



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

July 13, 2020

VIRTUAL ZOOM MEETING

Pursuant to Executive Order No. 20-69, Monroe County Emergency Directive 20-06 and Center for Disease Control ("CDC") social distancing guidelines established to contain the spread of the COVID-19 virus, this meeting will be held virtually via Zoom Meetings. Members of the public who wish to comment on matters before the District Board may do so by either: Sending an email to the clerk@klfrems.org or Calling (301) 715-8592, and upon receiving voice prompt, dialing Meeting ID: 847 6053 1604 and Password: 564955. Members of the public who participate in the meeting through this option must mute themselves until called upon to speak.

Website: <https://us02web.zoom.us/j/84760531604?pwd=ZGFJQVIERIZwTVRWWk1CaGVWOGVadz09>

1. AGENDA

1a. Call to Order

1b. Roll Call

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of July 13, 2020 District Meeting Agenda

2b. Approval of Minutes

2b.1 June 22, 2020 KLVAC Budget Workshop Meeting Minutes

2b.2 June 22, 2020 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

6a. Fire Hydrant Report (Thomas)

7. NEW BUSINESS

7a. MOTION APPROVAL: Resolution #2020-003 Proposed Millage (Johnson)

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD, FLORIDA; DETERMINING THE PROPOSED MILLAGE RATE, THE CURRENT YEAR ROLLED-BACK RATE, AND SETTING THE DATES, TIMES AND PLACES FOR THE FIRST AND SECOND BUDGET PUBLIC HEARINGS AS REQUIRED BY LAW; DIRECTING FINANCE TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MONROE COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; AND PROVIDING AN EFFECTIVE DATE.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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DISTRICT MEETING AGENDA

(Continued)

July 13, 2020

7b. MOTION/APPROVAL: KLVFD Department Contract (Jones)

7c. DISCUSSION: KLFR&EMS District Commissioner Stipends (Jones)

7d. DISCUSSION: Emergency Pay Policy (Mirabella)

7e. DISCUSSION: Temporary Above-Ground Storage Tank (Station 25) (Jones)

8. FINANCE REPORT

9. LEGAL REPORT

10. AMBULANCE CORPS REPORT

10a. KLVAC Monthly Report: 200531

11. FIRE DEPARTMENT REPORT

11a. KLVFD Monthly Report: 200531

11b. KLVFD Performance Report: 200630

12. COMMISSIONER ITEMS

13. NEXT MEETING

13a. KLVFD Budget Workshop & District Meeting July 27, 2020

14. ADJOURN

NEXT MEETINGS

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 1st Public Hearing & District Meeting*

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

* Need to confirm County/School Board 1st & Final Public Hearings

(See Next Page)



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

(Continued)

July 13, 2020

DOCUMENTS

- AI 2a. District Meeting Agenda
- AI 2b.1 KLVFD Budget Workshop Meeting Minutes 06/22/20
- AI 2b.2 District Meeting Minutes 06/22/20
- AI 7a. Resolution #2020-003 Proposed Millage & Establish Dates/Times for Public Hearings
- AI 7b. KLVFD Department Contract
- AI 10a. KLVAC Monthly Report: 200531 for May
- AI 11a. KLVFD Monthly Report: 200531 for May
- AI 11b. KLVFD Performance Report: 200630

*Persons who wish to be heard shall send an email to the clerk or
wait to be called upon in the Zoom Virtual Meeting*



BUDGET WORKSHOP MEETING MINUTES

June 22, 2020 – DRAFT

1. AGENDA

1a. Call to Order

Chairman Allen called the Zoom video conference Budget Workshop to order at 6:01 p.m.

1b. Pledge of Allegiance

Commissioner Allen 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.

1d. Approval of Agenda

MOTION: Commissioner Thomas made a motion **to approve the June 22, 2020 Budget Workshop Agenda**. Commissioner Conklin seconded the motion, and the Board unanimously passed the motion.

2. PUBLIC COMMENT

None

3. DISCUSSION: KLVAC Proposed FY 2020-2021 Budget

Jen Johnson presented the Ambulance Corps budget.

Acct. 120.01 Paramedic Payroll: \$362,376 this item includes an increase of \$39,435. The payroll reimbursement from EMS income is \$268,000, which is a decrease from FY 19-20 of \$24,300.

Acct. 121 (Volunteer Pay): \$191,030 which is an increase of \$40,030.

Acct. 140 (Overtime): \$24,930 this item includes an increase of \$20,030.

