



## 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 27, 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@klfremms.org](mailto:clerk@klfremms.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=ZGFJQVIERlZwTVRWWk1CaGVWOGVadz09>

#### 1. AGENDA

1a. Call to Order

1b. Roll Call

#### 2. APPROVAL OF AGENDA & MINUTES

2a. Approval of July 27, 2020 District Meeting Agenda

2b. Approval of Minutes

2b.1 July 13, 2020 Strategic Planning Workshop Meeting Minutes

2b.2 July 13, 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. DISCUSSION: KLFR&EMS District Commissioner Stipends (Jones)

7b. DISCUSSION: Emergency Pay Policy (Mirabella)

7c. DISCUSSION: Corps Annual Report (Allen)

7d. DISCUSSION: Regain Old Building/Land for Firefighters (Thomas)

7e. DISCUSSION: Replacement of Life Pac (Allen)



## 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 27, 2020

8. **FINANCE REPORT**

9. **LEGAL REPORT**

10. **AMBULANCE CORPS REPORT**

10a. **KLVAC Monthly Report: 200630**

11. **FIRE DEPARTMENT REPORT**

11a. **KLVFD Monthly Report: 200630**

12. **COMMISSIONER ITEMS**

13. **NEXT MEETING**

13a. **KLFR&EMS District Budget Workshop & District Meeting August 10, 2020**

14. **ADJOURN**

**NEXT MEETINGS**

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 Strategic Planning Workshop Meeting Minutes 07/13/20

AI 2b.2 District Meeting Minutes 07/13/20

AI 06a. Fire Hydrant List 200720

AI 7c. Corps Annual Report for 2019

AI 10a. KLVAC Monthly Report: 200630

AI 11a. KLVFD Monthly 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*



## **STRATEGIC PLANNING WORKSHOP**

**Minutes July 13, 2020 – DRAFT**

### **1. AGENDA**

#### **1.A. Call to Order**

Chairman Allen called Strategic Planning Workshop to order at 6:00 p.m., which was held at Station 24 with the general public and others attending via Zoom.

#### **1.B. Pledge of Allegiance**

Gaelan led the Pledge of Allegiance.

#### **1.C. 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, C.J. Jones, Gaelan Jones Esq., Jason Mumper and Scott Robinson.

### **2. APPROVAL OF AGENDA – July 13, 2020**

**Motion:** Commissioner Thomas made a motion to ***approve the July 13, 2020 Strategic Planning Workshop Agenda***. Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

### **3. PUBLIC COMMENT**

There were no comments at this time.

### **4. BRAINSTORMING (*Looking to the Future*) *Strengths, Weaknesses, Opportunities and Threats***

The District Board discussed developing a plan looking to the District's future. The departments need to tell the District what they project for the next four to five years. The strategic business plan should provide the foundation and justification for a potential rate increase, if needed. Each department should prepare a Strategic Plan and then provide a business plan to the District with the following options on how to get there: 1) Maintaining separate departments, 2) Consolidating/combining the departments or 3) Having personnel report directly to the District, while helping people who may retire or not want to obtain additional certifications.

At the present time, Finance indicated the District's finances look good for two years. If the District should seek a future millage rate increase, the District needs to provide voters with a plan detailing why the District needs a rate increase. The Finance Department sent the vehicle/equipment list to the departments for their review and updating. The departments are almost done.



## 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

Items discussed for inclusion in the Business Plan are: Planning for department personnel retirements (chief and department employees); increased staffing for each department (when or if the Fire Department should consider hiring only firefighters with two certifications); levels of service (department standards); and comparison of 40 hour work week with 28 day schedule. The budget should provide how much each option will cost. The options include: 1) If the corporations converted to all paid departments ; 2) If the corporations were consolidated/combined or 3) If personnel reported directly to the District.

The Fact-Finding Committee should be expanded to include both departments, and provide a consolidated business plan to the District Board.

### **The following items will be added to the Strategic Action Plan:**

- #20-12 KLVFD prepare a Department Strategic Plan.
- #20-13 KLVAC prepare a Department Strategic Plan.
- #20-14 Fact-Finding Committee Provide Business Plan to District Board.
- #20-15 Prepare District Business Plan (4 to 5 years).

## **5. REVIEW STRATEGIC PLANNING ACTION ITEMS**

### **4a. Fact-Finding Committee & Audit Results**

Commissioner Conklin indicated the departments need to prepare a Strategic Plan and need to look at the future for the departments while taking care of people.

### **4b. Options for Sleeping Quarters**

Gaelan Jones indicated he will provide the previously prepared plans to an engineering firm within 30 days to obtain an estimate for the Station 24 2<sup>nd</sup> Story addition. Commissioner Thomas suggested perhaps the other building at Station 24 that is owned by the Old Fire Department could be used for sleeping quarters. Commissioner Conklin will discuss with the Fire Department Board. Legal advised Commissioner Conklin that he could not vote on this item.

