DISTRICT MEETING AGENDA
March 11, 2019
(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 March 11, 2019 District Meeting Agenda

   2b. Approval of Minutes
       2b.1 February 25, 2019 Strategic Planning Workshop Minutes
       2b.2 February 25, 2019 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS
   6a. Fire Hydrant Report (Thomas)
   6b. Department Accounting Fees (Thomas)

7. NEW BUSINESS
   7a. MOTION/APPROVAL: Increasing the Fire Department advancement to cover timing differences for employee payroll and benefits, and volunteer reimbursements. (Johnson)

   7b. DISCUSSION: Department Responses to Public Records Requests (Allen)

   7c. DISCUSSION: Community Event May (Conklin)

   7d. DISCUSSION: FASD Report (Mirabella)

   7e. DISCUSSION: KLVFD Policies (Mirabella)
       7e.1 Safety Cone Policy 8/1/15
       7e.2 Quarterly Performance Objective Program Policy # 2016-01-01 1/1/16
       7e.3 Social Media Policy 8/5/16
       7e.4 Leave of Absence Policy 65/8/18
       7e.5 Harassment Policy #2018-5-15-01
       7e.6 SOP 600.08 Mutual Aid Response & Operations 2/12/19
DISTRIBUTION MEETING AGENDA (Continued)
March 11, 2019

8. FINANCIAL REPORT

9. LEGAL COUNSEL REPORT

10. AMBULANCE CORPS REPORT

11. FIRE DEPARTMENT REPORT

12. COMMISSIONER ITEMS

13. NEXT MEETING
   13a. District Meeting: April 8 and April 22, 2019

14. ADJOURN

NEXT MEETINGS
April 08, 2019 District Meeting (if required)
April 22, 2019 District Meeting
May 13, 2019 District Meeting (if required)
May 20, 2019 Strategic Planning Workshop & District Meeting
June 10, 2019 District Meeting (if required)
June 24, 2019 KLVAC Budget Workshop & District Meeting

DOCUMENTS
AI 2a District Meeting Agenda
AI 2b.1 February 25, 2019 Strategic Planning Workshop Minutes
AI 2b.2 February 25, 2019 District Meeting Minutes
AI 7d FASD Report
AI 7e.1 Safety Cone Policy 8/1/15
AI 7e.2 Quarterly Performance Objective Program Policy 1/1/16
AI 7e.3 Social Media Policy 8/5/16
AI 7e.4 Leave of Absence Policy 6/16/18
AI 7e.5 Harassment Policy #2018-5-15-01
AI 7e.6 SOP 600.08 Mutual Aid Response & Operations 2/12/19

PERSONS WHO WISH TO BE HEARD SHALL COMPLETE A SPEAKER REQUEST CARD,
AND SUBMIT THE CARD TO THE DISTRICT CLERK PRIOR TO THE AGENDA
STRATEGIC PLANNING WORKSHOP MINUTES

February 25, 2019

1. AGENDA
   1a. Call to Order
       Chairman Allen called the District Meeting to order at 6:03 p.m.

       Frank Conklin led the Pledge of Allegiance.

   1c. 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, Jennifer Johnson, Gaelan Jones Esq., and Scott Robinson. The meeting was held at Station 24.

2. APPROVAL OF AGENDA – February 25, 2019
   2a. Approval of February 25, 2019 Strategic Planning Workshop Agenda

       MOTION: Commissioner Mirabella made a motion to approve the February 25, 2019 Strategic Planning Workshop Agenda. Commissioner Powers seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT
   Sue Heim discussed raising the millage.

4. ACTION ITEMS
   4.1 Review Strategic Plan List

       Review Special Assessments and Cost Recovery: These items were combined. If the District pursues raising the millage or creating a special assessment, the first time it can be on the ballot is August 2020 (2019 would require a Special Election and the District would have to pay for the election). Special assessments need to be specific and are for something the District currently does not collect ad valorem taxes. Legal will reach out to Theron Simmons and Scott Robinson and research the Charter to identify potential items for which the Fire Department can charge (i.e., extrication, etc.). Commissioner Mirabella will request information from FASD.

       Option to Budget for Reserves: This item was closed.

       5-Year Capital Improvement Plan: This will be updated during the budget cycle.

       General Funding Source & Limited Revenue: Commissioner Allen will get with our District 5 BOCC Commissioner.

