,157.40	1,158.00	99.95%
Total 511.490 · General Departmental	131.01	3.77	-52,092.98	91,641.35	92,794.00	98.76%
511.510 · Office Supplies	0.00	0.00	0.00	290.00	500.00	58.0%
511.540 · Dues, Subscriptions	0.00	0.00	0.00	3,036.34	3,037.00	99.98%
512.311 · District Clerk Svcs (Prof Svcs)	0.00	0.00	4,416.81	8,095.56	8,100.00	99.95%
513.320 · Accounting & Financial Svcs						
513.01 · District Audit	0.00	0.00	0.00	10,000.00	10,000.00	100.0%
513.02 · Financial and Accounting	2,224.95	3,961.75	3,872.23	38,083.00	38,100.00	99.96%
Total 513.320 · Accounting & Financial Svcs	2,224.95	3,961.75	3,872.23	48,083.00	48,100.00	99.97%
310.01 · Non- Litigation	1,511.00	4,369.11	2,959.25	23,661.56	30,000.00	78.87%
Total 1100 · District Board	5,160.56	9,811.13	-38,206.63	197,951.87	211,275.00	93.69%

	Jul 18	Aug 18	Sep 18	Oct '17 - Sep 18	Budget	% of Budget
0 ⋅ Key Largo Volunteer Fire						
522.120 · Regular Salaries & Wages						
120.04 · Firefighters	46,037.88	32,620.78	42,155.39	406,082.42	406,086.00	100.0%
120.06 · Administrative Stipend	1,500.00	1,500.00	1,500.00	18,000.00	18,000.00	100.0%
Total 522.120 · Regular Salaries & Wages	47,537.88	34,120.78	43,655.39	424,082.42	424,086.00	100.0%
522.121 · Volunteer Pay						
121.03 · Volunteer/Line Officer Reim.	21,274.07	23,907.44	20,630.58	243,711.87	243,712.00	100.0%
Total 522.121 · Volunteer Pay	21,274.07	23,907.44	20,630.58	243,711.87	243,712.00	100.0%
522.140 · Overtime Wages	10,988.34	4,029.50	7,313.72	87,805.78	87,900.00	99.89%
522.210 · FICA/Medicare	6,104.71	4,719.62	5,615.29	58,165.87	58,235.00	99.88%
522.220 · Retirement Benefits	648.38	956.15	1,286.50	11,316.38	11,400.00	99.27%
522.230 · Life & Health Insurance	14,813.71	875.71	7,374.89	48,362.65	48,500.00	99.72%
522.240 · Workers Compensation	0.00	0.00	0.00	27,800.00	27,800.00	100.09
522.250 · Unemployment Tax	46.05	0.00	45.10	248.43	1,000.00	24.84%
522.312 · Professional Services	0.00	1,900.00	168.00	20,106.00	20,138.00	99.84%
522.320 · Accounting & Financial Svcs	1,730.00	1,506.50	2,588.00	19,764.36	19,800.00	99.829
522.400 · Travel & Per Diem	0.00	0.00	0.00	6,255.55	7,000.00	89.37%
522.410 · Phones - Station Phones, Cell	1,065.71	1,074.95	1,074.95	11,743.40	13,000.00	90.33%
522.411 · Advertising	444.60	658.50	0.00	1,540.50	1,600.00	96.28%
522.412 · Postage & Freight	0.00	0.00	43.13	271.71	504.00	53.919
522.430 · Utilities						
430.01 · Electric	2,484.56	2,372.06	2,448.74	24,903.23	25,000.00	99.619
430.02 · Water	958.33	627.80	627.29	7,649.72	7,650.00	100.09
430.03 · Fire Hydrant Maintenance	0.00	0.00	0.00	10,000.00	10,000.00	100.09
430.04 · Propane Gas	145.82	0.00	19.99	306.81	750.00	40.919
430.07 ⋅ TV Service	395.00	382.44	344.00	4,589.74	4,590.00	99.99%
Total 522.430 · Utilities	3,983.71	3,382.30	3,440.02	47,449.50	47,990.00	98.87%
522.440 · Rent & Leases	1,045.88	685.69	425.26	9,739.37	13,000.00	74.92%
522.450 · Insurance & Risk Management	0.00	0.00	0.00	62,106.45	62,106.00	100.0%

