



## 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

### AMENDED<sup>1</sup> DISTRICT MEETING AGENDA [DRAFT]

March 25, 2024

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*
- 1b. *Pledge of Allegiance*
- 1c. *Roll Call*

#### 2. APPROVAL OF AGENDA & MINUTES

- 2a. *Approval of March 25, 2024 District Meeting Agenda*
- 2b. *Approval of the February 26, 2024 Draft Amended District Meeting Minutes*

#### 3. PUBLIC COMMENT

#### 4. CHAIRMAN REPORT

#### 5. SECRETARY REPORT

#### 6. OLD BUSINESS

- 6a. *DISCUSSION: Status of Clerk Position/Advertising/Misuse of "Clerk" Title [Mirabella]*

#### 7. NEW BUSINESS

- 7a. *DISCUSSION/APPROVAL: Purchase of 20 SCBA Bottles [Jones/Tucker]*
- 7b. *DISCUSSION/APPROVAL: Invoice of Jack Bridges, Esq. [Mumper]*
- 7c. *DISCUSSION/APPROVAL: Purchase of Bunker Gear [Johnson]*

#### 8. LEGAL REPORT

- 8a. *DISCUSSION/APPROVAL: Key Largo Fire & EMS District RFP 2024-001 [Bryan]*
- 8b. *DISCUSSION: Update on RFQ 2023-003 [Bryan]*

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<sup>1</sup> Amended to add Discussion/Approval item under Legal





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### 9. FINANCE REPORT

### 10. AMBULANCE CORPS REPORT

- 10a. *KLEMS February Statistics*
- 10b. *KLEMS February 2024 Meeting Agenda/Minutes*
- 10c. *KLEMS February 2024 Treasurer's Report*

### 11. FIRE DEPARTMENT REPORT

- 11a. *DISCUSSION/ACTION: Tiles/Formica Countertops at Station 25 [Bock/Mumper]*
- 11b. *KLVFD February Statistics*
- 11c. *KLVFD Performance Report*

### 12. COMMISSIONER ITEMS

- 12a. *DISCUSSION/APPROVAL: Ethics Training [Mirabella]*
- 12b. *DISCUSSION: Addition of Hyperlinks into Minutes [Mirabella]*
- 12c. *DISCUSSION: EMS By-Laws [Mirabella]*
- 12d. *DISCUSSION: FASD Annual Meeting – June 10-13 in Orlando Training [Mirabella]*

### 13. NEXT MEETING

*April 8, 2024 District Meeting (if required)*  
*April 22, 2024 District Meeting*

### 14. ADJOURN

### DOCUMENTS

- Al 2b. *February 26, 2024 Draft Amended District Meeting Minutes*
- Al 7a. *MES Quote*
- Al 7b. *Invoice of Jack Bridges, Esq.*
- Al 8a. *RFP 2024-001*
- Al 10a. *KLEMS February Statistics*
- Al 10b. *KLEMS February 2024 Meeting Agenda/Minutes*
- Al 10c. *KLEMS February 2024 Treasurer's Report*
- Al 11b. *KLVFD February Statistics*
- Al 11c. *KLVFD Performance 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

### AMENDED<sup>1</sup> DISTRICT MEETING AGENDA MINUTES [DRAFT]

February 26, 2024

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 February 26, 2024 District Meeting at 6:00 PM.

##### 1b. *Pledge of Allegiance*

Commissioner Powers led the Pledge of Allegiance.

##### 1c. *Roll Call*

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

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

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. *Approval of February 26, 2024 Amended District Meeting Agenda*

Commissioner Powers made a ***motion to approve the*** February 26, 2024 Amended District Meeting Agenda. Commissioner Edge seconded, and the Board unanimously passed the motion.

##### 2b. *Approval of the January 22, 2024 Draft District Meeting Minutes*

Commissioner Edge made a ***motion to approve the January 22, 2024*** District Meeting Minutes. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

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<sup>1</sup> Amended to include backup for item 7b.





## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 3. PUBLIC COMMENT

None

### 4. CHAIRMAN REPORT

None

### 5. SECRETARY REPORT

None

### 6. OLD BUSINESS

None

### 7. NEW BUSINESS

#### **7a. DISCUSSION: State Funded Fire Boat [Allen]**

A discussion was had by the Board regarding State funded fire boats; approximately two years ago there were discussions regarding the potential to have fire boats available to all state fire agencies for the purposes of putting out fires on the water. Ocean Reef Club ("ORC") has one and may be in the process of obtaining a new one per discussion with Firefighter Marco. Further ORC may be willing to negotiate donating their used vessel to the District. Chairman Allen requested someone reach out to ORC inquire about these facts.

Chief Bock commented that he received an email regarding the fire boat program requesting he complete a form to potentially obtain a fire boat. Further, he spoke with Chief T. Abel (Islamorada) who intimated that the program is for a fully paid boat of an approximate value of \$300k; with an additional \$30k for training/equipment. There is some talk that Marathon, Key Largo and Islamorada are potentially slated to get a boat. The Chief advised that he completed and returned the appropriations request form on behalf of the District. The Board requested that Chief Bock to provide a copy of the completed form to the Clerk to provide same to them.

Legal believes this initiative for funding fire boats is not mandated; will await further information after this next legislative session ends to determine whether the appropriation request for fire boats for the state had made it through the session.

#### **7b. DISCUSSION: Fire Dept. ALS License Requirement [Allen]**

Chairman Allen led a discussion regarding the requirement of an ALS License as Dr. Morrison is requesting same. Since EMS operations are BLS, no license required; further, the medical





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director has no authority to require ALS certification. Discussion was held whether the District should obtain/maintain a license? An ALS license allows the personnel to administer certain medications, i.e. EPI, aspirin, etc. Currently, we have 13 medics, but would like to have 18. It takes approximately 3 months for a medic to clear to run calls.

### 8. LEGAL REPORT

#### 8a. DISCUSSION: Update on RFQ 2023-003 and Discussion on Station 24 Expansion [Bryan]

Pursuant to the February 15, 2024 deadline to submit designs for the 2nd floor expansion, three (3) bids were received. On February 21, 2024, the evaluation committee reviewed, recommended and rated these bids, based on company/staff qualifications, related experience, services/methodology, and performance/quality control. The committee ranked Currie Sowards as their first choice with CBT Construction coming in second and K2M Designs third. Legal is requesting approval/direction to work with the winning bidder to negotiate a contract for their services to bring back to the next meeting.

Commissioner Conklin made a ***motion to accept RFQ 2023-003 and move forward with negotiating a contract with the winning bidder***. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

Additional discussions again circled back to the possibility of building a one-story fire department on land currently used as a museum; determined this land is not for sale. Inquiries were had regarding housing of equipment/personnel during the build. S. Heim provided information on modular structures for housing FD personnel during build. Is there a potential to use the County owned vacant lot adjacent to the station for temporary housing during the build? Legal provided that the current RFQ 2023-003 was for architectural/design services only; that once a contract is in place and a design was completed and approved, a subsequent bid for construction services would go out.

### 9. FINANCE REPORT

#### 9a. DISCUSSION: 4th Quarter Financial Report FY23 [Johnson]

Jennifer Johnson led a discussion regarding the 4th Quarter Report as follows:

4,795,368.00 or 96.67% of budget  
99.72 Ad Valorem revenue; hit the benchmark  
336,330.83 or 72.39% of budget has been spent

Overall year-end total expenditures 3,824,812.02 of the budget spent leaving a surplus of 275,000.00





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### **9b. DISCUSSION: 1st Quarter Financial Report FY24 [Johnson]**

79.88% of budget  
279, or 50% budget for tax collector fees  
Fire Department 792,284.18 or 25.6% of budget  
386,761.16 or 16.35% of budget

Overall after savings of 68,750; there is a 3,388,189.74 surplus  
811k in savings

A discussion was had regarding the future purchase of a ladder truck which could potentially cost approximately 1.5 mil. The Department should look into leasing versus purchase, which could be used as a test for future vehicle purchases; board agrees. The Ladder has to roll to every fire call/alarms per ISO requirements.

### **10. AMBULANCE CORPS REPORT**

- 10a. *January Meeting Minutes***
- 10b. *Treasurer's Report***
- 10c. *Bylaws [Revised]***

S. Robinson provided that there were 151 calls with 53 north of the 103; will have 13 paid paramedics all onboard by March. Revised by-laws, which are currently enforced.

### **11. FIRE DEPARTMENT REPORT**

#### **11a. *January Statistics***

A discussion was had regarding the installation of road reflectors by public works.