Acct. 210 (Employer Payroll Taxes): \$48,741 This item includes an increase of \$7,786 in payroll taxes.

Acct. 230 (Benefits): \$31,800 is an increase of \$13,800 for benefits.

Acct. 240 (Workman's Compensation): \$21,217 includes an increase of \$6,102 for Workman's Compensation.

Acct. 461 (Repair & Maintenance - Buildings): \$40,000 This is an increase of \$15,000 to include pressure washing and painting of Station 23, which was last painted in 2012.



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Acct. 462 (Repair & Maintenance - Vehicles): \$20,000 and includes a decrease of \$5,000 of vehicle expenses based upon current expenses.

Acct. 540 (Dues, Subscriptions & Publications): \$14,443 which is an increase of \$13,993. This includes a replacement of the patient-care reporting system. This includes payroll reporting, on-line reporting, and reports going directly to billing. The Aladtec Scheduling system will replace scheduling and handwritten timecards.

Acct. 640 (Capital Outlay – Equipment): \$18,325 which includes three Toughbook computers and an Employee ID Badge Printer.

Acct. 641 (Capital Outlay – Vehicles): \$225,000 the ambulance was postponed from FY 19-20.

Acct. 643 (Capital Outlay – Buildings): \$7,750 includes office carpet and tile that will not be completed in FY 19-20. This is a decrease of \$24,262.

In FY 20-21, the Corps is transitioning to more of a paid staff. Covid-19 is increasing the overtime this fiscal year; however, the effect on next year's budget is unknown, which is increasing the budget about \$15,000 per month.

The Ambulance Corps Operating Budget is \$838,257 with a capital budget of \$251,075 for a total FY 20-21 Budget of \$1,089,332, which is a total increase of \$172,433 for FY 20-21.

The District Board will set the proposed millage and public hearing dates for FY 20-21 at the July 13, 2020 Meeting.

4. **ADJOURN**

MOTION: Commissioner Powers made a motion ***to adjourn the Budget Workshop at 6:20 pm.*** This was seconded by Commissioner Conklin and passed unanimously.

NEXT MEETINGS

November 16, 2020

DOCUMENTS

- 1.D. Agenda Budget Workshop for June 22, 2020
- 3.0 KLVAC Proposed Budget FY 2020-2021



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

DISTRICT MEETING MINUTES

June 22, 2020 – **DRAFT**

1. AGENDA

1a. Call to Order

Chairman Allen called the Zoom video conference District Meeting to order at 6:21 p.m.

1b. Roll Call

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

Also present were: Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, CJ Jones, Gaelan Jones, Esq. and Scott Robinson.

2. APPROVAL OF AGENDA & MINUTES

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

MOTION: Commissioner Powers made a motion ***to approve the June 22, 2020 District Meeting Agenda.*** Commissioner Conklin seconded the motion, and the Board unanimously passed the motion.

2b. Approval of Minutes

2b.1 May 18, 2020 District Meeting Minutes

MOTION: Commissioner Conklin made a motion ***to approve the May 18, 2020 District Meeting Minutes,*** which was seconded by Commissioner Powers, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Jack Bridges spoke at Agenda Item 7a., and Sue Heim recommended the agenda provide detailed information for the Virtual Meeting.

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6a. Fire Hydrant Report

Commissioner Thomas reported fire hydrant installation will begin this week with a completion in July.

6b. Discussion: Fact-Finding Committee & Audit Results

Captain Garrido will forward information to the District Clerk, and this item will be included in the next Strategic Planning Workshop Meeting.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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7. NEW BUSINESS

7a. **MOTION/APPROVAL: KLVAC Department Contract**

Gaelan Jones presented the final version of the KLVAC contract and the KLVFD contract extension to the Board for approval. Discussion was held to amend Items 8 and 9, however, no Board action was taken. Jack Bridges expects to submit the KLVFD Contract to the District this week.

MOTION: Commissioner Powers made a motion **to approve the KLVAC Department Contract for the period of June 22, 2020 to June 21, 2021**, which was seconded by Commissioner Thomas. The motion passed as follows: Mirabella (Yes), Powers (Yes), Thomas (Yes), Conklin (No) and Allen (Yes).

MOTION: Commissioner Thomas made a motion **to approve the KLVFD Department Contract Renewal from June 22, 2020 to July 27, 2020**. Commissioner Mirabella seconded, and the motion was passed unanimously.