       Identify Actions Necessary to Raise Millage in 2019: In 2019, this would require a Special Election to be paid for by the District. In 2020, this item could be placed on the 2020 primary or general ballot.
4.1 Review Strategic Plan List (Continued)

**Review Retention Requirements:** Advancement opportunities and Safer grant will help retention.

**Review 401K Match:** Both departments are participating in the plan.

**Quarterly Finance Meetings with Departments:** Finance is working with departments.

**Identify Potential Legislation:** No legislative items at this time.

**Fire Hydrant Project Phase 7:** Equipment has been delivered and awaiting issuance of permits.

**Fire Hydrant Project Phase 8:** No action at this time.

**Community Support:** Commissioner Conklin will be responsible for this item. Recommended activities: EMS follow up with patients they transport, Fire Department Host Quarterly Community Events (bbq’s, etc.), and follow up with the Fire Department & EMS Citizen’s Academy.

**Update Website:** Jones will follow up with Heim. This item was closed.

**Grant Funding:** Departments will pursue grants.

**Communications Proposal:** Jones will follow up with Fay. This item is closed.

4.2 Identify Any New Strategic Plan Items/Action Items

No new strengths, weaknesses, opportunities or threats were discussed.

5. ADJOURN WORKSHOP

**MOTION:** Commissioner Mirabella made a motion to adjourn, which was seconded by Commissioner Powers at 6:56 p.m.

Documents

Agenda
Strategic Planning Action Plan

Next Scheduled Workshop:

*May 20, 2019*

*November 18, 2019*
DISTRICT MEETING MINUTES
February 25, 2019
(KLVFD – Station #24 at 6:00 p.m.)

1. AGENDA
   1a. Call to Order
   Chairman Allen called the District Meeting to order at 6:58 p.m.

   1b. 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, Jennifer Johnson, Gaelan Jones Esq., and Scott
   Robinson. The meeting was held at Station 24.

2. APPROVAL OF AGENDA & MINUTES
   2a. Approval of February 25, 2019 District Meeting Agenda
   Jennifer Johnson reported a change in pricing of item 7.D. for the radios to $241,555.89.
   
   **MOTION:** Commissioner Thomas made a motion to approve the February 25, 2019
   District Meeting Agenda with the change in pricing for Item 7.D. Commissioner
   Conklin seconded, and the Board unanimously passed the motion.

   2b. Approval of Minutes
   2b.1 December 17, 2018 District Meeting Minutes
   
   **MOTION:** Commissioner Thomas made a motion to approve the December 17, 2018
   District Meeting Minutes. Commissioner Conklin seconded, and the Board unanimously
   passed the motion.

   2b.2 January 28, 2019 District Meeting Minutes
   
   **MOTION:** Commissioner Powers made a motion to approve the January 28, 2019
   District Meeting Minutes. Commissioner Conklin seconded, and the Board unanimously
   passed the motion.

3. PUBLIC COMMENT
   Sue Heim discussed the Florida Retirement System.

4. CHAIRMAN REPORT
   The Chairman did not have any items to report to the Board.

5. SECRETARY REPORT
   The Secretary did not report on any items.
6. **OLD BUSINESS**
   **6a. Fire Hydrant Report**
   Commissioner Thomas reported the equipment has been received and installation is pending receipt of the permits.

7. **NEW BUSINESS**
   **7a. MOTION/APPROVAL: KLVFD Sign Quote (Station 24)**
   Jennifer Johnson reported the pricing for the District logo has been reduced from $2,500 to $1,900.00 for a 46 x 60 and $1,400.00 for a 40 x 48.

   **MOTION:** Commissioner Thomas made a motion to **approve the Sign Quote from <VENDOR> Station 24 in the amount of $7,825.00.** Commissioner Conklin seconded, and the Board unanimously passed the motion.

   **7b. DISCUSSION: Department Accounting Fees**
   Bob Thomas introduced Theresa Sutter, a QuickBooks Advisor, who had discussed the departments’ payroll with Chief Bock. Ms. Sutter discussed options for improving Department payroll and reducing costs. The contact for Paychex representative Holly Moret will be provided to Scott Robinson, who will reach out to her for more information.

   **7c. MOTION/APPROVAL: sole source purchase of radios and equipment from Sun Communications for an amount not to exceed $241,555.89, and directing staff to submit the purchase to the AFG grant for partial reimbursement**
   AFG approved $115,750 for the radio grant. The grant will pay for $110,239 and the District is responsible for $5,511.00. Legal discussed the Federal Grant competitive bidding process. The department may piggy-back off a competitively bid contract.

   **MOTION:** Commissioner Thomas made a motion to **approve the radio expenditure in the amount of $241,555.89.** Commissioner Powers seconded, and the Board unanimously passed the motion.

