



## 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: Michael Jenkins

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

*February 23, 2026*

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.

1. **AGENDA**

1a. *Call to Order*

1b. *Pledge of Allegiance*

1c. *Roll Call*

2. **APPROVAL OF AGENDA & MINUTES**

2a. *Approval of February 23, 2026 District Meeting Agenda*

2b. *Approval of January 19, 2026 District Meeting Minutes*

3. **PUBLIC COMMENT**

4. **CHAIRMAN REPORT**

5. **SECRETARY REPORT**

6. **OLD BUSINESS**

7. **NEW BUSINESS**

7a. ***DISCUSSION/APPROVAL: Resolution No. 2026-0001 - A RESOLUTION OF THE KEY LARGO FIRE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, CREATING THE POSITION OF FIRE-EMS CHIEF / DISTRICT MANAGER; TO ADOPT A POSITION DESCRIPTION; AND TO AUTHORIZE THE INITIATION OF THE RECRUITMENT AND HIRING PROCESS [Hicks]***

8. **LEGAL REPORT**

9. **FINANCE REPORT**

10. **AMBULANCE CORPS REPORT**

11. **FIRE DEPARTMENT REPORT**

12. **COMMISSIONER ITEMS**

13. **DISTRICT MANAGER ITEMS**

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<sup>1</sup> Amended to back up to 2b.



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1. **Fire/EMS Chief Job Description:** Following my report is a proposed job description for the Fire/EMS Chief who will also serve as the District Manager. I request that you consider approving this job description (pending legal review) as written or amended so that we can begin to recruit my replacement.

Requested Action: Approve the Fire-EMS Chief Job Description as presented or amended.

Budgetary effect: none

2. **Fire/EMS Chief Compensation Package:** Following my report is the proposed compensation package for the Fire/EMS Chief. The numbers listed have been confirmed by Finance. I request you consider approving the compensation for the Fire/EMS Chief as provided or amended.

Requested Action: Approve the Fire-EMS Chief compensation package as presented or amended.

Budgetary effect: No new budgetary effect, other than what has already been budgeted.

3. **Fire/EMS Chief Hiring Process:** I request you grant me the authority to begin the hiring process for the Fire/EMS Chief. The proposed process follows my report. While, the process and timeline are fluid, if you give me the authority to begin the process, I am hopeful we can hire someone to fill this important position by late-June. However, this will require a special public meeting for the Board to interview the final candidates in May.

4. **Lodging Expenses for Fire/EMS Chief Candidates:** I request that you approve two nights of lodging expenses for up to three Fire/EMS Chief candidates for the final interview with the Board of Commissioners. This would only apply if a candidate is more than 100 miles from the District. I am not requesting travel or per diem expenses for candidates. The District would arrange the lodging through a local, mid-level hotel. This is allowable under Florida Statutes Chapter 112 for a candidate of an executive level position. I also request the ability to purchase light refreshments during the hiring process. The estimated lodging cost is \$250 per night per person.

Requested Action: Approve lodging expenses and on-site light refreshments for up to three Fire-EMS Chief Candidates not to exceed a total cost of \$1600.

Budgetary effect: \$1600

5. **Fire Department and EMS Employee Benefits and Pay:** As we move forward with bringing the Key Largo Volunteer Fire Department, Inc. and Key Largo Volunteer Ambulance Corps, Inc. under the umbrella of the District, pending legal review, I request that you consider adopting the employee pay scale, rank, seniority, and benefits the personnel are currently receiving from both corporations (respectively).

Requested Action: Move to adopt the current employee pay scale, rank, seniority, benefits, and personnel policies of the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc.

Budgetary Effect: No new budgetary effect, other than what has already been budgeted.

6. **COPCN and ALS License:** In order to provide a smooth transition for our paramedic services (transport and non-transport), the District needs to apply for a Certificate of Public Convenience and Necessity (COPCN)



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from Monroe County prior to applying for an Advanced Life Support (ALS) license from the State of Florida. The COPCN must be approved by the Monroe County BOCC. Currently, both the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc. hold these licenses individually. Because the District will have a different EIN, we will need to apply for our own. The District can apply for one license which encompasses transport and non-transport services. The COPCN and the ALS License require us to pay for application fees. The total cost is expected to be \$950 for the COPCN and \$1375 for the ALS License, plus \$25 for an ALS sticker for each licensed vehicle (2 Engines and 4 Ambulances for a total of 6 vehicles = \$150).

Requested Action: Approve the expenditure of \$2475 (\$950+\$1375+\$150) for the District COPCN, ALS License, and ALS stickers).

Budgetary effect: \$2475

7. **Ambulance Transport Fees:** I request the board adopt the ambulance fee schedule currently utilized by the Key Largo Volunteer Ambulance Corps, Inc. Adoption of the fee schedule is required by the COPCN and, once the merger is complete, will allow the district the ability to begin billing for our ambulance services.

Requested Action: Adopt the current Key Largo Volunteer Ambulance Corps, Inc. fee schedule.

Budgetary effect: This will allow for income for our ambulance services.

8. **Ambulance Billing:** I request you authorize the District Manager to research and negotiate with a billing service for our ambulance fees. Third party billing is generally accepted as the most cost-effective manner to collect EMS fees and keeps the agency compliant with documentation, Medicare billing, etc.

Requested Action: Grant the District Manager the authority to research, and negotiate with a billing service for our ambulance fees.

Budgetary Effect: Unknown at this time. A third-party billing company typically receives a percentage of the collected revenue as compensation for their services.

9. **Standard Operating Guidelines (SOG) and Medical Protocols:** I request the Board consider adopting the current Key Largo Volunteer Fire Department, Inc. and Key Largo Volunteer Ambulance Corps, Inc. operational procedures and medical protocols. This will allow for a smooth transition and define organizational standards for operations, personnel expectations, etc. Once adopted, a committee will be established to review all current operational policies, and amend as needed. They will also be tasked with creating new operational policies as needed. I am performing a gap analysis of current SOGs and will provide this to the SOG Committee. This process identifies current policies and provides a list of needed policies based upon the suggestions or requirements of various federal, state, and local emergency service organizations such as the United State Fire Administration, the National Fire Protection Association, the Code of Federal Regulation, State laws, Local laws and/or accepted local practices and procedures, etc.

The medical protocols have been approved by the District Medical Director; however, there are currently two sets of protocols for the two agencies and the two levels of care (transport and non-transport). A Protocol committee has already been established to merge the protocols into single agency-wide protocols.



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Operational and protocol review are ongoing projects with regular review and updates. Nonetheless, if the Board chooses to adopt them as written in their current form, it will allow personnel to continue to operate as they have been while allowing changes in the future. It should be noted, the Board typically does not approve operational policies and protocols. These are typically approved by the Fire-EMS Chief and/or the Medical Director. However, this request is necessary to adopt the policies in aggregate under the umbrella of the District.

### **Requested Action(s):**

1. Adopt as written or amended the current operational policies of the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc.
2. Adopt as written and approved by the District Medical Director the current medical protocols of the Key Largo Volunteer Ambulance Corps, Inc. and the Key Largo Volunteer Fire Department, Inc.

Budgetary effect: No new budgetary effect

10. **District Insurance:** The Fire and EMS corporations both contract with the Volunteer Fireman's Insurance Services (VFIS) to provide general and liability insurance for their agencies. I am requesting the ability to obtain VFIS (or similar) insurance for the District. This insurance is generally an umbrella and risk management policy which covers all physical assets, liability, and management liability.

Requested Action: Move to authorize the District Manager to negotiate the contract, and obtain District insurance as detailed herein not to exceed an annual premium equal to the budgeted amount for both corporations.

Budgetary effect: No new budgetary effect, other than what has already been budgeted.

11. **Hiring District Employees:** Pending direction from legal, and pending a full resolution regarding consolidation of services, I request the Board to consider authorizing the District Manager to begin hiring personnel as District employees. If approved, I plan to make conditional job offers to current employees of the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc. at their current rate of pay, benefits, seniority, rank, etc. The offer would be based on the condition that a consolidation resolution passes, and the person passes a background check and has all the current necessary certifications. The goal of this request is to allow the current employees of the two departments to begin working for the District with no lapse in services to the community, and no lapse in pay or benefits for the members; however, this action does not prevent the District from making necessary position additions and or/deletions. For example, once the merger is complete and the District has hired a Fire/EMS Chief, there will no longer be a need for a volunteer Fire or EMS Chief position. This will also allow us to get accurate quotes for insurance, which gives us the ability to apply for the COPCN and ALS license.

Requested Action: As presented herein, move to authorize the District Manager to begin hiring personnel as District employees.

Budgetary Effect: No new budgetary effect, other than what has already been budgeted for each corporation.

Non-Action Items:



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1. **Station 23:** I am working with legal to determine the various covenants and limitations of the building and property that houses EMS, located at 98600 Overseas Highway. The building is reportedly deeded to the Key Largo Volunteer Ambulance Corps, Inc., with the caveat that ambulance services must continue to operate out of that building. While this has been stated from various sources, i have yet to see this in writing. As such, we are researching to determine the exact legal ownership and limitations of the building.
2. Painting project at Station 25: Lt. Curtis Tucker is spearheading a project to repaint all of the gear lockers at Station 25. He has been assisted by the crews at Station 25. This type of initiative displays a great deal of station and organizational pride. Their efforts are greatly appreciated.
3. **Community Involvement:**
  - a. **Articles Submitted:** The article: Prevent Burns and Fires When you Cook was submitted to Keys Weekly for publication. This article coincides with National Burn Awareness Week, which is February 1-7, 2026.
  - b. **District Website:** On January 23, 2026 I attended a Zoom meeting along with Commissioner Mirabella and Carol Greco with Streamline, the company that is developing our new website. The design of the website is generally complete, but we have been given access to change and add various features. We are in the final phase of review; however, we were informed that PDF documents are generally not ADA compliant and we regularly upload PDF documents for our monthly agenda and supporting documentation. Therefore, it is incumbent upon the District to find a solution for these documents. As such, we are awaiting a quote to make all uploaded PDF documents ADA compliant. The problem is usually related to the inability of the PDF to meet screen reader compatibility requirements so that the content can be converted to speech. PDF documents can also lack sufficient color contrast. Once we have the PDF issue resolved, and we are happy with the product, we can go "live" with the new website, hopefully within the next few months.
14. **NEXT MEETING**

*April 6, 2026 District Meeting (if required)*  
*April 20, 2026 District Meeting*
15. **ADJOURN**

### **DOCUMENTS**

- Al 2b. January 19, 2026 District Meeting Minutes*
- Al 7a. Resolution 2026-0001*
- Al 10a. KLVEMS January 13, 2026 Meeting Minutes*
- Al 10b. KLVEMS January 2026 Treasurer Report*
- Al 11a. KLVFD January 2026 Statistics*
- Al 13. District Manager Report*

***Persons who wish to be heard shall send submit a Speaker Request Form to the Chairman***

**2b.**



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### DISTRICT MEETING AGENDA

January 19, 2026

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.

#### 1. AGENDA

##### 1a. *Call to Order*

Chairman Allen called to order the District Meeting at 6:00 PM.

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

Commissioner Conklin led the Pledge of Allegiance.

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

Carol Greco called the roll. The following Commissioners were present: Chairman Allen, Commissioner Conklin, Commissioner Edge, Commissioner Mirabella and Commissioner Jenkins. There was a quorum.

Also present in person were Carol Greco, Hunter O'Connor, District Manager William Lombardo, Capt. Jones, Capt. Garrido, Capt. Garcia, Lt. Mumper and Jennifer Johnson.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. *Approval of January 19, 2026 District Meeting Agenda*

Commissioner Mirabella made a **Motion to Approve the January 19, 2026 District Meeting Agenda**. Commissioner Edge seconded, and the Board unanimously passed the motion.

##### 2b. *Approval of January 5, 2026 District Meeting Minutes*

Commissioner Jenkins made a **Motion to Approve the January 5, 2026 District Meeting Minutes**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

#### 3. PUBLIC COMMENT

S. Heim requested to reserve comments for 7a until presented; Chairman Allen denied. She continued to comment on potential reduction of legislation to reduce property taxes which skew financial section of 7a; wait until April to see what state legislation does regarding property taxes. Continued commenting on increased overhead expense with FRS; staffing, EMS billing, licenses; salaries.

Capt. Jones made a statement on behalf of Key Largo Fire Department expressing gratitude to the Board's support and leadership throughout the consolidation process; support the recommendations of the J. Angle Group.



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Lt. Mumper echoed Capt. Jones' statement in that the Fire Department's Corporate Board also supports the decision of the Board and are here to assist and supports the J. Angle's Group's recommendation.

#### 4. CHAIRMAN REPORT

None

#### 5. SECRETARY REPORT

None

#### 6. OLD BUSINESS

None

#### 7. NEW BUSINESS

##### 7a. DISCUSSION/APPROVAL: KLFREMS District Operational Analysis Consolidation Study [Angle]

Chairman Allen passes the gavel to Commissioner Mirabella to allow Chairman Allen to make a motion. Commissioner Mirabella reads 7a: Discussion and Approval for Key Largo Fire & EMS District Operational Analysis Consolidation Study.

Chairman Allen made a **Motion to Proceed Forward with the Discussion and Approval of Consolidation Study Recommended Option 2c**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

Commissioner Mirabella opens 7a for discussion.

J. Angle led a discussion regarding the study; site visits commenced early 2025 when the report began. Noted business moves on and things change between inception and completion and asks that we bear in mind some items will not match. Further, he introduced Stuart McElhaney (sp.) who's focus in the report was with respect to finance.

Highlights of the 190 page study include the overview of three organizations (District, Fire and EMS, primarily Fire & EMS); management, planning, management, personnel, health safety, etc. components. Once components were identified and placed in a draft document, key people with the Fire Department and EMS reviewed same to provide input. Site visits were conducted with face to face interviews as well as surveys. The study further identified service area boundaries; location of the three stations; organizational charts; call demands/volume, transport times.

Financial forecast for the consolidation took into consideration historical data, staff input, State of Florida revenue estimates for the County and experience to forecast costs through Fiscal Year 2030. The primary revenue source for the District derives from Ad Valorem Tax.

Option 1 – Maintain Status Quo

- a. Hire Fire/EMS Chief (No Additional Staff)
- b. Hire Fire/EMS Chief and Additional Staff



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## Option 2 – Complete Consolidation – Recommended Option 2c

- a. Consolidation with Fire/EMS Chief (No Additional Staff)
- b. Complete Consolidation with Fire/EMS Chief and FRS Retirement (No Additional Staff)
- c. Complete Consolidation with Fire/EMS Chief, Additional Staff and FRS Retirement

### Costs Associated with 2c (FY25-27) Preliminary Taxable Value

REVENUE	2025 ADOPTED	2026 FORECAST	2027 FORECAST
TOTAL REVENUE	7,513,994	11,708,566	12,191,197

EXPENSES	2025 ADOPTED	2026 FORECAST	2027 FORECAST
TOTAL DISTRICT EXPENSES	7,432,573	9,568,232	10,626,592

### Costs Associated with 2c (FY28-30) Preliminary Taxable Value

REVENUE	2028 FORECAST	2029 FORECAST	2030 FORECAST
TOTAL REVENUE	12,849,228	13,887,134	14,835,276

EXPENSES	2028 FORECAST	2029 FORECAST	2030 FORECAST
TOTAL DISTRICT EXPENSES	11,768,815	13,002,335	14,334,396

### Roll Call Vote

Chairman Allen            Yes  
 Commissioner Conklin    Yes  
 Commissioner Edge        Yes  
 Commissioner Mirabella   Yes  
 Commissioner Jenkins     Yes

Chairman Allen retains the gavel and continued the meeting.

Commissioner Conklin made a ***Motion to Director Lombardo along with teams from Fire and EMS Work Together to Formulate a Timeline for Consolidation of Recommended Option 2c.*** Commissioner Jenkins seconded, and the Board unanimously passed the motion.

J. Angle thanked the Board along with Fire/Ems for their hospitality; be proud of your organization.



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**7b. DISCUSSION/APPROVAL: Tree Trimming at Station 25 [Mumper]**

Commissioner Jenkins made a **Motion to Approve the Tree Trimming at Station 25**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

A discussion regarding the tree trimming area in conjunction with overgrowth, etc.

**8. LEGAL REPORT**

None.

**9. FINANCE REPORT**

None

**10. AMBULANCE CORPS REPORT**

Chief Bock commented on the recurring truck repairs.

**11. FIRE DEPARTMENT REPORT**

Lt. Mumper advised that the Fire Department has placed Chief Bock on Administrative Leave. Ron Mobley was appointed Interim Administrative Chief (does not oversee operations).

**12. COMMISSIONER ITEMS**

None

**13. DISTRICT MANAGER ITEMS**

**Action Items: None at this time**

**Non-Action Items:**

1. **Job Description, Compensation, and Hiring Timeline:** Depending on the direction the Board takes on the results of the merger study, we will need to move forward with hiring my replacement so they are onboard prior to my departure on July 1 (if the board still elects to move in that direction). As such, following my report are a draft job description, a draft compensation package, and a suggested timeline for hiring. If necessary, I plan to submit these for approval at the next District meeting. Approval of these documents will give us the ability to begin advertising for the position. If the Board elects not to hire my replacement, I will refrain from submitting these documents for approval.

I have also included in my report an example of a Key Largo Fire-EMS Chief/District Manager recruitment document.



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### 2. Community Involvement:

- a. **Wounded Warrior Ride:** On Friday January 9, the Florida Keys Wounded Warrior Project began their annual *Soldier Ride* (bicycles) at the Upper Keys VFW. I am proud of the District's support of this ride. Fire and EMS apparatus were positioned at the start of the ride to cheer on the riders and support the cause. The ride is a countywide community event, starting in Key Largo on January 9 and ending in Key West on January 10.
- b. **Public Information and Transparency:** I began working with Streamline Web Design, along with Commissioner Mirabella and Carol Greco, on the District's new website. We are very close to finalizing the website and hope to go live with a test launch soon. In addition to providing a user friendly, interesting website for our customers, the new site will help us meet various statutory requirements incumbent upon Florida Special Districts.

Discussions were made regarding updated photographs for the website. District Manager Lombardo also commented on the timeline for the recommended consolidation to include comprising a committee made up of himself, Fire and EMS to include, but not limited to, steps to be taken for implementation consolidation, prepare COPCN applications, etc. keeping the Board advised in the efforts.

Chairman Allen reiterated these changes will not be completed overnight; there are many facets to be considered prior to any finalization of consolidated.

### 14. NEXT MEETING

Commissioner Edge ***made a motion to Cancel the February 9, 2026 District Meeting, unless required. The next February 2026 District Meeting will be February 23, 2026.*** Commissioner Mirabella second, and the Board unanimously passed the motion.