7b. **DISCUSSION: KLVFD 2020 Annual Report**

The items noted were the increase in call volume and training. The aerial operations (ladder or electrical) and confined space structural collapse (search rescue) training were discussed. The KLVFD just completed the Driver/Engineer course with eight (8) new drivers.

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

Jennifer Johnson reported there were no audit findings or recommendations found during the District FY 18-19 audit.

7d. **MOTION/APPROVAL: Resolution #2020-002 Budget Amendment**

Gaelan Jones read Resolution #2020-002 into the record. Jennifer Johnson reported the Ambulance Corps Budget Amendment increased paramedic and volunteer payroll about \$45,000 or \$15,000 per month over the last three months due to the Covid-19 virus. The Corps line items increased were: Paramedic Payroll \$44,359, Volunteer Pay \$41,000, Payroll Taxes \$6,595, Capital Outlay Buildings \$15,590 and Capital Outlay Vehicles was decreased by -\$225,000. The Fire Department items increased were: Medical Supplies \$7,500 and Capital Outlay Equipment \$1,350 and the Repairs/Maintenance for Equipment was decreased by -\$1,350.

The Projected Fund Balances as of September 30, 2020 are: Unassigned \$2,471,507 and Vehicle Replacement \$525,114 with Trauma District Funding of \$247,771 for a Total Projected Fund Balance on September 30, 2020 of \$3,244,392.

MOTION: Commissioner Powers made a motion **to approve the Resolution #2020-002 Budget Amendment**. Commissioner Mirabella seconded, and the motion was passed unanimously.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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8. FINANCIAL REPORT

No report

9. LEGAL REPORT

There were no new items presented by Legal.

10. AMBULANCE CORPS REPORT

Scott Robinson reported there was great volunteer participation in support of the Covid 19 crisis.

11. FIRE DEPARTMENT REPORT

Scheduling the staff for the Covid 19 virus went well. The fuel storage tank at Station 25 was delayed due to the Covid 19 virus. The lettering at Station 25 was discussed. An update on the firefighter on Worker's Compensation is expected soon.

12. COMMISSIONER ITEMS

Commissioner Allen discussed raising the commissioner's stipends to encourage more residents to consider running for the Board. Allen also recommended the stipend not include commissioners currently on the Board. Gaelan Jones reported the stipend cannot be a per meeting stipend or cannot exceed \$500 per month. A stipend of more than \$500 per month is currently prohibited under Florida Statute and would require amendment by the legislature to increase stipends beyond that limit. Gaelan Jones will research to determine if a cost-of-living increase for the stipend is allowed. This item will be a discussion item on the next District Meeting Agenda.

13. NEXT MEETING

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

The next Strategic Planning Workshop and District Meeting will be held on July 13, 2020.

14. ADJOURN

MOTION: Commissioner Mirabella made a motion ***to adjourn the meeting at 7:54 pm.***

This was seconded by Commissioner Conklin, and the motion passed unanimously.

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 1st Public Hearing & District Meeting*

September 28, 2020 Final Public Hearing & District Meeting*

*Need to confirm County/School Board 1st Public Hearings

(See Next Page)



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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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

RESOLUTION NO. 2020-003

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD, FLORIDA; DETERMINING THE PROPOSED MILLAGE RATE, THE CURRENT YEAR ROLLED-BACK RATE, AND SETTING THE DATES, TIMES AND PLACES FOR THE FIRST AND SECOND BUDGET PUBLIC HEARINGS AS REQUIRED BY LAW; DIRECTING FINANCE TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MONROE COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 26, 2020, the Honorable Scott P. Russell, Property Appraiser of Monroe County, Florida, served upon the Key Largo Fire Rescue and Emergency Medical Services District (the “District”), a “Certification of Taxable Value” certifying to the District its 2020 taxable value; and

WHEREAS, the District Board has reviewed the taxable value supplied by the Property Appraiser of Monroe County in accordance with Section 200.065, Florida Statutes, et seq.; and

WHEREAS, the provisions of Section 200.065, Florida Statutes, require that within thirty-five (35) days of service of the Certification of Taxable Value upon a special taxing district, said district shall be required to furnish to the Property Appraiser of Monroe County the proposed millage rate, the current year rolled-back rate, and the date, time and place at which a public hearing will be held to consider the proposed millage and the tentative budget; and

WHEREAS, the District Board desires to announce the dates of the first and second public hearings to the Property Appraiser of Monroe County.

