DISTRICT MEETING AGENDA
September 9, 2019
(Station #24 at 6:00 p.m. – following 1st Public Hearing)

1. AGENDA
   1a. Call to Order
   1b. Roll Call

2. APPROVAL OF AGENDA & MINUTES
   2a. Approval of September 9, 2019 District Meeting Agenda
   2b. Approval of Minutes
       2b.1 August 12, 2019 Budget Workshop Meeting Minutes
       2b.2 August 12, 2019 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS
   6a. Fire Hydrant Report (Thomas)

7. NEW BUSINESS
   7a. MOTION/APPROVAL: Resolution #2019-004 (Johnson)
       RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, ADOPTING THE TENTATIVE LEVY OF AD VALOREM TAXES FOR THE DISTRICT FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

   7b. MOTION/APPROVAL: Resolution #2019-005 (Johnson)
       A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, PROVIDING FOR ADOPTION OF THE TENTATIVE BUDGET OF THE DISTRICT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2019, AND ENDING ON SEPTEMBER 30, 2020; PROVIDING FOR SEVERABILITY: AND PROVIDING AN EFFECTIVE DATE.

   7c. MOTION/APPROVAL: Surplus of Dive Rescue Vehicle (Thomas)

   7d. DISCUSSION: Firefighter’s Cancer Insurance (Thomas)

   7e. MOTION APPROVAL: KLVAC Station 23 Mold Repair (Johnson)

   7f. MOTION/APPROVAL: Stipend Increase for the Firefighters (Johnson)
DISTRICT MEETING AGENDA  (Continued)  
September 9, 2019

7g. **DISCUSSION: Department Contracts** (Thomas)

7h. **DISCUSSION: 40 Hour Work Week** (Conklin)

7i. **MOTION/APPROVAL: Travel Authorization Commissioner Mirabella FASD Conference $50.00** (Johnson)

7j. **MOTION/APPROVAL: Reynolds Engineering Proposal to Prepare the Phase 8 Fire Hydrant Drawings $9,325.00** (Johnson)

8. **FINANCIAL REPORT**

9. **LEGAL COUNSEL REPORT**

10. **AMBULANCE CORPS REPORT**
   10a. **Monthly Status Report 190831**

11. **FIRE DEPARTMENT REPORT**

12. **COMMISSIONER ITEMS**

13. **NEXT MEETING**
   13a. **Final Public Hearing & District Meeting: September 23, 2019**

14. **ADJOURN**

**NEXT MEETINGS**
September 23, 2019 Final Public Hearing & District Meeting

**DOCUMENTS**
AI 2a. District Meeting Agenda
AI 2b.1 August 12, 2019 Budget Workshop Meeting Minutes
AI 2b.2 August 12, 2019 District Meeting Minutes
AI 7a. Resolution 2019-004 Tentative Levy of Tax
AI 7b. Resolution 2019-005 Tentative Proposed Budget
AI 7e. KLVAC Station 23 Mold Repair
AI 7i. Travel Authorization Commissioner Mirabella FASD Conference $50.00
AI 7j. Reynolds Engineering Proposal to Prepare Phase 8 Fire Hydrant Drawings $9,325.00
AI 10a. KLVAC Monthly Report 190831

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

The KLFR&EMS District Mission is to provide exceptional fire protection and emergency medical services efficiently and cost-effectively without compromising the health or safety of residents or personnel.
www.klfrerescueems.com
BUDGET WORKSHOP MINUTES  
AUGUST 12, 2019 – DRAFT

1. **AGENDA**
   1a. **Call to Order**  
   Chairman Allen called the Budget Workshop Meeting to order 7:25 p.m.

   1b. **Pledge of Allegiance**  
   The pledge was spoken at the District Meeting.

   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.

   1d. **Approval of Agenda**
   
   **MOTION:** Commissioner Powers made a motion to approve the August 12, 2019 Budget Workshop Agenda. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

2. **PUBLIC COMMENT**
   Sue Heim spoke at item 512.311 and 510.

3. **DISCUSSION: Proposed District Budget FY 2019-2020**
   Jennifer Johnson presented the new budget based on a 1.00 millage rate. The total projected revenues are: Ad Valorem taxes $3,478,108; Contribution from Monroe County for fire hydrants $150,000; SAFER grant $164,869 and Interest $12,000 for total revenues of $3,804,977. The unassigned fund balance is $1,775,548; Trauma District Fund Balance $247,771 and Vehicle Replacement Fund $300,114 for the total Revenues, Fund Balances and Other Financing Sources of $6,128,410. Finance indicated there is ten months in reserve, and that six months previously budgeted is not enough if there is a hurricane.

   The total District Board projected expenses are $553,773, which includes a $225,000 transfer to the Vehicle & Equipment Replacement Fund.