   **7d. MOTION/APPROVAL: KLVFD Travel Authorization (Trip to E-One) for an amount not to exceed $611.00**
   Jennifer Johnson reported that the trip is for four people and includes a rental car, meals, tolls, fuel, parking and per diem.

   **MOTION:** Commissioner Thomas made a motion to **approve the Travel Authorization to E-One in the amount of $611.00.** Commissioner Conklin seconded, and the Board unanimously passed the motion.
7e. **DISCUSSION: KLVFD Policies**

7e.1  **KLVFD Policy 2014-11-21-1 Minimum Shift Requirements, Training & Non-Compliance Policy for Members** 11/21/14

7e.2  **KLVFD Policy 2016-01-01 Rookie Program Policy 01/01/15**

7e.3  **KLVFD Policy Safety Vests Policy 08/01/15**

7e.4  **KLVFD Policy Drug Free Workplace and Work Rules 08/15**

7e.5  **KLVFD Policy 2015-003 48 Hours or Less “Volunteers Time Off Request” 09/01/15**

The Board reviewed the Fire Department policies. For the next meeting there will be 5 policies and the newly-approved Mutual Aid Policy.

7f.  **MOTION/APPROVAL: Purchase Replacement Air Bag Kit from Municipal Equipment Services $8,550.00.**

**MOTION:** Commissioner Powers made a motion to approve the Replacement Air Bag Kit from Municipal Equipment Services $8,550.00. Commissioner Conklin seconded, and the Board unanimously passed the motion.

8. **FINANCIAL REPORT**

Jennifer Johnson reported the department is requesting a time extension to March 10 for the roof at Station 23. The payroll is being reviewed and the funds will be obligated. FEMA will issue the funds to the State, and the State will distribute the funds to the District.

9. **LEGAL COUNSEL REPORT**

Legal did not have any additional items to report.

10. **AMBULANCE CORPS REPORT**

10a.  **KLVAC Monthly Report 190131**

The Corps hired four new employees.

11. **FIRE DEPARTMENT REPORT**

11a.  **KLVFD Monthly Report 190131**

11b.  **KLVFD Performance Report 190131**

The Fire Department has approved four or five new SOPS.

12. **COMMISSIONER ITEMS**

None

13. **NEXT MEETING**

13a. **District Meeting: March 11, 2019 or March 25, 2019**

The next meeting will be March 11, 2019.

*(See Next Page)*
14. ADJOURN

MOTION: Commissioner Mirabella made a motion to adjourn, which was seconded by Commissioner Powers at 7:42 p.m.

NEXT MEETINGS
March 11, 2019 District Meeting (if required)
March 25, 2019 District Meeting

DOCUMENTS
AI 02a Agenda for District Meeting
AI 02b.1 District Meeting Minutes 181217
AI 02b.2 District Meeting Minutes 190128
AI 07a Vital Sign Quote
AI 07c AFG Radio Grant: Proposal, Requirements and Sole Source
AI 07d KLVFD Check Request (Trip to E-One)
AI 7e.1 KLVFD Policy 2014-11-21-1 Minimum Shift Requirements, Training & Non-Compliance Policy for Members 11/21/14
AI 7e.2 KLVFD Policy 2016-01-01 Rookie Program Policy 01/01/15
AI 7e.3 KLVFD Policy Safety Vests Policy 08/01/15
AI 7e.4 KLVFD Policy Drug Free Workplace and Work Rules 08/15
AI 7e.5 KLVFD Policy 2015-003 48 Hours or Less “Volunteers Time Off Request” 09/01/15
AI 10a KLVAC Monthly Report 190131
AI 11a KLVFD Monthly Report 190131
AI 11b KLVFD Performance Report 190131
Agenda

• Reliable, accurate financial information
• Misconceptions about audits
• Common audit findings
• Internal controls
• Scenarios
• Recap
What’s new for FY2018

• GASB 75 – OPEB
  • Other Post Employment Benefit (normally health insurance)
  • Need an actuarial valuation
  • Will report liability and deferred amounts on statement of net position
Future GASBs

- Leases
- Financial Reporting
Reliable/accurate financial information

- Questions to ask yourself
  - How do you know the information you get is reliable and or accurate?
  - Reasonable vs absolute
  - What is in place to ensure accuracy and reliability?
  - What role do you play?
Reliable/Accurate Financial Information

• Internal controls
• Information Technology (IT)
• Competent staff
• Accounting system
Misconceptions about audits and auditors

• We test everything
• We are a second set of eyes
• We can direct management
• We perform audit to detect fraud
• The financial statements belong to us
Audit Findings

