



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

June 27, 2022

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

1c. Pledge of Allegiance

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of June 27, 2022 Agenda

2b. Approval of May 23, 2022 District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

6a. Phase 10 Fire Hydrant Project: (Edge)

7. NEW BUSINESS

7a. MOTION/APPROVAL – Directing Legal to Prepare & Publish RFP For Operational Auditing Services (JONES)

7b. DISCUSSION – Mirabella Presentation from 2022 Annual FASD Conference (MIRABELLA)

8. LEGAL REPORT

9. FINANCE REPORT

9a. FY 2021 Audit Report

9b. FY 22 Finance Report (Q2)

10. AMBULANCE CORPS REPORT



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10a. Monthly Reports (May 2022)

11. FIRE DEPARTMENT REPORT

11a. Monthly Reports (May 2022)

12. COMMISSIONER ITEMS

13. NEXT MEETING

13a. KLFR&EMS July 11th or July 25th District Meeting and Strategic Planning Workshop

14. ADJOURN

NEXT MEETINGS

July 11, 2022 District Meeting (if required)

July 11 or 25 Strategic Planning Workshop

July 25, 2022 District Meeting

DOCUMENTS

AI 02a.	District Meeting Agenda
AI 02b.1	Minutes May 20220523
AI 07a	Operational Audit Bid Template
AI 07b	FASD Conference Presentation
AI 09a	FY21 Audit Report
AI 09b	FY22 Q2 Finance Report
AI 10a	KLVA Monthly Report
AI 11a	KLVD Monthly Report



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*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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DISTRICT MEETING MINUTES

May 23, 2022

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.*

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1. AGENDA

1a. Call to Order

Chairman Tony Allen called to Order the KLFR&EMS District Meeting at 6:00 PM.

1b. Roll Call

Carol Greco 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 Carol Greco, Gaelan Jones, Jennifer Johnson Scott Robinson, David Garrido and Don Bock.

1c. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Conklin.

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of May 23, 2022 Agenda

Motion: Commissioner Powers made a motion to approve the May 23, 2022 District Meeting Agenda. Commissioner Mirabella second, and the Board unanimously passed the motion.

2b. Approval of April 25, 2022 District Meeting Minutes

Motion: Commissioner Edge made a motion to approve the April 25, 2022 District Meeting Minutes. Commissioner Conklin second, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

None



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

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6a. Phase 10 Fire Hydrant Project: (Edge)

Commissioner Edge advised that seven non-FDOT permits have been completed and should be issued. Working with Public Works regarding moving forward with Blue Reflections.

7. NEW BUSINESS

7a. MOTION/APPROVAL (Jones): Contract for District Clerk Services with Sunshine Fast-Print, Inc. d/b/a Sunshine Printing, Tropical Business Service

Motion: Commissioner Mirabella made a motion to approve the Contract for District Clerk Services with Sunshine Fast-Print, Inc. d/b/a Sunshine Printing, Tropical Business Service. Commissioner Conklin second, and the Board unanimously passed the motion.

Discussions were had regarding the reviewed, revised and negotiated contract with the Clerk to include length of contract, rate of pay and duties of public information officer. Additionally, the possibility to bid out the position in the future.

A roll call to approve the Contract for the District Clerk Services with Sunshine Fast-Print, Inc., d/b/a Sunshine Printing, Tropical Business Service was taken:

Commissioner Allen: Yes

Commissioner Conklin: Yes

Commissioner Edge: No

Commissioner Mirabella: Yes

Commissioner Powers: No

7b. MOTION/APPROVAL: Resolution #2022-001 Monroe County BOCC Place Millage Increase Referendum on Ballot (Jones)

Motion: Commissioner Conklin made a motion to approve Resolution #2020-001 Monroe County BOCC Place Millage Increase Referendum on Ballot. Commissioner Edge second, and the Board unanimously passed the motion.



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Discussions were had concerning revisions to talking/bullet points to the referendum language, which revisions were simultaneously made to Resolution #2022-001 Monroe County BOCC Place Millage Increase Referendum as approved by the Board.

A roll call to approve Resolution #2022-001 Monroe County BOCC Place Millage Increase Referendum on the Ballot was taken:

Commissioner Allen: Yes
Commissioner Conklin: Yes
Commissioner Edge: Yes
Commissioner Mirabella: Yes
Commissioner Powers: Yes

8. LEGAL REPORT

None

9. AMBULANCE CORPS REPORT

The Ambulance Corps report the delivery of a new truck and that they are awaiting final graphics to be installed on same. There were 652 calls; 177 north of MM 103. Four of five new volunteers started; two additional applicants to be scheduled for testing.

10. FIRE DEPARTMENT REPORT

Capt. Garrido commented on the new Air Truck.

11. COMMISSIONER ITEMS

A discussion was had regarding special taxing districts and fire services. Commissioner Mirabella will be attending the upcoming FASD conference in Orlando which will address this subject. Further discussions to be had upon his return.

12. NEXT MEETING.

12a. KLFR&EMS District Meeting and Strategic Planning Workshop – June 13 or 27

Motion: Commissioner Powers made a motion to *cancel the June 13, 2022 District Meeting, unless required*. Commissioner Conklin second, and the Board unanimously passed the motion.

13. ADJOURN

Commissioner Edge made a Motion to Adjourn at 7:05PM, Commissioner Mirabella second, and the motion was unanimously approved by the Board.

NEXT MEETINGS

The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* *without compromising* the health or safety of residents or personnel.

www.klfirerescueems.com



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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June 13, 2022 District Meeting

June 13 or 27 Strategic Planning Workshop

June 27, 2022 District Meeting

July 11, 2022 District Meeting (if required)

June 25, 2022 District Meeting

DOCUMENTS

<i>AI 02a.</i>	<i>District Meeting Agenda</i>
<i>AI 02b.1</i>	<i>Minutes December 20220425</i>
<i>AI 02b.2</i>	<i>Contract for District Clerk Services</i>
<i>AI 07b.</i>	<i>Resolution 2020-001</i>

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

ITEM 7A

<<District Name>>

REQUEST FOR PROPOSALS

Independent Special Fire Control District Performance Review

The [insert district name] ("District") is requesting proposals from consultants or certified public accountant firms ("Consultant") interested in providing a performance review of the District in accordance with Section 189.0695, Florida Statutes ("F.S."), which will be memorialized within a formal report ("Project").

A. District Background

The District is a self-governing independent special fire control district, located in [insert county], established by the Florida Legislature and operating in accordance with [insert special act], as amended, ("Charter"), and Chapters 189 and 191, F.S. It is an independent governmental unit whose primary source of operating funds is \$_____. The total operating budget is \$_____ for the 2021-2022 fiscal year.

The District operates from _____ fire stations and employs _____ people. The District provides services in the following functional areas:

- a) Fire Suppression
- b) Fire Prevention
- c) Plan Review
- d) Haz Mat Response
- e) Technical Response
- f) EMS First Response – BLS Level
- g) EMS First Response – ALS Level
- h) EMS Transport -- BLS Level
- i) EMS Transport – ALS Level
- j) Beach Rescue
- k) Public Fire and Life Safety Education
- l) Vehicle Maintenance
- m) Communications/911 PSAP
- n)
- o)

B. Performance Review Background

In 2021, Section 189.0695, F.S., was created and requires all independent special fire control districts to conduct a performance review every five years beginning October 1, 2022. With the exception of independent special fire control district located within a rural area of opportunity, all independent special fire control districts must contract with an independent entity to conduct the performance review. The independent entity must have at least five (5) years of experience

conducting comparable reviews of organizations similar in size and function to the independent special fire control district under review, must conduct the review according to applicable industry best practices, and may not have any affiliation with or financial involvement in the reviewed independent special fire control district. The completed performance review will be filed with the District's governing board, the Auditor General, the President of the Senate, and the Speaker of the House of Representatives no later than July 1, 2023.

C. Scope of Work

The successful Consultant will perform a performance review which is defined as an evaluation of the District and its programs, activities, and functions. The term includes research and analysis of the following:

- The special district's purpose and goals as stated in its charter.
- The special district's goals and objectives for each program and activity, the problem or need that the program or activity was designed to address, the expected benefits of each program and activity, and the performance measures and standards used by the special district to determine if the program or activity achieves the district's goals and objectives.
- The delivery of services by the special district, including alternative methods of providing those services that would reduce costs and improve performance, including whether revisions to the organization or administration will improve the efficiency, effectiveness, or economical operation of the special district.
- A comparison of similar services provided by the county and municipal governments located wholly or partially within the boundaries of the special district, including similarities and differences in services, relative costs and efficiencies, and possible service consolidations.
- The revenues and costs of programs and activities of the special district, using data from the current year and the previous three (3) fiscal years.
- The extent to which the special district's goals and objectives have been achieved, including whether the goals and objectives are clearly stated, measurable, adequately address the statutory purpose of the special district, provide sufficient direction for the district's programs and activities, and may be achieved within the district's adopted budget.
- Any performance measures and standards of the special district's programs and activities using data from the current year and the previous three (3) fiscal years, including whether the performance measures and standards:
 - Are relevant, useful, and sufficient to evaluate the costs of the programs and activities.
 - Are being met.
 - Should be revised.
- Factors that have contributed to any failure to meet the special district's performance measures and standards or achieve the district's goals and objectives, including a description of efforts taken by the special district to prevent such failure in the future.

- Recommendations for statutory or budgetary changes to improve the special district's program operations, reduce costs, or reduce duplication, including the potential benefits to be achieved and the potential adverse consequences of the proposed changes.

The performance must be conducted in accordance with the applicable industry best practices (including but not limited to the National Fire Protection Association, Center for Public Safety Excellence, and the Insurance Services Office).

Although the Consultant is being hired to complete a performance review required by Section 189.0695, F.S., the Consultant's client will be the District and not the Florida Legislature. The Consultant's evaluation will be documented in a draft report, which shall include a section on each paragraph provided in Section 189.0695(1)(a)-(i), F.S. The Consultant shall provide the draft report to the District and the District shall have at least two (2) weeks to review the draft report and submit responding comments to the Consultant. If timely received, the Consultant shall include the District's responding comments in the Consultant's final report, which shall be included in a separate section of the final report. Upon completion of the final report, the Consultant shall provide an electronic copy, which must be ADA compliant, and ten (10) printed and bound copies of the final report to the District. In addition, all relevant electronic files will be provided in their native format on a USB drive.

If requested, the Consultant will deliver a final presentation to the District's Board of Fire Commissioners. The District intends that the Project should be completed within ____ weeks of the execution of the contract.

D. Price

The District will pay a fixed fee to be paid upon the receipt and approval of the final report by the District. The stated fee shall include all costs associated with completion of the Project and there shall be no hidden costs.

Full disclosure of nature and amount of all fees and charges is mandatory. The District shall not be responsible for the reimbursement of any costs not specifically set forth in the Consultant's proposal. The District reserves the right to accept any part or all of the Consultant's fee schedule. Any reimbursement of expenses approved by the District shall be in accordance with the District's per diem policy [insert policy number].

E. General Project Schedule

A summary schedule for Consultant selection for the Project is presented below. Dates may be changed at the discretion of the District.

Milestone	Expected Date of Completion
Advertise for Consultant RFP	[insert date]
Final Date for Questions	[insert date]
Proposals Submittals Due to the District	[insert date]

Selection Committee Meeting to Consider
Consultant Rankings

[insert date]

Selection Committee Meeting to Interview
Ranked Consultants (If Needed)

[insert date]

Consultant Selection

[insert date] (Board Action)

All Selection Committee meetings are publicly noticed, and members comply with Florida's Sunshine Law. Upon review of the proposals, the Selection Committee may schedule presentations and interviews. The Selection Committee's ranking and a recommendation to select a Consultant will be presented to the District Board of Fire Commissioners ("Board") for consideration. Proof of insurance from the selected Consultant meeting the requirements of the contract, described below, is required at the time of Board's approval of the selection.

The District reserves the right to delay scheduled dates if determined to be in the best interest of the District. Any changes, delays, or addenda related to this Request for Proposals ("RFP") will be posted on the District's website.

