



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

### DISTRICT MEETING AGENDA

April 26, 2021

Pursuant to 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 accessible 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: 602 743 6243 and Password: 33037 *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/6027436243?pwd=Ylp2b3JYckhlQVpwVkhFIMmVKbE1uZz09>

1. **AGENDA**
  - 1a. Call to Order
  - 1b. Pledge of Allegiance
  - 1c. Roll Call
2. **APPROVAL OF AGENDA & MINUTES**
  - 2a. Approval of April 26, 2021 District Meeting Agenda
  - 2b. Approval of April 12, 2021 Meeting Minutes
3. **PUBLIC COMMENT**
4. **CHAIRMAN REPORT**
5. **SECRETARY REPORT**
6. **OLD BUSINESS**
  - 6a. Fire Hydrant Report (Edge)
7. **NEW BUSINESS**
  - 7a. MOTION/APPROVAL: IT Proposals (Jones)
8. **FINANCE REPORT**
9. **LEGAL REPORT**
10. **AMBULANCE CORPS REPORT**
  - 10a. KLVAAC Monthly Status Report 210331
11. **FIRE DEPARTMENT REPORT**
  - 11a. KLFD Monthly Status Report 210331
  - 11b. KLFD Performance Report 210331



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### DISTRICT MEETING AGENDA

(Continued)

April 26, 2021

#### 12. COMMISSIONER ITEMS

#### 13. NEXT MEETING

13a. KLFR&EMS May 10<sup>th</sup> District Meetings or May 24 (Strategic Planning/District Meeting)

#### 14. ADJOURN

#### NEXT MEETINGS

May 10, 2021 District Meeting (if required)  
May 24, 2021 Strategic Planning Workshop  
May 24, 2021 District Meeting  
June 14, 2021 District Meeting (if required)  
June 28, 2021 KLVAC Budget Workshop  
June 28, 2021 District Meeting

#### DOCUMENTS

AI 02a. District Meeting Agenda  
AI 02b. Meeting Minutes April 12, 2021  
AI 07a. IT Proposals  
AI 10a. KLVAC Monthly Status Report 210331  
AI 11a. KLFD Monthly Status Report 210331  
AI 11b. KLFD Performance Report 210331

*Persons who wish to be heard shall send submit a  
Speaker Request Form to the Chairman or request to speak via Zoom.*



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

### DISTRICT MEETING MINUTES

April 12, 2021

#### 1. AGENDA

##### **1a. Call to Order**

Commissioner Allen (via Zoom) called the (in-person meeting and Zoom video conference) District Meeting to order 6:00 pm.

##### **1b. Pledge of Allegiance**

Commissioner Conklin led the Pledge of Allegiance.

##### **1c. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen (Zoom), Frank Conklin, Kenny Edge, George Mirabella, and Danny Powers. There was a quorum.

Also present in person and via Zoom were: Vicky Fay, David Garrido, Gaelan Jones, Jennifer Johnson, Dr. Morrison, Scott Robinson.

#### 2. APPROVAL OF AGENDA & MINUTES

##### **2a. Approval of April 12, 2021 District Meeting Agenda**

Gaelan Jones requested that Item 7e. be removed and addressed as Discussion under Legal Report. Item 7a to be removed and discussed under Item 10: Ambulance Corps Report. New item 7a will be added: Discussion: Maria Jones (Florida Keys Electric Cooperative).

**MOTION:** Commissioner Powers made a motion *to approve the April 12, 2021 District Meeting Agenda, as revised.* The motion was seconded by Commissioner Mirabella, and the Board unanimously passed the motion.

##### **2b. Approval of March 22, 2021 District Meeting Minutes**

**MOTION:** Commissioner Edge made a motion *to approve the March 22, 2021 District Meeting Minutes.* The motion was seconded by Commissioner Mirabella, and the Board unanimously passed the motion.

#### 3. PUBLIC COMMENT

Sue Heim spoke at Items 7b., 7e., and 12.

#### 4. CHAIRMAN REPORT

Chairman Allen apologized for attending the meeting via Zoom.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

### 5. SECRETARY REPORT

Commissioner Edge did not have any items to report to the Board

### 6. OLD BUSINESS

#### 6a. Fire Hydrant Report

Commissioner Edge reported one fire hydrant needed to be relocated; all non-FDOT fire hydrants have been installed and there was some asphalt patching that still needs to be completed; and FKA is working to get approval to issue the FKA permits.

### 7. NEW BUSINESS

#### 7a. DISCUSSION: Maria Jones (Florida Keys Electric Cooperative)

Maria Jones from Florida Keys Electric Cooperative (FKEC) addressed the Board regarding the Street Lighting Resolution. Ms. Jones discussed that street lighting along US1 is FDOT's responsibility, and that FKEC does not maintain FDOT-compliant lighting. Regardless, FKEC is willing to support the KLFR&EMS District in its request for additional streetlighting. Ms. Jones will keep the Board apprised if the Monroe County Board of County Commissioners adopt a similar resolution.

#### 7b. DISCUSSION: Station 24 Design Contract \$34,950.00 (Little Red Rooster)

Gaelan Jones discussed the proposed payment schedule and the Liability Insurance Policy.

