



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

DISTRICT MEETING AGENDA

March 9, 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 March 9, 2026 District Meeting Agenda*

2b. *Approval of February 23, 2026 District Meeting Minutes*

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: *Adopt Target Date for Consolidation – July 1, 2026 [Lombardo]*

7b. DISCUSSION/APPROVAL: *Lodging Expenses for Fire/EMS Chief Candidates [Lombardo]*

7c. DISCUSSION/APPROVAL: *Fire Department and EMS Employee Benefits and Pay [Lombardo]*

7d. DISCUSSION/APPROVAL: *Physical Examinations for EMS Personnel [Lombardo]*

7e. DISCUSSION/APPROVAL: *Background Checks [Lombardo]*

7f. DISCUSSION/APPROVAL: *KLFREMS Offer of Employment Form [Lombardo]*

7g. DISCUSSION/APPROVAL: *Agreement Between KLFREMS District and KLVFD [Hicks]*

7h. DISCUSSION/APPROVAL: *Agreement Between KLFREMS District and KLVAC [Hicks]*

8. LEGAL REPORT



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9. FINANCE REPORT

9a. **DISCUSSION:** *KLFREMS District Financial Report 1st Quarter FY26 [Johnson]*

10. AMBULANCE CORPS REPORT

The March 2026 KLVAC Board Meeting was cancelled.

11. FIRE DEPARTMENT REPORT

12. COMMISSIONER ITEMS

13. DISTRICT MANAGER ITEMS

1. **Fire/EMS Chief Hiring Process:** We are moving forward resolutely to advertise for the Fire/EMS Chief/District Manager position. I am working with Carol Greco to create an online employment application. This is necessary so potential candidates can link to our website and research the information they need about the position. We don't currently have the capability for a candidate to apply and submit online, so they will still be required to print the application and send it to the District, via mail or email, along with the other required documentation.

It is important that the advertising for the position is targeted to the right people. As such, advertising with professional emergency service and special district organizations is sensible. The organizations we are advertising with, along with the costs, are listed below:

- Florida Association of Special Districts: no charge for members
- A-list through the Bureau of Fire Standards and Training: no charge
- Florida Fire Chief's Association: \$225 for 30 days
- International Association of Fire Chiefs (includes all U.S. States): \$440 for 30 days
- National EMS Management Association: \$150 for 30 days

2. **COPCN and ALS License:** On Friday (2/27/26) Captain Jones, the District's attorney Jim Hicks, and I spoke with the assistant county attorney Eve Lewis, to help the county understand the various nuances of the merger plan. As information, the Key Largo Volunteer Fire Department has applied for the renewal of their COPCN with the County. At the same time, the District has applied for a new COPCN that encompasses both transport and non-transport ALS services. The Fire Department COPCN expires in May, so it needs to be renewed before the district merger will be completed. However, the district COPCN is critical moving forward. As such, the county currently has two applications for the COPCN from Key Largo. We anticipate both COPCNs will go before the Monroe County BOCC in April. In the meantime, we have begun the process of completing the ALS license with the State of Florida in anticipation of the merger and approval of the COPCN. In due course the COPCN and the ALS license will be held by the District, which will cover transport and non-transport ALS serves.

3. **Implementation Status:** The implementation team has representatives from the Fire Department, EMS, and the District. The team includes: Captains Jones, Garcia, and Garrido, Lt. Perez, and myself. We are progressing quickly to address the items necessary for a smooth merger transition. The items we are undertaking include: securing a district COPCN and ALS License, assuring we have



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ambulance billing in place, merging SOPs and Protocols, onboarding personnel, obtaining district insurance and workers compensation, continuance of employee medical insurance, and updating interlocal and mutual aid agreements. Our goal is to have everything in place and ready to go prior to the implementation date determined by the Board. Additionally, there are some items that we have deemed non-critical to implementation which will need to be addressed in the future, such as personnel uniforms and patch changes.

4. **Ambulance Billing:** Lombardo has a meeting scheduled with PPS EMS Billing on March 6. PPS Billing is the company that has provided the EMS Billing for the Key Largo Volunteer Ambulance Corps, Inc. for several years.
 5. **Standard Operating Procedures (SOP) and Medical Protocols:** Under the direction of our medical director, EMS Lt. Roxy Perez is working with Fire Lt. Jamie Arana and merging the medical protocols. We estimate that any protocols and SOPs adopted after 2019 are 90-95% similar between the Fire Department and EMS. Prior policies are outdated and will need to be merged or discarded. Going forward, all personnel will need to be trained on existing and new SOPs. Captain Garrido will be creating an online training program through our existing vendor, Vector Solutions. A working SOP Committee will also be established to regularly review, update, and create SOPs.
 6. **Hiring District Employees:** I am working with legal to assure our onboarding process is legally defensible. Once the process has been approved, we will make conditional job offers and place people on a roster with a projected future hiring date.
 7. **District Website:** On February 27, 2026 Commissioner Mirabella and I attended a Zoom meeting with Streamline, the company that is developing our new website. The design of the website is generally complete, and the migration of our old website along with all of our archived documents is complete. Nonetheless, we continue to change and add various features. With the completed migration, Streamline provides a "score" for ADA compliance. Our current site score is "80" (based on a 1-100 scale), because we currently have 145 files on the site that are not ADA compliant. These files are previously posted PDF documents. We have received a quote from Streamline to convert these files to assure they are ADA compliant. They use a product called *DocAccess* to make all PDF documents ADA compliant. Based on our document volume, we have been quoted a cost of \$250 month (\$3000 billed annually). This provides conversation of all existing and future PDFs. We are currently researching other options, such as manual conversion, or utilizing other programs. We will present our findings at a future meeting.
 8. **Boat Committee:** The Boat Committee met this week to begin the process of developing a plan of action. The current \$300,000 grant from the State of Florida expires on June 1. As such, we hope to have a plan completed in the near future, which we will present to the Board for your direction.
14. **NEXT MEETING**
- March 23, 2026 District Meeting (if required)*
April 6, 2026 District Meeting (if required)
April 20, 2026 District Meeting

15. **ADJOURN**



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DOCUMENTS

- AI 2b. February 23, 2026 District Meeting Minutes**
- AI 7d. Physical Examinations for EMS Personnel [Lombardo]**
- AI 7e. Background Checks [Lombardo]**
- AI 7f. KLFREMS Offer of Employment Form**
- AI 7g. Agreement Between KLFREMS District and KLVFD**
- AI 7h. Agreement Between KLFREMS District and KLVAC**
- AI 11a. KLVFD February 2026 Statistics**
- AI 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 MINUTES [AMENDED¹]

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*

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, Jimmie Hicks, District Manager William Lombardo, Chief Mobley, Capt. Jones, Capt. Garrido, Lt. Mumper and Jennifer Johnson.

2. APPROVAL OF AGENDA & MINUTES

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

Commissioner Edge made a *Motion to Approve the February 23, 2026 District Meeting Agenda*. Commissioner Conklin seconded, and the Board unanimously passed the motion.

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

Commissioner Jenkins made a *Motion to Approve the January 19, 2026 District Meeting Minutes*. Commissioner Conklin seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Tess – Made comment inquiring about an unidentified email excluding the EMS Board/Chief/Manager.

4. CHAIRMAN REPORT

None.

5. SECRETARY REPORT

¹Amended to back up to 2b.



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None

6. OLD BUSINESS

None

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 Initial of the Recruitment and Hiring Process [HICKS]

Attorney Hicks read into the record Resolution No. 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 Initial of the Recruitment and Hiring Process

Commissioner Mirabella made a **Motion to Approve Resolution No. 2026-0001**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

Roll Call Vote

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

7b. Fire/EMS Chief Compensation Package

Commissioner Mirabella made a **Motion to Approve Resolution No. 2026-0001**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7c. District Manager Items 2, 4, 5, 6, 7, 8, 9, 10 and 11 [LOMBARDO]

Discussions regarding District Manager Items, 2, 4, 5, 6, 7, 8, 9, 10 and 11 were had and separately discussed in his report noted below.

8. LEGAL REPORT

None

9. FINANCE REPORT

None



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10. AMBULANCE CORPS REPORT

None

Commissioner Mirabella led a discussion regarding \$325K in the building account; where was the money spent; are their receipts for expenditures? Further, Commissioner Mirabella inquired about only having 2 ambulances and overtime; was it due to staff or mechanical. Lt. Perez commented that it was due to mechanical issues; that a vehicle was removed January and overtime went down; advised the third truck was to be in service in February and therefore, staffed for same. Unfortunately, the third truck was not back in service. Chief did not want to remove staff from roster in the event the truck was in service. All trucks are back in service and therefore, will generate overtime due to understaffing. Currently, there are three medics in training; three new employees started in January.

11. FIRE DEPARTMENT REPORT

Chief Mobley advised the fire department had one applicant who successfully passed the interview; 4 vacant positions to be filled; 3 individuals starting volunteer program. There was a structure fire on Card Sound Road with mutual aid from Ocean Reef. Capt. Garrido added there will be classes for training apparatus operation, aerial and pump-ops (sp.); extrication. Received approval from the NFPA for electric vehicle safety and will be putting on classes regarding same.

Commissioner Mirabella requested minutes/financial statement from previous meeting. Lt. Mumper to address.

12. COMMISSIONER ITEMS

Commissioner Mirabella addressed a quote from Streamline to maintain ADA documents; however should be able to address in-house.

Commissioner would like approval to book a room for the FASD Conference in June; approval granted.

13. DISTRICT MANAGER 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

Resolution passed.

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.



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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.

Salary/Benefits Package – request approval to include on advertising position. Commissioner Mirabella would like salary commensurate with experience. Range \$175K-\$196,865K.

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.

Covered by resolution.

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

Pay for lodging to final candidate interviews.

Bring back to another meeting for approval under new item.

Chairman Allen commented on providing lodging expenses to potential candidates who do not meet requirements. District Manager Lombardo will fully vet any potential candidate to ensure the candidate meets the required experience for the position prior to scheduling interviews.

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.



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In order to bring employees into the District, everything is tied into having employees; i.e. in order to apply for an ALS license, you need a COPCN, in order to get the COPCN, you need agency liability insurance. Current the insurance is under the Fire Department/Ems; District is a 3rd party. Therefore, the DM is proposing to offer all current employees **conditional job offers**; create roster, etc. before July 1, 2026 to allow interim DM to commence the process prior to his departure. Chairman Allen inquired as to whether the current Charter allows for this process; legal confirms. Additional comments surrounded the current benefits/pay package in concert with the conditional job offers.

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

Discussions regarding payment for the COPCN and ALS license.

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.

Discussions regarding adoption of ambulance fees.

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.



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

Discussions regarding the District to take over ambulance billing.

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.

Discussion regarding the allowance to migrate current operational policies of the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc. into the District.

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.

As previously discussed, the District is currently listed as a 3rd party on the Fire Department/EMS policy through VFIS. The District needs to be primary. VFIS has substantially increased premiums.



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If the District is a government entity, we could go with PGIT who provides worker's comp; general insurance. May get a better bid. Would like further research.

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.

Further to previously discussed **conditional job offers**, would like to create a conditional roster (nothing to be done outside legal input and Board approval).

Chairman Allen finds cause to modify agenda to make a motion/approval for action items.

Chairman Allen found cause to Modify the Agenda to Add item Nos. 2, 4, 5, 6, 7, 8, 9, 10 and 11 of the District Manager's Report. Commissioner Jenkins made a **Motion to Amend the Agenda to Include Item Nos. 2, 4, 5, 6, 7, 8, 9, 10 and 11 of the District Manager's Report**. Commissioner Conklin seconded, and the Board passed the motion with one "no" vote.

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.

District Manager Lombardo researched ownership of the Station 23 building; verified EMS Corporation owns Station 23 by quit claim deed from DOT; provision clause requires the building to be a public safety facility or it reverts back to DOT.



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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.

Would like to recognize Lt. Tucker and his crew for taking the initiative in painting the lockers at Station 25, which shows pride and ownership in the District and Station. The Board concurred and thanked the team.

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.

Finalizing website. Capt. Jones got .gov account. Start creating emails with .gov. Board gave approval to move forward with implementation .gov email addresses.

Attorney Banks made requested consideration from the Board on conducting meetings twice a month; i.e. target dates to complete projects associated with consolidated; the urgency of obtaining the COPCN with a meeting scheduled with the County to further discuss, etc.

14. **NEXT MEETING**

March 9, 2026 District Meeting (if required)

March 23, 2026 District Meeting

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



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15. ADJOURN

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 6:49 PM. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

7d.

MEMORANDUM

Physical Exams for Onboarding EMS Personnel

Submitted by: District Manager Lombardo

Our attorney has advised the District to provide physical exams for all personnel hired from the Key Largo Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc.

The Fire Department has the system established with Lifescan to perform pre-employment and annual physical exams for firefighters. This is required under law for anyone wearing an SCBA. However, there is no current exam for EMS personnel. The Fire Department Exams are currently underway, so there is no need to repeat the process for Fire personnel.

Our Medical Director has offered to provide medical physicals for all EMS personnel for \$150 per person. Note, that the EMS exam is not as extensive as the OSHA required Fire Physical Exam. The current price for Lifescan is \$525.

I am requesting the Board approve \$150 for each EMS employee to have Dr. Morrison perform a pre-District employment physical. There are total of 36 current EMS employees (including full time, volunteer, and part-time). The total cost physical exams for all EMS personnel is not expected to exceed \$5400.

Requested amount: \$5400 to perform physical exams for all onboarding EMS personnel

7e.

MEMORANDUM

Background checks for Onboarding Personnel

Submitted by: District Manager Lombardo

Our attorney has advised the District to conduct Florida Department of Law Enforcement (FDLE) background checks for all personnel hired from the Key Largo Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc.

The Fire Department has the system established with FDLE to perform these background checks and we can proceed when we onboard personnel; however, there is a fee per person of \$26. We currently have 65 people on the roster between both agencies (including all volunteers and part time employees). The total cost for background checks on all personnel is \$1690.

Requested amount: \$1690 to perform FDLE background checks for all personnel

7f.

Key Largo Fire Rescue and Emergency Medical Services District

Offer of Employment

Date: _____, 2026

Name: _____

Rate of Pay: \$ _____

Title/Rank: _____

Position: _____

List required certification(s) along with the date issued and the expiration dates:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

As you are aware, the Key Largo Fire Rescue and Emergency Medical Services District Board of Commissioners has determined the most efficient model for delivering fire, rescue, and emergency services to the citizens and visitors of the District is by terminating its agreements with the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc. and to begin providing these critical services directly. Nonetheless, the District recognizes your valued contribution to the organization and the community. As such, this letter is intended to serve as a **CONDITIONAL OFFER OF EMPLOYMENT** as detailed herein, pending successful review of required certifications, you pass a drug screening, and you pass a background check.

You are hereby offered employment with the Key Largo Fire Rescue and Emergency Medical Services District. This offer is extended to include your current status as set out above, as well as your current job description and those employee benefits that are provided to you by the Key Largo Volunteer Fire Department, Inc. or the Key Largo Volunteer Ambulance Corps at the time this letter is dated.

If you wish to be part of our team and accept employment as indicated herein, you **MUST SIGN AND RETURN THIS LETTER DIRECTLY TO THE DISTRICT MANAGER BY _____.**

Key Largo Fire Rescue and Emergency Medical Services District

Offer of Employment

This letter can be hand delivered or mailed via USPS to: Key Largo FREMS District Manager, 1 East Drive, Key Largo, FL 33037. The letter must be *received* by the District on or before the date listed above.

This Offer of Employment will be effective upon a date yet to be determined by the Kay Largo Fire Rescue and EMS Board of Commissioners. This Offer of Employment does not create an employment agreement or any other contractual rights of employment, nor does it change or modify your at-will employment status.

