



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

May 18, 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 May 18, 2020 District Meeting

2b. Approval of Minutes

2b.1 April 6, 2020 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

7. NEW BUSINESS

7a. MOTION/APPROVAL: KLVAC Department Contract (Jones)

7b. DISCUSSION: Ad Valorem and 304 Fund (\$.01 Sales Tax) (Thomas)

7c. DISCUSSION: State of Emergency Pay Policy (Allen)

7d. MOTION/APPROVAL: Budget Line-Item Transfer (Johnson)

7e. DISCUSSION: Fact-Finding Committee & Audits Results – Improvement Suggestions (Conklin)

7f. DISCUSSION: Covid-19 Funding (Conklin)

7g. DISCUSSION: SAFER Grant (Allen)



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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DISTRICT MEETING AGENDA

(Continued)

May 18, 2020

8. FINANCIAL REPORT

8a. District Financial Report FY 19-20 (2nd Qtr.)

9. LEGAL COUNSEL REPORT

10. AMBULANCE CORPS REPORT

10a. KLVAC Monthly Report: March 2020

11. FIRE DEPARTMENT REPORT

11a. KLVFD Monthly Report: March 2020

11b. KLVFD Performance Reports: March & April 2020

12. COMMISSIONER ITEMS

13. NEXT MEETING

13a. Reschedule Strategic Planning Workshop

13b. Meeting District Meeting June 8 or June 22, 2020

14. ADJOURN

NEXT MEETINGS

June 8, 2020 District Meeting

June 22, 2020 KLVAC Budget Workshop

June 22, 2020 District Meeting

DOCUMENTS

AI 2a. District Meeting Agenda

AI 2b.1 District Meeting Minutes 04/06/20

AI 7a. KLVAC Department Contract

AI 7c. State of Emergency Pay Policy

AI 7d. Budget Line-Item Transfer

AI 8a. District Finance Report (FY 19-20) 2nd Quarter

AI 10a. KLVAC Monthly Report: March

AI 11a. KLVFD Monthly Report: March

AI 11b. KLVFD Performance Reports March & April



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

DISTRICT MEETING MINUTES

April 6 2020 – **DRAFT**

1. AGENDA

1a. Call to Order

Chairman Allen called the District Meeting video conference to order at 6:03 p.m.

1b. Pledge of Allegiance

Commissioner Thomas led the Pledge of Allegiance.

1c. Roll Call

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

Also present were: Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, CJ Jones, Gaelan Jones, Esq. and Scott Robinson. This was a ZOOM virtual meeting due to the COVID-19 crisis.

Gaelan Jones discussed the provisions and procedures used to conduct video conferencing. The documents are available on-line, and speakers have three minutes to address the board. All commissioners agreed to conduct the meeting via video conferencing using the procedures read into the record by Mr. Jones.

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of April 6, 2020 District Meeting Agenda

MOTION: Commissioner Powers made a motion **to approve the April 6, 2020 District Meeting Agenda**. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

2b. Approval of Minutes

2b.1 March 9, 2020 District Meeting Minutes

MOTION: Commissioner Thomas made a motion **to approve the March 9, 2020 District Meeting Minutes**, which was seconded by Commissioner Powers, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Jack Bridges spoke at item 7a, and Sue Heim spoke at Items 7b. and 7c.

4. CHAIRMAN REPORT

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

5. SECRETARY REPORT

There were no items presented to the Board by the Secretary.



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

6. OLD BUSINESS

District Clerk Vicky Fay contacted Commissioners and Department staff regarding dates of availability to participate in the Keys Consulting of America Leadership & Management Training as approved by the Board on March 9, 2020. Commissioners and staff indicated an unwillingness to participate in the Training at this time. District Clerk Vicky Fay was directed to attempt to reschedule the Training with Commissioners after the COVID-19 State of Emergency is lifted.

7. NEW BUSINESS

7a. MOTION/APPROVAL: Department Contract

Gaelan Jones reported that negotiations on the Ambulance Corps contract are complete, with the exception of specific language to be inserted into Political Activities provision. Due to that issue remaining unresolved, Legal recommended a temporary renewal of the existing Ambulance Corps and Fire Department contract from April 13 – May 18, 2020.

MOTION: Commissioner Conklin made a motion *to approve the Department Contract Renewal from April 13, 2020 to May 18, 2020.* Commissioner Thomas seconded, and the motion was passed unanimously.

7b. DISCUSSION: State of Emergency Pay Policy

Due to inquiries made on the status of the Fire Department and Ambulance Corp's emergency pay policies, this item added to agenda for discussion. The Fire Department reported that the emergency pay policy has not been enacted at this time. Legal to research emergency pay policies implemented by other local agencies, and availability of FEMA reimbursement for payroll expenses during COVID-19. The Board requested notification from the Fire Department and Ambulance Corps if revisions to payroll structure are to be made. No action taken at this time.

7c. MOTION/APPROVAL: Travel Request Mirabella (FASD Conference)

MOTION: Commissioner Conklin made a motion *to approve Commissioner Mirabella's Travel Request in the amount of \$1,673.50 to attend the FASD Conference even if the conference gets moved to another date due to the COVID-19 crisis.* Commissioner Thomas seconded, and the vote was as follows: Allen (Yes), Conklin (Yes), Mirabella (Abstain), Powers (No) and Thomas (Yes). The motion passed 3-1, with one abstention.

8. FINANCIAL REPORT

Jennifer Johnson did not have any items to report to the Board.

9. LEGAL REPORT

Gaelan Jones did not have any additional Legal items.

10. AMBULANCE CORPS REPORT

Scott Robinson reported new volunteers started.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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11. FIRE DEPARTMENT REPORT

Captain Garrido reported the Station 25 storage tank schematics are being reviewed. The April 25, 2020 testing of new firefighters is being postponed indefinitely. A new chemical is being used to decontaminate the firetrucks. The Fire Department will not provide re-entry stickers to the public as the Sheriff's Office not accepting the stickers due to misuse.

12. COMMISSIONER ITEMS

No items were discussed.

13. NEXT MEETING

13a. Meeting April 27, 2020 or May 11 or May 18, 2020

The Strategic Planning Meeting scheduled for May 18, 2020 was cancelled.

MOTION: Commissioner Thomas made a motion ***to cancel the regularly scheduled meetings until May 18, 2020 due to the Corona-19 Virus unless there are items which require Board approval.*** Commissioner Mirabella seconded the motion, and the motion passed unanimously.

14. ADJOURN

MOTION: Commissioner Mirabella made a motion ***to adjourn the meeting at 8:06 pm.*** This was seconded by Commissioner Powers and the motion passed unanimously.

NEXT MEETINGS

April 27, 2020 District Meeting

May 11, 2020 District Meeting

May 18, 2020 Strategic Planning Workshop

May 18, 2020 District Meeting

June 8, 2020 District Meeting

June 22, 2020 KLVAC Budget Workshop

June 22, 2020 District Meeting

DOCUMENTS

AI 2a. District Meeting Agenda

AI 2b.1 District Meeting Minutes 03/09/20

AI 7a. Department Contract

AI 7b. State of Emergency Pay Policy

AI 7c. Travel Request (Mirabella FASD Conference \$1,673.50)



Key Largo Volunteer Fire Department

1 East Dr., Key Largo, FL 33037
(305)-451-2700

State of Emergency Pay Rate Policy:

Once a State of Emergency has been declared, the following shall apply regarding the "pay rates" for both paid and volunteer personnel that are on-duty and are providing Emergency Services on behalf of Key Largo Fire and/or Key Largo EMS.