#### 7c. MOTION/APPROVAL: Commissioner Mirabella FASD Travel Request

Commissioner Mirabella requested \$1,887.80 to attend the FASD Annual Conference is June 13 through June 18, 2021 to complete the Certified District Official Course.

**MOTION:** Commissioner Conklin made a motion ***to approve Commissioner Mirabella's Travel Request not to exceed \$1,887.80 for the FASD Conference.*** The motion was seconded by Commissioner Edge. The vote was as follows: Allen (Yes), Conklin (Yes), Edge (Yes), Mirabella (Yes), Powers (Abstain). The motion was passed,

#### 7d. MOTION/APPROVAL: Station 24 Copier Contract

The contract may be terminated upon 30-days' notice.

**MOTION:** Commissioner Edge made a motion ***to approve the Station 24 Xerox copier contract in the amount of \$293.10 per month for a 36 months total of \$10,551.60.*** The motion was seconded by Commissioner Powers, and the Board unanimously passed the motion.

#### 7e. MOTION/APPROVAL: IT Proposals

This item was removed.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 8. **FINANCE REPORT**

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

### 9. **LEGAL REPORT**

The quote from ProTech for A/V Installation in the amount of \$6,883.00 was received just prior to the meeting. It was removed from the agenda due to late submission, and it will be placed on the next meeting agenda for Board consideration.

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

#### **10a. KLVAC Monthly Call Logs 210131 and 210228**

Scott Robinson reported Dr. Morrison will conduct training for the new ultrasound machine. The department has been supporting the Department of Health to administer Covid-19 vaccines to approximately 31 homebound residents. He reported the Corps and Fire Department are unified in working together.

#### **10b. EMS Calls & Refusals 2016 through 2020**

Commissioner Conklin indicated the information is for the Strategic Planning Meeting and provides information about ALS assistance and how to approach the best service.

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

Captain Garrido report on the Extrication Class training. Two vehicles are down. One is in Davie, and the Department expects delivery soon. The other vehicle will go to the vendor when the other vehicle is returned.

### 12. **COMMISSIONER ITEMS**

Commissioner Edge discussed the perception of both the old and new departments and the potential millage rate increase. Commissioner Allen recommended the “old” department be referred to as the “museum”.

Commissioner Edge requested clarification on the status of the fire boat, and Commissioner Conklin indicated it had been in the water for testing. The museum is being used for storage of Fire Department items and the Command Vehicle.

The District will reconfirm the Command Vehicle registration was updated after sale.

### 13. **NEXT MEETING**

#### **13a. KLFR&EMS April 26, 2021, May 10<sup>th</sup> District Meetings or May 24 (Strategic Planning/District Meeting)**

The next meeting will be April 26, 2021.

### 14. **ADJOURN**

Commissioner Edge made a Motion to Adjourn at 7:07 p.m., which was seconded by Commissioner Mirabella and was unanimously approved by the Board.

(See Next Page)



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### **NEXT MEETINGS**

*April 26, 2021 District Meeting*

*May 10, 2021 District Meeting (if required)*

*May 24, 2021 Strategic Planning Workshop*

*May 24, 2021 District Meeting*

*June 14, 2021 District Meeting (if required)*

*June 28, 2021 KLVAC Budget Workshop*

*June 28, 2021 District Meeting*

### **DOCUMENTS**

*AI 02a. District Meeting Agenda*

*AI 02b. Minutes District Meeting March 22, 2021*

*AI 07a. EMS Calls & Refusals 2016 and 2020*

*AI 07b. 2<sup>nd</sup> Story Design Contract (Little Red Rooster)*

*AI 07c. FASD Travel Request (Mirabella)*

*AI 07d. Station 24 Copier Contract*

*AI 07e. IT Proposals*

*AI 10a. KLVAC Monthly Call Logs 210131 & 210228*





Key Largo EMS and Fire District  
1 East Drive  
Key Largo, Florida 33037

April 12, 2021

RE: Video Conference System Proposal for The Key Largo EMS and Fire District at Fire Station 24, 1 East Drive, Key Largo

Attn: Gaelan Jones,

**Video Conference System**

Provide and install the following:

- 1 Konftel Hybrid Video Conferencing Kit C50800
- 1 Konftel Conference VoIP Phone, 5-way call capability
- 2 Konftel PoE Injector
- 1 Konftel Daisy Chain Cables (2 cables: 5 & 10 meters)
- 2 StarTech 32ft USB 3.0 Active Extension Cable
- 1 Misc. Cables and Hardware

**The total price of this proposal is: 6,883.00**

**Scope of work:** Install (1) HD pan, tilt, 12x zoom camera in the front center of the meeting room. Wire camera back to podium. Install USB hub in podium. Install (2) Konftel 800 Speaker phone units, (1) center right and (1) center left of the meeting room to allow all participants to hear and be heard. Wire Konftel 800 units back to podium Hub and link units with link cable. (1) USB cable will be ran to the top of the Podium in order for a customer provided laptop to be connected to host the meeting. System is to work with Microsoft Teams, Cisco Webex, Zoom, Avaya IX Workplace and many other collaborative tools. Camera is to be controlled by moderator and has up to 10 go to presets around the room to make following the current speaker easy. Meeting host laptop computer and or platform account such as zoom to be provide by customer.

**Components not included unless specified as such**

Any Patching, painting, and repairs will be done by others.