### **12. COMMISSIONER ITEMS**

Commissioner Mirabella requested that the Clerk position item be brought back to Old Business on the next agenda.

Discussions were had regarding the status of old truck being surplus; local auction. A RFP for consolidation services to combine dept was drafted by legal; solicitation done/drafted and bring back to next meeting. Send individually to commissioners for review. Potential street lighting; several accidents occurring at mm 104; request a meeting w/FDOT, Rick Ramsey re same. Commissioner Mirabella will go to the area to review. Study/survey regarding lights.





## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 13. NEXT MEETING

***March 11, 2024 District Meeting (if required)***

***March 25, 2024 District Meeting***

Commissioner Powers made a ***motion to cancel*** the March 11, 2024 District Meeting, unless required. The next meeting will be March 25, 2024. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Edge made a ***motion to adjourn*** the meeting at 6:47 PM. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

### DOCUMENTS

*Al 2b. Draft January 22, 2024 District Meeting Minutes*

*Al 7b. Fire Department ALS License Requirement*

*Al 9a. 4th Quarter Financial Report FY23*

*Al 9b. 1st Quarter Financial Report FY24*

*Al 10a. November Business Meeting Agenda/Minutes/Treasurer's Report*

*Al 10b. KLRMD December Statistics*

*Al 11b. KLVFD December Statistics*

*Al 11c. KLVFD Performance Report*

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



**7a**





(877) 637-3473

## Quote

**Quote #** QT1796819  
**Date** 03/06/2024  
**Expires** 03/27/2024  
**Sales Rep** Cool, Troy K  
**Shipping Method** FedEx Ground  
**Customer** KEY LARGO FIRE RESCUE (FL)  
**Customer #** C48895

**Bill To**

KEY LARGO FIRE RESCUE  
1 East Drive  
Key Largo FL 33037  
United States

**Ship To**

Chris Jones  
KEY LARGO FIRE RESCUE  
1 EAST DRIVE  
Key Largo FL 33037  
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
200129-01			Snap-Change Cylinder, Carbon-Wrapped, Pressure 4500, 45 Minutes (at 40 lpm) List \$1,847.90	20	\$1,585.00	\$31,700.00

FREIGHT INCLUDED  
Pricing per Lake County Contract #22-730G

**Subtotal** \$31,700.00  
**Shipping Cost** \$0.00  
**Tax Total** \$0.00  
**Total** \$31,700.00

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1796819



**7b**



# Law Office of Jack Bridges

P.O. Box 1714  
171 Hood Ave, Suite 21  
Tavernier, FL 33070

PHONE: (305) 664-9690 jack@jackbridges.us

## INVOICE

INVOICE NUMBER: 755  
INVOICE DATE: FEBRUARY 22, 2024

Key Largo Volunteer Fire Dept  
1 East Drive  
Key Largo, FL 33037

DATE	PROJECT	DESCRIPTION	HOURS	RATE	AMOUNT
OCT-24-23	Various Matters	Telephone call with D. Smits; follow up with Chief Bock; phone call with D. Smits	0.40	\$125.00	\$50.00
NOV-02-23	Various Matters	Telephone call with R. Concannon re: R. Blesser	0.50	\$125.00	\$62.50
NOV-06-23	Various Matters	Telephone call with D. Bock	0.10	\$125.00	\$12.50
NOV-09-23	Various Matters	Telephone call with Chief; phone call with D. Concannon, Esq.	0.80	\$125.00	\$100.00
Total amount of this invoice					\$225.00

### ACCOUNT INFORMATION

Prior account balance	\$0.00
New charges (including this invoice)	\$225.00
Current account balance	\$225.00

AMOUNT DUE: \$225.00



**7c**



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC. (KLFD-INC.)

## CHECK REQUEST

Check Request #

3-20-24-142

Date:

20-Mar-24

522.460

Description

Amount \$

MUNICIPAL EMERGENCY SERVICES, INC

PO BOX 856892

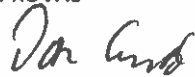
MINNEAPOLIS, MN 55485-6892

INVOICE # IN2023544, DATED 3/15/24

\$37,685.32

GEAR PURCHASE

APPROVAL



(SIGN NAME)



(SIGN NAME)

(SIGN NAME)

(SIGN NAME)

3-20-24

DATE

3/12/24

DATE

DATE

DATE

Finance Dept. Use Only:

Date Received:

Finance Review & Approval:

Processed on:

Processed by:

Total

\$37,685.32



Invoice

(877) 637-3473

**Bill To**  
KEY LARGO FIRE RESCUE  
1 East Drive  
Key Largo FL 33037  
United States

Page 1 of 2  
Date  
Invoice #  
Terms  
Due Date  
Customer #  
PO #  
Sales Rep  
Tracking #  
Order

03/15/2024  
IN2023544  
Net 30  
04/14/2024  
C48895  
02052024-001/002  
Cool, Troy K  
Sales Order #SO1869312

**Ship To**  
Chris Jones  
KEY LARGO FIRE RESCUE  
1 EAST DRIVE  
Key Largo FL 33037  
United States

Item	Description	QTY	Units	Back Ordered	Unit Price	Amount
TECGEN71-Custom-Coat	Custom TecGen 71 Coat 6.5 oz Fire-Dex TECGEN71 Gold 5.9 oz Glide Ice 1- Layer 5.5 oz Steadair 4000	8		0	2,500.00	20,000.00
TECGEN71-Custom-Pant	Custom TecGen 71 Pant 6.5 oz Fire-Dex TECGEN71 Gold 5.9 oz Glide Ice 1- Layer 5.5 oz Steadair 4000 NO HARNESS	8		0	1,675.00	13,400.00
FDXL200-6.5-Med	FDXL200 Red Leather Structural Fire Boot	1		0	495.00	495.00
FDXL200-10-Med	FDXL200 Red Leather Structural Fire Boot	2		0	495.00	990.00
FDXL200-10.5-Med	FDXL200 Red Leather Structural Fire Boot	3		0	495.00	1,485.00
FDXL200-12-Med	FDXL200 Red Leather Structural Fire Boot	1		0	495.00	495.00
FDXL200-13-Wide	FDXL200 Red Leather Structural Fire Boot	1		0	495.00	495.00





# Invoice

IN2023544

Item	Description	QTY	Units	Back Ordered	Unit Price	Amount

Subtotal	37,360.00
Shipping Cost (Freight Fee)	325.32
Total	37,685.32
Amount Due	\$37,685.32

All payments must be clearly marked with the Customer and Invoice numbers. Payments not marked will be applied to the oldest invoice first.

**\$37,685.32**

[illegible]

IN2023544



**8a**



# **KEY LARGO FIRE & EMERGENCY MEDICAL SERVICES DISTRICT**

## **REQUEST FOR PROPOSALS**

**RFP 2024-001:**

### **District Operational Analysis & Consolidation Study**

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The **KEY LARGO FIRE & EMERGENCY MEDICAL SERVICES DISTRICT** (“District”) is requesting proposals from consultants or certified public accountant firms (“Consultant”) to perform a comprehensive operational analysis and consolidation study for the District and its contracted Fire Rescue and EMS departments (the “Project”).

#### **A. District Background**

The District is a self-governing independent special fire control district, located in Monroe County, Florida, established by the Florida Legislature and operating in accordance with Chapter 2005-329, Florida Statutes, as amended, (“Charter”), and Chapters 189 and 191, F.S. It is an independent governmental unit whose primary source of operating funds is ad valorem taxes.

The District operates from three (3) fire stations and contracts with both the Key Largo Volunteer Fire Department, Inc. (“KLVFD”) and Key Largo Volunteer Ambulance Corps (“KLVAC”) to provide fire and emergency medical services to the Key Largo area. Utilizing both KLVFD and KLVAC, the District provides services in the following functional areas:

- a) Fire Suppression
- b) Fire Prevention
- c) Technical Response
- d) EMS First Response – BLS Level
- e) EMS First Response – ALS Level
- f) EMS Transport -- BLS Level
- g) EMS Transport – ALS Level
- h) Public Fire and Life Safety Education
- i) Vehicle Maintenance

#### **B. Operational Analysis Background**

The District is soliciting proposals from qualified firms via this Request for Proposals (RFP) to conduct a comprehensive operational analysis of and consolidation study for the Key Largo Fire and Emergency Medical Services District. The intent of this RFP is to obtain fixed hourly price proposals from qualified firms that specialize in evaluating and analyzing the feasibility of consolidating public safety or fire/EMS operations. This analysis will include, but not be limited to the following:



1. Conduct a comprehensive analysis and evaluation of the operations of the District's contracted providers, the Key Largo Volunteer Fire Department, Inc. ("KLVFD") and Key Largo Volunteer Ambulance Corps with the purpose of making recommendations on the feasibility of consolidating the two contracted operations into one District operated department. This will include current facilities, infrastructure and personnel.
2. Provide recommendations, including staffing recommendations, for implementing any changes to the organizational model arising from the study and especially focused on providing operational efficiency and effectiveness and overall public safety.
3. Provide financial analysis of pension, healthcare and, workers compensation with recommendations assessing long term impact on District finances.