- I. It has been declared by the Governor or President for such instances as a Hurricane or other natural or manmade disaster, and
 - II. The State of Emergency must be declared by the Mayor of Monroe County, and
 - III. Must also impact or expect to impact the upper keys area (Lower Matecumbe to Ocean Reef), and
 - IV. The Key Largo Fire Rescue and EMS District Board must also authorize funding before it is paid out in excess of the personnel's regular rate of pay.
-
1. Volunteer Firefighter First Responder – at the position code of FFT2 - Firefighter Type 2 (crew member). AD Classification C (pay rate in 2017 = \$18.32 per hour).
 2. Paid or Volunteer Firefighter EMT – at the position code of EMTF – Emergency Medical Technician Fireline. AD Classification H (pay rate in 2017 = \$29.52 per hour).
 3. Paid or Volunteer Firefighter Paramedic – at the position code of EMPF – Paramedic Fireline. AD Classification J, (pay rate in 2017 = \$35.96 per hour).
 4. Volunteer Logistics and Food Unit Leader – at the position code of FDUL – Food Unit Leader. AD Classification H, (pay rate in 2017 = \$29.52 per hour).
 5. All other support positions not addressed above shall be paid for their position work in compliance with either the most current "Administratively Determined Pay Plan for Emergency Workers" as determined by the United States Department of the Interior, Office of the Interior based on their position classification or their regular rate of pay in compliance with FLSA, **whichever is greater**.

KEY LARGO FIRE RESCUE & EMS DISTRICT

BUDGET LINE ITEM TRANSFER REQUEST

FY 19-20

DEPARTMENT: District Board

LINE ITEM(S) TO BE DECREASED:

Line Item Number	Line Item Description	Current Budget	Decrease Requested	Adjusted Budget
511.490.03	General Departmental- Other	\$ 1,000	\$ (700)	\$ 300
511.400	Travel	\$ 4,000	\$ (1,300)	\$ 2,700
Total Decrease	\$			(2,000)

LINE ITEM(S) TO BE INCREASED:

Line Item Number	Line Item Description	Current Budget	Increase Requested	Adjusted Budget
511.411	Advertising	\$ 5,500	\$ 2,000	\$ 7,500
Total Increase	\$			2,000

Reason for Transfer:

Advertising expenses are more than anticipated.

DEPARTMENT: Fire Department

LINE ITEM(S) TO BE DECREASED:

Line Item Number	Line Item Description	Current Budget	Decrease Requested	Adjusted Budget
522.121.03	Volunteer Pay	\$ 245,000	\$ (77,000)	\$ 168,000
522.460	Repairs & Maintenance - Equipment	\$ 34,000	\$ (8,000)	\$ 26,000
Total Decrease	\$			(85,000)

LINE ITEM(S) TO BE INCREASED:

Line Item Number	Line Item Description	Current Budget	Increase Requested	Adjusted Budget
522.140	Overtime	\$ 110,000	\$ 77,000	\$ 187,000
522.520.02	Daily Operating & Maintenance Supplies	\$ 10,500	\$ 8,000	\$ 18,500
Total Increase	\$			85,000

Reason for Transfer:

Overtime expenses are more than anticipated due to staffing shortages. Daily Operating & Maintenance Supplies expenses are higher than anticipated due to the ballistic gear purchase that was approved by the Board.

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 19-20
JANUARY, FEBRUARY, MARCH 2020 & YTD ACTUALS VERSUS BUDGET

	Jan 20	Feb 20	Mar 20	Oct '19 - Mar 20	Budget	% of Budget
Revenue						
311.000 · Ad Valorem Taxes	140,243.84	156,853.34	98,847.49	3,115,793.20	3,478,108.00	89.58%
331.201 · Grant Revenue						
201.01 · SAFER Grant - personnel	56,072.18	0.00	0.00	56,072.18	164,869.00	34.01%
331.501 · FEMA Disaster Relief	0.00	0.00	2,734.76	2,734.76	0.00	100.0%
338.002 · ILA Remib Frm Monroe County	0.00	0.00	0.00	0.00	150,000.00	0.0%
361.100 · Interest	1,541.53	1,432.05	1,501.39	7,465.60	12,000.00	62.21%
Total Revenue	197,857.55	158,285.39	103,083.64	3,182,065.74	3,804,977.00	83.63%
Expenditures						
1100 · District Board						
511.110 · Board Member Stipends	1,000.00	1,000.00	1,000.00	6,000.00	12,000.00	50.0%
511.210 · FICA/Medicare	76.50	76.50	76.50	459.00	918.00	50.0%
511.240 · Workmens Compensation Insurance	0.00	0.00	0.00	752.00	752.00	100.0%
511.400 · Travel & Per Diem	0.00	0.00	0.00	50.00	4,000.00	1.25%
511.411 · Advertising	439.57	35.00	586.49	6,167.80	5,500.00	112.14%
511.450 · Insurance & Risk Management						
450.01 · Bond	0.00	0.00	0.00	100.00	100.00	100.0%
450.02 · Portfolio Policy & Auto	0.00	0.00	0.00	1,835.70	2,133.00	86.06%
Total 511.450 · Insurance & Risk Management	0.00	0.00	0.00	1,964.87	2,233.00	87.99%
511.470 · Printing & Binding	0.00	0.00	0.00	1,006.65	3,000.00	33.56%
511.490 · General Departmental						
490.01 · Tax Collector Fees	4,195.77	4,698.88	2,958.79	93,420.06	104,343.00	89.53%
490.02 · Property Appraiser Fees	15,955.98	0.00	0.00	31,911.96	56,327.00	56.66%
490.03 · Other	0.00	0.00	0.00	0.00	1,000.00	0.0%
Total 511.490 · General Departmental	20,151.75	4,698.88	2,958.79	125,332.02	161,670.00	77.52%
511.510 · Office Supplies	0.00	0.00	0.00	0.00	500.00	0.0%
511.540 · Dues, Subscriptions	0.00	0.00	0.00	2,064.87	3,300.00	62.57%
512.311 · District Clerk Svcs (Prof Svcs)	0.00	0.00	4,151.25	4,151.25	19,000.00	21.85%
513.320 · Accounting & Financial Svcs						
513.01 · District Audit	0.00	0.00	0.00	5,000.00	10,000.00	50.0%
513.02 · Financial and Accounting	2,784.25	2,245.40	5,218.80	17,433.65	60,000.00	29.06%
Total 513.320 · Accounting & Financial Svcs	2,784.25	2,245.40	5,218.80	22,433.65	70,000.00	32.05%
514.310 · Legal Services (Prof Svcs)	3,515.00	3,044.00	2,730.50	16,643.50	45,000.00	36.99%
Total 1100 · District Board	27,967.07	11,099.78	16,722.33	187,025.61	327,873.00	57.04%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 19-20
JANUARY, FEBRUARY, MARCH 2020 & YTD ACTUALS VERSUS BUDGET