Payment as follows: 70% upon signing of contract and balance upon final inspection. Any finance charges incurred do to late payment will be applied to final billing. Due to unusual economic conditions, this proposal is valid for only 30 days and material prices may be subject to change. Amounts due and unpaid shall be assessed an interest charge of 1.5% per month.

**The owner and/or General Contractor agree to the terms and conditions explained above.**

**Accepted by:**

**Date:**

**Contractor Signature:**

**Date:**

**Owner Signature:**

**Date:**

If you have any questions or need further assistance, please feel free to call me at 305-942-1277.

Respectfully,

Moe Saah

# KEY LARGO FIRE EMS DISTRICT

## KEY LARGO FIRE EMS DISTRICT



A Digital Workplace Services Provider



772 South Military Trail  
Deerfield Beach, FL 33442  
(954) 938-9382  
Fax: (954) 776-4772  
[www.avispl.com](http://www.avispl.com)

**Prepared By:** Martin Lois  
[Martin.Lois@avispl.com](mailto:Martin.Lois@avispl.com)

**Proposal No:** 359155-1



## Investment Summary

Prepared For:	<b>Carol Greco</b>	Prepared By:	<b>Martin Lois</b>
	<b>KEY LARGO FIRE EMS DISTRICT</b>	Date Prepared:	<b>04/21/2021</b>
	<b>81990 Overseas Highway</b>	Proposal #:	<b>359155-1</b>
	<b>Islamorada, FL 33036-3690</b>	Valid Until:	<b>06/21/2021</b>

### Total Equipment Cost \$19,549.28

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

### Professional Integration Services \$12,340.00

Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

### Direct Costs \$2,277.64

Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

### General & Administrative \$767.06

Includes all G & A expenses: vehicle mileage, shipping and insurance, as applicable

<b>Subtotal</b>	<b>\$34,933.98</b>
<b>Tax</b>	<b>Exempt (*)</b>
<b>Total</b>	<b>\$34,933.98</b>

\* Exemption from sales tax will be recognized only after a valid sales tax exemption certificate or other appropriate documentation of exemption has been provided to and approved by AVI-SPL; otherwise all applicable sales taxes will apply.

**Purchase orders should be addressed to AVI-SPL LLC**

Signed \_\_\_\_\_

Printed \_\_\_\_\_

Date \_\_\_\_\_

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## Room Summary - TRAINING ROOM

### Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<b>DISPLAY SYSTEMS</b>			
SONY	SONVPLPHZ50	PROJECTOR, WUXGA NATIVE 5000L 15LB LCD LASER 4K/UHD READY	1	\$2,258.82	\$2,258.82
CHIEF	CHIRPAUW	MOUNT, UNIVERSAL "RPA" SERIES CEILING - WHITE	1	\$111.67	\$111.67
CHIEF	CHICMS445	REPLACEMENT CEILING TILE KIT	1	\$166.31	\$166.31
CHIEF	CHICPA640W	TILE RING, DECORATIVE, WHITE	1	\$9.71	\$9.71
KLFEMS	PROJECTION SCREEN	OWNER FURNISHED EQUIPMENT	1	\$0.00	\$0.00
		<b>SOURCES</b>			
OFE	OFE	OFE LAPTOP	1	\$0.00	\$0.00
CRESTRON	CREHMD400CEKIT	SWITCHER/EXTENDER, 400 HD SCALING AUTO-SWITCH, DM LITE	1	\$764.71	\$764.71
QSC	QSCPTZ12X72	CAMERA, PTZ 12X OPTICAL ZOOM 72 DEGREE HORIZONTAL, 12V, GY	2	\$2,941.18	\$5,882.36
QSC	QSCPTZWMB1	BRACKET, WALL MOUNT FOR PTZ CAMERA	2	\$81.18	\$162.36
		<b>CONTROL SYSTEMS</b>			
CRESTRON	CRECP4N	CONTROL SYSTEM, 4 SERIES	1	\$1,647.06	\$1,647.06
CRESTRON	CREC2NIO	CONTROL PORT EXPANSION MODULE	1	\$176.47	\$176.47
CRESTRON	CRECENODTCPOE	OCCUPANCY SENSOR, DUAL-TECHNOLOGY POE, 200 SQ FT	1	\$294.12	\$294.12
CRESTRON	CRETS770BS	TOUCH SCREEN, 7" TABLETOP, BLACK SMOOTH	1	\$1,176.47	\$1,176.47
		<b>AUDIO SYSTEMS</b>			
QSC	QSCNS1108P	NETWORK SWITCH, 10 PORT, PRECONFIGURED FOR Q-SYS	1	\$764.71	\$764.71
QSC	QSCCORE110F	SYSTEM, UNIFIED SERIES CORE W/ 24 LOCAL I/O CHANNELS, 1RU	1	\$2,352.94	\$2,352.94
CLEARONE	CLE910001014W	MICROPHONE, CEILING ARRAY KIT FOR INTERACT AT, WHITE	2	\$465.11	\$930.22
SHURE	SHUSLXD12485G58	COMBO SYS W/ SM58 & WL185 LAV (FREQ: 570-514MHZ)	1	\$781.24	\$781.24
QSC	QSCADC6TWH	SPEAKER, 6.5" CEILING 2-WAY SURFACE, WHITE (ORDER IN PAIRS)	4	\$142.24	\$568.96
CRESTRON	CREAMP15070	AMPLIFIER, SINGLE-CHANNEL MODULAR POWER, 50W/70V	1	\$294.12	\$294.12
		<b>EQUIPMENT RACK</b>			
MIDDLE ATLANTIC	MIDERS	EQUIPMENT RACK AND ACCESSORIES ASSUMES OFE RACK AND MIN 20 SPACES	1	\$235.29	\$235.29