### **C. Scope of Work**

The successful Consultant will perform a comprehensive operational and consolidation analysis, which will encompass an evaluation of the District and its programs, activities, and functions. If requested, the Consultant will deliver a final presentation to the District's Board of Commissioners. The District intends that the Project should be completed within twenty four (24) weeks of the execution of the contract.

All proposals must be made on the basis of, and either meet or exceed the requirements contained herein. All respondents must be able to provide:

1. A comprehensive analysis and evaluation of both the fire and EMS departments and make recommendations regarding whether to consolidate the departments into a single entity operated by the District by providing a model for implementation in legal, financial and organizational terms.
2. An evaluation and comprehensive analysis of the District's current fire structure public safety dispatch operations, facilities, apparatus and financial viability organizational models, governance and accountability structure.
3. A comprehensive report, including but not limited to the following: An executive summary, a description of the project and methodology, description of the work performed, and a summary of all findings for KLFEMS. A detailed description of all recommendations (including estimated costs and staffing impacts), an outline of recommended next steps to implement the recommendations, and appendices, or compendium document as necessary for relevant data collected, analyzed and developed as part of this report.

The project will include five (5) phases of tasks/services:

<u>Phase I:</u>	Project Preparation and Commencement
<u>Phase II:</u>	Key Largo Fire Rescue & Emergency Medical Services District Analysis
<u>Phase III:</u>	Key Largo Volunteer Fire Department Agency Analysis
<u>Phase IV:</u>	Key Largo Ambulance Corps Agency Analysis
<u>Phase V:</u>	Development, Review, and Delivery of Final Report



## Tasks/Services

The following tasks support the scope of work for each phase:

### Phase I: Project Preparation and Commencement

- Task I-A: Development of Project Work Plan
- Task I-B: Collection and Review of Background Information, Previous Studies (to include work done in-house and the recent performance review.
- Task I-C: Stakeholder Input

### Phase II: Key Largo Fire Rescue & Emergency Medical Services District Analysis

- Task II-A: Organization Overview including governance.
- Task II-B: Management Components and Processes
- Task II-C: Organizational Planning Processes
- Task II-D: Personnel Management and Staffing
- Task II-E: Health, Wellness, and Safety Programs
- Task II-F: Capital Assets and Capital Improvement Programs
- Task II-G: Service Delivery and Performance
- Task II-H: Training Program
- Task II-I: Fire Prevention/Public Education Programs
- Task II-J: Emergency Medical Services Support

### Phase III: Key Largo Volunteer Fire Department Agency Analysis

- Task III-A: Organization Overview including governance.
- Task III-B: Management Components and Processes
- Task III-C: Organizational Planning Processes
- Task III-D: Personnel Management and Staffing
- Task III-E: Health, Wellness, and Safety Programs
- Task III-F: Capital Assets and Capital Improvement Programs
- Task III-G: Service Delivery and Performance
- Task III-H: Training Program
- Task III-I: Fire Prevention/Public Education Programs
- Task III-J: Emergency Medical Services Support

### Phase IV: Key Largo Ambulance Corps Agency Analysis

- Task IV-A: Organization Overview including governance.
- Task IV-B: Management Components and Processes
- Task IV-C: Organizational Planning Processes
- Task IV-D: Personnel Management and Staffing
- Task IV-E: Health, Wellness, and Safety Programs
- Task IV-F: Capital Assets and Capital Improvement Programs
- Task IV-G: Service Delivery and Performance
- Task IV-H: Training Program
- Task IV-I: Fire Prevention/Public Education Programs
- Task IV-J: Emergency Medical Services Support



Phase V: Development and Analysis of Future Alternatives

- Task V-A: Development of operational and governance alternatives.
- Task V-B: Operational and fiscal analysis of alternatives
- Task V-C: Opinion on alternatives developed.

Phase VI: Development, Review, and Delivery of Final Report

- Task VI-A: Development and Review of Draft Project Summary Report
- Task VI-B: Presentation on final summary report and proposed changes

**D. Price**

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

Full disclosure of nature and amount of all fees and charges is mandatory. The District shall not be responsible for the reimbursement of any costs not specifically set forth in the Consultant's proposal. The District reserves the right to accept or reject any part or all of the Consultant's fee schedule.

**E. General Project Schedule**

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

<u>Milestone</u>	<u>Expected Date of Completion</u>
<b>Advertise for Consultant RFP</b>	<b>March 18, 2024</b>
<b>Final Date for Questions</b>	<b>April 26, 2024</b>
<b>Last day for addendum to be posted</b>	<b>April 30, 2024</b>
<b>Submission Deadline</b>	<b>May 10, 2024 @ 3:00 PM</b>
<b>Selection Committee Meeting</b>	<b>TBD</b>
<b>Consultant Selection (Board Action)</b>	<b>May 20, 2024 (Tentative)</b>

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



The District reserves the right to delay scheduled dates if determined to be in the best interest of the District. Any changes, delays, or addenda related to this Request for Proposals (“RFP”) will be posted to Demand Star.

#### **F. Consultant Selection Process**

Consultant selection shall be in accordance with the District’s Procurement Policy, adopted on September 22, 2014. The District’s Procurement Policy can be viewed in its entirety on the District’s website at [www.klfirerescueems.com](http://www.klfirerescueems.com). A copy of the District’s contract proposed for the Project is included in this RFP. The Project contract contains minimum insurance requirements that must be satisfied for the contract to be executed by the District. The contents of the proposal of the successful Consultant will be incorporated into a written agreement in terms acceptable to the District at its absolute discretion. By submitting a proposal, Consultant agrees to all the terms and conditions of this RFP and those included in the District’s Project contract. If Consultant desires to propose a change to a term or condition of this RFP or the District’s contract, Consultant must submit its request by submitting a question as provided for below.

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

After issuance of this RFP, prospective Consultants or their agents, representatives or persons acting at the request of such Consultant are prohibited from contacting members of the District’s Board, the Fire Chief, or any member of the Selection Committee concerning this RFP until after the final recommendation is presented to the Board for approval or when the solicitation has been canceled or terminated. Any questions concerning this RFP must be presented in writing via email to [cgreco@florida-law.com](mailto:cgreco@florida-law.com) no later than April 29, 2022. Consultants are responsible to review Demand Star for the District’s responses to any questions timely submitted or any addenda issued.

#### **G. Consultant Minimum Requirements**

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

#### **H. RFP Minimum Requirements**

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

1. Legal name, address, phone number and email of Consultant;
2. Principal office locations of submitting Consultant and any proposed partners/subconsultants;
3. Legal form of company, i.e., partnership, corporation, joint venture, (if joint venture, identify the members);



4. Briefly state understanding of the Project and provide a positive commitment to perform the work;
5. Describe approach to the Project and proposed timeline;
6. Describe Consultant's ability to produce the final product and innovative concepts that may enhance value and quality and favorable cost containment approaches or additional or alternative ideas that may be successful if implemented;
7. Qualifications and professional experience for Consultant's "Project Manager" who would serve as point of contact for the Project, including experience of comparable analysis of organizations similar in size and function to the District;
8. Qualifications and professional experience of other key personnel who will be assigned to conduct project services listed above, and the location of the office to which they are assigned, including experience of comparable reviews of organizations similar in size and function to the District per key personnel;
9. Current and projected workloads for proposed key staff during proposed project timeframe;
10. Description and examples of a minimum of three (3) projects completed by Consultant similar to the Project for organizations similar in size and function to the District, including whether the project was for a Florida local government, description of the project, budget, and duration/completion time information;
11. A matrix, using the Experiences Summary Matrix included within this RFP showing the projects listed in RFP Requirements 10 and included within the References Form in rows on the left side of the matrix and the key personnel (in response to RFP Requirements 7 and 8) in columns on the top of the matrix to create a matrix, using an "X" to indicate which projects the key personnel were involved in at the intersections of the rows and columns in the matrix.
12. List of at least three (3) clients that the District can contact as references with respect to Consultant's work performance on projects similar to the Project, using the Reference Form included within this RFP;
13. Summary and disposition of any individual cases of litigation, judgments and/or legal actions, entered against Consultant or subconsultant(s) for breach of contract for work performed for any local, state, federal, public, or private entity, by any state or federal court, within the last five (5) years, or if no judgment was entered, please also include any litigation that have been filed against Consultant or its subconsultants for breach of contract for work performed for any local, state, federal, public, or private entity, by any state or federal court, within the last five (5) years;
14. Detailed cost for the Project; and
15. Required forms:
  - Key Personnel Form;
  - Experiences Summary Matrix;
  - Signed Sworn Statement under Section 287.133(3)(a), Florida Statutes, on



- Public Entity Crimes;
- Reference Forms; and
- E-Verify Affidavit.