### 15. ADJOURN

Commissioner Jenkins made a ***motion to adjourn*** the meeting at 7:13 PM. Commissioner Edge seconded, and the Board unanimously passed the motion.

**7a.**

**RESOLUTION NO. 2026-0001**

**A RESOLUTION OF THE KEY LARGO FIRE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, CREATING THE POSITION OF FIRE-EMS CHIEF / DISTRICT MANAGER; TO ADOPT A POSITION DESCRIPTION; AND TO AUTHORIZE THE INITIATION OF THE RECRUITMENT AND HIRING PROCESS**

**WHEREAS**, on January 19, 2026, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) received the Operational Analysis Consolidation Study from J. Angle Group, LLC, which evaluated multiple governance and operational models for the District (the “Study”); and

**WHEREAS**, the Study provided multiple ranked options for future District governance and operations; and

**WHEREAS**, the District discussed the Study and its recommendations, and approved proceeding with Option 2-C contained within the Study; and,

**WHEREAS**, Option 2-C included the creation of the position of “Fire-EMS Chief / District Manager” (hereinafter the “District Manager”) and

**WHEREAS**, the District recognizes the need to enhance governance and operational efficiency and meet the growing demands of the District; and

**WHEREAS**, the District finds that the creation of the new District Manager position will contribute to achieving enhancement of governance and operational efficiency, strategic objectives, and improving service delivery; and

**WHEREAS**, the District finds that it would be in the best interests of the District at large and the citizens it serves to establish the position of District Manager, and to undertake all steps necessary to achieve the same.

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

**Section 1.** The position of “Fire-EMS Chief / District Manager” is hereby created.

**Section 2.** The responsibilities, duties, qualifications and related employment matters for this position shall be as outlined in the “Fire-EMS Chief / District Manager Position Description,” attached hereto as **Attachment A**, which position description is hereby ratified, approved, and adopted.

**Section 3.** Interim District Manager William Lombardo, and/or his designee(s), are hereby authorized to initiate the recruitment and hiring process. This authorization does not extend to the

interviews of the final round of applicants, or to the selection and terms of employment of the District Manager.

**Section 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** this 23<sup>rd</sup> day of February, 2026.

\_\_\_\_\_  
Chairman

**ATTEST:**

\_\_\_\_\_  
District Clerk

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

\_\_\_\_\_  
DISTRICT ATTORNEY

Motion to adopt by \_\_\_\_\_, Seconded by \_\_\_\_\_

**FINAL VOTE AT ADOPTION**

Chairman Tony Allen \_\_\_\_\_

Vice-Chair George Mirabella \_\_\_\_\_

Commissioner Frank Conklin \_\_\_\_\_

Commissioner Kenny Edge \_\_\_\_\_

Commissioner Michael Jenkins \_\_\_\_\_

**ATTACHMENT A**

**FIRE-EMS CHIEF / DISTRICT MANAGER -  
POSITION DESCRIPTION**

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

<b>KEY LARGO FIRE RESCUE AND EMS DISTICT</b>		
<b>GENERAL ADMINISTRATION</b>		
Subject: <b>Position Descriptions</b>		
Position: <b>Fire-EMS Chief/District Manager</b>		
Reports to: <b>Board of Commissioners</b>		
<b>Effective: TBD</b>		
<b>Approved By:</b>	<b>Revised: TBD</b>	Page 1 of 7

## **FIRE-EMS CHIEF / DISTRICT MANAGER**

### **I. Job Description:**

**Summary**

The Fire-EMS Chief is the Chief Executive Officer and District Manager. The position is an Executive-level, highly responsible managerial, professional, administrative, and technical position involving responsibility for the direction of all employees and activities of the District. The Fire-EMS Chief provides strategic leadership and overall administration of the District, exercising responsibility for planning, organizing, directing and coordinating this emergency service organization (ESO). The Fire-EMS Chief is specifically concerned with preventing and minimizing the loss of life and property by fire, accident, medical emergency, or other natural or man-made emergency incident.

The Fire-EMS Chief exercises oversight, direction, management, and leadership of all agency operations, divisions, departments, contracted services, administrative services, fire operations, fire prevention, training, and Emergency Medical Services (EMS).

The Fire-EMS Chief reports directly to the District Board of Commissioners and is responsible for implementing Board policies, managing District resources, and ensuring the efficient and cost-effective delivery of services to the community.

The Fire-EMS Chief is senior in rank and responsible for the fulfillment of all duties and authority commensurate with assigned responsibilities.

### **II. Essential Functions and Responsibilities:**

- Directs and oversees all aspects of District operations, including Fire, Rescue, and EMS emergency response, fire prevention, injury prevention, public education, training, and administration.
- Duties are carried out in accordance with accepted national and regional fire and EMS standards and recommended practices.
- Develops and implements District-wide strategic plans, policies, and procedures to ensure effective emergency response capabilities and administrative operations.

<b>KEY LARGO FIRE RESCUE AND EMS DISTRICT</b>		
<b>GENERAL ADMINISTRATION</b>		
Subject: <b>Position Descriptions</b>		
Position: <b>Fire-EMS Chief/District Manager</b>		
Reports to: <b>Board of Commissioners</b>		
<b>Effective: TBD</b>		
<b>Approved By:</b>	<b>Revised: TBD</b>	Page 2 of 7

- Establishes and maintains effective working relationships with elected officials, other agency heads, neighboring jurisdictions, and community stakeholders.
- Ensures compliance with applicable federal, state, and local laws, regulations, and standards (as adopted by local, state, or federal policy or law).
- Serves as a primary representative of the District. Displays professionalism and comports at all times, specifically in all intergovernmental activities, in professional associations, and community relations.
- Represents the District to the general public and the media; writes articles, and makes speeches or presentations to promote awareness of the District’s mission and functions.
- Handles public inquiries and complaints; answers and clarifies these or refers them to the appropriate informational sources.
- Oversees recruitment, promotion, discipline, and development of District personnel.
- Develops and maintains mutual aid agreements with surrounding jurisdictions.
- Participates in firefighting, EMS, rescue, public education, and prevention activities.
- May take command in a fire or other emergency situation. Makes decisions for the District as required by circumstances and need.
- Analyzes and evaluates reports and statistics to ascertain trends and patterns. Deploys personnel and resources to meet various community and organizational needs.
- Supervises and participates in the planning, development, and execution of training programs.
- Conducts internal staff meetings.
- Oversees District facility, vehicle, and equipment maintenance and the internal decision making on new or replacement District facilities, vehicles, and equipment. As necessary, presents information and justification for Board consideration.
- Required to wear District uniform and civilian clothes, as appropriate.
- Attends seminars, conferences, training courses, meetings, and keeps abreast of technological advances relating to fire suppression, technical rescue, emergency medical services, community risk reduction, and fire prevention activities.

### **III. Knowledge, Skills, & Other Characteristics:**

- Displays and exercises the utmost degree of integrity and ethical behavior.
- Expert knowledge of a modern and progressive ESO, including administration, fire services, rescue, EMS, and emergency management principles and practices.
- Comprehensive understanding of public administration and State of Florida Special District operations.
- Ability to communicate clearly and concisely both orally and in writing.

<b>KEY LARGO FIRE RESCUE AND EMS DISTRICT</b>		
<b>GENERAL ADMINISTRATION</b>		
<b>Subject: Position Descriptions</b>		
<b>Position: Fire-EMS Chief/District Manager</b>		
<b>Reports to: Board of Commissioners</b>		
<b>Effective: TBD</b>		
<b>Approved By:</b>	<b>Revised: TBD</b>	Page 3 of 7

- Effectively and efficiently plan, assign, supervise, evaluate, and direct assigned personnel to maximize the efficiency and effectiveness of the delivery of services by the District and to promote positive employee relations and team unity.
- Ability to organize and direct firefighting and emergency medical services of broad scope and complexity.
- Ability to use considerable independent judgment and discretion in managing situations that may occur.
- Ability to apply analytical skills for all related activities and interpret data for decision making, effective decisions, recommendations, reports, etc.
- Is familiar with: Florida Statutes § 633, Fire Prevention and Control, and F.S. §§ 189 and 191 regulating special district operations, as well as other federal, state, and local laws, ordinances, and regulations relevant to District operations.
- Is familiar with the Insurance Services Office (ISO) Public Protection Classification (PPC), and agency accreditation through the Center for Public Safety Excellence.
- Monitors actions of other governmental agencies with respect to annexation of Key Largo Fire, Rescue and EMS District boundaries. Is familiar with annexation laws and negotiates interlocal agreements with other agencies for consideration by the Board of Commissioners.
- Is familiar with Florida Sunshine and public record laws.
- Assists in selecting and maintains liaison with the District’s law and accounting firms. Recommends to the Board of Commissioners continuation of or changes in these outside professional resources.
- Coordinates with architects, builders, general contractors, and other providers of services to the District.
- The District does not have the same infrastructure as a municipality; therefore, the Fire-EMS Chief must be knowledgeable in such areas as legal, management information systems, personnel policy, insurance, retirement, Firefighter Bill of Rights, Fair Labor Standards Act (FLSA), American with Disabilities Act (ADA), The Equal Employment Opportunity Commission (EEOC), and other related fields.
- Advanced knowledge of:
  - Fire suppression and prevention techniques and administration
  - Emergency medical services administration
  - Hazardous materials operations
  - Fire and EMS grants and grant programs
  - Personnel management and employee relations
  - Budget development and fiscal management
  - Public safety technology and communications systems

<b>KEY LARGO FIRE RESCUE AND EMS DISTRICT</b>		
<b>GENERAL ADMINISTRATION</b>		
Subject: <b>Position Descriptions</b>		
Position: <b>Fire-EMS Chief/District Manager</b>		
Reports to: <b>Board of Commissioners</b>		
<b>Effective: TBD</b>		
<b>Approved By:</b>	<b>Revised: TBD</b>	Page 4 of 7

- Emergency management and disaster preparedness
- Fire service law and liability
- Strategic planning and policy development

#### **IV. Strategic Leadership Responsibilities:**

- Oversees the development, implementation, and management of the District strategic mission, vision, goals, and objectives
- Establishes performance standards and evaluation metrics
- Reviews and approves operational policies and procedures
- Oversees major equipment and apparatus procurement
- Directs emergency operations during major incidents
- Coordinates with other agencies, districts, and departments
- Develops succession planning and leadership development programs
- Performs a gap analysis to ensure District readiness and capabilities
- Oversees grant applications and management
- Directs public information and community relations programs
- Manages District accreditation processes

#### **V. Administrative Responsibilities:**

- Develops, manages, and reviews the preparation of the annual District budget, including staffing projections, organizational infrastructure and equipment needs. Presents a proposed annual budget to the Board of Fire Commissioners with justification for each request. Makes recommendations regarding capital project financing and investments of public funds.
- Ensures safe and efficient operation, maintenance, and repair of all District assets, whether leased, loaned, or owned by the District.
- Informs the Board of Commissioners of activities and operations, both through written monthly reports and intervening updates. Assures the preparation of the agenda for Board meetings, and requests input from Commissioners on agenda items.
- Oversees and ensures District compliance with budget and advertising requirements as detailed in the State of Florida Truth in Millage (TRIM) Act.
- Attends and participates in workshops, schools, seminars, conferences, committee meetings and public hearings related to fire, rescue, and EMS.
- Ensures compliance with District record keeping, bookkeeping, and reporting functions. Assists in facilitating the outside annual financial audit.

<b>KEY LARGO FIRE RESCUE AND EMS DISTICT</b>		
<b>GENERAL ADMINISTRATION</b>		
Subject: <b>Position Descriptions</b>		
Position: <b>Fire-EMS Chief/District Manager</b>		
Reports to: <b>Board of Commissioners</b>		
<b>Effective: TBD</b>		
<b>Approved By:</b>	<b>Revised: TBD</b>	Page 5 of 7

- Reviews and approves District expenditures up to the limit determined by a Board of Commissioners duly adopted resolution.
- Oversees personnel actions and disciplinary matters.
- Develops and maintains operational policies.
- Manages District contracts and agreements. Acts as the official business agent for the District. Signs contracts and reports on behalf of the District.
- Serves as, or appoints, the official custodian of the public records of the District, thus ensures all records are maintained available to the public in accordance with Florida Law.
- Ensures accurate record keeping and reporting.
- Prepares reports and provides information as required by governing authorities.
- Communicates and coordinates with members of the Florida Legislature and the Monroe County Board of County Commissions on issues that may affect the District.

## **VI. Supervisory Controls**

Reports directly to the Key Largo Fire Rescue and EMS Board of Commissioners

## **VII. Physical Demands**

Must be able to meet the requirements of NFPA 1582 Chapter 6, Medical Evaluation of Candidates, which details, among other critical items, that the employee must be able to wear all assigned gear and effectively perform emergency scene duties when needed. When on an emergency scene, requires good vision, good hearing, ability to distinguish odors, ability to walk, run, drive vehicles, crawl, stoop, push, pull, jump, and use other emergency, firefighting, and EMS equipment as required. Must be able to climb ladders and stairs and perform and supervise various physical operations and inspections.

## **VIII. Work Environment**

A considerable amount of time is spent working inside Station facilities. Outside work may occasionally be performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying inclement weather among others.

<b>KEY LARGO FIRE RESCUE AND EMS DISTICT</b>		
<b>GENERAL ADMINISTRATION</b>		
Subject: <b>Position Descriptions</b>		
Position: <b>Fire-EMS Chief/District Manager</b>		
Reports to: <b>Board of Commissioners</b>		
<b>Effective: TBD</b>		
<b>Approved By:</b>	<b>Revised: TBD</b>	Page 6 of 7

During occasions of local emergencies, this position may be required to report to perform emergency, planning, coordination and control tasks which may result in extended work hours, as well as extended periods of time away from family members.

Must be available for response to emergency scenes and to manage various situations during non-traditional work hours.

## **IX. Required Minimum Qualifications:**

### **Education and Experience:**

- Bachelor’s Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration, or closely related field.
- Minimum fifteen (15) years of progressive fire service experience with five (5) years documented at supervisory and managerial levels.
- A combination of experience and education may be considered to meet the minimum qualifications.

### **Required Certifications:**

- Florida Minimum Standards of Firefighting Certification Firefighter II
- Florida State Fire Officer Certification
- Florida State Certified Emergency Medical Technician or Paramedic
- Certified District Manager (CDM) from the Florida Association of Special Districts (must obtain within 3 years of appointment)
- Florida Forestry Certification in S130/S190 as a wildland firefighter (must obtain within one year of appointment)
- Must have completed:
  - ICS-100
  - ICS-200
  - ICS-300
  - ICS-400
  - ICS-700
  - ICS-800

<b>KEY LARGO FIRE RESCUE AND EMS DISTRICT</b>		
<b>GENERAL ADMINISTRATION</b>		
Subject: <b>Position Descriptions</b>		
Position: <b>Fire-EMS Chief/District Manager</b>		
Reports to: <b>Board of Commissioners</b>		
<b>Effective: TBD</b>		
<b>Approved By:</b>	<b>Revised: TBD</b>	Page 7 of 7

**Additional Requirements:**

- Must have and maintain a valid FL State Driver’s License within one year of appointment
- Must be available to respond to significant events within a timely manner
- Must participate in county-wide Emergency Management Operations
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of appointment to the position and maintain same non-smoking and non-use throughout the term of employment
- Must successfully pass the District’s medical/physical, drug screen, and background checks as a condition of appointment and employment
- Within one year of appointment, the Fire-EMS Chief must establish residency in Monroe County, Florida within 5 road miles of the District

**Preferred Qualifications:**

- Florida Certified Paramedic
- Florida Fire Officer II certification
- Florida Fire Inspector I certification
- Master’s Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration, or closely related field
- Executive Fire Officer (EFO) graduate from the National Fire Academy
- Chief Fire Officer (CFO) from the Center for Public Safety Excellence

**VII. Professional Development:**

- Maintain membership in professional fire service organizations
- Participate in continuing education and professional development
- Attend conferences and seminars to stay current with fire service, EMS, and special district trends
- Engage in networking with other fire service and EMS leaders
- Pursue relevant advanced certifications and designations

*Note: This job description is illustrative, and not all inclusive. Job duties and requirements may be modified as needed to meet District and community needs. Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.*

**10a.**



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

## Business Meeting

Date: January 13, 2026

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

1. Meeting was called to order at 6:33 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

- The new rescue trucks are still in the queue and will take approximately 2 years to complete.
- The District will issue a RFP for the bay extension and follow through with the bid process.
- The position of training officer is open due to the relocation of the past training officer.
- A Trauma Boot Camp was held with personnel from Kendall Regional putting on the training camp. Members from Key Largo, Islamorada and Ocean Reef attended.
- The corps is running only two trucks due to mechanical issues.

4. **Public Comment** - No public comment.

### 5. Approval of Minutes

Danny Powers seconded by Dawn DeBrule moved approval of the November 2025 minutes. Motion carried unanimously.

### 6. Treasurer's Report

Tess Marra presented the November and December 2025 treasurer's reports, Dawn DeBrule seconded by Danny Powers moved approval of both reports. Motion carried unanimously.

7. **Committee Reports** - No report.

8. **Legal Report** - No Report

9. **Membership Review** – No Discussion



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

## 10. Old Business

## 11. New Business

- A. The Chief updated the Board on District matters discussed at the last District meeting.
- B. Covered under Announcements
- C. Discussion was held concerning shift numbers.

## 12. Membership Discussion

No discussion.

## 13. Adjournment

There being no further business, Dawn DeBrule seconded by Tess Marra moved adjournment. Motion carried. Meeting adjourned at 7:08 pm.