Printed Name: _____

Signature: _____

Date: _____

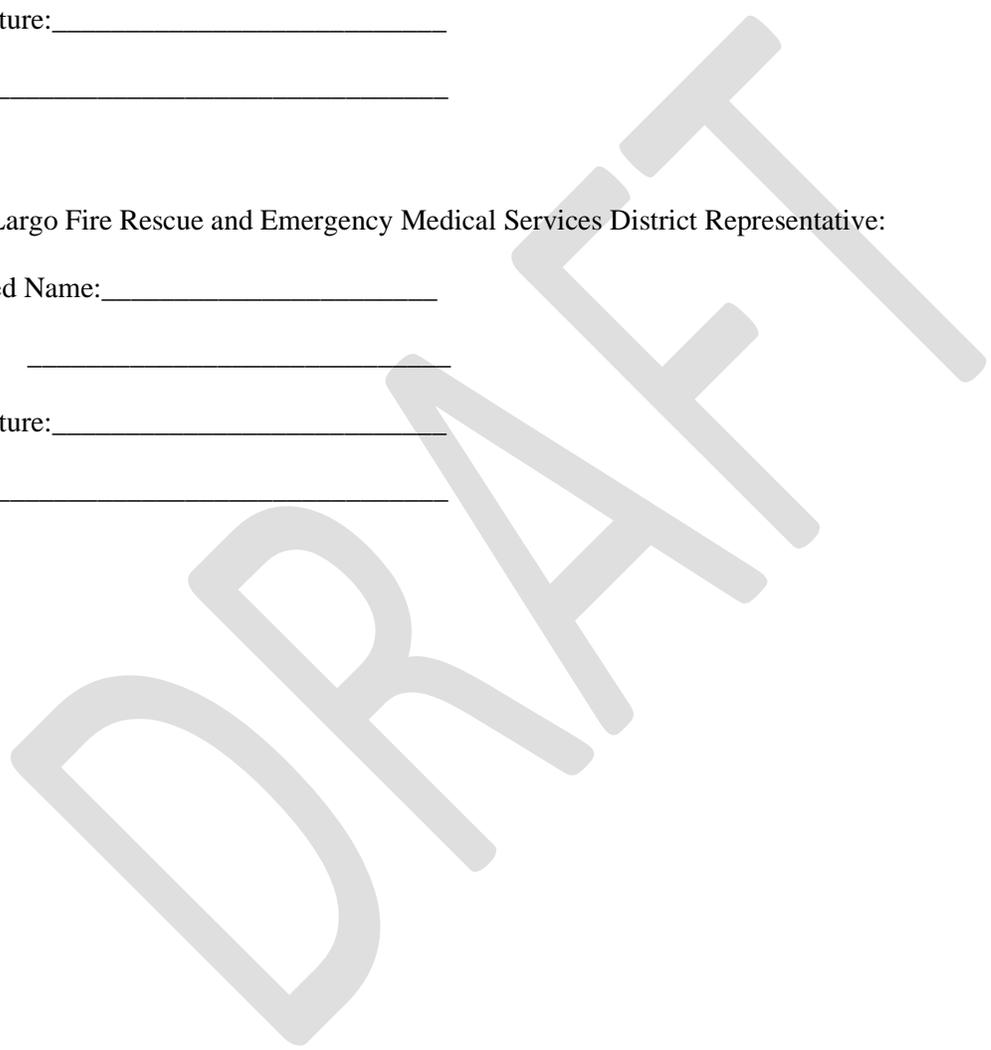
Key Largo Fire Rescue and Emergency Medical Services District Representative:

Printed Name: _____

Title: _____

Signature: _____

Date: _____



7g.

**AGREEMENT BETWEEN KEY LARGO FIRE RESCUE
AND EMERGENCY MEDICAL SERVICES DISTRICT AND KEY LARGO
VOLUNTEER FIRE DEPARTMENT, INC.**

This AGREEMENT made this 9th day of March, 2026, by and between the Key Largo Fire Rescue and Emergency Medical Services District (“DISTRICT”) and Key Largo Volunteer Fire Department (“FIRE DEPARTMENT”)

RECITALS

WHEREAS, the DISTRICT has lawful authority granted to it in Chapter 2005-329, organized and existing under Chapters 189 and 191, Laws of Florida, to provide fire and rescue services (hereinafter “Fire Services”) either directly or by contract with the Key Largo Volunteer Fire Department., pursuant to Chapter 2005-329, Laws of Florida, primarily for the benefit of the taxpayers residing within said DISTRICT; and

WHEREAS, the DISTRICT is charged with responsibility for provision of Fire Services, and

WHEREAS, the DISTRICT and the FIRE DEPARTMENT desire to provide basic and fire services from premises in Key Largo, to serve the area generally described as being from South Bay Harbor Drive and Lobster Lane (Approx. MM#95) North on US1 to the Dade County Line and North on S.R. 905 to the intersection of S.R. 905 and Card Sound Road, Monroe County, Florida (hereafter the "response area"); and

WHEREAS, within the said DISTRICT, the FIRE DEPARTMENT has been organized as a non-profit corporation for the purpose of providing Fire Services within the DISTRICT; and

WHEREAS, such Fire Services constitute essential services necessary to the health and safety of the residents and visitors of the KLFR & EMS District; and

WHEREAS, pursuant to F.S. § 633.025, the FIRE DEPARTMENT, on behalf of the DISTRICT shall enforce the Florida Life Safety Code as the minimum Life Safety Code for the DISTRICT; and

WHEREAS, the parties desire to enter into an AGREEMENT for the reimbursement of expenses relating to the services provided by the FIRE DEPARTMENT and other related matters, and

WHEREAS, the DISTRICT and the FIRE DEPARTMENT recognize that volunteers serve the community without promise, expectation, or receipt of compensation and that the parties wish to thank them for performing this traditional government function; and

WHEREAS, the parties desire to enter into an AGREEMENT for the reimbursement of expenses relating to the services provided by the FIRE DEPARTMENT, and other related matters;

NOW, THEREFORE, in consideration of the covenants contained herein and other good and valuable considerations, the parties agree as follows:

1. TERM OF AGREEMENT:

The term of this AGREEMENT shall commence on March 9, 2026, and terminate on July 1, 2026, unless terminated earlier in accordance with the terms and conditions hereafter provided. The Parties may mutually agree in writing to extend the term of this AGREEMENT on a month-to-month basis. Unless otherwise terminated or extended as provided herein, this AGREEMENT shall not automatically renew.

2. TERMINATION:

The DISTRICT may terminate this AGREEMENT at any time during its term if the FIRE DEPARTMENT defaults under any provisions specified herein, or violates any standard specified in this AGREEMENT, or violates any other law, regulation or standard applicable to the furnishing of Fire Services in Monroe County.

In such event the DISTRICT shall furnish the FIRE DEPARTMENT written notice of any such default or violation and the FIRE DEPARTMENT shall have thirty (30) days from receipt of said notice to correct or remedy such default or violation. However, if correction of the default or violation requires permitting or outside authorization from any State or Local Governmental Agency, the FIRE DEPARTMENT shall apply for the required permit or authorization within thirty (30) days and the time period for correction of the violation shall commence on the date that the FIRE DEPARTMENT received the necessary permit or authorization. Additionally, if any act of nature should occur during the period of time within the time the FIRE DEPARTMENT was to correct the default or violation, the period of time within which correction is to occur shall be extended a reasonable amount of time, using the reasonable person standard for determination of what is a reasonable time.

If such violation is not corrected or such default is not remedied, within the aforesaid time, or is of such nature that it cannot be corrected or remedied, this AGREEMENT shall be considered void. This AGREEMENT may be terminated unilaterally for the refusal of the FIRE DEPARTMENT to allow public access to all documents, papers, letters, or other material, as allowed or required by law, excluding any and all material protected under the Health Information Portability and Accountability Act (HIPAA), made or received by the contractor in conjunction with duties performed under this AGREEMENT, after 30 days written notice of request and opportunity to provide same by the DISTRICT, unless such records are exempt from public access under F.S. 119.07 and 24(a) of Art. I of the State Constitution.

This AGREEMENT may be terminated by the DISTRICT for any reason upon at least sixty (60) days written notice to the FIRE DEPARTMENT at the addresses set forth below. If said AGREEMENT should be terminated as provided in this paragraph of the Contract, the DISTRICT will be relieved of all obligations under said contract unless otherwise provided herein. Upon termination of the AGREEMENT, the DISTRICT will only be required to pay that amount of the

contract actually performed to the date of termination with no payment due for unperformed work or lost profits.

3. EFFECT OF DISTRICT POLICIES:

The FIRE DEPARTMENT shall not create or enforce internal policies that conflict with any policies of the District Personnel Manual, as amended. Should such a conflict arise, the policies of the District's Personnel Manual shall control, unless otherwise provided by law or by the District's Personnel Manual. The DISTRICT shall solicit comments from the FIRE DEPARTMENT regarding any proposed amendments to the Personnel Manual the DISTRICT deems might materially affect the FIRE DEPARTMENT.

4. RESPONSE AREA AND MUTUAL AID:

The FIRE DEPARTMENT shall be the exclusive provider of Fire Services within their response area. The FIRE DEPARTMENT shall also provide mutual aid response to any other emergency service upon request and/or in accordance with existing protocol, applicable laws, rules, regulations, and standards.

5. FIRE DEPARTMENT ORGANIZATION AND BY-LAWS:

The FIRE DEPARTMENT shall revisit its corporate roles, distribution of authority, and executive or administrative oversight and shall create an organizational structure that provides for checks and balances between executive/administrative oversight and operational functions. The structure shall also reflect the efficient assignment of responsibility and authority, allowing the FIRE DEPARTMENT to accomplish effectiveness by maximizing distribution of workload and allocate resources equitably and with emphasis on safety.

The FIRE DEPARTMENT'S Board shall provide to the DISTRICT an organizational plan of the FIRE DEPARTMENT and shall review the structure as needed due to internal restructuring. If the FIRE DEPARTMENT effects revisions to the organizational plan the FIRE DEPARTMENT shall notify the DISTRICT clerk and present the revised plan to the DISTRICT upon request. To the extent the DISTRICT board provides comments or advice on the organizational plan, the FIRE DEPARTMENT shall give significant weight and consideration to the DISTRICT's comments and advice. No revisions to the organizational plan that would have a significant fiscal impact on the DISTRICT shall be approved by the FIRE DEPARTMENT without first obtaining DISTRICT approval.

The plan shall include an organizational chart, indicating any subordinate(s) or supervisor(s) of each position. The chart shall be accompanied by thorough job descriptions for each position. The job descriptions shall clearly and adequately describe the primary functions and activities, critical tasks, levels of supervision, and accountability, as well as reasonable qualifications of each class or position within the FIRE DEPARTMENT. All persons working under accepted job descriptions will receive a performance appraisal, as outlined in FIRE DEPARTMENT Policies annually, without exception.

The plan shall also contain eligibility lists for required positions based on merit, experience, and qualifications. Selections shall be made based on merit and qualification and should include practice guidelines for a Drug Free Workplace and a Smoke Free Workplace.

The FIRE DEPARTMENT shall maintain an active corporation status with the State of Florida, and shall produce evidence to the DISTRICT confirming its corporate standing under Florida law upon request. The FIRE DEPARTMENT'S membership shall, review and/or revise its by-laws as needed and shall present one dated, typed copy of its by-laws to the DISTRICT within thirty (30) days of such revisions being adopted by the FIRE DEPARTMENT.

The FIRE DEPARTMENT shall confirm the enabling documents providing for the appointment of corporate officers. The FIRE DEPARTMENT shall provide the DISTRICT a dated, typed copy of its updated by-laws upon any update thereof. Notwithstanding the requirements of this section; the FIRE DEPARTMENT shall conduct a job analysis of all Job Classifications to confirm the incumbents are working within their job descriptions and expectations.

6. MISSION, VISION, VALUES, STRATEGIC PLANNING OUTCOMES, GOALS, AND OBJECTIVES:

The FIRE DEPARTMENT shall, with the DISTRICT, develop a Strategic Plan. The purpose of the Plan shall be to evaluate service improvement opportunities, develop goals for future service delivery, and to establish critical tasks and timelines to accomplish those goals. The Plan shall contain a critical tasking analysis for common community risk types and ensure that the number of personnel dispatched to calls equals the identified critical tasks.

7. FOUNDATIONAL POLICY OF FIRE DEPARTMENT:

The FIRE DEPARTMENT shall create clear policies that lay the foundation for effective organizational culture. The policies shall take the form of Administrative Rules and Standard Operating Guidelines ("SOGs"). The FIRE DEPARTMENT shall within thirty (30) days promulgate its initial Administrative Rules and SOGs and provide a hardcopy of the same to the DISTRICT. The FIRE DEPARTMENT shall thereafter provide the DISTRICT an updated copy of the FIRE DEPARTMENT'S Administrative Rules and SOGs upon any modification or update thereof

7.1 Administrative Rules:

The FIRE DEPARTMENT'S Board shall adopt or approve, with a review by the DISTRICT, Administrative Rules that personnel in the FIRE DEPARTMENT are required to comply with at all times. The FIRE DEPARTMENT shall present such proposed rules to the DISTRICT on a semi-annual basis, via written submission of all revised rules to the DISTRICT Clerk and report to the DISTRICT board at a regularly scheduled meeting. The FIRE DEPARTMENT shall additionally make such proposed rules available to the DISTRICT upon the request of any sitting District Commissioner. The FIRE DEPARTMENT shall give significant weight and consideration to the DISTRICT'S advice and comments and shall revise previously

enacted Administrative Rules to the extent such revisions are warranted following advice and comment from the DISTRICT board. The Administrative Rules shall govern all members of FIRE DEPARTMENT, whether paid, volunteer, or civilian, and including the Chief. The FIRE DEPARTMENT Board may delegate authority to the Chief to enforce Administrative Rules on FIRE DEPARTMENT personnel. Where rules and policies, by their nature, require different application or provisions for different classifications of members, these differences shall be clearly indicated and explained in writing.

The Administrative Rules shall contain sections which address:

- Public records access and retention in accordance with the DISTRICT's Record Retention Schedule;
- Contracting and purchasing authority;
- Safety and loss prevention;
- Personal Protective Equipment program;
- Hazard communication program;
- Harassment and discrimination;
- Personnel appointment and promotion;
- Disciplinary and grievance procedures;
- Uniforms and personal appearance; and
- Other personnel management issues.

7.2 Standard Operating Guidelines ("SOGs"):

The FIRE DEPARTMENT shall develop and, under the direction of the Fire Chief, enforce, SOGs. SOGs shall contain street-level operational standards of practice for personnel of the FIRE DEPARTMENT. The FIRE DEPARTMENT shall present such proposed rules to the DISTRICT on a semi-annual basis, via written submission of all revised rules to the DISTRICT Clerk and report to the DISTRICT board at a regularly scheduled meeting. The FIRE DEPARTMENT shall additionally make such proposed SOG's available to the DISTRICT upon the request of any sitting District Commissioner. The FIRE DEPARTMENT shall give significant weight and consideration to the DISTRICT'S advice and comments and shall revise previously enacted SOG's to the extent such revisions are warranted following advice and comment from the DISTRICT board. Unlike Administrative Rules, variances shall be allowed in unique or unusual circumstances where strict application of the SOG would be less effective. The FIRE DEPARTMENT shall develop a program for regular, systematic updating of SOGs to ensure they remain current, practical, and relevant.

7.3 Availability of Rules and SOGs:

The FIRE DEPARTMENT shall make all Administrative Rules and SOGs readily available to all members of the FIRE DEPARTMENT and shall furnish each member with his/her copy. In doing so, the FIRE DEPARTMENT shall ensure that no confusion exists as to which Rules or SOGs are currently in force. Additionally, the FIRE DEPARTMENT shall develop a written procedure to ensure and to govern the distribution of all new Rules, SOGs, and other memos to members of the FIRE DEPARTMENT. The written procedure shall include a method to verify distribution.

8. INCIDENT REPORTS

Within twenty-four (24) hours of the occurrence of the following types of incidents, the FIRE DEPARTMENT shall provide a written report to the DISTRICT clerk and Board Chair:

- Any incident involving damage to property estimated to be equal to or greater than \$5,000.00;
- Any incident involving the hospitalization or death of any FIRE DEPARTMENT personnel;
- Any incident likely to result in litigation against the FIRE DEPARTMENT, its personnel, or the DISTRICT;

Within thirty (30) days of the occurrence of (or at the next regularly scheduled meeting of the DISTRICT Board) any incident response which the Chief determines to have an inordinately or unusually long response time, the FIRE DEPARTMENT shall provide a written report to the DISTRICT clerk and Board Chair;

9. PERSONNEL:

The FIRE DEPARTMENT shall maintain volunteer and/or paid personnel so as to make sure a complement of personnel are available to provide Fire Services on a twenty- four (24) hour basis to the DISTRICT. In accordance with the current practices of the FIRE DEPARTMENT, scheduling and assignment of personnel shall be arranged so as to ensure that all applicable legal requirements are met at all times. The FIRE DEPARTMENT shall ensure that at all times sufficient personnel are scheduled to comply with the requirements of Florida Statute Section 633 as may be amended from time to time. The backup shall perform to the ninety-fifth percentile (95%) of availability. Scheduling and assignment of personnel shall be arranged so as to utilize volunteer personnel to the maximum extent possible. Only in the event the FIRE DEPARTMENT deems it necessary to maintain coverage or to meet administrative needs and obtains permission from the DISTRICT shall paid part-time or full-time employees be employed in addition to those approved in the budget.

