



## 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

### DISTRICT MEETING AGENDA

January 13, 2020

*(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 January 13, 2020 District Meeting Agenda
- 2b. Approval of Minutes
  - 2b.1 December 9, 2019 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

- 6a. Fire Hydrant Report (Thomas)
- 6b. Fact Finding Committee (Fire Dept.)

7. NEW BUSINESS

- 7a. DISCUSSION: Leadership Seminar (Thomas)
- 7b. DISCUSSION: Medical Director Contract (Jones)
- 7c. DISCUSSION: Review of 2007 Audit Results (Conklin)
- 7d. MOTION/APPROVAL: #104 Federal Grant Purchasing Procedure (Fay)

8. FINANCIAL REPORT

- 8a. Financial Report

*(See Next Page)*



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### DISTRICT MEETING AGENDA (Continued) January 13, 2020

**9. LEGAL COUNSEL REPORT**

**10. AMBULANCE CORPS REPORT**

**11. FIRE DEPARTMENT REPORT**

**11a. KLTFD Performance Report 191231**

**12. COMMISSIONER ITEMS**

**13. NEXT MEETING**

**13a. February 10, 2020 Strategic Planning Workshop & District Meeting**

**14. ADJOURN**

**NEXT MEETINGS**

*February 10, 2020 Strategic Planning Workshop & District Meeting*

*February 24, 2020 District Meeting*

*March 9, 2020 District Meeting*

*March 23, 2020 District Meeting*

*April 13, 2020 District Meeting*

*April 27, 2020 District Meeting*

**DOCUMENTS**

*AI 2a. District Meeting Agenda*

*AI 2b. December 9, 2019 District Meeting Minutes*

*AI 7d. Federal Grant Purchasing Procedure #104*

*AI 11a. KLTFD Performance Report 191231*

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



## 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

### DISTRICT MEETING MINUTES

December 9, 2019 – **DRAFT**

#### 1. AGENDA

##### **1a. Call to Order**

Chairman Allen called the District Meeting to order at 6:00 p.m.

##### **1b. Pledge of Allegiance**

Commissioner 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, David Garrido, Jennifer Johnson, CJ Jones and Gaelan Jones, Esq. The meeting was held at Station 24.

#### 2. APPROVAL OF AGENDA & MINUTES

##### **2a. Approval of December 9, 2019 District Meeting Agenda**

Chairman Allen added with cause new item 7e. Motion/Approval: KLVAC & KLVFD Department Contract Extensions.

**MOTION:** Commissioner Thomas made a motion **to approve the December 9, 2019 District Meeting Agenda with the addition of Item 7e. Motion/Approval: KLVAC & KLVFD Department Contract Extensions.** Commissioner Conklin seconded, and the Board unanimously passed the motion.

##### **2b. Approval of Minutes**

###### **2b.1 November 18, 2019 Strategic Planning Workshop Meeting Minutes**

**MOTION:** Commissioner Thomas made a motion **to approve the November 18, 2019 Strategic Planning Workshop Meeting Minutes.** Commissioner Conklin seconded, and the Board unanimously passed the motion.

###### **2b.2 November 18, 2019 District Meeting Minutes**

**MOTION:** Commissioner Mirabella made a motion **to approve the November 18, 2019 District Meeting Minutes.** Commissioner Conklin seconded, and the Board unanimously passed the motion.

#### 3. PUBLIC COMMENT

Sue Heim and Jack Bridges addressed the Board.



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### 4. **CHAIRMAN REPORT**

Chairman Allen and Legal met with the Department on renewal of the department contracts. Renewal negotiations continue.

### 5. **SECRETARY REPORT**

None

### 6. **OLD BUSINESS**

#### **6a. Fire Hydrant Report**

Commissioner Thomas reported the Bid Selection Committee will present their recommendation to the Board followed by the Board awarding of the contract.

#### **6b. Fact-Finding Committee Report**

The Fire Department provided the raw data supporting the chart to Legal. Cancer insurance was discussed, and the District is providing two out of three of the benefits. No action was taken at this time.

### 7. **NEW BUSINESS**

#### **7a. MOTION/APPROVAL: Bid Committee Recommendation ITB 20-001, Fire Hydrant Project Phase 8**

Chief Bock reported three proposals were received for ITB 20-001: DBF Construction \$399,345.00, Key Honey Contracting \$291,500.00 and J.A. LaRocco Enterprises \$170,400.00. The Bid Committee recommends the Board accept the J.A. LaRocco Enterprises proposal.

**MOTION:** Commissioner Thomas made a motion ***to award ITB 20-001 to J.A. LaRocco Enterprises based on their proposal for the FY 2019-2020 Phase 8 Proposal in the amount of \$170,400.*** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

#### **7b. MOTION/APPROVAL: District Contract for ITB 20-001, Fire Hydrant Project Phase 8**

**MOTION:** Commissioner Powers made a motion ***to approve the contract for ITB 20-001 to J.A. LaRocco Enterprises for the FY 2019-2020 Phase 8 Proposal in the amount of \$170,400.*** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

#### **7c. MOTION/APPROVAL: 2020 Proposed KLFR&EMS Meeting Schedule**

The meeting schedule was discussed, and the following meeting dates were confirmed October 12, October 26, November 9, and November 16.

**MOTION:** Commissioner Mirabella made a motion ***to approve the District 2020 Meeting Schedule.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.