### **4c. Review Strategic Plan List**

**19-002 General Funding:** The plans will be given to an engineering firm to obtain a cost estimate to build the 2<sup>nd</sup> story. Commissioner Allen will work with the County to obtain Sales Tax dollars to support this project.

**19-003 Limited Revenue:** This item is being rescheduled to the 3<sup>rd</sup> quarter of 2021.

**19-004 Raise Millage:** This item is being rescheduled to the 3<sup>rd</sup> quarter of 2021.

**19-005 Special Assessment/Cost Recovery:** Gaelan Jones will get with the departments.

**19-006 Website Friendliness:** This is an ongoing process. Senate Bill 1466 changes the Special Districts' requirements for posting documents on the website.

**19-007 Communications Plan:** The Clerk is posting items on the website and preparing press releases as necessary. The Fire Department is utilizing Facebook.

**20-001 Fire Hydrant Project Phase 8:** Eleven hydrants have been installed; three hydrants are awaiting parts, and two hydrant locations need to be changed. There are approximately 60 to 70 hydrants remaining to be installed in Key Largo. Prior to installation, some hydrant locations will require the main water line to be increased from 4" to 6" by FKAA. Some hydrant locations have blue reflector tape around the hydrant and the road when the hydrant is hidden by shrubbery.





## 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

**20-002 Economic Indicators:** This item was skipped, and is being rescheduled to 2021.

**20-003 Five-Year Capital Plan:** Finance is awaiting data from the departments.

**20-004 Potential Legislation:** Senate Bill 1466 provides options to the District for posting items on the website. This will be discussed at a later date.

**20-005 Review Retention Incentives &**

**20-006 20-006 Review 401K Match:** This item is being combined. Scott Robinson reached out to DeMoss Financial to determine if the plan is adequate or if the plan should be changed. The Fire Department is looking for more retirement. Proposed changes need to be submitted to the District Board for approval prior to the departments implementing changes.

**20-007 Grant Funding:** The Fire Department applied for a second SAFER grant, and the Corps did not apply for any grants. There are no other pending grants.

**20-008 Community Support:** Community activities have been restricted due to Covid-19. The Fire Department is posting safety and fire extinguisher messages on Facebook. There are no events scheduled at this time.

**20-009 Quarterly Department Meetings:**

Finance meets quarterly to ensure there are no surprises for the board. This item is being closed.

**20-011 Fire Hydrant Project (Phase 9):** These are the fire hydrants for FY 2020-2021, and have been submitted to FKAA to determine feasibility.

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

It was recommended to add a threat in the event the millage rate increase fails (See Item 19-04).

## **5. ADJOURN WORKSHOP**

Commissioner Powers made a Motion to adjourn at 8:01 p.m., which was seconded by Commissioner Mirabella and unanimously approved by the Board.

### **Documents:**

Strategic Planning Workshop Agenda  
Fact-Finding Committee Report  
Strategic Plan Action Plan

### **Next Scheduled Workshop:**

November 16, 2020



## 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

July 13, 2020 – **DRAFT**

#### 1. AGENDA

##### 1a. Call to Order

Chairman Allen called the combination Station 24/Zoom video conference District Meeting to order at 8:06 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, and Gaelan Jones, Esq., Jason Mumper, and Scott Robinson.

#### 2. APPROVAL OF AGENDA & MINUTES

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

Chairman Allen added with cause new Agenda Item 7f. LaRocco Contract Change Order #1 to the agenda, which was read into the record. There is no change in cost to the LaRocco Contract.

Commissioner Thomas made a motion ***to approve the July 13, 2020 District Meeting Agenda with the addition of new Agenda Item 7f. Change Order #1 to the LaRocco Contract.*** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

##### 2b. Approval of Minutes

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

**MOTION:** Commissioner Powers made a motion ***to approve the June 22, 2020 Budget Workshop Meeting Minutes***, which was seconded by Commissioner Conklin, and the Board unanimously passed the motion.

###### 2b.2 June 22, 2020 District Meeting Minutes

**MOTION:** Commissioner Thomas made a motion ***to approve the June 22, 2020 District Meeting Minutes***, which was seconded by Commissioner Mirabella, and the Board unanimously.

#### 3. PUBLIC COMMENT

There were no speakers at this time.

#### 4. CHAIRMAN REPORT

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



## 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

### 5. SECRETARY REPORT

There were no items reported to the Board by the Secretary

### 6. OLD BUSINESS

#### 6a. Fire Hydrant Report

This item was discussed at the Strategic Planning Workshop.