   The Fire Department projected operational expenses are $1,820,543 and a Capital Budget of $167,000 for total Fire Department budgeted expenses of $1,987,543.

   **Acct 140 Overtime:** This was increased by $35,000.
   **Acct 240 Worker’s Compensation:** The department is awaiting the premium for FY 19-20.
   **Acct 220 Retirement Plan – 401K:** Retirement is up $5,462.

*Acct 450 Risk Management:* This account has been increased to include the new cancer policy required by the legislature.

The Ambulance Corps projected operational expenses are $663,624 and a Capital Budget of $232,500 for total Ambulance Corps expenses of $896,124.

*Acct 121 Volunteer Pay:* This includes a $500 monthly salary for the Deputy Chief of Administration.

*Acct 490.12 Membership & Retention:* This account has been increased to $2,500.

The total proposed District Budget for FY 2019-2010 is $3,437,440.

4. **ADJOURN**

*Motion:* Commissioner Thomas made a motion to adjourn, which was seconded by Commissioner Powers at 7:50 p.m.

**DOCUMENTS**

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1d.</td>
<td>Budget Workshop Agenda</td>
</tr>
<tr>
<td>3.0</td>
<td>Proposed District Budget FY 2019-2020</td>
</tr>
</tbody>
</table>
1. **AGENDA**

   1a. **Call to Order**
   Chairman Allen called the District Meeting to order at 6:01 p.m.

   Commissioner Powers led the Pledge of Allegiance.

   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 August 12, 2019 District Meeting Agenda**
   Item 7g. Surplus of Dive Rescue Vehicle was moved to be the first item under New Business to accommodate guest speakers.

   **MOTION:** Commissioner Thomas made a motion to approve the August 12, 2019 District Meeting Agenda as amended. Commissioner Powers seconded, and the Board unanimously passed the motion.

   2b. **Approval of Minutes**

      2b.1 **July 22, 2019 KLVFD Budget Workshop Meeting Minutes**

      **MOTION:** Commissioner Thomas made a motion to approve the July 22, 2019 KLVFD Budget Workshop Meeting Minutes. Commissioner Conklin seconded, and the Board unanimously passed the motion.

      2b.2 **July 22, 2019 District Meeting Minutes**

      **MOTION:** Commissioner Conklin made a motion to approve the July 22, 2019 District Meeting Minutes. Commissioner Powers seconded, and the Board unanimously passed the motion.

3. **PUBLIC COMMENT**

   Sheriff Rick Ramsay and Rob Bleser spoke at Item 7g; Nick Rodrigues spoke at Item 7e and Jack Bridges spoke at Item 7f.

4. **CHAIRMAN REPORT**

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

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The KLFR&EMS District Mission is to provide exceptional fire protection and emergency medical services efficiently and cost-effectively without compromising the health or safety of residents or personnel.

www.klfrrescuesms.com
5. **SECRETARY REPORT**
   There were no items presented by the Secretary.

6. **OLD BUSINESS**
   6a. **Fire Hydrant Report**
   Commissioner Thomas reported the FY 2019-2020 list needs one fire hydrant location clarified.

7. **NEW BUSINESS**
   7g. **DISCUSSION: Surplus of Dive Rescue Vehicle**
   Sheriff Ramsay expressed interest by the Sheriff's Office to acquire the Dive Rescue Vehicle if the District disposes of the vehicle. No action was taken by the Board at this meeting, and it will be placed on the next meeting agenda for further discussion.

   7a. **MOTION APPROVAL: KLVAC Ultrasound Grant $9,560.16**
   The KLVAC submitted a grant to purchase one Ultrasound machine, and the department is requesting to purchase a second Ultrasound machine.

   _MOTION:_ Commissioner Powers made a motion **to approve the balance of $9,560.16 for the purchase of the two Ultrasound machines.** Commissioner Thomas seconded, and the Board unanimously passed the motion.

   7b. **MOTION APPROVAL: KLVAC Station 23 Mold Repair**
   The department received six quotes to repair the Station 23 mold problem. A portion of the repair will be covered by FEMA. Commissioner Powers made a motion to accept the Safeway Restoration bids in the amount of $10,140 and $14,372.36. The motion died for a lack of a second. This item was tabled to the next meeting pending clarification on the scope of services provided by each quote received.

   7c. **MOTION/APPROVAL: KLVFD Station 24 Garage Door Replacement**
   Jennifer Johnson reported the Department requested three quotes. Above All Garage Doors and Advanced Overhead provided quotes at same price as previous door replacement approved on June 24. AAA declined to re-submit a quote.

   _MOTION:_ Commissioner Powers made a motion **to approve the Above All Garage Door quote in the amount of $3,800.00.** Commissioner Conklin seconded, and the Board unanimously passed the motion.

