



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

March 9, 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 March 9, 2020 District Meeting

2b. Approval of Minutes

2b.1 February 10, 2020 Strategic Planning Workshop Minutes

2b.2 February 10, 2020 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.)

6c. Review of 2007 Audit Results (Conklin)

7. NEW BUSINESS

7a. MOTION/APPROVAL: Keys Consulting (Leadership & Management Seminar) (Thomas)

7b. MOTION APPROVAL: Establish the Millage Rate Increase (Jones)

7c. MOTION/APPROVAL; Identify Election Date for Millage Rate Increase (Jones)

7d. MOTION/APPROVAL: Replacement of Tanks Station 25 (Johnson)

7e. MOTION/APPROVAL: Department March Contract Renewal (Jones)

7f. DISCUSSION: Department Contract (Jones)

7g. DISCUSSION: Transponder Communications (Thomas)

7h. DISCUSSION: Ambulance Corps GPS System (Thomas)



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DISTRICT MEETING AGENDA

(Continued)

March 9, 2020

8. **FINANCIAL REPORT**

9. **LEGAL COUNSEL REPORT**

10. **AMBULANCE CORPS REPORT**

10a. **KLVAC Monthly Report**

11. **FIRE DEPARTMENT REPORT**

11a. **KLVFD Monthly Report: February 2020**

11b. **KLVFD Performance Report: February 2020**

12. **COMMISSIONER ITEMS**

13. **NEXT MEETING**

13a. **Meeting March 23, 2020 or April 13, 2020**

14. **ADJOURN**

NEXT MEETINGS

March 23, 2020 District Meeting

April 13, 2020 District Meeting

April 27, 2020 District Meeting

DOCUMENTS

AI 2a. District Meeting Agenda

AI 2b.1 Strategic Planning Workshop Minutes 02/10/20

AI 2b.2 District Meeting Minutes 02/10/20

AI 7a. Keys Consulting Proposal \$5,000

AI 7d. KLVFD Station 25 Replacement Tank Global Power Components & Leigh Service Repair

AI 7e. Department Contract Renewal – March–April 13, 2020

AI 7f. Department Contract 200209

AI 10a. KLVAC Monthly Report

AI 11a. KLVFD Monthly Report February 2020

AI 11b. KLVFD Performance Report February 2020

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.klfirerescueems.com



DISTRICT STRATEGIC PLANNING WORKSHOP

Minutes February 10, 2020 – DRAFT

1. AGENDA

1.A. Call to Order

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

1.B. Pledge of Allegiance

Commissioner Conklin led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, Danny Powers and Bob Thomas. Commissioner Mirabella was at funeral out of state. There was a quorum.

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

Commissioner Allen moved to conduct the District Board Meeting prior to the Strategic Planning Workshop.

2. APPROVAL OF AGENDA – February 10, 2020

Motion: Commissioner Thomas made a motion to ***approve the February 10, 2020 Strategic Planning Workshop Agenda***. Commissioner Conklin seconded the motion, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Sue Heim addressed the Board regarding the millage rate and potentially adding failure to pass millage increase as a threat on strategic plan.

4. REVIEW STRATEGIC PLANNING ACTION ITEMS

4a. Surplus Vehicles (Squad 24 and Dive Rescue 25)

Both vehicles have been removed from the surplus list. Legal to review V&B records for memorandum on insurance coverage for Dive Rescue vehicle drafted by Theron Simmons.

4b. Progress Report from Fact-Finding Committee

There was no updated information to report from fact-finding committee. Discussion on millage increase was held under this item.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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4c. Review Audit Results 2007

Each Commissioner will bring one or two items back to the March 9, 2020 meeting to justify the rate increase.

4d. Transponder Communications

Two separate systems are required - One for the Fire Department with a separate one for the Corps. Information is needed for the three and five-year plan. Captain Garrido will get with Chief Bock to check on the status of this item.

4e. Review Strategic Plan List

19-002 General Funding:

Legal reported that 2/3 of the Station 24 plans have been scanned. When completed, Legal will send to the department and vendors for quotes. The good news is that it appears Station 24 was built to accommodate a 2nd story.

19-003 Limited Revenue:

See item 19-004.

19-004 Raise Millage:

The District Board discussed the potential millage rate increase. Legal requested that Board pass a resolution calling for election on millage rate at least 90 days prior to closing of election books: For the primary election books close July 20, 2020 (resolution must be passed by April 2020; books close on October 5, 2020 for the general election (resolution must be passed by July 2020).

In order for Legal to proceed with millage referendum, the District Board needs to provide direction for: 1) The Proposed New Millage Rate cap, 2) Which Election referendum will be placed on ballot and 3) Reasons to justify the rate increase.

Assumptions – Does the Board want to remain at 1.0 mil with no additional rate increase with the level of service remaining the same or does the Board want to look at a future increase in the millage improving the level of service. If the Board selects the primary election, Legal will need the ballot language in April. The Fact-Finding Committee will submit one or two items to justify the millage rate increase. The Departments are looking at additional staffing and upgrading the engines.

A Motion/Approval to Establish a Proposed Millage and a Motion/Approval to Select the Primary or General Election for the Millage Rate Increase at the March 9, 2020 meeting.

19-005 Special Assessment/Cost Recovery:

Legal met with Chief Bock and Scott Robinson regarding special assessments. Legal is holding a special assessment list, and recommended it be reviewed after the potential millage rate increase is established.



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

19-006 Website Friendliness:

Legal requested an hour to resolve a technical snafu to add documents to the website and some general maintenance.

19-007 Communications Plan:

Snapchat and Twitter have been removed from the strategic plan list. The Clerk has been adding Fire Safety posts. The website can be utilized to promote the proposed millage rate increase.

20-001 Fire Hydrant Project Phase 8:

Phase 8 is progressing.

20-002 Economic Indicators:

This will be reviewed during the budget process.

20-003 Five-Year Capital Plan:

Finance sent out a reminder to the departments to submit the Five-Year Capital Plans.

20-004 Potential Legislation:

Commissioner Allen donated his hour of legal time for Legal to research and compile a list of potential legislation that may affect the District.

20-005 Review Retention Incentives:

Captain Garrido has a list of potential retention incentives.

20-006 Review 401K Match:

The Chief will prepare a report and provide Information at the May Strategic Planning Workshop.

20-007 Grant Funding:

The Fire Department is reviewing possible items, including cameras, for grant funding. A grant was received for the ultrasound machine; however, the grant for the Ballistic Vest was not awarded. The Clerk has been working on the Financial Review of the Safer Grant, Safer Grant reimbursement, Closeout of the Radio Grant, Performance and Annual Reports.

20-009 Quarterly Department Meetings:

Finance is working with the departments on the Strategic Plan.

4d. Identify Any New Strategic Plan Items/Action Items

Items discussed:

Add a threat in the event the millage rate increase fails.

(See Next Page)



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5. ADJOURN WORKSHOP

Commissioner Conklin made a Motion to adjourn at 8:04 p.m., which was seconded by Commissioner Powers and unanimously approved by the Board.

Documents

Agenda

Strategic Planning Action Plan

Next Scheduled Workshop:

May 18, 2020



**DISTRICT MEETING MINUTES
February 10, 2020 – DRAFT**

1. AGENDA

1a. Call to Order

Chairman Allen called the District Meeting to order at 06:00 p.m.

1b. Roll Call

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

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

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of February 10, 2020 District Meeting Agenda

Chairman Allen changed Item 7d. Replacement of Tanks Station 25 to a Discussion item.

MOTION: Commissioner Thomas made a motion ***to approve the February 10, 2020 District Meeting Agenda.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

2b. Approval of Minutes

2b.1 January 13, 2020 District Meeting Minutes

MOTION: Commissioner Powers made a motion ***to approve the January 13, 2020 District Meeting Minutes.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Sue Heim recommended the millage be added to the agenda.

4. CHAIRMAN REPORT

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

5. SECRETARY REPORT

There was not a Secretary's report.

6. OLD BUSINESS

6a. Fire Hydrant Report

Commissioner Thomas reported Phase 8 is moving along. There are two fire hydrant locations being changed.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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6b. Fact-Finding Committee

Captain Garrido reported the Fire Department is available to answer questions, options for cancer insurance coverage need to be explored, and the Committee needs to review the data from Finance.

6c. Review of 2007 Audit Results

Commissioner Conklin indicated reviewing the 2007 Audit Results will help to provide justification for raising the millage to identify what has been accomplished and what the District would like to accomplish.

7. NEW BUSINESS

7a. PRESENTATION: Keys Consulting Leadership & Management Seminar

David Ritz, President of Keys Consulting of America provided a presentation of the leadership and management training provided by the company. This item will be placed on the next meeting agenda as Motion/Approval.

7b. MOTION/APPROVAL: Medical Director Contract

Legal discussed the proposed contract with Dr. Morrison of TGM Medical Corporation. Dr. Morrison meets the minimum and advanced requirements. The contract requires Dr. Morrison meet with the District monthly. There is a renewal option.

MOTION: Commissioner Conklin made a motion **to approve the Medical Director Contract with Dr. Morrison** and Commissioner Powers seconded. The vote was as follows: Allen (Yes), Conklin (Yes), Mirabella (Absent), Powers (Yes) and Thomas (No).

7c. DISCUSSION: Wastewater

Commissioner Allen discussed the potential of participating in the Key Largo Wastewater Treatment District reused (gray) water plan. The District does not want to participate in the Program at this time.

7d. DISCUSSION: Replacement of Tanks Station 25

The replacement of the storage tanks at Station 25 was discussed. Two quotes were received, Captain Garrido recommended Global Power Components; however, the quote needs to include installation costs. This item will be placed on the next meeting agenda.

7e. DISCUSSION: Department Contract Renewal

The proposed contract was distributed to the Commissioners for their review. Gaelan Jones reported substantial progress has been made on the contract, there are a few issues pending. There would be two separate departments contracts with a mutual aid agreement between the two departments. This item will be placed on the next meeting agenda.



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8. **FINANCIAL REPORT**

Jennifer Johnson reported the District has received revenues of \$2,722,839 or 78.2% of the projected Ad Valorem taxes. The District is at 71.56% of the total budgeted FY 2019-2020 revenues.

The District Board expenses were 40.02% of budget; the Fire Department expenses were 25.32% of budget; and the Corps expenses were 18.48% of budget. The total District expenses were \$804,846.41 or 24.87% of budget. There is a budget surplus of \$1,861,742, and the revenues need to last until September.

9. **LEGAL REPORT**

Chairman Allen and Gaelan Jones will work on the existing elevator contract issues.

10. **AMBULANCE CORPS REPORT**

10a. KLVAC Monthly Report 191231

No items were reported by the Corps.

11. **FIRE DEPARTMENT REPORT**

11a. KLVFD Reports 191130 and 191231

11b. KLVFD Performance Report 200131

The Fire Department did not report any additional items.

12. **COMMISSIONER ITEMS**

Commissioner Thomas discussed the elevator issue, and Chief Bock is obtaining new quotes for elevator vendors.

13. **NEXT MEETING**

13a. Meeting February 24, 2020 or March 9, 2020

MOTION: Commissioner Conklin made a motion ***to approve cancelling the February 24, 2020 District Meeting and the next meeting will be March 9, 2020.*** Commissioner Powers seconded, and the motion passed Unanimously.

14. **ADJOURN**

MOTION: Commissioner Powers made a motion ***to adjourn the meeting at 7:30 pm,*** which was seconded by Commissioner Conklin, and the motion passed unanimously.