- Policies
- Procurement
- Payroll
- Budget
- Reconciliations
Information Technology

- General controls (network and financial reporting)
  - Firewalls, environmental controls, access
  - Passwords
  - Backup/storage
  - Virus/penetration scans
- Accounting software
  - System is adequate for what the District needs
  - Use current versions of products
Internal Controls

• Five elements
  • Control environment
  • Risk assessment
  • Control activities
  • Information/communication
  • Monitoring
Control Environment

- Infrastructure of standards, processes, and structures
- To be favorable must have the following:
  - Commitment to integrity and ethical values
  - Independent oversight
  - Assignment of authority and responsibility
  - Competent staff
  - Accountability
Risk Assessment

• Must be able to identify the objective
• Identify internal and external risks
• Fraud consideration
• Changes (external and internal)
Control Activities

• Activities depend on risk level
• Must have appropriate activities to address specific risk
• Implemented via policies and procedures
• Include controls over technology
Information/Communication

• Availability of high quality information
• Internal and external
Monitoring

- Evaluate controls
- Done by government
- Auditor not part of the controls
Who is Responsible for Internal Controls?

- Management or Board?
  - Management
    - Day to day
    - Primary responsibility
  - Board
    - Oversight
    - Ultimate responsibility
Board Responsibilities

• Tone at the Top
• Adopt Policies
• Oversight
Tone at the Top

• Ethics
  • How communicated
• What is portrayed to employees (perception)
  • Circumventing processes
  • Direct contact with vendors
• What is documented in employee handbooks/manuals
  • What behavior is not acceptable
Policies

- Know what the policies are
- Determine if adequate, change if necessary
- Information Technology
  - Security (firewalls, access, passwords, etc.)
  - Backup and storage
  - Strategic planning – where are you headed?
Policies (Continued)

• Disbursement policies (procurement)
  • Spending thresholds and approvals
  • Sole source
  • Checks vs. wires vs. credit cards
  • Construction disbursement policies
    • Is a lien waiver included from payee and or subcontractors
    • If no waiver, is there proof that subcontractors were paid
Policies (Continued)

• Cash policies
  • Is there petty cash?
  • Segregation of duties
    • Open mails vs. write-up deposit vs. update GL vs. prepare bank rec
  • Timeliness of bank reconciliation and review
Policies (Continued)

• Payroll
  • Is HR separate from payroll?
  • Who verifies pay rates?
Oversight

- Level of involvement
- Does management have guidance and tools
- Management accountability
Scenario #1

District X has 40 employees. It offers health insurance and vacation and sick time to be accumulated. The sick and vacation time is tracked manually by the payroll clerk who also serves as the District’s human resource person. The District’s employee manual/policy is silent regarding the # of sick and vacation hours that can be carried over and whether sick time is paid out upon termination. Policy is also silent regarding payout amounts if fired with cause. An annual evaluation is performed by the supervisors of all employees. Payroll is processed bi-weekly by the clerk but not reviewed by anyone. Auditor requests personnel file for a District employee. File contains employee application (2005) and W-4.

- a) What are some of the items missing from the file and what are the internal control weaknesses?
- b) What impact can this have on the District’s finances?
Scenario #2

• District Y is a small District with a manager, an accountant and an assistant. The manager has very little accounting background. The assistant answers phones and deals with resident concerns. The accountant performs all bookkeeping functions (AP, payroll, cash receipts, bank reconciliation, etc). The Board would like to devise an internal control system that is cost beneficial. You are tasked with identifying the internal control weaknesses and suggesting ways to eliminate or mitigate them.
• Effective internal controls are key to reliable/accurate financial information
• Risk assessment is an ongoing process
• Provide management with tools to succeed
• Financial statements are a tool for you to use
• Auditor is an independent source
Questions

Racquel McIntosh CPA
Audit Partner
Grau & Associates
rmcintosh@graucpa.com
PURPOSE:

It is the policy of the Key Largo Fire Rescue Department to prevent damage or injury to personnel, equipment, and bystanders during the accomplishment of departmental objectives. Pursuant to the aforementioned, the following directive concerning apparatus shall apply.

POLICY:

A. All vehicles with the exception of staff and pool cars shall maintain a minimum of (5) 28” and (12) 18” reflective orange roadway safety cones as part of its required inventory, in regards to this policy.

B. It shall be the responsibility of the driver of the vehicle in use to comply with this policy.

C. It shall be the responsibility of the officer or firefighter in charge of the vehicle, to see that the policy is followed.

