



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 (AMENDED)

October 24, 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. Pledge of Allegiance

1c. Roll Call

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of October 24, 2022 Amended Agenda

2b. Approval of September 19, 2022 Final Public Hearing & District Meeting Minutes

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

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

6b. Millage Referendum: (Legal)

6c. Station 24 Diesel Pump (Garrido)

6d. Streamlining/Webhosting Services (Mirabella)

7. NEW BUSINESS

7a. MOTION/APPROVAL: Vernis & Bowling Contract for Legal Services FY 22-23 (Legal)

7b. MOTION/APPROVAL: Keefe McCullough for Financial Services FY 22-23 (Johnson)

7c. MOTION/APPROVAL: Meeting Schedule 2023 (Clerk)

8. LEGAL REPORT

9. FINANCE



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10. AMBULANCE CORPS REPORT

10a. September Statistics

10b. August Meeting

DISCUSSION: District Ambulance Repair/Surplus (Bock)

11. FIRE DEPARTMENT REPORT

11a. September Statistics

11b. August Meeting

12. COMMISSIONER ITEMS

DISCUSSION: Loquat Dr. Road Closure and its Affects on Key Largo Fire and EMS District (Allen)

13. NEXT MEETING

13a. KLFREMS District Board Meeting Nov. 14 or Nov. 28

14. ADJOURN

NEXT MEETINGS

November 14, 2022 District Meeting (if required)

November 28, 2022 District Meeting

DOCUMENTS

Al 02b. Final Public Hearing & District Meeting Minutes September 19, 2022

Al 7a. Contract for Legal Services

Al 7b. Meeting Schedule 2023

Al 10a. KLVAC Monthly Report

Al 10b. KLVAC Meeting Documents August 2022

Al 11a. KLVFD Monthly Report

Al 11b. KLVFD Meeting Documents August 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

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FINAL PUBLIC HEARING & DISTRICT MEETING MINUTES [DRAFT]

September 19, 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=Ylp2b3JYckhIQVpwVkFIMmVKbE1uZz09>

1. AGENDA

1a. Call to Order

Chairman Allen called to order the FLFR&EMS Final Public Hearing & 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. There was a quorum.

Also present in person or via Zoom were , George Mirabella (Commissioner Mirabella attended via Phone a few minutes after the meeting was called to order), Dan Powers, Carol Greco, Dirk Smits, Janette Smith, Jennifer Johnson, Scott Robinson, David Garrido and Don Bock.

1c. Pledge of Allegiance

Commissioner Conklin led the Pledge of Allegiance.

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of September 19, 2022 Agenda

Motion: Commissioner Edge made a ***motion to approve*** the September 19, 2022 Final Public Hearing & District Meeting Agenda. Commissioner Conklin second, and the Board unanimously passed the motion.

2b. Approval of September 7, 2022 1st Public Hearing & District Meeting Minutes

Motion: Commissioner Conklin made a ***motion to approve*** the September 19, 2022 1st Public Hearing & District Meeting Minutes. Commissioner Edge second, and the Board unanimously passed the motion.



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3. PUBLIC COMMENT

None

4. BUDGET FY 2022-2023

Jennifer Johnson led a discussion wherein she advised there were no changes to the proposed Budget for FY 2022-2023 discussed at the September 7, 2022 District Meeting. Requesting to set the final millage rate of .1 mill. greater than the rollback rate of .857 mill. by 16.62%. Going above rollback to provide for one full-time paramedic firefighter; one full-time paid firefighter.

5. RESOLUTION 2022-006

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

Jennifer Johnson read, a Resolution of the Key Largo Fire Rescue and Emergency Medical Services, District, Florida, adopting final levy of ad valorem taxes for the district for the fiscal year 2022-2023 providing for severability; and providing for an effective date. Section 1 the fiscal year 2022-2023 final operating millage rate for the District is 1.0000 mill, which is greater than the rolled-back rate of .8575 mills by 16.62%.

Motion: Commissioner Edge made a motion to **approve Resolution 2022-006**, Commissioner Conklin second. A roll call to approve Resolution 2022-004 was taken:

Commissioner Allen:	Yes
Commissioner Conklin:	Yes
Commissioner Edge:	Yes
Commissioner Mirabella:	Not yet present.
Commissioner Powers:	Yes

Motion passes.

6. RESOLUTION 2022-007

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, PROVIDING FOR ADOPTION OF THE FINAL 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.

Carol Greco read the resolution by title only, A Resolution 2022-007 Resolution of the Key Largo Fire Rescue and Emergency Medical Services, District, Florida, Providing for Adoption of the Final 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.



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Motion: Commissioner Conklin made a motion to **approve Resolution 2022-007**, Commissioner Edge second. A roll call to approve Resolution 2022-004 was taken:

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

The Board unanimously passes.

7. **CHAIRMAN REPORT**

Chairman Allen reports he spoke at the Island of Key Largo Federation of Homeowner Associations at the Key Largo Public Library on September 14, 2022 regarding the millage rate on the November 8, 2022 Ballot and that it went well.

8. **SECRETARY REPORT**

None

9. **OLD BUSINESS**

9a. Phase 10 Fire Hydrant Project: (Edge)

Commissioner Edge advises that all hydrants have been installed; however a hydrant on Cuda Lane is slated to be relocated by the end of the month.

A discussion was had regarding the status of Ms. Gilmore's request to have a hydrant relocated from her property. Capt. Garrido reports he took pictures of the hydrant and through communications with FKAA, the hydrant is placed within the easement that covers 5' on both sides of the roadway and to the individual lots. Further, that if the homeowner would like to have the hydrant relocated, that it would be at her expense.

9b. Millage Referendum: (Legal)

Legal advised the Board that the approved Millage Referendum language was submitted to the Supervisor of Elections for inclusion on the November ballot.