	Jul 18	Aug 18	Sep 18	Oct '17 - Sep 18	Budget	% of Budget
522.46 · Repair & Maintenance						J
522.460 · Repair & Maint - Equipment	45.88	534.11	1,355.82	29,164.95	33,000.00	88.38%
522.461 · Repair & Maint - Buildings	3,530.00	1,318.94	7,179.63	50,656.51	51,250.00	98.84%
522.462 · Repair & Maint - Vehicles	18,774.42	5,205.89	4,774.98	75,043.39	76,750.00	97.78%
Total 522.46 · Repair & Maintenance	22,350.30	7,058.94	13,310.43	154,864.85	161,000.00	96.19%
522.470 · Printing & Binding	0.00	0.00	0.00	0.00	100.00	0.0%
522.490 · General Departmental						
490.04 · WW Assessments	0.00	0.00	0.00	2,634.99	2,688.00	98.03%
490.05 · Other	0.00	1,025.58	0.00	1,194.58	1,200.00	99.55%
490.06 · Computer/IT Services	640.00	0.00	200.00	3,860.50	3,870.00	99.76%
Total 522.490 · General Departmental	640.00	1,025.58	200.00	7,690.07	7,758.00	99.12%
522.491 · Training						
491.01 · Instructor Fees	0.00	0.00	1,800.00	5,100.75	5,150.00	99.04%
491.03 · Fire Prevention	0.00	0.00	0.00	0.00	3,500.00	0.0%
491.04 · Education, Student Text	364.00	1,330.00	936.63	3,975.63	11,580.00	34.33%
491.05 · KAPLAN online Education	0.00	0.00	0.00	4,500.00	4,500.00	100.0%
491.14 · Fire Prevention & Safety Projec	0.00	0.00	0.00	0.00	0.00	0.0%
Total 522.491 · Training	364.00	1,330.00	2,736.63	13,576.38	24,730.00	54.9%
522.510 · Office Supplies	16.99	67.07	135.77	3,559.55	3,560.00	99.99%
522.520 · Operating Supplies						
520.01 · Fire Ground Safety	782.79	0.00	874.85	2,326.17	2,330.00	99.84%
520.02 · Daily Operating/Maint Supplies	68.38	113.32	205.99	8,792.66	8,812.00	99.78%
520.03 · Medical Supplies & Equipment	1,548.79	439.80	17.49	7,616.00	7,700.00	98.91%
520.05 · Stat Cleaning/Hskping Supplies	965.70	0.00	0.00	3,650.94	5,538.00	65.93%
520.06 · Firefighting Gear	0.00	1,470.36	4,972.86	30,686.44	35,547.00	86.33%
520.07 · Clothing & Apparel	0.00	600.00	0.00	7,949.50	7,950.00	99.99%
520.08 · Firefighting Foam or Sup Agnt	0.00	1,740.00	0.00	10,740.00	10,750.00	99.91%
Total 522.520 · Operating Supplies	3,365.66	4,363.48	6,071.19	71,761.71	78,627.00	91.27%
522.521 · Fuel - Gasoline	0.00	0.00	14.60	14.60	200.00	7.3%
522.522 · Fuel - Diesel	4,218.69	3,625.98	-814.28	20,370.63	24,000.00	84.88%
522.540 · Dues, Subscriptions	0.00	139.00	1,048.00	1,187.00	1,187.00	100.0%

	Jul 18	Aug 18	Sep 18	Oct '17 - Sep 18	Budget	% of Budget
522.6 · Capital Expenditures						
522.620 · Capital Outlay - Buildings	0.00	2,250.00	0.00	26,610.00	26,610.00	100.0%
522.630 · Capital Outlay-Infr. Imprvmnts	0.00	49,250.00	6,590.00	164,190.00	164,190.00	100.0%
522.640 · Capital Outlay - Equipment	2,839.00	0.00	0.00	333,601.47	333,675.00	99.98%
522.641 · Capital Outlay - Vehicles	0.00	0.00	0.00	523,284.00	525,000.00	99.67%
522.642 · Capital - Small Tools & Equip	0.00	0.00	3,211.95	7,075.75	5,500.00	128.65%
Total 522.6 · Capital Expenditures	2,839.00	51,500.00	9,801.95	1,054,761.22	1,054,975.00	99.98%
522.805 · Upper Keys Honor Guard						
805.01 · Honor Guard Travel	0.00	0.00	698.83	1,328.82	1,330.00	99.91%
522.805 · Upper Keys Honor Guard - Other	0.00	0.00	0.00	0.00	0.00	0.0%
Total 522.805 · Upper Keys Honor Guard	0.00	0.00	698.83	1,328.82	1,330.00	99.91%
Total 1250 ⋅ Key Largo Volunteer Fire	143,477.68	146,927.19	126,863.95	2,409,585.07	2,448,138.00	98.43%
1300 ⋅ Key Largo EMS						
526.120 · Regular Salaries & Wages						
120.01 · Administrative Payroll	3,667.20	3,667.20	8,526.24	48,865.64	53,575.00	91.21%
120.02 · Paramedic Payroll	0.00	0.00	0.00	19,409.46	19,457.00	99.76%
Total 526.120 · Regular Salaries & Wages	3,667.20	3,667.20	8,526.24	68,275.10	73,032.00	93.49%
526.121 · Volunteer Pay	11,492.80	12,268.00	11,492.00	142,837.00	142,840.00	100.0%
526.140 · Overtime Wages	0.00	0.00	0.00	0.00	4,379.00	0.0%
526.210 · FICA/Medicare	2,908.20	2,955.82	2,988.66	30,788.34	30,845.00	99.82%
526.220 · Retirement Contributions	0.00	325.00	187.50	950.00	7,500.00	12.67%
526.240 · Worker's Compensation	0.00	0.00	0.00	16,960.00	16,960.00	100.0%
526.250 · Unemployment Tax	0.00	0.00	0.00	0.00	300.00	0.0%
526.312 · Professional Services						
312.02 · Medical Director	1,500.00	1,500.00	1,500.00	18,000.00	18,000.00	100.0%
Total 526.312 · Professional Services	1,500.00	1,500.00	1,500.00	18,000.00	18,000.00	100.0%
526.320 · Accounting & Financial Svcs	1,816.00	1,940.00	2,934.00	24,498.61	24,511.00	99.95%
526.400 · Travel & Per Diem	0.00	0.00	0.00	0.00	0.00	0.0%
526.410 · Phones, Station & Cell	565.19	631.83	781.68	8,090.34	10.000.00	80.9%
	363.19	001.00		-,	. 0,000.00	
526.411 · Advertising	0.00	0.00	0.00	0.00	200.00	0.0%

