



## 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

June 22, 2020

*(Virtual Zoom Meeting)*

1. AGENDA

1a. Call to Order

1b. Roll Call

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of June 22, 2020 District Meeting Agenda

2b. Approval of Minutes

2b.1 May 18, 2020 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

6a. Fire Hydrant Report (Thomas)

6b. DISCUSSION: Fact-Finding Committee & Audits Results (Conklin)

7. NEW BUSINESS

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

7b. DISCUSSION: KLVFD 2020 Annual Report (Allen)

7c. PRESENTATION: District Financial Audit 09/30/19 for FY 18-19 (Johnson)

7d. MOTION/APPROVAL: Resolution #2020-002 Budget Amendment (Johnson)

8. FINANCIAL REPORT

9. LEGAL COUNSEL REPORT



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

### DISTRICT MEETING AGENDA

(Continued)

June 22, 2020

#### 10. AMBULANCE CORPS REPORT

**10a. KLVAC Monthly Reports: 200430**

#### 11. FIRE DEPARTMENT REPORT

**11a. KLVFD Monthly Reports: 200430 & Call Logs**

**11b. KLVFD Performance Report: 200531**

#### 12. COMMISSIONER ITEMS

#### 13. NEXT MEETING

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

#### 14. ADJOURN

#### NEXT MEETINGS

July 13, 2020 Strategic Planning Workshop & District Meeting

July 27, 2020 KLVFD Budget Workshop & District Meeting

August 10, 2020 District Budget Workshop & District Meeting

August 24, 2020 District Budget Workshop & District Meeting

September 14, 2020 1<sup>st</sup> Public Hearing & District Meeting\*

September 21, 2020 Final Public Hearing & District Meeting (Previously 9/28/20)\*

\* Need to confirm County/School Board 1<sup>st</sup> & Final Public Hearings

#### DOCUMENTS

AI 2a. District Meeting Agenda

AI 2b.1 District Meeting Minutes 05/18/20

AI 7a. KLVAC Department Contract

AI 7b. KLVFD 2020 Annual Report

AI 7c. District Financial Audit FY 18-19

AI 7d. Resolution #2020-002 Budget Amendment

AI 10a. KLVAC Monthly Reports: 200430 for March & Call Logs: February, March, April, May

AI 11a. KLVFD Monthly Reports: 200430 for March & April Treasurer's Report

AI 11b. KLVFD Performance Report: 200531

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



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

### DISTRICT MEETING MINUTES

May 18, 2020 – **DRAFT**

#### 1. AGENDA

##### 1a. Call to Order

Chairman Allen called the Zoom video conference District Meeting to order at 6:01 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.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. Approval of May 18, 2020 District Meeting Agenda

Chairman Allen removed Item 7a and found good cause to add emergency Item 7a.1 Department Contract Renewal.

***MOTION:*** Commissioner Thomas made a motion ***to approve the May 18, 2020 District Meeting Agenda, as amended, to remove Item 7a and add emergency Item 7a.1 Department Contract Renewal.*** Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

##### 2b. Approval of Minutes

##### 2b.1 April 6, 2020 District Meeting Minutes

***MOTION:*** Commissioner Conklin made a motion ***to approve the April 6, 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.1 and 7c.

#### 4. CHAIRMAN REPORT

Chairman Allen asked the Medical Director, Dr. Morrison, to provide a report. The Medical Director is reviewing run reports every two weeks, and he discussed policy changes and education.

#### 5. SECRETARY REPORT

Commissioner Mirabella reported the FASD Conference in June is being cancelled.



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### 6. OLD BUSINESS

None.

### 7. NEW BUSINESS

#### 7a. MOTION/APPROVAL: Department Contract - This item was removed.

##### 7a.1 MOTION/APPROVAL: Department Contract Renewal

Final revisions to the KLVAC Annual Contract were not completed prior to May 18 meeting, and recommended approval of a temporary renewal on existing terms from May 18, 2020 to June 22, 2020. Gaelan Jones expects the final version of the Department Contract to be submitted to the Commissioners by the end of the week, for review and approval at the next District Board meeting.

**MOTION:** Commissioner Mirabella made a motion **to approve the Department Contract Renewal from May 18, 2020 to June 22, 2020.**

Commissioner Thomas seconded, and the motion was passed unanimously.

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

Commissioner Thomas discussed a potential decrease in the Ad Valorem taxes and Sales Tax as a result of Covid 19. Jennifer Johnson reported there is an increase in the department's personal protective gear and overtime as a result of Covid 19, and she is concerned on how it will affect the future negotiations with Monroe County discretionary sales tax sharing interlocal agreement.

#### 7c. DISCUSSION: State of Emergency Pay Policy

Chief Bock reported there is not a policy in place for Covid 19 overtime. Legal sent a Public Records Request to the County, Marathon and Islamorada. The Department will pursue grants.

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

Jennifer Johnson discussed the District and Fire Department Budget Line-Item Transfers.

**MOTION:** Commissioner Thomas made a motion **to approve the Budget Line-Item Transfer.** Commissioner Conklin seconded, and the motion passed unanimously.

#### 7e. DISCUSSION: Fact-Finding Committee & Audits Results – Improvement Suggestions

The Fact-Finding Committee is awaiting information. The Committee will bring options back to the Commissioners. Jennifer Johnson requested feedback for the Five-Year Operating & Capital Plan from the departments. This item will be discussed at the next District Strategic Workshop and may be placed under Old Business on the next agenda.

#### 7f. DISCUSSION: Covid-19 Funding

Frank Conklin discussed Personal Protective Equipment grant funding. The departments will review potential grants for reimbursement of hours and equipment.



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### 7g. **DISCUSSION: SAFER Grant**

Captain Garrido reported the SAFER Grant deadline was extended to May 27<sup>th</sup>. The department is applying for \$985,890 (5 employees, 3 years), which is partially reimbursed by SAFER.

### 8. **FINANCIAL REPORT**

Jennifer Johnson reported for the first six-months of the fiscal year, the District has received Ad Valorem taxes of \$3,115,793 or 89.58% of budget. The District has received \$3,182,065 or 83.63% of the total budgeted FY 2019-2020 revenues.

The District Board expenses were \$187,025 or 57.04% of budget; the Fire Department expenses were \$886,590 or 44.53% of budget; and the Corps expenses were \$353,023 or 38.6% of budget. The total District expenses were \$1,427,539 or 44.15% of budget. After the transfer of \$112,500 to the Vehicle & Equipment fund, there is a budget surplus of \$1,642,026. The last of the Ad Valorem taxes are expected in June, and the revenues need to last until September.

### 9. **LEGAL REPORT**

Gaelan Jones did not have any new items to report.

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

Scott Robinson reported the Corps is working on the budget, and the Corps pushed back the vehicle purchase. EMS is losing one employee.

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

Captain Garrido reported the apparatus (hydraulic) training was been delayed due to Covid 19. Overtime has increased as a result of Covid 19 and a lost-time accident. Captain Garrido is conducting Safety Committee Meetings.

### 12. **COMMISSIONER ITEMS**

Commissioner Thomas reported there will be a Pre-Planning Meeting for the fire hydrant project this week, and installation is scheduled to start within two weeks.

### 13. **NEXT MEETING**

#### **13a. Meeting June 8 or June 22, 2020**

The Strategic Planning Meeting was rescheduled for July 13, 2020.

**MOTION:** Commissioner Thomas made a motion ***to cancel the regularly scheduled meeting for June 8, 2020 unless there are items that require District Board approval.*** Commissioner Powers seconded the motion, and the motion passed unanimously.

### 14. **ADJOURN**

**MOTION:** Commissioner Mirabella made a motion ***to adjourn the meeting at 7:32 pm.*** This was seconded by Commissioner Conklin, and the motion passed unanimously.

***(See Next Page)***



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### **NEXT MEETINGS**

*June 8, 2020 District Meeting*

*June 22, 2020 KLVAC Budget Workshop & District Meeting*

*July 13, 2020 Strategic Planning Workshop & District Meeting*

*July 27, 2020 KLVFD Budget Workshop & District Meeting*

*August 10, 2020 District Budget Workshop & District Meeting*

*August 24, 2020 District Budget Workshop & District Meeting*

*September 14, 2020 1<sup>st</sup> Public Hearing & District Meeting\**

*September 28, 2020 Final Public Hearing & District Meeting\**

*\*Need to confirm County/School Board 1<sup>st</sup> Public Hearings*

### **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) 2<sup>nd</sup> Quarter*

*AI 10a. KLVAC Monthly Report: March*

*AI 11a. KLVFD Monthly Report: March*

*AI 11b. KLVFD Performance Reports March & April*

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

This AGREEMENT made this \_\_\_\_ day of June, 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"), 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

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

WHEREAS, the DISTRICT and the AMBULANCE CORPS desire to provide basic and advanced life support ambulance 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

WHEREAS, such Ambulance Services constitute essential services necessary to the health and safety of the residents and visitors of the KLFR & EMS District; 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 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 May 1, 2020 and expiring on April 30, 2021, unless terminated earlier in accordance with the terms and conditions hereafter provided. Unless otherwise terminated or modified as provided herein, this AGREEMENT shall automatically renew for an additional one (1) year period on the same terms and conditions as hereafter provided..

**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.

This AGREEMENT may be terminated by the DISTRICT for any reason upon at least sixty (60) days written notice to the AMBULANCE CORPS at the addresses set forth below. If said AGREEMENT should be terminated as provided in this paragraph of the Contract, the DISTRICT will be relieved of all obligations under said contract unless otherwise provided herein. Upon termination of the AGREEMENT, the DISTRICT will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits.

### **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) 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. 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 the structure as needed due to internal restructuring. 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. 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 shall produce evidence to the DISTRICT confirming its corporate standing under Florida law upon request. The AMBULANCE CORPS' membership shall, 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 corporate 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.

**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.

**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

**7.1 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. The AMBULANCE CORPS shall present such proposed rules to the DISTRICT on a semi-annual basis, via written submission of all revised rules to the DISTRICT Clerk and report to the DISTRICT board at a regularly scheduled meeting. The AMBULANCE CORPS shall additionally make such proposed rules available to the DISTRICT upon the request of any sitting District Commissioner. 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.

### **7.2 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. The AMBULANCE CORPS shall present such proposed rules to the DISTRICT on a semi-annual basis, via written submission of all revised rules to the DISTRICT Clerk and report to the DISTRICT board at a regularly scheduled meeting. The AMBULANCE CORPS shall additionally make such proposed SOG's available to the DISTRICT upon the request of any sitting District Commissioner. 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.

### **7.3 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.

## **8. 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:

## **9. 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. In accordance with the current practices of the AMBULANCE CORPS, 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 AMBULANCE CORPS shall ensure that at all times sufficient personnel are scheduled to comply with the requirements of Florida Statute Section 401.25(7), as may be amended from time to time. 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.

## **10. 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 Ambulance Corps personnel.. On the date of hire, all AMBULANCE CORPS personnel shall meet the minimum state certification and eligibility standards required for that position 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. 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 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 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.

On at least a quarterly basis, the AMBULANCE CORPS shall provide to the DISTRICT at a regularly scheduled DISTRICT Board meeting a written report detailing AMBULANCE CORPS compliance with this paragraph, specifically with regard to the adequacy of on-scene staffing.

#### **11. COMPLIANCE:**

At all times in the performance of its duties under this AGREEMENT, the AMBULANCE CORPS shall comply with all applicable State and Federal regulations, and all applicable local laws, ordinances and procedures pertaining to the operation of equipment, direction of personnel, transportation of patients, and medical care of persons.

#### **12. DISCIPLINE:**

The AMBULANCE CORPS has previously adopted a clearly identifiable, formal, progressive disciplinary process with an appropriate appeal procedure. 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.. 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 1685-1686), 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.

**18. 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.

**19. POLITICAL ACTIVITIES:**

In consultation with the DISTRICT, the AMBULANCE CORPS shall adopt a "Political Activity Policy" which requires its personnel to make reasonably clear that any personal political opinion expressed in a public forum is their own and not attributable to the AMBULANCE CORPS. If the AMBULANCE CORPS should revise, suspend, or revoke the Political Activity Policy, the AMBULANCE CORPS shall notify the DISTRICT Clerk within thirty (30) days of such decision. To the extent that the DISTRICT board provides comments or advice on the revision, suspension, or revocation of the Political Activity Policy, the AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT'S comments and advice.

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

The AMBULANCE CORPS shall clearly assign responsibility for maintaining a Facebook or other social media page 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.

#### **21. OVERALL ALERTNESS, INCLUDING VOLUNTEER ALERTNESS:**

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.

#### **22. PUBLIC COMPLAINTS:**

The AMBULANCE CORPS shall establish a formal procedure for handling complaints from the public. The AMBULANCE CORPS shall immediately provide the DISTRICT with a written description of any written complaints received from the public within twenty-four (24) hours of receiving such complaints, or as soon as is practicable thereafter. Notwithstanding the foregoing, the AMBULANCE CORPS shall report any complaint, written or otherwise, that concerns any matter specified in Section 8 of this Agreement. Subsequent remedial actions relating to the complaint shall likewise be immediately provided to the DISTRICT.

#### **23. 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 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.

#### **24. 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.

## **25. 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.

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.

## **26. 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 1<sup>st</sup> 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 related costs may not be modified by the AMBULANCE CORPS without DISTRICT Board approval.

## **27. 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 15<sup>th</sup> 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.

## **28. 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.

## **29. 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.

## **30. AMBULANCE CORPS INSURANCE:**

### **30.1 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 (\$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).