9c. Station 24 Diesel Pump (Garrido)

Captain Garrido had nothing further to report; however awaiting information from Commissioner Mirabella regarding a company he spoke with regarding this item. Commissioner Mirabella advised he obtained a \$6,000 quote from FluidSecure that would include components, tablets, software, etc. for the two pumps. Perhaps a site visit



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with Capt. Garrido and the company could be arranged for a site visit to further discuss compatibility and installation of the systems

9d. Streamlining/Webhosting Services (Mirabella)

Legal has started to update the commissioners' emails and messages; started today; developing a plan regarding the department's website/webhosting services; look into Go Daddy versus Wordpress.

9e. Lease Abrogation 3671

Item discussed at last meeting. To be removed from next meeting's agenda.

10. NEW BUSINESS

10a. ACTION: Independent Special Fire Control District Performance Review (must have under contract by October 1st)

As no bids were received by the August 12, 2022 deadline. BJM CPA, Inc. was the only company to have provided the District with a \$50,000 proposal.

Motion: Commissioner Edge made a ***motion to approve*** BJM CPA, Inc.'s proposal for the Independent Special Fire Control District Performance Review. Commissioner Conklin second, and the Board unanimously passed the motion.

11. LEGAL REPORT

None

12. FINANCE

None

13. AMBULANCE CORPS REPORT

13a. August Statistics

None

14. FIRE DEPARTMENT REPORT

14a. August Statistics

None

15. COMMISSIONER ITEMS



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None

16. NEXT MEETING

16a. KLFREMS District Board Meeting Sept. 26, October 10 or October 24

Motion: Commissioner Edge made a motion to *cancel the September 26, 2022 and October 10, 2022 District Meetings, unless required*. Commissioner Conklin second, and the Board unanimously passed the motion.

The next meeting will be the October 24, 2022 District Meeting.

17. ADJOURN

Commissioner Conklin made a Motion to Adjourn at 6:21 PM, Commissioner Mirabella second, and the motion was unanimously approved by the Board.

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

7a

VERNIS & BOWLING

ATTORNEYS AT LAW • EST. 1970

81990 Overseas Hwy. 3rd Flr. Islamorada, Florida 33036 • Telephone: 305-664-4675 • Facsimile: 305-664-5414

September 29, 2022

VIA ELECTRONIC MAIL

Key Largo Fire and EMS District
c/o Chairman Tony Allen
anthonyallen79@gmail.com

**RE: Key Largo Fire and EMS District (the “District”)
Legal Services Contract**

Dear Chairman Allen,

Our firm’s current agreement with the District expires on November 18, 2022. We have prepared a renewal agreement, attached hereto. The changes requested are: a \$20.00 increase in our attorneys’ hourly rates, a \$10.00 increase in our paralegals’ hourly rate and a \$500.00 increase in our monthly retainer.

We continuously strive to provide top quality representation at reasonable costs. As you know retention of high-quality personnel is tough, and more so here in the Florida Keys. We hope this increase is acceptable. We are requesting identical increases for all of our governmental clients.

It is our pleasure and privilege to represent the District. Thank you for your continued support.

Sincerely,

/s/ Dirk M. Smits
Dirk M. Smits, Esq.
For the Firm

DELAND, FL
FORT MYERS, FL
HOLLYWOOD, FL
ISLAMORADA, FL

JACKSONVILLE, FL
MELBOURNE, FL
MIAMI, FL
NORTH PALM BEACH, FL

PENSACOLA, FL
ST. PETERSBURG, FL
TAMPA, FL
BIRMINGHAM, AL
MOBILE, AL

ATLANTA, GA
GULFPORT, MS
FLOWOOD, MS
CHARLOTTE, NC
COLUMBIA, SC

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

Contract for Legal Services

This Contract entered into this _____ day of _____, **2022**, with an *effective date of November 18, 2022* between **DIRK M. SMITS, ESQUIRE**, Individually, and on behalf of **VERNIS & BOWLING OF THE FLORIDA KEYS, P.A.**, a law firm operating under the laws of the State of Florida, whose principal place of business is located at 81990 Overseas Hwy., 3rd Floor, Islamorada, FL 33036 (herein called "The Firm"), and the **KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT** (herein called "The District").

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

1. TERM

The District will exercise the ONE (1) renewal option remaining in accordance with the terms of the original contract dated November 18, 2019. The term of this Contract shall remain in force for the period of ONE (1) year, beginning **November 18, 2022** to **November 18, 2023**. Section three (3) may be renegotiated after ONE (1) year and is subject to budget review.

2. THE FIRM'S SERVICES

The Firm agrees to provide the following services:

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

3. **LEGAL & RETAINER SERVICES**

The Firm's hourly rate for non-retainer services shall be **\$195.00** per hour for attorneys with five (5) plus years of experience, **\$185.00** for attorneys with less than five (5) years experience. Paralegals shall be paid at **\$125.00** per hour. These hourly charges are to be made without regard to any overtime charges that must be paid by The Firm to its employees. The Firm will provide billing statements to The District on a monthly basis. No payment shall be due until The District verifies that all services for which payment has been requested have been fully and satisfactorily performed.

The District shall pay The Firm a **monthly retainer of \$2,150.00, plus travel**. Retainer services include unlimited phone calls with Board Members, attendance at Special meeting, regular meetings, workshops, emergency meetings, budget meeting, audit meetings and any other meeting of the Board. The retainer amount shall include multiple attorneys at meetings when necessary.

4. **COMPLIANCE WITH LAWS AND POLICIES**

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

5. **TERMINATION**

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

6. **ASSIGNMENT**

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

7. **AMENDMENT**

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

8. INDEMNIFICATION, GOVERNING LAW AND VENUE

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

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

9. REPRESENTATIONS AND WARRANTIES

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

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

10. CONFIDENTIALITY

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

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

11. INSURANCE

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

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

IN WITNESS WHEREOF, the parties have executed this Contract on this ____ day of _____, 2022.

KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES

By: _____

Print Name

Date

Title

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

Date

Title

7b



October 12, 2022

To the Board of Commissioners
Key Largo Fire Rescue and Emergency Medical Services District
c/o Bishop, Rosasco & Company
8085 Overseas Highway
Marathon, FL 33050

Dear Members of the Board:

We are pleased to confirm our understanding of the services we are to provide the Key Largo Fire Rescue and Emergency Medical Services District (the "District") for the years ended September 30, 2022 and 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund and the disclosures, which collectively comprise the basic financial statements of the District as of and for the years ended September 30, 2022 and 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's 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. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding 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 will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

SOUTH FLORIDA BUSINESS JOURNAL

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements.

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the District and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We identified the risk of management's override of controls as a significant risk of material misstatement in the prior period audit and believe this is still relevant. Since our audit planning has not concluded we may make modifications to the identified risks. If new significant risks are identified, we will communicate them to those charged with governance.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Keefe McCullough and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Auditor General of the State of Florida, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Keefe McCullough personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Auditor General. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for services will not exceed \$ 10,500. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to those charged with governance of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of 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 on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Regards,

KEEFE McCULLOUGH



Cynthia L. Calvert, C.P.A.

RESPONSE:

This letter correctly sets forth the understanding of Key Largo Fire Rescue and Emergency Medical Services District.

By: _____

Title: _____

Date: _____

7c



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

KLFR&EMS 2023 **PROPOSED** MEETING SCHEDULE

MEETING DATE

AGENDA ITEMS DUE

January 9, 2023 District Meeting (if required)
January 23, 2023 District Meeting

December 29, 2022
January 12, 2023

February 13, 2023 District Meeting (if required)
February 13 Strategic Planning Workshop

February 2, 2023

or

February 27, 2023 District Meeting
February 27, 2023 Strategic Planning Workshop

February 16, 2023

March 13, 2023 District Meeting (if required)
March 27, 2023 District Meeting

March 2, 2023
March 16, 2023

April 10, 2023 District Meeting (if required)
April 24, 2023 District Meeting

March 30, 2023
April 13, 2023

May 8, 2023 District Meeting (if required)
May 8, 2023 Strategic Planning Workshop

April 27, 2023
April 17, 2023

or

May 22, 2023 District Meeting
May 22, 2023 Strategic Planning Workshop

May 11, 2023
May 11, 2023

June 12, 2023 District Meeting (if required)
June 26, 2023 KLVFD Budget Workshop
June 26, 2023 District Meeting

June 1, 2023
June 15, 2023
June 15, 2023

July 10, 2023 District Meeting (if required)
July 24, 2023 KLVFD Budget Workshop
July 24, 2023 District Meeting

June 29, 2023
July 13, 2023
July 13, 2023

August 7, 2023 District Budget Workshop (if required)
August 7, 2023 District Meeting (if required)
August 21, 2023 District Budget Meeting
August 21, 2023 District Meeting

July 27, 2023
July 27, 2023
August 10, 2023
August 10, 2023

September 11, 2023 1st Public Hearing*
September 11, 2023 District Meeting*
September 25, 2023 Final Public Hearing*
September 25, 2023 District Meeting*

August 31, 2023
August 31, 2023
September 14, 2023
September 14, 2023

**Need to Confirm County/School Board 1st Public Hearings*



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

October 9, 2023 (Columbus Day)	September 28, 2023
October 16, 2023 District Meeting (if required)	October 5, 2023
<u>or</u>	
October 23, 2023 District Meeting	October 12, 2023
November 6, 2023 District Meeting (if required)	October 26, 2023
November 20, 2023 Strategic Planning Workshop	November 9, 2023
November 20, 2023 District Meeting	November 9, 2023
<u>or</u>	
November 27 2023 District Meeting	November 16, 2023
December 4, 2023 District Meeting (if required)	November 22, 2023
December 18, 2023 District Meeting	December 7, 2023\

7d

**BACK UP TO
DISCUSSION
ITEM
REPAIR/SURPLUS
AMBULANCE**

ATTEMPTED TO CONTACT
ON

DATE _____

TIME

CALLED / FAXED / LM / NA @	1)REVISED ESTIMATE	AM	BY
CALLED / FAXED / LM / NA @	2)REVISED ESTIMATE	AM	BY
CALLED / FAXED / LM / NA @	3)REVISED ESTIMATE	AM	BY
CALLED / FAXED / LM / NA @	4)REVISED ESTIMATE	AM	BY

ESTIMATE

*****FILL IN ALL LIGHT GREY SHADED AREAS*****

FLORIDA REGISTRATION MV# 102398			MVR# 79438		ESTIMATED BY ASSOCIATE NAME		DATE of ESTIMATE	Wednesday, October 12, 2022		
CUSTOMER / STK#	KEY LARGO EMS		ADDRESS / RO	373350		CITY		KEY LARGO	ZIP	33157
YEAR & MAKE:	2009 E450		VIN:	9DA92103			MILEAGE AT TIME OF ESTIMATE:		110090	

[illegible]

AUTHORIZATION / APPROVAL #		SUBTOTALS		\$1,372.67		\$7,843.20		0	
SUBLET VENDOR (e.g. paint, dent, leather)		\$0.00		TOTAL PARTS and LABOR		\$9,284.79		DEDUCTIBLE DUE, IF ANY, CUSTOMER RESPONSIBILITY	
D DEDUCTIBLE (e.g.insurance or ext warr)		\$0.00		(outside vendor) TOTAL SUBLET		\$0.00		NO DEDUCTIBLE	
FACTORY GOODWILL ASSISTANCE		\$0.00		This charge represents costs and profits to the motor vehicle repair facility for misc. shop supplies or waste disposal. **FS403.718 mandates a \$1.00 fee for each new tire sold in the State of Florida. **FS403.7185 mandates a \$1.50 for each new or reman batter sold in the State of Florida		SHOP FEES			
PLEASE READ CAREFULLY, CHECK ONE OF THE STATEMENTS BELOW, AND SIGN: I UNDERSTAND THAT, UNDER STATE LAW, I AM ENTITLED TO A WRITTEN ESTIMATE IF MY FINAL BILL WILL EXCEED \$100.		ENTER %%% or \$\$\$\$ AMOUNT>>		0%		\$0.00			
		OTHER DISCOUNTS / CHARGES		+/-		\$0.00			
I REQUEST A WRITTEN ESTIMATE.		SUBTOTALS		SUB 1		\$9,284.79		SUB 2	
I DO NOT REQUEST A WRITTEN ESTIMATE.		no tax on deductible		TAX		\$0.00		N/A	
I DO NOT REQUEST A WRITTEN ESTIMATEAS LONG AS THE REPAIR COSTS DO NOT EXCEED \$. THE SHOP MAY NOT EXCEED THIS AMOUNT WITHOUT MY WRITTEN OR ORAL APPROVAL		TOTAL AMOUNT DUE		\$9,284.79		AFTER ALL DISCOUNTS, DEDUCTIBLES, COPAYS, ASSISTANCE APPLIED			