	Jan 20	Feb 20	Mar 20	Oct '19 - Mar 20	Budget	% of Budget
1250 · Key Largo Volunteer Fire						
522.120 · Regular Salaries & Wages						
120.04 · Firefighters	54,066.17	53,971.23	53,532.18	324,739.84	751,711.00	43.2%
120.06 · Administrative Stipend	2,250.00	2,250.00	2,250.00	13,500.00	27,000.00	50.0%
Total 522.120 · Regular Salaries & Wages	56,316.17	56,221.23	55,782.18	338,239.84	778,711.00	43.44%
522.121 · Volunteer Pay						
121.03 · Volunteer/Line Officer Reim.	14,916.03	14,219.66	13,696.90	83,746.86	245,000.00	34.18%
Total 522.121 · Volunteer Pay	14,916.03	14,219.66	13,696.90	83,746.86	245,000.00	34.18%
522.140 · Overtime Wages	17,628.77	13,862.40	15,466.55	90,446.45	110,000.00	82.22%
522.210 · FICA/Medicare	6,797.83	6,449.17	6,553.61	39,256.32	86,729.00	45.26%
522.220 · Retirement Benefits	3,209.68	2,840.28	3,368.74	18,694.07	40,000.00	46.74%
522.230 · Life & Health Insurance	6,936.58	7,291.77	13,413.30	41,589.36	80,200.00	51.86%
522.240 · Workers Compensation	0.00	0.00	0.00	32,809.72	34,386.00	95.42%
522.250 · Unemployment Tax	0.00	54.76	0.00	54.76	750.00	7.3%
522.312 · Professional Services						
312.03 · Grant Writing Services	0.00	0.00	0.00	0.00	2,500.00	0.0%
312.04 · Annual Physicals	0.00	0.00	0.00	0.00	20,000.00	0.0%
312.05 · Background checks & Drug Testin	0.00	0.00	0.00	225.00	1,500.00	15.0%
Total 522.312 · Professional Services	0.00	0.00	0.00	225.00	24,000.00	0.94%
522.320 · Accounting & Financial Svcs	1,665.86	736.00	918.00	5,022.86	10,000.00	50.23%
522.400 · Travel & Per Diem	0.00	0.00	0.00	3.30	4,500.00	0.07%
522.410 · Phones - Station Phones, Cell	1,465.95	718.35	1,161.53	5,861.32	11,000.00	53.29%
522.411 · Advertising	0.00	0.00	0.00	0.00	500.00	0.0%
522.412 · Postage & Freight	0.00	0.00	30.42	100.71	500.00	20.14%
522.430 · Utilities						
430.01 · Electric	1,954.21	1,775.87	1,873.20	11,737.05	27,000.00	43.47%
430.02 · Water	893.73	853.69	306.10	4,533.56	10,000.00	45.34%
430.03 · Fire Hydrant Maintenance	0.00	0.00	0.00	12,500.00	13,750.00	90.91%
430.04 · Propane Gas	180.08	100.00	0.00	469.41	500.00	93.88%
430.07 · TV Service	381.24	396.86	388.36	2,263.44	4,700.00	48.16%
Total 522.430 · Utilities	3,409.26	3,126.42	2,567.66	31,503.46	55,950.00	56.31%
522.440 · Rent & Leases						
440.01 · Copier/Scanner/Fax Lease	352.21	378.08	0.00	1,811.49	5,000.00	36.23%
440.02 · Oxygen Tank Rental	44.70	22.35	22.35	156.45	2,505.00	6.25%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 19-20
JANUARY, FEBRUARY, MARCH 2020 & YTD ACTUALS VERSUS BUDGET

	Jan 20	Feb 20	Mar 20	Oct '19 - Mar 20	Budget	% of Budget
440.03 · DEP Station 25 Lease Pymt	0.00	0.00	0.00	0.00	300.00	0.0%
440.04 · Red Alert Incident Reporting	0.00	0.00	0.00	4,730.81	6,000.00	78.85%
440.05 · Fire Manager- Schedule & Time	0.00	0.00	0.00	2,095.00	2,095.00	100.0%
Total 522.440 · Rent & Leases	396.91	400.43	22.35	8,793.75	15,900.00	55.31%
522.450 · Insurance & Risk Management						
450.03 · Package Policy	0.00	0.00	0.00	50,404.12	58,638.00	85.96%
450.04 · Accident & Sickness	0.00	0.00	2,660.00	5,320.00	5,000.00	106.4%
450.07 · Storage Tank Liability	0.00	0.00	0.00	1,510.00	1,510.00	100.0%
450.11 · Cancer Policy	0.00	0.00	0.00	1,318.19	1,760.00	74.9%
Total 522.450 · Insurance & Risk Management	0.00	0.00	2,660.00	58,552.31	66,908.00	87.51%
522.46 · Repair & Maintenance						
522.460 · Repair & Maint - Equipment	3,226.19	0.00	854.50	5,781.99	34,000.00	17.01%
522.461 · Repair & Maint - Buildings	789.98	986.79	1,520.45	13,387.22	43,250.00	30.95%
522.462 · Repair & Maint - Vehicles	23.43	2,240.92	0.00	4,722.06	45,000.00	10.49%
Total 522.46 · Repair & Maintenance	4,039.60	3,227.71	2,374.95	23,891.27	122,250.00	19.54%
522.470 · Printing & Binding	0.00	0.00	0.00	0.00	100.00	0.0%
522.490 · General Departmental						
490.05 · Other	0.00	0.00	2,278.35	4,098.80	4,099.00	100.0%
490.06 · Computer/IT Services	510.00	850.00	425.00	3,462.50	3,901.00	88.76%
Total 522.490 · General Departmental	510.00	850.00	2,703.35	7,561.30	8,000.00	94.52%
522.491 · Training						
491.01 · Instructor Fees	0.00	0.00	722.87	2,511.58	10,200.00	24.62%
491.03 · Fire Prevention	0.00	0.00	0.00	0.00	3,250.00	0.0%
491.04 · Education, Student Text	610.00	0.00	1,247.50	1,857.50	2,500.00	74.3%
491.05 · KAPLAN online Education	0.00	0.00	0.00	4,500.00	4,500.00	100.0%
491.15 · Out of Area Training	0.00	0.00	0.00	1,750.00	5,000.00	35.0%
Total 522.491 · Training	610.00	0.00	1,970.37	10,619.08	25,450.00	41.73%
522.510 · Office Supplies	0.00	397.78	669.99	2,180.47	4,000.00	54.51%
522.520 · Operating Supplies						
520.01 · Fire Ground Safety	0.00	0.00	183.79	531.58	1,750.00	30.38%
520.02 · Daily Operating/Maint Supplies	9.90	490.21	1,065.27	24,887.72	20,500.00	121.4%
520.03 · Medical Supplies & Equipment	448.90	0.00	799.52	2,778.16	4,500.00	61.74%
520.05 · Stat Cleaning/Hskping Supplies	574.84	301.02	991.27	2,710.16	4,500.00	60.23%
520.06 · Firefighting Gear	5,111.82	0.00	1,481.65	14,345.17	17,991.00	79.74%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 19-20
JANUARY, FEBRUARY, MARCH 2020 & YTD ACTUALS VERSUS BUDGET