F. Consultant Selection Process

Consultant selection shall be in accordance with the District's Procurement Policy (adopted [insert date]). The District's Procurement Policy can be viewed in its entirety on the District's website at [insert district's website address]. A copy of the District's contract proposed for the Project is included in this RFP. The Project contract contains minimum insurance requirements that must be satisfied for the contract to be executed by the District. The contents of the proposal of the successful Consultant will be incorporated into a written agreement in terms acceptable to the District at its absolute discretion. By submitting a proposal, Consultant agrees to all the terms and conditions of this RFP and those included in the District's Project contract. If Consultant desires to propose a change to a term or condition of this RFP or the District's contract, Consultant must submit its request by submitting a question as provided for below.

This selection process is intended to result in execution of a contract with one prime Consultant for work required in the Project. Two (2) or more Consultants may combine for the purpose of responding to this RFP provided that one Consultant is designated as the "Prime" Consultant and the other as a subconsultant and that the RFP was made without collusion and is in all respects, fair and in good faith.

After issuance of this RFP, prospective Consultants or their agents, representatives or persons acting at the request of such Consultant are prohibited from contacting members of the District's Board, the Fire Chief, or any member of the Selection Committee concerning this RFP until after the final recommendation is presented to the Board for approval or when the solicitation has been canceled or terminated. Any questions concerning this RFP must be presented in writing via email to [insert name of main contact person for this procurement and email address] no later than [insert date and time of question deadline]. Consultants are responsible to review the District's website for the District's responses to any questions timely submitted or any addenda issued.

G. Consultant Minimum Requirements

The Consultant must have at least five (5) years of experience conducting comparable reviews of organizations similar in size and function to the District and must also have no affiliation with or financial involvement in the District. By submission of a proposal, the Consultant attests to these Consultant minimum standards.

H. RFP Minimum Requirements

The proposal must (at a minimum) include the following:

1. Legal name, address, phone number and email of Consultant;
2. Principal office locations of submitting Consultant and any proposed partners/subconsultants;
3. Legal form of company, i.e., partnership, corporation, joint venture, (if joint venture, identify the members);
4. Briefly state understanding of the Project and provide a positive commitment to perform the work;
5. Describe approach to the Project and proposed timeline;
6. Describe Consultant's ability to produce the final product and innovative concepts that may enhance value and quality and favorable cost containment approaches or additional or alternative ideas that may be successful if implemented;
7. Qualifications and professional experience for Consultant's "Project Manager" who is proposed to serve as point of contact for the Project, including experience of comparable reviews of organizations similar in size and function to the District;
8. Qualifications and professional experience of other key personnel who will be assigned to conduct project services listed above, and the location of the office to which they are assigned, including experience of comparable reviews of organizations similar in size and function to the District per key personnel;
9. Current and projected workloads for proposed key staff during proposed project timeframe;
10. Description and examples of a minimum of three (3) projects completed by Consultant similar to the Project for organizations similar in size and function to the District, including whether the project was for a Florida local government, description of the project, budget, and duration/completion time information;
11. A matrix, using the Experiences Summary Matrix included within this RFP showing the projects listed in RFP Requirements 10 and included within the References Form in rows on the left side of the matrix and the key personnel (in response to RFP Requirements 7 and 8) in columns on

the top of the matrix to create a matrix, using an “X” to indicate which projects the key personnel were involved in at the intersections of the rows and columns in the matrix

12. List of at least three (3) clients that the District can contact as references with respect to Consultant’s work performance on projects similar to the Project, using the Reference Form included within this RFP;

13. Summary and disposition of any individual cases of litigation, judgments and/or legal actions, entered against Consultant or subconsultant(s) for breach of contract for work performed for any local, state, federal, public, or private entity, by any state or federal court, within the last five (5) years, or if no judgment was entered, please also include any litigation that have been filed against Consultant or its subconsultants for breach of contract for work performed for any local, state, federal, public, or private entity, by any state or federal court, within the last five (5) years;

14. Detailed cost for the Project; and

15. Required forms:

- Key Personnel Form;
- Experiences Summary Matrix;
- Signed Sworn Statement under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes;
- Reference Forms; and
- E-Verify Affidavit.

For RFP Requirements 7 and 8, Consultant should also include for the Project Manager and key personnel, any experience, by person, in: emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking, if applicable.

The proposal shall be limited to no more than twenty-five (25) one-sided pages for all requested information described herein including the required forms listed in RFP Requirement 15 above. Front and back covers, transmittal letter, and section dividers are excluded from the twenty-five (25) page limit. All pages shall be standardized 8 ½ x 11 inches in size, margins not less than 1-inch, standard black text and minimum twelve (12) point font size.

Consultants desiring to provide these professional services to the District must submit eight (8) paper copies (one (1) copy shall be unbound) and one (1) electronic PDF copy on a USB drive of their proposal in accordance with the requirements contained in this RFP to:

[District’s Name]
Attention: Fire Chief
[District’s Address]

The proposal may be submitted by U.S. Mail (postage paid), courier service, or by hand delivery. Proposals must be identified with "RFP - Independent Special Fire Control District Performance Review -- Do Not Open" marked on the sealed package. If sent via courier service, they must be placed in a sealed envelope properly identified within the courier package. A Consultant's proposal must be received no later than [insert date and time] at the above referenced address. It is the Consultant's responsibility to assure that its proposal is delivered to the District prior to the above deadline. The District will not be responsible for any lost or late arriving proposals sent via the U.S. Postal Service or other delivery services. Late submittals will not be opened or considered. Proposals that are incomplete, conditional, obscure, or do not conform to the requirements contained in this RFP may be deemed nonresponsive at the sole option of the District. The District reserves the right to reject all responses and not grant any award resulting from this RFP. If awarded, no contract will be formed between the Consultant and the District until an agreement is executed by both parties.

Upon submittal of its proposal, the Consultant agrees to be bound by all terms and conditions of the RFP. Neither the District nor its representatives will be liable for any expenses incurred in connection with preparation of a response to this RFP.

I. RFP Evaluation Criteria

Criteria	Weighting
Consultant (team) Competence/Qualifications/Services	25 points

Consultant Competence/Qualifications/Services section shall address:

- *Team capability to perform the work;*
- *Consultant's location(s) and Consultant's years of experience;*
- *Consultant's commitment of time and resources to the District; and*
- *Any litigation against the Consultant and/or subconsultants.*

Similar Experience and Past Professional Accomplishments	25 points
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The Similar Experience and Past Professional Accomplishments section shall address:

- *Prior experience providing professional services by Consultant as well as each of its subconsultants;*
- *Related governmental work including references for the Project Manager and key personnel (in addition to the mandatory Reference Form), including whether Consultant has experience working with Florida local governments, and past performance;*
- *Experience of Project Manager and key personnel to be assigned to the District, including demonstrated knowledge and understanding of the types of services to be performed; and*
- *Consultant's current or past projects with detailed Information on schedule adherence, quality of work, and project cost control.*

Project Approach and Understanding

25 points

The Project Approach and Understanding section shall address:

- *Consultant's approach to the Project and proposed timeline; and*
- *Ability of Consultant to produce the final product and innovative concepts that may enhance value and quality and favorable cost containment approaches or additional or alternative ideas that may be successful if implemented*

Price

25 points

The Price section shall address the Consultant's proposed Project cost.

TOTAL

100 points

J. Procurement Policy and Protests

Consultants are hereby placed on notice of the existence of the Procurement Policy, and is considered to be on constructive notice of all provisions contained therein. A copy is available at the District Office at [insert address], and on the District's website at [District website]. Notice of all District decisions concerning a competitive solicitation or award, shall be electronically posted on the District's website. By submitting a proposal, Consultants agree to the process set forth in these instructions.

1. Notice of Protest/Formal Written Protest

A Consultant adversely affected by this RFP shall file a notice of protest, in writing, seventy-two (72) hours prior to the date and time on which proposals are to be received and shall file a formal written protest within ten (10) days after filing the notice of protest.

Any Consultant adversely affected by the District's decision concerning this RFP or award, or any Consultant adversely affected by the District's decision to reject all proposals, shall file a formal written protest within seventy-two (72) hours after the District's electronic posting of the notice of decision on its website.

No time will be added to the above time limits for mail service.

2. Contents of Formal Written Protest

The formal written protest shall be printed or typewritten, and shall contain:

- a) The name and address of the Consultant filing the protest and an explanation of how they are adversely affected;
- b) A statement of how and when the RFP or notice of District decision or intended decision was received;

- c) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- d) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;
- e) A demand for relief; and
- f) Any other information material to the protest.

3. Filing

All notice of protests and formal written protests shall be filed with the District Clerk Monday through Friday, excluding holidays, during normal business hours. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the District within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in these instructions shall constitute a waiver of all claims.

4. Stay of Procurement

Upon receipt of a formal written protest that has been timely filed, the RFP or contract award process shall be stayed until the subject of the protest is resolved by final action by the Board, unless the Fire Chief, with the concurrence of the Board, sets forth in writing particular facts and circumstances that require the continuation of the contract solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. Notice that a contract solicitation has been stayed shall be given by either electronic mail or U.S. mail to all Consultants.

5. Resolution of Formal Written Protest

The Fire Chief, or his or her designee, shall consider and investigate all written protests in a timely manner. The District shall provide an opportunity for the protestor to meet with the Fire Chief, or his or her designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of a formal written protest. The District may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the Fire Chief shall certify in writing that there was no resolution. The Fire Chief will make a recommendation to the Board, and the Board will then make a final decision to either uphold the recommendation, reject the recommendation and send it back for further action, reject all proposals, or do something other than what the Fire Chief has recommended.

K. Public Availability Of Records

Once opened, all proposals will become the property of the District and, at the sole discretion of the District, may not be returned to Consultant. Any information, reports, or other materials given to, prepared, or submitted in response to this RFP will be subject to the provisions of Chapter 119, F.S.,

Public Records Act. Any Consultant claiming that its proposal contains information that is exempt from Chapter 119, F.S., must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption. Section 119.071(1)(b), F.S., exempts sealed proposals from inspection, examination, and duplication until such time as the District issues a notice of intended decision or within thirty (30) days after the proposal opening, whichever comes first. This exemption is not waived by the public opening of the proposals. Any questions regarding the application of Chapter 119, F.S., to this RFP can be directed to the District's public records custodian by telephone at [insert phone number], or by email at [insert email address].

L. Additional Requirements

1. Scrutinized Companies

Pursuant to Section 287.135, F.S., a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, shall be ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of any amount. Consultant may not submit a bid if it is on the aforementioned lists. By submitting a proposal, the Consultant must certify that it is not on the aforementioned list.

2. Public Entity Crimes

Pursuant to Subsections 287.133(2)(a) and (3)(a), F.S., a person or an affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services or for the construction or repair of public building or public work to a public entity, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subconsultant, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for category two for a period of thirty-six (36) months from the date of being placed on the convicted vendors list. Consultant shall submit with its proposal a properly executed and notarized Public Entity Crimes Statement, attached hereto as Attachment 3.

3. Equal Employment Opportunity

The District, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of The Department of Commerce (15 CFR, Part 8) issued pursuant to such act, hereby notifies all Consultants that it will affirmatively ensure that in any contract entered into pursuant to this RFP, minority business enterprises will be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

4. Conflicts of Interest

The award under this RFP is subject to the provisions of Chapter 112, F.S., as amended, governing conflicts of interest. All Consultants must disclose with their proposal the name of any officer, director, or agent who is also a public employee. Further, all Consultants must disclose the name of any public employee who owns, directly or indirectly, an interest of five percent (5%) or more in Consultant's firm or any of its branches.

5. Participation in E-Verify System

In accordance with Section 448.095, F.S., beginning January 1, 2021, every public employer, contractor, and subconsultant shall register with and use the E-Verify System to verify the work authorization status of all newly hired employees. The submission of an executed affidavit from the Consultant and any subconsultants stating it is in compliance with Section 448.095, Florida Statutes, and all employees hired on and after January 1, 2021, have had their work authorization status verified through the E-Verify system shall satisfy this requirement. Any contract awarded pursuant to this RFP shall be terminated by the District if the District has a good faith belief that the successful Consultant or subconsultant thereof has knowingly violated this requirement.

