



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

1st PUBLIC HEARING & DISTRICT MEETING AGENDA

September 7, 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 September 7, 2022 Agenda

2b. Approval of August 22, 2022 District Meeting Minutes

3. PUBLIC COMMENT

4. BUDGET FY 2022-2023

5. RESOLUTION 2022-004

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, ADOPTING THE TENTATIVE LEVY OF AD VALOREM TAXES FOR THE DISTRICT FOR THE FISCAL YEAR 2022-2023; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

6. RESOLUTION 2022-005

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, PROVIDING FOR ADOPTION OF THE TENTATIVE BUDGET OF THE DISTRICT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2022, AND ENDING ON SEPTEMBER 30, 2023; PROVIDING FOR SEVERABILITY: AND PROVIDING AN EFFECTIVE DATE.

7. CHAIRMAN REPORT

8. SECRETARY REPORT



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

9. OLD BUSINESS

- 9a. Phase 10 Fire Hydrant Project: (Edge)
- 9b. Millage Referendum: (Legal)
- 9c. Station 24 Diesel Pump (Garrido)
- 9d. DISCUSSION AND/OR ACTION: Station 24 Lighting for Fire Department Budget (Powers)

10. NEW BUSINESS

- 10a. Renewal of Fuel Storage Tank Insurance Policy
- 10b. DISCUSSION: Streamlining/Webhosting Services (Mirabella)
- 10c. DISCUSSION AND/OR ACTION: Lease Abrogation 3671
- 10d. DISCUSSION AND/OR ACTION: Placement of ambulance as surplus/for sale on government bid website (Bock)

11. LEGAL REPORT

- 11a. Independent Special Fire Control District Performance Review (must have under contract by October 1st)

12. FINANCE

13. AMBULANCE CORPS REPORT

14. FIRE DEPARTMENT REPORT

- 14a. July Meeting Documents

15. COMMISSIONER ITEMS

16. NEXT MEETING

- 16a. KLFREMS District Board Meeting Sept. 12 or September. 19

17. ADJOURN

NEXT MEETINGS

September 12, 2022 District Meeting (if required)
September 19, 2022 Final Budget Hearing
September 26, 2022 District Meeting (if required)

DOCUMENTS

- AI 02b. District Meeting Minutes August 22
- AI 04. Proposed Budget FY 22-23
- AI 05. Resolution 2022-004
- AI 06. Resolution 2022-005
- AI 09b. Ballot Question



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

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- AI 09d. *Quotes from Wire Nuts Electric of South Fla, Custom Electric, and Lighting Supply*
AI 10a. *Fuel Storage Tank Liability Insurance Policy Proposal*
AI 10c. *Partial Release of Lease 3671, Vicinity Exhibits and Correspondence*
AI 14a. *KLTFD Meeting Documents July 2022*

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

2B



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 [DRAFT]

August 22, 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**

Chairman Allen called to Order the KLFR&EMS District Meeting at 6:02 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, Dirk Smits, Jennifer Johnson, Scott Robinson, David Garrido and Don Bock.

1c. **Pledge of Allegiance**

Commissioner Edge led the Pledge of Allegiance.

2. **APPROVAL OF AGENDA & MINUTES**

2a. **Approval of August 22, 2022 Agenda**

Motion: Commissioner Edge made a motion to approve the August 22, 2022 District Meeting Agenda. Commissioner Powers second, and the Board unanimously passed the motion.



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

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

A discussion was had regarding a revision to the July 25, 2022 District Meeting Minutes under Item 6b. pertaining to the Board's District emails.

Motion: Commissioner Edge made a motion to approve the July 25, 2022 District Meeting Minutes with the requested revision to Item 6b. Commissioner Powers second, and the Board unanimously passed the motion.

2c. Approval of July 25, 2022 Budget Workshop Minutes

Motion: Commissioner Mirabella made a motion to approve the July 25, 2022 Budget Workshop Minutes. Commissioner Conklin second, and the Board unanimously passed the motion.

2d. Approval of July 25, 2022 Strategic Workshop Minutes

Motion: Commissioner Powers made a motion to approve the July 25, 2022 Strategic Workshop Minutes. Commissioner Conklin second, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

None

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

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

Commissioner Edge advised the anticipated completion of Phase 10 has been pushed back from the projected August 2022 date.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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Discussions were had regarding FKAA's plans to update/replace the water mains for the Twin Lakes Distribution System, and the potential placement of 5-7 fire hydrants within the community during this project. This could potentially save the District approximately \$2500 per hydrant. Additional discussions were had regarding the \$150k ILA and the fire hydrant project to include the diesel pump upgrade at Station 24.

6b. Millage Referendum: (Legal)

Legal advised the Board of the translation of the Ballot from English to Spanish for publishing.

Additional discussions were had regarding local public forums to address the Millage increase as it relates to increasing the cap, which will provide for increasing manpower and services to the community. The Board would like to personally fund the purchase of signs to Vote Yes on the millage referendum.

6c. Station 24 Diesel Pump (Garrido)

Capt. Garrido discussed the purchase of a new diesel pump for Station 24; obtaining a second quote for Station 25. A new system is cost effective as the current pumps are older technology and difficult to find parts for repairs. Awaiting direction from the District.

7. NEW BUSINESS

7a. DISCUSSION: Station 24 Lighting for Fire Department Budget (Powers)

A discussion was had regarding the quotes for the replacement for Station 25's apparatus bay and the cost associated with same and to go with the best quote when purchasing.

8. LEGAL REPORT

8a. Results of Bid Selection held on August 15, 2022 at 11:00 AM for RFP 2022-001 (Independent Special Fire Control District Performance Review)

Legal reported that there were no bids provided for review. The Board directed Legal to further look into an Independent Special Fire Control District Performance Review.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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Additional discussions were had regarding the property at Station 25 and the State's request to reclaim the protected land adjacent to the station. Legal suggested that a request be made to the DEP for a revision to the lease or a new 50 year lease that would incorporate language addressing the protected land.

9. **FINANCE**

9a. **DISCUSSION: Key Largo Fire Rescue and EMS District FY 2022-2023 Proposed Budget**

Jennifer Johnson discussed the District's Proposed Budget for Fiscal Year 2022-2023, which included a 97% collection rate from Ad Valorem Taxes of \$4,582,568 with \$150,000 in ILA and interest income of \$4,800 for a total of \$4,747,368 in revenue. There is an October 2022 Unassigned Fund balance of \$3,056,267 for 2023; \$586,461 for vehicle replacement fund balance, for a total revenue of \$8,380,096.

The District's operating expenditures were at \$383,596; reverse transfers for \$275,000 for a total of \$668,596.

The Fire Department's operating expenditures were at \$2,483,836; Capital Outlay (to fund hydrants and/or diesel fuel pump) \$202,500 for a total of \$2,686,33.

The Ambulance Corp.'s operating expenditures were at \$1,242,436; Capital Outlay \$21,500 for a total of \$1,263,936.

Total Expenditures & Transfers - \$4,618,869

Fund Balance

Unassigned Balance – September 30, 2023 - \$3,174,766

Committed for Future Vehicle Replacement Fund Balance – September 30, 2023 - \$861,461

Total Expenditures and Fund Balances - \$8,380,096

10. **AMBULANCE CORPS REPORT**

10a. **July Statistics**

There were 1107 calls; 332 north of the 103.



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10b. July Meeting

Scott Robinson reports the Department of Health provided 5 AED's for the community.

11. FIRE DEPARTMENT REPORT

11a. July Statistics

The Department is currently testing volunteers. Discussion was had regarding the status of Jamie who is currently on worker's compensation with an injured finger. He has been rehabilitating and is currently scheduled to return to duty in September. He will also be reevaluated after 6 months to include proficiency retraining.

12. COMMISSIONER ITEMS

Discussion was had regarding the Department's IT needs. Chairman Allen had a conversation with Sue Heim who recommended the Wastewater's vendor, Essential Net Solutions. Commissioner Mirabella will endeavor to obtain information for the next district meeting.

13. NEXT MEETING

13a. KLFREMS District Board Meeting Sept. 12 or September 26

Motion: Commissioner Powers made a motion to ***cancel the September 12 and 26 District Meetings, unless required.*** Commissioner Edge second, and the Board unanimously passed the motion.

The next meetings will be the September 7, 2022 First Budget Hearing, and September 19, 2022 Final Budget Hearing.

14. ADJOURN

Commissioner Mirabella made a Motion to Adjourn at 7:10 PM, Commissioner Powers second, and the motion was unanimously approved by the Board.



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

NEXT MEETINGS

*September 7, 2022 First Budget Hearing
September 12, 2022 District Meeting (if required)
September 19, 2022 Final Budget Hearing
September 26, 2022 District Meeting*

DOCUMENTS

*AI 02b. District Meeting Minutes July 25
AI 02c. Budget Workshop Minutes July 25
AI 02d. Strategic Workshop Minutes July 25
AI 07a. Quotes from Wire Nuts Electric of South Fla, Custom Electric, and Lighting Supply.
AI 09a. Key Largo Fire Rescue and EMS District FY 2022-2023 Proposed Budget
AI 10a. KLVAC Monthly Report
AI 10b. KLVAC Meeting Documents July 2022
AI 11a. KLVFD Monthly Report*

***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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KEY LARGO FIRE RESCUE AND EMS DISTRICT FY 2022-2023 PROPOSED BUDGET

8/31/2022

REVENUES

<i>Prior Year Millage Rate:</i>	1.0000
<i>Roll- Back Rate:</i>	0.8575
<i>Taxable Value</i>	4,724,296,468
<i>Millage Rate :</i>	1.0000
<i>% over roll-back rate</i>	16.62%
Ad Valorem Taxes (97% collection rate)	\$ 4,582,568
Intergovernmental Revenue - Monroe County -	
Contribution for Capital Infrastructure	150,000
(\$150,000 for capital outlay)	4,800
Interest Income	
Total Revenues	\$ 4,737,368
UNASSIGNED FUND BALANCE OCT 1, 2022	3,056,267
COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2022	586,461
TOTAL REVENUES, FUND BALANCES	\$ 8,380,096
AND OTHER FINANCING SOURCES	

EXPENDITURES

Key Largo Fire/EMS District Board	
Operating Expenditures	\$ 393,596
Reserve Transfers	275,000
Subtotal District Board	\$ 668,596
Key Largo Fire & Rescue	
Operating Expenditures	\$ 2,483,837
Capital Outlay	202,500
Subtotal Key Largo Volunteer Fire Department	\$ 2,686,337
Key Largo Ambulance	
Operating Expenditures	\$ 1,242,436
Capital Outlay	21,500
Subtotal Key Largo Volunteer Ambulance Corp.	\$ 1,263,936
Total Expenditures & Transfers	\$ 4,618,869
FUND BALANCE	
UNASSIGNED FUND BALANCE SEPT 30, 2023	3,174,766
COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2023	861,461
TOTAL EXPENDITURES & FUND BALANCES	\$ 8,380,096