	Jan 20	Feb 20	Mar 20	Oct '19 - Mar 20	Budget	% of Budget
520.07 · Clothing & Apparel	1,960.00	2,725.00	1,434.63	9,841.43	9,842.00	99.99%
520.08 · Firefighting Foam or Sup Agnt	0.00	0.00	0.00	0.00	11,000.00	0.0%
Total 522.520 · Operating Supplies	8,105.46	3,516.23	5,956.13	55,094.22	70,083.00	78.61%
522.521 · Fuel - Gasoline	0.00	0.00	0.00	0.00	100.00	0.0%
522.522 · Fuel - Diesel	-893.02	2,630.95	2,275.64	5,965.56	23,500.00	25.39%
522.540 · Dues, Subscriptions	0.00	0.00	0.00	400.00	1,500.00	26.67%
522.6 · Capital Expenditures						
522.630 · Capital Outlay-Infr. Imprvmnts	0.00	0.00	0.00	9,100.00	150,000.00	6.07%
522.640 · Capital Outlay - Equipment	0.00	0.00	0.00	5,005.87	5,000.00	100.12%
522.642 · Capital - Small Tools & Equip	0.00	0.00	0.00	11,872.40	14,000.00	84.8%
Total 522.6 · Capital Expenditures	0.00	0.00	0.00	25,978.27	169,000.00	15.37%
522.805 · Upper Keys Honor Guard						
805.01 · Honor Guard Travel	0.00	0.00	0.00	0.00	1,000.00	0.0%
522.805 · Upper Keys Honor Guard - Other	0.00	0.00	0.00	0.00	1,000.00	0.0%
Total 522.805 · Upper Keys Honor Guard	0.00	0.00	0.00	0.00	2,000.00	0.0%
Total 1250 · Key Largo Volunteer Fire	125,115.08	116,543.14	131,591.67	886,590.26	1,991,017.00	44.53%
1300 · Key Largo EMS						
526.120 · Regular Salaries & Wages						
120.01 · Administrative Payroll	3,891.50	3,891.20	1,945.60	21,401.90	56,813.00	37.67%
120.02 · Paramedic Payroll	0.00	0.00	0.00	29,997.00	30,641.00	97.9%
Total 526.120 · Regular Salaries & Wages	3,891.50	3,891.20	1,945.60	51,398.90	87,454.00	58.77%
526.121 · Volunteer Pay	15,713.60	15,296.00	16,466.40	92,704.60	151,000.00	61.39%
526.140 · Overtime Wages	0.00	0.00	0.00	0.00	4,600.00	0.0%
526.210 · FICA/Medicare	1,127.29	2,279.63	3,356.68	15,551.46	40,955.00	37.97%
526.220 · Retirement Contributions	270.00	0.00	187.50	645.00	2,500.00	25.8%
526.230 · Life & Health Insurance	2,000.00	3,000.00	0.00	6,637.72	18,000.00	36.88%
526.240 · Worker's Compensation	0.00	0.00	0.00	10,512.28	15,115.00	69.55%
526.250 · Unemployment Tax	0.00	0.00	0.00	0.00	300.00	0.0%
526.312 · Professional Services						
312.02 · Medical Director	1,500.00	3,000.00	1,500.00	10,500.00	18,000.00	58.33%
312.06 · Drug Testing & Background Check	45.00	0.00	0.00	45.00	750.00	6.0%
312.07 · Grant Writing Services	0.00	0.00	0.00	0.00	2,000.00	0.0%
Total 526.312 · Professional Services	1,545.00	3,000.00	1,500.00	10,545.00	20,750.00	50.82%
526.320 · Accounting & Financial Svcs	0.00	761.00	1,820.00	5,605.47	11,000.00	50.96%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 19-20
JANUARY, FEBRUARY, MARCH 2020 & YTD ACTUALS VERSUS BUDGET

	Jan 20	Feb 20	Mar 20	Oct '19 - Mar 20	Budget	% of Budget
526.400 · Travel & Per Diem	942.20	0.00	0.00	942.20	4,000.00	23.56%
526.410 · Phones, Station & Cell	1,264.47	1,527.57	1,182.12	6,107.63	10,500.00	58.17%
526.411 · Advertising	0.00	0.00	0.00	0.00	400.00	0.0%
526.412 · Postage & Freight	0.00	0.00	0.00	0.00	350.00	0.0%
526.430 · Utilities						
430.05 · Electric & Propane	1,027.79	685.61	779.18	5,808.37	11,500.00	50.51%
430.06 · Water	150.35	116.02	532.02	1,489.96	3,200.00	46.56%
Total 526.430 · Utilities	1,178.14	801.63	1,311.20	7,298.33	14,700.00	49.65%
526.440 · Rental & Leases	0.00	377.60	543.59	2,053.99	4,500.00	45.64%
526.450 · Insurance & Risk Management						
450.08 · Package Policy	0.00	8,352.00	0.00	22,277.00	33,417.00	66.66%
450.09 · Auto	0.00	2,539.00	0.00	6,770.67	10,156.00	66.67%
450.10 · Disability Insurance	0.00	0.00	0.00	2,793.87	3,500.00	79.83%
Total 526.450 · Insurance & Risk Management	0.00	10,891.00	0.00	31,841.54	47,073.00	67.64%
526.46 · Repair & Maintenance						
526.460 · Repair & Maint - Equipment	541.00	1,675.00	218.00	13,019.92	41,250.00	31.56%
526.461 · Repair & Maint - Buildings	510.00	208.00	1,882.75	4,510.25	25,000.00	18.04%
526.462 · Repair & Maint - Vehicles	785.42	1,558.48	342.38	4,009.37	25,000.00	16.04%
Total 526.46 · Repair & Maintenance	1,836.42	3,441.48	2,443.13	21,539.54	91,250.00	23.61%
526.470 · Printing & Binding	0.00	0.00	0.00	0.00	1,250.00	0.0%
526.490 · General Dept. - Misc.						
490.08 · Computer/IT Services	0.00	0.00	0.00	170.00	6,000.00	2.83%
490.10 · Employee Assistance Program	180.00	90.00	90.00	630.00	1,100.00	57.27%
490.12 · Membership & Retention	0.00	0.00	0.00	0.00	2,500.00	0.0%
Total 526.490 · General Dept. - Misc.	180.00	90.00	90.00	800.00	9,600.00	8.33%
526.491 · Training - Instructor Fees, Edu						
491.06 · ACE with 12-lead	0.00	0.00	0.00	0.00	2,400.00	0.0%
491.07 · ACLS/PALS	0.00	0.00	2,225.00	2,225.00	1,500.00	148.33%
491.08 · ClinCon or EMS Expo	960.00	0.00	0.00	960.00	1,760.00	54.55%
491.10 · Misc. Training/Books	0.00	0.00	0.00	0.00	900.00	0.0%
491.11 · Advanced Airway Management	0.00	0.00	0.00	0.00	2,400.00	0.0%
491.12 · Handtevy PALS class	0.00	0.00	0.00	0.00	1,750.00	0.0%
491.20 · Advanced Stroke Life Support	0.00	700.00	0.00	700.00	2,400.00	29.17%
491.21 · Florida Mass Casualty Triage	0.00	0.00	0.00	0.00	900.00	0.0%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 19-20
JANUARY, FEBRUARY, MARCH 2020 & YTD ACTUALS VERSUS BUDGET

	Jan 20	Feb 20	Mar 20	Oct '19 - Mar 20	Budget	% of Budget
491.22 · Fire EMS Academy	0.00	0.00	0.00	1,720.00	0.00	100.0%
Total 526.491 · Training - Instructor Fees, Edu	960.00	700.00	2,225.00	5,605.00	14,010.00	40.01%
526.510 · Office Supplies	81.08	377.89	126.28	2,137.73	2,500.00	85.51%
526.520 · Operating Supplies						
520.09 · Station Supplies	212.78	531.49	5,824.43	7,732.04	9,750.00	79.3%
520.10 · Medical Supplies	4,367.83	3,445.91	5,199.79	18,949.28	52,000.00	36.44%
520.11 · Uniforms & Membership Supplies	0.00	0.00	4,338.10	4,701.70	4,500.00	104.48%
520.13 · Small Tools	0.00	0.00	0.00	0.00	4,780.00	0.0%
Total 526.520 · Operating Supplies	4,580.61	3,977.40	15,362.32	31,383.02	71,030.00	44.18%
526.522 · Fuel - Diesel	893.02	819.35	0.00	4,656.41	14,000.00	33.26%
526.524 · Medicine & Drugs	1,617.59	1,099.62	1,305.74	5,856.51	22,600.00	25.91%
526.540 · Dues, Subscriptions	0.00	0.00	0.00	0.00	450.00	0.0%
526.6 · Capital Expenditures						
526.620 · Capital Outlay - Buildings	17,066.08	23,035.00	0.00	40,101.08	32,012.00	125.27%
526.641 · Capital Outlay - Vehicles	0.00	0.00	0.00	0.00	225,000.00	0.0%
Total 526.6 · Capital Expenditures	17,066.08	23,035.00	0.00	40,101.08	257,012.00	15.6%
Total 1300 · Key Largo EMS	55,147.00	75,366.37	49,865.56	353,923.41	916,899.00	38.6%
Total Expenditures	208,229.15	203,009.29	198,179.56	1,427,539.28	3,233,690.00	44.15%
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures	-10,371.60	-44,723.90	-95,095.92	1,754,526.46	571,287.00	307.12%
511.911 · Transfer to Veh & Equip Fund	18,750.00	18,750.00	18,750.00	112,500.00	225,000.00	50%
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures after transfer to Reserves	\$ (29,121.60)	\$ (63,473.90)	\$ (113,845.92)	\$ 1,642,026.46	\$ 346,287.00	474%