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### 7d. **DISCUSSION: RFP to Obtain Company to Evaluate Current Service Providers**

Commissioner Conklin recommended the District obtain an evaluation of the departments to justify increasing the millage rate. The Board discussed reviewing the previous audits, and Legal will distribute the previous audits to the Commissioners for their review.

### 7e. **DISCUSSION: KLVAC & KLVFD Department Contract Extensions**

Chief Bock reported on the contract meeting with the Chairman and Legal.

**MOTION:** Commissioner Powers made a motion ***to approve the Contract Extensions for the KLVAC and KLVFD Departments through January 31, 2020.*** Commissioner Thomas seconded the motion, and the Board unanimously passed the motion.

### 8. **FINANCIAL REPORT**

No report.

### 9. **LEGAL REPORT**

Gaelan Jones met with Chief Bock and Scott Robinson to discuss Special Assessments on November 25. District Board to provide further direction on when/if to pursue the Special Assessments identified at this meeting.

### 10. **AMBULANCE CORPS REPORT**

#### **10a. KLVAC Monthly Report 191130 for October**

Chief Bock reported the Corps responded to a cardiac arrest, and the patient should make a full recovery.

### 11. **FIRE DEPARTMENT REPORT**

#### **11a. KLVFD Performance Report 191130**

Captain Garrido discussed the training class.

### 12. **COMMISSIONER ITEMS**

Commissioner Allen discussed renewal of the Medical Director contract. Legal was directed to obtain a quote from Dr. Steed and Dr. Morrison for the next meeting. The Department Christmas party is Friday, December 13, 2019. Commissioner Mirabella would like to attend the FASD Conference in 2020.

### 13. **NEXT MEETING**

**13a.** December 16, 2019 or January 13, 2020 District Meeting.

**MOTION:** Commissioner Conklin made a motion ***to cancel the December 16, 2019 District Meeting and the next District Meeting will be January 13, 2020.*** Commissioner seconded, and the Board unanimously passed the motion.

(See Next Page)



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### 14. ADJOURN

**MOTION:** Commissioner Conklin made a motion *to adjourn the meeting at 6:54 pm*, which was seconded by Commissioner Thomas.

### NEXT MEETINGS

*December 16, 2019 District Meeting*

*January 13, 2020 District Meeting*

### DOCUMENTS

*AI 2a. District Meeting Agenda*

*AI 2b.1 November 18, 2019 Strategic Planning Workshop Minutes*

*AI 2b.2 November 18, 2019 District Meeting Minutes*

*AI 7b. Fire Hydrant Contract Phase 8*

*AI 7c. 2020 Proposed KLFR&EMS Meeting Schedule*

*AI 10a. KLVAC Monthly Report 191130 (191008 Minutes/191031 Treasurers Report 191031)*

*AI 11a. KLVFD Performance Report 191130*



**PROGRAMS, POLICIES & PROCEDURES MANUAL**

**FEDERAL GRANT PURCHASING PROCEDURE #104 (Rev 0 – 1/13/2020)**

**1.0 PURPOSE**

The purpose of this procedure is to provide the federal procurement standards to be followed when procuring federal assets as a result of receiving a federal grant or being the recipient of federal funds for emergency work and/or the permanent restoration of damaged facilities (Stafford Act Grants).

**2.0 SCOPE & REFERENCES**

The scope of this procedure only includes Items purchased by the District for the departments with Federal grants or funds. The following procurement categories are covered in this procedure:

*Procedure*

<u>Step #</u>	<u>CFR Section/Title</u>
Step 5.0	2 CFR Part 200.317 Uniform administrative requirements, cost principles and audit requirements
Step 6.0	2 CFR Part 200.318 General procurement standards
Step 7.0	2 CFR Part 200.319 Competition
Step 8.0	2 CFR Part 200.320 Methods of procurement
Step 8.0	2 CFR Part 200.67 Micro-Purchase
Step 8.0	2 CFR Part 200.88 Modified Total Direct Cost
Step 9.0	2 CFR Part 200.321 Contracting with small and minority businesses, women's business enterprises and area labor surplus firms.
Step 10.0	2 CFR Part 200.322 Procurement of recovered materials
Step 11.0	2 CFR Part 200.323 Contract cost and price
Step 12.0	2 CFR Part 200.324 Awarding agency and pass-through entity review
Step 12.0	2 CFR Part 200.331 Pass-through entity requirements
Step 13.0	2 CFR Part 200.325 Bonding requirements
Step 14.0	2 CFR Part 200.326 Contract provisions
Step 15.0	2 CFR Part 200 Written Procedures Requirement
Step 16.0	2 CFR Part 200.327 Grant Monitoring Program & Financial Reporting
Step 16.0	2 CFR Part 200.328 Grant Monitoring Program & Financial Reporting
Step 17.0	2 CFR Part 200.328 Grant Closeout
Step 18.0	2 CFR Part 200.333 Records Retention
Step 19.0	Federal Grant Purchasing Procedure Checklist



## **PROGRAMS, POLICIES & PROCEDURES MANUAL**

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### **3.0 RESPONSIBILITIES**

- 3.1 District Grant Manager: The individual designated by the District to manage grants.
- 3.2 District Contractors/Sub-Contractors: Those individuals involved in purchasing items awarded by a federal grant.