### **30.2 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 (\$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.

### **30.3 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.

**31. PRIVATE VEHICLE INSURANCE:**

Any and all AMBULANCE CORPS personnel who utilize 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.

**32. 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.

**33. 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, has developed a written procedure for maintaining the preceding records. 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.

The AMBULANCE CORPS has formalized its process of responding to public requests for access to records. It shall maintain a current version of 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](mailto:CLERK@KLFREMS.ORG)**

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.

#### **34. 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.

#### **35. 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.

**36. 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.

**37. 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 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

**38. 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.

**39. 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.

**40. 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.

**41. 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.

**42. 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.

**43. 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 (subject to the provisions of Section 42) are not subject to binding arbitration.

**44. CHIEFS OF AMBULANCE CORPS:**

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 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.

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.

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

\_\_\_\_\_  
Anthony Allen, Chair

Date: \_\_\_\_\_

KEY LARGO VOLUNTEER  
AMBULANCE CORPS, INC.

  
\_\_\_\_\_  
President

Date: 6-15-20

**AGREEMENT BETWEEN KEY LARGO FIRE RESCUE AND  
EMERGENCY SERVICES MEDICAL DISTRICT 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") and KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC. 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 **June 22, 2020** and expire on **July 27, 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 June, 2020.

\_\_\_\_\_  
Chairperson of the District Board of Commissioners

\_\_\_\_\_  
Date

Print: \_\_\_\_\_

Attest: \_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Key Largo Volunteer Fire Department, Inc.

\_\_\_\_\_  
Date

By: \_\_\_\_\_



### INTRODUCTION

Key Largo Volunteer Fire Department, Inc. (KLVFD or Department) is a not-for-profit corporation that consists of approximately 40 career and volunteer members. It is a combination fire department that employs 2 full time Captain's, 4 full time Lieutenant's, 2 full time Step-Up Officers/Driver Engineers, 5 full time Driver Engineer's. The Department was formed at the end of May 2013. This transition was primarily a management change – the Department maintains and continues the long history of quality fire service to the Key Largo community and provides 24-hour a day fire rescue services to the residents and visitors of Key Largo. The Department continues to operate out of two fire stations. Our North Key Largo Fire Station, number 25, is located at 220 Reef Drive at the intersection of U.S. Highway 1/Overseas Highway and State Road 905 at mile marker 106. Our South Key Largo Fire Station is located at 1 East Drive at the 99.8-mile marker; the intersection of Overseas Hwy. and East Dr.

Key Largo is an island community of approximately 11,000 yearly residents. During the season, on weekends and on holidays the population of Key Largo increases dramatically. There is an influx of tourists and winter residents who are part-time residents that live in Key Largo for the winter. Visitation is year-round due to the subtropical climate of the area and the lure of world class fishing and diving. Key Largo is home to the largest living coral reef in the U.S. located in nearby Biscayne National Park, its crystal clear protected waters, largest

man-made reefs – sunken U.S.S. Spiegel Grove, Duane and Bibb. There are also numerous smaller shipwrecks and add to that, an exotic natural and relaxed atmosphere.

Key Largo is the first key or island of a string of islands off of the southernmost tip of Florida that stretch for 100 linear miles from Key Largo to Key West that make up the Florida Keys in Monroe County, Florida. The population of Monroe County is approximately 73,000 with a visitation count of over 4 million. The island of Key Largo is approximately 27 miles long and consists of approximately 22,000 acres. Key Largo Fire Department's jurisdiction extends to the water's edge of the Florida Bay and the Atlantic Ocean and a number of small islands in those waters as well as numerous canals and marinas that are all bordered by resort, residential and boating communities. Homes in the area consist of mobile homes and trailers, live-aboard boats/vessels, and homes built prior to quality construction codes.

Key Largo has seasonal tropical storms, a hurricane season as well as a dry/fire season.

KLVFD operates as the Key Largo incident command center, emergency operations center and is also shelter for staff during tropical storms and hurricanes as well as for any hazardous or radiological emergencies that might occur as a result of an accident from the nearby Turkey Point Nuclear Power Plant. To be equipped with the ability to respond to any and all emergencies or activities that might occur during these times is imperative.

The responsibility for fire, rescue, and EMS services in the Key Largo area falls under the Key Largo Fire Rescue and EMS Special Independent District formed in 2006. The District has the authority to levy and collect ad valorem taxes for fire, rescue and EMS services from the taxpayers of Key Largo. The District has a 5-member Board of Commissioners that operates under the "Florida Sunshine Law" and oversees the budget and administration of the Key Largo District.

### LEGAL DESCRIPTION

Monroe County Ordinance 035-1996 states the boundaries for District 6 (Key Largo Fire & EMS):

*That part of Key Largo from South Bay Harbor Drive and Lobster Lane to the southern boundary of the intersection of the right-of-way County roads 905 and 905A, plus Cross Key up to the US1 MM112.5 (Morris Lane/Manatee Bay Marina).*



### MISSION STATEMENT

*The Key Largo Volunteer Fire Department is committed to providing the highest level of fire and rescue services possible through community involvement, education and prevention. Our team of friendly and dedicated professionals will strive for excellence to serve our community in paradise.*

### DEPARTMENT CHARACTERISTICS

You will see from the organizational chart (*Attach. #1*) that Key Largo Volunteer Fire Department is structured in such a way to allow for the highest level of professional coverage by identifying the positions necessary to accomplish this and ensure proper checks and balances and chain of command. The nature of the mostly volunteer / combination department does not always allow us to fill every position, but we have identified the necessity and opportunity for each. We have been fortunate that in difficult economic times when budgetary constraints are an ever-tightening reality and volunteerism is ever decreasing, we have managed to retain and recruit an impressive number of volunteers. Additionally, we have been identifying our needs for full-time uninterrupted coverage and been allowed to meet some of those needs with the addition of full time paid career personnel. The Department continues to meet and exceed State of Florida requirements for certification requirements for paid and volunteer personnel and to ensure that all personnel are well trained and physically fit.

Our combat operations team consists of a Fire Chief, 2 full-time paid Captains, 4 full-time paid Lieutenant's, 2 full time Step-Up Officers/Driver Engineers and 5 full time Driver Engineer's. Our full-time paid officers at Station 24 handle office related administrative issues and support both the combat operations and the administrative operations of the department. The combat operations are broken down into 3 different divisions within the department, Training Division, Logistics Division, and Fire Prevention Division.

Our corporate operations consist of volunteer positions as Corporate President, Vice President, Treasurer, Secretary and three Directors. The Corporate Board of Directors oversee the Fire Chief, the membership and Corporate business matters. The Corporation also operates in compliance with the Florida Sunshine Law.

### **COMMUNITY DEMOGRAPHICS AND CHALLENGES/VULNERABILITIES – Fire Department Response**

#### **Demographics**

Key Largo is a small island community that is home for many senior citizens. The U.S. 2010 Census has the population of Key Largo at 10,433. Senior Citizens age 65 years and older comprise 18 percent of the population. Many residents of the area own second homes or come seasonally and make their primary residence in another city and state. Most of these individuals are retirees 65 years and older. Children 18 years and under according to the U.S. 2010 Census comprise 16.7 percent of the population and Children 5 years and under according to the U.S. 2010 Census comprise 4.0 percent of the population. There are approximately 8,459 housing units per the 2010 US Census It is important to note that visitation to Key Largo is year-round with the heaviest influx during winter season (November through April) and Spring Break Season (March through May). Weekend visitation is extremely high. The local Chamber of Commerce estimates that the annual visitation to Monroe County can easily exceed 4 – 5 million per year. Many of these visitors spend their time in our various households/homes in the Keys.

#### **Challenges/Vulnerabilities**

Key Largo residents and visitors reside in a variety of different types of homes. In addition to regular “CBS structure neighborhoods”. Key Largo has 7 trailer communities with approximately 2,800 residents (U.S. 2010 CENSUS); marinas that house live-aboard vessels (approximately 5 communities, with approximately 55 boats and 80-90 residents); and homes that were constructed prior to the development of quality building codes and “grandfathered” so that they are not required to meet current quality building and fire codes. The vulnerability for fire hazards to exist in these environments is great.

Visitation has doubled in the past 3 years accordingly to recent tourism figures. Approximately 89 percent of visitors whether it be visiting and staying in Key Largo or passing through Key Largo do so via automobile. This would account for the large percentage/number of annual motor vehicle accidents.

#### **RESPONSE - INCIDENT STATISTICS**

##### **EMERGENCY INCIDENT/CALL VOLUME 2019**

**(2019) Total emergency call volume** for all incidents was **1,006**. This is an increase of 152 calls or 17.8% from 2018.

**Total fire related incidents were 53 incidents** or 5.3% of the total call volume in **2019 (1,006)**.

**Motor Vehicle accidents totaled 171** and comprised 17% of our total call volume in **2019 (1,006)**.

The Department provided **mutual aid** to neighboring Fire and EMS Departments **182 times in 2019**. This is an increase of 118 calls for mutual aid from 2018. The Department received mutual aid from neighboring Fire and EMS Departments **36 times in 2019**. This is an increase of 12 calls for mutual aid from 2018.

The number of **EMS or Medical assistance** totaled **569 calls** or 56.6% of the total call volume in **2019 (1,006)**. This is an increase of 70 calls since 2018.

### EMERGENCY INCIDENT RESPONSE 2019

**Average Attendance** at NFIRS (total) incidents **(1,006) in 2019 was 4. This is neither an increase nor decrease from attending firefighter's in 2018.**

**Average Response time** to all NFIRS (total) incidents **(1,006) in 2019 was 6 minutes.** (From dispatch to arrival on scene)

Average Travel Time was **4 minutes.**

### UNAUTHORIZED/ILLEGAL BURNING 2019

The total number of unauthorized and **illegal burns in 2019** totaled **10** or .09% of the total call volume **(1,006)**. This is a decrease of 16 illegal burns since 2018.

The total number of **false alarms for 2019 totaled including malicious or mischievous calls, system malfunctions, unintentional tripping of interior device and other false alarms such as bomb scares totaled 86** or 8.5% of the total call volume **(1,006)**. This is a decrease of 33 false alarm calls since 2018.

The total number of **Hazardous Materials Incidents in 2019** totaled **42** or 4.2% of the total call volume **(1,006)**.

### RESPONSE – ADDRESSING CHALLENGES/VULNERABILITIES

Since the Fire Department and Key Largo Fire Rescue & EMS District passed the open burn ordinance and the false alarm ordinance, we have experienced a decrease in these types of calls.

Key Largo experiences an annual tropical storm and hurricane season that lasts from April until November. The Department feels it is a large part of their mission and responsibility to ensure that the members and visitors to their community have the opportunity to become educated on what measures to take during such emergencies and what to do when they find themselves in these emergency situations.

### Grants and Improving ISO Ratings

Key Largo is referred to as the “Dive Capital of the World”. You are never more than 3 minutes from water when you are in Key Largo. The community consists primarily of businesses and homes that are either directly ocean, bay, canal front, or just adjacent to a water source. We do; however, have some areas in our District that are not close to an available water source. This has adversely affected our ISO rating in the past; however, by obtaining a grant through Fireman’s Fund Insurance agency, the Department was able to purchase two Turbo Drafts to aid in getting water to these areas. This has resulted in an improvement in our ISO ratings for those areas which has directly translated into savings in insurance premiums for our businesses and residents located in those areas.

Our overall ISO rating was a 5/9 in 2011 and is now a 4/4X. We are very pleased with our new

rating and hope to continue to decrease this rating the next time ISO evaluates us.

The Department has made a concentrated effort working with the Key Largo Fire Rescue and EMS District as well as Monroe County to improve our service and ultimately our ISO rating through the installation of new hydrants, improvement in staffing levels, water supply, training, equipment, and many other components that are considered when an ISO review is conducted. The Key Largo Fire Response district currently has more than 276 hydrants through the annual budget the Department was able to allocate funds and complete the installation of 16 new fire hydrants and has budgeted \$150,000 in fiscal year 2019/2020 for the installation of 15 more hydrants. Availability of nearby water source positively impacts our ISO rating. It also enhances our ability to fight fires by having water readily available.

Our firefighters conduct quarterly visual inspections of these hydrants and the District budgets for the Florida Aqueduct Authority to conduct a full annual inspection and maintenance program on all hydrants.

### **FIRE PREVENTION**

**FIRE PREVENTION** is the "NAME OF THE GAME" as far as Key Largo Firefighters are concerned. The best way to support our Community and provide the highest level of fire rescue services is to continually educate the public on what they can do to PREVENT fires, accidents and injuries due to emergency related incidents. We also continually strive to educate OURSELVES in the latest fire and rescue techniques and strive to ensure that our neighborhoods, businesses, marinas, schools, etc. are the recipients of pre-fire planning and

inspection. Education, training and preparation are essential in ensuring that this happens.

We continually like to encourage residents, schools and businesses to contact us for a free pre-incident inspection and fire prevention session. We regularly conduct pre-fire planning of our local businesses so that we know the layout of the property, where the necessary water sources and hook-ups are located, the type of emergency warning and sprinkler systems they have and where the control panels are located, entrance and egress to the properties, etc. so that we can provide the most efficient and highest quality service in time of need. This greatly helps should there be a fire because the Department personnel know the layout and hazards, thus they already have a plan on how best to handle the emergency.

We regularly schedule fire prevention education and activities at the local pre-schools and elementary schools during fire prevention week as well as throughout the year as requested.