   7d. **DISCUSSION: Half-Cent Projects**
   Chairman Allen and Legal met with County Mayor Sylvia Murphy to discuss potential half-cent funding for a second-floor addition to Station 24. Commissioner Murphy indicated that some support might be found if project only partially funded by half-cent revenue. Board directed staff to explore quotes for updated floor plans to present to County in support of request for half-cent funding.
7e. **DISCUSSION: Email Concerned Citizen**

Commissioners indicated the individual has been invited to the District Meeting several times. No action is required at this time.

7f. **40 Hour Work Week**

Discussion by Board and Departments on internal restructuring of Fire Department payroll and overtime calculations. Commissioners expressed a desire that this restructuring not result in an increased burden to local taxpayers.

8. **FINANCIAL REPORT**

Jennifer Johnson reported the District is 75% or nine months into the budget year. The District has received $3,248,920 or 85% of the projected revenue. The District’s expenses were $225,182 or 70.36% of budget. The Fire Department’s expenses were $1,459,605 or 71.19% of budget. The Ambulance Corps expenses were $721,105 or 70.87% of budget.

The total District expenses were $2,405,893 or 71.01% of budget. There was a surplus, and $150,000 was transferred to the Vehicle Replacement Fund. The District had $240,000 of budgeted surplus for FY 18-19. The total projected surplus at the end of nine months is $693,026.

9. **LEGAL COUNSEL REPORT**

None

10. **AMBULANCE CORPS REPORT**

None

11. **FIRE DEPARTMENT REPORT**

11a. **KLVFD Performance Report 190731**

August 17, 2019 is the date for firefighter testing. The Stuff-the-Truck event is August 24, 2019, and flyers were sent to school.

12. **COMMISSIONER ITEMS**

None

13. **NEXT MEETING**

13a. **Budget Workshop & District Meeting August 26, 2019.**

**MOTION:** Commissioner Powers made a motion to cancel the meeting on August 26, 2019 if no items require approval. Commissioner Thomas seconded, and the Board unanimously passed the motion.

14. **ADJOURN**

**MOTION:** Commissioner Powers made a motion to adjourn, which was seconded by Commissioner Conklin at 7:17 p.m.

(See Next Page)
NEXT MEETINGS
August 26, 2019  Budget Workshop & District Meeting
September 9, 2019  1st Public Hearing & District Meeting
September 23, 2019  Final Public Hearing & District Meeting

DOCUMENTS
Al 2a.  District Meeting Agenda
Al 2b.1  July 22, 2019 KLVFD Budget Workshop Meeting Minutes
Al 2b.2  July 22, 2019 District Meeting Minutes
Al 7a.  KLVAC Ultrasound Grant $9,560.16
Al 7b.  KLVAC Station 23 Mold Repair
Al 7c.  KLVFD Station 24 Garage Door Replacement
Al 7e.  Email Concerned Citizen
Al 11a.  KLVFD Performance Report 190731
RESOLUTION 2019-004

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, ADOPTING THE TENTATIVE LEVY OF AD VALOREM TAXES FOR THE DISTRICT FOR THE FISCAL YEAR 2019-2020; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to special act of the legislature Chapter 2005-329, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) was created and approved by vote of the electors to levy up to one mill ad valorem taxation for the purpose of providing funding for fire protection and emergency medical services in the Key Largo geographical area; and

WHEREAS, pursuant to Section 200.065, Florida Statutes, the District has established a proposed millage rate; and

WHEREAS, pursuant to Section 200.065(2), Florida Statutes, within eighty (80) days of the certification of taxable value the District is required to re-compute the proposed millage rate and adopt a tentative millage rate; and

WHEREAS, on September 9, 2019, the District held a public hearing to consider any adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2019-2020 (the “FY 2019-2020”), and adopt a tentative millage rate in accordance with Section 200.065(2)(c), Florida Statutes.

NOW THEREFORE, BE IT RESOLVED BY THE DISTRICT BOARD OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA AS FOLLOWS:

Section 1. The FY 2019-2020 tentative operating millage rate for the District is 1.0000 mill, which is greater than the rolled-back rate of 0.9440 mills by 5.93%.

Section 2. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

Section 3. This resolution shall be effective immediately upon its adoption.
PASSED AND ADOPTED this 9th day of September 2019.