### **4.0 DEFINITIONS**

- 4.1 Bid Guarantee: A bid guarantee from each bidder equivalent to five percent of the bid price. The bid guarantee must consist of a firm commitment such as a bid bond, certified check, other negotiable accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- 4.2 Federal Award: Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly through a pass-through entity. (2 CFR Part 200.69)
- 4.3 Micro-Purchase: Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. Micro-purchase procedures comprise a subset of a non-Federal entity's small purchase procedures. The non-Federal entity uses such procedures in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost. The micro-purchase threshold is set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions). It is \$3,000 except as otherwise discussed in Subpart 2.1 of that regulation, but this threshold is periodically adjusted for inflation.
- 4.4 Non-Federal Entity: A state, local government, Indian tribe, institution of higher education or nonprofit organization that carries out a Federal award as a recipient or sub-recipient. (2 CFR Part 200.69)
- 4.5 Pass-through entity: A non-Federal entity that provides a sub-award to a sub-recipient to carry out part of a Federal program. If the District gives money to the Sub-Contractors/Department, the District would be considered to be a pass-through entity. When the District obtains items like radios or other equipment and the Sub-Contractors/Departments are using them, the District is not considered a pass-through entity.
- 4.6 Performance Bond: A performance bond on the part of the contractor for 100% of the contract price. A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under the contract.
- 4.7 Grant Recipient: A non-Federal entity that receives a financial award directly from a Federal awarding agency to carry out an activity under a Federal program (2 CFR Part 200.86) The Recipient is the federal award administrator is responsible to ensure compliance of all funds with all applicable federal laws, regulations, executive orders, FEMA policies, the FEMA State Agreement and other terms and conditions provided under the Public Assistance Programs, and must comply with the applicable procurement standards for all recipient procurements. ***The KLFR&EMS District is considered a grant recipient.*** (2 CFR Part 200.86)



## **PROGRAMS, POLICIES & PROCEDURES MANUAL**

- 4.8 Sub-award: An award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal award received by the pass-through entity; It does not include payments to a contractor. (2 CFR Part 200.92)
- 4.9 Sub-recipient: A non-federal entity that receives a sub-award from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such a program. Awards from the KLFR&EMS District to the District Contractors are considered sub-awards. (2 CFR Part 200.93)
- 4.10 Uniform Rules: Apply to all new grant awards per Department of Homeland Security (DHS) Interim Rule date December 19, 2014. (Fed. Reg. 75871 and 75872 and 2 CFR Part 200.110)

### **5.0 UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS (2 CFR Part 200.317)**

#### **5.1. The District must:**

- 5.1.A Follow the same policies and procedures it uses for non-Federal fund procurements.
- 5.1.B Comply with Procurement of Recovered Materials. (2 CFR 200.322)
- 5.1.C ENSURE that every purchase order or other contract includes any clauses required by Contract Provisions (2 CFR Part 200.326)

### **6.0 GENERAL PROCUREMENT STANDARDS (2 CFR PART 200.318)**

The District must adhere to the eleven mandatory general procurement standards identified in 2 CFR 200.318. The District must:

- 6.1 Follow the same policies and procedures it uses for non-Federal fund procurements. (200.318(a)).
- 6.2 Maintain oversight to ensure contractors perform in accordance with terms, conditions, specifications of their contracts or purchase orders. (200.318(b)).
- 6.3 Maintain written procedures for standards of conduct for:
  - . Conflict of interest, governing the performance of its Employees engaged in the selection, award and administration of conflicts. (200.318(c)(1))
  - . Organizational conflicts of interest. (200.318(c)(2))
- 6.4 Avoid acquisition of unnecessary or duplicate items. ((200.318(d))
- 6.5 Foster greater economy and efficiency by promoting cost-effective use of shared services. (200.318(e))
- 6.6 Encourage use of federal excess and surplus property in lieu of purchasing new equipment and property (when feasible and reduces project costs). (200.318(f))
- 6.7 Encourage use of value-engineering clauses for construction costs. (200.318(g))
- 6.8 Award contracts only to responsible contractors with consideration given to: Integrity, compliance with public policy, past performance record, and Financial and technical resources. (200.318(h))



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- 6.9 Maintain records sufficient to detail the history of procurement. (200.318(i))
- 6.10 Only use time and material type contracts when no other contract is suitable. See CFR for more contract detail (200.318(j))
- 6.11 Be responsible in accordance with good administrative practice and sound business judgment for the settlement of procurement contract and administrative issues. (200.318(k))