PROCEDURE:

A. Any time that a vehicle has come to a stop for an extended period of time, including but not limited to emergency scenes, drill sites, special details, returning to its housing site, or other circumstances where the vehicle may stand idle, or crew may dismount; the following procedures shall be followed.

1. The driver of the vehicle shall place one (1) 28” road cone directly forward, and one directly rear of the apparatus. Both road cones shall be at a distance of no more than five (5) feet from the vehicle. These shall be located in place at the driver’s earliest convenience as not to impede emergency operations. Additional cones should be placed along the side or sides of the apparatus as needed in order to help secure a safe area around the apparatus.
2. Prior to a vehicle being moved from a stationary position, the driver will remove the road cones while proceeding 360° (degrees) around the apparatus. While walking around the vehicle, the driver will inspect for such items as open doors, loose equipment, objects or other vehicles that may be struck upon departure, damage that may have occurred while the vehicle was stationary, persons or other circumstances that may cause damage or injury.

3. Upon completion of the walk around inspection the driver shall place the road cones in their respective storage areas and report findings to the officer or firefighter in charge.

4. Only after completion of previously outlined steps may the driver proceed to move the vehicle from the stationary position.

5. During an emergency scene or anytime the apparatus is on or along a roadway, cones should be placed in a manner to help in providing early warning to motorist or pedestrians as well as aid in routing traffic away from the perimeter of the scene.

6. For extended period of on-scene time, a warning sign may be placed at the approach to the scene to provide motorist with information that they are approaching an emergency scene ahead. This should be done only when feasible to do so.
I. QUARTERLY P.O. PROGRAM POLICY DESCRIPTION

The Quarterly P.O. Program consists of a quarterly Performance Objective (P.O.) task that each member must complete in the allotted time given per the P.O. program. Each member will have two (2) attempts to complete a specific firefighting related task designated in the P.O. program. All members shall be tested quarterly on the same task. If a member does not pass on their second attempt, he or she will be placed on probation and may have to retake the entire Rookie Book Program. If a member consistently fails the assigned task(s), he or she faces the possibility of removal from the department.
KEY LARGO FIRE DEPARTMENT

Title: SOCIAL MEDIA POLICY

Approved By: Chief Donald Bock

Date: 08/05/2016

Supersedes: ALL EXISTING

1. PURPOSE: The purpose of this document is to define and regulate the use of social media by Key Largo Volunteer Fire Department employees and volunteers.

2. DEFINITIONS:

   a. Social media: forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content. The term social media includes, but is not limited to, social networking sites such as Facebook, Myspace, LinkedIn, Twitter, and YouTube.

   b. KLVFD social media site: a social media site created, maintained and controlled by KLVFD.

   c. Personal social media: social media content maintained and controlled by an individual employee or volunteer member of KLVFD.

3. SCOPE: This policy applies to the use of personal social media relating to an employee’s or volunteer’s duties, and to social media on KLVFD social media sites.

4. KLVFD SOCIAL MEDIA SITES:

   a. KLVFD social media sites shall not be created without the approval of the KLVFD Fire Chief or the KLVFD Fire Chief’s designee.

   b. All content posted on KLVFD social media sites shall be approved by the Fire Chief or the Fire Chief’s designee.

   c. Social media content on KLVFD social media sites shall adhere to all applicable laws, regulations and policies including the records management and retention requirements set by law and regulation.
KEY LARGO FIRE DEPARTMENT

Title: SOCIAL MEDIA POLICY
Date: 08/05/2016
Approved By: Chief Donald Bock

Supersedes: ALL EXISTING

5. PERSONAL SOCIAL MEDIA:

a. No information, videos or pictures gathered while on KLVFD business (including emergency calls, meetings, drills, details, trainings or anything obtained on organization property or at organization functions) may be shared or posted in any format without the approval and written consent of the Fire Chief or the Fire Chief’s designee.

b. Speech that impairs the performance of KLVFD, undermines discipline and harmony among co-workers, or negatively affects the public perception of KLVFD or Key Largo Volunteer Fire Department is prohibited and may be sanctioned.

c. Social media content shall adhere to all applicable laws, regulations and KLVFD policies.