### **FIRE CHIEF**

**Fire Chief Donald Bock** volunteers as the Fire Chief for the Key Largo Volunteer Fire Department. Chief Bock is also the Chief of the Key Largo Volunteer Ambulance Corps.

### **TRAINING**

Our Commitment to training continues. The Department boasts 6 state certified fire instructors, 4 of which have been certified as a Live Fire Training Instructor (LFTI1) In addition to daily training drills with on-duty shift personnel, the Department conducts daily training and also hosts quarterly multi-agency training with the surrounding departments. The Department continues to focus on E.V.O.C training and has revamped their in-house driver

training and evaluation program using guides and materials provided by our automobile insurance carrier VFIS.

The department continues to send its personnel to outside training events like the Ft. Lauderdale Fire Conference, Orlando Fire Conference, and Great Florida Fire School where firefighters get to enhance and test their skills in live burn scenarios in actual CBS construction and wood frame homes, vehicle extrications, incident command, and other pertinent trainings. The department also provides in-house training courses like Building Construction, Strategies & Tactics, Course Delivery, Company Officer, Fire Service Hydraulics, Apparatus Operations, and EVOC (Emergency Vehicle Operators Course). The department also sends its personnel to other agencies to attend trainings like Advanced Vehicle Extrication (VMR), Aerial Operations, and Technical Rescue (FLUSAR) among other courses. These courses provide our personnel the knowledge to training to advance their skills within the fire service. Our Captain's and Lieutenants are required to hold the State of Florida Fire Officer I and/or Fire Officer II Certifications along with Fire Service Instructor State Certifications and are able to teach the above-mentioned classes.

The Department requires all of our Driver Engineers to have a State of Florida Approved EVOC, Fire Service Hydraulics & Apparatus Operations which go hand and hand in pump operations and also recommends that they retain their State Pump Operators Certificate. The Department continues to improve their existing comprehensive orientation and training for all new firefighters. This training or "Rookie Book" must be satisfactorily completed by new volunteer firefighters prior to final acceptance

with the Department along with a 12-month evaluation period where their skills are tested.

### UPPER KEYS HONOR GUARD



Key Largo Volunteers organized the first Upper Keys Honor Guard consisting of Firefighters from the Upper Keys - Key Largo, Tavernier and Islamorada Fire Departments. The Honor Guard is led by Montillo (Scott) Desquotte, an associate member with our Department.

The members of the Honor Guard regularly train, compete and dedicate their services to their local communities as well as other Departments throughout Florida and the Nation. They are involved in awards banquets, memorial services, local charitable events, conferences, and fund raising activities such as the Fourth of July Florida Honor Guards in Paradise. Every year The Department participates in the Fourth of July Parade and celebration with surrounding fire departments like Islamorada Fire Rescue, Tavernier Volunteer Fire Rescue, Monroe County Fire Rescue, Miami-Dade Fire Rescue, Honor Guards and Pipes and Drummers from all over the country.

The Upper Keys Honor Guard regularly attends special Honor Guard Training in OCALA in order to hone their skills. Plans are in the making to partner with the Key Largo Chamber of Commerce in order to upscale local events such as 4<sup>th</sup> of July Parade and draw participants from Honor Guards throughout the Nation and to draw visitors to the Key Largo area. The Honor

Guard also participates in a similar event on St. Patrick's Day in Delray Beach, FL.

Our District greatly values the positive attention that is brought to the Department and Community through the activities of the Honor Guard and continues to allocate funds in the fiscal budget in order to offset some of their expenses.

### **DONATION DRIVE**

The continued service and dedication of our approximately 40 career and volunteer firefighters has had a significant impact on our District's ability to keep the taxes in Key Largo the lowest in unincorporated Monroe County.

We could not do it without support from our residents and business owners, however.

The Department owes a huge "THANK YOU" to the tax payers of the Key Largo District for their generosity and support by responding to our donation letter sent to businesses and residents of the Key Largo Community. These donation dollars help to supplement our District budget by enabling us to purchase more gear, tools, equipment, and provide training to more firefighters.

Our doors are always open to the public. We welcome requests for information, assistance and participation in local events, and of course we welcome anyone interested in volunteering.

### **RETENTION AND RECRUITMENT**

The Department welcomed 5 new volunteer firefighters in 2019. All of the applicants came to us as fully state certified Firefighter II's and usually have their State EMT and/or Paramedic certification as well. The Department also lost 11 volunteers and 2 Career Staff members in

2019 to surrounding departments. 11 of our volunteers and 2 of our paid staff members obtained career jobs with other surrounding fire departments; they had from 1 to 5 years of service with Key Largo Fire Department.

Our proximity to the mainland, Miami area and the fact that we are one of the few volunteer companies in South Florida aids us in our efforts to recruit volunteers. This very thing also works against us when it comes to retention of volunteers. We serve as a hands-on training ground for young recruits right out of the academy only to see them hired by the nearby municipalities. The experience and training the firefighters receive also helps their chances of being hired by another fire department so it's a win-win situation. This is a revolving and ongoing process. This process allows us to hone our training and management skills. Feedback from neighboring departments that hire our volunteers is highly positive.

The Department continues the volunteer reimbursement (stipend) program and training program that has proven to be highly beneficial in attracting volunteers to the Department and in retaining them even after they have accepted paid positions with other Departments.

Job opportunity both full-time and part-time have aided in recruitment and retention as well.

The District approved a 401k program for all members of the Department and allocated funds in the fiscal budget to provide a percentage match of dollars contributed.

Personal assistance is provided to members of the Department interested in signing up for Obamacare. The Department's insurance agent makes appointments to personally assist members with their insurance needs.

Our Department cares about the community it serves and offers support and services that extend beyond the reactive fire and rescue services through fire prevention and education, pre-fire planning, and involvement in community events. We instill a sense of “Community” in our Department. This intrinsic value of belonging and helping one another (family) is probably the largest contributing factor toward retention of volunteers and staff.

### **HEALTH AND WELLNESS**

The health and wellness of our firefighting personnel is vital. The Department makes the physical fitness and health and wellness of its firefighters a top priority. The Department encourages physical fitness in part by the use of its donation dollars to create a gymnasium equipped with state-of-the-art exercise equipment. Volunteers are encouraged to use the gym while on shift and paid personnel are allotted an hour per day to be used exclusively for physical fitness.

Annual health screenings are required of all personnel. The District budget has provided the funds to cover the cost in full of these comprehensive health screenings that are conducted on the fire department premises. All combat firefighters are required to pass the NFPA 1582 recommended firefighter medical physical.

New recruits are required to pass a physical ability test (in addition to written exam and oral interview) prior to obtaining a position with the Department. The Department is a tobacco, drug and alcohol free organization with policies governing this.

The Department has also donated to and joined a number of Cancer Awareness and support

groups and has shown their support for breast cancer awareness by “wearing pink”. The pink tee-shirts are cancer awareness combat shirts. The Department has allowed the use of it’s classroom to host breast cancer screenings by qualified medical professionals agencies.

### **NIMS COMPLIANT**

The Key Largo Fire Rescue and EMS District is committed to providing the most effective approach to prepare for, respond to and recover from domestic incidents. Regardless of the cause, size or complexity and supports a unified approach toward command, training, and management of resources. This is to ensure interoperability and compatibility among Federal, State and local emergency agencies.

### **DEPARTMENT BUDGET**

The Department has consistently worked with the District in an effort to reduce budget line items in an effort to keep the tax burden to our residents and businesses as low as possible.

### **LOOKING FORWARD...**

Since our inception in May of 2013 we have said goodbye to many of our more experienced career and volunteer firefighters - one a highly loved and respected founding father of the volunteer fire service in Key Largo (Dave Gow). While not forgotten and often missed we have filled the vacancies they left with new recruits – new faces. This has challenged us to update and improve our communications and training in all aspects of administration, management and operations.

We have placed emphasis on and taken a team approach to updating and improving our standard operating procedures on a daily basis and have implemented a SOP Committee that reviews, creates and updates SOP's to fit our department needs.

We've come a long way since the inception of this new department on May 27, 2013. We carry with us the tradition and history as well as much of the personnel from the previous fire department – essentially 60 years of primarily volunteer service to the Key Largo Community. Today we are still a small town Community when it comes to available resources, but we have become significantly larger when you look at the challenges we face. We continue to provide the highest level of fire services at the lowest cost in Monroe County. And we are doing this in a rapidly changing municipal and political environment with ever challenging economic realities. Post 9-11 strengthening of requirements for the Fire Service created new challenges as well. Our challenges may be different than they were 5, 10, 50, 60 years ago, and may be not quite as evident, but very real. We have; however, managed to meet these challenges and improve our quality and level of service and will strive to continue the trend through education, communication, teamwork and strategic planning.

***Thank you to the staff and members of the Key Largo Volunteer Fire Department, our District Commissioners as well as all of the members and staff of the Key Largo Volunteer Ambulance Corps. A very special thank you to the Community we are privileged to serve.***

***Please keep up with the ever changing face of Key Largo Volunteer Fire Department by liking us on our FACEBOOK PAGE – Or visiting our website at***

***<https://www.facebook.com/keylargofiredepartment>***

***[keylargofire.com](http://keylargofire.com)***



## Key Largo Fire Rescue and Emergency Medical Services District

Basic Financial Statements  
For the Year Ended September 30, 2019

## Key Largo Fire Rescue and Emergency Medical Services District

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners  
Key Largo Fire Rescue and Emergency Medical Services District  
Monroe County, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of Key Largo Fire Rescue and Emergency Medical Services District (the "District") as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the District, as of September 30, 2019, and the respective changes in financial position and budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Other Matters

### Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 20, 2020, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



KEEFE McCULLOUGH

Fort Lauderdale, Florida  
May 20, 2020

Our discussion and analysis of Key Largo Fire Rescue and Emergency Medical Services District's (the "District") financial performance provides an overview of the District's financial activities for the year ended September 30, 2019 and 2018. Please read it in conjunction with the District's basic financial statements, which immediately follow this discussion.

### **Financial Highlights**

The following are the highlights of financial activity for the year ended September 30, 2019:

- The District's total assets exceeded its liabilities at September 30, 2019 by \$ 8,655,557 (net position).
- The District's total revenues were \$ 3,790,683, \$ 3,244,711 from ad valorem taxes, \$ 258,252 from capital grants and contributions, \$ 262,190 from operating grants and contributions, \$ 4,331 from miscellaneous income and \$ 21,199 from interest income. The District's expenses for the year were \$ 2,869,950. This resulted in a \$ 920,733 increase in net position.
- At the close of the current fiscal year, the District's governmental fund reported fund balance of \$ 2,565,248, an increase of \$ 751,819 in comparison with the prior year.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to basic financial statements.

**Government-Wide Financial Statements:** The government-wide financial statements, which consist of the following two statements, are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private sector business.

The statement of net position presents information on all the District's assets, liabilities, and deferred outflows/inflows of resources with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the District's net position changed during the year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements can be found on pages 7 and 8 of this report.

**Fund Financial Statements:** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District has only one fund type: governmental funds.

**Key Largo Fire Rescue and Emergency Medical Services District  
Management's Discussion and Analysis  
September 30, 2019**

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Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as balances of spendable resources available at the end of the year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the statement of revenues, expenditures and change in fund balance provide reconciliations, if applicable, to facilitate this comparison between governmental funds and governmental activities.

The governmental fund financial statements can be found on pages 9 through 13 of this report.

**Notes to Basic Financial Statements:** The notes provide additional information that is essential for a full understanding of the data provided in the government-wide and fund financial statements. The notes to basic financial statements can be found on pages 14 through 20 of this report.

### **Government-Wide Financial Analysis**

As noted earlier, net position may serve over time as a useful indicator of financial position. The following table reflects the condensed government-wide statement of net position as of September 30, 2019 and 2018:

	2019	2018
Assets:		
Current and other assets	\$ 2,760,007	\$ 1,919,179
Capital assets	6,034,053	5,921,395
Total assets	8,794,060	7,840,574
Liabilities:		
Current liabilities	138,503	105,750
Total liabilities	138,503	105,750
Net position:		
Net investment in capital assets	6,034,053	5,921,395
Unrestricted	2,621,504	1,813,429
Total net position	\$ 8,655,557	\$ 7,734,824

**Key Largo Fire Rescue and Emergency Medical Services District  
Management's Discussion and Analysis  
September 30, 2019**

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**Governmental Activities:** Governmental activities for the year ended September 30, 2019 increased the District's net position by \$ 920,733, as reflected in the table below:

Key Largo Fire Rescue and Emergency Medical Services District Statement of Activities		
	2019	2018
Revenues:		
Program revenue:		
Capital grants and contributions	\$ 258,252	\$ 150,000
Operating grants and contributions	262,190	-
General revenue:		
Ad valorem taxes	3,244,711	3,028,984
Miscellaneous income	4,331	35,200
Interest income	21,199	10,688
Total revenues	<u>3,790,683</u>	<u>3,224,872</u>
Expenses:		
General government	221,664	197,952
Public safety	<u>2,648,286</u>	<u>2,281,087</u>
Total expenses	<u>2,869,950</u>	<u>2,479,039</u>
Change in net position	920,733	745,833
Net Position, Beginning of Year	<u>7,734,824</u>	<u>6,988,991</u>
Net Position, End of Year	<u>\$ 8,655,557</u>	<u>\$ 7,734,824</u>

### Analysis of the Governmental Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the District's governmental fund is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a District's net resources available for spending at the end of the fiscal year. As of the end of the year, the District's governmental fund reported an ending fund balance of \$ 2,565,248.

