



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 23, 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 October 23, 2023 District Meeting Agenda*
- 2b. *Approval of the September 25, 2023 Draft Minutes of the Final Public Hearing and District Meeting*

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

- 6a. *DISCUSSION: Job Description District Clerk/Manager [Board]*
- 6b. *DISCUSSION/MOTION: Lease of Vacant Land [Bock]*
- 6c. *DISCUSSION: Update on Station 24 and 25 Generators [Mumper]*

7. NEW BUSINESS

- 7a. *DISCUSSION/MOTION: Approval to Purchase ESO Software [Jones]*
- 7b. *MOTION/APPROVAL: Vernis & Bowling Contract for Legal Services FY 23-25 (Legal)*

8. LEGAL REPORT

- 8a. *DISCUSSION: Update on RFP 2023-002 and Discussion on Station 24 Expansion [Bryan]*



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

9. FINANCE REPORT

10. AMBULANCE CORPS REPORT

10a. *September Statistics*

10b. *September Meeting*

11. FIRE DEPARTMENT REPORT

11a. *September Statistics*

11b. *September Meeting*

12. COMMISSIONER ITEMS

12a. *DISCUSSION: Second Floor Addition for Station 24 [Conklin]*

13. NEXT MEETING

November 6, 2023 District Meeting (if required)

November 20, 2023 Strategic Planning Workshop

November 20, 2023 District Meeting

14. ADJOURN

DOCUMENTS

Al 2b. *Draft September 25, 2023 Final Public Hearing and District Meeting Minutes*

Al 6a. *District Clerk/Manager Job Description*

Al 6b. *Land Located Behind Bank of America*

Al 7a. *ESO Software Proposal*

Al 7b. *Vernis & Bowling Contract for Legal Services FY 23-25*

Al 10a. *KLVAC Monthly Report*

Al 10b. *KLVAC Meeting Documents September 2023*

Al 11a. *KLVFD Monthly Report*

Al 11b. *KLVFD Meeting Documents September 2023*

*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

DRAFT MINUTES OF THE FINAL PUBLIC HEARING AND DISTRICT MEETING

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=eWtMajI4Snh0cDZ5RngxTk5VDdCZz09#uaccess>
Password: 33037.

1. AGENDA

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 Mirabella 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 25, 2023 Final Public Hearing and District Meeting Agenda

Commissioner DP made a ***motion to approve the*** September 25, 2023 Final Hearing Public Hearing and District Meeting Agenda. Commissioner Conklin second, and the Board unanimously passed the motion.

2b. Approval of the September 11, 2023 District Meeting Minutes

Commissioner ____ made a ***motion to approve the*** September 11, 2023 Final Hearing Public Hearing and District Meeting Agenda. Commissioner ____ second, and the Board unanimously passed the motion.

The Draft Minutes from the August 25, 2023 and September 25, 2023 are to be provided to the Board for revisions; to be brought back for approval at the next meeting.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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The meeting is suspended at 6:10 PM to commence to Final Budget Hearing

3. BUDGET FY 2023-2024

Ms. Johnson provides that the step stipend was added to the ambulance budget and the Lifepack 15 was paid in FY23. There were no additional changes.

The Final Budget Hearing is adjourned at 6:12 PM.

4. PUBLIC COMMENT

None

5. CHAIRMAN REPORT

None

6. SECRETARY REPORT

None

7. OLD BUSINESS

DISCUSSION: Job Description District Clerk/Manager [Legal]

The previously drafted clerk job description was discussed. The Board will review and provide proposed revisions to incorporate into the Clerk/Manager job description.

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]

Ms. Johnson read into the record Section 1 – 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%

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



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

A Roll Call vote was held to adopt Resolution No. 2023-2024

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

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]

Ms. Johnson read into the record, 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 the Fiscal Year 2023-2024 in the amount of \$11,053.056.

A Roll Call vote was held to adopt Resolution No. 2023-2024

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

9. LEGAL REPORT

DISCUSSION: Second Floor Addition for Station 24

Attorney Bryan led a brief discussion on the September 14, 2023 walk through pre-bid meeting. Approximately nine prospective bidders attended along with Commissioner Conklin, Chief Garrido and Chief Bock. Several questions were raised regarding the totality and scope of the work. The bidders were asked to provide their questions to the clerk in writing. Questions and responses will be on Demand Star.

10. FINANCE REPORT

A discussion was had regarding the approximate \$45,000 cost associated with the James Engle Group's fees associated with the potential of a feasibility study regarding department personnel becoming district employees of the district. This item to be brought back before the Board for further discussion at the next meeting.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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11. AMBULANCE CORPS REPORT

11a. July Meeting

11b. July Treasurer's Report

Chief Robinson had nothing to report; however thanks the Board for everything they did for the regarding the budget.

12. FIRE DEPARTMENT REPORT

Fire Department reports volunteer testing on October 14, 2023; and officer class on October 23, 2026.

13. COMMISSIONER ITEMS

None

14. NEXT MEETING

October 9, 2023 District Meeting

October 23, 2023 District Meeting

Commissioner Powers made a ***motion to cancel*** the October 9, 2023 District Meeting, unless required. The next meeting will be October 23, 2023. Commissioner Edge second, and the Board unanimously passed the motion.

15. ADJOURN

Commissioner Powers made a ***motion to adjourn*** the meeting at 6:34PM. Commissioner Conklin second, and the Board unanimously passed the motion.

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

6a.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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| KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT | | EXECUTIVE ASSISTANT/ DISTRICT CLERK | |
|-------------------------------------------------------------|------------|-------------------------------------|----------------------------|
| Job Description | | 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/District 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/District 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, facilities 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. Attends all District Board Meetings and responsible for preparing board meeting material, monitors the flow of the meeting, manage recording of 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

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10. Assist with competitive bid processes and public procurement .
11. Receive, route, and organize incoming internal and external communications.
12. Perform general Human Resources (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.
15. Such other duties as may be assigned by the District Board of Commissioners from time to time.

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 (2) 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 (3) years of executive assistance experience.
3. Experience with public records requests for public/government entities and general records management.

6b.

Monroe County, FL

Disclaimer

The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

By continuing into this site you assert that you have read and agree to the above statement.