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - DISTRICT

Department: 1100 District Board
Exp Transaction Code 511 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY21-22 Projected Actuals	Budget Increase / (Decrease)
110	Board Member Stipends					
	5 Members @ \$ 350 / month x 12 months	21,000	21,000	15,750	21,000	-
210	FICA Taxes: @ 7.65 % of Wages	1,607	1,607	1,205	1,607	-
511.240	Worker's Compensation	1,000	1,000	752	752	-
514.310	Legal Services	45,000	45,000	24,919	37,379	-
512.311	District Clerk Services	19,000	19,000	-	9,817	-
512.312	Professional Services (IT)	7,200	-	-	-	7,200
513.320	Accounting and Financial Services					-
.01	District Audit	10,000	10,000	10,000	10,000	-
.02	Financial and Accounting Services	60,000	60,000	19,186	25,581	-
	<i>Total Accounting & Financial Services</i>	70,000	70,000	29,186	35,581	-
400	Travel & Per Diem - Training, Seminars, Meetings	4,000	4,000	1,173	1,173	-
450	Insurance & Risk Management:					
	Public Position Bond	100	100	100	100	-
	General & Mgt Liability, Commercial Auto and Excess Liability	2,133	2,133	1,859	1,859	-
	<i>Total Risk Management</i>	2,233	2,233	1,959	1,959	-
470	Printing and Binding	3,000	3,000	-	-	-
490	General Departmental: Miscellaneous Expenses					
.01	MoCo Property Appraiser Charges	68,579	68,579	69,083	69,083	-
.02	MoCo Tax Collector Charge (@3% of Ad Valorem Collection)	137,477	116,758	114,096	114,096	20,719
.03	Discretionary Expenditures	1,000	1,000	-	-	-
	<i>Total General Departmental</i>	207,056	186,337	183,179	183,179	20,719
411	Advertising	5,500	5,500	1,713	1,769	-
510	Office Supplies & Equipment	1,000	500	-	-	500

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - DISTRICT

Department: 1100 District Board
Exp Transaction Code 511 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY21-22 Projected Actuals	Budget Increase / (Decrease)
540	Dues, Subscriptions and Publications	6,000	4,000	4,141	2,065	2,000
Department Total Operations		\$ 393,596	\$ 363,177	\$ 263,977	\$ 296,281	\$ 30,419
919	Transfer to Committed Funds for Vehicle & Equipment Replacement	275,000	225,000	168,750	225,000	50,000
Department Total Including Transfers to Reserves		\$ 668,596	\$ 588,177	\$ 432,727	\$ 521,281	\$ 80,419

Total Operating Budget	393,596	363,177
Total Capital & Reserve Budget	<u>275,000</u>	<u>225,000</u>
Total	668,596	588,177

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - FIRE DEPARTMENT

Department: 1250 Key Largo Volunteer Fire Department
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:					
	Administrative Stipend (\$750 per month 3-Captains Handling Admin. Duties)	27,000	27,000	20,250	27,000	-
.02	Career Staffing Salaries to Include Incentive Pay - Includes 1 additional full-time FF/EMT Position as well CPI 4.6% COLA	1,209,900	1,055,573	695,898	927,864	154,327
	<i>Total Regular Salaries & Wages</i>	1,236,900	1,082,573	716,148	954,864	154,327
121	Volunteer Pay:					
.01	Volunteer Chief's Reimbursement - Chief has declined	-	-	-	-	-
.02	Volunteer Assistant Chief's Reimbursement	-	-	-	-	-
.03	Volunteer firefighters (Station 24 and Station 25) - Volunteerism is down (COLA 4.6%)	82,000	125,000	75,844	113,766	(43,000)
	<i>Total Volunteer Pay</i>	82,000	125,000	75,844	113,766	(43,000)
140	Overtime wages - Increased for WC injuries, covid leave, medical leave, etc...	210,000	200,000	188,652	251,536	10,000
210	Employer Payroll Taxes @ 7.65% of Pay	116,961	107,679	75,284	100,993	9,282
220	Retirement Plan - 401(k) (8%, same as last year) includes volunteers however, no participation expected.	105,512	80,000	38,303	51,071	25,512
230	Employee Insurance Benefits					
	Medical/Dental/Vision/Life Insurance for Full Time Employees - \$725 per employee (18) per month to account for 11.4% insurance premium increase.	156,600	131,580	103,023	123,628	25,020
	Statutory AD&D	2,928	2,928	2,055	2,055	-
	<i>Total Insurance Benefits</i>	159,528	134,508	105,078	125,683	25,020
240	Worker's Compensation	55,572	55,572	61,930	61,930	-
250	Unemployment Tax	2,835	2,835	19	2,835	-
312	Professional Services:					
	Grant Writing Services - Upcoming AFG grant	3,000	2,805	-	-	195
	Firefighter Annual Physicals - Not as many volunteer members as before	20,000	22,440	15,483	15,483	(2,440)
	Background Checks, Drug Testing, Drivers License Checks	1,000	1,000	905	1,358	-
	<i>Total Professional Services</i>	24,000	26,245	16,388	16,841	(2,245)
314	Legal Services (Requires District Board Approval)	-	-	-	-	-
320	Accounting Fees - Increased for additional FF/EMT position	15,000	12,900	7,496	11,244	2,100
400	Travel & Per Diem - (Greater FL Fire School, Orlando Fire Conference, Seminars, etc.)	1,000	1,000	452	678	-
410	Phones, Television & Internet (Station Phones, Air Cards)	15,000	15,000	11,470	17,205	-

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - FIRE DEPARTMENT

Department: 1250 Key Largo Volunteer Fire Department
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
411	Advertising	520	520	-	-	-
412	Postage & Freight	520	520	272	408	-
430	Utilities					
.01	Electric	28,000	28,091	19,497	29,246	(91)
.02	Water - Decreased off % average from last years usage.	9,000	10,404	6,835	10,253	(1,404)
.03	Fire Hydrant Maintenance @ \$50 per hydrant - Hydrant's increased to 314 total in KL	15,700	15,200	-	12,600	500
.04	Propane Gas	400	400	308	462	-
.07	TV Service	5,500	5,500	4,560	6,080	-
	<i>Total Utilities</i>	58,600	59,595	31,200	58,641	(995)
440	Rent & Leases:					
	Station 24 Copier/Scanner/Fax Lease	3,550	3,550	2,372	3,558	-
	Oxygen Tank Rental - Increased on usage	1,500	500	508	508	1,000
	Annual Lease Payment - DEP Station 25 Property	300	300	600	600	-
	Red Alert NFRIS Incident Reporting Program Support and Maintenance & SmartCop CAD	7,500	7,500	7,100	7,100	-
	Software - Fire Manager Scheduling and Time & Attendance Software	2,200	2,200	5,939	5,939	-
	<i>Total Rent & Leases</i>	15,050	14,050	16,519	17,705	1,000
450	Risk Management					
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)	54,052	59,711	54,052	54,052	(5,659)
	Cancer Benefit Insurance (New FL Statue)	1,595	1,831	1,595	1,595	(236)
	Accident and Sickness	5,935	5,610	5,935	5,935	325
	Storage Tank Liability	1,714	1,785	1,714	1,714	(71)
	<i>Total Risk Management</i>	63,296	68,937	63,296	63,296	(5,641)
460	Repair & Maintenance: Equipment	25,500	25,000	35,461	43,192	500
461	Repair & Maintenance: Buildings & Grounds	58,645	17,000	42,974	57,461	41,645
462	Repair & Maintenance: Vehicles	56,100	56,100	69,813	74,720	-
470	Printing and Binding	104	104	-	-	-

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - FIRE DEPARTMENT

Department: 1250 Key Largo Volunteer Fire Department
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
490	General Departmental: General Office & Administrative Costs					
.05	Other including Recruitment & Retention	1,500	1,500	295	885	-
.06	Computer/IT services - Increased for website maintenance	7,500	6,500	9,000	10,530	1,000
	<i>Total General Departmental</i>	9,000	8,000	9,295	11,415	1,000
491	Training - Instructor Fees, Education, Student Text and Fire Prevention					
.01	In-house training courses (Outside/In-house instructors/vendors)	34,200	34,000	6,992	12,488	200
.02	Out of area training	2,500	-	-	-	2,500
.03	Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School	3,000	3,000	2,987	3,647	-
.04	Education & Text Books	1,000	1,000	677	1,016	-
.05	KAPLAN online education (40 firefighters) - Less members	3,000	4,845	4,500	4,500	(1,845)
	<i>Total Training</i>	43,700	42,845	15,156	21,651	855
510	Office Supplies	3,500	5,200	6,513	9,770	(1,700)
520	Operating Supplies					
.01	Fire Ground Safety (highway vests, cones, etc.)	1,000	1,000	4,065	6,098	-
.02	Daily Operating/Maintenance Supplies including small tools less than 1k	41,702	10,000	28,717	43,076	31,702
.03	Medical Supplies & Equipment	8,000	8,160	7,163	10,745	(160)
.05	Station Cleaning/Housekeeping Supplies	5,000	5,000	2,710	4,065	-
.06	Firefighting Gear - (including helmets, gloves, hoods, boots, coat & pants) 7 sets going OOS	28,000	18,000	4,221	6,332	10,000
.07	Clothing, Apparel - Pants, extrication gloves, tee shirts, patches, etc.	9,000	9,000	7,013	10,520	-
.08	Fire fighting Foam or suppression agent	8,000	8,000	5,400	5,400	-
	<i>Total Operating Supplies</i>	100,702	59,160	59,289	86,236	41,542
521	Fuel: Gasoline (for portable equipment)	100	75	82	108	25
522	Fuel: Diesel - Increased on cost of fuel	20,000	15,000	22,329	26,795	5,000
540	Dues, Subscriptions and Publications - Increased for department Zoom, Docusign, Adobe, etc...	4,192	3,162	2,125	2,125	1,030

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - FIRE DEPARTMENT

Department: 1250 Key Largo Volunteer Fire Department
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
620	Capital Outlay: Buildings Station 24 Second Story	-	-	31,450	31,450	-
	<i>Total Capital Outlay: Buildings</i>	-	-	31,450	31,450	-
630	Capital Outlay: Infrastructure Improvements - Fire Hydrants & or Gas Pump Replacement(s) \$150,000 from Monroe County ILA	150,000	150,000	8,400	150,000	-
	<i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i>	150,000	150,000	8,400	150,000	-
640	Capital Outlay: Equipment					
	Vetter Lift Bags for E25	15,000	-	-	-	15,000
	Toughbook CF-33 to replace L25 CF-31	5,000	-	-	-	5,000
	Vent Saws	5,000	-	-	-	5,000
	Blitzfire Ground monitor for E25	3,500	-	-	-	3,500
	FireCom Cab Communication Headsets for S24 and L25	14,000	13,000	12,873	12,873	1,000
	Masimo Rad-57 Pulse Ox with CO Oximeter with SpMet for both Adult & Pediatric	-	3,850	4,519	4,519	(3,850)
	Physio Control Lifepak 1000 AD with add on for ECG Display with Pediatric capability	-	4,400	2,517	2,517	(4,400)
	<i>Total Capital Outlay: Equipment</i>	42,500	21,250	19,909	19,909	21,250
641	Capital Outlay: Vehicles	-	-	8,318	8,318	-
642	Capital Outlay: Small Tools & Equipment Various Tools, Equipment, etc. Costing >\$1,000 but < \$ 5,000 per each item and a useful life of 1 year or more	10,000	7,500	7,450	7,450	2,500
<i>Total Operating Budget</i>		2,483,837	2,218,580	1,671,388	2,182,169	265,257
<i>Total Capital Budget</i>		202,500	178,750	75,527	217,127	23,750
<i>Total</i>		<u>2,686,337</u>	<u>2,397,330</u>	<u>1,746,915</u>	<u>2,399,296</u>	<u>289,007</u>