### 7. NEW BUSINESS

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

Jennifer Johnson discussed Resolution #2020-003, which declares a proposed millage of 1.0000 mills, which is \$1.00 per \$1,000.00 of assessed property value. The proposed millage is 4.3% greater than the rolled-back rate. The current year rolled-back rate is \$0.9588, which is \$0.9588 per \$1,000 of assessed value. The first Public Hearing is scheduled for September 14, 2020 and the second Public Hearing is scheduled for September 21, 2020. Both meetings are scheduled at Station 24 at 6:00 p.m.

**MOTION:** Commissioner Thomas made a motion *to approve Resolution #2020-003 with a proposed millage of 1.0000 mills and Public Hearing dates of September 14, 2020 and September 21, 2020.* This was seconded by Commissioner Mirabella with the motion approved as follows: Allen (Yes). Conklin (Yes), Mirabella (Yes), Powers (Yes), and Thomas (Yes).

#### 7b. MOTION/APPROVAL: KLVFD Department Contract

Gaelan Jones discussed the KLVFD Department Contract. Commissioner Thomas made a motion seconded by Commissioner Powers to approve the KLVFD Contract, which died after discussion. A correction was identified, and a second motion was made to amend Section 33 of the contract: to correct a reference from "AMBULANCE CORPS" to "FIRE DEPARTMENT."

**MOTION:** Commissioner Mirabella made a motion *to approve the KLVFD Department Contract with the correction to Section 33 for the period of July 13, 2020 to July 31, 2021,* which was seconded by Commissioner Thomas. The motion passed unanimously.

#### 7c. DISCUSSION: KLFR&EMS District Commissioner Stipends

Legal provided feedback to the Board that cost-of-living increases are not in the enabling legislation, and the Board would need to lobby Tallahassee to pursue the addition of including cost-of-living increases beyond the cap for Board stipends set forth by Florida Statute. This item was tabled to the next meeting.

#### 7d. DISCUSSION: Emergency Pay Policy

This item was tabled to the next meeting.



## 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

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

Due to the fact the tank should be delivered next week with an installation period of approximately 1 ½ weeks, the temporary storage tank is not required.

### **7f. LaRocco Contract Change Order #1**

This morning the District was notified two fire hydrant locations were not feasible; as a result, Change Notice #1 was issued to the LaRocco Contract with two new locations. This Change Order does not result in any changes in cost. Chairman Allen will approve Change Order. Board approval not needed due to no dollar value or change in scope of work.

### **8. FINANCIAL REPORT**

There was no report from Legal.

### **9. LEGAL REPORT**

Legal discussed Senate Bill 1466 at the Strategic Planning Workshop, which changes Special District website requirements.

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

The Corps annual report is expected to be approved at the board meeting on July 14, 2020.

### **10. FIRE DEPARTMENT REPORT**

Lieutenant Tucker is responsible for the Fire Department Vehicles due to Marcus Golling leaving the department. There are several items that require repair on the Ladder Truck, and it is estimated the cost will be between \$15,000-\$20,000 for maintenance and the aerial inspection. The Department expects a quote later in the week. The District will require mutual aid support from Ocean Reef and Islamorada when the truck is out of service.

### **12. COMMISSIONER ITEMS**

There were no items discussed.

### **13. NEXT MEETING**

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

On July 27, 2020 there will be a KLVFD Budget Workshop and a District Meeting.

### **14. ADJOURN**

**MOTION:** Commissioner Mirabella made a motion ***to adjourn the meeting at 9:04 p.m.*** This was seconded by Commissioner Thomas, and the motion passed unanimously.

(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*

---

### **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 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 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



<b>PHASE 8 (2019-2020)</b>	<b>HYDRANT LOCATION</b>	<b>SUB DIVISION</b>	<b>STATUS</b>
19-01	US1 (Southbound) and Coastal Drive Entrance	Coastal Drive &	Complete, pending FD Inspection
19-02	US 1 Southbound MM 97(Budget Car rental 97300 Overseas Highway	Overseas Highway	Missing concrete slab (hydrant is operational)
19-03	US1 southbound MM97 (Budget Car rental) 97300 O/S Hwy	97300 Overseas Highway	Complete, pending FD Inspection
19-04	US1 and Second Ave (southbound and northbound if possible) (97600 /S Hwy	Second Avenue	Missing concrete slab (hydrant is operational)
19-05	Kay Drive and West Avenue A	Kay Drive	CHANGE ORDER #2
19-06	US1 NB (97251 O/S Hwy (	97251 Overseas Highway	Awaiting Parts
19-07	Coco Plum Road South (mm 98)		Awaiting Parts
19-08	US1 NB (Catamaran Boatyard 97951 O/S Hwy)	97951 Overseas Highway	Complete, pending FD Inspection
19-09	Coco Plum Road South (mm 98)	Coco Plum Road &	Complete, pending FD Inspection
19-10	Caple Road 1st Baptist Church	Overseas Highway	Complete, pending FD Inspection
19-11	US 1 SB (in front of Keys Bite 99000 Overseas Highway	99000 Overseas Highway	Complete, pending FD Inspection
19-12	US1 (EMS BLDG. Northbound or Southbound) (98600 O/S Hwy)	98600 Overseas Highway	Complete, pending FD Inspection
19-13	Chaple Road 1st Baptist Church	Chaple Road	Complete, pending FD Inspection
19-14	US1 NB (Next to Discount auto parts) 99256 O/S Hwy	99256 Overseas Highway	Complete, pending FD Inspection
19-15	Samson Road (Entrance to KMART)	99810 Overseas Highway	CHANGE ORDER #1
19-16	US1 NB( Next to conch house) 100210 o/s Hwy	100210 Overseas Highway.	Complete, pending FD Inspection