________________________________________
Tony Allen, Chairman

ATTEST:

________________________________________
Vicky Fay - District Clerk

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF KEY LARGO FIRE RESCUE AND
EMERGENCY MEDICAL SERVICES DISTRICT ONLY:

____________________________________
DISTRICT LEGAL COUNSEL

Motion to adopt by ________________, Seconded by ________________

FINAL VOTE AT ADOPTION:

Chairman Tony Allen  
Vice Chairman Bob Thomas  
Secretary/Treasurer George Mirabella  
Commissioner Frank Conklin  
Commissioner Danny Powers  


RESOLUTION NO. 2019-005

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, PROVIDING FOR ADOPTION OF THE TENTATIVE BUDGET OF THE DISTRICT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2019, AND ENDING ON SEPTEMBER 30, 2020; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 200.065, Florida Statutes the Key Largo Fire Rescue and Emergency Medical Services District, Florida (the “District”) has established a proposed millage rate; and

WHEREAS, on September 9, 2019, the District Board held a public hearing to consider adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2019-2020 (the “FY 2019-2020”), and adopt a recomputed proposed millage rate in accordance with Section 200.065(2)(c), Florida Statutes.

NOW THEREFORE, BE IT RESOLVED BY THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, AS FOLLOWS:

Section 1. Budget Approved and Adopted. The tentative budget of the District for the fiscal year beginning on October 1, 2019, and ending September 30, 2020 (the "Budget") in the amount of $__________________ was considered at a public hearing and is hereby approved and adopted.
Section 2. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

Section 3. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 9th day of September, 2019.

__________________________________________
Tony Allen, Chairman

ATTEST:

____________________________
Vicky Fay - District Clerk

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT ONLY:

_____________________
DISTRICT LEGAL COUNSEL

Motion to adopt by ________________, Seconded by ________________

FINAL VOTE AT ADOPTION:

Chairman Tony Allen
Vice Chairman Bob Thomas
Secretary/Treasurer George Mirabella
Commissioner Frank Conklin
Commissioner Danny Powers
Hi Vicky,

Please see the explanation below regarding why the KLVAC recommends using Safeway for the repairs to Station 23. Please add this email and the quotes from the previous meeting to the next meeting agenda for approval.

On Tue, Aug 13, 2019, 4:45 PM Adam Schussheim <adamschussheim93@gmail.com> wrote:
Ok. So Safeway was not the cheapest option. They were in the middle. The cheapest vendor was from Super Restoration. The reason I didn’t choose them was for a couple reasons. I was they couldn’t give me an ETA when they could start the work but said it would be a while, and second because every time I tried to contact them I either couldn’t reach them or they would take a while sometimes days to get back to me with questions I had and felt that was a bit of a bad sign. All Keys is the local company but had the most expensive quote and also had some work I felt was unnecessary on the quote. So for these reasons I chose Safeway who is a big national company and told me they could start the work within a week or so of us making a decision.

Jennifer Johnson
Marathon
Ph (305)743-6586
Fax (305)743-0726

Attention: The information contained in this E-mail message is privileged and confidential information intended only for the use of the individual(s) named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this communication is strictly prohibited. If you have received this communication in error, please contact the sender by reply E-mail and destroy all copies of the original message. Thank you.
**October Quarterly Meeting and Certified District Official Training**  
October 17-18, 2019  
Hawks Cay  
65 Hawks Cay Blvd.  
Duck Key, Florida 33050  
888-395-5539

**CDO Components:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th 8:00AM – 10:00AM</td>
<td>The Legislative Process – Chris Lyon, Lewis, Longman &amp; Walker 2hr Legislative Process</td>
</tr>
<tr>
<td>Th 10:00AM – 12:00PM</td>
<td>Contract Management – Maggie Mooney, Persson, Cohen &amp; Mooney 2hr Contr Mgt</td>
</tr>
<tr>
<td>Th 10:00AM – 12:00PM</td>
<td>Social Media Bootcamp – Lisa De La Rionda, Director of Public Affairs, Palm Beach County (see list of recommended materials)</td>
</tr>
<tr>
<td>Th 1:00PM – 4:00PM</td>
<td>No-Nonsense Micro-Minute Advanced Leadership Development - Coach Lisa Gilbert, No Nonsense Training Solutions 3hr Board Relations</td>
</tr>
<tr>
<td>Th 4:00PM – 5:00PM</td>
<td>State Water Policy Effects on Governments and Industry – Amy Tracy, Robert Beltran, Hydro Solutions Consulting</td>
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<tr>
<td>Th 5:00PM – 6:00 PM</td>
<td>Conference Committee Meeting</td>
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</tbody>
</table>