### Capital Assets

The District's investment in capital assets, less accumulated depreciation, for its governmental activities as of September 30, 2019 amounted to \$ 6,034,053, and consists of land, buildings and improvements, infrastructure, furniture and equipment and vehicles.

### **General Fund Budgetary Highlights**

During the fiscal year, the Key Largo Fire Rescue and Emergency Medical Services District revised the budget on one occasion. Generally, budget amendments fall into one of three categories: 1) amendments made to adjust the estimates that are used to prepare the original budget resolution once exact information is available; 2) amendments made to recognize new funding amounts from external sources; and 3) increases in appropriations that become necessary to maintain services. The significant budget amendment for fiscal year 2019-2020 included;

- Decrease in total revenues of \$ 5,293.
- Decreases in total expenditures for general government of \$ 86,731.

The amendments made to general government were made primarily because the costs of accounting, legal, and tax collector fees were less than anticipated.

### **Economic Factors and Next Year's Budget**

The District Board adopted a final millage rate of 1.0000 for fiscal year 2019-2020. The 2019-2020 adopted final millage rate is greater than the rolled-back rate of .9440 by 5.93%.

The 2019-2020 budget includes funds for a new ambulance, Station 23 repairs, and the continuance of the fire hydrant project. The 2019-2020 budget also includes \$ 225,000 of contributions to the vehicle replacement reserve.

The District Board decided to increase the millage rate charged to the residents of the unincorporated Key Largo area. The District Board determined that the targeted ending fund balance for fiscal year 2019-2020 would be a prudent reserve for unanticipated events, such as hurricanes, and, if necessary, the committed funds for the vehicle replacement reserves could be utilized to cover any shortfalls due to unanticipated emergency situations.

### **Requests for Information**

This financial report is designed to provide a general overview of Key Largo Fire Rescue and Emergency Medical Services District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Finance Director, Key Largo Fire Rescue and Emergency Medical Services District, P.O. Box 1023, Key Largo, FL 33037.

# BASIC FINANCIAL STATEMENTS

**Keefe  
McCullough**  
CPA's + Trusted Advisors

**Key Largo Fire Rescue and Emergency Medical Services District**  
**Statement of Net Position**  
**September 30, 2019**

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	<b>Governmental Activities</b>
<b>Assets:</b>	
Current assets:	
Cash and cash equivalents	\$ 2,492,402
Due from other governments	192,539
Prepays	<u>75,066</u>
Total current assets	<u>2,760,007</u>
Noncurrent assets:	
Capital assets, nondepreciable	178,597
Capital assets, depreciable	<u>5,855,456</u>
Total assets	<u>8,794,060</u>
<b>Liabilities:</b>	
Accounts payable and accrued liabilities	<u>138,503</u>
Total liabilities	<u>138,503</u>
<b>Commitments and Contingencies (Note 6)</b>	-
<b>Net Position:</b>	
Net investment in capital assets	6,034,053
Unrestricted	<u>2,621,504</u>
Total net position	\$ <u><u>8,655,557</u></u>

The accompanying notes to basic financial statements are an integral part of these statements.

**Key Largo Fire Rescue and Emergency Medical Services District**  
**Statement of Activities**  
**For the Year Ended September 30, 2019**

		<b>Program Revenues</b>			<b>Governmental Activities</b>
		<b>Charges for Services</b>	<b>Operating Grants and Contributions</b>	<b>Capital Grants and Contributions</b>	<b>Net Revenues (Expenses) and Change in Net Position</b>
	<b>Expenses</b>				
<b>Functions/Programs:</b>					
Governmental activities:					
General government	\$ 221,664	\$ -	\$ -	\$ -	\$ (221,664)
Public safety	<u>2,648,286</u>	<u>-</u>	<u>262,190</u>	<u>258,252</u>	<u>(2,127,844)</u>
Total governmental activities	<u>\$ 2,869,950</u>	<u>\$ -</u>	<u>\$ 262,190</u>	<u>\$ 258,252</u>	<u>(2,349,508)</u>
General revenues:					
Ad valorem taxes					3,244,711
Miscellaneous income					4,331
Interest income					<u>21,199</u>
Total general revenues					<u>3,270,241</u>
Change in net position					920,733
Net position, October 1, 2018					<u>7,734,824</u>
Net position, September 30, 2019					<u>\$ 8,655,557</u>

The accompanying notes to basic financial statements are an integral part of these statements.

**Key Largo Fire Rescue and Emergency Medical Services District**  
**Balance Sheet - Governmental Fund**  
**September 30, 2019**

---

	<b>General Fund</b>
<b>Assets:</b>	
Cash and cash equivalents	\$ 2,492,402
Due from other governments	178,813
Accounts receivable	13,726
Prepays	<u>75,066</u>
Total assets	\$ <u><u>2,760,007</u></u>
<b>Liabilities:</b>	
Accounts payable and accrued liabilities	\$ <u>138,503</u>
<b>Deferred Inflows of Resources:</b>	
Unavailable revenue - grant funding	<u>56,256</u>
<b>Commitments and Contingencies (Note 6)</b>	-
<b>Fund Balance:</b>	
Nonspendable:	
Prepays	75,066
Committed:	
Vehicle replacement	300,114
Trauma District	247,771
Unassigned	<u>1,942,297</u>
Total fund balance	<u><u>2,565,248</u></u>
Total liabilities and fund balance	\$ <u><u>2,760,007</u></u>

The accompanying notes to basic financial statements are an integral part of these statements.

**Key Largo Fire Rescue and Emergency Medical Services District  
Reconciliation of the Balance Sheet of the Governmental Fund  
to the Statement of Net Position  
September 30, 2019**

---

**Total Fund Balance of the Governmental Fund, Page 9** \$ 2,565,248

Amounts reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund:

Governmental capital assets	9,407,718
Less accumulated depreciation	(3,373,665)

Certain revenues are considered deferred inflows of resources in the fund financial statements due to availability of funds; under full accrual accounting they are considered revenues.

56,256

**Net Position of Governmental Activities, Page 7** \$ 8,655,557

The accompanying notes to basic financial statements are an integral part of these statements.

**Key Largo Fire Rescue and Emergency Medical Services District  
Statement of Revenues, Expenditures and  
Change in Fund Balance - Governmental Fund  
For the Year Ended September 30, 2019**

---

	<b>General Fund</b>
	<hr/>
<b>Revenues:</b>	
Ad valorem taxes	\$ 3,244,711
Intergovernmental	464,186
Miscellaneous income	4,331
Interest income	21,199
	<hr/>
Total revenues	3,734,427
	<hr/>
<b>Expenditures:</b>	
Current:	
General government	221,664
Public safety	2,211,738
Capital outlay	549,206
	<hr/>
Total expenditures	2,982,608
	<hr/>
Net change in fund balance	751,819
	<hr/>
<b>Fund Balance, October 1, 2018</b>	1,813,429
	<hr/>
<b>Fund Balance, September 30, 2019</b>	\$ <u><u>2,565,248</u></u>

The accompanying notes to basic financial statements are an integral part of these statements.

**Key Largo Fire Rescue and Emergency Medical Services District  
Reconciliation of the Statement of Revenues, Expenditures and  
Change in Fund Balance of the Governmental Fund to the Statement of Activities  
For the Year Ended September 30, 2019**

---

**Net Change in Fund Balance - Governmental Fund, Page 11** \$ 751,819

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.

Expenditures for capital assets	549,206
Less current year provision for depreciation	(436,548)

Revenues that are earned but not received within the availability period are recognized in the statement of activities when earned and subsequently in the governmental fund financial statements when they become available. The net difference is recorded as a reconciling item.

56,256

**Change in Net Position of Governmental Activities, Page 8** \$ 920,733

The accompanying notes to basic financial statements are an integral part of these statements.

**Key Largo Fire Rescue and Emergency Medical Services District**  
**Statement of Revenues, Expenditures and Change in Fund Balance -**  
**Budget and Actual - General Fund**  
**For the Year Ended September 30, 2019**

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Revenues:</b>				
Ad valorem taxes	\$ 3,243,746	\$ 3,243,746	\$ 3,244,711	\$ 965
Intergovernmental	536,533	517,709	464,186	(53,523)
Miscellaneous	-	4,331	4,331	-
Interest income	12,000	21,200	21,199	(1)
	<u>3,792,279</u>	<u>3,786,986</u>	<u>3,734,427</u>	<u>(52,559)</u>
Total revenues				
<b>Expenditures:</b>				
General government:				
Legislative	186,042	145,571	132,537	13,034
Legal	45,000	31,000	28,406	2,594
Financial and administrative	89,000	56,740	60,721	(3,981)
	<u>320,042</u>	<u>233,311</u>	<u>221,664</u>	<u>11,647</u>
Total general government				
Public safety:				
Fire rescue	2,050,321	2,050,321	1,890,051	160,270
Emergency medical services	1,017,562	1,017,562	870,893	146,669
	<u>3,067,883</u>	<u>3,067,883</u>	<u>2,760,944</u>	<u>306,939</u>
Total public safety				
Total expenditures	<u>3,387,925</u>	<u>3,301,194</u>	<u>2,982,608</u>	<u>318,586</u>
Net change in fund balance	\$ <u>404,354</u>	\$ <u>485,792</u>	\$ <u>751,819</u>	\$ <u>266,027</u>

The accompanying notes to basic financial statements are an integral part of these statements.

## Note 1 - Organization and Operations

Key Largo Fire Rescue and Emergency Medical Services District (the "District") was established on June 8, 2005 under Chapter 191, Florida Statutes, by the Florida Legislature. The District was created for the purpose of providing fire protection and firefighting services, rescue services and emergency medical services to residents and businesses within District boundaries.

## Note 2 - Summary of Significant Accounting Policies

The basic financial statements of the District have been prepared in conformity with generally accepted accounting principles as applied to governmental units. The District's more significant accounting policies are described below:

**The financial reporting entity:** The governmental reporting entity consists of the District and its component units. Component units are legally separate organizations for which the Board is financially accountable or other organizations whose nature and significant relationship with the District are such that exclusion would cause the District's financial statements to be misleading. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and (i) either the District's ability to impose its will on the organization or (ii) there is potential for the organization to provide a financial benefit to or impose a financial burden on the District. Based upon this criteria, there were no component units.

**Financial Statements - Government-Wide Statements:** The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. All of the District's activities are classified as governmental activities.

In the government-wide statement of net position, the governmental activities column is presented on a consolidated basis, if applicable, and is reported on a full-accrual, economic resource basis, which recognizes all noncurrent assets and receivables as well as all noncurrent debt and obligations, when and if applicable. The effect of any interfund activity has been eliminated from the government-wide financial statements.

The government-wide statement of activities reports both the gross and net cost of each of the District's functions. The net costs, by function, are also supported by general revenues, other revenue, etc. The statement of activities reduces gross expenses by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflect capital-specific grants.

This government-wide focus is more on the ability to sustain the District as an entity and the change in the District's net position resulting from the current year's activities.

**Financial Statements - Fund Financial Statements:** The accounts of the District are organized on the basis of funds. The operations of the funds are accounted for with separate self-balancing accounts that comprise their assets, liabilities, fund equity, revenues and expenditures.

The District reports the following major governmental fund:

**General Fund** - This fund is used to account for all operating activities of the District. At this time, revenues are primarily derived from ad valorem taxes levied on properties located within District boundaries, and interest income.

## Note 2 - Summary of Significant Accounting Policies (continued)

**Measurement focus, basis of accounting and presentation:** Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the basic financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied. Governmental funds use the current financial resources measurement focus and the government-wide statements use the economic resources measurement focus.

Governmental activity in the government-wide financial statements is presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

The governmental fund financial statements are presented on the modified accrual basis of accounting under which revenue is recognized in the accounting period in which it becomes susceptible to accrual (i.e., when it becomes both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within sixty days of the end of the current year.

**Budget:** A budget is adopted for the General Fund on an annual basis. Appropriations lapse at fiscal year end. Changes or amendments to the total budgeted expenditures of the District must be approved by the District Board of Commissioners.

The District follows these procedures in establishing budgetary data to be reflected in the basic financial statements:

- a. Each year, the Finance Director, based on input from various District departments, submits to the District Board of Commissioners a proposed operating budget for the fiscal year commencing the following October 1.
- b. Public hearings are conducted to obtain taxpayer comments.
- c. Prior to October 1, the budget is legally adopted by the District Board of Commissioners.
- d. The budgets are adopted on a basis consistent with generally accepted accounting principles.

**Cash and cash equivalents:** Cash and cash equivalents, if applicable, are defined as demand deposits, money market accounts, nonnegotiable certificates of deposit and short-term investments with original maturities of three months or less from the date of acquisition.

**Investments:** Investments, if held, are stated at their fair value, which is based on quoted market prices. Unrealized gains and losses in fair value are recognized. Certain money market investments are stated at amortized cost if they have a remaining maturity of one year or less when purchased.

**Capital assets:** Capital assets are reported in the governmental activities column in the government-wide financial statements. The District defines capital assets as assets with an initial, individual cost of more than \$ 1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation. Depreciation on all capital assets is charged to operations using the straight-line method over the assets' estimated service lives.

## Note 2 - Summary of Significant Accounting Policies (continued)

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

**Deferred outflows/inflows of resources:** In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The District does not have any items that qualify for reporting in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The District does not have any items that qualify for reporting in this category.