Estimate is good for 30 days. Not responsible for damage caused by theft fire or acts of nature. I hereby authorize repairs, including sublet work, along with necessary materials. You and your employees may operate my vehicle for the purpose of testing, inspection and delivery at my risk. If I cancel repairs prior to their completion for any reason, a tear down and re-assembly fee of \$ _____ will be applied.

NOTE: IF EMAILING ESTIMATE TO CLIENT, SEND IN PDF FORMAT

By signing above, I have reviewed this estimate fully and hereby authorize the above specified repairs

DATE: / /



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10a



KEY LARGO EMS MONTHLY CALL STATISTICS 2022

Total Year Up to Date	1445
Total Year Up to Date >103MM	425
Last Updated: 09/03/2022	

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	77	24	25	10	0	0	19	2	2	5	32	101	1	53	161
JULY	97	17	22	5	2	0	17	2	0	11	53	114	3	57	197
AUGUST	80	16	18	7	1	1	11	1		5	26	96	0	53	139
SEPTEMBER	77	14	15	9	1	1	4	0		11	27	91		40	133
OCTOBER												0			0
NOVEMBER												0			0
DECEMBER												0			0

10b



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting Agenda Date: August 9, 2022 Hybrid Meeting

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes July 2022
6. Treasurer's Report July 2022
7. Committee Reports
8. Legal Report
9. Membership Review
 - A. Requests for Reimbursement for
10. Old Business
11. New Business
 - A. Budget Update
12. Membership Discussion
13. Adjournment



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting Date: AUGUST 9, 2022

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

1. Meeting was called to order at 6:31 pm by President Scott Robinson.
2. **Approval of Agenda**
Dawn DeBrule seconded by Brenda Beckmann moved approval of the agenda. Motion carried unanimously.
3. **Announcements**
 - One of the new trucks is in service.
 - KLVAC assisted Ocean Reef with the migrant landing and transported two patients to the hospital
4. **Public Comment** - No public comment.
5. **Approval of Minutes**
Dawn DeBrule seconded by Brenda Beckmann moved approval of the July 2022 minutes. Motion carried unanimously.
6. **Treasurer's Report**
Tess Marra reported a balance of \$ 312,064.56 as of July 31, 2022. Dawn DeBrule seconded by Brenda Beckmann moved approval of the treasurer's report. Motion carried unanimously.
7. **Committee Reports** - No report.
8. **Legal Report** - No Report
9. **Membership Review** – No report
10. **Old Business** – None
11. **New Business**
Discussion was held concerning the COLA approved by the District.



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

12. Membership Discussion

Discussion was held concerning staffing.

13. Adjournment

There being no further business, Dawn DeBrule seconded by Adam Schussheim moved adjournment. Motion carried. Meeting adjourned at 6:45 pm.

Kay Cullen
Recording Secretary

Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
August 2022

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
Beginning Balance	\$122,112.77	-\$2,981.38	\$192,357.95	\$575.22	\$0.00	\$312,064.56
<u>Revenues</u>						
Interest	4.39	0.55	8.17	0.02		13.13
Medical Fees	31,964.64					31,964.64
Medical Transcripts						0.00
KL Fire Rescue & EMS Reimb	43,705.99					43,705.99
Donations						0.00
Educational Income						0.00
Uncollected Income/Adjustmts	32,592.69					32,592.69
Misc Income						0.00
Total Revenues	\$108,267.71	\$0.55	\$8.17	\$0.02	\$0.00	\$108,276.45
<u>Expenditures</u>						
Advertising		680.00				680.00
Medical Billing Refunds	1866.97					1,866.97
Payroll Expenses	62,489.49	8,657.19				71,146.68
Licenses & Permits						0.00
Professional Fees						0.00
Supplies		20.99				20.99
Bank Service Charges	59.90	105.00				164.90
Dues & Subscriptions						0.00
Repairs & Maintenance						0.00
Driving Classes		20.85				20.85
Total Expenditures	\$64,416.36	\$9,484.03	\$0.00	\$0.00	\$0.00	\$73,900.39
Ending Balance	\$165,964.12	-\$12,464.86	\$192,366.12	\$575.24	\$0.00	\$346,440.62
TRANSFERS	(17,800.00)	17,800.00	0.00	0.00		0.00
Balance before Adjustment	148,164.12	5,335.14	192,366.12	575.24	0.00	346,440.62
Adjustment to arrive at Actual	-40,450.69	7,866.14	0.00	0.00	0.00	-32,584.55
ACTUAL BALANCE @ MO END	\$107,713.43	\$13,201.28	\$192,366.12	\$575.24	\$0.00	<u>\$313,856.07</u>

Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
September 2022

	Billing Account	Corp Account	Building Account	CPR Account	Certificates of Deposit	Total
Beginning Balance	\$107,713.43	\$13,201.28	\$192,366.12	\$575.24	\$0.00	\$313,856.07
<u>Revenues</u>						
Interest	15.14	1.94	29.25	0.09		46.42
Medical Fees	20,237.67					20,237.67
Medical Transcripts		125				125.00
KL Fire Rescue & EMS Reimb	48,587.82	45.85				48,633.67
Donations		200.00				200.00
Educational Income						0.00
Uncollected Income/Adjustmts	-33,092.94					-33,092.94
Misc Income	0.01					0.01
Total Revenues	\$35,747.70	\$372.79	\$29.25	\$0.09	\$0.00	\$36,149.83
<u>Expenditures</u>						
Advertising		-340.00				-340.00
Medical Billing Refunds						0.00
Payroll Expenses	94,449.31	6,972.38				101,421.69
Licenses & Permits		248.04				248.04
Professional Fees						0.00
Supplies		151.76				151.76
Bank Service Charges	63.09					63.09
Dues & Subscriptions						0.00
Repairs & Maintenance						0.00
Driving Classes						0.00
Total Expenditures	\$94,512.40	\$7,032.18	\$0.00	\$0.00	\$0.00	\$101,544.58
Ending Balance	\$48,948.73	\$6,541.89	\$192,395.37	\$575.33	\$0.00	\$248,461.32
TRANSFERS	0.00	0.00	0.00	0.00		0.00
Balance before Adjustment	48,948.73	6,541.89	192,395.37	575.33	0.00	248,461.32
Adjustment to arrive at Actual	26,942.71	6,160.48	0.00	0.00	0.00	33,103.19
ACTUAL BALANCE @ MO END	\$75,891.44	\$12,702.37	\$192,395.37	\$575.33	\$0.00	<u>\$281,564.51</u>

**BACK UP TO
DISCUSSION
ITEM
REPAIR/SURPLUS
AMBULANCE**

ATTEMPTED TO CONTACT
ON

DATE _____

TIME

CALLED / FAXED / LM / NA @	1)REVISED ESTIMATE	AM PM	BY
CALLED / FAXED / LM / NA @	2)REVISED ESTIMATE	AM PM	BY
CALLED / FAXED / LM / NA @	3)REVISED ESTIMATE	AM PM	BY
CALLED / FAXED / LM / NA @	4)REVISED ESTIMATE	AM PM	BY

ESTIMATE

*****FILL IN ALL LIGHT GREY SHADED AREAS*****

FLORIDA REGISTRATION MV# 102398			MVR# 79438		ESTIMATED BY ASSOCIATE NAME		DATE of ESTIMATE	Wednesday, October 12, 2022		
CUSTOMER / STK#	KEY LARGO EMS		ADDRESS / RO	373350		CITY		KEY LARGO	ZIP	33157
YEAR & MAKE:	2009 E450		VIN:	9DA92103		MILEAGE AT TIME OF ESTIMATE:				110090

[illegible]

AUTHORIZATION / APPROVAL #		SUBTOTALS		\$1,372.67		\$7,843.20		0	
SUBLET VENDOR (e.g. paint, dent, leather)		\$0.00		TOTAL PARTS and LABOR		\$9,284.79		DEDUCTIBLE DUE, IF ANY, CUSTOMER RESPONSIBILITY	
D DEDUCTIBLE (e.g.insurance or ext warr)		\$0.00		(outside vendor) TOTAL SUBLET		\$0.00		NO DEDUCTIBLE	
FACTORY GOODWILL ASSISTANCE		\$0.00		This charge represents costs and profits to the motor vehicle repair facility for misc. shop supplies or waste disposal. **FS403.718 mandates a \$1.00 fee for each new tire sold in the State of Florida. **FS403.7185 mandates a \$1.50 for each new or reman batter sold in the State of Florida		SHOP FEES			
PLEASE READ CAREFULLY, CHECK ONE OF THE STATEMENTS BELOW, AND SIGN: I UNDERSTAND THAT, UNDER STATE LAW, I AM ENTITLED TO A WRITTEN ESTIMATE IF MY FINAL BILL WILL EXCEED \$100.		ENTER %%% or \$\$\$\$ AMOUNT>>		0%		\$0.00			
		OTHER DISCOUNTS / CHARGES +/-				\$0.00			
I REQUEST A WRITTEN ESTIMATE.				SUBTOTALS		SUB 1 \$9,284.79		SUB 2 N/A	
I DO NOT REQUEST A WRITTEN ESTIMATE.				no tax on deductible		TAX			
I DO NOT REQUEST A WRITTEN ESTIMATEAS LONG AS THE REPAIR COSTS DO NOT EXCEED \$. THE SHOP MAY NOT EXCEED THIS AMOUNT WITHOUT MY WRITTEN OR ORAL APPROVAL						\$0.00		AFTER ALL DISCOUNTS, DEDUCTIBLES, COPAYS, ASSISTANCE APPLIED	
				TOTAL AMOUNT DUE		\$9,284.79			

Estimate is good for 30 days. Not responsible for damage caused by theft fire or acts of nature. I hereby authorize repairs, including sublet work, along with necessary materials. You and your employees may operate my vehicle for the purpose of testing, inspection and delivery at my risk. If I cancel repairs prior to their completion for any reason, a tear down and re-assembly fee of \$ _____ will be applied.

NOTE: IF EMAILING ESTIMATE TO CLIENT, SEND IN PDF FORMAT

By signing above, I have reviewed this estimate fully and hereby authorize the above specified repairs

DATE: / /










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Alarms by Day of Week

Key Largo Fire Department

Date Range: From 09/01/2022 to 09/30/2022

Day of Week		Totals
Sunday		8
Monday		9
Tuesday		11
Wednesday		10
Thursday		8
Friday		12
Saturday		11