	Jul 18	Aug 18	Sep 18	Oct '17 - Sep 18	Budget	% of Budget
26.430 · Utilities						
430.05 · Electric & Propane	1,236.00	1,196.02	1,198.61	10,744.30	11,000.00	97.68%
430.06 · Water	125.70	166.30	158.55	1,662.16	3,500.00	47.49%
otal 526.430 · Utilities	1,361.70	1,362.32	1,357.16	12,406.46	14,500.00	85.56%
26.440 · Rental & Leases	397.19	403.08	99.16	3,771.94	5,000.00	75.44%
26.450 · Insurance & Risk Management	402.38	3,276.33	0.00	43,641.20	46,503.00	93.85%
26.46 - Repair & Maintenance						
526.460 · Repair & Maint - Equipment	147.50	3,127.83	3,675.05	28,443.71	30,000.00	94.81%
526.461 · Repair & Maint - Buildings	279.69	179.00	193.98	9,937.16	10,000.00	99.37%
526.462 · Repair & Maint - Vehicles	9,180.91	1,967.79	1,811.28	26,968.81	29,000.00	93.0%
otal 526.46 · Repair & Maintenance	9,608.10	5,274.62	5,680.31	65,349.68	69,000.00	94.71%
26.470 · Printing & Binding	0.00	0.00	0.00	1,886.94	1,950.00	96.77%
26.490 · General Dept Misc.						
490.08 · Computer/IT Services	0.00	80.00	80.00	3,090.00	4,500.00	68.67%
490.10 · Employee Assistance Program	90.00	90.00	90.00	1,080.00	1,100.00	98.18%
490.12 · Membership & Retention	0.00	0.00	0.00	0.00	2,500.00	0.0%
490.13 ⋅ EE Drug Testing	45.00	225.00	135.00	405.00	1,250.00	32.4%
490.14 · WW Assessments	0.00	0.00	0.00	1,329.30	1,356.00	98.03%
otal 526.490 · General Dept Misc.	135.00	395.00	305.00	5,904.30	10,706.00	55.15%
26.491 · Training - Instructor Fees, Edu						
491.07 · ACLS/PALS	0.00	0.00	0.00	842.49	1,500.00	56.17%
491.08 · ClinCon or EMS Expo	0.00	0.00	0.00	0.00	1,760.00	0.0%
491.10 ⋅ Misc. Training/Books	0.00	0.00	0.00	0.00	500.00	0.0%
491.12 · Handtevy PALS class	0.00	0.00	0.00	1,200.00	1,500.00	80.0%
otal 526.491 · Training - Instructor Fees, Edu	0.00	0.00	0.00	2,042.49	5,260.00	38.83%
26.510 · Office Supplies	339.96	0.00	0.00	1,507.87	3,500.00	43.08%
26.520 · Operating Supplies						
520.09 · Station Supplies	263.41	422.61	248.85	4,670.99	6,500.00	71.86%
520.10 · Medical Supplies	4,651.97	3,589.62	1,106.24	39,515.01	42,000.00	94.08%
520.11 · Uniforms & Membership Supplies	2,397.05	0.00	0.00	6,537.85	6,600.00	99.06%
otal 526.520 · Operating Supplies						
otal 320.320 · Operating Supplies	7,312.43	4,012.23	1,355.09	50,723.85	55,100.00	92.06%

•	Jul 18	Aug 18	Sep 18	Oct '17 - Sep 18	Budget	% of Budget
526.524 · Medicine & Drugs	2,309.54	354.59	328.94	14,235.64	15,200.00	93.66%
526.540 · Dues, Subscriptions	0.00	0.00	0.00	0.00	450.00	0.0%
526.6 · Capital Expenditures						
526.620 · Capital Outlay - Buildings	3,250.00	0.00	0.00	3,250.00	3,250.00	100.0%
526.640 · Capital Outlay - Equipment	0.00	0.00	0.00	0.00	0.00	0.0%
Total 526.6 · Capital Expenditures	3,250.00	0.00	0.00	3,250.00	3,250.00	100.0%
Total 1300 · Key Largo EMS	48,804.79	39,619.51	38,350.02	526,698.46	572,986.00	91.92%
Total Expenditures	197,443.03	196,357.83	127,007.34	3,134,235.40	3,232,399.00	96.96%
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures	-196,094.11	-45,342.90	-140,766.48	55,637.45	-42,727.00	-130.22%
511.911 · Transfer to Veh & Equip Fund	20,833.33	20,833.33	20,833.33	250,000.00	250,000.00	100.0%
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures after transfer to Reserves	-216,927.44	-66,176.23	-161,599.81	-194,362.55	-292,727.00	66.4%

Business Meeting November 13, 2018 Agenda

- 1. Call to Order
- 2. Approval of Agenda
- 3. Announcements
 - A moment of silence for Ike Beal
 - Thank you to Kay Cullen for her years of dedication and hard work on the District Board
- 4. Public Comment
- 5. Approval of Minutes
- 6. Treasurer's Report
- 7. Committee Reports
- 8. Legal Report
- 9. Membership Review
 - A. Requests for Reimbursement
- 10. Old Business
- A. Other Old Business
- 11. New Business
 - A. Approval of Fire Department Board Members
 - B. 401K Plan Change
- 12. Membership Discussion
- 13. Adjournment

Business Meeting October 9, 2018

Board members in attendance were Brenda Beckmann, Dawn DeBrule, Tess Marra and Scott Robinson. A quorum was present. Chief Don Bock was also in attendance. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 6:30pm by President Dawn DeBrule.