### **7.0 COMPETITION (2 CFR PART 200.319)**

- 7.1 When purchasing items/services with federal grant funding, the procurement process must be conducted in a manner by:
  - 7.1.A Providing full and open competition by ensuring more than one responsible bidder and,
  - 7.1.B Advertising to the maximum extent practical.
- 7.2 In addition, the District will: (200.319(a))
  - 7.2.A Ensure objective contractor performance,
  - 7.2.B EXCLUDE all Contractors that help draft specifications, requirements, statements of work or Invitations for bids or requests for proposals.
  - 7.2.C Some situations considered to be restrictive are: (200.319(a))
  - 7.2.D Placing unreasonable requirements on firms,
  - 7.2.E Requiring unnecessary experience and excessive bonding,
  - 7.2.F Non-competitive pricing practices between firms or between affiliated companies,
  - 7.2.G Non-competitive contracts to consultants that are on retainer contracts,
  - 7.2.H Organizational conflicts of interest,
  - 7.2.I Specifying only a “brand name” product rather than allowing “an equal”,
  - 7.2.J Any arbitrary action in the procurement process:
    - 2.J.1) Prohibit use of geographical preferences in the evaluation of bids or proposals, except where Federal law mandates or encourages geographical preferences.
  - 7.2.K Must have written procedure for conducting evaluations and awarding the bid, and the procedure must:
    - 1) Have Clear and accurate description of technical requirements,
    - 2) Have No features to unduly restrict compensation,
    - 3) Have MINIMUM essential characteristics and standards,
    - 4) Have No DETAILED specifications should be included,
    - 5) Have a “brand name or equivalent” may be used to define performance.
    - 6) Identify ALL requirements the bidders must fulfill and all other factors used in the evaluating the bids.
    - 7) Ensure pre-qualified lists of persons, firms, or products are current, and include enough sources to ensure open and free competition.
    - 8) Ensure potential bidders are not precluded from qualifying during the solicitation period.



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**8.0 METHODS OF PROCUREMENT (2CFR PART 200.320)**

8.1 There are two types of procurement: Competitive and Non-Competitive

8.2 Two types of Invitations to Bid may be used:

8.2.A Request for Proposal (RFP) where price is the criteria for selection and the contract is awarded to the firm offering the best value.

8.2.B Request for Qualifications (RFQ) where it is limited to Architectural and Engineering (A&E) Services and professional services where Qualifications only criteria for selection, and the cost is negotiated after selected based on cost analysis.

8.3 The District must use one of the following methods of procurement:

8.3.A **Micro-Purchase (200.320(a))**

- 1) The acquisition of supplies or services where the aggregate dollar amount does not exceed the micro-purchase threshold of \$3,000. (2CFR200.67)
- 2) May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

8.3.B **Small Purchases (200.320.(b))**

- 1) Relatively simple and informal procurement methods for security services, supplies or other property that does not cost more than the simplified acquisition threshold of \$150,000. (2CFR200.88)
- 2) Prices or the quotations are obtained from a reasonable number of qualified sources.
- 3) The award should be equitably distributed among qualified bidders.

8.3.C **Sealed Bids (200.320(c))**

The requirements for a sealed bid are:

- 1) Complete, accurate and realistic specification or purchase description is available.
- 2) Two or more responsible bidders are willing and able to compete.
- 3) Procurement lends itself to a fixed price.



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**8.C.D When sealed bids are used, the following requirements apply:**

- 1) Bids must be advertised publicly and bids solicited from an adequate number of bidders.
- 2) Must include specifications and pertinent attachments and define the item or services to be produced for the bidder to respond appropriately.
- 3) All bids will be opened publicly at the same time and place as prescribed in the invitation to bids.
- 4) A for fixed price written contract award to the lowest, responsive and responsible bidder.
- 5) Any and all bids may be rejected if there is a sound-documented decision.
- 6) Sealed bids are the preferred method for construction projects, when feasible.

**8.C.E Competitive Bidding Method (200.320(d))**

- 1) This method is generally used when not using the Sealed Bid method.
- 2) Requests must be publicized and identify all evaluation factors and their relative importance.
- 3) Proposals must be solicited from an adequate number of sources.
- 4) Written method for conducting technical evaluations and selecting recipients.
- 5) Awarded to the most responsible firm whose proposal is most advantageous to the program, with price and other factors.

**8.C.F Non-Competitive Proposal (One Source) 299.320 (f)**

- 1) The item is only available from a single source.
- 2) Emergency/Exigency: When an emergency situation will not permit a delay resulting from competitive solicitation.
- 3) Awarding Agency Approval: When an agency expressly authorizes noncompetitive proposals in response to a written request from the nonfederal entity.



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- 4) Inadequate Competition: Upon completion of solicitation, completion is determined inadequate.

**9.0 CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES AND LABOR SURPLUS AREA FIRMS (200.321)**

9.1 A non-Federal entity must take all necessary affirmative steps to assure that minority businesses women's business enterprises and labor surplus area firms are used when possible.

9.2 Affirmative Action Steps must include:

9.2.A Placing qualified, small and minority businesses and women's business enterprises on solicitation lists.

9.2.B. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources.

9.2.C Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum by small and minority businesses and women's business enterprises.

9.2.D Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.

9.2.E Using the services and assistance, as appropriate, of such organizations as:

Florida Department of Economic Security (DEO)  
Small Business Administration (SBA)  
System for Awards Management (SAM.gov)  
Minority Business Development Agency (MBDA) and  
Department of Commerce (DOC)

9.2.F Requiring the prime contractor, if subcontracts are to be let, to take the five previous affirmative steps.

**10.0 PROCUREMENT OF RECOVERED MATERIALS (200.322)**

10.1 The District is a state agency or agency of a political subdivision of the State and its contracts must comply with Section 6000 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.



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10.2 The District will:

10.2.A Procure only items designed in guidelines of the EPA at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a high satisfactory level of competition where the purchase price of the item exceeds \$10,000, or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000.

10.2.B Procure solid waste management services in a manner that maximizes energy and resource recovery.

10.2.C Establish an affirmative action procurement program for procurement of recovered materials identified in the EPA guidelines.

**11.0 CONTRACT COST AND PRICE (200.323)**

11.1 For Contract Cost and Pricing, the District must:

11.1.A Perform a price or cost analysis in connection with every procurement action above the simplified acquisition threshold, including contract modifications.

