



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

(following the Strategic Planning Workshop)

November 22, 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=Ylp2b3JYckhlQVpwVkhFIMmVKbE1uZz09>

1. AGENDA

1a. Call to Order

1b. Roll Call

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of November 22, 2021 Agenda

2b. Approval of October 25, 2021 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

6a. Fire Hydrant Project (Edge)

7. NEW BUSINESS

07a. DISCUSSION: Medical Director Report (Dr.Morrison) (Allen or Conklin)

07b. MOTION/APPROVAL: Vernis & Bowling Contract FY 21-22 (Jones)

07c. MOTION/APPROVAL: KLVAC Insurance Regan \$26,674.00 (Johnson)

07d. MOTION/APPROVAL: Meeting Schedule 2022 (Fay)

8. FINANCE REPORT

08a. District Financial Report FY 20-21 (3RD Quarter)

9. LEGAL REPORT

10. AMBULANCE CORPS REPORTS

10a. Monthly Reports 10/31/21

10b. Call Log 10/31/21



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DISTRICT MEETING AGENDA - *Continued*

November 22, 2021

11. FIRE DEPARTMENT REPORTS

11a. Monthly Reports (10/31/21)

11b. Performance Reports 10/31/21)

12. COMMISSIONER ITEMS

13. NEXT MEETING.

13a. KLFR&EMS December 13th or

December 20, 2022 District Meeting (Award ITB 22-001)

14. ADJOURN

NEXT MEETINGS

December 13, 2021 District Meeting (if required)

December 20, 2021 District Meeting

January 10, 2022 District Meeting

January 24, 2022 District Meeting

February 14, 2022 District Meeting

February 14 or 28 Strategic Planning Workshop

February 28, 2022 District Meeting

March 14, 2022 District Meeting (if required)

March 28, 2022 District Meeting

DOCUMENTS

AI 02a. District Meeting Agenda

AI 02b. Minutes October 25, 2021

AI 07b. Vernis & Bowling Contract

AI 07c. KLVAC Insurance \$26,674.00

AI 07d. Meeting Schedule 2022

AI 08a. District Financial Report FY 20-21 (3rd Quarter)

AI 10a. KLVAC Monthly Reports (10/31/21)

AI 10b. KLVAC Call Statistics (10/31/21)

AI 11a. KLFD Monthly Reports (10/31/21)

AI 11b. KLFD Performance Reports (10/31/21)

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



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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DISTRICT MEETING MINUTES

October 25, 2021

1. **AGENDA**

1a. Call to Order

Chairman Allen, call the (in-person and Zoom video conference) District Meeting to order at 6:02 P.M.

1b. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Conklin.

1c. Roll Call

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

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

2. **APPROVAL OF AGENDA & MINUTES**

2a. Approval of October 25, 2021 Agenda

Chairman Allen found cause to add Item 7d. Reynolds Engineering Services Quote in the amount of \$9,300 to prepare the Phase 10 drawings for the FY 21-22 Fire Hydrant Project.

MOTION: Commissioner Powers made a motion *to approve the October 25, 2021 Agenda with the addition of item 7d.*

Commissioner Edge seconded the motion, and the Board unanimously passed the motion.

2b. Approval of September 20, 2021 Minutes

MOTION: Commissioner Powers made a motion *to approve the September 20, 2021 Final Public Hearing & District Meeting Minutes.*

The motion was seconded by Commissioner Mirabella, and the Board unanimously passed the motion.

3. **PUBLIC COMMENT**

Sue Heim addressed the Board.

4. **CHAIRMAN REPORT**

Chairman Allen did not have any items to report to the Board.

5. **SECRETARY REPORT**

There were no items reported to the Board by Commissioner Edge.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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6. OLD BUSINESS

6a. Fire Hydrant Project

Commissioner Edge reported Phase 9 was completed, and the ITB is being prepared for Phase 10.

7. NEW BUSINESS

7a. MOTION/APPROVAL: Benchmark KLVAC & KLFD Insurance \$83,447.00 FY 21-22

Jennifer Johnson discussed the Worker's Compensation Policy. The Fire Department's portion was \$61,930.39 and the Ambulance Corps was \$21,516.61.

MOTION: Commissioner Mirabella made a *motion to approve the invoice for Benchmark in the amount of \$83,447.00 for the FY 21-22 Workman's Compensation Policy.* Commissioner Powers seconded the **motion**, and the Board unanimously passed the motion.

7b. MOTION/APPROVAL: PRIA KLFD Insurance \$53,267.19 FY 21-22

Jennifer Johnson reported the KLVD liability policy covers: Business Auto, General Liability, Crime, Inland Marine, Public Officials Liability, Commercial Property, Excess Liability and Florida Commissioners Surcharge/Emergency Management Fund.

MOTION: Commissioner Mirabella made a *motion to approve the PRIA Package Insurance for the Key Largo Fire Department.* Commissioner Conklin seconded, and the Board unanimously passed the motion.

7c. MOTION/APPROVAL: KLFD Firecom Headsets \$ 12,872.69

The headsets for Engines 24 and 25 were approved in the budget.

MOTION: Commissioner Mirabella made a *motion to approve the Sole-source quote from Firecom in the amount of \$12,872.69 for the Engine 24 and 25 headsets.* Commissioner Powers seconded the motion, and the Board unanimously passed the motion.

7d. MOTION/APPROVAL: Reynolds Engineering Services Phase 10 Drawing Quote \$9,300

Gaelan Jones reported the Phase 10 Project is underway, and the ITB will be placed on Demand Star on November 8, 2021. The Bid Opening is December 13, 2021 and the Bid Selection Committee will submit a selection to the Board on December 20, 2021.

MOTION: Commissioner Edge made a *motion to approve the quote from Reynolds Engineering Services in the amount of \$9,300 to prepare the Phase 10 Fire Hydrant Project drawings.* Commissioner Conklin seconded and the Board unanimously passed the motion.

8. FINANCE REPORT

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



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9. **LEGAL REPORT**

Gaelan Jones met with CJ Jones and Monroe County to discuss the Fire Inspector's policy for requesting access boxes and the standards for requiring access boxes. As a result, Gaelan Jones created a waiver form for individuals and businesses to use if they do not want an access box. Legal will start to review the Fire Department and Ambulance Corps vehicle contracts starting with E-One.

10. **AMBULANCE CORPS REPORT**

Scott Robinson reported that seven people have started with the Corps. The Corps began an 8% match for the 401K Program. The new Office Manager is working out well. The Corps Annual State Inspection will be on November 11, 2021. The new patient care software is improving billing as the billing agent can log in automatically, and the Corps does not have to manually send report.

11. **FIRE DEPARTMENT REPORT**

The Fire Department is beginning the process to hire full time-firefighters and a volunteer to replace losing one firefighter and adding two new firefighter positions. The department expects to fill the positions by the end of November.

12. **COMMISSIONER ITEMS**

Commissioner Allen recommended the District consider providing the Fire Department a budget for legal affairs, such as review of documents like the access box waiver. Although Russ Yagel has been retained by the Fire Department on a limited basis, the Department does not currently have an assigned attorney. To avoid liability and conflict of interest issues, the District's Legal Department is limited in what Legal support can be provided to the departments. The Board may need to consider this during future budget cycles. .