Kay Cullen  
Recording Secretary

**10b.**

**Key Largo Volunteer Ambulance Corp Inc.**  
**Treasurer's Report**  
**January 2026**

	Billing Account	Corp Account	Building Account	CPR Account	Total
<b>Beginning Balance</b>	<b>\$185,357.62</b>	<b>\$3,317.40</b>	<b>\$40,426.96</b>	<b>\$584.83</b>	<b>\$229,686.81</b>
<u>Revenues</u>					
Interest	52.70	1.39	17.17	0.25	71.51
Medical Fees	37,712.70				37,712.70
Medical Transcripts		75.00			75.00
KL Fire Rescue & EMS Reimb	63,994.08				63,994.08
Donations					0.00
Educational Income					0.00
Uncollected Income/Adjustmts *	12,242.98				12,242.98
Misc Income- Insurance Refund					0.00
<b>Total Revenues</b>	<b>\$114,002.46</b>	<b>\$76.39</b>	<b>\$17.17</b>	<b>\$0.25</b>	<b>\$114,096.27</b>
<u>Expenditures</u>					
Background Checks	25.00				25.00
Postage	12.42				12.42
Payroll Expenses	173,688.17	13,442.21			187,130.38
Licenses & Permits					0.00
Professional Fees					0.00
Supplies	220.46				220.46
Bank Service Charges	118.15				118.15
IRS Penalties (Bank Acct Frozen)					0.00
Information Technology	124.99				124.99
Dues & Memberships					0.00
<b>Total Expenditures</b>	<b>\$174,189.19</b>	<b>\$13,442.21</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$187,631.40</b>
<b>Ending Balance</b>	<b>\$125,170.89</b>	<b>-\$10,048.42</b>	<b>\$40,444.13</b>	<b>\$585.08</b>	<b>\$156,151.68</b>
TRANSFERS	0.00	0.00	0.00	0.00	0.00
Vol Reimb paid with Billing Acct	(13,442.21)	13,442.21	0.00	0.00	0.00
Balance before Adjustment	111,728.68	3,393.79	40,444.13	585.08	156,151.68
Adjustment to arrive at Actual *	-12,242.97	-125.00	0.00	0.00	-12,367.97
<b>ACTUAL BALANCE @ MO END</b>	<b>\$99,485.71</b>	<b>\$3,268.79</b>	<b>\$40,444.13</b>	<b>\$585.08</b>	<b>\$143,783.71</b>

-12,242.98 \*

-125.00 December 2025 Corp. check cleared bank in January

0.00 Fixed Asset Purchases

0.01 PAYROLL LIAB (FL UNEMPL TAX)

-12,367.97 \*

# Key Largo Volunteer Ambulance Corp., Inc.

## Statement of Financial Position

Accrual Basis

As of January 31, 2026

	Jan 31, 26
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Centennial Bank	
CORP 2 - 2268	3,268.79
CPR Account	585.08
Building Account	40,444.13
Billing - Payroll -1209	99,485.71
<b>Total Centennial Bank</b>	143,783.71
<b>Total Checking/Savings</b>	143,783.71
Accounts Receivable	
Accounts Receivable	305,147.71
<b>Total Accounts Receivable</b>	305,147.71
<b>Total Current Assets</b>	448,931.42
<b>Fixed Assets</b>	
Furniture & Fixtures	
Accum Depr-Furniture & Fixtures	-12,334.00
Signs	2,238.64
Office Furniture and Fixtures	5,847.19
Dayroom	7,914.43
<b>Total Furniture &amp; Fixtures</b>	3,666.26
Machinery & Equipment	
Equipment	
Office Equipment	15,791.81
Equipment - Other	66,388.33
<b>Total Equipment</b>	82,180.14
Accum Depr -Machinery & Equipme	-79,015.00
<b>Total Machinery &amp; Equipment</b>	3,165.14
Buildings	
Building Improvements	321,599.12
Building	254,645.00
Accum Depreciation-Building	-392,113.00
<b>Total Buildings</b>	184,131.12
Accumulated Depreciation	-22,529.00
<b>Total Fixed Assets</b>	168,433.52
<b>TOTAL ASSETS</b>	<b>617,364.94</b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	692,633.07

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**Key Largo Volunteer Ambulance Corp., Inc.**  
**Statement of Financial Position**

Accrual Basis

As of January 31, 2026

---

	Jan 31, 26
Net Income	-75,268.13
Total Equity	617,364.94
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>617,364.94</b>

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**Key Largo Volunteer Ambulance Corp., Inc.**  
**Balance Sheet Prev Year Comparison**

02/06/26

Accrual Basis

As of January 31, 2026

	Jan 31, 26	Jan 31, 25	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
Centennial Bank				
CORP 2 - 2268	3,268.79	3,986.24	-717.45	-18.0%
CPR Account	585.08	582.15	2.93	0.5%
Building Account	40,444.13	68,168.19	-27,724.06	-40.7%
Billing - Payroll -1209	99,485.71	75,799.89	23,685.82	31.3%
<b>Total Centennial Bank</b>	<b>143,783.71</b>	<b>148,536.47</b>	<b>-4,752.76</b>	<b>-3.2%</b>
<b>Total Checking/Savings</b>	<b>143,783.71</b>	<b>148,536.47</b>	<b>-4,752.76</b>	<b>-3.2%</b>
<b>Accounts Receivable</b>				
Accounts Receivable				
Accts Collected-Not Identified	0.00	-1,637.90	1,637.90	100.0%
Accounts Receivable - Other	305,147.71	433,540.69	-128,392.98	-29.6%
<b>Total Accounts Receivable</b>	<b>305,147.71</b>	<b>431,902.79</b>	<b>-126,755.08</b>	<b>-29.4%</b>
<b>Total Accounts Receivable</b>	<b>305,147.71</b>	<b>431,902.79</b>	<b>-126,755.08</b>	<b>-29.4%</b>
<b>Total Current Assets</b>	<b>448,931.42</b>	<b>580,439.26</b>	<b>-131,507.84</b>	<b>-22.7%</b>
<b>Fixed Assets</b>				
<b>Furniture &amp; Fixtures</b>				
Accum Depr-Furniture & Fixtures	-12,334.00	-12,334.00	0.00	0.0%
Signs	2,238.64	2,238.64	0.00	0.0%
Office Furniture and Fixtures	5,847.19	5,847.19	0.00	0.0%
Dayroom	7,914.43	7,914.43	0.00	0.0%
<b>Total Furniture &amp; Fixtures</b>	<b>3,666.26</b>	<b>3,666.26</b>	<b>0.00</b>	<b>0.0%</b>
<b>Machinery &amp; Equipment</b>				
Equipment				
Office Equipment	15,791.81	15,791.81	0.00	0.0%
Equipment - Other	66,388.33	66,381.34	6.99	0.0%
<b>Total Equipment</b>	<b>82,180.14</b>	<b>82,173.15</b>	<b>6.99</b>	<b>0.0%</b>
Accum Depr -Machinery & Equipme	-79,015.00	-79,015.00	0.00	0.0%
<b>Total Machinery &amp; Equipment</b>	<b>3,165.14</b>	<b>3,158.15</b>	<b>6.99</b>	<b>0.2%</b>
<b>Buildings</b>				
Building Improvements	321,599.12	321,599.12	0.00	0.0%
Building	254,645.00	254,645.00	0.00	0.0%
Accum Depreciation-Building	-392,113.00	-392,113.00	0.00	0.0%
<b>Total Buildings</b>	<b>184,131.12</b>	<b>184,131.12</b>	<b>0.00</b>	<b>0.0%</b>
Accumulated Depreciation	-22,529.00	-1,733.00	-20,796.00	-1,200.0%
<b>Total Fixed Assets</b>	<b>168,433.52</b>	<b>189,222.53</b>	<b>-20,789.01</b>	<b>-11.0%</b>
<b>TOTAL ASSETS</b>	<b>617,364.94</b>	<b>769,661.79</b>	<b>-152,296.85</b>	<b>-19.8%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Other Current Liabilities				
Payroll Liabilities				
SUTA Form UCT6	0.00	782.48	-782.48	-100.0%
<b>Total Payroll Liabilities</b>	<b>0.00</b>	<b>782.48</b>	<b>-782.48</b>	<b>-100.0%</b>
<b>Total Other Current Liabilities</b>	<b>0.00</b>	<b>782.48</b>	<b>-782.48</b>	<b>-100.0%</b>
<b>Total Current Liabilities</b>	<b>0.00</b>	<b>782.48</b>	<b>-782.48</b>	<b>-100.0%</b>
<b>Total Liabilities</b>	<b>0.00</b>	<b>782.48</b>	<b>-782.48</b>	<b>-100.0%</b>
<b>Equity</b>				
Unrestricted Net Assets	692,633.07	774,038.58	-81,405.51	-10.5%
Net Income	-75,268.13	-5,159.27	-70,108.86	-1,358.9%
<b>Total Equity</b>	<b>617,364.94</b>	<b>768,879.31</b>	<b>-151,514.37</b>	<b>-19.7%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>617,364.94</b>	<b>769,661.79</b>	<b>-152,296.85</b>	<b>-19.8%</b>

# Key Largo Volunteer Ambulance Corp., Inc. Statement of Financial Income and Expense

Accrual Basis

January 2026

	Jan 26	Jan 26
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Fees</b>		
<b>Billing</b>		
<b>Medical Fees</b>		
Primary Insurance	23,527.61	23,527.61
Other Payments	2,689.34	2,689.34
Medicare	11,026.62	11,026.62
Medicaid	469.13	469.13
<b>Total Medical Fees</b>	37,712.70	37,712.70
<b>Deferred Income</b>		
Credit Adjustments	-53,436.64	-53,436.64
Deferred Income - Other	65,679.62	65,679.62
<b>Total Deferred Income</b>	12,242.98	12,242.98
<b>Total Billing</b>	49,955.68	49,955.68
<b>Total Fees</b>	49,955.68	49,955.68
<b>Interest Revenue</b>		
Building Account	17.17	17.17
Checking Interest	54.34	54.34
<b>Total Interest Revenue</b>	71.51	71.51
<b>Medical Transcripts Reimbursements</b>	75.00	75.00
KL Fire Rescue & EMS	63,994.08	63,994.08
<b>Total Reimbursements</b>	63,994.08	63,994.08
<b>Total Income</b>	114,096.27	114,096.27
<b>Gross Profit</b>	114,096.27	114,096.27
<b>Expense</b>		
Information Technology	124.99	124.99
Bank Service Charges	118.15	118.15
Depreciation Expense	1,733.00	1,733.00
<b>Payroll Expenses</b>		
Health Insurance	5,372.21	5,372.21
Employee's Share Health Insuran	-793.86	-793.86
<b>Payroll Taxes</b>		
SUTA Form RT-6	157.53	157.53
Payroll Taxes - Other	12,849.28	12,849.28
<b>Total Payroll Taxes</b>	13,006.81	13,006.81

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**Key Largo Volunteer Ambulance Corp., Inc.**  
**Statement of Financial Income and Expense**

Accrual Basis

January 2026

---

	<u>Jan 26</u>	<u>Jan 26</u>
401k Co. Match	1,580.60	1,580.60
Background checks	25.00	25.00
Corp Payroll	12,446.45	12,446.45
Paramedic Payroll	155,518.17	155,518.17
<b>Total Payroll Expenses</b>	<u>187,155.38</u>	<u>187,155.38</u>
Postage and Delivery	12.42	12.42
Supplies	220.46	220.46
<b>Total Expense</b>	<u>189,364.40</u>	<u>189,364.40</u>
<b>Net Ordinary Income</b>	<u>-75,268.13</u>	<u>-75,268.13</u>
<b>Net Income</b>	<u><u>-75,268.13</u></u>	<u><u>-75,268.13</u></u>

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**Key Largo Volunteer Ambulance Corp., Inc.**  
**Statement of Financial Income and Expense - By Division**

Accrual Basis

January 2026

	Billing	Building	Corp	CPR - Training	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Fees</b>	49,955.68	0.00	0.00	0.00	49,955.68
<b>Interest Revenue</b>	52.70	17.17	1.39	0.25	71.51
<b>Medical Transcripts</b>	0.00	0.00	75.00	0.00	75.00
<b>Reimbursements</b>	63,994.08	0.00	0.00	0.00	63,994.08
<b>Total Income</b>	114,002.46	17.17	76.39	0.25	114,096.27
<b>Gross Profit</b>	114,002.46	17.17	76.39	0.25	114,096.27
<b>Expense</b>					
<b>Information Technology</b>	124.99	0.00	0.00	0.00	124.99
<b>Bank Service Charges</b>	118.15	0.00	0.00	0.00	118.15
<b>Depreciation Expense</b>	0.00	1,733.00	0.00	0.00	1,733.00
<b>Payroll Expenses</b>	173,713.17	0.00	13,442.21	0.00	187,155.38
<b>Postage and Delivery</b>	12.42	0.00	0.00	0.00	12.42
<b>Supplies</b>	220.46	0.00	0.00	0.00	220.46
<b>Total Expense</b>	174,189.19	1,733.00	13,442.21	0.00	189,364.40
<b>Net Ordinary Income</b>	-60,186.73	-1,715.83	-13,365.82	0.25	-75,268.13
<b>Net Income</b>	<b>-60,186.73</b>	<b>-1,715.83</b>	<b>-13,365.82</b>	<b>0.25</b>	<b>-75,268.13</b>

See Compilation Report - For Management Use Only

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Statement of Financial Income and Expense - By Division**

Accrual Basis

January 2026

	Billing	Building	Corp	CPR - Training	TOTAL
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Fees</b>	49,955.68	0.00	0.00	0.00	49,955.68
<b>Interest Revenue</b>	52.70	17.17	1.39	0.25	71.51
<b>Medical Transcripts</b>	0.00	0.00	75.00	0.00	75.00
<b>Reimbursements</b>	63,994.08	0.00	0.00	0.00	63,994.08
<b>Total Income</b>	114,002.46	17.17	76.39	0.25	114,096.27
<b>Gross Profit</b>	114,002.46	17.17	76.39	0.25	114,096.27
<b>Expense</b>					
<b>Information Technology</b>	124.99	0.00	0.00	0.00	124.99
<b>Bank Service Charges</b>	118.15	0.00	0.00	0.00	118.15
<b>Depreciation Expense</b>	0.00	1,733.00	0.00	0.00	1,733.00
<b>Payroll Expenses</b>	173,713.17	0.00	13,442.21	0.00	187,155.38
<b>Postage and Delivery</b>	12.42	0.00	0.00	0.00	12.42
<b>Supplies</b>	220.46	0.00	0.00	0.00	220.46
<b>Total Expense</b>	174,189.19	1,733.00	13,442.21	0.00	189,364.40
<b>Net Ordinary Income</b>	-60,186.73	-1,715.83	-13,365.82	0.25	-75,268.13
<b>Net Income</b>	<b>-60,186.73</b>	<b>-1,715.83</b>	<b>-13,365.82</b>	<b>0.25</b>	<b>-75,268.13</b>

See Compilation Report - For Management Use Only



KEY LARGO VOLUNTEER AMBULANCE CORPS  
 BILLING ACCOUNT  
 98600 OVERSEAS HWY  
 KEY LARGO FL 33037

01/31/26  
 \*\*\*\*\*1209  
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\*\*\* CHECKING \*\*\* 1358 SFL COMMUNITY C  
 ACCOUNT NUMBER 0502571209  
 PREVIOUS STATEMENT BALANCE AS OF 12/31/25 ..... 185,357.62  
 PLUS 46 DEPOSITS AND OTHER CREDITS ..... 101,759.48  
 LESS 28 CHECKS AND OTHER DEBITS ..... 186,111.58  
 CURRENT STATEMENT BALANCE AS OF 01/31/26 ..... 101,005.52  
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 31

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**CHECKING ACCOUNT TRANSACTIONS**

DATE	DESCRIPTION	DEBITS	CREDITS
01/02	AC-HMP-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-92513259		471.40
01/02	AC-FCSO, INC.-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-1639178791		495.48
01/02	AC-Key Largo Volunt-Settlement NAME-PPS Ambulance Billing ID-000025888282570		626.78
01/02	AC-INTUIT 79638435-TAX NAME-KEY LARGO VOLUNTEER AM ID-19175469	75.29	
01/02	AC-IRS-USATAXPYMT NAME-KEY LARGO VOLUNTEER AM ID-XXXXXXXXXX9771	16,012.90	
01/02	AC-KEY LARGO VOLUNT-MEDIC PR NAME-KEY LARGO VOLUNT	43,426.22	
01/05	AC-UnitedHealthcare-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		257.82
01/05	AC-UnitedHealthcare-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		262.88
01/05	AC-HUMANA, INC.-INS PYMT NAME-604447KEY LARGO ID-672604287001672	532.34	
01/05	AC- AMERICAN FUNDS-INVESTMENT NAME-KEY LARGO VOLUNTEER AM ID-IRK106984251230	785.31	
01/05	AC-AETNA AFA-AFA NAME-KEY LARGO VOLUNTEER AM ID-30225	4,839.87	
01/06	AC-WPS-TMEP CONTRAC-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-2520043716		126.40
01/06	AC-AETNA AS01-HCCLAIMPMT		801.00

**Centennial Bank**

KEY LARGO VOLUNTEER AMBULANCE CORPS  
 BILLING ACCOUNT  
 98600 OVERSEAS HWY  
 KEY LARGO FL 33037

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CHECKING ACCOUNT TRANSACTIONS

DATE	DESCRIPTION	DEBITS	CREDITS
	NAME-KEY LARGO VOLUNTEER AM ID-1639178791		
01/07	AC-FCSO, INC.-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-1639178791		1,612.62
01/08	AC-UnitedHealthcare-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		748.91
01/08	AC-MMSI, INC. MEDIC-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-091000012100951		801.00
01/08	DEPOSIT		348.64
01/12	AC-UNITEDHEALTHCARE-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		125.40
01/12	AC-FCSO, INC.-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-1639178791		540.44
01/12	AC-UnitedHealthcare-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		1,464.24
01/12	AC-Key Largo Volunt-Settlement NAME-PPS Ambulance Billing ID-000025994623158		1,834.18
01/12	AC-INTUIT 11209120-TAX NAME-KEY LARGO VOLUNTEER AM ID-19175469	.91	
01/12	AC-IRS-USATAXPYMT NAME-KEY LARGO VOLUNTEER AM ID-XXXXXXXXXX8242	175.96	
01/12	AC-Capital Group-WEB PYMNT NAME-PSWFH9ZS KLVAC 401K PL ID-1197282747	187.50	
01/12	AC-KEY LARGO VOLUNT-STIPEND NAME-KEY LARGO VOLUNT	1,062.02	
01/13	AC-UnitedHealthcare-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		618.84
01/13	ANALYSIS ACTIVITY	118.15	
01/13	AC-INTUIT 36040482-TAX NAME-KEY LARGO VOLUNTEER AM ID-19175469	17.42	
01/13	AC-IRS-USATAXPYMT NAME-KEY LARGO VOLUNTEER AM ID-XXXXXXXXXX5607	2,205.18	

**Centennial Bank**

KEY LARGO VOLUNTEER AMBULANCE CORPS  
BILLING ACCOUNT  
98600 OVERSEAS HWY  
KEY LARGO FL 33037

01/31/26  
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CHECKING ACCOUNT TRANSACTIONS