No Date 0
Total Alarms 69

Incident Run Log

Key Largo Fire Department

Date Range: From 09/01/2022 to 09/30/2022

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Zip	Type	Lgth
09/07/2022	38032	2022-000823	06:02	5	SEXTON WAY		33037	Building fire	6.0
09/24/2022	38032	2022-000859	14:15	9943	OVERSEAS HWY		33037	Road freight or transport vehicle fire	0.6
09/26/2022	38032	2022-000862	23:03	971	PLANTATION RD		33037	Rescue, EMS incident, other	0.5
09/03/2022	38032	2022-000814	22:40	1010	OVERSEAS HWY		33037	Medical assist, assist EMS crew	0.1
09/04/2022	38032	2022-000817	13:13	4	N BLACKWATER LN		33037-	Medical assist, assist EMS crew	0.5
09/06/2022	38032	2022-000821	16:32	196	BUTTONWOOD AV 101.5		33037	Medical assist, assist EMS crew	0.3
09/09/2022	38032	2022-000828	20:15	1160	CHURCHILL DOWNS		33037-	Medical assist, assist EMS crew	0.3
09/19/2022	38032	2022-000853	17:46	18	POMPANO AVE.-104.7-B/S-		33037-	Medical assist, assist EMS crew	0.4
09/23/2022	38032	2022-000858	14:15	300	ATLANTIC DR	6	33037	Medical assist, assist EMS crew	0.8
09/27/2022	38032	2022-000864	19:17	665	LAZY LN		33037	Medical assist, assist EMS crew	1.0
09/11/2022	38032	2022-000832	15:12	4	BLACKWATER LN NORTH		33037	Emergency medical service incident, other	2.0
09/11/2022	38032	2022-000833	17:47	1079	OVERSEAS HWY		33037	Emergency medical service incident, other	0.0
09/01/2022	38032	2022-000806	12:44	9610	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.3
09/02/2022	38032	2022-000807	04:13	38	BLACKWATER LN NORTH		33037	EMS call, excluding vehicle accident with injury	0.3
09/06/2022	38032	2022-000822	17:14	1026	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.3
09/08/2022	38032	2022-000827	14:06	1	EAST DRIVE 99MM OC		33037	EMS call, excluding vehicle accident with injury	0.5
09/12/2022	38032	2022-000834	13:01		SUNSET BLVD / 100 MM GULF		33037	EMS call, excluding vehicle accident with injury	1.0
09/13/2022	38032	2022-000836	10:43	3	NORWOOD AVE		33037	EMS call, excluding vehicle accident with injury	0.4
09/13/2022	38032	2022-000839	20:03	220	REEF DR		33037	EMS call, excluding vehicle accident with injury	0.3
09/14/2022	38032	2022-000840	15:40	1079	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.5
09/16/2022	38032	2022-000845	14:10	1048	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.3
09/19/2022	38032	2022-000852	09:13	4	ANDROS RD		33037	EMS call, excluding vehicle accident with injury	0.5
09/21/2022	38032	2022-000856	07:25	1042	OVERSEAS HWY	13	33037	EMS call, excluding vehicle accident with injury	0.3
09/24/2022	38032	2022-000860	22:50	999	MORRIS AVE	623	33037	EMS call, excluding vehicle accident with injury	0.8
09/28/2022	38032	2022-000866	07:16	31	CORRINE PL		33037	EMS call, excluding vehicle accident with injury	0.3
09/29/2022	38032	2022-000870	07:07	23	OCEAN DR N C 1.5		33037	EMS call, excluding vehicle accident with injury	0.0
09/02/2022	38032	2022-000808	16:11	1032	OVERSEAS HWY		33037	Motor vehicle accident with injuries	1.1
09/03/2022	38032	2022-000811	14:07		US1		33037	Motor vehicle accident with injuries	1.9
09/04/2022	38032	2022-000816	12:25		CARYSFORT CR NORTH / SR 9		33037	Motor vehicle accident with injuries	1.3
09/06/2022	38032	2022-000820	08:37		US1	NB	33037	Motor vehicle accident with injuries	0.7
09/07/2022	38032	2022-000825	14:09		US1	SB	33037	Motor vehicle accident with injuries	0.9
09/07/2022	38032	2022-000826	18:04	9516	OVERSEAS HWY		33037	Motor vehicle accident with injuries	2.0
09/09/2022	38032	2022-000830	22:10		US1		33037	Motor vehicle accident with injuries	0.3
09/26/2022	38032	2022-000861	10:40	9970	OVERSEAS HWY		33037	Motor vehicle accident with injuries	0.6
09/04/2022	38032	2022-000818	14:57		POINT PLEASANT DRIVE		33037	Trapped by power lines	0.7
09/27/2022	38032	2022-000865	21:34	34	BUNTING DR		33037	Hazardous condition, other	0.7
09/03/2022	38032	2022-000813	18:57		GASPARILLA DR / 98 MM GU		33037	Gasoline or other flammable liquid spill	0.3
09/28/2022	38032	2022-000867	14:45	28	BOUNTY LN SOUTH		33037	Electrical wiring/equipment problem, other	0.4
09/28/2022	38032	2022-000868	16:45	325	CALUSA ST		33037	Electrical wiring/equipment problem, other	2.0
09/29/2022	38032	2022-000872	14:17	325	CALUSA ST	220	33037	Electrical wiring/equipment problem, other	0.4
09/29/2022	38032	2022-000873	14:45	325	CALUSA ST	252	33037	Electrical wiring/equipment problem, other	0.4
09/13/2022	38032	2022-000838	18:31	110	EAST SHORE DR		33037	Service Call, other	1.3
09/12/2022	38032	2022-000835	17:23		US1		33037	Person in distress, other	0.0
09/03/2022	38032	2022-000810	09:18		US1		33037	Assist police or other governmental agency	0.2
09/17/2022	38032	2022-000847	15:50	180	2 CT		33037	Unauthorized burning	2.0
09/05/2022	38032	2022-000819	05:37	308	ATLANTIC BLVD		33037	Dispatched & canceled en route	0.1
09/07/2022	38032	2022-000824	12:42	1065	OVERSEAS HWY		33037	Dispatched & canceled en route	0.0
09/10/2022	38032	2022-000831	13:31		ORANGE DR / 101 MM GU		33037	Dispatched & canceled en route	0.1
09/13/2022	38032	2022-000837	15:48	5	DOLPHIN RD/10 MM OC		33040	Dispatched & canceled en route	0.0
09/29/2022	38032	2022-000871	07:40		CARIBBEAN DR / 99.6 MM OC		33037	Dispatched & canceled en route	0.0
09/30/2022	38032	2022-000874	16:05	1313	OCEAN BAY DR		33037-	Dispatched & canceled en route	0.0
09/18/2022	38032	2022-000849	15:51		US1		33037	No incident found on arrival at dispatch address	0.2
09/17/2022	38032	2022-000848	23:57	9700	OVERSEAS HIGHWAY		33037	False alarm or false call, other	2.0
09/18/2022	38032	2022-000850	18:24	61	COCONUT DR		33037	False alarm or false call, other	0.2
09/19/2022	38032	2022-000854	21:45	9957	OVERSEAS HWY		33037	False alarm or false call, other	2.0
09/17/2022	38032	2022-000846	04:16	9949	OVERSEAS HWY		33037	Malicious, mischievous false call, other	0.5
09/16/2022	38032	2022-000843	08:15	1001	OVERSEAS HWY		33037	Smoke detector activation, no fire - unintentional	0.3