10. MINIMUM STANDARD AND TRAINING:

The FIRE DEPARTMENT shall require that all volunteer personnel engaged in Fire Services comply with the minimum training, education, and performance requirements of the State of Florida for fire department personnel. On the date of hire, all FIRE DEPARTMENT personnel shall meet the minimum state certification and eligibility standards required for that position. The FIRE DEPARTMENT shall establish and maintain training and continuing education program designed to maintain a high degree of competency and skill on the part of all volunteer and/or paid FIRE DEPARTMENT personnel. The FIRE DEPARTMENT shall also facilitate and encourage attendance by all volunteer and/or paid FIRE DEPARTMENT personnel at proficiency training programs provided by the FIRE DEPARTMENT or other agency deemed appropriate. The FIRE

DEPARTMENT shall maintain current and accurate training and proficiency records for all volunteer and/or paid FIRE DEPARTMENT personnel evidencing compliance with this provision.

The FIRE DEPARTMENT shall appoint a FIRE DEPARTMENT training officer. The FIRE DEPARTMENT shall develop and implement a comprehensive FIRE DEPARTMENT Training Plan including minimum training and certification requirements for members and employees. The Plan shall provide for regular training of, and implement a comprehensive, structured, skills maintenance training program for all of FIRE DEPARTMENT officers and employees. The FIRE DEPARTMENT shall design and implement a pre-promotion training program. The FIRE DEPARTMENT shall require lesson plans for all training sessions and immediately implement the requirement for an assigned safety officer in attendance at all manipulative training sessions, as applicable to the specific exercise.

The FIRE DEPARTMENT shall continue multi-company and multi-agency drills and training as frequently as is required by Florida law to enhance mutual aid operations and improve relationships and planning efforts. The FIRE DEPARTMENT shall develop and implement a plan to evaluate member/employee technical and manipulative skills on a regular basis. The FIRE DEPARTMENT shall develop and implement a formal performance evaluation system for all members and employees. The FIRE DEPARTMENT shall conduct an ongoing analysis of on-scene staffing strength to confirm the FIRE DEPARTMENT'S standard of coverage.

The FIRE DEPARTMENT shall continue the centralized, consistent, training data collection and shall maintain up-to-date records on training data collection and reporting under direct oversight of the training officer. The FIRE DEPARTMENT shall establish a training reference, equipment and props inventory and member checkout procedure.

The FIRE DEPARTMENT shall consider implementing a formal competency-based approach to the FIRE DEPARTMENT'S training program.

On at least a quarterly basis, the FIRE DEPARTMENT shall provide to the DISTRICT at a regularly scheduled DISTRICT Board meeting a written report detailing FIRE DEPARTMENT compliance with this paragraph, specifically with regard to the adequacy of on-scene staffing.

11. COMPLIANCE:

At all times in the performance of its duties under this AGREEMENT, the FIRE DEPARTMENT shall comply with all applicable State and Federal regulations, and all applicable local laws, ordinances and procedures pertaining to the operation of equipment, direction of personnel, transportation of patients, and medical care of persons.

12. DISCIPLINE:

The FIRE DEPARTMENT has previously adopted a clearly identifiable, formal, progressive disciplinary process with an appropriate appeal procedure. Within thirty (30) days of the adoption of revisions to this disciplinary procedure, the FIRE DEPARTMENT shall notify the DISTRICT clerk, and shall present such proposed modifications to the DISTRICT upon request. The FIRE

DEPARTMENT shall give significant weight and consideration to the DISTRICT's advice and comments and shall revise the previously adopted disciplinary procedure to the extent such revisions are warranted following advice and comment from the DISTRICT Board.

13. PAID EMPLOYEES:

Subject to the provisions of Section Nine (9), the FIRE DEPARTMENT may employ such part-time or full-time employees as it determines is necessary to carry out its Fire Services. Part-time or full-time employees of the FIRE DEPARTMENT shall be compensated by the DISTRICT at a rate commensurate with that of other similarly trained and experienced personnel employed within Monroe County.

14. SELECTION OF NEW MEMBERSHIP:

The FIRE DEPARTMENT shall make membership selections based on merit and qualifications. The FIRE DEPARTMENT shall maintain and update a list of active FIRE DEPARTMENT membership.

15. HARASSMENT POLICY:

The FIRE DEPARTMENT shall establish a disciplinary policy and procedure for reporting harassment that conforms to State and Federal law, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. The FIRE DEPARTMENT shall instruct employees/volunteers to report any complaints in accordance with the DISTRICT'S harassment policy.

16. EQUAL EMPLOYMENT OPPORTUNITIES AND HARASSMENT:

The FIRE DEPARTMENT must comply with all State and Federal and local laws relating to nondiscrimination, including, but not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other

nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

17. DRUG-FREE WORKPLACE:

The FIRE DEPARTMENT shall comply with the requirements of the Drug-Free Workplace Act of 1988, and implemented at 44 C.F.R. Part 17, Subpart F.

18. FREEDOM FROM POLITICAL COERCION:

No paid FIRE DEPARTMENT employee who exercises functions in connection with an activity financed in whole or in part by loans or grants made by the United States or a Federal agency shall (1) use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office, (2) directly or indirectly coerce, command, or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes, provided, however, that an individual may be a candidate for elective office. Provided, further, that an FIRE DEPARTMENT officer or employee may be a candidate for elective office in an election as provided by 5 U.S.C. 1502(a)(3), as amended.

This provision does not in any way limit the rights of an FIRE DEPARTMENT officer or employee to vote as he or she chooses and to express his or her opinions on political subjects and candidates.

19. POLITICAL ACTIVITIES:

In consultation with the DISTRICT, the FIRE DEPARTMENT shall adopt a "Political Activity Policy" which requires its personnel to make reasonably clear that any personal political opinion expressed in a public forum is their own and not attributable to the FIRE DEPARTMENT. If the FIRE DEPARTMENT should revise, suspend, or revoke the Political Activity Policy, the FIRE DEPARTMENT shall notify the DISTRICT Clerk within thirty (30) days of such decision. To the extent that the DISTRICT board provides comments or advice on the revision, suspension, or revocation of the Political Activity Policy, the FIRE DEPARTMENT shall give significant weight and consideration to the DISTRICT'S comments and advice.

20. MAINTENANCE OF FIRE DEPARTMENT HISTORY:

The FIRE DEPARTMENT shall clearly assign responsibility for maintaining a Facebook or other social media page or file containing items of historical significance, including pictures, newspaper articles, etc. Additionally, the FIRE DEPARTMENT shall prepare an annual report to be presented to the DISTRICT on August 1st of each year. The annual report shall also be distributed to the community and made available on the FIRE DEPARTMENT'S website. At minimum, each annual report shall include:

- Brief history of the FIRE DEPARTMENT;
- Summary of events and activities during the report year;

- Description of major incidents handled by the FIRE DEPARTMENT;
- Descriptions of new or improved services and programs;
- List of people who served with the FIRE DEPARTMENT during the year;
- Awards received by the FIRE DEPARTMENT or individuals;
- Financial summary including revenues and expenditures, grants, etc.; and
- Statistical analysis, with trends, of key community service level indicators.

21. OVERALL ALERTNESS, INCLUDING VOLUNTEER ALERTNESS:

The FIRE DEPARTMENT shall establish a duty officer system, including using volunteer officers, to ensure that an individual designated for incident command will be available 24 hours a day.

22. PUBLIC COMPLAINTS:

The FIRE DEPARTMENT shall establish a formal procedure for handling complaints from the public. The FIRE DEPARTMENT shall immediately provide the DISTRICT with a written description of any written complaints received from the public within twenty-four (24) hours of receiving such complaints, or as soon as is practicable thereafter. Notwithstanding the foregoing, the FIRE DEPARTMENT shall report any complaint, written or otherwise, that concerns any matter specified in Section 8 of this Agreement. Subsequent remedial actions relating to the complaint shall likewise be immediately provided to the DISTRICT.

23. VEHICLE, EQUIPMENT AND FACILITIES:

The DISTRICT shall provide to the FIRE DEPARTMENT sufficient vehicles, equipment, and facilities to enable the FIRE DEPARTMENT to carry out its Fire Services with the DISTRICT as provided for in the Monroe County Year 2030 Comprehensive Plan or any other plans or documents relating to the Fire Services that are adopted by Monroe County. The DISTRICT shall be responsible for the general maintenance and repair of the vehicles, equipment, and facilities owned and/or leased by the DISTRICT as well as required periodic testing and certification of all equipment, as necessary, used by the FIRE DEPARTMENT in connection with its Fire Services. The FIRE DEPARTMENT shall be responsible for proper control of all assigned vehicles, equipment, and facilities and shall develop and implement an aggressive driver/operator annual training program and checkout program for all FIRE DEPARTMENT vehicles. The FIRE DEPARTMENT shall be responsible for notifying the Chair of the DISTRICT of needed repairs for vehicles, equipment, and facilities and shall assist in arrangements for said repairs. The DISTRICT shall have the right to inspect the vehicles, equipment, or facilities at any time.

24. PROPERTY CONTROL:

The FIRE DEPARTMENT shall provide a system for property control of the vehicles and equipment owned and/or leased by the DISTRICT and used by the FIRE DEPARTMENT to provide Fire Services. The FIRE DEPARTMENT shall assist in the performance of the annual inventory of the vehicles and equipment.

25. SUBCONTRACTS:

The FIRE DEPARTMENT may subcontract its services when the DISTRICT determines such subcontracts are beneficial to the FIRE DEPARTMENT, the DISTRICT, and/or the community. The FIRE DEPARTMENT may utilize equipment and vehicles owned and/or leased by the DISTRICT in conjunction with the above subcontractors provided that no reduction in the level of services to their respective service area results from the utilization of said equipment for sub-contracted services. Notice of intent to subcontract, when DISTRICT equipment and/or vehicles will be used, must be provided to the DISTRICT at least thirty (30) days prior to execution of said subcontract in order to allow for proper review and comment concerning same and to allow the DISTRICT to decide whether to approve or disapprove of the same. A signed copy of all subcontracts shall be provided to the DISTRICT.

The FIRE DEPARTMENT shall comply with all regulations promulgated pursuant to 40 U.S.C. §3145 relating to contractors' and subcontractors' furnishing statements on the wages paid each employee during the previous pay period. No FIRE DEPARTMENT employee shall receive kickbacks from public works employees, as provided by 18 U.S.C. §874. The FIRE DEPARTMENT shall comply with all applicable provisions of 40 USC §§ 3701-3708.

26. BUDGET REQUEST AND AGREEMENT:

As requested by the DISTRICT as part of its annual budget adoption process, the FIRE DEPARTMENT shall submit a proposed budget appropriations request, by line item account in a format specified by the DISTRICT, for the forthcoming fiscal year. The FIRE DEPARTMENT budget request should include personnel, supplies, materials, utilities and other internal costs, charges, or expenditures necessary or incidental to the operation of the Fire Services, including a reasonable stipend for professional services contemplated within this AGREEMENT, which have not been previously specified herein as being provided by the DISTRICT. This budget request shall also include, based on statistical analysis of the usage, mileage, serviceability, and/or level of service, a five year plan for refurbishment, replacement, or additional apparatus to be provided to the FIRE DEPARTMENT by the DISTRICT.

Once formally adopted by the DISTRICT prior to October 1st of each year, the budget establishes an initial limitation on expenditures by the FIRE DEPARTMENT by line item total. The DISTRICT and FIRE DEPARTMENT acknowledge that the annual budget may be amended from time to time to reflect increases in actual expenses, and to reflect the increase or decrease in the level of services provided to the District due to hurricanes, other emergencies or requirements for additional staffing. If subsequent to the passage and adoption of the budget, the FIRE DEPARTMENT determines that a line item will exceed its original allocation, the FIRE DEPARTMENT shall prepare for the DISTRICT' s approval a budget amendment request to reflect its additional funding requirements. The FIRE DEPARTMENT is not authorized to receive payment in excess of the budgeted line item amounts until the DISTRICT approves such an amendment.

The FIRE DEPARTMENT may, however, make budget transfers which increase or decrease budgeted line item amounts without DISTRICT approval, provided that such line item changes do not require an increase to the adopted total amount of the FIRE DEPARTMENT budget and that such transfer is in accordance with the District's Budget Transfer Policy. Budget line items for capital expenditures and those line items which include personnel and payroll related costs may not be modified by the FIRE DEPARTMENT without DISTRICT Board approval.

27. CONTRACT PAYMENTS:

The FIRE DEPARTMENT shall receive funding for budgeted expenditures incurred in the performance of this CONTRACT by the following methods:

27.1 Advances:

The DISTRICT shall retain the option to provide the FIRE DEPARTMENT with advance funding for minor recurring expenditures. If such advance payments are made the FIRE DEPARTMENT will provide the DISTRICT with monthly financial reports, by the 15th day of each month for the prior month in a format deemed acceptable by the DISTRICT, which show all costs incurred by the FIRE DEPARTMENT against this advance.

At the end of each fiscal year, incurred costs will be reconciled with total advance payments made by the DISTRICT. The DISTRICT'S external auditors will determine the final balance. If incurred costs exceed total payments, the DISTRICT will reimburse the FIRE DEPARTMENT for the excess costs, provided that such reimbursement does not exceed the total adopted budget for the FIRE DEPARTMENT. If total payments exceed incurred costs, the FIRE DEPARTMENT will reimburse the DISTRICT for the excess payment amount.

27.2 Direct Payment:

The DISTRICT can provide for direct payment of any expenses of the FIRE DEPARTMENT which are part of the approved budget. If desired by the FIRE DEPARTMENT, the DISTRICT will provide for direct payment of payroll prepared by a third party payroll service through withdrawal from a DISTRICT account. Direct payment for other expenses will be made by the DISTRICT based on the FIRE DEPARTMENT'S submittal of purchase orders and/or check requests in accordance with the DISTRICT'S adopted Purchasing Policies and Procedures or Travel Authorization and Expense Policy as may be amended by the DISTRICT from time to time.

27.3 Reimbursement:

In the event that an expenditure which is part of the adopted budget must be incurred by the FIRE DEPARTMENT rather than paid directly by the DISTRICT, the FIRE DEPARTMENT can request reimbursement from the DISTRICT'S funds by submitting a check request in accordance with the DISTRICT'S adopted Purchasing Policies and Procedures. The DISTRICT will not reimburse the FIRE DEPARTMENT for capital expenditures that were incurred prior to execution of an approved purchase order or contract in accordance with the DISTRICT'S purchasing policies.

In no event shall the DISTRICT reimburse the FIRE DEPARTMENT for expenditures that exceed budgeted line item allocations or that were made in violation of the DISTRICT's Policies and Procedures. Travel expenses must be submitted in accordance with the DISTRICT's adopted Travel Authorization and Expense policy.

28. ANNUAL AUDIT REPORT:

The FIRE DEPARTMENT shall allow the DISTRICT and its external auditors access to its records related to expenditures under this contract to conduct an annual audit report, in accordance with Florida Statutes. The DISTRICT will be responsible to procure the services of the auditor and the cost of such audit shall be a cost, charge, or expenditure of the DISTRICT.

29. DISTRICT INSURANCE:

The DISTRICT shall provide the following insurance coverage on and for the volunteers of the FIRE DEPARTMENT:

- A. Workers Compensation Insurance as required by Florida Statutes Chapter 440, including minimum \$1,000,000 Employer's Liability Coverage;
- B. General Liability Insurance, with minimum limits of \$2,000,000; and
- C. Automobile Liability Insurance with minimum limits of \$2,000,000 including Physical Damage Insurance on all vehicles owned or leased by the DISTRICT and used by the FIRE DEPARTMENT. The policy shall provide secondary coverage on private vehicles only during such time as they are operated in response to a call, and ending, either at such time as the volunteer returns to his/her home, or to the first location to which a volunteer stops on the way home, after completion of participation in the emergency services that were subject to the call, whichever occurs first.