Summary

| | |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parcel ID | 00453440-001100 |
| Account# | 8713002 |
| Property ID | 8713002 |
| Millage Group | 500K |
| Location Address | 305 ST CROIX PI, KEY LARGO |
| Legal Description | PT TR E AND PT OF ABANDONED ST CROIX PL PORT LARGO PB5-3 KEY LARGO (1.12 AC) OR1017-1761 1164-1921/22 OR1353-2388/90 OR1987-960/61 OR2363-2497 (Note: Not to be used on legal documents.) |
| Neighborhood | 10021 |
| Property Class | STATE PARKS (8000) |
| Subdivision | PORT LARGO |
| Sec/Twp/Rng | 33/61/39 |
| Affordable | No |
| Housing | |

Owner

[MONROE COUNTY BOARD OF COUNTY COMMISSIONERS](#)
1100 Simonton St
Ste 205
Key West FL 33040

Valuation

| | 2023 Preliminary Values | 2022 Certified Values | 2021 Certified Values | 2020 Certified Values |
|----------------------------|-------------------------|-----------------------|-----------------------|-----------------------|
| + Market Improvement Value | \$0 | \$0 | \$0 | \$0 |
| + Market Misc Value | \$49,321 | \$49,321 | \$49,321 | \$49,321 |
| + Market Land Value | \$9,520 | \$9,520 | \$9,520 | \$9,520 |
| = Just Market Value | \$58,841 | \$58,841 | \$58,841 | \$58,841 |
| = Total Assessed Value | \$58,841 | \$58,841 | \$58,841 | \$58,841 |
| - School Exempt Value | (\$58,841) | (\$58,841) | (\$58,841) | (\$58,841) |
| = School Taxable Value | \$0 | \$0 | \$0 | \$0 |

Historical Assessments

| Year | Land Value | Building Value | Yard Item Value | Just (Market) Value | Assessed Value | Exempt Value | Taxable Value | Maximum Portability |
|------|------------|----------------|-----------------|---------------------|----------------|--------------|---------------|---------------------|
| 2022 | \$9,520 | \$0 | \$49,321 | \$58,841 | \$58,841 | \$58,841 | \$0 | \$0 |
| 2021 | \$9,520 | \$0 | \$49,321 | \$58,841 | \$58,841 | \$58,841 | \$0 | \$0 |
| 2020 | \$9,520 | \$0 | \$49,321 | \$58,841 | \$58,841 | \$58,841 | \$0 | \$0 |
| 2019 | \$9,520 | \$0 | \$49,321 | \$58,841 | \$58,841 | \$58,841 | \$0 | \$0 |
| 2018 | \$9,520 | \$0 | \$49,321 | \$58,841 | \$58,841 | \$58,841 | \$0 | \$0 |

The Maximum Portability is an estimate only and should not be relied upon as the actual portability amount. Contact our office to verify the actual portability amount.

Land

| Land Use | Number of Units | Unit Type | Frontage | Depth |
|----------|-----------------|-----------|----------|-------|
| (8600) | 1.12 | Acreage | 0 | 0 |

Yard Items

| Description | Year Built | Roll Year | Size | Quantity | Units | Grade |
|----------------|------------|-----------|---------|----------|----------|-------|
| CH LINK FENCE | 1993 | 1994 | 5 x 405 | 1 | 2025 SF | 1 |
| ASPHALT PAVING | 1993 | 1994 | 87 x 57 | 1 | 4959 SF | 2 |
| ASPHALT PAVING | 2005 | 2006 | 0 x 0 | 1 | 28000 SF | 2 |

Sales

| Sale Date | Sale Price | Instrument | Instrument Number | Deed Book | Deed Page | Sale Qualification | Vacant or Improved | Grantor | Grantee |
|-----------|------------|---------------|-------------------|-----------|-----------|--------------------|--------------------|---------|---------|
| 2/25/2004 | \$450,000 | Warranty Deed | | 1987 | 0960 | G - Unqualified | Vacant | | |
| 5/1/1987 | \$101,000 | Warranty Deed | | 1017 | 1761 | Q - Qualified | Vacant | | |

Permits

| Number | Date Issued | Date Completed | Amount | Permit Type | Notes |
|----------|-------------|----------------|--------|-------------|---------|
| 04304046 | 9/9/2004 | 10/17/2005 | \$1 | | ASPHALT |

View Tax Info

[View Taxes for this Parcel](#)

Map



No data available for the following modules: Buildings, Sketches (click to enlarge), Photos, TRIM Notice.

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Last Data Upload: 8/30/2023, 4:01:27 AM

Contact Us

Developed by



7a.



Quote Date: 01/13/2023
Customer Name: Key Largo Volunteer Fire-Rescue Department
Quote #: Q-102197
Quote Expiration date: 04/13/2023
ESO Account Manager: Sara Schryver

CUSTOMER CONTACT

Customer Name Key Largo Volunteer Fire-Rescue Department
Chris Jones
Email cjones@keylargofire.org
Phone (305) 451-2700

BILLING CONTACT

Payor Name Key Largo Volunteer Fire-Rescue Department
Email
Phone

Address PO Box 373002
Key Largo FL, 33037
Billing Frequency Annual
Initial Term 12 months

EHR

| Product | Volume | Total | Fee Type |
|---------------------------------|----------------|------------|-----------|
| EHR Cardiac Monitor Integration | 1200 Incidents | \$795.00 | Recurring |
| ESO EHR (BLS Version) | 1200 Incidents | \$1,990.00 | Recurring |
| EHR Setup & Online Training | 1 Sessions | \$595.00 | One-time |

Scheduling

| Product | Volume | Total | Fee Type |
|-----------------------------------------------------|--------------|------------|-----------|
| ESO Scheduling - 3rd Party Scheduling Data to NFIRS | 28 Employees | \$1,495.00 | Recurring |

Fire

| Product | Volume | Total | Fee Type |
|---------------------------------------------|----------------|------------|-----------|
| ESO Activities - Fire and Fire/EMS Agencies | 2 Stations | \$520.00 | Recurring |
| ESO Hydrants | 2 Stations | \$720.00 | Recurring |
| Fire Incidents CAD Integration | 1200 Incidents | \$1,495.00 | Recurring |
| ESO Fire Incidents | 2 Stations | \$2,290.00 | Recurring |
| Fire Personnel Management | 28 Employees | \$1,345.00 | Recurring |
| ESO Properties | 2 Stations | \$890.00 | Recurring |
| Fire Setup & Online Training | 3 Sessions | \$1,785.00 | One-time |
| Properties/Inspections Data Import | 2 Stations | \$1,190.00 | One-time |
| Fire Incidents NFIRS Data Import | 1200 Incidents | \$1,995.00 | One-time |

Education

| Product | Volume | Total | Fee Type |
|----------------------------------------------|--------------|----------|-----------|
| Current EMS1 and/or Fire Rescue1 Integration | 28 Employees | \$336.00 | Recurring |

*Additional fees may be applied by Customer's billing or CAD vendor for certain integrations or interfaces, and Customer is encouraged to discuss this with the applicable vendor.