Date	FDID	Incident#	Alarm	###	Address	Suite	Zip	Type	Lgth
09/16/2022	38032	2022-000844	15:43	1078	OVERSEAS HWY		33037	Smoke detector activation, no fire - unintentional	0.3
09/27/2022	38032	2022-000863	08:15	9900	OVERSEAS HWY		33037	Smoke detector activation, no fire - unintentional	0.0
09/04/2022	38032	2022-000815	10:46	1024	OVERSEAS HWY		33037	Alarm system activation, no fire - unintentional	0.4
09/03/2022	38032	2022-000812	14:15	1048	OVERSEAS HWY		33037	- Special type of incident, other	0.9
09/15/2022	38032	2022-000842	19:42	9871	OVERSEAS HWY		33037	- Special type of incident, other	0.7
09/02/2022	38032	2022-000809	18:06	125	GRASSY RD		33037		0.0
09/09/2022	38032	2022-000829	20:08	1660	CHURCHILL DOWNS		33037		0.0
09/15/2022	38032	2022-000841	19:22	132	SABLE PALM LN		33070		0.0
09/19/2022	38032	2022-000851	08:05	345	COCONUT PALM BLVD		33070		0.9
09/20/2022	38032	2022-000855	22:38	1	EAST DRIVE 99MM OC		33037		0.0
09/23/2022	38032	2022-000857	10:55	220	REEF DR		33037		0.0
09/28/2022	38032	2022-000869	06:54	295	LEE AVE		33037		0.0

Total Number of Incidents: 69
Total Length of Incidents: 43.9 Hours

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 09/01/2022 to 09/30/2022

Company: All Companies

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
111-Building fire	1	7	7.00	5.97	5.97	41.79	41.79
132-Road freight or transport vehicle fire	1	6	6.00	0.55	0.55	3.30	3.30
300-Rescue, EMS incident, other	1	2	2.00	0.45	0.45	0.90	0.90
311-Medical assist, assist EMS crew	7	23	3.29	2.82	0.40	1.40	9.83
320-Emergency medical service incident, other	2	6	3.00	0.76	0.38	1.14	2.28
321-EMS call, excluding vehicle accident with injury	14	41	2.93	5.48	0.39	1.18	16.49
322-Motor vehicle accident with injuries	8	32	4.00	8.76	1.09	4.77	38.14
372-Trapped by power lines	1	3	3.00	0.65	0.65	1.95	1.95
400-Hazardous condition, other	1	4	4.00	0.68	0.68	2.72	2.72
411-Gasoline or other flammable liquid spill	1	3	3.00	0.32	0.32	0.96	0.96
440-Electrical wiring/equipment problem, other	4	23	5.75	3.18	0.79	5.47	21.90
500-Service Call, other	1	7	7.00	1.32	1.32	9.24	9.24
510-Person in distress, other	1	3	3.00	0.00	0.00	0.00	0.00
551-Assist police or other governmental agency	1	1	1.00	0.20	0.20	0.20	0.20
561-Unauthorized burning	1	1	1.00	2.02	2.02	2.02	2.02
611-Dispatched & canceled en route	6	24	4.00	0.25	0.04	0.24	1.43
622-No incident found on arrival at dispatch address	1	3	3.00	0.13	0.13	0.39	0.39
700-False alarm or false call, other	3	9	3.00	0.72	0.24	0.72	2.16
710-Malicious, mischievous false call, other	1	6	6.00	0.47	0.47	2.82	2.82
743-Smoke detector activation, no fire - unintentional	3	15	5.00	0.63	0.21	0.88	2.63
745-Alarm system activation, no fire - unintentional	1	6	6.00	0.38	0.38	2.28	2.28
900-Special type of incident, other	2	6	3.00	1.55	0.78	2.33	4.65
Blank. Incident Type not Entered	7	0	0.00	0.90	0.13		0.00
Total and Averages for all Incident Types	69	231	3.35	38.19	0.55		168.08



NFPA Analysis Report

Key Largo Fire Department

Date Range: From 09/01/2022 to 09/30/2022



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)	1	0	0	\$0
2. Apartments (3 or more families) FPU 429 or FPU 439)	0	0	0	\$0
3. Hotels and Motels (FPU 449)	0	0	0	\$0
4. All other residential (dormitories, boarding houses, tents, etc.) (FPU 459-499)	0	0	0	\$0
5. TOTAL OTHER RESIDENTIAL FIRES (SHOULD BE SUM OF LINES 1 THROUGH 4)	1	0	0	\$0
6. Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	0	0	0	\$0
7. Schools and Colleges (FPU 200-299)	0	0	0	\$0
8. Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	0	0	0	\$0
9. Stores and Offices (FPU 500-599)	0	0	0	\$0
10. Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	0	0	0	\$0
11. Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	0	0	0	\$0
12. Other Structures** (outbuildings, bridges, etc.) (FPU 900-999)	0	0	0	\$0
13. TOTALS FOR STRUCTURE FIRES (SHOULD BE SUM OF LINES 5 THROUGH 12)	1	0	0	\$0