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

The proposal shall be limited to no more than twenty-five (25) one-sided pages for all requested information described herein including the required forms listed in RFP Requirement 15 above. Front and back covers, transmittal letter, and section dividers are excluded from the twenty-five (25) page limit. All pages shall be standardized 8 1/2 x 11 inches in size, margins not less than 1-inch, standard black text and minimum twelve (12) point font size.

Consultants desiring to provide these professional services to the District may submit proposals electronically to [www.demandstar.com](http://www.demandstar.com) or physically by submitting five (5) paper copies (one (1) copy shall be unbound) and one (1) electronic PDF copy on a USB drive of their proposal in accordance with the requirements contained in this RFP to:

**Key Largo Fire & EMS District  
Attention: District Clerk  
81990 Overseas Hwy., 3<sup>rd</sup> Floor,  
Islamorada, FL 33036**

If a Consultant submits their proposal physically, it may be submitted by U.S. Mail (postage paid), courier service, or by hand delivery. Proposals submitted physically must be identified with “*RFP - District Operational Analysis & Consolidation Study -- Do Not Open*” marked on the sealed package. If sent via courier service, they must be placed in a sealed envelope properly identified within the courier package. All proposals must be received no later than May 10, 2024 at 4:00PM via DemandStar or at the above referenced address. It is the Consultant’s responsibility to ensure that its proposal is delivered to the District prior to the above deadline.

The District will not be responsible for any lost or late arriving proposals sent via the U.S. Postal Service or other delivery services. Late submittals will not be opened or considered. Proposals that are incomplete, conditional, obscure, or do not conform to the requirements contained in this RFP may be deemed nonresponsive at the sole option of the District. The District reserves the right to reject all responses and not grant any award resulting from this RFP. If awarded, no contract will be formed between the Consultant and the District until an agreement is executed by both parties.

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



## I. RFP Evaluation Criteria

Criteria	Weighting
• Consultant (team) Competence/Qualifications/Services	<b>25 points</b>
<u>Consultant Competence/Qualifications/Services section shall address:</u>	
○ Team capability to perform the work;	
○ Consultant's location(s) and Consultant's years of experience;	
○ Consultant's commitment of time and resources to the District; and	
○ Any litigation against the Consultant and/or subconsultants.	
• Similar Experience and Past Professional Accomplishment	<b>15 points</b>
<u>The Similar Experience and Past Professional Accomplishments section shall address:</u>	
○ Prior experience providing professional services by Consultant as well as each of its subconsultants;	
○ Related governmental work including references for the Project Manager and key personnel (in addition to the mandatory Reference Form), including whether Consultant has experience working with Florida local governments, and past performance;	
○ Experience of Project Manager and key personnel to be assigned to the District, including demonstrated knowledge and understanding of the types of services to be performed; and	
○ Consultant's current or past projects with detailed Information on schedule adherence, quality of work, and project cost control	
• Project Approach and Understanding	<b>25 points</b>
<u>The Project Approach and Understanding section shall address:</u>	
○ Consultant's approach to the Project and proposed timeline; and	
○ Ability of Consultant to produce the final product and innovative concepts that may enhance value and quality and favorable cost containment approaches or additional or alternative ideas that may be successful if implemented	
• Price	<b>35 points</b>
<i>The Price section shall address the Consultant's proposed Project cost.</i>	
<b>TOTAL</b>	<b><u>100 points</u></b>

## J. **Procurement Policy and Protests**

Consultants are hereby advised of the existence of the District's Procurement Policy and are considered to be on constructive notice of all provisions contained therein. A copy is available on the District's website at [www.klfirerescueems.com](http://www.klfirerescueems.com). Notice of all District decisions concerning a competitive solicitation or award, shall be electronically posted to DemandStar. By submitting a proposal, Consultants agree to the process set forth in these instructions.

### 1. Notice of Protest/Formal Written Protest

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



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

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

## 2. Contents of Formal Written Protest

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

- A) The name and address of the Consultant filing the protest and an explanation of how they are adversely affected;
- B) A statement of how and when the RFP or notice of District decision or intended decision was received;
- C) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- D) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;
- E) A demand for relief; and
- F) Any other information material to the protest.

## 3. Filing

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

## 4. Stay of Procurement

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



## **5. Resolution of Formal Written Protest**

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

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

## **K. Public Availability Of Records**

Once opened, all proposals will become the property of the District and, at the sole discretion of the District, may not be returned to Consultant. Any information, reports, or other materials given to, prepared, or submitted in response to this RFP will be subject to the provisions of Chapter 119, F.S., Public Records Act. Any Consultant claiming that its proposal contains information that is exempt from Chapter 119, F.S., must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption. Section 119.071(1)(b), F.S., exempts sealed proposals from inspection, examination, and duplication until such time as the District issues a notice of intended decision or within thirty (30) days after the proposal opening, whichever comes first. This exemption is not waived by the public opening of the proposals. Any questions regarding the application of Chapter 119, F.S., to this RFP can be directed to the District's public records custodian by telephone at (305) 664-4675 or by email at [cgreco@florida-law.com](mailto:cgreco@florida-law.com).

## **L. Additional Requirements**

### **1. Scrutinized Companies**

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

### **2. Public Entity Crimes**

Pursuant to Subsections 287.133(2)(a) and (3)(a), F.S., a person or an affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services or for the construction or repair of public building or public work to a public entity, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subconsultant, or



consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S., for category two for a period of thirty-six (36) months from the date of being placed on the convicted vendors list. Consultant shall submit with its proposal a properly executed and notarized Public Entity Crimes Statement, attached hereto as Attachment 3.

3. Equal Employment Opportunity

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

4. Conflicts of Interest

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

5. Participation in E-Verify System

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

*(This Space is intentionally left blank)*



**PROJECT MANAGER AND PROJECT TEAM/KEY PERSONNEL**  
**for**  
**Independent Special Fire Control District Performance Review**

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

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



[illegible]

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## REFERENCES

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

Consultant Name: \_\_\_\_\_

Reference Entity: \_\_\_\_\_

Reference Contact Person: \_\_\_\_\_

Reference Address: \_\_\_\_\_

Reference Email Address: \_\_\_\_\_

Reference Phone No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Consultant Project Manager: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Date Project Commenced: \_\_\_\_\_

Date of Final Completion: \_\_\_\_\_

Description of Work Performed:

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## KEY LARGO FIRE & EMERGENCY MEDICAL SERVICES DISTRICT

### E-VERIFY AFFIDAVIT

Beginning January 1, 2021, Florida law requires all contractors doing business with the Key Largo Fire & Emergency Medical Services District to register with and use the E-Verify System in order to verify the work authorization status of all newly hired employees. The District requires all vendors who are awarded contracts with the District to verify employee eligibility using the E-Verify System. As before, vendors are also required to maintain all I-9 Forms of their employees for the duration of the contract term. To enroll in the E-Verify System, vendors should visit the E-Verify Website located at [www.e-verify.gov](http://www.e-verify.gov).

In accordance with Florida Statute § 448.095, IT IS THE RESPONSIBILITY OF THE AWARDED VENDOR TO ENSURE COMPLIANCE WITH ALL APPLICABLE E-VERIFY REQUIREMENTS.