6. GUIDELINES FOR USE OF PERSONAL SOCIAL MEDIA:

a. Do not share confidential or proprietary information of KLVFD or Key Largo Volunteer Fire Department.

b. Do not violate KLVFD or Key Largo Volunteer Fire Department policies and procedures.

c. Do not display KLVFD or Key Largo Volunteer Fire Department logos, uniforms or similar identifying items without prior written permission.

d. Do not publish any materials that could reasonably be considered to represent the views or positions of KLVFD or Key Largo Volunteer Fire Department without authorization.
KEY LARGO FIRE DEPARTMENT

Title: SOCIAL MEDIA POLICY  Date: 08/05/2016
Approved By: Chief Donald Bock  Supersedes: ALL EXISTING

7. OWNERSHIP OF DATA AND MONITORING:

a. Key Largo Volunteer Fire Department owns the right to all data files in any Key Largo Volunteer Fire Department owned computer, network, cell phone or other information system.

b. Key Largo Volunteer Fire Department also reserves the right to monitor electronic mail messages (including text and instant messaging systems) and their content created, viewed or accessed on San Juan County computers, networks and cell phones

8. NONCOMPLIANCE:

a. Inappropriate use of social media may result in disciplinary actions, up to and including termination as an employee or volunteer member of KLVFD.

b. KLVFD employees and volunteers must comply with Key Largo Volunteer Fire Department Computer Use Policy in addition to the Key Largo Volunteer Fire Department Fire Department Social Media Policy.
Leave of Absence Policy

Personnel may request a “leave of absence” for a period not to exceed six months. If a member requests a leave of absence, they shall submit their request via email to the Chief and Corporate President. The request will be put on the next Corporate Business meeting’s agenda for consideration by the Corporate Board. If the member does not return to active membership status at or before the end of their requested leave of absence period, the member will receive notification via email that their membership has been revoked. They have thirty days to appeal to the Board of Directors for reinstatement consideration via email to the Chief and Corporate President. If a reinstatement email is received it shall be placed on the next Corporate Business meeting’s agenda. Personnel that are on a leave of absence shall not be considered or listed as “active status” during their leave of absence with the department.

If a member is on a leave of absence for a documented medical reason(s), the Chief will make the determination on the membership status of this person. If the Chief decides that the member should receive an email notification requesting clarification on their status, the reply might be placed on the next Corporate Business meeting agenda for consideration; however, the Chief shall make the determination whether to put this on the agenda or not. Personnel that are on a medical leave of absence shall not be considered or listed as “active status” during their leave of absence with the department.

Policy approved May 8, 2018 by the Corporate Board
Key Largo Volunteer Fire Department, Inc., herein referred to as “KLVFD” or “KLFD.”, prohibits harassment of any members, paid or volunteer, by other members, on or off duty. Harassment is expressly prohibited on KLVFD property or at KLVFD sponsored functions.

1. No member shall permit, condone or tolerate harassment.
2. The apparent permission or consent by a member being harassed does not lessen the prohibitions contained in this policy.
3. Reprisal or retaliation against a victim, good faith reporter, or a witness of harassment is prohibited.
4. False accusations or reports of harassment against another member are prohibited and personnel will be subject to disciplinary action.

II. Harassment Definition

For the purposes of this policy, harassment means systematically and chronically inflicting physical hurt or psychological distress on one or more members. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, that is severe or pervasive enough to create an intimidating, hostile, or offensive work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's work performance or participation; and may involve but is not limited to:

A. Sexual, religious, or racial/ethnic harassment;
   1. Epithets, slurs, jokes, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, age, national origin, veteran status, marital status, familial status, sexual orientation/preference, or disability/handicap.
   2. Sexual harassment is further defined as:
      a. Unwelcome sexual advances;
      b. Requests for sexual favors;
      c. Verbal or physical conduct of a sexual or otherwise offensive nature, particularly where:
         1) Submission to such conduct is made, explicitly or implicitly, a term or condition of employment;
         2) Submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment; or
         3) Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.
      d. Sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior.
   3. Physical violence;
   4. Placing a member in reasonable fear of harm to his or her person or property;
   5. Damaging or destruction of property;
6. Threat;
7. Stalking;
8. Theft;
9. Bullying or intimidation;
10. Public humiliation;
11. Teasing;
12. "Hazing," which includes initiation rites, horseplay, playing rough practical jokes upon a member(s), and/or by assigning meaningless, difficult, or humiliating tasks to embarrass or humiliate a person.
13. Social exclusion; or
14. Virtual harassment, as defined herein.

B. Prohibited harassing conduct includes written or graphic material that is placed on walls, bulletin boards, computer monitors, or elsewhere on KLVFD property or that is circulated in the workplace.