DATE	DESCRIPTION	DEBITS	CREDITS
01/13	AC-KEY LARGO VOLUNT-EMS VOL PR NAME-KEY LARGO VOLUNT	2,254.40	
01/13	AC-KEY LARGO VOLUNT-EMS VOL PR NAME-KEY LARGO VOLUNT	8,847.78	
01/14	AC-Sunshine State H-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM		152.73
01/14	AC-AETNA AS01-HCCLAIMPMT NAME-Key Largo Volunteer Am ID-1639178791		336.32
01/14	AC-FCSO, INC.-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-1639178791		499.82
01/14	AC-AETNA AS01-HCCLAIMPMT NAME-Key Largo Volunteer Am ID-1639178791		1,278.88
01/14	AC- AMERICAN FUNDS-INVESTMENT NAME-KEY LARGO VOLUNTEER AM ID-IRK106984260108	117.41	
01/15	AC-AETNA AS01-HCCLAIMPMT NAME-Key Largo Volunteer Am ID-1639178791		466.91
01/15	AC-Marketplace-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM		479.58
01/15	AC-AARP Supplementa-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		911.94
01/15	AC-INTUIT 25007677-TAX NAME-KEY LARGO VOLUNTEER AM ID-19175469	.01	
01/16	AC-UHC Community Pl-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		152.73
01/16	AC-UnitedHealthcare-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		543.69
01/16	AC-INTUIT 80182534-TAX NAME-KEY LARGO VOLUNTEER AM ID-19175469	50.80	
01/16	AC-IRS-USATAXPYMT NAME-KEY LARGO VOLUNTEER AM ID-XXXXXXXXXXXX9059	13,192.06	
01/16	AC-KEY LARGO VOLUNT-MEDIC PR NAME-KEY LARGO VOLUNT	38,266.17	
01/20	AC-UMR-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM		607.20

**Centennial Bank**

KEY LARGO VOLUNTEER AMBULANCE CORPS  
BILLING ACCOUNT  
98600 OVERSEAS HWY  
KEY LARGO FL 33037

01/31/26  
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CHECKING ACCOUNT TRANSACTIONS

DATE	DESCRIPTION	DEBITS	CREDITS
01/20	ID-591682537 AC-UNITEDHEALTHCARE-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		647.00
01/20	AC-UnitedHealthcare-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		728.06
01/20	AC-Key Largo Volunt-Settlement NAME-PPS Ambulance Billing ID-000026044068122		1,416.28
01/20	DEPOSIT		63,994.08
01/20	AC- AMERICAN FUNDS-INVESTMENT NAME-KEY LARGO VOLUNTEER AM ID-IRK106984260114	1,098.71	
01/21	AC-36 TREAS 310- MISC PAY NAME-KEY LARGO VOLUNT ID-XXXXXXXXXXXX0012		801.00
01/21	AC-FCSO, INC.-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-1639178791		3,039.70
01/21	CKCD DEBIT 5368 01/20 00:00 USPS PO 114585003 KEY LARGO FL	12.42	
01/22	AC-36 TREAS 310- MISC PAY NAME-KEY LARGO VOLUNT ID-XXXXXXXXXXXX0012		457.31
01/23	AC-Marketplace-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM		319.72
01/23	AC-UnitedHealthcare-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		324.43
01/23	AC-AETNA AS01-HCCLAIMPMT NAME-Key Largo Volunteer Am ID-1639178791		551.61
01/23	AC-FCSO, INC.-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-1639178791		3,162.20
01/23	CKCD DEBIT 5368 01/22 00:00 NIC FDLE CCHINE TALLAHASSEE FL	25.00	
01/26	AC-Key Largo Volunt-Settlement NAME-PPS Ambulance Billing ID-000026087658626		3,522.21
01/26	POS DEBIT 5368 01/23 18:13 AMAZON COM C091T8CG SEATTLE WA	32.96	
01/26	CKCD DEBIT 5368 01/23 00:00 DNH GODADDY 399955979 TEMPE AZ	124.99	

**Centennial Bank**

KEY LARGO VOLUNTEER AMBULANCE CORPS  
 BILLING ACCOUNT  
 98600 OVERSEAS HWY  
 KEY LARGO FL 33037

01/31/26  
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CHECKING ACCOUNT TRANSACTIONS

DATE	DESCRIPTION	DEBITS	CREDITS
01/27	AC-36 TREAS 310- MISC PAY NAME-KEY LARGO VOLUNT ID-XXXXXXXXXXXX0012		105.00
01/27	AC-HUMANA INS CO-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-94198797		144.80
01/28	AC-BCBSF-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-000000000064283		3,795.81
01/29	AC-AARP Supplementa-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		137.87
01/29	AC-ACH MEDICAID-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-114868500		190.00
01/30	AC-AARP Supplementa-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-591682537		127.51
01/30	AC-FCSO, INC.-HCCLAIMPMT NAME-KEY LARGO VOLUNTEER AM ID-1639178791		1,676.36
01/30	AC-INTUIT 62874074-TAX NAME-KEY LARGO VOLUNTEER AM ID-19175469	13.09	
01/30	AC-IRS-USATAXPYMT NAME-KEY LARGO VOLUNTEER AM ID-XXXXXXXXXXXX2250	13,376.91	
01/30	AC-KEY LARGO VOLUNT-MEDIC PR NAME-KEY LARGO VOLUNT	39,259.80	
01/31	INTEREST PAYMENT		52.70

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
12/31	185,357.62	01/02	127,436.87	01/05	121,800.05	01/06	122,727.45
01/07	124,340.07	01/08	126,238.62	01/12	128,776.49	01/13	115,952.40
01/14	118,102.74	01/15	119,961.16	01/16	69,148.55	01/20	135,442.46
01/21	139,270.74	01/22	139,728.05	01/23	144,061.01	01/26	147,425.27
01/27	147,675.07	01/28	151,470.88	01/29	151,798.75	01/30	100,952.82
01/31	101,005.52						

PAYER FEDERAL ID NUMBER..... 71-0009885  
 INTEREST PAID YEAR TO DATE..... 52.70

80398 DEPOSIT TICKET 81275828  
 KEY LARGO VOLUNTEER AMBULANCE CORPS  
 1000 W. 10TH AVE. SUITE 100  
 KEY LARGO, FL 33957

DATE: January 8, 2026

CHECKS # (BY AMOUNT)  
 388708457 135.127  
 389077123 213.37

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TOTAL CHECKS ENTERED: 388.64

AMOUNT PAID BY OTHER MEANS: 0.00

TOTAL DEPOSIT: 388.64

⑆50200275⑆ 0502571209 36

01/08/2026 \$348.64

CHECKING TRANSACTION TICKET  
 Date: 1/20/26 Customer Name: Key Largo Volunteer Ambulance Corps

(51) FORCE PAY DEBIT	(05) CREDIT MEMO
(52) ACCOUNT CLOSE OUT	(36) DEPOSIT
(55) DEBIT MEMO	

Prepared By: [Signature]  
 Approved By: [Signature]  
 Cash In: \_\_\_\_\_  
 Less Cash: \_\_\_\_\_

Signature: \_\_\_\_\_

0502571209 36 \$ 63994.08

⑆50200275⑆

01/20/2026 \$63,994.08



**Key Largo Volunteer Ambulance Corp., Inc.**  
**General Ledger**  
As of January 31, 2026

02/06/26  
Accrual Basis

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>Centennial Bank</b>									229,561.81
<b>CORP 2 - 2268</b>									3,192.40
Deposit	01/08/2026				Deposit	Medical Tra...	75.00		3,267.40
Deposit	01/31/2026				Interest	Checking I...	1.39		3,268.79
Total CORP 2 - 2268							76.39	0.00	3,268.79
<b>CPR Account</b>									584.83
Deposit	01/31/2026				Interest	Checking I...	0.25		585.08
Total CPR Account							0.25	0.00	585.08
<b>Building Account</b>									40,426.96
Deposit	01/31/2026				Interest	Building Ac...	17.17		40,444.13
Total Building Account							17.17	0.00	40,444.13
<b>Billing - Payroll -1209</b>									185,357.62
Check	01/02/2026	ONL...		American Funds		Payroll Liab...		785.31	184,572.31
Check	01/02/2026	EFT...		Form 941	941 1ST ...	Form 941		16,012.90	168,559.41
Check	01/02/2026	1		Brandon M. Ad...	Pay Perio...	-SPLIT-		3,489.06	165,070.35
Check	01/02/2026	2		Alvarez, Daniel	Pay Perio...	-SPLIT-		2,244.84	162,825.51
Check	01/02/2026	3		David Arteaga	Pay Perio...	-SPLIT-		2,426.05	160,399.46
Check	01/02/2026	4		Bock, Donald	Pay Perio...	-SPLIT-		1,057.84	159,341.62
Check	01/02/2026	5		Brandon Donikian	Pay Perio...	-SPLIT-		2,817.28	156,524.34
Check	01/02/2026	6		Fernando Flores	Pay Perio...	-SPLIT-		3,061.27	153,463.07
Check	01/02/2026	7		Arthur Garcia A...	Pay Perio...	-SPLIT-		2,885.80	150,577.27
Check	01/02/2026	8		Gonzalez, Arley	Pay Perio...	-SPLIT-		2,808.88	147,768.39
Check	01/02/2026	9		Suzanne Manif...	Pay Perio...	-SPLIT-		969.14	146,799.25
Check	01/02/2026	10		Mussman, Tho...	Pay Perio...	-SPLIT-		1,905.78	144,893.47
Check	01/02/2026	11		Oporta, Ozzie	Pay Perio...	-SPLIT-		1,106.85	143,786.62
Check	01/02/2026	12		Orbeta, Jorge	Pay Perio...	-SPLIT-		3,397.79	140,388.83
Check	01/02/2026	13		Roxana Perez	Pay Perio...	-SPLIT-		6,536.33	133,852.50
Check	01/02/2026	14		Oscar Pinzon	Pay Perio...	-SPLIT-		2,380.22	131,472.28
Check	01/02/2026	15		Michael Sao-Pa...	Pay Perio...	-SPLIT-		2,954.93	128,517.35
Check	01/02/2026	16		Adam Schussh...	Pay Perio...	-SPLIT-		3,384.16	125,133.19

**Key Largo Volunteer Ambulance Corp., Inc.**

**General Ledger**

As of January 31, 2026

**02/06/26  
Accrual Basis**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Check	01/02/2026	DEBIT		AC-INTUIT Qui...	Tax Paym...	SUTA For...		75.29	125,057.90
Deposit	01/02/2026				COMPLET...	Primary Ins...	471.40		125,529.30
Deposit	01/02/2026				COMPLET...	Medicare	495.48		126,024.78
Deposit	01/02/2026				COMPLET...	-SPLIT-	626.78		126,651.56
Deposit	01/05/2026				COMPLET...	Primary Ins...	257.82		126,909.38
Deposit	01/05/2026				COMPLET...	Primary Ins...	262.88		127,172.26
Check	01/05/2026			Aetna Insurance		Health Insu...		4,839.87	122,332.39
Check	01/05/2026			AC-HUMANA, I...		Health Insu...		532.34	121,800.05
Deposit	01/06/2026				COMPLET...	Medicaid	126.40		121,926.45
Deposit	01/06/2026				COMPLET...	Primary Ins...	801.00		122,727.45
Deposit	01/07/2026				COMPLET...	Medicare	1,612.62		124,340.07
Deposit	01/08/2026				COMPLET...	-SPLIT-	348.64		124,688.71
Deposit	01/08/2026				COMPLET...	Primary Ins...	748.91		125,437.62
Deposit	01/08/2026				Deposit	Other Pay...	801.00		126,238.62
Deposit	01/09/2026				COMPLET...	-SPLIT-	1,834.18		128,072.80
Check	01/12/2026	EFT...		Form 941	941 1ST ...	Form 941		175.96	127,896.84
Check	01/12/2026	1		Gonzalez, Arley	Pay Perio...	-SPLIT-		138.52	127,758.32
Check	01/12/2026	2		Orbeta, Jorge	Pay Perio...	-SPLIT-		230.87	127,527.45
Check	01/12/2026	3		Roxana Perez	Pay Perio...	-SPLIT-		461.75	127,065.70
Check	01/12/2026	4		Adam Schussh...	Pay Perio...	-SPLIT-		230.88	126,834.82
Check	01/12/2026	DEBIT		AC-INTUIT Qui...	Tax Paym...	SUTA For...		0.91	126,833.91
Deposit	01/12/2026				COMPLET...	Primary Ins...	1,464.24		128,298.15
Deposit	01/12/2026				COMPLET...	Medicare	540.44		128,838.59
Deposit	01/12/2026				COMPLET...	Primary Ins...	125.40		128,963.99
Check	01/12/2026			AC-Capital Gro...		Supplies		187.50	128,776.49
Check	01/13/2026	ONL...		American Funds		Payroll Liab...		117.41	128,659.08
Check	01/13/2026	EFT...		Form 941	941 1ST ...	Form 941		2,205.18	126,453.90
Check	01/13/2026	1		Bello, Leonardo	Pay Perio...	-SPLIT-		692.19	125,761.71
Check	01/13/2026	2		Wendy Carlisle	Pay Perio...	-SPLIT-		144.89	125,616.82
Check	01/13/2026	3		Kay Cullen	Pay Perio...	-SPLIT-		144.89	125,471.93
Check	01/13/2026	4		Brayan Dulzaides	Pay Perio...	-SPLIT-		583.79	124,888.14
Check	01/13/2026	5		Mailyn . Gimem...	Pay Perio...	-SPLIT-		2,360.51	122,527.63
Check	01/13/2026	6		Gomez, Daniel	Pay Perio...	-SPLIT-		826.07	121,701.56
Check	01/13/2026	7		Knox, Kimberly	Pay Perio...	-SPLIT-		664.55	121,037.01
Check	01/13/2026	8		Bonnie Marra	Pay Perio...	-SPLIT-		150.24	120,886.77

**Key Largo Volunteer Ambulance Corp., Inc.**

**General Ledger**

As of January 31, 2026

**02/06/26**  
**Accrual Basis**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Check	01/13/2026	9		Leana R. Martin...	Pay Perio...	-SPLIT-		639.55	120,247.22
Check	01/13/2026	10		Javier R. Miranda	Pay Perio...	-SPLIT-		1,590.94	118,656.28
Check	01/13/2026	11		Robinson, Scott	Pay Perio...	-SPLIT-		627.89	118,028.39
Check	01/13/2026	12		Christopher Se...	Pay Perio...	-SPLIT-		503.03	117,525.36
Check	01/13/2026	13		Scott H. Smith Jr	Pay Perio...	-SPLIT-		341.51	117,183.85
Check	01/13/2026	14		Callie L. Spohn...	Pay Perio...	-SPLIT-		341.51	116,842.34
Check	01/13/2026	15		Tito, Alexander	Pay Perio...	-SPLIT-		745.31	116,097.03
Check	01/13/2026	16		Valeria A. Zuniga	Pay Perio...	-SPLIT-		745.31	115,351.72
Check	01/13/2026	DEBIT		AC-INTUIT Qui...	Tax Paym...	SUTA For...		17.42	115,334.30
Deposit	01/13/2026				COMPLET...	Primary Ins...	618.84		115,953.14
Check	01/13/2026			ANALYSIS AC...		Bank Servi...		118.15	115,834.99
Deposit	01/14/2026				COMPLET...	Primary Ins...	1,278.88		117,113.87
Deposit	01/14/2026				COMPLET...	Medicare	499.82		117,613.69
Deposit	01/14/2026				COMPLET...	Primary Ins...	336.32		117,950.01
Deposit	01/14/2026				COMPLET...	Medicaid	152.73		118,102.74
Check	01/15/2026	DEBIT		AC-INTUIT Qui...	Tax Paym...	SUTA For...		0.01	118,102.73
Deposit	01/15/2026				COMPLET...	Primary Ins...	911.94		119,014.67
Deposit	01/15/2026				COMPLET...	Primary Ins...	479.58		119,494.25
Deposit	01/15/2026				COMPLET...	Primary Ins...	466.91		119,961.16
Check	01/16/2026	ONL...		American Funds		Payroll Liab...		1,098.71	118,862.45
Check	01/16/2026	EFT...		Form 941	941 1ST ...	Form 941		13,192.06	105,670.39
Check	01/16/2026	1		Brandon M. Ad...	Pay Perio...	-SPLIT-		1,812.45	103,857.94
Check	01/16/2026	2		Alvarez, Daniel	Pay Perio...	-SPLIT-		940.72	102,917.22
Check	01/16/2026	3		David Arteaga	Pay Perio...	-SPLIT-		2,491.88	100,425.34
Check	01/16/2026	4		Bock, Donald	Pay Perio...	-SPLIT-		1,057.82	99,367.52
Check	01/16/2026	5		Brandon Donikian	Pay Perio...	-SPLIT-		3,303.16	96,064.36
Check	01/16/2026	6		Fernando Flores	Pay Perio...	-SPLIT-		3,083.57	92,980.79
Check	01/16/2026	7		Arthur Garcia A...	Pay Perio...	-SPLIT-		2,306.94	90,673.85
Check	01/16/2026	8		Gonzalez, Arley	Pay Perio...	-SPLIT-		4,016.79	86,657.06
Check	01/16/2026	9		Gonzalez, Edua...	Pay Perio...	-SPLIT-		921.85	85,735.21
Check	01/16/2026	10		Suzanne Manif...	Pay Perio...	-SPLIT-		1,053.43	84,681.78
Check	01/16/2026	11		Mussman, Tho...	Pay Perio...	-SPLIT-		2,417.85	82,263.93
Check	01/16/2026	12		Oporta, Ozzie	Pay Perio...	-SPLIT-		583.37	81,680.56
Check	01/16/2026	13		Orbeta, Jorge	Pay Perio...	-SPLIT-		309.12	81,371.44
Check	01/16/2026	14		Jovany A. Perez	Pay Perio...	-SPLIT-		803.00	80,568.44