11.1.B Make independent estimates before receiving bids or proposals.

11.1.C Negotiate profit as a separate element of the price for each contract (See CFR for detailed information).

11.1.D For reimbursement, costs or prices based on estimated costs are only allowed to the extent of the incurred costs.

11.2 Types of Contracts

11.2.A **Recommended Contracts to Use:**

Lump sum, Unit price, Cost plus fixed fee\*, Time + materials\*, Intergovernmental Agreements.

\*NOTE: Profit may only be included one time.

11.2.B **Contracts to Avoid:**

Piggyback Contracts (see special requirements for this type of contract); Cost plus percentage of cost and Cost plus percentage of construction cost are considered an illegal contract.



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**12.0 FEDERAL AWARDING AGENCY OR PASS-THROUGH ENTITY REVIEW**  
**2CFR200.324 and 2CFR200.331**

*NOTE:* If the District gives money to the Sub-Contractors/Department, the District would be considered to be a pass-through entity. When the District obtains items like radios or other equipment and the Sub-Contractors/Departments are using them, the District is not considered a pass-through entity.

12.1 If the District gives funding to the Sub-Contractor/Department, the District and the Sub-Contractor/Department shall both comply with the requirements of 2CFR 200.324 and 2CFR200.331.

12.2 The non-Federal entity must make the following documents available to FEMA:

Technical Specifications and  
Pre-Procurement Review of Other Procurement Documents.

12.3 If FEMA or the pass-through entity may be exempt from the Pre-Procurement review determine the non-Federal entity procurement systems comply with the standards.

**13.0 BONDING REQUIREMENTS (200.325)**

13.1 If the District receives a Federal Construction Grant or exceeds the Simplified Acquisition Threshold,

13.2 If the District's bonding policy and requirements were approved by the Federal awarding agency and the assets are adequately protected, no further action is required.

13.3 If no determination has been made, the bonding requirements are: A bid guarantee of 5% of the bid price or a performance and payment bond for 100% of the contract price is required.

**14.0 REQUIRED CONTRACT PROVISIONS (200.326)**

14.1 When applicable, contracts are required to include certain provisions as stated below:

14.1.A Awards to Debarred/Suspended Parties: Contractor must make declaration that principles, affiliates, sub-contractors are currently not disqualified as a result of debarment or suspension.



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- 14.1.B Administration + Legal Remedies: For violation or breach of contract termination for cause + for convenience. All contracts greater than the Simplified Acquisition Threshold (SAT) and contracts in excess of \$10,000.
- 14.1.C Bonding requirements: Construction and Facility Improvement contracts in excess of the SAT. Bonding requirements include: bid guarantee + performance bond + payment bond.
- 14.1.D Byrd Anti-Lobbying Amendment: Federal funds to influence an employee or member of Congress in obtaining any federal award.
- 14.1.E Clean Air Act & Federal water Pollution Act: All contracts in excess of \$100,000.
- 14.1.F Copeland Anti-Kickback Act: All construction or repair contracts.
- 14.1.G Copyrights/Inventions: Not required.
- 14.1.H Davis-Bacon Act: No compliance required.
- 14.1.I Energy Efficiency: Contractor agrees to comply with mandatory Florida State standards and policies.
- 14.1.J Equal Opportunity: Executive Order 11246 and 11275 apply to all contracts in excess of \$10,000.
- 14.1.K Records (Access To): The Federal Government, the Recipient (Guarantee) or Sub-Recipient (Sub-grantee) have the right to access the contractor's records.
- 14.1.L Record (Retention): Sub-Grantees must retain records for a minimum of three (3) years after the termination of the contract or the closeout of the grant.

**15.0 WRITTEN PROCEDURES (200.317-333)**

15.1 Written procedures must include the following items:

- 15.1.A Contract administration system to ensure contractor performance.
- 15.1.B Include Employee "Code of Standards" and "Conflict of Interest".
- 15.1.C Bid protest procedures.
- 15.1.D Written selection procedures for procurement transactions shall:



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- 15.1.E Incorporate clear accurate description of technical requirements for the material product, or service procured.
- 15.1.F Identify all requirements which the offerors must fulfill.
- 15.1.G Identify all other factors to be used in evaluating and awarding bids or proposals.
- 15.1.H Also see Step 7.2.K.

### **16.0 GRANT MONITORING (PROGRAM & FINANCIAL REPORTING) (200.327 & 200.328)**

- 16.1 Normally quarterly, after the grant has been awarded, performance reports are required to be submitted to FEMA. Be sure to check the grant award and note future dates for the submittal of information to FEMA.
- 16.2 Quarterly Reports or Semi-Annual Reports must be submitted within 30 calendar days after the reporting period.
- 16.3 Annual Reports must be submitted within 90 calendar days after the reporting period.
- 16.4 The District needs to ensure complete and accurate information is provided to FEMA as their staff reviews and monitors grant awards both programmatically and financially to ensure the project goals objectives, performance requirements, timelines, milestone completion, budgets and other related program criteria are being met.

### **17.0 GRANT CLOSEOUT (200.328)**

- 17.1 The Final Performance Report must be submitted within 90 days after the end of the period of performance.
- 17.2 Recipients must submit a final SF-425 and a formal performance report via the eGrants system detailing all accomplishments and qualitative summary of the impact of those accomplishments throughout the period of performance.
- 17.3 If a significant event, such as a hurricane, should occur, that would affect grant performance, the District must notify FEMA.
- 17.4 The District is responsible for returning any federal funds that may have been received that were not spent.