III. Virtual Harassment

A. Cyberharassment
1. Means the use of department or personal electronic communication or technology devices to harass another individual; to include but not be limited to:
   a. Email messages
   b. Instant messaging
   c. Text messaging
   d. Cellular telephone communications
   e. Internet blogs
   g. Internet chat rooms,
   h. Internet postings,
   i. Digital pictures or images, and
   j. Defamatory websites to engage in acts of harassment regardless of whether such acts are committed on or off-KLVFD property and/or with or without the use of KLVFD resources. For off-KLVFD conduct, KLVFD shall be responsive in cases where the off-KLVFD conduct causes, or threatens to cause, a substantial disruption at work or interference with the rights of members to be safe and secure. It is not the intent of KLVFD to violate the First Amendment Right of individuals regarding freedom of speech but to protect personnel from harassment.
B. Cyberstalking

1. As defined in Florida Statute, Title XLVI, Chapter 784, Section 784.048(1) (d), as now or hereafter amended: "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

2. Cyberstalking penalties as set forth in Florida Statute, Title XLVI, Chapter 784, Section 784.048(2) Any person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

C. Use of KLVFD Resources

1. Access to KLVFD’s networks and computer systems is a privilege, not a right, and requires certain user responsibilities and obligations and is subject to KLVFD and District policies, and also state and federal laws. Appropriate use shall always be legal and ethical.

2. KLVFD maintains the right to inspect any electronic device that is provided by the KLD, or review networked electronic communications including email and internet access, to ensure compliance with KLVFD and District policies and state and federal laws. These networked communications may include internet access made through KLVFD’s Public Wi-Fi access points accessed by personally owned computers.

IV. Policy Violations

A. All personnel are responsible for the administration of this policy and to ensure that prohibited forms of harassment are not tolerated.

B. If a member informs a coworker that his language or behavior is offensive and such conduct continues, the member should immediately report the situation to his supervisor or the supervisor's supervisor, lest it be considered harassment.

C. Harassment of any kind is prohibited, and will not be tolerated. Any employee who engages in an act of harassing, reprisal, or false reporting of harassment, or permits, condones or tolerates harassment shall be subject to discipline in accordance with KLVFD policies. This policy also applies to all volunteers, agents, and third-parties such as contractors, vendors, suppliers, and other visitors to KLVFD buildings or workplaces.

D. All KLVFD members are required to promptly report any form of harassment that is experienced or observed to the Chief, KLVFD President, or to the KLVFD attorney.
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<th>Subject: HARASSMENT POLICY</th>
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<td>Effective: Policy 2018-5-15-01</td>
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<td>Approved By: Donald Bock, Fire Chief</td>
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1. Violations of the KLVFD’s equal opportunity policy should be made in the form of a written complaint to the Chief, KLVFD President, or to the KLVFD attorney. They shall investigate these complaints and respond to the complaint.

2. Any complaint of harassment will be promptly and thoroughly investigated, and kept confidential to the extent possible.

E. Substantiated policy violations will subject an employee to disciplinary action, up to and including termination of employment. Policy violations by volunteers or any third party will result in appropriate action, which may result in the person(s) being barred from KLVFD property. Appropriate action may also include referral to the appropriate law enforcement agency if an employee, volunteer, or third party is believed to have violated any applicable law.

F. KLVFD prohibits any form of retaliation against an employee or third party for lodging a bona fide complaint under this policy or for assisting in the investigation of a claim of harassment.
I. Scope

The purpose of this procedure is to provide Mutual Aid assistance to fires, medical emergencies, hazardous materials incidents, technical rescues and other types of emergency incidents that are within the scope of services provided by fire departments without stripping coverage in large areas to provide aid to one scene.

II. Definitions

Mutual Aid is defined as, any Fire Department emergency response and/or incident mitigation assistance provided by one jurisdiction to other jurisdictions when no formal Automatic Aid agreement has been instituted. Any Mutual Aid assistance provided will be the result of a formal request for assistance from one jurisdiction to the other jurisdiction via Central Dispatch (Dispatch).

III. Authority

When Mutual Aid assistance is provided, the Authority Having Jurisdiction (AHJ) remains ultimately responsible for the incident and must provide incident support.

