



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

FINAL PUBLIC HEARING AND DISTRICT SECOND AMENDED^{1 2} MEETING AGENDA

September 25, 2023

Members of the public who wish to comment on matters before the District Board may do so in person at 1 East Drive, Key Largo, Florida or online. Members of the public who virtually participate in the meeting must mute themselves until called upon to speak. Virtual Meeting Link: <https://us06web.zoom.us/j/86268176300?pwd=eWtMajl4Snh0cDZ5RngxTk5VDdCZz09#uaccess>
Password: 33037.

1. AGENDA

- 1a. *Call to Order***
- 1b. *Pledge of Allegiance***
- 1c. *Roll Call***

2. APPROVAL OF AGENDA & MINUTES

- 2a. *Approval of September 11, 2023 Final Public Hearing and District Meeting Agenda***
- 2b. *Approval of the August 21, 2023 District Meeting Minutes***

3. BUDGET FY 2023-2024

4. PUBLIC COMMENT

5. CHAIRMAN REPORT

6. SECRETARY REPORT

7. OLD BUSINESS

DISCUSSION: Job Description District Clerk/Manager [Legal]

8. NEW BUSINESS

- 8a. MOTION/APPROVAL: Resolution No. 2023-004. A Resolution of the Key Largo Fire Rescue and Emergency Services District, Florida, Adopting the Final Levy of Ad Valorem Taxes for the District for the Fiscal Year 2023-2024; Providing for Severability and P Providing an Effective Date [Johnson]**

¹ To add the back-up No. 7.

² Add Item 8 and back-up.



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

- 8b. **MOTION/APPROVAL:** Resolution No. 2023-005. 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, 2023, and Ending on September 30, 2024; Providing for Severability and Providing an Effective Date [Johnson]

9. **LEGAL REPORT**

DISCUSSION: *Second Floor Addition for Station 24 [Conklin]*

10. **FINANCE REPORT**

11. **AMBULANCE CORPS REPORT**

11a. *July Meeting*

11b. *July Treasurer's Report*

12. **FIRE DEPARTMENT REPORT**

13. **COMMISSIONER ITEMS**

14. **NEXT MEETING**

October 16, 2023 District Meeting

October 23, 2023 District Meeting

15. **ADJOURN**

DOCUMENTS

Al 2b *Draft September 11, 2023 District Meeting Minutes*

Al 7 *KLFREMS FY 2023-2024 Proposed Budget*

Al 8a *Resolution No. 2023-004*

Al 8b *Resolution No. 2023-005*

Al 11a *July Meeting*

Al 11b *July Treasurer's Report*

*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

1ST PUBLIC HEARING AND DISTRICT MEETING AMENDED¹ AGENDA

September 11, 2023

Members of the public who wish to comment on matters before the District Board may do so in person at 1 East Drive, Key Largo, Florida or online. Members of the public who virtually participate in the meeting must mute themselves until called upon to speak. Virtual Meeting Link: <https://zoom.us/j/92901339730>; Password: 33037.

1. **AGENDA**

There was a moment of silence in observation of the anniversary of 9/11.

1a. *Call to Order*

Chairman Allen called to order the 1st Public Hearing and District Meeting at 6:01 PM.

1b. *Pledge of Allegiance*

Commissioner Conklin led the Pledge of Allegiance.

1c. *Roll Call*

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

Also present in person or via Zoom were Carol Greco, Roget Bryan, Jennifer Johnson, Scott Robinson, David Garrido, and Don Bock.

2. **APPROVAL OF AGENDA & MINUTES**

2a. *Approval of September 11, 2023 District 1st Public Hearing and District Meeting Agenda*

Commissioner DP made a ***motion to approve the*** September 11, 2023 1st Public Hearing and District Meeting Agenda. Commissioner Conklin second, and the Board unanimously passed the motion.

2b. *Approval of the August 21, 2023 District Meeting Minutes*

The board has requested the minutes be revised per discussion and brought back to the next meeting for approval.

¹Amended to include additional items under No. 6.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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Commissioner Edge made a ***motion to postpone approval of*** August 21, 2023 District Meeting Minutes. Commissioner second, and the Board unanimously passed the motion.

Amend minutes to bring back to the next meeting for approval.

3. **PUBLIC COMMENT**

None

4. **CHAIRMAN REPORT**

None

5. **SECRETARY REPORT**

None

6. **OLD BUSINESS**

DISCUSSION: *Consideration to Classify Employees as District*

Jennifer Johnson noted the James Engle Group's potential costs for services associated with a feasibility audit at approximately \$45k; would need to identify This would have to go out for formal bid. The Board requested Ms. Johnson contact Engle to determine what information such a study would entail for a \$45k fee. Commissioner Conklin inquired if this analysis would have to be put out to bid? Legal suggested putting this out to bid with a potential threshold at \$35K?

DISCUSSION: **MOTION/APPROVAL:** *Applying for SAFER Grant [Board]*

GM / DP passes

a. DISCUSSION: **MOTION/APPROVAL:** *Approval for Station 24 Generator [Mumper]*

Commissioner Mirabella made a ***motion to approve the*** purchase of a Generator for Station 24. Commissioner Edge second, and the Board unanimously passed the motion.

Lt. Mumper provided the Board with a quote from Kohler for a generator which includes the generator/transfer switch. From purchase, there will be an approximately 26 week turnaround. The generator system itself is \$32,783.83; transfer switch at \$13,033.80. This system is equivalent to the one at Station. There would be additional costs for installation.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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b. DISCUSSION: MOTION/APPROVAL: Approval for Station 25 Generator Installation Costs [Mumper]

Commissioner Mirabella made a ***motion to approve the*** Station 25 Generator Installation Costs of Wire Nuts Electric. Commissioner Edge second, and the Board unanimously passed the motion.

