



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

(Immediately following Budget Workshop)

June 28, 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 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=Ylp2b3JYckhlQVpwVkFIMmVKbE1uZz09>

1. AGENDA

1a. Call to Order

1b. Roll Call

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of May 24, 2021 Strategic Planning Workshop Minutes

2b. Approval of May 24, 2021 District 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: Air Truck Upgrades \$3624.00 (Johnson)

7b. MOTION/APPROVAL: Horton Ambulance Bid & Specifications (Johnson)

7c. MOTION/APPROVAL: Resolution 2021-003 Budget Amendment (Johnson)

7d. DISCUSSION: KLVAC Emergency Pay Policy (Mirabella)

7e. DISCUSSION: KLFD Emergency Pay Policy (Mirabella)

8. FINANCE REPORT

8a. District Finance Report 2nd Quarter – FY 20-21

8b. District Audit FY 19-20

9. LEGAL REPORT

10. AMBULANCE CORPS REPORT

10a. KLVAC Monthly Reports 210430 and 210531

10b. KLVAC Call Log 210430 & 210531

10c. KLVAC Annual Report for 2020



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DISTRICT MEETING AGENDA (Continued)

(Immediately following Budget Workshop)

June 28, 2021

11. FIRE DEPARTMENT REPORT

11a. KLFD Monthly Reports 210430 and 210531

11b. KLFD Performance Reports 210430 & 32100531

11c. KLFD Annual Report for 2020

12. COMMISSIONER ITEMS

13. NEXT MEETING

13a. KLFR&EMS July 12, 2021 District Meeting or July 26, 2021 KLFD Budget Workshop and District Meeting

14. ADJOURN

NEXT MEETINGS

July 12, 2021 District Meeting (if required)

July 26, 2021 KLFD Budget Workshop

July 26, 2021 District Meeting

August 9, 2021 District Budget Workshop (if required)

August 9, 2021 District Meeting (if required)

August 23, 2021 District Budget Workshop

August 23, 2021 District Meeting

DOCUMENTS

AI 02a. District Meeting Agenda

AI 02b1. Minutes District Meeting May 24, 2021

AI 02b2. Minutes Strategic Planning Workshop May 24, 2021

AI 07a. Air Truck Upgrades \$3,624.00

AI 07b. KLVAC Horton Ambulance Purchase & Specifications

AI 07c. Resolution 2021-003 Budget Amendment

AI 07d. KLVAC Emergency Pay Policy

AI 07e. KLFD Emergency Pay Policy

AI 08a. District Finance Report 2nd Qtr. FY 20-21

AI 08b. District Audit FY 19-20

AI 10a. KLVAC Monthly Report 210430 & 210531

AI 10b. KLVAC Call Statistics

AI 10c. KLVAC Annual Report 2021 for 2020

AI 11a. KLFD Monthly Report 210430 & 210531

AI 11b. KLFD Performance Report 210430 & 210531

AI 11c. KLVFD Annual Report 2021 for 2020

AI 10c. KLVAC Annual Report 2021 for 2020
Persons who wish to be heard shall send submit a
Speaker Request Form to the Chairman or request to speak via Zoom.



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STRATEGIC PLANNING WORKSHOP MINUTES

May 24, 2021

1. **AGENDA**

1a. Call to Order

Commissioner Allen called the (in-person meeting and Zoom video conference) Strategic Planning Workshop to order 6:14 pm.

1b. Roll Call

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

Also present in person and via Zoom were Donald Bock, Vicky Fay, David Garrido, CJ Jones, Gaelan Jones, Jennifer Johnson, Jason Mumper, and Scott Robinson.

2. **APPROVAL OF STRATEGIC PLANNING WORKSHOP AGENDA & MINUTES – May 24, 2021**

MOTION: Commissioner Powers made a motion *to approve the May 24, 2021 Strategic Planning Workshop Agenda*. The motion was seconded by Commissioner Mirabella and the Board unanimously passed the motion.

3. **PUBLIC COMMENT**

There were no comments from the General Public.

5. **REVIEW STRATEGIC PLANNING ACTION ITEMS**

4a. Station 24 – 2nd Story

Gaelan Jones reported he received a Draft of the Station 24 2nd Story drawings today. It was emphasized this is the first draft of the drawings, and the drawings will be sent to each of the Commissioners and the Fire Department for review.

4b. 3rd Ambulance at Station 25

This item will remain on the Strategic Plan and will be rolled into the millage rate.

4c. Millage Increase Marketing/Lobbying Firm

The District will not secure the services of a marketing/lobbying firm as it does not seem fair to ask the taxpayers for money and spend money for these services.



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

4d. Five-Year Plan

Chairman Allen discussed the importance of the Commissioners need to determine what the millage increase would be in 2022 and support it. In the fall and spring, the District needs to promote the change and schedule advertising. For 10+ years, the District Millage Rate has been 1.000 mil/or below. Finance recommends 2.000 mill.

Jennifer Johnson discussed the capital expenditures and operating budgets for the District. The District is a unique entity. There are different budget scenarios with millage analysis and retirement packages. Both the FRS Package and the 3rd ambulance create deficit spending. The Corps needs six extra employees for the 3rd ambulance. There is -0- funding included for Station 24.

The Ambulance Corps has increased their budget to align with the Fire Department's employees for retirement, and the holidays. The Fire Department reduced their budget by one command vehicle, and the HR Stipend. The Fact-Finding Committee did not calculate anything for a 3rd ambulance. The Current Plan is calculated with 2 rescues. Request: Include capital and operating cost with the District as the Lead with a 3rd ambulance

The Fact-Finding Committee reviewed three options with the same level of service: Reporting to the District two divisions in one organization, a combined department and two independent organizations. The 3rd ambulance was not included at this time. Chairman Allen discussed the need to know if all employees are District employees and if there is a paid chief. The Corps felt there was not a need to become District employees unless FRS was approved.

Jennifer Johnson also reported there were no fire hydrants included in next year's budget, and Chairman Allen will be meeting with Commissioner Forster to discuss sales tax, the 2nd story and the fire hydrants. The fire hydrants are expected to be approved in next year's budget, and Finance indicated the District would need an Inter-local Agreement (ILA) with the County.

4e. Review Strategic Plan

19-002 General Funding Source

210606: The Sales Tax ILA expires this year. Commissioner Allen will meet with Commissioner Forster and expects the fire hydrants to be funded. Commissioner Allen needs to review projects to be funded based upon Commissioner feedback.

19-003 Limited Revenue

210606: The Commissioners reviewed the 5-Year Plan and discussed various millage rates. Finance recommends 2.000 mil. The recommendation from Finance requires a Board-approved Resolution to the BOCC and then to the Supervisor of Elections.



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19-004 Actions Required to Raise Millage

210606: This item is linked to 20-015 District Business Plan.

19-005 Special Assessment & Cost Recovery

210606: Commissioners agreed not to seek a Millage Increase and Special Assessment at the same time. There can be no double taxation when recovering costs. Standards need to be set for cost recovery. A list of cost recovery items needs to be submitted to Legal.

19-006 Update Website

210606: IONOS will be upgraded for the Commissioners.

19-007 Communications

210606: One drive will be accessible to all commissioners and rolled out in the future. The website is being updated with posts.

20-002 Review Economic indicators

This item is ongoing during the budget process.

20-003 Five-Year Capital Improvement Plan

This item was discussed during the meeting. See Item 4d.

20-004 Potential Litigation

210606: Legal discussed the latest FASD email regarding potential legislation affecting Special Districts and the Departments. Of importance were HB1103 accountability, 5-year audit, compliance with goals objects, and delivery of services with recommendations, cost revenue component previous audit, retain our agency to provide the audit (no affiliation with entity), new reporting for new annual reports on distribution, contribution, and itemized list of expenditure and total revenue and bonds outstanding. Legal will review HB 709.

20-005 401K Match

The Corps will match the same as the KLFD, which is 8%, which will go into effect in FY 21-22. The KLFD Corporate Board has not approved the 401K plan for FY 21-22.

20-007 Grant Funding

210606: Chief Bock reported a grant was submitted for the 3rd Rescue and other items. KLFD has replaced the 3 Safer firefighters.

20-008 Community Support

210606: Chief Bock reports the Corps has received the Facility Use Permit for the Covid vaccinations. They will add a post to the homepage and Facebook will be updated for the Corps and Fire Department. The Annual Reports were updated and will be submitted to the District as the next meeting. Training will be conducted on May 28 at Ocean Studies.



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20-011 Fire Hydrant Project

This Fire Hydrant Project is on schedule.

20-012 KLVAC Strategic Plan

The Corps indicated no new items were added to the Plan.

20-013 KLFD Strategic Plan

The Fire Department did not add any new items.

20-014 Fact Finding Committee

No new items were submitted by the Fact-Finding Committee.

20-015 District Business Plan

The Board needs to finalize proposed millage prior to creating the plan.

20-016 Emergency Pay Plan

Both departments will bring to the Board at the next District meeting.

20-017 20th Anniversary

210606: Commissioner Conklin reported, there will be a 20th Anniversary service on 911, and he is looking for a law enforcement speaker, and would like it to be on Facebook. CJ Jones and David Garrido will be involved, and Commissioner Conklin will be the liaison. Legal reminded everyone that the Committee must meet in Sunshine if dollars are involved.

20-018 IT Support

The contract has been prepared for ProTech, and work is expected to begin during the week of Memorial Day.

20-019 Public Safety

The District Board approved a Resolution pertaining to the Street Lighting. No additional input has been received from FDOT or FKEC.

The next Strategic Planning Workshop will be November 22, 2021.

14. ADJOURN

Commissioner Mirabella made a Motion to Adjourn at 7:53 p.m., which was seconded by Commissioner Powers and was unanimously approved by the Board.

(See Next Page)



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NEXT MEETINGS

November 22, 2021

DOCUMENTS

Strategic Planning Workshop Agenda

District Five-Year Plan

Strategic Plan Action Plan

#	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	05/24/21: District Meeting . . . Page 1 of 2 - After Meeting Revised 210606
19-002	ALLEN	GENERAL FUNDING SOURCE - General Sales Tax SP (0.7.1)	2020 Ongoing		210606: The Sales Tax ILA expires this year. Commissioner Allen will meet with Commissioner Forster and expects the fire hydrants to be funded. Commissioner Allen needs to review projects to be funded based upon Commissioner feedback; 210524: Contract for the design drawings to Little Red Rooster was approved; 210217: Chairman Allen and Legal met with BOCC Commissioner Forster, who was receptive to fund the Fire Hydrant ILA and helping to fund 2nd Story addition; 210201: 2nd Story contract and contract changes to Board on 210125.
19-003	JOHNSON	Limited revenue - Review Increasing the Millage C - This Item is linked to 20-015.	2021 (3rd Qtr.)		210524 & 210606: District Board consensus to request 2.000 millage rate and is on track with potential millage increase; 210201: This item is linked with 20-015.
19-004	JONES	Identify Actions Necessary to Raise Millage - This Item is linked to 20-015.	2021 (3rd Qtr.)		210524: & 210606: No action at the time, District is on track with potential millage increase; 210201: This item is linked with 20-015; 201116: Date remains the same, no action at this time.
19-005	JONES CONKLIN BOCK	Special Assessment & Cost Recovery: Fire Department (SP 0.7.3) - T	TABLED UNTIL DETERMINATION OF MILLAGE ISSUE		210524 & 210606: Legal recommended departments submit cost recovery items to Legal, and Board agreed no Special Assessments when promoting millage increase; 210217: This item was tabled until Millage decision; 210201: This item is linked with 20-015.
19-006	JONES	Update Website User Friendliness (SP: Outreach)	2021 Ongoing		210524: Legal and the Clerk are updating the website; 210201: Legal and clerk updating website.
19-007	KLVFD KLVAC Clerk	Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter	2021 Ongoing		210524 & 210606: The Clerk is posting updates on the website, and One Drive will be rolled out to Commissioners; 210201: Clerk is posting to the website;
20-002	BOARD	Review economic indicators and budget accordingly (T.2)	2021 (2nd & 3rd Qtrs.)		210524: This item is ongoing during the budget process; 210201: Ongoing; 20116: Suggestion budget for multiple housing projects; 200727 & 200713: This item was moved to 2021; The District is reviewing during current budget cycle; 200210: This is being monitored and will be reviewed during budget process.
20-003	JOHNSON	Review and update the Five-Year Capital Improvement Plan annually (T.3)	2021 (2nd & 3rd Qtrs.)		210524: The 5-year plan was discussed at this workshop; 210217: The overall plan, District plan and revenue requirements twill be presented at next meeting; 210201: EMS 5-Year Plan presented to Board and 012421 Fire Department presented to 5 Year Plan to Board; 201116: Finance needs individual departments 5 Year Capital Plan; 200727: Finance distributed 5 Year Plan to Departments for updating and is awaiting information from the departments;
20-004	JONES FAY	Identify Potential Legislation Important to District & Identify a District representative to represent the District, if/when required.	2021 (2nd Qtr.)		210524: Legal discussed the proposed 2021 Special District and Department Legislation changes; 210201: Legal and Clerk monitoring beginning of legislative session and session to end in April 2021; 2 10116: Legal & Clerk monitor.
20-005	KLVFD KLVAC	Review Retention Incentives including 401K Match	2021 (2nd & 3rd Qtrs.)		210524 & 210606: The Corps will raise 401K to 8% effective FY 21-22, KLVFD Corporate Board has not approved changes to 401K; 210217: Departments will review 401K Plans.
20-007	KLVFD KLVAC	Pursue additional grant funding (SP Funding)	2021 (2nd & 3rd Qtrs.)		210524 & 210606: The KLVAC applied for a FDOH Grant for a 3rd Rescue Vehicle and other items, KLFD filled 3 safer positons; 210217: FEMA Safer on 210211, Fire Department will apply for 3rd Safer Grant; 210201: EMS Grant Application at 210208 meeting.
20-008	CONKLIN BOCK	Community Support	2021 Ongoing		210524 & 210606: The Corps has received the Facility Use Permit to administer vaccinations, and no major community outreach during this quarter due to Covid-19; 210201: Fire Dept worked with Marines for Christmas toys for tots.

	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	05/24/21: District Meeting . . . Page 2 of 2 - After Meeting Revised 210606
20-011	EDGE	Fire Hydrant Project Phase 9 (FY 2020-2021)	2021 (3rd Qtr.)		210524: Non-FDOT fire hydrant installation is complete and FDOT hydrants require FDOT approval; Contractor working with FKAA for permits and two hydrants installed; 201116: Bid Selection Committee provided recommendation to Board; 200727: & 200713: The Phase 9 Fire Hydrant List was submitted to FKAA for approval.
20-012	KLVFD	Prepare KLVFD Strategic Plan	2021 Ongoing		210524: KLVFD has submitted 5-year plan to District; 210217: Department is working on Plan; 01116: This item moved to 2021 and the Board reconfirmed Strategic Plan is needed; 200727: This item was added to the District Action List.
20-013	KLVAC	Prepare KLVAC Strategic Plan			210524: KLVAC has submitted 5-year plan to District; 210217: Plan is being presented at meeting on 210208.
20-014	FACT-FINDING COMMITTEE	Fact-Finding Provide Business Plan to District Board.			210524: The Committee has submitted 5-year Department plans to District; 210217: The Fact-Finding Committee Report will be included in 5 year plan; 210201: Both Departments 5-Year Plans are being presented to Board; 201116: The Fact-Finding Committee made a Presentation and need to add 5 Year Capital Budget; 200727: This item was added to the District Action List.
20-015	DISTRICT	District Prepare Business Plan (4 to 5 years)			210524: The Board needs to finalize proposed millage rate increases prior to creating business plan; 201116: No action at this time; 200727: This item was added to the District Action List.
20-016	DISTRICT	Emergency Pay Policy			210524: The KLVAC will submit to Board at next District meeting and KLVFD needs to finalize Department's Plan; 210217: the Departments will simultaneously submit plans as Discussion Item to Board for review; 201116: No action at this time.
20-017	CONKLIN	20th Anniversary 9811 Service	2021 (2nd & 3rd Qtrs.)		210524 & 210606: Captains Garrido and Jones will coordinate event, with Commissioner Conklin as the Board liaison. Preliminary Plans for the event are in progress.
20-018	ALLEN	IT Support	2021 (2nd & 3rd Qtrs.)		210524: ProTech Proposal accepted at 4/26/21 Meeting; 2310217: Legal will present proposal to District Board; 210201: Item added at 012521 Meeting.
20-019	EDGE/GARRIDO	Public Safety	2021 Ongoing		210524: Resolution #21-001 approved by Board at 4/12/21 meeting, and FKEC is coordinating with county; 210217: This item added at 02/02/21 Meeting.

If necessary, numbers were changed to correspond with original action numbers.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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DISTRICT MEETING MINUTES

May 24, 2021

1. AGENDA

1a. Call to Order

Commissioner Allen called the (in-person and Zoom video conference) District Meeting to order 6:01 pm.

1b. Pledge of Allegiance

Commissioner Edge led the Pledge of Allegiance.

1c. Roll Call

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

Also present in person and via Zoom were Donald Bock, Vicky Fay, David Garrido, CJ Jones, Gaelan Jones, Jennifer Johnson, Jason Mumper, and Scott Robinson.

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of May 24, 2021 District Meeting Agenda

MOTION: Commissioner Edge made a motion ***to approve the May 24, 2021 District Meeting Agenda.*** The motion was seconded by Commissioner Powers and the Board unanimously passed the motion.

2b. Approval of April 26, 2021 Meeting Minutes

MOTION: Commissioner Edge made a motion ***to approve the April 26, 2021 District Meeting Minutes.*** The motion was seconded by Commissioner Conklin and the Board unanimously passed the motion.

3. PUBLIC COMMENT

There were no speakers from the public.

4. CHAIRMAN REPORT

Commissioner Allen did not have any items to bring to the board.

5. SECRETARY REPORT

There were no items reported by Chairman Edge.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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6. **OLD BUSINESS**

6a. Fire Hydrant Report

Commissioner Edge reported the FY 20-21 FDOT Fire Hydrants are still awaiting approval by FDOT, and the FKAAs hydrant permits are pending approval by FKAAs.

7. **NEW BUSINESS**

There were no New Business items discussed.

8. **FINANCE REPORT**

Jennifer Johnson did not have any Financial Report from the Finance Department.

9. **LEGAL REPORT**

Gaelan Jones requested direction from the Board regarding an upgrade of the District's IONOS Account, specifically email storage size and additional Microsoft 365 subscriptions to support the District Clerk. Jones also reported he received the 1st DRAFT of the drawings for the Station 24 2nd Story and distributed them to the Commissioners. The Commissioners agreed to individually review the draft plans and to provide feedback to Legal for discussion with Vendor. Commissioners requested that the plans be distributed to Department staff for review and comment.

10. **AMBULANCE CORPS REPORT**

Scott Robinson reported the Corps Annual Report will be submitted at the next District Meeting; the 401K Match (increased to 8%) will begin in the new 21-22 fiscal year; the Corporate Board approved the Hurricane Policy and there was minimum damage to one of the ambulances.

11. **FIRE DEPARTMENT REPORT**

Captain Garrido reported on the Vehicle Machine Rescue (VMR) class and fire training. The Department is working on the changes to the Air Truck. Jason Mumper reported the Department is working on the Hurricane Plan.

12. **COMMISSIONER ITEMS**

Commissioner Mirabella reported he will be attending the FASD Conference.

13. **NEXT MEETING**

13a. KLFR&EMS June 14th District Meeting or June 28th KLVAC Budget Workshop and District Meeting).

MOTION: Commissioner Edge made a motion ***to approve cancelling the June 14th District Meeting if no items require District Board approval.*** The motion was seconded by Commissioner Mirabella, and the Board unanimously passed the motion.

14. **ADJOURN**

Commissioner Powers made a Motion to Adjourn at 6:13 p.m., which was seconded by Commissioner Conklin and was unanimously approved by the Board.

{see Next Page}



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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NEXT MEETINGS

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 26, 2021

**Fire****Law Enforcement****EMS****Industrial****NAFECO**

**KEY LARGO FIRE DEPARTMENT
AIR TRUCK JOB # 42548
CHANGE ORDER/PRICE REQUEST AND APPROVAL FROM PRE-CON MEETING**

	Item Description	Accept	Decline
1.	Add one (1) Whelen Howler low frequency speaker, install under front bumper: + \$ 933.00		
2.	Add one (1) 12VDC 15amp cigar plug power outlet on center electrical console, wire battery direct: + \$ 200.00		
3.	Add installation of customer-supplied Knox Box Keysecure-6 60-degree mounting bracket on top of center console and provide 12volt wiring and power connection: + \$ 477.00		
4.	Add two (2) Whelen model TCRHS4 49.8" Tracers, color RED, with L-brackets, installed under the cab doors 1 per side, wired to master warning light switch: + \$ 2,014.00		
5.			
6.			
7.			
8.			
9.			
10.			