PROJECT MANAGER AND PROJECT TEAM/KEY PERSONNEL

for

Independent Special Fire Control District Performance Review

The Consultant's proposed Project Manager and key project team/key personnel are to be indicated below. Each person must be identified with their job classification, area of expertise, work location, and employer.

Person's Name	Job Classification	Area of Expertise	Employer	Office Location

EXPERIENCES SUMMARY MATRIX

Project Manager/Key Personnel Name	Project 1 from Qualification Requirements 10	Project 2 from Qualification Requirements 10	Project 3 from Qualification Requirements 10	Project 4 from Qualification Requirements 10 (if included)	Project 5 from Qualification Requirements 10 (if included)

Please use an "X" to indicate which projects the Project Manager and Key Personnel were involved in.

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to [District's name] by

(Print individual's name and title)

for _____
(Print name of entity submitting sworn statement)

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____).

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a) A predecessor or successor of a person convicted of a public entity crime; OR
- b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise

transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Indicate which statement applies.)**

___ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the Final Order.)**

I UNDERSTAND THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ by _____ of _____, a _____ company organized under the laws of the State of _____, on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public

Name (Printed) _____

My commission expires _____.

(Printed typed or stamped Commissioned name of Notary Public)

REFERENCES

Consultant must provide a minimum of three (3) references that meet the requirements in the RFP.

Consultant Name: _____

Reference Entity: _____

Reference Contact Person: _____

Reference Address: _____

Reference Email Address: _____

Reference Phone No.: _____

Project Name: _____

Project Location: _____

Consultant Project Manager:_____

Contract Amount: _____

Date Project Commenced: _____

Date of Final Completion: _____

Description of Work Performed:_____

CONSULTANT E-VERIFY

AFFIDAVIT

I hereby certify that _____ [insert Consultant company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021, have had their work authorization status verified through the E-Verify system.

A true and correct copy of _____ [insert Consultant company name] proof of registration in the E-Verify system is attached to this Affidavit.

Print Name: _____

Date: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ by _____ of _____, a _____ company organized under the laws of the State of _____, on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public

Name (Printed) _____

My commission expires _____.

(Printed typed or stamped Commissioned name of Notary Public)

SUBCONSULTANT E-VERIFY

AFFIDAVIT

I hereby certify that _____ [insert Subconsultant company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with, section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021, have had their work authorization status verified through the E-Verify system.

A true and correct copy of _____ [insert Subconsultant company name] proof of registration in the E-Verify system is attached to this Affidavit.

Print Name: _____

Date: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ by _____ of _____, a _____ company organized under the laws of the State of _____, on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public

Name (Printed) _____

My commission expires _____.

(Printed typed or stamped Commissioned name of Notary Public)

ITEM 7B

2022 FASD Annual Conference

FASD

UNDERCOVER

Detecting the New Normal



ROSEN PLAZA, ORLANDO FL
JUNE 13TH - 16TH, 2022

Coaching • Mentoring • Training • Trust

Fire District Performance Review:
Evaluating Your Programs, Activities, and Functions

Your Vice Squad

❖ James Angle


- Former Fire Commissioner - Palm Harbor Special Fire Control and Rescue District
- Fire Chief (Retired) - Palm Harbor Special Fire Control and Rescue District
- Battalion Fire Chief - South Trail Special Fire Control and Rescue District
- Previous served on the FASD Board and as Executive Director

❖ Rick Talbert

- Former Fire Commissioner, South Walton Fire District
- Fire Chief/Administrator (Retired) – South Walton Fire District
- Fire Chief for the City of Titusville, Florida
- Previous served on the FASD Board



Fire District Performance Review

- ❖ HB 1103 (2021)  Became s. 189.0695, F.S.
- the term "performance review" means an evaluation of an independent special district and its programs, activities, and functions. The term includes research and analysis of the following:
 - goals and objectives for each program and activity
 - the problem or need that the program or activity was designed to address
 - the expected benefits of each program and activity
 - the performance measures and standards used by the special district to determine if the program or activity achieves the district's goals and objectives.



Fire District Performance Review

- ❖ The extent to which the special district's goals and objectives have been achieved,
 - including whether the goals and objectives are clearly stated
 - measurable
 - adequately address the statutory purpose of the special district
 - provide sufficient direction for the district's programs and activities
 - may be achieved within the district's adopted budget

Be SMART!



SMART Objectives

- ❖ **Specific** – Is the wording precise and unambiguous?
- ❖ **Measurable** – How will achievements be measured?
- ❖ **Attainable** – An objective that is attainable is one that you can accomplish.
- ❖ **Realistic** – Is the outcome achievable with given available resources?
- ❖ **Time Bound** – What is the timeframe? (if applicable)



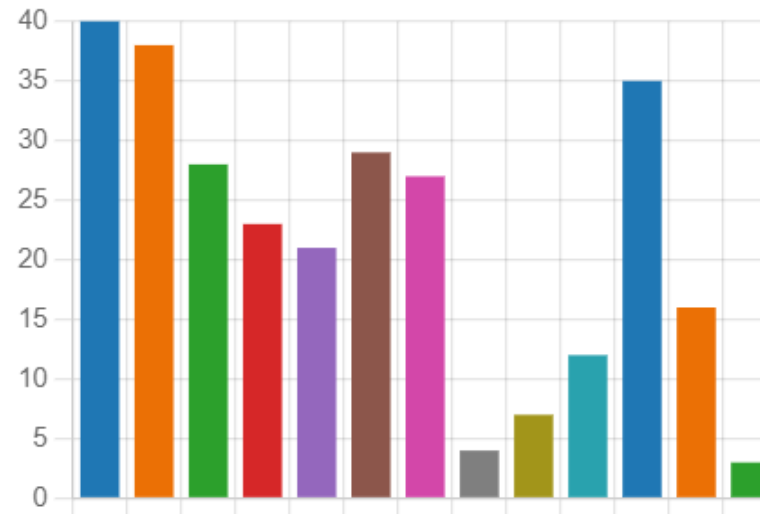
Fire District Performance Review

- ❖ The extent to which the special district's goals and objectives have been achieved,
 - including whether the goals and objectives are clearly stated
 - measurable
 - adequately address the statutory purpose of the special district
 - provide sufficient direction for the district's programs and activities
 - may be achieved within the district's adopted budget



2021 FASD Survey – Programs/Activities

Fire Suppression	40
Fire Prevention	38
Plan Review	28
Haz Mat Response	23
Technical Rescue	21
EMS First Response - BLS Level	29
EMS First Response - ALS Level	27
EMS Transport - BLS Level	4
EMS Transport - ALS Level	7
Beach Rescue	12
Public Fire and Life Safety Educa...	35
Vehicle Maintenance	16
Communications/911 PSAP	3



2021 FASD Survey – Primary Programs

- ❖ Fire Suppression
- ❖ EMS (BLS/ALS Levels)
- ❖ Community Risk Reduction
 - Fire Prevention
 - Plan Review
 - Public Fire and Life Safety Education



Performance Measure Examples

❖ Fire Suppression

- Turnout time
- Travel Time – First Engine
- Travel Time – Second Engine
- Travel time - Full alarm assignment
- Water on Fire – Single Story 1 or 2 family residential.
- Fire Extension
- Property Saved

Distribution
Concentration



Performance Measure Examples

❖EMS

- Turnout time = EMS Incidents
- Travel BLS w/ AED
- Travel ALS
- Time at Patient Single Story 1 or 2 family residential.
- First Shock – For Cardiac Arrest



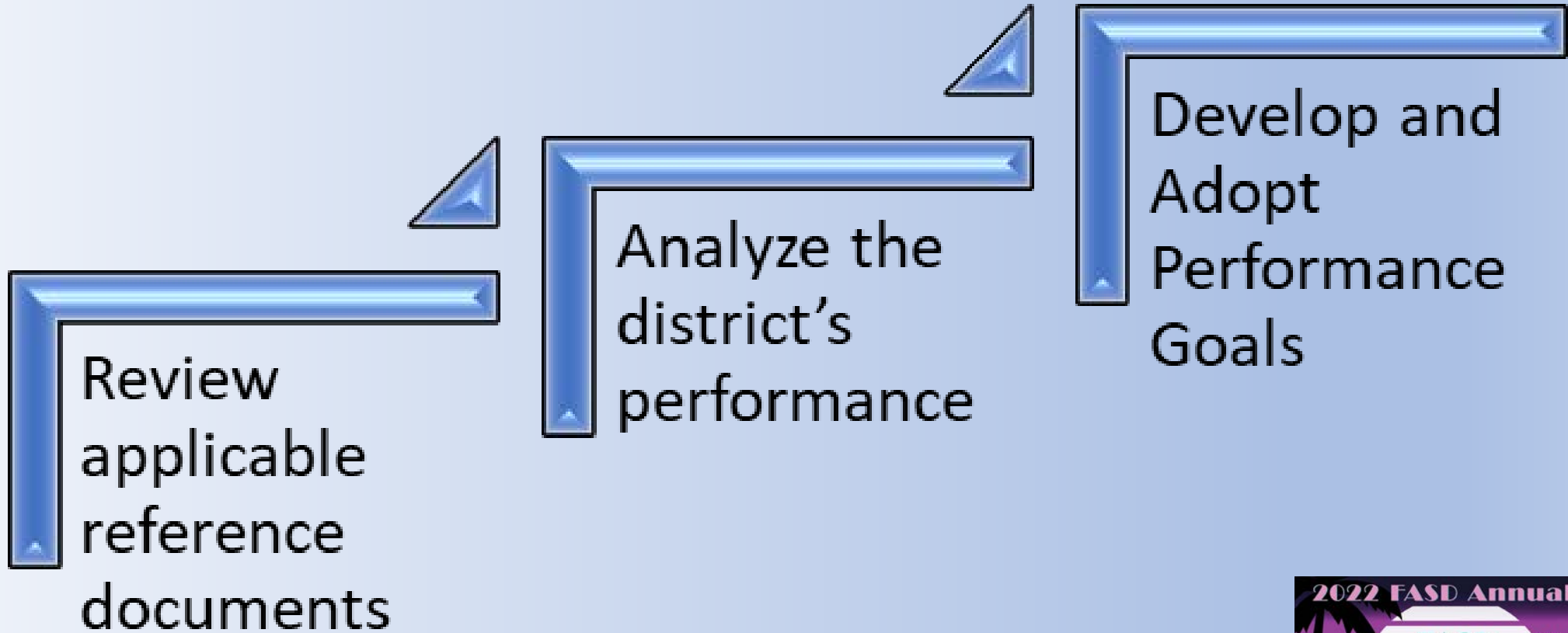
Performance Measure Examples

❖Community Risk Reduction

- Inspections with compliance on first, second, third inspections
- Number of inspections per year based on risk
- Ratio of current year fee revenue to program cost
- Percent of state-mandated occupancies receiving an Inspection.
- Inspections outside of target cycle
- Fire Investigation percentage of fire reports cleared without determination of cause.
- Fire Extension
- Property Saved



Goal/Objective Development



Review Applicable Reference Documents

- ❖ Organizational
- ❖ Contractual Requirements
- ❖ National Fire Protection Association
- ❖ Center for Public Safety Excellence
- ❖ Insurance Services Office
- ❖ Commission on Accreditation of Ambulance Services
- ❖ Benchmarking



Examples



Benchmarking

❖ Benchmarking is the practice of comparing organizational processes and performance metrics to other organizations. The steps in the benchmarking process are;

- Defining the Process
- Identifying Potential Organizations that are Similarly Situated
- Identifying Data Sources
- Collecting the Data
- Analyzing the Data
- Reporting the Findings



Organizational Performance

- ❖ National Fire Incident Reporting System (NFIRS)
- ❖ National EMS Information System (NEMESIS)
- ❖ Department Records Management
 - Inspections
 - Training
 - Public Education Programs
- ❖ GIS Data



Develop and Adopt Performance Goals/Objectives

❖ Outcomes

- The description of a desired result of a goal or objective once accomplished.

❖ Performance metrics

- The description of measurable performance relating to a goal or objective.