TWA quote \$20k for installation of the generator. Wire Nuts came in with a quote substantially lower at \$3,450; inclusive of disconnect existing unit; crane to lift old unit/replace new, wiring (based on existing wiring being in good condition), battery. If a permit is required, there will be additional costs associated with that.

Discussions were had regarding the old equipment. Potentially sell, donate or surplus this equipment. While the motor is good, the alternator is not; local recycler potentially pick up for scrap.

The District Meeting was called to recess at 6:34PM to open the 1st Public Hearing on the Budget.

7. BUDGET FY 2023-2024

Jennifer Johnson led the discussion. The tentative budget is at 1.695 mils; 30.92 above rollback. This includes an additional 10 employees; 2 for fire and 8 for ambulance. There are increases built-in for staff; added generators; new ambulance.

PUBLIC COMMENT

Sue Heim – Line Item Comments:

120.02 – Does this includes step raises? This should not be included; already getting significant increase without step raise

121.03 – Seem a little high; the Chief provided this is appropriate.

312 - Both being brought up to mc standards.

Line 140 – This is significant...why is that so high? Inclusion of adding more people. This is high; please focus on 120.02 both houses being brought to mc. Chief Robinson commented that the step plan on hold for 1 year.

Prior to November, the mil increase presented included the addition of a third rescue going up to Station 25; significant pushback should there not be an additional truck.



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Further discussions were had regarding putting on a 3rd truck; Commissioner Mirabella does not we have the call volume to add a third ambulance; agrees with Sue; we can't have gone to public, who voted yes to the increase to add a third ambulance, and then tell them we are using money for something else. Scott Robinson further commented that if you think about what Commissioner Mirabella suggests; if you have one truck at 106 and 1 at the 98, and if you are running 30% at the 106; what happens when 98 is running calls to 102 and you get another call at a different location? Where is that truck coming from? The 106? What would have been accomplished

514.310 – Would like to see clerk services go back to separate line item and bill out of that line item. If a clerk hired, then then the line item will be adjusted at that time.

The 1st Public Hearing was closed at 6:56 PM and the District Meeting was continued.

8. **NEW BUSINESS**

8a. ***DISCUSSION: MOTION/APPROVAL: Hiring District Clerk/Manager [Mirabella]***

Discussions were had regarding the necessity of hiring a full-time (Monday-Friday) District Clerk/Manager to handle the day to day needs of the District; oversee/manage aspects of the impending buildout of the second floor; perform duties currently being addressed Captains, Lieutenants. There needs to be a concise job description drafted for the clerk. Ms. Heim inquired of a budgeted salary for this position; not at this time. Move item to Legal.

Commissioner Powers made a ***motion to approve the Hiring of a District Clerk/Manager.*** Commissioner Conklin second, and the Board unanimously passed the motion.

8b. ***MOTION/APPROVAL: Resolution No. 2023-002 A Resolution of the Key Largo Fire Rescue and Emergency Services District, Florida, Adopting the Tentative Levy of Ad Valorem Taxes for the District for the Fiscal Year 2023-2024; Providing for Severability and Providing an Effective Date [Johnson]***

Jennifer Johnson read into the record: Section 1. The Fiscal Year 2023-2024 tentative operating millage rate for the District is 1.1695 mills, which is greater than the rolled-back rate of 0.8933 mills by 30.92%.

Discussions included adding 10 full-time employees; raises to staff members.

Commissioner Mirabella made a ***motion to approve*** Resolution No. 2023-002 A Resolution of the Key Largo Fire Rescue and Emergency Services District, Florida, Adopting the Tentative Levy of Ad Valorem Taxes for the District for the Fiscal Year 2023-



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2024; Providing for Severability and Providing an Effective Date. Commissioner Conklin second, and the Board unanimously passed the motion.

Roll Call Vote:

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	Yes
Commissioner Mirabella	Yes
Commissioner Powers	Yes

8c. **MOTION/APPROVAL:** *Resolution No. 2023-003 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, 2023, and Ending on September 30, 2024; Providing for Severability and Providing an Effective Date [Johnson]*

Jennifer Johnson read into record on September 11, 2023 the District Board held a public hearing to consider adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2023-2024 (the "FY 2023-2024"), and adopt a recommend proposed millage rate in accordance with Section 2.065(2)(c), Florida Statutes.

Commissioner Mirabela made a ***motion to approve*** Resolution No. 2023-003 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, 2023, and Ending on September 30, 2024; Providing for Severability and Providing an Effective Date. Commissioner FC second, and the Board unanimously passed the motion.

Roll Call Vote:

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	Yes
Commissioner Mirabella	Yes
Commissioner Powers	Yes

Discussions were had regarding Captain \$750 stipend; no step increase for fire as EMS is not providing.

Annual training was not budgeted last year; 2 instructors x3 shifts.



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640 Capital Outlay – Hurst Saltwater Submersible Extrication Tools; if not awarded by AFG. Tool repaired and back in service.

120-extra stipend/step increases. Lt. Mumper commented that personnel have taken on much more responsibility on administrative roll; step provided to personnel

Ambulance Corps. gave up stipend and step; sticking points over last couple of months.