By affixing your signature below, you hereby acknowledge that Florida Law requires you to register with and use the E-Verify System to verify the work authorization status of all newly hired employees. Furthermore, by signing this affidavit you affirm, under penalty of perjury, that you have complied with all applicable E-Verify requirements as of the effective date below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Authorized Representative)

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, \_\_\_\_\_  
\_\_\_\_\_, who, ☐ being personally known or ☐ having  
produced \_\_\_\_\_ as  
identification, and after first being sworn by me, affixed his/her signature in the space provided above on this  
\_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature, NOTARY PUBLIC

\_\_\_\_\_  
My commission expires:

STAMP/SEAL



## **DEBARMENT CERTIFICATION**

“The bidder certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 2 CFR Chapter 180, by any federal department or agency;

(b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The bidder certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_  
Authorized Signature/Consultant

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Consultant's Firm Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Area Code/Telephone Number



## KEY LARGO FIRE & EMS DISTRICT

### Contract for Goods & Services

This Contract entered into on the date last written below, by and between: \_\_\_\_\_ (the "Consultant") and the Key Largo Fire & Emergency Medical Services District ("KLFEMS" or "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 be from:

\_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.

#### 2. CONSULTANT'S SERVICES

Consultant agrees to provide the following goods/services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If documentation of the specific goods/services is attached, said documentation is labeled as *Exhibit "A"* to this Contract and is incorporated herein by reference. In the event of a conflict between the terms of this Contract and any exhibit, the terms of this Contract shall control, unless otherwise agreed in writing as an amendment pursuant to the terms for such as provided herein.

#### 3. COMPENSATION

District shall pay Consultant the sum of \$ \_\_\_\_\_ (NTE- Not to exceed price) to provide said goods/services pursuant to this Contract. No payment shall be due until an invoice for the goods/services has been submitted for payment and the District verifies that all services have been fully and satisfactorily completed. The District will make diligent efforts to verify and pay invoices within one (1) payment cycle after receipt. If alternate payment TERMS are required, they must be outlined below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



#### 4. INSURANCE

Consultant agrees to secure and maintain at all times during the term of this Contract, at Consultant's expense, insurance coverage, as laid out below, covering Consultant for all acts or omissions which may give rise to liability for services under this Contract. All Consultant staff are to be insured in minimum amounts acceptable to the District and with a reputable and financially viable insurance carrier, naming Key Largo Fire & Emergency Medical Services District as an additional insured. Such insurance shall not be cancelled except upon thirty (30) days' written notice to the District. Consultant shall provide the District with a certificate evidencing such insurance coverage within five (5) days after obtaining such coverage. Consultant agrees to notify the District immediately of any material change in any insurance policy required to be maintained by Consultant.

Consultant is required to obtain the following coverage, with documentation of having obtained such coverage being attached hereto as *Exhibit " B "*:

☒ **General Liability Insurance**

Amount: \$1 Million

☐ **Professional Liability Insurance**

Amount: \_\_\_\_\_

☐ **Vehicle Liability Insurance**

Amount: \_\_\_\_\_

☐ **Workers Compensation Insurance**

Amount: \_\_\_\_\_

#### 5. INDEPENDENT CONTRACTOR STATUS

The Consultant is, for all purposes arising under this Contract, an independent contractor. The Consultant and its officers, agents or employees shall not, under any circumstances, hold themselves out to anyone as being officers, agents or employees of the District. No officer, agent or employee of the Consultant or the District shall be deemed an officer, agent or employee of the other party. Neither the Consultant nor the District, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

#### 6. TERMINATION

A. WITHOUT CAUSE

This Contract may be terminated for any reason by either party upon thirty (30) days written notice to the other party at the addresses set forth below. If said Contract should be terminated as provided in this paragraph of the Contract, the District will be relieved of all obligations under said contract and the District will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits.



**B. TERMINATION FOR BREACH**

Either party may terminate this Contract upon breach by the other party of any material provision of this Contract, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.

**C. IMMEDIATE TERMINATION BY KLFEMS**

District may terminate this Contract immediately upon written notice to Consultant (such termination to be effective upon Consultant's/Individual's receipt of such notice) upon occurrence of any of the following events:

- i. the denial, suspension, revocation, termination, restricting, relinquishment or lapse of any license or certification required to be held by the Consultant, or of any Company/Individual staff's professional license or certification in the State of Florida;
- ii. failure by Consultant to maintain the insurance required by the terms of this Contract.

**7. ASSIGNMENT**

Neither Consultant nor the District may assign or transfer any interest in this Contract without the prior written consent of both parties. Should an assignment occur upon mutual written consent, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.

**8. AMENDMENT**

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

**9. GOVERNING LAW & VENUE**

This Contract 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 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 Contract.

**10. REPRESENTATIONS, WARRANTIES & DEBARMENT**

Consultant represents and warrants to the District, upon execution and throughout the term of this Contract that:

- A) Consultant is not bound by any Contract or arrangement which would preclude it from entering into, or from fully performing the services required under the Contract;
- B) None of the Consultant's agents, employees or officers has ever had his or her professional license or certification in the State of Florida, or of any other jurisdiction,



denied, suspended, revoked, terminated and/or voluntarily relinquished under threat of disciplinary action, or restricted in any way;

- C) Consultant has not been convicted of a public entity crime as provided in F.S. §287.133, to wit: A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid, proposal, or rely on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list; and
- D) Consultant and Consultant's agents, employees and officers have, and shall maintain throughout the term of this Contract, all appropriate federal and state licenses and certifications which are required in order for Consultant to perform the functions, assigned to him or her in connection with the provisions of the Contract.
- E) Consultant certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:
  - (i) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 29 CFR Part 93, Section 98.510, by any federal department or agency;
  - (ii) Has not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (iii) Has not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

## **11. BILLING**

Bills for fees or compensation under this contract shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. Further, bills for any travel expenses shall be submitted in accordance with Florida Statute §112.061 where applicable.



## **12. CONTRACT RECORDS RETENTION**

Pursuant to Florida Statute 119.0701, Consultant agrees to:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the District in order to perform the service.
- (b) Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Consultant does not transfer the records to the District.
- (d) Upon completion of the contract, transfer, at no cost, to the District all public records in possession of the Consultant or keep and maintain public records required by the District to perform the service. If the Consultant transfers all public records to the District upon completion of the contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

Failure of Consultant to comply with this section and F.S. §119.0701 may include, but not be limited to, the District holding the Consultant in default, termination of the contract or legal action.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS**

**AT: ([clerk@klfremms.org](mailto:clerk@klfremms.org)) MAIL TO: KEY LARGO FIRE & EMS DISTRICT, ATTN: CUSTODIAN OF PUBLIC RECORDS, ONE EAST DRIVE, KEY LARGO, FL 33037 OR CALL (305) 394-1719.**

## **13. E-VERIFY**

Beginning January 1, 2021, all contractors doing business with the Key Largo Fire & EMS District shall be required to provide proof of enrollment in the E-Verify system. Consultant shall be required to insure compliance with all applicable E-Verify requirements, including screening all employees to verify their work authorization status. If Consultant enters into any contract with a subcontractor, Consultant shall be required to obtain an affidavit from the subcontractor confirming that the subcontractor does not employ, contract with, or subcontract with any person who is not authorized



under federal law to be employed in the United States. Consultant shall be required to maintain a copy of said affidavit for the duration of the Contract Term.

#### **14. SEVERABILITY**

The parties recognize and agree that should any clause(s) herein be held invalid by a Court of competent jurisdiction, the remaining clauses shall not be affected and shall remain of full force and effect.

#### **14. COUNTERPARTS**

This Contract may be executed in one or more counterparts, all of which together shall constitute only one Contract.

#### **15. WAIVER**

A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Contract and/or the policies of the District does not relieve the Consultant of the indemnification provisions contained within this Contract.

#### **16. CAPTIONS**

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Contract.

#### **17. ENTIRE CONTRACT**

The parties hereto agree that this is the final Contract between the parties and supersedes any and all prior Contracts and/or assurances, be it oral or in writing.