All DISTRICT liability insurance policies shall name the FIRE DEPARTMENT as an additional insured. Proof of all insurance in a form acceptable to the FIRE DEPARTMENT shall be provided by the DISTRICT upon request.

30. FIRE DEPARTMENT INSURANCE:

30.1 Part-Time and Full Time Employees:

The FIRE DEPARTMENT shall provide the following insurance on all part-time and full-time employees of the FIRE DEPARTMENT:

- A. Workers Compensation Insurance in compliance with Florida Statutes Chapter 440 including minimum \$1,000,000 Employer's Liability Coverage;
- B. Unemployment Compensation in compliance with Florida Statutes Chapter 443;

C. General Liability Insurance with minimum limits of \$2,000,000 combined single limit;

D. Disability income insurance for a minimum of three hundred dollars (\$300.00) weekly upon total disability for the first thirty (30) days and thereafter, in an amount up to six hundred dollars (\$600.00) weekly, not to exceed the employee's net income. Said benefit shall continue until otherwise terminated according to the provisions of the applicable disability policy; and

E. Death benefits insurance with a minimum amount of seventy-five thousand (\$75,000.00) death/permanent disability benefits for the employee while engaged in the performance of his/her duties.

F. Labor and Employment Practices Liability insurance with a minimum limit of one million dollars (\$1,000,000).

30.2 Volunteers:

The FIRE DEPARTMENT shall provide the following insurance on all volunteers of the FIRE DEPARTMENT:

A. Disability income insurance for a minimum of three hundred dollars (\$300.00) weekly upon total disability for the first thirty (30) days and thereafter, in an amount up to six hundred dollars (\$600.00) weekly, not to exceed the volunteers' average reimbursement. Said benefit shall continue until otherwise terminated according to the provisions of the applicable disability policy;

B. Death benefits insurance with a minimum amount of seventy-five thousand dollars (\$75,000.00) death/permanent disability benefit for the employee while engaged in the performance of his/her duties; and

C. Workers Compensation Insurance as required by Florida Statutes Chapter 440, including minimum \$1,000,000 Employer's Liability Coverage.

30.3 Vehicles:

The FIRE DEPARTMENT shall provide the following insurance on all vehicles owned and/or leased by the FIRE DEPARTMENT and used in providing Fire Services within the DISTRICT:

Automobile Liability Insurance with minimum limits of \$300,000 combined single limit.

All liability policies are to name the DISTRICT as an additional insured, and shall provide for no less than thirty (30) days notice of cancellation, non-renewal, or reduction in coverage. Proof of all insurance in a form acceptable to the DISTRICT shall be provided by the FIRE DEPARTMENT upon request.

31. PRIVATE VEHICLE INSURANCE:

Any and all FIRE DEPARTMENT personnel who utilize a private vehicle in the course and scope of their duties shall keep in full force and effect a policy of liability insurance on his/her private vehicle(s) in at least such minimum amounts of coverage as are required under Florida law. Proof of insurance in a form acceptable to the DISTRICT shall be provided by each volunteer and maintained on file in the business office of the FIRE DEPARTMENT. The FIRE DEPARTMENT shall provide copies of proof of insurance to the DISTRICT upon request.

32. VOLUNTEER PERSONNEL:

The DISTRICT shall reimburse the FIRE DEPARTMENT for the volunteer personnel in accordance with an annual budget agreed upon by both parties, the failure of which results in the previous year schedule applying.

The FIRE DEPARTMENT shall have the right to establish its own eligibility requirements for disbursement of reimbursement based on participation in FIRE DEPARTMENT activities. DISTRICT funding for the reimbursement of volunteers shall not exceed the budgeted allocation for such reimbursement. Said amounts may be changed or adjusted by approval of the DISTRICT and the FIRE DEPARTMENT, during the term of this AGREEMENT without cause to void, cancel, or violate this AGREEMENT.

33. MAINTENANCE AND RECORDS CUSTODIAN:

The following shall be obligations of the FIRE DEPARTMENT:

- A. Maintaining of detailed, accurate, and current records of all maintenance and repairs performed on all vehicles and equipment used by the FIRE DEPARTMENT;
- B. Ensuring that detailed, accurate, and current records of all required testing and certification of rescue, emergency, and medical equipment testing and certification are maintained by the FIRE DEPARTMENT;
- C. Maintaining of accurate and current records of training, testing, and certification of all volunteer personnel and part-time and full-time employees.
- D. Keeping an accurate and current inventory of all vehicles and equipment used by the FIRE DEPARTMENT;
- E. Preparing and maintaining complete and accurate records of incident details, such as response times. The FIRE DEPARTMENT shall develop a written procedure governing the methods by which to document and record incident details, which procedure shall include a list of required information to be recorded about each incident. The FIRE DEPARTMENT shall file with the State of Florida in a timely fashion, an incident report for each response by

the FIRE DEPARTMENT to all FIRE DEPARTMENT personnel rescue, mutual aid, or other miscellaneous calls as required by the State of Florida; and

F. Preparing and maintaining complete and accurate personnel records, such as records on employment history, discipline, commendations, work assignments, injuries, exposures, and leave time.

The FIRE DEPARTMENT, has developed a written procedure for maintaining the preceding records. Within thirty (30) days of a revised records maintenance procedure being adopted, the FIRE DEPARTMENT shall notify the DISTRICT clerk and present such procedure to the DISTRICT Board upon request.

The FIRE DEPARTMENT has formalized its process of responding to public requests for access to records. It shall maintain a current version of this policy and procedure in writing and shall ensure that all legal requirements concerning maintenance of records are met. Within thirty (30) days of a revised records maintenance procedure being adopted, the FIRE DEPARTMENT shall notify the DISTRICT clerk and present such procedure to the DISTRICT Board upon request.

IF FIRE DEPARTMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AMBULANCE CORP'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE DISTRICT RECORDS CUSTODIAN, CAROL GRECO, AT (305) 394-1719, CLERK@KLFREMS.ORG

The FIRE DEPARTMENT shall ensure proper security of its records by using passage and/or container locks with limited access as needed. The FIRE DEPARTMENT shall back up important computer files every month. The FIRE DEPARTMENT shall establish a written procedure designed to ensure that the FIRE DEPARTMENT facilities are adequately locked and secured from unauthorized entry. The FIRE DEPARTMENT shall limit public access to its facilities to business areas.

34. PUBLIC MEETINGS:

The FIRE DEPARTMENT shall comply with public notice and Sunshine Law requirement regarding public access to information, as if the FIRE DEPARTMENT were a government entity, excluding confidential protected medical information and employee records. Requests for information from the public shall be directed through the District and not directly to the FIRE DEPARTMENT.

35. RELATIONSHIP WITH MONROE COUNTY:

The FIRE DEPARTMENT shall cooperate and maintain a good relationship with Monroe County and other neighboring fire departments and municipalities, their officials, and their fire department members.

36. DISTRICT MEDICAL DIRECTOR:

The DISTRICT, after consulting with the FIRE DEPARTMENT, shall contract with a Florida licensed physician(s) to serve as the FIRE DEPARTMENT Medical Director. The Medical Director shall secure and provide to the DISTRICT medical malpractice insurance with minimum limits of \$300,000 per occurrence, \$1,000,000 annual aggregate to cover the negligent acts and/or omissions of the Medical Director of the FIRE DEPARTMENT when said Director is acting within the scope and in furtherance of the duties of the Medical Director as set forth in Florida Statute 401.265.

37. ACCOUNTABILITY:

The FIRE DEPARTMENT shall be accountable to the DISTRICT as required by this AGREEMENT. The Monroe County Emergency Management Agency shall have the authority to coordinate and control all Fire Services during a State of Local Emergency. The Monroe County Emergency Management Agency shall also have the authority to coordinate and control Fire Services during other major incidents if requested by the FIRE DEPARTMENT, or under any authority granted to the FIRE DEPARTMENT by any applicable laws and/or ordinances or under any protocols, rules, regulations, standards, plans, policies, and/or procedures approved by the DISTRICT. The FIRE DEPARTMENT shall have the duties and responsibilities in its respective service area which are applicable to Fire Services.

The DISTRICT shall provide administrative and technical assistance, as requested, to the FIRE DEPARTMENT in matters relating to the operation of the Fire Services. Representatives of both the DISTRICT and the FIRE DEPARTMENT shall meet on a regular basis for discussions regarding the operation of the Fire Services contemplated within this AGREEMENT and other related matters; meeting dates to be jointly agreed upon.

All administrative correspondence shall be sent to:

To the DISTRICT:	Attn: Chairperson Key Largo Fire Rescue and EMS District P.O. Box 371023 Key Largo, FL 33037-1023
To the FIRE DEPARTMENT	Attn: President Key Largo Volunteer Fire Department, Inc. 98600 Overseas Highway Key Largo, FL 33037

38. INDEMNIFICATION:

The FIRE DEPARTMENT, to the fullest extent by law, shall indemnify and forever hold harmless the DISTRICT, its officers, agents, and employees, from all claims of any sort whatsoever that may arise from negligence, acts, or omissions of the paid part-time and/or full-time employees of the FIRE DEPARTMENT, not related to the provision of the Fire and Rescue Services.

39. MISCELLANEOUS:

The FIRE DEPARTMENT shall comply with all applicable environmental laws and regulations. The FIRE DEPARTMENT shall comply with all applicable provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201). The FIRE DEPARTMENT shall perform all financial and compliance audits required by law.

40. NOTICES:

Any notice required or permitted to be given hereunder shall be deemed properly given at the time it is personally delivered or mailed, properly addressed and postmarked to the respective address specified below or to such other addresses as may be specified in writing:

To the DISTRICT:

Attn: Chairperson
Key Largo Fire Rescue and EMS District
P.O. Box 371023
Key Largo, FL 33037-1023

To the FIRE DEPARTMENT:

Attn: President
Key Largo Volunteer Fire Department, Inc.
98600 Overseas Highway
Key Largo, FL 33037

All vehicles and equipment owned and/or leased by the DISTRICT and used by the FIRE DEPARTMENT to provide Fire Services shall be returned to the DISTRICT when requested upon expiration or termination of this AGREEMENT. During the interim period between expiration of this AGREEMENT and the execution of a new AGREEMENT, the FIRE DEPARTMENT shall be authorized to use the vehicles and equipment for continued provision of Fire Services.

41. CALL HANDLING AND PROCESSING:

The FIRE DEPARTMENT shall formally establish standards for call answering and call processing times and shall regularly monitor compliance with such standards. The FIRE DEPARTMENT shall provide the DISTRICT a written performance report identifying 90th percentile call handling and processing times on at least a quarterly basis.

42. INVALIDITY:

If any section, subsection, sentence, clause, or provision of this AGREEMENT is held invalid, the remainder of this AGREEMENT shall not be affected by such invalidity.

43. DISPUTE RESOLUTION:

The DISTRICT and the FIRE DEPARTMENT agree that any dispute to this contract will be submitted to binding arbitration for resolution if the DISTRICT and FIRE DEPARTMENT are unable to come to agreement through informal means. However, the DISTRICT'S determination on the use of funds, and the FIRE DEPARTMENT determination on the Chief of the FIRE DEPARTMENT (subject to the provisions of Section 42) are not subject to binding arbitration.

44. CHIEFS OF FIRE DISTRICT:

If the DISTRICT'S Board of Commissioners votes upon a duly noticed resolution to require the FIRE DEPARTMENT to terminate the employment of its Chief and such resolution passes with the votes of at least four (4) out of the five (5) Commissioners, the FIRE DEPARTMENT shall immediately and unconditionally terminate the employment of the same.

Furthermore, the re-employment of any Chief terminated under this provision shall be forbidden absent express permission of the DISTRICT. Nothing herein shall prevent the FIRE DEPARTMENT on its own initiative, from terminating the employment of its Chief.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year las executed below:

KEY LARGO FIRE RESCUE AND
EMERGENCY MEDICAL SERVICES
DISTRICT

KEY LARGO VOLUNTEER
FIRE DEPARTMENT, INC.

Anthony Allen, Chair

President

Date: _____

Date: _____

7h.

**AGREEMENT BETWEEN KEY LARGO FIRE RESCUE
AND EMERGENCY MEDICAL SERVICES DISTRICT AND KEY LARGO
VOLUNTEER AMBULANCE CORPS, INC.**

This AGREEMENT made this 9th day of March, 2026, by and between the Key Largo Fire Rescue and Emergency Medical Services District ("DISTRICT") and Key Largo Volunteer Ambulance Corps, Inc. ("AMBULANCE CORPS"),

RECITALS

WHEREAS, the DISTRICT has lawful authority granted to it in Chapter 2005 329, organized and existing under Chapters 189 and 191, Laws of Florida, to provide advanced life support ambulance services and control of hazardous situations (hereinafter called "Ambulance Services"), either directly or by contract with the Key Largo Volunteer Ambulance, Corps., Inc., pursuant to Chapter 2005-329, Laws of Florida, primarily for the benefit of the taxpayers residing within said DISTRICT; and

WHEREAS, the DISTRICT is charged with responsibility for provision of Emergency Medical Services (Basic and Advanced Life Support primary response), and

WHEREAS, the DISTRICT and the AMBULANCE CORPS desire to provide basic and advanced life support ambulance services from premises in Key Largo, to serve the area generally described as being from South Bay Harbor Drive and Lobster Lane (Approx. MM#95) North on US1 to the Dade County Line and North on S.R. 905 to the intersection of S.R. 905 and Card Sound Road, Monroe County, Florida (hereafter the "response area"); and

WHEREAS, within the said DISTRICT, the AMBULANCE CORPS has been organized as a non-profit corporation for the purpose of providing Ambulance Services within the DISTRICT; and

WHEREAS, such Ambulance Services constitute essential services necessary to the health and safety of the residents and visitors of the KLFR & EMS District; and

WHEREAS, the parties desire to enter into an AGREEMENT for the reimbursement of expenses relating to the services provided by the AMBULANCE CORPS and other related matters, and

WHEREAS, the DISTRICT and the AMBULANCE CORPS recognize that volunteers serve the community without promise, expectation, or receipt of compensation and that the parties wish to thank them for performing this traditional government function; and

WHEREAS, the parties desire to enter into an AGREEMENT for the reimbursement of expenses relating to the services provided by the AMBULANCE CORPS, and other related matters;

NOW, THEREFORE, in consideration of the covenants contained herein and other good and valuable considerations, the parties agree as follows:

1. TERM OF AGREEMENT:

The term of this AGREEMENT shall commence on March 9, 2026, and shall terminate on July 1, 2026, unless terminated earlier in accordance with the terms and conditions hereafter provided. The parties may mutually agree in writing to extend the term of this AGREEMENT

on a month-to-month basis. Unless otherwise terminated or modified as provided herein, this AGREEMENT shall not automatically renew.

2. TERMINATION:

The DISTRICT may terminate this AGREEMENT at any time during its term if the AMBULANCE CORPS defaults under any provisions specified herein, or violates any standard specified in this AGREEMENT, or violates any other law, regulation or standard applicable to the furnishing of Ambulance Services in Monroe County.

In such event the DISTRICT shall furnish the AMBULANCE CORPS written notice of any such default or violation and the AMBULANCE CORPS shall have thirty (30) days from receipt of said notice to correct or remedy such default or violation. However, if correction of the default or violation requires permitting or outside authorization from any State or Local Governmental Agency, the AMBULANCE CORPS shall apply for the required permit or authorization within thirty (30) days and the time period for correction of the violation shall commence on the date that the AMBULANCE CORPS received the necessary permit or authorization. Additionally, if any act of nature should occur during the period of time within the time the AMBULANCE CORPS was to correct the default or violation, the period of time within which correction is to occur shall be extended a reasonable amount of time, using the reasonable person standard for determination of what is a reasonable time.

If such violation is not corrected or such default is not remedied, within the aforesaid time, or is of such nature that it cannot be corrected or remedied, this AGREEMENT shall be considered void. This AGREEMENT may be terminated unilaterally for the refusal of the AMBULANCE CORPS to allow public access to all documents, papers, letters, or other material, as allowed or required by law, excluding any and all material protected under the Health Information Portability and Accountability Act (HIPAA), made or received by the contractor in conjunction with duties performed under this AGREEMENT, after 30 days written notice of request and opportunity to provide same by the DISTRICT, unless such records are exempt from public access under F.S. 119.07 and 24(a) of Art. I of the State Constitution.