NEXT MEETINGS

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

(See Next Page)



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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DOCUMENTS

- AI 2a. District Meeting Agenda*
- AI 2b. District Meeting Minutes 01/13/20*
- AI 7b. Medical Director Contract*
- AI 7d. Quote KLVFD Station 25 Replacement Tank*
- AI 08a. District Financial Report FY 2019-2020 1st Qtr.*
- AI 10a. KLVAC Reports 191231 (Nov Minutes)*
- AI 11a. KLVFD Reports 191130 & 121231 (Oct & Nov Minutes/Treasurer's Report)*
- AI 11b. KLVFD Performance Report 200131*

INVOICE

2 Day Management and Leadership Training Workshop

Keys Consulting of America
120 Coco Plum Road South
Key Largo, FL 33037
United States

305-906-0804
KeysConsultingofAmerica.com

BILL TO

Key Largo Fire Department
Donald Bock

305-451-2700
dbook@keylargofire.com

Invoice Number: 172020
Invoice Date: February 24, 2020
Payment Due: March 31, 2020

Amount Due (USD): \$5,000.00

Items	Quantity	Price	Amount
Management Coaching One Day Management Coaching Training Session for up to 12 participants	1	\$2,500.00	\$2,500.00
Leadership Coaching One Day Leadership Coaching Training Session for up to 12 participants	1	\$2,500.00	\$2,500.00

Total:
\$5,000.00

Amount Due (USD) :



EVERYTHING BUT THE GENERATOR™

• Genset Enclosures • Equipment Centers • Fuel Tanks • Trailers • Iso Containers •

QUOTE

COMPANY: KEY LARGO FIRE DEPARTMENT

QUOTE #: 817552-00

PROJECT NAME: Key Largo Fire Department

DATE: 1/21/2020

CONTACT NAME: David Gerrido

GEN MODEL: 180REOZJC Factory Enclosure

EMAIL: dgarrido@keylargofire.com

GEN/SET

FOOTPRINT: 110.24"L x 40.94"W

Qty	Part #	Description
		UL-142 Listed Sub Base Fuel Tank Model
		SB2S-2470 Gallon Capacity
		36"H x 102"W x 211"L 6,700#
1	DW-100	Double Wall Closed Top Diked
1	4000	Standard Electrical Stub Up Area
1	8001	Removable End Plate
1	3650	1/2" Supply/Return Dip Tube Package (2" NPT)
1	1000	Low Level Alarm (2" NPT, Set at 50%)
1	3502	Basin Drain, 1/2" NPT
1	1003	Rochester Fuel Level Gauge (2" NPT, Swing Arm)
1	3005	Locking Manual Fill Cap (2" NPT)
1	3152	Standard Vent Cap (2" NPT)
1	3166	Emergency Vent (6" NPT)
2	8300	4" I-Beam Generator Set Support
4	8410	Flush Mount Lifting Plate (Minimum of 4)
1	Black-Gloss	Paint Color Gloss Black (9638)
		Options Included
1	FLORIDA	Florida DEP Specification
1	4300F	FDEP Fuel in Basin Alarm Contact (2" NPT, Top Mounted) EQ817
1	1010F	FDEP High Level Alarm (2" NPT Set at 90%, Top Mount) EQ817
1	8200	5 Gallon Spill Containment (Tank Mount)
1	3190	Extra Fitting w/Plug (3/8" NPT)
6	8310	C-Channel Basin Support (C8 x 11.5)
1	3195	Extra Fitting w/Plug (2" NPT)

Lead Time

Please Contact Global Power Components for Available Lead Time at Time of Order Release

Notes and Clarifications

Replacement Tank for GPC Job #11338

Gallon capacity decrease to 2,470 gallons due to GPC design updates.

Extra 2" fitting included for customer supplied fill connection. Picture provided by customer indicates current fill method uses 2" standard vent, which is not recommended.

See adders for rodent guard, stub up covers, and generator skirt. Highly recommended for genset protection from elements.

	Quantity	Unit Price EACH	Price TOTAL
	1	\$14,700	\$14,700

Adders:

Rodent Guard, Stub Up Covers, and Generator Skirt...\$500

Best Regards,
Brian Block
Account Manager
bblock@globalpowercomponents.com
Office: 414-475-3005
Cell:

Terms:

Applicable taxes are not included in quotation price. Standard terms are net twenty (20) days. Final terms are subject to credit review and size of order after PO is submitted. Progress terms may be required. Payments not made within thirty (30) days will accrue interest at a rate of 1.25% per month, calculated on the 1st and 15th of each month. Purchaser responsible for Attorney's or Collection Fee's if payment not made within above terms. Due to fluctuating commodity prices, this quotation is firm for Thirty (30) days, with Release for Production taking place no later than fourteen (14) days from receipt of Purchase Order. Acceptance of the quotation constitutes your agreement of these terms.

Declared Value of Buyer's Goods:

If Seller arranges and procures the transportation of goods, Buyer is required to state in its Purchase Order the Declared Value of any equipment to be enclosed in the final product.

Terms & Conditions

1. Complete Agreement and Acceptance: These terms and conditions apply to the sale of any goods covered by Global Powers' Quotation ("Quotation"). Any additional or different terms or conditions proposed by Buyer shall not be effective unless and until the additional or different terms or conditions are accepted by Seller by written signature or e-mail acknowledgement. Buyer's issuance of a purchase order ("PO") constitutes Buyer's acceptance of the provisions herein. All terms and conditions contained in any PO or other documents from Buyer are hereby expressly rejected. All sales are expressly conditioned upon Buyer's assent to these terms and conditions.

2. Warranties and Standards: Seller makes those of the following warranties as are appropriate for any goods supplied: (1) the goods will be produced according to Seller's standard manufacturing process and (2) at time of delivery, meet either Seller's standard specifications or Buyer's specifications, as applicable. Buyer's sole and exclusive remedy in the event of a breach of warranty is, at Seller's sole discretion, repair, replacement of, or credit against future purchases for, the non-conforming portion of the product. Seller excludes any warranty or liability arising out of or relating to: (a) accident, theft, misuse or neglect; (b) lack of routine care or maintenance; (c) failure to use or take proper precautions; (d) modification of any product; (e) defects, problems, or failures created by third-party products or their interface with Seller's products; (f) damage to goods occurring during loading at Seller's facility or during transit to Buyer's destination; and (e) Force Majeure.

THE ABOVE ARE SELLER'S SOLE AND EXCLUSIVE WARRANTIES AND THE SOLE AND EXCLUSIVE REMEDIES AVAILABLE TO BUYER. EXCEPT AS OTHERWISE SET FORTH HEREIN, SELLER EXPRESSLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, EXPRESS OR IMPLIED INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, OF TITLE, AND NON-INFRINGEMENT.

3. Delivery and Title: Unless otherwise stated in writing, all prices, quotes, order acknowledgements, shipments and deliveries are FOB Seller's facility and title and risk of loss passes to Buyer upon loading. Seller shall not be liable for any loss of or damage to product during loading or while in transit even if in excess of freight insurance limits. Buyer is responsible for all costs of loading and transportation from Seller's facility including carrier freight insurance covering the goods while in transit and any third-party cargo insurance buyer may purchase. Seller retains a purchase money security interest in the product until all payments (including deferred payments) are received in full. Upon Seller's written request, Buyer agrees to do all acts necessary to perfect and maintain such security interest.

4. Assumption of Risk and Limitation of Liability: Buyer assumes all risk and liability for transportation, receipt, storage, and use of products. In no event will Seller be liable (a) for indirect damages (including but not limited to, special, incidental and consequential damages, even if Seller has been advised of the possibility of same); or (b) in an amount exceeding the invoiced price of the products Buyer paid to Seller in this Quotation. Buyer expressly agrees that the above limitation of liability is an allocation of risk constituting part of the consideration supporting sale of the products.

5. No Waiver; Modification; Entire Agreement: Seller's waiver of any breach of these terms and conditions shall not constitute a waiver of any other breach. Seller's Quotation and these terms and conditions constitute the entire understanding and agreement between Seller and Buyer and may only be modified or amended by a written document signed by one of Seller's officers.

6. Other: This Quotation and any resulting contract for the sale of products shall be interpreted and governed by the laws of the State of Wisconsin, without regard to its conflict of law principles. Buyer expressly agrees that any dispute will be resolved by a court of competent jurisdiction in the State of Wisconsin.

QuotForm:001:00

Leigh Service & Repair Inc

242 Lignumvitae Dr
Key Largo, FL 33037
305-304-9567
ben-lsar@mail.com



ESTIMATE

ADDRESS
KEY LARGO FIRE DEPT. STATION #25
220 REEF DR.
KEY LARGO, FL. 33037

ESTIMATE 1056
DATE 02/18/2020

DESCRIPTION	QTY	RATE	AMOUNT
We are pleased to quote the following scope of work. Clean and remove all nuts securing the tank to the concrete slab. Remove the fill rite pump, hose and nozzle from the tank for transfer to new tank. Disconnect all feed and return diesel lines to the Generator. Remove all low voltage sensors from tank and secure for move. Have electrician Disconnect power to the generator. Disconnect conduit to the fill rite and replace on new tank. Disconnect all conduits and fittings coming from the ground source to the generator. Have the tank pumped out and cleaned for proper transporting and disposal safety. Have crane move the generator. Move the existing tank on a truck for disposal. New tank will be installed and generator will be set on top of tank. Connect diesel feed and return lines. Electrician will make all high and low voltage connections including conduit to the existing fillrite pump. Electrician will supply all materials. Secure tank to the existing threads with nuts. Wait for customer to receive fuel to test fillrite pump and run generator. Customer may want generator maintenance company there at this time. We will keep in contact with Monroe County tanks inspector during the entire process.	1	12,000.00	12,000.00

Estimate does not include any plans or permit fees if needed.

TOTAL	\$12,000.00
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Accepted By

Accepted Date

**AGREEMENT BETWEEN KEY LARGO FIRE RESCUE AND
EMERGENCY SERVICES MEDICAL DISTRICT AND KEY LARGO
VOLUNTEER AMBULANCE CORPS AND KEY LARGO VOLUNTEER
FIRE DEPARTMENT.**

CONTRACT RENEWAL

THIS CONTRACT RENEWAL is made and entered on the date last written below, between THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT (the "District"), KEY LARGO VOLUNTEER AMBULANCE CORPS, INC. and KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC. (collectively the "Departments") in order to renew the agreement between the parties dated "this ____ day of October, 2016" (the "Original Contract"), a copy of which is attached hereto as Exhibit "A" for reference and the terms of which are incorporated herein as if otherwise fully set forth, subject to the following terms:

1. By mutual agreement of the Parties, the Renewed Contract shall commence on **March 1, 2020** and expire on **April 13, 2020**.
2. All other terms and conditions of the Original Contract shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Contract Renewal on this ____ day of March, 2020.

Chairperson of the District Board of Commissioners

Date

Print: _____

Attest: _____
District Clerk

Date

Key Largo Volunteer Ambulance Corps., Inc.

Date

By: _____

Key Largo Volunteer Fire Department, Inc.