**Key Largo Volunteer Ambulance Corp., Inc.**

**General Ledger**

As of January 31, 2026

**02/06/26**  
**Accrual Basis**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Check	01/16/2026	15		Roxana Perez	Pay Perio...	-SPLIT-		2,926.48	77,641.96
Check	01/16/2026	16		Oscar Pinzon	Pay Perio...	-SPLIT-		2,390.69	75,251.27
Check	01/16/2026	17		Michael Sao-Pa...	Pay Perio...	-SPLIT-		3,442.60	71,808.67
Check	01/16/2026	18		Adam Schussh...	Pay Perio...	-SPLIT-		4,404.45	67,404.22
Check	01/16/2026	DEBIT		AC-INTUIT Qui...	Tax Paym...	SUTA For...		50.80	67,353.42
Deposit	01/16/2026				COMPLET...	Primary Ins...	1,416.28		68,769.70
Deposit	01/16/2026				COMPLET...	Primary Ins...	543.69		69,313.39
Deposit	01/16/2026				COMPLET...	Primary Ins...	152.73		69,466.12
Deposit	01/20/2026				REIMB	KL Fire Re...	63,994.08		133,460.20
Deposit	01/20/2026				COMPLET...	Primary Ins...	728.06		134,188.26
Deposit	01/20/2026				COMPLET...	Primary Ins...	647.00		134,835.26
Deposit	01/20/2026				COMPLET...	Primary Ins...	607.20		135,442.46
Deposit	01/21/2026				COMPLET...	Medicare	3,039.70		138,482.16
Deposit	01/21/2026				COMPLET...	Primary Ins...	801.00		139,283.16
Check	01/21/2026			USPS		Postage an...		12.42	139,270.74
Deposit	01/22/2026				COMPLET...	Primary Ins...	457.31		139,728.05
Deposit	01/23/2026				COMPLET...	-SPLIT-	3,522.21		143,250.26
Deposit	01/23/2026				COMPLET...	Medicare	3,162.20		146,412.46
Deposit	01/23/2026				COMPLET...	Primary Ins...	551.61		146,964.07
Deposit	01/23/2026				COMPLET...	Primary Ins...	324.43		147,288.50
Deposit	01/23/2026				COMPLET...	Primary Ins...	319.72		147,608.22
Check	01/23/2026			NIC FDLE CCH...		Backgroun...		25.00	147,583.22
Check	01/26/2026			Amazon.com		Supplies		32.96	147,550.26
Check	01/26/2026			Godaddy.com		Information...		124.99	147,425.27
Deposit	01/27/2026				COMPLET...	Primary Ins...	144.80		147,570.07
Deposit	01/27/2026				COMPLET...	Primary Ins...	105.00		147,675.07
Deposit	01/28/2026				COMPLET...	Primary Ins...	3,795.81		151,470.88
Deposit	01/29/2026				COMPLET...	Medicaid	190.00		151,660.88
Deposit	01/29/2026				COMPLET...	Primary Ins...	137.87		151,798.75
Check	01/30/2026	ONL...		American Funds		Payroll Liab...		1,519.81	150,278.94
Check	01/30/2026	EFT...		Form 941	941 1ST ...	Form 941		13,376.91	136,902.03
Check	01/30/2026	1		Brandon M. Ad...	Pay Perio...	-SPLIT-		2,346.52	134,555.51
Check	01/30/2026	2		Alvarez, Daniel	Pay Perio...	-SPLIT-		3,120.76	131,434.75
Check	01/30/2026	3		David Arteaga	Pay Perio...	-SPLIT-		1,758.91	129,675.84
Check	01/30/2026	4		Bock, Donald	Pay Perio...	-SPLIT-		1,057.84	128,618.00

**Key Largo Volunteer Ambulance Corp., Inc.**

**General Ledger**

As of January 31, 2026

**02/06/26**  
**Accrual Basis**

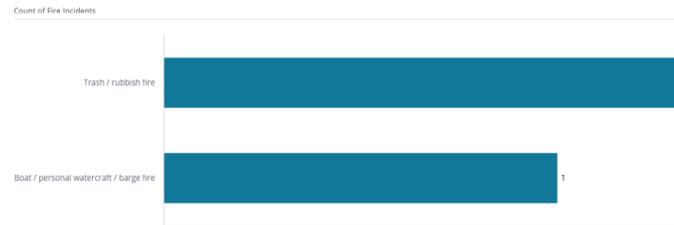
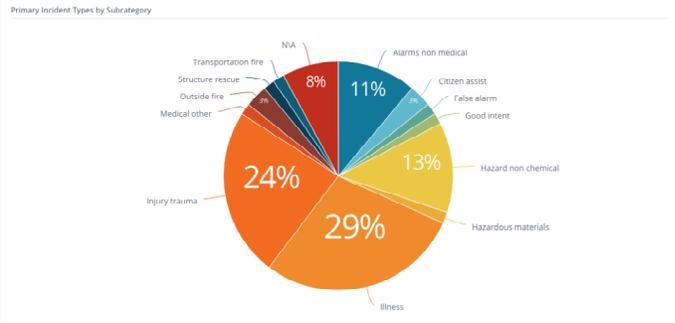
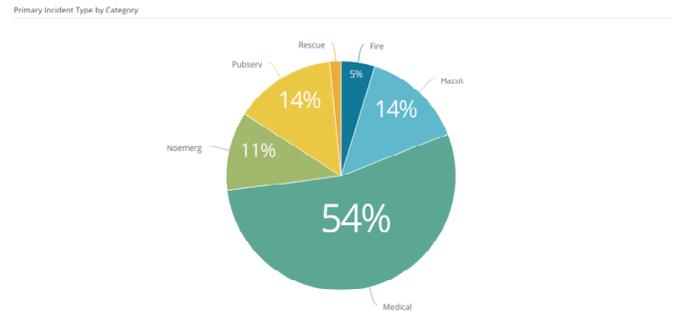
Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Check	01/30/2026	5		Brandon Donikian	Pay Perio...	-SPLIT-		3,268.92	125,349.08
Check	01/30/2026	6		Fernando Flores	Pay Perio...	-SPLIT-		2,409.51	122,939.57
Check	01/30/2026	7		Arthur Garcia A...	Pay Perio...	-SPLIT-		2,375.87	120,563.70
Check	01/30/2026	8		Gonzalez, Arley	Pay Perio...	-SPLIT-		3,183.20	117,380.50
Check	01/30/2026	9		Gonzalez, Edua...	Pay Perio...	-SPLIT-		597.14	116,783.36
Check	01/30/2026	10		Suzanne Manif...	Pay Perio...	-SPLIT-		1,254.30	115,529.06
Check	01/30/2026	11		Mussman, Tho...	Pay Perio...	-SPLIT-		2,822.22	112,706.84
Check	01/30/2026	12		Oporta, Ozzie	Pay Perio...	-SPLIT-		1,199.93	111,506.91
Check	01/30/2026	13		Jovany A. Perez	Pay Perio...	-SPLIT-		2,051.12	109,455.79
Check	01/30/2026	14		Roxana Perez	Pay Perio...	-SPLIT-		3,617.66	105,838.13
Check	01/30/2026	15		Oscar Pinzon	Pay Perio...	-SPLIT-		2,391.33	103,446.80
Check	01/30/2026	16		Michael Sao-Pa...	Pay Perio...	-SPLIT-		2,820.96	100,625.84
Check	01/30/2026	17		Adam Schussh...	Pay Perio...	-SPLIT-		2,438.14	98,187.70
Check	01/30/2026	18		Tuero, Luis	Pay Perio...	-SPLIT-		545.47	97,642.23
Check	01/30/2026	DEBIT		AC-INTUIT Qui...	Tax Paym...	SUTA For...		13.09	97,629.14
Deposit	01/30/2026				COMPLET...	Medicare	1,676.36		99,305.50
Deposit	01/30/2026				COMPLET...	Primary Ins...	127.51		99,433.01
Deposit	01/31/2026				Interest	Checking I...	52.70		99,485.71
Total Billing - Payroll -1209							101,759.48	187,631.39	99,485.71
Total Centennial Bank							101,853.29	187,631.39	143,783.71
<b>TOTAL</b>							<b>101,853.29</b>	<b>187,631.39</b>	<b>143,783.71</b>

**11a.**

Filters: Incident onset: 1/1/2026 to 1/31/2026  
Incident onset: Locked

# Incident Types (NERIS)

Count of incidents	Count of Medical Incidents (Primary Core Incident Type)	Count of Fire Incidents (Primary Core Incident Type)	Count of Other Incidents (Primary Core Incident Type)	Mutual Aid given or received
Count of Incidents <b>63</b> Count of Exposures <b>0</b>	Count of EMS Calls <b>34</b> Percent of EMS Calls <b>53.97%</b>	Count of Fire Calls <b>3</b> Percent of Fire Calls <b>4.76%</b>	Count of Other Calls <b>26</b> Percent of Other Calls <b>41.27%</b>	Aid Given <b>7</b> Aid Received <b>5</b>



Primary Incident Types (by month)

Primary Incident Type	Incidents	
	01/2026	Grand Total
Abdominal pain / problems	1	1
Airmedical transport	1	1
Altered mental status	1	1
Assault	1	1
Back pain (non-trauma)	1	1
Boat / personal watercraft / barge fire	1	1
CO alarm	1	1
Cancelled	5	5
Cardiac arrest	1	1
Chest pain (non-trauma)	3	3
Citizen assist / service call	2	2
Electrical power line down / arching / malfunction	1	1
Extraction / entrapped	1	1
Fall	6	6
Fire / smoke alarm	6	6
Fuel spill / fuel odor	1	1
Heart problems	2	2
Malfunctioning alarm	1	1
Motor vehicle collision	15	15
Nausea / Vomiting	1	1
No appropriate choice (medical response)	1	1
No incident found upon arrival / location error	1	1
Stroke / CVA	2	2
Trash / rubbish fire	2	2
Unconscious victim	3	3
<b>Grand Total</b>	<b>63</b>	<b>63</b>

1-25 of 27 Results

Additional Incident Types (by month)

Additional Incident Type	Incidents	
	01/2026	Grand Total
Altered mental status	1	1
Cancelled	2	2
Diabetic problems	1	1
Heart problems	1	1
Industrial accident / inaccessible incident / other entrapment (non-vehicle)	1	1
Motor vehicle collision	1	1
No appropriate choice (medical response)	1	1
Person in distress	1	1
Sick case	1	1
Smoke investigation	1	1
Vehicle fire - passenger	1	1
<b>Grand Total</b>	<b>12</b>	<b>12</b>

Incident Details

Incident Number	Onset Date	Onset Time	Street Address	Incident Type	Additional Incident Type(s)
MCSO26CAD001321	1/3/26	15:45	99411 Overseas Highway	Unknown problem (medical)	Cancelled
MCSO26CAD001361	1/3/26	17:17	104801 Overseas Highway	Malfunctioning alarm	N/A
MCSO26CAD001406	1/3/26	19:00	1011 Rose Street	Chest pain (non-trauma)	N/A
MCSO26CAD001402	1/3/26	19:07	97450 OVERSEAS Highway	CO alarm	N/A
MCSO26CAD001699	1/4/26	11:46	95355 Overseas Highway	Motor vehicle collision	Motor vehicle collision
MCSO26CAD001786	1/4/26	15:54	98950 OVERSEAS Highway	Motor vehicle collision	N/A
MCSO26CAD001818	1/4/26	17:12	646 Palma Road	Nausea / Vomiting	N/A
MCSO26CAD001845	1/4/26	18:46	101499 Overseas Highway	Trash / rubbish fire	N/A
MCSO26CAD002081	1/5/26	07:10	31 S Exuma Road	Stroke / CVA	Altered mental status
MCSO26CAD002193	1/5/26	12:30	97630 OVERSEAS Highway	Motor vehicle collision	N/A
MCSO26CAD002220	1/5/26	13:20	92330 Overseas Highway	Motor vehicle collision	N/A
MCSO26CAD002302	1/5/26	16:23	324 Bay View Avenue	Well person check	N/A
MCSO26CAD002765	1/6/26	16:15	101485 Overseas Highway	Fire / smoke alarm	Smoke investigation
MCFD26CAD000013	1/7/26	12:09	98630 Overseas Highway	Airmedical transport	N/A
MCSO26CAD002871	1/6/26	21:46	105500 Overseas Highway	Motor vehicle collision	N/A
MCSO26CAD003637	1/8/26	14:11	106 MM	Cardiac arrest	Industrial accident / inaccessible incident / other entrapment (non-vehicle)
MCSO26CAD003647	1/8/26	14:37	24 Judy	Abdominal pain / problems	N/A
MCSO26CAD006162	1/13/26	13:05	64 Bahama Avenue	Assault	No appropriate choice (medical response)
MCSO26CAD006361	1/13/26	19:27	104801 Overseas Highway	Cancelled	N/A
MCSO26CAD006565	1/14/26	08:59	Samson Rd	Trash / rubbish fire	N/A
MCSO26CAD006404	1/13/26	21:27	985 Valencia Road	Cancelled	N/A
MCSO26CAD006206	1/13/26	14:25	12 Mockingbird Road	Fire / smoke alarm	N/A
MCSO26CAD005723	1/12/26	16:38	253 Loeb Avenue	Cancelled	N/A
MCSO26CAD005469	1/12/26	08:31	101551 Overseas Highway	Cancelled	N/A
MCSO26CAD006854	1/14/26	17:33	325 Bayview Avenue	Citizen assist / service call	N/A

1-25 of 63 Results

Filters: Days in Core Incident onset date/time: 1/1/2026 to 1/31/2026  
 Incident status: Locked  
 Days in Incident times dispatch call creation date/time: Include all  
 Day: Include all

# Fire Incident Count (NERIS)

Count of Incidents by month, day, hour of day, station, shift, and unit

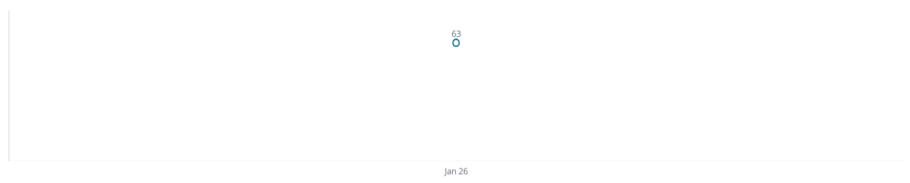
Count of Total Incidents

Count of Incidents  
**63**

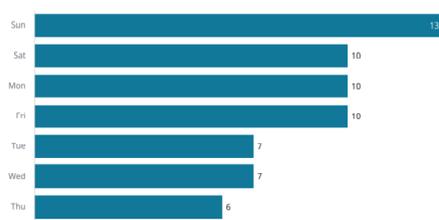
Incident Count by Month (This Year)

Months in Core incident onset date/time	Count of Incidents
01/2026	63
Count of incidents:	63

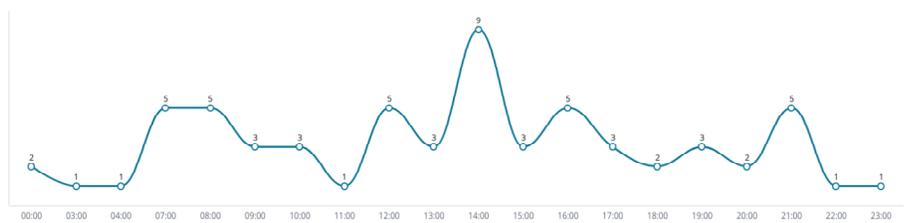
Incident Count by Month (This Year)



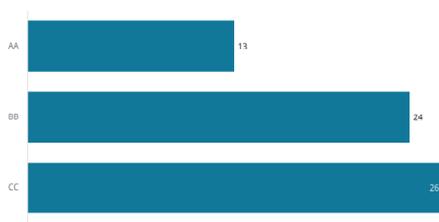
Incident Count by Day of Week



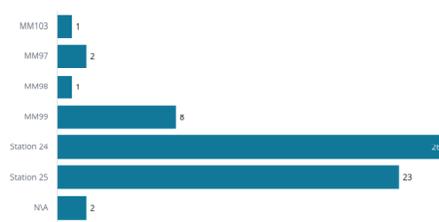
Incident Count by Hour of Day



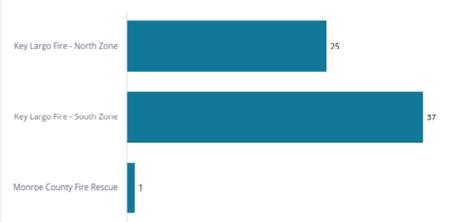
Incidents by Shift



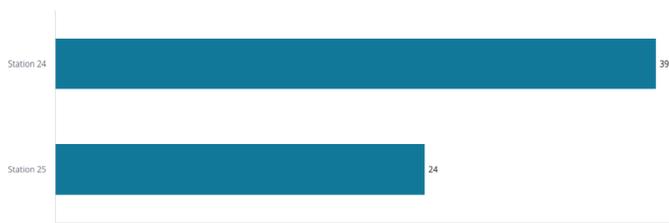
Incidents by Zone



Incidents by District



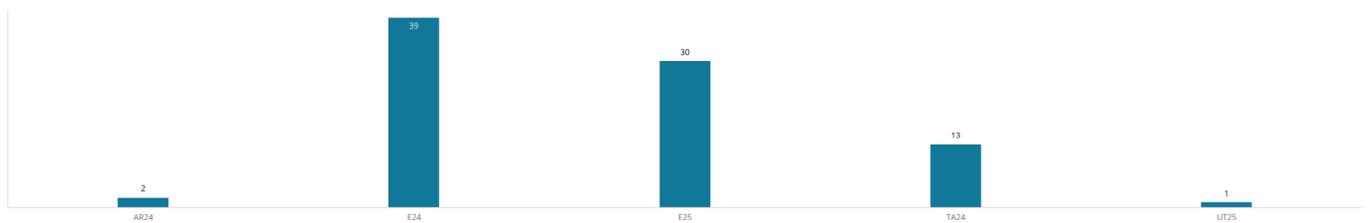
Incidents by Station



Incidents by Battalion



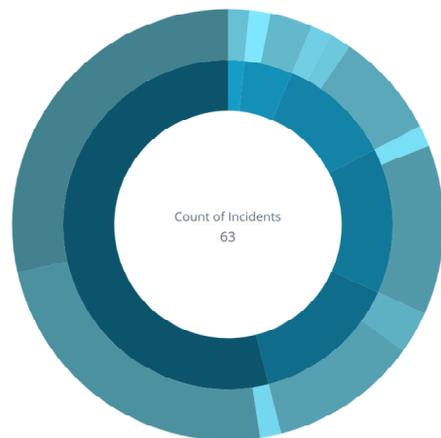
Incident Count by Unit



Count of Incident Responses

Station	Shift	Unit	Incidents 2026
Station 24	AA	E24	10
		E25	2
		TA24	4
	BB	E24	14
		E25	2
		TA24	4
	CC	AR24	2
		E24	14
		E25	2
TA24		4	
Station 25	AA	AR24	1
		E25	3
	BB	E24	1
		E25	9
	CC	E25	12
	TA24	1	

Percent of Incident Responses by Incident Type



**13.**

## District Manager Report

For February 23, 2026

### Action Items:

1. **Fire/EMS Chief Job Description:** Following my report is a proposed job description for the Fire/EMS Chief who will also serve as the District Manager. I request that you consider approving this job description (pending legal review) as written or amended so that we can begin to recruit my replacement.