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Corporate Office: 1515 W Moulton St • Decatur, AL 35601
Office: (800) 628.6233 • Fax: (256) 355.0852 • www.nafeco.com



Fire

Law Enforcement

EMS

Industrial

NAFECO

Fire Department/Municipality Approval and Signed Authorization

Signature: _____

Printed Name: _____

Title: _____

Date: _____

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May 13, 2021

Revised Pre-Payment Discount

Mr. Adam Schusseim
Lieutenant/Logistics
Key Largo EMS
98600 Overseas Hwy
Key Largo, FL 33037

We are pleased to provide you with the following pricing, shop order, and drawings for the purchase of new 2022 Ford F-550 Custom Horton 623 FI Type I ambulance. Pricing is based on purchasing this unit off the Florida Sheriff Contract Bid # FSA20-VEF14.01 Specification #01 – Type I Ambulance.

PRICING:

- FSA base unit price \$201,273.00
- Optional equipment to meet the requirements of Key Largo EMS \$ 33,759.00
- Total price per unit \$235,032.00
- Remove from original quote date May 6, 2021 the following items:
 - Induct 500 – 12v UV disinfect light
 - Whelen Justice LED lightbars
 - Rear view Safety 7" monitor
 - Factory trips 2 people Pre-build & Final <\$ 8,871.00>
- Add to the original quote the following items:
 - 2-Whelen 900 Series LED lights front bulkhead wall
 - BU Camera for i4G front screen over rear doors exterior
 - Front Liquid Spring suspension
 - Curbside forward squad bench airbag
 - Curbside rear squad bench airbag \$ 8,151.00
 - Total price per unit \$234,312.00
- Plus, applicable taxes, tag, and title
- Included in above price: Install customer provided radios, transfer Stryker Power load from old unit to new (at ETR's facility), graphics as per your present layout.
- Above price is good for 30 days.
- Terms: Payment in full is due upon the delivery of the finished vehicle. Upon payment, ETR shall furnish the purchaser a "Statement of Origin" or the necessary validated documents required for title application.

Corporate Office: 700 S. FRENCH AVE. Sanford, FL 32771 | T 407-339-6737 Toll Free 1-884-612-8148
Georgia Office: Juliette, GA. 31046 | Toll Free 1-884-612-8148

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OPTIONAL PRICING:

- Pre-Payment discount is based on payment in full within 10 business days from receipt of Purchase Order and signed Order Confirmation Form. Pre-payment discount of \$2,421.00 for a total purchase price of \$231,891.00 each.

Sincerely,


John Warren
Regional Sales Manager
ETR, L.L.C.

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Georgia Office: Juliette, GA. 31046 | Toll Free 1-884-612-8148

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April 29, 2021



PRELIMINARY BUILD SPECIFICATION

Quote # QUO0000006267

Production #

Document Rev. # 4

Status: Ready for Submission

Prepared For:

Chief Don Bock

Key Largo Volunteer Fire Rescue

98600 Overseas Highway

Key Largo,

FL

33037

Phone: 305-451-2766

Presented By:

John Warren

ETR, LLC

700 South French Ave

Sanford, FL

32771

Phone: 407-339-6737

Option	QTY	Description
CHASSIS		
1000-0002	1	AMBULANCE SPECIFICATIONS
SR00128463	1	GPC Code KR375 Active 04/29/2021
1000-0914	1	CHASSIS, 2022 FORD F-550 4X2, 193, DIESEL The chassis required to complete the ambulance conversion shall be supplied by Horton.
1000-0072	1	CHASSIS ORDERED WITH STEEL WHEELS The specified chassis is to be ordered to include OEM steel wheels.
1000-0451	1	PASS THROUGH CAB/MODULE, F SERIES Install a pass-through opening between the cab and module. Pass-through to include a bellows connection.
1000-0067	1	DIESEL EXHAUST FLUID FILL, F SERIES Install a label next to the DEF fill stating that the fill is to be used for DEF only.
1000-0459	1	STAINLESS STEEL FULL COVERS, F450/550 Install stainless steel wheel covers on all outside wheels.
1000-0083	1	STANDARD CAB HEIGHT The specified chassis will have the standard cab height.
1000-0346	1	MUD FLAPS, REAR, LARGE W/LOGO Install individual rear mud flaps behind each set of rear wheels. Mud flaps to include Horton logo.
1000-0087	1	REAR DOCK BUMPERS Install two (2) black rubber standard sized dock bumpers. Locate one on either side of the rear step on the end caps.

Spec Writer: **Samantha Thrush**

Spec Designer:

Option	QTY	Description
1000-0090	1	REINFORCE REAR BUMPER END CAPS Reinforce end caps of rear bumper for greater impact resistance.
1000-0201	1	RUNNING BOARDS: ALD. F SERIES Install heavy duty aluminum diamond plate running boards and splash shields.
1000-0227	1	REAR STEP/ BUMPER ASSEMBLY, F SERIES Install a diamondplate rear step/bumper assembly with flip-up center section.
1000-0149	1	LIQUID SPRING SUSPENSION, F 550 Install a Liquid Spring hydraulic rear suspension. Wire system to dump when the left rear entry door is opened. Install manual controls in the cab near the driver.
1000-0152	1	FRONT STABILIZER BAR: FORD F-SERIES Remove the OEM front stabilizer bar and install Roadmaster brand aftermarket stabilizer bar.
3000-0407	1	RECEIVER/DRYER KIT, FORD F-SERIES CHASSIS Install standard receiver/dryer kit w/pressure switch in the air conditioning system.
BODY		
2000-0179	1	AMBULANCE BODY Conversion model is to be a 623F-I using a Ford F Series chassis. Body length is 173".
2000-0013	1	HEADROOM, 72" The headroom is to be 72".
2000-0625	1	ALUM. DIAMONDPLATE AT SIDE STEPWELL Fabricate the stepping surface inside the side access door using polished aluminum diamond treadplate.
2000-0245	1	DOUBLE STEP CURBSIDE ENTRY, 6" DROP SKIRT Fabricate curbside of body with 6" drop skirt. To include two step side entry.
2000-0247	1	NO BODY DROP, STREETSIDE The streetside body forward of the rear wheels will not have a drop skirt.
2000-0250	1	SOUND PROOFING/ACOUSTIC ENHANCEMENT PACKAGE Install standard sound control package.
2000-0258	1	WINDOWS, FIXED, REAR ENTRY DOORS Install clear solid fixed windows in the rear module access doors.
2000-0260	1	WINDOW, SLIDING FOR SIDE ENTRY DOOR Install a clear sliding window in the side access door.
2000-0265	2	EMERGENCY RELEASE, REAR DOORS Install standard emergency release knobs on top and bottom of the rear module entrance doors.
2000-0704	1	EMERGENCY RELEASE, SIDE ACCESS DOOR Install emergency release knobs on top and bottom of the side module entrance door.
2000-0010	1	DOOR HANDLES Install Tri-Mark free floating style door handles with pre-stretched stainless steel cables. Include three piece interior door panels on all access doors.
2000-0811	1	VI-TECH MOUNTING, F SERIES Install standard Vi-Tech body mounts.

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Option	QTY	Description
2000-0270	1	MIRROR STAINLESS STEEL SPLASH SHIELDS Install #8 mirror stainless splash shields on the lower front face of the body just behind the cab access doors. These splash shields are to be the same height as the diamond plate front corner guards.
2000-0509	1	FENDERS, RUBBER Install rubber extruded fenders around the rear wheel well openings.
2000-0273	1	POLISHED STAINLESS RUB RAILS Polished stainless lower body rub rails, with #8 mirror finish, are to be installed along the bottom of the body on each side fore and aft of the rear wheels.
2000-0652	1	STANDARD CORNER GUARDS Install standard height polished diamondplate corner guards.
2000-0277	1	ACCESS STEP, KWIKEE Install a Kwikkee automatic fold-out step beneath the side access door. Note that the override switch, if required, will be noted under the 'electrical' section.
2000-0281	1	REAR DOOR HOLD OPENS, GRABBER Install chrome Cast Products "Grabber" style rear door hold opens. (NOTE: HOLDOPENS MUST BE RELOCATED IF TELESCOPIC LIGHTS ARE ORDERED)
2000-0584	1	REAR RISER ADP The rear riser is to be fabricated out of polished aluminum diamondplate.
2000-0684	1	LICENSE PLATE BRACKET, CENTER OF RISER Install a recessed rear license plate bracket centered in the rear riser. Include an LED license plate light.
2000-0598	20	DOOR REFLECTORS All patient compartment entry doors to include standard red reflectors.
COMPARTMENTATION		
2900-1553	1	STREETSIDE FORWARD COMPARTMENTS The height of the streetside front compartment is to be the reduced. An electrical compartment is to be installed above the primary compartment. See drawings for compartment dimensions. Both compartments are to include standard LED strip lighting and single hinged doors. The upper compartment is to include a vent in the door. All electrical components usually installed in the intermediate compartment shall be relocated to this compartment.
2000-0400	1	SS FORWARD COMPT. DIAMONDPLATE The streetside forward compartment is to be fabricated from diamondplate.
SR00125937	1	Streetside Forward Compartment Fabricate rack and accommodate for 3 extra small O2 bottles (cot bottles) on the bottom wall of the streetside forward.
2000-0225	1	SWEEP OUT COMPARTMENT FLOOR, SS FRONT Streetside forward compartment floor is to be sweep-out style.
2900-1555	1	STREETSIDE INTERMEDIATE COMPARTMENT The height of the streetside intermediate compartment is to be the full available height to

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Option	QTY	Description
		the bottom of the interior countertop. See drawings for compartment dimensions. Compartment is to include standard LED strip lighting and double hinged doors.
2000-0402	1	SS INTRMDT COMPT. DIAMONDPLATE The streetside intermediate compartment is to be fabricated from diamondplate.
2900-0144	1	ADJUSTABLE SHELF STREETSIDE INTERMEDIATE Please Enter Locations Install diamond plate adjustable shelving in the streetside intermediate compartment. Locate as noted.
2900-4050	1	SHELF PULL OUT TRAY, STREETSIDE INT Diamond plate pull-out tray with Accuride slides installed in the location noted above.
SR00125933	1	SS Int. Compartment - Pull-Out Bottom pull-out shelf/tray to accommodate equipment pack 20"depth x 39"width x 12"height.
2000-0624	1	SWEEP OUT COMPARTMENT FLOOR SS INTERMEDIATE COMPT Streetside intermediate compartment floor is to be sweep-out style.
8000-0145	1	SS WHEELWELL COMPARTMENT, DELETE Vehicle is not equipped with a streetside wheelwell compartment.
2900-1560	1	STREETSIDE REAR COMPARTMENT The height of the streetside rear compartment is to be 3/4 of the available height of the body. See drawings for compartment dimensions. Compartment is to include standard LED strip lighting and double hinged doors.
2000-0404	1	SS REAR COMPT. DIAMONDPLATE The streetside rear compartment is to be fabricated from diamondplate.
2900-0145	2	ADJUSTABLE SHELF STREETSIDE REAR Top 1/2 of compartment to align in I/O interior access cabinet doors. Install diamond plate adjustable shelving in the streetside rear compartment. Locate as noted.
2000-0608	1	SWEEP OUT COMPARTMENT FLOOR SS REAR COMPT Streetside rear compartment floor is to be sweep-out style.
2900-1564	1	CURBSIDE REAR COMPARTMENT The height of the curbside rear compartment is to be the full available height of the body. See drawings for compartment dimensions. Compartment is to include standard LED strip lighting and a single hinged door.
2000-0408	1	CS REAR COMPT. DIAMONDPLATE The curbside rear compartment is to be fabricated from diamondplate.
2900-0148	3	ADJUSTABLE SHELF CURBSIDE REAR Top forward half of compartment aligned with I/O access to cabinet doors on inboard face of comp. Install diamond plate adjustable shelving in the curbside rear compartment. Locate as noted.
2900-4070	1	FIXED VERTICAL DIVIDER, CURBSIDE REAR Getting info. Install a 16" deep fixed vertical divider in the curbside rear compartment. Locate as noted above.

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Option	QTY	Description
2900-0266	1	ROK BACKBOARD STRAP CURBSIDE REAR Mid-way up to retain backboards and also secure stair chair. Install a Rok buckle style backboard strap in the designated compartment.
2900-2917	1	3" BACKBOARD RETENTION CHANNELS CS REAR Install 3' aluminum channels with molded rubber for storage of backboards in the curbside rear compartment.
2000-0611	1	SWEEP OUT COMPARTMENT FLOOR CS REAR COMPT Curbside rear compartment floor is to be sweep-out style.
2900-4001	1	STAIR CHAIR POCKET, CURBSIDE REAR A stair chair pocket is to be recessed into the curbside rear compartment inner door panel. The pocket shall be installed as close to the bottom and hinged side of door as possible. See drawings for dimensions.
2900-2956	1	STAIR CHAIR MODEL, STRYKER #6252 A Stryker #6252 stair chair will be stored as noted. This is for sizing/placement purposes only. Horton is not to supply this equipment.
8000-0090	1	CS INTRMDT COMPT, DELETE Vehicle is not equipped with a curbside intermediate compartment.
2900-1568	1	CURBSIDE FORWARD COMPARTMENT The height of the curbside front compartment door is to be the full available height of the body. See drawings for door dimensions. Compartment is to include standard LED strip lighting and a single hinged door.
SR00125402	1	CURBSIDE FORWARD COMPARTMENT Full height compartment. I/O patient module floor height and up. (5) adjustable shelves above fixed shelf/floor at patient module floor height. adjustable shelving to be held off forward wall of compartment to allow plug-in cabling to be routed by crew between forward wall and shelf(s).
2000-0609	1	SWEEP OUT COMPARTMENT FLOOR CS FRONT COMPT Curbside front compartment floor is to be sweep-out style.
2900-0110	1	RUBBER MATTING IN EXTERIOR COMPARTMENTS Ribbed black rubber matting will be installed on the floor and shelves of all exterior compartments.
2900-0113	1	RUBBER WALLS IN BB COMPT, GRAY The interior of the backboard compartment is to be covered with gray rubber matting to protect equipment stored in this area.
2900-0114	1	GRIP LOCK, FACE OF EXTERIOR SHELVES AND DIVIDERS Install grip lock trim on the edges of the compartment shelves and any vertical dividers.
PAINT AND GRAPHICS		
5000-0003	1	CHASSIS PAINT: WHITE Chassis color to be standard white.
5000-0007	1	MODULE PAINT, WHITE Paint module standard white to match chassis.
5000-0268	1	Federal Lettering Package Ship loose

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Option	QTY	Description
		Ship loose the Federal lettering package, consisting of, (2) 4" SOL (2) 12" SOL (2) 18" SOL (1) 36" SOL (1) 4" Mirror image ambulance (3) 6" Ambulance SEE DRAWINGS
SR00125434	1	Federal Pkg - Ship Loose Please install (1) roof applied SOL and ship remainder of package loose inside unit.
5000-0190	3	ACCESS DOORS RED SCOTCHLITE STRIP Install 2" x 12" strips of red Scotchlite at the top of each entry door placed horizontally.
INTERIOR FEATURES		
2000-0288	1	ACRYLIC COLOR: LIGHT TINT All acrylic doors to be light tint.
2000-0293	1	STAINLESS STEEL COUNTER TOPS Extended Inhalation Area ILO CPR seat Fab and install Stainless pan formed countertops in the patient area.
SR00125435	1	Streetside Countertop No sharp corners or edges.
2000-0592	1	PAINTED STANDARD INHALATION AREA WALLS The main wall action area walls are to be painted to match the remainder of the interior cabinets.
2000-0303	1	INHALATION PANEL, LAMINATE COVERED The inhalation panel is to be fabricated from composite material and covered with laminate to match to color selected.
2000-0628	1	LONSEAL LONPLATE PUTTY The patient area floor is to be covered in Lonplate Putty.
2000-2102	1	WILSONART NATURAL ALMOND #D30, RISERS The interior risers are to be made of reinforced structural composite board covered with Wilsonart Natural Almond #D30 laminate.
2000-0325	1	STAINLESS STEEL LOWER DOOR PANELS Finish lower section of inside patient compartment doors with stainless steel.
2000-0450	1	WILSONART KHAKI BROWN D50, ACCENT The interior risers/door panels are to include an accent stripe. Color is to be Wilsonart Khaki Brown #D50 laminate. Excludes 3-piece stainless steel panels.
2000-0442	1	WILSONART NATURAL ALMOND #D30, WALLS The interior walls are to be made of reinforced structural composite board covered with Wilsonart Natural Almond #D30 laminate. This does not apply to areas surrounding the inhalation/CPR seat area.
2000-0669	1	WHITE CABINET COLOR

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Option	QTY	Description
		All interior cabinetry is to be painted White.
2000-0709	1	CABINET PAINT TO BE SMOOTH The specified cabinet paint is to have a smooth finish.
2000-3012	1	ASH GRAY VACU-FORM VINYL COLOR All seat cushions, backrests and vinyl closeouts are to be covered in Ash Grey colored material.
2000-3011	1	VACUFORMED UPHOLSTERY All seat cushions including head and back cushions are to be vacuformed style with .5" overhang. Cushions are to be installed with Velcro around the full perimeter of the cushion. All closeouts are to be covered with matching material and installed per standard. Head, backrest and HOPS cushions are to be made and attached per standard. Bucket seats to be specified separately.
2000-0328	1	SWIVEL MOUNT BASE FOR USSC ATTENDANT SEAT Install a swivel base for the specified USSC attendant's seat.
2000-1590	1	USSC CHILD, BLACK 4-POINT, ASH GRAY Install a vacu-formed Ash Gray USSC high back bucket seat with integral child safety seat and black 4pt seatbelt and safety vest. The seat to be adjustable front to rear and is to be mounted at the head of the cot.
2000-0755	1	6PT BELT, HEAD OF BENCH, BLACK Install black 6-pt seatbelts at the head of the squad bench.
2000-0756	1	6PT BELT, FOOT OF BENCH, BLACK Install black 6-pt seatbelts at the foot of the squad bench.
2000-0605	1	ALUMINUM INTERIOR CABINETS All interior cabinets are to be fabricated from aluminum.
2000-0575	1	CABINET TRIM RADIUSED Install smooth radiused trim molding on all applicable interior cabinets.
2900-0203	1	I.V. HOOKS: PERKO COT CHEST Outboard ceiling near cab. tops aligned with vert. of cab. Install a Perko clip style IV hanger over the cot chest area.
2900-0204	1	I.V. HOOKS: PERKO COT WAIST Outboard ceiling near cab. tops aligned with vert. of cab. Install a Perko clip style IV hanger over the cot waist area.
2900-0201	1	I.V. HOOKS: PERKO BENCH WAIST Inboard of handrail ceiling. Install a Perko clip style IV hanger over the bench waist area.
2900-0207	1	IV HANGER, CP WITH RUBBER ARM BENCH CHEST Per Drawing Install a Cast Products recessed IV hanger with rubber arm over the bench chest area.
2000-0620	1	GRAB RAIL: 8FT ANTI-MIC. ANTI SLIP, OVER BENCH Parallel and aligned to left side of COT. Install 8 foot anti-slip main grab rail with anti-microbial coating. Locate offset toward the bench wall in the patient area ceiling.
2000-0412	1	VERTICAL RAIL, 2' ANTI-MIC ANTI-SLIP, BOLSTER Install a 2 foot anti-slip grab rail with anti-microbial coating. Locate on the bench bolster at the side access door angled upward toward the forward end.
2000-0413	1	PATIENT DOOR GRAB RAILS: ANTI-MICROBIAL/ANTI-SLIP

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Option	QTY	Description
		Install standard 'V' shaped grab rails with anti-microbial coating. Handles are to be anti-slip style. Locate on the interior door panels of all three patient entry doors.
2000-0423	1	CEILING MATERIAL, PLATINUM WHITE COMPOSITE The standard module ceiling material shall be platinum white aluminum composite.
2000-0425	1	FIRE EXTINGUISHERS: 5LB ABC, INSTALLED Locate horizontal mounted to floor behind pass seat/console. Supply and install a five lb ABC fire extinguisher as noted.
2000-0576	1	FIRE EXTINGUISHERS: 5LB ABC, INSTALLED Locate in CS front I/O compartment fixed shelf. Supply and install a five lb ABC fire extinguisher as noted.
2000-0488	1	INDUCT 500-12V UV Install an ActivTek Health Solution Systems Induct 500-12V UV system in the HVAC duct. Install on a removeable Stainless Steel plate. The system is to activate anytime the blower is operating. A green indicator light labeled "Air Purification System" is to be installed and programmed to activate when the system is operating.
STREETSIDE CABINETRY		
2000-0339	1	LINEN CLOSET WITH HEAT/AC UNIT IN BOTTOM Install a storage cabinet behind the attendant seat. Cabinet to be sized for installation of the HVAC system in the bottom.
2900-1079	1	ADJUSTABLE SHELF MIDDLE 1 LINEN CLOSET Fab and install an adjustable aluminum shelf in the middle section of the linen cabinet. Shelf is to be painted to match the cabinet color.
2900-2029	1	SOLID LAMINATE-COVERED LINEN CLOSET DOOR Install hinged solid doors on the linen cabinet. Cover in laminate to match the interior.
2900-1070	1	PIANO HINGE FOR LINEN CLOSET TOP DOOR The upper linen cabinet door(s) is/are to use piano style hinge.
2900-1072	1	PIANO HINGE FOR LINEN CLOSET MIDDLE DOOR The middle linen cabinet door(s) is/are to use piano style hinge.
2900-1074	1	PIANO HINGE FOR LINEN CLOSET LOWER DOOR The lower linen cabinet door(s) is/are to use piano style hinge.
2900-1183	1	LOCKING SOUTHCO LATCH, UPPER LINEN, CHANGE 10 Install a locking stainless flush mount Southco HD style pull latch on the upper linen cabinet door. Latch to be Change Notice 10 compliant and rated for 25lbs.
2900-1184	1	SOUTHCO LATCH, MIDDLE LINEN, CHANGE 10 Install a stainless flush mount Southco pull latch on the middle linen cabinet door. Latch to be Change Notice 10 compliant and rated for 25lbs.
2900-1186	1	SOUTHCO LATCH, LOWER LINEN, CHANGE 10 Install a stainless flush mount Southco pull latch on the lower linen cabinet door. Latch to be Change Notice 10 compliant and rated for 25lbs.
2000-0342	1	STREETSIDE WALL WITHOUT CPR SEAT Street side cabinet wall does not include a CPR seat.
SR00125442	1	Delete CPR seat. Cabinets above inhalation area to be extended towards rear approximately to chest area of COT. Stick Build Main Wall.