Date

By: _____

**AGREEMENT BETWEEN KEY LARGO FIRE RESCUE
AND EMERGENCY MEDICAL SERVICES DISTRICT AND KEY LARGO
VOLUNTEER AMBULANCE CORPS, INC.**

This AGREEMENT made this ____ day of February, 2020, by and between the Key Largo Fire Rescue and Emergency Medical Services District ("DISTRICT") and Key Largo Volunteer Ambulance Corps, Inc. ("AMBULANCE CORPS"),

RECITALS

WHEREAS, the DISTRICT has lawful authority granted to it in Chapter 2005-329, organized and existing under Chapters 189 and 191, Laws of Florida, to provide advanced life support ambulance services and control of hazardous situations (hereinafter called "Ambulance Services") ~~and to provide fire protection, fire suppression, rescue services, and control of hazardous situations (hereinafter "Fire and Rescue Services")~~, either directly or by contract with the Key Largo Volunteer Ambulance, Corps., Inc., pursuant to Chapter 2005-329, Laws of Florida, primarily for the benefit of the taxpayers residing within said DISTRICT, and primarily for the benefit of the taxpayers residing within said DISTRICT; and

WHEREAS, the DISTRICT is charged with responsibility for provision of Emergency Medical Services (Basic and Advanced Life Support primary response), ~~and for provision of fire and rescue services~~, and;

WHEREAS, the DISTRICT and the AMBULANCE CORPS desire to provide basic and advanced life support ambulance services ~~and fire and rescue services~~ from premises in Key Largo, to serve the area generally described as being from South Bay Harbor Drive and Lobster Lane (Approx. MM#95) North on US1 to the Dade County Line and North on S.R. 905 to the intersection of S.R. 905 and Card Sound Road, Monroe County, Florida (hereafter the "response area"); and

WHEREAS, within the said DISTRICT, the AMBULANCE CORPS has been organized as a non-profit corporation for the purpose of providing Ambulance Services within the DISTRICT ~~and has organized the Key Largo Volunteer Fire Department, Inc., (hereinafter "Fire Department") for the purpose of providing Fire and Rescue Services within the DISTRICT~~; and

WHEREAS, such Ambulance Services ~~and Fire and Rescue Services~~ constitute essential services necessary to the health and safety of the residents and visitors of the KLFR & EMS District; and

WHEREAS, pursuant to F.S. § 633.025, the AMBULANCE CORPS, on behalf of the DISTRICT, shall enforce the Florida Fire Prevention Code and the Life Safety Code as the minimum Fire Safety Code for the DISTRICT, which is currently being discharged through agreement with Monroe County; and

WHEREAS, the parties desire to enter into an AGREEMENT for the reimbursement of expenses relating to the services provided by the AMBULANCE CORPS and other related matters, and

WHEREAS, the DISTRICT and the AMBULANCE CORPS recognize that volunteers serve the community without promise, expectation, or receipt of compensation and that the parties wish to thank them for performing this traditional government function; and

WHEREAS, the parties desire to enter into an AGREEMENT for the reimbursement of expenses relating to the services provided by the AMBULANCE CORPS ~~and its subsidiary, the Fire Department~~, and other related matters;

NOW, THEREFORE, in consideration of the covenants contained herein and other good and valuable considerations, the parties agree as follows:

1. TERM OF AGREEMENT:

The term of this AGREEMENT shall be for a period of one (1) year, commencing on February 1, 2020 and expiring on January 31, 2021, unless terminated earlier in accordance with the terms and conditions hereafter provided. This agreement shall automatically renew for an additional one (1) year period, unless either party in writing, no fewer than 30 days prior to the renewal date, informs the other party of a desire to terminate or modify this agreement.

2. TERMINATION:

The DISTRICT may terminate this AGREEMENT at any time during its term if the AMBULANCE CORPS defaults under any provisions specified herein, or violates any standard specified in this AGREEMENT, or violates any other law, regulation or standard applicable to the furnishing of Ambulance Services in Monroe County.

In such event the DISTRICT shall furnish the AMBULANCE CORPS written notice of any such default or violation and the AMBULANCE CORPS shall have thirty (30) days from receipt of said notice to correct or remedy such default or violation. However, if correction of the default or violation requires permitting or outside authorization from any State or Local Governmental Agency, the AMBULANCE CORPS shall apply for the required permit or authorization within thirty (30) days and the time period for correction of the violation shall commence on the date that the AMBULANCE CORPS received the necessary permit or authorization. Additionally, if any act of nature should occur during the period of time within the time the AMBULANCE CORPS was to correct the default or violation, the period of time within which correction is to occur shall be extended a reasonable amount of time, using the reasonable person standard for determination of what is a reasonable time.

If such violation is not corrected or such default is not remedied, within the aforesaid time, or is of such nature that it cannot be corrected or remedied, this AGREEMENT shall be considered void. This AGREEMENT may be terminated unilaterally for the refusal of the AMBULANCE CORPS to allow public access to all documents, papers, letters, or other material, as allowed or

required by law, excluding any and all material protected under the Health Information Portability and Accountability Act (HIPAA), made or received by the contractor in conjunction with duties performed under this AGREEMENT, after 30 days written notice of request and opportunity to provide same by the DISTRICT, unless such records are exempt from public access under F.S. 119.07 and 24(a) of Art. I of the State Constitution.

If this contract is automatically renewed pursuant to Section 1, it shall renew in all parts except that no cause shall be required for termination.

3. EFFECT OF DISTRICT POLICIES:

The AMBULANCE CORPS shall not create or enforce internal policies that conflict with any policies of the District Personnel Manual, as amended. Should such a conflict arise, the policies of the District's Personnel Manual shall control, unless otherwise provided by law or by the District's Personnel Manual. The DISTRICT shall solicit comments from the AMBULANCE CORPS regarding any proposed amendments to the Personnel Manual the DISTRICT deems might materially affect the AMBULANCE CORPS.

4. RESPONSE AREA AND MUTUAL AID:

The AMBULANCE CORPS shall be the exclusive provider of Ambulance Services (basic and advanced life support) ~~and Fire and Rescue Services~~ within their response area. The AMBULANCE CORPS shall also provide mutual aid response to any other emergency service upon request and/or in accordance with existing protocol, applicable laws, rules, regulations, and standards.

~~5. PROVISION OF FIRE AND RESCUE SERVICES:~~

~~The Fire and Rescue Services provided by the AMBULANCE CORPS, and the mutual obligations, privileges, and responsibilities of both the DISTRICT and the AMBULANCE CORPS are governed by the attached Addendum. The AMBULANCE CORPS shall assume full responsibility to ensure that the Fire Department fully complies with the terms and conditions of the Addendum, but may, by its express election or through established course of dealing, permit the Fire Department to directly communicate with, submit expenses and budgets to, and receive payment from the DISTRICT.~~

~~6.5. AMBULANCE CORPS ORGANIZATION AND BY-LAWS:~~

The AMBULANCE CORPS shall revisit its corporate roles, distribution of authority, and executive or administrative oversight and shall create an organizational structure that provides for checks and balances between executive/administrative oversight and operational functions. The structure shall also reflect the efficient assignment of responsibility and authority, allowing the AMBULANCE CORPS to accomplish effectiveness by maximizing distribution of workload and allocate resources equitably and with emphasis on safety.

The AMBULANCE CORPS' Board shall provide to the DISTRICT an organizational plan of the AMBULANCE CORPS and shall review ~~and/or revise the structure every two years, at a minimum as needed due to internal restructuring. At least two (2) weeks prior to the organizational plan going into effect.~~ If the AMBULANCE CORPS effects revisions to the organizational plan the AMBULANCE CORPS shall notify the DISTRICT clerk and present the revised plan to the DISTRICT upon request. ~~and shall solicit the DISTRICT's comments and advice. In adopting the organizational plan, To the extent the DISTRICT board provides comments or advice on the organizational plan,~~ the AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT's comments and advice. No revisions to the organizational plan that would have a significant fiscal impact on the DISTRICT shall be approved by the AMBULANCE CORPS without first obtaining DISTRICT approval.

The plan shall include an organizational chart, indicating any subordinate(s) or supervisor(s) of each position. The chart shall be accompanied by thorough job descriptions for each position. The job descriptions shall clearly and adequately describe the primary functions and activities, critical tasks, levels of supervision, and accountability, as well as reasonable qualifications of each class or position within the AMBULANCE CORPS. All persons working under accepted job descriptions will receive a performance appraisal, as outlined in AMBULANCE CORPS' Policies annually, without exception.

The plan shall also contain eligibility lists for required positions based on merit, experience, and qualifications. Selections shall be made based on merit and qualification and should include practice guidelines for a Drug Free Workplace and a Smoke Free Workplace.

The AMBULANCE CORPS shall maintain an active corporation status with the State of Florida, and The AMBULANCE CORPS shall produce evidence to the DISTRICT confirming its corporate standing under Florida law upon request. The AMBULANCE CORPS' membership shall ~~at least every two years,~~ review and/or revise its by-laws as needed and shall present one dated, typed copy of its by-laws to the DISTRICT within thirty (30) days of such revisions being adopted by the AMBULANCE CORPS.

The AMBULANCE CORPS shall confirm the enabling documents providing for the appointment of operational officers. The AMBULANCE CORPS shall provide the DISTRICT a dated, typed copy of its updated by-laws upon any update thereof. Notwithstanding the requirements of this section, the AMBULANCE CORPS shall conduct a job analysis of all Job Classifications to confirm the incumbents are working within their job descriptions and expectations.

7-6. MISSION, VISION, VALUES, STRATEGIC PLANNING OUTCOMES, GOALS, AND OBJECTIVES:

The AMBULANCE CORPS shall, with the DISTRICT, develop a Strategic Plan. The purpose of the Plan shall be to evaluate service improvement opportunities, develop goals for future service delivery, and to establish critical tasks and timelines to accomplish those goals. The Plan shall contain a critical tasking analysis for common community risk types and ensure that the number of personnel dispatched to calls equals the identified critical tasks.

8.7. FOUNDATIONAL POLICY OF AMBULANCE CORPS:

The AMBULANCE CORPS shall create clear policies that lay the foundation for effective organizational culture. The policies shall take the form of Administrative Rules and Standard Operating Guidelines (“SOGs”). The AMBULANCE CORPS shall within thirty (30) days promulgate its initial Administrative Rules and SOGs and provide a hardcopy of the same to the DISTRICT. The AMBULANCE CORPS shall thereafter provide the DISTRICT an updated copy of the AMBULANCE CORPS’ Administrative Rules and SOGs upon any modification or update thereof

8.1 Administrative Rules:

The AMBULANCE CORPS’ Board shall adopt or approve, with a review by the DISTRICT, Administrative Rules that personnel in the AMBULANCE CORPS are required to comply with at all times. ~~At least two (2) weeks prior to any Administrative Rules going into effect, the~~ The AMBULANCE CORPS shall present such proposed rules to the DISTRICT ~~and shall solicit the DISTRICT’s advice and comments on a semi-annual basis. The AMBULANCE CORPS shall additionally make such proposed rules available to the DISTRICT upon the request of any sitting District Commissioner. In adopting the Administrative Rules, the~~ The AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT’S advice and comments ~~and shall revise previously enacted Administrative Rules to the extent such revisions are warranted following advice and comment from the DISTRICT board.~~ The Administrative Rules shall govern all members of AMBULANCE CORPS, whether paid, volunteer, or civilian, and including the Chief. The AMBULANCE CORPS’ Board may delegate authority to the Chief to enforce Administrative Rules on AMBULANCE CORPS personnel. Where rules and policies, by their nature, require different application or provisions for different classifications of members, these differences shall be clearly indicated and explained in writing.

The Administrative Rules shall contain sections which address:

- Public records access and retention in accordance with the DISTRICT’s Record Retention Schedule;
- Contracting and purchasing authority;
- Safety and loss prevention;
- Personal Protective Equipment program;
- Hazard communication program;
- Harassment and discrimination;
- Personnel appointment and promotion;
- Disciplinary and grievance procedures;
- Uniforms and personal appearance; and
- Other personnel management issues.

8.2 Standard Operating Guidelines (“SOGs”):

The AMBULANCE CORPS shall develop and, under the direction of the EMS Chief, enforce, SOGs. SOGs shall contain street-level operational standards of practice for personnel of the AMBULANCE CORPS. ~~At least two (2) weeks prior to any SOG’s going into effect, the~~ The AMBULANCE CORPS shall present such proposed rules to the DISTRICT ~~and shall solicit the~~

~~DISTRICT's advice and comment on a semi-annual basis. The AMBULANCE CORPS shall additionally make such proposed SOG's available to the DISTRICT upon the request of any sitting District Commissioner. In adopting the SOG's, the~~ The AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT'S advice and comments and shall revise previously enacted SOG's to the extent such revisions are warranted following advice and comment from the DISTRICT board. Unlike Administrative Rules, variances shall be allowed in unique or unusual circumstances where strict application of the SOG would be less effective. The AMBULANCE CORPS shall develop a program for regular, systematic updating of SOGs to ensure they remain current, practical, and relevant.