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

Section 1. That the proposed millage is declared to be 1.0000 mills, which is \$1.00 per \$1,000.00 of assessed property within the Key Largo Fire Rescue and Emergency Medical Services District, Florida. The proposed millage is 4.30% greater than the rolled back rate.

Section 2. That the current year rolled-back millage rate, computed pursuant to Section 200.065, Florida Statutes, is .9588, which is \$.9588 per \$ 1,000.00 of assessed value.

Section 3. That the date, time and place of the first and second public hearings is set by the District Board as follows:

<u>Date</u>	<u>Time</u>	<u>Place</u>
September 14, 2020	6:00 p.m.	Key Largo Volunteer Fire Department Station #24 One East Drive Key Largo, Florida 33037
September 21, 2020	6:00 p.m.	Key Largo Volunteer Fire Department Station #24 One East Drive Key Largo, Florida 33037

Section 4. This resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED this 13th day of July, 2020.

Tony Allen, Chairman

ATTEST:

Vicky Fay, District Clerk

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

DISTRICT ATTORNEY

Motion to adopt by _____, Seconded by _____

FINAL VOTE AT ADOPTION

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



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: MAY 12, 2020 via ZOOM

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes
 - A. March, 2020
6. Treasurer's Report
 - A. Approval of April 2020
7. Committee Reports
8. Legal Report
9. Membership Review
 - A. Requests for Reimbursement for Anderson, Parra and Hill
10. Old Business
 - A. Status of Contract with District
11. New Business
 - A. Budget Process for District Budget
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: May 12, 2020 via Zoom

Board members in attendance were Dawn DeBrule, Ken Edge, Tess Marra and Scott Robinson. A quorum was present. Chief Don Bock was not in attendance due to technical difficulties with Zoom.

1. Meeting was called to order at 6:48 pm by President Scott Robinson.
2. Approval of Agenda
Ken Edge seconded by Dawn DeBrule moved approval of the agenda. Motion carried.
3. Announcements None
4. Public Comment None
5. Approval of Minutes
Dawn DeBrule seconded by Tess Marra moved approval of the March 2020 minutes. Motion carried.
6. Treasurer's Report
Tess Marra reported a balance of \$ 228,342.59 as of April 30, 2020. Ken Edge, seconded by Dawn DeBrule moved approval of the treasurer's report. Motion carried.
7. Committee Reports None
8. Legal Report None
9. Membership Review
Tess Marra reported requests for reimbursement were received by Anderson, Parra, Hill and Navarro. All have met the training and shift requirements. Dawn DeBrule, seconded by Ken Edge moved approval of all four members. Motion carried.
10. Old Business
It is expected that the contract between KLVAC and the District will be approved at the District meeting to be held on May 18, 2020.
11. New Business
The budget process for the District has begun.



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

12. Membership Discussion – No Discussion was held

13. Adjournment

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

Kay Cullen

Recording Secretary

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

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
Beginning Balance	\$22,883.26	\$19,209.22	\$2,440.47	\$1,616.16	\$182,193.48	\$228,342.59
<u>Revenues</u>						
Interest	0.73	1.40	0.21	0.14		2.48
Medical Fees	18,554.71					18,554.71
Medical Transcripts						0.00
KL Fire Rescue & EMS Reimb		21,552.61				21,552.61
Donations						0.00
Educational Income						0.00
Uncollected Income/Adjustmts	-20,429.66					-20,429.66
Misc Income						0.00
Total Revenues	-\$1,874.22	\$21,554.01	\$0.21	\$0.14	\$0.00	\$19,680.14
<u>Expenditures</u>						
Advertising						0.00
Medical Billing Refunds						0.00
Payroll Expenses	39,178.69	25,078.05				64,256.74
Dues & Subscriptions						0.00
Professional Fees	1,225.42					1,225.42
Supplies		160.85				160.85
Bank Service Charges	62.76					62.76
Licenses						0.00
Repairs						0.00
Total Expenditures	\$40,466.87	\$25,238.90	\$0.00	\$0.00	\$0.00	\$65,705.77
Ending Balance	-\$19,457.83	\$15,524.33	\$2,440.68	\$1,616.30	\$182,193.48	\$182,316.96
TRANSFERS	8,545.84	(8,545.84)	2,200.00	0.00		2,200.00
Balance before Adjustment	(10,911.99)	6,978.49	4,640.68	1,616.30	182,193.48	184,516.96
Adjustment to arrive at Actual	14,861.95	5,588.48	-2,200.00	0.00	0.00	18,250.43
ACTUAL BALANCE @ MO END	\$3,949.96	\$12,566.97	\$2,440.68	\$1,616.30	\$182,193.48	\$202,767.39