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Option	QTY	Description
2000-2050	1	CUSTOM CABINET, Cabinet 1 Dimensions: 12.75H x (see SR)W x 16D - Location: Above Inhalation area, rear of Upper Inhalation cabinet. Main wall cabinet #1 dimensions are to be as noted above. Note that dimensions are I.D.
SR00125483	1	All 4 upper CS cabinets to be equal width, height, depth. Running from front to rear of patient compartment.
2000-1360	1	POLYCARBONATE SLIDING, CHANGE 10, CABINET 1 Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch and angled corner brackets.
2900-0412	1	LIFT UP CABINET FRAMES INTERIOR Cabinet 1 Install a flip-up restocking cabinet frame on cabinet noted above. Includes gas shocks and vertical latches. The Design is to be compliant with Change Notice 10.
2000-2051	1	CUSTOM CABINET, Cabinet 2 Dimensions: See SR - Location: Mounted top of Inhalation Area countertop Main wall cabinet #2 dimensions are to be as noted above. Note that dimensions are I.D.
SR00125485	1	Small cabinet located in forward rear of Inhalation area countertop. Full height from countertop to bottom of Upper Inhalation cabinet. Approximately 10" x 10" square and full height available as described above. Rubber bumper located bottom of door non-hinged side.
2000-0528	1	SOLID HINGED DOOR, Cabinet 2 Cabinet specified above is to have a solid vertically hinged door.
2900-0288	1	LATCH, HINGED: SOUTHCO SS HD LOCK Cabinet 2 Install stainless flush mount HD locking Southco pull latches on the selected hinged doors on the cabinet designated above.
2900-0321	1	PIANO STYLE HINGE Cabinet 2 Cabinet #2 door(s) is/are to use piano style hinges.
SR00125484	1	Cabinet 2 Hinged right/forward side of door.
2900-0172	1	INTERIOR ADJUSTABLE SHELVING, Cabinet 2 Install painted adjustable shelving in cabinet #2.
2000-2052	1	CUSTOM CABINET, Cabinet 3 Dimensions: See SR - Location: Upper cabinet rear of cabinet #1 Main wall cabinet #3 dimensions are to be as noted above. Note that dimensions are I.D.
SR00125487	1	Cabinet #3 upper cabinet located rear of cabinet #1. All upper cabinets curbside wall to be even width, height, depth, running from front to rear of patient compartment.
2000-1362	1	POLYCARBONATE SLIDING, CHANGE 10, CABINET 3 Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10

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Option	QTY	Description
		compliant catch.
2900-0414	1	LIFT UP CABINET FRAMES INTERIOR Cabinet 3 Install a flip-up restocking cabinet frame on cabinet noted above. Includes gas shocks and vertical latches. The Design is to be compliant with Change Notice 10.
2900-0173	1	INTERIOR ADJUSTABLE SHELVING, Cabinet 3 Install painted adjustable shelving in cabinet #3.
2000-2053	1	CUSTOM CABINET, Cabinet 4 Dimensions: See SR - Location: Upper cabinet rear of cabinet #3 Main wall cabinet #4 dimensions are to be as noted above. Note that dimensions are I.D.
SR00125488	1	Cabinet#4 most rear cabinet of four upper CS cabinets. All upper cabinets curbside wall to be even width, height, depth, running from front to rear of patient compartment.
2900-2199	1	ACRYLIC HINGED DOOR, Cabinet 4 Cabinet specified above is to have a 1/2" acrylic top hinged flip-up door.
2900-0283	2	LATCH, HINGED DOOR: SOUTHCO SS Cabinet 4 Install stainless flush mount Southco pull latches on the selected hinged doors on the cabinet designated above.
2900-0323	1	PIANO STYLE HINGE Cabinet 4 Cabinet #4 door(s) is/are to use piano style hinges.
2000-2054	1	CUSTOM CABINET, Cabinet 5 Dimensions: See SR - Location: Mid height below cabinet #4 Main wall cabinet #5 dimensions are to be as noted above. Note that dimensions are I.D.
SR00125489	1	Cabinet #5 mid-height under cabinet #4. Width to match SS rear compartment. I/O cabinet utilizing (2) adjustable shelves in SS rear compartment.
2000-1364	1	POLYCARBONATE SLIDING, CHANGE 10, CABINET 5 Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-0189	1	PASS-THROUGH ACCESS, CABINET 5 Provide I/O access at cabinet #5 location into exterior compartment per drawings.
2000-2055	1	CUSTOM CABINET, Cabinet 6 Dimensions: See SR - Location: Bottom located below cabinet #5 Main wall cabinet #6 dimensions are to be as noted above. Note that dimensions are I.D.
2000-1365	1	POLYCARBONATE SLIDING, CHANGE 10, CABINET 6 Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-0176	1	INTERIOR ADJUSTABLE SHELVING Cabinet 6 Install painted adjustable shelving in cabinet #6.
2000-2056	1	CUSTOM CABINET, Cabinet 7 Dimensions: See SR - Location: Mid-height located forward of cabinet #5 Main wall cabinet #7 dimensions are to be as noted above. Note that dimensions are I.D.
SR00125490	1	Cabinet #7 same height, as cabinet #5. Width from rear of Inhalation Area countertop to cabinet #5. Full depth.

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Option	QTY	Description
2000-1366	1	POLYCARBONATE SLIDING, CHANGE 10, CABINET 7 Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-0177	1	INTERIOR ADJUSTABLE SHELVING Cabinet 7 Install painted adjustable shelving in cabinet #7.
2000-2057	1	CUSTOM CABINET, Cabinet 8 Dimensions: See SR - Location: Bottom, located below cabinet #7 Main wall cabinet #8 dimensions are to be as noted above. Note that dimensions are I.D.
SR00125523	1	Bottom cabinet located below cabinet #7. Width from forward/right side of cabinet #6 to approx. rear of suction cut-out.
2000-1367	1	POLYCARBONATE SLIDING, CHANGE 10, CABINET 8 Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-0410	1	LIFT UP CABINET FRAMES, UPPER INHALATION CABINET Install a flip-up restocking cabinet frame on cabinet noted above. Includes gas shocks and vertical latches. The Design is to be compliant with Change Notice 10.
2000-2058	1	UPPER INHALATION CABINET 12.75H x (see SR)W x 16D Upper inhalation cabinet dimensions are to be as noted above. Note that dimensions are I.D.
SR00125443	1	Upper Inhalation Cab to be equal width of cabinets #1, #3, #4 and upper inhalation along the top of SS wall.
2000-1368	1	POLYCARBONATE SLIDING, UPPER INHALATION, CHANGE 10 Cabinet over inhalation area is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-1094	1	INTERIOR SHELVING, UPPER INHALATION CABINET Install painted adjustable shelving in upper inhalation cabinet.
2900-0347	1	STANDARD S/W DISPOSAL, RECESSED IN ACTION AREA Install sharps and waste disposal in a metal container recessed into the inhalation counter top. Access to the waste receptacle shall be through a spring loaded door. The neck of the sharps container shall protrude through the top surface of the receptacle. Disposal of both containers shall be accessible by raising a hinged aluminum lid.
SR00125530	1	The streetside drop-in S/W container to accommodate Sentinel Bemis 5998002 3Qt./3L S/W container. To be towards rear of Inhalation panel and close to SS wall.
CURBSIDE CABINETRY		
SR00125526	1	No overhead cabinets ILO install cabinet after foot of bench on forward facing wall of CS rear compartment. Cabinet to include sliding doors with lift-up frames and (2) adjustable shelves.
SR00128460	1	Side Entry Glove Box Storage

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Option	QTY	Description
		Fabricate and install a (3) glove box storage above side entry door. To include acrylic hinged door and southco.
2000-0359	1	SQUAD BENCH WITH NO CUPS OR WELLS Provide storage under the squad bench lid/cushion(s). The area shall run where possible under the bench. The storage pan is to be fabricated from aluminum and painted to match the interior.
8000-0056	1	BENCH END RESTRAINT FOR USE WITH HOPS, DELETE
2000-0377	1	CARGO NET-HEAD OF BENCH Install a cargo net at the head of the bench. Net to be removeable for cleaning purposes.
2000-0744	1	DOUBLE CUSHION SQUAD BENCH The squad bench cushion is to be two piece.
2000-0380	1	BENCH HOLD OPENS: GAS Install gas spring hold opens on squad bench lid.
2000-0381	1	BENCH HOLD-DOWN: PADDLE LATCHES (PAIR) Install recessed paddle latches into the squad bench riser to retain the squad bench lids in the closed position. The latches shall be both passive and positive.
2000-0382	1	BENCH CUSHION EDGE TRIM: Trim bench cushion edge with protective aluminum trim, to protect horizontal edge of squad bench cushion from tears.
2000-0383	1	BENCH BACK CUSHION: FULL SIZE Install full size bench backrest cushion.
2000-0518	1	S/W, DROP-IN AT HEAD OF BENCH. Install a cabinet in the head end of the bench for sharps waste containers. The lid for the cabinet will have a hinge down flap for disposal of trash. The neck of the sharps will protrude though the top surface of the cabinet. A hinged aluminum lid will be provided for removal of both containers. The containers are to be Horton supplied.
SR00125527	1	Curbside to have drop in S/W head/fore of bench. Sharps to accommodate Sentinel Bemis 5998002 3Qt./3L S/W container. (2) seats positions needed with (6) points restraints spaced to provide clearance from rear wall mounted cabinet located at rear of bench.
2900-0402	1	ACCESS DOOR, HINGED SOLID/ACRYLIC INSERT The specified curbside I/O access is to have solid vertically hinged door with Acrylic insert.
SR00125533	1	Pass through access, curbside rear Opening facing inboard, not towards bench, door to be hinged forward.
2900-0403	1	CS REAR I/O DOOR HINGE, PIANO STYLE The curbside rear I/O door is to use a piano style hinge.
2900-0405	2	CS REAR I/O DOOR LATCH, SOUTHCO SS

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Option	QTY	Description
FRONT WALL CABINETRY		
2900-0073	1	FRONT WALL CABINET: FLAT ALUM PAINTED The front wall cabinet shall be arranged per drawing. Additional configuration information may follow. Cabinet interior is to be painted to match the interior cabinet color.
2900-1007	1	SOLID/ACRYLIC HINGED DOORS, Upper front wall Cabinet specified above is to have two solid vertically hinged doors with acrylic inserts.
2900-1022	2	SOUTHCO FLUSH SS PULL LATCH TOP FRONT WALL DOOR Install stainless flush mount Southco pull latches on the selected hinged doors on the upper front wall cabinet.
2900-1017	6	SELF CLOSING HINGES TOP FRONT WALL CABINET The upper front wall cabinet door(s) is/are to use self-closing style hinges.
2900-1038	2	ADJUSTABLE SHELF, UPPER FRONT WALL TOP CABINET Fab and install an adjustable aluminum shelf in the upper section of the front wall cabinet as noted. Shelf is to be painted to match the cabinet color.
2900-1039	1	FIXED SHELF FRONT WALL MIDDLE CABINET Fab and install a fixed aluminum shelf in the center section of the front wall cabinet as noted. Shelf is to be painted to match the cabinet color.
2900-1042	2	ADJUSTABLE SHELF, LOWER FRONT WALL CABINET Fab and install an adjustable aluminum shelf in the lower section of the front wall cabinet as noted. Shelf is to be painted to match the cabinet color.
2900-1014	1	SOLID/ACRYLIC HINGED DOORS, Lower front wall Cabinet specified above is to have two solid vertically hinged doors with acrylic inserts.
2900-1032	2	SOUTHCO SS PULL STYLE LATCH LOWER FRONT WALL DOOR Install stainless flush mount Southco pull latches on the selected hinged doors on the lower front wall cabinet.
2900-1021	6	SELF CLOSING HINGES LOWER FRONT WALL CABINET The lower front wall cabinet door(s) is/are to use self-closing style hinges.
2000-1404	1	CAB TO MODULE PASSTHROUGH WINDOW Provide a sliding pass-through window between the patient area and the chassis cab on the cab side.
2900-0039	1	CROSSOVER CABINET A crossover cabinet is to be installed above the walkthrough/passthrough and is to include a solid hinged door and Southco stainless flush pull latch. Include an LED light.
COT MOUNT		
SR00125437	1	Install prewire for a power load cot.
VISUAL WARNING		
3000-0037	1	LIGHT BAR MOUNT: CAB ROOF Install the selected front lightbar on the cab roof.
SR00125716	1	Whelen Justice LED 50" R/C/R/R/C/R all clear lens. Cab roof reinforced for lightbar/oil can.

Spec Writer: **Samantha Thrush**

Spec Designer:

Option	QTY	Description
3000-1028	2	900 SERIES LED, RED/CLEAR LENS Front body face, upper corners Install Whelen 900 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
3200-1028	2	900 SERIES LED, RED/CLEAR LENS Streetside upper corners Install Whelen 900 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
3300-1028	2	900 SERIES LED, RED/CLEAR LENS Curbside upper corners Install Whelen 900 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
3500-1028	2	900 SERIES LED, RED/CLEAR LENS Rear Upper Corners Install Whelen 900 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
3400-1033	2	900 SERIES LED, R/A SPLIT, CLEAR LENS Rear of body at window level Install Whelen 900 series LED lights as noted. Lights to be red/amber split with clear lenses. Lights to include chrome flanges.
3000-5079	1	900 Series LED White/Clear Lens Front Center KKK Install a Whelen 900 series LED light on the front face of the body per K requirements. Light to be white with clear lens. Light to include chrome flange.
3000-5088	1	600 Series LED Amber/Clear Lens Rear Center KKK Install a Whelen 600 series LED light on the rear face of the body per K requirements. Light is to be amber with clear lens. Light to include chrome flange.
3000-0144	1	FLASH PATTERN, 80 FPM A/B Program the emergency lighting flash pattern to 80 FPM A/B.
SR00125717	1	700 SERIES LED, RED/CLEAR LENS 2) Mounted on chassis fenders (2) mounted over rear wheels on module. Install Whelen 700 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
SR00125715	1	RED/CLEAR LENS, WHELEN ION GRILLE, TOP Install (4) Whelen ION Series red LEDs with clear lenses in the upper chassis grille. To include bezels where applicable and flash pattern programmability from the front control panel.
AUDIBLE WARNING		
2000-0433	1	AIR HORNS: UNDER BUMPER FORD F-SERIES Install (2) Buell #1061 trumpets under the front bumper recessed into the air dam valance. System to include a #16122 compressor and remote air tank. The air horns can only be activated when the vehicle is in gear. Activate through a chrome push button on the console or through a foot switch if selected.
3000-0169	1	FOOT SWITCH, AIR HORN, DRIVER'S SIDE Install a driver's side foot switch for air horn activation.

Spec Writer: **Samantha Thrush**

Spec Designer:

Option	QTY	Description
SR00128461	1	SIREN, WHELEN 295HFS2 Install a Whelen 295HFS2 siren in the front console.
SR00128488	1	SPEAKERS Install (2) current CPI siren speakers for an F-550.
NON-EMERGENCY LIGHTING		
3000-0207	1	KKK SIDE BODY MARKER LIGHTS, 700 SERIES LED (PAIR) Install red Whelen 700 series LED turn/marker lights on each rear side of the module body. Lights provide module body night time side lighting visibility and turning signal indication. Lights do not flash with warning lights. Includes chrome flanges.
3000-0217	1	LED EXTERIOR COMPARTMENT LIGHTING Install full height LED strip lighting in all exterior compartments with the exception of any wheelwell compartments. Install vertical strips inside both sides of each compartment. The lights are to be directed toward the back of each compartment.
3000-0847	1	WHELEN OS SERIES MARKER LIGHTS. Install Whelen OS series ICC marker lights.
3000-0235	1	SCENE LIGHTS, 900 SERIES, LED, SS FRONT Install a Whelen 900 Series L.E.D. side scene light with chrome flange on the upper streetside forward area of the body.
3000-0736	1	SCENE LIGHTS, 900 SERIES, LED, SS REAR Install a Whelen 900 Series LED side scene light with chrome flange on the upper streetside rearward portion of the body.
3000-0743	1	SCENE LIGHTS, 900 SERIES, LED, CURBSIDE FRONT Install a Whelen 900 Series LED side scene light with chrome flange on the upper curbside forward portion of the body.
3000-0757	1	SCENE LIGHTS, 900 SERIES, LED, CURBSIDE REAR Install a Whelen 900 Series LED side scene light with chrome flange on the upper curbside rearward portion of the body.
3000-0242	1	LOAD LIGHTS WHELEN 900 SERIES LED Install two Whelen 900 Series LED load lights with chrome flanges above the rear body entry doors.
3000-1764	1	RED WARNING, BOTTOM, SIDE ACCESS DOOR Install a Tecniq red L.E.D. light strip on the lower curbside access door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the access door is open, and the emergency lighting is activated.
3000-1769	1	RED WARNING LIGHTS, BOTTOM, ACCESS DOORS Install Tecniq red L.E.D. light strips on the lower rear module access door inner panels, one (1) per door. Installation will be near flush with the inner door panels. The light strips are to flash when the access doors are open, and the emergency lighting is activated.
3000-0257	1	TECNIQ E10 LED GROUND LIGHTING

Spec Writer: **Samantha Thrush**

Spec Designer:

Option	QTY	Description
		<p>(4) Tecniq E10 lights will be installed in OEM stainless mounting brackets at the designated locations. The lighting is to function as follows:</p> <p>A. Includes a front console panel switch.</p> <p>B. Compartment doors activate the lights in the respective quadrant of the body. Rear entry doors activate the rear corner lights.</p> <p>C. Rear lights are wired reverse activated. All Lights to activate for 15 seconds when the vehicle is placed in drive.</p> <p>D. Items b. thru d. are to only occur when the parking or headlights are activated.</p>
3000-1305	1	<p>RED WARNING LIGHT, BOTTOM, STREETSIDE FRONT</p> <p>Install a Tecniq red L.E.D. light strip on the lower streetside forward compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.</p>
3000-1306	1	<p>RED WARNING LIGHT, BOTTOM, STREETSIDE INTERMEDIATE</p> <p>Install a Tecniq red L.E.D. light strip on the lower streetside intermediate compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.</p>
3000-1307	1	<p>RED WARNING LIGHT, BOTTOM, STREETSIDE REAR</p> <p>Install a Tecniq red L.E.D. light strip on the lower streetside rear compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.</p>
3000-1302	1	<p>RED WARNING LIGHT, BOTTOM, CURBSIDE FRONT</p> <p>Install a Tecniq red L.E.D. light strip on the lower curbside forward compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.</p>
3000-1303	1	<p>RED WARNING LIGHT, BOTTOM, CURBSIDE INTERMEDIATE</p> <p>Install a Tecniq red L.E.D. light strip on the lower curbside intermediate compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.</p>
3000-1304	1	<p>RED WARNING LIGHT, BOTTOM, CURBSIDE REAR</p> <p>Install a Tecniq red L.E.D. light strip on the lower curbside rear compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.</p>
SR00125714	1	<p>Third Brake Lamp. Install a Kinequip KFA-3BL01 LED. Locate centered over rear access doors below center warning light.</p>
SR00125713	1	<p>Install 600 series LED reverse, stop and turn lights stacked horizontally with turn arrow chase. Max populated. Backup minimum intensity. Reference drawing on V:Drive</p>
ELECTRICAL		
3000-0019	1	<p>ELECTRIC DOOR LOCKS ACCESS DOORS INTERIOR</p> <p>Install power activated door locks on all patient area access doors. Locks to be activated by a switch at each patient area door. Locks may be overridden by a manual slide lever or by the door key.</p>
3000-0022	1	<p>ELECTRIC DOOR LOCKS WIRED TO OEM SWITCHES</p>