Program Evaluation

❖ Evaluation Process

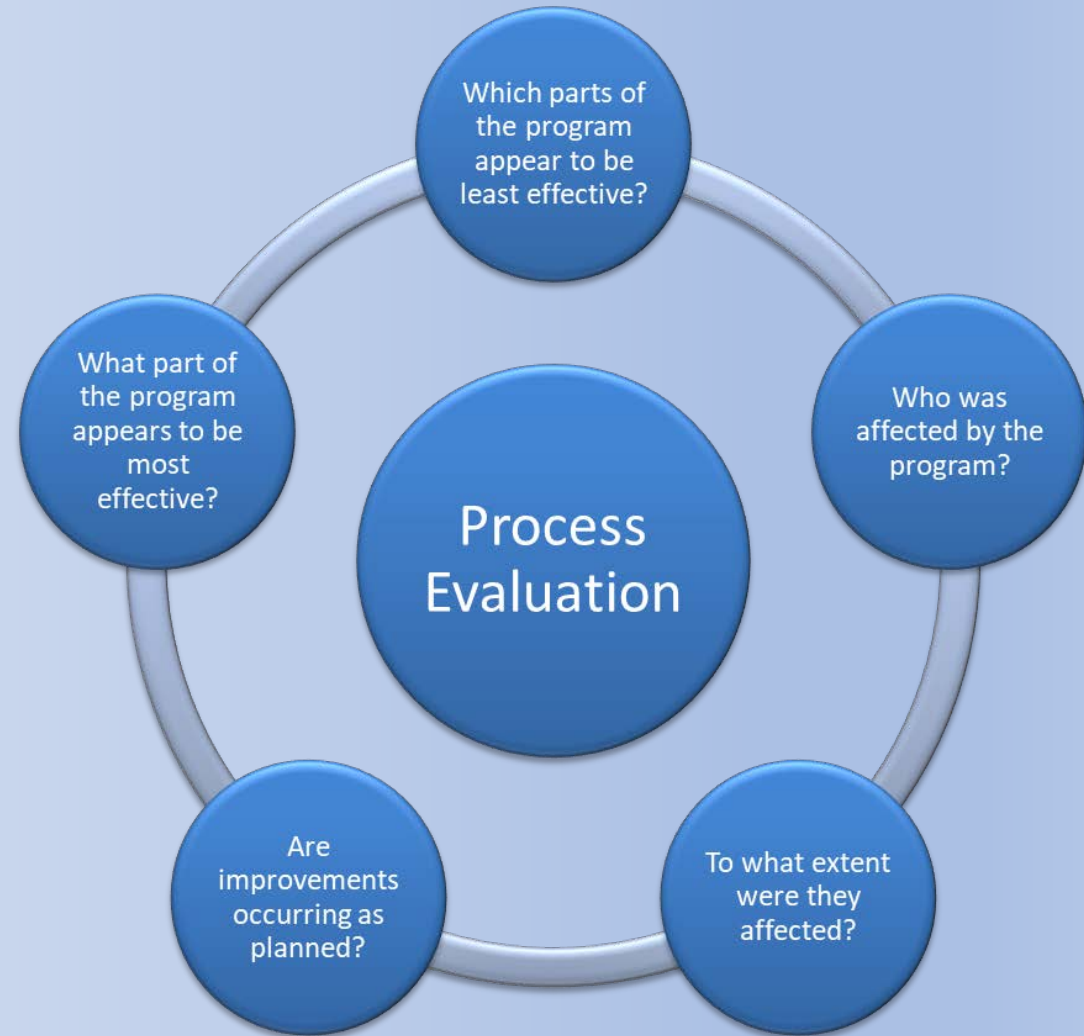
- To see if the program is effective
- To determine the response to the program from the perspective of the target group
- To facilitate program changes

❖ There are two types of Evaluation

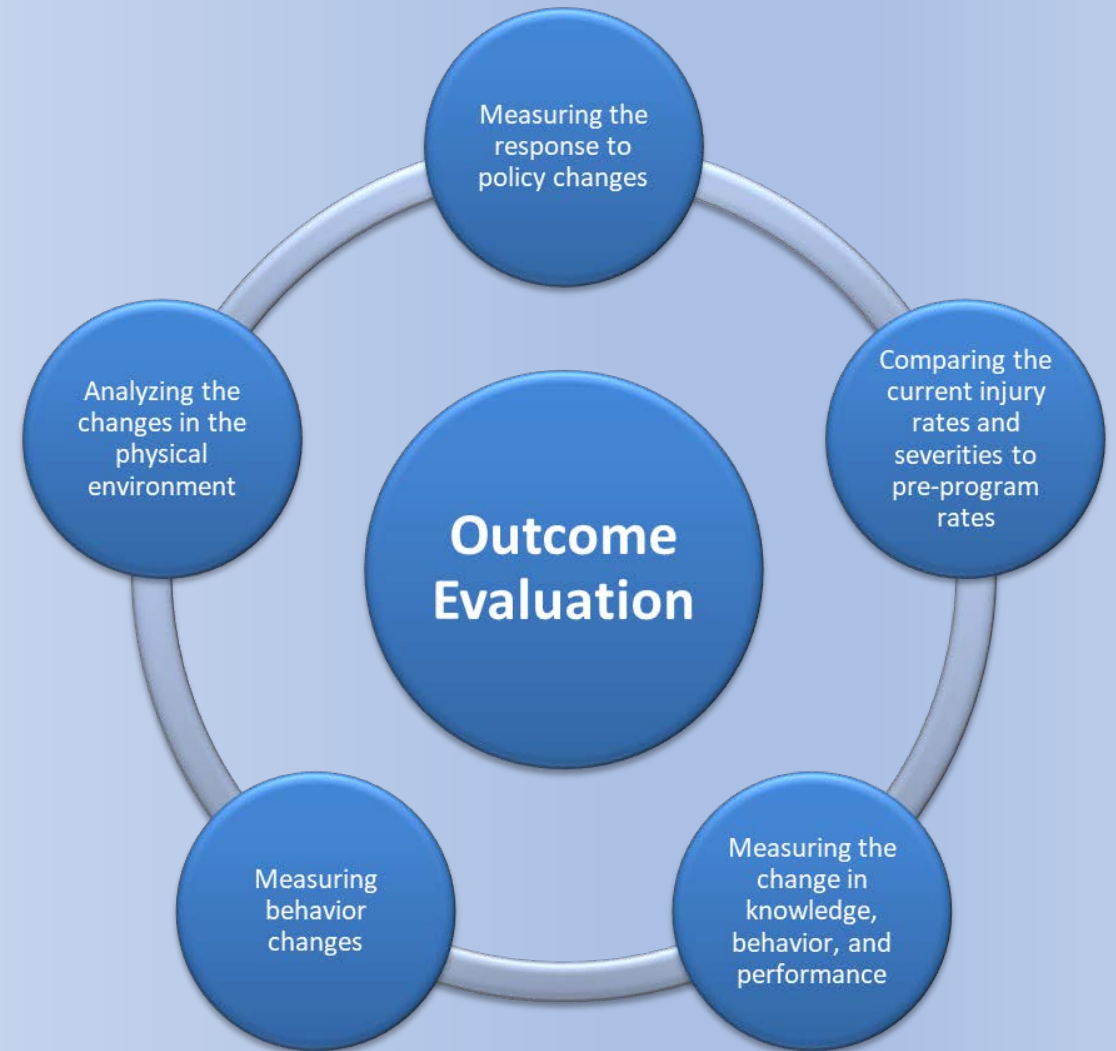
- Process Evaluation
- Outcome Evaluation



Process Evaluation



Outcome Evaluation



Case Study

Roommate fails to escape blaze

By KARA BAUDER
News-Press Staff Writer

A 36-year-old man was killed in a pre-dawn fire in his Pine Manor home Tuesday while his roommate was able to crawl through a window to escape the home engulfed in flames and smoke.

the home at the intersection of Cypress Drive and 10th Avenue in Pine Manor but found Rice already dead.

Brotheim said he could not find a smoke detector in the home.

A family that lived next door in the duplex fled their home and were not injured, Brotheim said. Smoke and water caused some damage to their home.

tioner in his bedroom window. For some reason, Davis told him to wait a day.

"If I'd had that air conditioner, I don't think I could have gotten out," he said.

Luckily, Davis said, he'd left the back door of the house open, too, so his two dogs, Radar and Jason, were able to escape.

Davis said he's lived at the duplex for nearly three years and had been good friends with Rice



Case Study

This incident
consider a process
that no method has
evaluation of effect

- Did a resident, after being given a detector, have the detector in a functioning condition one year after it was given to them?
- In the cases that detectors were not functioning, what were the most common deficiencies?
- Of those residences with working smoke detectors, did the resident test and maintain the detector in accordance with the recommendations provided?
- By what means were most of the smoke detectors distributed, and who had installed them?

Conference

LAZAR, ORLANDO FL
3RD - 16TH, 2022

Mentoring • Training • Trust

FASD

DEQ

ITEM 9A

Key Largo Fire Rescue and Emergency Medical Services District

Basic Financial Statements
For the Year Ended September 30, 2021



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, 2021, 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, 2021, 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 20, 2022, 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 solely 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 the effectiveness of the District's 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 20, 2022

BASIC FINANCIAL STATEMENTS

**Key Largo Fire Rescue and Emergency Medical Services District
Management's Discussion and Analysis
September 30, 2021**

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, 2021 and 2020. 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, 2021:

The District's total assets exceeded its liabilities at September 30, 2021 by \$ 9,970,312 (net position).

The District's total revenues were \$ 3,975,026, of which \$ 3,696,809 were from ad valorem taxes, \$ 150,000 were from capital grants and contributions, \$ 86,660 were from operating grants and contributions, \$ 11,178 was from interest income and \$ 30,379 was from miscellaneous income.

The District's expenses for the year were \$ 3,419,705. This resulted in a \$ 555,321 increase in net position.

At the close of the current fiscal year, the District's governmental fund reported fund balance of \$ 4,233,185, an increase of \$ 725,126 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, 2021**

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 19 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, 2021 and 2020:

	2021	2020
Assets:		
Current and other assets	\$ 4,385,152	\$ 3,743,444
Capital assets	<u>5,690,906</u>	<u>5,782,502</u>
Total assets	<u>10,076,058</u>	<u>9,525,946</u>
Liabilities:		
Current liabilities	<u>105,746</u>	<u>110,955</u>
Total liabilities	<u>105,746</u>	<u>110,955</u>
Net position:		
Net investment in capital assets	5,690,906	5,782,502
Unrestricted	<u>4,279,406</u>	<u>3,632,489</u>
Total net position	\$ <u>9,970,312</u>	\$ <u>9,414,991</u>

**Key Largo Fire Rescue and Emergency Medical Services District
Management's Discussion and Analysis
September 30, 2021**

Governmental Activities: Governmental activities for the year ended September 30, 2021 increased the District's net position by \$ 555,321, as reflected in the table below:

Key Largo Fire Rescue and Emergency Medical Services District Statement of Activities		
	<u>2021</u>	<u>2020</u>
Revenues:		
Program revenue:		
Capital grants and contributions	\$ 150,000	\$ 150,000
Operating grants and contributions	86,660	162,512
General revenue:		
Ad valorem taxes	3,696,809	3,487,044
Interest income	11,178	16,256
Miscellaneous income	<u>30,379</u>	<u>-</u>
 Total revenues	 <u>3,975,026</u>	 <u>3,815,812</u>
Expenses:		
General government	232,271	228,362
Public safety	<u>3,187,434</u>	<u>2,828,016</u>
 Total expenses	 <u>3,419,705</u>	 <u>3,056,378</u>
 Change in net position	 555,321	 759,434
 Net Position, Beginning of Year	 <u>9,414,991</u>	 <u>8,655,557</u>
 Net Position, End of Year	 \$ <u><u>9,970,312</u></u>	 \$ <u><u>9,414,991</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 \$ 4,233,185 of which \$ 2,868,170 is unassigned.

Capital Assets

The District's investment in capital assets, less accumulated depreciation, for its governmental activities as of September 30, 2021 amounted to \$ 5,690,906, 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 2020-2021 included:

- Increases in total expenditures for the Fire Department of \$ 107,532
- Decreases in total expenditures for the Emergency Medical Services Department of \$ 159,000

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 the postponement of an ambulance purchase until fiscal year 2022.