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting

Date: February 11, 2020

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

1. Meeting was called to order at 6:32 pm by President Scott Robinson.
2. Approval of Agenda
Ken Edge, seconded by Dawn DeBrule moved approval of the agenda. Motion carried.
3. Announcements
Dr. Morrison will become the Medical Director as of February 1, 2020.
4. Public Comment - No public comment.
5. Approval of Minutes
Dawn DeBrule, seconded by Ken Edge moved approval of the January, 2020 minutes. Motion carried.
6. Treasurer's Report
Tess Marra reported a balance of \$ 190,194.00 as of January 31, 2020. Ken Edge, seconded by Dawn DeBrule moved approval of the treasurer's report. Motion carried. Medicare has paid the monies that were due.
7. Committee Reports - No report.
8. Legal Report
Jack Bridges reported that the contract negotiations are continuing. There are three main issues to be addressed at this time: complaints, budget language clarification and political activities acceptable to the District. Language addressing these issues has been sent to the District's attorney.
9. Membership Review
Tess Marra reported that Sebastian Rincon has completed his training requirements and he has requested that he begin receiving reimbursement. Ken Edge, seconded by Dawn DeBrule moved approval. Motion carried.

Tess Marra reported that John Wilson has submitted a letter of resignation.



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

The Chief reported that Justin Otomo has been hired by Marathon.

Scott Robinson reported that applications for membership/testing will be accepted and the applicant will be tested and interviewed at the time the application is submitted. There will be no further waiting to accumulate applications and the setting of a testing date.

10. Old Business

Contract Status – Negotiations are ongoing with the following changes suggested by the Corps' attorney, Jack Bridges:

- A. Upon motion and second by Ken Edge and Dawn DeBrule respectively, the length of the contract shall be for three years. Motion carried.
- B. Upon motion and second by Scott Robinson and Dawn DeBrule, respectively, the only complaints to be submitted to the District will be written complaints received by the Corps. Motion carried.
- C. Upon motion and second by Ken Edge and Dawn DeBrule, respectively, the language concerning political activities will be the language provided to the District by Jack Bridges. Motion carried.
- D. Upon motion and second by Dawn DeBrule and Tess Marra respectively, the contract, as amended with the changes above, was approved with the following voice vote:

Dawn DeBrule	yes
Tess Marra	yes
Scott Robinson	yes
Ken Edge	yes

11. New Business - None

12. Membership Discussion

4 members attended training at the University of Miami. The crew quarters have been completed. Justin Otomo requested that patches be obtained for trading as there have been requests for patches from First Responders traveling through the Keys as well as from the Keys Naval Station personnel.

13. Adjournment

There being no further business, Ken Edge seconded by Tess Marra moved adjournment. Motion carried. Meeting adjourned at 7:08 pm.

Kay Cullen
Recording Secretary



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: FEBRUARY 11, 2020

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
 - A. Contract Status Update
11. New Business
12. Membership Discussion
13. Adjournment

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

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
Beginning Balance	\$4,025.76	\$2,118.76	\$240.24	\$1,615.76	\$182,193.48	\$190,194.00
Revenues						
Interest	2.35	0.70	0.02	0.13		3.20
Medical Fees	62,998.90					62,998.90
Medical Transcripts		8.00				8.00
KL Fire Rescue & EMS Reimb		24,629.79				24,629.79
Donations		50.00				50.00
Educational Income						0.00
Uncollected Income/Adjustmts	-26,152.77					-26,152.77
Misc Inc - Grant						0.00
Total Revenues	\$36,848.48	\$24,688.49	\$0.02	\$0.13	\$0.00	\$61,537.12
Expenditures						
Advertising						0.00
Medical Billing Refunds	178.29					178.29
Payroll Expenses	26,195.48	22,977.77				49,173.25
Supplies		246.19				246.19
Professional Fees						0.00
Dues & Membership						0.00
Bank Service Charges	61.44					61.44
Licenses						0.00
Repairs						0.00
Total Expenditures	\$26,435.21	\$23,223.96	\$0.00	\$0.00	\$0.00	\$49,659.17
Ending Balance	\$14,439.03	\$3,583.29	\$240.26	\$1,615.89	\$182,193.48	\$202,071.95
TRANSFERS	0.00	0.00	0.00	0.00		0.00
Balance before Adjustment	14,439.03	3,583.29	240.26	1,615.89	182,193.48	202,071.95
Adjustment to arrive at Actual	21,590.24	3,702.91	0.00	0.00	0.00	25,293.15
ACTUAL BALANCE @ MO END	\$36,029.27	\$7,286.20	\$240.26	\$1,615.89	\$182,193.48	\$227,365.10



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: February 11, 2020

Board members in attendance were Markus Golling, Jason Mumper, Don Conord, Jonathan Ramey and Andre Castro. A quorum was present. Chief Don Bock was also in attendance. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 7:14 pm by President, Jason Mumper. .
2. Approval of Agenda
Markus Golling seconded by Don Conord moved approval of the agenda. Motion carried.
3. Announcements
Markus Golling congratulated the KLVAC crew for a job well done at the Dagny Johnson State Park call. He stated that an all-terrain vehicle would have made the call go more smoothly due to the distances involved in reaching the patient.
4. Public Comment - None
5. Approval of Minutes
Don Conord seconded by Jonathan Ramey moved approval of the January 2020 minutes. Motion carried.
6. Approval of Treasurer's Report
Markus Golling reported that there were total assets of \$43,356.05 as of January 31, 2020. Don Conord seconded by Andre Castro moved approval of the January 2020 Treasurer's Report. Motion carried.
7. Committee Reports - None
8. Benevolent Report - None
9. Legal Report
The fire department contract will mirror the ambulance corps' contract.
10. Membership Review
There was discussion concerning the fact that the application for membership/employment needs to be on the website to expedite the application process. There was also discussion concerning requiring the PAT testing to be done at the time of application instead of relying on yearly testing and the submission of a PAT testing card within the past year. No action was taken with regard to these two issues.



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

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11. Old Business

Markus Golling, seconded by Jonathan Ramey moved that Tina from DeMoss Group take over the management of the 401k plan. Motion carried as follows:

Markus Golling	yes
Don Conord	yes
Jonathan Ramey	yes
Jason Mumper	yes
Andre Castro	yes

The Chief reported that the donation letter will be delivered to the post office within the next week. The corporation will bear the cost of producing and mailing this letter.

12. New Business

- A. Contract Update: The contract between the District and the Ambulance Corps is still in the negotiation phase.
- B. New Legal Representation: Markus Golling suggested that Marlo DeMoss from the DeMoss Group act as legal representative for the Fire Department. Jack Bridges announced that he would remain as counsel until such time as new representation can be formalized and the new contract approved.
- C. By-Law Committee: Upon motion and second by Markus Golling and Don Conord respectively, an email will be sent to the membership to ascertain who might be interested in forming a by-law committee to review and update the by-laws. Motion carried.
- D. Purchase of ATV: Upon motion and second by Markus Golling and Jonathan Ramey, a fact-finding committee will be formed to ascertain the need for the purchase of an ATV. Motion carried.
- E. 401k Match Increase: Upon motion and second by Markus Golling and Andre Castro, the matching amount for the 401k will be raised from 6% to 7% for so long as there are budgeted monies to do so. Motion carried as follows:

Markus Golling	yes
Jason Mumper	yes
Andre Castro	yes
Don Conord	yes
Jonathan Ramey	yes

The Chief cautioned that once the budgeted funds have been depleted for this, there will be no more funds added to this line item.