8.3 Availability of Rules and SOGs:

The AMBULANCE CORPS shall make all Administrative Rules and SOGs readily available to all members of the AMBULANCE CORPS and shall furnish each member with his/her copy. In doing so, the AMBULANCE CORPS shall ensure that no confusion exists as to which Rules or SOGs are currently in force. Additionally, the AMBULANCE CORPS shall develop a written procedure to ensure and to govern the distribution of all new Rules, SOGs, and other memos to members of the AMBULANCE CORPS. The written procedure shall include a method to verify distribution.

9. INCIDENT REPORTS

Within twenty-four (24) hours of the occurrence of the following types of incidents, the AMBULANCE CORPS shall provide a written report to the DISTRICT clerk and Board Chair:

- Any incident involving damage to property estimated to be equal to or greater than \$5,000.00;
- Any incident involving the hospitalization or death of any AMBULANCE CORPS personnel;
- Any incident likely to result in litigation against the AMBULANCE CORPS, its personnel, or the DISTRICT;

Within thirty (30) days of the occurrence of (or at the next regularly scheduled meeting of the DISTRICT Board) any incident response which the Chief determines to have an inordinately or unusually long response time, the AMBULANCE CORPS shall provide a written report to the DISTRICT clerk and Board Chair;

10. PERSONNEL:

The AMBULANCE CORPS shall maintain volunteer and/or paid personnel so as to make sure a complement of personnel are available to provide Ambulance Services on a twenty- four (24) hour basis to the DISTRICT. Unless the DISTRICT determines otherwise and subject to

Commented [GJE1]: Negotiation Request: Add a More Detailed Procedure for Incident Reporting

Outcome: Agreed to by Ambulance Corps as Drafted

Negotiation Request: Include Incident Reporting for Calls with Response Time Over 10 Minutes; Calls With 3 or Less Personnel in Response

Outcome: Ambulance Corps agreed that Chief would Report any Call with Unusually Long Response Time, Rejected Reports on 3 or Less Staff

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Commented [GJ2]: Negotiation Request: Establish Standards Requiring Minimum Staffing for BLS Vehicles

Outcome: Discussed with Ambulance Corps. Amenable to This as a Future Goal, but Rejected Inclusion in Contract

budgetary availability, scheduling and assignment of personnel shall be arranged so as to ensure that sufficient staffing for at least two (2) advanced life support permitted ambulances are available at all times. The backup shall perform to the ninety-fifth percentile (95%) of availability. Scheduling and assignment of personnel shall be arranged so as to utilize volunteer personnel to the maximum extent possible. Only in the event the AMBULANCE CORPS deems it necessary to maintain coverage or to meet administrative needs and obtains permission from the DISTRICT shall paid part-time or full-time employees be employed in addition to those approved in the budget.

11. MINIMUM STANDARD AND TRAINING:

The AMBULANCE CORPS shall require that all volunteer personnel engaged in Ambulance Services comply with the minimum training, education, and performance requirements of the State of Florida for ~~volunteer~~ Ambulance Corps personnel, ~~and the DISTRICT~~. ~~On the date of hire, full-time paid Ambulance Corps personnel shall meet the minimum state certification and eligibility standards required for that position or achieve same within one (1) year from the date of hire, as allowed or required under Florida Law.~~ The AMBULANCE CORPS shall establish and maintain training and continuing education program designed to maintain a high degree of competency and skill on the part of all volunteer and/or paid Ambulance Corps personnel. The AMBULANCE CORPS shall also facilitate and encourage attendance by all volunteer and/or paid Ambulance Corps personnel at proficiency training programs provided by the AMBULANCE CORPS or other agency deemed appropriate. The AMBULANCE CORPS shall maintain current and accurate training and proficiency records for all volunteer and/or paid Ambulance Corps personnel evidencing compliance with this provision.

The AMBULANCE CORPS shall appoint an AMBULANCE CORPS training officer, ~~and an AMBULANCE CORPS training committee~~. The AMBULANCE CORPS shall develop and implement a comprehensive AMBULANCE CORPS Training Plan including minimum training and certification requirements for members and employees. The Plan shall provide for regular training of, and implement a comprehensive, structured, skills maintenance training program for all of AMBULANCE CORPS' officers and employees. The AMBULANCE CORPS shall design and implement a pre-promotion training program. The AMBULANCE CORPS shall require lesson plans for all training sessions and immediately implement the requirement for an assigned safety officer in attendance at all manipulative training sessions, as applicable to the specific exercise.

The AMBULANCE CORPS shall continue multi-company and multi-agency drills and training ~~at least annually as frequently as is required by Florida law~~ to enhance mutual aid operations and improve relationships and planning efforts. The AMBULANCE CORPS shall develop and implement a plan to evaluate member/employee technical and manipulative skills on a regular basis. The AMBULANCE CORPS shall develop and implement a formal performance evaluation system for all members and employees. The AMBULANCE CORPS shall conduct an ongoing analysis of on-scene staffing strength to confirm the AMBULANCE CORPS's standard of coverage.

The AMBULANCE CORPS shall continue the centralized, consistent, training data collection and ~~reporting data bases~~[shall maintain up-to-date records on training data collection and reporting](#) under direct oversight of the training officer. The AMBULANCE CORPS shall establish a training reference, equipment and props inventory and member checkout procedure.

The AMBULANCE CORPS shall consider implementing a formal competency-based approach to the AMBULANCE CORPS' training program.

Upon request by the DISTRICT, the AMBULANCE CORPS shall provide to the DISTRICT at the next regularly scheduled DISTRICT Board meeting after its request a written report detailing AMBULANCE CORPS compliance with this paragraph.

12. DISCIPLINE:

The AMBULANCE CORPS ~~shall within thirty (30) days, unless a different time frame is agreed to by the DISTRICT, has previously adopted~~ [promulgate](#) a clearly identifiable, formal, progressive disciplinary process with an appropriate appeal procedure. ~~At least two (2) weeks prior to any modification of the AMBULANCE CORPS' disciplinary policy going into effect~~[Within thirty \(30\) days of the adoption of revisions to this disciplinary procedure, the AMBULANCE CORPS shall notify the DISTRICT clerk, and shall present such proposed modifications to the DISTRICT upon request, and shall solicit the DISTRICT's advice and comments. In adopting any modifications, the](#) The AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT's advice and comments [and shall revise the previously adopted disciplinary procedure to the extent such revisions are warranted following advice and comment from the DISTRICT board.](#)

13. PAID EMPLOYEES:

Subject to the provisions of Section Nine (9), the AMBULANCE CORPS may employ such part-time or full-time employees as it determines is necessary to carry out its Ambulance Services. Part-time or full-time employees of the AMBULANCE CORPS shall be compensated by the DISTRICT at a rate commensurate with that of other similarly trained and experienced personnel employed within Monroe County.

14. SELECTION OF NEW MEMBERSHIP:

The AMBULANCE CORPS shall make membership selections based on merit and qualifications. The AMBULANCE CORPS shall maintain and update a list of active AMBULANCE CORPS membership.

15. HARASSMENT POLICY:

The AMBULANCE CORPS shall establish a disciplinary policy and procedure for reporting harassment that conforms to State and Federal law, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. The

AMBULANCE CORPS shall instruct employees/volunteers to report any complaints in accordance with the DISTRICT'S harassment policy.

16. EQUAL EMPLOYMENT OPPORTUNITIES AND HARASSMENT:

The AMBULANCE CORPS must comply with all State and Federal and local laws relating to nondiscrimination, including, but not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 16851686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91- 616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

17. DRUG-FREE WORKPLACE:

The AMBULANCE CORPS shall comply with the requirements of the Drug-Free Workplace Act of 1988, and implemented at 44 C.F.R. Part 17, Subpart F.

17. FREEDOM FROM POLITICAL COERCION:

No paid AMBULANCE CORPS employee who exercises functions in connection with an activity financed in whole or in part by loans or grants made by the United States or a Federal agency shall (1) use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office, (2) directly or indirectly coerce, command, or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes, provided, however, that an individual may be a candidate for elective office. Provided, further, that an AMBULANCE CORPS officer or employee may be a candidate for elective office in an election as provided by 5 U.S.C. 1502(a)(3), as amended.

This provision does not in any way limit the rights of an AMBULANCE CORPS officer or employee to vote as he or she chooses and to express his or her opinions on political subjects and candidates.

18. **POLITICAL ACTIVITIES:**

~~The AMBULANCE CORPS shall not utilize AMBULANCE CORPS funds or AMBULANCE CORPS property to support or oppose any candidate for elected office. As individuals, AMBULANCE CORPS employees retain all rights and obligations of citizenship provided in the Constitution and laws of the State. However, no AMBULANCE CORPS employee shall:~~

- ~~1. Use his or her official position in any way to influence or attempt to influence others to support any candidate, party, or issue;~~
- ~~2. Participate in any political activity while on duty, unless such participation involves passive political expressions which are totally unrelated to the performance of his or her duties, and not otherwise prohibited herein;~~
- ~~3. Attempt, either directly or indirectly, to coerce political activity or political support from any member of the DISTRICT Board of Commissioners.~~

~~All questions by officers, employees, candidates or members of the general public regarding appropriate interpretation of this provision shall be directed in writing to the DISTRICT Board Chair for resolution. The DISTRICT Board Chair shall provide his or her interpretation in writing within five (5) working days following receipt of the request. Any person dissatisfied with the interpretation of the DISTRICT Board Chair shall appeal the matter to the Board by submitting a written request to the DISTRICT Clerk that the item be placed on the agenda for the next regular or special Board meeting. Notwithstanding deadline requirements for meeting agendas, the DISTRICT Clerk shall be authorized to place any such request on the agenda without further approval.~~

19. **MAINTENANCE OF AMBULANCE CORPS HISTORY:**

The AMBULANCE CORPS shall clearly assign responsibility for maintaining a scrapbook or file containing items of historical significance, including pictures, newspaper articles, etc. Additionally, the AMBULANCE CORPS shall prepare an annual report to be presented to the DISTRICT on August 1st of each year. The annual report shall also be distributed to the community and made available on the AMBULANCE CORPS' website. At minimum, each annual report shall include:

- Brief history of the AMBULANCE CORPS;
- Summary of events and activities during the report year;
- Description of major incidents handled by the AMBULANCE CORPS;
- Descriptions of new or improved services and programs;
- List of people who served with the AMBULANCE CORPS during the year;
- Awards received by the AMBULANCE CORPS or individuals;
- Financial summary including revenues and expenditures, grants, etc.; and
- Statistical analysis, with trends, of key community service level indicators.

20. **OVERALL ALERTNESS, INCLUDING VOLUNTEER ALERTNESS:**

Commented [GJ3]: Negotiation Request: Adopt a Policy Governing Corps Employee Political Activity While Acting in Official Capacity

Outcome: Agreed to in Principle. Corps to Review Proposed Contract Language. Language Adopted from School Board Policy on Employee Political Activity

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The AMBULANCE CORPS shall establish a duty officer system, including using volunteer officers, to ensure that an individual designated for incident command will be available 24 hours a day.

21. PUBLIC COMPLAINTS:

The AMBULANCE CORPS shall establish a formal, ~~written~~ procedure for handling complaints from the public. The AMBULANCE CORPS shall immediately provide the DISTRICT with a written description of any complaints received from the public ~~upon~~ within twenty-four (24) hours of receipt receiving of such complaints, ~~or as soon as is practicable thereafter~~. Subsequent remedial actions relating to the complaint shall likewise be immediately provided to the DISTRICT.