Quote Date: 01/13/2023
Customer Name: Key Largo Volunteer Fire-Rescue
Department
Quote #: Q-102197
Quote Expiration date: 04/13/2023
ESO Account Manager: Sara Schryver

On Demand Learning

| Product | Volume | Total | Fee Type |
|--------------------|--------------|----------|-----------|
| On Demand Learning | 28 Employees | \$995.00 | Recurring |

Inventory

| Product | Volume | Total | Fee Type |
|-----------------------------------|----------------|----------|-----------|
| ESO Inventory - Fire/EMS Agencies | 1200 Incidents | \$795.00 | Recurring |
| Inventory Setup & Online Training | 1 Sessions | \$595.00 | One-time |

Asset Management/Checklist

| Product | Volume | Total | Fee Type |
|-----------------------------------------------------------------|------------|------------|-----------|
| Assets-Checklist Bundle | 7 Vehicles | \$2,095.00 | Recurring |
| Asset Management and Checklist - Training and Implementation | 7 Vehicles | \$950.00 | One-time |

| | | |
|-----------------------------|----|-----------|
| Total Recurring Fees | \$ | 15,761.00 |
| Total One-Time Fees | \$ | 7,110.00 |
| <hr/> | | |
| TOTAL FEES | \$ | 22,871.00 |



Quote Date: 01/13/2023
Customer Name: Key Largo Volunteer Fire-Rescue
Department
Quote #: Q-102197
Quote Expiration date: 04/13/2023
ESO Account Manager: Sara Schryver

Fire

| Product | Description |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESO Activities - Fire and Fire/EMS Agencies | Application for tracking non-response activities, including Operations and Community Risk Reduction and Daily Log. |
| ESO Hydrants | Inventory and document testing and status of hydrants. |
| Fire Incidents NFIRS Data Import | Data migration from previous RMS platform. |
| Properties/Inspections Data Import | Data migration of Properties data and inspection reports into ESOs Properties and Inspections applications from a previously used RMS. |
| Fire Incidents CAD Integration | Allows for integration of CAD data into the FIRE application. Ongoing maintenance included. Additional fees from your CAD vendor may apply. |
| Fire Setup & Online Training | Setup and Webinar Training Session for ESO Fire. |
| ESO Fire Incidents | Includes Auto EHR-import or Auto-CAD import, federal NFIRS data reporting, software updates and upgrades. |
| ESO Properties | Includes CAMEO integration, Pre-Plan view. Stores property and occupant history (presence of chemicals and tanks, Incidents, and previous inspections). |
| Fire Personnel Management | Includes tracking of Training classes, certifications, credentials, immunization records. Discounted as a part of the Fire Bundle. |

Asset Management/Checklist

| Product | Description |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assets-Checklist Bundle | Web-based asset management and apparatus checklist for Fire and EMS. |
| Asset Management and Checklist - Training and Implementation | Training and configuration to include; group admin training, agency specific web-based sessions, online training and pre-recorded end user training. |

EHR

| Product | Description |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EHR Cardiac Monitor Integration | Interface to integrate cardiac monitor data into EHR mobile and web applications. Includes ongoing maintenance and support |
| EHR Setup & Online Training | Webinar Training Session |
| ESO EHR (BLS Version) | Patient care reporting suite for Basic Life Support agencies, includes EHR web and mobile client, Quality Management, Analytics, Patient Tracker. Allows for unlimited users, unlimited mobile applications, live support, state and federal data reporting, ongoing weekly web training, software updates and upgrades. |

Inventory

| Product | Description |
|-----------------------------------|-----------------------------------------------------------|
| ESO Inventory - Fire/EMS Agencies | Web-based inventory management software for Fire and EMS. |
| Inventory Setup & Online Training | Setup and Webinar Training Session for ESO Inventory. |

On Demand Learning

| Product | Description |
|--------------------|--------------------------------------------------|
| On Demand Learning | Unlimited, online training for all ESO products. |

Education



Quote Date: 01/13/2023
Customer Name: Key Largo Volunteer Fire-Rescue
Department
Quote #: Q-102197
Quote Expiration date: 04/13/2023
ESO Account Manager: Sara Schryver

| Product | Description |
|----------------------------------------------|------------------------------------------------------------|
| Current EMS1 and/or Fire Rescue1 Integration | ESO Integration of current EMS1 and FireRescue1 Customers. |

Scheduling

| Product | Description |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ESO Scheduling - 3rd Party Scheduling Data to NFIRS | Scheduling 3rd Party API is a vendor agnostic API that provides for 3rd Party Scheduling software vendors to send employee scheduling data to ESO for common customers that use a scheduling product other than ESO Scheduling. This data will feed into ESO Fire NFIRS reports to populate personnel on the report and will ship scheduling data to ESO's data-lake. |

7b.

VERNIS & BOWLING

ATTORNEYS AT LAW • EST. 1970

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

October 19, 2023

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, 2023. Due to 2024 being an election year, we must renew the contract for a two (2) year term (through 2025). We have prepared a renewal agreement, attached hereto. The changes requested are: a \$10.00 increase in our attorneys’ hourly rates, a \$5.00 increase in our paralegals’ hourly rate and a \$100.00 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, especially with rising inflation and the high cost of living 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 _____, **2023**, with an *effective date of November 18, 2023* 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 term of this Contract shall remain in force for the period of TWO (2) years, beginning **November 18, 2023** to **November 18, 2025** after which, an additional THREE (3) one year options are available with the mutual consent of both parties. Section three (3) may be renegotiated after ONE (1) year and is subject to budget review.

2. THE FIRM'S SERVICES

The Firm agrees to provide the following services:

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

3. **LEGAL & RETAINER SERVICES**

The Firm's hourly rate for non-retainer services shall be **\$205.00** per hour for attorneys with five (5) plus years of experience, **\$195.00** for attorneys with less than five (5) years experience. Paralegals shall be paid at **\$130.00** 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 \$2,250.00, 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 _____, 2023.

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

10a.