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	Subtotal	\$18,577.54
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## Room Support and Maintenance

Warranty; 3-months \$0.00

Equipment Total	\$18,577.54
Installation Materials	\$971.74
Professional Services	\$12,340.00
Direct Costs	\$2,277.64
General & Administrative	\$767.06
Subtotal	\$34,933.98

For informational purposes only – all Purchase Orders must match Investment Summary details.

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## Integration Inclusions & Exclusions

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### Inclusions

The following items are INCLUDED in this proposal unless specifically noted otherwise within this proposal document or scope of work statement:

- All equipment, wire and accessories required for a fully functional audio/visual system per the agreed upon scope of work.
- Non-union labor associated with audio/visual system engineering, installation, programming and testing.
- Documentation package including complete as-built AV system diagrams and manufacturer's operation manuals.
- Coordination and cooperation with the construction team in regards to installing the system.
- User demonstration of full AV system operation for final sign-off.

Any additional trips, labor or materials due to failure of the other work forces to have the audiovisual system rough-in work completed as anticipated and previously confirmed, will be added to the project billing as required.

Where applicable, the owner's architect will provide AVI-SPL's engineering department with all required architectural floor, reflected ceiling, building elevation, and section plans in AutoCAD® format at no charge to AVI-SPL.

### Exclusions

The following items are EXCLUDED from this proposal unless specifically identified otherwise within this proposal document or scope of work statement.

- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc. Any related electrical work including but not limited to 110VAC, conduit, core drilling, raceway and boxes.
- Voice/data cabling, IE analogue phone lines, ISDN lines, network ports, etc.
- Network connectivity, routing, switching and port configuration necessary to support audiovisual equipment.
- Concrete saw cutting and/or core drilling.
- Fire wall, ceiling, roof and floor penetration, patching, removal or fire stopping.
- Necessary sheet rock replacement, ceiling tile, T-bar replacement and/or wall/ceiling repair.
- Any and all millwork (moldings, trim, etc.). All millwork or modifications to project millwork/furniture to accommodate the AV equipment is to be provided by others.
- Painting, patching or finishing of architectural surfaces.
- Permits (unless specifically provided for elsewhere in this proposal document or scope of work statement).
- Engineered (P.E.) seals and/or stamped structural/system details.
- HVAC and plumbing relocation.
- Rough-in, bracing, framing or finish trim carpentry for installation.
- Cutting, structural welding, or reinforcement of structural steel members required for support of assemblies, if required.
- Owner furnished equipment or equipment furnished by others that is integrated into the systems (as described above) is assumed to be current, industry acceptable and in good working order. If it is determined that this equipment is faulty upon installation, additional project charges may be incurred.
- Additional or specific manufacturer's "User Adoption" training.
- Additional costs for union labor.

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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 9, 2021 via Zoom

1. Call to Order
2. Approval of Agenda
3. Announcements
  - A. State EMS Grant Submitted for 3<sup>rd</sup> Rescue
  - B. ALS License renewal submitted
  - C. Interviews for Office Manager Completed
  - D. 5-Year Budget Submitted to District
  - E. Covid Vaccine Status
  - F. Raynier now full time medic
  - G. Ultrasound Training March 17<sup>th</sup> with Dr. Morrison
  - H. Update on Officer Positions
  - I. Building Painting Completed
  - J. Repair Status of Rescue Trucks
4. Public Comment
5. Approval of Minutes – February 2021
6. Treasurer’s Report – February 2021
7. Committee Reports
8. Legal Report
9. Membership Review
  - A. Requests for Reimbursement for
    1. Joel Perez
    2. Omayra Tejada
    3. Hayley Ann Colarusso
10. Old Business
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 9, 2021 via Zoom

Board members in attendance were Brenda Beckmann, Dawn DeBrule, Adam Schussheim, Tess Marra and Scott Robinson. A quorum was present. Chief Don Bock was also in attendance.

1. Meeting was called to order at 6:36 pm by President Scott Robinson.
2. Approval of Agenda  
Adam Schussheim seconded by Brenda Beckmann moved approval of the agenda. Motion carried unanimously.
3. Announcements
  - The State EMS Grant application was submitted to cover the third rescue unit at Station 25. It is anticipated that the Corps will receive an answer in July.
  - ALS License renewal was submitted to the Florida Dept. of Health.
  - Interviews of the three finalists for the position of Office Manager were held. The first choice declined; a response is awaited from the other two candidates.
  - The 5-year Budget was submitted to the District with one year added on at the District's request
  - The Corps should receive two vials of vaccine which have been earmarked for homebound citizens in our district
  - Raynier is now a full time paid medic
  - Ultrasound training will be held for all medics on March 17<sup>th</sup> with Dr. Morrison. It is anticipated that this training will result in a certificate of competency being issued.
  - Beginning in April, the following persons will have the officer positions:
    - A. Luis Tuero will be in charge of building and truck maintenance
    - B. Roxy Perez will be in charge of QA
    - C. Adam Schussheim will continue to be in charge of logistics/supplies
    - D. Raynier Charafardin will be in charge of training
  - Building exterior painting has been completed
  - There is a rescue being repaired at 10-8 because of an electrical problem. It is anticipated that the repairs will be completed by the end of the week.
4. Public Comment - No public comment.



## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

5. Approval of Minutes

Dawn DeBrule seconded by Tess Marra moved approval of the February 2021 minutes. Motion carried unanimously.

6. Treasurer's Report

Tess Marra reported a balance of \$ 206,856.75 as of February 2021. Brenda Beckmann seconded by Dawn DeBrule moved approval of the treasurer's report. Motion carried unanimously.

7. Committee Reports - No report.

8. Legal Report - No Report

9. Membership Review

A. A request for Reimbursement was received from Joel Perez, Omayra Tejada and Haley Ann Colarusso. Dawn DeBrule seconded by Adam Schussheim moved approval of all requests. Motion carried unanimously.

10. Old Business - None

11. New Business – None

12. Membership Discussion – None

13. Adjournment

There being no further business, Dawn DeBrule seconded by Tess Marra moved adjournment. Motion carried unanimously. Meeting adjourned at 7:02 pm.

Kay Cullen  
Recording Secretary

**Key Largo Volunteer Ambulance Corp Inc.**  
**Treasurer's Report**  
**March 2021**

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$11,849.20	-\$14.57	\$2,442.52	\$1,617.51	\$190,962.09	\$206,856.75
<u>Revenues</u>						
Interest	2.36	0.98	0.21	0.14		3.69
Medical Fees	23,890.47					23,890.47
Medical Transcripts						0.00
KL Fire Rescue & EMS Reimb	28,337.80	17,422.69				45,760.49
Donations						0.00
Educational Income						0.00
Uncollected Income/Adjustmts	29,287.19					29,287.19
Misc Income						0.00
<b>Total Revenues</b>	<b>\$81,517.82</b>	<b>\$17,423.67</b>	<b>\$0.21</b>	<b>\$0.14</b>	<b>\$0.00</b>	<b>\$98,941.84</b>
<u>Expenditures</u>						
Advertising		36.34				36.34
Medical Billing Refunds						0.00
Payroll Expenses	26,974.10	16,587.65				43,561.75
Dues & Subscriptions						0.00
Professional Fees	806.37					806.37
Supplies		56.84				56.84
Bank Service Charges	59.90					59.90
Licenses & Permits						0.00
Postage						0.00
<b>Total Expenditures</b>	<b>\$27,840.37</b>	<b>\$16,680.83</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$44,521.20</b>
<b>Ending Balance</b>	<b>\$65,526.65</b>	<b>\$728.27</b>	<b>\$2,442.73</b>	<b>\$1,617.65</b>	<b>\$190,962.09</b>	<b>\$261,277.39</b>
TRANSFERS	0.00	0.00	0.00	0.00		0.00
Balance before Adjustment	65,526.65	728.27	2,442.73	1,617.65	190,962.09	261,277.39
Adjustment to arrive at Actual	-31,374.99	2,111.08	0.00	0.00	0.00	-29,263.91
<b>ACTUAL BALANCE @ MO END</b>	<b>\$34,151.66</b>	<b>\$2,839.35</b>	<b>\$2,442.73</b>	<b>\$1,617.65</b>	<b>\$190,962.09</b>	<b><u>\$232,013.48</u></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)

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## Business Meeting

DATE: **MARCH 9, 2021 via Zoom**

### AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcements
  - A. Apparatus floor finished; walls painted; loft organized
  - B. New Volunteer Orientation Completed
  - C. New Volunteer Testing Date
  - D. Sebastian Sanchez completed Driver/Engineer Training
4. Public Comment
5. Approval of Minutes February 2021
6. Treasurer's Report
  - A. DECEMBER 2020
  - B. FEBRUARY 2021
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
11. New Business
  - A. Donation Letter
  - B. Discussion on In-Person Meetings [Travis]
12. Membership Discussion
13. Adjournment



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## Business Meeting

Date: March 9, 2021 via Zoom

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

1. Meeting was called to order at 7:24 pm by President Jason Mumper.
2. Approval of Agenda  
Travis Wilson seconded by Jonathan Ramey moved approval of the agenda. Motion carried unanimously.
3. Announcements
  - The floor at Station 24 has been completed as well as the walls painted, and the loft organized
  - New Volunteer Orientation has been completed by three persons
  - No new testing date has been formally set
  - Sebastian Sanchez has completed Driver/Engineer training.
  - Kudos to Curtis Tucker who was offered a vaccination at the latest Monroe County vaccine effort. Tucker allowed others to go before him.
4. Public Comment - None
5. Approval of Minutes  
Travis Wilson seconded by Jonathan Ramey moved approval of the February 2021 minutes. Motion carried unanimously.
6. Approval of Treasurer's Report
  - Jonathan Ramey seconded by Travis Wilson moved approval of the December 2020 Treasurer's Report. Motion carried unanimously.
  - Travis Wilson seconded by Jonathan Ramey moved approval of the February 2021 Treasurer's Report. Motion carried unanimously.
7. Committee Reports  
The bylaws are undergoing legal review.
8. Legal Report - None
9. Membership Review - None
10. Old Business - None





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## 11. New Business

- Due to a limited time frame, upon motion and second by Jonathan Ramey and Travis Wilson, last year's donation letter will be updated with new stats and pictures and will be sent out after a Chief's review without coming back for Board Review.
- There was discussion about resuming in-person meetings. Without objection, future meetings will be hybrid with both in-person and zoom availability.