Economic Factors and Next Year's Budget

The District Board adopted a final millage rate of 1.0000 for fiscal year 2021-2022. The 2021-2022 adopted final millage rate is greater than the rolled-back rate of .9574 by 4.45%.

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 2021-2022 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 2021-2022 budget includes funds for two new ambulances for the Emergency Medical Services Department, as well as fire hydrants. The 2021-2022 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.

Key Largo Fire Rescue and Emergency Medical Services District
Statement of Net Position
September 30, 2021

	Governmental Activities
Assets:	
Current assets:	
Cash and cash equivalents	\$ 4,028,689
Due from other governments	266,187
Prepays	<u>90,276</u>
Total current assets	<u>4,385,152</u>
Noncurrent assets:	
Capital assets, nondepreciable	358,845
Capital assets, depreciable	<u>5,332,061</u>
Total assets	<u>10,076,058</u>
Liabilities:	
Accounts payable and accrued liabilities	<u>105,746</u>
Total liabilities	<u>105,746</u>
Commitments and Contingencies (Note 5)	-
Net Position:	
Net investment in capital assets	5,690,906
Unrestricted	<u>4,279,406</u>
Total net position	\$ <u><u>9,970,312</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, 2021

		Program Revenues			Governmental Activities
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Net Revenues (Expenses) and Change in Net Position
Functions/Programs:					
Governmental activities:					
General government	\$ 232,271	\$ -	\$ -	\$ -	\$ (232,271)
Public safety	<u>3,187,434</u>	<u>-</u>	<u>86,660</u>	<u>150,000</u>	<u>(2,950,774)</u>
Total governmental activities	<u>\$ 3,419,705</u>	<u>\$ -</u>	<u>\$ 86,660</u>	<u>\$ 150,000</u>	<u>(3,183,045)</u>
General revenues:					
Ad valorem taxes					3,696,809
Interest income					11,178
Miscellaneous income					<u>30,379</u>
Total general revenues					<u>3,738,366</u>
Change in net position					555,321
Net position, October 1, 2020					<u>9,414,991</u>
Net position, September 30, 2021					<u>\$ 9,970,312</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, 2021

	General Fund
Assets:	
Cash and cash equivalents	\$ 4,028,689
Due from other governments	266,187
Prepays	<u>90,276</u>
Total assets	\$ <u><u>4,385,152</u></u>
Liabilities:	
Accounts payable and accrued liabilities	\$ <u>105,746</u>
Deferred Inflows of Resources:	
Unavailable revenue - grant funding	<u>46,221</u>
Commitments and Contingencies (Note 5)	-
Fund Balance:	
Nonspendable:	
Prepays	90,276
Committed:	
Vehicle replacement	580,114
Trauma District	231,226
Assigned to:	
Subsequent year budget	463,399
Unassigned	<u>2,868,170</u>
Total fund balance	<u>4,233,185</u>
Total liabilities, deferred inflows of resources and fund balance	\$ <u><u>4,385,152</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, 2021**

Total Fund Balance of the Governmental Fund, Page 9 \$ 4,233,185

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	9,825,971
Less accumulated depreciation	(4,135,065)

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.

46,221

Net Position of Governmental Activities, Page 7 \$ 9,970,312

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, 2021**

	General Fund
	<hr/>
Revenues:	
Ad valorem taxes	\$ 3,696,809
Intergovernmental	314,869
Interest income	11,178
Miscellaneous income	<hr/> 31,731
Total revenues	<hr/> 4,054,587
Expenditures:	
Current:	
General government	232,271
Public safety	2,712,815
Capital outlay	<hr/> 384,375
Total expenditures	<hr/> 3,329,461
Net change in fund balance	725,126
Fund Balance, October 1, 2020	<hr/> 3,508,059
Fund Balance, September 30, 2021	\$ <u><u>4,233,185</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, 2021**

Net Change in Fund Balance - Governmental Fund, Page 11 \$ 725,126

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	384,375
Less current year provision for depreciation	(474,619)

The net effect of sales transactions involving capital assets	(1,352)
---	---------

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.

	<u>(78,209)</u>
--	-----------------

Change in Net Position of Governmental Activities, Page 8 \$ 555,321

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, 2021

	Original Budget	Final Budget	Actual	Variance
Revenues:				
Ad valorem taxes	\$ 3,690,277	\$ 3,690,277	\$ 3,696,809	\$ 6,532
Intergovernmental	273,652	273,652	314,869	41,217
Interest income	12,000	12,000	11,178	(822)
Miscellaneous income	-	30,000	31,731	1,731
Total revenues	<u>3,975,929</u>	<u>4,005,929</u>	<u>4,054,587</u>	<u>48,658</u>
Expenditures:				
General government:				
Legislative	214,560	215,568	137,502	78,066
Legal	45,000	45,000	33,763	11,237
Financial and administrative	<u>89,000</u>	<u>89,000</u>	<u>61,006</u>	<u>27,994</u>
Total general government	<u>348,560</u>	<u>349,568</u>	<u>232,271</u>	<u>117,297</u>
Public safety:				
Fire rescue	2,482,295	2,589,827	2,326,419	263,408
Emergency medical services	<u>1,092,032</u>	<u>933,032</u>	<u>770,771</u>	<u>162,261</u>
Total public safety	<u>3,574,327</u>	<u>3,522,859</u>	<u>3,097,190</u>	<u>425,669</u>
Total expenditures	<u>3,922,887</u>	<u>3,872,427</u>	<u>3,329,461</u>	<u>542,966</u>
Net change in fund balance	\$ <u>53,042</u>	\$ <u>133,502</u>	\$ <u>725,126</u>	\$ <u>591,624</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, 2021 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, 2021

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 20, 2022, 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 \$ 4,028,689 and the bank balance was \$ 4,102,917.

Note 4 - Capital Assets

Capital asset activity for the year ended September 30, 2021 was as follows:

	Balance at October 1, 2020	Additions	Transfers	Retirements	Balance at September 30, 2021
Governmental Activities:					
Capital assets, not being depreciated:					
Land	\$ 178,597	\$ 180,248	\$ -	\$ -	\$ 358,845
Total capital assets, not being depreciated	178,597	180,248	-	-	358,845
Capital assets, being depreciated:					
Buildings and improvements	3,507,519	6,579	-	-	3,514,098
Infrastructure	1,183,648	144,535	-	-	1,328,183
Furniture and equipment	1,610,329	53,013	-	-	1,663,342
Vehicles	3,156,148	-	-	(194,645)	2,961,503
Total capital assets, being depreciated	9,457,644	204,127	-	(194,645)	9,467,126
Less accumulated depreciation for:					
Buildings and improvements	(1,378,401)	(115,950)	-	-	(1,494,351)
Infrastructure	(160,412)	(39,455)	-	-	(199,867)
Furniture and equipment	(1,006,488)	(120,854)	-	-	(1,127,342)
Vehicles	(1,308,438)	(198,360)	-	193,293	(1,313,505)
Total accumulated depreciation	(3,853,739)	(474,619)	-	193,293	(4,135,065)
Total capital assets being depreciated, net	5,603,905	(270,492)	-	(1,352)	5,332,061
Governmental activities capital assets, net	\$ 5,782,502	\$ (90,244)	\$ -	\$ (1,352)	\$ 5,690,906

Note 4 - Capital Assets (continued)

Provision for depreciation was charged to functions as follows:

Governmental Activities:	
Public safety	\$ <u>474,619</u>

Note 5 - Commitments and Contingencies

Agreements: The District has 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. Both agreements contain provisions for automatic renewal unless either party chooses to terminate or modify 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.

Lease: The District has a long-term lease agreement with the State of Florida for the land at Station 25 which expires in July 2043. Upon expiration of the agreement, the District's interest in the permanent improvements to the leased premises transfers to the lessor.

Note 6 - Risk Management

In accordance with the agreements with the Fire Department and Ambulance Corps (Note 5), 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 7 - 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, 2021, 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 20, 2022.

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.

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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 20, 2022

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, 2021, and have issued our report thereon dated May 20, 2022.

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 20, 2022, 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.

Specific Information

As required by Section 218.39(3)(c), Florida Statutes, and Sections 10.554(1)(i)6 and 10.554(1)(i)7, Rules of the Auditor General, the District reported the specific information in Exhibit 1 accompanying this report. The information for compliance with Section 218.39(3)(c), Florida Statutes and Sections 10.554(1)(i)6 and 10.554(1)(i)7, Rules of the Auditor General, has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

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 20, 2022

Key Largo Fire Rescue and Emergency Medical Services District
Exhibit 1
Data Elements Required by Section 218.39(3)(c), Florida Statutes and
Sections 10.554(1)(i)6 and 10.554(1)(i)7, Rules of the Auditor General
(Unaudited)

Data Elements	Comments
Number of District employees compensated at 9/30/2021	5
Number of independent contractors compensated in September 2021	12
Employee compensation for FYE 9/30/2021 (paid/accrued)	\$20,770
Independent contractor compensation for FYE 9/30/2021 (paid/accrued)	\$106,944.90
Each construction project to begin on or after October 1; (\$.65K)	0
Budget variance report	See page 13
Ad Valorem taxes:	
Millage rate FYE 9/30/2021	1.0000
Ad Valorem taxes collected FYE 9/30/2021	\$3,696,809
Outstanding Bonds	Not applicable

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, 2021. 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, 2021.

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

KEEFE MCCULLOUGH

Fort Lauderdale, Florida
May 20, 2022

CPA's + Trusted Advisors

ITEM 9B

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 21-22
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET

	Jan 22	Feb 22	Mar 22	Oct '21 - Mar 22	Budget	% of Budget
Revenue						
311.000 · Ad Valorem Taxes	119,488.49	149,358.40	83,767.93	3,552,636.20	3,891,931.00	91.28%
201.01 · SAFER Grant - personnel	0.00	0.00	0.00	0.00	28,852.00	0.0%
338.002 · ILA Remib Frm Monroe County	0.00	0.00	0.00	0.00	150,000.00	0.0%
361.100 · Interest	543.09	476.02	511.01	2,780.79	4,800.00	57.93%
369.901 · Miscellaneous Revenue	0.00	250.00	0.00	3,629.43	0.00	100.0%
Total Income	120,031.58	150,084.42	84,278.94	3,559,046.42	4,075,583.00	87.33%
Expenditures						
1100 · District Board						
511.110 · Board Member Stipends	1,750.00	1,750.00	1,750.00	10,500.00	21,000.00	50.0%
511.210 · FICA/Medicare	133.90	133.85	133.90	803.25	1,607.00	49.98%
511.240 · Workmens Compensation Insurance	0.00	0.00	0.00	752.00	1,000.00	75.2%
511.400 · Travel & Per Diem	0.00	0.00	0.00	0.00	4,000.00	0.0%
511.411 · Advertising	442.91	85.17	228.95	1,294.48	5,500.00	23.54%
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	1,858.86	2,133.00	87.15%
Total 511.450 · Insurance & Risk Management	0.00	0.00	0.00	1,958.86	2,233.00	87.72%
511.470 · Printing & Binding	0.00	0.00	0.00	0.00	3,000.00	0.0%
511.490 · General Departmental						
490.01 · Tax Collector Fees	3,584.65	4,480.75	2,513.04	106,578.90	116,758.00	91.28%
490.02 · Property Appraiser Fees	17,260.34	0.00	0.00	34,520.68	68,579.00	50.34%
490.03 · Other	0.00	0.00	0.00	0.00	1,000.00	0.0%
Total 511.490 · General Departmental	20,844.99	4,480.75	2,513.04	141,099.58	186,337.00	75.72%
511.510 · Office Supplies	0.00	0.00	0.00	0.00	500.00	0.0%
511.540 · Dues, Subscriptions	0.00	0.00	0.00	4,141.19	4,000.00	103.53%
512.311 · District Clerk Svcs (Prof Svcs)	0.00	0.00	0.00	0.00	19,000.00	0.0%
513.320 · Accounting & Financial Svcs						
513.01 · District Audit	0.00	0.00	0.00	5,000.00	10,000.00	50.0%
513.02 · Financial and Accounting	0.00	2,463.81	3,578.86	11,799.80	60,000.00	19.67%
Total 513.320 · Accounting & Financial Svcs	0.00	2,463.81	3,578.86	16,799.80	70,000.00	24.0%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 21-22
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET

	Jan 22	Feb 22	Mar 22	Oct '21 - Mar 22	Budget	% of Budget
514.310 · Legal Services (Prof Svcs)	2,397.50	2,640.50	1,650.00	13,629.00	45,000.00	30.29%
Total 1100 · District Board	25,569.30	11,554.08	9,854.75	190,978.16	363,177.00	52.59%
1250 · Key Largo Volunteer Fire						
522.120 · Regular Salaries & Wages						
120.04 · Firefighters	70,646.87	72,249.57	72,163.57	425,513.93	1,055,573.00	40.31%
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	72,896.87	74,499.57	74,413.57	439,013.93	1,082,573.00	40.55%
522.121 · Volunteer Pay						
121.03 · Volunteer/Line Officer Reim.	8,378.62	8,444.75	7,577.40	56,958.49	125,000.00	45.57%
Total 522.121 · Volunteer Pay	8,378.62	8,444.75	7,577.40	56,958.49	125,000.00	45.57%
522.140 · Overtime Wages	23,635.40	12,091.27	17,535.28	120,468.92	200,000.00	60.23%
522.210 · FICA/Medicare	8,025.45	7,270.22	7,613.65	47,157.43	107,679.00	43.79%
522.220 · Retirement Benefits	3,768.72	3,447.83	4,288.72	23,269.16	80,000.00	29.09%
522.230 · Life & Health Insurance	19,373.05	1,036.13	11,274.25	59,302.95	134,508.00	44.09%
522.240 · Workers Compensation	0.00	0.00	0.00	61,930.39	55,572.00	111.44%
522.250 · Unemployment Tax	0.00	0.00	0.00	19.33	2,835.00	0.68%
522.312 · Professional Services						
312.03 · Grant Writing Services	0.00	0.00	0.00	0.00	2,805.00	0.0%
312.04 · Annual Physicals	0.00	15,483.00	0.00	15,483.00	22,440.00	69.0%
312.05 · Background checks & Drug Testin	0.00	0.00	0.00	0.00	1,000.00	0.0%
Total 522.312 · Professional Services	0.00	15,483.00	0.00	15,483.00	26,245.00	58.99%
522.320 · Accounting & Financial Svcs	1,129.53	713.94	0.00	4,109.42	12,900.00	31.86%
522.400 · Travel & Per Diem	0.00	451.25	0.00	451.25	1,000.00	45.13%
522.410 · Phones - Station Phones, Cell	1,267.09	1,272.95	1,237.18	7,795.07	15,000.00	51.97%
522.411 · Advertising	0.00	0.00	0.00	0.00	520.00	0.0%
522.412 · Postage & Freight	0.00	213.00	24.44	237.44	520.00	45.66%
522.430 · Utilities						
430.01 · Electric	2,147.90	1,925.86	2,058.71	12,445.47	28,091.00	44.3%
430.02 · Water	681.38	688.71	792.98	4,368.51	10,404.00	41.99%
430.03 · Fire Hydrant Maintenance	0.00	0.00	0.00	0.00	15,200.00	0.0%
430.04 · Propane Gas	40.00	106.60	0.00	239.60	400.00	59.9%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 21-22
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET

	Jan 22	Feb 22	Mar 22	Oct '21 - Mar 22	Budget	% of Budget
430.07 · TV Service	412.92	532.87	420.72	2,642.77	5,500.00	48.05%
Total 522.430 · Utilities	3,282.20	3,254.04	3,272.41	19,696.35	59,595.00	33.05%
522.440 · Rent & Leases						
440.01 · Copier/Scanner/Fax Lease	293.10	293.10	0.00	1,478.87	3,550.00	41.66%
440.02 · Oxygen Tank Rental	0.00	0.00	0.00	0.00	500.00	0.0%
440.03 · DEP Station 25 Lease Pymt	0.00	0.00	0.00	300.00	300.00	100.0%
440.04 · Red Alert Incident Reporting	5,828.40	0.00	0.00	5,828.40	7,500.00	77.71%
440.05 · Fire Manager- Schedule & Time	0.00	0.00	0.00	0.00	2,200.00	0.0%
Total 522.440 · Rent & Leases	6,121.50	293.10	0.00	7,607.27	14,050.00	54.14%
522.450 · Insurance & Risk Management						
450.03 · Package Policy	0.00	0.00	0.00	53,167.19	59,711.00	89.04%
450.04 · Accident & Sickness	0.00	0.00	2,967.00	5,935.00	5,610.00	105.79%
450.06 · Statutory AD&D	0.00	0.00	0.00	2,055.00		
450.07 · Storage Tank Liability	0.00	0.00	0.00	1,714.00	1,785.00	96.02%
450.11 · Cancer Policy	0.00	0.00	0.00	1,595.00	1,831.00	87.11%
Total 522.450 · Insurance & Risk Management	0.00	0.00	2,967.00	64,466.19	68,937.00	93.52%
522.46 · Repair & Maintenance						
522.460 · Repair & Maint - Equipment	2,930.42	4,744.61	7,275.66	16,312.05	25,000.00	65.25%
522.461 · Repair & Maint - Buildings	345.52	7,039.59	16,111.31	27,710.94	17,000.00	163.01%
522.462 · Repair & Maint - Vehicles	15,132.66	10,233.82	1,384.08	36,307.94	56,100.00	64.72%
Total 522.46 · Repair & Maintenance	18,408.60	22,018.02	24,771.05	80,330.93	98,100.00	81.89%
522.470 · Printing & Binding	0.00	0.00	0.00	0.00	104.00	0.0%
522.490 · General Departmental						
490.05 · Other	0.00	0.00	0.00	0.00	1,500.00	0.0%
490.06 · Computer/IT Services	817.50	3,919.90	522.50	7,384.90	6,500.00	113.61%
Total 522.490 · General Departmental	817.50	3,919.90	522.50	7,384.90	8,000.00	92.31%
522.491 · Training						
491.01 · Instructor Fees	0.00	2,391.23	0.00	5,045.34	34,000.00	14.84%
491.03 · Fire Prevention	0.00	0.00	0.00	2,987.05	3,000.00	99.57%
491.04 · Education, Student Text	0.00	149.00	0.00	549.00	1,000.00	54.9%
491.05 · KAPLAN online Education	0.00	0.00	0.00	4,500.00	4,845.00	92.88%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 21-22
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET

	Jan 22	Feb 22	Mar 22	Oct '21 - Mar 22	Budget	% of Budget
Total 522.491 · Training	0.00	2,540.23	0.00	13,081.39	42,845.00	30.53%
522.510 · Office Supplies	926.72	1,631.28	227.86	5,553.78	5,200.00	106.8%
522.520 · Operating Supplies						
520.01 · Fire Ground Safety	0.00	0.00	6.99	2,357.11	1,000.00	235.71%
520.02 · Daily Operating/Maint Supplies	2,665.16	1,284.99	474.28	25,055.79	10,000.00	250.56%
520.03 · Medical Supplies & Equipment	1,316.67	969.32	1,012.02	5,720.19	8,160.00	70.1%
520.05 · Stat Cleaning/Hskping Supplies	866.79	521.75	68.00	2,050.18	5,000.00	41.0%
520.06 · Firefighting Gear	884.00	0.00	0.00	3,779.03	18,000.00	21.0%
520.07 · Clothing & Apparel	0.00	156.00	1,462.55	1,618.55	9,000.00	17.98%
520.08 · Firefighting Foam or Sup Agnt	0.00	0.00	5,400.00	5,400.00	8,000.00	67.5%
Total 522.520 · Operating Supplies	5,732.62	2,932.06	8,423.84	45,980.85	59,160.00	77.72%
522.521 · Fuel - Gasoline	0.00	81.71	0.00	81.71	75.00	108.95%
522.522 · Fuel - Diesel	7,511.40	-3,543.70	-5,859.83	3,874.71	15,000.00	25.83%
522.540 · Dues, Subscriptions	0.00	0.00	0.00	6,568.78	3,162.00	207.74%
522.6 · Capital Expenditures						
522.620 · Capital Outlay - Buildings	0.00	0.00	17,650.00	17,650.00	0.00	100.0%
522.630 · Capital Outlay-Infr. Imprvmnts	0.00	0.00	0.00	8,400.00	150,000.00	5.6%
522.640 · Capital Outlay - Equipment	2,516.25	0.00	0.00	19,907.69	21,250.00	93.68%
522.641 · Capital Outlay - Vehicles	0.00	3,308.00	0.00	3,308.00	0.00	100.0%
522.642 · Capital - Small Tools & Equip	4,826.00	0.00	0.00	6,425.00	7,500.00	85.67%
Total 522.6 · Capital Expenditures	7,342.25	3,308.00	17,650.00	55,690.69	178,750.00	31.16%
Total 1250 · Key Largo Volunteer Fire	188,617.52	161,358.55	175,939.32	1,146,514.33	2,397,330.00	47.83%
1300 · Key Largo EMS						
526.120 · Regular Salaries & Wages						
120.01 · Administrative Payroll	1,640.00	2,972.50	3,167.25	12,248.75	43,520.00	28.15%
120.02 · Paramedic Payroll	15,862.28	30,980.18	26,330.84	154,550.75	295,982.00	52.22%
Total 526.120 · Regular Salaries & Wages	17,502.28	33,952.68	29,498.09	166,799.50	339,502.00	49.13%
526.121 · Volunteer Pay	12,075.60	11,574.00	4,815.00	63,697.40	113,492.00	56.13%
526.140 · Overtime Wages	5,427.02	11,947.72	17,182.23	51,506.39	75,000.00	68.68%
526.210 · FICA/Medicare	2,679.94	4,398.98	3,967.27	21,946.21	51,867.00	42.31%
526.220 · Retirement Contributions	124.21	331.75	29.85	1,171.19	34,240.00	3.42%
526.230 · Life & Health Insurance	3,755.77	5,262.37	1,272.02	21,478.09	49,984.00	42.97%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 21-22
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET

	Jan 22	Feb 22	Mar 22	Oct '21 - Mar 22	Budget	% of Budget
526.240 · Worker's Compensation	0.00	0.00	0.00	21,516.61	22,194.00	96.95%
526.250 · Unemployment Tax	34.73	48.50	10.78	126.14	300.00	42.05%
526.312 · Professional Services						
312.02 · Medical Director	1,500.00	1,500.00	1,500.00	9,000.00	18,543.00	48.54%
312.06 · Drug Testing & Background Check	0.00	0.00	247.55	1,015.75	780.00	130.22%
312.07 · Grant Writing Services	0.00	0.00	0.00	0.00	2,081.00	0.0%
Total 526.312 · Professional Services	1,500.00	1,500.00	1,747.55	10,015.75	21,404.00	46.79%
526.320 · Accounting & Financial Svcs	2,031.03	0.00	1,922.25	5,874.46	11,985.00	49.02%
526.400 · Travel & Per Diem	30.00	0.00	0.00	30.00	2,000.00	1.5%
526.410 · Phones, Station & Cell	1,621.87	469.93	2,203.52	8,427.29	10,924.00	77.15%
526.411 · Advertising	76.50	0.00	423.00	499.50	416.00	120.07%
526.412 · Postage & Freight	0.00	0.00	0.00	0.00	364.00	0.0%
526.430 · Utilities						
430.05 · Electric & Propane	886.82	719.84	843.10	5,299.39	12,500.00	42.4%
430.06 · Water	126.58	124.03	142.00	779.70	2,000.00	38.99%
Total 526.430 · Utilities	1,013.40	843.87	985.10	6,079.09	14,500.00	41.93%
526.440 · Rental & Leases	0.00	393.23	393.23	2,315.15	4,682.00	49.45%
526.450 · Insurance & Risk Management						
450.08 · Package Policy	0.00	0.00	0.00	20,004.00	34,767.00	57.54%
450.09 · Auto	0.00	0.00	0.00	6,760.00	10,710.00	63.12%
450.10 · Disability Insurance	0.00	0.00	0.00	2,793.87	3,825.00	73.04%
Total 526.450 · Insurance & Risk Management	0.00	0.00	0.00	29,557.87	49,302.00	59.95%
526.46 · Repair & Maintenance						
526.460 · Repair & Maint - Equipment	3,118.70	0.00	126.00	11,769.02	42,917.00	27.42%
526.461 · Repair & Maint - Buildings	631.00	1,180.00	297.00	4,520.89	26,010.00	17.38%
526.462 · Repair & Maint - Vehicles	9,504.42	170.89	512.00	19,159.30	48,000.00	39.92%
Total 526.46 · Repair & Maintenance	13,254.12	1,350.89	935.00	35,449.21	116,927.00	30.32%
526.470 · Printing & Binding	0.00	0.00	0.00	0.00	1,301.00	0.0%
526.490 · General Dept. - Misc.						
490.08 · Computer/IT Services	85.00	42.34	0.00	127.34	6,242.00	2.04%
490.09 · Records Maintenance & Disposal	0.00	1,530.10	0.00	1,530.10		
490.10 · Employee Assistance Program	90.00	180.00	0.00	630.00	1,224.00	51.47%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 21-22
JANUARY, FEBRUARY, MARCH 2021 & YTD ACTUALS VERSUS BUDGET