**Requested Action:** Approve the Fire-EMS Chief Job Description as presented or amended.

**Budgetary effect:** none

2. **Fire/EMS Chief Compensation Package:** Following my report is the proposed compensation package for the Fire/EMS Chief. The numbers listed have been confirmed by Finance. I request you consider approving the compensation for the Fire/EMS Chief as provided or amended.

**Requested Action:** Approve the Fire-EMS Chief compensation package as presented or amended.

**Budgetary effect:** No new budgetary effect, other than what has already been budgeted.

3. **Fire/EMS Chief Hiring Process:** I request you grant me the authority to begin the hiring process for the Fire/EMS Chief. The proposed process follows my report. While, the process and timeline are fluid, if you give me the authority to begin the process, I am hopeful we can hire someone to fill this important position by late-June. However, this will require a special public meeting for the Board to interview the final candidates in May.

4. **Lodging Expenses for Fire/EMS Chief Candidates:** I request that you approve two nights of lodging expenses for up to three Fire/EMS Chief candidates for the final interview with the Board of Commissioners. This would only apply if a candidate is more than 100 miles from the District. I am not requesting travel or per diem expenses for candidates. The District would arrange the lodging through a local, mid-level hotel. This is allowable under Florida Statutes Chapter 112 for a candidate of an executive level position. I also request the ability to purchase light refreshments during the hiring process. The estimated lodging cost is \$250 per night, per person.

**Requested Action:** Approve lodging expenses and on-site light refreshments for up to three Fire-EMS Chief Candidates not to exceed a total cost of \$1600.

**Budgetary effect:** \$1600

5. **Fire Department and EMS employee benefits and pay:** As we move forward with bringing the Key Largo Volunteer Fire Department, Inc. and Key Largo Volunteer Ambulance Corps, Inc. under the umbrella of the District, pending legal review, I request that you consider adopting the employee pay scale, rank, seniority, and benefits the personnel are currently receiving from both corporations (respectively).

**Requested Action:** Move to adopt the current employee pay scale, rank, seniority, benefits, and personnel policies of the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc.

**Budgetary Effect:** No new budgetary effect, other than what has already been budgeted.

6. **COPCN and ALS License:** In order to provide a smooth transition for our paramedic services (transport and non-transport), the District needs to apply for a Certificate of Public Convenience and Necessity (COPCN) from Monroe County prior to applying for an Advanced Life Support (ALS) license from the State of Florida. The COPCN must be approved by the Monroe County BOCC. Currently, both the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc. hold these licenses individually. Because the District will have a different EIN, we will need to apply for our own. The District can apply for one license which encompasses transport and non-transport services. The COPCN and the ALS License require us to pay for application fees. The total cost is expected to be \$950 for the COPCN and \$1375 for the ALS License, plus \$25 for an ALS sticker for each licensed vehicle (2 Engines and 4 Ambulances for a total of 6 vehicles = \$150).

**Requested Action:** Approve the expenditure of \$2475 (\$950+\$1375+\$150) for the District COPCN, ALS License, and ALS stickers).

**Budgetary effect:** \$2475

7. **Ambulance Transport Fees:** I request the board adopt the ambulance fee schedule currently utilized by the Key Largo Volunteer Ambulance Corps, Inc. Adoption of the fee schedule is required by the COPCN and, once the merger is complete, will allow the district the ability to begin billing for our ambulance services.

**Requested Action:** Adopt the current Key Largo Volunteer Ambulance Corps, Inc. fee schedule.

**Budgetary effect:** This will allow for income for our ambulance services.

8. **Ambulance Billing:** I request you authorize the District Manager to research and negotiate with a billing service for our ambulance fees. Third party billing is generally accepted as the most cost-effective manner to collect EMS fees and keeps the agency compliant with documentation, Medicare billing, etc.

**Requested Action:** Grant the District Manager the authority to research, and negotiate with a billing service for our ambulance fees.

**Budgetary effect:** Unknown at this time. A third-party billing company typically receives a percentage of the collected revenue as compensation for their services.

9. **Standard Operating Guidelines (SOG) and Medical Protocols:** I request the Board consider adopting the current Key Largo Volunteer Fire Department, Inc. and Key Largo Volunteer Ambulance Corps, Inc. operational procedures and medical protocols. This will allow for a smooth transition and define organizational standards for operations, personnel expectations, etc. Once adopted, a committee will be established to review all current operational policies, and amend as needed. They will also be tasked with creating new operational policies as needed. I am performing a gap analysis of current SOGs and will provide this to the SOG Committee. This process identifies current policies and provides a list of needed policies based upon the suggestions or requirements of various federal, state, and local emergency service organizations such as the United State Fire Administration, the National Fire Protection Association, the Code of Federal Regulation, State laws, Local laws and/or accepted local practices and procedures, etc.

The medical protocols have been approved by the District Medical Director; however, there are currently two sets of protocols for the two agencies and the two levels of care (transport and non-transport). A Protocol committee has already been established to merge the protocols into single agency-wide protocols.

Operational and protocol review are ongoing projects with regular review and updates. Nonetheless, if the Board chooses to adopt them as written in their current form, it will allow personnel to continue to operate as they have been while allowing changes in the future. It should be noted, the Board typically does not approve operational policies and protocols. These are typically approved by the Fire-EMS Chief and/or the Medical Director. However, this request is necessary to adopt the policies in aggregate under the umbrella of the District.

**Requested Action(s):**

1. Adopt as written or amended the current operational policies of the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc.
2. Adopt as written and approved by the District Medical Director the current medical protocols of the Key Largo Volunteer Ambulance Corps, Inc. and the Key Largo Volunteer Fire Department, Inc.

**Budgetary effect:** No new budgetary effect

10. **District Insurance:** The Fire and EMS corporations both contract with the Volunteer Fireman's Insurance Services (VFIS) to provide general and liability insurance for their agencies. I am requesting the ability to obtain VFIS (or similar) insurance for the District. This insurance is generally an umbrella and risk management policy which covers all physical assets, liability, and management liability.

**Requested Action:** Move to authorize the District Manager to negotiate the contract, and obtain District insurance as detailed herein not to exceed an annual premium equal to the budgeted amount for both corporations.

**Budgetary effect:** No new budgetary effect, other than what has already been budgeted.

11. **Hiring District Employees:** Pending direction from legal, and pending a full resolution regarding consolidation of services, I request the Board to consider authorizing the District Manager to begin hiring personnel as District employees. If approved, I plan to make conditional job offers to current employees of the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc. at their current rate of pay, benefits, seniority, rank, etc. The offer would be based on the condition that a consolidation resolution passes, and the person passes a background check and has all the current necessary certifications. The goal of this request is to allow the current employees of the two departments to begin working for the District with no lapse in services to the community, and no lapse in pay or benefits for the members; however, this action does not prevent the District from making necessary position additions and or/deletions. For example, once the merger is complete and the District has hired a Fire/EMS Chief, there will no longer be a need for a volunteer Fire or EMS Chief position. This will also allow us to get accurate quotes for insurance, which gives us the ability to apply for the COPCN and ALS license.

**Requested Action:** As presented herein, move to authorize the District Manager to begin hiring personnel as District employees.

**Budgetary Effect:** No new budgetary effect, other than what has already been budgeted for each corporation.

## **Non-Action Items:**

1. **Station 23:** I am working with legal to determine the various covenants and limitations of the building and property that houses EMS, located at 98600 Overseas Highway. The building is reportedly deeded to the Key Largo Volunteer Ambulance Corps, Inc., with the caveat that ambulance services must continue to operate out of that building. While this has been stated from various sources, I have yet to see this in writing. As such, we are researching to determine the exact legal ownership and limitations of the building.

2. **Painting project at Station 25:** Lt. Curtis Tucker is spearheading a project to repaint all of the gear lockers at Station 25. He has been assisted by the crews at Station 25. This type of initiative displays a great deal of station and organizational pride. Their efforts are greatly appreciated.

3. **Community Involvement:**

a. **Articles Submitted:** The article: *Prevent Burns and Fires When you Cook* was submitted to Keys Weekly for publication. This article coincides with National Burn Awareness Week, which is February 1-7, 2026.

b. **District Website:** On January 23, 2026 I attended a Zoom meeting along with Commissioner Mirabella and Carol Greco with Streamline, the company that is developing our new website. The design of the website is generally complete, but we have been given access to change and add various features. We are in the final phase of review; however, we were informed that PDF documents are generally not ADA compliant and we regularly upload PDF documents for our monthly agenda and supporting documentation. Therefore, it is incumbent upon the District to find a solution for these documents. As such, we are awaiting a quote to make all uploaded PDF documents ADA compliant. The problem is usually related to the inability of the PDF to meet *screen reader compatibility* requirements so that the content can be converted to speech. PDF documents can also lack sufficient color contrast. Once we have the PDF issue resolved, and we are happy with the product, we can go "live" with the new website, hopefully within the next few months.

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## **FIRE-EMS CHIEF / DISTRICT MANAGER**

### **I. Job Description:**

#### **Summary**

The Fire-EMS Chief is the Chief Executive Officer and District Manager. The position is an Executive-level, highly responsible managerial, professional, administrative, and technical position involving responsibility for the direction of all employees and activities of the District. The Fire-EMS Chief provides strategic leadership and overall administration of the District, exercising responsibility for planning, organizing, directing and coordinating this emergency service organization (ESO). The Fire-EMS Chief is specifically concerned with preventing and minimizing the loss of life and property by fire, accident, medical emergency, or other natural or man-made emergency incident.

The Fire-EMS Chief exercises oversight, direction, management, and leadership of all agency operations, divisions, departments, contracted services, administrative services, fire operations, fire prevention, training, and Emergency Medical Services (EMS).

The Fire-EMS Chief reports directly to the District Board of Commissioners and is responsible for implementing Board policies, managing District resources, and ensuring the efficient and cost-effective delivery of services to the community.

The Fire-EMS Chief is senior in rank and responsible for the fulfillment of all duties and authority commensurate with assigned responsibilities.

### **II. Essential Functions and Responsibilities:**

- Directs and oversees all aspects of District operations, including Fire, Rescue, and EMS emergency response, fire prevention, injury prevention, public education, training, and administration.
- Duties are carried out in accordance with accepted national and regional fire and EMS standards and recommended practices.
- Develops and implements District-wide strategic plans, policies, and procedures to ensure effective emergency response capabilities and administrative operations.

## KEY LARGO FIRE RESCUE AND EMS DISTRICT

### GENERAL ADMINISTRATION

**Subject: Position Descriptions**

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- Establishes and maintains effective working relationships with elected officials, other agency heads, neighboring jurisdictions, and community stakeholders.
- Ensures compliance with applicable federal, state, and local laws, regulations, and standards (as adopted by local, state, or federal policy or law).
- Serves as a primary representative of the District. Displays professionalism and comports at all times, specifically in all intergovernmental activities, in professional associations, and community relations.
- Represents the District to the general public and the media; writes articles, and makes speeches or presentations to promote awareness of the District's mission and functions.
- Handles public inquiries and complaints; answers and clarifies these or refers them to the appropriate informational sources.
- Oversees recruitment, promotion, discipline, and development of District personnel.
- Develops and maintains mutual aid agreements with surrounding jurisdictions.
- Participates in firefighting, EMS, rescue, public education, and prevention activities.
- May take command in a fire or other emergency situation. Makes decisions for the District as required by circumstances and need.
- Analyzes and evaluates reports and statistics to ascertain trends and patterns. Deploys personnel and resources to meet various community and organizational needs.
- Supervises and participates in the planning, development, and execution of training programs.
- Conducts internal staff meetings.
- Oversees District facility, vehicle, and equipment maintenance and the internal decision making on new or replacement District facilities, vehicles, and equipment. As necessary, presents information and justification for Board consideration.
- Required to wear District uniform and civilian clothes, as appropriate.
- Attends seminars, conferences, training courses, meetings, and keeps abreast of technological advances relating to fire suppression, technical rescue, emergency medical services, community risk reduction, and fire prevention activities.

### **III. Knowledge, Skills, & Other Characteristics:**

- Displays and exercises the utmost degree of integrity and ethical behavior.
- Expert knowledge of a modern and progressive ESO, including administration, fire services, rescue, EMS, and emergency management principles and practices.
- Comprehensive understanding of public administration and State of Florida Special District operations.
- Ability to communicate clearly and concisely both orally and in writing.

**KEY LARGO FIRE RESCUE AND EMS DISTRICT****GENERAL ADMINISTRATION****Subject: Position Descriptions****Position: Fire-EMS Chief/District Manager****Reports to: Board of Commissioners****Effective: TBD****Approved By:****Revised: TBD**

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- Effectively and efficiently plan, assign, supervise, evaluate, and direct assigned personnel to maximize the efficiency and effectiveness of the delivery of services by the District and to promote positive employee relations and team unity.
- Ability to organize and direct firefighting and emergency medical services of broad scope and complexity.
- Ability to use considerable independent judgment and discretion in managing situations that may occur.
- Ability to apply analytical skills for all related activities and interpret data for decision making, effective decisions, recommendations, reports, etc.
- Is familiar with: Florida Statutes § 633, Fire Prevention and Control, and F.S. §§ 189 and 191 regulating special district operations, as well as other federal, state, and local laws, ordinances, and regulations relevant to District operations.
- Is familiar with the Insurance Services Office (ISO) Public Protection Classification (PPC), and agency accreditation through the Center for Public Safety Excellence.
- Monitors actions of other governmental agencies with respect to annexation of Key Largo Fire, Rescue and EMS District boundaries. Is familiar with annexation laws and negotiates interlocal agreements with other agencies for consideration by the Board of Commissioners.
- Is familiar with Florida Sunshine and public record laws.
- Assists in selecting and maintains liaison with the District's law and accounting firms. Recommends to the Board of Commissioners continuation of or changes in these outside professional resources.
- Coordinates with architects, builders, general contractors, and other providers of services to the District.
- The District does not have the same infrastructure as a municipality; therefore, the Fire-EMS Chief must be knowledgeable in such areas as legal, management information systems, personnel policy, insurance, retirement, Firefighter Bill of Rights, Fair Labor Standards Act (FLSA), American with Disabilities Act (ADA), The Equal Employment Opportunity Commission (EEOC), and other related fields.
- Advanced knowledge of:
  - Fire suppression and prevention techniques and administration
  - Emergency medical services administration
  - Hazardous materials operations
  - Fire and EMS grants and grant programs
  - Personnel management and employee relations
  - Budget development and fiscal management
  - Public safety technology and communications systems

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- Emergency management and disaster preparedness
- Fire service law and liability
- Strategic planning and policy development

#### IV. Strategic Leadership Responsibilities:

- Oversees the development, implementation, and management of the District strategic mission, vision, goals, and objectives
- Establishes performance standards and evaluation metrics
- Reviews and approves operational policies and procedures
- Oversees major equipment and apparatus procurement
- Directs emergency operations during major incidents
- Coordinates with other agencies, districts, and departments
- Develops succession planning and leadership development programs
- Performs a gap analysis to ensure District readiness and capabilities
- Oversees grant applications and management
- Directs public information and community relations programs
- Manages District accreditation processes

#### V. Administrative Responsibilities:

- Develops, manages, and reviews the preparation of the annual District budget, including staffing projections, organizational infrastructure and equipment needs. Presents a proposed annual budget to the Board of Fire Commissioners with justification for each request. Makes recommendations regarding capital project financing and investments of public funds.
- Ensures safe and efficient operation, maintenance, and repair of all District assets, whether leased, loaned, or owned by the District.
- Informs the Board of Commissioners of activities and operations, both through written monthly reports and intervening updates. Assures the preparation of the agenda for Board meetings, and requests input from Commissioners on agenda items.
- Oversees and ensures District compliance with budget and advertising requirements as detailed in the State of Florida Truth in Millage (TRIM) Act.
- Attends and participates in workshops, schools, seminars, conferences, committee meetings and public hearings related to fire, rescue, and EMS.
- Ensures compliance with District record keeping, bookkeeping, and reporting functions. Assists in facilitating the outside annual financial audit.

## KEY LARGO FIRE RESCUE AND EMS DISTRICT

### GENERAL ADMINISTRATION

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- Reviews and approves District expenditures up to the limit determined by a Board of Commissioners duly adopted resolution.
- Oversees personnel actions and disciplinary matters.
- Develops and maintains operational policies.
- Manages District contracts and agreements. Acts as the official business agent for the District. Signs contracts and reports on behalf of the District.
- Serves as, or appoints, the official custodian of the public records of the District, thus ensures all records are maintained available to the public in accordance with Florida Law.
- Ensures accurate record keeping and reporting.
- Prepares reports and provides information as required by governing authorities.
- Communicates and coordinates with members of the Florida Legislature and the Monroe County Board of County Commissions on issues that may affect the District.

## VI. Supervisory Controls

Reports directly to the Key Largo Fire Rescue and EMS Board of Commissioners

## VII. Physical Demands

Must be able to meet the requirements of NFPA 1582 Chapter 6, Medical Evaluation of Candidates, which details, among other critical items, that the employee must be able to wear all assigned gear and effectively perform emergency scene duties when needed. When on an emergency scene, requires good vision, good hearing, ability to distinguish odors, ability to walk, run, drive vehicles, crawl, stoop, push, pull, jump, and use other emergency, firefighting, and EMS equipment as required. Must be able to climb ladders and stairs and perform and supervise various physical operations and inspections.

## VIII. Work Environment

A considerable amount of time is spent working inside Station facilities. Outside work may occasionally be performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying inclement weather among others.

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During occasions of local emergencies, this position may be required to report to perform emergency, planning, coordination and control tasks which may result in extended work hours, as well as extended periods of time away from family members.

Must be available for response to emergency scenes and to manage various situations during non-traditional work hours.

## **IX. Required Minimum Qualifications:**

### **Education and Experience:**

- Bachelor's Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration, or closely related field.
- Minimum fifteen (15) years of progressive fire service experience with five (5) years documented at supervisory and managerial levels.
- A combination of experience and education may be considered to meet the minimum qualifications.