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

Business Meeting

DATE: MAY 12, 2020 via Zoom

AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcement
4. Public Comment
5. Approval of Minutes March 2020
6. Treasurer's Report
 - A. March 2020
 - B. April 2020
7. Committee Reports
8. Benevolent Association Report
9. Legal Report
10. Membership Review
 - A. Mirabella Reinstatement
11. Old Business
 - A. By-Law Committee
 - B. ATV Committee
12. New Business
 - A. Light Duty Policy
 - B. Leave of Absence Policy
 - C. Safer Grant Application
13. Membership Discussion
14. Adjournment



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

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Business Meeting

Date: May 12, 2020 via Zoom

Board members in attendance were Jason Mumper, Andre Castro, Don Conord and Markus Golling. A quorum was present. Chief Don Bock was not in attendance due to technical difficulties with Zoom.

1. Meeting was called to order at 7:20 pm by President, Jason Mumper.
2. Approval of Agenda
Markus Golling, seconded by Andre Castro moved approval of the agenda. Motion carried.
3. Announcements None
4. Public Comment None
5. Approval of Minutes
Markus Golling seconded by Don Conord moved approval of the March 2020 minutes. Motion carried.
6. Approval of Treasurer's Report
Andre Castro, seconded by Don Conord moved approval of the March 2020 and April 2020 Treasurer's Reports. Motion carried.
7. Committee Reports None
8. Benevolent Report None
9. Legal Report None
10. Membership Review
The matter of the reinstatement of Thomas Mirabella was tabled.
11. Old Business
There was no discussion on the matters listed on the Agenda under Old Business.
12. New Business
 - A. Discussion concerning a light duty policy and leave of absence policy was held. No action was taken. Markus Golling provided a draft of a Work Schedule Policy and instructed the Recording Secretary to provide same to the Fire Department Board via email.
 - B. Work on a Safer Grant application for more paid employees is continuing.



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

13. Membership Discussion

- A. No new hiring testing will be conducted until the checkpoint has been removed.
- B. Markus Golling submitted his resignation from the Board of Directors effective June 1, 2020.

14. Adjournment

There being no further business, the meeting was adjourned at 7:23 PM.

Kay Cullen
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
Beginning Balance	\$42,352.54	\$4,452.56	\$613.35	\$3.19	\$47,421.64
<u>Revenues</u>					
Revenues & Reimbursements	107,857.05				\$107,857.05
Donations					0.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	4.30	0.38	0.05		4.73
Total Revenues	\$107,861.35	\$0.38	\$0.05	\$0.00	\$107,861.78
<u>Expenditures</u>					
Payroll Expenses	90,783.94	0.00	0.00	0.00	\$90,783.94
Employee's Share Health Insurance	-2,088.33	0.00	0.00	0.00	-2,088.33
Health Insurance	8,787.05	0.00	0.00	0.00	8,787.05
Licenses	0.00	0.00	0.00	0.00	0.00
Legal	0.00	0.00	0.00	0.00	0.00
Printing	0.00	0.00	0.00	0.00	0.00
Repairs	0.00	0.00	0.00	0.00	0.00
Training	0.00	0.00	0.00	0.00	0.00
Supplies	1,149.72	0.00	0.00	0.00	1,149.72
Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
Total Expenditures	\$98,632.38	\$0.00	\$0.00	\$0.00	\$98,632.38
Ending Balance	\$51,581.51	\$4,452.94	\$613.40	\$3.19	\$56,651.04
TRANSFERS					0.00
Balance before Adjustment	\$51,581.51	\$4,452.94	\$613.40	\$3.19	\$56,651.04
Adjustment to arrive at Actual	-16.32	0.00	0.00	0.00	-16.32
ACTUAL BALANCE @ MO END	\$51,597.83	\$4,452.94	\$613.40	\$3.19	\$56,667.36
*Payroll Liabilities	-\$16.32				
Fixed Asset Purchases	\$0.00				
Total Adjustments	-\$16.32				

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 06/01/2020 to 06/30/2020

Fixed Property:

Company: All Companies

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
131-Passenger vehicle fire	1	4	4.00	0.45	0.45	1.80	1.80
240-Explosion (no fire), other	1	9	9.00	2.17	2.17	19.53	19.53
300-Rescue, EMS incident, other	1	4	4.00	1.02	1.02	4.08	4.08
311-Medical assist, assist EMS crew	10	29	2.90	4.24	0.42	1.18	11.81
320-Emergency medical service incident, other	2	8	4.00	0.70	0.35	1.40	2.80
321-EMS call, excluding vehicle accident with injury	17	59	3.47	9.18	0.54	1.95	33.19
322-Motor vehicle accident with injuries	11	56	5.09	11.42	1.04	6.27	68.96
323-Motor vehicle/pedestrian accident (MV Ped)	3	11	3.67	1.56	0.52	1.97	5.91
324-Motor vehicle accident with no injuries.	1	4	4.00	0.40	0.40	1.60	1.60
350-Extrication, rescue, other	1	7	7.00	0.28	0.28	1.96	1.96
353-Removal of victim(s) from stalled elevator	1	7	7.00	0.17	0.17	1.19	1.19
444-Power line down	1	6	6.00	0.42	0.42	2.52	2.52
522-Water or steam leak	1	3	3.00	0.25	0.25	0.75	0.75
611-Dispatched & canceled en route	6	17	2.83	0.09	0.02	0.05	0.27
671-HazMat release investigation w/no HazMat	1	1	1.00	0.43	0.43	0.43	0.43
700-False alarm or false call, other	3	10	3.33	1.32	0.44	1.37	4.12
733-Smoke detector activation due to malfunction	2	10	5.00	1.52	0.76	3.80	7.60
734-Heat detector activation due to malfunction	1	7	7.00	0.87	0.87	6.09	6.09
743-Smoke detector activation, no fire - unintentional	1	6	6.00	1.52	1.52	9.12	9.12
744-Detector activation, no fire - unintentional	1	3	3.00	0.20	0.20	0.60	0.60
745-Alarm system activation, no fire - unintentional	1	4	4.00	0.35	0.35	1.40	1.40
746-Carbon monoxide detector activation, no CO	1	5	5.00	0.17	0.17	0.85	0.85
900-Special type of incident, other	6	14	2.33	3.94	0.66	1.84	11.04
Blank. Incident Type not Entered	0	0	0.00	0.00	0.00		0.00
Total and Averages for all Incident Types	74	284	3.84	42.67	0.58		197.62

NFPA Analysis Report

Key Largo Fire Department

Date Range: From 06/01/2020 to 06/30/2020

Fixed Property:

FIRE IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (All in Section A Incident Type 110-129)	Number of Fires	Number of Civilian Fire Casualties. If none, write 0.		Estimated Property Damage from Fire. If no loss, write 0.
		Deaths	Injuries	
1. Private Dwellings (1 or 2 family), Including mobile homes (FPU 400-419)	0	0	0	\$0
2. Apartments (3 or more families) FPU 429 or FPU 439)	0	0	0	\$0
3. Hotels and Motels (FPU 449)	0	0	0	\$0
4. All other residential (dormitories, boarding houses, tents, etc.) (FPU 459-499)	0	0	0	\$0
5. TOTAL OTHER RESIDENTIAL FIRES (SHOULD BE SUM OF LINES 1 THROUGH 4)	0	0	0	\$0
6. Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	0	0	0	\$0
7. Schools and Colleges (FPU 200-299)	0	0	0	\$0
8. Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	0	0	0	\$0
9. Stores and Offices (FPU 500-599)	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)	0	0	0	\$0
15. Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc. (IT 140, 141, 161, 162, 164, 170-173)	0	0	0	\$0
16. Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	0	0	0	
17. Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150-155)	0	0	0	
18. All Other Fires. (IT 100, 160, 163)	0	0	0	\$0
19. TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18)	1	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	38			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	10			
22. Mutual Aid or Assistance Responses Given	9			
23a. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	0			
23b. Other Hazardous Conditions (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	1			
24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	15			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	74			