13. **NEXT MEETING.**

13a. KLFR&EMS November 8, 2021 District Meeting or November 22, 2021 Strategic Planning Workshop & District Meeting

MOTION: Commissioner Powers made a motion ***to cancel the*** November 8, 2021 meeting, unless items require approval by the Board. Commissioner Edge seconded the motion, and the Board unanimously passed the motion.

14. **ADJOURN**

Commissioner Mirabella made a motion to Adjourn at 6:46 p.m. Commissioner Edge seconded the motion, which was unanimously approved by the Board.

NEXT MEETINGS

November 8, 2021 District Meeting (If required)

November 22, 2021 Strategic Planning Workshop & District Meeting

December 13, 2021 District Meeting

December 27, 2021 District Meeting

(See Next Page)



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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DOCUMENTS

- AI 02a. Final Public Hearing & District Meeting Agenda
- AI 02b. Minutes Final Public Hearing & District Meeting September 20, 2021 Combined
- AI 07a. Benchmark KLVAC & KLFD Insurance \$83,447.00 FY21-22
- AI 07b. PRIA KLFD Insurance \$53,167.19 FY 21-22
- AI 07c. KLFD Firecom Headsets \$12,872.20
- AI 10a. KLVAC Monthly Reports (August & September)
- AI 10b. KLVAC Call Statistics (August & September)
- AI 11a. KLFD Monthly Reports (August & September)
- AI 11b. KLFD Performance Reports (August & September)

**KEY LARGO FIRE RESCUE AND
EMERGENCY MEDICAL SERVICES DISTRICT**

Contract for Legal Services

This Contract entered into this _____ day of _____ **2021**, with an *effective date of November 18, 2021* between **DIRK M. SMITS, ESQUIRE**, Individually, and on behalf of **VERNIS & BOWLING OF THE FLORIDA KEYS, P.A.**, a law firm operating under the laws of the State of Florida, whose principal place of business is located at 81990 Overseas Hwy., 3rd Floor, Islamorada, FL 33036 (herein called “The Firm”), and the **KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT** (herein called “The District”).

In consideration of the mutual covenants and benefits hereinafter set forth, the parties herein covenant and agree as follows:

1. TERM

The District will exercise ONE (1) of TWO (2) renewal options remaining in accordance with the terms of the original contract dated November 18, 2019. The term of this Contract shall remain in force for the period of ONE (1) year, beginning **November 18, 2021** to **November 18, 2022** after which, one (1) additional one year option is available with the mutual consent of both parties. Section three (3) may be renegotiated after ONE (1) year and is subject to budget review.

2. THE FIRM’S SERVICES

The Firm agrees to provide the following services:

- A. Furnish to The District legal services, providing The District with legal advice and opinions, representation of The District and District personnel in legal matters concerning The District, making recommendation to The District Board regarding legal issues and performing all other legal services The District may require;
- B. Maintain accessibility and availability to all District members and the director and executive staff on an “on call” basis;
- C. Attendance at all District meetings, special meetings, budget meetings and any other public meetings as necessary for conducting The District’s business or as required by law. These meetings will be attended by Dirk M. Smits, Esquire or other members of The Firm may be requested or approved by the District;
- D. The Firm will be responsible for paying the salaries, wages, health insurance and other benefits of its employees and representatives; and,
- E. Additionally, The Firm will furnish The District with clerk services, when required, to be charged to The District the Firm’s paralegal rate.

3. **LEGAL & RETAINER SERVICES**

The Firm's hourly rate for non-retainer services shall be **\$175.00** per hour for attorneys with five (5) plus years of experience, **\$165.00** for attorneys with less than five (5) years experience. Paralegals shall be paid at **\$115.00** per hour. These hourly charges are to be made without regard to any overtime charges that must be paid by The Firm to its employees. The Firm will provide billing statements to The District on a monthly basis. No payment shall be due until The District verifies that all services for which payment has been requested have been fully and satisfactorily performed.

The District shall pay The Firm a **monthly retainer of \$1,650.00, plus travel**. Retainer services include unlimited phone calls with Board Members, attendance at Special meeting, regular meetings, workshops, emergency meetings, budget meeting, audit meetings and any other meeting of the Board. The retainer amount shall include multiple attorneys at meetings when necessary.

4. **COMPLIANCE WITH LAWS AND POLICIES**

- A. The Firm shall comply with all current District policies, Florida Bar Rules, and all applicable local, state and federal laws, including laws pertaining to confidentiality; and,
- B. The firm currently handles several matters for The District and it is anticipated that a future need for The Firm's services will be required. Therefore, pursuant to Florida Statute § 112.313(16) entitled *Local Government Attorneys*, this is a specific provision of this Agreement authorizing the use of The Firm to complete legal services for The District as it has been in the past in addition to services pursuant to this contract.

5. **TERMINATION**

Both parties reserve the right to terminate this contract at any time and for any reason, upon giving sixty (60) day notice to the other party during which time services will be maintained.

6. **ASSIGNMENT**

Neither The Firm nor The District may assign or transfer any interest in this Agreement without the prior written consent of both parties.

7. **AMENDMENT**

This Agreement may be amended only with the mutual consent of the parties. All amendments must be in writing and must be approved by The District.

8. INDEMNIFICATION, GOVERNING LAW AND VENUE

The Firm shall indemnify and hold harmless The District from and against any and all claims, liabilities, damages, and expenses, including, without limitation, reasonable attorneys' fees, incurred by The District in defending or compromising actions brought against it arising out of or related to the acts or omissions of The Firm, its agents, employees or officers in the provision of services or performance of duties by The Firm pursuant to this Agreement.

This Agreement shall be construed in accordance with the laws of the State of Florida. Any dispute arising hereunder is subject to the laws of Florida, venue being in Monroe County, Florida. The prevailing party shall be entitled to reasonable attorney's fees and costs incurred as a result of any action or proceeding under this Agreement.

9. REPRESENTATIONS AND WARRANTIES

The Firm represents and warrants to The District, upon execution and throughout the term of this Agreement that;

- 1) The Firm is not bound by any agreement or arrangement which would preclude it from entering into, or from fully performing the services required under the Agreement;
- 2) None of The Firm's agents, employees or officers has ever had his or her professional license or certification in the State of Florida, or any other jurisdiction, denied, suspended, revoked, terminated and/or voluntarily relinquished under threat of disciplinary action, or restricted in any way; and,
- 3) The Firm and The Firm's agents, employees and officers have, and shall maintain throughout the term of this Agreement, all appropriate federal and state licenses and certifications which are required in order for The Firm to perform the functions, assigned to him or her in connection with the provisions of the Agreement.

10. CONFIDENTIALITY

The Firm recognizes and acknowledges that by virtue of entering into this Agreement and providing services hereunder, The Firm, its agents, employees and officers may have access to certain confidential information. The Firm agrees that neither it nor any of The Firm's agents, employees or officers will at any time, either during or subsequent to the term of this Agreement, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by The District in writing, any confidential information, personal health

information or other confidential information, and The Firm, its agents, employees and officers shall comply with all Federal and State laws and regulation and all The District policies regarding the confidentiality of such information.