This AGREEMENT may be terminated by the DISTRICT for any reason upon at least sixty (60) days written notice to the AMBULANCE CORPS at the addresses set forth below. If said AGREEMENT should be terminated as provided in this paragraph of the Contract, the DISTRICT will be relieved of all obligations under said contract unless otherwise provided herein. Upon termination of the AGREEMENT, the DISTRICT will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits.

3. EFFECT OF DISTRICT POLICIES:

The AMBULANCE CORPS shall not create or enforce internal policies that conflict with any policies of the District Personnel Manual, as amended. Should such a conflict arise, the policies of the District's Personnel Manual shall control, unless otherwise provided by law or by the District's Personnel Manual. The DISTRICT shall solicit comments from the AMBULANCE CORPS regarding any proposed amendments to the Personnel Manual the DISTRICT deems might materially affect the AMBULANCE CORPS.

4. RESPONSE AREA AND MUTUAL AID:

The AMBULANCE CORPS shall be the exclusive provider of Ambulance Services (basic and advanced life support) within their response area. The AMBULANCE CORPS shall also provide mutual aid response to any other emergency service upon request and/or in accordance with existing protocol, applicable laws, rules, regulations, and standards.

5. AMBULANCE CORPS ORGANIZATION AND BY-LAWS:

The AMBULANCE CORPS shall revisit its corporate roles, distribution of authority, and executive or administrative oversight and shall create an organizational structure that provides for checks and balances between executive/administrative oversight and operational functions. The structure shall also reflect the efficient assignment of responsibility and authority, allowing the AMBULANCE CORPS to accomplish effectiveness by maximizing distribution of workload and allocate resources equitably and with emphasis on safety.

The AMBULANCE CORPS' Board shall provide to the DISTRICT an organizational plan of the AMBULANCE CORPS and shall review the structure as needed due to internal restructuring. If the AMBULANCE CORPS effects revisions to the organizational plan the AMBULANCE CORPS shall notify the DISTRICT clerk and present the revised plan to the DISTRICT upon request. To the extent the DISTRICT board provides comments or advice on the organizational plan, the AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT'S comments and advice. No revisions to the organizational plan that would have a significant fiscal impact on the DISTRICT shall be approved by the AMBULANCE CORPS without first obtaining DISTRICT approval.

The plan shall include an organizational chart, indicating any subordinate(s) or supervisor(s) of each position. The chart shall be accompanied by thorough job descriptions for each position. The job descriptions shall clearly and adequately describe the primary functions and activities, critical tasks, levels of supervision, and accountability, as well as reasonable qualifications of each class or position within the AMBULANCE CORPS. All persons working under accepted job descriptions will receive a performance appraisal, as outlined in AMBULANCE CORPS' Policies annually, without exception. The plan shall also contain eligibility lists for required positions based on merit, experience, and qualifications. Selections shall be made based on merit and qualification and should include practice guidelines for a Drug Free Workplace and a Smoke Free Workplace.

The AMBULANCE CORPS shall maintain an active corporation status with the State of Florida, and shall produce evidence to the DISTRICT confirming its corporate standing under Florida law upon request. The AMBULANCE CORPS' membership shall review and/or revise its by-laws as needed and shall present one dated, typed copy of its by-laws to the DISTRICT within thirty (30) days of such revisions being adopted by the AMBULANCE CORPS.

The AMBULANCE CORPS shall confirm the enabling documents providing for the appointment of corporate officers. The AMBULANCE CORPS shall provide the DISTRICT a dated, typed copy of its updated by-laws upon any update thereof Notwithstanding the requirements of this section, the AMBULANCE CORPS shall conduct a job analysis of all Job Classifications to confirm the incumbents are working within their job descriptions and expectations.

6. MISSION, VISION, VALUES, STRATEGIC PLANNING OUTCOMES, GOALS, AND OBJECTIVES:

The AMBULANCE CORPS shall, with the DISTRICT, develop a Strategic Plan. The purpose of the Plan shall be to evaluate service improvement opportunities, develop goals for future service delivery, and to establish critical tasks and timelines to accomplish those goals. The Plan shall contain a critical tasking analysis for common community risk types and ensure that the number of personnel dispatched to calls equals the identified critical tasks.

7. FOUNDATIONAL POLICY OF AMBULANCE CORPS:

The AMBULANCE CORPS shall create clear policies that lay the foundation for effective organizational culture. The policies shall take the form of Administrative Rules and Standard Operating Guidelines ("SOGs"). The AMBULANCE CORPS shall within thirty (30) days promulgate its initial Administrative Rules and SOGs and provide a hardcopy of the same to the DISTRICT. The AMBULANCE CORPS shall thereafter provide the DISTRICT an updated copy of the AMBULANCE CORPS' Administrative Rules and SOGs upon any modification or update thereof

7.1. Administrative Rules:

The AMBULANCE CORPS' Board shall adopt or approve, with a review by the DISTRICT, Administrative Rules that personnel in the AMBULANCE CORPS are required to comply with at all times. The AMBULANCE CORPS shall present such proposed rules to the DISTRICT on a semi-annual basis, via written submission of all revised rules to the DISTRICT Clerk and report to the DISTRICT board at a regularly scheduled meeting. The AMBULANCE CORPS shall additionally make such proposed rules available to the DISTRICT upon the request of any sitting District Commissioner. The AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT'S advice and comments and shall revise previously enacted Administrative Rules to the extent such revisions are warranted following advice and comment from the DISTRICT board. The Administrative Rules shall govern all members of AMBULANCE CORPS, whether paid, volunteer, or civilian, and including the Chief. The AMBULANCE CORPS' Board may delegate authority to the Chief to enforce Administrative Rules on AMBULANCE CORPS personnel. Where rules and policies, by their nature, require different application or provisions for different classifications of members, these differences shall be clearly indicated and explained in writing.

The Administrative Rules shall contain sections which address:

- Public records access and retention in accordance with the DISTRICT's Record Retention Schedule;
- Contracting and purchasing authority;
- Safety and loss prevention;
- Personal Protective Equipment program;
- I-1a7ard communication program;
- Harassment and discrimination;
- Personnel appointment and promotion;
- Disciplinary and grievance procedures;
- Uniforms and personal appearance; and
- Other personnel management issues.

7.2. Standard Operating Guidelines ("SOGs"):

The AMBULANCE CORPS shall develop and, under the direction of the EMS Chief, enforce, SOGs. SOGs shall contain street-level operational standards of practice for personnel of the AMBULANCE CORPS. The AMBULANCE CORPS shall present such proposed rules to the DISTRICT on a semi-annual basis, via written submission of all revised rules to the DISTRICT Clerk and report to the DISTRICT board at a regularly scheduled meeting. The AMBULANCE CORPS shall additionally make such proposed SOG's available to the DISTRICT upon the request of any sitting District Commissioner. The AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT'S advice and comments and shall revise previously enacted SOG's to the extent such revisions are warranted following advice and comment from the DISTRICT hoard. Unlike Administrative Rules, variances shall be allowed in unique or unusual circumstances where strict application of the SOG would be less effective. The AMBULANCE CORPS shall develop a program for regular, systematic updating of SOGs to ensure they remain current, practical, and relevant.

7.3. Availability of Rules and SOGs:

The AMBULANCE CORPS shall make all Administrative Rules and SOGs readily available to all members of the AMBULANCE CORPS and shall furnish each member with his/her copy. In doing so, the AMBULANCE CORPS shall ensure that no confusion exists as to which Rules or SOGs are currently in force. Additionally, the AMBULANCE CORPS shall develop a written procedure to ensure and to govern the distribution of all new Rules, SOGs, and other memos to members of the AMBULANCE CORPS. The written procedure shall include a method to verify distribution.

8. INCIDENT REPORTS:

Within twenty-four (24) hours of the occurrence of the following types of incidents, the AMBULANCE CORPS shall provide a written report to the DISTRICT clerk and Board Chair:

- Any incident involving damage to property estimated to be equal to or greater than \$5,000.00;
- Any incident involving the hospitalization or death of any AMBULANCE CORPS personnel;
- Any incident likely to result in litigation against the AMBULANCE CORPS, its personnel, or the DISTRICT;

Within thirty (30) days of the occurrence of (or at the next regularly scheduled meeting of the DISTRICT Board) any incident response which the Chief determines to have an inordinately or unusually long response time, the AMBULANCE CORPS shall provide a written report to the DISTRICT clerk and Board Chair:

9. PERSONNEL:

The AMBULANCE CORPS shall maintain volunteer and/or paid personnel so as to make sure a complement of personnel are available to provide Ambulance Services on a twenty- four (24) hour basis to the DISTRICT. In accordance with the current practices of the AMBULANCE CORPS, scheduling and assignment of personnel shall be arranged so as to ensure that sufficient staffing for at least two (2) advanced life support permitted ambulances are available at all times. The AMBULANCE CORPS shall ensure that at all times sufficient personnel are scheduled to comply with the requirements of Florida Statute Section 401.25(7), as may be amended from time to time. The backup shall perform to the ninety-

fifth percentile (95%) of availability. Scheduling and assignment of personnel shall be arranged so as to utilize volunteer personnel to the maximum extent possible. Only in the event the AMBULANCE CORPS deems it necessary to maintain coverage or to meet administrative needs and obtains permission from the DISTRICT shall paid part-time or full-time employees be employed in addition to those approved in the budget.

10. MINIMUM STANDARD AND TRAINING:

The AMBULANCE CORPS shall require that all volunteer personnel engaged in Ambulance Services comply with the minimum training, education, and performance requirements of the State of Florida for Ambulance Corps personnel. On the date of hire all AMBULANCE CORPS personnel shall meet the minimum state certification and eligibility standards required for that position. The AMBULANCE CORPS shall establish and maintain training and continuing education program designed to maintain a high degree of competency and skill on the part of all volunteer and/or paid Ambulance Corps personnel. The AMBULANCE CORPS shall also facilitate and encourage attendance by all volunteer and/or paid Ambulance Corps personnel at proficiency training programs provided by the AMBULANCE CORPS or other agency deemed appropriate. The AMBULANCE CORPS shall maintain current and accurate training and proficiency records for all volunteer and/or paid Ambulance Corps personnel evidencing compliance with this provision.

The AMBULANCE CORPS shall appoint an AMBULANCE CORPS training officer. The AMBULANCE CORPS shall develop and implement a comprehensive AMBULANCE CORPS Training Plan including minimum training and certification requirements for members and employees. The Plan shall provide for regular training of, and implement a comprehensive, structured, skills maintenance training program for all of AMBULANCE CORPS' officers and employees. The AMBULANCE CORPS shall design and implement a pre-promotion training program. The AMBULANCE CORPS shall require lesson plans for all training sessions and immediately implement the requirement for an assigned safety officer in attendance at all manipulative training sessions, as applicable to the specific exercise.

The AMBULANCE CORPS shall continue multi-company and multi-agency drills and training as frequently as is required by Florida law to enhance mutual aid operations and improve relationships and planning efforts. The AMBULANCE CORPS shall develop and implement a plan to evaluate member/employee technical and manipulative skills on a regular basis. The AMBULANCE CORPS shall develop and implement a formal performance evaluation system for all members and employees. The AMBULANCE CORPS shall conduct an ongoing analysis of on-scene staffing strength to confirm the AMBULANCE CORPS's standard of coverage.

The AMBULANCE CORPS shall continue the centralized, consistent, training data collection and shall maintain up-to-date records on training data collection and reporting under direct oversight of the training officer. The AMBULANCE CORPS shall establish a training reference, equipment and props inventory and member checkout procedure.

The AMBULANCE CORPS shall consider implementing a formal competency-based approach to the AMBULANCE CORPS' training program.

On at least a quarterly basis, the AMBULANCE CORPS shall provide to the DISTRICT at a regularly scheduled DISTRICT Board meeting a written report detailing AMBULANCE CORPS compliance with this paragraph, specifically with regard to the adequacy of on-scene staffing.

11. COMPLIANCE:

At all times in the performance of its duties under this AGREEMENT, the AMBULANCE CORPS shall comply with all applicable State and Federal regulations, and all applicable local laws, ordinances and procedures pertaining to the operation of equipment, direction of personnel, transportation of patients, and medical care of persons.

12. DISCIPLINE:

The AMBULANCE CORPS has previously adopted a clearly identifiable, formal, progressive disciplinary process with an appropriate appeal procedure. Within thirty (30) days of the adoption of revisions to this disciplinary procedure, the AMBULANCE CORPS shall notify the DISTRICT clerk and shall present such proposed modifications to the DISTRICT upon request. The AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT's advice and comments and shall revise the previously adopted disciplinary procedure to the extent such revisions are warranted following advice and comment from the DISTRICT board.

13. PAID EMPLOYEES:

Subject to the provisions of Section Nine (9), the AMBULANCE CORPS may employ such part-time or full-time employees as it determines is necessary to carry out its Ambulance Services. Part-time or full-time employees of the AMBULANCE CORPS shall be compensated by the DISTRICT at a rate commensurate with that of other similarly trained and experienced personnel employed within Monroe County.

14. SELECTION OF NEW MEMBERSHIP:

The AMBULANCE CORPS shall make membership selections based on merit and qualifications. The AMBULANCE CORPS shall maintain and update a list of active AMBULANCE CORPS membership.

15. HARASSMENT POLICY:

The AMBULANCE CORPS shall establish a disciplinary policy and procedure for reporting harassment that conforms to State and Federal law, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act. The AMBULANCE CORPS shall instruct employees/volunteers to report any complaints in accordance with the DISTRICT'S harassment policy.

16. EQUAL EMPLOYMENT OPPORTUNITIES AND HARASSMENT:

The AMBULANCE CORPS must comply with all State and Federal and local laws relating to nondiscrimination, including, but not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination

on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91- 616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

17. DRUG-FREE WORKPLACE:

The AMBULANCE CORPS shall comply with the requirements of the Drug-Free Workplace Act of 1988, and implemented at 44 C.F.R. Part 17, Subpart F.

18. FREEDOM FROM POLITICAL COERCION:

No paid AMBULANCE CORPS employee who exercises functions in connection with an activity financed in whole or in part by loans or grants made by the United States or a Federal agency shall (1) use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office, (2) directly or indirectly coerce, command, or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes, provided, however, that an individual may be a candidate for elective office. Provided, further, that an AMBULANCE CORPS officer or employee may be a candidate for elective office in an election as provided by 5 U.S.C. 1502(a)(3), as amended. This provision does not in any way limit the rights of an AMBULANCE CORPS officer or employee to vote as he or she chooses and to express his or her opinions on political subjects and candidates.

19. POLITICAL ACTIVITIES:

In consultation with the DISTRICT, the AMBULANCE CORPS shall adopt a "Political Activity Policy" which requires its personnel to make reasonably clear that any personal political opinion expressed in a public forum is their own and not attributable to the AMBULANCE CORPS. If the AMBULANCE CORPS should revise, suspend, or revoke the Political Activity Policy, the AMBULANCE CORPS shall notify the DISTRICT Clerk within thirty (30) days of such decision. To the extent that the DISTRICT board provides comments or advice on the revision, suspension, or revocation of the Political Activity Policy, the AMBULANCE CORPS shall give significant weight and consideration to the DISTRICT'S comments and advice.

20. MAINTENANCE OF AMBULANCE CORPS HISTORY:

The AMBULANCE CORPS shall clearly assign responsibility for maintaining a Facebook or other social media page or file containing items of historical significance, including pictures, newspaper articles, etc. Additionally, the AMBULANCE CORPS shall prepare an annual report to be presented to the DISTRICT on August 1st of each year. The annual report shall also be distributed to the community and made available on the AMBULANCE CORPS' website. At minimum, each annual report shall include:

- Brief history of the AMBULANCE CORPS;
- Summary of events and activities during the report year;
- Description of major incidents handled by the AMBULANCE CORPS;
- Descriptions of new or improved services and programs;
- List of people who served with the AMBULANCE CORPS during the year;
- Awards received by the AMBULANCE CORPS or individuals;
- Financial summary including revenues and expenditures, grants, etc.; and
- Statistical analysis, with trends, of key community service level indicators.

21. OVERALL ALERTNESS, INCLUDING VOLUNTEER ALERTNESS:

The AMBULANCE CORPS shall establish a duty officer system, including using volunteer officers, to ensure that an individual designated for incident command will be available 24 hours a day.