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - AMBULANCE CORP

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget 2 Rescues	FY 21-22 Adopted Budget 2 Rescues	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:					
.01	Administrative (1 Position) - includes 8 holidays & 4.6% COLA	45,994	43,520	15,693	26,902	2,474
	Paramedic Payroll - includes 8 holidays - includes 2 additional FT Medics & 4.6% COLA & STEP raises	597,919	445,982	see net figure below	see net figure below	151,937
.02	Less: EMS Income Applied to Offset Reimbursement -	(250,000)	(150,000)	see net figure below	see net figure below	(100,000)
	Total Paramedic Payroll Reimbursement	347,919	295,982	185,170	295,982	51,937
	Total Regular Salaries & Wages	393,913	339,502	200,863	322,884	54,411
121	Volunteer Pay: Volunteer Reimbursement - Includes \$500 for Deputy Chief of Administration & \$250 each for 3 officers duties per month & 4.6% COLA	106,148	113,492	69,514	119,167	(7,344)
140	Overtime Wages	88,400	75,000	69,001	75,000	13,400
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Reimb.	64,142	51,867	26,338	51,029	12,275
220	Retirement Contributions - 401K (8% employer contribution)	20,000	34,240	1,441	2,882	(14,240)
230	Benefits for 9 full-time medics & 1 admin (up to \$725 per mo. each FT emp.)	87,000	49,984	26,883	46,085	37,016
240	Worker's Compensation	26,000	22,194	21,517	22,213	3,806
250	Unemployment Tax	300	300	141	300	-
312	Professional Services: Medical Director, etc.				-	
.02	Medical Director	18,543	18,543	13,500	18,000	-
.03	Background Checks, drug testing	2,000	780	1,432	1,782	1,220
.04	Other - Grant Writing	2,100	2,081	-	-	19
	Total Professional Services	22,643	21,404	14,932	19,782	1,239

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - AMBULANCE CORP

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget 2 Rescues	FY 21-22 Adopted Budget 2 Rescues	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
320	Accounting and Financial Services	12,480	11,985	6,682	11,455	495
400	Travel & Per Diem - Training, Seminars, Meetings	1,500	2,000	30	1,548	(500)
410	Station Phone Services: (4 phone & 2 fax lines), DSL/Internet, Wireless Air Cards for laptops in trucks	20,000	10,924	11,626	19,930	9,076
411	Advertising - includes "Indeed" ads for paid medic recruitmennt	2,500	416	950	400	2,084
412	Postage & Freight	350	364	-	350	(14)
430	Utilities					
.05	Electric & Propane	12,500	12,500	6,192	12,384	-
.06	Water	2,000	2,000	933	1,866	-
	<i>Total Utilities</i>	14,500	14,500	7,125	14,250	-
440	Rental Equipment - O2 rental bottles, etc.	7,500	4,682	3,102	6,204	2,818
450	Insurance & Risk Management					
	Fire/Wind/Flood	46,012	34,767	20,004	34,767	11,245
	Auto & Umbrella	15,548	10,710	6,760	10,710	4,838
	Disability Insurance (All Members) -	4,000	3,825	2,794	3,825	175
	<i>Total Insurance & Risk Management</i>	65,560	49,302	29,558	49,302	16,258
460	Repair & Maintenance: Equipment	40,000	42,917	16,377	32,754	(2,917)
461	Repair & Maintenance: Buildings	24,000	26,010	9,991	19,982	(2,010)
462	Repair & Maintenance: Vehicles - includes one-time FORD extended warranty on new Rescues @ \$5,000 ea	40,000	48,000	23,724	47,448	(8,000)
470	Printing and Binding	1,400	1,301	-	1,275	99
490	General Departmental: Miscellaneous Expenses					
.08	Computer R&M - includes \$6,500 for SmartCop software interface	13,000	6,242	1,686	3,372	6,758
.10	Employee Assistance Program (program through AETNA approx. \$2 per month per member)	1,600	1,224	810	1,620	376
.12	Membership & Retention	2,500	2,601	-	1,300	(101)
	<i>Total General Departmental</i>	17,100	10,067	2,496	6,292	7,033

KEY LARGO FIRE RESCUE AND EMS DISTRICT

FY 2022-2023

BUDGET DETAILS - AMBULANCE CORP

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget 2 Rescues	FY 21-22 Adopted Budget 2 Rescues	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
491	Training - Instructor Fees, Education					
.07	ACLS/PALS (taught in alternating years)	1,600	1,561	-	1,561	39
.10	Misc. Training/Books & pig tracheas	1,000	936	-	936	64
.20	Kaplan/FireEMS Academy online training for members (45 @ \$40)	1,900	1,873	3,569	1,873	27
.25	Advanced Airway Management	2,500	2,497	-	-	3
.40	Advanced Stroke Life Support	-	2,497	-	-	(2,497)
.50	Training mannequin - less \$5,000 donation (from Kay)	-	3,750	-	-	(3,750)
	<i>Total Training</i>	7,000	13,114	3,569	8,613	(6,114)
510	Office Supplies	6,500	2,601	4,227	6,341	3,899
520	Operating Supplies					
.09	Station Supplies: Ambulance & Building	10,000	14,000	3,772	6,466	(4,000)
.10	Medical Supplies: Bandages/First Aid/Drip Sets	67,500	63,000	34,139	58,524	4,500
.11	Uniforms, Clothing and Apparel, Membership Supplies	7,500	6,500	2,064	3,538	1,000
.12	Small Tools:	6,000	6,000	-	-	-
	<i>Total Operating Supplies</i>	91,000	89,500	39,975	68,528	1,500
522	Fuel: Diesel	35,000	14,000	13,084	26,168	21,000
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	35,000	21,000	16,062	32,124	14,000
	Narcan to Community	-	624	inc above	inc above	(624)
	<i>Total Medicine & Drugs</i>	35,000	21,624	16,062	32,124	13,376
540	Dues, Subscriptions and Publications	12,500	12,311	7,254	12,311	189

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - AMBULANCE CORP

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget 2 Rescues	FY 21-22 Adopted Budget 2 Rescues	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
643	Capital Outlay: Buildings					
	Replace entryway awnings	-	3,250	-	3,250	(3,250)
	<i>Total Capital Outlay: Buildings</i>	-	3,250	-	3,250	(3,250)
640	Capital Outlay: Equipment					
	PowerLoad for extra rescue - removed and was remonunted in new rescue - will apply for Grant to obtain	21,500	-	-	-	21,500
	<i>Total Capital Outlay: Equipment</i>	21,500	-	-	-	21,500
641	Capital Outlay: Vehicles - 2008 & 2011 Ambulance Replacement, 1 paid for from using remaining Trauma District Funding	-	466,624	467,630	467,630	(466,624)

Department Total

<i>Total Operating Budget</i>	1,242,436	1,083,601	626,462	1,024,617	158,835
<i>Total Capital Budget</i>	21,500	469,874	467,630	470,880	(448,374)
<i>Total</i>	<u>1,263,936</u>	<u>1,553,475</u>	<u>1,094,092</u>	<u>1,495,497</u>	<u>(289,539)</u>

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
VEHICLE REPLACEMENT SCHEDULE

8/31/2022

Year	Beginning Balance	Contributions	Purchases & Other Distributions	Ending Balance	Vehicle to be Replaced
09/30/23	\$ 586,461	\$ 275,000	\$ -	\$ 861,461	
09/30/24	861,461	275,000	-	1,136,461	
09/30/25	1,136,461	275,000	(285,877)	1,125,584	ambulance (new in 2015)
09/30/26	1,125,584	275,000	(294,453)	1,106,131	ambulance (new in 2016)
09/30/27	1,106,131	275,000	-	1,381,131	
09/30/28	1,381,131	275,000	-	1,656,131	
09/30/29	1,656,131	275,000	-	1,931,131	
09/30/30	1,931,131	275,000	(357,657)	1,848,474	ambulance (new in 2020)
09/30/31	1,848,474	275,000	(311,453)	1,812,021	ambulance (new in 2021)
09/30/32	1,812,021	275,000	(814,132)	1,272,889	E25
09/30/33	1,272,889	275,000	(838,556)	709,333	E24
09/30/34	709,333	275,000	(513,315)	471,018	Tanker
09/30/35	471,018	300,000	(350,543)	420,475	ambulance (new in 2025)
09/30/36	420,475	300,000	(361,059)	359,416	ambulance (new in 2026)
09/30/37	359,416	300,000	-	659,416	
09/30/38	659,416	300,000	-	959,416	
09/30/39	959,416	300,000	(1,224,468)	34,948	Ladder

Equipment/Vehicle Type	Dept	Unit #	Year New	Service Life	Replace Year	Years to Replacement	Estimated Replacement Cost in FY23
Technical Rescue Pumper	Fire Rescue	SQUAD-24	2013	20	NA	NA	-
Tanker/Pumper	Fire Rescue	TANKER-24	2014	20	2034	11	339,362
Ladder / Pumper	Fire Rescue	LADDER-24	2014	25	2039	16	698,297
Class A Engine	Fire Rescue	ENGINE-25	2017	15	2032	9	571,016
Class A Engine	Fire Rescue	ENGINE-24	2018	15	2033	10	571,016
Cascade Air Fill & Lighting Truck	Fire Rescue	AIR-24	2022	20	2042	19	256,957

Type III Ambulance	EMS		2022	10	2032	9	246,600
Type III Ambulance	EMS		2022	10	2032	9	246,600
Type III Ambulance	EMS		2015	10	2025	2	246,600
Type III Ambulance	EMS		2016	10	2026	3	246,600

5

RESOLUTION 2022-004

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, ADOPTING THE TENTATIVE LEVY OF AD VALOREM TAXES FOR THE DISTRICT FOR THE FISCAL YEAR 2022-2023; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to special act of the legislature Chapter 2005-329, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) was created and approved by vote of the electors to levy up to one mill ad valorem taxation for the purpose of providing funding for fire protection and emergency medical services in the Key Largo geographical area; and

WHEREAS, pursuant to Section 200.065, *Florida Statutes*, the District has established a proposed millage rate; and

WHEREAS, pursuant to Section 200.065(2), *Florida Statutes*, within eighty (80) days of the certification of taxable value the District is required to re-compute the proposed millage rate and adopt a tentative millage rate; and

WHEREAS, on September 7, 2022, the District held a public hearing to consider any adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2022-2023 (the “FY 2022-2023”), and adopt a tentative millage rate in accordance with Section 200.065(2)(c), *Florida Statutes*.