22. VEHICLE, EQUIPMENT AND FACILITIES:

The DISTRICT shall provide to the AMBULANCE CORPS sufficient vehicles, equipment, and facilities to enable the AMBULANCE CORPS to carry out its Ambulance Services with the DISTRICT as provided for in the Monroe County Year 2030 Comprehensive Plan ~~and the Monroe County Master Public Ambulance Corps personnel Defense Plan~~ or any other plans or documents relating to the Ambulance Services that are adopted by Monroe County. The DISTRICT shall be responsible for the general maintenance and repair of the vehicles, equipment, and facilities owned and/or leased by the DISTRICT as well as required periodic testing and certification of all equipment, as necessary, used by the AMBULANCE CORPS in connection with its Ambulance Services. The AMBULANCE CORPS shall be responsible for proper control of all assigned vehicles, equipment, and facilities and shall develop and implement an aggressive driver/operator annual training program and checkout program for all AMBULANCE CORPS vehicles. The AMBULANCE CORPS shall be responsible for notifying the Chair of the DISTRICT of needed repairs for vehicles, equipment, and facilities and shall assist in arrangements for said repairs. The DISTRICT shall have the right to inspect the vehicles, equipment, or facilities at any time.

23. PROPERTY CONTROL:

The AMBULANCE CORPS shall provide a system for property control of the vehicles and equipment owned and/or leased by the DISTRICT and used by the AMBULANCE CORPS to provide Ambulance Services. The AMBULANCE CORPS shall assist in the performance of the annual inventory of the vehicles and equipment.

24. SUBCONTRACTS:

The AMBULANCE CORPS may subcontract its services when the DISTRICT determines such subcontracts are beneficial to the AMBULANCE CORPS, the DISTRICT, and/or the community. The AMBULANCE CORPS may utilize equipment and vehicles owned and/or leased by the DISTRICT in conjunction with the above subcontractors provided that no reduction in the level of services to their respective service area results from the utilization of said equipment for sub-contracted services. Notice of intent to subcontract, when DISTRICT

equipment and/or vehicles will be used, must be provided to the DISTRICT at least thirty (30) days prior to execution of said subcontract in order to allow for proper review and comment concerning same and to allow the DISTRICT to decide whether to approve or disapprove of the same. A signed copy of all subcontracts shall be provided to the DISTRICT. ~~It is expressly recognized by this Agreement that the AMBULANCE CORPS contemplates subcontracting its Fire and Rescue Services to the Fire Department.~~

The AMBULANCE CORPS shall comply with all regulations promulgated pursuant to 40 U.S.C. §3145 relating to contractors' and subcontractors' furnishing statements on the wages paid each employee during the previous pay period. No AMBULANCE CORPS employee shall receive kickbacks from public works employees, as provided by 18 U.S.C. §874. The AMBULANCE CORPS shall comply with all applicable provisions of 40 USC §§ 3701-3708.

25. BUDGET REQUEST AND AGREEMENT:

As requested by the DISTRICT as part of its annual budget adoption process, the AMBULANCE CORPS shall submit a proposed budget appropriations request, by line item account in a format specified by the DISTRICT, for the forthcoming fiscal year. The AMBULANCE CORPS budget request should include personnel, supplies, materials, utilities and other internal costs, charges, or expenditures necessary or incidental to the operation of the Ambulance Services, including a reasonable stipend for professional services contemplated within this AGREEMENT, which have not been previously specified herein as being provided by the DISTRICT. This budget request shall also include, based on statistical analysis of the usage, mileage, serviceability, and/or level of service, a five year plan for refurbishment, replacement, or additional apparatus to be provided to the AMBULANCE CORPS by the DISTRICT.

Once formally adopted by the DISTRICT prior to October 1st of each year, the budget establishes an initial limitation on expenditures by the AMBULANCE CORPS by line item total. The DISTRICT and AMBULANCE CORPS acknowledge that the annual budget may be amended from time to time to reflect increases in actual expenses, and to reflect the increase or decrease in the level of services provided to the District due to hurricanes, other emergencies or requirements for additional staffing. If subsequent to the passage and adoption of the budget, the AMBULANCE CORPS determines that a line item will exceed its original allocation, the AMBULANCE CORPS shall prepare for the DISTRICT's approval a budget amendment request to reflect its additional funding requirements. The AMBULANCE CORPS is not authorized to receive payment in excess of the budgeted line item amounts until the DISTRICT approves such an amendment.

The AMBULANCE CORPS may, however, make budget transfers which increase or decrease budgeted line item amounts without DISTRICT approval, provided that such line item changes do not require an increase to the adopted total amount of the AMBULANCE CORPS budget and that such transfer is in accordance with the District's Budget Transfer Policy. Budget line items for capital expenditures and those line items which include personnel and payroll

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related costs may not be modified by the AMBULANCE CORPS without DISTRICT Board approval.

26. CONTRACT PAYMENTS:

The AMBULANCE CORPS shall receive funding for budgeted expenditures incurred in the performance of this CONTRACT by the following methods:

27.1 Advances:

The DISTRICT shall retain the option to provide the AMBULANCE CORPS with advance funding for minor recurring expenditures. If such advance payments are made the AMBULANCE CORPS will provide the DISTRICT with monthly financial reports, by the 15th day of each month for the prior month in a format deemed acceptable by the DISTRICT, which show all costs incurred by the AMBULANCE CORPS against this advance.

At the end of each fiscal year, incurred costs will be reconciled with total advance payments made by the DISTRICT. The DISTRICT'S external auditors will determine the final balance. If incurred costs exceed total payments, the DISTRICT will reimburse the AMBULANCE CORPS for the excess costs, provided that such reimbursement does not exceed the total adopted budget for the AMBULANCE CORPS. If total payments exceed incurred costs, the AMBULANCE CORPS will reimburse the DISTRICT for the excess payment amount.

27.2 Direct Payment:

The DISTRICT can provide for direct payment of any expenses of the AMBULANCE CORPS which are part of the approved budget. If desired by the AMBULANCE CORPS, the DISTRICT will provide for direct payment of payroll prepared by a third party payroll service through withdrawal from a DISTRICT account. Direct payment for other expenses will be made by the DISTRICT based on the AMBULANCE CORPS' submittal of purchase orders and/or check requests in accordance with the DISTRICT' s adopted Purchasing Policies and Procedures or Travel Authorization and Expense Policy as may be amended by the DISTRICT from time to time.

27.3 Reimbursement:

In the event that an expenditure which is part of the adopted budget must be incurred by the AMBULANCE CORPS rather than paid directly by the DISTRICT, the AMBULANCE CORPS can request reimbursement from the DISTRICT's funds by submitting a check request in accordance with the DISTRICT'S adopted Purchasing Policies and Procedures. The DISTRICT will not reimburse the AMBULANCE CORPS for capital expenditures that were incurred prior to execution of an approved purchase order or contract in accordance with the DISTRICT's purchasing policies. In no event shall the DISTRICT reimburse the AMBULANCE CORPS for expenditures that exceed budgeted line item allocations or that were made in violation of the DISTRICT's Policies and Procedures. Travel expenses must be submitted in accordance with the DISTRICT's adopted Travel Authorization and Expense policy.

27. ANNUAL AUDIT REPORT:

The AMBULANCE CORPS shall allow the DISTRICT and its external auditors access to its records related to expenditures under this contract to conduct an annual audit report, in accordance with Florida Statutes. The DISTRICT will be responsible to procure the services of the auditor and the cost of such audit shall be a cost, charge, or expenditure of the DISTRICT.

28. DISTRICT INSURANCE:

The DISTRICT shall provide the following insurance coverage on and for the volunteers of the AMBULANCE CORPS:

- A. Workers Compensation Insurance as required by Florida Statutes Chapter 440, including minimum \$1,000,000 Employer's Liability Coverage;
- B. General Liability Insurance, with minimum limits of \$2,000,000; and
- C. Automobile Liability Insurance with minimum limits of \$2,000,000 including Physical Damage Insurance on all vehicles owned or leased by the DISTRICT and used by the AMBULANCE CORPS. The policy shall provide secondary coverage on private vehicles only during such time as they are operated in response to a call, and ending, either at such time as the volunteer returns to his/her home, or to the first location to which a volunteer stops on the way home, after completion of participation in the emergency services that were subject to the call, whichever occurs first.

All DISTRICT liability insurance policies shall name the AMBULANCE CORPS as an additional insured. Proof of all insurance in a form acceptable to the AMBULANCE CORPS shall be provided by the DISTRICT upon request.

29. AMBULANCE CORPS INSURANCE:

29.1 Part-Time and Full Time Employees:

The AMBULANCE CORPS shall provide the following insurance on all part-time and full-time employees of the AMBULANCE CORPS:

- A. Workers Compensation Insurance in compliance with Florida Statutes Chapter 440 including minimum \$1,000,000 Employer's Liability Coverage;
- B. Unemployment Compensation in compliance with Florida Statutes Chapter 443;
- C. General Liability Insurance with minimum limits of \$2,000,000 combined single limit;

D. Disability income insurance for a minimum of three hundred dollars (\$300.00) weekly upon total disability for the first thirty (30) days and thereafter, in an amount up to six hundred dollars (\$600.00) weekly, not to exceed the employee's net income. Said benefit shall continue until otherwise terminated according to the provisions of the applicable disability policy; and

E. Death benefits insurance with a minimum amount of ~~seventy-five~~thousand (\$~~50~~75,000.00) death/permanent disability benefits for the employee while engaged in the performance of his/her duties.

F. Labor and Employment Practices Liability insurance with a minimum limit of one million dollars (\$1,000,000).

29.2 Volunteers:

The AMBULANCE CORPS shall provide the following insurance on all volunteers of the AMBULANCE CORPS:

A. Disability income insurance for a minimum of three hundred dollars (\$300.00) weekly upon total disability for the first thirty (30) days and thereafter, in an amount up to six hundred dollars (\$600.00) weekly, not to exceed the volunteers' average reimbursement. Said benefit shall continue until otherwise terminated according to the provisions of the applicable disability policy;

B. Death benefits insurance with a minimum amount of ~~seventy-five~~thousand dollars (\$~~50~~75,000.00) death/permanent disability benefit for the employee while engaged in the performance of his/her duties; and

C. Workers Compensation Insurance as required by Florida Statutes Chapter 440, including minimum \$1,000,000 Employer's Liability Coverage.

29.3 Vehicles:

The AMBULANCE CORPS shall provide the following insurance on all vehicles owned and/or leased by the AMBULANCE CORPS and used in providing Ambulance Services within the DISTRICT:

Automobile Liability Insurance with minimum limits of \$300,000 combined single limit.

All liability policies are to name the DISTRICT as an additional insured, and shall provide for no less than thirty (30) days notice of cancellation, non-renewal, or reduction in coverage.

Proof of all insurance in a form acceptable to the DISTRICT shall be provided by the AMBULANCE CORPS upon request.

30. PRIVATE VEHICLE INSURANCE:

~~All~~ Any and all AMBULANCE CORPS personnel who utilizes a private vehicle in the course and scope of their duties shall keep in full force and effect a policy of liability insurance on his/her private vehicle(s) in at least such minimum amounts of coverage as are required under Florida law. Proof of insurance in a form acceptable to the DISTRICT shall be provided by each volunteer and maintained on file in the business office of the AMBULANCE CORPS. The AMBULANCE CORPS shall provide copies of proof of insurance to the DISTRICT upon request.

31. VOLUNTEER PERSONNEL:

The DISTRICT shall reimburse the AMBULANCE CORPS for the volunteer personnel in accordance with an annual budget agreed upon by both parties, the failure of which results in the previous year schedule applying.

The AMBULANCE CORPS shall have the right to establish its own eligibility requirements for disbursement of reimbursement based on participation in AMBULANCE CORPS activities. DISTRICT funding for the reimbursement of volunteers shall not exceed the budgeted allocation for such reimbursement. Said amounts may be changed or adjusted by approval of the DISTRICT and the AMBULANCE CORPS, during the term of this AGREEMENT without cause to void, cancel, or violate this AGREEMENT.