**Meeting Agenda**  
Friday, October 18, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m. – 10:00 a.m.</td>
<td>FASD Board meeting</td>
</tr>
<tr>
<td>9:30 a.m. - 10:00 a.m.</td>
<td>Quarterly Meeting Registration</td>
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</tbody>
</table>
| 10:00 a.m. - 10:05 a.m. | President’s Welcome, Pledge and Invocation  
Tanya Quickel, President |
| 10:05 a.m. - 10:10 a.m. | President’s Report  
Tanya Quickel, President |
| 10:10 a.m. - 10:15 a.m. | Executive Director’s Report  
Fred Crawford, Executive Director |
| 10:15 a.m. – 10:20 a.m. | FASD Education Foundation Update  
Mark Grimmel, FASD Education Foundation Chair |
| 10:20 a.m. – 10:30 a.m. | Associate Member Spotlight: FLCLASS  
Matt Tight |
| 10:30 a.m. – 10:55 a.m. | Legislative Forecast  
Chris Lyon, Lewis, Longman & Walker |
| 10:55 a.m. – 11:05 a.m. | Water Walker Investment Program Update  
David Jang, Water Walker Investments |
| 11:05 a.m. – 11:30 a.m. | Healthcare Update  
TBD |
| 11:30 a.m. – 12:00:00 p.m. | Ransomware Presentation  
William Sillman, Chief Information Officer  
Acme Improvement District/Village of Wellington |
| 12:00 p.m. - 1:00 p.m. | Lunch |
## Registration Fees

<table>
<thead>
<tr>
<th>Category</th>
<th>Member Fee</th>
<th>Non-Member Fee</th>
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<tbody>
<tr>
<td>Speaker</td>
<td>$50.00</td>
<td>$75.00</td>
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<tr>
<td>FASD General Membership Meeting</td>
<td>$50.00</td>
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<td>Member Fee</td>
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<td>$75.00</td>
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<tr>
<td>CDO Program Only</td>
<td>$50.00</td>
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<tr>
<td>FASD General Membership Meeting and CDO Program</td>
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<td>Bronze Sponsor</td>
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<tr>
<td>Guest Pass</td>
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Accepted credit cards include Visa, MasterCard and American Express.

Make checks payable to "FASD" and mail to 2713 Blairestone Lane, Tallahassee FL 32301.

Cancellations can be made online or sent in writing to fcrawford@fasd.com. **All cancellations will be charged a $5 cancellation fee. No refunds after October 15, 2019.**
PROPOSAL for DESIGN SERVICES

TO: Ms. Vicky Fay
Key Largo Fire Rescue & EMS District

DATE: 8/30/2019

RE: Phase 8 Fire Hydrant Installations

PROJECT DESCRIPTION: Production of Engineering drawings for the installation of sixteen (16) fire hydrants to meet the requirements of FKAA, FDEP, Monroe County, and Key Largo Fire Rescue & EMS District. The locations of the fire hydrants will be as directed by KLFR&EMS and are listed below.

DESIGN SERVICES: Coordination with KLFD&EMS personnel to determine hydrant locations that will meet the requirements of the entities listed above. Thirteen hydrants are proposed within the FDOT right of way.

DESIGN FEE: County Right of Way Hydrants: Three (3) at $400.00 = $1,200.00
FDOT Right of Way Hydrant: Thirteen (13) at $625.00 = 8,125.00
TOTAL LUMP SUM FEE: $9,325.00

RETAINER: None required

SCHEDULE: Begin Immediately upon authorization. Complete by October 1st.

SERVICES NOT INCLUDED: Construction contract documents or construction phase services.

HYDRANT LOCATIONS – PHASE 8:

1. See attached Phase 8 hydrant list

TERMS & CONDITIONS:

GENERAL CONDITIONS

1. REUSE OF DOCUMENTS All documents, including drawings and specifications furnished by Engineer pursuant to this agreement are instruments of his services in respect to this project. They are not intended or represented to be suitable for reuse on extensions of this project or any other project. Any reuse without specific written verification or adaptation by Engineer shall be the user’s sole risk, and without liability or legal exposure to Engineer and the other party to this agreement shall indemnify and hold harmless
Engineer from all claims, damages, losses and expenses including attorneys’ fees arising out of or resulting therefrom. Any such verifications or adaptations will entitle Engineer to further compensation.

2. **LIMITATION OF DAMAGES** Owner agrees the liability, if any, of Engineer to the Owner whether to this contract or other claim such as fraud, negligence, implied contract, quantum merit, warranty, products liability, malpractice or otherwise as may now or otherwise exist shall be limited in each case to the amount Owner has actually paid the Engineer for professional services. In this regard, Owner agrees Engineer shall in no event be liable for consequential or incidental damages, attorneys fees, costs of suit, interest nor other expense, injury or damage and the parties agree this and the other paragraphs are material provisions of the contract which have significantly influenced the decision of Engineer to contract to perform the services and to perform the services at the rate or rates agreed to by between parties.

3. **COMPLIANCE WITH CODES** Engineer does not guarantee compliance with federal, state and local laws codes, ordinances and regulation, but will use the best efforts to achieve compliance and assumes no responsibility for changes in said laws, codes, ordinances and regulations occurring after completion of the design period.