## 12. Membership Discussion

There is a new Reinstatement policy for all members to review which was put in place under Operations.

## 13. Adjournment

There being no further business, the meeting was adjourned upon motion and second by Jonathan Ramey and Travis Wilson. The meeting was adjourned at 7:45 pm.

Kay Cullen  
Recording Secretary

**Key Largo Volunteer Fire Department  
Treasurer's Report  
March 2021**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$58,640.05</b>	<b>\$1,680.28</b>	<b>\$613.85</b>	<b>\$3.19</b>	\$60,937.37
<u>Revenues</u>					
Revenues & Reimbursements	109,060.06				\$109,060.06
Donations		275.70			275.70
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	4.51	0.14	0.05		4.70
<b>Total Revenues</b>	<b>\$109,064.57</b>	<b>\$275.84</b>	<b>\$0.05</b>	<b>\$0.00</b>	<b><u>\$109,340.46</u></b>
<u>Expenditures</u>					
Payroll Expenses	92,812.16				92,812.16
Employee's Share Health Insurance	-1,936.70				-1,936.70
Health Insurance	10,870.62				10,870.62
Web Hosting	64.95				64.95
Background Checks					0.00
Licenses		70.00			70.00
Professional Fees					0.00
Training					0.00
Supplies	19.96				19.96
Dues & Subscriptions	12.99				12.99
<b>Total Expenditures</b>	<b>\$101,843.98</b>	<b>\$70.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b><u>\$101,913.98</u></b>
<b>Ending Balance</b>	<b>\$65,860.64</b>	<b>\$1,886.12</b>	<b>\$613.90</b>	<b>\$3.19</b>	<b>\$68,363.85</b>
TRANSFERS					0.00
Balance before Adjustment	\$65,860.64	\$1,886.12	\$613.90	\$3.19	\$68,363.85
Adjustment to arrive at Actual	-7.69	0.00	0.00	0.00	-7.69
<b>ACTUAL BALANCE @ MO END</b>	<b>\$65,868.33</b>	<b>\$1,886.12</b>	<b>\$613.90</b>	<b>\$3.19</b>	<b><u>\$68,371.54</u></b>
*Payroll Liabilities	-\$7.69				
Fixed Asset Purchases					
Total Adjustments	<b>-\$7.69</b>				

# Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 03/01/2021 to 03/31/2021

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
100-Fire, other	3	9	3.00	0.95	0.32	1.08	3.24
111-Building fire	1	10	10.00	1.18	1.18	11.80	11.80
150-Outside rubbish fire, other	1	7	7.00	0.43	0.43	3.01	3.01
311-Medical assist, assist EMS crew	10	30	3.00	4.22	0.42	1.23	12.34
320-Emergency medical service incident, other	1	3	3.00	0.28	0.28	0.84	0.84
321-EMS call, excluding vehicle accident with injury	16	50	3.13	5.29	0.33	0.98	15.72
322-Motor vehicle accident with injuries	10	40	4.00	4.94	0.49	2.01	20.05
323-Motor vehicle/pedestrian accident (MV Ped)	1	5	5.00	0.23	0.23	1.15	1.15
324-Motor vehicle accident with no injuries.	2	11	5.50	0.38	0.19	1.07	2.14
412-Gas leak (natural gas or LPG)	1	4	4.00	0.37	0.37	1.48	1.48
531-Smoke or odor removal	1	6	6.00	0.20	0.20	1.20	1.20
542-Animal rescue	1	3	3.00	0.72	0.72	2.16	2.16
550-Public service assistance, other	1	4	4.00	0.60	0.60	2.40	2.40
551-Assist police or other governmental agency	3	10	3.33	1.54	0.51	1.82	5.47
552-Police matter	1	3	3.00	0.00	0.00	0.00	0.00
571-Cover assignment, standby, moveup	5	14	2.80	3.32	0.66	1.99	9.96
611-Dispatched & canceled en route	7	22	3.14	1.68	0.24	0.71	4.98
651-Smoke scare, odor of smoke	1	4	4.00	0.15	0.15	0.60	0.60
735-Alarm system sounded due to malfunction	2	13	6.50	0.77	0.39	2.44	4.87
743-Smoke detector activation, no fire - unintentional	1	6	6.00	0.20	0.20	1.20	1.20
745-Alarm system activation, no fire - unintentional	5	24	4.80	1.43	0.29	1.28	6.42
900-Special type of incident, other	2	4	2.00	0.75	0.38	1.13	2.25
Blank. Incident Type not Entered	0	0	0.00	0.00	0.00		0.00
Total and Averages for all Incident Types	76	282	3.71	29.63	0.39		113.28

# NFPA Analysis Report

Key Largo Fire Department

Date Range: From 03/01/2021 to 03/31/2021

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)	1	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)	1	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)	1	0	0	\$0