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

Section 1. The FY 2022-2023 tentative operating millage rate for the District is 1.0000 mill, which is greater than the rolled-back rate of 0.8575 mills by 16.62%.

Section 2. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

Section 3. This resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED this 7th day of September 2022.

Tony Allen, Chairman

ATTEST:

District Clerk

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

DISTRICT LEGAL COUNSEL

Motion to adopt by _____, Seconded by _____

FINAL VOTE AT ADOPTION:

Chairman Tony Allen	_____
Vice Chairman George Mirabella	_____
Secretary/Treasurer Kenneth Edge	_____
Commissioner Frank Conklin	_____
Commissioner Danny Powers	_____

6

RESOLUTION NO. 2022-005

**A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND
EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA,
PROVIDING FOR ADOPTION OF THE TENTATIVE
BUDGET OF THE DISTRICT FOR THE FISCAL YEAR
COMMENCING ON OCTOBER 1, 2022, AND ENDING ON
SEPTEMBER 30, 2023; PROVIDING FOR SEVERABILITY:
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, pursuant to Section 200.065, Florida Statutes the Key Largo Fire Rescue and Emergency Medical Services District, Florida (the “District”) has established a proposed millage rate; and

WHEREAS, on September 7, 2022, the District Board held a public hearing to consider adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2022-2023 (the “FY 2022-2023”), and adopt a recomputed proposed millage rate in accordance with Section 200.065(2)(c), Florida Statutes.

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

Section 1. Budget Approved and Adopted. The tentative budget of the District for the fiscal year beginning on October 1, 2022, and ending September 30, 2023 (the "Budget") in the amount of \$8,380,096 was considered at a public hearing and is hereby approved and adopted.

Section 2. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

Section 3. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 7th day of September 2022.

Tony Allen, Chairman

ATTEST:

District Clerk

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

DISTRICT LEGAL COUNSEL

Motion to adopt by _____, Seconded by _____

FINAL VOTE AT ADOPTION:

Chairman Tony Allen	_____
Vice Chairman George Mirabella	_____
Secretary/Treasurer Kenneth Edge	_____
Commissioner Frank Conklin	_____
Commissioner Danny Powers	_____

9B

EXHIBIT A

INCREASED MAXIMUM MILLAGE RATE FOR KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES

The Key Largo Fire & EMS District may not levy ad valorem taxes exceeding 1.00 mill without voter approval. The District seeks to increase its maximum millage rate to cover future costs of providing high-quality fire-rescue and emergency medical services to the residents of Key Largo.

Shall the maximum millage rate of the District be revised to 2.00 mills, to fund the continued provision of fire rescue and emergency medical services to Key Largo residents?

_____ **YES**

_____ **NO**

9D

Replacement lighting for Station 25 apparatus bay, revised quotes with breakdown of cost: LED light make/model = Nuvo 65-770r1

Option #1:

Wire-Nuts: 24 fixtures

Light fixtures = \$5,499.00

Materials & Labor= \$5,720.00

Total cost \$11,219.00

Option #2:

Custom Electric: 24 fixtures

They did not separate labor vs parts. However, they did say that the cost would be \$1,500.00 more if they needed to rent a lift. They plan to use their bucket truck. We do not think that a bucket truck will work so we are assuming they will need a lift of some sort.

Fixture with installation = \$7,850.00

Fixture with installation & lift = \$9,350.00

Option #3:

The District purchases the lights from an online retailer. We found a seller www.lightingsupply.com who we could order and have them shipped to us. This option is not ideal because we would need to have one of the two companies above install them via an hourly rate plus materials cost for any wiring supplies and we do not know the time frame it would take to complete the job.

Each fixture is \$132.99

Total for 24 fixtures is \$3,191.76

Shipping is \$32.99

Total Cost: \$3,224.75

We hope that this will help the District board come to a decision on cost for budgeting. KLFD is here to answer any questions.

Thank you for your support!

Wire Nuts Electric of South Fla.



237 LaPaloma Road
Key Largo, FL 33037
305-451-0939 (Office)
SLCMMC@AOL.COM



July 26, 2022

Key Largo Fire
MM 100
Jason Mumper

EMAIL: jmumper@keylargofire.org

Dear Jason,

We are pleased to quote the following ...

1. We will supply 24 hi-bay LED lights – spec sheet attached ... 5000K
2. We will remove 24 existing fixtures, dispose of and replace with the above new fixtures.

PRICE: \$5,720.00 Materials & Labor

\$5,499.00 Lights

\$11,219.00 TOTAL COST

NOTE:

- A. If a permit is required, permit fees are not included.
- B. Any work not included in the above scope will be additional.

Please feel free to call to discuss any questions you may have. Thank you.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. All arrangements contingent upon strikes, accidents or delays beyond our control. This proposal subject to acceptance within 90 days and is void thereafter at the option of the undersigned.

Sincerely,



Steven L. Caputo
Owner/Operator

Custom Electric

125 Artic Ave
Tavernier, FL 33070
(305) 942-1485
shan9552@gmail.com



Estimate

ADDRESS

Key Largo Fire Department

ESTIMATE

1369

DATE

08/10/2022

DESCRIPTION

AMOUNT

Proposal to supply and replace 24 high bay lights (Satco Nuvo 65-770r1) price includes new mounting hardware as the new lights do not mount the same as the old ones. We will use our bucket truck to replace the lights.

7,850.00

Respectfully submitted,

Philip Shannon EC 13006074

TOTAL

\$7,850.00

Accepted By

Accepted Date

Lighting Supply

Search



Call 800-609-5790

My Account Sign In

Cart(1) \$3,191.76

Shop by Category

Volume Pri

Secure Checkout

Need assistance? Call at 800-609-5790

Forget something? [Edit Cart](#) or [Continue Shopping](#)

1. Billing Information

Returning Customer? [Click here to login](#)

cjones@keylargofire.org

Chris

Jones

Key Largo Fire Department

1 East Drive

Billing Address 2 (Optional)

Key Largo

Flor

33037

United States

3054512700

☐ Create an account for later use☒ Ship to this address

2. Shipping Method

UPS Standard \$32.99

Purchase Order (optional)

3. Payment Method

☒ Credit Card

We Accept



0000 0000 0000 0000

MM

YY

CVV

4. Order Summary

Product Name	Qty	Unit Price	Subtotal
SATCO/NUVO LED UFO High Bay CCT Selectable 3000K/4000K/5000k And Wattage...	24	\$132.99	\$3,191.76
Subtotal:			\$3,191.76
Shipping:			\$32.99
Order Total:			\$3,224.75

Call 800-609-5790

Enter email for special offers ...

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10A

PUBLIC SECTOR

Storage Tank Liability Insurance Proposal

October 1, 2022 – October 1, 2023

KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES
DISTRICT



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Our Story

Brown & Brown, Public Sector is a proud member of the Brown & Brown family – an 83-year-old, publicly traded, Florida corporation currently ranked as the 5th largest insurance brokerage in the United States of America. Our Brown & Brown family is now more than 11,000 teammates, spanning from London to Los Angeles. Through our collaborative efforts, we design, place, and service more than \$20 Billion in annual insurance products. We passionately undertake these efforts on behalf of our clients – ranging from individuals and small businesses, to state governments and Fortune 500 companies.

The Brown & Brown, Public Sector team is a highly-specialized unit of insurance advisors 100% trained to deliver industry-leading services to public entities in the State of Florida. Since 1992, we have continuously refined that specialization and enhanced our services, while becoming the largest public entity brokerage in Florida. Our team provides Property & Casualty and Employee Benefits services to governments from Key West to the Panhandle and represents more than 200 clients.

We have proven over nearly three decades of service to local governments that we are a highly sophisticated and accountable team of insurance professionals, laser-focused on providing both world-class brokerage services and concierge-level support to our clients. We have built our reputation by empowering our governmental clients to outperform their industry peers, lower their cost of risk, and enhance their employee benefits programs - all while staying within their annual budgetary constraints. Our team is committed to serve those who serve the public – and provide superior service to our clients, their staff, and their employees.

An Introduction to Your Service Team

Account Executives

Matt Montgomery Executive Vice President	(386) 239-7245	Matt.Montgomery@bbrown.com
Robin Russell, ARM-P, CISR, CSRM Director of Operations	(386) 239-4044	Robin.Russell@bbrown.com
Paul Dawson, ARM-P Senior Vice President / Public Risk Advisor	(386) 239-4045	Paul.Dawson@bbrown.com
Michelle Martin, CIC Senior Vice President / Public Risk Advisor	(386) 239-4047	Michelle.Martin@bbrown.com
Brian Cottrell, CIC, CRM Vice President / Public Risk Advisor	(386) 239-4060	Brian.Cottrell@bbrown.com
Kyle Stoekel, ARM-P, CIC Public Risk Advisor	(386) 944-5805	Kyle.Stoekel@bbrown.com
Victoria "Tori" Reedy Executive Coordinator	(386) 239-4043	Tori.Reedy@bbrown.com
Nicholas "Nick" Van Nostrand Account Executive	(321) 214-2377	Nicholas.VanNostrand@bbrown.com

Service Representatives

Emily Bailey Public Risk Specialist	(386) 333-6085	Emily.Bailey@bbrown.com
Melody Blake, ACSR Public Risk Specialist	(386) 239-4050	Melody.Blake@bbrown.com
Christina Carter, CIC, CRM Public Risk Specialist	(386) 333-6069	Christina.Carter@bbrown.com
Danielle Coggon, CIC, CISR Public Risk Specialist	(386) 239-4048	Danielle.Coggon@bbrown.com
Schylar Howard Public Risk Specialist	(386) 265-6117	Schylar.Howard@bbrown.com
Patricia "Trish" Jenkins, CPSR Public Risk Specialist	(386) 239-4042	Trish.Jenkins@bbrown.com
Alexa Gray Public Risk & Claims Specialist	(386) 333-6068	Alexa.Gray@bbrown.com

Certificate Requests: 179.certificates@bbrown.com

Claim Reporting: 179.claims@bbrown.com

Our Service Team philosophy focuses on accountability at all levels of account management. Our goal is not simply to meet your service needs, but to exceed them. All the employees at Brown & Brown are dedicated to achieving this goal and distinguishing ourselves from the competition.