### Equity classifications:

#### *Government-wide statements*

Net position is classified in three categories. The general meaning of each is as follows:

- a. Net investment in capital assets - consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds or other borrowings that are attributable to the acquisition, construction or improvement of those assets, if applicable.
- b. Restricted - consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or 2) law through constitutional provisions or enabling legislation, if applicable.
- c. Unrestricted - all other net position that does not meet the definition of "restricted" or "net investment in capital assets."

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

#### *Fund statements*

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* requires that governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.

**Note 2 - Summary of Significant Accounting Policies (continued)**

Restricted: This classification includes amounts for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.

Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the District's Board of Commissioners (the "Board"). These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (ordinance or resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

Assigned: This classification includes amounts that are constrained by the District Board's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board or through the Board delegating this responsibility to District management through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The District classifies existing fund balance to be used in subsequent year's budget for elimination of a deficit as assigned.

Unassigned: This classification includes the residual fund balance for the General Fund.

When the District has expenditures for which committed, assigned or unassigned fund balance is available, the District would consider committed funds to be spent first, then assigned funds and lastly unassigned funds.

**Property taxes:** Under Florida law, the assessment of all properties and the collection of all county, municipal, special taxing district and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector, respectively. All property is reassessed according to its fair market value on January 1 of each year and each assessment roll is submitted to the State Department of Revenue for review to determine if the assessment roll meets all of the appropriate requirements of state law. The maximum rate the District is allowed to assess is 1.0 mills (\$ 1.000 for each \$ 1,000 of assessed valuation).

The tax levy is established by the Board of Commissioners prior to October 1 of each year during the budget process. For the fiscal year ended September 30, 2019 the adopted millage rate is 1.000 mills (\$ 1.00 for each \$ 1,000 of assessed valuation).

Taxes may be paid less a 4% discount in November or at declining discounts each month through the month of February. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Beginning on or before June 1, the tax collector is required by law to hold a tax certificate sale. The certificates represent liens on all unpaid taxes on real estate properties. The sale allows citizens to buy certificates by paying off the owed tax debt. The sale is conducted in reverse auction style with participants bidding downward on interest rates starting at 18%. The certificate is awarded to the lowest bidder. A tax certificate earns a minimum of 5% interest to the investor until the interest has accrued to greater than 5%, with the exception of "zero" interest bids, which always earn "zero" interest.

**Key Largo Fire Rescue and Emergency Medical Services District**  
**Notes to Basic Financial Statements**  
**September 30, 2019**

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**Note 2 - Summary of Significant Accounting Policies (continued)**

**Use of estimates:** The preparation of financial statements in conformity with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Although these estimates are based on management's knowledge of current events and actions it may undertake in the future, that may ultimately differ from actual results.

**Date of management review:** Subsequent events have been evaluated through May 20, 2020, which is the date the financial statements were available to be issued.

**Note 3 - Deposits**

**Deposits:** The District's deposits must be placed with banks and savings and loans which are qualified as public depositories prior to receipt of public monies under Chapter 280, Florida Statutes. These deposits are insured by the FDIC up to \$ 250,000. Monies deposited in amounts greater than the insurance coverage are secured by the banks pledging securities with the State Treasurer in the collateral pool. At year end, the carrying amount of the District's deposits was \$ 2,492,402 and the bank balance was \$ 2,503,553. These balances include a \$ 510,326 nonnegotiable certificate of deposit.

**Note 4 - Capital Assets**

Capital asset activity for the year ended September 30, 2019 was as follows:

	Balance at October 1, 2018	Additions	Transfers	Retirements	Balance at September 30, 2019
Governmental Activities:					
Capital assets, not being depreciated					
Land	\$ 178,597	\$ -	\$ -	\$ -	\$ 178,597
Construction in progress	564,874	-	(564,874)	-	564,874
Total capital assets, not being depreciated	743,471	-	(564,874)	-	743,471
Capital assets, being depreciated					
Buildings and improvements	3,413,794	55,425	-	-	3,469,219
Infrastructure	861,258	157,600	6,590	-	1,018,858
Furniture and equipment	1,242,125	336,181	-	-	1,578,306
Vehicles	2,794,977	-	558,284	(197,113)	2,597,864
Total capital assets, being depreciated	8,312,154	549,206	564,874	(197,113)	8,664,247
Less accumulated depreciation for:					
Buildings and improvements	(1,158,292)	(108,476)	-	-	(1,266,768)
Infrastructure	(95,478)	(29,621)	-	-	(125,099)
Furniture and equipment	(778,956)	(105,732)	-	-	(884,688)
Vehicles	(1,101,504)	(192,719)	-	197,113	(1,097,110)
Total accumulated depreciation	(3,134,230)	(436,548)	-	197,113	(3,373,665)
Total capital assets being depreciated, net	5,177,924	112,658	-	-	5,290,582
Governmental activities capital assets, net	\$ 5,921,395	\$ 112,658	\$ -	\$ -	\$ 6,034,053

**Note 4 - Capital Assets (continued)**

Provision for depreciation was charged to functions as follows:

Governmental Activities:	
Public safety	\$ <u>436,548</u>

**Note 5 - Interlocal Agreement**

The District previously entered into an agreement with Monroe County (the "County") related to the transfer of fire and emergency medical services responsibilities from the County to the District. The agreement became effective October 1, 2006. Under the agreement, the District accepts all responsibilities for and agrees to provide within the District all of the duties and responsibilities as defined in 2005 Florida Laws, Chapter 329. Based on the terms of the agreement, the District accepted title to certain property previously held by the County under two long-term lease agreements. Under these agreements, which expire in January 2022 and July 2043, the District retains title to buildings and improvements constructed by the County on land that is owned by the lessor. The agreement which expires in January 2022 contains the option to renew for two additional 30-year periods under the same terms and conditions. Upon expiration of one of the agreements, the District's interest in the buildings and improvements transfers to the lessor. Under the other agreement, the District retains title to and has the right to remove any buildings or improvements located on the leased premises. Additionally, the District has title to certain furniture, equipment and vehicles previously held by the County.

**Note 6 - Commitments and Contingencies**

**Agreements:** On October 1, 2016, the District entered into agreements with the Key Largo Volunteer Ambulance Corps., Inc. (the "Ambulance Corps") to provide emergency medical services and with the Key Largo Volunteer Fire Department, Inc. (the "Fire Department") which is currently a wholly-owned subsidiary of the Ambulance Corps to provide fire and rescue services. These agreements are renewals of the existing agreements with the Ambulance Corps and Fire Department. The agreements are effective through October 1, 2019, with an automatic renewal for an additional three-year period, unless either party in writing, no fewer than thirty (30) days prior to the renewal date, informs the other party of a desire to terminate or modify these agreements. Both agreements contain provisions under which either party may terminate the agreement. The agreements call for payments to be made from the District to the Ambulance Corps or the Fire Department, either in the form of advances, direct payment of expenses or reimbursements. These payments shall be made in accordance with the budget appropriations request submitted by the Ambulance Corps and the Fire Department to the District. The agreements were renewed through May 18, 2020 and are currently operating on a month to month basis while the Board of Commissioners considers the full renewal of the Ambulance Corps and the Fire Department contracts individually.

**Note 7 - Risk Management**

In accordance with the agreements with the Fire Department and Ambulance Corps (Note 6), the District is required to provide workers' compensation insurance, including \$ 1,000,000 in employer's liability insurance coverage, on the volunteers of the Fire Department and Ambulance Corps, as required by Florida Statutes Chapter 440. Additionally, the District must maintain general liability and automobile liability insurance with minimum coverage limits of \$ 2,000,000.

**Note 8 - Subsequent Event**

In March 2020, the *World Health Organization* declared the outbreak of a coronavirus (COVID-19) a pandemic. As a result, the local and global financial markets are experiencing significant declines and creating economic uncertainties. At this time, it is unknown how this negative outlook will impact the District's financial statements. No adjustments have been made to the accompanying financial statements as a result of the current events.

# OTHER REPORTS OF INDEPENDENT AUDITOR

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Commissioners  
Key Largo Fire Rescue and Emergency Medical Services District  
Monroe County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of Key Largo Fire Rescue and Emergency Medical Services District (the "District"), as of and for the year ended September 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated May 20, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



KEEFE McCULLOUGH

Fort Lauderdale, Florida  
May 20, 2020

## INDEPENDENT AUDITOR'S REPORT TO DISTRICT MANAGEMENT

To the Board of Commissioners  
Key Largo Fire Rescue and Emergency Medical Services District  
Monroe County, Florida

### Report on the Financial Statements

We have audited the basic financial statements of Key Largo Fire Rescue and Emergency Medical Services District (the "District"), as of and for the year ended September 30, 2019, and have issued our report thereon dated May 20, 2020.

### Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in these reports, which are dated May 20, 2020, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. There were no findings and recommendations made in the preceding annual financial audit report.

### Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The District was established June 8, 2005 by Florida Legislature H.B. No. 1291, pursuant to the provisions of Chapter 191, of the laws of the State of Florida. The District does not have any component units.

### **Financial Condition and Management**

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, requires us to apply appropriate procedures and communicate the results of our determination as to whether or not the District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific condition(s) met. In connection with our audit, we determined that the District did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the District. It is management's responsibility to monitor the District's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants attention of those charged with governance. In connection with our audit, we did not have any such findings.

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



KEEFE MCCULLOUGH

Fort Lauderdale, Florida  
May 20, 2020

INDEPENDENT ACCOUNTANT'S REPORT ON COMPLIANCE  
WITH SECTION 218.415, FLORIDA STATUTES

To the Board of Commissioners  
Key Largo Fire Rescue and Emergency Medical Services District  
Monroe County, Florida

We have examined Key Largo Fire Rescue and Emergency Medical Services District (the "District") compliance with the requirements of Section 218.415, Florida Statutes, Local Government Investment Policies, during the year ended September 30, 2019. Management is responsible for the District's compliance with the specified requirements. Our responsibility is to express an opinion on the District's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about with the District complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2019.

This report is intended solely for the information and use of the Board of Commissioners, management and the State of Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

*Keefe McCullough*

KEEFE MCCULLOUGH

Fort Lauderdale, Florida  
May 20, 2020

CPA's + Trusted Advisors

**RESOLUTION NO. 2020-002**

**A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND  
EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA,  
AMENDING THE DISTRICT'S BUDGET FOR FISCAL  
YEAR 2019-2020; PROVIDING FOR SEVERABILITY; AND  
PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, in accordance with Section 200.065, Florida Statutes, the District adopted a Budget for Fiscal Year 2019-2020 by Resolution No. 2019-007; and

**WHEREAS**, in accordance with Section 189.418(6), Florida Statutes, the District at any time within a fiscal year or within up to 60 days following the end of the fiscal year may amend a budget for that year;

**WHEREAS**, in accordance with Section 189.418(6), Florida Statutes, the District must adopt budget amendments by resolution;

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

**Section 1. Budget Amendment.** In accordance with Section 189.418(6), Florida Statutes, the budget amendment for Fiscal Year 2019-2020, beginning October 1, 2019 and ending September 30, 2020, attached as Exhibit "A" is approved.

**Section 2. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**Section 3. Severability.** The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences,

clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

**Section 4. Effective Date.** This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 22nd day of June 2020.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Vicky Fay, District Clerk

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

\_\_\_\_\_  
DISTRICT ATTORNEY

Motion to adopt by \_\_\_\_\_, Seconded by \_\_\_\_\_

FINAL VOTE AT ADOPTION

Tony Allen	_____
George Mirabella	_____
Frank Conklin	_____
Bob Thomas	_____
Danny Powers	_____

**EXHIBIT A**  
**KEY LARGO FIRE RESCUE & EMS DISTRICT**  
**FY 2019-2020 BUDGET AMENDMENT**  
**GENERAL FUND SUMMARY**

	General Fund ADOPTED	Increase/ (Decrease)	General Fund AMENDED
<b>REVENUES</b>			
Ad Valorem Taxes (at 97% collection)	\$ 3,478,108	\$ -	\$ 3,478,108
Monroe County BOCC Contribution for Capital Infrastructure	150,000	-	150,000
SAFER Grant	164,869	-	164,869
Interest Income	12,000	-	12,000
<b>Total Revenues</b>	<b>3,804,977</b>	<b>-</b>	<b>3,804,977</b>
<b>PROJECTED FUND BALANCES OCT 1, 2019</b>			
Unassigned	1,741,896	275,467	2,017,363
Committed for Capital Outlay (Trauma District Funding)	247,771	-	247,771
Committed for Vehicle Replacement	300,114	-	300,114
<b>Total Projected Fund Balances</b>	<b>2,289,781</b>	<b>275,467</b>	<b>2,565,248</b>
<b>TOTAL REVENUES, FUND BALANCES AND OTHER FINANCING SOURCES</b>	<b>\$ 6,094,758</b>	<b>\$ 275,467</b>	<b>\$ 6,370,225</b>
<b>PROPOSED EXPENDITURES</b>			
<b>Key Largo Fire/EMS District Board</b>			
Operating Expenditures	\$ 327,873	\$ -	\$ 327,873
Reserve Transfers	225,000	-	225,000
<b>Subtotal District Board</b>	<b>\$ 552,873</b>	<b>\$ -</b>	<b>\$ 552,873</b>
<b>Key Largo Fire &amp; Rescue</b>			
Operating Expenditures	\$ 1,822,017	\$ 6,150	\$ 1,828,167
Capital Outlay	169,000	1,350	170,350
<b>Subtotal Key Largo Fire &amp; Rescue</b>	<b>\$ 1,991,017</b>	<b>\$ 7,500</b>	<b>\$ 1,998,517</b>
<b>Key Largo Ambulance</b>			
Operating Expenditures	\$ 659,887	\$ 91,954	\$ 751,841
Capital Outlay	257,012	(209,410)	47,602
<b>Subtotal Key Largo Ambulance</b>	<b>\$ 916,899</b>	<b>\$ (117,456)</b>	<b>\$ 799,443</b>
<b>Total Expenditures &amp; Transfers</b>	<b>\$ 3,460,789</b>	<b>\$ (109,956)</b>	<b>\$ 3,350,833</b>
<b>FUND BALANCE SEPTEMBER 30, 2020</b>			
Unassigned	2,311,084	160,423	2,471,507
Committed for Capital Outlay (Trauma District Funding - EMS)	22,771	225,000	247,771
Committed for Vehicle Replacement	525,114	-	525,114
<b>Total Projected Fund Balances</b>	<b>2,858,969</b>	<b>385,423</b>	<b>3,244,392</b>
<b>TOTAL EXPENDITURES, FUND BALANCES AND OTHER FINANCING USES</b>	<b>\$ 6,094,758</b>	<b>\$ 275,467</b>	<b>\$ 6,370,225</b>