13. Membership Discussion

Discussion was held concerning the need for new mattresses as well as better lighting in the bay.



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14. Adjournment

There being no further business, the meeting was adjourned at 7:53 PM upon motion and second by Markus Golling and Don Conord.

Kay Cullen
Recording Secretary



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

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305-451-4699 fax

info@keylargofire.com

Business Meeting DATE: FEBRUARY 11, 2020 AMENDED AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcement
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Benevolent Association Report
9. Legal Report
10. Membership Review
11. Old Business
 - A. 401 K Accounts Management
12. New Business
 - A. Contract Status Update
 - B. New Legal Representation
 - C. By-Law Committee
 - D. Purchase of ATV
 - E. Increase in 401K match
13. Membership Discussion
14. Adjournment

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
Beginning Balance	\$42,738.64	\$0.03	\$613.20	\$3.19	\$43,355.06
<u>Revenues</u>					
Revenues & Reimbursements	97,274.45				\$97,274.45
Donations					0.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	3.04		0.05		3.09
Total Revenues	\$97,277.49	\$0.00	\$0.05	\$0.00	\$97,277.54
<u>Expenditures</u>					
Payroll Expenses	94,469.83	0.00	0.00	0.00	\$94,469.83
Employee's Share Health Insurance	-943.86	0.00	0.00	0.00	-943.86
Health Insurance	9,640.04	0.00	0.00	0.00	9,640.04
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
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
Training	597.50	0.00	0.00	0.00	597.50
Supplies	0.00	0.00	0.00	0.00	0.00
T-Shirts	0.00	0.00	0.00	0.00	0.00
Total Expenditures	\$103,763.51	\$0.00	\$0.00	\$0.00	\$103,763.51
Ending Balance	\$36,252.62	\$0.03	\$613.25	\$3.19	\$36,869.09
TRANSFERS					0.00
Balance before Adjustment	\$36,252.62	\$0.03	\$613.25	\$3.19	\$36,869.09
Adjustment to arrive at Actual	-17.45	0.00	0.00	0.00	-17.45
ACTUAL BALANCE @ MO END	\$36,270.07	\$0.03	\$613.25	\$3.19	\$36,886.54
*Payroll Liabilities	-\$17.45				
Fixed Asset Purchases	\$0.00				
Total Adjustments	-\$17.45				

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 03/01/2020 to 03/31/2020

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
142-Brush or brush-and-grass mixture fire	2	11	5.50	0.77	0.39	2.58	5.16
151-Outside rubbish, trash or waste fire	1	2	2.00	0.08	0.08	0.16	0.16
161-Outside storage fire	1	6	6.00	0.95	0.95	5.70	5.70
311-Medical assist, assist EMS crew	5	18	3.60	2.82	0.56	2.19	10.93
321-EMS call, excluding vehicle accident with injury	11	33	3.00	1.78	0.16	0.38	4.15
322-Motor vehicle accident with injuries	4	16	4.00	1.75	0.44	2.08	8.32
324-Motor vehicle accident with no injuries.	1	3	3.00	1.72	1.72	5.16	5.16
412-Gas leak (natural gas or LPG)	1	3	3.00	0.25	0.25	0.75	0.75
444-Power line down	1	2	2.00	0.55	0.55	1.10	1.10
445-Arcing, shorted electrical equipment	1	4	4.00	0.32	0.32	1.28	1.28
531-Smoke or odor removal	1	4	4.00	0.27	0.27	1.08	1.08
542-Animal rescue	1	4	4.00	0.58	0.58	2.32	2.32
551-Assist police or other governmental agency	2	8	4.00	0.86	0.43	1.82	3.64
554-Assist invalid	1	4	4.00	0.80	0.80	3.20	3.20
561-Unauthorized burning	1	6	6.00	0.77	0.77	4.62	4.62
571-Cover assignment, standby, moveup	2	4	2.00	1.60	0.80	1.86	3.72
600-Good intent call, other	1	2	2.00	0.23	0.23	0.46	0.46
611-Dispatched & canceled en route	14	40	2.86	0.32	0.02	0.06	0.79
622-No incident found on arrival at dispatch address	1	3	3.00	0.25	0.25	0.75	0.75
651-Smoke scare, odor of smoke	1	0	0.00	0.12	0.12	0.00	0.00
700-False alarm or false call, other	1	2	2.00	0.03	0.03	0.06	0.06
733-Smoke detector activation due to malfunction	2	8	4.00	0.00	0.00	0.00	0.00
735-Alarm system sounded due to malfunction	2	10	5.00	0.35	0.17	0.88	1.75
740-Unintentional transmission of alarm, other	1	6	6.00	0.12	0.12	0.72	0.72
743-Smoke detector activation, no fire - unintentional	1	2	2.00	0.03	0.03	0.06	0.06
745-Alarm system activation, no fire - unintentional	2	4	2.00	0.20	0.10	0.30	0.60
900-Special type of incident, other	2	4	2.00	3.88	1.94	3.76	7.52
Blank. Incident Type not Entered	2	0	0.00	0.00	0.00	0.00	0.00
Total and Averages for all Incident Types	66	209	3.17	21.40	0.32		74.00

NFPA Analysis Report

Key Largo Fire Department

Date Range: From 03/01/2020 to 03/31/2020

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)	1	0	0	\$0
16. Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	2	0	0	
17. Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150-155)	1	0	0	
18. All Other Fires. (IT 100, 160, 163)	0	0	0	\$0
19. TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18)	4	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	20			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	9			
22. Mutual Aid or Assistance Responses Given	2			
23a. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	1			
23b. Other Hazardous Conditions (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	2			
24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	28			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	66			

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)	4
3. Unintentional (tripping on Interior device accidentally etc.) (IT 740-749)	4
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	1