KEY LARGO EMS MONTHLY CALL STATISTICS 2023

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: September 12, 2023 Hybrid Meeting

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes August 2023
6. Treasurer's Report August 2023
7. Legal Report
8. Membership Review
9. Old Business
 - A. Bylaw Update
 - B. Budget Update
10. New Business
 - A.
 - B. Other New Business
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: September 12, 2023

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

1. Meeting was called to order at 6:38 pm by President Scott Robinson.

2. Approval of Agenda

Tess Marra seconded by Dawn DeBrule moved approval of the agenda. Motion carried unanimously.

3. Announcements - None

4. Public Comment - No public comment.

5. Approval of Minutes

As there was not a quorum at the August meeting, no business could occur. Therefore, Dawn DeBrule seconded by Tess Marra moved approval of the July 2023 minutes. Motion carried unanimously.

6. Treasurer's Report

Tess Marra reported a balance of \$ 342,900.58 as of July 31, 2023, and a balance of \$337,620.27 as of August 31, 2024. Dawn DeBrule seconded by Tess Marra moved approval of the July and August 2023 treasurer's reports. Motion carried unanimously.

7. Legal Report - None

8. Membership Review

- A. Chief Bock approved a request for Leave of Absence for Anthony Milan.
- B. Arly Gonzalez is the new Infection Control Officer as well as the Scheduling Officer.

9. Old Business

- A. The Bylaw Committee met and revised the bylaws which have been sent to Legal for review.
- B. The District made no changes to the budget but the Step raises may be added into the EMS budget if the firefighters receive their Step raises.



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

10. **New Business** - None

11. **Membership Discussion** – None

12. **Adjournment**

There being no further business, Dawn DeBrule seconded by Tess Marra moved adjournment. Motion carried. Meeting adjourned at 7:12 pm.

Kay Cullen
Recording Secretary

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

| | Billing Account | Corp Account | Building Account | CPR Account | Total |
|--------------------------------|---------------------|--------------------|---------------------|-----------------|----------------------------|
| Beginning Balance | \$161,030.17 | \$6,828.60 | \$169,183.52 | \$577.98 | \$337,620.27 |
| <u>Revenues</u> | | | | | |
| Interest | 54.82 | 2.82 | 69.53 | 0.24 | 127.41 |
| Medical Fees | 57,882.03 | | | | 57,882.03 |
| Medical Transcripts | | 196.00 | | | 196.00 |
| KL Fire Rescue & EMS Reimb | 8,938.88 | | | | 8,938.88 |
| Donations | | | | | 0.00 |
| Educational Income | | | | | 0.00 |
| Uncollected Income/Adjustmts | -62,241.40 | | | | -62,241.40 |
| Misc Income | | | | | 0.00 |
| Total Revenues | \$4,634.33 | \$198.82 | \$69.53 | \$0.24 | \$4,902.92 |
| <u>Expenditures</u> | | | | | |
| Advertising | | | | | 0.00 |
| Background Checks | | | | | 0.00 |
| Medical Billing Refunds | | | | | 0.00 |
| Payroll Expenses | 106,921.58 | 9,009.37 | | | 115,930.95 |
| Licenses & Permits | | | | | 0.00 |
| Professional Fees | 2,733.30 | | | | 2,733.30 |
| Supplies | | 20.99 | | | 20.99 |
| Bank Service Charges | 71.47 | | | | 71.47 |
| Taxes (720) | | | | | 0.00 |
| Meals & Entertainment | | | | | 0.00 |
| Dues & Memberships | | | | | 0.00 |
| Total Expenditures | \$109,726.35 | \$9,030.36 | \$0.00 | \$0.00 | \$118,756.71 |
| Ending Balance | \$55,938.15 | -\$2,002.94 | \$169,253.05 | \$578.22 | \$223,766.48 |
| TRANSFERS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Balance before Adjustment | 55,938.15 | -2,002.94 | 169,253.05 | 578.22 | 223,766.48 |
| Adjustment to arrive at Actual | 53,238.38 | 9,009.37 | 0.00 | 0.00 | 62,247.75 |
| ACTUAL BALANCE @ MO END | \$109,176.53 | \$7,006.43 | \$169,253.05 | \$578.22 | <u>\$286,014.23</u> |

11a.

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 09/01/2023 to 09/30/2023







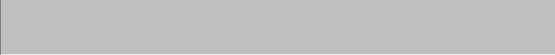
Company: All Companies

| Incident Type | Incident Count | Number Attended | Average Attended | Total Length (hrs) | Average Length (hrs) | Average Man Hours | Total Man Hours |
|--------------------------------------------------------|----------------|-----------------|------------------|--------------------|----------------------|-------------------|-----------------|
| 111-Building fire | 1 | 6 | 6.00 | 1.23 | 1.23 | 7.38 | 7.38 |
| 131-Passenger vehicle fire | 1 | 3 | 3.00 | 0.47 | 0.47 | 1.41 | 1.41 |
| 134-Water vehicle fire | 2 | 13 | 6.50 | 3.68 | 1.84 | 12.04 | 24.08 |
| 142-Brush or brush-and-grass mixture fire | 1 | 3 | 3.00 | 0.53 | 0.53 | 1.59 | 1.59 |
| 300-Rescue, EMS incident, other | 1 | 3 | 3.00 | 0.23 | 0.23 | 0.69 | 0.69 |
| 311-Medical assist, assist EMS crew | 6 | 21 | 3.50 | 1.42 | 0.24 | 0.94 | 5.67 |
| 320-Emergency medical service incident, other | 2 | 6 | 3.00 | 0.55 | 0.28 | 0.83 | 1.65 |
| 321-EMS call, excluding vehicle accident with injury | 8 | 26 | 3.25 | 3.70 | 0.46 | 1.49 | 11.95 |
| 322-Motor vehicle accident with injuries | 4 | 19 | 4.75 | 1.05 | 0.26 | 1.84 | 7.35 |
| 324-Motor vehicle accident with no injuries. | 2 | 9 | 4.50 | 0.30 | 0.15 | 0.90 | 1.80 |
| 331-Lock-in (if lock out , use 511) | 1 | 7 | 7.00 | 0.39 | 0.39 | 2.73 | 2.73 |
| 353-Removal of victim(s) from stalled elevator | 1 | 3 | 3.00 | 1.58 | 1.58 | 4.74 | 4.74 |
| 411-Gasoline or other flammable liquid spill | 1 | 6 | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 412-Gas leak (natural gas or LPG) | 1 | 3 | 3.00 | 2.70 | 2.70 | 8.10 | 8.10 |
| 421-Chemical hazard (no spill or leak) | 1 | 6 | 6.00 | 0.73 | 0.73 | 4.38 | 4.38 |
| 550-Public service assistance, other | 4 | 9 | 2.25 | 1.54 | 0.39 | 1.10 | 4.41 |
| 600-Good intent call, other | 1 | 4 | 4.00 | 0.15 | 0.15 | 0.60 | 0.60 |
| 611-Dispatched & canceled en route | 5 | 16 | 3.20 | 0.48 | 0.10 | 0.32 | 1.61 |
| 622-No incident found on arrival at dispatch address | 1 | 3 | 3.00 | 0.32 | 0.32 | 0.96 | 0.96 |
| 651-Smoke scare, odor of smoke | 1 | 6 | 6.00 | 0.30 | 0.30 | 1.80 | 1.80 |
| 700-False alarm or false call, other | 3 | 12 | 4.00 | 1.40 | 0.47 | 1.88 | 5.64 |
| 743-Smoke detector activation, no fire - unintentional | 3 | 13 | 4.33 | 0.42 | 0.14 | 0.64 | 1.92 |
| 745-Alarm system activation, no fire - unintentional | 8 | 34 | 4.25 | 1.95 | 0.24 | 0.93 | 7.47 |
| 746-Carbon monoxide detector activation, no CO | 1 | 3 | 3.00 | 0.75 | 0.75 | 2.25 | 2.25 |
| 900-Special type of incident, other | 3 | 4 | 1.33 | 4.57 | 1.52 | 0.93 | 2.80 |
| Blank. Incident Type not Entered | 13 | 0 | 0.00 | 0.00 | 0.00 | | 0.00 |
| Total and Averages for all Incident Types | 76 | 238 | 3.13 | 30.44 | 0.40 | | 112.98 |