**EXHIBIT A**  
**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2019-2020 BUDGET AMENDMENT**  
**GENERAL FUND SUMMARY**

**Expenditures Department: Key Largo Volunteer Fire Department**

Acct #	Description	Adopted & Previously Amended	Increase/ (Decrease)	Amended	Explanation of Budget Increase/Decrease
522.520.03	Medical Supplies	4,500	7,500	12,000	Unanticipated COVID-19 PPE expenses, will submit to FEMA for partial reimbursement, but the reimbursement will not be received in FY20
522.460	Repairs & Maintenance: Equipment	26,000	(1,350)	24,650	Unanticipated Refrigerator Replacement
522.640	Capital Outlay: Equipment	5,000	1,350	6,350	Unanticipated Refrigerator Replacement

TOTAL CHANGE IN EXPENDITURES	\$	7,500
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**Expenditures Department: Key Largo Volunteer Ambulance Corp**

Acct #	Description	Adopted	Increase/ (Decrease)	Amended	Explanation of Budget Increase/Decrease
526.120.02	Paramedic Payroll	30,641	44,359	75,000	Expenses were more than anticipated, due to decreased EMS revenues due to COVID-19 safer at home imitative
526.121	Volunteer Pay	151,000	41,000	192,000	Expenses were more than anticipated, increased participation
526.210	Payroll Taxes	40,955	6,595	47,550	Expenses were more than anticipated due to items noted above
526.640	Capital Outlay : Buildings	32,012	15,590	47,602	Mold remediation and repairs approved in FY19 were billed and paid for in FY20
526.641	Capital Outlay: Vehicles	225,000	(225,000)	-	The replacement ambulance will not be billed prior to 9/30/20, this purchase will be budgeted in FY21

TOTALCHANGE IN EXPENDITURES	\$ (117,456)
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# 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: March 10, 2020

1. Call to Order
2. Approval of Agenda
3. Announcements
  - A. State EMS Grant Awarded
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
  - A. Status of Contract with District
11. New Business
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: March 10, 2020

Board members in attendance were Brenda Beckmann, 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 6:31 pm by President Scott Robinson.
2. Approval of Agenda  
Ken Edge seconded by Tess Marra moved approval of the agenda. Motion carried.
3. Announcements
  - KLVAC received a State of Florida EMS Grant in the amount of \$5,000.00 to provide 50 units of nasal Narcan for the community Narcan project. A press announcement will be made to notify the community.
  - A Leadership/Management Class for District officials, and personnel from KLVAC and KLVFD will be held by David Ritz, in accordance with a District vote to hold such class. This class is not mandatory for members of KLVAC or KLVFD per Chief Bock.
  - Corporate bank account had to be closed because of an altered check, and another account was opened.
  - The District voted not to raise the millage cap at this time.
4. Public Comment - No public comment
5. Approval of Minutes  
Ken Edge seconded by Brenda Beckmann moved approval of the February 2020 minutes. Motion carried.
6. Treasurer's Report  
Tess Marra reported a balance of \$ 227,365.10 as of February 2020. Ken Edge seconded by Brenda Beckmann moved approval of the treasurer's report. Motion carried.
7. Committee Reports - No report.
8. Legal Report - No Report



## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

### 9. Membership Review

- Ricardo Canals III requested reimbursement
- Joseph Milanes requested reimbursement
- Brenda seconded by Ken Edge moved approval of provisional reinstatement for both above-listed volunteers. Motion carried.
- Carlos Prohl submitted a letter of resignation due to being hired by Miami-Dade.

### 10. Old Business

- The contract negotiations have not been completed as there two unresolved issues.
- Some issues that have been agreed upon:
  - A. A Staffing Report will be provided to the District every 6 months
  - B. Damage to vehicles in the amount of \$1,000.00 [down from \$5000.00] must be reported to the District
  - C. Any call response time greater than 10 minutes must be reported to the District
  - D. Chief Bock will meet with Jennifer Johnson to discuss a 5-year plan for staffing expenses

### 11. New Business – None

### 12. Membership Discussion

- A representative from Horton will be at KLVAC on 3/23/2020 regarding a new ambulance.
- With regard to the on-going corona virus situation, do not over-react.

### 13. Adjournment

There being no further business, Ken Edge seconded by Brenda Beckmann moved adjournment. Motion carried. Meeting adjourned at 6:52 pm.

Kay Cullen  
Recording Secretary

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

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$36,029.27	\$7,286.20	\$240.26	\$1,615.89	\$182,193.48	\$227,365.10
<b>Revenues</b>						
Interest	1.71	1.49	0.02	0.14		3.36
Medical Fees	25,634.62					25,634.62
Medical Transcripts						0.00
KL Fire Rescue & EMS Reimb		22,590.69				22,590.69
Donations						0.00
Educational Income						0.00
Uncollected Income/Adjustmts	24,342.82					24,342.82
Misc Inc -	0.06					0.06
<b>Total Revenues</b>	\$49,979.21	\$22,592.18	\$0.02	\$0.14	\$0.00	\$72,571.55
<b>Expenditures</b>						
Advertising						0.00
Medical Billing Refunds						0.00
Payroll Expenses	26,230.52	22,517.81				48,748.33
Supplies		453.91				453.91
Professional Fees	3,229.65					3,229.65
Dues & Membership						0.00
Bank Service Charges	62.32					62.32
Licenses		61.25				61.25
Repairs		300.00				300.00
<b>Total Expenditures</b>	\$29,522.49	\$23,332.97	\$0.00	\$0.00	\$0.00	\$52,855.46
<b>Ending Balance</b>	\$56,485.99	\$6,545.41	\$240.28	\$1,616.03	\$182,193.48	\$247,081.19
TRANSFERS	4,078.13	(4,078.13)	0.00	0.00		0.00
Balance before Adjustment	60,564.12	2,467.28	240.28	1,616.03	182,193.48	247,081.19
Adjustment to arrive at Actual	-44,712.78	20,395.08	0.00	0.00	0.00	-24,317.70
<b>ACTUAL BALANCE @ MO END</b>	\$15,851.34	\$22,862.36	\$240.28	\$1,616.03	\$182,193.48	\$222,763.49



## 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 FEBRUARY 2020

TOTAL CALLS.....	153
TRANSPORTS.....	128
ALS.....	80
BLS.....	37
PEDI.....	0
TRAUMA ALERT.....	1
BACK-UP.....	12
PUBLIC ASSIST .....	11
CANCEL.....	4
ARRIVAL TIME .....	4.3
SCENE TIME .....	16.6



## 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 MARCH 2020

TOTAL CALLS.....	138
TRANSPORTS.....	105
ALS.....	54
BLS.....	24
PEDI.....	0
TRAUMA ALERT.....	1
BACK-UP.....	12
PUBLIC ASSIST .....	23
CANCEL.....	2
ARRIVAL TIME .....	4.7
SCENE TIME .....	22.4



## 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 APRIL 2020

TOTAL CALLS.....	92
TRANSPORTS.....	67
ALS.....	56
BLS.....	15
PEDI.....	0
TRAUMA ALERT.....	1
CARDIAC ARREST .....	1
BACK-UP.....	4
PUBLIC ASSIST .....	17
CANCEL.....	1
ARRIVAL TIME .....	4.9
SCENE TIME .....	21.0



## 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 MAY 2020

TOTAL CALLS.....	105
TRANSPORTS.....	61
ALS.....	67
BLS.....	9
PEDI.....	0
TRAUMA ALERT.....	0
BACK-UP.....	9
PUBLIC ASSIST .....	16
CANCEL.....	3
ARRIVAL TIME .....	6.7
SCENE TIME .....	18.8



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.com](mailto:info@keylargofire.com)

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## Business Meeting

DATE: March 10, 2020

### 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. Committees
  - B. Corporate Checking Account Update
12. New Business
  - A. Leave of Absence Policy
  - B. Training
13. Membership Discussion
14. Adjournment



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.com](mailto:info@keylargofire.com)

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Business Meeting

Date: March 10, 2020

Board members in attendance were Jason Mumper, Markus Golling, Don Conord 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 7:07 pm by President, Jason Mumper.

2. Approval of Agenda

Don Conord seconded by Andre Castro moved to amend the agenda to add Item 12C – Contract Discussion. Motion carried. Andre Castro seconded by Markus Golling moved to approve the amended agenda. Motion carried.

3. Announcements

- Two members resigned to accept employment in Orlando and Miami Dade.
- Testing will be held on 4/25/2020

4. Public Comment

Chris Jones discussed an issue with an injured firefighter and supplemental insurance vs. workman's comp coverage and short-term disability coverage. A question concerning whether or not a Light Duty Policy needs to be drafted for KLVFD was raised. Several options regarding different types of insurance policies were discussed.

5. Approval of Minutes

Markus Golling seconded by Don Conord moved approval of the February, 2020 minutes. Motion carried.

6. Approval of Treasurer's Report

Markus Golling reported a balance of \$36,886.54 February, 2020. Don Conord seconded by Andre Castro moved approval of the February, 2020 Treasurer's Report. Motion carried.

7. Committee Reports - None

8. Benevolent Report

New management is in the process of creating bylaws and positions and obtaining resignations of Board officers.

9. Legal Report – None



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.com](mailto:info@keylargofire.com)

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## 10. Membership Review

- Testing will be held on 4/25/2020
- Thomas Mirabella is requesting re-instatement. After discussion concerning the current Leave of Absence policy and Mirabella's request, this issue was tabled until the April meeting pending a review of said policy.

## 11. Old Business

- **ATV/Mule Committee:** Chris Jones, Don Conord and Curtis Tucker will compromise the committee and will gather information prior to the issue being submitted to the District.
- **Bylaw Committee:** The President tabled this matter until April, 2020.
- **Corporate Bank Account:** Solicitation monies are beginning to come in from the Solicitation letter.

## 12. New Business

- **Leave of Absence Policy:** Markus Golling, seconded by Don Conord moved to amend the present Leave of Absence Policy to allow for reinstatement of a past member deemed to be an asset to the Department due to previous employment, subject to drug, background and drivers' license checks as well as a current physical. Motion carried.
- **Training:** The president suggested a reallocation of some funds to pay for Monroe County life fire training. Since the county will not charge for this training, the expense would be for overtime for paid staff to attend this training. The Chief will request the live burn schedule from the county; a notice to members will be sent to advise of the burn dates and scheduling can be completed.
- **Contract Status:** There are issues with regard to the EMS Contract and District to be settled. Once the EMS contract is approved, the contract for the fire department will be a mirror of the EMS Contract. Some issues that have been agreed upon:
  - A. A Staffing Report will be provided to the District every 6 months
  - B. Damage to vehicles in the amount of \$1,000.00 [down from \$5000.00] must be reported to the District
  - C. Any call response time greater than 10 minutes must be reported to the District
  - D. Chief Bock will meet with Jennifer Johnson to discuss a 5-year plan for staffing expenses
  - E. The District approved the diesel tank purchase for Station 25.
  - F. The millage rate increase was not approved by the District at this time.



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.com](mailto:info@keylargofire.com)

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## 13. Membership Discussion

There are new SOPs which Chris Jones was instructed to send to the District:

1. Forcible Entry
2. Hot Stick
3. Downed Lines
4. Badges

## 14. Adjournment

There being no further business, the meeting was adjourned at 8:28 PM.