Incident Run Log

Key Largo Fire Department

Date Range: From 03/01/2020 to 03/31/2020

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
03/08/2020	38032	2020-000185	21:09	9943	OVERSEAS HWY		Brush or brush-and-grass mixture fire	0.2
03/22/2020	38032	2020-000220	20:11	1009	OVERSEAS HWY		Brush or brush-and-grass mixture fire	0.6
03/18/2020	38032	2020-000212	15:32	430	BARRACUDA BLVD		Outside rubbish, trash or waste fire	0.1
03/06/2020	38032	2020-000178	00:04	29	GARDEN COVE DR - 106 MM		Outside storage fire	0.9
03/10/2020	38032	2020-000186	14:36	1053	OVERSEAS HWY		Medical assist, assist EMS crew	0.2
03/14/2020	38032	2020-000196	13:17	9949	OVERSEAS HWY	312	Medical assist, assist EMS crew	0.9
03/15/2020	38032	2020-000201	09:11	24	COCONUT DR		Medical assist, assist EMS crew	0.4
03/27/2020	38032	2020-000225	01:30	1016	OVERSEAS HWY	F94	Medical assist, assist EMS crew	0.5
03/30/2020	38032	2020-000231	01:44	25	CORMORANT DR		Medical assist, assist EMS crew	0.8
03/03/2020	38032	2020-000171	13:07	8	BONEFISH AVE		EMS call, excluding vehicle accident with injury	0.3
03/04/2020	38032	2020-000174	20:50	1079	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.5
03/12/2020	38032	2020-000190	08:50	1043	OVERSEAS HWY	C6	EMS call, excluding vehicle accident with injury	0.3
03/12/2020	38032	2020-000192	22:27	9700	OVERSEAS HIGHWAY	335	EMS call, excluding vehicle accident with injury	0.1
03/14/2020	38032	2020-000197	16:08	1040	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.2
03/14/2020	38032	2020-000199	17:30	1039	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.1
03/15/2020	38032	2020-000203	10:45	120	1 TER		EMS call, excluding vehicle accident with injury	0.1
03/19/2020	38032	2020-000213	07:45	41	OCEAN DR 97 MM OC		EMS call, excluding vehicle accident with injury	0.0
03/21/2020	38032	2020-000218	13:09	26	MARLIN AVE NORTH		EMS call, excluding vehicle accident with injury	0.1
03/22/2020	38032	2020-000219	19:15	1	EAST DR		EMS call, excluding vehicle accident with injury	0.1
03/22/2020	38032	2020-000221	21:01	1	EAST DRIVE		EMS call, excluding vehicle accident with injury	0.1
03/05/2020	38032	2020-000175	16:17	1009	OVERSEAS HWY		Motor vehicle accident with injuries	0.6
03/05/2020	38032	2020-000176	17:16	9970	OVERSEAS HWY		Motor vehicle accident with injuries	0.3
03/07/2020	38032	2020-000181	12:24	98M	US1	SB	Motor vehicle accident with injuries	0.8
03/10/2020	38032	2020-000187	15:10		PARK DR / 101 MM GU		Motor vehicle accident with injuries	0.1
03/15/2020	38032	2020-000202	10:06		US1		Motor vehicle accident with no injuries.	1.7
03/03/2020	38032	2020-000172	22:52	1026	OVERSEAS HWY		Gas leak (natural gas or LPG)	0.3
03/04/2020	38032	2020-000173	13:16	1002	OVERSEAS HWY		Power line down	0.6
03/11/2020	38032	2020-000188	15:09	1015	OVERSEAS HWY	114	Arcing, shorted electrical equipment	0.3
03/15/2020	38032	2020-000200	04:45	300	OCEAN DR 99.8 MM OC	3	Smoke or odor removal	0.3
03/06/2020	38032	2020-000180	19:17	500	ST CROIX PL		Animal rescue	0.6
03/15/2020	38032	2020-000205	12:45	9821	OVERSEAS HIGHWAY		Assist police or other governmental agency	0.3
03/18/2020	38032	2020-000211	15:28	183	LONG KEY RD		Assist police or other governmental agency	0.5
03/20/2020	38032	2020-000216	13:12	225	UPPER MATECUMBE RD		Assist invalid	0.8
03/19/2020	38032	2020-000215	20:24	185	CORRINE PL		Unauthorized burning	0.8
03/14/2020	38032	2020-000198	16:38	220	REEF ROAD 106 MM		Cover assignment, standby, moveup	0.9
03/28/2020	38032	2020-000226	18:50	43	SOUTH BRIDGE LN		Cover assignment, standby, moveup	0.7
03/05/2020	38032	2020-000177	20:59	1060	OVERSEAS HWY		Good intent call, other	0.2
03/01/2020	38032	2020-000169	04:16	308	ATLANTIC BLVD		Dispatched & canceled en route	0.0
03/02/2020	38032	2020-000170	12:15	1016	OVERSEAS HWY		Dispatched & canceled en route	0.0
03/08/2020	38032	2020-000184	20:17	9943	OVERSEAS HWY		Dispatched & canceled en route	0.0
03/13/2020	38032	2020-000195	12:12	51	GARDEN COVE DR 106.5 MM		Dispatched & canceled en route	0.1
03/15/2020	38032	2020-000206	12:28	9949	OVERSEAS HWY		Dispatched & canceled en route	0.0
03/15/2020	38032	2020-000207	13:06	809	S EMERALD DRIVE		Dispatched & canceled en route	0.0
03/18/2020	38032	2020-000208	12:34	1010	OVERSEAS HWY	OFC	Dispatched & canceled en route	0.0
03/21/2020	38032	2020-000217	11:06	1014	OVERSEAS HWY		Dispatched & canceled en route	0.0
03/28/2020	38032	2020-000228	07:15	108	LORELANE PL		Dispatched & canceled en route	0.0
03/28/2020	38032	2020-000227	12:40	29	BASS AVE		Dispatched & canceled en route	0.0
03/29/2020	38032	2020-000230	10:13	77	LAKESHORE DRIVE		Dispatched & canceled en route	0.0
03/29/2020	38032	2020-000234	13:00	43	FLORIDA AVE		Dispatched & canceled en route	0.0
03/29/2020	38032	2020-000232	16:40	266	LEE AVE		Dispatched & canceled en route	0.0
03/31/2020	38032	2020-000236	02:27	1060	OVERSEAS HWY	1701	Dispatched & canceled en route	0.0
03/15/2020	38032	2020-000204	11:35	393	LARGO RD / 106 MM GU		No incident found on arrival at dispatch address	0.0
03/29/2020	38032	2020-000229	10:03	1079	OVERSEAS HWY		Smoke scare, odor of smoke	0.1
03/12/2020	38032	2020-000191	12:45	1014	OVERSEAS HWY		False alarm or false call, other	0.0
03/11/2020	38032	2020-000189	17:54	56	BUTTONWOOD DR		Smoke detector activation due to malfunction	0.0
03/30/2020	38032	2020-000235	19:30	220	REEF ROAD 106 MM		Smoke detector activation due to malfunction	0.0
03/18/2020	38032	2020-000209	13:53	528	CARIBBEAN DR		Alarm system sounded due to malfunction	0.2
03/18/2020	38032	2020-000210	14:37	527	CARIBBEAN DR		Alarm system sounded due to malfunction	0.1
03/19/2020	38032	2020-000214	08:03	1014	OVERSEAS HWY		Unintentional transmission of alarm, other	0.1

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
03/13/2020	38032	2020-000193	02:25	480	BAHIA AVE		Smoke detector activation, no fire - unintentional	0.0
03/08/2020	38032	2020-000183	09:23	125	LORELANE PL		Alarm system activation, no fire - unintentional	0.2
03/13/2020	38032	2020-000194	09:50	1	EAST DRIVE 99MM OC		Alarm system activation, no fire - unintentional	0.0
03/06/2020	38032	2020-000179	17:59	500	ST CROIX PL		Special type of incident, other	1.9
03/25/2020	38032	2020-000223	15:15	1	EAST DRIVE 99MM OC		Special type of incident, other	2.0
03/07/2020	38032	2020-000182	19:29		US1			0.0
03/26/2020	38032	2020-000224	08:13	8900	OVERSEAS HIGHWAY			0.0

Total Number of Incidents: 66








Total Length of Incidents: 21.2 Hours

Alarms by Day of Week

Key Largo Fire Department

Date Range: From 03/01/2020 to 03/31/2020

Fixed Property:

Day of Week		Totals
Sunday		19
Monday		3
Tuesday		5
Wednesday		10
Thursday		10
Friday		8
Saturday		11