Alarms by Day of Week

Key Largo Fire Department

Date Range: From 09/01/2023 to 09/30/2023

| Day of Week | | Totals |
|-------------|-------------------------------------------------------------------------------------|--------|
| Sunday |  | 9 |
| Monday |  | 12 |
| Tuesday |  | 6 |
| Wednesday |  | 6 |
| Thursday |  | 11 |
| Friday |  | 18 |
| Saturday |  | 14 |

No Date 0
Total Alarms 76

Incident Type Report (Summary)

Key Largo Fire Department

Date Range: From 09/01/2023 to 09/30/2023
Company: All Companies

| Incident Type | Count | Pct of Incidents | Total Est Loss | Total Est Loss |
|-------------------------------------------------------------|-----------|------------------|----------------|----------------|
| 1 Fire | | | | |
| 111 Building fire | 1 | 1.59% | \$0 | 0.00% |
| 131 Passenger vehicle fire | 1 | 1.59% | \$0 | 0.00% |
| 134 Water vehicle fire | 2 | 3.17% | \$0 | 0.00% |
| 142 Brush or brush-and-grass mixture fire | 1 | 1.59% | \$0 | 0.00% |
| Totals | 5 | 7.94% | \$0 | 0.00% |
| 2 Overpressure Rupture, Explosion, Overheat(no fire) | | | | |
| Totals | 0 | 0.00% | \$0 | 0.00% |
| 3 Rescue & Emergency Medical Service Incident | | | | |
| 300 Rescue, EMS incident, other | 1 | 1.59% | \$0 | 0.00% |
| 311 Medical assist, assist EMS crew | 6 | 9.52% | \$0 | 0.00% |
| 320 Emergency medical service incident, other | 2 | 3.17% | \$0 | 0.00% |
| 321 EMS call, excluding vehicle accident with injury | 8 | 12.70% | \$0 | 0.00% |
| 322 Motor vehicle accident with injuries | 4 | 6.35% | \$0 | 0.00% |
| 324 Motor vehicle accident with no injuries. | 2 | 3.17% | \$0 | 0.00% |
| 331 Lock-in (if lock out , use 511) | 1 | 1.59% | \$0 | 0.00% |
| 353 Removal of victim(s) from stalled elevator | 1 | 1.59% | \$0 | 0.00% |
| Totals | 25 | 39.68% | \$0 | 0.00% |
| 4 Hazardous Condition (No Fire) | | | | |
| 411 Gasoline or other flammable liquid spill | 1 | 1.59% | \$0 | 0.00% |
| 412 Gas leak (natural gas or LPG) | 1 | 1.59% | \$0 | 0.00% |
| 421 Chemical hazard (no spill or leak) | 1 | 1.59% | \$0 | 0.00% |
| Totals | 3 | 4.76% | \$0 | 0.00% |
| 5 Service Call | | | | |
| 550 Public service assistance, other | 4 | 6.35% | \$0 | 0.00% |
| Totals | 4 | 6.35% | \$0 | 0.00% |
| 6 Good Intent Call | | | | |
| 600 Good intent call, other | 1 | 1.59% | \$0 | 0.00% |
| 611 Dispatched & canceled en route | 5 | 7.94% | \$0 | 0.00% |
| 622 No incident found on arrival at dispatch address | 1 | 1.59% | \$0 | 0.00% |
| 651 Smoke scare, odor of smoke | 1 | 1.59% | \$0 | 0.00% |
| Totals | 8 | 12.70% | \$0 | 0.00% |
| 7 False Alarm & False Call | | | | |
| 700 False alarm or false call, other | 3 | 4.76% | \$0 | 0.00% |
| 743 Smoke detector activation, no fire - unintentional | 3 | 4.76% | \$0 | 0.00% |
| 745 Alarm system activation, no fire - unintentional | 8 | 12.70% | \$0 | 0.00% |
| 746 Carbon monoxide detector activation, no CO | 1 | 1.59% | \$0 | 0.00% |
| Totals | 15 | 23.81% | \$0 | 0.00% |
| 8 Severe Weather & Natural Disaster | | | | |
| Totals | 0 | 0.00% | \$0 | 0.00% |
| 9 Special Incident Type | | | | |
| 900 Special type of incident, other | 3 | 4.76% | \$0 | 0.00% |
| Totals | 3 | 4.76% | \$0 | 0.00% |

Incident Type Report (Summary)

Key Largo Fire Department

Date Range: From 09/01/2023 to 09/30/2023

Company: All Companies

| Incident Type | Count | Pct of Incidents | Total Est Loss | Total Est Loss |
|---------------|-------|------------------|----------------|----------------|
| Totals | 63 | | \$0 | |