Commissioner Powers questioned what is being requested to approve? Tentative budget? Step? Commissioner Conking maintains keeping the step program to maintain employees who love their department and are sticking to it. This is a growing department with only 2 people living in Monroe County. Lt. Mumper commented EMS step plan in tact; expected annually.

Scott Robinson continued by explaining that what is being discussed tonight is everyone needs to understand how much money on table tonight; step plan out; 401k out; at stake for employees on both sides. Even if they get or don't, a small percentage needs to be approved.

Direction was given to Jennifer Johnson to look into step increase and bring back to final meeting.

9. LEGAL REPORT

DISCUSSION: *Second Floor Addition for Station 24 [Conklin]*

Attorney Bryan updated the Board that the second floor addition is out for bid. The RFP was streamlined. There is a pre-submittal walk through scheduled for September 14, 2023.

Commissioner Conkin commented that was once the bids come in; form a committee? Commissioner Power reminds that there can be no more than one commissioner per Sunshine.

10. FINANCE REPORT

None

11. AMBULANCE CORPS REPORT

There were 151 calls; 63 north of the 103; 1034 year; 35%. 2 volunteers recruited. Florida Keys College is sending EMT students to ride. 13 total volunteers; small percentage running on a regular basis.

12. FIRE DEPARTMENT REPORT

12a. August Statistics



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Installation of electric fuel logging system at 24 ; net week installing at 25.

Fire last shift to a residence, one room and contents suffered damage; however, saved entire house. In the past 30 days, there have been 3 structure fires, 1 boat. No injuries.

Volunteer recruitment in October; 6-10 people hopefully to hire.

October 19, 2023 ISO inspection.

Fire prevention the 2nd week of October; attend at KLK, Ocean Studies and some of the smaller Montessori/Church schools.

Commissioner Mirabella inquired if the department could have more of a presences on coals media to keep the public informed on what we do. Monroe County posts regularly. Comment was made that the County has the manpower to be able to make posts.

13. COMMISSIONER ITEMS

DISCUSSION: Vernis & Bowling Contract [Mirabella] – Moved to legal

None

14. NEXT MEETING

September 25, 2023 Final Public Hearing*

September 25, 2023 District Meeting*

15. ADJOURN

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 7:41 PM. Commissioner Edge second, and the Board unanimously passed the motion.

DOCUMENTS

AI 2b Draft August 21, 2023 District Meeting Minutes

AI 7 KLFREMS FY 2023-2024 Proposed Budget

AI 8b Resolution No. 2023-002

AI 8c Resolution No. 2023-003

AI 12a KLFREMS August Statistics

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

3.

KEY LARGO FIRE RESCUE AND EMS DISTRICT FY 2023-2024 PROPOSED BUDGET

9/15/2023

REVENUES

<i>Prior Year Millage Rate:</i>	1.0000
<i>Roll- Back Rate:</i>	0.8933
<i>Taxable Value</i>	5,323,500,578
<i>Millage Rate :</i>	1.1695
<i>% over roll-back rate</i>	30.92%

Ad Valorem Taxes (97% collection rate)	\$ 6,039,059
Intergovernmental Revenue - Monroe County -	
Contribution for Capital Infrastructure	
(\$150,000 for capital outlay)	-
Interest Income	40,000

Total Revenues	\$ 6,079,059
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UNASSIGNED FUND BALANCE OCT 1, 2023	4,112,536
COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2023	861,461
TOTAL REVENUES, FUND BALANCES	\$ 11,053,056
AND OTHER FINANCING SOURCES	

EXPENDITURES

Key Largo Fire/EMS District Board	
Operating Expenditures	\$ 432,533
Reserve Transfers	275,000
Subtotal District Board	\$ 707,533

Key Largo Fire & Rescue	
Operating Expenditures	\$ 2,780,876
Capital Outlay	313,570
Subtotal Key Largo Volunteer Fire Department	\$ 3,094,446

Key Largo Ambulance	
Operating Expenditures	\$ 2,331,665
Capital Outlay	34,000
Subtotal Key Largo Volunteer Ambulance Corp.	\$ 2,365,665

Total Expenditures & Transfers	\$ 6,167,644
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FUND BALANCE

UNASSIGNED FUND BALANCE SEPT 30, 2024	4,023,951
COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2024	1,136,461
TOTAL EXPENDITURES & FUND BALANCES	\$ 11,053,056

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - DISTRICT

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget	FY 22-23 Adopted Budget	FY 22-23 Actuals YTD	FY22-23 Projected Actuals	Budget Increase / (Decrease)
110	Board Member Stipends					
	5 Members @ \$ 350 / month x 12 months	21,000	21,000	19,250	21,000	-
210	FICA Taxes: @ 7.65 % of Wages	1,607	1,607	1,473	1,607	-
511.240	Worker's Compensation	1,000	1,000	752	752	-
514.310	Legal & Clerk Services	85,000	85,000	55,756	85,000	-
512.311	District Clerk Services	-	-	-	-	-
512.312	Professional Services (IT)	7,200	7,200	-	-	-
513.320	Accounting and Financial Services					-
.01	District Audit	10,500	60,000	60,500	60,500	(49,500)
.02	Financial and Accounting Services	60,000	60,000	26,160	31,392	-
	<i>Total Accounting & Financial Services</i>	70,500	120,000	86,660	91,892	(49,500)
400	Travel & Per Diem - Training, Seminars, Meetings	4,000	4,000	1,772	1,772	-
450	Insurance & Risk Management:					
	Public Position Bond	100	100	100	100	-
	General & Mgt Liability, Commercial Auto and Excess Liability	2,133	2,133	1,788	1,788	-
	<i>Total Risk Management</i>	2,233	2,233	1,888	1,888	-
470	Printing and Binding	3,000	3,000	-	-	-
490	General Departmental: Miscellaneous Expenses					
.01	MoCo Property Appraiser Charges	68,579	68,579	81,554	81,554	-
.02	MoCo Tax Collector Charge (@3% of Ad Valorem Collection)	154,914	137,477	133,042	133,500	17,437
.03	Discretionary Expenditures	1,000	1,000	20	20	-
	<i>Total General Departmental</i>	224,493	207,056	214,616	215,074	17,437
411	Advertising	5,500	5,500	3,081	4,622	-
510	Office Supplies & Equipment	1,000	1,000	290	290	-