32. MAINTENANCE AND RECORDS CUSTODIAN:

The following shall be obligations of the AMBULANCE CORPS:

- A. Maintaining of detailed, accurate, and current records of all maintenance and repairs performed on all vehicles and equipment used by the AMBULANCE CORPS;
- B. Ensuring that detailed, accurate, and current records of all required testing and certification of rescue, emergency, and medical equipment testing and certification are maintained by the AMBULANCE CORPS;
- C. Maintaining of accurate and current records of training, testing, and certification of all volunteer personnel and part-time and full-time employees.
- D. Keeping an accurate and current inventory of all vehicles and equipment used by the AMBULANCE CORPS;
- E. Preparing and maintaining complete and accurate records of incident details, such as response times. The AMBULANCE CORPS shall develop a written procedure governing the methods by which to document and record incident details, which procedure

shall include a list of required information to be recorded about each incident. The AMBULANCE CORPS shall file with the State of Florida in a timely fashion, an incident report for each response by the AMBULANCE CORPS to all Ambulance Corps personnel rescue, mutual aid, or other miscellaneous calls as required by the State of Florida; and

F. Preparing and maintaining complete and accurate personnel records, such as records on employment history, discipline, commendations, work assignments, injuries, exposures, and leave time.

The AMBULANCE CORPS, ~~within thirty (30) days, unless another time frame is agreed to by the DISTRICT, must has~~ developed a written procedure for maintaining the preceding records, ~~and Within thirty (30) days of a revised records maintenance procedure being adopted, the AMBULANCE CORPS shall notify the DISTRICT clerk and~~ present such procedure to the DISTRICT ~~b~~ Board upon request.

The AMBULANCE CORPS ~~has shall within ninety (90) days, unless another time frame is agreed to by the DISTRICT,~~ formalized its process of responding to public requests for access to records. It shall ~~memorialize maintain a current version of its this~~ policy and procedure in writing and shall ensure that all legal requirements ~~concerning maintenance of records~~ are met. ~~Within thirty (30) days of a revised records maintenance procedure being adopted, the AMBULANCE CORPS shall notify the DISTRICT clerk and present such procedure to the DISTRICT Board upon request.~~

IF AMBULANCE CORPS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AMBULANCE CORP'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE DISTRICT RECORDS CUSTODIAN, VICKY FAY, AT (305) 394-1719, CLERK@KLFREMS.ORG

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The AMBULANCE CORPS shall ensure proper security of its records by using passage and/or container locks with limited access as needed. The AMBULANCE CORPS shall back up important computer files every month. The AMBULANCE CORPS shall establish a written procedure designed to ensure that the AMBULANCE CORPS facilities are adequately locked and secured from unauthorized entry. The AMBULANCE CORPS shall limit public access to its facilities to business areas.

33. PUBLIC MEETINGS:

The AMBULANCE CORPS shall comply with public notice and Sunshine Law requirement regarding public access to information, as if the AMBULANCE CORPS were a government entity, excluding confidential protected medical information and employee records. Requests for information from the public shall be directed through the District and not directly to the AMBULANCE CORPS.

34. RELATIONSHIP WITH MONROE COUNTY:

The AMBULANCE CORPS shall cooperate and maintain a good relationship with Monroe County and other neighboring AMBULANCE CORPS and municipalities, their officials, and their ambulance corps members.

35. DISTRICT MEDICAL DIRECTOR:

The DISTRICT, after consulting with the Ambulance Corps, shall contract with a Florida licensed physician(s) to serve as the Ambulance Corps Medical Director. The Medical Director shall secure and provide to the DISTRICT medical malpractice insurance with minimum limits of \$300,000 per occurrence, \$1,000,000 annual aggregate to cover the negligent acts and/or omissions of the Medical Director of the Ambulance Corps when said Director is acting within the scope and in furtherance of the duties of the Medical Director as set forth in Florida Statute 401.265.

36. ACCOUNTABILITY:

The AMBULANCE CORPS shall be accountable to the DISTRICT as required by this AGREEMENT. The Monroe County Emergency Management Agency shall have the authority to coordinate and control all Ambulance Services during a State of Local Emergency. The Monroe County Emergency Management Agency shall also have the authority to coordinate and control Ambulance Services during other major incidents if requested by the AMBULANCE CORPS, or under any authority granted to the AMBULANCE CORPS by any applicable laws and/or ordinances or under any protocols, rules, regulations, standards, plans, policies, and/or procedures approved by the DISTRICT. The AMBULANCE CORPS shall have the duties and responsibilities in its respective service area which are applicable to Ambulance Services.

The DISTRICT shall provide administrative and technical assistance, as requested, to the AMBULANCE CORPS in matters relating to the operation of the Ambulance Services. Representatives of both the DISTRICT and the AMBULANCE CORPS shall meet on a regular basis for discussions regarding the operation of the Ambulance Services ~~and Fire and Rescue Services~~ contemplated within this AGREEMENT and other related matters; meeting dates to be jointly agreed upon.

All administrative correspondence shall be sent to:

To the DISTRICT:	Attn: Chairperson Key Largo Fire Rescue and EMS P.O. Box 371023 Key Largo, FL 33037-1023
To the AMBULANCE CORPS:	Attn: President Key Largo Volunteer Ambulance Corps. 98600 Overseas Highway Key Largo, FL 33037

37. INDEMNIFICATION:

The AMBULANCE CORPS, to the fullest extent by law, shall indemnify and forever hold harmless the DISTRICT, its officers, agents, and employees, from all claims of any sort whatsoever that may arise from negligence, acts, or omissions of the paid part-time and/or full-time employees of the AMBULANCE CORPS, not related to the provision of the Ambulance Services or Fire and Rescue Services.

38. **MISCELLANEOUS:**

The AMBULANCE CORPS shall comply with all applicable environmental laws and regulations. The AMBULANCE CORPS shall comply with all applicable provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201). The AMBULANCE CORPS shall perform all financial and compliance audits required by law.

39. **NOTICES:**

Any notice required or permitted to be given hereunder shall be deemed properly given at the time it is personally delivered or mailed, properly addressed and postmarked to the respective address specified below or to such other addresses as may be specified in writing:

To the DISTRICT:	Chairperson Key Largo Fire Rescue and EMS P.O. Box 371023 Key Largo, FL 33037-1023
To the AMBULANCE CORPS:	President Key Largo Volunteer Ambulance Corps. 98600 Overseas Highway Key Largo, FL 33037

All vehicles and equipment owned and/or leased by the DISTRICT and used by the AMBULANCE CORPS to provide Ambulance Services shall be returned to the DISTRICT when requested upon expiration or termination of this AGREEMENT. During the interim period between expiration of this AGREEMENT and the execution of a new AGREEMENT, the AMBULANCE CORPS shall be authorized to use the vehicles and equipment for continued provision of Ambulance Services ~~and Fire and Rescue Services~~.

40. **CALL HANDLING AND PROCESSING:**

The AMBULANCE CORPS shall formally establish standards for call answering and call processing times and shall regularly monitor compliance with such standards. The AMBULANCE CORPS shall provide the DISTRICT a written performance report identifying 90th percentile call handling and processing times on at least a quarterly basis.

41. **INVALIDITY:**

If any section, subsection, sentence, clause, or provision of this AGREEMENT is held invalid, the remainder of this AGREEMENT shall not be affected by such invalidity.

42. **DISPUTE RESOLUTION:**

The DISTRICT and the AMBULANCE CORPS agree that any dispute to this contract will be submitted to binding arbitration for resolution if the DISTRICT and AMBULANCE CORPS are unable to come to agreement through informal means. However, the DISTRICT'S determination on the use of funds, and the AMBULANCE CORPS' determination on the Chief of the AMBULANCE CORPS ~~and the FIRE DEPARTMENT~~ (subject to the provisions of Section 42) are not subject to binding arbitration.

43. **CHIEFS OF AMBULANCE CORPS ~~AND FIRE DEPARTMENT:~~**

If the DISTRICT'S Board of Commissioners votes upon a duly noticed resolution to require the AMBULANCE CORPS to terminate the employment of its Chief ~~or the Chief of the Fire Department~~, and such resolution passes with the votes of at least four (4) out of the five (5) Commissioners, the AMBULANCE CORPS shall immediately and unconditionally terminate the employment of the same ~~or, if applicable, cause the Fire Department to do so.~~

Furthermore, the re-employment of any Chief terminated under this provision shall be forbidden absent express permission of the DISTRICT. Nothing herein shall prevent the AMBULANCE CORPS, on its own initiative, from terminating the employment of its Chief ~~or causing the Fire Department to terminate the employment of its Chief~~

Commented [GJ4]: Negotiation Request: Amend to Replace Supermajority with Simple Majority

Outcome: Expressly rejected by Ambulance Corps and some Board members

Negotiation Request: Amend to Allow District Board to Appoint a Chief to Fill Vacancy Caused by District Removal

Outcome: Support from Board, but expressly rejected by Ambulance Corps

Negotiation Request: Annual Performance Evaluation of Chief; Standards Set in Writing by Ambulance Corps

Outcome: Raised Post-Negotiation, Not Yet Discussed with Corps

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above.

KEY LARGO FIRE RESCUE &
EMERGENCY MEDICAL SERVICES
DISTRICT

KEY LARGO VOLUNTEER
AMBULANCE CORPS, INC.

Anthony Allen, Chair

President

Date: _____

Date: _____



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting Agenda

Date: JANUARY 14, 2020

1. Call to Order
2. Approval of Agenda
3. Announcements
 - A. Promotions
4. Public Comment
5. Approval of Minutes
 - A. November, 2019
6. Treasurer's Report
 - A. November, 2019
 - B. December, 2019
7. Committee Reports
8. Legal Report
9. Membership Review
 - A. Requests for Reimbursement for
 - B. Request for Reinstatement for
 - C. Request for Leave of Absence for
10. Old Business
 - A. Status of Contract
11. New Business
 - A. Fire Department Discussion / Possible approval
12. Membership Discussion
13. Adjournment



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting

Date: JANUARY, 14, 2020

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. Call to Order

The meeting was called to order at 6:39 PM by President Scott Robinson.

2. Approval of Agenda

Ken Edge, seconded by Dawn DeBrule moved approval of the agenda. Motion carried.

3. Announcements

- Justin Otomo was named Volunteer of the Year
- Roxanne Perez and Adam Schussheim were named Paramedics of the Year
- Roxanne Perez and Adam Schussheim were promoted to the rank of Lieutenant for EMS
- The cardiac arrest patient dated December 5, 2019 has been released from the hospital.
- Waiting on the outcome of the December 8, 2019 arrest.

4. Public Comment - No public comment.

5. Approval of Minutes

Dawn DeBrule, seconded by Ken Edge, moved approval of the November, 2019 minutes. Motion carried.

6. Treasurer's Report

- Tess Marra reported a balance of \$207,699.73 as of November, 2019. Dawn DeBrule, seconded by Brenda Beckmann moved approval of the treasurer's report. Motion carried.
- Tess Marra reported a balance of \$203,009.88 as of December, 2019. Ken Edge, seconded by Dawn DeBrule moved approval of the treasurer's report. Motion carried.

7. Committee Reports - No repo

8. Legal Report - A contract negotiation meeting was held with the Chief, Jack Bridges, District Chairman, Tony Allen and the District's attorney, Gaelan Jones. Jack Bridges estimates that the contract is 80-90% completed and after District approval, the contract will come to KLVAC Board for approval. The Fire Department contract has yet to be negotiated.



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

9. Membership Review

Tess Marra reported that Adrienne Kelly has requested to be approved to begin to receive reimbursement. Dawn DeBrule, seconded by Brenda Beckmann moved approval. The motion carried. There are two other members who need to complete training and EVOC before being voted into membership.

Scott Robinson requested that Tess Marra generate a 90-day violation letter to send to those members who violate the policy on a regular basis.