### **Required Certifications:**

- Florida Minimum Standards of Firefighting Certification Firefighter II
- Florida State Fire Officer Certification
- Florida State Certified Emergency Medical Technician or Paramedic
- Certified District Manager (CDM) from the Florida Association of Special Districts (must obtain within 3 years of appointment)
- Florida Forestry Certification in S130/S190 as a wildland firefighter (must obtain within one year of appointment)
- Must have completed:
  - ICS-100
  - ICS-200
  - ICS-300
  - ICS-400
  - ICS-700
  - ICS-800

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**Additional Requirements:**

- Must have and maintain a valid FL State Driver's License within one year of appointment
- Must be available to respond to significant events within a timely manner
- Must participate in county-wide Emergency Management Operations
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of appointment to the position and maintain same non-smoking and non-use throughout the term of employment
- Must successfully pass the District's medical/physical, drug screen, and background checks as a condition of appointment and employment
- Within one year of appointment, the Fire-EMS Chief must establish residency in Monroe County, Florida within 5 road miles of the District

**Preferred Qualifications:**

- Florida Certified Paramedic
- Florida Fire Officer II certification
- Florida Fire Inspector I certification
- Master's Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration, or closely related field
- Executive Fire Officer (EFO) graduate from the National Fire Academy
- Chief Fire Officer (CFO) from the Center for Public Safety Excellence

**VII. Professional Development:**

- Maintain membership in professional fire service organizations
- Participate in continuing education and professional development
- Attend conferences and seminars to stay current with fire service, EMS, and special district trends
- Engage in networking with other fire service and EMS leaders
- Pursue relevant advanced certifications and designations

*Note: This job description is illustrative, and not all inclusive. Job duties and requirements may be modified as needed to meet District and community needs. Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.*

## Fire-EMS Chief/District Manager compensation package

- \$196,865 annual salary
- Full paid health/dental/vision insurance
- 50% paid for family health/dental/vision insurance coverage
- Up to 10% matching on a 401K retirement plan
- Paid time off

## Key Largo Fire District Fire-EMS Chief/District Manager Search Recommendation

Steps	Person Assigned	Details	Timeline	Comments
1. Define the role and Requirements	Lombardo to submit draft job description to the Board	Adopt the Fire Chief/District Manager Job Description along with a benefit package	Second public meeting in February (2/27)	Lombardo will submit a Fire Chief/District Manager benefit package for consideration (based on the adopted budget)
2. Define a hiring team	Lombardo and a Commissioner to establish the team		End of February	
3. Develop a targeted recruitment strategy	Lombardo and hiring team	Advertise widely: fire service networks, FFCA, FASD, IAFC, A-list	Immediately following the adoption of the job description/benefit package	Deadline for submission of applications/resumes March 27, 2026
4. Screen and Evaluate Candidates	Lombardo and hiring team	<ul style="list-style-type: none"> <li>a. Review qualifications. Perform background checks. Call references. Produce a list of qualified candidates.</li> <li>b. Hiring team to perform phone/Zoom interviews</li> <li>c. Create a short list to interview further</li> </ul>	<ul style="list-style-type: none"> <li>a. By April 10</li> <li>b. By Week of April 20-April 24</li> <li>c. By April 28</li> </ul>	
5. Engage Stakeholders	Lombardo with the hiring team	Invite the short list of three candidates to an interview/discussion with internal and external stakeholders.	May 11, 2026	This must be an advertised special meeting open to the public
6. Board Interviews	District Board of Commissioners	Interview three candidates for the position	Call for special meeting to interview	This must be an advertised special

			candidates on May 12, 2026	meeting, open to the public
7. Make the final selection	District Board of Commissioners	It is recommended that we create a final hiring list, in case the first candidate does not accept the job offer.	Directly after the interviews on May 12, 2026	
8. Negotiate compensation and Benefits	District Board of Commissioners and the new Fire-EMS Chief	Lombardo will provide examples of Chief Contracts for consideration. You may also wish to employ without a contract, but a contract can protect the agency.	Approve by the June 8 meeting	
9. Onboarding	Lombardo and staff	Agency orientation, leadership coaching, staff and community introductions, etc.  Lombardo will provide a transition report/document to the new Fire-EMS Chief.	New Fire/EMS Chief starts on June 18, 2026	Lombardo will work with the newly appointed Chief (as needed) until his contract ends on July 1, 2026 and create a document and internal training program for the new Chief/District Manager. Lombardo will remain available via phone or email to the new Fire-EMS Chief (at no cost to the District)

# KEY LARGO FIREFIGHTERS BENEFITS AGREEMENT



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## I. Work Schedule

1. The career shift personnel shall work a typical schedule consisting of 48 hours on-duty and 96 hours off-duty.
2. Personnel are paid bi-weekly for all of the hours worked in a two-week period (Sunday 7:00am – Sunday 7:00am) in accordance with a 7-Day FLSA work period.
3. Overtime is defined as any hours worked over 40 hours during the 7-Day work period per FLSA. A "Grandfather" clause is in place for any employees that were hired prior to October 1<sup>st</sup>, 2019 in the previous "28-Day" 7(k) schedule. Any employee hired prior to October 1<sup>st</sup>, 2019 will have four (4) pay rates, Regular Scheduled Time, Regular Scheduled Overtime, Premium Overtime, and Regular Straight Time. These rates are in place so that employees hired prior to October 1<sup>st</sup>, 2019 will have the same annual salary in the new 7-Day Work Period. The additional overtime rate called "Premium Overtime" is for any hours worked over their regularly schedule hours. Any employees hired after October 1<sup>st</sup>, 2019, in the new 7-Day Work Period will have two (2) pay rates, Regular Time and Overtime.
4. Premium overtime can only take effect in the event an employee works additional hours that exceed their regularly scheduled shift hours for that week, which may include, but not limited to, additional hours the employee may work above their regularly scheduled hours for the week. Premium overtime cannot take effect in the event an employee has added additional hours for the week due to a shift exchange. Reference SOP 101.01 for information on Overtime and 200.08 for Shift Exchanges.
5. All overtime must be approved in advance by the scheduling officer or Chief. All overtime will be distributed using a call down list organized by the scheduling officer of the department. Once overtime is given to an employee that employee will be moved to the bottom of the list.
6. All personnel MUST clock-in using the fingertip scanner and/or password when they start work and end work.

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- a. If an employee forgets to clock in or out and their time needs to be entered manually into the computer, the employee must contact the scheduling officer via written email requesting his or her time clock be corrected. The scheduling officer will validate the request and enter the time.
- b. No employee can manually enter or adjust his or her own time.

## II. Sick Leave

1. Sick leave is provided so that all regular employees will not suffer financially because of an inability to work due to illness or injuries. Sick leave is a privilege and not an entitlement and is to be used in case of actual illness or injury suffered by an employee or immediate family.
2. "Sick leave" is approved for related purposes as outlined below.
  - a. Physical or mental illness (including counseling) or injury.
  - b. Medical, mental, maternity, or dental care.
  - c. An exposure to a contagious disease and possible endangering of others by attendance on duty.
  - d. Critical illness or death of a member of the immediate family, as listed above.
  - e. In the case of death, up to two days (48 hours) is allowed.

***\*Physician or practitioner appointments for an employee or members of the immediate family as listed above, that cannot be scheduled outside of working hours.***

3. Employees will accrue 4 hours of Sick Leave every pay period to be accrued throughout the year for a total of 104 hours.
4. Sick leave can be carried over to the next calendar year to a maximum accrued total 192 hours. Any hours over the maximum accrued total 192 will be forfeited.
5. The sick leave balance is not paid out upon separation of employment.

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6. Sick leave pay does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week in which the sick day occurs.

### III. Vacation Leave

1. The primary intent of vacation leave is to enable each eligible employee to return to work mentally and physically refreshed.
2. Employees who are out on a "leave of absence" do not accumulate vacation time while they are on their leave. Vacations must be scheduled and approved by the Scheduling Officer or Chief) at least 30 days in advance.
3. The rate at which vacation leave is accrued by all career employees increases incrementally in accordance with their years of continuous service with the department.
4. The career personnel's schedule for vacation rate is as follows:

Years of Service	Leave Allowance Per Fiscal Year
0 – 6 Months	0 Hours
6 Months – 1 Year	120 Hours
1 – 5 Years	168 Hours
6 – 10 Years	216 Hours
11 – 15 Years	264 Hours
16+ Years	312 Hours

5. Vacation hours for the year are awarded on October 1 of each year to coincide with the fiscal year's budget.
6. Vacation time does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the 7-Day FLSA work period.
7. When an employee leaves to the fire department, they will receive fifty percent (50%) of a pro-rated portion of their vacation time balance. Since vacation time is awarded on October 1, that shall be the starting date and September 30 is the ending date. There are twenty-six (26) two-week pay periods in a year. A mathematical formula will be used to calculate the balance to be paid out based on when the separation date occurs. For

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example, if a person leaves in the middle of October (one pay period), they will get 0.5/26th of the balance (one pay period). If they leave in the middle of December (5 pay periods), they will get 2.5/26th of the balance (five pay periods). If they leave at the end of September (26 pay periods), they will get 13/26th of the balance, which is the maximum amount.

#### **IV. Vacation Rollover Policy**

1. Personnel are encouraged to use their vacation time during the year.
2. Fifty percent (50%) of the employees unused vacation time will be paid out at the employee's regular rate of pay on September 30th to coincide with the budget cycle. The remainder of the employee's hours will be forfeited, and the vacation bank will restart on October 1 of each fiscal year.

#### **V. Holiday Pay**

1. Each employee will receive 8 hours paid leave on the following days:
  - ❖ New Year's Day
  - ❖ Martin Luther King, Jr. Day
  - ❖ Presidents Day
  - ❖ Memorial Day
  - ❖ Easter/Good Friday
  - ❖ Independence Day
  - ❖ Labor Day
  - ❖ Columbus Day
  - ❖ Veterans Day
  - ❖ Thanksgiving Day
  - ❖ Day After Thanksgiving
  - ❖ Christmas Day
2. Holiday pay does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week in which the holiday occurs.
3. To be paid holiday pay for an unworked holiday, an employee must be on active pay status.

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4. If a paid holiday occurs while an employee is on an approved vacation or sick leave, the employee shall be paid for the holiday.

### **VI. Bereavement/Emergency leave**

1. Bereavement leave will be granted to employee in the event of a death of an immediate family member for a period up to 48 hours.
2. Immediate family includes only the following:
  - a. Spouse
  - b. Children
  - c. Stepchildren
  - d. Mother or father
  - e. Stepmother or stepfather
  - f. Sister or brother
  - g. Stepsister or stepbrother
  - h. Grandmother or grandfather
  - i. Grandchildren
  - j. Registered domestic partner \*
  - k. Child of a registered domestic partner
  - l. Any person in the general family whose ties would normally be considered immediate family and who is living within the same household (proof may be required).

***\*Note: A domestic partner of a department is a person whom the employee shares a residence and with whom the employee has established a mutual caring relationship.***

- m. The supervisor in authorizing bereavement leave should obtain the following information from the employee:
  - i. Name of deceased
  - ii. Relationship of the deceased to the employee

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- iii. Copy of an obituary, memorial folder, or other documentation confirming the death and the deceased's relationship to the employee.

3. Emergency bereavement leave provides leave with pay in the event of the death of an employee's mother-in-law or father-in-law, or the parents of a registered domestic partner.

*\*Note: A domestic partner of a department is a person whom the employee shares a residence and with whom the employee has established a mutual caring relationship.*

## VII. Jury Duty Leave

1. Jury duty leave provides time off with pay for employees to serve on a jury.
2. Employees who are called to serve on jury duty are entitled to this benefit upon presentation of the official notice and a certificate of jury duty attendance from the jury pool supervisor.
3. Employees who are dismissed from jury duty are to report to work and complete their normal shift.
4. Jury duty leave shall not be authorized for:
  - i. Testifying as a witness under subpoena.
  - ii. The principles or litigants in any legal action.
5. Jury duty leave shall be paid without limit.
6. Employees on jury duty leave shall be paid for the number of regularly scheduled work hours for which they participate in jury duty.
7. Employees who are dismissed from jury duty before the end of their regularly scheduled work shift for that day are to report to work and complete their shift.

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8. Employees on afternoon or night shift who participate in a full day of jury duty are not expected to report for work that day.

### 9. Holidays

- a. Holidays falling during a period of jury duty will be paid as holidays falling on a regular workday when the employee does not work unless the employee is called in to work on the holiday and does not serve on a jury.

### 10. Jury Fees

- a. Jury fees shall be retained by the employee.
- b. Premium Overtime will NOT be paid for time served on jury duty.

### 11. Court witness

- a. Leave provided as time off with pay for employees to serve as witnesses in court.

### 2. Holidays

- a. Holidays falling during a period of jury duty will be paid as holidays falling on a regular workday when the employee does not work unless the employee is called in to work on the holiday and does not serve on a jury.

### 3. Jury Fees

- a. Jury fees shall be retained by the employee.
- b. Premium Overtime will NOT be paid for time served on jury duty.

### 4. Court witness

- a. Leave provided as time off with pay for employees to serve as witnesses in court.

# KEY LARGO FIREFIGHTERS BENEFITS AGREEMENT



## Subject: Work Schedule & Benefits Agreement

Effective: 12/08/2020

Approved By: KLFD Corporate B.O.D.

Policy #2025 WSBA  
Version 3

Forms Required:

Revised: 3/11/2025

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N/A

### VIII. Leave Without Pay

1. Leave without pay is for authorized time off without pay when no appropriate accrued leave is available.
2. Leave without pay is used for an authorized absence when no appropriate accrued leave is available.
3. Leave without pay is not intended to allow an employee to take time off without pay when appropriate leave is available.
4. Under certain extenuating circumstances, a department administrator may formally approve, on an individual case basis, the use of leave without pay where appropriate leave is available.
5. Any leave without pay must be approved by the Fire Chief. Proper documentation and reasoning must be provided to the Fire Chief prior to the leave request approval.

### IX. Military Leave

1. An employee granted an extended military leave of absence may elect to be paid for any available annual leave, holiday leave or compensatory time on the last pay period before the leave of absence.
2. The employee may continue any group insurance coverage for up to one year by paying the employee contribution, if any, and the department will continue to pay the department contribution.

### X. On the Job Injury

1. Any employee who is disabled in the course of his/her tour of duty with the Key Largo Fire Department, which disability would be compensated under the Worker's Compensation Statutes shall be compensated under the Worker's Compensation provisions, as set forth in F. S. Chapter 440, as amended. Workers' Compensation shall be notified immediately of any on the job injury.

## KEY LARGO FIREFIGHTERS BENEFITS AGREEMENT



### Subject: Work Schedule & Benefits Agreement

**Effective: 12/08/2020**

**Approved By: KLFD Corporate B.O.D.**

**Policy #2025 WSBA  
Version 3**

**Forms Required:**  
N/A

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2. An employee, as covered under this agreement, shall be paid his/her full salary during the first average Firefighter work week during his/her absence as a result of the work-related injury, to include the time lost on the date or shift during which the injury occurred.
  
3. If an employee is unable to return to work after the first week the Worker's Compensation benefit will take effect and shall be paid directly to the employee, in accordance with applicable law. The remaining portion shall be supplemented by the department's insurance coverages, if applicable and subject to District Budget, until such a time as the employee returns to work (either full duty or light duty, if applicable), terminates, or retires, whichever occurs first. Accrued leave may not be used during the period while the supplement is being paid to the employee.
  
4. Whenever an employee is injured on the job and is on disability leave and becomes physically able to perform some useful light duty work for the Department, he/she may be required to do so as a condition to receiving the benefits specified in this Article. Light duty, if applicable, work shall be consistent with the employee's medical limitations and will first be sought within the Department. All employees assigned to light duty shall normally work five (5) – eight-hour days. All outside employment by employees receiving Worker's Compensation benefits shall require approval by the Fire Chief.
  
5. A member, during their duty period, who presents with chest pain or chest discomfort, possible cardiac issues, respiratory issues, or in the opinion of a treating paramedic has any other potentially serious medical emergency, will have their carbon monoxide levels assessed in the field, and recorded, as soon into the treatment as practicable, in addition to any other assessment and treatment as defined in local medical/trauma protocols, procedures and standard of care. In the event the member is no longer on duty AND has responded to an emergency incident within the prior 24-hour period, the member is authorized and encouraged to have their carbon monoxide levels assessed in the field, or at the treatment facility, as soon into the treatment as practicable, in addition to any other assessment and treatment as defined in local medical/trauma protocols, procedures and standard of care.

# KEY LARGO FIREFIGHTERS BENEFITS AGREEMENT



## Subject: Work Schedule & Benefits Agreement

Effective: 12/08/2020

Approved By: KLFD Corporate B.O.D.

Policy #2025 WSBA  
Version 3

Forms Required:

Revised: 3/11/2025

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N/A

### XI. Health & Medical Coverage Program

1. The Department shall provide group health insurance to its career employees at 100% per employee covered by this Agreement, subject to the following conditions:
  - a. The Department may establish, change, supplement and implement the Department health insurance program, including but not limited to changes in the Company, benefits, and all costs related thereto. The only exception to the foregoing sentence is that if the Department exercises its right to implement any such changes, it will provide reasonable notice and discuss with the Career Firefighters the explanation of changes and reasons, therefore. The Department agrees that it will continue as in the past to include the Career Firefighters in the selection process for any insurance coverage contemplated by this Article.
2. The Department shall pay 50% of an employee's family insurance coverage to its career employees covered by this Agreement, subject to the following conditions:
  - a. The Department may establish, change, supplement and implement the Department health insurance program, including but not limited to changes in the Company, benefits, and all costs related thereto. The only exception to the foregoing sentence is that if the Department exercises its right to implement any such changes, it will provide reasonable notice and discuss with the Career Firefighters the explanation of changes and reasons, therefore. The Department agrees that it will continue as in the past to include the Career Firefighters in the selection process for any insurance coverage contemplated by this Article.
3. Any Career Firefighter who is on Workman's Compensation due to an On-The-Job-Injury and is not being compensated by the Department via "Light Duty", if available, and has family insurance coverages through the Departments health and insurance plans must either pay the out-of-pocket cost on a bi-weekly basis to coincide with the payroll schedule or cancel their family coverages all together by contacting the Department HR department and completing the insurance change forms.

# KEY LARGO FIREFIGHTERS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

**Effective: 12/08/2020**

**Approved By: KLFD Corporate B.O.D.**

**Policy #2025 WSBA  
Version 3**

**Forms Required:**  
N/A

**Revised: 3/11/2025**

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4. Retirees may continue to participate under the medical insurance program provided by the Department, subject to Department requirements including paying the full insurance premiums for medical insurance coverage for themselves and any family coverages under the Cobra Act.
5. In the event a member is killed in the line of duty or suffers a catastrophic injury as defined in F.S.440.02 (2002), the Departments insurance provider will compensate the member and/or the surviving spouse and dependent children in accordance with F.S.112.191.

## **XII. Firefighter Cancer Coverages**

1. The Department shall provide all employed firefighters cancer coverage as per the Florida State Statute F.S.112.1816. Please see F.S.112.1816 for further information and definitions regarding this type of coverage.

## **XIII. Department 401(k) Retirement Program**

1. The Department offers a competitive 401(k) program with a matching percentage of 100% up to 10% of an employee's annual salary. All 401(k) deductions must be made from an employee's biweekly paycheck.
2. Additional information can be found in the KLVFD 401(k) Plan Highlights which you will find in the employee handbook.