Spec Writer: **Samantha Thrush**

Spec Designer:

Option	QTY	Description
		The specified power door locks are to be wired to the chassis OEM door lock switches.
3000-0454	1	ELECTRIC DOOR SWITCH, TOUCH PAD, SIDE ACCESS The specified power door locks are to include an exterior programmable touch pad system located near the side access door.
3000-0282	1	ELECTRICAL SYSTEM Install the Intelliplex i4G electrical system. System is to include a USB port installed under the dash for ease of programming.
3000-0293	1	BATTERY SWITCH: STD. OPERATION Install standard battery switch and wire to Horton-installed components only. Do not tie into chassis circuits.
3000-0298	1	1050CUL W/CHARGER, MULTIPLEX Install a Vanner #20-1050CUL combination inverter/charger in the vehicle's designated electrical compartment. Included will be a Vanner Interface Module, Inverter Status Panel, and Charger Status Panel. A switch will be installed in the rear control panel for operation. Locate Charger status panel near the shoreline inlet and the inverter status panel within view of the operator.
3000-0310	3	110V INTERIOR OUTLET 1 In Inhalation Area, 1 Over Squad Bench, 1 Front Wall I/O Cabinet on Forward Wall Install a 110V outlet(s) as noted.
3000-0549	4	INTERIOR 12VDC OUTLETS: CL TYPE/USB 2 In Inhalation Area, 1 In Upper Front Wall Cabinet, 1 In Chassis Cab Console Install a 12VDC cigarette style/USB outlet(s) as noted. Wire battery hot.
3000-0317	1	SHORELINE 1: TWIST LOCK, 20A Mount standard 3 terminal 20 amp twist lock shoreline outlet in the standard location.
3000-1500	1	PD BOX LOCATION, LEFT HAND SIDE, SS INT. COMPARTMENT Install the power distribution panel on the left hand side of the streetside intermediate compartment. Close off this area from the remainder of the compartment.
3000-0332	1	REPORT LIGHT, LED Install a 12" LED report light on the action wall to light the counter area.
3000-0340	1	CLOCK, DIGITAL W/SECONDS: OVER REAR DOORS Install a Horton large face digital 12/24 hour clock with seconds display over the rear doors.
3000-0344	1	STEP WELL LIGHT VISTA LED Install a 10.5" LED Vista light strip in the standard location on the bench side of the step well. Light to activate with door open.
3000-0359	7	PATIENT CEILING DOME LIGHTS WHELEN LED Install Whelen 80COEHCR LED dome lights in the patient area ceiling. The lights will have a high/low feature with the switch in the rear control panel.
3000-0525	1	3 SWITCH PANEL REAR DOOR PANEL Install an i4G 3-switch control panel on the right rear entry door panel.
3000-2103	1	TIMER, DOME LIGHTS, REAR DOOR PANEL Install an electronic momentary touch timer switch in the specified I4g switch panel on the right rear door panel. The switch will enable time limited operation of the specified dome lights with the battery switch in the 'off' position. Set timer to 15 minutes.

Spec Writer: **Samantha Thrush**

Spec Designer:

Option	QTY	Description
3000-0526	1	3 SWITCH PANEL SIDE ACCESS DOOR Install an i4G 3-switch control panel on the side entry door panel.
3000-2109	1	SWITCH, DOME LIGHTS, SIDE ACCESS DOOR Install an electronic momentary switch in the specified i4G style switch panel on the side access door inner panel. The switch will activate the specified dome lights with the battery switch in the 'off' position. A second depression of the switch will deactivate the specified dome lights.
3000-0007	1	BACKUP ALARM RESET, MOMENTARY Install a back-up alarm and provide a momentary backup alarm reset button on the front console.
SR00125935	1	Rear View Safety Install a 7" monitor RVS-MV1619N has 3 camera inputs, requires extra adaptor cables to work with 360. this camera will be ILO OEM rearview mirror.
PROGRAMMING		
6000-0003	1	LIGHT PROGRAMMING: LOAD LIGHT Program the rear load lights to activate with transmission reverse plus the standard mode of operation.
6000-0006	1	PROGRAMMING: AUDIBLE LOW VOLTAGE ALARM Program an audible alarm to activate if the voltage drops below 11.8 volts for 120 seconds.
6000-0007	1	LIGHT PROGRAMMING: PARK BRAKE Program a warning to display on the front console readout advising to set the Parking Brake when the module disconnect switch is "ON" and the transmission is placed in "PARK" or "NEUTRAL". It will also advise to Disengage the Parking Brake should the vehicle be placed into gear.
HVAC		
3000-1614	1	AUX.CONDENSER, FRAME MOUNT, F SERIES In addition to the standard Heat/AC unit there shall be an auxiliary exterior condenser installed between the frame rails under the body.
3000-4029	1	12V HVAC, BOTTOM OF LINEN CABINET Install a ProAir Pre-charged 12V heat/AC system with brushless motor in the bottom of the linen cabinet.
3000-0427	1	NFPA COMPLIANT VENTING, CAST Install an NFPA style venting system to include a 400cfm exhaust fan along with a static vent. Install 9.5" square polished covers on both vents per drawings.
RADIO		
3000-0432	1	ANTENNA COAX 1 Start: Cab Console, End: Front Center of Mod Roof An RG 58U coax shall be installed terminating as noted above.
3000-0608	1	ANTENNA COAX 2 Start: Inhalation Wall, End: Center of Mod Roof An RG 58U coax shall be installed terminating as noted above.
3000-0434	1	3/8" NMO MOUNT COAX 1 Supply and install a 3/8" NMO mount in conjunction with specified coax #1.

Spec Writer: **Samantha Thrush**

Spec Designer:

Option	QTY	Description
3000-0618	1	3/8" NMO MOUNT COAX 2 Supply and install a 3/8" NMO mount in conjunction with specified coax #2.
3000-1174	1	PULL WIRE 1 Start: Cab Console, End: Inhalation Wall Install a radio cable pull wire terminating as noted above. Wire is not to be wire tied or otherwise prevented from moving freely.
3000-0441	1	RADIO PULL WIRE CONDUIT Install a radio pull wire conduit. Termination points are to be determined by the the termination points of the specified pull wire.
3000-0438	1	RADIO HEAD PRE-CUT: FRONT Motorola APX 6500 Provide a radio head pre-cut in the front console faceplate. Radio head model is noted.
3000-0627	1	RADIO HEAD PRE-CUT: REAR Motorola APX 6500 Provide a radio head pre-cut in the rear inhalation panel. Radio head model is noted.
1000-0406	1	FRONT CONSOLE, F SERIES Install standard front console for F Series chassis.
SR00125931	1	Glove Storage Cab Center Console Install a (3) glove storage towards rear of console.
SR00125934	1	Cab Console - Toughbook Supply and install a gamber johnson swivel mount and power supply for panasonic toughbook. TBD - Customer to advise of Toughbook mounting requirements
1000-0177	1	CUP HOLDERS, JUMBO 4" Install two (2) jumbo 4" cup holders recessed into the console.
3000-5025	1	POWER TERMINAL, SWITCHED, BEHIND DRIVER Install two (2) 10 gauge 30 amp cables to positive and ground studs for radio power. Wire one battery switched and the other as a ground. Locate behind the driver's seat.
OXYGEN		
4000-0001	1	O2 MOUNT, VERT TRACK FOR QRM-V Vertical track for mounting of a QRM-V O2 bottle mount shall be welded on the back wall of the streetside forward compartment in the right hand corner. Bracket will be set up for an 'M' sized bottle.
4000-0018	1	O2 BOTTLE, BRACKET QRM-V Install a Zico QRM-V oxygen bracket for 'M' bottle. Locate in the streetside forward compartment.
SR00125444	1	OXYGEN ACCESS Provide access to the oxygen cylinder valve through the wall as depicted on the drawings. The door will be hinged so that it swings into the oxygen syylinder storage compartment. door material is to match other selected cabinet doors. The opening trimmed with

Spec Writer: **Samantha Thrush**

Spec Designer:

Option	QTY	Description
		anodized aluminum.
4000-0022	2	O2 OUTLET, OHIO MEDICAL 2 In Inhalation Panel Install O2 outlets per instructions above. Outlets to be Ohio Medical style.
4000-0024	1	FLOWMETER: DIAL TYPE Supply dial type flowmeter.
4000-0025	1	OXYGEN WRENCH Install oxygen wrench in oxygen compartment. Mount securely to wall. Mount with length of chain or cable to allow for use without being removed from the compartment.
3000-0642	1	VACUUM OUTLET, OHIO MEDICAL 1 In Inhalation Area Install a single Ohio style vacuum outlet. Locate per drawings.
SR00125441	1	Suction Canister Locate in riser below inhalation area countertop between head of COT and Attendant seat.
4000-0183	1	ASPIRATOR, SSCOR, RECESSED, SS RISER Install an SSCOR aspirator. The system shall include a wall mounted regulator and a canister holder. Plumb to the selected pump.
4000-0089	1	VACUUM PUMP CAPL #D34 SE (P282) Install a CAPL #D34 SE (P282) 12vdc electric suction pump.
CERTIFICATIONS		
7000-0001	1	KKK-A-1822F CERTIFICATION LABEL The vehicle shall have weight/payload, electrical load and KKK-A-1822F certification stickers installed in the O2 compartment.
7000-0003	1	CHANGE NOTICE 10 CERTIFICATION The vehicle shall be certified to change notice 10 standards.
SR00128548	1	Sales Discount

Spec Writer: **Samantha Thrush**

Spec Designer:

RESOLUTION NO. 2021-003

**A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND
EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA,
AMENDING THE DISTRICT'S BUDGET FOR FISCAL
YEAR 2020-2021; PROVIDING FOR SEVERABILITY; AND
PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, in accordance with Section 200.065, Florida Statutes, the District adopted a Budget for Fiscal Year 2020-2021 by Resolution No. 2020-008; and

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

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

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

Section 1. Budget Amendment. In accordance with Section 189.418(6), Florida Statutes, the budget amendment for Fiscal Year 2020-2021, beginning October 1, 2020 and ending September 30, 2021, attached as Exhibit "A" is approved.

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

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

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

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

PASSED AND ADOPTED this 28th day of June 2021.

Chairman

ATTEST:

Vicky Fay, District Clerk

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

DISTRICT ATTORNEY

Motion to adopt by _____, Seconded by _____

FINAL VOTE AT ADOPTION

Tony Allen	_____
George Mirabella	_____
Frank Conklin	_____
Kenny Edge	_____
Danny Powers	_____

EXHIBIT A
KEY LARGO FIRE RESCUE & EMS DISTRICT
FY 2020-2021 BUDGET AMENDMENT
GENERAL FUND SUMMARY

	General Fund ADOPTED	Increase/ (Decrease)	General Fund AMENDED
REVENUES			
Ad Valorem Taxes (at 97% collection)	\$ 3,690,277	\$ -	\$ 3,690,277
Monroe County BOCC Contribution for Capital Infrastructure	150,000	-	150,000
SAFER Grant	123,652	-	123,652
Miscellaneous Income	-	30,000	30,000
Interest Income	12,000	-	12,000
Total Revenues	3,975,929	30,000	4,005,929
PROJECTED FUND BALANCES OCT 1, 2019			
Unassigned	2,502,436	232,738	2,735,174
Committed for Capital Outlay (Trauma District Funding)	231,226	16,545	247,771
Committed for Vehicle Replacement	525,114	-	525,114
Total Projected Fund Balances	3,258,776	249,283	3,508,059
TOTAL REVENUES, FUND BALANCES AND OTHER FINANCING SOURCES	\$ 7,234,705	\$ 279,283	\$ 7,513,988
PROPOSED EXPENDITURES			
Key Largo Fire/EMS District Board			
Operating Expenditures	\$ 348,560	\$ 1,008	\$ 349,568
Reserve Transfers	225,000	-	225,000
Subtotal District Board	\$ 573,560	\$ 1,008	\$ 574,568
Key Largo Fire & Rescue			
Operating Expenditures	\$ 2,116,577	\$ 55,660	\$ 2,172,237
Capital Outlay	365,718	51,872	417,590
Subtotal Key Largo Fire & Rescue	\$ 2,482,295	\$ 107,532	\$ 2,589,827
Key Largo Ambulance			
Operating Expenditures	\$ 840,957	\$ 66,000	\$ 906,957
Capital Outlay	251,075	(225,000)	26,075
Subtotal Key Largo Ambulance	\$ 1,092,032	\$ (159,000)	\$ 933,032
Total Expenditures & Transfers	\$ 4,147,887	\$ (50,460)	\$ 4,097,427
FUND BALANCE SEPTEMBER 30, 2020			
Unassigned	2,725,478	104,743	2,830,221
Committed for Capital Outlay (Trauma District Funding - EMS)	6,226	225,000	231,226
Committed for Vehicle Replacement	580,114	-	580,114
Total Projected Fund Balances	3,311,818	329,743	3,641,561
TOTAL EXPENDITURES, FUND BALANCES AND OTHER FINANCING USES	\$ 7,234,705	\$ 279,283	\$ 7,513,988

**EXHIBIT A
KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2020-2021 BUDGET AMENDMENT
GENERAL FUND SUMMARY**

Expenditures Department: District Board

Acct #	Description	Adopted	Increase/ (Decrease)	Amended	Explanation of Budget Increase/Decrease
511.240	Workmen's Comp	752	8	760	New District Computer purchased in FY19
511.540	Dues & Subscriptions	2,300	1,000	3,300	Expenses were greater than anticipated; FASD Dues and file share subscription are expensed to this account.

TOTALCHANGE IN EXPENDITURES	\$	1,008
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Expenditures Department: Key Largo Volunteer Fire Department

Acct #	Description	Adopted	Increase/ (Decrease)	Amended	Explanation of Budget Increase/Decrease
522.440.05	Rents & Leases: Fire Manager	2,040	160	2,200	Expenses were more than anticipated
522.461	Repairs & Maintenance Buildings	70,000	20,000	90,000	Station 25 insulation project was not anticipated in the original budget, and increased expenses for painting
522.491.04	Training: Education & Student Text	2,550	2,500	5,050	Expenses were more than anticipated
522.520.02	Operating Supplies: Daily Operating/Maintenance Supplies	30,615	25,000	55,615	Hose pieces and nozzles were replaced
522.520.03	Operating Supplies: Medical Supplies	8,000	8,000	16,000	COVID-19 PPE expenses
522.620	Capital Outlay: Buildings	-	35,000	35,000	Station 24 second story design
522.641	Capital Outlay: Vehicles	170,000	10,372	180,372	Expenses were more than anticipated
522.642	Capital Outlay: Small Tools	12,000	6,500	18,500	Expenses were more than anticipated

TOTALCHANGE IN EXPENDITURES	\$ 107,532
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Expenditures Department: Key Largo Volunteer Ambulance Corp

Acct #	Description	Adopted	Increase/ (Decrease)	Amended	Explanation of Budget Increase/Decrease
526.120.02	Paramedic Payroll	94,376	50,000	144,376	Expenses are more than anticipated, due to decreased EMS revenues due to decline in patient payments (COVID-19)
526.462	Repairs & Maintenance: vehicles	20,000	15,000	35,000	Expenses are more than anticipated
526.491.10	Training: Misc. Training & Books	918	1,000	1,918	Expenses are more than anticipated
526.641	Capital Outlay: Vehicles	225,000	(225,000)	-	The replacement ambulance will not be billed prior to 9/30/21, this purchase will be budgeted in FY22

TOTALCHANGE IN EXPENDITURES	\$ (159,000)
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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

State of Emergency Pay Rate Policy:

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

- I. It has been declared by the Governor or President for such instances as a Hurricane or other natural or manmade disaster
- II. The State of Emergency must be declared by the Mayor of Monroe County
- III. Must also impact or expect to impact the Key Largo area.
- IV. The Key Largo Fire Rescue and EMS District Board must also authorize funding before it is paid out in excess of the personnel's regular rate of pay.

The following shall be the pay rate for paid Full Time career and paid Part Time paid staff already scheduled to be on duty will receive time and a half for work over 40 hours, any paid staff needing to be brought in who is not already scheduled to work will receive time and a half.

This Policy is intended not to exceed 4 days.

Volunteers will receive 2 times the approved stipend amount per 12 hour shift.

This Policy is intended not to exceed 4 days.

If determined by Chief of Department, extra personnel can be added based on need.

This Policy is not intended to exceed 4 days

KEY LARGO FIRE DEPARTMENT POLICY



Subject: State of Emergency Pay Rate Policy

No. 2021-002

Effective: TBD

Expiration: Ongoing

Page 1 of 1

Initiated By (N/T/S): Chief Donald Bock

Approved By (N/T/S): KLFD Corp. Board

State of Emergency Pay Rate Policy

- I. Once a State of Emergency has been declared, the following shall apply regarding the "pay rates" for both career and volunteer personnel that are "on-duty" and are providing Emergency Services on behalf of the Key Largo Fire Department.
 1. It has been declared by the Governor or President for such instances as a Hurricane or other natural or manmade disaster.
 2. The State of Emergency must be declared by the Mayor of Monroe County.
 3. Must also impact or expect to impact the Upper Keys area (Layton to Ocean Reef).
 4. The Key Largo Fire Rescue and EMS District Board must also authorize funding before it is paid out in excess of the personnel's regular rate of pay.
- II. The following shall be the pay rate for career staff:
 1. Scheduled or "on-duty" career personnel will receive their respected overtime rate for any hours worked over 40 in a 7-Day Pay Period.
 2. Career staff members that are brought in who not already scheduled to work will receive their respected overtime rate.
 3. This Policy is intended not to exceed 6 days.
- III. The following shall be the pay rate for volunteer members:
 1. Volunteer members will receive two (2) times the approved stipend amount per 12 or 24 hour shift.
 2. This Policy is intended not to exceed 6 days.
- IV. If determined by Chief of Department, extra personnel can be added based on need.
 1. This Policy is not intended to exceed 6 days