2. Approval of Agenda

Brenda Beckmann, seconded by Tess Marra moved approval of the agenda. Motion carried.

3. Announcements

Dr. Morrison sent a letter siting exemplary behavior by several crew members who responded to a difficult call.

4. Public Comment

No public comment.

5. Approval of Minutes

Dawn DeBrule, seconded by Brenda Beckmann moved approval of the September 11, 2018 minutes. Motion carried.

6. Treasurer's Report

Tess Marra reported a balance of \$278,295.93 as of September 30, 2018. Dawn DeBrule seconded by Brenda Beckmann moved approval of the treasurer's report. Motion carried.

7. Committee Reports

No Reports

8. <u>Legal Report</u>

No Report

9. Membership Review

A. Reimbursement Requests

Dawn DeBrule seconded by Brenda Beckmann moved approval of reimbursement for Victor Rivera. Motion carried.

KLVAC Business Meeting October 9, 2018

10. Old Business

A. Budget Update

Chief Bock reported no cuts were made to the finalized budget.

B. Election

Tess Marra reported no one contacted her to run for a board position; therefore, all current members remain on the board.

C. Other Old Business None.

11. New Business

A. Other New Business

Brenda Beckmann has the flu vaccine for anyone who wants it. Please make sure to renew your licenses.

12. Membership Discussion

Thomas Mirabella requested the air ducts be cleaned. Chief Bock will look into it.

13. Adjournment

There being no further business, Dawn DeBrule seconded by Tess Marra moved adjournment. Motion carried. Meeting adjourned at 6:45pm.

Pamela Andersen Recording Secretary



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

98600 Overseas Highway Key Largo, Florida 33037 Phone: 305-451-2766 Fax: 305-451-1562

KEY LARGO EMS TOTAL STATISTICS FOR OCTOBER 2018

TOTAL CALLS	133
TRANSPORTS	86
ALS	63
BLS	32
PEDI	4
CARDIAC AREST	0
TRAUMA ALERT	2
BACK-UP	15
PUBLIC ASSIST	15
CANCEL	4
ARRIVAL TIME	5.7
SCENE TIME	20.0

Key Largo Volunteer Fire Department Treasurer's Report October 2018

	Payroll/Reimb	Corp Account	District Expenses	Tee Shirt	Total
Beginning Balance	\$51,439.40	\$1,621.72	\$826.59	\$650.14	\$54,537.85
Revenues Revenues & Reimbursements Donations T-Shirts	74,918.52	256.01 250.00	0.00	560 00	\$75,174.53 250.00
Tire Reports Interest Total Revenues	5.22 \$74,923.74	5.00 0.03 \$511.04	\$0.00	\$560.06	5.00 5.31 \$75,994.84
Payroll Expenses Employee's Share Health Insurance Health Insurance T-Shirts Professional Fees Prostage Bank Charges Office Supplies Operating Supplies Repairs Total Expenditures	66,475.86 -1,195.94 4,542.86 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0	0.00 0.00 0.00 0.00 75.00 0.00 70.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	\$66,475.86 -1,195.94 4,542.86 0.00 75.00 0.00 70.00 0.00 1,186.01 0.00 \$71,153.79
Ending Balance TRANSFERS Balance before Adjustment Adjustment to arrive at Actual ACTUAL BALANCE @ MO END	\$56,540.36 (1,000.00) \$55,540.36 33.86 \$55,506.50	\$801.75 1,000.00 \$1,801.75 0.00 \$1,801.75	\$826.59 0.00 \$826.59 0.00 \$826.59	\$1,210.20 0.00 \$1,210.20 0.00 \$1,210.20	\$59,378.90 0.00 \$59,378.90 33.86 \$59,345.04
*Payroll Liabilities Fixed Asset Purchases Total Adjustments	\$33.86 \$0.00 \$33.86				

CAPITAL & CENTENNIAL ARE COMBINED FOR EACH CLASS

11/01/18

Closing Balance

):

Page 1 of 1

Transaction Date	10/1
Transaction Date	10/31
Company Code	Key Largo Volunteer Ambulance Corps

	AR Previous Balance:	\$196,330.11
	Qty	Amounts
Advanced Life Support Emergent	59	\$47,061.64
ALS 2 ER BASE RATE	1	\$1,090.05
Basic Life Support Emergent	38	\$29,044.09
Charges	98	\$77,195.78

<u>Transaction Type Summary - Charges - Payments and Write Offs</u>

Accounts Receivable Change	\$6,470.95
Write Off to Collections	(\$25,214.59)
Medicare Discount	(\$249.11)
INVOICE REVERSAL	(\$2,707.61)
Invoice Prior Periods	\$27,082.32
Invoice Prior Period Reversals	(\$5,336.56)
INVOICE	\$58,157.63
DEBIT	\$586.29
COURTESY DISCOUNT	(\$295.30)
BAD DEBT PAYMENT REVERSAL	\$1,272.26
Bad Debt Non Collection	(\$2,837.81)
BAD DEBT ADJ REVERSAL	\$378.05
2-WRITE OFF INS	(\$12,112.10)
1-PAYMENT	(\$32,252.52)