## B. OTHER FIRE AND INCIDENTS

14a. Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	0	0	0	\$0
14b. Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	0	0	0	\$0
15. Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc. (IT 140, 141, 161, 162, 164, 170-173)	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)	1	0	0	
18. All Other Fires. (IT 100, 160, 163)	3	0	0	\$0
19. TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18)	5	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	32			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	8			
22. Mutual Aid or Assistance Responses Given	12			
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)	0			
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)	76			

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	1
13. Structure Fires (line 13 above)	0	1

## BREAKDOWN OF FALSE ALARM RESPONSES

1. Malicious, Mischievous False Call (IT 710-715)	0
2. System Malfunction (IT 700-739)	2
3. Unintentional (tripping on Interior device accidentally etc.) (IT 740-749)	6
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	0

# Incident Run Log

Key Largo Fire Department

Date Range: From 03/01/2021 to 03/31/2021

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
03/09/2021	38032	2021-000159	19:03	229	LANCE LN		Fire, other	0.2
03/23/2021	38032	2021-000196	09:46	306	GROUPER TR		Fire, other	0.6
03/28/2021	38032	2021-000211	11:34	1530	OCEAN BAY DR		Fire, other	0.2
03/26/2021	38032	2021-000207	13:59	125	1 CT		Building fire	1.2
03/26/2021	38032	2021-000206	04:30		400 OCEAN DR		Outside rubbish fire, other	0.4
03/01/2021	38032	2021-000141	06:01	4	BLACKWATER LN NORTH	114	Medical assist, assist EMS crew	0.4
03/01/2021	38032	2021-000142	11:13	1118	STATE ROAD 905	WHSE	Medical assist, assist EMS crew	0.5
03/01/2021	38032	2021-000144	20:10	1043	OVERSEAS HWY	16	Medical assist, assist EMS crew	0.4
03/02/2021	38032	2021-000145	05:22	25	CORMORANT DR		Medical assist, assist EMS crew	0.6
03/03/2021	38032	2021-000147	09:47	545	PALM DR/102 MM		Medical assist, assist EMS crew	0.3
03/03/2021	38032	2021-000148	11:19	4	BLACKWATER LN NORTH	114	Medical assist, assist EMS crew	0.4
03/08/2021	38032	2021-000157	19:42	435	BIG PINE RD		Medical assist, assist EMS crew	0.4
03/18/2021	38032	2021-000184	20:34	1502	SHAW DR		Medical assist, assist EMS crew	0.3
03/19/2021	38032	2021-000187	16:59	56	ANDROS RD		Medical assist, assist EMS crew	0.3
03/20/2021	38032	2021-000191	17:33	1026	OVERSEAS HWY		Medical assist, assist EMS crew	0.6
03/29/2021	38032	2021-000217	13:48	50	SHORELAND DR		Emergency medical service incident, other	0.3
03/05/2021	38032	2021-000153	16:55	49	GARDEN COVE DR		EMS call, excluding vehicle accident with injury	0.6
03/08/2021	38032	2021-000156	09:35	4	BLACKWATER LN NORTH	114	EMS call, excluding vehicle accident with injury	0.4
03/09/2021	38032	2021-000160	20:23	1	EAST DRIVE 99MM OC		EMS call, excluding vehicle accident with injury	0.4
03/12/2021	38032	2021-000168	22:10	1065	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
03/13/2021	38032	2021-000171	13:42	1	EAST DRIVE 99MM OC		EMS call, excluding vehicle accident with injury	0.0
03/14/2021	38032	2021-000174	18:41	1	EAST DRIVE 99MM OC		EMS call, excluding vehicle accident with injury	0.0
03/15/2021	38032	2021-000176	09:12	100	HAMMOCK TRAIL	1310	EMS call, excluding vehicle accident with injury	0.5
03/15/2021	38032	2021-000178	15:38	51	CORAL DR		EMS call, excluding vehicle accident with injury	0.3
03/19/2021	38032	2021-000186	16:47	100	OCEAN DR		EMS call, excluding vehicle accident with injury	0.2
03/22/2021	38032	2021-000195	23:32	9871	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.0
03/24/2021	38032	2021-000198	08:35		REEF ROAD 106 MM		EMS call, excluding vehicle accident with injury	0.3
03/25/2021	38032	2021-000199	06:57	51	BLACKWATER LN NORTH		EMS call, excluding vehicle accident with injury	0.5
03/25/2021	38032	2021-000200	07:24	321	2 TERR		EMS call, excluding vehicle accident with injury	0.6
03/25/2021	38032	2021-000201	10:18		EAST DR / 99.4 MM OC		EMS call, excluding vehicle accident with injury	0.3
03/27/2021	38032	2021-000209	12:01	1016	OVERSEAS HWY	D82	EMS call, excluding vehicle accident with injury	0.5
03/28/2021	38032	2021-000213	17:00	1039	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.4
03/02/2021	38032	2021-000146	08:21	112	OVERSEAS	SB	Motor vehicle accident with injuries	0.5
03/06/2021	38032	2021-000154	15:08	1065	OVERSEAS HWY		Motor vehicle accident with injuries	0.1
03/07/2021	38032	2021-000155	15:30	9945	OVERSEAS HWY	NB	Motor vehicle accident with injuries	0.2
03/09/2021	38032	2021-000161	20:54		EAST DR / 99.4 MM OC		Motor vehicle accident with injuries	0.8
03/15/2021	38032	2021-000179	17:20	1015	OVERSEAS HWY		Motor vehicle accident with injuries	0.8
03/16/2021	38032	2021-000183	18:40	103	US1		Motor vehicle accident with injuries	0.1
03/22/2021	38032	2021-000194	16:40		US1	SB	Motor vehicle accident with injuries	0.1
03/26/2021	38032	2021-000208	14:48		US1	NB	Motor vehicle accident with injuries	0.8
03/31/2021	38032	2021-000220	08:03	999	MORRIS LN	SB	Motor vehicle accident with injuries	0.7
03/31/2021	38032	2021-000221	18:50	1079	OVERSEAS HWY		Motor vehicle accident with injuries	0.9
03/05/2021	38032	2021-000152	15:43		BASS AVE / 103 MM OC		Motor vehicle/pedestrian accident (MV Ped)	0.2
03/13/2021	38032	2021-000170	10:22	1009	OVERSEAS HWY		Motor vehicle accident with no injuries.	0.2
03/20/2021	38032	2021-000190	11:41	9786	OVERSEAS HWY	SB	Motor vehicle accident with no injuries.	0.2
03/23/2021	38032	2021-000197	13:33	1057	OVERSEAS HWY		Gas leak (natural gas or LPG)	0.4
03/16/2021	38032	2021-000182	18:33	450	BARACUDA BLVD / 103 MM OC		Smoke or odor removal	0.2
03/30/2021	38032	2021-000219	14:33	423	THUMPER THOROUGHFARE/96 M		Animal rescue	0.7
03/19/2021	38032	2021-000188	20:32	500	ST CROIX PL		Public service assistance, other	0.6
03/18/2021	38032	2021-000185	20:30	106	LAKE SURPRISE BLVD / 106		Assist police or other governmental agency	0.8
03/21/2021	38032	2021-000192	14:59	2	AVE / 97.5 MM OC		Assist police or other governmental agency	0.3
03/21/2021	38032	2021-000193	16:55	1079	OVERSEAS HWY		Assist police or other governmental agency	0.4
03/28/2021	38032	2021-000210	10:24		CARD SOUND RD		Police matter	0.0
03/11/2021	38032	2021-000166	17:22	110	ANCHOR DR		Cover assignment, standby, moveup	0.5
03/14/2021	38032	2021-000173	14:10		REEF ROAD 106 MM		Cover assignment, standby, moveup	0.9
03/14/2021	38032	2021-000175	20:17		REEF ROAD 106 MM		Cover assignment, standby, moveup	2.0
03/19/2021	38032	2021-000189	16:55	1	EAST DRIVE		Cover assignment, standby, moveup	0.0
03/28/2021	38032	2021-000212	15:35		STATE ROAD 905		Cover assignment, standby, moveup	0.0
03/01/2021	38032	2021-000143	17:13	26	DOLPHIN RD		Dispatched & canceled en route	0.0



Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
03/04/2021	38032	2021-000150	08:16	300	OCEAN DR	1	Dispatched & canceled en route	1.6
03/09/2021	38032	2021-000158	07:03	1014	OVERSEAS HWY		Dispatched & canceled en route	0.0
03/09/2021	38032	2021-000162	18:45	805	BONITO LANE		Dispatched & canceled en route	0.0
03/11/2021	38032	2021-000163	11:27	1022	OVERSEAS HWY		Dispatched & canceled en route	0.0
03/14/2021	38032	2021-000172	04:44		CABRERA ST / 103 MM OC		Dispatched & canceled en route	0.0
03/29/2021	38032	2021-000216	13:11	9700	OVERSEAS HIGHWAY		Dispatched & canceled en route	0.0
03/03/2021	38032	2021-000149	18:47	9763	OVERSEAS HWY		Smoke scare, odor of smoke	0.1
03/26/2021	38032	2021-000205	00:30		99530 OVERSEAS HWY		Alarm system sounded due to malfunction	0.3
03/28/2021	38032	2021-000214	19:49	9780	OVERSEAS HWY	22	Alarm system sounded due to malfunction	0.5
03/04/2021	38032	2021-000151	12:23	1024	OVERSEAS HWY		Smoke detector activation, no fire - unintentional	0.2
03/11/2021	38032	2021-000164	15:16	1014	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.2
03/11/2021	38032	2021-000165	15:18	1014	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.3
03/12/2021	38032	2021-000167	09:50	1014	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.1
03/15/2021	38032	2021-000180	18:14	3	SNIPE RD		Alarm system activation, no fire - unintentional	0.3
03/25/2021	38032	2021-000202	22:55	9953	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.5
03/15/2021	38032	2021-000177	12:15	1	EAST DRIVE 99MM OC		Special type of incident, other	0.0
03/30/2021	38032	2021-000218	10:22	9871	OVERSEAS HIGHWAY		Special type of incident, other	1.1

Total Number of Incidents: 76








Total Length of Incidents: 29.9 Hours

# Alarms by Day of Week

Key Largo Fire Department

Date Range: From 03/01/2021 to 03/31/2021

Fixed Property:

Day of Week		Totals
Sunday		12
Monday		15
Tuesday		13
Wednesday		6
Thursday		12
Friday		12
Saturday		6

No Date 0  
Total Alarms 76