B. OTHER FIRE AND INCIDENTS

14a. Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	1	0	0	\$0
14b. Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	0	0	0	\$0
15. Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc. (IT 140, 141, 161, 162, 164, 170-173)	0	0	0	\$0
16. Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	0	0	0	
17. Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150-155)	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)	32			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	8			
22. Mutual Aid or Assistance Responses Given	1			
23. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	1			
23. Other Hazardous Conditions (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	5			
24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	20			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	69			

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

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

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

	Number of Confined Fires	Number of Nonconfined Fires
5. Residential Fires (line 5 above)	0	1
13. Structure Fires (line 13 above)	0	1

BREAKDOWN OF FALSE ALARM RESPONSES

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

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

11b



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: August 9, 2022 via Hybrid Meeting

AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcement
4. Public Comment
5. Approval of Minutes July 2022
6. Treasurer's Report
 - June 2022
 - July 2022
7. Committee Reports
8. Legal Report
9. Old Business
 - A. By-Law Amendments
 - B. Department Name
10. New Business
 - A. Revised Budget with District Changes
 - B. Sick Leave Policy
11. Membership Discussion
12. Adjournment



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Business Meeting

Date: August 9, 2022

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

1. Meeting was called to order at 7:08 pm by Jason Mumper.

2. Approval of Agenda

Travis Wilson seconded by Mike Jenkins moved approval of the agenda. Motion carried unanimously.

3. Announcements

- Final Volunteer Recruitment Academy details have been finalized. Testing will be held during the first week in September.
- KLVFD assisted Ocean Reef with the migrant landing.
- Multi-agency training was held with Ocean Reef.

4. Public Comment - None

5. Approval of Minutes

Travis Wilson seconded by Mike Jenkins moved approval of the July 2022 minutes. Motion carried unanimously.

6. Approval of Treasurer's Report

Travis Wilson seconded by Mike Jenkins moved approval of the June 2022 and July 2022 Treasurer's Reports. Motion carried unanimously.

7. Committee Reports – None

8. Legal Report – None

9. Membership Review - None

10. Old Business

- The proposed By-Law Amendments were unanimously approved as submitted.
- The discussion on changing the Department name was tabled until the January meeting.



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11. New Business

- The Revised Budget containing the District changes was unanimously approved upon motion and second by Travis Wilson and Mike Jenkins respectively.
- The proposed sick leave policy was unanimously approved upon motion and second by Mike Jenkins and Travis Wilson respectively.

12. Membership Discussion

- There are some members with training hour deficiencies. These issues are being addressed.
- David Garrido received his degree in Fire Administration.

13. Adjournment

There being no further business, the meeting was adjourned at 7:35pm upon motion and second by Travis Wilson and Mike Jenkins.

Kay Cullen
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
Beginning Balance	\$66,073.92	\$1,100.04	\$614.41	\$3.19	\$67,791.56
<u>Revenues</u>					
Revenues & Reimbursements	124239.51	930.15			125,169.66
Donations					0.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	2.60	0.07	0.03		2.70
Total Revenues	\$124,242.11	\$930.22	\$0.03	\$0.00	<u>\$125,172.36</u>
<u>Expenditures</u>					
Payroll Expenses	123744.27				123,744.27
Employee's Share Health Insurance	-1,729.74				-1,729.74
Health Insurance	14,901.20				14,901.20
Web Hosting					0.00
Training					0.00
Licenses & Permits					0.00
Professional Fees					0.00
Miscellaneous		43.44			43.44
Supplies	256.81				256.81
Dues & Subscriptions	109.84				109.84
Total Expenditures	\$137,282.38	\$43.44	\$0.00	\$0.00	<u>\$137,325.82</u>
Ending Balance	\$53,033.65	\$1,986.82	\$614.44	\$3.19	\$55,638.10
TRANSFERS					0.00
Balance before Adjustment	\$53,033.65	\$1,986.82	\$614.44	\$3.19	\$55,638.10
Adjustment to arrive at Actual	-2.67	0.00	0.00	0.00	-2.67
ACTUAL BALANCE @ MO END	\$53,036.32	\$1,986.82	\$614.44	\$3.19	<u>\$55,640.77</u>
*Payroll Liabilities	-\$2.67				
Employee Advance- Repaid	\$0.00				
Fixed Asset Purchases	\$0.00				
Total Adjustments	<u>-\$2.67</u>				

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Tee Shirt</u>	<u>Total</u>
Beginning Balance	\$53,036.32	\$1,986.82	\$614.44	\$3.19	\$55,640.77
<u>Revenues</u>					
Revenues & Reimbursements	129,717.18				129,717.18
Donations					0.00
T-Shirts/Sweaters					0.00
Misc Income - State of Florida					0.00
Interest	9.87	0.18	0.09		10.14
Total Revenues	\$129,727.05	\$0.18	\$0.09	\$0.00	<u>\$129,727.32</u>
<u>Expenditures</u>					
Payroll Expenses	118,555.92				118,555.92
Employee's Share Health Insurance	-1,729.74				-1,729.74
Health Insurance	6,614.47				6,614.47
Web Hosting					0.00
Training					0.00
Licenses & Permits					0.00
Professional Fees					0.00
Miscellaneous					0.00
Supplies		930.15			930.15
Dues & Subscriptions	279.54				279.54
Total Expenditures	\$123,720.19	\$930.15	\$0.00	\$0.00	<u>\$124,650.34</u>
Ending Balance	\$59,043.18	\$1,056.85	\$614.53	\$3.19	\$60,717.75
TRANSFERS					0.00
Balance before Adjustment	\$59,043.18	\$1,056.85	\$614.53	\$3.19	\$60,717.75
Adjustment to arrive at Actual	6.80	0.00	0.00	0.00	6.80
ACTUAL BALANCE @ MO END	\$59,036.38	\$1,056.85	\$614.53	\$3.19	<u>\$60,710.95</u>
*Payroll Liabilities	\$6.80				
Fixed Asset Purchases	\$0.00				
Total Adjustments	\$6.80				