Kay Cullen  
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$36,270.07</b>	<b>\$0.03</b>	<b>\$613.25</b>	<b>\$3.19</b>	<b>\$36,886.54</b>
<u>Revenues</u>					
Revenues & Reimbursements	106,865.62				\$106,865.62
Donations	330.00	8,084.00			8,414.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	3.03	0.22	0.05		3.30
<b>Total Revenues</b>	<b>\$107,198.65</b>	<b>\$8,084.22</b>	<b>\$0.05</b>	<b>\$0.00</b>	<b>\$115,282.92</b>
<u>Expenditures</u>					
Payroll Expenses	95,848.79	0.00	0.00	0.00	\$95,848.79
Employee's Share Health Insurance	-2,126.29	0.00	0.00	0.00	-2,126.29
Health Insurance	8,787.05	0.00	0.00	0.00	8,787.05
Licenses	0.00	61.25	0.00	0.00	61.25
Legal	0.00	381.00	0.00	0.00	381.00
Printing	0.00	2,239.00	0.00	0.00	2,239.00
Repairs	407.47	0.00	0.00	0.00	407.47
Training	650.00	0.00	0.00	0.00	650.00
Supplies	279.96	0.00	0.00	0.00	279.96
Postage	0.00	1,488.27	0.00	0.00	1,488.27
<b>Total Expenditures</b>	<b>\$103,846.98</b>	<b>\$4,169.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$108,016.50</b>
<b>Ending Balance</b>	<b>\$39,621.74</b>	<b>\$3,914.73</b>	<b>\$613.30</b>	<b>\$3.19</b>	<b>\$44,152.96</b>
TRANSFERS					0.00
Balance before Adjustment	\$39,621.74	\$3,914.73	\$613.30	\$3.19	\$44,152.96
Adjustment to arrive at Actual	205.66	0.00	0.00	0.00	205.66
<b>ACTUAL BALANCE @ MO END</b>	<b>\$39,416.08</b>	<b>\$3,914.73</b>	<b>\$613.30</b>	<b>\$3.19</b>	<b>\$43,947.30</b>
*Payroll Liabilities	-\$14.22				
Fixed Asset Purchases	\$219.88				
Total Adjustments	<b>\$205.66</b>				

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$39,416.08</b>	<b>\$3,914.73</b>	<b>\$613.30</b>	<b>\$3.19</b>	<b>\$43,947.30</b>
<u>Revenues</u>					
Revenues & Reimbursements	100,651.85				\$100,651.85
Donations		2,630.00			2,630.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	4.16	0.33	0.05		4.54
<b>Total Revenues</b>	<b>\$100,656.01</b>	<b>\$2,630.33</b>	<b>\$0.05</b>	<b>\$0.00</b>	<b>\$103,286.39</b>
<u>Expenditures</u>					
Payroll Expenses	88,640.91	0.00	0.00	0.00	\$88,640.91
Employee's Share Health Insurance	-2,106.46	0.00	0.00	0.00	-2,106.46
Health Insurance	8,903.51	0.00	0.00	0.00	8,903.51
Licenses	0.00	0.00	0.00	0.00	0.00
Legal	0.00	2,092.50	0.00	0.00	2,092.50
Printing	0.00	0.00	0.00	0.00	0.00
Repairs	1,762.57	0.00	0.00	0.00	1,762.57
Training	0.00	0.00	0.00	0.00	0.00
Supplies	213.92	0.00	0.00	0.00	213.92
Dues & Subscriptions	187.50	0.00	0.00	0.00	187.50
<b>Total Expenditures</b>	<b>\$97,601.95</b>	<b>\$2,092.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$99,694.45</b>
<b>Ending Balance</b>	<b>\$42,470.14</b>	<b>\$4,452.56</b>	<b>\$613.35</b>	<b>\$3.19</b>	<b>\$47,539.24</b>
TRANSFERS					0.00
Balance before Adjustment	\$42,470.14	\$4,452.56	\$613.35	\$3.19	\$47,539.24
Adjustment to arrive at Actual	117.60	0.00	0.00	0.00	117.60
<b>ACTUAL BALANCE @ MO END</b>	<b>\$42,352.54</b>	<b>\$4,452.56</b>	<b>\$613.35</b>	<b>\$3.19</b>	<b>\$47,421.64</b>
*Payroll Liabilities	\$117.60				
Fixed Asset Purchases	\$0.00				
Total Adjustments	<b>\$117.60</b>				

**RESOLUTION NO. 2020-002**

**A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND  
EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA,  
AMENDING THE DISTRICT'S BUDGET FOR FISCAL  
YEAR 2019-2020; PROVIDING FOR SEVERABILITY; AND  
PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, in accordance with Section 200.065, Florida Statutes, the District adopted a Budget for Fiscal Year 2019-2020 by Resolution No. 2019-007; and

**WHEREAS**, in accordance with Section 189.418(6), Florida Statutes, the District at any time within a fiscal year or within up to 60 days following the end of the fiscal year may amend a budget for that year;

**WHEREAS**, in accordance with Section 189.418(6), Florida Statutes, the District must adopt budget amendments by resolution;

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

**Section 1. Budget Amendment.** In accordance with Section 189.418(6), Florida Statutes, the budget amendment for Fiscal Year 2019-2020, beginning October 1, 2019 and ending September 30, 2020, attached as Exhibit "A" is approved.

**Section 2. Effective Date.** This Resolution shall become effective immediately upon its adoption.

**Section 3. Severability.** The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences,

clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

**Section 4. Effective Date.** This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 22nd day of June 2020.

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Vicky Fay, District Clerk

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

\_\_\_\_\_  
DISTRICT ATTORNEY

Motion to adopt by \_\_\_\_\_, Seconded by \_\_\_\_\_

FINAL VOTE AT ADOPTION

Tony Allen	_____
George Mirabella	_____
Frank Conklin	_____
Bob Thomas	_____
Danny Powers	_____



# 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: March 10, 2020

1. Call to Order
2. Approval of Agenda
3. Announcements
  - A. State EMS Grant Awarded
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
  - A. Status of Contract with District
11. New Business
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: March 10, 2020

Board members in attendance were Brenda Beckmann, 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 6:31 pm by President Scott Robinson.
2. Approval of Agenda  
Ken Edge seconded by Tess Marra moved approval of the agenda. Motion carried.
3. Announcements
  - KLVAC received a State of Florida EMS Grant in the amount of \$5,000.00 to provide 50 units of nasal Narcan for the community Narcan project. A press announcement will be made to notify the community.
  - A Leadership/Management Class for District officials, and personnel from KLVAC and KLVFD will be held by David Ritz, in accordance with a District vote to hold such class. This class is not mandatory for members of KLVAC or KLVFD per Chief Bock.
  - Corporate bank account had to be closed because of an altered check, and another account was opened.
  - The District voted not to raise the millage cap at this time.
4. Public Comment - No public comment
5. Approval of Minutes  
Ken Edge seconded by Brenda Beckmann moved approval of the February 2020 minutes. Motion carried.
6. Treasurer's Report  
Tess Marra reported a balance of \$ 227,365.10 as of February 2020. Ken Edge seconded by Brenda Beckmann moved approval of the treasurer's report. Motion carried.
7. Committee Reports - No report.
8. Legal Report - No Report



## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

### 9. Membership Review

- Ricardo Canals III requested reimbursement
- Joseph Milanes requested reimbursement
- Brenda seconded by Ken Edge moved approval of provisional reinstatement for both above-listed volunteers. Motion carried.
- Carlos Prohl submitted a letter of resignation due to being hired by Miami-Dade.

### 10. Old Business

- The contract negotiations have not been completed as there two unresolved issues.
- Some issues that have been agreed upon:
  - A. A Staffing Report will be provided to the District every 6 months
  - B. Damage to vehicles in the amount of \$1,000.00 [down from \$5000.00] must be reported to the District
  - C. Any call response time greater than 10 minutes must be reported to the District
  - D. Chief Bock will meet with Jennifer Johnson to discuss a 5-year plan for staffing expenses

### 11. New Business – None

### 12. Membership Discussion

- A representative from Horton will be at KLVAC on 3/23/2020 regarding a new ambulance.
- With regard to the on-going corona virus situation, do not over-react.

### 13. Adjournment

There being no further business, Ken Edge seconded by Brenda Beckmann moved adjournment. Motion carried. Meeting adjourned at 6:52 pm.

Kay Cullen  
Recording Secretary

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

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$36,029.27	\$7,286.20	\$240.26	\$1,615.89	\$182,193.48	\$227,365.10
<u><b>Revenues</b></u>						
Interest	1.71	1.49	0.02	0.14		3.36
Medical Fees	25,634.62					25,634.62
Medical Transcripts						0.00
KL Fire Rescue & EMS Reimb		22,590.69				22,590.69
Donations						0.00
Educational Income						0.00
Uncollected Income/Adjustmts	24,342.82					24,342.82
Misc Inc -	0.06					0.06
<b>Total Revenues</b>	\$49,979.21	\$22,592.18	\$0.02	\$0.14	\$0.00	\$72,571.55
<u><b>Expenditures</b></u>						
Advertising						0.00
Medical Billing Refunds						0.00
Payroll Expenses	26,230.52	22,517.81				48,748.33
Supplies		453.91				453.91
Professional Fees	3,229.65					3,229.65
Dues & Membership						0.00
Bank Service Charges	62.32					62.32
Licenses		61.25				61.25
Repairs		300.00				300.00
<b>Total Expenditures</b>	\$29,522.49	\$23,332.97	\$0.00	\$0.00	\$0.00	\$52,855.46
<b>Ending Balance</b>	\$56,485.99	\$6,545.41	\$240.28	\$1,616.03	\$182,193.48	\$247,081.19
TRANSFERS	4,078.13	(4,078.13)	0.00	0.00		0.00
Balance before Adjustment	60,564.12	2,467.28	240.28	1,616.03	182,193.48	247,081.19
Adjustment to arrive at Actual	-44,712.78	20,395.08	0.00	0.00	0.00	-24,317.70
<b>ACTUAL BALANCE @ MO END</b>	\$15,851.34	\$22,862.36	\$240.28	\$1,616.03	\$182,193.48	\$222,763.49



## 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 FEBRUARY 2020

TOTAL CALLS.....	153
TRANSPORTS.....	128
ALS.....	80
BLS.....	37
PEDI.....	0
TRAUMA ALERT.....	1
BACK-UP.....	12
PUBLIC ASSIST .....	11
CANCEL.....	4
ARRIVAL TIME .....	4.3
SCENE TIME .....	16.6



## 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 MARCH 2020

TOTAL CALLS.....	138
TRANSPORTS.....	105
ALS.....	54
BLS.....	24
PEDI.....	0
TRAUMA ALERT.....	1
BACK-UP.....	12
PUBLIC ASSIST .....	23
CANCEL.....	2
ARRIVAL TIME .....	4.7
SCENE TIME .....	22.4



## 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 APRIL 2020

TOTAL CALLS.....	92
TRANSPORTS.....	67
ALS.....	56
BLS.....	15
PEDI.....	0
TRAUMA ALERT.....	1
CARDIAC ARREST .....	1
BACK-UP.....	4
PUBLIC ASSIST .....	17
CANCEL.....	1
ARRIVAL TIME .....	4.9
SCENE TIME .....	21.0



## 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 MAY 2020

TOTAL CALLS.....	105
TRANSPORTS.....	61
ALS.....	67
BLS.....	9
PEDI.....	0
TRAUMA ALERT.....	0
BACK-UP.....	9
PUBLIC ASSIST .....	16
CANCEL.....	3
ARRIVAL TIME .....	6.7
SCENE TIME .....	18.8



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.com](mailto:info@keylargofire.com)

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## Business Meeting

DATE: March 10, 2020

### 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. Committees
  - B. Corporate Checking Account Update
12. New Business
  - A. Leave of Absence Policy
  - B. Training
13. Membership Discussion
14. Adjournment



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.com](mailto:info@keylargofire.com)

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Business Meeting

Date: March 10, 2020

Board members in attendance were Jason Mumper, Markus Golling, Don Conord 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 7:07 pm by President, Jason Mumper.

2. Approval of Agenda

Don Conord seconded by Andre Castro moved to amend the agenda to add Item 12C – Contract Discussion. Motion carried. Andre Castro seconded by Markus Golling moved to approve the amended agenda. Motion carried.

3. Announcements

- Two members resigned to accept employment in Orlando and Miami Dade.
- Testing will be held on 4/25/2020

4. Public Comment

Chris Jones discussed an issue with an injured firefighter and supplemental insurance vs. workman's comp coverage and short-term disability coverage. A question concerning whether or not a Light Duty Policy needs to be drafted for KLVFD was raised. Several options regarding different types of insurance policies were discussed.

5. Approval of Minutes

Markus Golling seconded by Don Conord moved approval of the February, 2020 minutes. Motion carried.

6. Approval of Treasurer's Report

Markus Golling reported a balance of \$36,886.54 February, 2020. Don Conord seconded by Andre Castro moved approval of the February, 2020 Treasurer's Report. Motion carried.

7. Committee Reports - None

8. Benevolent Report

New management is in the process of creating bylaws and positions and obtaining resignations of Board officers.

9. Legal Report – None



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.com](mailto:info@keylargofire.com)

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## 10. Membership Review

- Testing will be held on 4/25/2020
- Thomas Mirabella is requesting re-instatement. After discussion concerning the current Leave of Absence policy and Mirabella's request, this issue was tabled until the April meeting pending a review of said policy.

## 11. Old Business

- **ATV/Mule Committee:** Chris Jones, Don Conord and Curtis Tucker will compromise the committee and will gather information prior to the issue being submitted to the District.
- **Bylaw Committee:** The President tabled this matter until April, 2020.
- **Corporate Bank Account:** Solicitation monies are beginning to come in from the Solicitation letter.