NFPA Analysis Report

Key Largo Fire Department

Date Range: From 09/01/2023 to 09/30/2023



| 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) | 2 | 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) | 1 | 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) | 5 | 0 | 0 | \$0 |
| 20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381) | 25 | | | |
| 21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746) | 15 | | | |
| 22. Mutual Aid or Assistance Responses Given | 0 | | | |
| 23. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431) | 3 | | | |
| 23. Other Hazardous Conditions (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400) | 0 | | | |
| 24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911) | 28 | | | |
| 25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24) | 76 | | | |
| Based on what is reported in lines 5 and 13 for number of fire above, please report separately: <i>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).</i> | | | | |
| | Number of Confined Fires | | Number of Nonconfined Fires | |
| 5. Residential Fires (line 5 above) | 0 | | 1 | |
| 13. Structure Fires (line 13 above) | 0 | | 1 | |
| BREAKDOWN OF FALSE ALARM RESPONSES | | | | |
| 1. Malicious, Mischievous False Call (IT 710-715) | 0 | | | |
| 2. System Malfunction (IT 700-739) | 0 | | | |
| 3. Unintentional (tripping on Interior device accidentally etc.) (IT 740-749) | 12 | | | |
| 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): | 0 | | | | |
| 2. | Exposure to Chemicals or Radiation(Cause 4, object 52,56): | 0 | | | | |
| 3. | Fall, jump, slip, trip (cause 1 to 3): | 0 | | | | |
| 4. | Overexertion, strain (cause 7): | 0 | | | | |
| 5. | Contact with object (cause 6): | 0 | | | | |
| 6. | Struck by (cause 5): | 0 | | | | |
| 7. | Exteme weather (cause 4, object 62): | 0 | | | | |
| 8. | Other: | 0 | | | | |
| THREE HIGHEST LOSS OF LIFE FIRES | | | THREE HIGHEST PROPERTY DAMAGE FIRES | | | |
| NO LOSS OF LIFE EVENTS | | | NO PROPERTY DAMAGE EVENTS | | | |