Storage Tank Liability Aboveground

Term: October 1, 2022 to October 1, 2023

Company: ACE American Insurance Company
(Rated A++ XV by A.M. Best)

Form: Claims Made

Schedule of Covered Storage Tanks:

Insured Facility Name and Address	Tank ID No.	Tank Size (gal.)	Tank Type (UST or AST)	Retroactive Date
Station 25 220 Reef Drive Key Largo, Florida 33037	9810338	2,500	AST	06/01/2010

Limit of Liability:

Coverage Section	Limit of Liability	Retention	Retroactive Date
Per Storage Tank Incident (Claims and Remediation Costs)	\$1,000,000	\$5,000	06/1/2010
Storage Tank Incidents Aggregate (Claims and Remediation Costs) for	\$1,000,000		
Legal Defense Expenses Aggregate	\$1,000,000		
Total Policy Aggregate	\$2,000,000		

Storage Tank Liability Aboveground

Forms include but not limited to:

Form	Edition Date	Form Name
PF-31181	10/10	TankSafe Policy Form (US)
PF-54022	02/20	Extended Reporting Period Scope Confirmation (First-Party Discovery) Endorsement
PF-31164	09/10	Schedule of Covered Storage Tanks Endorsement
PF-31172	09/10	Financial Responsibility Condition Endorsement
PF-31174	09/10	Loading and Unloading Coverage (Time Element Reporting) Endorsement
CC-1K11j	03/21	Signatures
PF-47337b	02/20	Terrorism Risk Insurance Act Coverage (Florida-Specific) Endorsement
TRIA11e	08/20	Disclosure Pursuant to Terrorism Risk Insurance Act
ALL-20887a	03/16	Chubb Producer Compensation Practices & Policies
ALL-5X45	11/96	Questions about your Insurance?
PF-31833b	03/21	Florida Amendatory Endorsement
All-21101	11/06	Trade or Economic Sanctions Endorsement
ILP001	01/04	OFAC Advisory Notice to Policyholders

Claims Made Policy:

When a policy is on a claims-made basis, coverage triggers based on the actual filing date or receipt of the claim, in addition to the date of loss or injury. It handles any insured loss or claim filed during the policy period, regardless of when the actual loss or injury occurred, subject to the retroactive date on the declarations. Claims-made coverage applies only to covered losses that occur after the retroactive date.

Extended Reporting Periods:

ACE provides the following Extended Reporting Periods options in the event coverage is cancelled or non-renewed:

Basic Extended Reporting Period – continued coverage granted for a period of 60 days following the effective date of termination or nonrenewal, but only for Claims first made during the 60 days and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Optional Extended Reporting Period – The Public Entity shall have the right, upon payment of up to 200% of the expiring premium, to purchase an Optional Extended Reporting Period, for the period of 30 months following the effective date of the cancellation or nonrenewal, but only for Claims first made during the Optional Extended Reporting Period and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Storage Tank Liability Underground

Term: October 1, 2022 to October 1, 2023

Company: ACE American Insurance Company
(Rated A++ XV by A.M. Best)

Form: Claims Made

Schedule of Covered Storage Tanks:

Insured Facility Name and Address	Tank ID No.	Tank Size (gal.)	Tank Type (UST or AST)	Retroactive Date
Station 24 1 East Drive Key Largo, Florida 33037	9601841	2,500	UST	10/01/2010

Limit of Liability:

Coverage Section	Limit of Liability	Retention	Retroactive Date
Per Storage Tank Incident (Claims and Remediation Costs)	\$1,000,000	\$5,000	10/1/2010
Storage Tank Incidents Aggregate (Claims and Remediation Costs) for	\$1,000,000		
Legal Defense Expenses Aggregate	\$1,000,000		
Total Policy Aggregate	\$2,000,000		

Subject to:

1. Receipt and review of completed and signed Chubb TankSafe application and tank inventory, prior to binding.

Storage Tank Liability Underground

Forms include but not limited to:

Form	Edition Date	Form Name
PF-31181	10/10	TankSafe Policy Form (US)
PF-54022	02/20	Extended Reporting Period Scope Confirmation (First-Party Discovery) Endorsement
PF-31164	09/10	Schedule of Covered Storage Tanks Endorsement
PF-31172	09/10	Financial Responsibility Condition Endorsement
PF-31174	09/10	Loading and Unloading Coverage (Time Element Reporting) Endorsement
CC-1K11i	02/18	Signatures
PF-47337b	02/20	Terrorism Risk Insurance Act Coverage (Florida-Specific) Endorsement
TRIA11e	08/20	Disclosure Pursuant to Terrorism Risk Insurance Act
ALL-20887a	03/16	Chubb Producer Compensation Practices & Policies
ALL-5X45	11/96	Questions about your Insurance?
PF-31833b	03/21	Florida Amendatory Endorsement
All-21101	11/06	Trade or Economic Sanctions Endorsement
ILP001	01/04	OFAC Advisory Notice to Policyholders

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ACE provides the following Extended Reporting Periods options in the event coverage is cancelled or non-renewed:

Basic Extended Reporting Period – continued coverage granted for a period of 60 days following the effective date of termination or nonrenewal, but only for Claims first made during the 60 days and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Optional Extended Reporting Period – The Public Entity shall have the right, upon payment of up to 200% of the expiring premium, to purchase an Optional Extended Reporting Period, for the period of 30 months following the effective date of the cancellation or nonrenewal, but only for Claims first made during the Optional Extended Reporting Period and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Premium Recapitulation

	<u>Annual Premium</u>	<u>Check Option</u>	
		<u>Accept</u>	<u>Reject</u>
Storage Tank Liability			
Aboveground			
Premium	\$484.00		
Florida Insurance Guaranty Assessment Fee	\$9.68	<input type="checkbox"/>	<input type="checkbox"/>
Total Premium	<hr/> \$493.68	<input type="checkbox"/>	<input type="checkbox"/>
Underground			
Premium	\$1,336.00		
Florida Insurance Guaranty Assessment Fee	\$26.72	<input type="checkbox"/>	<input type="checkbox"/>
Total Premium	<hr/> \$1,362.72	<input type="checkbox"/>	<input type="checkbox"/>

I authorize Brown & Brown to request the underwriters to bind coverage on the items indicated above and acknowledge receipt of the Compensation and Financial Condition Disclosure(s) provided in this proposal.

(Signature)

(Name & Title)

(Date)

SIGN HERE

Notes of Importance:

1. Quotes provided in the proposal are valid until 10/01/22. After this date terms and conditions are subject to change by the underwriters.
2. Premiums are subject to change if all lines of coverage quoted are not bound.
3. Not all coverages requested may be provided in this quotation.
4. **The total premium is due within 30 days of inception. Premium financing can be arranged if needed.**
5. Quote is not bound until written orders to bind are received from the insured and the Company subsequently accepts the risk.
6. Should signed application reveal differing details/data than original application received, the entire quote/binder is subject to revision and possible retraction.
7. Higher limits of liability may be available. Please consult with your agent.
8. This proposal is based upon exposures to loss made known to the Brown & Brown. Any changes in exposures (i.e. new operations, new acquisitions of property or change in liability exposure) need to be promptly reported to us in order that proper coverage may be put into place.
9. **This proposal is intended to give a brief overview. Please refer to coverage agreements for complete information regarding definition of terms, deductibles, sub-limits, restrictions and exclusions that may apply. In the event of any differences, the policy will prevail.**

Retail Compensation Disclosure

In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or “pooled”) with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date of premiums are remitted to the insurance company or intermediary. In the event that we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

If an intermediary is utilized in the placement of coverage, the intermediary may or may not be owned in whole or part by Brown & Brown, Inc. or its subsidiaries. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the insurance company, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to: underwriting; loss control; risk placement; coverage review; claims coordination with insurance company; and policy issuance. Compensation paid for those services is derived from your premium payment, which may on average be 15% of the premium you pay for coverage, and may include additional fees charged by the intermediary.

Questions and Information Requests. Should you have any questions, or require additional information, please contact this office at (386) 252-6176 or, if you prefer, submit your question or request online at <http://www.bbinsurance.com/customerinquiry/>.

Guide to Bests Ratings		
Best Category	Rating	Description
Secure	A++	Superior
Secure	A+	Superior
Secure	A	Excellent
Secure	A-	Excellent
Secure	B++	Very Good
Secure	B+	Very Good
Vulnerable	B	Fair
Vulnerable	B-	Fair
Vulnerable	C++	Marginal
Vulnerable	C+	Marginal
Vulnerable	C	Weak
Vulnerable	C-	Weak
Vulnerable	D	Poor
Vulnerable	E	Under Regulatory Supervision
Vulnerable	F	In Liquidation
Vulnerable	S	Rating Suspended
Not Rated	NR-1	Insufficient Data
Not Rated	NR-2	Insufficient Size and/or operating experience
Not Rated	NR-3	Rating Procedure Inapplicable
Not Rated	NR-4	Company Request
Not Rated	NR-5	Not Formally Followed
Rating Modifier	u	Under Review
Rating Modifier	q	Qualified
Affiliation Code	g	Group
Affiliation Code	p	Pooled
Affiliation Code	r	Reinsured

Guide to Best's Financial Size Categories		
Reflects size of insurance company based on their capital, surplus and conditional reserve funds in U.S. dollars.	I	Less than \$1,000,000
	II	\$1,000,000 - \$2,000,000
	III	\$2,000,000 - \$5,000,000
	IV	\$5,000,000 - \$10,000,000
	V	\$10,000,000 - \$25,000,000
	VI	\$25,000,000 - \$50,000,000
	VII	\$50,000,000 - \$100,000,000
	VIII	\$100,000,000 - \$250,000,000
	IX	\$250,000,000 - \$500,000,000
	X	\$500,000,000 - \$750,000,000
	XI	\$750,000,000 - \$1,000,000,000
	XII	\$1,000,000,000 - \$1,250,000,000
	XIII	\$1,250,000,000 - \$1,500,000,000
	XIV	\$1,500,000,000 - \$2,000,000,000
	XV	Greater than \$2,000,000,000

Brown & Brown always strives to place your coverage with highly secure insurance companies. We cannot, however, guarantee the financial stability of any carrier.

10C

This Partial Release of Lease was prepared by:
Brad Richardson
Bureau of Public Land Administration
Division of State Lands
Department of Environmental Protection, MS 130
3900 Commonwealth Boulevard,
Tallahassee, Florida 32399-3000
AID# 37855

PROL1
[4.1457 acres, +/-]

**BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT
TRUST FUND OF THE STATE OF FLORIDA**

PARTIAL RELEASE OF LEASE NUMBER 3671

**STATE OF FLORIDA
COUNTY OF MONROE**

The undersigned lessee on the ____ day of _____, 20 __, do(es) hereby quitclaim, release and surrender unto lessor all right, title and interest in and to the leasehold estate of the lands described in Exhibit "A" attached hereto, which are a portion of the lands leased under Lease Agreement Number 3671, dated July 7, 1993, between the **BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND OF THE STATE OF FLORIDA**, as LESSOR, and **KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT**, an independent special district, as LESSEE, effective the ____ day of _____, 20 __.