22. PUBLIC COMPLAINTS:

The AMBULANCE CORPS shall establish a formal procedure for handling complaints from the public. The AMBULANCE CORPS shall immediately provide the DISTRICT with a written description of any written complaints received from the public within twenty-four (24) hours of receiving such complaints, or as soon as is practicable thereafter. Notwithstanding the foregoing, the AMBULANCE CORPS shall report any complaint, written or otherwise, that concerns any matter specified in Section 8 of this Agreement. Subsequent remedial actions relating to the complaint shall likewise be immediately provided to the DISTRICT.

23. VEHICLE, EQUIPMENT AND FACILITIES:

The DISTRICT shall provide to the AMBULANCE CORPS sufficient vehicles, equipment, and facilities to enable the AMBULANCE CORPS to carry out its Ambulance Services with the DISTRICT as provided for in the Monroe County Year 2030 Comprehensive Plan or any other plans or documents relating to the Ambulance Services that are adopted by Monroe County. The DISTRICT shall be responsible for the general maintenance and repair of the vehicles, equipment, and facilities owned and/or leased by the DISTRICT as well as required periodic testing and certification of all equipment, as necessary, used by the AMBULANCE CORPS in connection with its Ambulance Services. The AMBULANCE CORPS shall be responsible for proper control of all assigned vehicles, equipment, and facilities and shall develop and implement an aggressive driver/operator annual training program and checkout program for all AMBULANCE CORPS vehicles. The AMBULANCE CORPS shall be responsible for notifying the Chair of the DISTRICT of needed repairs for vehicles, equipment, and facilities and shall assist in arrangements for said repairs. The DISTRICT shall have the right to inspect the vehicles, equipment, or facilities at any time.

24. PROPERTY CONTROL:

The AMBULANCE CORPS shall provide a system for property control of the vehicles and equipment owned and/or leased by the DISTRICT and used by the AMBULANCE CORPS to provide Ambulance Services. The AMBULANCE CORPS shall assist in the performance of the annual inventory of the vehicles and equipment.

25. SUBCONTRACTS:

The AMBULANCE CORPS may subcontract its services when the DISTRICT determines such subcontracts are beneficial to the AMBULANCE CORPS, the DISTRICT, and/or the community. The AMBULANCE CORPS may utilize equipment and vehicles owned and/or leased by the DISTRICT in conjunction with the above subcontractors provided that no reduction in the level of services to their respective service area results from the utilization of said equipment for sub-contracted services. Notice of intent to subcontract, when DISTRICT equipment and/or vehicles will be used, must be provided to the DISTRICT at least thirty (30) days prior to execution of said subcontract in order to allow for proper review and comment concerning same and to allow the DISTRICT to decide whether to approve or disapprove of the same. A signed copy of all subcontracts shall be provided to the DISTRICT.

The AMBULANCE CORPS shall comply with all regulations promulgated pursuant to 40 U.S.C. §3145 relating to contractors' and subcontractors' furnishing statements on the wages paid each employee during the previous pay period. No AMBULANCE CORPS employee shall receive kickbacks from public works employees, as provided by 18 U.S.C. §874. The AMBULANCE CORPS shall comply with all applicable provisions of 40 USC §§ 3701-3708.

26. BUDGET REQUEST AND AGREEMENT:

As requested by the DISTRICT as part of its annual budget adoption process, the AMBULANCE CORPS shall submit a proposed budget appropriations request, by line item account in a format specified by the DISTRICT, for the forthcoming fiscal year. The AMBULANCE CORPS budget request should include personnel, supplies, materials, utilities and other internal costs, charges, or expenditures necessary or incidental to the operation of the Ambulance Services, including a reasonable stipend for professional services contemplated within this AGREEMENT, which have not been previously specified herein as being provided by the DISTRICT. This budget request shall also include, based on statistical analysis of the usage, mileage, serviceability, and/or level of service, a five year plan for refurbishment, replacement, or additional apparatus to be provided to the AMBULANCE CORPS by the DISTRICT.

Once formally adopted by the DISTRICT prior to October 1st of each year, the budget establishes an initial limitation on expenditures by the AMBULANCE CORPS by line item total. The DISTRICT and AMBULANCE CORPS acknowledge that the annual budget may be amended from time to time to reflect increases in actual expenses, and to reflect the increase or decrease in the level of services provided to the District due to hurricanes, other emergencies or requirements for additional staffing. If subsequent to the passage and adoption of the budget, the AMBULANCE CORPS determines that a line item will exceed its original allocation, the AMBULANCE CORPS shall prepare for the DISTRICT's approval a budget amendment request to reflect its additional funding requirements. The AMBULANCE CORPS is not authorized to receive payment in excess of the budgeted line item amounts until the DISTRICT approves such on amendment.

The AMBULANCE CORPS may, however, make budget transfers which increase or decrease budgeted line item amounts without DISTRICT approval, provided that such line item changes do not require an increase to the adopted total amount of the AMBULANCE CORPS budget and that such transfer is in accordance with the District's Budget Transfer Policy. Budget line items for capital expenditures and those line items which include personnel and payroll related costs may not be modified by the AMBULANCE CORPS without DISTRICT Board approval.

27. CONTRACT PAYMENTS:

The AMBULANCE CORPS shall receive funding for budgeted expenditures incurred in the performance of this CONTRACT by the following methods:

27.1 Advances:

The DISTRICT shall retain the option to provide the AMBULANCE CORPS with advance funding for minor recurring expenditures. If such advance payments are made the AMBULANCE CORPS will provide the DISTRICT with monthly financial reports, by the 15th day of each month for the prior month in a format deemed acceptable by the DISTRICT, which show all costs incurred by the AMBULANCE CORPS against this advance.

At the end of each fiscal year, incurred costs will be reconciled with total advance payments made by the DISTRICT. The DISTRICT'S external auditors will determine the final balance. If incurred costs exceed total payments, the DISTRICT will reimburse the AMBULANCE CORPS for the excess costs, provided that such reimbursement does not exceed the total adopted budget for the AMBULANCE CORPS. If total payments exceed incurred costs, the AMBULANCE CORPS will reimburse the DISTRICT for the excess payment amount.

27.2 Direct Payment:

The DISTRICT can provide for direct payment of any expenses of the AMBULANCE CORPS which are part of the approved budget. If desired by the AMBULANCE CORPS, the DISTRICT will provide for direct payment of payroll prepared by a third party payroll service through withdrawal from a DISTRICT account. Direct payment for other expenses will be made by the DISTRICT based on the AMBULANCE CORPS' submittal of purchase orders and/or check requests in accordance with the DISTRICT's adopted Purchasing Policies and Procedures or Travel Authorization and Expense Policy as may be amended by the DISTRICT from time to time.

27.3 Reimbursement:

In the event that an expenditure which is part of the adopted budget must be incurred by the AMBULANCE CORPS rather than paid directly by the DISTRICT, the AMBULANCE CORPS can request reimbursement from the DISTRICT'S funds by submitting a check request in accordance with the DISTRICT'S adopted Purchasing Policies and Procedures. The DISTRICT will not reimburse the AMBULANCE CORPS for capital expenditures that were incurred prior to execution of an approved purchase order or contract in accordance with the DISTRICT'S purchasing policies. In no event shall the DISTRICT reimburse the AMBULANCE CORPS for expenditures that exceed budgeted line item allocations or that were made in violation of the DISTRICT'S Policies and Procedures. Travel expenses must be submitted in accordance with the DISTRICT'S adopted Travel Authorization and Expense policy.

28. ANNUAL AUDIT REPORT:

The AMBULANCE CORPS shall allow the DISTRICT and its external auditors access to its records related to expenditures under this contract to conduct an annual audit report, in accordance with Florida Statutes. The DISTRICT will be responsible to procure the services of the auditor and the cost of such audit shall be a cost, charge, or expenditure of the DISTRICT.

29. DISTRICT INSURANCE:

The DISTRICT shall provide the following insurance coverage on and for the volunteers of the AMBULANCE CORPS:

- A. Workers Compensation Insurance as required by Florida Statutes Chapter 440, including minimum \$1,000,000 Employer's Liability Coverage;
- B. General Liability Insurance, with minimum limits of \$2,000,000; and
- C. Automobile Liability Insurance with minimum limits of \$2,000,000 including Physical Damage Insurance on all vehicles owned or leased by the DISTRICT and used by the AMBULANCE CORPS. The policy shall provide secondary coverage on private vehicles only during such time as they are operated in response to a call, and ending, either at such time as the volunteer returns to his/her home, or to the first location to which a volunteer stops on the way home, after completion of participation in the emergency services that were subject to the call, whichever occurs first.

All DISTRICT liability insurance policies shall name the AMBULANCE CORPS as an additional insured. Proof of all insurance in a form acceptable to the AMBULANCE CORPS shall be provided by the DISTRICT upon request.

30. AMBULANCE CORPS INSURANCE:

30.1 Part-Time and Full Time Employees:

The AMBULANCE CORPS shall provide the following insurance on all part-time and full-time employees of the AMBULANCE CORPS:

- A. Workers Compensation Insurance in compliance with Florida Statutes Chapter 440 including minimum \$1,000,000 Employer's Liability Coverage;
- B. Unemployment Compensation in compliance with Florida Statutes Chapter 443;
- C. General Liability Insurance with minimum limits of \$2,000,000 combined single limit;
- D. Disability income insurance for a minimum of three hundred dollars (\$300.00) weekly upon total disability for the first thirty (30) days and thereafter, in an amount up to six hundred dollars (\$600.00) weekly, not to exceed the employee's net income. Said benefit shall continue until otherwise terminated according to the provisions of the applicable disability policy; and
- E. Death benefits insurance with a minimum amount of seventy-five thousand (\$75,000.00) death/permanent disability benefits for the employee while engaged in the performance of his/her duties.
- F. Labor and Employment Practices Liability insurance with a minimum limit of one million dollars (\$1,000,000).

30.2 Volunteers:

The AMBULANCE CORPS shall provide the following insurance on all volunteers of the AMBULANCE CORPS:

- A. Disability income insurance for a minimum of three hundred dollars (\$300.00) weekly upon total disability for the first thirty (30) days and thereafter, in an amount up to six hundred dollars (\$600.00) weekly, not to exceed the volunteers' average reimbursement. Said benefit shall continue until otherwise terminated according to the provisions of the applicable disability policy;
- B. Death benefits insurance with a minimum amount of seventy-five thousand dollars (\$75,000.00) death/permanent disability benefit for the employee while engaged in the performance of his/her duties; and
- C. Workers Compensation Insurance as required by Florida Statutes Chapter 440, including minimum \$1,000,000 Employer's Liability Coverage.

30.3 Vehicles

The AMBULANCE CORPS shall provide the following insurance on all vehicles owned and/or leased by the AMBULANCE CORPS and used in providing Ambulance Services within the DISTRICT:

Automobile Liability Insurance with minimum limits of \$300,000 combined single limit.

All liability policies are to name the DISTRICT as an additional insured, and shall provide for no less than thirty (30) days notice of cancellation, non-renewal, or reduction in coverage. Proof of all insurance in a form acceptable to the DISTRICT shall be provided by the AMBULANCE CORPS upon request.

31. PRIVATE VEHICLE INSURANCE:

Any and all AMBULANCE CORPS personnel who utilize a private vehicle in the course and scope of their duties shall keep in full force and effect a policy of liability insurance on his/her private vehicle(s) in at least such minimum amounts of coverage as are required under Florida law. Proof of insurance in a form acceptable to the DISTRICT shall be provided by each volunteer and maintained on file in the business office of the AMBULANCE CORPS. The AMBULANCE CORPS shall provide copies of proof of insurance to the DISTRICT upon request.

32. VOLUNTEER PERSONNEL:

The DISTRICT shall reimburse the AMBULANCE CORPS for the volunteer personnel in accordance with an annual budget agreed upon by both parties, the failure of which results in the previous year schedule applying.

The AMBULANCE CORPS shall have the right to establish its own eligibility requirements for disbursement of reimbursement based on participation in AMBULANCE CORPS activities. DISTRICT funding for the reimbursement of volunteers shall not exceed the budgeted allocation for such reimbursement. Said amounts may be changed or adjusted by approval of the DISTRICT and the AMBULANCE CORPS, during the term of this AGREEMENT without cause to void, cancel, or violate this AGREEMENT.

33. MAINTENANCE AND RECORDS CUSTODIAN:

The following shall be obligations of the AMBULANCE CORPS:

- A. Maintaining of detailed, accurate, and current records of all maintenance and repairs performed on all vehicles and equipment used by the AMBULANCE CORPS;
- B. Ensuring that detailed, accurate, and current records of all required testing and certification of rescue, emergency, and medical equipment testing and certification are maintained by the AMBULANCE CORPS;
- C. Maintaining of accurate and current records of training, testing, and certification of all volunteer personnel and part-time and full-time employees.
- D. Keeping an accurate and current inventory of all vehicles and equipment used by the AMBULANCE CORPS;
- E. Preparing and maintaining complete and accurate records of incident details, such as response times. The AMBULANCE CORPS shall develop a written procedure governing the methods by which to document and record incident details, which procedure shall include a list of required information to be recorded about each incident. The AMBULANCE CORPS shall file with the State of Florida in a timely fashion, an incident report for each response by the AMBULANCE CORPS to all Ambulance Corps personnel rescue, mutual aid, or other miscellaneous calls as required by the State of Florida; and
- F. Preparing and maintaining complete and accurate personnel records, such as records on employment history, discipline, commendations, work assignments, injuries, exposures, and leave time.

The AMBULANCE CORPS, has developed a written procedure for maintaining the preceding records. Within thirty (30) days of a revised records maintenance procedure being adopted, the AMBULANCE CORPS shall notify the DISTRICT clerk and present such procedure to the DISTRICT Board upon request.

The AMBULANCE CORPS has formalized its process of responding to public requests for access to records. It shall maintain a current version of this policy and procedure in writing and shall ensure that all legal requirements concerning maintenance of records are met. Within thirty (30) days of a revised records maintenance procedure being adopted, the AMBULANCE CORPS shall notify the DISTRICT clerk and present such procedure to the DISTRICT Board upon request.

IF AMBULANCE CORPS HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AMBULANCE CORP'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE DISTRICT RECORDS CUSTODIAN, CAROL GRECO, AT (305) 394-1719, CLERK@KLFREMS.ORG

The AMBULANCE CORPS shall ensure proper security of its records by using passage and/or container locks with limited access as needed. The AMBULANCE CORPS shall back up important computer files every month. The AMBULANCE CORPS shall establish a written procedure designed to ensure that the AMBULANCE CORPS facilities are adequately locked and secured from unauthorized entry. The AMBULANCE CORPS shall limit public access to its facilities to business areas.

34. PUBLIC MEETINGS:

The AMBULANCE CORPS shall comply with public notice and Sunshine Law requirement regarding public access to information, as if the AMBULANCE CORPS were a government entity, excluding confidential protected medical information and employee records. Requests for information from the public shall be directed through the District and not directly to the AMBULANCE CORPS.

35. RELATIONSHIP WITH MONROE COUNTY:

The AMBULANCE CORPS shall cooperate and maintain a good relationship with Monroe County and other neighboring AMBULANCE CORPS and municipalities, their officials, and their ambulance corps members.

36. DISTRICT MEDICAL DIRECTOR:

The DISTRICT, after consulting with the Ambulance Corps, shall contract with a Florida licensed physician(s) to serve as the Ambulance Corps Medical Director. The Medical Director shall secure and provide to the DISTRICT medical malpractice insurance with minimum limits of \$300,000 per occurrence, \$1,000,000 annual aggregate to cover the negligent acts and/or omissions of the Medical Director of the Ambulance Corps when said Director is acting within the scope and in furtherance of the duties of the Medical Director as set forth in Florida Statute 401.265.

37. ACCOUNTABILITY:

The AMBULANCE CORPS shall be accountable to the DISTRICT as required by this AGREEMENT. The Monroe County Emergency Management Agency shall have the authority to coordinate and control all Ambulance Services during a State of Local Emergency. The Monroe County Emergency Management Agency shall also have the authority to coordinate and control Ambulance Services during other major incidents if requested by the AMBULANCE CORPS, or under any authority granted to the AMBULANCE CORPS by any applicable laws and/or ordinances or under any protocols, rules, regulations, standards, plans, policies, and/or procedures approved by the DISTRICT. The AMBULANCE CORPS shall have the duties and responsibilities in its respective service area which are applicable to Ambulance Services.