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - DISTRICT

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget	FY 22-23 Adopted Budget	FY 22-23 Actuals YTD	FY22-23 Projected Actuals	Budget Increase / (Decrease)
540	Dues, Subscriptions and Publications	6,000	6,000	3,756	3,756	-
Department Total Operations		\$ 432,533	\$ 464,596	\$ 389,294	\$ 427,653	\$ (32,063)
919	Transfer to Committed Funds for Vehicle & Equipment Replacement	275,000	275,000	206,250	275,000	-
Department Total Including Transfers to Reserves		\$ 707,533	\$ 739,596	\$ 595,544	\$ 702,653	\$ (32,063)

Total Operating Budget	432,533	464,596
Total Capital & Reserve Budget	<u>275,000</u>	<u>275,000</u>
Total	707,533	739,596

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - FIRE DEPARTMENT

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget	FY 22-23 Adopted Budget	FY 22-23 Actuals YTD	FY 22-23 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:					
	Administrative Stipend (\$1,000 per month 3-Captains Handling Admin. Duties) (\$250 per month for 1 Lieutenant handling all vehicle maintenance coordination & scheduling)	39,000	27,000	22,500	27,000	12,000
.02	Career Staffing Salaries to Include Incentive Pay (2 Additional FF/EMT Positions #19 & #20)	1,421,082	1,209,900	1,033,664	1,168,490	211,182
	<i>Total Regular Salaries & Wages</i>	1,460,082	1,236,900	1,056,164	1,195,490	223,182
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)	82,000	82,000	71,042	85,250	-
	<i>Total Volunteer Pay</i>	82,000	82,000	71,042	85,250	-
140	Overtime wages - Increased for WC injuries, covid leave, medical leave, etc...	200,000	210,000	147,542	180,050	(10,000)
210	Employer Payroll Taxes @ 7.65% of Pay	117,969	116,961	98,815	111,750	1,008
220	Retirement Plan - 401(k) (10%, increased by 2%) includes volunteers however, no participation expected.	70,000	105,512	44,711	59,615	(35,512)
230	Employee Insurance Benefits					
	Medical/Dental/Vision/Life Insurance for Full Time Employees - \$725 per employee (20) per month as well as 10% on top to account for insurance premium increase.	191,400	156,600	118,309	157,745	34,800
	Statutory AD&D	2,928	2,928	inc above	inc above	-
	<i>Total Insurance Benefits</i>	194,328	159,528	118,309	157,745	34,800
240	Worker's Compensation	55,572	60,872	60,841	60,841	(5,300)
250	Unemployment Tax	2,835	2,835	12	2,835	-
312	Professional Services:					
	Grant Writing Services - Upcoming AFG & SAFER grant	5,000	2,600	2,600	-	2,400
	Firefighter Annual Physicals	20,000	15,315	15,315	15,483	4,685
	Background Checks, Drug Testing, Drivers License Checks	1,000	100	100	150	900
	<i>Total Professional Services</i>	26,000	18,015	18,015	15,633	7,985
314	Legal Services (Requires District Board Approval)	-	-	-	-	-
320	Accounting Fees - Increased for additional FF/EMT position	15,000	15,000	8,899	10,679	-

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - FIRE DEPARTMENT

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget	FY 22-23 Adopted Budget	FY 22-23 Actuals YTD	FY 22-23 Projected Actuals	Budget Increase / (Decrease)
400	Travel & Per Diem - (Greater FL Fire School, Orlando Fire Conference, Seminars, etc.)	2,500	451	149	149	2,049
410	Phones, Television & Internet (Station Phones, Air Cards) approx. \$1200 per month for all	15,000	15,000	13,683	14,927	-
411	Advertising	520	-	-	-	520
412	Postage & Freight	520	272	187	321	(520)
430	Utilities					
.01	Electric	28,000	28,000	24,434	29,321	-
.02	Water	9,000	9,000	8,685	9,475	-
.03	Fire Hydrant Maintenance @ \$50 per hydrant	16,700	15,700	13,650	13,650	1,000
.04	Propane Gas	400	461	461	461	(61)
.07	TV Service	5,500	5,500	5,176	5,647	-
	<i>Total Utilities</i>	59,600	58,661	52,406	58,554	939
440	Rent & Leases:					
	Station 24 Copier/Scanner/Fax Lease	3,550	3,550	2,994	3,992	-
	Oxygen Tank Rental	1,500	1,508	430	573	(8)
	Annual Lease Payment - DEP Station 25 Property	300	300	-	300	-
	ESO Database NFRIS Incident Reporting Program Support and Maintenance & SmartCop CAD	15,761	7,100	5,980	5,980	8,661
	Software - Fire Manager Scheduling and Time & Attendance Software	2,600	5,939	2,587	2,587	(3,339)
	<i>Total Rent & Leases</i>	23,711	18,397	11,991	13,432	5,314
450	Risk Management					
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)	58,129	60,052	59,852	59,852	(1,923)
	Cancer Benefit Insurance (New FL Statue)	2,090	2,095	2,090	2,090	(5)
	Accident and Sickness	5,926	5,935	5,926	5,926	(9)
	Storage Tank Liability	1,723	1,864	1,856	1,856	(141)
	<i>Total Risk Management</i>	67,868	69,946	69,724	69,724	(2,078)
460	Repair & Maintenance: Equipment	30,050	25,500	25,561	29,213	4,550