(This space is intentionally left blank with signature pages to follow)

IN WITNESS WHEREOF, the parties have caused this partial release of lease to be executed on the day and year first above written.

WITNESSES:

Original Signature

Print/Type Name of Witness

Original Signature

Print/Type Name of Witness

**BOARD OF TRUSTEES OF THE INTERNAL
IMPROVEMENT TRUST FUND OF THE STATE
OF FLORIDA**

(SEAL)

BY: _____

Brad Richardson, Chief, Bureau of Public Land Administration,
Division of State Lands, State of Florida Department of
Environmental Protection, as agent for and on behalf of the
Board of Trustees of the Internal Improvement Trust Fund of the
State of Florida

“LESSOR”

**STATE OF FLORIDA
COUNTY OF LEON**

The foregoing instrument was acknowledged before me by means of physical presence this _____ day of _____, 20____, by Brad Richardson, Chief, Bureau of Public Land Administration, Division of State Lands, State of Florida Department of Environmental Protection, as agent for and on behalf of the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida. He is personally known to me.

APPROVED SUBJECT TO PROPER EXECUTION:



DEP Attorney

08-23-2022

Date

Notary Public, State of Florida

Printed, Typed or Stamped Name

Commission/Serial No. _____

My Commission Expires: _____

**KEY LARGO FIRE RESCUE AND EMERGENCY
MEDICAL SERVICES DISTRICT**, an independent special
district

(SEAL)

WITNESSES:

Original Signature

BY: _____
Tony Allen, Chairman

Typed/Printed Name of Witness

Original Signature

“LESSEE”

Typed/Printed Name of Witness

**STATE OF FLORIDA
COUNTY OF MONROE**

The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization, this _____ day of _____, 20____, by Tony Allen, as Chairman, for and on behalf of the Key Largo Fire Rescue and Emergency Medical Services District, an independent special district. He is personally known to me or has produced _____, as identification.

Notary Public, State of Florida

Printed, Typed or Stamped Name

Commission/Serial No. _____

My Commission Expires: _____

EXHIBIT "A"

A portion of those lands described in Official Records Book 1198, page 2344 of the Public Records of Monroe County, Florida, described as follows:

Block 1 of Plat No. 5, Key Largo City, Industrial Section, as recorded in Plat Book 1, Page 176, Public Records of Monroe County, Florida;

AND:

Block 3 of Plat No. 5, Key Largo City, Industrial Section, as recorded in Plat Book 1, Page 176, Public Records of Monroe County, Florida, excluding Lots 1 through 8;

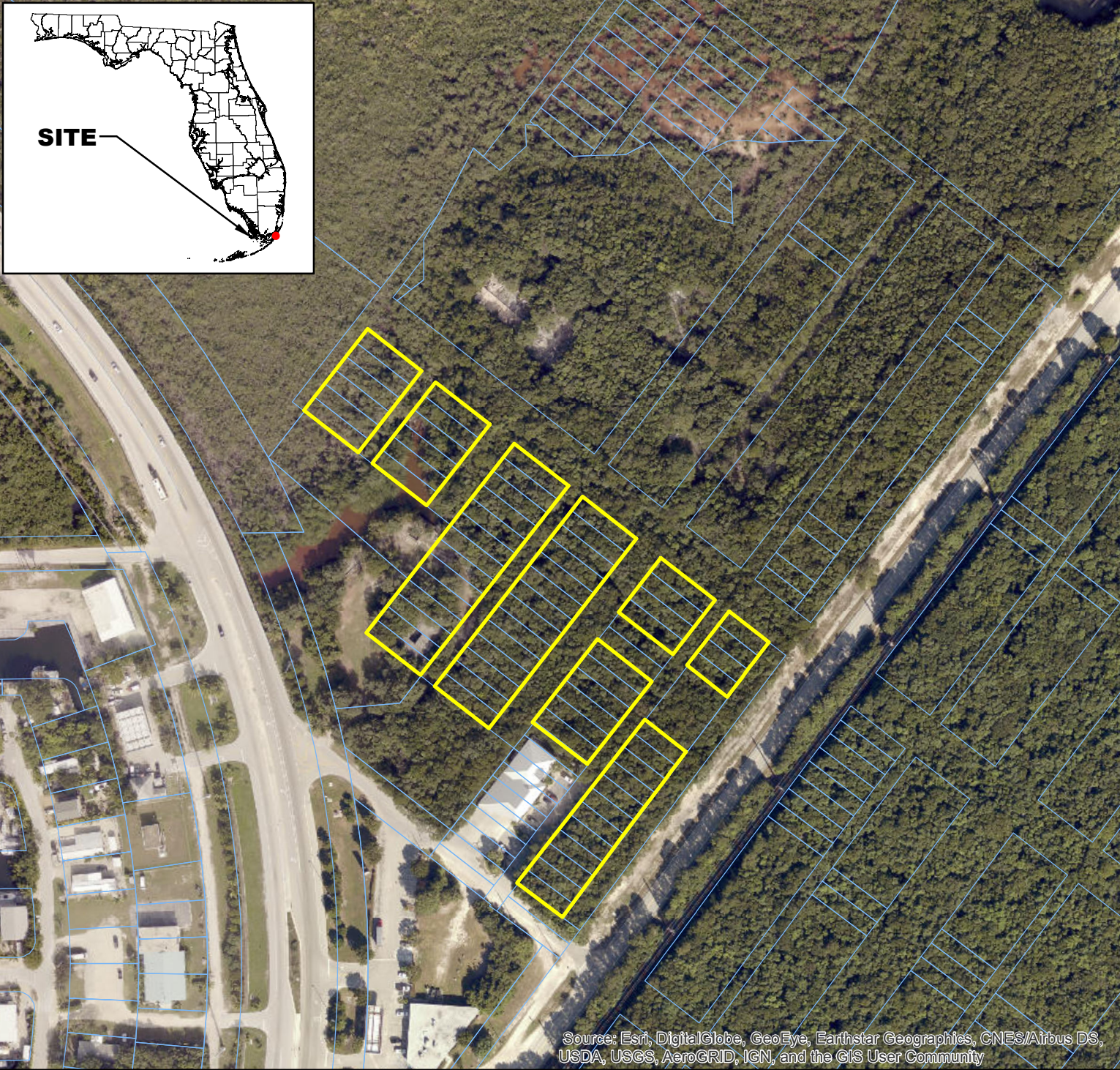
AND:

Lots 18, 19, 20, 21, 22, 23, 26, 27, 28, 29, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 62, 63, 64 and 65, Block 5 of Plat No. 5, Key Largo City, Industrial Section, as recorded in Plat Book 1, Page 176, Public Records of Monroe County, Florida.

AND:

A portion of those lands described in Official Records Book 1862, page 2312 of the Public Records of Monroe County, Florida, described as follows:

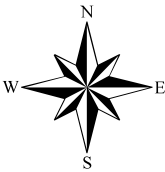
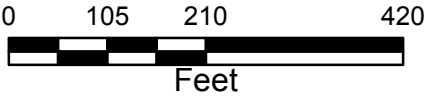
Lots 1 through 8, inclusive, Block 3 of Plat No. 5, Key Largo City, Industrial Section, as recorded in Plat Book 1, Page 176, Public Records of Monroe County, Florida.



Subject Parcels



Cadastral 2016



**KEY LARGO FIRE RESCUE &
EMERGENCY MEDICAL SERVICES
PARTIAL RELEASE OF LEASE 3671**

Monroe County, Florida



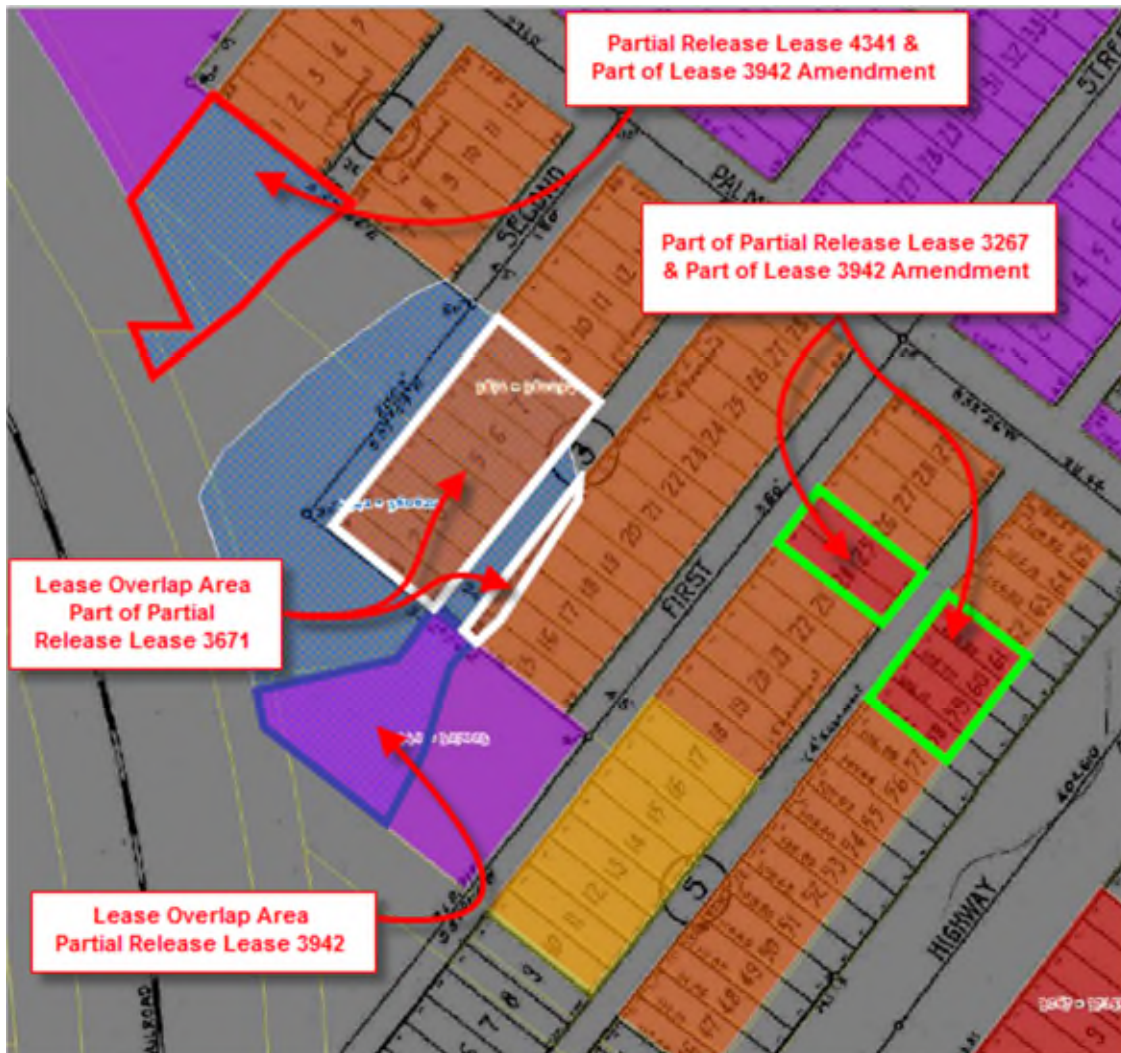
Lease 3671 vicinity Key Largo



Action items:

All lots shaded orange are to be release from Lease 3671 and all of these lots, except the portions outlined in white, are to be part of the proposed amendment to Lease 3942.