#### **18. NOTICES**

All notices required by this Contract, unless otherwise provided herein, by either party to the other shall be in writing, delivered personally, by certified or registered mail, return receipt requested, or by Federal Express or Express Mail, and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, postage prepaid, addressed as follows:

<u>Key Largo Fire &amp; EMS District:</u> Attn: Board Chair Key Largo Fire & EMS District One East Drive Key Largo, FL 33037  <u>With a copy to:</u> Key Largo Fire & EMS District Counsel Vernis & Bowling of the Florida Keys, P.A. 81990 Overseas Hwy, 3 <sup>rd</sup> Floor Islamorada, FL 33036	<u>The Consultant:</u>
--	------------------------



**IN WITNESS WHEREOF**, the parties have executed this Contract on this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF CHAIRPERSON OF THE BOARD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CONSULTANT/REPRESENTATIVE

\_\_\_\_\_  
DATE

DRAFT



**10a**



## KEY LARGO EMS MONTHLY CALL STATISTICS 2024

Total Year Up to Date	332
Total Year Up to Date >103MM	119
Total Transports >103MM	54

Last Updated: 03/05/24

MEDICAL CALLS								FIRE CALLS							TOTAL CALLS	TOTAL TRANSPORTS
TYPE OF CALLS	ALS	BLS	BACK-UP	PEDIATRIC	TRAUMA ALERTS	CARDIAC ARRESTS	MUTUAL AID	FIRES	PUBLIC ASSISTS	STAND-BY	CANCEL	REFUSALS	TRANSPORTS	TOTAL CALLS	>103MM	>103MM
JANUARY	57	19	23	4	1	1	0	1	16	4	14	29	87	151	53	26
FEBRUARY	77	26	35	8	4	2	3	1	24	9	15	29	103	181	66	28
MARCH														0		
APRIL														0		
MAY														0		
JUNE														0		
JULY														0		
AUGUST														0		
SEPTEMBER														0		
OCTOBER														0		
NOVEMBER														0		
DECEMBER														0		



**10b**





# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

## Business Meeting Agenda

Date: February 13, 2024

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes January 2024
6. Treasurer's Report January 2024
7. Committee Reports
8. Legal Report
9. Membership Review
  - A. Requests for Reimbursement for Hernandez and Posa
10. Old Business
11. New Business
  - A. Bylaws Update
12. Membership Discussion
13. Adjournment





# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

## Business Meeting Date: February 13, 2024

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

1. Meeting was called to order at 6:35 pm by President Scott Robinson.
2. **Approval of Agenda**  
Tess Marra seconded by Scott Robinson moved approval of the agenda. Motion carried unanimously.
3. **Announcements**
  - Two medics will be coming on.
4. **Public Comment** - No public comment.
5. **Approval of Minutes**  
Tess Marra seconded by Scott Robinson moved approval of the January 2024 minutes. Motion carried unanimously.
6. **Treasurer's Report**  
Tess Marra reported a balance of \$ 272,746.88 as of January 2024. Tess Marra seconded by Scott Robinson moved approval of the treasurer's report. Motion carried unanimously.
7. **Committee Reports** - No report.
8. **Legal Report** - No Report
9. **Membership Review**
  - A. Reimbursement Requests  
Tess Marra reported Reimbursement Request letters have been sent by Hernandez and Rosa. Upon motion and second by Tess Marra and Scott Robinson, the requests were unanimously approved.
10. **Old Business** - None





## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

### 11. **New Business**

Tess Marra, seconded by Scott Robinson, moved board ratification of the member-approved updated bylaws. The motion carried unanimously. The bylaws will be signed and sent to the District.

### 12. **Membership Discussion**

No discussion.

### 13. **Adjournment**

There being no further business, Tess Marra seconded by Scott Robinson moved adjournment. Motion carried. Meeting adjourned at 6:46 pm.

Kay Cullen  
Recording Secretary



**10c**



**Key Largo Volunteer Ambulance Corp Inc.**  
**Treasurer's Report**  
**February 2024**

	Billing Account	Corp Account	Building Account	CPR Account	Total
<b>Beginning Balance</b>	<b>\$117,322.11</b>	<b>\$5,327.21</b>	<b>\$149,518.36</b>	<b>\$579.21</b>	<b>\$272,746.89</b>
<u>Revenues</u>					
Interest	41.02	2.10	59.24	0.23	102.59
Medical Fees	41,703.09				41,703.09
Medical Transcripts					0.00
KL Fire Rescue & EMS Reimb	109,559.82				109,559.82
Donations					0.00
Educational Income					0.00
Uncollected Income/Adjustmts	-43,609.95				-43,609.95
Misc Income					0.00
<b>Total Revenues</b>	<b>\$107,693.98</b>	<b>\$2.10</b>	<b>\$59.24</b>	<b>\$0.23</b>	<b>\$107,755.55</b>
<u>Expenditures</u>					
Advertising	46.34				
Background Checks	282.00	23.95			305.95
Medical Billing Refunds					0.00
Payroll Expenses	105,248.66	7,520.60			112,769.26
Licenses & Permits					0.00
Professional Fees					0.00
Supplies	303.92	20.99			324.91
Bank Service Charges	61.44				61.44
Postage					0.00
Repairs					0.00
Dues & Memberships					0.00
<b>Total Expenditures</b>	<b>\$105,942.36</b>	<b>\$7,565.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$113,507.90</b>
<b>Ending Balance</b>	<b>\$119,073.73</b>	<b>-\$2,236.23</b>	<b>\$149,577.60</b>	<b>\$579.44</b>	<b>\$266,994.54</b>
TRANSFERS	0.00	0.00	0.00	0.00	0.00
Vol Reimb paid with Billing Acct	-7,520.60	7,520.60	0.00	0.00	0.00
Balance before Adjustment	104,032.53	5,284.37	149,577.60	579.44	259,473.94
Adjustment to arrive at Actual	51,335.61	0.00	0.00	0.00	51,335.61
<b>ACTUAL BALANCE @ MO END</b>	<b>\$155,368.14</b>	<b>\$5,284.37</b>	<b>\$149,577.60</b>	<b>\$579.44</b>	<b><u>\$310,809.55</u></b>