Incident Run Log

Key Largo Fire Department

Date Range: From 09/01/2023 to 09/30/2023

Company: All Companies

Sorted by: Not selected

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Zip | Type | Lgth |
|------------|-------|-------------|-------|------|------------------------------|-------|--------|----------------------------------------------------|------|
| 09/05/2023 | 38032 | 2023-000784 | 17:43 | 8 | BURLINGTON ST | | 33037 | Building fire | 1.2 |
| 09/13/2023 | 38032 | 2023-000805 | 19:29 | 1065 | OVERSEAS HWY | | 33037- | Passenger vehicle fire | 0.5 |
| 09/09/2023 | 38032 | 2023-000790 | 15:49 | 1500 | OCEAN BAY DR | | 33037- | Water vehicle fire | 1.7 |
| 09/10/2023 | 38032 | 2023-000793 | 08:22 | 101 | - 103 MM | | 33037 | Water vehicle fire | 2.0 |
| 09/10/2023 | 38032 | 2023-000792 | 01:35 | 325 | CALUSA ST | 16 | 33037 | Brush or brush-and-grass mixture fire | 0.5 |
| 09/30/2023 | 38032 | 2023-000847 | 14:01 | 516 | CARIBBEAN DR | | 33037 | Rescue, EMS incident, other | 0.0 |
| 09/01/2023 | 38032 | 2023-000770 | 23:06 | 1079 | OVERSEAS HWY | 107 | 33037- | Medical assist, assist EMS crew | 0.3 |
| 09/02/2023 | 38032 | 2023-000777 | 20:18 | 439 | BAHIA HONDA RD | | 33037 | Medical assist, assist EMS crew | 0.3 |
| 09/08/2023 | 38032 | 2023-000788 | 13:43 | 1016 | OVERSEAS HWY | V82 | 33037 | Medical assist, assist EMS crew | 0.2 |
| 09/17/2023 | 38032 | 2023-000810 | 19:24 | 133 | OCEAN BAY DR | | 33037 | Medical assist, assist EMS crew | 0.2 |
| 09/18/2023 | 38032 | 2023-000811 | 05:35 | C4 | CARD SOUND ROAD | | 33037- | Medical assist, assist EMS crew | 0.5 |
| 09/23/2023 | 38032 | 2023-000832 | 20:15 | 1027 | OVERSEAS HWY | | 33037 | Medical assist, assist EMS crew | 0.3 |
| 09/02/2023 | 38032 | 2023-000775 | 08:56 | 106 | OVERSEAS HWY/US-1 | | 33037- | Emergency medical service incident, other | 0.2 |
| 09/29/2023 | 38032 | 2023-000841 | 11:16 | 9970 | OVERSEAS HWY | | 33037 | Emergency medical service incident, other | 0.3 |
| 09/01/2023 | 38032 | 2023-000771 | 23:22 | 57 | SILVER SPRINGS DR | | 33037 | EMS call, excluding vehicle accident with injury | 0.5 |
| 09/03/2023 | 38032 | 2023-000778 | 07:30 | 9795 | OVERSEAS HWY | | 33037 | EMS call, excluding vehicle accident with injury | 1.2 |
| 09/08/2023 | 38032 | 2023-000787 | 06:09 | 1078 | OVERSEAS HWY | | 33037 | EMS call, excluding vehicle accident with injury | 0.4 |
| 09/14/2023 | 38032 | 2023-000804 | 08:53 | 28 | SHORELAND DR | | 33037 | EMS call, excluding vehicle accident with injury | 0.3 |
| 09/16/2023 | 38032 | 2023-000808 | 18:25 | 1 | EAST DRIVE 99MM OC | | 33037 | EMS call, excluding vehicle accident with injury | 0.3 |
| 09/19/2023 | 38032 | 2023-000817 | 10:52 | 1 | EAST DRIVE 99MM OC | | 33037 | EMS call, excluding vehicle accident with injury | 0.1 |
| 09/28/2023 | 38032 | 2023-000838 | 12:36 | 45 | GARDEN COVE DR | | 33037 | EMS call, excluding vehicle accident with injury | 0.4 |
| 09/29/2023 | 38032 | 2023-000842 | 11:08 | 404 | BOWIE LN | | 33037 | EMS call, excluding vehicle accident with injury | 0.9 |
| 09/01/2023 | 38032 | 2023-000769 | 21:43 | 99 | US1 | | 33037 | Motor vehicle accident with injuries | 1.1 |
| 09/03/2023 | 38032 | 2023-000780 | 10:39 | 9760 | OVERSEAS HWY | | 33037 | Motor vehicle accident with injuries | 0.5 |
| 09/18/2023 | 38032 | 2023-000813 | 13:39 | | FLORIDA DR / 101 MM GU | | 33037 | Motor vehicle accident with injuries | 0.7 |
| 09/25/2023 | 38032 | 2023-000834 | 11:39 | | US1 | | 33037 | Motor vehicle accident with injuries | 1.2 |
| 09/10/2023 | 38032 | 2023-000794 | 13:00 | 1 | COUNTY RD 905 @ C1.5 | | 33037 | Motor vehicle accident with no injuries. | 0.7 |
| 09/30/2023 | 38032 | 2023-000844 | 02:24 | 99 | OVERSEAS HWY | | 33037- | Motor vehicle accident with no injuries. | 0.3 |
| 09/02/2023 | 38032 | 2023-000774 | 06:36 | 1042 | OVERSEAS HWY | 20 | 33037 | Lock-in (if lock out , use 511) | 0.4 |
| 09/20/2023 | 38032 | 2023-000819 | 08:29 | 9750 | OVERSEAS HWY | | 33037 | Removal of victim(s) from stalled elevator | 0.0 |
| 09/09/2023 | 38032 | 2023-000791 | 21:24 | 1500 | OCEAN BAY DR | | 33037 | Gasoline or other flammable liquid spill | 0.3 |
| 09/11/2023 | 38032 | 2023-000797 | 17:20 | 55 | SPADEFISH LANE | | 33037 | Gas leak (natural gas or LPG) | 0.0 |
| 09/21/2023 | 38032 | 2023-000823 | 09:19 | 1032 | OVERSEAS HWY | | 33037 | Chemical hazard (no spill or leak) | 0.7 |
| 09/03/2023 | 38032 | 2023-000781 | 21:24 | 4 | WOODWARD WAY | | 33037 | Public service assistance, other | 0.5 |
| 09/11/2023 | 38032 | 2023-000801 | 16:02 | | | | | Public service assistance, other | 0.0 |
| 09/11/2023 | 38032 | 2023-000800 | 16:30 | 55 | SPADEFISH ROAD | | 33037- | Public service assistance, other | 0.0 |
| 09/18/2023 | 38032 | 2023-000814 | 19:07 | 593 | BONITO AVE | | 33037 | Public service assistance, other | 0.0 |
| 09/02/2023 | 38032 | 2023-000773 | 00:56 | 373 | BAHIA AVE | | 33037 | Good intent call, other | 0.1 |
| 09/05/2023 | 38032 | 2023-000782 | 04:07 | 64 | TRANSYLVANIA AVE.-102.9-O/S- | | 33037- | Dispatched & canceled en route | 0.2 |
| 09/24/2023 | 38032 | 2023-000833 | 23:27 | 9901 | OVERSEAS HWY | | 33037 | Dispatched & canceled en route | 0.0 |
| 09/27/2023 | 38032 | 2023-000835 | 22:32 | 654 | CABRERA ST | | 33037 | Dispatched & canceled en route | 0.2 |
| 09/28/2023 | 38032 | 2023-000837 | 09:41 | 1107 | HERON RD | | 33037 | Dispatched & canceled en route | 0.1 |
| 09/29/2023 | 38032 | 2023-000843 | 22:57 | 1010 | OVERSEAS HWY | | 33037- | Dispatched & canceled en route | 0.0 |
| 09/21/2023 | 38032 | 2023-000824 | 11:06 | 1035 | OVERSEAS HWY | B1 | 33037 | No incident found on arrival at dispatch address | 0.3 |
| 09/20/2023 | 38032 | 2023-000820 | 09:54 | 1014 | OVERSEAS HWY | | 33037 | Smoke scare, odor of smoke | 0.3 |
| 09/21/2023 | 38032 | 2023-000821 | 03:47 | 1038 | OVERSEAS HWY | | 33037 | False alarm or false call, other | 0.7 |
| 09/21/2023 | 38032 | 2023-000825 | 14:33 | 1034 | OVERSEAS HWY | | 33037 | False alarm or false call, other | 0.5 |
| 09/30/2023 | 38032 | 2023-000846 | 12:48 | 51 | SHORELAND DR | | 33037 | False alarm or false call, other | 0.0 |
| 09/05/2023 | 38032 | 2023-000783 | 08:02 | 84 | SEAGATE BLVD | | 33037 | Smoke detector activation, no fire - unintentional | 0.3 |
| 09/07/2023 | 38032 | 2023-000786 | 08:07 | 9598 | OVERSEAS HWY | | 33037 | Smoke detector activation, no fire - unintentional | 0.1 |
| 09/15/2023 | 38032 | 2023-000807 | 14:37 | 652 | COLSON DR | | 33037 | Smoke detector activation, no fire - unintentional | 0.3 |
| 09/01/2023 | 38032 | 2023-000768 | 14:35 | 9970 | OVERSEAS HWY | | 33037- | Alarm system activation, no fire - unintentional | 0.2 |
| 09/08/2023 | 38032 | 2023-000789 | 16:42 | 9700 | OVERSEAS HIGHWAY | | 33037 | Alarm system activation, no fire - unintentional | 0.1 |
| 09/13/2023 | 38032 | 2023-000803 | 21:50 | 527 | CARIBBEAN DR | | 33037 | Alarm system activation, no fire - unintentional | 0.4 |
| 09/18/2023 | 38032 | 2023-000812 | 11:29 | 1048 | OVERSEAS HWY | | 33037 | Alarm system activation, no fire - unintentional | 0.4 |