# KEY LARGO EMS ANNUAL REPORT 2019

## Table of Contents

Mission Statement / Vision and Values	pg. 2
History and Background	pg. 3
Board of Directors	pg. 4
Organizational Chart	pg. 5-7
Recruitment	pg. 8
Statistics	pg. 9-10
Services	pg. 11
Challenges/ Achievements	pg. 12
Awards / Promotions	pg. 13-14
Future of Department	pg. 15



“EXCELLENCE THROUGH COMMUNITY SERVICE”

## **Mission Statement:**

The mission of the Key Largo Volunteer Ambulance Corps is to provide excellent, professional and compassionate medical care for our community.

## **Our Vision**

- It is the goal of Key Largo Vol. Ambulance Corps to provide the highest level of care to the citizens and visitors of Key Largo.
- To create an environment that will help our members further their goals.
- Making a difference... one patient at a time

## **Our Values**

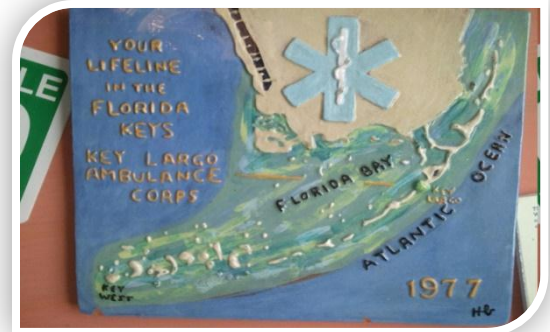
- **Safety:** Safety in our Operations and in our Community through education, through training and leading by example.
- **Professionalism:** To be viewed in the eyes of our community as professionals both on and off duty.
- **Caring & Compassion:** Being supportive of our patients and their families, our members, friends and neighbors through teamwork.
- **Advocacy:** Performing in the best interests of our patients, our community, our Corps and its members.
- **Progressive:** To be known as a quality organization focusing on training, mentoring best practices, and community relations.
- **Teamwork:** Through teamwork, there is no failure. We always look forward and learn from the past.

## **Key Largo EMS Funding**

- KLVAC is a non-profit 501.c.3 Corporation.
- KLVAC is funded by property taxes collected and budgeted by the Key Largo Fire & EMS District, revenue generated from “billing patients for transport services” and through donations.

## History of the Department:

In 1955 the Ladies Auxiliary of the Key Largo Volunteer Fire Department formed a “Band- Aid Brigade”. This continued until 1971 when they were formally named Key Largo Volunteer Ambulance Corps., Incorporated. A few years later KLVAC became the first Volunteer EMS service in the state to be granted an ALS license, thanks to the hard work of Doris Kemp and her colleagues. In 1974 the Corps. moved into their new EMS station located at the 98.6 mm. This building was built by volunteers and members of the community with money from donations.



1991 KLVAC became a hybrid system with a few paid paramedics & mostly volunteer EMT's/ First responders. New crew quarters and ambulance garage were built on the north end of the station (with money from patient transfer billing & donations from the community) in 2004.

The Key Largo Fire Rescue & Emergency Medical Services District was established on June 8, 2005 when Governor Bush approved Florida Statute 2005-329 that created the 68th Special Taxing District in the State of Florida.

Today Key Largo Vol. Ambulance Corps is an ALS service with 4 Rescue trucks, 2 of which run 24/7. Current membership is approximately 35 - 40 personnel including Paramedics and EMT's.



# **Board of Directors of Key Largo EMS**

## **2018-2019**

**President- Scott Robinson-** EMT, Deputy Chief of Administration, Member of KLVAC member since 1997.

**Vice President- Dawn DeBrule-** Owner of Upper Keys Marine Construction, resident since 1990, Board member for Key Largo Chamber of Commerce for six years and is actively involved in the community and is a former volunteer EMT.

**Board of Director – Brenda Beckmann- EMT-P, RN,** starting in 1991 she has been a Volunteer for 27 years, teaching EMT class for the community college. She was also a past president.