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 20-21
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jan 21	Feb 21	Mar 21	Oct '20 - Mar 21	Budget	% of Budget
Revenue						
311.000 · Ad Valorem Taxes	128,457.29	185,772.76	85,875.42	3,341,787.99	3,690,277.00	90.56%
201.01 · SAFER Grant - personnel	81,664.94	0.00	0.00	142,883.48	123,652.00	115.55%
338.002 · ILA Remib Frm Monroe County	0.00	0.00	0.00	0.00	150,000.00	0.0%
361.100 · Interest	2,017.68	1,406.51	1,000.44	8,782.19	12,000.00	73.19%
369.901 · Miscellaneous Revenue	0.00	30,000.00	0.00	30,000.00	0.00	100.0%
Total Revenue	212,139.91	217,179.27	86,875.86	3,523,453.66	3,975,929.00	88.62%
Expenditures						
1100 · District Board						
511.110 · Board Member Stipends	1,750.00	1,750.00	1,750.00	10,270.00	21,000.00	48.91%
511.210 · FICA/Medicare	133.90	133.85	133.90	806.27	1,607.00	50.17%
511.240 · Workmens Compensation Insurance	0.00	0.00	0.00	760.00	752.00	101.06%
511.400 · Travel & Per Diem	0.00	0.00	0.00	0.00	4,000.00	0.0%
511.411 · Advertising	707.03	35.00	311.29	1,347.82	5,500.00	24.51%
511.450 · Insurance & Risk Management						
450.01 · Bond	70.83	0.00	0.00	100.00	100.00	100.0%
450.02 · Portfolio Policy & Auto	0.00	0.00	0.00	1,850.72	2,133.00	86.77%
Total 511.450 · Insurance & Risk Management	70.83	0.00	0.00	1,950.72	2,233.00	87.36%
511.470 · Printing & Binding	0.00	0.00	0.00	783.51	3,000.00	26.12%
511.490 · General Departmental						
490.01 · Tax Collector Fees	3,852.15	5,571.89	2,575.69	100,246.93	110,708.00	90.55%
490.02 · Property Appraiser Fees	16,174.13	0.00	0.00	32,348.26	61,960.00	52.21%
490.03 · Other	0.00	0.00	0.00	155.22	1,000.00	15.52%
Total 511.490 · General Departmental	20,026.28	5,571.89	2,575.69	132,750.41	173,668.00	76.44%
511.510 · Office Supplies	0.00	0.00	0.00	302.05	500.00	60.41%
511.540 · Dues, Subscriptions	167.96	250.00	0.00	3,459.54	2,300.00	150.42%
512.311 · District Clerk Svcs (Prof Svcs)	0.00	0.00	0.00	3,134.25	19,000.00	16.5%
513.320 · Accounting & Financial Svcs						
513.01 · District Audit	0.00	0.00	7,500.00	7,500.00	10,000.00	75.0%
513.02 · Financial and Accounting	3,398.56	2,726.38	4,572.03	18,381.82	60,000.00	30.64%
Total 513.320 · Accounting & Financial Svcs	3,398.56	2,726.38	12,072.03	25,881.82	70,000.00	36.97%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 20-21
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jan 21	Feb 21	Mar 21	Oct '20 - Mar 21	Budget	% of Budget
514.310 · Legal Services (Prof Svcs)	3,374.33	2,394.00	4,073.00	18,329.45	45,000.00	40.73%
Total 1100 · District Board	29,628.89	12,861.12	20,915.91	199,775.84	348,560.00	57.32%
1250 · Key Largo Volunteer Fire						
522.120 · Regular Salaries & Wages						
120.04 · Firefighters	66,822.10	64,421.70	64,585.06	388,554.67	910,006.00	42.7%
120.06 · Administrative Stipend	2,250.00	2,250.00	2,250.00	13,500.00	27,000.00	50.0%
Total 522.120 · Regular Salaries & Wages	69,072.10	66,671.70	66,835.06	402,054.67	937,006.00	42.91%
522.121 · Volunteer Pay						
121.03 · Volunteer/Line Officer Reim.	11,611.25	6,082.75	7,925.35	61,771.95	180,000.00	34.32%
Total 522.121 · Volunteer Pay	11,611.25	6,082.75	7,925.35	61,771.95	180,000.00	34.32%
522.140 · Overtime Wages	13,535.99	10,815.63	9,893.62	80,071.80	199,445.00	40.15%
522.210 · FICA/Medicare	7,035.64	6,393.11	6,476.03	40,571.06	97,540.00	41.59%
522.220 · Retirement Benefits	3,509.61	3,496.76	3,921.87	19,721.31	45,000.00	43.83%
522.230 · Life & Health Insurance	1,971.08	9,986.37	12,029.45	52,277.82	106,038.00	49.3%
522.240 · Workers Compensation	0.00	0.00	0.00	41,143.70	47,559.00	86.51%
522.250 · Unemployment Tax	0.00	0.00	0.00	0.00	2,835.00	0.0%
522.312 · Professional Services						
312.03 · Grant Writing Services	0.00	0.00	0.00	0.00	2,750.00	0.0%
312.04 · Annual Physicals	16,385.00	0.00	0.00	16,385.00	16,385.00	100.0%
312.05 · Background checks & Drug Testin	305.00	0.00	0.00	305.00	1,530.00	19.94%
Total 522.312 · Professional Services	16,690.00	0.00	0.00	16,690.00	20,665.00	80.77%
522.320 · Accounting & Financial Svcs	664.29	760.14	1,121.67	5,291.05	12,122.00	43.65%
522.400 · Travel & Per Diem	0.00	0.00	0.00	3.84	4,590.00	0.08%
522.410 · Phones - Station Phones, Cell	769.46	759.46	2,058.55	6,899.44	11,220.00	61.49%
522.411 · Advertising	0.00	0.00	0.00	0.00	510.00	0.0%
522.412 · Postage & Freight	0.00	0.00	30.40	40.72	510.00	7.98%
522.430 · Utilities						
430.01 · Electric	1,981.82	1,759.29	1,904.20	11,615.21	27,540.00	42.18%
430.02 · Water	641.31	653.20	636.29	3,941.65	10,200.00	38.64%
430.03 · Fire Hydrant Maintenance	0.00	0.00	0.00	11,850.00	14,025.00	84.49%
430.04 · Propane Gas	0.00	0.00	40.00	130.00	750.00	17.33%
430.07 · TV Service	605.68	458.84	412.92	2,665.92	4,794.00	55.61%
Total 522.430 · Utilities	3,228.81	2,871.33	2,993.41	30,202.78	57,309.00	52.7%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 20-21
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jan 21	Feb 21	Mar 21	Oct '20 - Mar 21	Budget	% of Budget
522.440 · Rent & Leases						
440.01 · Copier/Scanner/Fax Lease	704.42	0.00	704.42	2,115.31	4,500.00	47.01%
440.02 · Oxygen Tank Rental	0.00	0.00	0.00	0.00	1,000.00	0.0%
440.03 · DEP Station 25 Lease Pymt	0.00	0.00	0.00	0.00	300.00	0.0%
440.04 · Red Alert Incident Reporting	0.00	0.00	0.00	4,862.14	6,120.00	79.45%
440.05 · Fire Manager- Schedule & Time	0.00	0.00	0.00	2,200.00	2,040.00	107.84%
Total 522.440 · Rent & Leases	704.42	0.00	704.42	9,177.45	13,960.00	65.74%
522.450 · Insurance & Risk Management						
450.03 · Package Policy	0.00	0.00	0.00	51,962.14	59,821.00	86.86%
450.04 · Accident & Sickness	0.00	0.00	2,660.00	5,320.00	5,500.00	96.73%
450.07 · Storage Tank Liability	0.00	0.00	0.00	1,611.00	1,750.00	92.06%
450.11 · Cancer Policy	0.00	0.00	0.00	1,320.00	1,795.00	73.54%
Total 522.450 · Insurance & Risk Management	0.00	0.00	2,660.00	60,213.14	68,866.00	87.44%
522.46 · Repair & Maintenance						
522.460 · Repair & Maint - Equipment	4,574.91	1,613.51	1,870.95	13,482.41	35,000.00	38.52%
522.461 · Repair & Maint - Buildings	29,141.17	18,768.81	6,175.50	64,126.93	70,000.00	91.61%
522.462 · Repair & Maint - Vehicles	3,606.49	2,611.60	2,040.75	11,811.89	55,000.00	21.48%
Total 522.46 · Repair & Maintenance	37,322.57	22,993.92	10,087.20	89,421.23	160,000.00	55.89%
522.470 · Printing & Binding	0.00	0.00	0.00	0.00	102.00	0.0%
522.490 · General Departmental						
490.05 · Other	739.15	0.00	0.00	739.15	3,500.00	21.12%
490.06 · Computer/IT Services	510.00	552.50	637.50	3,410.00	6,500.00	52.46%
Total 522.490 · General Departmental	1,249.15	552.50	637.50	4,149.15	10,000.00	41.49%
522.491 · Training						
491.01 · Instructor Fees	0.00	0.00	0.00	196.57	8,500.00	2.31%
491.03 · Fire Prevention	0.00	0.00	0.00	659.93	3,000.00	22.0%
491.04 · Education, Student Text	400.00	0.00	55.00	2,197.37	2,550.00	86.17%
491.05 · KAPLAN online Education	0.00	0.00	0.00	4,500.00	4,750.00	94.74%
491.15 · Out of Area Training	0.00	0.00	0.00	0.00	3,500.00	0.0%
Total 522.491 · Training	400.00	0.00	55.00	7,553.87	22,300.00	33.87%
522.510 · Office Supplies	402.77	841.75	0.00	3,780.53	4,200.00	90.01%
522.520 · Operating Supplies						
520.01 · Fire Ground Safety	0.00	99.00	0.00	468.65	1,750.00	26.78%

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 20-21**

JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jan 21	Feb 21	Mar 21	Oct '20 - Mar 21	Budget	% of Budget
520.02 · Daily Operating/Maint Supplies	584.39	1,998.26	3,671.40	26,417.52	30,615.00	86.29%
520.03 · Medical Supplies & Equipment	1,285.67	517.23	945.24	6,083.63	8,000.00	76.05%
520.05 · Stat Cleaning/Hskping Supplies	506.82	165.83	669.08	2,830.77	5,000.00	56.62%
520.06 · Firefighting Gear	249.51	1,817.12	3,200.00	10,964.50	24,000.00	45.69%
520.07 · Clothing & Apparel	0.00	0.00	0.00	6,691.75	9,000.00	74.35%
520.08 · Firefighting Foam or Sup Agnt	0.00	0.00	0.00	2,340.00	11,220.00	20.86%
Total 522.520 · Operating Supplies	2,626.39	4,597.44	8,485.72	55,796.82	89,585.00	62.28%
522.521 · Fuel - Gasoline	0.00	47.26	0.00	47.26	75.00	63.01%
522.522 · Fuel - Diesel	3,748.81	-736.83	-1,239.30	2,351.36	20,000.00	11.76%
522.540 · Dues, Subscriptions	0.00	0.00	0.00	0.00	3,100.00	0.0%
522.6 · Capital Expenditures						
522.630 · Capital Outlay-Infr. Imprvmnts	0.00	0.00	285.00	7,735.00	150,000.00	5.16%
522.640 · Capital Outlay - Equipment	0.00	0.00	0.00	23,463.99	33,718.00	69.59%
522.641 · Capital Outlay - Vehicles	0.00	176,748.00	0.00	176,748.00	170,000.00	103.97%
522.642 · Capital - Small Tools & Equip	3,080.40	0.00	1,079.10	13,791.79	12,000.00	114.93%
Total 522.6 · Capital Expenditures	3,080.40	176,748.00	1,364.10	221,738.78	365,718.00	60.63%
522.805 · Upper Keys Honor Guard	0.00	0.00	0.00	0.00	2,040.00	0.0%
Total 1250 · Key Largo Volunteer Fire	177,622.74	312,881.29	136,040.05	1,210,969.73	2,482,295.00	48.78%
1300 · Key Largo EMS						
526.120 · Regular Salaries & Wages						
120.01 · Administrative Payroll	0.00	0.00	0.00	1,390.70	58,801.00	2.37%
120.02 · Paramedic Payroll	9,959.04	9,275.50	9,461.65	74,914.52	94,376.00	79.38%
Total 526.120 · Regular Salaries & Wages	9,959.04	9,275.50	9,461.65	76,305.22	153,177.00	49.82%
526.121 · Volunteer Pay	15,694.00	13,657.60	15,501.40	91,189.00	191,030.00	47.74%
526.140 · Overtime Wages	5,610.82	3,204.56	0.00	11,553.27	24,930.00	46.34%
526.210 · FICA/Medicare	2,393.69	2,032.25	2,118.58	17,151.25	48,741.00	35.19%
526.220 · Retirement Contributions	200.68	169.99	327.82	1,794.22	2,500.00	71.77%
526.230 · Life & Health Insurance	575.00	129.99	704.99	1,808.27	34,500.00	5.24%
526.240 · Worker's Compensation	0.00	0.00	0.00	11,738.96	21,217.00	55.33%
526.250 · Unemployment Tax	0.00	0.00	0.00	39.87	300.00	13.29%
526.312 · Professional Services						
312.02 · Medical Director	1,500.00	0.00	3,000.00	10,500.00	18,720.00	56.09%
312.06 · Drug Testing & Background Check	45.00	0.00	0.00	90.00	765.00	11.77%

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 20-21**

JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jan 21	Feb 21	Mar 21	Oct '20 - Mar 21	Budget	% of Budget
312.07 · Grant Writing Services	0.00	0.00	0.00	0.00	2,250.00	0.0%
Total 526.312 · Professional Services	1,545.00	0.00	3,000.00	10,590.00	21,735.00	48.72%
526.320 · Accounting & Financial Svcs	768.38	934.21	988.80	5,453.79	11,330.00	48.14%
526.400 · Travel & Per Diem	7.86	2.50	0.00	14.20	4,000.00	0.36%
526.410 · Phones, Station & Cell	1,180.97	1,199.41	1,217.42	7,549.97	11,200.00	67.41%
526.411 · Advertising	0.00	0.00	0.00	0.00	400.00	0.0%
526.412 · Postage & Freight	0.00	117.88	0.00	117.88	357.00	33.02%
526.430 · Utilities						
430.05 · Electric & Propane	680.78	649.83	786.84	5,024.46	11,730.00	42.83%
430.06 · Water	140.61	137.90	131.32	816.41	3,264.00	25.01%
Total 526.430 · Utilities	821.39	787.73	918.16	5,840.87	14,994.00	38.96%
526.440 · Rental & Leases	356.00	0.00	356.00	1,823.20	4,590.00	39.72%
526.450 · Insurance & Risk Management						
450.08 · Package Policy	0.00	9,245.00	0.00	24,661.67	34,085.00	72.35%
450.09 · Auto	0.00	2,590.00	0.00	6,910.00	10,359.00	66.71%
450.10 · Disability Insurance	0.00	0.00	0.00	2,793.87	3,570.00	78.26%
Total 526.450 · Insurance & Risk Management	0.00	11,835.00	0.00	34,365.54	48,014.00	71.57%
526.46 · Repair & Maintenance						
526.460 · Repair & Maint - Equipment	1,768.17	3,214.74	623.50	14,890.19	42,075.00	35.39%
526.461 · Repair & Maint - Buildings	3,526.86	15,646.00	418.00	21,489.82	40,000.00	53.73%
526.462 · Repair & Maint - Vehicles	2,832.72	3,461.77	3,480.27	23,258.83	20,000.00	116.29%
Total 526.46 · Repair & Maintenance	8,127.75	22,322.51	4,521.77	59,638.84	102,075.00	58.43%
526.470 · Printing & Binding	0.00	0.00	0.00	0.00	1,275.00	0.0%
526.490 · General Dept. - Misc.						
490.08 · Computer/IT Services	0.00	0.00	0.00	0.00	6,000.00	0.0%
490.10 · Employee Assistance Program	0.00	90.00	180.00	630.00	1,100.00	57.27%
490.12 · Membership & Retention	0.00	0.00	0.00	0.00	2,500.00	0.0%
Total 526.490 · General Dept. - Misc.	0.00	90.00	180.00	630.00	9,600.00	6.56%
526.491 · Training - Instructor Fees, Edu						
491.06 · ACE with 12-lead	0.00	0.00	0.00	0.00	2,448.00	0.0%
491.07 · ACLS/PALS	0.00	0.00	0.00	0.00	1,530.00	0.0%
491.08 · ClinCon or EMS Expo	0.00	0.00	0.00	0.00	1,795.00	0.0%
491.10 · Misc. Training/Books	0.00	0.00	0.00	0.00	918.00	0.0%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 20-21
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jan 21	Feb 21	Mar 21	Oct '20 - Mar 21	Budget	% of Budget
491.11 · Advanced Airway Management	0.00	0.00	0.00	0.00	2,448.00	0.0%
491.20 · Advanced Stroke Life Support	0.00	0.00	0.00	0.00	2,448.00	0.0%
491.22 · Fire EMS Academy	0.00	0.00	0.00	0.00	1,800.00	0.0%
Total 526.491 · Training - Instructor Fees, Edu	0.00	0.00	0.00	0.00	13,387.00	0.0%
526.510 · Office Supplies	0.00	0.00	1,207.32	1,830.47	2,550.00	71.78%
526.520 · Operating Supplies						
520.09 · Station Supplies	531.29	1,341.17	448.78	5,128.53	11,500.00	44.6%
520.10 · Medical Supplies	2,227.41	7,261.53	5,277.73	23,842.50	50,000.00	47.69%
520.11 · Uniforms & Membership Supplies	0.00	0.00	0.00	3,576.13	5,500.00	65.02%
520.13 · Small Tools	0.00	0.00	0.00	0.00	6,500.00	0.0%
Total 526.520 · Operating Supplies	2,758.70	8,602.70	5,726.51	32,547.16	73,500.00	44.28%
526.522 · Fuel - Diesel	887.19	736.83	1,239.30	5,374.64	12,500.00	43.0%
526.524 · Medicine & Drugs	1,070.27	1,415.89	675.32	7,350.08	18,612.00	39.49%
526.540 · Dues, Subscriptions	0.00	0.00	0.00	12,311.00	14,443.00	85.24%
526.6 · Capital Expenditures						
526.620 · Capital Outlay - Buildings	0.00	0.00	0.00	5,500.00	7,750.00	70.97%
526.640 · Capital Outlay - Equipment	11,297.00	0.00	0.00	11,297.00	18,325.00	61.65%
526.641 · Capital Outlay - Vehicles	0.00	0.00	0.00	0.00	225,000.00	0.0%
Total 526.6 · Capital Expenditures	11,297.00	0.00	0.00	16,797.00	251,075.00	6.69%
Total 1300 · Key Largo EMS	63,253.74	76,514.55	48,145.04	413,814.70	1,092,032.00	37.89%
Total Expenditures	270,505.37	402,256.96	205,101.00	1,824,560.27	3,922,887.00	46.51%
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures	-58,365.46	-185,077.69	-118,225.14	1,698,893.39	53,042.00	
511.911 · Transfer to Vehicle Replacement Fund	18,750.00	18,750.00	18,750.00	112,500.00	225,000.00	
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures after transfer to Reserves	\$ (77,115.46)	\$ (203,827.69)	\$ (136,975.14)	\$ 1,586,393.39	\$ (171,958.00)	

Key Largo Fire Rescue and Emergency Medical Services District

Basic Financial Statements
For the Year Ended September 30, 2020



Key Largo Fire Rescue and Emergency Medical Services District

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INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and major fund of Key Largo Fire Rescue and Emergency Medical Services District (the "District") as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the District, as of September 30, 2020, and the respective changes in financial position and budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 14, 2021, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

KEEFE McCULLOUGH

Fort Lauderdale, Florida
May 14, 2021

**Key Largo Fire Rescue and Emergency Medical Services District
Management's Discussion and Analysis
September 30, 2020**

Our discussion and analysis of Key Largo Fire Rescue and Emergency Medical Services District's (the "District") financial performance provides an overview of the District's financial activities for the year ended September 30, 2020 and 2019. Please read it in conjunction with the District's basic financial statements, which immediately follow this discussion.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2020:

The District's total assets exceeded its liabilities at September 30, 2020 by \$ 9,414,991 (net position).

The District's total revenues were \$ 3,815,812, of which \$ 3,487,044 were from ad valorem taxes, \$ 150,000 were from capital grants and contributions, \$ 162,512 were from operating grants and contributions, and \$ 16,256 was from interest income.

The District's expenses for the year were \$ 3,056,378. This resulted in a \$ 759,434 increase in net position.

At the close of the current fiscal year, the District's governmental fund reported fund balance of \$ 3,508,059, an increase of \$ 942,811 in comparison with the prior year.

Overview of the Financial Statements

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

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

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

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

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

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

**Key Largo Fire Rescue and Emergency Medical Services District
Management's Discussion and Analysis
September 30, 2020**

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

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

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

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

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of financial position. The following table reflects the condensed government-wide statement of net position as of September 30, 2020 and 2019:

Key Largo Fire Rescue and Emergency Medical Services District
Statement of Net Position

	<u>2020</u>	<u>2019</u>
Assets:		
Current and other assets	\$ 3,743,444	\$ 2,760,007
Capital assets	<u>5,782,502</u>	<u>6,034,053</u>
Total assets	<u>9,525,946</u>	<u>8,794,060</u>
Liabilities:		
Current liabilities	<u>110,955</u>	<u>138,503</u>
Total liabilities	<u>110,955</u>	<u>138,503</u>
Net position:		
Net investment in capital assets	5,782,502	6,034,053
Unrestricted	<u>3,632,489</u>	<u>2,621,504</u>
Total net position	\$ <u><u>9,414,991</u></u>	\$ <u><u>8,655,557</u></u>

**Key Largo Fire Rescue and Emergency Medical Services District
Management's Discussion and Analysis
September 30, 2020**

Governmental Activities: Governmental activities for the year ended September 30, 2020 increased the District's net position by \$ 759,434, as reflected in the table below:

Key Largo Fire Rescue and Emergency Medical Services District Statement of Activities		
	<u>2020</u>	<u>2019</u>
Revenues:		
Program revenue:		
Capital grants and contributions	\$ 150,000	\$ 258,252
Operating grants and contributions	162,512	262,190
General revenue:		
Ad valorem taxes	3,487,044	3,244,711
Miscellaneous income	-	4,331
Interest income	16,256	21,199
	<u>3,815,812</u>	<u>3,790,683</u>
Total revenues		
	<u>3,815,812</u>	<u>3,790,683</u>
Expenses:		
General government	228,362	221,664
Public safety	2,828,016	2,648,286
	<u>3,056,378</u>	<u>2,869,950</u>
Total expenses		
	<u>3,056,378</u>	<u>2,869,950</u>
Change in net position	759,434	920,733
Net Position, Beginning of Year	<u>8,655,557</u>	<u>7,734,824</u>
Net Position, End of Year	\$ <u><u>9,414,991</u></u>	\$ <u><u>8,655,557</u></u>

Analysis of the Governmental Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The focus of the District's governmental fund is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a District's net resources available for spending at the end of the fiscal year. As of the end of the year, the District's governmental fund reported an ending fund balance of \$3,508,059.

Capital Assets

The District's investment in capital assets, less accumulated depreciation, for its governmental activities as of September 30, 2020 amounted to \$ 5,782,502, and consists of land, buildings and improvements, infrastructure, furniture and equipment and vehicles.

General Fund Budgetary Highlights

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

- Increases in total expenditures for the Fire Department of \$ 7,500
- Decreases in total expenditures for the Emergency Medical Services Department of \$ 117,456

The amendment made to the Fire Rescue Department was primarily due to increased costs because of COVID-19. The decrease to the Emergency Medical Service Department budget was due to increased costs as a result of COVID-19 of \$ 50,954, increased volunteer participation of \$ 41,000, Station 23 mold remediation costs of \$ 15,590, and the postponement of an ambulance purchase until fiscal year 2021 of \$ 225,000.