10. Old Business

A. EMS Contract – it is hoped that the contract will be ready for approval at the next meeting.

11. New Business

- Fire Department Discussion – EMS and the District must first approve the fire department contract which has yet to be negotiated. Upon approval by all parties, the fire department will have full autonomy.
- Jack Bridges proposed the following Resolution: "Upon approval of the contract for the Fire Department by the District, Key Largo Volunteer Ambulance Corps and the Fire Department, the Fire Department will be granted full autonomy by and from KLVAC." Ken Edge, seconded by Dawn DeBrule, moved approval. The vote was:

Dawn DeBrule:	yes
Ken Edge	yes
Scott Robinson	yes
Brenda Beckmann	yes
Tess Marra	yes

12. Membership Discussion

The Corps has adopted a slogan: Keepers of the Key which will be incorporated into use and is in honor of Doris Kemp, a founder of the Corps.

13. Adjournment

There being no further business, Dawn DeBrule, seconded by Ken Edge, moved adjournment. Motion carried. Meeting adjourned at 6:53 pm.

Kay Cullen
Recording Secretary

Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
January 2020

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
Beginning Balance	\$3,529.02	\$15,431.54	\$240.22	\$1,615.62	\$182,193.48	\$203,009.88
<u>Revenues</u>						
Interest	0.35	0.77	0.02	0.14		1.28
Medical Fees	16,229.96					16,229.96
Medical Transcripts		16.00				16.00
KL Fire Rescue & EMS Reimb		23,709.20				23,709.20
Donations		100.00				100.00
Educational Income						0.00
Uncollected Income/Adjustmts	2,974.87					2,974.87
Misc Inc - Grant						0.00
Total Revenues	\$19,205.18	\$23,825.97	\$0.02	\$0.14	\$0.00	\$43,031.31
<u>Expenditures</u>						
Advertising		133.53				133.53
Medical Billing Refunds	608.38					608.38
Payroll Expenses	27,033.89	21,966.11				49,000.00
Meals & Entertainment						0.00
Professional Fees	430.63	405.00				835.63
Dues & Membership						0.00
Bank Service Charges	71.25					71.25
Licenses		198.00				198.00
Repairs		2,200.00				2,200.00
Total Expenditures	\$28,144.15	\$24,902.64	\$0.00	\$0.00	\$0.00	\$53,046.79
Ending Balance	-\$5,409.95	\$14,354.87	\$240.24	\$1,615.76	\$182,193.48	\$192,994.40
TRANSFERS	16,919.45	(16,919.45)	0.00	0.00		0.00
Balance before Adjustment	11,509.50	-2,564.58	240.24	1,615.76	182,193.48	192,994.40
Adjustment to arrive at Actual	-7,483.74	4,683.34	0.00	0.00	0.00	-2,800.40
ACTUAL BALANCE @ MO END	\$4,025.76	\$2,118.76	\$240.24	\$1,615.76	\$182,193.48	\$190,194.00

02/03/20

Closing Balance

Page 1 of 1

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

AR Previous Balance: \$251,173.28

	Qty	Amounts
Advanced Life Support Emergent	57	\$45,135.68
ALS 2 ER BASE RATE	1	\$1,022.43
Basic Life Support Emergent	30	\$22,653.11
Charges	88	\$68,811.22

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$8,958.63)
2-WRITE OFF INS	(\$3,017.54)
Bad Debt Non Collection	(\$2,360.02)
BAD DEBT PAYMENT REVERSAL	\$728.43
Bankrupcy	(\$586.44)
INVOICE	\$43,668.98
Invoice Prior Periods	\$25,142.24
Write Off to Collections	(\$51,642.15)
Accounts Receivable Change	\$2,974.87

Total Balance Forward:

\$254,148.15



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

98600 Overseas Highway Key Largo, Florida 33037 Phone: 305-451-2766 Fax: 305-451-6211

PAYROLL AND REIMBURSEMENT FOR JANUARY 2020

VOLUNTEER REIMBURSEMENT - \$ 15,714.00

PARAMEDIC PAYROLL - \$ 30,798.38



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

98600 Overseas Highway Key Largo, Florida 33037 Phone: 305-451-2766 Fax: 305-451-6211

KEY LARGO EMS TOTAL STATISTICS FOR JANUARY 2019

TOTAL CALLS.....	133
TRANSPORTS.....	102
ALS.....	104
BLS.....	28
PEDI.....	2
CARDIAC AREST.....	2
TRAUMA ALERT.....	3
BACK-UP.....	9
PUBLIC ASSIST	13
CANCEL.....	5
ARRIVAL TIME	5.0
SCENE TIME	19.4



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

Business Meeting

DATE: January 14, 2020

AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes
 - A. October, 2019
 - B. November, 2019
6. Treasurer's Report
 - A. October, 2019
 - B. November, 2019
 - C. December, 2019
7. Committee Reports
8. Benevolent Association Report
9. Legal Report
10. Membership Review
 - A. Arley Gonzalez Reinstatement Request
11. Old Business
12. New Business
 - A. Replacement of Board Members
13. Membership Discussion
14. Adjourn

**Key Largo Volunteer Fire Department
Treasurer's Report
January 2020**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
Beginning Balance	\$41,304.38	\$250.02	\$613.15	\$3.19	\$42,170.74
<u>Revenues</u>					
Revenues & Reimbursements	142,931.36				\$142,931.36
Donations					0.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	3.78	0.01	0.05		3.84
Total Revenues	\$142,935.14	\$0.01	\$0.05	\$0.00	\$142,935.20
<u>Expenditures</u>					
Payroll Expenses	136,735.26	0.00	0.00	0.00	\$136,735.26
Employee's Share Health Insurance	-3,994.29	0.00	0.00	0.00	-3,994.29
Health Insurance	8,352.24	0.00	0.00	0.00	8,352.24
Dues & Subscriptions	187.50	0.00	0.00	0.00	187.50
Legal	0.00	0.00	0.00	0.00	0.00
Background Checks	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00
Licenses	0.00	250.00	0.00	0.00	250.00
Supplies	295.82	0.00	0.00	0.00	295.82
T-Shirts	0.00	0.00	0.00	0.00	0.00
Total Expenditures	\$141,576.53	\$250.00	\$0.00	\$0.00	\$141,826.53
Ending Balance	\$42,662.99	\$0.03	\$613.20	\$3.19	\$43,279.41
TRANSFERS					0.00
Balance before Adjustment	\$42,662.99	\$0.03	\$613.20	\$3.19	\$43,279.41
Adjustment to arrive at Actual	-75.65	0.00	0.00	0.00	-75.65
ACTUAL BALANCE @ MO END	\$42,738.64	\$0.03	\$613.20	\$3.19	\$43,355.06
*Payroll Liabilities	-\$75.65				
Fixed Asset Purchases	\$0.00				
Total Adjustments	-\$75.65				



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

Business Meeting
Date: January 14, 2020

Board members in attendance were Markus Golling and Don Conord. A quorum was present. Chief Don Bock was also in attendance as were Jack Bridges, and Commissioners Bob Thomas and George Mirabella. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 7:04 PM by Markus Golling.
2. Approval of Agenda
Without objection, the agenda was approved.
3. Announcements - None
4. Public Comment - None
5. Approval of Minutes
Without objection, the minutes from the October, 2019 and November, 2019 were approved.
6. Approval of Treasurer's Report
Markus Golling reported that as of December, 2019, there was a balance of \$250.02. Without objection, the Treasurer's Reports from October, November and December, 2019 were approved.
7. Committee Reports - None
8. Benevolent Report - None
9. Legal Report
Jack Bridges reported that as soon as a contract has been negotiated and approved by the District, Key Largo Ambulance and the Fire Department, the Fire Department will be granted full autonomy. Upon the contract being approved by all parties, the Fire Department Board members will have ownership of the fire department in trust for the Department.
10. Membership Review
Arley Gonzalez's request to return to duty was granted without objection.
11. Old Business - None
12. New Business
 - A. New members to the Board of Directors were named:
 - Jonathan Ramey, a Key Largo resident
 - Andre Castro, a KLVFD Volunteer
 - Jason Mumper, a paid KLVFD member



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

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- The following Officers of the Board of Directors were named in accordance with keeping a balance in place of two volunteers, two paid personnel and one community member.
 1. Don Conord was elected Vice President upon the motion of Markus Golling and second by Andre Castro. The motion carried.
 2. Jason Mumper was elected President upon the motion of Markus Golling and second by Don Conord. The motion carried.
 3. Markus Golling was elected Treasurer upon the motion of Jason Mumper and second by Don Conord. The motion carried.
 4. Kay Cullen accepted the position of Recording Secretary upon the motion of Markus Golling, seconded by Jason Mumper. The motion carried.
- C. Markus Golling moved, seconded by Andre Castro, to keep Chief Bock in his present position. The motion carried.
- D. The new Board needs to take control of the financial aspects of the Department. Upon motion by Jason Mumper, and second by Markus Golling, the old board members will be removed as authorised signers. The new signers will be: The Chief, Don Bock, the President, Jason Mumper, the Vice-President, Don Conord and the Treasurer, Markus Golling. The motion carried.
- E. Discussion was held concerning a Request for Donation Letter was held and a revision needs to be made. Upon motion by Markus Golling and seconded by Don Conord, the Request for Donation letter will be revised and sent out.
- F. Jack Bridges advised that upon the execution and approval of a new Fire Department contract, he will resign as attorney for the Fire Department.
- G. Scott Robinson advised that, since he is no longer associated with the Fire Department, someone with the Fire Department should assume the supervision of the Fire Department's 401K program. He also suggested that bylaws be addressed by the new board.
- H. Jack Bridges gave a synopsis of Florida's Sunshine Law for the new Board Members.

13. Membership Discussion - Applications are being accepted.

14. Adjournment - Upon motion and second by Jason Mumper and Markus Golling, the meeting was adjourned at 7:34 PM.

Kay Cullen
Recording Secretary

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 02/01/2020 to 02/29/2020

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
300-Rescue, EMS incident, other	2	7	3.50	0.56	0.28	0.91	1.81
311-Medical assist, assist EMS crew	5	19	3.80	1.90	0.38	1.44	7.20
320-Emergency medical service incident, other	1	4	4.00	0.38	0.38	1.52	1.52
321-EMS call, excluding vehicle accident with injury	20	70	3.50	8.64	0.43	1.56	31.29
322-Motor vehicle accident with injuries	7	38	5.43	3.39	0.48	3.10	21.73
323-Motor vehicle/pedestrian accident (MV Ped)	2	7	3.50	0.25	0.13	0.44	0.88
350-Extrication, rescue, other	2	7	3.50	1.08	0.54	2.07	4.14
353-Removal of victim(s) from stalled elevator	1	6	6.00	0.58	0.58	3.48	3.48
412-Gas leak (natural gas or LPG)	1	4	4.00	0.38	0.38	1.52	1.52
444-Power line down	3	11	3.67	1.27	0.42	1.59	4.77
445-Arcing, shorted electrical equipment	2	12	6.00	1.52	0.76	4.14	8.28
511-Lock-out	1	4	4.00	0.18	0.18	0.72	0.72
522-Water or steam leak	1	4	4.00	0.30	0.30	1.20	1.20
551-Assist police or other governmental agency	1	0	0.00	1.48	1.48	0.00	0.00
553-Public service	1	3	3.00	0.25	0.25	0.75	0.75
561-Unauthorized burning	1	6	6.00	0.30	0.30	1.80	1.80
611-Dispatched & canceled en route	21	68	3.24	1.49	0.07	0.31	6.48
700-False alarm or false call, other	2	7	3.50	0.15	0.07	0.38	0.75
731-Sprinkler activation due to malfunction	1	8	8.00	0.32	0.32	2.56	2.56
741-Sprinkler activation, no fire - unintentional	1	4	4.00	0.58	0.58	2.32	2.32
743-Smoke detector activation, no fire - unintentional	3	12	4.00	0.41	0.14	0.56	1.68
900-Special type of incident, other	1	4	4.00	4.83	4.83	19.32	19.32
Blank. Incident Type not Entered	5	0	0.00	1.12	0.22		0.00
Total and Averages for all Incident Types	85	305	3.59	31.36	0.37		124.20