**Treasure- Tess Marra,** EMT, member since 2006, resident of Monroe County since 1982, CPR instructor.

**Director – Ken Edge, EMT** Joined Key Largo Volunteer Ambulance in 1991. Recently retired from Florida Keys Aqueduct Authority. Currently still volunteering in KLVAC. Past Vice President, and treasurer prior to that. Current Treasurer with the Key Largo Volunteer Fire Dept. Hobbies are scuba diving, and horseback riding. Member of Texas Equine search for missing people

**Chief, Donald Bock, EMT-P,** KLVAC member since 1995, Monroe County Resident since 1970. He joined Key Largo Volunteer Fire in 1976 and has been involved in both paid and volunteer fire rescue services ever since.



---

---

# Leadership

**Chief of Key Largo EMS:** Donald Bock

**Deputy Chief of Operations:** TBA

**Deputy Chief of Administration:**  
Scott Robinson

**Corporate Secretary:** Pam Johnson

**Office Manager:** Betsy ElKoury

**Medical Director:** Dr. Thomas Steed

**EMS Captain:** Pedro Marin

**Logistics Officer:** Lt. Adam Schussheim

**Training Officer:** Lt. Roxana Perez

**Quality and Assurance Officer:**  
Jesus Miranda

**Safety Officer:** Ken Edge

**Infection Control Officer:** Brenda Beckmann

**Scheduling Officers:** Lt. Roxana Perez and Tess Marra

---

---



**Chief of the Department:** Chief Donald Bock



**Deputy Chief of Administration:** Scott Robinson



**EMS Captain:** Pedro Marin

## Quality Assurance

- Q/A Officer, Jesus Miranda, reviews run reports monthly to ensure accuracy and quality control. He works alongside the training officer and the Medical Director to ensure that proper protocols are being followed.



**Q/A Officer:** Jesus Miranda

## Training

- Training Officer, Lt. Roxana Perez duties are to assist with coordination of and training the members of KLVAC.
- In addition to the two training meetings a month she has added monthly online continuing education requirements for both paid paramedics and volunteers. By completing CEU's monthly, it will fulfill mandatory State hours to renew certifications and keep our members up to date with any new medical advances and ready for any emergency coming their way.
- 
- ACLS, PALS PHTLS, CPR, Stroke, Advance Airway
- In service training on all newly purchased equipment
- Training from outside instructors that teach specialties from other departments.
- We have new training equipment which provides a more life-like hands-on training for the members
- Implemented new online training via EMS1 Academy for all members.



**Training Officer:** Lt. Roxana Perez

## Safety Officer



Kenny Edge

## Logistics Officer



Lt. Adam Schussheim

## Infection Control Officer



Brenda Beckmann

## Recruitment Process

Key Largo EMS currently has a total of 40 members which include 3 Full-time paramedics, 12 Part-time paramedics and a total of 25 volunteers which all hold an EMT or paramedic certifications. In 2019 Key Largo EMS welcomed 12 new volunteer EMT/Paramedics and lost 15 members to surrounding departments. Potential candidates are required to do a written test, demonstrate hands-on skills and this is followed by an oral interview. New hires are welcomed during an orientation period where they are introduced to the department and given all materials needed to prepare them for their first day on duty. During a new member's first month they are required to complete 4 training shifts, a training packet outlining department operations and hands-on skills. Once the training period is completed they are eligible to petition the Board for reimbursement.





## Yearly Statistics

Key Largo EMS responds to any emergency from the 112mm to the 95mm our fleet includes 2 ALS ambulances stationed at the 98mm. As our community continues to grow emergencies are inevitable and we are prepared and equipped to help our community along with our Key Largo Fire Department. In 2019 Key Largo EMS had an average response time of 5.1 min and a total of 1446 calls and 109 back up calls. Back up calls are when our second unit is activated to respond to secondary calls as our primary unit may already be out in the field responding to a medical emergency.



In order to protect our patient's privacy Key Largo EMS does not take any action images during medical emergencies. Above you will find our crews sharpening their skills while on downtime by creating real life like scenarios in order to continue providing excellent care.



# Calls For Service Highlights



**Trauma Alerts-19**



**Pediatric- 24**



**Cardiac Arrests- 8**



**ALS - 689**



**BLS - 282**



**Standby - 9**



**Back Up - 109**



**Fire - 4**



# **Services**

## **Public Assist**

In addition to the regular calls, Key Largo EMS responded to an additional 302 calls that consisted of stand by and public assistance. "Public assists" are calls for service where the department helps people that are not in need of medical help; they need assistance into their home, down their stairs or to be picked up from the floor after a slip or fall.

## **Training/Education**

KL VAC is a satellite campus for FKCC and EEII, training First Responders, EMTs, and Paramedics. CPR and first aid are also taught to the community.