4. **RIGHT TO RELY ON OWNER-FURNISHED INFORMATION** Engineer has the right to rely on the Owner-supplied information such as soils tests, surveys, past plans, standard plans, etc. which will be utilized by Engineer in providing services under this agreement.

5. **JOB SITE SAFETY** In no event shall the contract between the Owner and Engineer be construed to require Engineer to be responsible for safety on the job site, including, but not limited to any applicable occupational safety or health act requirements applicable state, county, township, city or other federal guidelines, rules, regulations, ordinances, statutes, laws or other requirements.

6. **MUTUAL RIGHT OF TERMINATION OF SERVICES** This Agreement may be terminated by the Owner or the Engineer upon seven (7) days of written notice without cause. In the event of termination, not the fault of the Engineer, the initial retainer shall be forfeited and the Owner shall pay the Engineer for all services performed and reimbursable expenses to the date of termination.

Authorization

<table>
<thead>
<tr>
<th>Owner</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
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<table>
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<tr>
<th>Engineer</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>8/30/2019</td>
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</tbody>
</table>
Hi Jim,

We are planning on placing your quote to prepare the Phase 8 FY 19-20 fire hydrants drawings on the agenda for the September 9th District Meeting. Please see the list below.

I need to update the website on Monday, September 2, 2019.

Would it be possible for you to provide a quote to prepare these drawings by Monday?

Let me know and BE SAFE!

Vicky Fay
KLFR&EMS District Clerk
305-394-1719

<table>
<thead>
<tr>
<th>PHASE 8 (2019-2020)</th>
<th>HYDRANT LOCATION</th>
<th>SUB DIVISION</th>
<th>FKAA APPROVED HYDRANT LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-01</td>
<td>US1 (Southbound) and Coastal Drive Entrance</td>
<td></td>
<td>Feasible 8&quot; WM on Coastal Drive</td>
</tr>
<tr>
<td>19-02</td>
<td>US1 southbound MM97 (Budget Car rental) 97300 O/S Hwy</td>
<td>US #1 R/W</td>
<td>US 1 SB -8” main- Feasible on Northside of Southbound US1(8” WM)- Not feasible on Southside of US1.</td>
</tr>
<tr>
<td>19-03</td>
<td>US1 and Second Ave (southbound and northbound if possible) (97600 /S Hwy</td>
<td>US #1 R/W</td>
<td>Place in front of Shell World-Feasible on Northside of Southbound US1(8” WM)- Not Feasible on Southside of southbound US1(4” WM).</td>
</tr>
<tr>
<td>19-04</td>
<td>US1 SB (97340 O/S Hwy) 97340 O/S Hwy</td>
<td>US #1 R/W</td>
<td>Feasible on Southbound US1-8” WM</td>
</tr>
<tr>
<td>19-05</td>
<td>US1 NB (97251 O/S Hwy Paradise Cove)</td>
<td>US #1 R/W</td>
<td>Feasible 6” WM on O/S Hwy</td>
</tr>
<tr>
<td>19-06</td>
<td>US1 NB (Catamaran Boatyard 97951 O/S Hwy)</td>
<td>US #1 R/W</td>
<td>Feasible 8&quot; WM on O/S Hwy</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------</td>
<td>-----------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>19-07</td>
<td>Coco Plum Road South (mm 98)</td>
<td>US #1 R/W</td>
<td>Feasible 8&quot; WM on O/S Hwy</td>
</tr>
<tr>
<td>19-08</td>
<td>US 1 SB (in front of Keys Bite 99000 Overseas Highway)</td>
<td>US #1 R/W</td>
<td>Not Feasible on Southbound US1-Feasible on Northbound US1-6” WM.</td>
</tr>
<tr>
<td>19-09</td>
<td>US1 (EMS BLDG. Northbound or Southbound) (98600 O/S Hwy)</td>
<td>US #1 R/W</td>
<td>Will be placed on the northbound side. Confirming with Marnie.</td>
</tr>
<tr>
<td>19-10</td>
<td>Caple Road 1st Baptist Church</td>
<td></td>
<td>Corner of Capel and Harbor Dr.-Not feasible on Caple(no WM), 6” WM on north side of Harbor and 4” WM on south side of Harbor.</td>
</tr>
<tr>
<td>19-11</td>
<td>US1 NB (Next to Discount auto parts) 99256 O/S Hwy</td>
<td>US #1 R/W</td>
<td>Feasible-6” WM on Northbound US1.</td>
</tr>
<tr>
<td>19-12</td>
<td>US1 NB (next to circle K) 99810 O/S Hwy</td>
<td>US #1 R/W</td>
<td>Feasible-8” WM on Ocean Drive- 12” WM on US1.</td>
</tr>
<tr>
<td>19-13</td>
<td>US1 NB(Next to conch house) 100210 O/s Hwy</td>
<td></td>
<td>Place hydrant on Holiday Blvd. as close to Conch House as possible-Feasible -6” WM on Holiday BLVD.</td>
</tr>
<tr>
<td>19-14</td>
<td>US1 southbound (101377 O/S Hwy)</td>
<td>US #1 R/W</td>
<td>Feasible- 12” WM on US1</td>
</tr>
<tr>
<td>19-15</td>
<td>NB in front of Enterprise Car Rental (100149 O/S Hwy)</td>
<td>US #1 R/W</td>
<td>Feasible- 12” WM on US1-8” WM on Atlantic.</td>
</tr>
<tr>
<td>19-16</td>
<td>SB in front of Harriett’s Restaurant (95710 O/S Hwy)</td>
<td>US #1 R/W</td>
<td>Feasible 8” WM on US1 front of Harriett’s.</td>
</tr>
</tbody>
</table>
Business Meeting
August 13, 2019
Agenda