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

Incident Run Log

Key Largo Fire Department

Date Range: From 06/01/2020 to 06/30/2020

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
06/12/2020	38032	2020-000358	10:08	1065	OVERSEAS HWY		Passenger vehicle fire	0.5
06/03/2020	38032	2020-000324	21:40	9700	OVERSEAS HIGHWAY		Explosion (no fire), other	2.2
06/06/2020	38032	2020-000336	22:44	162	JO JEAN WAY		Rescue, EMS incident, other	1.0
06/02/2020	38032	2020-000321	11:33	298	BUTTONWOOD SHORES DR		Medical assist, assist EMS crew	0.3
06/05/2020	38032	2020-000332	08:40	1014	OVERSEAS HWY		Medical assist, assist EMS crew	0.4
06/06/2020	38032	2020-000335	11:46	253	LOEB AVE		Medical assist, assist EMS crew	0.5
06/08/2020	38032	2020-000343	14:44	28	GULFSTREAM DR		Medical assist, assist EMS crew	0.2
06/08/2020	38032	2020-000344	17:49	1076	OVERSEAS HWY		Medical assist, assist EMS crew	0.3
06/09/2020	38032	2020-000347	10:46	1016	OVERSEAS HWY	E91	Medical assist, assist EMS crew	0.6
06/10/2020	38032	2020-000355	22:01	4	BLACKWATER LN NORTH	114	Medical assist, assist EMS crew	0.3
06/14/2020	38032	2020-000365	16:15	21	GARDEN COVE DR - 106 MM		Medical assist, assist EMS crew	0.5
06/15/2020	38032	2020-000368	00:47	1036	OVERSEAS HWY		Medical assist, assist EMS crew	0.8
06/27/2020	38032	2020-000388	06:46	1048	OVERSEAS HWY		Medical assist, assist EMS crew	0.4
06/12/2020	38032	2020-000360	12:33	1014	OVERSEAS HWY		Emergency medical service incident, other	0.3
06/19/2020	38032	2020-000376	12:51		MORRIS AVE / 112.5 MM OC		Emergency medical service incident, other	0.4
06/04/2020	38032	2020-000327	11:49	1014	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.5
06/04/2020	38032	2020-000328	13:30	1079	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.7
06/04/2020	38032	2020-000329	14:29	108.	OVERSEAS HWY	NB	EMS call, excluding vehicle accident with injury	0.4
06/06/2020	38032	2020-000334	10:29	9936	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.8
06/07/2020	38032	2020-000337	14:07	1065	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	1.0
06/07/2020	38032	2020-000338	14:51	1079	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.2
06/07/2020	38032	2020-000340	15:19	80	MARINA AVE 96 MM		EMS call, excluding vehicle accident with injury	0.3
06/09/2020	38032	2020-000348	14:47	1038	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	1.0
06/11/2020	38032	2020-000357	15:15	111.	OVERSEAS HWY	NB	EMS call, excluding vehicle accident with injury	0.5
06/13/2020	38032	2020-000362	16:07	1079	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.7
06/16/2020	38032	2020-000371	14:14	11	OCEAN DR CR 905		EMS call, excluding vehicle accident with injury	0.3
06/18/2020	38032	2020-000373	08:51	921	LA PALOMA RD 102 MM OC		EMS call, excluding vehicle accident with injury	0.3
06/20/2020	38032	2020-000379	13:28	4	BLACKWATER LN NORTH	114	EMS call, excluding vehicle accident with injury	0.3
06/26/2020	38032	2020-000387	23:06	1038	OVERSEAS HWY	243	EMS call, excluding vehicle accident with injury	1.3
06/28/2020	38032	2020-000390	15:06	1061	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.4
06/29/2020	38032	2020-000394	15:47	1024	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
06/30/2020	38032	2020-000396	15:36	214	LOEB AVE	A	EMS call, excluding vehicle accident with injury	0.3
06/04/2020	38032	2020-000326	11:41	9300	OVERSEAS HWY		Motor vehicle accident with injuries	0.2
06/04/2020	38032	2020-000331	19:50	1045	OVERSEAS HWY		Motor vehicle accident with injuries	0.3
06/08/2020	38032	2020-000341	02:59	MM1	US1		Motor vehicle accident with injuries	1.5
06/09/2020	38032	2020-000346	10:21	1019	OVERSEAS HWY		Motor vehicle accident with injuries	0.6
06/12/2020	38032	2020-000359	12:09	111	US1		Motor vehicle accident with injuries	0.9
06/14/2020	38032	2020-000367	16:42	C1	STATE ROAD 905		Motor vehicle accident with injuries	0.4
06/17/2020	38032	2020-000372	07:40	1026	OVERSEAS HWY		Motor vehicle accident with injuries	1.1
06/19/2020	38032	2020-000375	07:03		US1	SB	Motor vehicle accident with injuries	3.9
06/20/2020	38032	2020-000377	06:44	1	EAST DRIVE 99MM OC		Motor vehicle accident with injuries	0.8
06/20/2020	38032	2020-000380	22:25	1031	OVERSEAS HWY		Motor vehicle accident with injuries	1.5
06/28/2020	38032	2020-000389	15:07	1009	OVERSEAS HWY		Motor vehicle accident with injuries	0.3
06/05/2020	38032	2020-000333	09:05	9800	OVERSEAS HWY		Motor vehicle/pedestrian accident (MV Ped)	1.0
06/21/2020	38032	2020-000383	22:56	9500	OVERSEAS HWY		Motor vehicle/pedestrian accident (MV Ped)	0.3
06/25/2020	38032	2020-000386	19:05	1079	OVERSEAS HWY		Motor vehicle/pedestrian accident (MV Ped)	0.2
06/11/2020	38032	2020-000356	01:56	813	BLUE HERON LN		Motor vehicle accident with no injuries.	0.4
06/03/2020	38032	2020-000323	19:08	27	OCEAN DR 97 MM OC		Extrication, rescue, other	0.3
06/10/2020	38032	2020-000354	17:01	100	HAMMOCK TRAIL /OFF SAMSON RD		Removal of victim(s) from stalled elevator	0.2
06/18/2020	38032	2020-000374	11:06		NARRAGANSETT LN / 103.4 M		Power line down	0.4
06/01/2020	38032	2020-000320	18:46	1036	OVERSEAS HWY		Water or steam leak	0.3
06/02/2020	38032	2020-000322	09:45	985	VALENCIA RD		Dispatched & canceled en route	0.0
06/08/2020	38032	2020-000345	18:27	104	US1	SB	Dispatched & canceled en route	0.0
06/14/2020	38032	2020-000364	09:09	1016	OVERSEAS HWY	66	Dispatched & canceled en route	0.0
06/14/2020	38032	2020-000366	16:39	325	CALUSA ST	214	Dispatched & canceled en route	0.0
06/20/2020	38032	2020-000378	10:12	145	LA PALOMA RD 102 MM OC		Dispatched & canceled en route	0.0
06/28/2020	38032	2020-000392	17:49	9902	OVERSEAS HWY		Dispatched & canceled en route	0.0
06/15/2020	38032	2020-000369	13:17	1079	OVERSEAS HWY		HazMat release investigation w/no HazMat	0.4
06/13/2020	38032	2020-000361	12:35	9901	OVERSEAS HWY		False alarm or false call, other	0.2