## **Public Naloxone (Narcan) Program**

The department has a Narcan program that provides a free kit to the citizens of Key Largo. These free kits allow members of the public to give opioid overdose victims medication to help reverse their opioid overdose in an emergency situation.

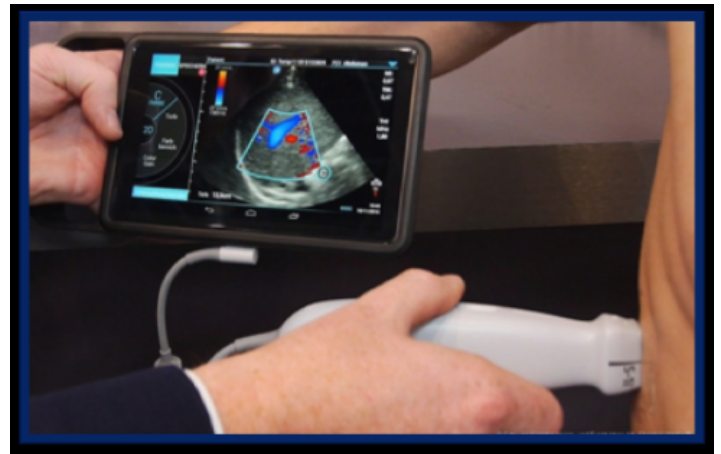


## Challenges

- It was a difficult year when it came to maintaining the vehicles. Several unexpected repairs made it a challenge to keep our fleet operational.
- Maintaining the right personnel in the best positions to help our department grow and move forward is one of the department's top goals.
- Key Largo EMS has always been a training ground for EMS personnel allowing them to gain experience. This makes the personnel more desirable as a potential employee should they decide to further their career.

## Equipment

- In 2019 a grant was secured to receive two new Ultrasound units which help with in-field diagnosis of traumatic injuries.



## Uniforms

- In addition to the regular uniforms, Key Largo EMS designed an off-duty shirt that members can purchase to show their pride.



## Achievements

- Protocols have been updated and are now in digital format thus helping us save money in printing services.
- Key Largo EMS held a Boot Drive to
- held the residence in the Bahamas after t
- he devastation due to the hurricane.
- The Boot Drive raised \$2,600.00 and all the money went to help the Bahamas.





# Awards

This year we have personalized some of our awards to reflect and preserve some of our department's history. Key Largo EMS introduced the Doris Kemp Award formerly known as the Years of Service award. This award is presented to members who have shown their dedication and commitment to our community throughout the years in honor of our pioneer Doris Kemp.

In addition to the name change of the award, we have adopted a common slogan used in 1974 to describe the KLVAC department as the "Keepers of the Key". We believe it is important to conserve and acknowledge our history as we move forward toward becoming a career department with our new addition of Lieutenants.

As we acknowledge our past, we cannot forget our future. This year we are pleased to announce an EMS Advancement Award to those who have gone above and beyond and have shown their dedication and growth in the EMS profession. Our members are key to our success as excellent health care providers who consistently train to continue providing excellent patient care. As the medical profession is constantly evolving, our members have shown true commitment to their profession by not only training in our department but also attending further EMS courses to advance their careers. Doing so brings invaluable knowledge to our department in order to better serve the community.

Last but not least we applaud and praise our Paramedics and Volunteer of the year. Our members had the chance to recognize one of their own by voting for the most deserving Volunteer to receive this award. Our very own Chief Bock and Deputy Chief of Admin. Scott Robinson hand-picked our Paramedic of the year. Key Largo EMS would like to applaud and congratulate **EMT Justin Otomo** as our Volunteer of the Year and **Paramedic Adam Schussheim** along with **Paramedic Roxana Perez** as our Paramedics of the Year. These members have shown exemplary behavior in their profession and camaraderie with their peers and are a true asset to our department.



## Promotions

This past year Key Largo EMS recognized a few of our well-deserved members. We are proud to announce the promotion of two full-time Paramedics to Department Lieutenants. **Lt Adam Schussheim** and **Lt Roxana Perez** have shown excellent leadership skills in their positions as Logistics Officer and Training Officer in our department.

## Phoenix Award

Key Largo EMS presented responders with the Phoenix Award for their lifesaving actions during a call last December. This award recognizes outstanding treatment of a patient in cardiac arrest who makes a full recovery. The following are recipients of this prestigious award:

**Paramedic Luis Tuero**

**Paramedic Oscar Pinzon**

**EMT Justin Otomo**

**EMT Scott Robinson**





## Future of Department

- Our community is our first priority. We are striving to roll out a community outreach program where we can help inform the public on how to identify critical emergencies and what they can do to help before emergency personnel arrive. When seconds count, working together and staying informed matters most.
- After updating our medical protocols, our next goal is to see where we can improve our SOPs. This will help our organization to pave the way for the future, which ultimately helps us provide excellent patient care and improve community involvement. We hope to obtain more grants to help move this organization forward. Having State-of-the-Art equipment, vehicles and high quality personnel; Key Largo EMS is setting its sights higher for years to come.
- Through teamwork comes success. Working together with the Key Largo Fire and EMS District and the Key Largo Volunteer Fire Department, we are dedicated to make Key Largo a safer place for the citizens and visitors to work and enjoy.