**11b**



# Incident Run Log

## Key Largo Fire Department

Date Range: From 01/01/2024 to 01/31/2024

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Zip	Type	Lgth
01/06/2024	38032	2024-000011	20:49	969	PLANTATION ROAD		33037-	Building fire	0.9
01/23/2024	38032	2024-000046	08:46	1500	OCEAN BAY DRIVE		33037-	Building fire	1.5
01/11/2024	38032	2024-000020	07:42	1079	OVERSEAS HWY		33037-	Road freight or transport vehicle fire	1.2
01/16/2024	38032	2024-000030	12:58	703	SHARON PL		33037-	Outside rubbish, trash or waste fire	0.4
01/04/2024	38032	2024-000007	02:09	9600	OVERSEAS HWY	EE23	33037	Medical assist, assist EMS crew	0.7
01/28/2024	38032	2024-000051	09:49	28	SOUTH DRIVE		33037-	Medical assist, assist EMS crew	0.5
01/18/2024	38032	2024-000037	11:34	400	HAZEL STREET		33037-	Emergency medical service incident, other	0.0
01/12/2024	38032	2024-000021	15:05	818	MADRID RD		33037-	EMS call, excluding vehicle accident with injury	0.2
01/14/2024	38032	2024-000025	16:36	878	NARRAGANSETT LN		33037-	EMS call, excluding vehicle accident with injury	0.1
01/19/2024	38032	2024-000039	10:37	65	BAHAMA AVE		33037-	EMS call, excluding vehicle accident with injury	0.4
01/23/2024	38032	2024-000045	06:12	1040	OVERSEAS HWY		33037-	EMS call, excluding vehicle accident with injury	0.5
01/28/2024	38032	2024-000060	21:47	720	GALE PLACE		33037-	EMS call, excluding vehicle accident with injury	0.4
01/29/2024	38032	2024-000054	16:56	28	SOUTH DR		33037-	EMS call, excluding vehicle accident with injury	0.8
01/31/2024	38032	2024-000056	15:05	710	BARCELONA RD		33037-	EMS call, excluding vehicle accident with injury	0.3
01/02/2024	38032	2024-000002	10:57	9795	OVERSEAS HWY		33037	Motor vehicle accident with injuries	0.0
01/04/2024	38032	2024-000008	18:16	1009	OVERSEAS HWY		33037	Motor vehicle accident with injuries	0.5
01/06/2024	38032	2024-000010	11:49	99.8	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.3
01/13/2024	38032	2024-000022	16:16	9763	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.3
01/16/2024	38032	2024-000028	08:01	9878	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.9
01/17/2024	38032	2024-000031	04:00	109	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.5
01/17/2024	38032	2024-000032	13:25	1047	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.4
01/17/2024	38032	2024-000033	14:19	9925	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.5
01/21/2024	38032	2024-000042	16:58	102	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	1.2
01/23/2024	38032	2024-000047	11:53	1014	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.0
01/25/2024	38032	2024-000048	13:57	99.5	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.3
01/18/2024	38032	2024-000034	10:01	1110	Overseas highway		33037-	Motor vehicle accident with no injuries.	0.0
01/26/2024	38032	2024-000050	19:49	9640	OVERSEAS HWY		33037-	Gasoline or other flammable liquid spill	0.8
01/28/2024	38032	2024-000053	15:49	1026	OVERSEAS HWY		33037-	Gas leak (natural gas or LPG)	0.7
01/07/2024	38032	2024-000015	03:13	1062	OVERSEAS HWY		33037	Water or steam leak	0.3
01/16/2024	38032	2024-000029	11:39	98.5	BAHAMA RD		33037-	Water or steam leak	0.0
01/23/2024	38032	2024-000044	00:04	905	CARD SOUND RD		33037-	Assist police or other governmental agency	2.4
01/21/2024	38032	2024-000041	12:42		97000 OVERSEAS HWY		33037-	Police matter	0.1
01/28/2024	38032	2024-000052	14:00	9795	OVERSEAS HWY		33037-	Police matter	0.5
01/19/2024	38032	2024-000040	14:30	1016	OVERSEAS HWY		33037-	Public service	0.2
01/03/2024	38032	2024-000004	09:27	1014	OVERSEAS HWY		33037	Dispatched & canceled en route	0.0
01/09/2024	38032	2024-000018	15:12	9745	OVERSEAS HWY		33037	Dispatched & canceled en route	0.1
01/14/2024	38032	2024-000023	00:30	215	S OCEAN SHORES DR		33037-	Dispatched & canceled en route	0.1
01/15/2024	38032	2024-000026	10:33	416	LAGUNA AVE		33037-	Dispatched & canceled en route	0.0
01/15/2024	38032	2024-000027	22:56	1065	OVERSEAS HWY		33037-	Dispatched & canceled en route	0.0
01/03/2024	38032	2024-000006	14:48	202	ANDROS RD		33037	Wrong location	0.3
01/09/2024	38032	2024-000019	16:51	90	HENRY MORGAN DR		33037	No incident found on arrival at dispatch address	0.1
01/18/2024	38032	2024-000038	16:06	319	LAKE SURPRISE		33037-	Smoke scare, odor of smoke	0.3
01/03/2024	38032	2024-000005	14:34	1048	OVERSEAS HWY		33037	False alarm or false call, other	0.8
01/18/2024	38032	2024-000035	14:48	9962	OVERSEAS HWY		33037-	False alarm or false call, other	0.1
01/18/2024	38032	2024-000036	15:25	9962	OVERSEAS HWY		33037-	False alarm or false call, other	0.0
01/22/2024	38032	2024-000043	09:24	1078	OVERSEAS HWY		33037-	False alarm or false call, other	0.1
01/08/2024	38032	2024-000017	04:37	9901	OVERSEAS HWY		33037	Alarm system sounded due to malfunction	0.6
01/14/2024	38032	2024-000024	05:18	341	MAHOGANY DR		33037-	Smoke detector activation, no fire - unintentional	0.2
01/07/2024	38032	2024-000016	21:33	9901	OVERSEAS HWY		33037	Alarm system activation, no fire - unintentional	0.5
01/26/2024	38032	2024-000049	13:00	1014	OVERSEAS HWY		33037-	Alarm system activation, no fire - unintentional	0.8
01/29/2024	38032	2024-000055	17:42	1048	OVERSEAS HWY		33037-	Special type of incident, other	1.0
01/01/2024	38032	2024-000001	12:01	131	1 RD		33037		0.0
01/05/2024	38032	2024-000009	18:06		US1	SB	33037		0.0
01/06/2024	38032	2024-000012	11:49		BAY DR / 99.8 MM GU	SB	33037		0.0
01/06/2024	38032	2024-000013	16:02	119	POINCIANA DR 99.8 MM OC		33037		0.0
01/11/2024	38032	2024-000071	07:42	1079	OVERSEAS HWY		33037		0.0
01/11/2024	38032	2024-000072	20:14	28	AVE E		33037		0.0



Date	FDID	Incident#	Alarm	###	Address	Suite	Zip	Type	Lgth
01/12/2024	38032	2024-000073	10:05		MAHOGANY DR / 102 MM OC		33037		0.0
01/12/2024	38032	2024-000074	10:14		US1	SB	33037		0.0
01/12/2024	38032	2024-000075	12:28	51	SHORELAND DR		33037		0.0
01/12/2024	38032	2024-000076	15:02	818	MADRID RD		33037		0.0
01/13/2024	38032	2024-000077	16:13	9763	OVERSEAS HWY		33037		0.0
01/14/2024	38032	2024-000078	00:26	215	OCEAN SHORES SOUTH		33037		0.0
01/14/2024	38032	2024-000079	05:13	341	MAHOGANY DR		33037		0.0
01/14/2024	38032	2024-000080	09:58	202	ANDROS RD		33037		0.0
01/14/2024	38032	2024-000081	12:50	329	WINDLEY RD		33037		0.0
01/14/2024	38032	2024-000082	16:36	878	NARRAGANSETT LN		33037		0.0
01/15/2024	38032	2024-000083	10:33	416	LAGUNA AVE		33037		0.0
01/15/2024	38032	2024-000084	18:21		US1		33037		0.0
01/15/2024	38032	2024-000085	22:54	1065	OVERSEAS HWY		33037		0.0
01/16/2024	38032	2024-000086	08:01	9878	OVERSEAS HWY		33037		0.0
01/16/2024	38032	2024-000087	11:39		BAHAMA RD / 98.5 MM OC		33037		0.0
01/16/2024	38032	2024-000088	12:58	703	SHARON PL		33037		0.0
01/17/2024	38032	2024-000089	03:51		US1		33037		0.0
01/17/2024	38032	2024-000090	13:23	1047	OVERSEAS HWY		33037		0.0
01/17/2024	38032	2024-000091	14:19	9925	OVERSEAS HWY		33037		0.0
01/18/2024	38032	2024-000092	08:28		US1		33037		0.0
01/18/2024	38032	2024-000093	11:34	400	HAZEL ST		33037		0.0
01/18/2024	38032	2024-000094	14:48	9962	OVERSEAS HWY		33037		0.0
01/18/2024	38032	2024-000095	15:25	9962	OVERSEAS HWY		33037		0.0
01/18/2024	38032	2024-000096	16:06	319	LAKE SURPRISE BLVD		33037		0.0
01/19/2024	38032	2024-000097	02:42	1045	OVERSEAS HWY	C103	33037		0.0
01/19/2024	38032	2024-000098	10:35	65	BAHAMA AVE		33037		0.0
01/20/2024	38032	2024-000099	06:05	51	CORMORANT DR		33037		0.0
01/20/2024	38032	2024-000100	16:20	31	EXUMA RD		33037		0.0
01/21/2024	38032	2024-000101	00:04	9700	OVERSEAS HIGHWAY	322	33037		0.0
01/21/2024	38032	2024-000102	16:58		US1		33037		0.0
01/22/2024	38032	2024-000103	09:24	1078	OVERSEAS HWY		33037		0.0
01/22/2024	38032	2024-000104	14:32	21	1 AVE		33037		0.0
01/22/2024	38032	2024-000105	18:30	1026	OVERSEAS HWY		33037		0.0
01/22/2024	38032	2024-000106	22:44	1025	OVERSEAS HWY		33037		0.0
01/23/2024	38032	2024-000107	00:04		CARD SOUND RD / 905		33037		0.0
01/23/2024	38032	2024-000108	06:12	1040	OVERSEAS HWY		33037		0.0
01/23/2024	38032	2024-000109	08:18	1500	OCEAN BAY DR	R6	33037		0.0
01/23/2024	38032	2024-000110	11:53	1014	OVERSEAS HWY		33037		0.0
01/24/2024	38032	2024-000111	07:43	1002	OVERSEAS HWY		33037		0.0
01/24/2024	38032	2024-000112	13:33	1016	OVERSEAS HWY	24	33037		0.0
01/25/2024	38032	2024-000113	10:54	106	1 ST 104 MM OCEAN		33037		0.0
01/25/2024	38032	2024-000114	13:50		LAGUNA AVE / 99.6 MM OC		33037		0.0
01/26/2024	38032	2024-000115	06:04		US1		33037		0.0
01/26/2024	38032	2024-000116	12:45	1014	OVERSEAS HWY		33037		0.0
01/26/2024	38032	2024-000117	18:19	1040	OVERSEAS HWY		33037		0.0
01/26/2024	38032	2024-000118	19:37	9640	OVERSEAS HWY		33037		0.0
01/26/2024	38032	2024-000119	21:33	332	3 RD		33037		0.0
01/28/2024	38032	2024-000120	09:23	9795	OVERSEAS HWY		33037		0.0
01/28/2024	38032	2024-000121	09:49	28	SOUTH DR		33037		0.0
01/28/2024	38032	2024-000122	15:49	1026	OVERSEAS HWY	24002	33037		0.0
01/28/2024	38032	2024-000123	21:47	720	GALE PL		33037		0.0
01/29/2024	38032	2024-000124	16:56	28	SOUTH DR		33037		0.0
01/31/2024	38032	2024-000125	08:44		US1		33037		0.0
01/31/2024	38032	2024-000126	10:59	28	GULFSTREAM DR		33037		0.0
01/31/2024	38032	2024-000127	15:02	710	BARCELONA RD		33037		0.0
01/31/2024	38032	2024-000128	19:43	102	OCEAN BAY DR		33037		0.0