Economic Factors and Next Year's Budget

The District Board adopted a final millage rate of 1.0000 for fiscal year 2020-2021. The 2020-2021 adopted final millage rate is greater than the rolled-back rate of .9588 by 4.30%.

The District Board decided to increase the millage rate charged to the residents of the unincorporated Key Largo area. The District Board determined that the targeted ending fund balance for fiscal year 2020-2021 would be a prudent reserve for unanticipated events, such as hurricanes, and if necessary, the committed funds for the vehicle and equipment replacement reserves could be utilized to cover any shortfalls due to unanticipated emergency situations.

The 2020-2021 budget includes funds for painting Station 23, a new air truck for the Fire Department and a new ambulance for the Emergency Medical Services Department, as well as fire hydrants and bunker gear. The 2020-2021 budget also includes \$ 225,000 of contributions to the vehicle replacement reserve.

Requests for Information

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

BASIC FINANCIAL STATEMENTS

Key Largo Fire Rescue and Emergency Medical Services District
Statement of Net Position
September 30, 2020

	Governmental Activities
Assets:	
Current assets:	
Cash and cash equivalents	\$ 3,323,759
Due from other governments	335,692
Prepays	<u>83,993</u>
Total current assets	<u>3,743,444</u>
Noncurrent assets:	
Capital assets, nondepreciable	178,597
Capital assets, depreciable	<u>5,603,905</u>
Total assets	<u>9,525,946</u>
Liabilities:	
Accounts payable and accrued liabilities	<u>110,955</u>
Total liabilities	<u>110,955</u>
Commitments and Contingencies (Note 6)	-
Net Position:	
Net investment in capital assets	5,782,502
Unrestricted	<u>3,632,489</u>
Total net position	\$ <u><u>9,414,991</u></u>

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

Key Largo Fire Rescue and Emergency Medical Services District
Statement of Activities
For the Year Ended September 30, 2020

		Program Revenues			Governmental Activities
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net Revenues (Expenses) and Change in Net Position
	<u>Expenses</u>				
Functions/Programs:					
Governmental activities:					
General government	\$ 228,362	\$ -	\$ -	\$ -	\$ (228,362)
Public safety	<u>2,828,016</u>	<u>-</u>	<u>162,512</u>	<u>150,000</u>	<u>(2,515,504)</u>
Total governmental activities	<u>\$ 3,056,378</u>	<u>\$ -</u>	<u>\$ 162,512</u>	<u>\$ 150,000</u>	<u>(2,743,866)</u>
General revenues:					
Ad valorem taxes					3,487,044
Interest income					<u>16,256</u>
Total general revenues					<u>3,503,300</u>
Change in net position					759,434
Net position, October 1, 2019					<u>8,655,557</u>
Net position, September 30, 2020					<u>\$ 9,414,991</u>

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

Key Largo Fire Rescue and Emergency Medical Services District
Balance Sheet - Governmental Fund
September 30, 2020

	General Fund
Assets:	
Cash and cash equivalents	\$ 3,323,759
Due from other governments	335,692
Prepays	<u>83,993</u>
Total assets	\$ <u><u>3,743,444</u></u>
Liabilities:	
Accounts payable and accrued liabilities	\$ <u>110,955</u>
Deferred Inflows of Resources:	
Unavailable revenue - grant funding	<u>124,430</u>
Commitments and Contingencies (Note 6)	-
Fund Balance:	
Nonspendable:	
Prepays	83,993
Committed:	
Vehicle replacement	525,114
Trauma District	247,771
Assigned to:	
Subsequent year budget	171,958
Unassigned	<u>2,479,223</u>
Total fund balance	<u><u>3,508,059</u></u>
Total liabilities, deferred inflows of resources and fund balance	\$ <u><u>3,743,444</u></u>

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

**Key Largo Fire Rescue and Emergency Medical Services District
Reconciliation of the Balance Sheet of the Governmental Fund
to the Statement of Net Position
September 30, 2020**

Total Fund Balance of the Governmental Fund, Page 9 \$ 3,508,059

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

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

Governmental capital assets	9,636,241
Less accumulated depreciation	(3,853,739)

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

124,430

Net Position of Governmental Activities, Page 7 \$ 9,414,991

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

Key Largo Fire Rescue and Emergency Medical Services District
Statement of Revenues, Expenditures and
Change in Fund Balance - Governmental Fund
For the Year Ended September 30, 2020

	General Fund
Revenues:	
Ad valorem taxes	\$ 3,487,044
Intergovernmental	244,338
Interest income	<u>16,256</u>
Total revenues	<u>3,747,638</u>
Expenditures:	
Current:	
General government	228,362
Public safety	2,347,942
Capital outlay	<u>228,523</u>
Total expenditures	<u>2,804,827</u>
Net change in fund balance	942,811
Fund Balance, October 1, 2019	<u>2,565,248</u>
Fund Balance, September 30, 2020	\$ <u><u>3,508,059</u></u>

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

**Key Largo Fire Rescue and Emergency Medical Services District
Reconciliation of the Statement of Revenues, Expenditures and
Change in Fund Balance of the Governmental Fund to the Statement of Activities
For the Year Ended September 30, 2020**

Net Change in Fund Balance - Governmental Fund, Page 11 \$ 942,811

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

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

Expenditures for capital assets	228,523
Less current year provision for depreciation	(480,074)

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

68,174

Change in Net Position of Governmental Activities, Page 8 \$ 759,434

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

Key Largo Fire Rescue and Emergency Medical Services District
Statement of Revenues, Expenditures and Change in Fund Balance -
Budget and Actual - General Fund
For the Year Ended September 30, 2020

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues:				
Ad valorem taxes	\$ 3,478,108	\$ 3,478,108	\$ 3,487,044	\$ 8,936
Intergovernmental	314,869	314,869	244,338	(70,531)
Interest income	<u>12,000</u>	<u>12,000</u>	<u>16,256</u>	<u>4,256</u>
Total revenues	<u>3,804,977</u>	<u>3,804,977</u>	<u>3,747,638</u>	<u>(57,339)</u>
Expenditures:				
General government:				
Legislative	193,873	193,873	132,753	61,120
Legal	45,000	45,000	35,228	9,772
Financial and administrative	<u>89,000</u>	<u>89,000</u>	<u>60,381</u>	<u>28,619</u>
Total general government	<u>327,873</u>	<u>327,873</u>	<u>228,362</u>	<u>99,511</u>
Public safety:				
Fire rescue	1,991,017	1,998,517	1,915,795	82,722
Emergency medical services	<u>916,899</u>	<u>799,443</u>	<u>660,670</u>	<u>138,773</u>
Total public safety	<u>2,907,916</u>	<u>2,797,960</u>	<u>2,576,465</u>	<u>221,495</u>
Total expenditures	<u>3,235,789</u>	<u>3,125,833</u>	<u>2,804,827</u>	<u>321,006</u>
Net change in fund balance	\$ <u><u>569,188</u></u>	\$ <u><u>679,144</u></u>	\$ <u><u>942,811</u></u>	\$ <u><u>263,667</u></u>

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

Note 1 - Organization and Operations

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

Note 2 - Summary of Significant Accounting Policies

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

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

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

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

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

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

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

The District reports the following major governmental fund:

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

Note 2 - Summary of Significant Accounting Policies (continued)

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

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

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

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

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

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

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

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

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

Note 2 - Summary of Significant Accounting Policies (continued)

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

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

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The District has one item, unavailable revenue, that is reported in the governmental fund balance sheet. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

Equity classifications:

Government-wide statements

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

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

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

Fund statements

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

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

Note 2 - Summary of Significant Accounting Policies (continued)

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

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

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

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

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

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

The tax levy is established by the Board of Commissioners prior to October 1 of each year during the budget process. For the fiscal year ended September 30, 2020 the adopted millage rate is 1.000 mills (\$ 1.00 for each \$ 1,000 of assessed valuation).

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

Key Largo Fire Rescue and Emergency Medical Services District
Notes to Basic Financial Statements
September 30, 2020

Note 2 - Summary of Significant Accounting Policies (continued)

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

Date of management review: Subsequent events have been evaluated through May 14, 2021, which is the date the financial statements were available to be issued.

Note 3 - Deposits

Deposits: The District's deposits must be placed with banks and savings and loans which are qualified as public depositories prior to receipt of public monies under Chapter 280, Florida Statutes. These deposits are insured by the FDIC up to \$ 250,000. Monies deposited in amounts greater than the insurance coverage are secured by the banks pledging securities with the State Treasurer in the collateral pool. At year end, the carrying amount of the District's deposits was \$3,323,759 and the bank balance was \$ 3,363,077.

Note 4 - Capital Assets

Capital asset activity for the year ended September 30, 2020 was as follows:

	Balance at October 1, 2019	Additions	Transfers	Retirements	Balance at September 30, 2020
Governmental Activities:					
Capital assets, not being depreciated:					
Land	\$ 178,597	\$ -	\$ -	\$ -	\$ 178,597
Total capital assets, not being depreciated	178,597	-	-	-	178,597
Capital assets, being depreciated:					
Buildings and improvements	3,469,219	38,300	-	-	3,507,519
Infrastructure	1,025,448	158,200	-	-	1,183,648
Furniture and equipment	1,578,306	32,023	-	-	1,610,329
Vehicles	3,156,148	-	-	-	3,156,148
Total capital assets, being depreciated	9,229,121	228,523	-	-	9,457,644
Less accumulated depreciation for:					
Buildings and improvements	(1,266,768)	(111,633)	-	-	(1,378,401)
Infrastructure	(125,099)	(35,313)	-	-	(160,412)
Furniture and equipment	(884,688)	(121,800)	-	-	(1,006,488)
Vehicles	(1,097,110)	(211,328)	-	-	(1,308,438)
Total accumulated depreciation	(3,373,665)	(480,074)	-	-	(3,853,739)
Total capital assets being depreciated, net	5,855,456	(251,551)	-	-	5,603,905
Governmental activities capital assets, net	\$ 6,034,053	\$ (251,551)	\$ -	\$ -	\$ 5,782,502

Note 4 - Capital Assets (continued)

Provision for depreciation was charged to functions as follows:

Governmental Activities:	
Public safety	\$ <u>480,074</u>

Note 5 - Interlocal Agreement

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

Note 6 - Commitments and Contingencies

Agreements: During the year, the District entered into agreements with the Key Largo Volunteer Ambulance Corps., Inc. (the "Ambulance Corps") to provide emergency medical services and with the Key Largo Volunteer Fire Department, Inc. (the "Fire Department") to provide fire and rescue services. The agreement with the Ambulance Corps is effective through April 30, 2021 while the agreement with the Fire Department is effective through July 31, 2021. These agreements contain automatic renewals for one additional year, unless either party in writing, no fewer than thirty (30) days prior to the renewal date, informs the other party of a desire to terminate or modify these agreements. Both agreements contain provisions under which either party may terminate the agreement. The agreements call for payments to be made from the District to the Ambulance Corps or the Fire Department, either in the form of advances, direct payment of expenses or reimbursements. These payments shall be made in accordance with the budget appropriations request submitted by the Ambulance Corps and the Fire Department to the District.

Note 7 - Risk Management

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

Note 8 – Risks and Uncertainties

The coronavirus (COVID-19) outbreak has caused disruption in international and U.S. economies and markets. The coronavirus and fear of further spread has caused quarantines, cancellation of events, and overall reduction in business and economic activity. On March 11, 2020, the *World Health Organization* designated the coronavirus outbreak as a pandemic. Management and the Board of Commissioners continue to evaluate and monitor the potential adverse effect that this event may have on the District's financial position, operations and cash flows. The full impact of COVID-19 is unknown at this time and cannot be reasonably estimated as these events are still developing.

OTHER REPORTS OF INDEPENDENT AUDITOR



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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of Key Largo Fire Rescue and Emergency Medical Services District (the "District"), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated May 14, 2021.

Internal Control Over Financial Reporting

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

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

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

CPA's + Trusted Advisors

Compliance and Other Matters

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

Purpose of this Report

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

KEEFE McCULLOUGH

Fort Lauderdale, Florida
May 14, 2021

INDEPENDENT AUDITOR'S REPORT TO DISTRICT MANAGEMENT

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

Report on the Financial Statements

We have audited the basic financial statements of Key Largo Fire Rescue and Emergency Medical Services District (the "District"), as of and for the year ended September 30, 2020, and have issued our report thereon dated May 14, 2021.

Auditor's Responsibility

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

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards* and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in these reports, which are dated May 14, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

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

Official Title and Legal Authority

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

Financial Condition and Management

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

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

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

Additional Matters

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

Purpose of this Letter

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

KEEFE McCULLOUGH

Fort Lauderdale, Florida
May 14, 2021

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

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

We have examined Key Largo Fire Rescue and Emergency Medical Services District (the "District") compliance with the requirements of Section 218.415, Florida Statutes, Local Government Investment Policies, during the year ended September 30, 2020. Management is responsible for the District's compliance with the specified requirements. Our responsibility is to express an opinion on the District's compliance with the specified requirements based on our examination.

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

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

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

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

KEEFE McCULLOUGH

Fort Lauderdale, Florida
May 14, 2021

CPA's + Trusted Advisors



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: APRIL 13, 2021 via Zoom

1. Call to Order
2. Approval of Agenda
3. Announcements
 - A. Covid vaccinations
4. Public Comment
5. Approval of Minutes March 2021
6. Treasurer's Report March 2021
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
11. New Business
 - A. Work Schedule and Benefits Agreement
 - B. SOP
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: April 13, 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 6:33 pm by President Scott Robinson.
2. Approval of Agenda
Dawn DeBrule seconded by Brenda Beckmann moved approval of the agenda.
Motion carried unanimously.
3. Announcements
 - The second dose of Covid vaccine was provided by the Corps to 20 people; 10 additional have had their first dose and will receive the second on 4/29/21.
 - Adam has been working with vendors on the new ambulance. The Chief is in favor of the Horton brand because of the extra safety features.
4. Public Comment
No public comment.
5. Approval of Minutes
Dawn DeBrule seconded by Tess Marra moved approval of the March 2021 minutes.
Motion carried unanimously.
6. Treasurer's Report
Tess Marra reported a balance of \$232,013.48 as of March 31, 2021. Dawn DeBrule seconded by Tess Marra moved approval of the treasurer's report. Motion carried unanimously.
7. Committee Reports
No report.
8. Legal Report
No Report
9. Membership Review
No report.



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

10. Old Business

None

11. New Business

- A. Work Schedule and Benefits Agreement: Upon motion and second by Dawn DeBrule and Adam Schussheim, the Agreement was unanimously approved.
- B. SOP: Upon motion and second by Dawn DeBrule and Brenda Beckmann, the SOP was unanimously approved.

12. Membership Discussion

Scott has requested health insurance coverage rates given that the number of paid personnel may qualify the Corps for a group rate.

13. Adjournment

There being no further business, Dawn DeBrule seconded by Brenda Beckmann moved adjournment. Motion carried. Meeting adjourned at 6:54 pm.

Kay Cullen

Recording Secretary

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

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
Beginning Balance	\$34,151.66	\$2,839.35	\$2,442.73	\$1,617.65	\$190,962.09	\$232,013.48
<u>Revenues</u>						
Interest	1.60	0.10	0.19	0.13		2.02
Medical Fees	14,872.96					14,872.96
Medical Transcripts						0.00
KL Fire Rescue & EMS Reimb	10,505.52	782.76				11,288.28
Donations						0.00
Educational Income						0.00
Uncollected Income/Adjustmts	-18,288.82					-18,288.82
Misc Income						0.00
Total Revenues	\$7,091.26	\$782.86	\$0.19	\$0.13	\$0.00	\$7,874.44
<u>Expenditures</u>						
Advertising		1,028.90				1,028.90
Medical Billing Refunds	95.16					95.16
Payroll Expenses	45,839.31	18,142.21				63,981.52
Dues & Subscriptions						0.00
Professional Fees	129.90					129.90
Supplies		385.08				385.08
Bank Service Charges	60.56	105.00				165.56
Licenses & Permits						0.00
Postage						0.00
Total Expenditures	\$46,124.93	\$19,661.19	\$0.00	\$0.00	\$0.00	\$65,786.12
Ending Balance	-\$4,882.01	-\$16,038.98	\$2,442.92	\$1,617.78	\$190,962.09	\$174,101.80
TRANSFERS	(10,567.00)	14,008.00	(2,000.00)	(1,441.00)		0.00
Balance before Adjustment	(15,449.01)	-2,030.98	442.92	176.78	190,962.09	174,101.80
Adjustment to arrive at Actual	16,092.72	1,996.11	0.00	0.00	0.00	18,088.83
ACTUAL BALANCE @ MO END	\$643.71	-\$34.87	\$442.92	\$176.78	\$190,962.09	<u>\$192,190.63</u>



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 11, 2021 via Zoom

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes April 2021
6. Treasurer's Report April 2021
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
11. New Business
 - A. Annual Report
 - B. Increase District 401k match to 8%
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 11, 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 6:33 pm by President Scott Robinson.
2. Approval of Agenda
Tess Marra seconded by Dawn DeBrule moved approval of the agenda. Motion carried.
3. Announcements
 - The specs have been finalized for the new truck.
 - Condolences to Monroe County in the death of Herve Thonas.
 - Scott Robinson reported he is getting quotes for health insurance for paid staff.
4. Public Comment - No public comment.
5. Approval of Minutes
Dawn DeBrule seconded by Brenda Beckmann moved approval of the April 2021 minutes. Motion carried.
6. Treasurer's Report
Tess Marra reported a balance of \$192,190.63 as of April 30, 2021. Dawn DeBrule seconded by Adam Schussheim moved approval of the treasurer's report. Motion carried.
7. Committee Reports - No report.
8. Legal Report - No Report
9. Membership Review
Antonio Navarro submitted a request for reinstatement. After discussion, Adam Schussheim seconded by Tess Marra moved approval of reinstatement for Mr. Navarro. The roll call vote is as follows:

Adam Schussheim	No	Tess Marra	No
Brenda Beckmann	No	Dawn DeBrule	No
Scott Robinson	No		



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Mr. Navarro was advised that he could re-apply and re-test in the future.

10. Old Business – None

11. New Business

- A. The 2020 Annual Report was presented to the Board. Upon motion by Dawn DeBrule and second by Brenda Beckmann, the 2020 Annual Report was approved and will be submitted to the District. Roxy will change the cover picture in order to get a better quality of photo.
- B. Upon motion by Tess Marra and second by Dawn DeBrule, an increase in the 401k match will be increased from 6% to 8% to be included in the next fiscal year's budget.

12. Membership Discussion - No discussion.

13. Adjournment

There being no further business the meeting adjourned at 7:22 pm.

Kay Cullen
Recording Secretary

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

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
Beginning Balance	\$643.71	-\$34.87	\$442.92	\$176.78	\$190,962.09	\$192,190.63
<u>Revenues</u>						
Interest	1.31	0.37	0.19	0.13		2.00
Medical Fees	20,249.30					20,249.30
Medical Transcripts						0.00
KL Fire Rescue & EMS Reimb	67,369.16					67,369.16
Donations						0.00
Educational Income						0.00
Uncollected Income/Adjustmts	46,158.64					46,158.64
Misc Income						0.00
Total Revenues	\$133,778.41	\$0.37	\$0.19	\$0.13	\$0.00	\$133,779.10
<u>Expenditures</u>						
Advertising						0.00
Medical Billing Refunds						0.00
Payroll Expenses	31,246.92	19,984.78				51,231.70
Dues & Subscriptions						0.00
Professional Fees	-806.37					-806.37
Supplies						0.00
Bank Service Charges	62.54	105.00				167.54
Licenses & Permits						0.00
Postage						0.00
Total Expenditures	\$30,503.09	\$20,089.78	\$0.00	\$0.00	\$0.00	\$50,592.87
Ending Balance	\$103,919.03	-\$20,124.28	\$443.11	\$176.91	\$190,962.09	\$275,376.86
TRANSFERS	(20,758.00)	17,317.00	2,000.00	1,441.00		0.00
Balance before Adjustment	83,161.03	-2,807.28	2,443.11	1,617.91	190,962.09	275,376.86
Adjustment to arrive at Actual	-49,096.70	2,808.68	0.00	0.00	0.00	-46,288.02
ACTUAL BALANCE @ MO END	\$34,064.33	\$1.40	\$2,443.11	\$1,617.91	\$190,962.09	<u>\$229,088.84</u>

Last Update 6/3/2021

TYPE OF CALLS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
ALS	106	73	103	86	85							
BLS	2	11	19	20	18							
BACK- UP	23	11	19	30	22							
PEDIATRIC	8	6	8	8	8							
TRAUMA ALERTS	0	1	2	3	5							
CARDIAC ARRESTS	1	1	0	4								
PUBLIC ASSIST	25	13	18	18	37							
STAND - BY	4	0	1	1	1							
FIRES	3	0	0	0	2							
CANCEL	3	5	6	6	7							
REFUSALS	24	19	16	33	38							
TRANSPORTS	85	64	103	106	103	0	0	0	0	0	0	0
TOTAL CALLS	126	112	154	164	188	0	0	0	0	0	0	0
MILE MARKER > 103												



Key Largo Ems
call statistics 2021

Total Year Up to Date 744

Total Year Up to Date 91



KEY LARGO EMS ANNUAL REPORT 2020

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“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.