No Date 0
Total Alarms 66

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 04/01/2020 to 04/30/2020

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
111-Building fire	1	8	8.00	2.20	2.20	17.60	17.60
140-Natural vegetation fire, other	1	3	3.00	1.65	1.65	4.95	4.95
142-Brush or brush-and-grass mixture fire	1	5	5.00	0.35	0.35	1.75	1.75
311-Medical assist, assist EMS crew	2	7	3.50	0.68	0.34	1.20	2.39
320-Emergency medical service incident, other	3	12	4.00	0.92	0.31	1.23	3.68
321-EMS call, excluding vehicle accident with injury	1	4	4.00	0.37	0.37	1.48	1.48
322-Motor vehicle accident with injuries	1	8	8.00	0.33	0.33	2.64	2.64
323-Motor vehicle/pedestrian accident (MV Ped)	1	8	8.00	0.20	0.20	1.60	1.60
411-Gasoline or other flammable liquid spill	1	4	4.00	0.62	0.62	2.48	2.48
412-Gas leak (natural gas or LPG)	1	3	3.00	0.38	0.38	1.14	1.14
421-Chemical hazard (no spill or leak)	1	4	4.00	1.07	1.07	4.28	4.28
444-Power line down	1	4	4.00	0.23	0.23	0.92	0.92
445-Arcing, shorted electrical equipment	1	5	5.00	0.23	0.23	1.15	1.15
551-Assist police or other governmental agency	1	4	4.00	1.25	1.25	5.00	5.00
553-Public service	1	3	3.00	0.07	0.07	0.21	0.21
561-Unauthorized burning	1	3	3.00	0.17	0.17	0.51	0.51
611-Dispatched & canceled en route	10	33	3.30	1.51	0.15	0.48	4.78
700-False alarm or false call, other	5	23	4.60	1.04	0.21	1.06	5.29
743-Smoke detector activation, no fire - unintentional	1	6	6.00	0.27	0.27	1.62	1.62
900-Special type of incident, other	1	4	4.00	0.70	0.70	2.80	2.80
Blank. Incident Type not Entered	2	0	0.00	0.10	0.05	0.00	0.00
Total and Averages for all Incident Types	38	151	3.97	14.34	0.38	66.27	66.27

NFPA Analysis Report

Key Largo Fire Department

Date Range: From 04/01/2020 to 04/30/2020

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)	1	0	0	\$0
10. Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	0	0	0	\$0
11. Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	0	0	0	\$0
12. Other Structures** (outbuildings, bridges, etc.) (FPU 900-999)	0	0	0	\$0
13. TOTALS FOR STRUCTURE FIRES (SHOULD BE SUM OF LINES 5 THROUGH 12)	1	0	0	\$0

B. OTHER FIRE AND INCIDENTS

14a. Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	0	0	0	\$0
14b. Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	0	0	0	\$0
15. Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc. (IT 140, 141, 161, 162, 164, 170-173)	1	0	0	\$0
16. Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	1	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)	3	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	6			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	6			
22. Mutual Aid or Assistance Responses Given	3			
23a. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	3			
23b. Other Hazardous Conditions (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	2			
24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	15			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	38			

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) IT 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	1

BREAKDOWN OF FALSE ALARM RESPONSES

1. Malicious, Mischievous False Call (IT 710-715)	0
2. System Malfunction (IT 700-739)	0
3. Unintentional (tripping on Interior device accidentally etc.) (IT 740-749)	1
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	5

Incident Run Log

Key Largo Fire Department

Date Range: From 04/01/2020 to 04/30/2020

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
04/08/2020	38032	2020-000249	16:44	9960	OVERSEAS HWY		Building fire	2.2
04/28/2020	38032	2020-000272	16:06	1115	CALDER RD		Natural vegetation fire, other	1.6
04/01/2020	38032	2020-000237	02:08		ADAMS CUT / 103 MM OC		Brush or brush-and-grass mixture fire	0.3
04/12/2020	38032	2020-000256	20:45	794	NARRAGANSETT LN		Medical assist, assist EMS crew	0.3
04/26/2020	38032	2020-000270	18:14	7	SUNSET RD	5	Medical assist, assist EMS crew	0.3
04/09/2020	38032	2020-000250	17:54	800	OAKWOOD AVE		Emergency medical service incident, other	0.5
04/10/2020	38032	2020-000252	08:19	60	SHORELAND DR		Emergency medical service incident, other	0.1
04/28/2020	38032	2020-000271	02:02	13	BONITA AVE		Emergency medical service incident, other	0.3
04/12/2020	38032	2020-000255	18:11	804	OAKWOOD AVE		EMS call, excluding vehicle accident with injury	0.4
04/03/2020	38032	2020-000242	15:55	101	US1	NB	Motor vehicle accident with injuries	0.3
04/25/2020	38032	2020-000267	11:14		US1	SB	Motor vehicle/pedestrian accident (MV Ped)	0.2
04/06/2020	38032	2020-000245	10:12	112	US1		Gasoline or other flammable liquid spill	0.6
04/21/2020	38032	2020-000262	22:56	121	POINT PLEASANT DR		Gas leak (natural gas or LPG)	0.4
04/25/2020	38032	2020-000266	09:50	702	GARDEN STATE LN		Chemical hazard (no spill or leak)	1.1
04/17/2020	38032	2020-000259	13:20	828	RUBY DR		Power line down	0.2
04/24/2020	38032	2020-000264	23:13	112	OCEAN BAY DR		Arcing, shorted electrical equipment	0.2
04/09/2020	38032	2020-000251	22:10		800 OAKWOOD AVE		Assist police or other governmental agency	1.3
04/30/2020	38032	2020-000274	13:54	9798	OVERSEAS HWY		Public service	0.1
04/21/2020	38032	2020-000261	16:25	15	PARK DRIVE		Unauthorized burning	0.0
04/01/2020	38032	2020-000238	07:36	1003	OVERSEAS HWY		Dispatched & canceled en route	0.1
04/01/2020	38032	2020-000239	15:15	9902	OVERSEAS HWY		Dispatched & canceled en route	0.0
04/01/2020	38032	2020-000240	18:23	208	WILDWOOD CIR		Dispatched & canceled en route	1.0
04/04/2020	38032	2020-000243	13:21	809	N TOPAZ AVE		Dispatched & canceled en route	0.0
04/07/2020	38032	2020-000246	04:54	430	LIME DR		Dispatched & canceled en route	0.4
04/07/2020	38032	2020-000247	08:35	46	MARLIN AVE		Dispatched & canceled en route	0.0
04/08/2020	38032	2020-000248	07:12	106	MARINA AVE		Dispatched & canceled en route	0.0
04/11/2020	38032	2020-000254	16:51	1015	OVERSEAS HWY	86	Dispatched & canceled en route	0.0
04/16/2020	38032	2020-000258	13:29	1015	OVERSEAS HWY		Dispatched & canceled en route	0.0
04/18/2020	38032	2020-000260	09:27		MICHAEL DR / 103.2 MM GU		Dispatched & canceled en route	0.2
04/05/2020	38032	2020-000244	12:49	56	BUTTONWOOD DR / 100.5 MM		False alarm or false call, other	0.3
04/10/2020	38032	2020-000253	22:49		SILVER SHORES / 96 MM OC		False alarm or false call, other	0.3
04/15/2020	38032	2020-000257	08:05	1060	OVERSEAS HWY		False alarm or false call, other	0.1
04/25/2020	38032	2020-000265	09:09	1004	OVERSEAS HWY		False alarm or false call, other	0.3
04/25/2020	38032	2020-000269	09:35	1004	OVERSEAS HWY		False alarm or false call, other	0.0
04/24/2020	38032	2020-000263	13:23	816	NARRAGANSETT LN		Smoke detector activation, no fire - unintentional	0.3
04/25/2020	38032	2020-000268	11:43	9871	OVERSEAS HWY		Special type of incident, other	0.7
04/02/2020	38032	2020-000241	13:49	1	EAST DRIVE 99MM OC			0.0
04/29/2020	38032	2020-000273	16:39	9820	OVERSEAS HWY			0.1








Total Number of Incidents: 38

Total Length of Incidents: 14.5 Hours

Alarms by Day of Week

Key Largo Fire Department

Date Range: From 04/01/2020 to 04/30/2020
Fixed Property:

Day of Week		Totals
Sunday		4
Monday		1
Tuesday		6
Wednesday		8
Thursday		5
Friday		6
Saturday		8

No Date 0
Total Alarms 38