NFPA Analysis Report

Key Largo Fire Department

Date Range: From 02/01/2020 to 02/29/2020

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)	0	0	0	\$0
2. Apartments (3 or more families) FPU 429 or FPU 439)	0	0	0	\$0
3. Hotels and Motels (FPU 449)	0	0	0	\$0
4. All other residential (dormitories, boarding houses, tents, etc.) (FPU 459-499)	0	0	0	\$0
5. TOTAL OTHER RESIDENTIAL FIRES (SHOULD BE SUM OF LINES 1 THROUGH 4)	0	0	0	\$0
6. Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	0	0	0	\$0
7. Schools and Colleges (FPU 200-299)	0	0	0	\$0
8. Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	0	0	0	\$0
9. Stores and Offices (FPU 500-599)	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)	0	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)	0	0	0	\$0
16. Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	0	0	0	
17. Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150-155)	0	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)	0	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	33			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	7			
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)	5			
24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	29			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	85			

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

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

	Number of Confined Fires	Number of Nonconfined Fires
5. Residential Fires (line 5 above)	0	0
13. Structure Fires (line 13 above)	0	0

BREAKDOWN OF FALSE ALARM RESPONSES

1. Malicious, Mischievous False Call (IT 710-715)	0
2. System Malfunction (IT 700-739)	1
3. Unintentional (tripping on Interior device accidentally etc.) (IT 740-749)	4
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	2

Incident Run Log

Key Largo Fire Department

Date Range: From 02/01/2020 to 02/29/2020

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
02/07/2020	38032	2020-000099	08:19	225	UPPER MATECUMBE RD		Rescue, EMS incident, other	0.4
02/16/2020	38032	2020-000123	12:29	500	ST CROIX PL		Rescue, EMS incident, other	0.1
02/07/2020	38032	2020-000100	13:35	974	SHAW DR		Medical assist, assist EMS crew	0.5
02/08/2020	38032	2020-000102	07:20	1050	OVERSEAS HWY		Medical assist, assist EMS crew	0.2
02/15/2020	38032	2020-000117	11:52	325	CALUSA ST		Medical assist, assist EMS crew	0.5
02/23/2020	38032	2020-000149	08:40	11	COCONUT DR		Medical assist, assist EMS crew	1.1
02/28/2020	38032	2020-000166	18:45	106	POINCIANA DR 99.8 MM OC		Medical assist, assist EMS crew	0.1
02/23/2020	38032	2020-000151	21:06	599	MORRIS AVE		Emergency medical service incident, other	0.4
02/02/2020	38032	2020-000088	04:40	110	US1		EMS call, excluding vehicle accident with injury	0.9
02/02/2020	38032	2020-000089	13:08	1	EAST DR		EMS call, excluding vehicle accident with injury	0.1
02/05/2020	38032	2020-000093	10:17	100	OCEAN DR		EMS call, excluding vehicle accident with injury	0.4
02/07/2020	38032	2020-000101	13:51	462	SUNSET DR		EMS call, excluding vehicle accident with injury	0.3
02/08/2020	38032	2020-000104	14:51		GEORGE ST / 102.7 MM GU		EMS call, excluding vehicle accident with injury	0.8
02/08/2020	38032	2020-000105	15:44	299	MORRIS AVE		EMS call, excluding vehicle accident with injury	0.8
02/08/2020	38032	2020-000106	18:42	1053	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.4
02/15/2020	38032	2020-000120	18:02	1060	OVERSEAS HWY	3503	EMS call, excluding vehicle accident with injury	0.4
02/15/2020	38032	2020-000121	18:48	1079	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
02/16/2020	38032	2020-000125	19:20	1	EAST DRIVE 99MM OC		EMS call, excluding vehicle accident with injury	0.3
02/16/2020	38032	2020-000124	19:47	4	BLACKWATER LN NORTH	205	EMS call, excluding vehicle accident with injury	0.8
02/16/2020	38032	2020-000126	20:08	1014	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
02/17/2020	38032	2020-000129	15:14	9955	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
02/17/2020	38032	2020-000130	16:04	9962	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.4
02/19/2020	38032	2020-000137	22:51	1047	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.4
02/21/2020	38032	2020-000147	13:26	1014	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.0
02/23/2020	38032	2020-000152	23:01	106	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
02/24/2020	38032	2020-000154	20:50	9962	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
02/27/2020	38032	2020-000162	21:04	1038	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
02/28/2020	38032	2020-000167	22:41	1060	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.5
02/01/2020	38032	2020-000087	22:50	97	POISONWOOD RD / 97 MM OC		Motor vehicle accident with injuries	0.5
02/03/2020	38032	2020-000090	09:43	1002	OVERSEAS HWY		Motor vehicle accident with injuries	0.1
02/06/2020	38032	2020-000098	19:10		SNAPPER AVE / 103.4 MM OC		Motor vehicle accident with injuries	0.3
02/15/2020	38032	2020-000118	14:08	113	US1	SB	Motor vehicle accident with injuries	0.3
02/15/2020	38032	2020-000122	22:06	9795	OVERSEAS HWY	NB	Motor vehicle accident with injuries	0.3
02/21/2020	38032	2020-000144	09:36	108	OVERSEAS HWY		Motor vehicle accident with injuries	1.0
02/25/2020	38032	2020-000157	08:11	103	US1		Motor vehicle accident with injuries	0.8
02/19/2020	38032	2020-000135	14:20	1030	US1		Motor vehicle/pedestrian accident (MV Ped)	0.1
02/23/2020	38032	2020-000150	17:21	9955	OVERSEAS HWY		Motor vehicle/pedestrian accident (MV Ped)	0.1
02/08/2020	38032	2020-000103	14:27	C1	STATE ROAD 905		Extrication, rescue, other	0.9
02/17/2020	38032	2020-000128	14:08	500	ST CROIX PL		Extrication, rescue, other	0.2
02/12/2020	38032	2020-000111	08:46	1530	OCEAN BAY DR		Removal of victim(s) from stalled elevator	0.6
02/25/2020	38032	2020-000155	06:47	527	CARIBBEAN DR		Gas leak (natural gas or LPG)	0.4
02/10/2020	38032	2020-000107	08:54	1200	CACTUS ST / 98 MM OC		Power line down	0.3
02/17/2020	38032	2020-000127	12:33	9821	OVERSEAS HIGHWAY		Power line down	0.5
02/18/2020	38032	2020-000132	10:47		NORTH DR / 105.3 MM GU		Power line down	0.3
02/01/2020	38032	2020-000085	10:47	1038	OVERSEAS HWY		Arcing, shorted electrical equipment	1.0
02/01/2020	38032	2020-000086	11:46	1038	OVERSEAS HWY		Arcing, shorted electrical equipment	0.6
02/13/2020	38032	2020-000113	19:04	14	SNAPPER AVE		Lock-out	0.2
02/20/2020	38032	2020-000140	09:18	9950	OVERSEAS HWY		Water or steam leak	0.3
02/21/2020	38032	2020-000145	09:31	552	OCEAN CAY DR / 99.8 MM OC		Assist police or other governmental agency	1.5
02/11/2020	38032	2020-000108	10:15	1	EAST DR		Public service	0.3
02/27/2020	38032	2020-000163	22:29	1028	OVERSEAS HWY		Unauthorized burning	0.3
02/03/2020	38032	2020-000092	18:41	35	JEW FISH AVE		Dispatched & canceled en route	0.0
02/05/2020	38032	2020-000096	22:35	9953	OVERSEAS HWY		Dispatched & canceled en route	0.0
02/06/2020	38032	2020-000097	12:16	1303	CALDER RD		Dispatched & canceled en route	0.0
02/11/2020	38032	2020-000110	19:32	141	GUMBO LIMBO DR		Dispatched & canceled en route	0.4
02/14/2020	38032	2020-000114	09:43	1015	OVERSEAS HWY	56	Dispatched & canceled en route	0.0
02/15/2020	38032	2020-000115	05:52	353	LOEB AVE		Dispatched & canceled en route	0.0
02/15/2020	38032	2020-000116	07:30	1010	DOVE RD		Dispatched & canceled en route	0.0
02/15/2020	38032	2020-000119	15:49	316	2 TERR		Dispatched & canceled en route	0.1

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
02/17/2020	38032	2020-000131	15:30	9970	OVERSEAS HWY		Dispatched & canceled en route	0.0
02/18/2020	38032	2020-000133	12:26	577	BOYD DR		Dispatched & canceled en route	0.0
02/18/2020	38032	2020-000134	14:19		US1		Dispatched & canceled en route	0.6
02/19/2020	38032	2020-000136	17:54	690	DOLPHIN AVE		Dispatched & canceled en route	0.0
02/20/2020	38032	2020-000138	07:15	9600	OVERSEAS HWY		Dispatched & canceled en route	0.0
02/21/2020	38032	2020-000142	06:06	336	SOUND DR		Dispatched & canceled en route	0.0
02/21/2020	38032	2020-000143	09:14	35	SNAPPER AVE		Dispatched & canceled en route	0.2
02/21/2020	38032	2020-000146	12:40	99M	US1		Dispatched & canceled en route	0.1
02/24/2020	38032	2020-000153	12:16	1014	OVERSEAS HWY		Dispatched & canceled en route	0.0
02/25/2020	38032	2020-000156	07:04	13	PELICAN RD		Dispatched & canceled en route	0.1
02/27/2020	38032	2020-000160	10:30	141	2 CT WEST		Dispatched & canceled en route	0.0
02/27/2020	38032	2020-000161	16:05	13	PELICAN RD		Dispatched & canceled en route	0.0
02/29/2020	38032	2020-000168	11:15	9935	OVERSEAS HWY		Dispatched & canceled en route	0.0
02/05/2020	38032	2020-000094	10:56	220	REEF ROAD 106 MM		False alarm or false call, other	0.0
02/28/2020	38032	2020-000165	15:54	1116	GRAND ST		False alarm or false call, other	0.1
02/21/2020	38032	2020-000148	16:51	9745	OVERSEAS HWY		Sprinkler activation due to malfunction	0.3
02/20/2020	38032	2020-000141	10:38	9745	OVERSEAS HWY		Sprinkler activation, no fire - unintentional	0.6
02/03/2020	38032	2020-000091	16:21	25	LAKE SHORE DR		Smoke detector activation, no fire - unintentional	0.1
02/05/2020	38032	2020-000095	12:27	9536	OVERSEAS HWY		Smoke detector activation, no fire - unintentional	0.1
02/12/2020	38032	2020-000112	13:17	105	2 LN		Smoke detector activation, no fire - unintentional	0.1
02/28/2020	38032	2020-000164	07:30	1048	OVERSEAS HWY		Special type of incident, other	4.8
02/01/2020	38032	2020-000084	02:44	1406	SUFFOLK CIR			0.2
02/11/2020	38032	2020-000109	17:20		US1			0.4
02/20/2020	38032	2020-000139	09:02	9961	OVERSEAS HWY			0.0
02/26/2020	38032	2020-000158	14:50	1010	OVERSEAS HWY			0.1
02/27/2020	38032	2020-000159	06:16	1060	OVERSEAS HWY			0.5

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Total Number of Incidents: 85
Total Length of Incidents: 31.5 Hours

Alarms by Day of Week

Key Largo Fire Department

Date Range: From 02/01/2020 to 02/29/2020

Fixed Property:

Day of Week		Totals
Sunday		10
Monday		11
Tuesday		9
Wednesday		10
Thursday		12
Friday		15
Saturday		18

No Date 0
Total Alarms 85