11. INSURANCE

The Firm agrees to secure and maintain at all times during the term of this Agreement, at The Firm's expense, professional liability insurance covering The Firm for all acts or omissions which may give rise to liability for services under this Agreement. All of The Firm's staff is to be insured in minimum amounts acceptable to The District and with a reputable and financially viable insurance carrier. Such insurance shall not be cancelled except upon thirty (30) days written notice to The District. The Firm shall provide The District with a certificate evidencing such insurance coverage within five (5) days after obtaining such coverage. The Firm agrees to notify The District immediately of any material change in any insurance policy required to be maintained by The Firm.

12. This agreement supersedes all prior agreements of the parties.

IN WITNESS WHEREOF, the parties have executed this Contract on this ____ day of _____, 2021.

KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES

By: _____

Print Name

Date

Title

Dirk M. Smits, B.C.S., Individually and on behalf of
Vernis & Bowling of the Florida Keys

Date

Title

Regan Insurance Agency

90144 Overseas Hwy.
Tavernier, FL 33070
(305)852-3234

INVOICE

Customer	Key Largo Volunteer Ambulance Corps
Acct #	4906
Date	11/08/2021
Customer Service	Joseph Roth Lilliam Reyes
Page	1 of 1

Key Largo Volunteer Ambulance Corps
98600 Overseas Hwy
Key Largo, FL 33037

Payment Information	
Invoice Summary	\$ 26,764.00
Payment Amount	
Payment for:	

Thank You

Please detach and return with payment



Customer: Key Largo Volunteer Ambulance Corps

Invoice	Effective	Transaction	Description	Amount
484504	12/06/2021	Installment	Policy #VFNUCM001433701 06/06/2021-06/06/2022 VFIS Of Florida / American Alternative Ins Corp Business Auto	6,760.00
484503	12/06/2021	Installment	Policy #VFNUTR001433801 06/06/2021-06/06/2022 VFIS Of Florida / American Alternative Ins Corp Package (C)	20,004.00
				Total
				\$ 26,764.00

Thank You

Regan Insurance Agency

90144 Overseas Hwy.
Tavernier, FL 33070

(305)852-3234

Date

11/08/2021



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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KLFR&EMS 2022 PROPOSED MEETING SCHEDULE

<u>MEETING DATE</u>	<u>AGENDA ITEMS DUE</u>
January 10, 2022 District Meeting (if required)	December 30, 2021
January 24, 2022 District Meeting	January 14, 2022
February 14, 2022 District Meeting (if required)	February 04, 2022
February 14 <u>or</u> 28, 2022 Strategic Planning Workshop	February 18, 2022
February 28, 2022 District Meeting	February 18, 2022
March 14, 2022 District Meeting (if required)	March 04, 2022
March 28, 2022 District Meeting	March 18, 2022
April 11, 2022 District Meeting (if required)	April 01, 2022
April 25, 2022 District Meeting	April 15, 2022
May 09, 2022 District Meeting (if required)	April 29, 2022
May 09, 2022 Strategic Planning Workshop	
OR	
May 23, 2022 Strategic Planning Workshop	May 13, 2022
May 23, 2022 District Meeting	May 13, 2022
June 13, 2022 District Meeting (if required)	June 03, 2022
June 27, 2022 KLVAC Budget Workshop	June 17, 2022
June 27, 2022 District Meeting	June 17, 2022
July 11, 2022 District Meeting (if required)	July 01, 2022
July 25, 2022 KLVFD Budget Workshop	July 15, 2022
July 25, 2022 District Meeting	July 15, 2022
August 08, 2022 District Budget Workshop (if required)	July 29, 2022
August 08, 2022 District Meeting (if required)	July 29, 2022
August 22, 2022 District Budget Workshop	August 12, 2022
August 22, 2022 District Meeting	August 12, 2022



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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September 12, 2022 1st Public Hearing*	September 02, 2022
September 12, 2022 District Meeting*	September 02, 2022
September 19, 2022 Final Public Hearing*	September 13, 2022
September 19, 2022 District Meeting*	September 13, 2022
* Need to confirm County/School Board 1 st Public Hearings	
October 10, 2022 District (Columbus Day)	September 30, 2022
October 17, 2022 District Meeting	October 07, 2022
OR	
October 24, 2022 District Meeting	October 14, 2022
November 14, 2022 District Meeting (if required)	November 04, 2022
November 21, 2022 Strategic Planning Workshop	November 11, 2022
November 21, 2022 District Meeting	November 11, 2022
OR	
November 28, 2022 District Meeting	November 18, 2022
December 12, 2022 District Meeting (if required)	December 04, 2022
December 19, 2022 District Meeting	December 11, 2022

KEY LARGO FIRE RESCUE AND EMS DISTRICT

FISCAL YEAR 20-21

JULY, AUGUST, SEPTEMBER 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jul 21	Aug 21	Sep 21	Oct '20 - Sep 21	Budget	% of Budget
Revenue						
311.000 · Ad Valorem Taxes	5,342.26	1,115.66	258.35	3,696,808.72	3,690,277.00	100.18%
201.01 · SAFER Grant - personnel	0.00	0.00	0.00	164,868.76	123,652.00	133.33%
338.002 · ILA Remib Frm Monroe County	0.00	0.00	150,000.00	150,000.00	150,000.00	100.0%
361.100 · Interest	397.76	374.31	0.00	10,831.57	12,000.00	90.26%
369.901 · Miscellaneous Revenue	0.00	0.00	0.00	31,730.51	30,000.00	105.77%
Total Revenue	5,740.02	1,489.97	150,258.35	4,054,239.56	4,005,929.00	101.21%
Expenditures						
1100 · District Board						
511.110 · Board Member Stipends	1,750.00	1,750.00	1,750.00	20,770.00	21,000.00	98.91%
511.210 · FICA/Medicare	133.90	133.85	133.90	1,609.52	1,607.00	100.16%
511.240 · Workmens Compensation Insurance	0.00	0.00	0.00	760.00	760.00	100.0%
511.400 · Travel & Per Diem	0.00	0.00	0.00	1,028.84	4,000.00	25.72%
511.411 · Advertising	347.90	35.00	655.60	3,119.20	5,500.00	56.71%
511.450 · Insurance & Risk Management						
450.01 · Bond	0.00	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	0.00	0.00	0.00	1,950.72	2,233.00	87.36%
511.470 · Printing & Binding	0.00	93.88	0.00	1,260.71	3,000.00	42.02%
511.490 · General Departmental						
490.01 · Tax Collector Fees	159.27	32.93	7.62	108,224.22	110,708.00	97.76%
490.02 · Property Appraiser Fees	16,174.13	0.00	-12,979.75	51,716.77	61,960.00	83.47%
490.03 · Other	0.00	0.00	0.00	155.22	1,000.00	15.52%
Total 511.490 · General Departmental	16,333.40	32.93	-12,972.13	160,096.21	173,668.00	92.19%
511.510 · Office Supplies	0.00	0.00	0.00	470.01	500.00	94.0%
511.540 · Dues, Subscriptions	0.00	0.00	0.00	3,291.58	3,300.00	99.75%
512.311 · District Clerk Svcs (Prof Svcs)	0.00	3,058.59	7,890.75	16,828.59	19,000.00	88.57%
513.320 · Accounting & Financial Svcs						
513.01 · District Audit	0.00	0.00	0.00	10,000.00	10,000.00	100.0%
513.02 · Financial and Accounting	0.00	4,415.05	2,217.19	34,177.25	60,000.00	56.96%
Total 513.320 · Accounting & Financial Svcs	0.00	4,415.05	2,217.19	44,177.25	70,000.00	63.11%