**PROGRAMS, POLICIES & PROCEDURES MANUAL**

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**18.0 GRANT RECORDS RETENTION (200.333)**

18.1 Grant financial records, supporting documentation, and statistical records must be retained. The following grant documents should be maintained for a period three years after FEMA has closed out the grant:

- . Specifications
- . Solicitations
- . Pre-Procurement Review of Other Procurement Documents
- . Competitive Quotes or Proposals
- . Basis for Selection Decisions
- . Purchase Orders
- . Contracts
- . Cancelled Checks

**19.0 CHECKLIST FOR PROCESSING GRANT PURCHASES**

19.1 A checklist will be developed for this procedure.

# Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 12/01/2019 to 12/31/2019

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
113-Cooking fire, confined to container	1	5	5.00	0.65	0.65	3.25	3.25
121-Fire in mobile home used as fixed residence	1	7	7.00	0.45	0.45	3.15	3.15
140-Natural vegetation fire, other	1	4	4.00	0.17	0.17	0.68	0.68
150-Outside rubbish fire, other	1	6	6.00	0.20	0.20	1.20	1.20
300-Rescue, EMS incident, other	11	29	2.64	5.00	0.45	1.16	12.72
311-Medical assist, assist EMS crew	14	36	2.57	3.73	0.27	0.67	9.41
320-Emergency medical service incident, other	3	8	2.67	0.89	0.30	0.79	2.37
321-EMS call, excluding vehicle accident with injury	6	20	3.33	3.19	0.53	1.98	11.86
322-Motor vehicle accident with injuries	13	57	4.38	8.10	0.62	3.10	40.32
323-Motor vehicle/pedestrian accident (MV Ped)	2	6	3.00	2.23	1.11	3.34	6.69
324-Motor vehicle accident with no injuries.	4	13	3.25	2.02	0.51	1.65	6.61
353-Removal of victim(s) from stalled elevator	1	4	4.00	0.42	0.42	1.68	1.68
412-Gas leak (natural gas or LPG)	1	4	4.00	0.17	0.17	0.68	0.68
444-Power line down	2	10	5.00	1.28	0.64	3.82	7.64
531-Smoke or odor removal	1	8	8.00	0.28	0.28	2.24	2.24
552-Police matter	1	3	3.00	0.00	0.00	0.00	0.00
553-Public service	1	3	3.00	0.05	0.05	0.15	0.15
571-Cover assignment, standby, moveup	1	3	3.00	0.50	0.50	1.50	1.50
611-Dispatched & canceled en route	14	42	3.00	0.36	0.03	0.09	1.23
622-No incident found on arrival at dispatch address	1	3	3.00	0.18	0.18	0.54	0.54
700-False alarm or false call, other	1	5	5.00	0.50	0.50	2.50	2.50
735-Alarm system sounded due to malfunction	2	13	6.50	1.10	0.55	3.77	7.53
743-Smoke detector activation, no fire - unintentional	1	6	6.00	0.17	0.17	1.02	1.02
900-Special type of incident, other	4	12	3.00	2.14	0.54	1.60	6.42
Blank. Incident Type not Entered	2	0	0.00	0.53	0.27	0.00	0.00
Total and Averages for all Incident Types	90	307	3.41	34.31	0.38		131.39

# NFPA Analysis Report

Key Largo Fire Department

Date Range: From 12/01/2019 to 12/31/2019

Fixed Property:

FIRE IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY)  (All in Section A Incident Type 110-129)	Number of Fires	Number of Civilian Fire Casualties. If none, write 0.		Estimated Property Damage from Fire. If no loss, write 0.
		Deaths	Injuries	
1. Private Dwellings (1 or 2 family), Including mobile homes (FPU 400-419)	2	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 1 THROUGH 4)	2	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)	0	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)	2	0	0	\$0

## B. 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)	1	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 Rubbish, 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)	4	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	48			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	4			
22. Mutual Aid or Assistance Responses Given	10			
23a. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	1			
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)	21			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	90			

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)	1	1
13. Structure Fires (line 13 above)	1	1

## BREAKDOWN OF FALSE ALARM RESPONSES

1. 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)	1
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	1