Total Balance Forward:	\$202,801.06

Key Largo Volunteer Ambulance Corp., Inc. Payroll Transactions by Payee

November 16, 2018

Date	Name	Num	Туре	Memo	Account	Amount
American Fun	ds American Funds	ONLI	. Liability Check	JAIME ARA	Corp Account- 406	-45.82
Total American		0,12,0	. Liability Citoon		301p / 1000dill 400	-45.82
Form 941	, and					-43.62
11/16/2018	Form 941	EFTP9	S Liability Check	59-1682537	Billing - Payroll	-3,316.42
Total Form 941						-3,316.42
Adam L Schus 11/16/2018	sheim Adam L Schussh	. DIRE	. Paycheck		Billing - Payroll	-1,452.40
Total Adam L Se	chussheim					-1,452.40
Candice Hubbs 11/16/2018	Candice Hubbs	DIRE	Paycheck		Billing - Payroll	-546.26
Total Candice H	ubbs					-546.26
Carlos A Leon	Carlos A Leon	DIDE	Doughook		Dilling Down	054.07
Total Carlos A L		DINE	Paycheck		Billing - Payroll	-654.87
	5011					-654.87
Donald Bock 11/16/2018	Donald Bock	DIRE	Paycheck		Billing - Payroll	-701.05
Total Donald Boo	ck					-701.05
Elizabeth Elkou 11/16/2018	ry Elizabeth Elkoury	DIRE	Paycheck	(Corporate Account	-1,316.31
Total Elizabeth E	lkoury					-1,316.31
Jaime E Arana 11/16/2018	Jaime E Arana	DIRE	Paycheck	E	Billing - Payroll	-654.36
Total Jaime E Ara	ana					-654.36
Jesus A Miranda 11/16/2018	ı Jesus A Miranda	DIRE	Paycheck	В	Billing - Payroll	-1,409.51
Total Jesus A Mir	anda				_	-1,409.51
Joseph A Cid 11/16/2018	Joseph A Cid	DIRE	Paycheck	В	iilling - Payroll	-707.98
Fotal Joseph A Ci	d					-707.98
uis R Castro 11/16/2018 L	uis R Castro	DIRE	Paycheck	В	illing - Payroll	-1,096.13
otal Luis R Castr	o		•		· ·	-1,096.13
Scar S Pinzon						,
11/16/2018	Oscar S Pinzon	DIRE I	Paycheck	Bi	illing - Payroll	-673.26
otal Oscar S Pinz	zon					-673.26

Page 1

Key Largo Volunteer Ambulance Corp., Inc. Payroll Transactions by Payee November 16, 2018

Date	Name	Num	Туре	Memo	Account	Amount
Ozzie Oporta 11/16/2018	Ozzie Oporta	DIRE	Paycheck		Billing - Payroll	-322.76
Total Ozzie Opo	orta					-322.76
Pedro L Marin 11/16/2018	Pedro L Marin	DIRE	Paycheck		Billing - Payroll	-1,106.16
Total Pedro L M	arin					-1,106.16
Roxana M Pere: 11/16/2018	z Roxana M Perez	DIRE	Paycheck		Billing - Payroll	-390.39
Total Roxana M	Perez					-390.39
OTAL						-14,393.68

Key Largo Volunteer Ambulance Corp., Inc. Payroll Transactions by Payee

November 30, 2018

Date	Name	Num	November 30			
American Fun	nds		Туре	Memo	Account	Amount
11/30/2018 Total American		ONLI Lia	ability Check		Corp Account- 406	-102.3
	rungs					-102.31
Form 941 11/30/2018	Form 941	EFTPS Lia	bility Check	59-1682537	Billing - Payroll	
Total Form 941					- ayron	-3,529.30
Adam L Schus 11/30/2018	sheim Adam L Schussh.	DIRE Pay	rcheck		Dillian D. II	-3,529.30
Total Adam L So		•			Billing - Payroll	-1,351.13
Candice Hubbs 11/30/2018	Candice Hubbs	DIRE Paye	nha al-			-1,351.13
Total Candice Hu		Onic Pay	SHECK	I	Billing - Payroll	-319.43
Carlos A Leon	Carlos A Leon	DIDE D.				-319.43
Total Carlos A Le		DIRE Payo	песк	Ε	Billing - Payroll	-1,035.94
David A Crucige						-1,035.94
11/30/2018	David A Cruciger	DIRE Paych	neck	R	illing - Payroll	
Total David A Cru	ciger			<i>D</i> ,	ming - rayroll	-215.41
Donald Bock 11/30/2018	Donald Bock	DIRE Paych	eck	Di	D. S. S.	-215.41
Total Donald Bock		,		Bii	ling - Payroll	-701.06
Elizabeth Elkoury 11/30/2018 E		DIRE Payche	eck "			-701.06
Total Elizabeth Elki				Co	rporate Account	-1,316.32
Jaime E Arana 11/30/2018 Ja	ime E Arana [DIRE Payche	- 1.			-1,316.32
Total Jaime E Arana	_	in L rayone	CK	Billi	ng - Payroll	-642.13
lesus A Miranda 11/30/2018 Jes		IRE Payched	.i.			-642.13
otal Jesus A Miran	_	rayoned	GK.	Billin	ig - Payroll	-1,389.89
oseph A Cid						-1,389.89
11/30/2018 Jos otal Joseph A Cid	eph A Cid DI	RE Paycheci	K	Billin	g - Payroll	-1,018.68
Jis R Castro	R Castro DII					-1,018.68
otal Luis R Castro	TI Casilo DII	RE Paycheck		Billing	- Payroll	-349.30
Luio II Vastiu						-349.30
						Page 1

Key Largo Volunteer Ambulance Corp., Inc. Payroll Transactions by Payee November 30, 2018

	Date	Name	Num	Туре	Memo	Account	Amount
1	Oscar S Pinzon 11/30/2018	n Oscar S Pinzon	DIRE	Paycheck		Billing - Payroll	-1,039.69
	Total Oscar S P	inzon					-1,039.69
	Ozzie Oporta 11/30/2018	Ozzie Oporta	DIRE	Paycheck		Billing - Payroll	-939.69
	Total Ozzie Opo	orta					-939.69
	Pedro L Marin 11/30/2018	Pedro L Marin	DIRE	Paycheck		Billing - Payroll	-699.67
	Total Pedro L M	arin					-699.67
T	OTAL						-14,649.95



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

Business Meeting October 9, 2018

Board members in attendance were Don Conord, Dawn DeBrule, and Scott Robinson. A quorum was present. Chief Don Bock was also in attendance. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 7:00 pm by President Robinson.