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.



Doris Kemp, Chris Duffe, Claire Martin (l. to r.) approx. 1980

Board of Directors of Key Largo EMS

2019-2020

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: Kay Cullen

Office Manager: Betsy ElKoury

Medical Director: Dr. Thomas Morrison

EMS Captain: TBA

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

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 42 members which include 3 Full-time paramedics, 9 Part-time paramedics and a total of 30 volunteers which all hold an EMT or Paramedic certifications. In 2019 Key Largo EMS welcomed 8 new volunteer EMT/Paramedics and lost 9 members to surrounding departments. Potential candidates are required to do a written test, demonstrate hands-on skills and 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 2020 Key Largo EMS had an average response time of 5.9 min and a total of 1573 calls and 128 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.

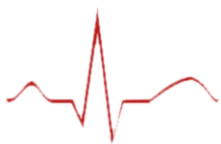


In order to protect our patient's privacy Key Largo EMS does not take any action images during medical emergencies. Above you will find our crews sharpening their skills while on downtime by creating real life like scenarios in order to continue providing excellent care.

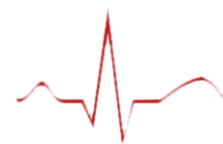
Calls For Service Highlights



Key Largo EMS Personnel training on safe handling of all potential exposures alongside Mount Sinai & MDRF



ALS - 812



BLS - 475

2020 Total Calls - 1573

Services

Public Assist

In addition to the regular calls, Key Largo EMS responded to an additional 286 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

- With the COVID-19 pandemic we all faced unfamiliar challenges nationwide. As we all transitioned to comply with CDC guidelines extra precautions and PPE was provided to protect our members.
- With serving 10,000 to 11,500 people depending on time of the year based on Census there is a large increase of seasonal population during the winter months.
- Maintaining the right personnel in the best positions to help our department grow and move forward to be one of the top departments is a goal for members.



Equipment

- In 2020 A LifePak-15 was purchased to continue providing excellent ALS care.
- BLS CPR mannequin was purchased with real time feed back to properly train following AHA guidelines.
- Our members were fitted and assigned P100 masks which followed all CDC guidelines for protection against COVID-19.



Achievements

- Protocols have been updated and are now in digital format thus helping us save money in printing services.
- New scheduling program (Aladtec) allowing time clock tracking, file storage, scheduling and mass member communication.

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.
- For a good part of 2020 KLEMS has been working with KLVFD and the Key Largo Fire and EMS District to update a unified 5-year strategic plan. Adding a third rescue truck is an integral part of that planning process because it will help meet the service area demands in the north end of Key Largo.
- 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.

Follow CDC Guidelines and Get Vaccinated!!



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: April 13, 2021 via Zoom

AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcement
4. Public Comment
5. Approval of Minutes March 2021
6. Treasurer's Report March 2021
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
 - A. Donation Letter
11. New Business
12. Membership Discussion
13. Adjournment



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Business Meeting

Date: April 13, 2021 via Zoom

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

1. Meeting was called to order at 7:07 pm by Don Conord.
2. Approval of Agenda
Travis Wilson seconded by Jonathan Ramey moved approval of the agenda. Motion carried unanimously.
3. Announcements
One of the trucks has been taken to 10-8 for repair of the computer system. Squad 24 has been repaired.
4. Public Comment None
5. Approval of Minutes
Travis Wilson seconded by Jonathan Ramey moved approval of the March 2021 minutes. Motion carried unanimously.
6. Approval of Treasurer's Report
Travis Wilson reported a total balance in all accounts of \$68,371.54. Travis Wilson seconded by Jonathan Ramey moved approval of the March 31, 2021 Treasurer's Report. Motion carried unanimously.
7. Committee Reports - None
8. Legal Report - None
9. Membership Review
On April 10, 2021, seven persons tested and six passed the PAT; Capt. Jones will review the results of the written exam.
10. Old Business
The Donation letter from last year was updated with new pictures and statistics. Upon motion and second by Jonathan Ramey and Travis Wilson, the proposed Donation letter was unanimously approved and will be mailed out.



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11. New Business - None

12. Membership Discussion - None

13. Adjournment

There being no further business, upon motion and second by Jonathan Ramey and Travis Wilson, the meeting was adjourned at 7:20 pm.

Kay Cullen
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
Beginning Balance	\$65,868.33	\$1,886.12	\$613.90	\$3.19	\$68,371.54
<u>Revenues</u>					
Revenues & Reimbursements	117364.05				\$117,364.05
Donations					0.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	5.68	0.18	0.05		5.91
Total Revenues	\$117,369.73	\$0.18	\$0.05	\$0.00	<u>\$117,369.96</u>
<u>Expenditures</u>					
Payroll Expenses	105,697.26				105,697.26
Employee's Share Health Insurance	-1,996.52				-1,996.52
Health Insurance	10,777.19				10,777.19
Web Hosting					0.00
Background Checks	150.00				150.00
Licenses					0.00
Professional Fees					0.00
Insurance	44.00				44.00
Supplies	415.04				415.04
Dues & Subscriptions	12.99				12.99
Total Expenditures	\$115,099.96	\$0.00	\$0.00	\$0.00	<u>\$115,099.96</u>
Ending Balance	\$68,138.10	\$1,886.30	\$613.95	\$3.19	\$70,641.54
TRANSFERS	(2,600.00)	2,600.00			0.00
Balance before Adjustment	\$65,538.10	\$4,486.30	\$613.95	\$3.19	\$70,641.54
Adjustment to arrive at Actual	215.22	2,537.19	0.00	0.00	2,752.41
ACTUAL BALANCE @ MO END	\$65,322.88	\$1,949.11	\$613.95	\$3.19	<u>\$67,889.13</u>
*Payroll Liabilities	\$215.22				
Fixed Asset Purchases	\$2,537.19				
Total Adjustments	\$2,752.41				



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Business Meeting

DATE: MAY 11, 2021 via Zoom

AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcement
4. Public Comment
5. Approval of Minutes April 2021
6. Treasurer's Report April 2021
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
11. New Business
 - A. Annual Report
 - B. Addition of Bank Signatory
12. Membership Discussion
13. Adjournment



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Business Meeting

Date: May 11, 2021 via Zoom

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

1. The meeting was called to order at 7:07 pm by president Jason Mumper.
2. Approval of Agenda
Jonathan Ramey seconded by Travis Wilson moved approval of the agenda. Motion carried.
3. Announcements
 - Condolences to Monroe County Fire in the death of Herve Thompson.
 - CJ and Curtis held a pre-build meeting with the vendor concerning the Air Truck.
4. Public Comment - None
5. Approval of Minutes
Jonathan Ramey seconded by Travis Wilson moved approval of the April 2021 minutes. Motion carried.
6. Approval of Treasurer's Report
There is \$67,889.13 in all accounts as of April 30, 2021. Don Conord seconded by Jonathan Ramey moved approval of the April 2021 Treasurer's Report. Motion carried.
7. Committee Reports - None
8. Legal Report - None
9. Membership Review - None
10. Old Business - None
11. New Business
 - The 2020 Annual Report was presented. Upon motion and second by Travis Wilson and Don Conord, the 2020 Annual Report was approved for submission to the District.
 - After discussion Jonathan Ramey, seconded by Travis Wilson moved to add David Garrido as a signatory on the checks and to remove Jason Mumper and Markus Golling as signatories.
12. Membership Discussion – None



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13. Adjournment Upon motion and second by Don Conord and Jonathan Ramey, the meeting was adjourned at 7:22 pm.

Kay Cullen
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
Beginning Balance	\$65,322.88	\$1,949.11	\$613.95	\$3.19	\$67,889.13
<u>Revenues</u>					
Revenues & Reimbursements	105,812.14				\$105,812.14
Donations					0.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	5.73	0.17	0.05		5.95
Total Revenues	\$105,817.87	\$0.17	\$0.05	\$0.00	<u>\$105,818.09</u>
<u>Expenditures</u>					
Payroll Expenses	97,480.52				97,480.52
Employee's Share Health Insurance	-1,996.52				-1,996.52
Health Insurance	10,586.09				10,586.09
Web Hosting					0.00
Background Checks					0.00
Licenses					0.00
Professional Fees					0.00
Training	100.00				100.00
Supplies	81.04				81.04
Dues & Subscriptions	17.98				17.98
Total Expenditures	\$106,269.11	\$0.00	\$0.00	\$0.00	<u>\$106,269.11</u>
Ending Balance	\$64,871.64	\$1,949.28	\$614.00	\$3.19	\$67,438.11
TRANSFERS					0.00
Balance before Adjustment	\$64,871.64	\$1,949.28	\$614.00	\$3.19	\$67,438.11
Adjustment to arrive at Actual	-140.43	0.00	0.00	0.00	-140.43
ACTUAL BALANCE @ MO END	\$65,012.07	\$1,949.28	\$614.00	\$3.19	<u>\$67,578.54</u>
*Payroll Liabilities	-\$140.43				
Fixed Asset Purchases					
Total Adjustments	<u>-\$140.43</u>				

NFPA Analysis Report

Key Largo Fire Department

Date Range: From 04/01/2021 to 04/30/2021

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)	1	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	
19. TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18)	2	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	31			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	6			
22. Mutual Aid or Assistance Responses Given	14			
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)	2			
24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	19			
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	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)	0
3. Unintentional (tripping on interior device accidentally etc.) (IT 740-749)	4
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	2

Incident Run Log

Key Largo Fire Department

Date Range: From 04/01/2021 to 04/30/2021

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
04/07/2021	38032	2021-000242	18:38	999	MORRIS LN	619	Fire in mobile home used as fixed residence	2.5
04/06/2021	38032	2021-000241	14:12	1014	OVERSEAS HWY		Cultivated vegetation, crop fire, other	0.4
04/04/2021	38032	2021-000237	23:15	1048	OVERSEAS HWY		Rescue, EMS incident, other	0.8
04/21/2021	38032	2021-000276	17:45	1	EAST DRIVE 99MM OC		Rescue, EMS incident, other	0.0
04/03/2021	38032	2021-000229	11:52	1065	OVERSEAS HWY		Medical assist, assist EMS crew	0.3
04/03/2021	38032	2021-000231	14:47	1079	OVERSEAS HWY		Medical assist, assist EMS crew	0.5
04/03/2021	38032	2021-000232	19:16	1079	OVERSEAS HWY		Medical assist, assist EMS crew	0.0
04/04/2021	38032	2021-000238	11:18		STATE ROAD 905		Medical assist, assist EMS crew	0.4
04/11/2021	38032	2021-000248	12:09	21	GARDEN COVE DR		Medical assist, assist EMS crew	0.3
04/15/2021	38032	2021-000262	14:33		MARINA AVE 99.6 OC		Medical assist, assist EMS crew	0.0
04/16/2021	38032	2021-000267	23:22	280	LOWER MATECUMBE RD		Medical assist, assist EMS crew	0.3
04/22/2021	38032	2021-000280	16:13	802	SILVER CIR		Medical assist, assist EMS crew	0.6
04/22/2021	38032	2021-000282	17:22	123	POINT PLEASANT DR		Medical assist, assist EMS crew	0.4
04/23/2021	38032	2021-000285	01:03	1043	OVERSEAS HWY		Medical assist, assist EMS crew	1.2
04/30/2021	38032	2021-000296	14:23		MARINA AVE 99.6 OC		Medical assist, assist EMS crew	0.8
04/01/2021	38032	2021-000222	09:14	1016	OVERSEAS HWY	LOT 2	EMS call, excluding vehicle accident with injury	0.0
04/03/2021	38032	2021-000235	22:34	4	BLACKWATER LN NORTH	209	EMS call, excluding vehicle accident with injury	0.6
04/09/2021	38032	2021-000247	18:45		1 EAST DRIVE		EMS call, excluding vehicle accident with injury	0.6
04/11/2021	38032	2021-000250	13:52		US1		EMS call, excluding vehicle accident with injury	0.2
04/15/2021	38032	2021-000261	12:25	1040	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
04/16/2021	38032	2021-000264	11:35	1020	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.5
04/17/2021	38032	2021-000269	17:23	1	EAST DRIVE 99MM OC		EMS call, excluding vehicle accident with injury	0.1
04/18/2021	38032	2021-000271	14:34	1	EAST DRIVE 99MM OC		EMS call, excluding vehicle accident with injury	0.1
04/19/2021	38032	2021-000272	13:15		REEF ROAD 106 MM		EMS call, excluding vehicle accident with injury	0.0
04/22/2021	38032	2021-000277	00:51	11	OCEAN DR N C 1.5		EMS call, excluding vehicle accident with injury	0.0
04/23/2021	38032	2021-000286	01:29	3	CINDY PL		EMS call, excluding vehicle accident with injury	0.6
04/24/2021	38032	2021-000288	23:04	1079	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.4
04/25/2021	38032	2021-000290	15:41	45	GARDEN COVE DR - 106 MM		EMS call, excluding vehicle accident with injury	0.5
04/25/2021	38032	2021-000292	23:52		US1	NB	EMS call, excluding vehicle accident with injury	0.2
04/29/2021	38032	2021-000294	09:18	9725	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.8
04/02/2021	38032	2021-000225	20:35	1016	OVERSEAS HWY		Motor vehicle accident with injuries	1.3
04/03/2021	38032	2021-000233	19:32	1001	OVERSEAS HWY		Motor vehicle accident with injuries	1.2
04/11/2021	38032	2021-000251	18:09		US1		Motor vehicle accident with injuries	0.4
04/14/2021	38032	2021-000257	08:01	1100	OVERSEAS HWY		Motor vehicle accident with injuries	0.7
04/15/2021	38032	2021-000263	23:25		US1	SB	Motor vehicle accident with injuries	0.4
04/18/2021	38032	2021-000270	13:07		REEF DR / 106.5 MM OC		Motor vehicle accident with injuries	0.6
04/21/2021	38032	2021-000275	11:20		DIAMOND AVE / 96 MM OC		Motor vehicle accident with injuries	0.0
04/22/2021	38032	2021-000281	17:19	9897	OVERSEAS HWY		Motor vehicle accident with injuries	1.2
04/25/2021	38032	2021-000289	09:00		TARPON BASIN DR / 101.4 M		Motor vehicle accident with injuries	0.4
04/08/2021	38032	2021-000243	17:42		US1		Motor vehicle/pedestrian accident (MV Ped)	0.3
04/01/2021	38032	2021-000223	18:41		LAKE SURPRISE / 106 MM GU		Motor vehicle accident with no injuries.	0.3
04/16/2021	38032	2021-000265	14:15	1000	OVERSEAS HWY		Motor vehicle accident with no injuries.	0.4
04/11/2021	38032	2021-000252	19:23	231	JAMES AVE		Hazardous condition, other	1.1
04/12/2021	38032	2021-000255	18:19	1050	OVERSEAS HWY		Hazardous condition, other	0.2
04/23/2021	38032	2021-000287	08:20	409	SANCTUARY DR		Arcing, shorted electrical equipment	0.4
04/29/2021	38032	2021-000295	13:22	100	MORRIS LN		Person in distress, other	0.5
04/03/2021	38032	2021-000236	23:55	1038	OVERSEAS HWY		Lock-out	0.1
04/03/2021	38032	2021-000228	07:11	110	US1	SB	Public service assistance, other	0.3
04/09/2021	38032	2021-000246	14:39	1066	OVERSEAS HWY		Assist police or other governmental agency	1.3
04/09/2021	38032	2021-000245	09:13	5	SNAPPER AVE		Unauthorized burning	0.3
04/17/2021	38032	2021-000268	16:15	1006	OVERSEAS HWY		Unauthorized burning	0.7
04/02/2021	38032	2021-000224	11:32	9768	OVERSEAS HWY		Dispatched & canceled en route	0.0
04/03/2021	38032	2021-000230	13:37	1006	OVERSEAS HWY		Dispatched & canceled en route	0.1
04/04/2021	38032	2021-000239	19:47	127	COCONUT ROW		Dispatched & canceled en route	0.2
04/05/2021	38032	2021-000240	11:42	500	BURTON DR		Dispatched & canceled en route	0.1
04/12/2021	38032	2021-000253	07:57	9765	OVERSEAS HWY		Dispatched & canceled en route	0.1
04/16/2021	38032	2021-000266	22:47	77	HERON LN		Dispatched & canceled en route	0.0
04/12/2021	38032	2021-000254	11:32	9800	DOCKSIDE DR		No incident found on arrival at dispatch address	0.5
04/20/2021	38032	2021-000273	08:02	1014	OVERSEAS HWY		False alarm or false call, other	0.1

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
04/21/2021	38032	2021-000274	01:18	1024	OVERSEAS HWY		False alarm or false call, other	0.0
04/14/2021	38032	2021-000256	00:25	1024	OVERSEAS HWY		Smoke detector activation, no fire - unintentional	0.4
04/03/2021	38032	2021-000227	06:07	1014	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.4
04/22/2021	38032	2021-000284	20:54	1053	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.2
04/25/2021	38032	2021-000291	23:18	1024	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.3
04/02/2021	38032	2021-000226	20:55	9863	OVERSEASY HWY		Special type of incident, other	0.8
04/03/2021	38032	2021-000234	19:32		98710 OVERSEAS HWY		Special type of incident, other	0.0
04/09/2021	38032	2021-000244	08:57	9863	OVERSEAS HIGHWAY		Special type of incident, other	0.4
04/11/2021	38032	2021-000249	12:54	1	EAST DRIVE 99MM OC		Special type of incident, other	0.0
04/22/2021	38032	2021-000283	18:53		REEF ROAD 106 MM		Special type of incident, other	0.0
04/30/2021	38032	2021-000297	20:58		US1		Special type of incident, other	0.6
04/15/2021	38032	2021-000260	08:39		REEF ROAD 106 MM			0.0
04/22/2021	38032	2021-000278	11:09	130	ARCTIC AVENUE			0.4
04/22/2021	38032	2021-000279	11:33		US1	NB		0.2
04/26/2021	38032	2021-000293	06:39	1003	OVERSEAS HWY			0.3

Total Number of Incidents: 74
Total Length of Incidents: 30.8 Hours

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 04/01/2021 to 04/30/2021

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
121-Fire in mobile home used as fixed residence	1	7	7.00	2.53	2.53	17.71	17.71
170-Cultivated vegetation, crop fire, other	1	4	4.00	0.37	0.37	1.48	1.48
300-Rescue, EMS incident, other	2	7	3.50	0.83	0.41	1.24	2.49
311-Medical assist, assist EMS crew	11	35	3.18	4.49	0.41	1.33	14.65
321-EMS call, excluding vehicle accident with injury	15	47	3.13	4.63	0.31	0.96	14.40
322-Motor vehicle accident with injuries	9	42	4.67	5.59	0.62	3.04	27.40
323-Motor vehicle/pedestrian accident (MV Ped)	1	8	8.00	0.35	0.35	2.80	2.80
324-Motor vehicle accident with no injuries.	2	8	4.00	0.75	0.38	1.55	3.11
400-Hazardous condition, other	2	8	4.00	1.33	0.66	2.66	5.32
445-Arcing, shorted electrical equipment	1	3	3.00	0.38	0.38	1.14	1.14
510-Person in distress, other	1	3	3.00	0.50	0.50	1.50	1.50
511-Lock-out	1	3	3.00	0.12	0.12	0.36	0.36
550-Public service assistance, other	1	3	3.00	0.35	0.35	1.05	1.05
551-Assist police or other governmental agency	1	3	3.00	1.25	1.25	3.75	3.75
561-Unauthorized burning	2	10	5.00	1.00	0.50	2.84	5.68
611-Dispatched & canceled en route	6	23	3.83	0.57	0.10	0.41	2.46
622-No incident found on arrival at dispatch address	1	4	4.00	0.50	0.50	2.00	2.00
700-False alarm or false call, other	2	10	5.00	0.07	0.04	0.18	0.35
743-Smoke detector activation, no fire - unintentional	1	4	4.00	0.42	0.42	1.68	1.68
745-Alarm system activation, no fire - unintentional	3	14	4.67	0.87	0.29	1.38	4.13
900-Special type of incident, other	6	12	2.00	1.87	0.31	0.80	4.78
Blank. Incident Type not Entered	4	0	0.00	0.90	0.23		0.00
Total and Averages for all Incident Types	74	258	3.49	29.67	0.40		118.24

Alarms by Day of Week

Key Largo Fire Department

Date Range: From 04/01/2021 to 04/30/2021

Fixed Property:

Day of Week		Totals
Sunday		14
Monday		6
Tuesday		2
Wednesday		6
Thursday		17
Friday		16
Saturday		13

No Date 0
Total Alarms 74

NFPA Analysis Report

Key Largo Fire Department

Date Range: From 05/01/2021 to 05/31/2021

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)	2	0	0	\$1,500
2. Apartments (3 or more families) FPU 429 or FPU 439)	0	0	0	\$0
3. Hotel's 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)	2	0	0	\$1,500
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)	2	0	0	\$1,500

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)	1	0	0	\$0
15. Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161, 162, 164, 170-173)	0	0	0	\$0
16. Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	1	0	0	
17. Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150-155)	0	0	0	
18. All Other Fires. (IT 100, 160, 163)	1	0	0	\$0
19. TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18)	5	0	0	\$1,500
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	36			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	3			
22. Mutual Aid or Assistance Responses Given	17			
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)	1			
24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	16			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	79			

Based on what is reported in lines 5 and 13 for number of fire above, please report separately:

Confined fires (e.g., cooking fires confined to cooking vessel, or chimney fire that did not spread beyond chimney, or confined trash fires) (IT 113 - 118), and Nonconfined fires (IT 110 - 112, 120 - 123).