KEY LARGO FIRE RESCUE AND EMS DISTRICT

FISCAL YEAR 20-21

JULY, AUGUST, SEPTEMBER 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jul 21	Aug 21	Sep 21	Oct '20 - Sep 21	Budget	% of Budget
514.310 · Legal Services (Prof Svcs)	1,600.00	1,600.00	4,510.00	33,763.46	45,000.00	75.03%
Total 1100 · District Board	20,165.20	11,119.30	4,185.31	289,126.09	349,568.00	82.71%
1250 · Key Largo Volunteer Fire						
522.120 · Regular Salaries & Wages						
120.04 · Firefighters	68,516.27	68,457.09	97,360.16	855,509.84	910,006.00	94.01%
120.06 · Administrative Stipend	2,250.00	2,250.00	2,250.00	27,000.00	27,000.00	100.0%
Total 522.120 · Regular Salaries & Wages	70,766.27	70,707.09	99,610.16	882,509.84	937,006.00	94.18%
522.121 · Volunteer Pay						
121.03 · Volunteer/Line Officer Reim.	8,055.75	10,383.90	8,782.00	114,086.45	180,000.00	63.38%
Total 522.121 · Volunteer Pay	8,055.75	10,383.90	8,782.00	114,086.45	180,000.00	63.38%
522.140 · Overtime Wages	17,710.81	20,675.84	23,151.28	185,976.25	199,445.00	93.25%
522.210 · FICA/Medicare	7,384.76	7,785.15	10,096.15	90,401.14	97,540.00	92.68%
522.220 · Retirement Benefits	4,069.01	4,463.99	4,232.60	49,566.69	45,000.00	110.15%
522.230 · Life & Health Insurance	1,423.30	8,289.91	8,625.76	103,280.77	106,038.00	97.4%
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	44.30	1,295.40	2,835.00	45.69%
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	0.00	0.00	0.00	16,385.00	16,385.00	100.0%
312.05 · Background checks & Drug Testin	0.00	0.00	0.00	905.00	1,530.00	59.15%
Total 522.312 · Professional Services	0.00	0.00	0.00	17,290.00	20,665.00	83.67%
522.320 · Accounting & Financial Svcs	656.11	925.97	1,598.56	10,850.99	12,122.00	89.52%
522.400 · Travel & Per Diem	0.00	0.00	0.00	3.84	4,590.00	0.08%
522.410 · Phones - Station Phones, Cell	2,575.79	949.60	1,839.00	14,184.24	11,220.00	126.42%
522.411 · Advertising	0.00	0.00	0.00	0.00	510.00	0.0%
522.412 · Postage & Freight	76.53	60.44	0.00	206.23	510.00	40.44%
522.430 · Utilities						
430.01 · Electric	2,289.10	2,248.34	2,338.05	24,778.43	27,540.00	89.97%
430.02 · Water	662.74	688.64	727.32	8,492.12	10,200.00	83.26%
430.03 · Fire Hydrant Maintenance	0.00	0.00	0.00	11,850.00	14,025.00	84.49%
430.04 · Propane Gas	40.00	0.00	0.00	322.08	750.00	42.94%

KEY LARGO FIRE RESCUE AND EMS DISTRICT

FISCAL YEAR 20-21

JULY, AUGUST, SEPTEMBER 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jul 21	Aug 21	Sep 21	Oct '20 - Sep 21	Budget	% of Budget
430.07 · TV Service	425.42	412.92	412.92	5,155.94	4,794.00	107.55%
Total 522.430 · Utilities	3,417.26	3,349.90	3,478.29	50,598.57	57,309.00	88.29%
522.440 · Rent & Leases						
440.01 · Copier/Scanner/Fax Lease	304.44	586.20	293.10	3,945.33	4,500.00	87.67%
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	2,200.00	100.0%
Total 522.440 · Rent & Leases	304.44	586.20	293.10	11,007.47	14,120.00	77.96%
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	0.00	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	0.00	60,213.14	68,866.00	87.44%
522.46 · Repair & Maintenance						
522.460 · Repair & Maint - Equipment	2,382.10	3,826.77	4,689.77	32,123.27	35,000.00	91.78%
522.461 · Repair & Maint - Buildings	1,672.00	1,880.80	7,937.36	90,801.86	90,000.00	100.89%
522.462 · Repair & Maint - Vehicles	2,993.62	396.99	1,091.19	36,668.81	55,000.00	66.67%
Total 522.46 · Repair & Maintenance	7,047.72	6,104.56	13,718.32	159,593.94	180,000.00	88.66%
522.470 · Printing & Binding	0.00	0.00	0.00	0.00	102.00	0.0%
522.490 · General Departmental						
490.05 · Other	0.00	0.00	0.00	739.15	3,500.00	21.12%
490.06 · Computer/IT Services	510.00	510.00	1,402.50	7,532.50	6,500.00	115.89%
Total 522.490 · General Departmental	510.00	510.00	1,402.50	8,271.65	10,000.00	82.72%
522.491 · Training						
491.01 · Instructor Fees	0.00	0.00	0.00	11,936.85	8,500.00	140.43%
491.02 · WET Team Training	0.00	0.00	0.00	0.00	0.00	0.0%
491.03 · Fire Prevention	0.00	0.00	0.00	659.93	3,000.00	22.0%
491.04 · Education, Student Text	0.00	134.08	400.00	5,060.45	5,050.00	100.21%
491.05 · KAPLAN online Education	0.00	0.00	0.00	4,500.00	4,750.00	94.74%