The DISTRICT shall provide administrative and technical assistance, as requested, to the AMBULANCE CORPS in matters relating to the operation of the Ambulance Services. Representatives of both the DISTRICT and the AMBULANCE CORPS shall meet on a regular basis for discussions regarding the operation of the Ambulance Services contemplated within this AGREEMENT and other related matters; meeting dates to be jointly agreed upon.

All administrative correspondence shall be sent to:

To the DISIRICT:

Attn: Chairperson

Key Largo Fire Rescue and EMS District
P.O. Box 371023
Key Largo, FL 33037-1023

To the AMBULANCE CORPS

Attn: President
Key Largo Volunteer Ambulance Corps, Inc.
98600 Overseas Highway
Key Largo, FL 33037

38. INDEMINIFICATION

The AMBULANCE CORPS, to the fullest extent by law, shall indemnify and forever hold harmless the DISTRICT, its officers, agents, and employees, from all claims of any sort whatsoever that may arise from negligence, acts, or omissions of the paid part-time and/or full-time employees of the AMBULANCE CORPS, not related to the provision of the Ambulance Services or Fire and Rescue Services.

39. MISCELLANEOUS:

The AMBULANCE CORPS shall comply with all applicable environmental laws and regulations. The AMBULANCE CORPS shall comply with all applicable provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201). The AMBULANCE CORPS shall perform all financial and compliance audits required by law.

40. NOTICES:

Any notice required or permitted to be given hereunder shall be deemed properly given at the time it is personally delivered or mailed, properly addressed and postmarked to the respective address specified below or to such other addresses as may be specified in writing:

To the DISTRICT:

Attn: Chairperson
Key Largo Fire Rescue and EMS District
P.O. Box 371023
Key Largo, FL 33037-1023

To the AMBULANCE CORPS

Attn: President
Key Largo Volunteer Ambulance Corps, Inc.
98600 Overseas Highway
Key Largo, FL 33037

All vehicles and equipment owned and for leased by the DISTRICT and used by the AMBULANCE CORPS to provide Ambulance Services shall be returned to the DISTRICT when requested upon expiration or termination of this AGREEMENT. During the interim period between expiration of this AGREEMENT and the execution of a new AGREEMENT, the AMBULANCE CORPS shall be authorized to use the vehicles and equipment for continued provision of Ambulance Services.

41. CALL HANDLING AND PROCESSING:

The AMBULANCE CORPS shall formally establish standards for call answering and call processing times and shall regularly monitor compliance with such standards. The AMBULANCE CORPS shall

provide the DISTRICT a written performance report identifying 90th percentile call handling and processing times on at least a quarterly basis.

42. INVALIDITY:

If any section, subsection, sentence, clause, or provision of this AGREEMENT is held invalid, the remainder of this AGREEMENT shall not be affected by such invalidity.

43. DISPUTE RESOLUTION:

The DISTRICT and the AMBULANCE CORPS agree that any dispute to this contract will be submitted to binding arbitration for resolution if the DISTRICT and AMBULANCE CORPS are unable to come to agreement through informal means. However, the DISTRICT'S determination on the use of funds, and the AMBULANCE CORPS' determination on the Chief of the AMBULANCE CORPS (subject to the provisions of Section 42) are not subject to binding arbitration.

44. CHIEFS OF AMBULANCE CORPS:

If the DISTRICT'S Board of Commissioners votes upon a duly noticed resolution to require the AMBULANCE CORPS to terminate the employment of its Chief and such resolution passes with the votes of at least four (4) out of the five (5) Commissioners, the AMBULANCE CORPS shall immediately and unconditionally terminate the employment of the same.

Furthermore, the re-employment of any Chief terminated under this provision shall be forbidden absent express permission of the DISTRICT. Nothing herein shall prevent the AMBULANCE CORPS, on its own initiative, from terminating the employment of its Chief.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above.

KEY LARGO FIRE RESCUE AND
EMERGENCY MEDICAL SERVICES
DISTRICT

KEY LARGO VOLUNTEER
AMBULANCE CORPS, INC.

Anthony Allen, Chair

President

Date: _____

Date: _____

9a.

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 25-26
OCTOBER, NOVEMBER, DECEMBER 2025 & YTD ACTUALS VERSUS BUDGET

	<u>Oct 25</u>	<u>Nov 25</u>	<u>Dec 25</u>	<u>Oct '25 - Sep 26</u>	<u>Budget</u>	<u>% of Budget</u>
Revenue						
311.000 · Ad Valorem Taxes	576.93	1,457,353.49	4,830,240.20	6,288,170.62	8,258,925.00	76.14%
334.500 · State Grant Revenue	0.00	0.00	0.00	0.00	24,817.00	0.0%
338.002 · ILA Remib Frm Monroe County	0.00	0.00	0.00	0.00	600,000.00	0.0%
361.100 · Interest	18,234.44	15,639.64	26,759.34	60,633.42	300,000.00	20.21%
369.301 · Insurance Settlements	0.00	11,234.36	0.00	11,234.36	0.00	100.0%
369.901 · Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.0%
Total Revenue	18,811.37	1,484,227.49	4,856,999.54	6,360,038.40	9,183,742.00	69.25%
Expenditures						
1100 · District Board						
511.110 · Board Member Stipends	1,750.00	1,750.00	1,750.00	5,250.00	21,000.00	25.0%
511.210 · FICA/Medicare	133.89	133.90	133.85	401.64	1,607.00	24.99%
511.240 · Workmens Compensation Insurance	305.00	0.00	0.00	305.00	1,610.00	18.94%
511.312 · Professional Services						
312.08 · District Manager	0.00	0.00	31,500.00	31,500.00	123,600.00	25.49%
511.312 · Professional Services - Other	0.00	0.00	0.00	0.00	7,200.00	0.0%
Total 511.312 · Professional Services	0.00	0.00	31,500.00	31,500.00	130,800.00	24.08%
511.400 · Travel & Per Diem	0.00	0.00	0.00	0.00	4,000.00	0.0%
511.411 · Advertising	175.00	244.90	700.00	1,119.90	5,500.00	20.36%
511.450 · Insurance & Risk Management						
450.01 · Bond	0.00	0.00	75.83	75.83	100.00	75.83%
450.02 · Portfolio Policy & Auto	0.00	0.00	1,772.82	1,772.82	2,133.00	83.11%
Total 511.450 · Insurance & Risk Management	0.00	0.00	1,848.65	1,848.65	2,233.00	82.79%
511.470 · Printing & Binding	0.00	0.00	0.00	0.00	3,000.00	0.0%
511.490 · General Departmental						
490.01 · Tax Collector Fees	0.00	43,746.97	144,907.21	188,654.18	247,768.00	76.14%
490.02 · Property Appraiser Fees	0.00	34,098.95	0.00	34,098.95	95,027.00	35.88%
490.03 · Other	248.17	0.00	0.00	248.17	1,000.00	24.82%
Total 511.490 · General Departmental	248.17	77,845.92	144,907.21	223,001.30	343,795.00	64.87%
511.510 · Office Supplies	6,299.86	325.00	0.00	6,624.86	1,000.00	662.49%
511.540 · Dues, Subscriptions	4,735.00	560.00	560.00	5,855.00	9,720.00	60.24%
513.320 · Accounting & Financial Svcs						

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 25-26
OCTOBER, NOVEMBER, DECEMBER 2025 & YTD ACTUALS VERSUS BUDGET

	<u>Oct 25</u>	<u>Nov 25</u>	<u>Dec 25</u>	<u>Oct '25 - Sep 26</u>	<u>Budget</u>	<u>% of Budget</u>
513.01 · District Audit	0.00	0.00	0.00	0.00	19,000.00	0.0%
513.02 · Financial and Accounting	4,007.40	0.00	6,214.23	10,221.63	60,000.00	17.04%
Total 513.320 · Accounting & Financial Svcs	4,007.40	0.00	6,214.23	10,221.63	79,000.00	12.94%
514.310 · Legal Services (Prof Svcs)	0.00	0.00	10,656.00	10,656.00	85,000.00	12.54%
720 · Capital Lease Payments	0.00	0.00	0.00	0.00	484,043.00	0.0%
Total 1100 · District Board	17,654.32	80,859.72	198,269.94	296,783.98	1,172,308.00	25.32%
1250 · Key Largo Volunteer Fire						
522.120 · Regular Salaries & Wages						
120.04 · Firefighters	159,297.73	176,752.63	187,948.37	523,998.73	2,493,315.00	21.02%
120.06 · Administrative Stipend	4,750.00	4,750.00	4,750.00	14,250.00	57,000.00	25.0%
Total 522.120 · Regular Salaries & Wages	164,047.73	181,502.63	192,698.37	538,248.73	2,550,315.00	21.11%
522.121 · Volunteer Pay						
121.03 · Volunteer/Line Officer Reim.	3,262.00	3,531.70	7,264.00	14,057.70	20,000.00	70.29%
Total 522.121 · Volunteer Pay	3,262.00	3,531.70	7,264.00	14,057.70	20,000.00	70.29%
522.140 · Overtime Wages	7,494.08	17,986.80	25,998.82	51,479.70	275,000.00	18.72%
522.210 · FICA/Medicare	13,372.45	15,531.11	17,286.03	46,189.59	217,667.00	21.22%
522.220 · Retirement Benefits	12,837.34	14,130.01	14,642.95	41,610.30	150,000.00	27.74%
522.230 · Life & Health Insurance	46,054.52	1,576.49	19,963.77	67,594.78	303,184.00	22.3%
522.240 · Workers Compensation	15,364.20	44,777.24	0.00	60,141.44	84,790.00	70.93%
522.250 · Unemployment Tax	0.00	0.00	7.56	7.56	2,835.00	0.27%
522.310 · Legal Fees	0.00	0.00	0.00	0.00	0.00	0.0%
522.312 · Professional Services						
312.03 · Grant Writing Services	0.00	0.00	0.00	0.00	7,500.00	0.0%
312.04 · Annual Physicals	0.00	0.00	0.00	0.00	15,000.00	0.0%
312.05 · Background checks & Drug Testin	405.00	0.00	0.00	405.00	1,750.00	23.14%
312.10 · Financial Audit Services	1,500.00	0.00	0.00	1,500.00	0.00	100.0%
Total 522.312 · Professional Services	1,905.00	0.00	0.00	1,905.00	24,250.00	7.86%
522.320 · Accounting & Financial Svcs	0.00	2,886.36	0.00	2,886.36	21,000.00	13.75%
522.400 · Travel & Per Diem	0.00	0.00	0.00	0.00	2,500.00	0.0%
522.410 · Phones - Station Phones, Cell	2,389.67	2,708.00	2,711.12	7,808.79	30,000.00	26.03%
522.411 · Advertising	0.00	0.00	0.00	0.00	520.00	0.0%
522.412 · Postage & Freight	0.00	0.00	0.00	0.00	520.00	0.0%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 25-26
OCTOBER, NOVEMBER, DECEMBER 2025 & YTD ACTUALS VERSUS BUDGET

	<u>Oct 25</u>	<u>Nov 25</u>	<u>Dec 25</u>	<u>Oct '25 - Sep 26</u>	<u>Budget</u>	<u>% of Budget</u>
522.430 · Utilities						
430.01 · Electric	2,460.62	2,042.08	2,137.13	6,639.83	28,000.00	23.71%
430.02 · Water	1,128.32	1,037.36	1,003.94	3,169.62	9,000.00	35.22%
430.03 · Fire Hydrant Maintenance	0.00	0.00	14,050.00	14,050.00	16,700.00	84.13%
430.04 · Propane Gas	201.39	0.00	0.00	201.39	400.00	50.35%
430.07 · TV Service	475.60	481.09	481.09	1,437.78	5,500.00	26.14%
Total 522.430 · Utilities	4,265.93	3,560.53	17,672.16	25,498.62	59,600.00	42.78%
522.440 · Rent & Leases						
440.01 · Copier/Scanner/Fax Lease	148.84	237.02	385.86	771.72	4,700.00	16.42%
440.02 · Oxygen Tank Rental	0.00	0.00	0.00	0.00	1,500.00	0.0%
440.03 · DEP Station 25 Lease Pymt	0.00	0.00	0.00	0.00	300.00	0.0%
440.04 · Red Alert Incident Reporting	22,632.91	0.00	0.00	22,632.91	31,530.00	71.78%
440.05 · Fire Manager- Schedule & Time	0.00	0.00	0.00	0.00	3,780.00	0.0%
Total 522.440 · Rent & Leases	22,781.75	237.02	385.86	23,404.63	41,810.00	55.98%
522.450 · Insurance & Risk Management						
450.03 · Package Policy	121,868.92	0.00	0.00	121,868.92	124,555.00	97.84%
450.04 · Accident & Sickness	3,654.00	0.00	0.00	3,654.00	7,307.00	50.01%
450.07 · Storage Tank Liability	2,033.07	0.00	0.00	2,033.07	2,028.00	100.25%
450.11 · Cancer Policy	2,750.00	0.00	0.00	2,750.00	2,750.00	100.0%
Total 522.450 · Insurance & Risk Management	130,305.99	0.00	0.00	130,305.99	136,640.00	95.36%
522.46 · Repair & Maintenance						
522.460 · Repair & Maint - Equipment	4,850.93	2,350.00	904.16	8,105.09	20,000.00	40.53%
522.461 · Repair & Maint - Buildings	5,000.50	3,385.57	4,082.50	12,468.57	64,500.00	19.33%
522.462 · Repair & Maint - Vehicles	5,860.55	15,615.01	1,295.94	22,771.50	29,500.00	77.19%
Total 522.46 · Repair & Maintenance	15,711.98	21,350.58	6,282.60	43,345.16	114,000.00	38.02%
522.470 · Printing & Binding	0.00	0.00	0.00	0.00	104.00	0.0%
522.490 · General Departmental						
490.05 · Other	0.00	0.00	0.00	0.00	2,500.00	0.0%
490.06 · Computer/IT Services	0.00	2,677.50	5,295.00	7,972.50	22,200.00	35.91%
Total 522.490 · General Departmental	0.00	2,677.50	5,295.00	7,972.50	24,700.00	32.28%
522.491 · Training						
491.01 · Instructor Fees	0.00	3,662.03	1,255.35	4,917.38	29,000.00	16.96%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 25-26
OCTOBER, NOVEMBER, DECEMBER 2025 & YTD ACTUALS VERSUS BUDGET