	Jan 22	Feb 22	Mar 22	Oct '21 - Mar 22	Budget	% of Budget
490.12 · Membership & Retention	0.00	0.00	0.00	0.00	2,601.00	0.0%
Total 526.490 · General Dept. - Misc.	175.00	1,752.44	0.00	2,287.44	10,067.00	22.72%
526.491 · Training - Instructor Fees, Edu						
491.07 · ACLS/PALS	0.00	0.00	0.00	0.00	1,561.00	0.0%
491.10 · Misc. Training/Books	0.00	0.00	0.00	0.00	936.00	0.0%
491.11 · Advanced Airway Management	0.00	0.00	0.00	0.00	2,497.00	0.0%
491.20 · Advanced Stroke Life Support	0.00	0.00	0.00	0.00	2,497.00	0.0%
491.21 · Training Mannequin	0.00	0.00	0.00	0.00	3,750.00	0.0%
491.22 · Fire EMS Academy	0.00	0.00	0.00	0.00	1,873.00	0.0%
Total 526.491 · Training - Instructor Fees, Edu	0.00	0.00	0.00	0.00	13,114.00	0.0%
526.510 · Office Supplies	0.00	279.14	654.33	1,692.60	2,601.00	65.08%
526.520 · Operating Supplies						
520.09 · Station Supplies	925.75	199.37	1,344.61	3,269.48	14,000.00	23.35%
520.10 · Medical Supplies	4,091.86	2,445.05	7,526.10	25,764.32	63,000.00	40.9%
520.11 · Uniforms & Membership Supplies	1,290.00	774.28	0.00	2,064.28	6,500.00	31.76%
520.13 · Small Tools	0.00	0.00	0.00	0.00	6,000.00	0.0%
Total 526.520 · Operating Supplies	6,307.61	3,418.70	8,870.71	31,098.08	89,500.00	34.75%
526.522 · Fuel - Diesel	0.00	3,543.70	5,859.83	9,403.53	14,000.00	67.17%
526.524 · Medicine & Drugs	96.58	469.48	6,446.48	13,832.15	21,624.00	63.97%
526.540 · Dues, Subscriptions	0.00	0.00	40.34	7,253.79	12,311.00	58.92%
526.6 · Capital Expenditures						
526.620 · Capital Outlay - Buildings	0.00	0.00	0.00	0.00	3,250.00	0.0%
526.641 · Capital Outlay - Vehicles	0.00	0.00	0.00	0.00	466,624.00	0.0%
Total 526.6 · Capital Expenditures	0.00	0.00	0.00	0.00	469,874.00	0.0%
Total 1300 · Key Largo EMS	67,705.66	81,537.38	87,256.58	512,057.44	1,553,475.00	32.96%
Total Expenditures	281,892.48	254,450.01	273,050.65	1,849,549.93	4,313,982.00	42.87%
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures	-161,860.90	-104,365.59	-188,771.71	1,709,496.49	-238,399.00	
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	\$ (180,610.90)	\$ (123,115.59)	\$ (207,521.71)	\$ 1,596,996.49	\$ (463,399.00)	

ITEM 10A



KEY LARGO EMS MONTHLY CALL STATISTICS 2022

Total Year Up to Date	815
Total Year Up to Date >103MM	222

Last Updated: 06/02/2022








TYPE OF CALLS	ALS	BLS	BACK-UP	PEDIATRIC	TRAUMA ALERTS	CARDIAC ARRESTS	PUBLIC ASSISTS	STAND-BY	FIRES	CANCEL	REFUSALS	TRANSPORTS	MUTUAL AID	MM >103	TOTAL CALLS
JANUARY	101	25	31	7	1	0	20	3	0	4	24	126	6	44	177
FEBRUARY	61	18	19	1	2	1	14	2	0	5	36	79	1	38	136
MARCH	82	24	29	5	2	3	17	3	0	9	40	106	1	49	175
APRIL	81	21	14	7	2	2	22	3	0	8	29	102	1	46	164
MAY	70	25	24	20	1	1	20	2	0	7	39	95	0	45	163
JUNE												0			0
JULY												0			0
AUGUST												0			0
SEPTEMBER												0			0
OCTOBER												0			0
NOVEMBER												0			0
DECEMBER												0			0

ITEM 11A

Alarms by Day of Week

Key Largo Fire Department

Date Range: From 05/01/2022 to 05/24/2022

Day of Week		Totals
Sunday		16
Monday		5
Tuesday		5
Wednesday		10
Thursday		6
Friday		11
Saturday		10

No Date 0
Total Alarms 63

Incident Run Log

Key Largo Fire Department

Date Range: From 05/01/2022 to 05/31/2022

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Zip	Type	Lgth
05/15/2022	38032	2022-000397	04:47		ARBOR LN / 92 MM OC		33070	Fire in motor home, camper, recreational vehicle	1.1
05/12/2022	38032	2022-000390	19:32	140	MARINA AVE		33037	Water vehicle fire	1.3
05/01/2022	38032	2022-000358	13:30		101437 OVERSEAS HWY			Medical assist, assist EMS crew	0.5
05/05/2022	38032	2022-000368	15:33	45	GARDEN COVE DR		33037	Medical assist, assist EMS crew	0.5
05/07/2022	38032	2022-000375	23:52	17	TINA PLACE		33037-	Medical assist, assist EMS crew	0.6
05/11/2022	38032	2022-000385	15:21	9947	OVERSEAS HWY		33037	Medical assist, assist EMS crew	0.2
05/21/2022	38032	2022-000414	09:32	4	BLACKWATER LN NORTH	206	33037	Medical assist, assist EMS crew	0.2
05/21/2022	38032	2022-000415	10:20	4	BLACKWATER LN NORTH	106	33037	Medical assist, assist EMS crew	0.3
05/26/2022	38032	2022-000424	09:56	8	OCEANA AVE		33037	Medical assist, assist EMS crew	0.3
05/26/2022	38032	2022-000426	16:46	915	S EMERALD DR		33037-	Medical assist, assist EMS crew	0.6
05/26/2022	38032	2022-000428	21:12	8	OCEANA AVE		33037-	Medical assist, assist EMS crew	0.3
05/29/2022	38032	2022-000445	09:54	4	BLACKWATER LN NORTH	106	33037	Medical assist, assist EMS crew	0.7
05/01/2022	38032	2022-000360	19:27	6	COCONUT DR		33037	EMS call, excluding vehicle accident with injury	0.2
05/01/2022	38032	2022-000361	20:43		1040 OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.3
05/01/2022	38032	2022-000362	23:32		1060 OVERSEAS HWY	1402	33037	EMS call, excluding vehicle accident with injury	0.3
05/04/2022	38032	2022-000363	01:03		1079 OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.4
05/06/2022	38032	2022-000373	19:48		1029 OVERSEAS HWY	204	33037	EMS call, excluding vehicle accident with injury	0.6
05/07/2022	38032	2022-000376	13:26		MORRIS AVE / 112.5 MM OC		33037	EMS call, excluding vehicle accident with injury	0.9
05/08/2022	38032	2022-000377	12:06		US1 NB 109			EMS call, excluding vehicle accident with injury	0.7
05/10/2022	38032	2022-000381	14:06		1016 OVERSEAS HWY	B45	33037	EMS call, excluding vehicle accident with injury	0.4
05/10/2022	38032	2022-000382	15:50	51	SHORELAND DR		33037	EMS call, excluding vehicle accident with injury	0.3
05/12/2022	38032	2022-000389	13:44	21	GARDEN COVE DR		33037	EMS call, excluding vehicle accident with injury	0.3
05/12/2022	38032	2022-000391	23:08	89	3RD CT		33037	EMS call, excluding vehicle accident with injury	0.3
05/13/2022	38032	2022-000392	14:43		1079 OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.5
05/14/2022	38032	2022-000393	09:02		SAMSON RD / 101.5 MM OC		33037	EMS call, excluding vehicle accident with injury	0.7
05/14/2022	38032	2022-000394	13:54		1040 OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.2
05/14/2022	38032	2022-000396	23:13	895	ELLEN DR		33037	EMS call, excluding vehicle accident with injury	0.7
05/15/2022	38032	2022-000399	08:38	808	LARGO RD		33037	EMS call, excluding vehicle accident with injury	0.5
05/15/2022	38032	2022-000401	18:24	940	PLANTATION RD		33037	EMS call, excluding vehicle accident with injury	0.7
05/15/2022	38032	2022-000402	20:44		1038 OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.6
05/16/2022	38032	2022-000404	18:17	915	EMERALD DR		33037	EMS call, excluding vehicle accident with injury	0.3
05/20/2022	38032	2022-000410	02:07	4	BLACKWATER LN NORTH	106	33037	EMS call, excluding vehicle accident with injury	0.7
05/21/2022	38032	2022-000417	18:15	4	BLACKWATER LN NORTH	106	33037	EMS call, excluding vehicle accident with injury	0.3
05/22/2022	38032	2022-000419	13:57		1079 OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.4
05/23/2022	38032	2022-000420	07:30		9600 OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.4
05/23/2022	38032	2022-000421	23:40		1078 OVERSEAS HWY	306	33037	EMS call, excluding vehicle accident with injury	0.5
05/27/2022	38032	2022-000429	04:59	969	PLANTATION RD		33037-	EMS call, excluding vehicle accident with injury	0.3
05/28/2022	38032	2022-000439	13:18	48	BASS AVE		33037	EMS call, excluding vehicle accident with injury	0.5
05/28/2022	38032	2022-000441	19:29	4	BLACKWATER LN NORTH	106	33037	EMS call, excluding vehicle accident with injury	0.5
05/30/2022	38032	2022-000448	08:34		1024 OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.4
05/30/2022	38032	2022-000450	12:36		1079 OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.6
05/30/2022	38032	2022-000451	14:09	435	BIG PINE RD		33037	EMS call, excluding vehicle accident with injury	0.6
05/31/2022	38032	2022-000456	19:27	65	SHORELAND DR		33037	EMS call, excluding vehicle accident with injury	0.4
05/06/2022	38032	2022-000370	14:46		1055 OVERSEAS HWY		33037	Motor vehicle accident with injuries	0.2
05/11/2022	38032	2022-000386	19:30	1	EAST DR 99MM OC		33037-	Motor vehicle accident with injuries	0.8
05/14/2022	38032	2022-000395	15:45		TARPON BASIN DR / 101.4 M	SB	33037	Motor vehicle accident with injuries	0.9
05/16/2022	38032	2022-000403	00:59	108.	US1		33037	Motor vehicle accident with injuries	1.0
05/20/2022	38032	2022-000411	11:46		TAYLOR DR / 104.8 MM OC		33037	Motor vehicle accident with injuries	0.5
05/28/2022	38032	2022-000438	11:59		1079 OVERSEAS HWY		33037	Motor vehicle accident with injuries	1.1
05/28/2022	38032	2022-000440	19:34		1079 OVERSEAS HWY		33037	Motor vehicle accident with injuries	0.6
05/28/2022	38032	2022-000443	22:01	105	US1		33037	Motor vehicle accident with injuries	0.6
05/29/2022	38032	2022-000446	12:49		1079 OVERSEAS HWY		33037	Motor vehicle accident with injuries	0.7
05/22/2022	38032	2022-000418	11:35	11	EAGLE DR		33037	Motor vehicle/pedestrian accident (MV Ped)	0.2
05/06/2022	38032	2022-000371	15:59		HARBORAGE / 97 MM OC	NB	33037	Motor vehicle accident with no injuries.	0.3
05/10/2022	38032	2022-000383	17:15		1006 OVERSEAS HWY		33037	Motor vehicle accident with no injuries.	0.3
05/18/2022	38032	2022-000408	11:02		102MM/US1		33037-	Motor vehicle accident with no injuries.	0.5
05/21/2022	38032	2022-000416	11:08	97	OVERSEAS		33037	Motor vehicle accident with no injuries.	0.4
05/04/2022	38032	2022-000365	17:44	114	US1		33037	Extrication of victim(s) from vehicle	1.6
05/20/2022	38032	2022-000412	17:07		1026 OVERSEAS HWY		33037	Gasoline or other flammable liquid spill	0.3