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - FIRE DEPARTMENT

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget	FY 22-23 Adopted Budget	FY 22-23 Actuals YTD	FY 22-23 Projected Actuals	Budget Increase / (Decrease)
461	Repair & Maintenance: Buildings & Grounds	82,705	58,645	45,493	72,592	24,060
462	Repair & Maintenance: Vehicles	60,000	56,100	34,935	39,926	3,900
470	Printing and Binding	104	104	-	-	-
490	General Departmental: General Office & Administrative Costs					
.05	Other including Recruitment & Retention	1,500	295	-	-	1,205
.06	Computer/IT services	7,500	10,510	6,190	7,210	(3,010)
<i>Total General Departmental</i>		9,000	10,805	6,190	7,210	(1,805)
491	Training - Instructor Fees, Education, Student Text and Fire Prevention					
.01	In-house training courses (Outside/In-house instructors/vendors)	28,720	14,741	8,045	8,045	13,979
.02	Out of area training	16,000	2,500	-	-	13,500
.03	Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School	3,500	3,000	1,501	3,647	500
.04	Education & Text Books	1,000	4,500	4,453	4,453	(3,500)
.05	KAPLAN online education (40 firefighters) - Less members	3,000	4,500	4,500	4,500	(1,500)
<i>Total Training</i>		52,220	29,241	18,499	20,645	22,979
510	Office Supplies	3,000	4,866	5,492	6,590	(1,866)
520	Operating Supplies					
.01	Fire Ground Safety (highway vests, cones, etc.)	1,000	4,065	2,924	3,509	(3,065)
.02	Daily Operating/Maintenance Supplies including small tools less then 1k	50,000	62,650	44,558	53,470	(12,650)
.03	Medical Supplies & Equipment	8,000	12,500	11,858	14,230	(4,500)
.05	Station Cleaning/Housekeeping Supplies	5,000	5,000	3,719	4,463	-
.06	Firefighting Gear - (including helmets, gloves, hoods, boots, coat & pants)	45,000	19,000	14,427	17,312	26,000
.07	Clothing, Apparel - Pants, extrication gloves, tee shirts, patches, etc.	9,000	9,000	6,127	7,352	-
.08	Fire fighting Foam or suppression agent	8,000	8,000	-	5,400	-
<i>Total Operating Supplies</i>		126,000	120,215	83,613	105,736	5,785

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - FIRE DEPARTMENT

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget	FY 22-23 Adopted Budget	FY 22-23 Actuals YTD	FY 22-23 Projected Actuals	Budget Increase / (Decrease)
521	Fuel: Gasoline (for portable equipment)	100	107	62	88	(7)
522	Fuel: Diesel	20,000	20,000	21,811	26,154	-
540	Dues, Subscriptions and Publications	4,192	4,192	3,630	3,630	-
620	Capital Outlay: Buildings Station 24 Second Story	-	-	-	-	-
	<i>Total Capital Outlay: Buildings</i>	-	-	-	-	-
630	Capital Outlay: Infrastructure Improvements - Fire Hydrants \$150,000 from Monroe County ILA	-	150,000	-	-	(150,000)
	<i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i>	-	150,000	-	-	(150,000)
640	Capital Outlay: Equipment					
	Station 25 Generator Replacement	63,230	-	-	-	63,230
	Station 24 Generator Replacement	78,230	-	-	-	78,230
	Fuel Pump Upgrades	-	19,300	19,218	19,218	(19,300)
	Vetter Lift Bags for E25	-	15,000	9,540	9,540	(15,000)
	Toughbook CF-33 to replace L25 CF-31	-	5,000	4,461	4,461	(5,000)
	Blitzfire Ground monitor for E25	-	3,500	-	-	(3,500)
	ESO for NFRIS Reporting and Database	7,110	-	-	-	7,110
	Hurst Saltwater Submersible Extrication Tools x 2 full sets - If not awarded AFG.	150,000	-	-	-	150,000
	Vent Saws	5,000	5,000	3,135	3,135	-
	FireCom Cab Communication Headsets for S24 and L25	-	14,000	14,057	14,057	(14,000)
	<i>Total Capital Outlay: Equipment</i>	303,570	61,800	50,411	50,411	241,770
641	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	10,000	6,803	6,803	-

<i>Total Operating Budget</i>	2,780,876	2,500,125	2,017,776	2,348,779	279,983
<i>Total Capital Budget</i>	313,570	221,800	57,214	57,214	91,770
<i>Total</i>	<u>3,094,446</u>	<u>2,721,925</u>	<u>2,074,990</u>	<u>2,405,993</u>	<u>371,753</u>