## "KEEPERS OF THE KEY"

Please wear facial covering, wash your hands frequently, use hand sanitizer and maintain social distancing. This helps everyone by reducing the spread of COVID-19.



# 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: JUNE 9, 2020 via Zoom

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes May 2020
6. Treasurer's Report May 2020
7. Committee Reports
8. Legal Report
9. Membership Review
  - A. Requests for Reimbursement for
  - B. Request for Reinstatement for
  - C. Request for Leave of Absence for
10. Old Business
  - A. Contract Status
11. New Business
  - A. New Ambulance
  - B. First Budget Draft – Discussion and Approval
  - C. Annual Report Review
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: June 9, 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 also in attendance.

1. Meeting was called to order at 6:31 pm by President Scott Robinson.

2. Approval of Agenda

The agenda was amended to move the Contract Status originally under Old Business to Legal Report with the Contract to be discussed and an approval vote. Dawn DeBrule seconded by Ken Edge moved approval of the Amended agenda. Motion carried.

3. Announcements

A parade of emergency vehicles for a child's birthday will be held at 1:00 PM on June 10<sup>th</sup> on Homestead Avenue.

The Chief had to move \$1300.00 from the corporate account to the Reimbursement Account due to a slow-down in receiving billing payments.

4. Public Comment

No public comment.

5. Approval of Minutes

Dawn DeBrule seconded by Ken Edge moved approval of the May 2020 minutes. Motion carried.

6. Treasurer's Report

Tess Marra reported a balance of \$ 202,767.39 as of May 31, 2020.

Ken Edge seconded by Dawn DeBrule moved approval of the treasurer's report. Motion carried.

7. Committee Reports

No report.



## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

### 8. Legal Report

Jack Bridges reported that he has received the last draft of the proposed Contract between the District and KLVAC. After discussion, Ken Edge, seconded by Dawn DeBrule moved approval of the contract as written. Roll call vote as follows;

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

Motion carried unanimously.

### 9. Membership Review

Tess Marra reported that the schedule is full and there were no requests for reimbursement, leave of absence or reinstatement.

### 10. Old Business - None

### 11. New Business

- A. The Chief reported that he was able to utilize the Sheriff's website for soliciting bids for a new ambulance. No other new business.
- B. A discussion was held concerning the preliminary first draft of the budget to be presented to the District. Dawn DeBrule seconded by Tess Marra moved approval of the draft. Motion carried.

### 12. Membership Discussion

The Chief reported that Fabio De La Puerta has expressed a desire to return to the corps. He will have to test and complete a rookie book.

### 13. Adjournment

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

Kay Cullen  
Recording Secretary

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

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$3,949.96	\$12,566.97	\$2,440.68	\$1,616.30	\$182,193.48	\$202,767.39
<u><b>Revenues</b></u>						
Interest	0.70	0.77	0.20	0.13		1.80
Medical Fees	27,515.13					27,515.13
Medical Transcripts	16.00					16.00
KL Fire Rescue & EMS Reimb		27,206.61				27,206.61
Donations						0.00
Educational Income						0.00
Uncollected Income/Adjustmts	16,911.41					16,911.41
Misc Income						0.00
<b>Total Revenues</b>	<b>\$44,443.24</b>	<b>\$27,207.38</b>	<b>\$0.20</b>	<b>\$0.13</b>	<b>\$0.00</b>	<b>\$71,650.95</b>
<u><b>Expenditures</b></u>						
Advertising						0.00
Medical Billing Refunds						0.00
Payroll Expenses	26,823.08	23,925.09				50,748.17
Dues & Subscriptions						0.00
Professional Fees	42.61					42.61
Supplies		100.55				100.55
Bank Service Charges	61.44	35.00				96.44
Licenses		75.00				75.00
Repairs						0.00
<b>Total Expenditures</b>	<b>\$26,927.13</b>	<b>\$24,135.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$51,062.77</b>
<b>Ending Balance</b>	<b>\$21,466.07</b>	<b>\$15,638.71</b>	<b>\$2,440.88</b>	<b>\$1,616.43</b>	<b>\$182,193.48</b>	<b>\$223,355.57</b>
TRANSFERS	11,368.10	(11,368.10)	0.00	0.00		0.00
Balance before Adjustment	32,834.17	4,270.61	2,440.88	1,616.43	182,193.48	223,355.57
Adjustment to arrive at Actual	-21,890.63	4,992.23	0.00	0.00	0.00	-16,898.40
<b>ACTUAL BALANCE @ MO END</b>	<b>\$10,943.54</b>	<b>\$9,262.84</b>	<b>\$2,440.88</b>	<b>\$1,616.43</b>	<b>\$182,193.48</b>	<b>\$206,457.17</b>