1. Call to Order
2. Approval of Agenda
3. Announcements
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. Elections/2019
    B. Budget Update
    C. Other Old Business
11. New Business
    A. Other New Business
12. Membership Discussion
13. Adjournment

“Excellence Through Community Service”   www.klvac.org
Board members in attendance were Brenda Beckmann, Dawn DeBrule, Ken Edge, 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 Scott Robinson.

2. **Approval of Agenda**
   Dawn DeBrule seconded by Tess Marra moved approval of the agenda with the addition of “401K match” under 11. A. Other New Business. Motion carried.

3. **Announcements**
   After testing, six volunteers have joined the department. Raynier Charafadin is now a paid employee and Allyssa Elmore is in training.

   Chief Bock reported that the accident at MM 102 was a Level 1 MCI with 6 patients. Three trauma alert patients were transported to Mariners Hospital where they were later transported to Miami trauma centers when the weather cleared. Chief Bock reported that this was very well run and several departments were involved.

4. **Public Comment**
   No public comment.

5. **Approval of Minutes**
   Ken Edge seconded by Brenda Beckmann moved approval of the June 11, 2019 minutes. Motion carried.

6. **Treasurer’s Report**
   Tess Marra reported a balance of $255,647.26 as of June 30, 2019. Ken Edge seconded by Brenda Beckmann moved approval of the treasurer’s report. Motion carried.

7. **Committee Reports**
   No report.

8. **Legal Report**
   No Report

"Excellence Through Community Service"  www.klvac.org
9. **Membership Review**  
   A. Reimbursement Requests  
   Dawn DeBrule seconded by Ken Edge moved approval of reimbursement for Giovanni Quintero, Sabrina Bang and Hylton Avila. Motion carried.

10. **Old Business**  
   A. Draft Budget  
   Chief Bock reported no changes have been made to the budget.

   B. Other Old Business  
   No other old business.

11. **New Business**  
   A. Other New Business/401K Budget Match  
   Dawn DeBrule, seconded by Brenda Beckmann moved approval to raise the 401K match to 6%. Motion carried

12. **Membership Discussion**  
   No discussion.

13. **Adjournment**  
   There being no further business, Dawn DeBrule seconded by Ken Edge moved adjournment. Motion carried. Meeting adjourned at 6:55pm.

Pamela Andersen  
Recording Secretary
# Key Largo Volunteer Ambulance Corp Inc.
## Treasurer's Report
### July 2019