KEY LARGO FIRE RESCUE AND EMS DISTRICT

FISCAL YEAR 20-21

JULY, AUGUST, SEPTEMBER 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jul 21	Aug 21	Sep 21	Oct '20 - Sep 21	Budget	% of Budget
491.15 · Out of Area Training	0.00	0.00	0.00	0.00	3,500.00	0.0%
Total 522.491 · Training	0.00	134.08	400.00	22,157.23	24,800.00	89.34%
522.510 · Office Supplies	34.64	0.00	0.00	4,300.83	4,200.00	102.4%
522.520 · Operating Supplies						
520.01 · Fire Ground Safety	0.00	0.00	0.00	639.45	1,750.00	36.54%
520.02 · Daily Operating/Maint Supplies	345.11	888.26	213.56	49,321.38	55,615.00	88.68%
520.03 · Medical Supplies & Equipment	766.39	911.23	523.27	12,738.34	16,000.00	79.62%
520.05 · Stat Cleaning/Hskping Supplies	193.34	827.49	181.96	5,508.10	5,000.00	110.16%
520.06 · Firefighting Gear	10,636.35	353.30	101.50	29,812.75	24,000.00	124.22%
520.07 · Clothing & Apparel	0.00	0.00	0.00	7,714.30	9,000.00	85.71%
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	11,941.19	2,980.28	1,020.29	108,074.32	122,585.00	88.16%
522.521 · Fuel - Gasoline	134.80	42.54	0.00	224.60	75.00	299.47%
522.522 · Fuel - Diesel	5,538.43	-1,152.09	6,120.00	16,159.29	20,000.00	80.8%
522.540 · Dues, Subscriptions	0.00	0.00	0.00	2,757.00	3,100.00	88.94%
522.6 · Capital Expenditures						
522.620 · Capital Outlay - Buildings	0.00	0.00	0.00	3,500.00	35,000.00	10.0%
522.630 · Capital Outlay-Infr. Imprvmnts	0.00	0.00	30,925.00	144,535.00	150,000.00	96.36%
522.640 · Capital Outlay - Equipment	0.00	0.00	0.00	31,063.14	33,718.00	92.13%
522.641 · Capital Outlay - Vehicles	0.00	0.00	0.00	176,748.00	180,372.00	97.99%
522.642 · Capital - Small Tools & Equip	0.00	0.00	0.00	16,421.56	18,500.00	88.77%
Total 522.6 · Capital Expenditures	0.00	0.00	30,925.00	372,267.70	417,590.00	89.15%
522.805 · Upper Keys Honor Guard						
522.805 · Upper Keys Honor Guard - Other	0.00	0.00	0.00	0.00	2,040.00	0.0%
Total 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	141,646.81	136,797.36	215,337.31	2,325,569.28	2,589,827.00	89.8%
1300 · Key Largo EMS						
526.120 · Regular Salaries & Wages						
120.01 · Administrative Payroll	2,640.00	3,200.00	1,600.00	18,430.70	58,801.00	31.34%
120.02 · Paramedic Payroll	12,808.98	12,167.09	0.00	140,085.81	144,376.00	97.03%
Total 526.120 · Regular Salaries & Wages	15,448.98	15,367.09	1,600.00	158,516.51	203,177.00	78.02%

KEY LARGO FIRE RESCUE AND EMS DISTRICT

FISCAL YEAR 20-21

JULY, AUGUST, SEPTEMBER 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jul 21	Aug 21	Sep 21	Oct '20 - Sep 21	Budget	% of Budget
526.121 · Volunteer Pay	9,694.80	11,701.20	11,032.40	164,994.20	191,030.00	86.37%
526.140 · Overtime Wages	0.00	6,151.14	0.00	24,376.61	24,930.00	97.78%
526.210 · FICA/Medicare	3,410.88	3,945.56	2,242.02	36,068.15	48,741.00	74.0%
526.220 · Retirement Contributions	307.87	265.75	303.20	3,732.50	2,500.00	149.3%
526.230 · Life & Health Insurance	2,687.13	3,373.09	2,681.46	15,505.09	34,500.00	44.94%
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	0.00	1,500.00	1,500.00	18,000.00	18,720.00	96.15%
312.06 · Drug Testing & Background Check	83.40	0.00	62.55	520.20	765.00	68.0%
312.07 · Grant Writing Services	0.00	0.00	0.00	0.00	2,250.00	0.0%
Total 526.312 · Professional Services	83.40	1,500.00	1,562.55	18,520.20	21,735.00	85.21%
526.320 · Accounting & Financial Svcs	906.40	846.66	1,597.53	11,419.55	11,330.00	100.79%
526.400 · Travel & Per Diem	27.86	0.00	0.00	42.06	4,000.00	1.05%
526.410 · Phones, Station & Cell	644.59	1,260.80	1,647.61	16,315.81	11,200.00	145.68%
526.411 · Advertising	0.00	78.80	0.00	78.80	400.00	19.7%
526.412 · Postage & Freight	0.00	0.00	0.00	161.72	357.00	45.3%
526.430 · Utilities						
430.05 · Electric & Propane	1,323.54	1,337.64	1,323.95	12,016.48	11,730.00	102.44%
430.06 · Water	137.81	120.72	143.43	1,620.57	3,264.00	49.65%
Total 526.430 · Utilities	1,461.35	1,458.36	1,467.38	13,637.05	14,994.00	90.95%
526.440 · Rental & Leases	362.24	724.48	362.24	5,058.40	4,590.00	110.21%
526.450 · Insurance & Risk Management						
450.08 · Package Policy	0.00	0.00	0.00	44,709.29	34,085.00	131.17%
450.09 · Auto	0.00	0.00	0.00	13,670.00	10,359.00	131.96%
450.10 · Disability Insurance	399.13	0.00	0.00	3,193.00	3,570.00	89.44%
Total 526.450 · Insurance & Risk Management	399.13	0.00	0.00	61,572.29	48,014.00	128.24%
526.46 · Repair & Maintenance						
526.460 · Repair & Maint - Equipment	1,595.65	558.33	1,165.92	27,072.55	42,075.00	64.34%
526.461 · Repair & Maint - Buildings	692.36	3,387.99	10,130.52	43,656.00	40,000.00	109.14%
526.462 · Repair & Maint - Vehicles	7,554.92	2,456.52	4,898.96	45,276.56	35,000.00	129.36%

KEY LARGO FIRE RESCUE AND EMS DISTRICT

FISCAL YEAR 20-21

JULY, AUGUST, SEPTEMBER 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jul 21	Aug 21	Sep 21	Oct '20 - Sep 21	Budget	% of Budget
Total 526.46 · Repair & Maintenance	9,842.93	6,402.84	16,195.40	116,005.11	117,075.00	99.09%
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	2,803.49	6,000.00	46.73%
490.10 · Employee Assistance Program	0.00	450.00	0.00	1,080.00	1,100.00	98.18%
490.12 · Membership & Retention	0.00	0.00	0.00	25.00	2,500.00	1.0%
Total 526.490 · General Dept. - Misc.	0.00	450.00	0.00	3,908.49	9,600.00	40.71%
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	985.78	1,918.00	51.4%
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%
491.21 · Training Mannequin	0.00	0.00	0.00	0.00	0.00	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	985.78	14,387.00	6.85%
526.510 · Office Supplies	550.29	50.10	1,376.43	4,367.57	2,550.00	171.28%
526.520 · Operating Supplies						
520.09 · Station Supplies	991.11	623.67	487.43	12,859.93	11,500.00	111.83%
520.10 · Medical Supplies	3,587.73	3,573.90	2,363.78	47,921.74	50,000.00	95.84%
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	4,578.84	4,197.57	2,851.21	64,357.80	73,500.00	87.56%
526.522 · Fuel - Diesel	1,282.23	1,185.54	0.00	11,174.62	12,500.00	89.4%
526.524 · Medicine & Drugs	706.50	712.50	213.99	12,357.71	18,612.00	66.4%
526.540 · Dues, Subscriptions	0.00	128.04	0.00	12,439.04	14,443.00	86.13%
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	0.00	0.00	0.00	11,297.00	18,325.00	61.65%
Total 526.6 · Capital Expenditures	0.00	0.00	0.00	16,797.00	26,075.00	64.42%