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - AMBULANCE CORP

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget 3 Rescues	FY 22-23 Adopted Budget 2 Rescues	FY 22-23 Actuals YTD	FY 22-23 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:					
.01	Administrative (1 Position) includes Step Raise of 0.50/hr	46,051	45,994	29,452	36,252	57
	Paramedic Payroll - updated to meet MCFR Starting Pay with wage compression and 8 additional personnel (six for 3rd Rescue plus two additional for R23/123 staffing)			see net figure below	see net figure below	
.02		1,293,222	597,919			695,303
	Less: EMS Income Applied to Offset Reimbursement	(285,000)	(250,000)	see net figure below	see net figure below	(35,000)
	Total Paramedic Payroll Reimbursement	1,008,222	347,919	303,915	303,915	660,303
	Total Regular Salaries & Wages	1,054,273	393,913	333,367	340,167	660,360
121	Volunteer Pay: Volunteer Reimbursement - Includes \$500 per month for Deputy Chief of Administration	96,000	106,148	56,797	75,729	(10,148)
140	Overtime Wages includes 8-hours weekly OT per employee	252,996	88,400	88,400	88,400	164,596
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Pay	129,153	64,142	50,051	61,070	65,011
220	Retirement Contributions - 401K	30,000	20,000	8,121	10,828	10,000
230	Benefits for full-time medics (up to \$750 per mo. each FT emp. for health)	162,000	87,000	36,102	43,322	75,000
240	Worker's Compensation	52,000	26,000	20,428	26,583	26,000
250	Re-employment Tax	900	300	232	232	600
312	Professional Services: Medical Director, etc.				-	
.02	Medical Director	18,543	18,543	16,500	18,000	-
.03	Background Checks, drug testing	2,500	2,000	930	1,280	500
.04	Other - Grant Writing	2,500	2,100	-	-	400
	Total Professional Services	23,543	22,643	17,430	19,280	900
320	Accounting and Financial Services addition of 8 personnel	20,000	12,480	9,859	11,831	7,520
400	Travel & Per Diem - Training, Seminars, Meetings	2,500	1,500	-	-	1,000
410	Station Phone Services: (4 phone & 2 fax lines), DSL/Internet, Wireless Air Cards for laptops in trucks	20,500	20,000	12,318	14,782	500

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - AMBULANCE CORP

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget 3 Rescues	FY 22-23 Adopted Budget 2 Rescues	FY 22-23 Actuals YTD	FY 22-23 Projected Actuals	Budget Increase / (Decrease)
411	Advertising	2,500	2,500	115	400	-
412	Postage & Freight	400	350	215	350	50
430	Utilities					
.05	Electric & Propane	13,000	12,500	12,274	14,729	500
.06	Water	1,750	2,000	1,043	1,252	(250)
	<i>Total Utilities</i>	14,750	14,500	13,317	15,981	250
440	Rental Equipment - O2 rental bottles, etc.	8,000	7,500	5,586	7,448	500
450	Insurance & Risk Management - have not received new quotes yet					(500)
	Fire/Wind/Flood	47,500	65,012	64,727	64,727	(17,512)
	Auto & Umbrella	20,000	26,548	26,313	26,313	(6,548)
	Disability Insurance (All Members) -	5,000	7,000	6,764	6,764	(2,000)
	<i>Total Insurance & Risk Management</i>	72,500	98,560	97,804	97,804	(26,060)
460	Repair & Maintenance: Equipment	45,000	40,000	19,717	23,660	5,000
461	Repair & Maintenance: Buildings replace crew quarters furniture	29,000	24,000	17,674	21,209	5,000
462	Repair & Maintenance: Vehicles	40,000	40,000	8,036	9,643	-
470	Printing and Binding	2,000	1,400	-	-	600
490	General Departmental: Miscellaneous Expenses					
.08	Computer R&M GoDaddy- 3K, ESO - 7K, Aladec -5K, IT work - 4K, Chief360 - 0.7K, Adobe Pro - 0.25K	20,000	13,000	6,198	7,438	7,000
.10	Employee Assistance Program (program through AETNA approx. \$2 per month per member)	2,000	1,600	990	1,080	400
.12	Membership & Retention	4,000	2,500	695	695	1,500
	<i>Total General Departmental</i>	26,000	17,100	7,883	9,213	8,900

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - AMBULANCE CORP

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget 3 Rescues	FY 22-23 Adopted Budget 2 Rescues	FY 22-23 Actuals YTD	FY 22-23 Projected Actuals	Budget Increase / (Decrease)
491	Training - Instructor Fees, Education					
.07	ACLS/PALS (taught in alternating years)	2,000	1,600	-	-	400
.10	Misc. Training/Books & pig tracheas	1,750	1,000	815	936	750
.20	Kaplan online training for members (45 @ \$40 each)	3,000	1,935	1,935	1,935	1,065
.25	Advanced Airway Management	2,500	2,500	-	-	-
	<i>Total Training</i>	11,900	7,035	2,750	7,114	4,865
510	Office Supplies	6,750	6,500	2,191	2,629	250
520	Operating Supplies addition of 3rd Rescue					
.09	Station Supplies: Ambulance & Building	15,000	10,000	7,363	8,836	5,000
.10	Medical Supplies: Bandages/First Aid/Drip Sets	80,000	67,500	46,533	55,840	12,500
.11	Uniforms, Clothing and Apparel, Membership Supplies	10,000	7,500	2,100	3,150	2,500
.12	Small Tools: over \$1,000 but under \$5,000 - 2 PCR Tablet upgrade - 3K, 2 Video Laryngoscope - 3.5K, Ice Machine for Rehab - under 5K, plus misc - 3.5K.	14,000	6,000	-	-	8,000
	<i>Total Operating Supplies</i>	119,000	91,000	55,996	67,826	28,000
522	Fuel: Diesel addition of 3rd Rescue	50,000	35,000	13,794	18,392	15,000
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	47,500	35,000	15,461	18,553	12,500
540	Dues, Subscriptions and Publications	12,500	17,500	16,645	16,645	(5,000)
643	Capital Outlay: Buildings					
	Replace entryway awnings	-	-	2,559	2,559	-
	<i>Total Capital Outlay: Buildings</i>	-	-	2,559	2,559	-