## 12. New Business

- **Leave of Absence Policy:** Markus Golling, seconded by Don Conord moved to amend the present Leave of Absence Policy to allow for reinstatement of a past member deemed to be an asset to the Department due to previous employment, subject to drug, background and drivers' license checks as well as a current physical. Motion carried.
- **Training:** The president suggested a reallocation of some funds to pay for Monroe County life fire training. Since the county will not charge for this training, the expense would be for overtime for paid staff to attend this training. The Chief will request the live burn schedule from the county; a notice to members will be sent to advise of the burn dates and scheduling can be completed.
- **Contract Status:** There are issues with regard to the EMS Contract and District to be settled. Once the EMS contract is approved, the contract for the fire department will be a mirror of the EMS Contract. Some issues that have been agreed upon:
  - A. A Staffing Report will be provided to the District every 6 months
  - B. Damage to vehicles in the amount of \$1,000.00 [down from \$5000.00] must be reported to the District
  - C. Any call response time greater than 10 minutes must be reported to the District
  - D. Chief Bock will meet with Jennifer Johnson to discuss a 5-year plan for staffing expenses
  - E. The District approved the diesel tank purchase for Station 25.
  - F. The millage rate increase was not approved by the District at this time.



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.com](mailto:info@keylargofire.com)

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## 13. Membership Discussion

There are new SOPs which Chris Jones was instructed to send to the District:

1. Forcible Entry
2. Hot Stick
3. Downed Lines
4. Badges

## 14. Adjournment

There being no further business, the meeting was adjourned at 8:28 PM.

Kay Cullen  
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$36,270.07</b>	<b>\$0.03</b>	<b>\$613.25</b>	<b>\$3.19</b>	<b>\$36,886.54</b>
<u>Revenues</u>					
Revenues & Reimbursements	106,865.62				\$106,865.62
Donations	330.00	8,084.00			8,414.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	3.03	0.22	0.05		3.30
<b>Total Revenues</b>	<b>\$107,198.65</b>	<b>\$8,084.22</b>	<b>\$0.05</b>	<b>\$0.00</b>	<b>\$115,282.92</b>
<u>Expenditures</u>					
Payroll Expenses	95,848.79	0.00	0.00	0.00	\$95,848.79
Employee's Share Health Insurance	-2,126.29	0.00	0.00	0.00	-2,126.29
Health Insurance	8,787.05	0.00	0.00	0.00	8,787.05
Licenses	0.00	61.25	0.00	0.00	61.25
Legal	0.00	381.00	0.00	0.00	381.00
Printing	0.00	2,239.00	0.00	0.00	2,239.00
Repairs	407.47	0.00	0.00	0.00	407.47
Training	650.00	0.00	0.00	0.00	650.00
Supplies	279.96	0.00	0.00	0.00	279.96
Postage	0.00	1,488.27	0.00	0.00	1,488.27
<b>Total Expenditures</b>	<b>\$103,846.98</b>	<b>\$4,169.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$108,016.50</b>
<b>Ending Balance</b>	<b>\$39,621.74</b>	<b>\$3,914.73</b>	<b>\$613.30</b>	<b>\$3.19</b>	<b>\$44,152.96</b>
TRANSFERS					0.00
Balance before Adjustment	\$39,621.74	\$3,914.73	\$613.30	\$3.19	\$44,152.96
Adjustment to arrive at Actual	205.66	0.00	0.00	0.00	205.66
<b>ACTUAL BALANCE @ MO END</b>	<b>\$39,416.08</b>	<b>\$3,914.73</b>	<b>\$613.30</b>	<b>\$3.19</b>	<b>\$43,947.30</b>
*Payroll Liabilities	-\$14.22				
Fixed Asset Purchases	\$219.88				
Total Adjustments	<b>\$205.66</b>				

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$39,416.08</b>	<b>\$3,914.73</b>	<b>\$613.30</b>	<b>\$3.19</b>	<b>\$43,947.30</b>
<u>Revenues</u>					
Revenues & Reimbursements	100,651.85				\$100,651.85
Donations		2,630.00			2,630.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	4.16	0.33	0.05		4.54
<b>Total Revenues</b>	<b>\$100,656.01</b>	<b>\$2,630.33</b>	<b>\$0.05</b>	<b>\$0.00</b>	<b>\$103,286.39</b>
<u>Expenditures</u>					
Payroll Expenses	88,640.91	0.00	0.00	0.00	\$88,640.91
Employee's Share Health Insurance	-2,106.46	0.00	0.00	0.00	-2,106.46
Health Insurance	8,903.51	0.00	0.00	0.00	8,903.51
Licenses	0.00	0.00	0.00	0.00	0.00
Legal	0.00	2,092.50	0.00	0.00	2,092.50
Printing	0.00	0.00	0.00	0.00	0.00
Repairs	1,762.57	0.00	0.00	0.00	1,762.57
Training	0.00	0.00	0.00	0.00	0.00
Supplies	213.92	0.00	0.00	0.00	213.92
Dues & Subscriptions	187.50	0.00	0.00	0.00	187.50
<b>Total Expenditures</b>	<b>\$97,601.95</b>	<b>\$2,092.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$99,694.45</b>
<b>Ending Balance</b>	<b>\$42,470.14</b>	<b>\$4,452.56</b>	<b>\$613.35</b>	<b>\$3.19</b>	<b>\$47,539.24</b>
TRANSFERS					0.00
Balance before Adjustment	\$42,470.14	\$4,452.56	\$613.35	\$3.19	\$47,539.24
Adjustment to arrive at Actual	117.60	0.00	0.00	0.00	117.60
<b>ACTUAL BALANCE @ MO END</b>	<b>\$42,352.54</b>	<b>\$4,452.56</b>	<b>\$613.35</b>	<b>\$3.19</b>	<b>\$47,421.64</b>
*Payroll Liabilities	\$117.60				
Fixed Asset Purchases	\$0.00				
Total Adjustments	<b>\$117.60</b>				

# Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 05/01/2020 to 05/31/2020

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
130-Mobile property (vehicle) fire, other	1	6	6.00	2.33	2.33	13.98	13.98
131-Passenger vehicle fire	1	4	4.00	0.47	0.47	1.88	1.88
300-Rescue, EMS incident, other	3	9	3.00	0.56	0.19	0.58	1.73
311-Medical assist, assist EMS crew	2	7	3.50	1.13	0.57	2.10	4.19
321-EMS call, excluding vehicle accident w ith injury	6	20	3.33	2.62	0.44	1.38	8.25
322-Motor vehicle accident w ith injuries	3	15	5.00	0.88	0.29	1.36	4.07
411-Gasoline or other flammable liquid spill	1	3	3.00	0.17	0.17	0.51	0.51
445-Arcing, shorted electrical equipment	2	5	2.50	0.87	0.43	1.05	2.11
522-Water or steam leak	1	3	3.00	0.28	0.28	0.84	0.84
551-Assist police or other governmental agency	2	6	3.00	0.80	0.40	1.20	2.40
561-Unauthorized burning	1	6	6.00	0.43	0.43	2.58	2.58
611-Dispatched & canceled en route	8	29	3.63	0.27	0.03	0.18	1.42
700-False alarm or false call, other	1	6	6.00	0.68	0.68	4.08	4.08
743-Smoke detector activation, no fire - unintentional	1	4	4.00	0.17	0.17	0.68	0.68
745-Alarm system activation, no fire - unintentional	5	18	3.60	1.47	0.29	1.05	5.25
746-Carbon monoxide detector activation, no CO	1	3	3.00	0.50	0.50	1.50	1.50
813-Wind storm, tornado/hurricane assessment	1	4	4.00	0.33	0.33	1.32	1.32
900-Special type of incident, other	2	5	2.50	2.82	1.41	3.62	7.24
Blank. Incident Type not Entered	3	0	0.00	0.20	0.07		0.00
Total and Averages for all Incident Types	45	153	3.40	16.98	0.38		64.03

# NFPA Analysis Report

Key Largo Fire Department

Date Range: From 05/01/2020 to 05/31/2020

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)	1	0	0	\$0
14b. Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	1	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)	2	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	13			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	8			
22. Mutual Aid or Assistance Responses Given	1			
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)	18			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	45			

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)	0
3. Unintentional (tripping on interior device accidentally etc.) (IT 740-749)	7
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	1

# Incident Run Log

## Key Largo Fire Department

Date Range: From 05/01/2020 to 05/31/2020

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
35/15/2020	38032	2020-000293	12:16	1022	OVERSEAS HWY		Mobile property (vehicle) fire, other	2.3
35/23/2020	38032	2020-000304	22:47	9941	OVERSEAS HIGHWAY		Passenger vehicle fire	0.5
35/23/2020	38032	2020-000301	10:59	1043	OVERSEAS HWY		Rescue, EMS incident, other	0.2
35/23/2020	38032	2020-000303	20:46	13	NORTH END RD		Rescue, EMS incident, other	0.1
35/28/2020	38032	2020-000313	16:59	13	NORTH END ROAD		Rescue, EMS incident, other	0.2
35/22/2020	38032	2020-000300	14:45	9600	OVERSEAS HWY		Medical assist, assist EMS crew	0.0
35/29/2020	38032	2020-000316	20:14	59	JENNY LN		Medical assist, assist EMS crew	0.8
35/06/2020	38032	2020-000279	20:51	1508	AQUEDUCT LN		EMS call, excluding vehicle accident with injury	0.5
35/09/2020	38032	2020-000281	13:40	21	NORTH END RD		EMS call, excluding vehicle accident with injury	0.3
35/09/2020	38032	2020-000282	22:40	11	N OCEAN DR CR 905		EMS call, excluding vehicle accident with injury	0.3
35/15/2020	38032	2020-000294	13:16	17	CORMORANT DR		EMS call, excluding vehicle accident with injury	0.7
35/24/2020	38032	2020-000306	15:15	62	WATERWAYS DR		EMS call, excluding vehicle accident with injury	0.5
35/28/2020	38032	2020-000312	14:07	400	OCEAN DR		EMS call, excluding vehicle accident with injury	0.3
35/12/2020	38032	2020-000287	12:15	110	ANCHOR DR		Motor vehicle accident with injuries	0.3
35/26/2020	38032	2020-000310	19:44	1053	OVERSEAS HWY		Motor vehicle accident with injuries	0.4
35/29/2020	38032	2020-000314	18:25	1006	OVERSEAS HWY		Motor vehicle accident with injuries	0.2
35/20/2020	38032	2020-000297	10:44	1047	OVERSEAS HWY		Gasoline or other flammable liquid spill	0.2
05/01/2020	38032	2020-000275	01:47	9927	OVERSEAS HWY		Arcing, shorted electrical equipment	0.5
05/25/2020	38032	2020-000307	00:41	3	OAKWOOD AVE		Arcing, shorted electrical equipment	0.4
05/30/2020	38032	2020-000317	19:15	1036	OVERSEAS HWY		Water or steam leak	0.3
05/03/2020	38032	2020-000276	18:30	19	MANGROVE LN		Assist police or other governmental agency	0.6
05/11/2020	38032	2020-000286	13:20		SUNSET BLVD / 100 MM GULF		Assist police or other governmental agency	0.2
05/12/2020	38032	2020-000289	21:55	9980	OVERSEAS HWY		Unauthorized burning	0.4
05/06/2020	38032	2020-000280	21:01	1116	GRAND ST		Dispatched & canceled en route	0.0
05/10/2020	38032	2020-000283	16:32	768	BOSTWICK DR		Dispatched & canceled en route	0.0
05/11/2020	38032	2020-000284	07:34	79	SHORELAND DR		Dispatched & canceled en route	0.0
05/11/2020	38032	2020-000285	11:52	1038	OVERSEAS HWY		Dispatched & canceled en route	0.1
05/15/2020	38032	2020-000292	06:26	104	3 LN		Dispatched & canceled en route	0.1
05/19/2020	38032	2020-000296	20:40	325	CALUSA ST	475	Dispatched & canceled en route	0.0
05/27/2020	38032	2020-000311	13:45	266	LEE AVE		Dispatched & canceled en route	0.0
05/31/2020	38032	2020-000319	22:02	420	CORAL WAY		Dispatched & canceled en route	0.1
05/31/2020	38032	2020-000318	01:07	1501	OCEAN BAY DRIVE/OCEANSIDE	3	False alarm or false call, other	0.7
05/16/2020	38032	2020-000295	21:01	1303	ALMAY ST		Smoke detector activation, no fire - unintentional	0.2
05/06/2020	38032	2020-000277	12:45	1001	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.4
05/06/2020	38032	2020-000278	14:49	1001	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.3
05/23/2020	38032	2020-000302	16:07	9901	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.2
05/24/2020	38032	2020-000305	06:59	1024	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.3
05/25/2020	38032	2020-000308	00:53	511	CARIBBEAN DR		Alarm system activation, no fire - unintentional	0.4
05/12/2020	38032	2020-000288	21:24	78	BOUNTY LN NORTH		Carbon monoxide detector activation, no CO	0.5
05/25/2020	38032	2020-000309	09:10	1016	OVERSEAS HIGHWAY	12	Wind storm, tornado/hurricane assessment	0.3
05/13/2020	38032	2020-000290	12:24	9150	OVERSEAS HWY		Special type of incident, other	1.6
05/14/2020	38032	2020-000291	07:47	1	EAST DRIVE 99MM OC		Special type of incident, other	1.2
05/20/2020	38032	2020-000298	12:35	1	EAST DRIVE 99MM OC			0.0
05/22/2020	38032	2020-000299	10:17	1	EAST DRIVE 99MM OC			0.0
05/29/2020	38032	2020-000315	19:56	1055	OVERSEAS HWY			0.2

Total Number of Incidents: 45








Total Length of Incidents: 16.7 Hours

## Alarms by Day of Week

Key Largo Fire Department

Date Range: From 05/01/2020 to 05/31/2020

Fixed Property:

Day of Week		Totals
Sunday		6
Monday		6
Tuesday		5
Wednesday		8
Thursday		3
Friday		9
Saturday		8

No Date 0  
Total Alarms 45