KEY LARGO FIRE RESCUE AND EMS DISTRICT

FISCAL YEAR 20-21

JULY, AUGUST, SEPTEMBER 2021 & YTD ACTUALS VERSUS BUDGET & YTD ACTUALS VERSUS BUDGET

	Jul 21	Aug 21	Sep 21	Oct '20 - Sep 21	Budget	% of Budget
Total 1300 · Key Largo EMS	52,395.42	59,799.52	45,133.42	784,170.89	933,032.00	84.05%
Total Expenditures	214,207.43	207,716.18	264,656.04	3,398,866.26	3,872,427.00	87.77%
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures	-208,467.41	-206,226.21	-114,397.69	655,373.30	133,502.00	
511.911 · Transfer to Vehicle Replacement Fund	18,750.00	18,750.00	18,750.00	225,000.00	225,000.00	
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures after transfer to Reserves	\$ (227,217.41)	\$ (224,976.21)	\$ (133,147.69)	\$ 430,373.30	\$ (91,498.00)	



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: October 12, 2021 via Zoom

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
 - A. Election of Board Members
11. New Business
 - A. Updated Drop Policy
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: October 12, 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 6:34 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
 - Michael Blandon has been hired as a full-time paramedic.
 - An offer has been made to another paramedic who lives in Islamorada.
 - The office floor as well as the foyer floor has been replaced.
 - There is mold in the gym and the old trauma office.
 - The Bridge Run will be held on November 12th.
4. Public Comment - No public comment.
5. Approval of Minutes
Brenda Beckmann seconded by Dawn DeBrule moved approval of the September 2021 minutes. Motion carried unanimously.
6. Treasurer's Report
Tess Marra reported a balance of \$ 248,275.97 as of September 30, 2021. Dawn DeBrule seconded by Brenda Beckmann 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
10. Old Business
The existing Board of Directors will remain in place.



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

11. New Business

- A. The updated Drop Policy was reviewed. Upon motion and second by Tess Marra and Dawn DeBrule respectively, the updated Drop Policy was unanimously adopted.

12. Membership Discussion – No Discussion

13. Adjournment

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

Kay Cullen

Recording Secretary

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

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
Beginning Balance	\$55,180.96	-\$928.68	\$2,443.52	\$618.08	\$190,962.09	\$248,275.97
<u>Revenues</u>						
Interest	1.11	0.30	0.10	0.03		1.54
Medical Fees	26,310.89					26,310.89
Medical Transcripts						0.00
KL Fire Rescue & EMS Reimb	35,837.16					35,837.16
Donations	44.00					44.00
Educational Income						0.00
Uncollected Income/Adjustmts	33,641.06					33,641.06
Misc Income (FL UNEMPL REF)						0.00
Total Revenues	\$95,834.22	\$0.30	\$0.10	\$0.03	\$0.00	\$95,834.65
<u>Expenditures</u>						
Advertising						0.00
Medical Billing Refunds						0.00
Payroll Expenses	75,322.60	12,921.08				88,243.68
Dues & Subscriptions						0.00
Professional Fees	361.47					361.47
Supplies	-828.30					-828.30
Bank Service Charges	65.07					65.07
Licenses & Permits						0.00
Utilities		92.00				92.00
Total Expenditures	\$74,920.84	\$13,013.08	\$0.00	\$0.00	\$0.00	\$87,933.92
Ending Balance	\$76,094.34	-\$13,941.46	\$2,443.62	\$618.11	\$190,962.09	\$256,176.70
TRANSFERS	(15,000.00)	15,000.00	0.00	0.00		0.00
Balance before Adjustment	61,094.34	1,058.54	2,443.62	618.11	190,962.09	256,176.70
Adjustment to arrive at Actual	-34,904.29	1,257.67	0.00	0.00	0.00	-33,646.62
ACTUAL BALANCE @ MO END	\$26,190.05	\$2,316.21	\$2,443.62	\$618.11	\$190,962.09	<u>\$222,530.08</u>



KEY LARGO EMS MONTHLY CALL STATISTICS 2021

Last Updated 11/01/2021

TYPE OF CALLS	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER		
ALS	106	73	103	86	85	68	74	79	68	66				
BLS	2	11	19	20	18	15	28	23	22	37				
BACK- UP	23	11	19	30	22	20	19	12	11	15				
PEDIATRIC	8	6	8	8	8	5	0	5	6	9				
TRAUMA ALERTS	0	1	2	3	5	2	3	1	1	2				
CARDIAC ARRESTS	1	1	0	4	0	0	4	1	1	1				
PUBLIC ASSIST	25	13	18	18	37	27	19	24	22	19				
STAND - BY	4	0	1	1	1	3	2	2	1	0				
FIRES	3	0	0	0	2	0	0	0	0					
CANCEL	3	5	6	6	7	6	2	6	4	3				
REFUSALS	24	19	16	33	38	43	30	31	33	29				
TRANSPORTS	85	64	103	106	103	83	102	102	90	103	0	0		
TOTAL CALLS	126	112	154	164	188	189	155	165	150	154	0	0	Total Year Up to Date	1557
MILE MARKER > 103	58	30	44	44	47	68	51	62	38	56			Total Year Up to Date	498



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: October 12, 2021 via Zoom

AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcement
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
11. New Business
 - A. Drone Policy
 - B. Minimum Shift/Reimbursement Policy Amendment
 - C. Amendment to Leave of Absence Policy
12. Membership Discussion
13. Adjournment



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

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Business Meeting

Date: October 12, 2021, via Zoom

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

1. Meeting was called to order at 7:02 pm by Jason Mumper.
2. Approval of Agenda
Jonathan Ramey seconded by Don Conord moved approval of the agenda. Motion carried unanimously.
3. Announcements
 - The application process has been re-opened for three Firefighter/EMTs who must obtain their Driver/Engineer certification within one year.
 - Enrique is welcomed back
4. Public Comment - None
5. Approval of Minutes
Jonathan Ramey seconded by Don Conord moved approval of the September 2021 minutes. Motion carried unanimously.
6. Approval of Treasurer's Report
Jason Mumper reported a balance of \$93,714.19 as of September 30, 2021. Jonathan Ramey seconded by Travis Wilson moved approval of the Treasurer's Report. Motion carried unanimously.
7. Committee Reports - None
8. Legal Report - None
9. Membership Review - None
10. Old Business - None
11. New Business
 - The Drone Policy presented to the board was reviewed and discussed. Upon motion and second by Don Conord and Jonathan Ramey respectively, the motion passed unanimously.



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

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- The amendment to the Minimum Shift/Reimbursement policy was presented and discussed. Upon motion and second by Jonathan Ramey and Don Conord respectively, the policy amendment was unanimously approved.
- The amendment to the Leave of Absence policy was presented and discussed. Upon motion and second by Jonathan Ramey and Don Conord respectively, the policy was unanimously adopted.

12. Membership Discussion

Unless other interested persons come forward, the existing Board of Directors will remain in place.

13. Adjournment

There being no further business, upon motion and second by Don Conord and Jonathan Ramey respectively, the meeting was adjourned at 7:25 pm.