# Incident Run Log

Key Largo Fire Department

Date Range: From 12/01/2019 to 12/31/2019

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
12/26/2019	38032	2019-000981	16:26	1015	OVERSEAS HWY	131	Cooking fire, confined to container	0.7
12/28/2019	38032	2019-000984	11:19	101	GRASSY RD		Fire in mobile home used as fixed residence	0.5
12/21/2019	38032	2019-000964	12:12	5800	CARD SOUND RD		Natural vegetation fire, other	0.2
12/15/2019	38032	2019-000954	19:15	1053	OVERSEAS HWY		Outside rubbish fire, other	0.2
12/01/2019	38032	2019-000921	19:45	1048	OVERSEAS HWY		Rescue, EMS incident, other	0.8
12/17/2019	38032	2019-000956	03:00	1050	OVERSEAS HWY		Rescue, EMS incident, other	0.3
12/26/2019	38032	2019-000980	10:24	8	JONES ST		Rescue, EMS incident, other	0.0
12/28/2019	38032	2019-000987	13:30	1	EAST DRIVE		Rescue, EMS incident, other	0.3
12/29/2019	38032	2019-000989	09:42	1	EAST DRIVE		Rescue, EMS incident, other	0.1
12/29/2019	38032	2019-000991	17:05	22	SOUTH DR		Rescue, EMS incident, other	0.4
12/29/2019	38032	2019-000992	18:15	1	EAST DR		Rescue, EMS incident, other	0.2
12/30/2019	38032	2019-000996	14:37	9981	OVERSEAS HWY		Rescue, EMS incident, other	0.3
12/30/2019	38032	2019-000999	17:36	504	CARIBBEAN DR	B	Rescue, EMS incident, other	0.4
12/31/2019	38032	2019-001003	10:27	1	EAST DR		Rescue, EMS incident, other	0.1
12/31/2019	38032	2019-001005	17:56	9933	OVERSEAS HWY		Rescue, EMS incident, other	1.9
12/03/2019	38032	2019-000926	14:28	9	DOLPHIN RD		Medical assist, assist EMS crew	0.3
12/08/2019	38032	2019-000934	13:34	1014	OVERSEAS HWY		Medical assist, assist EMS crew	0.3
12/08/2019	38032	2019-000935	18:14	142	1 RD		Medical assist, assist EMS crew	0.1
12/10/2019	38032	2019-000939	11:07	116	JASMINE DR		Medical assist, assist EMS crew	0.2
12/11/2019	38032	2019-000943	11:04	1059	OVERSEAS HWY		Medical assist, assist EMS crew	0.3
12/18/2019	38032	2019-000959	09:52	9570	OVERSEAS HWY		Medical assist, assist EMS crew	0.0
12/23/2019	38032	2019-000967	11:15	114	GEORGE ST		Medical assist, assist EMS crew	0.3
12/23/2019	38032	2019-000968	19:26	1034	OVERSEAS HWY		Medical assist, assist EMS crew	0.3
12/23/2019	38032	2019-000969	19:36	778	NORTH EMERALD DR		Medical assist, assist EMS crew	0.4
12/24/2019	38032	2019-000973	12:51	9900	OVERSEAS HWY		Medical assist, assist EMS crew	0.2
12/25/2019	38032	2019-000976	02:27	1	EAST DRIVE 99MM OC		Medical assist, assist EMS crew	0.2
12/25/2019	38032	2019-000977	03:57	10	GAYTON PL		Medical assist, assist EMS crew	0.4
12/25/2019	38032	2019-000978	09:40	9944	OVERSEAS HWY	102	Medical assist, assist EMS crew	0.1
12/30/2019	38032	2019-000995	13:24	325	CALUSA ST	356	Medical assist, assist EMS crew	0.4
12/15/2019	38032	2019-000953	17:03		TAYLOR CK VILLAGE / 104.8		Emergency medical service incident, other	0.3
12/16/2019	38032	2019-000955	13:47	29	SNAPPER AVE		Emergency medical service incident, other	0.3
12/23/2019	38032	2019-000966	08:30	1060	OVERSEAS HWY	3602	Emergency medical service incident, other	0.3
12/01/2019	38032	2019-000920	23:28	1015	OVERSEAS HWY	130	EMS call, excluding vehicle accident with injury	0.3
12/05/2019	38032	2019-000930	15:52	12	BUNTING DR		EMS call, excluding vehicle accident with injury	0.4
12/11/2019	38032	2019-000944	11:46	143	VALOIS BLVD		EMS call, excluding vehicle accident with injury	0.4
12/11/2019	38032	2019-000945	17:17	500	ST CROIX PL		EMS call, excluding vehicle accident with injury	0.2
12/13/2019	38032	2019-000946	20:15	750	LARGO RD		EMS call, excluding vehicle accident with injury	0.9
12/17/2019	38032	2019-000957	09:41		MARINA AVE 99.6 OC		EMS call, excluding vehicle accident with injury	0.9
12/01/2019	38032	2019-000917	11:43		US1	NB	Motor vehicle accident with injuries	0.7
12/01/2019	38032	2019-000919	19:31	1039	OVERSEAS HWY		Motor vehicle accident with injuries	1.2
12/02/2019	38032	2019-000923	16:40	1006	OVERSEAS HWY		Motor vehicle accident with injuries	0.8
12/03/2019	38032	2019-000925	12:31	100	US1		Motor vehicle accident with injuries	0.3
12/04/2019	38032	2019-000928	17:20		SNAPPER LANE / 95.3 MM OC		Motor vehicle accident with injuries	0.3
12/10/2019	38032	2019-000940	13:03	9919	OVERSEAS HWY		Motor vehicle accident with injuries	0.7
12/15/2019	38032	2019-000950	14:32	99	US1	SB	Motor vehicle accident with injuries	0.1
12/18/2019	38032	2019-000960	20:26	1	EAST DRIVE 99MM OC		Motor vehicle accident with injuries	0.6
12/28/2019	38032	2019-000983	06:13	101	US1	NB	Motor vehicle accident with injuries	0.4
12/30/2019	38032	2019-000998	14:44	1100	US1	SB	Motor vehicle accident with injuries	0.1
12/30/2019	38032	2019-000997	15:05	999	MORRIS LN	SB	Motor vehicle accident with injuries	0.9
12/30/2019	38032	2019-001000	18:39	1040	OVERSEAS HWY		Motor vehicle accident with injuries	1.8
12/31/2019	38032	2019-001004	10:48	6	HARRY DAVIS CIRCLE		Motor vehicle accident with injuries	0.2
12/02/2019	38032	2019-000922	16:36		US1		Motor vehicle/pedestrian accident (MV Ped)	1.2
12/02/2019	38032	2019-000924	16:50	1048	OVERSEAS HWY		Motor vehicle/pedestrian accident (MV Ped)	1.0
12/08/2019	38032	2019-000936	19:55	1014	OVERSEAS HWY		Motor vehicle accident with no injuries.	1.3
12/18/2019	38032	2019-000958	09:20	9967	OVERSEAS HWY		Motor vehicle accident with no injuries.	0.1
12/25/2019	38032	2019-000979	21:43		101.4 MM OC		Motor vehicle accident with no injuries.	0.1
12/30/2019	38032	2019-000994	11:44	999	MORRIS LN		Motor vehicle accident with no injuries.	0.5
12/13/2019	38032	2019-000947	21:03	9949	OVERSEAS HWY		Removal of victim(s) from stalled elevator	0.4
12/14/2019	38032	2019-000948	13:16	1014	OVERSEAS HWY		Gas leak (natural gas or LPG)	0.2