Other actions as labeled in exhibit



Priscilla Falcon

From: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>
Sent: Monday, August 29, 2022 11:36 AM
To: Dirk Smits; Richardson, Brad; Priscilla Falcon
Cc: Stevens, Michele A; Carol Greco
Subject: Re: Lease 3671 Discussion
Attachments: Lease 3671 vicinity exhibits.docx

Good morning all,

I've attached some exhibits I prepared in 2017 showing the several proposed action items surrounding this partial release. They show the area to remain in Lease 3671 (about 0.5 acres as referenced in the Port Bouganville agenda item). I think they may be helpful.

Regards,
Stephen E. Sharpe, PLS

From: Dirk Smits <dsmits@florida-law.com>
Sent: Monday, August 29, 2022 10:58 AM
To: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>; Priscilla Falcon <pfalcon@florida-law.com>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

Hey Brad,

Yes the extra mapping would be helpful. You may have already done so as I am catching up on email.

Dirk M. Smits
Board Certified Specialist



Managing Attorney Islamorada and Key West

Vernis & Bowling Of The Florida Keys, P.A.

81990 Overseas Highway, 3rd Floor
Islamorada, FL 33036
Tel: (305) 664-4675
Fax: (305) 664-5414
dsmits@florida-law.com
[Click Here for my contact inf](#)

From: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Sent: Thursday, August 25, 2022 2:13 PM
To: Dirk Smits <dsmits@florida-law.com>; Priscilla Falcon <pfalcon@florida-law.com>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

Hello,

Because the document is entitled "Partial release" exhibit A only includes the lands the District is releasing from the lease. If it helps, I can have some separate exhibits prepared to show you the current lease boundaries vs. expected lease boundaries, should the partial release be executed. We draft all of our partial releases in the same manner. I could verbally confirm that the parcel containing the Fire Department is NOT included, but understand if your client needs something more concrete. Happy to assist. Just let me know if the extra mapping/visuals would help out.

B. Richardson
850-245-2563

From: Dirk Smits <dsmits@florida-law.com>
Sent: Thursday, August 25, 2022 2:08 PM
To: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>; Priscilla Falcon <pfalcon@florida-law.com>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

Hi Brad,

Can you add in the description that the Fire Department parcel is specifically NOT included, or would that not work?

Dirk M. Smits
Board Certified Specialist



Managing Attorney Islamorada and Key West
Vernis & Bowling Of The Florida Keys, P.A.
81990 Overseas Highway, 3rd Floor

Islamorada, FL 33036
Tel: (305) 664-4675
Fax: (305) 664-5414
dsmits@florida-law.com
[Click Here for my contact inf](#)

From: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Sent: Wednesday, August 24, 2022 8:53 AM
To: Priscilla Falcon <pfalcon@florida-law.com>; Dirk Smits <dsmits@florida-law.com>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

See attached revised instrument. Thanks

B. Richardson
850-245-2563

From: Priscilla Falcon <pfalcon@florida-law.com>
Sent: Tuesday, August 23, 2022 2:48 PM
To: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>; Dirk Smits <dsmits@florida-law.com>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

Good Afternoon Mr. Richardson,

Mr. Tony Allen is still the District's chairman. Please make the needed revisions as you indicated below and provide for review. Thank you!

Priscilla Falcon

Paralegal

Vernis & Bowling Of The Florida Keys, P.A.

81990 Overseas Highway, 3rd Floor
Islamorada, FL 33036
Tel: (305) 664-4675
pfalcon@florida-law.com

From: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Sent: Tuesday, August 23, 2022 9:13 AM
To: Dirk Smits <dsmits@florida-law.com>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Priscilla Falcon <pfalcon@florida-law.com>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

Since it's quite dated, revisions are needed. That 2nd paragraph will be and should be omitted. BOT signature page needs updating. Notary blocks need updating to match current statute language. I didn't check but it's possible the District's chairman has changed? Let me know if that's the case and I'll make the necessary revisions.

B. Richardson
850-245-2563

From: Dirk Smits <dsmits@florida-law.com>
Sent: Tuesday, August 23, 2022 8:50 AM
To: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Priscilla Falcon <pfalcon@florida-law.com>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

Ok, so what do you want to do. Will you provide the documents? I will present it at my next meeting. I believe they will entertain it.

Dirk M. Smits
Board Certified Specialist



Managing Attorney Islamorada and Key West
Vernis & Bowling Of The Florida Keys, P.A.
81990 Overseas Highway, 3rd Floor
Islamorada, FL 33036
Tel: (305) 664-4675
Fax: (305) 664-5414
dsmits@florida-law.com
[Click Here for my contact inf](#)

From: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Sent: Tuesday, August 23, 2022 8:25 AM
To: Dirk Smits <dsmits@florida-law.com>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Priscilla Falcon <pfalcon@florida-law.com>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

I do appreciate the outside of the box thinking. Believe me, we've questioned the same in other areas of the state with other Lessees.

Cancelling and simply issuing a new, while it sounds simple, would be perceived as circumventing rule.

B. Richardson

From: Dirk Smits <dsmits@florida-law.com>
Sent: Monday, August 22, 2022 6:48 PM
To: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Priscilla Falcon <pfalcon@florida-law.com>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

I spoke to the commissioners. They would like to help and suggested we just do a new lease, cancel the existing one and hopefully make it 50 years from the current date.

Thoughts?

Dirk M. Smits
Board Certified Specialist



Managing Attorney Islamorada and Key West

Vernis & Bowling Of The Florida Keys, P.A.

81990 Overseas Highway, 3rd Floor

Islamorada, FL 33036

Tel: (305) 664-4675

Fax: (305) 664-5414

dsmits@florida-law.com

[Click Here for my contact inf](#)

From: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Sent: Monday, August 22, 2022 2:02 PM
To: Dirk Smits <dsmits@florida-law.com>; Gaelan Jones - 7-29-22 - E3-DND <gjones@florida-law.com>
Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Priscilla Falcon <pfalcon@florida-law.com>; Carol Greco <cgreco@florida-law.com>
Subject: RE: Lease 3671 Discussion

As much as I would love to resolve this cleanup effort, our rules dictate 50 yr terms on all leases. We'd have to have a really strong argument to extend beyond and seek approval from the Governor and Cabinet to do so.

If it provides any sort of reasonable assurance to the District, when 2043 is upon us, the Department would draft a new lease for 50 years so long as the District still desired to manage the property/facility for the same purposes it currently does. I do realize that's a ways off and DEP staff will be entirely different in 20 years. I can't imagine the state taking a different approach, however. It wouldn't be prudent to just lease to someone else and take it back from an entity providing the services they do.

Hope this helps and thanks for letting me know about Gaelan.

Regards,

B. Richardson
850-245-2563

From: Dirk Smits <dsmits@florida-law.com>

Sent: Monday, August 22, 2022 11:48 AM

To: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>; Gaelan Jones - 7-29-22 - E3-DND <gjones@florida-law.com>

Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>;

Priscilla Falcon <pfalcon@florida-law.com>; Carol Greco <cgreco@florida-law.com>; Dirk Smits <dsmits@florida-law.com>

Subject: RE: Lease 3671 Discussion

EXTERNAL MESSAGE

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Hello Mr. Richardson. Gaelan is no longer with my office. He has taken a position outside of the legal field with our school board here in Monroe County.

I have a Fire District meeting tonight. I will broach the issue again. Priscilla or Carol please see if it can be added under my report with this email chain.

Mr. Richardson, perhaps the State would agree to extend our lease as part of the cleanup?

Dirk M. Smits
Board Certified Specialist



Managing Attorney Islamorada and Key West

Vernis & Bowling Of The Florida Keys, P.A.

81990 Overseas Highway, 3rd Floor

Islamorada, FL 33036

Tel: (305) 664-4675

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dsmits@florida-law.com

[Click Here for my contact inf](#)

From: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>

Sent: Monday, August 22, 2022 8:47 AM

To: Gaelan Jones - 7-29-22 - E3-DND <gjones@florida-law.com>

Cc: Sharpe, Stephen <Stephen.Sharpe@dep.state.fl.us>; Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Dirk Smits <dsmits@florida-law.com>; Priscilla Falcon <pfalcon@florida-law.com>

Subject: RE: Lease 3671 Discussion

Good morning Gaelan,
I would assume the District's position is the same regarding this matter?

B. Richardson
850-245-2563

From: Gaelan Jones <gjones@florida-law.com>
Sent: Thursday, January 28, 2021 1:04 PM
To: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Cc: Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Dirk Smits <dsmits@florida-law.com>; Priscilla Falcon <pfalcon@florida-law.com>
Subject: RE: Lease 3671 Discussion

Understood. I'll report that back to the District. However, I must inform you in the meantime that the District's position on the partial release previously proposed will be to reject it and leave the lease at its current status.

Thanks again for your time.

Gaelan Jones Esq.

Attorney

Vernis & Bowling Of The Florida Keys, P.A.

81990 Overseas Highway, 3rd Floor

Islamorada, FL 33036

Tel: (305) 664-4675

Fax: (305) 664-5414

gjones@florida-law.com

[Click Here for my contact info](#)

From: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Sent: Thursday, January 28, 2021 1:00 PM
To: Gaelan Jones <gjones@florida-law.com>
Cc: Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Dirk Smits <dsmits@florida-law.com>; Priscilla Falcon <pfalcon@florida-law.com>
Subject: RE: Lease 3671 Discussion

I understand the details and unfortunately it is not something we would be interested in.
Thanks again.

B. Richardson
850-245-2563

From: Gaelan Jones <gjones@florida-law.com>
Sent: Thursday, January 28, 2021 12:58 PM
To: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>
Cc: Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Dirk Smits <dsmits@florida-law.com>; Priscilla Falcon <pfalcon@florida-law.com>
Subject: RE: Lease 3671 Discussion

Mr. Richardson,

The land in question is not owned by the District, it is owned by the State Internal Improvement Fund who has leased it to the District for a 50 year term. When the lease was entered into, the State included a great deal of extra land from the Port Bougainville acquisition in the legal description, which FDEP has alleged was leased in error. If you recall, FDEP had previously reached out to the District a few years ago requesting that the District execute a partial release of lease in order to relinquish that land back to the State. The District proposed to purchase the 0.5 acres on which the fire station sits from the State for fair market value, in exchange for executing the partial release for the remainder of the land subject to the lease.