2. Approval of Agenda

Dawn DeBrule, seconded by Don Conord moved approval of the agenda. Motion carried.

3. Announcements

President Robinson read a letter sent by Dr. Morrison siting exemplary behavior by several crew members who responded to a difficult call.

4. Public Comment.

No public comment.

5. Approval of Minutes

Dawn DeBrule, seconded by Don Conord moved approval of the September 11, 2018 minutes. Motion carried.

6. <u>Treasurer's Report</u>

Dawn DeBrule reported a balance of \$54,537.85 as of September 30, 2018. Dawn DeBrule, seconded by Don Conord moved approval. Motion carried.

7. Committee Reports

No report.

8. Benevolent Association Report

Paul Mocsynski reported the following:

- He is waiting for the check from Subway
- Everything is ready for Fire Prevention Week on Wednesday, October 10

9. Legal Report

No report.



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

KLVFD Business Meeting October 9, 2018

10. Membership Review

- A. Request for Reinstatement/Sam Huttig
- B. Request for Reinstatement/Michael Samuels

Don Conord, seconded by Dawn DeBrule moved approval of Sam Huttig and Michael Samuels' request for reinstatement. Motion carried.

C. Leave of Absence Request/Liosdan Diaz

Dawn DeBrule, seconded by Don Conord moved approval of Liosdan Diaz's request for a 90 day leave of absence.

11. Old Business

A. Budget Update

Chief Bock reported no cuts were made to the budget which has been finalized.

B. Election

Two board positions were open and after voting, Thomas Mirabella and Marcus Golling will fill those positions.

C. Other Old Business

None.

12. New Business

A. Letter from State

Chief Bock reported a letter has been received from the state which mainly refers to some training issues and these are being addressed.

B. Other New Business

None

13. Membership Discussion

EMS help was requested for the Fire Prevention event at Key Largo school on October 10.

14. Adjournment

There being no further business, Don Conord moved adjournment seconded by Dawn DeBrule. Motion carried. Meeting adjourned at 7:30pm.

Pamela Andersen Recording Secretary

Key Largo Volunteer Fire Department Treasurer's Report October 2018

	Payroll/Reimb	Corp Account	District Expenses	Tee Shirt	Total
Beginning Balance	\$51,439.40	\$1,621.72	\$826.59	\$650.14	\$54,537.85
Revenues Revenues & Reimbursements Donations T-Shirts Fire Reports	74,918.52	256.01 250.00 5.00 0.03	00.0	0.00	\$75,174.53 250.00 560.00 5.00 5.31
Total Revenues	\$74,923.74	\$511.04	\$0.00	\$560.06	\$75,994.84
Expenditures Payroll Expenses	66.475.86	00.00	00.0	00 0	\$66 475 86
Employee's Share Health Insurance	-1,195.94	0.00	0.00	0.00	-1,195.94
Health Insurance	4,542.86	0.00	00.00	0.00	4,542.86
T-Shirts	0.00	00.00	0.00	0.00	0.00
Professional Fees	00.0	75.00	0.00	0.00	75.00
Postage	00.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	70.00	00.00	0.00	70.00
Office Supplies	00.00	00.00	0.00	0.00	0.00
Operating Supplies	0.00	1,186.01	0.00	0.00	1,186.01
Repairs	00.00	00.0	0.00	0.00	0.00
Total Expenditures	\$69,822.78	\$1,331.01	\$0.00	\$0.00	\$71,153.79
Ending Balance	\$56,540.36	\$801.75	\$826.59	\$1,210.20	\$59,378.90
TRANSFERS	(1,000.00)	1,000.00	0.00	0.00	0.00
Balance before Adjustment	\$55,540.36	\$1,801.75	\$826.59	\$1,210.20	\$59,378.90
Adjustment to arrive at Actual	33.86	0.00	0.00	00.00	33.86
ACTUAL BALANCE @ MO END	\$55,506.50	\$1,801.75	\$826.59	\$1,210.20	\$59,345.04
*Payroll Liabilities Fixed Asset Purchases Total Adjustments	\$33.86 \$0.00 \$33.86				