Kay Cullen
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
Beginning Balance	\$91,044.63	\$2,052.25	\$614.12	\$3.19	\$93,714.19
<u>Revenues</u>					
Revenues & Reimbursements	131,955.62				\$131,955.62
Donations					0.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	3.35	0.09	0.03		3.47
Total Revenues	\$131,958.97	\$0.09	\$0.03	\$0.00	<u>\$131,959.09</u>
<u>Expenditures</u>					
Payroll Expenses	118,183.59				118,183.59
Employee's Share Health Insurance	-3,855.96				-3,855.96
Health Insurance	12,331.68				12,331.68
Web Hosting					0.00
Background Checks					0.00
Licenses & Permits	125.00				125.00
Professional Fees					0.00
Training	149.00				149.00
Supplies	4,485.44				4,485.44
Dues & Subscriptions	238.83				238.83
Total Expenditures	\$131,657.58	\$0.00	\$0.00	\$0.00	<u>\$131,657.58</u>
Ending Balance	\$91,346.02	\$2,052.34	\$614.15	\$3.19	\$94,015.70
TRANSFERS					0.00
Balance before Adjustment	\$91,346.02	\$2,052.34	\$614.15	\$3.19	\$94,015.70
Adjustment to arrive at Actual	-396.11	0.00	0.00	0.00	-396.11
ACTUAL BALANCE @ MO END	\$91,742.13	\$2,052.34	\$614.15	\$3.19	<u>\$94,411.81</u>
*Payroll Liabilities	-\$396.11				
Fixed Asset Purchases	\$0.00				
Total Adjustments	-396.11				

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 10/01/2021 to 10/31/2021

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
111-Building fire	1	8	8.00	1.48	1.48	11.84	11.84
150-Outside rubbish fire, other	1	6	6.00	0.15	0.15	0.90	0.90
300-Rescue, EMS incident, other	2	4	2.00	0.17	0.09	0.34	0.68
311-Medical assist, assist EMS crew	3	9	3.00	0.98	0.33	0.93	2.79
320-Emergency medical service incident, other	2	8	4.00	0.59	0.30	1.18	2.36
321-EMS call, excluding vehicle accident with injury	17	48	2.82	5.35	0.31	0.90	15.38
322-Motor vehicle accident with injuries	7	28	4.00	3.70	0.53	2.05	14.33
323-Motor vehicle/pedestrian accident (MV Ped)	1	7	7.00	0.58	0.58	4.06	4.06
411-Gasoline or other flammable liquid spill	2	7	3.50	1.21	0.60	2.21	4.41
412-Gas leak (natural gas or LPG)	1	3	3.00	0.27	0.27	0.81	0.81
444-Power line down	1	3	3.00	0.40	0.40	1.20	1.20
445-Arcing, shorted electrical equipment	1	4	4.00	0.30	0.30	1.20	1.20
571-Cover assignment, standby, moveup	1	2	2.00	1.25	1.25	2.50	2.50
611-Dispatched & canceled en route	4	11	2.75	0.10	0.03	0.18	0.70
621-Wrong location	1	3	3.00	0.10	0.10	0.30	0.30
631-Authorized controlled burning	1	8	8.00	0.23	0.23	1.84	1.84
651-Smoke scare, odor of smoke	2	13	6.50	0.90	0.45	2.91	5.82
700-False alarm or false call, other	3	11	3.67	72.65	24.22	48.96	146.88
745-Alarm system activation, no fire - unintentional	4	16	4.00	0.76	0.19	0.76	3.04
900-Special type of incident, other	6	22	3.67	3.15	0.53	1.76	10.58
Blank. Incident Type not Entered	13	0	0.00	1.05	0.08		0.00
Total and Averages for all Incident Types	74	221	2.99	95.37	1.29		231.62

NFPA Analysis Report

Key Largo Fire Department

Date Range: From 10/01/2021 to 10/31/2021

Fixed Property:

FIRE IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (All in Section A Incident Type 110-129)	Number of Fires	Number of Civilian Fire Casualties. If none, write 0.		Estimated Property Damage from Fire. If no loss, write 0.
		Deaths	Injuries	
1. Private Dwellings (1 or 2 family), Including mobile homes (FPU 400-419)	1	0	0	\$0
2. Apartments (3 or more families) FPU 429 or FPU 439)	0	0	0	\$0
3. Hotels and Motels (FPU 449)	0	0	0	\$0
4. All other residential (dormitories, boarding houses, tents, etc.) (FPU 459-499)	0	0	0	\$0
5. TOTAL OTHER RESIDENTIAL FIRES (SHOULD BE SUM OF LINES 1 THROUGH 4)	1	0	0	\$0
6. Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	0	0	0	\$0
7. Schools and Colleges (FPU 200-299)	0	0	0	\$0
8. Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	0	0	0	\$0
9. Stores and Offices (FPU 500-599)	0	0	0	\$0
10. Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	0	0	0	\$0
11. Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	0	0	0	\$0
12. Other Structures** (outbuildings, bridges, etc.) (FPU 900-999)	0	0	0	\$0
13. TOTALS FOR STRUCTURE FIRES (SHOULD BE SUM OF LINES 5 THROUGH 12)	1	0	0	\$0

B. OTHER FIRE AND INCIDENTS

14a. Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	0	0	0	\$0
14b. Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	0	0	0	\$0
15. Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc. (IT 140, 141, 161, 162, 164, 170-173)	0	0	0	\$0
16. Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	0	0	0	
17. Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved (IT 150-155)	1	0	0	
18. All Other Fires (IT 100, 160, 163)	0	0	0	\$0
19. TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18)	2	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	29			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	7			
22. Mutual Aid or Assistance Responses Given	7			
23a. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	3			
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)	24			
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)	3

Alarms by Day of Week

Key Largo Fire Department

Date Range: From 10/01/2021 to 10/31/2021

Fixed Property:

Day of Week		Totals
Sunday		7
Monday		13
Tuesday		9
Wednesday		10
Thursday		7
Friday		12
Saturday		16