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
06/21/2020	38032	2020-000382	09:35	1079	OVERSEAS HWY	SB	False alarm or false call, other	0.6
06/25/2020	38032	2020-000385	12:55	9750	OVERSEAS HWY		False alarm or false call, other	0.5
06/10/2020	38032	2020-000350	03:39	112	COASTAL DR		Smoke detector activation due to malfunction	0.7
06/10/2020	38032	2020-000351	04:32	112	COASTAL DR		Smoke detector activation due to malfunction	0.8
06/04/2020	38032	2020-000325	03:53	1024	OVERSEAS HWY		Heat detector activation due to malfunction	0.9
06/04/2020	38032	2020-000330	18:23	1301	CALDER RD		Smoke detector activation, no fire - unintentional	1.5
06/08/2020	38032	2020-000342	11:39	1079	OVERSEAS HWY		Detector activation, no fire - unintentional	0.2
06/30/2020	38032	2020-000395	09:27	9750	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.3
06/10/2020	38032	2020-000352	12:01	103	LONG KEY RD		Carbon monoxide detector activation, no CO	0.2
06/09/2020	38032	2020-000349	15:18	1048	OVERSEAS HWY		Special type of incident, other	0.9
06/13/2020	38032	2020-000363	16:41		REEF ROAD 106 MM		Special type of incident, other	0.0
06/20/2020	38032	2020-000381	22:40	1048	OVERSEAS HWY		Special type of incident, other	1.6
06/23/2020	38032	2020-000384	20:51	9863	OVERSEAS HIGHWAY		Special type of incident, other	1.1
06/28/2020	38032	2020-000391	15:28	9870	OVERSEAS HWY		Special type of incident, other	0.0
06/29/2020	38032	2020-000393	08:46	1015	OVERSEAS HWY		Special type of incident, other	0.0








Total Number of Incidents: 74

Total Length of Incidents: 42.3 Hours

Alarms by Day of Week

Key Largo Fire Department

Date Range: From 06/01/2020 to 06/30/2020
Fixed Property:

Day of Week		Totals
Sunday		13
Monday		10
Tuesday		10
Wednesday		8
Thursday		13
Friday		8
Saturday		12

No Date 0
Total Alarms 74