## **XIV. Promotional Percentage Increases Per Certification or Position**

- |                                   |     |
|-----------------------------------|-----|
| 1. Driver Engineer Incentive      | 7%  |
| 2. Paramedic Incentive            | 10% |
| 3. Lieutenant Promotion Incentive | 10% |
| 4. Captain Promotion Incentive    | 10% |

# KEY LARGO FIREFIGHTERS BENEFITS AGREEMENT



## Subject: Work Schedule & Benefits Agreement

Effective: 12/08/2020

Approved By: KLFD Corporate B.O.D.

Policy #2025 WSBA  
Version 3

Forms Required:  
N/A

Revised: 3/11/2025

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### XV. Step-Up Stipend Pay – Lieutenant

- Step-Up Lieutenant Pay will be paid to any Career staff Firefighter/EMT/Driver Engineer who qualifies as per Department policy, and when approved by the Fire Chief, to “Step-Up” into a Lieutenant’s position. The rate at which the Career staff Firefighter/EMT/Driver Engineer will be compensated at will be Seventy Five Dollars (\$75.00) per 24 shift worked in the capacity of a Lieutenant.

### XVI. Department Step Plan

- The Departments Step Plan will coincide with each fiscal year’s budget and is dependent on funding from the Key Largo Fire Rescue & Emergency Services District.

<u>Step</u>	<u>Dollar Value</u>
Year 1	.50
Year 2	.75
Year 3	.75
Year 4	1.00
Year 5	1.00
Year 6	1.00
Year 7	1.00
Year 8	1.00
Year 9	1.00
Year 10	1.00

### XVII. Educational Benefits

Employees are encouraged to receive job-related training and education by attending college courses, seminars, and professional certification courses. Reimbursement for educational expenses shall be evaluated on a case-by-case basis and must be directly related to the employee's job.

Employees wishing to pursue job-related educational opportunities must submit a written request to their immediate Supervisor for advance consideration.

## KEY LARGO FIREFIGHTERS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

**Effective: 12/08/2020**

**Approved By: KLF D Corporate B.O.D.**

**Policy #2025 WSBA  
Version 3**

**Forms Required:**  
N/A

**Revised: 3/11/2025**

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If the Supervisor approves and if funds are involved, the request will be forwarded to the Chief of the Department for final approval

Employees may attend Continuing Education Unit (CEU) classes, while on duty, to keep up fire related and EMS related certifications. Members will only be approved for one (1) CEU class per semester.

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<b>KEY LARGO FIREFIGHTERS BENEFITS AGREEMENT</b>		
<b>Subject: Work Schedule &amp; Benefits Agreement</b>		
Effective: 12/08/2020		
Approved By: KLFD Corporate B.O.D.		Policy #2025 WSBA Version 3
Forms Required: N/A	Revised: 3/11/2025	Page 15 of 15



**ACCEPTANCE AND ENDORSEMENT**

for the

**(KEY LARGO FIRE DEPARTMENT)**

**STANDARD OPERATING PROCEDURES & DEPARTMENT POLICIES**

We the undersigned hereby accept and endorse these operations and procedure on behalf of Key Largo Fire Department, Key Largo, Florida.

This Policy #KLFD-2025-WSBA-Verison-3 in its entirety shall be utilized by the officers and members of the Key Largo Fire Department until such time as it is replaced, revised, or withdrawn.

Updates and revisions are also hereby adopted upon signature of the Departments Fire Chief, Administration Staff, and Fire Department Corporate Board President.

The following signatures signify adoption of this Policy #KLFD-2025-~~WSBA~~ - Work Schedule & Benefits Agreement Version 3

**WSBA**

Fire Chief: *Danell Bal*

Date: 04/20/2025

Corp. President: Signed by: *Jason Mumper*  
301648326307469...

Date: 4/23/2025

Administration: *[Signature]*

Date: 4/23/25

# KEY LARGO EMS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

**Effective: 04/13/2021**

**Approved By: KLEMS Corporate BOD**

**Policy # 101.02**

**Forms Required: N/A**

**Revised: 09/20/2024**

**Page 1 of 10**

## I. Work Schedule

1. The career full-time shift personnel shall work a typical schedule consisting of 48 hours ON and 96 hours OFF.
2. Personnel are paid bi-weekly for all of the hours worked in a two-week period (Sunday 7:00am – Sunday 7:00am) in accordance with a 7-Day FLSA work period.
3. Overtime is defined as any hours worked over 40 hours during the 7-Day work period per FLSA.
4. Swaps must be made during the same 7-Day work period to avoid additional overtime.
5. All overtime must be approved in advance by the scheduling officer or Chief or designee. All overtime will be distributed using a call down list organized by the scheduling officer of the department. Once overtime is given to an employee that employee will be moved to the bottom of the list.
6. All personnel must clock-in using electronic system when they start and end shift.
7. Any corrections to time needs to be entered manually into the computer, the employee must contact the scheduling officer via written email requesting his or her time clock be corrected. The scheduling officer will validate the request and enter the time.
8. No employee can manually enter his or her own time.

# KEY LARGO EMS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

**Effective: 04/ 13 /2021**

**Approved By: KLEMS Corporate BOD**

**Policy #2021-04-13 -01**

**Forms Required: N/A**

**Revised:**

Page 2 of 10

## II. Vacation Leave

1. The primary intent of vacation leave is to enable each eligible employee to return to work mentally and physically refreshed.
2. Vacation leave will approved based on seniority status. Seniority is calculated based on date of hire for the Full Time position.
3. To promote fairness and equal access to holiday leave, no employee may request vacation leave for the same listed holiday two consecutive years in a row.
4. Employees who are out on a "leave of absence" do not accumulate vacation time while they are on their leave. Vacations must be scheduled and approved by the ( Chief or designee) at least 30 days in advance.
5. The rate at which vacation leave is accrued by all full-time employees increases incrementally in accordance with their years of continuous service with the department.
6. The full-time personnel's schedule for vacation rate is as follows:

**Years of Service**

**Leave Allowance Per Fiscal Year**

0 – 6 Months	0 Hours
6 Months – 1 Year	112 Hours
1 – 5 Years	160 Hours
6 – 10 Years	208 Hours
11 – 20 Years	256 Hours
21+ Years	304 Hours

5. Vacation hours for the year are awarded on October 1 of each year to coincide with the fiscal year's budget.

# KEY LARGO EMS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

**Effective: 04/13/2021**

**Approved By: KLEMS Corporate BOD**

**Policy #2021-04-13 -01**

**Forms Required: N/A**

**Revised:**

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6. Vacation time does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the 7-Day FLSA work period.
7. When an employee severed their employment with EMS, they will receive fifty percent (50%) of a pro-rated portion of their vacation time balance. Since vacation time is awarded on October 1, that shall be the starting date and September 30 is the ending date. There are twenty-six (26) two-week pay periods in a year. A mathematical formula will be used to calculate the balance to be paid out based on when the separation date occurs. For example, if a person leaves in the middle of October (one pay period), they will get 0.5/26th of the balance (one pay period). If they leave in the middle of December (5 pay periods), they will get 2.5/26th of the balance (five pay periods). If they leave at the end of September (26 pay periods), they will get 13/26th of the balance, which is the maximum amount.

### III. Vacation Rollover Policy

1. Personnel are encouraged to use their vacation time during the year.
2. Fifty percent (50%) of the employees unused vacation time will be paid out at the employee's regular rate of pay on September 30th to coincide with the budget cycle. The remainder of the employee's hours will be forfeited, and the vacation bank will restart on October 1 of each fiscal year.

### IV. Holiday Pay

1. Each Full-time employee will receive 8 hrs. paid leave on the following days:
  - a. New Year's Day
  - b. Memorial Day
  - c. Easter
  - d. Independence Day
  - e. Labor Day
  - f. Veterans Day
  - g. Thanksgiving Day
  - h. Christmas Day

# KEY LARGO EMS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

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**Policy #2021-04- 13 -01**

**Forms Required: N/A**

**Revised:**

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2. Holiday pay does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week in which the holiday occurs.

## **V. Bereavement/Emergency leave**

1. Bereavement leave will be granted to employee in the event of a death of an immediate family member for a period up to 48 hours.
2. Immediate family includes only the following:
  - a. Spouse
  - b. Children
  - c. Stepchildren
  - d. Mother or father
  - e. Stepmother or stepfather
  - f. Sister or brother
  - g. Stepsister or stepbrother
  - h. Grandmother or grandfather
  - i. Grandchildren
  - j. Registered domestic partner \*
  - k. Child of a registered domestic partner
  - l. Any person in the general family whose ties would normally be considered immediate family and who is living within the same household (proof may be required).
  - m. The supervisor in authorizing bereavement leave should obtain the following information from the employee:
    - i. Name of deceased
    - ii. Relationship of the deceased to the employee
    - iii. Copy of an obituary, memorial folder, or other documentation confirming the death and the deceased's relationship to the employee.

## KEY LARGO EMS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

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**Policy #2021-04-13 -01**

**Forms Required: N/A**

**Revised:**

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- Emergency bereavement leave provides leave with pay in the event of the death of an employee's mother-in-law or father-in-law, or the parents of a registered domestic partner.

\*Note: A domestic partner of a department is a person whom the employee shares a residence and with whom the employee has established a mutual caring relationship.

### VI. Jury Duty Leave

- Jury duty leave provides time off with pay for employees to serve on a jury.
- Employees who are called to serve on jury duty are entitled to this benefit upon presentation of the official notice and a certificate of jury duty attendance from the jury pool supervisor.
- Employees who are dismissed from jury duty are to report to work and complete their normal shift.
- Jury duty leave shall not be authorized for:
  - Testifying as a witness under subpoena.
  - The principles or litigants in any legal action.
- Jury duty leave shall be paid without limit.
- Employees on jury duty leave shall be paid for the number of regularly scheduled work hours for which they participate in jury duty.
- Employees who are dismissed from jury duty before the end of their regularly scheduled work shift for that day are to report to work and complete their shift.
- Employees on afternoon or night shift who participate in a full day of jury duty are not expected to report for work that day.

# KEY LARGO KLEMS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

**Effective: 04/13/2021**

**Approved By: KLEMS Corporate BOD**

**Policy #2021-04-13 -01**

**Forms Required: N/A**

**Revised:**

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## 10. Holidays

- a. Holidays falling during a period of jury duty will be paid as holidays falling on a regular workday when the employee does not work unless the employee is called in to work on the holiday and does not serve on a jury.

## 11. Jury Fees

- a. Jury fees shall be retained by the employee.
- b. Overtime will NOT be paid for time served on jury duty.

## 12. Court witness

- a. Leave provided as time off with pay for employees to serve as witnesses in court.

## VII. **Leave Without Pay**

1. Leave without pay is for authorized time off without pay when no appropriate accrued leave is available.
2. Leave without pay is used for an authorized absence when no appropriate accrued leave is available.
3. Leave without pay is not intended to allow an employee to take time off without pay when appropriate leave is available.
4. Under certain extenuating circumstances, a department administrator may formally approve, on an individual case basis, the use of leave without pay where appropriate leave is available.

## VIII. **Military Leave**

1. An employee granted an extended military leave of absence may elect to be paid for any available annual leave, holiday leave or compensatory time on the last pay period before the leave of absence.

# KEY LARGO EMS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

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**Forms Required: N/A**

**Revised:**

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2. The employee may continue any group insurance coverage for up to one year by paying the employee contribution, if any, and the department will continue to pay the department contribution.

## **IX. On the Job Injury**

1. Any employee who is injured while at work with the Key Largo EMS Department, which injury would be compensated under the Worker's Compensation Statutes shall be compensated under the Worker's Compensation provisions, as set forth in F. S. Chapter 440, as amended. Workers Compensation shall be notified immediately of any on the job injury.
2. An employee, as covered under this agreement, shall be paid his/her full salary during the first average work week during his/her absence as a result of the work-related injury, to include the time lost on the date or shift during which the injury occurred.
3. If an employee is unable to return to work after the first week the Worker's Compensation benefit will take effect and shall be paid directly to the employee, in accordance with applicable law. The remaining portion shall be supplemented by the department's insurance coverages, if applicable, until such a time as the employee returns to work, terminates, or retires, whichever occurs first. Accrued leave may not be used during the period while the supplement is being paid to the employee

## **X. Sick Leave Policy**

1. Sick leave is provided so that all regular employees will not suffer financially because of an inability to work due to illness or injuries. Sick leave is a privilege and not an entitlement, and is to be used in case of actual illness or injury suffered by an employee or immediate family.
2. "Immediate family" is defined as: mother , father, spouse, child,foster child, sibling,spouse's mother and father,grandparents,and grandchildren.

## KEY LARGO EMS BENEFITS AGREEMENT



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**Policy #2021-04- 13 -01**

**Forms Required: N/A**

**Revised:**

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3. "sick leave" is approved for related purposes as outlined below.

- a. Physical or mental illness( including counseling) or injury
- b. Medical, mental,maternity, or dental care.
- c. An exposure to a contagious disease and possible endangering of others by attendance at work.
- d. Critical illness or death of a member of immediate family,as listed above.
- e. In case of death, up to two days(48 hours) is allowed.
- f. Physician or practitioner appointments for employee and members of the immediate family as listed above, that cannot be scheduled outside work hours.

4. Full-time employees will receive 4 hours of sick leave every pay period to be accrued throughout the year for a total of 104 hrs.

5. Sick leave can be carried over to the next calendar year to maximum a maximum accrued total 192 hrs. Any hrs. over the maximum accrued total 192 will be forfeited.

6. The sick leave balance is not paid out upon separation of employment.

7. Sick leave does not count as "hours worked" for purposes of calculating an employee"s entitlement to overtime during the week in which the sick day occurs.

### XI. Health & Medical Coverage Program

1. The Department shall provide group health insurance to its regular full-time employees. The Key Largo Fire and EMS District is providing at this time up to Five Hundred Seventy-Five Dollars (\$575.00) per employee, covered by this Agreement, subject to the following condition

# KEY LARGO EMS BENEFITS AGREEMENT



**Subject: Work Schedule & Benefits Agreement**

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**Forms Required: N/A**

**Revised:**

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2. In the event a member is killed in the line of duty or suffers a catastrophic injury as defined in F.S. 440.02 (2002), the Departments insurance provider will compensate the member and/or the surviving spouse and dependent children in accordance with F.S. 112.191.

## **XII. Department 401(k) Retirement Program**

1. The department offers a competitive 401K program with matching percentage that is based on what the Corporate Board approves and the contingent on District Budget Approval.
2. Additional information can be found in the KLEMS 401(k) Plan Highlights which you will find in the members handbook.

## **XIII. Promotional Percentage Increases per Officer Position**

1. Lieutenant Promotion base pay increase 10%
2. Captain Promotion base pay increase 10%
3. These base pay increases of 10% will start once promotion has been completed.

## **XIV. Department Step Plan**

1. The Departments Step Plan will coincide with each fiscal year's budget and is dependent on funding from the Key Largo Fire Rescue & Emergency Services District.

# KEY LARGO EMS BENEFITS AGREEMENT



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**Forms Required: N/A**

**Revised:**

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## Step

## Dollar Value

Year 1	.50
Year 2	.75
Year 3	.75
Year 4	1.00
Year 5	1.00
Year 6	1.00
Year 7	1.00
Year 8	1.00
Year 9	1.00
Year 10	1.00

# KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT

## SCHEDULE OF RATES

Effective Date: January 01, 2026

The Key Largo Fire Rescue and Emergency Medical Services District hereby establishes the following rates for emergency medical transport services provided within the district. These rates are applicable to all Advanced Life Support (ALS) and Basic Life Support (BLS) ambulance transports.

Service Description	Rate
Advanced Life Support Level I (ALS I)	\$675.00
Advanced Life Support Level II (ALS II)	\$921.00
Basic Life Support (BLS)	\$627.00
Mileage (per mile from incident site to receiving facility)	\$11.27

### Service Level Definitions:

- Advanced Life Support Level I (ALS I): Emergency medical transport involving the assessment and treatment of patients requiring advanced life support interventions, including cardiac monitoring, IV therapy, and medication administration.
- Advanced Life Support Level II (ALS II): Emergency medical transport requiring advanced interventions beyond ALS I, including endotracheal intubation, central line placement, or other critical care procedures.
- Basic Life Support (BLS): Emergency medical transport involving basic emergency medical care and transportation without the need for advanced life support interventions.

### Notes:

1. Mileage is calculated from the incident site to the receiving medical facility.
2. All rates are subject to applicable insurance coverage and billing practices.
3. These rates may be adjusted periodically by the Key Largo Fire Rescue and Emergency Medical Services District Board.

## **Prevent Burns and Fires When you Cook**

The American Burn Association has identified February 1-7, 2026 as National Burn Awareness Week and the Key Largo Fire Rescue and EMS District wants to help you prevent fires and burn injuries.

Kitchen fires are the leading cause of all home burn injuries and fires. About half of all home fires involve cooking equipment. The following tips to prevent fires and burns in the kitchen are provided by *The American Burn Association*.

- Make sure you are wide awake when cooking. Don't cook when you are drowsy from medication or alcohol.
- Keep the stove, oven, and exhaust fan clean from grease buildup. Keep combustibles (paper towels, napkins, cloth towels, cardboard, newspapers, etc.) away from hot stoves or appliances. Never store anything inside the oven.
- Wear short sleeves or close-fitting sleeves while cooking.
- Protect your young ones, animals and yourself from grease burns by turning pot and pan handles toward the back of the stove.
- Keep a pan lid and dry potholders near you when you cook.
- Use only microwave safe cookware in the microwave.
- Prevent grease splatter with a lid or splash guard.
- Stay in the kitchen when frying, grilling, or broiling food. If you have to leave, turn off the stove. If you are simmering, baking, roasting, or boiling food, check it regularly and remain in the home while it is cooking. Set a timer to remind you to check on your cooking.
- After cooking, check the kitchen to make sure all burners and other appliances are turned off. Double check before leaving the kitchen.

If your food does catch fire...

- Cover the pan with its lid. A cookie sheet can work as well. Leave it covered until it cools. NEVER move the pot or carry it outside. It is hot and the contents can splash, causing a severe burn.
- Turn off the heat.
- NEVER use water to put out a kitchen fire. Water will cause the oil to splatter and spread the fire, or scald you as it vaporizes.
- If the fire is inside the oven or microwave, keep the door closed and turn it off. Keep it closed until the oven is cool.
- If the fire gets out of control, get out, stay out, and call 911. Don't go back in for any reason.

For more information, contact the Key Largo Fire Rescue and EMS District at 305-451-2700 or go to <https://www.ameriburn.org>.