Total Number of Incidents: 113  
Total Length of Incidents: 22.7 Hours



# Manpower Analysis by Incident

## Key Largo Fire Department

Date Range: From 01/01/2024 to 01/31/2024

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	2	14	7.00	2.43	1.22	8.51	17.01
132-Road freight or transport vehicle fire	1	7	7.00	1.22	1.22	8.54	8.54
151-Outside rubbish, trash or waste fire	1	3	3.00	0.38	0.38	1.14	1.14
311-Medical assist, assist EMS crew	2	6	3.00	1.17	0.58	1.76	3.51
320-Emergency medical service incident, other	1	3	3.00	0.18	0.18	0.54	0.54
321-EMS call, excluding vehicle accident with injury	7	23	3.29	2.57	0.37	1.23	8.58
322-Motor vehicle accident with injuries	11	35	3.18	4.99	0.45	1.40	15.35
324-Motor vehicle accident with no injuries.	1	7	7.00	1.23	1.23	8.61	8.61
411-Gasoline or other flammable liquid spill	1	3	3.00	0.77	0.77	2.31	2.31
412-Gas leak (natural gas or LPG)	1	3	3.00	0.68	0.68	2.04	2.04
522-Water or steam leak	2	6	3.00	0.46	0.23	0.69	1.38
551-Assist police or other governmental agency	1	4	4.00	2.43	2.43	9.72	9.72
552-Police matter	2	6	3.00	0.63	0.32	0.95	1.89
553-Public service	1	3	3.00	0.17	0.17	0.51	0.51
611-Dispatched & canceled en route	5	16	3.20	0.14	0.03	0.10	0.49
621-Wrong location	1	3	3.00	0.28	0.28	0.84	0.84
622-No incident found on arrival at dispatch address	1	3	3.00	0.15	0.15	0.45	0.45
651-Smoke scare, odor of smoke	1	3	3.00	0.32	0.32	0.96	0.96
700-False alarm or false call, other	4	14	3.50	1.04	0.26	0.81	3.25
735-Alarm system sounded due to malfunction	1	3	3.00	0.60	0.60	1.80	1.80
743-Smoke detector activation, no fire - unintentional	1	4	4.00	0.17	0.17	0.68	0.68
745-Alarm system activation, no fire - unintentional	2	7	3.50	1.35	0.68	2.29	4.58
900-Special type of incident, other	1	4	4.00	1.02	1.02	4.08	4.08
Blank. Incident Type not Entered	62	0	0.00	0.00	0.00		0.00
Total and Averages for all Incident Types	113	180	1.59	24.38	0.22		98.26



# Incident Type Report (Summary)

## Key Largo Fire Department

Date Range: From 01/01/2024 to 01/31/2024  
Company: All Companies

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
<b>1 Fire</b>				
111 Building fire	2	3.92%	\$125,000	100.00%
132 Road freight or transport vehicle fire	1	1.96%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	1.96%	\$0	0.00%
<b>Totals</b>	<b>4</b>	<b>7.84%</b>	<b>\$125,000</b>	<b>100.00%</b>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
<b>Totals</b>	<b>0</b>	<b>0.00%</b>	<b>\$0</b>	<b>0.00%</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
311 Medical assist, assist EMS crew	2	3.92%	\$0	0.00%
320 Emergency medical service incident, other	1	1.96%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	7	13.73%	\$0	0.00%
322 Motor vehicle accident with injuries	11	21.57%	\$0	0.00%
324 Motor vehicle accident with no injuries.	1	1.96%	\$0	0.00%
<b>Totals</b>	<b>22</b>	<b>43.14%</b>	<b>\$0</b>	<b>0.00%</b>
<b>4 Hazardous Condition (No Fire)</b>				
411 Gasoline or other flammable liquid spill	1	1.96%	\$0	0.00%
412 Gas leak (natural gas or LPG)	1	1.96%	\$0	0.00%
<b>Totals</b>	<b>2</b>	<b>3.92%</b>	<b>\$0</b>	<b>0.00%</b>
<b>5 Service Call</b>				
522 Water or steam leak	2	3.92%	\$0	0.00%
551 Assist police or other governmental agency	1	1.96%	\$0	0.00%
552 Police matter	2	3.92%	\$0	0.00%
553 Public service	1	1.96%	\$0	0.00%
<b>Totals</b>	<b>6</b>	<b>11.76%</b>	<b>\$0</b>	<b>0.00%</b>
<b>6 Good Intent Call</b>				
611 Dispatched & canceled en route	5	9.80%	\$0	0.00%
621 Wrong location	1	1.96%	\$0	0.00%
622 No incident found on arrival at dispatch address	1	1.96%	\$0	0.00%
651 Smoke scare, odor of smoke	1	1.96%	\$0	0.00%
<b>Totals</b>	<b>8</b>	<b>15.69%</b>	<b>\$0</b>	<b>0.00%</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, other	4	7.84%	\$0	0.00%
735 Alarm system sounded due to malfunction	1	1.96%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	1	1.96%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	2	3.92%	\$0	0.00%
<b>Totals</b>	<b>8</b>	<b>15.69%</b>	<b>\$0</b>	<b>0.00%</b>
<b>8 Severe Weather &amp; Natural Disaster</b>				
<b>Totals</b>	<b>0</b>	<b>0.00%</b>	<b>\$0</b>	<b>0.00%</b>
<b>9 Special Incident Type</b>				
900 Special type of incident, other	1	1.96%	\$0	0.00%
<b>Totals</b>	<b>1</b>	<b>1.96%</b>	<b>\$0</b>	<b>0.00%</b>
<b>Totals</b>	<b>51</b>		<b>\$125,000</b>	



Alarms by Day of Week

Key Largo Fire Department

Date Range: From 01/01/2024 to 01/31/2024

Day of Week		Totals
Sunday	<div></div>	22
Monday	<div></div>	15
Tuesday	<div></div>	17
Wednesday	<div></div>	16
Thursday	<div></div>	18
Friday	<div></div>	17
Saturday	<div></div>	8

No Date 0

Total Alarms 113



**11c**





# NFPA Analysis Report

## Key Largo Fire Department

Date Range: From 01/01/2024 to 01/31/2024



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)	2	0	1	\$125,000
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)	2	0	1	\$125,000
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)	2	0	1	\$125,000
<b>B. OTHER FIRE AND INCIDENTS</b>				
14a. Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	1	0	0	\$0
14b. Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	0	0	0	\$0
15. Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc. (IT 140, 141, 161, 162, 164, 170-173)	0	0	0	\$0
16. Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	0	0	0	
17. Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150-155)	1	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)	4	0	1	\$125,000
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	21			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	8			
22. Mutual Aid or Assistance Responses Given	1			
23. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	2			
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)	77			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	113			
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		2	
13. Structure Fires (line 13 above)	0		2	
<b>BREAKDOWN OF FALSE ALARM RESPONSES</b>				
1. Malicious, Mischievous False Call (IT 710-715)	0			
2. System Malfunction (IT 700-739)	1			
3. Unintentional (tripping on Interior device accidentally etc.) (IT 740-749)	3			
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	4			



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			01/23/2024 08:46:00 1500 OCEAN BAY DRIVE CIVILIAN DEATHS: FIREFIGHTER DEATHS: PROPERTY LOSS:\$100000			
			01/06/2024 20:49:00 969 PLANTATION ROAD CIVILIAN DEATHS: FIREFIGHTER DEATHS: PROPERTY LOSS:\$			
			01/11/2024 07:42:00 107900 OVERSEAS HWY CIVILIAN DEATHS: FIREFIGHTER DEATHS: PROPERTY LOSS:\$			