# 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)

---

## Business Meeting

DATE: June 9, 2020 via Zoom

### 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. Contract Status
12. New Business
  - A. Annual Report
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)

---

## Business Meeting

Date: June 9, 2020 via Zoom

Board members in attendance were Andre Castro, Don Conord, Jason Mumper and Jonathan Ramey. A quorum was present. Chief Don Bock was also in attendance.

1. Meeting was called to order at 7:00 pm by Jason Mumper.

2. Approval of Agenda

Don Conord seconded by Andre Castro moved approval of the agenda. Motion carried.

3. Announcements

The resignation of Markus Golling created a vacancy on the Board of Directors. Upon the recommendation of Attorney Jack Bridges, a special election will be held in July which is open to the membership.

4. Public Comment - None

5. Approval of Minutes

Don Conord seconded by Andre Castro moved approval of the May 2020 minutes. Motion carried.

6. Approval of Treasurer's Report

A total of \$56,667.36 was reported to be the balance in all accounts as of May 31, 2020. Andre Castro seconded by Jonathan Ramey moved approval of the May 2020 Treasurer's Report. Motion carried.

7. Committee Reports- None

8. Benevolent Report - None

9. Legal Report

Jack Bridges reported that the Ambulance Corps has approved the latest draft of the contract between KLVAC and the District. He asked for Board approval from the fire department. Don Conord, seconded by Jonathan Ramey moved approval. Roll call vote as follows:

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

Motion carried unanimously.



# 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)

---

10. Membership Review- None

11. Old Business

The contract approval was moved to Legal Report and the vote appears above.

12. New Business

The Annual Report for 2019 was presented. Jonathan Ramey, seconded by Don Conord moved approval. Motion carried.

13. Membership Discussion

Testing will be held June 20<sup>th</sup> for 15 people. I paid person has been hired to replace one who left.

There will be an Officer vacancy when Markus Golling leaves.

A question was raised about the return of Thomas Mirabella. It was determined that to allow him to return without retesting would create a future problem. Therefore, should he desire to return, he must retest and if accepted, complete the rookie book.

14. Adjournment

There being no further business, upon motion and second by Andre Castro and Don Conord, the meeting was adjourned at 7:17 PM.

Kay Cullen  
Recording Secretary

**Key Largo Volunteer Fire Department  
Treasurer's Report  
June 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>\$51,597.83</b>	<b>\$4,452.94</b>	<b>\$613.40</b>	<b>\$3.19</b>	<b>\$56,667.36</b>
<u>Revenues</u>					
Revenues & Reimbursements	99,341.23				\$99,341.23
Donations		815.00			815.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	4.12	0.41	0.05		4.58
<b>Total Revenues</b>	<b>\$99,345.35</b>	<b>\$815.41</b>	<b>\$0.05</b>	<b>\$0.00</b>	<b>\$100,160.81</b>
<u>Expenditures</u>					
Payroll Expenses	98,771.46	0.00	0.00	0.00	\$98,771.46
Employee's Share Health Insurance	-2,058.73	0.00	0.00	0.00	-2,058.73
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
Background Checks	325.00	0.00	0.00	0.00	325.00
Postage	0.00	240.00	0.00	0.00	240.00
Travel	17.67	0.00	0.00	0.00	17.67
Training	100.00	0.00	0.00	0.00	100.00
Supplies	67.60	0.00	0.00	0.00	67.60
Dues & Subscriptions	237.50	0.00	0.00	0.00	237.50
<b>Total Expenditures</b>	<b>\$106,247.55</b>	<b>\$240.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$106,487.55</b>
<b>Ending Balance</b>	<b>\$44,695.63</b>	<b>\$5,028.35</b>	<b>\$613.45</b>	<b>\$3.19</b>	<b>\$50,340.62</b>
TRANSFERS					0.00
Balance before Adjustment	\$44,695.63	\$5,028.35	\$613.45	\$3.19	\$50,340.62
Adjustment to arrive at Actual	-13.24	0.00	0.00	0.00	-13.24
<b>ACTUAL BALANCE @ MO END</b>	<b>\$44,708.87</b>	<b>\$5,028.35</b>	<b>\$613.45</b>	<b>\$3.19</b>	<b>\$50,353.86</b>
*Payroll Liabilities	-\$13.24				
Fixed Asset Purchases	\$0.00				
Total Adjustments	<b>-\$13.24</b>				