<table>
<thead>
<tr>
<th></th>
<th>Billing Account</th>
<th>Corp Account</th>
<th>Building Account</th>
<th>CPR Account</th>
<th>Certificates of Deposit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>$46,757.54</td>
<td>$25,381.25</td>
<td>$100.15</td>
<td>$1,214.84</td>
<td>$182,193.48</td>
<td>$255,647.26</td>
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<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest</td>
<td>2.74</td>
<td>1.80</td>
<td>0.01</td>
<td>0.11</td>
<td></td>
<td>4.66</td>
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<tr>
<td>Medical Fees</td>
<td>26,398.34</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>26,398.34</td>
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<tr>
<td>Medical Transcripts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
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<tr>
<td>KL Fire Rescue &amp; EMS Reimb</td>
<td>11,193.20</td>
<td></td>
<td></td>
<td></td>
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<td>11,193.20</td>
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<tr>
<td>Donations</td>
<td></td>
<td></td>
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<td></td>
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<td>0.00</td>
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<tr>
<td>Educational Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>305.00</td>
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<tr>
<td>Uncollected Income/Adjustments</td>
<td>-34,080.71</td>
<td></td>
<td></td>
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<td></td>
<td>-34,080.71</td>
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<tr>
<td>Misc Inc -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>-$7,679.63</td>
<td>$11,195.00</td>
<td>$0.01</td>
<td>$305.11</td>
<td>$0.00</td>
<td>$3,820.49</td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Postage and Delivery</td>
<td></td>
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<td></td>
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<td>0.00</td>
</tr>
<tr>
<td>Medical Billing Refunds</td>
<td>5,203.37</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,203.37</td>
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<tr>
<td>Payroll Expenses</td>
<td>25,718.13</td>
<td>16,155.58</td>
<td></td>
<td></td>
<td></td>
<td>41,873.71</td>
</tr>
<tr>
<td>Training Classes</td>
<td></td>
<td>960.00</td>
<td></td>
<td></td>
<td></td>
<td>960.00</td>
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<tr>
<td>Professional Fees</td>
<td>214.93</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>214.93</td>
</tr>
<tr>
<td>Misc - Direct Deposit returned</td>
<td>-701.18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-701.18</td>
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<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td>1,589.75</td>
<td></td>
<td></td>
<td>1,589.75</td>
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<tr>
<td>Bank Service Charges</td>
<td>121.22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>121.22</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td>100.15</td>
<td></td>
<td></td>
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<td>100.15</td>
</tr>
<tr>
<td>Travel</td>
<td>228.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>228.00</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$30,556.47</td>
<td>$19,033.48</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$49,589.95</td>
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<tr>
<td><strong>Ending Balance</strong></td>
<td>$8,521.44</td>
<td>$17,542.77</td>
<td>$100.16</td>
<td>$1,519.95</td>
<td>$182,193.48</td>
<td>$209,877.80</td>
</tr>
<tr>
<td>TRANSFERS</td>
<td>2,253.77</td>
<td>(2,253.77)</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>0.00</td>
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<tr>
<td>Balance before Adjustment</td>
<td>10,775.21</td>
<td>15,289.00</td>
<td>100.16</td>
<td>1,519.95</td>
<td>182,193.48</td>
<td>209,877.80</td>
</tr>
<tr>
<td>Adjustment to arrive at Actual</td>
<td>30,985.65</td>
<td>3,056.79</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td>34,042.44</td>
</tr>
<tr>
<td><strong>ACTUAL BALANCE @ MO END</strong></td>
<td>$41,760.86</td>
<td>$18,345.79</td>
<td>$100.16</td>
<td>$1,519.95</td>
<td>$182,193.48</td>
<td>$243,920.24</td>
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</tbody>
</table>
Closing Balance

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>7/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Date</td>
<td>7/31</td>
</tr>
<tr>
<td>Company Code</td>
<td>Key Largo Volunteer Ambulance Corps</td>
</tr>
</tbody>
</table>

AR Previous Balance: $266,124.09

<table>
<thead>
<tr>
<th>Advanced Life Support Emergent</th>
<th>Qty</th>
<th>Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>44</td>
<td>$36,239.55</td>
</tr>
<tr>
<td>ALS 2 ER BASE RATE</td>
<td>2</td>
<td>$2,033.59</td>
</tr>
<tr>
<td>Basic Life Support Emergent</td>
<td>12</td>
<td>$8,944.04</td>
</tr>
<tr>
<td>Charges</td>
<td>58</td>
<td>$47,217.18</td>
</tr>
</tbody>
</table>

Transaction Type Summary - Charges - Payments and Write Offs:

1-PAYMENT $(27,720.96)
2-WRITE OFF INS $(10,829.10)
Bad Debt Non Collection $(215.57)
BAD DEBT PAYMENT REVERSAL $0.00
INVOICE $37,586.18
Invoice Prior Period Reversals $(753.89)
Invoice Prior Periods $11,698.11
INVOICE REVERSAL $(1,513.22)
Write Off to Collections $(43,573.31)

Accounts Receivable Change $(35,121.76)

Total Balance Forward: $231,002.33
**KEY LARGO EMS TOTAL STATISTICS FOR JULY 2019**

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL CALLS</td>
<td>110</td>
</tr>
<tr>
<td>TRANSPORTS</td>
<td>94</td>
</tr>
<tr>
<td>ALS</td>
<td>57</td>
</tr>
<tr>
<td>BLS</td>
<td>22</td>
</tr>
<tr>
<td>PEDI</td>
<td>3</td>
</tr>
<tr>
<td>CARDIAC ARREST</td>
<td>1</td>
</tr>
<tr>
<td>TRAUMA ALERT</td>
<td>1</td>
</tr>
<tr>
<td>BACK-UP</td>
<td>6</td>
</tr>
<tr>
<td>PUBLIC ASSIST</td>
<td>6</td>
</tr>
<tr>
<td>CANCEL</td>
<td>3</td>
</tr>
<tr>
<td>ARRIVAL TIME</td>
<td>6.0</td>
</tr>
<tr>
<td>SCENE TIME</td>
<td>15.00</td>
</tr>
</tbody>
</table>