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
BUDGET DETAILS - AMBULANCE CORP

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

Acct #	Computation / Explanation	FY 23-24 Proposed Budget 3 Rescues	FY 22-23 Adopted Budget 2 Rescues	FY 22-23 Actuals YTD	FY 22-23 Projected Actuals	Budget Increase / (Decrease)
640	Capital Outlay: Equipment					
	PowerLoad for extra rescue	-	21,500	-	-	(21,500)
	1 Lucas/ Auto Pulse	22,500	-	-	-	22,500
	2 Lifepak 15 (paid for in FY23)	-	-	18,365	101,865	-
	Ice Machine	5,000	-	-	-	5,000
	Employee ID Badge Printer	-	-	-	-	-
	<i>Total Capital Outlay: Equipment</i>	27,500	21,500	18,365	101,865	6,000
641	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	6,500	-	-	-	6,500

Department Total

<i>Total Operating Budget</i>	2,331,665	1,280,471	910,289	1,009,091	1,051,194
<i>Total Capital Budget</i>	34,000	21,500	20,924	104,424	12,500
<i>Total</i>	<u>2,365,665</u>	<u>1,301,971</u>	<u>931,213</u>	<u>1,113,515</u>	<u>1,063,694</u>

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2023-2024
VEHICLE REPLACEMENT SCHEDULE

9/15/2023

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

7.



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

KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT Job Description		EXECUTIVE ASSISTANT/CLERK	
		DATE OF REVISION	2/7/23
POSITION	Non-Exempt	Hourly Rate \$	BASED ON QUALIFICATIONS
LOCATION	Key Largo	Pay Range \$	

Basic Scope/Purpose:

The Executive Assistant/Clerk provides a high level of professional administrative support to the Board of Commissioners and District administrative staff. This position is highly visible and is responsible for a wide range administrative duties.

Reporting Responsibilities:

The Executive Assistant/Clerk reports to the Chair or designee.

Working Conditions:

The Executive Assistant/Clerk will be mostly exposed to inside environmental conditions, with some exposure to outside conditions during training, assistance with field projects/studies, etc. The physical nature of this position is such that the person filling it will be expected to perform sedentary work with moderate to heavy work (exerting up to 20 lbs. of force to lift, carry, push, pull, or otherwise move objects).

Essential Functions (Without Accommodations):

1. Assist the Chair and staff in day-to-day organizational and office management tasks, such as project management, meeting scheduling, and filing of documents (paper and/or digital).
2. Provides specialized or technical services to administrative staff/Commissioners in official meetings, public functions, and public relations matters.
3. Attend all District Board Meetings and responsible for preparing board meeting material, monitor the flow of the meeting, record the meeting, and create and distribute official minutes.
4. Responsible for recording and maintenance of recordings of all publicly noticed meetings.
5. Performs special assignments, research, and report preparation.
6. Coordinates and arranges all District Travel, including but not limited to, airlines reservation, hotel reservation, car rental reservation, and event registration.
7. Assists in the development and articulation of policy positions and administrative procedures.
8. Takes telephone calls, emails, and other communications from the public.
9. Processes a variety of correspondence, investigates subject matter and prepares replies.



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

10. Assist with competitive bid process.
11. Receive, route, and organize incoming internal and external communications.
12. Perform general HR functions and assists in maintaining personnel records.
13. Respond to inquiries from the public about specific KLFEMS information as the Public Records & Retention Officer.
14. Assist with the timely disposition of all District records in compliance with state schedules.

Since our organization is going to change to meet the needs of public, environmental conservation, and the District, you can expect, anticipate, and assume that your job description will change to meet these challenges.

Required Qualifications:

1. Proficiency with Microsoft Office Suite applications, Adobe Acrobat, and operate general office equipment.
2. Two years of general office or secretarial experience.
3. Excellent verbal and written communication skills.
4. Ability to exhibit professional behavior at all times, in person, over the phone and through electronic communication toward the general public and staff.
5. Excellent organizational skills, detail-oriented with a proven record of accuracy, self-motivated, team-oriented, flexible, anticipatory, and problem-solving skills.
6. Ability to work independently and prioritize workload, taking initiative and ownership of responsibilities.
7. Experience and ability to maintain strict confidentiality with sensitive information using good judgement and discretion.
8. Ability to establish and maintain effective working relationships with others, at all levels within the District.
9. High School Diploma or equivalent.

Preferred Qualifications:

1. Associates or Bachelor's degree.
2. Three years of executive assistance experience.
3. Experience with public records requests and records management.

8a.

RESOLUTION 2023-004

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 2023-2024; 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, pursuant to Section 200.065, *Florida Statutes*, within 101 days of the certification of taxable value the District is required to adopt a final millage rate; and

WHEREAS, on September 11, 2023, the District held a public hearing to consider any adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2023-2024 (the “FY 2023-2024”), and adopt a tentative millage rate in accordance with Section 200.065(2)(c), *Florida Statutes*; and

WHEREAS, on September 25, 2023, the District held a public hearing to consider any adjustment of its tentative millage rate, to adopt a final millage rate and to adopt a final operating budget for Fiscal Year 2023-2024 in accordance with Section 200.065(2)(d), *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. Millage Approved and Adopted. The FY 2023-2024 final operating millage rate for the District is 1.1695 mills, which is greater than the rolled-back rate of .8933 mills by 30.92%.