	Number of Confined Fires	Number of Nonconfined Fires
5. Residential Fires (line 5 above)	1	1
13. Structure Fires (line 13 above)	1	1

BREAKDOWN OF FALSE ALARM RESPONSES

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

Incident Run Log

Key Largo Fire Department

Date Range: From 05/01/2021 to 05/31/2021

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Sulte	Type	Lgt
05/07/2021	38032	2021-000315	13:50	158	BAHAMA AVE		Fire, other	0.
05/30/2021	38032	2021-000373	22:36	75	BAHAMA AVE / 99.6 MM OC		Building fire	1.
05/31/2021	38032	2021-000377	18:14	126	LORELANE PL		Cooking fire, confined to container	0.
05/03/2021	38032	2021-000307	11:15		SILVER SHORES / 96 MM OC		Mobile property (vehicle) fire, other	0.
05/21/2021	38032	2021-000343	02:42	9970	OVERSEAS HWY		Brush or brush-and-grass mixture fire	0.
05/02/2021	38032	2021-000302	12:00	1060	OVERSEAS HWY	702	Medical assist, assist EMS crew	0.
05/04/2021	38032	2021-000309	13:26	16	TINA PL		Medical assist, assist EMS crew	0.
05/08/2021	38032	2021-000319	19:17	36	2 ST EAST		Medical assist, assist EMS crew	0.
05/09/2021	38032	2021-000323	15:30	MM1	US1	NB	Medical assist, assist EMS crew	0.
05/09/2021	38032	2021-000328	18:58		103800 OVERSEAS HWY		Medical assist, assist EMS crew	0.
05/16/2021	38032	2021-000339	15:23	9745	OVERSEAS HWY	3311	Medical assist, assist EMS crew	0.
05/23/2021	38032	2021-000348	03:40	36	2 ST EAST		Medical assist, assist EMS crew	0.
05/28/2021	38032	2021-000361	12:06	57	GARDEN COVE DR		Medical assist, assist EMS crew	0.
05/30/2021	38032	2021-000366	15:21	1040	OVERSEAS HWY		Medical assist, assist EMS crew	0.
05/30/2021	38032	2021-000367	17:58	1079	OVERSEAS HWY		Medical assist, assist EMS crew	0.
05/30/2021	38032	2021-000369	21:30	28	GULFSTREAM DR		Medical assist, assist EMS crew	0.
05/30/2021	38032	2021-000372	22:31		CORRINE PL / 99.5 MM OC		Medical assist, assist EMS crew	0.
05/31/2021	38032	2021-000374	01:23	2	ABACO RD		Medical assist, assist EMS crew	0.
05/06/2021	38032	2021-000314	11:25	1026	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.
05/08/2021	38032	2021-000316	14:56	9763	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.
05/09/2021	38032	2021-000322	09:31	MM1	US1		EMS call, excluding vehicle accident with injury	0.
05/09/2021	38032	2021-000324	16:23	33	BAHAMA AVE		EMS call, excluding vehicle accident with injury	0.
05/09/2021	38032	2021-000327	19:34	1	EAST DRIVE 99MM OC		EMS call, excluding vehicle accident with injury	0.
05/15/2021	38032	2021-000335	09:35	1040	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	1.
05/16/2021	38032	2021-000338	15:24	1041	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.
05/19/2021	38032	2021-000341	18:34	223	LOWER MATECUMBE RD		EMS call, excluding vehicle accident with injury	0.
05/22/2021	38032	2021-000350	20:20	13	BONITA AVE		EMS call, excluding vehicle accident with injury	0.
05/23/2021	38032	2021-000349	08:21		CARYSFORT CR SOUTH / SR 9		EMS call, excluding vehicle accident with injury	0.
05/23/2021	38032	2021-000351	09:49	809	TOPAZE AVE NORTH		EMS call, excluding vehicle accident with injury	0.
05/25/2021	38032	2021-000357	00:14	9541	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.
05/27/2021	38032	2021-000359	05:08	34	BLACKWATER LN SOUTH		EMS call, excluding vehicle accident with injury	0.
05/30/2021	38032	2021-000370	21:52	9955	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.
05/30/2021	38032	2021-000371	22:12		MARINA AVE / 99.6 MM OC		EMS call, excluding vehicle accident with injury	0.
05/31/2021	38032	2021-000375	14:16	9936	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.
05/02/2021	38032	2021-000303	17:25	9786	OVERSEAS HWY		Motor vehicle accident with injuries	1.
05/02/2021	38032	2021-000304	17:25		98710 OVERSEAS HWY		Motor vehicle accident with injuries	0.
05/02/2021	38032	2021-000305	20:27	1003	OVERSEAS HWY		Motor vehicle accident with injuries	0.
05/05/2021	38032	2021-000312	20:14		US1	NB	Motor vehicle accident with injuries	0.
05/08/2021	38032	2021-000317	18:17	1027	OVERSEAS HWY		Motor vehicle accident with injuries	0.
05/10/2021	38032	2021-000329	16:25	1044	OVERSEAS HWY		Motor vehicle accident with injuries	0.
05/13/2021	38032	2021-000332	16:23	9760	OVERSEAS HWY		Motor vehicle accident with injuries	0.
05/14/2021	38032	2021-000333	10:07	9821	OVERSEAS HIGHWAY		Motor vehicle accident with injuries	0.
05/21/2021	38032	2021-000345	12:12	9830	OVERSEAS HWY		Motor vehicle accident with injuries	0.
05/22/2021	38032	2021-000347	18:38	9902	OVERSEAS HWY		Motor vehicle accident with injuries	0.
05/23/2021	38032	2021-000353	16:08		US1	NB	Motor vehicle accident with injuries	0.
05/24/2021	38032	2021-000355	08:05	1056	OVERSEAS HWY		Motor vehicle accident with injuries	0.
05/28/2021	38032	2021-000363	21:08	9981	OVERSEAS HWY		Motor vehicle accident with injuries	0.
05/29/2021	38032	2021-000364	16:20		US1	NB	Motor vehicle accident with injuries	0.
05/31/2021	38032	2021-000376	17:13		US1		Motor vehicle accident with injuries	0.
05/01/2021	38032	2021-000299	11:28		BAY DR	SB	Motor vehicle/pedestrian accident (MV Ped)	0.
05/16/2021	38032	2021-000336	01:32	1038	OVERSEAS HWY		Motor vehicle accident with no injuries.	0.
05/16/2021	38032	2021-000337	06:16		US1	SB	Motor vehicle accident with no injuries.	0.
05/20/2021	38032	2021-000342	19:59		TARPON BASIN DR / 101.4 M		Motor vehicle accident with no injuries.	0.
05/21/2021	38032	2021-000344	04:44	110	US1		Motor vehicle accident with no injuries.	0.
05/28/2021	38032	2021-000362	18:22		US1		Motor vehicle accident with no injuries.	0.
05/24/2021	38032	2021-000356	14:19	1015	OVERSEAS HWY	45	Lock-in (if lock out , use 511)	0.
05/16/2021	38032	2021-000340	17:21	1047	OVERSEAS HWY		Gasoline or other flammable liquid spill	0.
05/13/2021	38032	2021-000331	00:54	301	LANCE LN		Power line down	0.
05/08/2021	38032	2021-000320	22:00	1050	OVERSEAS HWY		Public service assistance, other	0.

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgt
05/30/2021	38032	2021-000368	18:39	28	GULFSTREAM DR		Public service assistance, other	0.
05/03/2021	38032	2021-000306	09:32		CARD SOUND RD / 905		Assist police or other governmental agency	1.
05/25/2021	38032	2021-000358	23:13	111	US1	NB	Police matter	0.
05/08/2021	38032	2021-000318	18:53	528	CARIBBEAN DR		Dispatched & canceled en route	0.
05/09/2021	38032	2021-000321	08:35	1500	OCEAN BAY DR		Dispatched & canceled en route	0.
05/14/2021	38032	2021-000334	20:49	1616	MONMOUTH LN		Dispatched & canceled en route	0.
05/05/2021	38032	2021-000310	06:15	9900	OVERSEAS HWY		False alarm or false call, other	0.
05/23/2021	38032	2021-000354	19:42	386	LAGUNA AVE		False alarm or false call, other	0.
05/05/2021	38032	2021-000311	18:03	9745	OVERSEAS HWY		Detector activation, no fire - unintentional	0.
05/01/2021	38032	2021-000300	17:22	9871	OVERSEAS HWY		Special type of incident, other	0.
05/05/2021	38032	2021-000313	20:25	9863	OVERSEAS HWY		Special type of incident, other	1.
05/23/2021	38032	2021-000352	13:10		98710 OVERSEAS HWY		Special type of incident, other	0.
05/01/2021	38032	2021-000298	10:04	172	VALOIS BLVD			0.
05/01/2021	38032	2021-000301	18:59		OCEAN VIEW DR / 103 MM OC			1.
05/04/2021	38032	2021-000308	12:49	1	EAST DRIVE 99MM OC			0.
05/09/2021	38032	2021-000325	16:39	1005	SNAPPER LN			0.
05/12/2021	38032	2021-000330	12:43	71	TARPON BASIN DR			0.
05/21/2021	38032	2021-000346	17:40	1	EAST DRIVE 99MM OC			0.
05/27/2021	38032	2021-000360	15:31	196	BUTTONWOOD AV 101.5			0.
05/30/2021	38032	2021-000365	14:58	402	BIG PINE RD			0.

Total Number of Incidents: 79

Total Length of Incidents: 35.1 Hours

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 05/01/2021 to 05/31/2021

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	1	6	6.00	0.55	0.55	3.30	3.30
111-Building fire	1	5	5.00	1.60	1.60	8.00	8.00
113-Cooking fire, confined to container	1	3	3.00	0.15	0.15	0.45	0.45
130-Mobile property (vehicle) fire, other	1	4	4.00	0.22	0.22	0.88	0.88
142-Brush or brush-and-grass mixture fire	1	5	5.00	0.10	0.10	0.50	0.50
311-Medical assist, assist EMS crew	13	40	3.08	4.68	0.36	1.09	14.16
321-EMS call, excluding vehicle accident with injury	16	48	3.00	5.70	0.36	1.07	17.05
322-Motor vehicle accident with injuries	15	75	5.00	8.03	0.54	2.54	38.11
323-Motor vehicle/pedestrian accident (MV Ped)	1	4	4.00	0.20	0.20	0.80	0.80
324-Motor vehicle accident with no injuries.	5	29	5.80	1.81	0.36	2.28	11.39
331-Lock-in (if lock out , use 511)	1	4	4.00	0.07	0.07	0.28	0.28
411-Gasoline or other flammable liquid spill	1	3	3.00	0.23	0.23	0.69	0.69
444-Power line down	1	3	3.00	0.35	0.35	1.05	1.05
550-Public service assistance, other	2	6	3.00	0.73	0.36	1.09	2.19
551-Assist police or other governmental agency	1	3	3.00	1.83	1.83	5.49	5.49
552-Police matter	1	5	5.00	0.75	0.75	3.75	3.75
611-Dispatched & canceled en route	3	8	2.67	0.22	0.07	0.15	0.44
700-False alarm or false call, other	2	8	4.00	0.00	0.00	0.00	0.00
744-Detector activation, no fire - unintentional	1	5	5.00	0.53	0.53	2.65	2.65
900-Special type of incident, other	3	8	2.67	2.52	0.84	2.35	7.04
Blank. Incident Type not Entered	8	0	0.00	3.88	0.49		0.00
Total and Averages for all Incident Types	79	272	3.44	34.15	0.43		118.22

Alarms by Day of Week

Key Largo Fire Department

Date Range: None
Fixed Property:

Day of Week		Totals
Sunday		3,105
Monday		3,202
Tuesday		3,123
Wednesday		3,138
Thursday		3,228
Friday		3,447
Saturday		3,172

No Date = 0
Total Alarms 22,415



INTRODUCTION

Key Largo Fire Department (KLFD or Department) is a not-for-profit corporation that consists of 15 career and 25 volunteer members. It is a combination fire department that employs 3 full time operation Captains who serve a role in administration as well, 3 full time Lieutenant's, 9 full time Driver Engineers, and has 25 volunteer firefighter EMTs/Paramedics to supplement shift positions. The Department was formed at the end of May 2013. This transition was primarily a management change – the Department maintains and continues the long history of quality fire service to the Key Largo community and provides 24-hour a day fire rescue services to the residents and visitors of Key Largo. The Department continues to operate out of two fire stations. Our North Key Largo Fire Station, number 25, is located at 220 Reef Drive at the intersection of U.S. Highway 1/Overseas Highway and State Road 905 at mile marker 106. Our South Key Largo Fire Station is located at 1 East Drive at the 99.8-mile marker; the intersection of Overseas Hwy. and East Dr.

Key Largo is an island community of approximately 15,000 yearly residents. During the season, on weekends and on holidays the population of Key Largo increases dramatically. There is an influx of tourists and winter residents who are part-time residents that live in Key Largo for the winter. Visitation is year-round due to the subtropical climate of the area and the lure of world class fishing and diving. Key Largo is home to the largest living coral reef in the U.S. located in nearby Biscayne National

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

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

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

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

KEY LARGO FIRE DEPARTMENT ANNUAL REPORT 2020-1st Draft

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

LEGAL DESCRIPTION

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

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



MISSION STATEMENT

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

DEPARTMENT CHARACTERISTICS

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

Our combat operations team consists of a Fire Chief, 3 full-time paid Captains, 3 full-time paid Lieutenants, and 9 full time Driver Engineer's. Our full-time shift Captains at Station 24 handle administrative issues and support both the combat operations and the administrative operations of the department. The combat operations are broken down into 5 different divisions within the department, Training Division, Logistics Division, Fire Prevention & Planning Division, Station Grounds & Maintenance Division, and Apparatus Tools & Maintenance Division.

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

COMMUNITY DEMOGRAPHICS AND CHALLENGES/VULNERABILITIES – Fire Department Response

Demographics

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

Challenges/Vulnerabilities

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

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

RESPONSE - INCIDENT STATISTICS

EMERGENCY INCIDENT/CALL VOLUME 2020

(2020) Total emergency call volume for all incidents was 801. This is a decrease of 205 calls or 25.6% from 2019, most likely due to COVID-19.

Total fire related incidents were 168 incidents or 21.0% of the total call volume in 2020 (801).

Motor Vehicle accidents totaled 96 and comprised 12% of our total call volume in 2020 (801).

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The Department provided **mutual aid** to neighboring Fire and EMS Departments **114 times in 2020**. This is a decrease of 68 calls for mutual aid from 2019. The Department received mutual aid from neighboring Fire and EMS Departments **59 times in 2020**. This is an increase of 23 calls for mutual aid from 2019.

The number of **EMS or Medical assistance** totaled **489 calls** or 61.0% of the total call volume in **2020 (801)**. This is a decrease of 80 calls since 2019.

EMERGENCY INCIDENT RESPONSE 2020

Average Attendance at NFIRS (total) incidents **(801) in 2020** was **4**. This is **neither an increase nor decrease from attending firefighters in 2019**.

Average Response time to all NFIRS (total) incidents **(801) in 2020** was **4 minutes**. (From dispatch to arrival on scene)

UNAUTHORIZED/ILLEGAL BURNING 2020

The total number of unauthorized and **illegal burns in 2020** totaled **12** or 1.50% of the total call volume **(801)**. This is an increase of 2 illegal burns since 2019.

The total number of **false alarms for 2020** totaled including **malicious or mischievous calls, system malfunctions, unintentional tripping of interior device and other false alarms such as bomb scares** totaled **93** or 11.6% of the total call volume **(801)**. This is an increase of 16 false alarm calls since 2019.

The total number of **Hazardous Materials Incidents in 2020** totaled **53** or 6.62% of the total call volume **(801)**. This is an increase of 11 Hazardous Materials calls since 2020.

The total number of **Severe Weather & Natural Disaster Incidents in 2020** totaled **33** or 4.11% of the total call volume **(801)**. This is an increase of 32 Severe Weather & Natural Disaster calls since 2019.

RESPONSE – ADDRESSING CHALLENGES/VULNERABILITIES

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

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

Grants and Improving ISO Ratings

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

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for our businesses and residents located in those areas.

Our overall ISO rating was a 5/9 in 2011 and is now a 4/4X. We are very pleased with our new rating and hope to continue to decrease this rating the next time ISO evaluates us.

The Department has made a concentrated effort working with the Key Largo Fire Rescue and EMS District as well as Monroe County to improve our service and ultimately our ISO rating through the installation of new hydrants, improvement in staffing levels, water supply, training, equipment, and many other components that are considered when an ISO review is conducted. The Key Largo Fire Response district currently has more than 304 hydrants through the annual budget the Department was able to allocate funds and complete the installation of 16 new fire hydrants and has budgeted \$150,000 in fiscal year 2020/2021 for the installation of 15 more hydrants. Availability of nearby water source positively impacts our ISO rating. It also enhances our ability to fight fires by having water readily available.

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

FIRE PREVENTION

FIRE PREVENTION is the "NAME OF THE GAME" as far as Key Largo Firefighters are concerned. The best way to support our Community and provide the highest level of fire rescue services is to continually educate the public on what they can do to PREVENT fires, accidents and injuries due to emergency related incidents.

We also continually strive to educate OURSELVES in the latest fire and rescue techniques and strive to ensure that our neighborhoods, businesses, marinas, schools, etc. are the recipients of pre-fire planning and inspection. Education, training and preparation are essential in ensuring that this happens.

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

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

FIRE CHIEF

Fire Chief Donald Bock volunteers as the Fire Chief for the Key Largo Fire Department.

TRAINING

Our Commitment to training continues. The Department boasts 6 state certified fire instructors, 4 of which have been certified as a Live Fire Training Instructor (LFTI-1) In addition to daily training drills with on-duty shift personnel, the Department conducts daily training and also hosts quarterly multi-agency

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training with the surrounding departments. The Department continues to focus on E.V.O.C training and has revamped their in-house driver training and evaluation program using guides and materials provided by our automobile insurance carrier VFIS.

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

The Department requires all of our Driver Engineers to have a State of Florida Approved EVOC, Fire Service Hydraulics & Apparatus Operations which go hand and hand in pump operations and also recommends that they retain their State Pump Operators Certificate. The Department continues to improve their existing comprehensive orientation and training

for all new firefighters. This training or "Rookie Book" must be satisfactorily completed by new volunteer firefighters prior to final acceptance with the Department along with a 12-month evaluation period where their skills are tested.

DONATION DRIVE

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

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

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

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

RETENTION AND RECRUITMENT

The Department welcomed 5 new volunteer firefighters in 2020. All of the applicants came to us as fully state certified Firefighter II's and usually have their State EMT and/or Paramedic certification as well. The Department also lost 11 volunteers and 2 Career Staff members in 2019 to surrounding departments. 11 of our volunteers and 2 of our paid staff members obtained career jobs with other surrounding

fire departments; they had from 1 to 5 years of service with Key Largo Fire Department.

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

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

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

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

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

Our Department cares about the community it serves and offers support and services that extend beyond the reactive fire and rescue

services through fire prevention and education, pre-fire planning, and involvement in community events. We instill a sense of "Community" in our Department. This intrinsic value of belonging and helping one another (family) is probably the largest contributing factor toward retention of volunteers and staff.

HEALTH AND WELLNESS

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

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

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

The Department has also donated to and joined a number of Cancer Awareness and support groups and has shown their support for breast cancer awareness by "wearing pink". The pink tee-shirts are cancer awareness combat shirts.

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The Department has allowed the use of it's classroom to host breast cancer screenings by qualified medical professionals agencies.

NIMS COMPLIANT

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

DEPARTMENT BUDGET

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

LOOKING FORWARD...

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

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

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

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

Please keep up with the ever-changing face of Key Largo Fire Department by liking us on our FACEBOOK PAGE – Or visiting our website at <https://www.facebook.com/keylargofiredepartment>

www.keylargofire.org