IV. Procedure

When a request for assistance is made, the following process must be followed:

i. The requesting jurisdiction will contact Dispatch to request assistance. The request must include the type of incident, the type and number of resources being requested, current number of resources assigned to the emergency incident, and the current Incident Action Plan (IAP) being utilized.

ii. Upon receipt of the information, Dispatch and will determine the closest appropriate supporting jurisdiction to fulfill the request. Upon that determination, Dispatch will contact the on-duty Shift Officer over the radio to request the needed resources.
iii. The following criteria will be utilized by the Fire Chief or their designee, typically the on-duty Shift Officer, to determine the level of support that will be provided:

   a. What is the incident type and nature?

   b. What is the immediate or foreseeable Life Hazard?

   c. Has the responsible agency dispatched resources to the incident? If so, what is their estimated time of arrival to the incident?

   d. Is a different jurisdiction closer that can provide the requested support? If so, refer the request to that jurisdiction.

   e. Is the requested support appropriate to ensure scene safety and to operate within the departments SOP’s? If not, what resources would be needed?

   f. What is the current overall resource availability of the jurisdiction being requested? What impact will the fulfillment of the request have on the Key Largo Fire Departments response area?

   g. If ALL Key Largo units are requested to respond to the mutual aid emergency scene, the Shift Officer must request additional resources (i.e. Ocean Reef, MCFR, IFR, etc.) to respond to either Station 24 or Station 25 and hold zone coverage while the Key Largo units are out of their response area. If such a request is made, the Shift Officer MUST wait for the responding coverage apparatus to be in Key Largo’s response zone before sending the last and final Key Largo unit to the mutual aid request. At no time shall Key Largo be left uncovered to provide mutual aid. If Dispatch requests Station 25’s stand-by unit to respond to another call in the area they are covering, they are to respond to the call.
h. If Key Largo is requested to provide mutual aid to a situation south of Tavernier with Station 22, then only Station 24 shall respond to the scene and ask Dispatch to have Station 26 move down to Station 25 to hold coverage. Station 25 shall respond with one apparatus to hold coverage at Station 22 and advise Dispatch. This will allow for a timely response to calls in Key Largo, Tavernier and Islamorada while all other apparatus are engaged in the mutual aid incident. If the Incident Commander asks for Station 25 to respond, Station 25 shall respond, 26 shall move south and further Backfill shall be requested from other agencies i.e. Miami Dade. This is to insure a timely response to an active emergency scene and to fulfill the ICs immediate need as requested.

i. If Key Largo is requested to provide mutual aid to a situation in Ocean Reef with Station 22, then Station 24 and Station 25, shall respond to the scene and ask Dispatch to have Station 21 move up to Station 24 to hold area coverage. This will allow for a timely response to calls in Key Largo, Tavernier and Islamorada while all other apparatus are engaged in the mutual aid incident. If the Incident Commander asks for Station 21, they shall respond and request further Backfill units to be toned out to fill the coverage vacancies.

j. If Key Largo is requested to provide mutual aid to a situation in Miami Dade, then Station 25 and 24 shall respond to the scene and ask Dispatch to have Station 22 to hold area coverage at Station 24. This will allow for a timely response to calls in Key Largo, Tavernier and Islamorada while all other apparatus are engaged in the mutual aid incident. If the Incident Commander asks for Station 22 to respond also, they are to respond and organize further Backfill units to move up and cover the vacancies.
k. After thoroughly assessing the above criteria, the Shift Officer will make a determination to fully support, partially support, or deny the Mutual Aid request. Upon this determination, the supporting jurisdictions Shift Officer will advise Dispatch of the level of response that will be provided.

V. Parameters for On-Site Operations by Assisting Jurisdictions

Mutual Aid units will use every effort to support the on-site Incident Commander in a positive manner.

i. Assisting resources will always operate under an Incident Command System (ICS).

ii. Interoperable communications must be available. Crews will not operate in any hazardous environment without uninterrupted communications.

iii. Assisting resources must follow the Key Largo Fire Department’s Standard Operating Procedures.

iv. The first arriving Company/Command Officer from the assisting resources will establish communications with the Incident Commander. If there is no command structure established, the first arriving Company/Command Officer will facilitate the implementation of an ICS utilizing a Unified Command with the AHJ. Implementation will include the appropriate sectors, branches, and sections as needed. If the AHJ is unable to support a Unified Command Structure assisting resources will establish an ICS.
v. Company/Command Officers will use the Rules of Engagement Procedure to determine the safety of the situation, the Mutual Aid Incident Commander’s Incident Action Plan, and will proceed only if it is determined safe to do so. If unsafe to proceed, fire companies will advise the Incident Commander of their concerns while adopting an appropriate Incident Action Plan.

vi. Fire companies will operate with intact crews. Incidents declared Offensive in nature will be mitigated with a minimum of two Engines. Crews and personnel will not be separated.

vii. Ladder companies are a limited resource, and unable to negotiate unpaved roads. Therefore, Command Officers should consider whether a Ladder Company response is justified.

viii. Assisting resources will be released from the incident as soon as conditions warrant, or the local jurisdiction has arrived and is ready to act. A necessary transfer of information will then occur. All overhaul operations will be completed by the requesting jurisdiction.