CAPITAL & CENTENNIAL ARE COMBINED FOR EACH CLASS

Date: 12/7/2018

Manpower Analysis by Incident Key Largo Fire Department

Date Range: From 11/1/2018 to 11/30/2018
Fixed Property:
Company: All Companies

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
111-Building fire	F	10	10.00	3.42	3.42	34.20	34.20
154-Dumpster or other outside trash receptacle fire	-	14	14.00	0.58	0.58	8.12	8.12
300-Rescue, EVIS incident, other	4	15	3.75	1.53	0.38	1.18	4.74
311-Medical assist, assist EMS crew	-	က	3.00	0.48	0.48	1.44	1.44
320-Energency medical service incident, other	ဇ	10	3.33	1.11	0.37	1.24	3.71
321-EWS call, excluding vehicle accident with injury	12	46	3.83	5.45	0.45	1.71	20.56
322-Motor vehicle accident with injuries	10	69	06.9	4.36	0.44	2.70	26.97
323-Motor vehicle/pedestrian accident (MV Ped)	2	80	4.00	1.20	09:0	1.98	3.96
324-Motor vehicle accident with no injuries.	ဇ	9	2.00	0.97	0.32	0.47	1.41
353-Removal of victim(s) from stalled elevator	T	0	0.00	0.00	0.00	0.00	0.00
411-Gasoline or other flammable liquid spill	-	က	3.00	0.15	0.15	0.45	0.45
444-Pow er line dow n	-	4	4.00	0.95	0.95	3.80	3.80
445-Arcing, shorted electrical equipment	-	က	3.00	0.45	0.45	1.35	1.35
511-Lock-out	-	6	9.00	0.67	0.67	6.03	6.03
550-Public service assistance, other	-	12	12.00	0.35	0.35	4.20	4.20
611-Dispatched & canceled en route	2	9	3.00	0.00	0.00	0.00	0.00
631-Authorized controlled burning	_	ស	5.00	0.47	0.47	2.35	2.35
651-Smoke scare, odor of smoke	2	13	6.50	0.00	0.00	0.00	0.00
700-False alarm or false call, other	4	18	4.50	0.58	0.14	0.63	2.50
733-Smoke detector activation due to malfunction	-	9	00'9	0.00	0.00	0.00	0.00
735-Alarm system sounded due to maifunction	-	O	9.00	0.33	0.33	2.97	2.97
743-Smoke detector activation, no fire - unintentional	-	ന	3.00	0.23	0.23	0.69	69.0
745-Alarm system activation, no fire - unintentional	-	5	5.00	0.20	0.20	1.00	1.00
900-Special type of incident, other	-	4	4.00	1.08	1.08	4.32	4.32
Blank. Incident Type not Entered	80	6	1.13	0.43	0.05		3.90
Total and Averages for all Incident Types	65	290	4.46	24.99	0.38		138.67

NFPA Analysis Report

Key Largo Fire Department

Date Range: From 11/1/2018 to 11/30/2018 Fixed Property:

	E IN STRUCTURES BY FIXED OPERTY USE (OCCUPANCY)	Number of		Civilian Fire If none, write D.	Estimated Property Damage from Fire. If no loss, write 0.	
(Al	l in Section A Incident Type 110-129)		Deaths	Injuries	no loss, write u.	
1.	Private Dwellings (1or 2 family), Including mobile homes (FPU 400-419)	0	0	0	\$0	
2.	Apartments (3 or more families) FPU 429 or FPU 439)	0	0	0	\$0	
3.	Hotels and Motels (FPU 449)	0	0	0	\$0	
4.	All other residential (dormitories, boarding houses, tents, etc.) (FPU 459-499)	0	0	0	\$0	
5.	TOTAL OTHER RESIDENTIAL FIRES (SHOULD BE SUM OF LINES 1THROUGH 4)	0	0	0	\$0	
6.	Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	0	0	0	\$0	
7.	Schools and Colleges (FPU 200-299)	0	0	0	\$0	
8.	Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	0	0	0	\$0	
9.	Stores and Offices (FPU 500-599)	1	0	0	\$0	
10.	Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	0	0	0	\$0	
11.	Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	0	0	0	\$0	
12.	Other Structures** (outbuildings, bridges, etc.) (FPU 900-999)	0	0	0	\$0	
13.	TOTALS FOR STRUCTURE FIRES (SHOULD BE SUM OF LINES 5 THROUGH 12)	1	0	0	\$0	
В.	OTHER FIRE AND INCIDENTS					
14a.	Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	0	0	0	\$0	
14b.	Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	0	0	0 .	\$0	
15.	Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc. (IT 140, 141, 161, 162, 164, 170-173)	0	0	0	\$0	
16.	Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	0	0	0		
17.	Fires in Hubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150-155)	1	0	0		
18.	All Other Fires. (IT 100, 160, 163)	0	0	0	\$0	
19.	TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18	2	0	0	\$0	
20.	Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	33				
21.	False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	8				
22.	Mutual Aid or Assistance Responses Given	3				
23a.	Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	1	100			
23b.	Other Hazardous Conditions (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	2				
24.	All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	16				
25.	TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	65				

Based on what is reported in lines 5 and 13 for number of fire above, please report separately:

Confined fires (e.g., cooking fires confined to cooking vessel, or chimney fire that did not spread beyond chimney, or confined trash fires) IIT 113 - 118), and Nonconfined fires (IT 110 - 112,120 - 123).

	Number of Confined Fires	Number of Nonconfined Fires
5. Residential Fires (line 5 above)	0	0
3. Structure Fires (line 13 above)	0	1
BREAKDOWN OF FALSE ALARM RESPONSES		
Malicious, Mischievous False Call (IT 710-715)	0	
2. System Malfunction (IT 700-739)	2	
3. Unintentional (tripping on Interior device accidentally etc.) (IT 740-749)	2	
l. Other False Alarms (bomb scares, etc.) (IT 721,700)	4	

Incident Run Log Key Largo Fire Department

Date Range: From 11/1/2018 to 11/30/2018

Fixed Property:

Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Туре	Lgth
11/30/2018	38032	2018-000790	10:51	325	CALUSA ST		Building fire	3.4
11/10/2018	38032	2018-000743	21:30	1026	OVERSEAS HWY		Dumpster or other outside trash receptacle fire	0.6
11/01/2018	38032	2018-000722	13:33	100	HAMMOCK TRAIL	1110	Rescue, EMS incident, other	0.1
11/02/2018	38032	2018-000728	15:58	1020	OVERSEAS HWY		Rescue, EMS incident, other	0.9
11/04/2018	38032	2018-000731	08:54	1	EAST DR		Rescue, EMS incident, other	0.4
11/16/2018	38032	2018-000754	21:42		MORRIS AVE		Rescue, EMS incident, other	0.0
11/15/2018	38032	2018-000753	13:17	1058	OVERSEAS HWY		Medical assist, assist EMS crew	0.5
11/09/2018	38032	2018-000741	23:45	26	SEXTON COVE RD		Emergency medical service incident, other	0.3
11/17/2018	38032	2018-000755	12:05	3	NORWOOD AVE		Emergency medical service incident, other	0.5
11/24/2018	38032	2018-000773	12:01	1016	OVERSEAS HWY	B21	Emergency medical service incident, other	0.4
11/10/2018	38032	2018-000742	20:13		OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
11/12/2018	38032	2018-000746	11:52		OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.6
11/14/2018	38032	2018-000751	17:21	4	BLACKWATER LN NORTH	312	EMS call, excluding vehicle accident with injury	0.6
		2018-000765		26	BUNTING DR		EMS call, excluding vehicle accident with injury	0.1
		2018-000770		100	HAMMOCK TRAIL	1114	EMS call, excluding vehicle accident with injury	0.4
		2018-000771		460	BOWIE LN		EMS call, excluding vehicle accident with injury	0.3
		2018-000776			OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.4
		2018-000780		435	4TH RD		EMS call, excluding vehicle accident with injury	0.8
		2018-000781			OVERSEAS HIGHWAY		EMS call, excluding vehicle accident with injury	0.4
		2018-000782		13	JANET PL	Α	EMS call, excluding vehicle accident with injury	0.5
		2018-000785		432			EMS call, excluding vehicle accident with injury	0.4
		2018-000787			HERON RD		EMS call, excluding vehicle accident with injury	0.3
		2018-000729			OVERSEAS HWY		Motor vehicle accident with injuries	0.7
		2018-000734			OVERSEAS HIGHWAY		Motor vehicle accident with injuries	0.8
		2018-000740			101.3 MM OC		Motor vehicle accident with injuries	0.0
		2018-000750		103	OVERSEAS		Motor vehicle accident with injuries	0.4
		2018-000752			OVERSEAS HIGHWAY		Motor vehicle accident with injuries	0.8
		2018-000756			OVERSEAS HWY		Motor vehicle accident with injuries	0.4
		2018-000766		1000	OCEAN BAY DR / 99.5 MM		Motor vehicle accident with injuries	0.3
		2018-000767		111.		SB	Motor vehicle accident with injuries	0.6
		2018-000774		111.	US1	SB	Motor vehicle accident with injuries	0.7
		2018-000779		1020	OVERSEAS HWY	00	Motor vehicle accident with injuries	0.0
		2018-000778			OCEAN DR / 99.8 MM OC		Motor vehicle/pedestrian accident (MV Ped)	1.0
		2018-000784			OVERSEAS HWY	SB	Motor vehicle/pedestrian accident (MV Ped)	0.2
		2018-000704			OVERSEAS HWY	OD	Motor vehicle accident with no injuries.	0.2
		2018-000725			OVERSEAS HWY		Motor vehicle accident with no injuries.	0.1
		2018-000723			OVERSEAS HWY		Motor vehicle accident with no injuries.	0.5
		2018-000733			OVERSEAS HWY		Removal of victim(s) from stalled elevator	0.0
		2018-000723			OVERSEAS HIGHWAY		Gasoline or other flammable liquid spill	0.0
		2018-000727			OVERSEAS HWY		Power line down	0.1
		2018-000737			MAHOGANY DR / 102 MM OC		Arcing, shorted electrical equipment	0.5
		2018-000730			OCEAN BAY DR		Lock-out	
		2018-000778			CARIBBEAN DR		Public service assistance, other	0.7 0.3
		2018-000778			OVERSEAS HWY			
		2018-000720			WATERWAYS DR		Dispatched & canceled en route Dispatched & canceled en route	0.0
								0.0
		2018-000783			OVERSEAS HWY		Authorized controlled burning	0.5
		2018-000748			OVERSEAS HWY		Smoke scare, odor of smoke	0.5
		2018-000772			OVERSEAS HWY		Smoke scare, odor of smoke	0.5
		2018-000735			OVERSEAS HWY	1	False alarm or false call, other	0.0
		2018-000737			OVERSEAS HWY		False alarm or false call, other	0.4
		2018-000738			OVERSEAS HWY	CD.	False alarm or false call, other	0.0
		2018-000747		9700		SB	False alarm or false call, other	0.1
		2018-000769		4004	MOCKINGBIRD DR / 106 MM G		Smoke detector activation due to malfunction	0.4
		2018-000789			OVERSEAS HWY		Alarm system sounded due to malfunction	0.3
		2018-000745			LAKE DR 102.7 GU NORTH		Smoke detector activation, no fire - unintentional	0.2
		2018-000786			OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.2
		2018-000777		1048	OVERSEAS HWY		Special type of incident, other	1.1
		2018-000732			REEF ROAD 106 MM			0.0
11/06/2018	30032	2018-000736	14:15		SNAKE CREEK BRID / 86 MM			0.0