Date	FDID	Incident#	Alarm	###	Address	Suite	Zip	Type	Lgth
05/28/2022	38032	2022-000442	20:56	1501	OCEAN BAY DR	24	33037	Carbon monoxide incident	1.1
05/06/2022	38032	2022-000369	10:17	3	MUTINY PL		33037	Power line down	0.5
05/16/2022	38032	2022-000405	21:06	1040	OVERSEAS HWY		33037	Arcing, shorted electrical equipment	0.6
05/30/2022	38032	2022-000452	17:30	766	MUSA DR		33037	Arcing, shorted electrical equipment	0.2
05/29/2022	38032	2022-000444	00:52	4	BLACKWATER LN NORTH	106	33037	Lock-out	0.2
05/26/2022	38032	2022-000427	17:53	1	EAST DR		33037-	Ring or jewelry removal	0.2
05/30/2022	38032	2022-000449	09:59	179	CORRINE PL		33037	Water problem, other	0.2
05/11/2022	38032	2022-000384	11:39	9700	OVERSEAS HIGHWAY		33037	Dispatched & canceled en route	0.0
05/27/2022	38032	2022-000436	10:52	9129	OVERSEAS HWY		33070-	Dispatched & canceled en route	0.1
05/29/2022	38032	2022-000447	20:34	210	CAMELOT DR		33070	Dispatched & canceled en route	0.1
05/06/2022	38032	2022-000372	18:16		LAGUNA AVE / 99.6 MM OC		33037	No incident found on arrival at dispatch address	0.2
05/17/2022	38032	2022-000406	20:54	16	HAZEL ST		33037	False alarm or false call, other	0.6
05/26/2022	38032	2022-000425	11:32	21	1 AVE		33037	False alarm or false call, other	0.2
05/08/2022	38032	2022-000379	13:26	1014	OVERSEAS HWY		33037	Sprinkler activation, no fire - unintentional	2.0
05/15/2022	38032	2022-000398	08:06	220	REEF DR		33037	Smoke detector activation, no fire - unintentional	0.0
05/04/2022	38032	2022-000364	12:06	1038	OVERSEAS HWY		33037	Alarm system activation, no fire - unintentional	0.3
05/05/2022	38032	2022-000366	09:09	9817	OVERSEAS HWY		33037	Alarm system activation, no fire - unintentional	0.1
05/12/2022	38032	2022-000388	10:11	9817	OVERSEAS HWY		33037	Alarm system activation, no fire - unintentional	0.1
05/18/2022	38032	2022-000407	08:27	1003	OVERSEAS HWY		33037	Alarm system activation, no fire - unintentional	0.6
05/30/2022	38032	2022-000453	18:46	9745	OVERSEAS HWY		33037	Alarm system activation, no fire - unintentional	2.0
05/31/2022	38032	2022-000455	09:58	3	BEACH RD		33070	Alarm system activation, no fire - unintentional	0.1
05/10/2022	38032	2022-000380	09:49	9863	OVERSEAS HIGHWAY		33037	Special type of incident, other	0.7
05/27/2022	38032	2022-000434	07:39	1044	OVERSEAS HWY		33037	Special type of incident, other	3.4
05/27/2022	38032	2022-000435	10:51	1	EAST DRIVE 99MM OC		33037	Special type of incident, other	0.0
05/01/2022	38032	2022-000359	13:13	1014	OVERSEAS HWY		33037		0.0
05/06/2022	38032	2022-000374	22:31	1038	OVERSEAS HWY		33037		0.0
05/08/2022	38032	2022-000378	08:59		US1		33037		0.0
05/11/2022	38032	2022-000387	19:30	1	EAST DRIVE 99MM OC		33037		0.0
05/15/2022	38032	2022-000400	17:48		US1		33037		0.7
05/18/2022	38032	2022-000409	10:54		PALM DR / 102 MM OC		33037		0.0
05/20/2022	38032	2022-000413	21:26		GALE PL / 101.5 MM OC		33037		0.0
05/25/2022	38032	2022-000422	12:47	351	RYAN AVE		33037		2.0
05/25/2022	38032	2022-000423	23:01	28	ANDROS RD		33037		2.0
05/27/2022	38032	2022-000437	10:46	9129	OVERSEAS HWY		33070		0.0
05/30/2022	38032	2022-000454	17:23	7	KNIGHTS KEY BLVD		33050		0.0

Total Number of Incidents: 94
Total Length of Incidents: 48.9 Hours

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 05/01/2022 to 05/31/2022

Company: All Companies

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
122-Fire in motor home, camper, recreational vehicle	1	3	3.00	0.00	0.00	0.00	0.00
134-Water vehicle fire	1	8	8.00	1.28	1.28	10.24	10.24
311-Medical assist, assist EMS crew	10	34	3.40	3.19	0.32	1.08	10.84
321-EMS call, excluding vehicle accident with injury	31	95	3.06	13.14	0.42	1.30	40.17
322-Motor vehicle accident with injuries	9	45	5.00	6.32	0.70	3.62	32.58
323-Motor vehicle/pedestrian accident (MV Ped)	1	3	3.00	0.23	0.23	0.69	0.69
324-Motor vehicle accident with no injuries.	4	23	5.75	1.44	0.36	2.09	8.36
352-Extrication of victim(s) from vehicle	1	8	8.00	1.55	1.55	12.40	12.40
411-Gasoline or other flammable liquid spill	1	3	3.00	0.33	0.33	0.99	0.99
424-Carbon monoxide incident	1	3	3.00	1.07	1.07	3.21	3.21
444-Power line down	1	3	3.00	0.47	0.47	1.41	1.41
445-Arcing, shorted electrical equipment	2	13	6.50	0.80	0.40	2.51	5.02
511-Lock-out	1	3	3.00	0.22	0.22	0.66	0.66
512-Ring or jewelry removal	1	4	4.00	0.18	0.18	0.72	0.72
520-Water problem, other	1	3	3.00	0.20	0.20	0.60	0.60
611-Dispatched & canceled en route	3	14	4.67	0.18	0.06	0.31	0.93
622-No incident found on arrival at dispatch address	1	3	3.00	0.17	0.17	0.51	0.51
700-False alarm or false call, other	2	12	6.00	0.75	0.38	1.86	3.72
741-Sprinkler activation, no fire - unintentional	1	5	5.00	2.00	2.00	10.00	10.00
743-Smoke detector activation, no fire - unintentional	1	0	0.00	0.00	0.00	0.00	0.00
745-Alarm system activation, no fire - unintentional	6	37	6.17	3.34	0.56	3.70	22.21
900-Special type of incident, other	3	5	1.67	4.03	1.34	0.91	2.72
Blank. Incident Type not Entered	11	0	0.00	4.67	0.42		0.00
Total and Averages for all Incident Types	94	327	3.48	45.56	0.48		167.98



NFPA Analysis Report

Key Largo Fire Department

Date Range: From 05/01/2022 to 05/31/2022



FIRE IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (All in Section A Incident Type 110-129)	Number of	Number of Civilian Fire Casualties. If none, write 0.		Estimated Property Damage from Fire. If no loss, write 0.
		Deaths	Injuries	
1. Private Dwellings (1 or 2 family), Including mobile homes (FPU 400-419)	0	0	0	\$0
2. Apartments (3 or more families) FPU 429 or FPU 439)	0	0	0	\$0
3. Hotels and Motels (FPU 449)	0	0	0	\$0
4. All other residential (dormitories, boarding houses, tents, etc.) (FPU 459-499)	0	0	0	\$0
5. TOTAL OTHER RESIDENTIAL FIRES (SHOULD BE SUM OF LINES 1 THROUGH 4)	0	0	0	\$0
6. Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	0	0	0	\$0
7. Schools and Colleges (FPU 200-299)	0	0	0	\$0
8. Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	0	0	0	\$0
9. Stores and Offices (FPU 500-599)	0	0	0	\$0
10. Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	0	0	0	\$0
11. Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	0	0	0	\$0
12. Other Structures** (outbuildings, bridges, etc.) (FPU 900-999)	1	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)	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)	0	0	0	
17. Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150-155)	0	0	0	
18. All Other Fires. (IT 100, 160, 163)	0	0	0	\$0
19. TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18)	2	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	49			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	10			
22. Mutual Aid or Assistance Responses Given	9			
23. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	2			
23. Other Hazardous Conditions (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	3			
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)	94			

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

Confined fires (e.g., cooking fires confined to cooking vessel, or chimney fire that did not spread beyond chimney, or confined trash fires)

IIT 113 - 118), and Nonconfined fires (IT 110 - 112, 120 - 123).

	Number of Confined Fires	Number of Nonconfined Fires
5. Residential Fires (line 5 above)	0	0
13. Structure Fires (line 13 above)	0	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)	8
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	2

INTENTIONALLY SET FIRES IN STRUCTURES AND VEHICLES		Numbers of Fires	Number of Civilian Fire		Estimated Property Damage and Contents from Fire
			Deaths	Injuries	
1.	Structure Fires Intentionally set	0	0	0	0
2.	Vehicle Fires Intentionally set	0	0	0	0

FIRE SERVICE EXPOSURES AND INJURIES						
1.	Total number of firefighters that were exposed to infectious diseases	0				
2.	Total Number of firefighters that were exposed to hazardous	0				
3.	Total number of nonfatal firefighter injuries during all types of duty	0				
	Nature of Most Serious Injury	Responding to or Returning from Incidents	At the Fire Ground	At Non-Fire Emergencies	Training	Other On-Duty
1.	Burns (PAS 12,13,14,15)	0	0	0	0	0
2a.	Smoke or Gas Inhalation(PAS 01,02)	0	0	0	0	0
2b.	Other Respiratory Distress (PAS 03,44,64,65)	0	0	0	0	0
3.	Burn and Smoke Inhalation PAS(11)	0	0	0	0	0
4.	Wound, Cut, Bleeding, Bruise (PAS 21-25,35,36,72,73)	0	0	0	0	0
5.	Dislocation, Fracture (PAS 31, 32, 63)	0	0	0	0	0
6.	Heart Attack or Stroke (PAS 41, 42, 43)	0	0	0	0	0
7.	Strain, Sprain, Muscular Pain (PAS 33, 34, and 98)	0	0	0	0	0
8.	Thermal Stress (frostbite, heat, exhaustion) (PAS 57, 83-85)	0	0	0	0	0
9.	Other (PAS All other codes)	0	0	0	0	0
10.	Total	0	0	0	0	0

FIREGROUND INJURIES BY CAUSE	
1.	Exposure to Fire Products (Cause 4, object 47-49, 53, 64):
2.	Exposure to Chemicals or Radiation(Cause 4, object 52,56):
3.	Fall, jump, slip, trip (cause 1 to 3):
4.	Overexertion, strain (cause 7):
5.	Contact with object (cause 6):
6.	Struck by (cause 5):
7.	Exteme weather (cause 4, object 62):
8.	Other:

THREE HIGHEST LOSS OF LIFE FIRES	THREE HIGHEST PROPERTY DAMAGE FIRES
NO LOSS OF LIFE EVENTS	NO PROPERTY DAMAGE EVENTS