In other words, we aren't proposing to exchange a partial release of lease for fee interest in the 0.5 acres. The District is proposing to purchase the 0.5 acres for market value from the State through direct sale, in exchange for releasing their lease interest. We believe this is a palatable solution to this issue, and would be in the public's best interest since the property would continue to be used for public service purposes.

Is this something that your office would be willing to entertain? Happy to set up a phone call if you'd like to discuss in more detail.

Gaelan Jones Esq.

Attorney

Vernis & Bowling Of The Florida Keys, P.A.

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gjones@florida-law.com

[Click Here for my contact info](#)

From: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>

Sent: Thursday, January 28, 2021 12:07 PM

To: Gaelan Jones <gjones@florida-law.com>

Cc: Stevens, Michele A <Michele.Stevens@FloridaDEP.gov>; Dirk Smits <dsmits@florida-law.com>; Priscilla Falcon <pfalcon@florida-law.com>

Subject: RE: Lease 3671 Discussion

Good afternoon Mr. Jones,

The state would be interested in an exchange if the land received was in fee simple. An exchange of the .5 acre for a partial release of lease, would not be a palatable solution.

Thank you for reaching out. I hope you and yours are staying safe.

Regards,

B. Richardson

850-245-2563

From: Gaelan Jones <gjones@florida-law.com>

Sent: Monday, January 25, 2021 4:13 PM

To: Richardson, Brad <Brad.Richardson@FloridaDEP.gov>

Cc: McCall, Cheryl <Cheryl.McCall@dep.state.fl.us>; Dirk Smits <dsmits@florida-law.com>; Priscilla Falcon <pfalcon@florida-law.com>

Subject: RE: Lease 3671 Discussion

Good Afternoon Mr. Richardson,

Back in 2018, FDEP had requested that the Key Largo Fire & EMS District execute a partial release of a leasehold interest for several lots currently subject to Lease No. 3671. This property was originally leased to Monroe County in 1993 and extended for an additional 50 year term in 2004, which was then transferred to the District upon its creation in 2008. While the lease was apparently intended to cover only a 0.5 acre portion of land on which a fire-rescue station sat, the lease agreement erroneously covered substantially more land than was intended, including a significant amount of conservation land.

When this issue was last brought up, I had spoken with some representatives of FDEP about potentially selling the 0.5 acre portion of the property on which the fire station still sits in exchange for the District's execution of the partial release. I believe FDEP was open to a discussion on the idea, but it looks like the issue died somewhere along the way. As it stands, the lease agreement still erroneously covers the conservation land and FDEP never obtained the partial release from the District.

If your office is still interested in a discussion on a sale of the property to the District, I have been authorized by the Board to set it up. As before, the District would like to explore a direct purchase of the 0.5 acre partial from the State for continued use as a fire station in exchange for execution of the partial release. Please let me know if this is something that FDEP would be open to discussing. Look forward to hearing from you.

Gaelan Jones Esq.

Attorney

Vernis & Bowling Of The Florida Keys, P.A.

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Fax: (305) 664-5414

gjones@florida-law.com

[Click Here for my contact info](#)

From: Dirk Smits <dsmits@florida-law.com>

Sent: Thursday, May 31, 2018 4:04 PM

To: McCall, Cheryl <Cheryl.McCall@dep.state.fl.us>

Cc: Richardson, Brad <Brad.Richardson@dep.state.fl.us>

Subject: RE: Lease 3671 Discussion

Hello Cheryl,

I am happy to help. Gaelan is with my office, but he and I will collaborate on how to help fix the issue.

I am out tomorrow so sometime next week would be best.

Dirk M. Smits

Board Certified Specialist



Managing Attorney Islamorada and Key West

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Islamorada, FL 33036
Tel: (305) 664-4675
Fax: (305) 664-5414
dsmits@florida-law.com
[Click Here for my contact info](#)

From: McCall, Cheryl [<mailto:Cheryl.McCall@dep.state.fl.us>]
Sent: Thursday, May 31, 2018 9:26 AM
To: Dirk Smits <dsmits@florida-law.com>
Cc: Richardson, Brad <Brad.Richardson@dep.state.fl.us>
Subject: FW: Lease 3671 Discussion

Good morning. I received your contact information from our partners in Monroe County. I am reaching out for your assistance in a lease matter concerning lease no. 3671 with Key Largo Fire Rescue and Emergency Medical Services. The department is staff the Board of Trustees and much of our duties performed include lease management. As technology has gotten better and information is readily available, we have come to a point in land management where we are cleaning up lease descriptions where there could have been overlaps and errors from the past.

Staff most recently found an error in the lease mentioned above which is detailed in the Key Largo Lease Report attached under the title "Lease 3671". We requested the lessee partially release area that should not have been placed under lease for the fire station. We received correspondence from Gaelan Jones that was not favorable to assisting us with completing this task. While I understand the concern of releasing a leasehold interest, especially if it were a private transaction, assistance is needed to partially release the area not intended for station lease by the Board of Trustees.

Can you please assist me in clearing up this lease issue? My contact information is below should you need to discuss.

Sincerely,
Cheryl



Cheryl C. McCall, Chief
Bureau of Public Land Administration
Division of State Lands

Florida Department of Environmental Protection
3900 Commonwealth Boulevard
Tallahassee, Florida 32309-3000
Direct Line (850)245-2739
Cell Phone (850)519-4217
cheryl.mccall@dep.state.fl.us

From: Gaelan Jones <gjones@florida-law.com>
Sent: Thursday, May 24, 2018 2:24 PM
To: Richardson, Brad <Brad.Richardson@dep.state.fl.us>
Subject: Lease 3671 Discussion

Good Afternoon Mr. Richardson,

It looks like we're playing a little phone tag, my apologies. I should be in the office the rest of the afternoon if you have time for a brief discussion. If not, please let me know when would be a convenient time to schedule a brief phone conference on this issue. Look forward to hearing from you!

Gaelan P. Jones

Attorney

Vernis & Bowling Of The Florida Keys, P.A.

81990 Overseas Highway, 3rd Floor

Islamorada, FL 33036

Tel: (305) 664-4675

Fax: (305) 664-5414

gjones@florida-law.com



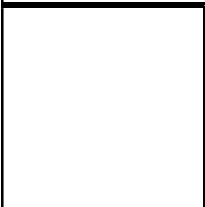
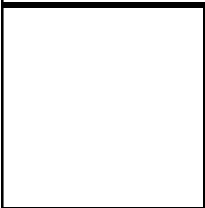
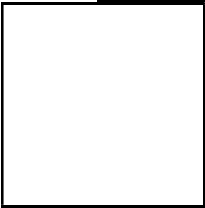
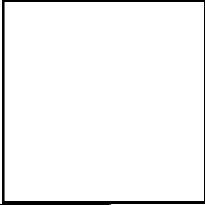
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14A



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

Business Meeting

DATE: July 4, 2022 Hybrid Meeting

AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes June 2022
6. Treasurer's Report May 2022
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
11. New Business
 - A. Proposed Budget Review
 - B. By-Laws
 - C. Maintenance Position Stipend
 - D. Civilian Board member
 - E. Department Name
12. Membership Discussion
13. Adjournment



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

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Business Meeting

Date: July 4, 2022 Hybrid Meeting

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

1. Meeting was called to order at 5:32 pm by President Jason Mumper.

2. Approval of Agenda

Don Conord seconded by Travis Wilson moved approval of the agenda. Motion carried unanimously.

3. Announcements

In the past week, there were two structure fires with no injuries to firefighters.

4. Public Comment - None

5. Approval of Minutes

Don Conord seconded by Travis Wilson moved approval of the June 2022 minutes. Motion carried unanimously.

6. Approval of Treasurer's Report

- Travis Wilson seconded by Don Conord moved approval of the May 2022 Treasurer's Report. Motion carried unanimously.
- Upon motion and second by Travis Wilson and Don Conord, the T-shirt account will be CLOSED and the funds merged into the General Account. Motion passed unanimously.

7. Committee Reports - None

8. Legal Report - None

9. Membership Review

Alex Belgiovine has requested a 60-day leave of absence.

10. Old Business - None

11. New Business

- A. Upon motion and second by Don Conord and Travis Wilson, the proposed 2022-2023 budget was unanimously approved with the voice vote as follows:

Don Conord: Yes

Travis Wilson: Yes

Jason Mumper: Yes



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- B. The discussion on the proposed By-law amendments was postponed.
- C. A discussion was held concerning providing a stipend for a Maintenance position. Upon motion and second by Travis Wilson and Jason Mumper [who passed the gavel], Don Conord will be paid a monthly stipend of \$1,000.00 to handle maintenance tasks around the stations.
- D. The open Civilian Board Member position was discussed. Michael Jenkins has expressed an interest in serving in this position. Upon motion and second by Travis Wilson and Don Conord, Michael Jenkins was named as the Civilian Board Member. The motion carried unanimously.
- E. The as discussion concerning the department name was postponed.

12. Membership Discussion

Open recruitment is ongoing.

13. Adjournment

There being no further business, the meeting was adjourned at 6:05 pm upon motion and second by Travis Wilson and Conord.

Kay Cullen
Recording Secretary

**Key Largo Volunteer Fire Department
Treasurer's Report
July 2022**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
Beginning Balance	\$56,474.58	\$896.52	\$614.38	\$3.19	\$57,988.67
<u>Revenues</u>					
Revenues & Reimbursements	204,884.33				204,884.33
Donations		500.00			500.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	2.54	0.04	0.03		2.61
Total Revenues	\$204,886.87	\$500.04	\$0.03	\$0.00	<u>\$205,386.94</u>
<u>Expenditures</u>					
Payroll Expenses	178,461.67				178,461.67
Employee's Share Health Insurance	-2,697.11				-2,697.11
Health Insurance	14,901.20				14,901.20
Web Hosting					0.00
Training					0.00
Licenses & Permits					0.00
Professional Fees		1,200.00			1,200.00
Bank Fees	5.00				5.00
Supplies	1014.22	1,813.84			2,828.06
Dues & Subscriptions	14.99				14.99
Total Expenditures	\$191,699.97	\$3,013.84	\$0.00	\$0.00	<u>\$194,713.81</u>
Ending Balance	\$69,661.48	(\$1,617.28)	\$614.41	\$3.19	\$68,661.80
TRANSFERS	(2,717.32)	2,717.32			0.00
Balance before Adjustment	\$66,944.16	\$1,100.04	\$614.41	\$3.19	\$68,661.80
Adjustment to arrive at Actual	870.24	0.00	0.00	0.00	870.24
ACTUAL BALANCE @ MO END	\$66,073.92	\$1,100.04	\$614.41	\$3.19	<u>\$67,791.56</u>
*Payroll Liabilities	\$430.42				
Employee Advance- Repaid	-\$415.17				
Fixed Asset Purchases	\$854.99				
Total Adjustments	\$870.24				

**Key Largo Volunteer Fire Department
Treasurer's Report
July 2022**