| Date | FDID | Incident# | Alarm | ### | Address | Suite | Zip | Type | Lgth |
|------------|-------|-------------|-------|------|------------------------|-------|--------|--------------------------------------------------|------|
| 09/21/2023 | 38032 | 2023-000822 | 06:54 | 9941 | OVERSEAS HIGHWAY | | 33037 | Alarm system activation, no fire - unintentional | 0.1 |
| 09/23/2023 | 38032 | 2023-000831 | 19:48 | 1042 | ADAMS DR | | 33037 | Alarm system activation, no fire - unintentional | 0.5 |
| 09/28/2023 | 38032 | 2023-000836 | 06:24 | 9570 | OVERSEAS HWY | | 33037 | Alarm system activation, no fire - unintentional | 0.4 |
| 09/29/2023 | 38032 | 2023-000840 | 10:37 | 161 | BAHAMA AVE | | 33037 | Alarm system activation, no fire - unintentional | 0.1 |
| 09/22/2023 | 38032 | 2023-000826 | 01:30 | 999 | MORRIS LN | 611 | 33037 | Carbon monoxide detector activation, no CO | 0.8 |
| 09/19/2023 | 38032 | 2023-000816 | 08:17 | 1 | EAST DRIVE 99MM OC | | 33037 | Special type of incident, other | 3.9 |
| 09/19/2023 | 38032 | 2023-000818 | 12:09 | 1 | EAST DRIVE 99MM OC | | 33037 | Special type of incident, other | 0.0 |
| 09/22/2023 | 38032 | 2023-000829 | 11:53 | 9870 | OVERSEAS HWY | | 33037- | Special type of incident, other | 0.8 |
| 09/06/2023 | 38032 | 2023-000785 | 07:57 | 220 | REEF DR | | 33037 | | 0.0 |
| 09/10/2023 | 38032 | 2023-000795 | 20:06 | 1039 | OVERSEAS HWY | | 33037 | | 0.0 |
| 09/11/2023 | 38032 | 2023-000796 | 14:27 | 110 | ANCHOR DR | | 33037 | | 0.0 |
| 09/11/2023 | 38032 | 2023-000798 | 15:21 | 9745 | OVERSEAS HWY | | 33037 | | 0.0 |
| 09/11/2023 | 38032 | 2023-000799 | 16:30 | | CARD SOUND RD | | 33037 | | 0.0 |
| 09/15/2023 | 38032 | 2023-000806 | 09:07 | 220 | REEF DR | | 33037 | | 0.0 |
| 09/16/2023 | 38032 | 2023-000809 | 18:30 | 58 | 2 CT | | 33037 | | 0.0 |
| 09/18/2023 | 38032 | 2023-000815 | 18:31 | | BAHAMA RD / 98.5 MM OC | | 33037 | | 0.0 |
| 09/22/2023 | 38032 | 2023-000827 | 07:43 | 9941 | OVERSEAS HIGHWAY | | 33037 | | 0.0 |
| 09/22/2023 | 38032 | 2023-000828 | 10:16 | 9532 | OVERSEAS HWY | | 33037 | | 0.0 |
| 09/22/2023 | 38032 | 2023-000830 | 11:36 | | US1 | | 33037 | | 0.0 |
| 09/28/2023 | 38032 | 2023-000839 | 19:18 | 1065 | OVERSEAS HWY | | 33037 | | 0.0 |
| 09/30/2023 | 38032 | 2023-000845 | 02:20 | 522 | CARIBBEAN DR | | 33037 | | 0.0 |

Total Number of Incidents: 76

Total Length of Incidents: 29.3 Hours

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: September 12, 2023 Hybrid Meeting

AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcement
4. Public Comment
5. Approval of Minutes August 2023
6. Treasurer's Report August 2023
7. Legal Report
8. Membership Review
9. Old Business
 - A. Bylaw Update
10. New Business
 - A. Additional September Meeting if needed for Budget Issues
11. Membership Discussion
12. Adjournment



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

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info@keylargofire.com

Business Meeting

Date: September 12, 2023

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

1. Meeting was called to order at 7:18 pm by Jason Mumper.
2. **Approval of Agenda**
Michael Jenkins seconded by Travis Wilson moved approval of the agenda. Motion carried unanimously.
3. **Announcements**
 - A. The District approved moving forward with application of a Safer grant.
 - B. There were no changes to the proposed budget.
 - C. Testing for volunteers will take place later in September.
4. **Public Comment** - None
5. **Approval of Minutes**
Travis Wilson seconded by Michael Jenkins moved approval of the August 2023 minutes. Motion carried unanimously.
6. **Approval of Treasurer's Report**
Michael Jenkins, seconded by Travis Wilson moved approval of the August 21, 2023, Treasurer's report. Motion carried unanimously.
7. **Legal Report** - None
8. **Membership Review** - None
9. **Old Business**
Progress is being made on the bylaw revisions.
10. **New Business**- None
11. **Membership Discussion** - None
12. **Adjournment**
There being no further business, the meeting was adjourned at 7:27 pm upon motion and second by Michael Jenkins and Travis Wilson.

Kay Cullen
Recording Secretary

**Key Largo Volunteer Fire Department
Treasurer's Report
September 2023**

| | <u>Payroll/Reimb</u> | <u>Corp Account</u> | <u>District Expenses</u> | <u>Total</u> |
|-----------------------------------|----------------------|---------------------|--------------------------|----------------------------|
| Beginning Balance | \$88,975.48 | \$5,876.10 | \$617.34 | \$95,468.92 |
| <u>Revenues</u> | | | | |
| Revenues & Reimbursements | 142,537.97 | | | 142,537.97 |
| Donations | | | | 0.00 |
| T-Shirts/Sweaters | | | | 0.00 |
| Misc Income - State of FL | | | | 0.00 |
| Interest | 31.04 | 2.41 | 0.25 | 33.70 |
| Total Revenues | 142,569.01 | 2.41 | 0.25 | <u>\$142,571.67</u> |
| <u>Expenditures</u> | | | | |
| Payroll Expenses | 127,764.73 | | | 127,764.73 |
| Employee's Share Health Insurance | -2,462.88 | | | -2,462.88 |
| Health Insurance | 15,540.06 | | | 15,540.06 |
| Postage | | | | 0.00 |
| Web Hosting | 192.00 | | | 192.00 |
| Miscellaneous (720 tax) | | | | 0.00 |
| Licenses & Permits | | | | 0.00 |
| Background Checks | 200.00 | | | 200.00 |
| Professional Fees | | | | 0.00 |
| Supplies | 1,121.72 | | | 1,121.72 |
| Dues & Subscriptions | 109.94 | | | 109.94 |
| Total Expenditures | 142,465.57 | 0.00 | 0.00 | <u>\$142,465.57</u> |
| Ending Balance | 89,078.92 | 5,878.51 | 617.59 | \$95,575.02 |
| TRANSFERS | | | | 0.00 |
| Balance before Adjustment | 89,078.92 | 5,878.51 | 617.59 | \$95,575.02 |
| Adjustment to arrive at Actual | 4,238.12 | 0.00 | 0.00 | <u>4,238.12</u> |
| ACTUAL BALANCE @ MO END | \$84,840.80 | \$5,878.51 | \$617.59 | <u>\$91,336.90</u> |
| *Payroll Liabilities | -\$2.64 | | | |
| Fixed Asset Purchases | \$4,240.76 | | | |
| Total Adjustments | <u>\$4,238.12</u> | | | |