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 its adoption.

PASSED AND ADOPTED this 25th day of September 2023.

Tony Allen, Chairman

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	_____

8b.

RESOLUTION NO. 2023-005

**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, 2023, AND ENDING ON SEPTEMBER 30,
2024; PROVIDING FOR SEVERABILITY; AND PROVIDING
AN EFFECTIVE DATE.**

WHEREAS, on September 11, 2023, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) Board held a public hearing to consider adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2023-2024 (the “FY 2023-2024”), and adopt a recomputed proposed millage rate in accordance with Section 200.065(2)(c), Florida Statutes; and,

WHEREAS, on September 25, 2023, the District Board held a public hearing to consider adjustment of its tentative millage rate, to adopt a final millage rate, and to adopt a final operating budget for Fiscal Year 2023-2024 in accordance with Section 200.065(2)(d), Florida Statutes; and,

WHEREAS, the Key Largo Fire Rescue and Emergency Medical Services District of Monroe County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2023-2024 in the amount of \$11,053,056.

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 final budget of the District for the fiscal year beginning on October 1, 2023, and ending September 30, 2024 (the "Budget") 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 25th day of September, 2023.

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	_____

11a.



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: July 11, 2023 Hybrid meeting

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes June 2023
6. Treasurer's Report June 2023
7. Legal Report
8. Membership Review
9. Old Business
 - A. Budget Review
10. New Business
 - A. Bylaw Committee Status Report
11. Membership Discussion
12. 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: July 11, 2023

Board members in attendance were 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 6:36 pm by President Scott Robinson.
2. **Approval of Agenda**
Dawn DeBrule seconded by Adam Schussheim moved approval of the agenda.
Motion carried unanimously.
3. **Announcements** - None
4. **Public Comment** - No public comment.
5. **Approval of Minutes**
Tess Marra seconded by Dawn DeBrule moved approval of the June 2023 minutes.
Motion carried unanimously.
6. **Treasurer's Report**
Tess Marra reported a balance of \$ 247,793.00 as of June 30, 2023. Dawn DeBrule seconded by Adam Schussheim moved approval of the treasurer's report. Motion carried unanimously.
7. **Legal Report** - No Report
8. **Membership Review**
Testing will be held later in the week with one more prospective member being tested within the next two weeks. One new volunteer has started shift work.
9. **Old Business**
 - A. Discussion was held concerning the need to add one Captain position bringing the officer positions to 3 Lieutenants [one for each shift] and 1 Captain for oversight.



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

- B. Upon motion and second by Dawn DeBrule and Tess Marra respectively, the Corps will add one Captain position and reduce Line Item 220 from \$40,000 to \$30,000 to help in paying for this addition.

Roll Call Vote:

Dawn DeBrule	Yes
Tess Marra	Yes
Adam Schussheim	Yes
Scott Robinson	Yes

10. New Business

Discussion was held concerning the need to create a Bylaw Committee to review and revise the existing bylaws. Dawn DeBrule seconded by Tess Marra moved to create a Bylaw Committee. The motion passed unanimously. The members of the Committee will be Board Member Scott Robinson, Chief Don Bock, Lieutenant Roxy Perez and Recording Secretary Kay Cullen.

11. Membership Discussion - None

12. Adjournment

There being no further business, Dawn DeBrule seconded by Tess Marra moved adjournment. Motion carried. Meeting adjourned at 6:53 pm.

Kay Cullen
Recording Secretary

11b.

Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
July 2023

	Billing Account	Corp Account	Building Account	CPR Account	Total
Beginning Balance	\$71,224.43	\$6,952.08	\$169,039.93	\$577.48	\$247,793.92
<u>Revenues</u>					
Interest	33.54	2.92	71.78	0.25	108.49
Medical Fees	37,224.47				37,224.47
Medical Transcripts					0.00
KL Fire Rescue & EMS Reimb	140,390.78				140,390.78
Donations					0.00
Educational Income					0.00
Uncollected Income/Adjustmts	36,205.82				36,205.82
Misc Income					0.00
Total Revenues	\$213,854.61	\$2.92	\$71.78	\$0.25	\$213,929.56
<u>Expenditures</u>					
Advertising					
Background Checks	66.00	47.90			113.90
Medical Billing Refunds					0.00
Payroll Expenses	72,297.09	8,161.60			80,458.69
Licenses & Permits					0.00
Professional Fees					0.00
Supplies		136.46			136.46
Bank Service Charges	62.54				62.54
Miscellaneous					0.00
Meals & Entertainment					0.00
Dues & Memberships	149.90				149.90
Total Expenditures	\$72,575.53	\$8,345.96	\$0.00	\$0.00	\$80,921.49
Ending Balance	\$212,503.51	-\$1,390.96	\$169,111.71	\$577.73	\$380,801.99
TRANSFERS	0.00	0.00	0.00	0.00	0.00
Balance before Adjustment	212,503.51	-1,390.96	169,111.71	577.73	380,801.99
Adjustment to arrive at Actual	-46,063.01	8,161.60	0.00	0.00	-37,901.41
ACTUAL BALANCE @ MO END	\$166,440.50	\$6,770.64	\$169,111.71	\$577.73	<u>\$342,900.58</u>