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
12/22/2019	38032	2019-000965	11:25	7	CORAL DR		Power line down	0.9
12/24/2019	38032	2019-000975	19:39	20	GASPARILLA DR / 98 MM GU		Power line down	0.3
12/06/2019	38032	2019-000931	22:06	1025	OVERSEAS HWY		Smoke or odor removal	0.3
12/08/2019	38032	2019-000933	11:42		CARD SOUND RD / 905		Police matter	1.8
12/24/2019	38032	2019-000972	12:08	164	OCEAN BAY DR		Public service	0.1
12/03/2019	38032	2019-000927	20:30		CARIBBEAN DR / 99.6 MM OC		Cover assignment, standby, moveup	0.5
12/01/2019	38032	2019-000918	19:01	9960	OVERSEAS HWY		Dispatched & canceled en route	0.0
12/07/2019	38032	2019-000932	18:03	9360	OVERSEAS HWY		Dispatched & canceled en route	0.1
12/15/2019	38032	2019-000951	15:45	544	SOUND DR		Dispatched & canceled en route	0.0
12/15/2019	38032	2019-000952	15:50	915	EMERALD DR		Dispatched & canceled en route	0.0
12/20/2019	38032	2019-000961	07:05	116	COCOPLUM ROAD		Dispatched & canceled en route	0.0
12/21/2019	38032	2019-000963	10:05	823	RUBY DR		Dispatched & canceled en route	0.0
12/24/2019	38032	2019-000974	14:31	10	HARRY DAVIS CIRCLE		Dispatched & canceled en route	0.0
12/27/2019	38032	2019-000982	09:12	1015	OVERSEAS HIGHWAY	108	Dispatched & canceled en route	0.1
12/28/2019	38032	2019-000985	12:31	1062	OVERSEAS HIGHWAY		Dispatched & canceled en route	0.1
12/28/2019	38032	2019-000986	12:58	98	OVERSEAS HIGHWAY		Dispatched & canceled en route	0.0
12/29/2019	38032	2019-000988	08:42	141	MARINA AVENUE		Dispatched & canceled en route	0.0
12/29/2019	38032	2019-000990	16:19	52	HIBISCUS LN (101.5 OCEANS		Dispatched & canceled en route	0.0
12/30/2019	38032	2019-000993	10:10	39	ORANGE DR		Dispatched & canceled en route	0.0
12/31/2019	38032	2019-001006	18:44	39	PIGEON DR		Dispatched & canceled en route	0.0
12/10/2019	38032	2019-000941	17:55	1014	OVERSEAS HWY		No incident found on arrival at dispatch address	0.2
12/24/2019	38032	2019-000970	00:47	1038	OVERSEAS HWY		False alarm or false call, other	0.5
12/20/2019	38032	2019-000962	07:49	1036	OVERSEAS HWY		Alarm system sounded due to malfunction	0.2
12/24/2019	38032	2019-000971	07:25	1014	OVERSEAS HWY		Alarm system sounded due to malfunction	0.9
12/15/2019	38032	2019-000949	08:02	291	LANCE LN		Smoke detector activation, no fire - unintentional	0.2
12/09/2019	38032	2019-000938	16:44	9871	OVERSEAS HWY		Special type of incident, other	0.4
12/11/2019	38032	2019-000942	00:55	9871	OVERSEAS HIGHWAY		Special type of incident, other	0.8
12/30/2019	38032	2019-001002	15:18	1048	OVERSEAS HWY		Special type of incident, other	0.5
12/30/2019	38032	2019-001001	19:02	1040	Overseas highway		Special type of incident, other	0.0
12/04/2019	38032	2019-000929	18:00	1065	OVERSEAS HWY			0.2
12/09/2019	38032	2019-000937	09:37		DOLPHIN AVE / 103 MM OC			0.3

Total Number of Incidents: 90








Total Length of Incidents: 35.5 Hours

# Alarms by Day of Week

Key Largo Fire Department

Date Range: From 12/01/2019 to 12/31/2019

Fixed Property:

Day of Week		Totals
Sunday		21
Monday		20
Tuesday		18
Wednesday		13
Thursday		3
Friday		6
Saturday		9

No Date 0  
Total Alarms 90