No Date 0
Total Alarms 74

Incident Run Log

Key Largo Fire Department

Date Range: From 10/01/2021 to 10/31/2021

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
10/12/2021	38032	2021-000696	12:26	9764	OVERSEAS HWY		Building fire	1.5
10/16/2021	38032	2021-000709	22:11	132	AVE A WEST		Outside rubbish fire, other	0.1
10/15/2021	38032	2021-000705	13:29	1	EAST DRIVE		Rescue, EMS incident, other	0.0
10/23/2021	38032	2021-000723	13:15	1079	OVERSEAS HWY		Rescue, EMS incident, other	0.0
10/07/2021	38032	2021-000674	09:28	1	EAST DRIVE 99MM OC		Medical assist, assist EMS crew	0.2
10/11/2021	38032	2021-000689	09:09	18	CHANNEL DR NORTH		Medical assist, assist EMS crew	0.4
10/16/2021	38032	2021-000708	09:59		MARINA AVE 99.6 OC		Medical assist, assist EMS crew	0.3
10/23/2021	38032	2021-000722	10:11	1042	OVERSEAS HWY	10	Emergency medical service incident, other	0.0
10/30/2021	38032	2021-000734	15:04		GARDEN COVE DR / 106 MM O		Emergency medical service incident, other	0.0
10/01/2021	38032	2021-000664	08:42	1060	OVERSEAS HWY	702	EMS call, excluding vehicle accident with injury	0.3
10/04/2021	38032	2021-000668	11:15	1	EAST DR		EMS call, excluding vehicle accident with injury	0.4
10/10/2021	38032	2021-000686	12:04	14	SWALLOW RD		EMS call, excluding vehicle accident with injury	0.3
10/10/2021	38032	2021-000687	12:11	1079	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.4
10/10/2021	38032	2021-000688	18:54	548	PLANTE ST		EMS call, excluding vehicle accident with injury	0.4
10/11/2021	38032	2021-000693	13:17	541	SOUND DR		EMS call, excluding vehicle accident with injury	0.8
10/12/2021	38032	2021-000698	13:35	248	ATLANTIC BLVD		EMS call, excluding vehicle accident with injury	0.1
10/13/2021	38032	2021-000699	14:35	111.	US1	NB	EMS call, excluding vehicle accident with injury	0.4
10/14/2021	38032	2021-000701	09:52	777	BOSTWICK DR		EMS call, excluding vehicle accident with injury	0.4
10/14/2021	38032	2021-000703	12:17	933	PLANTATION RD		EMS call, excluding vehicle accident with injury	0.3
10/15/2021	38032	2021-000706	18:55	35	TRANSYLVANIA AVE		EMS call, excluding vehicle accident with injury	0.0
10/17/2021	38032	2021-000710	03:38	201	OCEAN DR 99.6MM OC	135	EMS call, excluding vehicle accident with injury	1.1
10/18/2021	38032	2021-000716	15:40	409	BIG PINE RD		EMS call, excluding vehicle accident with injury	0.0
10/25/2021	38032	2021-000724	17:40	443	4 RD		EMS call, excluding vehicle accident with injury	0.0
10/27/2021	38032	2021-000729	13:23	1	EAST DRIVE 99MM OC		EMS call, excluding vehicle accident with injury	0.1
10/30/2021	38032	2021-000731	06:47	1079	OVERSEAS HWY	307	EMS call, excluding vehicle accident with injury	0.0
10/30/2021	38032	2021-000735	16:41	108	LONG BEN DR		EMS call, excluding vehicle accident with injury	0.2
10/04/2021	38032	2021-000669	16:01		102.5MM US1		Motor vehicle accident with injuries	0.7
10/07/2021	38032	2021-000676	16:35		US1	SB	Motor vehicle accident with injuries	0.6
10/08/2021	38032	2021-000678	15:00	105	US1	SB	Motor vehicle accident with injuries	1.6
10/08/2021	38032	2021-000679	16:32	1043	OVERSEAS HWY	1	Motor vehicle accident with injuries	0.5
10/11/2021	38032	2021-000690	07:46		US1		Motor vehicle accident with injuries	0.7
10/11/2021	38032	2021-000691	13:31	9981	OVERSEAS HWY		Motor vehicle accident with injuries	0.1
10/20/2021	38032	2021-000720	13:10		US1		Motor vehicle accident with injuries	0.5
10/08/2021	38032	2021-000680	23:10	9700	US1		Motor vehicle/pedestrian accident (MV Ped)	0.6
10/19/2021	38032	2021-000717	06:29		US1		Gasoline or other flammable liquid spill	0.4
10/20/2021	38032	2021-000719	11:56	9795	OVERSEAS HWY		Gasoline or other flammable liquid spill	0.8
10/09/2021	38032	2021-000683	18:52	482	SUMMERLAND RD		Gas leak (natural gas or LPG)	0.3
10/17/2021	38032	2021-000712	13:23	10	TARPON AVE		Power line down	0.4
10/09/2021	38032	2021-000684	20:02	556	OCEAN CAY DR		Arcing, shorted electrical equipment	0.3
10/01/2021	38032	2021-000666	11:23	31	CARDINAL LN		Cover assignment, standby, moveup	1.3
10/09/2021	38032	2021-000685	22:58		US1		Dispatched & canceled en route	0.0
10/19/2021	38032	2021-000718	10:00	300	OCEAN BAY DR		Dispatched & canceled en route	0.0
10/26/2021	38032	2021-000726	16:53		John pennekamp		Dispatched & canceled en route	0.0
10/30/2021	38032	2021-000732	12:10		96 MM AND US1		Dispatched & canceled en route	0.1
10/18/2021	38032	2021-000715	15:05	1031	OVERSEAS HWY	53	Wrong location	0.1
10/12/2021	38032	2021-000695	10:22	81	CORAL DR		Authorized controlled burning	0.2
10/05/2021	38032	2021-000675	13:21	241	BUTTONWOOD SHORES DR		Smoke scare, odor of smoke	0.5
10/09/2021	38032	2021-000682	10:39	1016	OVERSEAS HWY		Smoke scare, odor of smoke	0.4
10/08/2021	38032	2021-000677	00:38	19	AVE D		False alarm or false call, other	0.3
10/14/2021	38032	2021-000711	19:02	3	EXUMA RD		False alarm or false call, other	0.0
10/17/2021	38032	2021-000713	19:13	1014	OVERSEAS HWY		False alarm or false call, other	0.3
10/01/2021	38032	2021-000665	09:02	9745	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.2
10/11/2021	38032	2021-000692	13:40	9969	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.1
10/29/2021	38032	2021-000730	13:44	1003	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.3
10/31/2021	38032	2021-000737	09:56	1024	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.3
10/02/2021	38032	2021-000667	19:40	9871	OVERSEAS HWY		Special type of incident, other	0.8
10/08/2021	38032	2021-000681	23:15	9863	OVERSEAS HWY		Special type of incident, other	0.9
10/11/2021	38032	2021-000694	08:30		104801 OVERSEAS HWY		Special type of incident, other	0.3
10/12/2021	38032	2021-000697	13:42	9863	OVERSEAS HWY		Special type of incident, other	0.8

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
10/13/2021	38032	2021-000700	19:02	9863	OVERSEAS HWY		Special type of incident, other	1.1
10/22/2021	38032	2021-000721	19:27	152	INDIAN AVE		Special type of incident, other	1.0
10/06/2021	38032	2021-000671	16:30		TEST CALL			0.0
10/06/2021	38032	2021-000670	16:38					0.0
10/06/2021	38032	2021-000672	16:53	1	EAST DRIVE 99MM OC			0.0
10/06/2021	38032	2021-000673	18:25	1	EAST DRIVE 99MM OC			0.0
10/14/2021	38032	2021-000702	12:27	186	AVE A WEST			0.0
10/14/2021	38032	2021-000704	18:22	88	2 CT			0.0
10/16/2021	38032	2021-000707	08:15	1042	OVERSEAS HWY			0.4
10/18/2021	38032	2021-000714	00:23		US1	SB		0.3
10/25/2021	38032	2021-000725	19:27	862	NARRAGANSETT LN			0.4
10/26/2021	38032	2021-000727	21:54	1060	OVERSEAS HWY			0.0
10/27/2021	38032	2021-000728	09:54	18	CENTER LN			0.0
10/30/2021	38032	2021-000733	12:03		US1			0.0
10/30/2021	38032	2021-000736	16:34	108	LONG BEN DR			0.0

Total Number of Incidents: 74
Total Length of Incidents: 25.2 Hours