	<u>Oct 25</u>	<u>Nov 25</u>	<u>Dec 25</u>	<u>Oct '25 - Sep 26</u>	<u>Budget</u>	<u>% of Budget</u>
491.03 · Fire Prevention	0.00	0.00	0.00	0.00	3,500.00	0.0%
491.04 · Education, Student Text	150.00	1,655.88	0.00	1,805.88	4,500.00	40.13%
491.05 · KAPLAN online Education	4,215.00	0.00	0.00	4,215.00	3,500.00	120.43%
491.15 · Out of Area Training	0.00	750.00	705.55	1,455.55	39,500.00	3.69%
Total 522.491 · Training	4,365.00	6,067.91	1,960.90	12,393.81	80,000.00	15.49%
522.510 · Office Supplies	77.07	0.00	54.18	131.25	3,000.00	4.38%
522.520 · Operating Supplies						
520.01 · Fire Ground Safety	0.00	0.00	2,390.50	2,390.50	2,000.00	119.53%
520.02 · Daily Operating/Maint Supplies	1,101.68	3,236.94	791.54	5,130.16	31,750.00	16.16%
520.03 · Medical Supplies & Equipment	1,034.36	6,535.97	2,104.03	9,674.36	15,000.00	64.5%
520.05 · Stat Cleaning/Hskping Supplies	484.44	524.19	794.02	1,802.65	5,000.00	36.05%
520.06 · Firefighting Gear	4,578.10	17,631.76	0.00	22,209.86	82,269.00	27.0%
520.07 · Clothing & Apparel	690.00	0.00	0.00	690.00	10,000.00	6.9%
520.08 · Firefighting Foam or Sup Agnt	0.00	0.00	0.00	0.00	8,000.00	0.0%
520.12 · Dress Uniforms - Class A	0.00	0.00	0.00	0.00		
Total 522.520 · Operating Supplies	7,888.58	27,928.86	6,080.09	41,897.53	154,019.00	27.2%
522.521 · Fuel - Gasoline	18.45	0.00	0.00	18.45	100.00	18.45%
522.522 · Fuel - Diesel	2,057.40	-1,010.36	-1,329.39	-282.35	20,000.00	-1.41%
522.524 · Medicine & Drugs	0.00	0.00	0.00	0.00	2,500.00	0.0%
522.540 · Dues, Subscriptions	6,545.83	920.30	1,035.56	8,501.69	16,620.00	51.15%
522.6 · Capital Expenditures						
522.620 · Capital Outlay - Buildings	0.00	0.00	0.00	0.00	600,000.00	0.0%
522.642 · Capital - Small Tools & Equip	0.00	43,413.00	0.00	43,413.00	39,000.00	111.32%
Total 522.6 · Capital Expenditures	0.00	43,413.00	0.00	43,413.00	639,000.00	6.79%
Total 1250 · Key Largo Volunteer Fire	460,744.97	389,775.68	318,009.58	1,168,530.23	4,974,674.00	23.49%
1300 · Key Largo EMS						
526.120 · Regular Salaries & Wages						
120.01 · Administrative Payroll	2,220.30	4,292.08	1,499.81	8,012.19	49,691.00	16.12%
120.02 · Paramedic Payroll	43,751.02	59,092.23	29,268.54	132,111.79	1,167,543.00	11.32%
Total 526.120 · Regular Salaries & Wages	45,971.32	63,384.31	30,768.35	140,123.98	1,217,234.00	11.51%
526.121 · Volunteer Pay	14,975.05	11,504.51	12,446.42	38,925.98	160,000.00	24.33%
526.140 · Overtime Wages	29,149.58	45,848.61	25,585.24	100,583.43	325,000.00	30.95%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 25-26
OCTOBER, NOVEMBER, DECEMBER 2025 & YTD ACTUALS VERSUS BUDGET

	<u>Oct 25</u>	<u>Nov 25</u>	<u>Dec 25</u>	<u>Oct '25 - Sep 26</u>	<u>Budget</u>	<u>% of Budget</u>
526.210 · FICA/Medicare	6,809.19	9,324.38	5,351.15	21,484.72	155,083.00	13.85%
526.220 · Retirement Contributions	1,019.01	1,325.89	366.01	2,710.91	75,000.00	3.62%
526.230 · Life & Health Insurance	0.00	10,856.20	0.00	10,856.20	225,000.00	4.83%
526.240 · Worker's Compensation	0.00	42,313.56	0.00	42,313.56	50,681.00	83.49%
526.250 · Unemployment Tax	28.63	17.17	17.44	63.24	500.00	12.65%
526.312 · Professional Services						
312.02 · Medical Director	5,583.33	5,583.33	5,583.33	16,749.99	67,200.00	24.93%
312.06 · Drug Testing & Background Check	0.00	0.00	90.00	90.00	1,500.00	6.0%
312.07 · Grant Writing Services	0.00	0.00	0.00	0.00	2,500.00	0.0%
312.09 · Financial Audit Services	1,500.00	0.00	0.00	1,500.00	0.00	100.0%
Total 526.312 · Professional Services	7,083.33	5,583.33	5,673.33	18,339.99	71,200.00	25.76%
526.320 · Accounting & Financial Svcs	1,449.71	1,506.13	3,040.51	5,996.35	20,750.00	28.9%
526.400 · Travel & Per Diem	0.00	0.00	0.00	0.00	2,750.00	0.0%
526.410 · Phones, Station & Cell	1,373.35	487.00	513.13	2,373.48	10,000.00	23.74%
526.411 · Advertising	0.00	0.00	0.00	0.00	2,500.00	0.0%
526.412 · Postage & Freight	0.00	0.00	0.00	0.00	400.00	0.0%
526.430 · Utilities						
430.05 · Electric & Propane	1,641.24	1,322.60	0.00	2,963.84	20,000.00	14.82%
430.06 · Water	589.17	651.55	421.37	1,662.09	5,000.00	33.24%
Total 526.430 · Utilities	2,230.41	1,974.15	421.37	4,625.93	25,000.00	18.5%
526.440 · Rental & Leases	590.92	1,169.50	1,015.50	2,775.92	8,000.00	34.7%
526.450 · Insurance & Risk Management						
450.08 · Package Policy	0.00	0.00	0.00	0.00	94,499.00	0.0%
450.09 · Auto	0.00	0.00	0.00	0.00	16,934.00	0.0%
450.10 · Disability Insurance	0.00	0.00	0.00	0.00	10,000.00	0.0%
Total 526.450 · Insurance & Risk Management	0.00	0.00	0.00	0.00	121,433.00	0.0%
526.46 · Repair & Maintenance						
526.460 · Repair & Maint - Equipment	1,772.60	3,802.17	4,393.83	9,968.60	40,000.00	24.92%
526.461 · Repair & Maint - Buildings	937.78	3,939.43	130.00	5,007.21	20,000.00	25.04%
526.462 · Repair & Maint - Vehicles	10,864.26	12,696.20	19,099.26	42,659.72	70,000.00	60.94%
Total 526.46 · Repair & Maintenance	13,574.64	20,437.80	23,623.09	57,635.53	130,000.00	44.34%
526.470 · Printing & Binding	0.00	0.00	0.00	0.00	2,000.00	0.0%

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FISCAL YEAR 25-26
OCTOBER, NOVEMBER, DECEMBER 2025 & YTD ACTUALS VERSUS BUDGET

	<u>Oct 25</u>	<u>Nov 25</u>	<u>Dec 25</u>	<u>Oct '25 - Sep 26</u>	<u>Budget</u>	<u>% of Budget</u>
526.490 · General Dept. - Misc.						
490.08 · Computer/IT Services	0.00	0.00	0.00	0.00	15,000.00	0.0%
490.10 · Employee Assistance Program	0.00	0.00	0.00	0.00	1,500.00	0.0%
490.12 · Membership & Retention	0.00	0.00	0.00	0.00	3,500.00	0.0%
Total 526.490 · General Dept. - Misc.	0.00	0.00	0.00	0.00	20,000.00	0.0%
526.491 · Training - Instructor Fees, Edu						
491.07 · ACLS/PALS	0.00	0.00	0.00	0.00	2,000.00	0.0%
491.08 · ClinCon or EMS Expo	0.00	0.00	0.00	0.00	4,000.00	0.0%
491.10 · Misc. Training/Books	0.00	0.00	0.00	0.00	1,750.00	0.0%
491.11 · Advanced Airway Management	0.00	0.00	0.00	0.00	2,500.00	0.0%
491.12 · Handtevy PALS class	2,590.88	0.00	0.00	2,590.88	1,200.00	215.91%
491.22 · Fire EMS Academy	3,500.00	0.00	0.00	3,500.00	3,500.00	100.0%
Total 526.491 · Training - Instructor Fees, Edu	6,090.88	0.00	0.00	6,090.88	14,950.00	40.74%
526.510 · Office Supplies	549.62	144.79	77.70	772.11	5,000.00	15.44%
526.520 · Operating Supplies						
520.09 · Station Supplies	504.50	408.73	0.00	913.23	15,000.00	6.09%
520.10 · Medical Supplies	4,095.68	1,509.67	3,369.38	8,974.73	85,000.00	10.56%
520.11 · Uniforms & Membership Supplies	0.00	0.00	0.00	0.00	10,000.00	0.0%
520.13 · Small Tools	0.00	0.00	0.00	0.00	14,000.00	0.0%
Total 526.520 · Operating Supplies	4,600.18	1,918.40	3,369.38	9,887.96	124,000.00	7.97%
526.522 · Fuel - Diesel	1,181.09	1,010.36	1,329.39	3,520.84	25,000.00	14.08%
526.524 · Medicine & Drugs	145.98	1,729.71	400.88	2,276.57	35,000.00	6.5%
526.540 · Dues, Subscriptions	5,498.24	124.99	15,490.54	21,113.77	15,000.00	140.76%
526.6 · Capital Expenditures						
526.620 · Capital Outlay - Buildings	0.00	0.00	0.00	0.00	100,000.00	0.0%
526.640 · Capital Outlay - Equipment	0.00	0.00	0.00	0.00	90,000.00	0.0%
526.642 · Capital Outlay - Small Tools	0.00	0.00	0.00	0.00	8,000.00	0.0%
Total 526.6 · Capital Expenditures	0.00	0.00	0.00	0.00	198,000.00	0.0%
Total 1300 · Key Largo EMS	142,321.13	220,660.79	129,489.43	492,471.35	3,039,481.00	16.2%
Total Expenditures	620,720.42	691,296.19	645,768.95	1,957,785.56	9,186,463.00	21.31%
Net Excess/(Deficiency) of Revenues Over/(Under) Expenditures	-601,909.05	792,931.30	4,211,230.59	4,402,252.84	-2,721.00	

11a.

Fire Incident Count (NERIS)

Map of Fire Incident Count (NERIS) by Station
 Incident Count by Station
 Map of Fire Incident Count (NERIS) by Station
 Incident Count by Station

Fire Incident Count (NERIS)

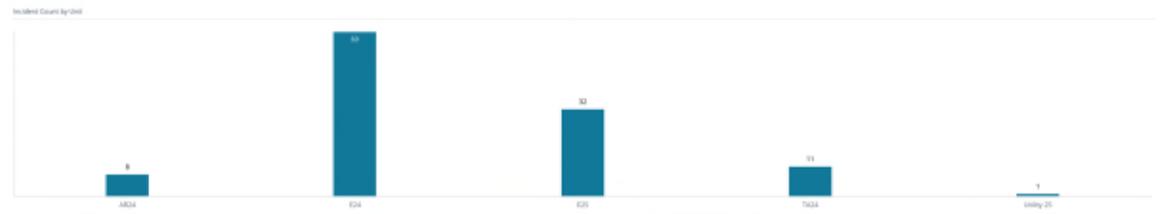
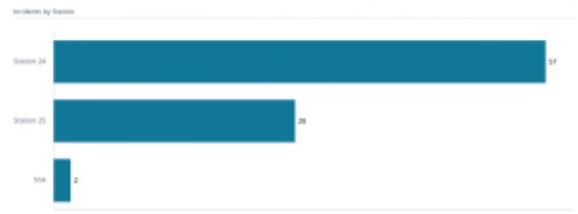
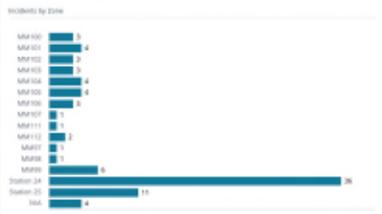
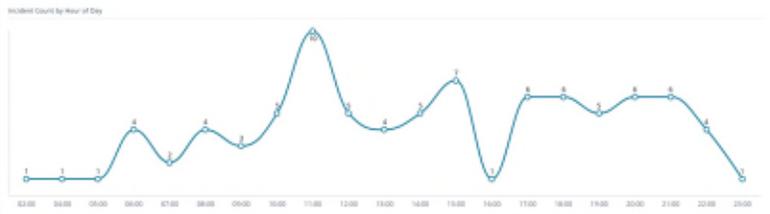
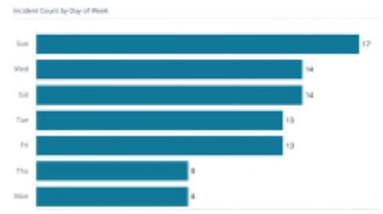
Count of Incidents by month, day, hour of day, station, zone, and unit

Count of Total Incidents

Count of Incidents
87

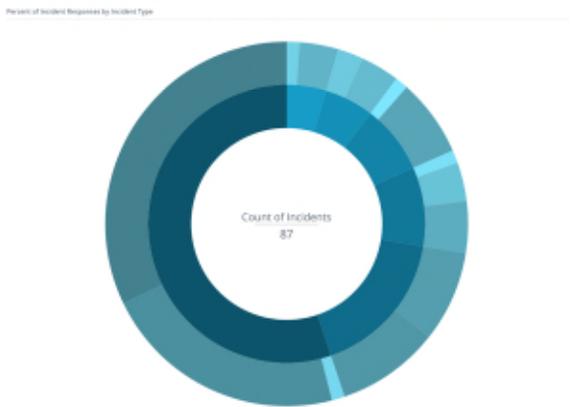
Incident Count by Month (This Year)

Months in Core Incident area (date/time)	Count of Incidents
OCTOBER	87
Count of Incidents	87



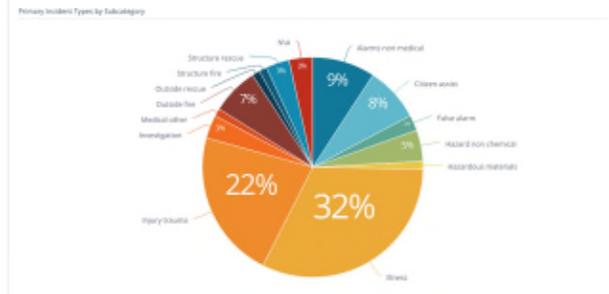
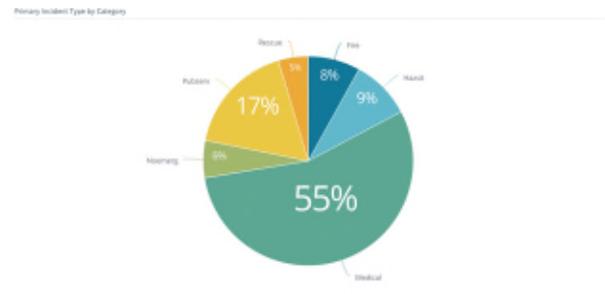
Count of Incident Responses

Station	EMR	Unit	Incidents
Station 24	AA	AR24	4
		E24	23
		E25	2
		TA24	10
	BB	AR24	2
		E24	16
Station 25	AA	AR25	1
	BB	AR25	1
		E25	14
	CC	E25	14
N/A	AA	E24	2
	BB	E24	2
	CC	E24	2



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)	Manual Aid Given or Received
Count of Incidents 87	Count of EMS Calls 48	Count of Fire Calls 7	Count of Other Calls 32	Aid Given 13
Count of Exposures: 0	Percent of EMS Calls: 55.17%	Percent of Fire Calls: 8.05%	Percent of Other Calls: 36.78%	Aid Received: 10



Primary Incident Types by month

Primary Incident Type	INCIDENTS	Grand Total
Abdominal pain / problems	1	1
Allergic reaction	1	1
Allergy reaction / single	1	1
Altered mental status	1	1
Biological release / incident	1	1
Breathing problems	5	5
Cancelled	3	3
Chest pain (non-trauma)	1	1
Citizen assist / service call	4	4
Consultation / assistance	1	1
Elevator / escalator rescue	3	3
Evacuation / entrapped person	1	1
Fall	12	12
Fire / smoke alarm	7	7
Gash/wound	1	1
Headache	1	1
Heart problems	1	1
Human charge / escalation	1	1
Lift assist	1	1
Malfunctioning alarm	2	2
Motor vehicle collision	3	3
Other alarm	1	1
Other outside fire	2	2
Person in distress	3	3
Pregnancy / childbirth	1	1
Grand Total	87	87

1/25 of 87 Results

Additional Incident Types by month

Additional Incident Type	INCIDENTS	Grand Total
Accidental alarm	1	1
Breathing problems	1	1
Cardiac arrest	1	1
Fall	2	2
Heart problems	1	1
Motor vehicle collision	1	1
Nausea / Vomiting	1	1
Other alarm	1	1
Sick case	1	1
Stroke / CVA	2	2
Unknown problem (medical)	2	2
Vegetation / grass fire	2	2
Grand Total	13	13

None per page 25

Incident Details

Incident Number	Street Date	Street Time	Street Address	Incident Type	Additional Incident Types
MCSC0000018890	2/1/25	10:08	47 Coral Drive	Fall	N/A
MCSC0000018894	2/1/25	11:05	38710 Overseas Highway	Armed/air transport	Fall
MCSC0000018898	2/1/25	14:03	Bayouville Drive	Citizen assist / service call	N/A
MCSC0000018909	2/1/25	15:56	38710 Overseas Highway	Fire / smoke alarm	N/A
MCSC0000018918	2/1/25	17:13	1310 Calder Road	Chest pain (non-trauma)	N/A
MCSC0000018914	2/1/25	11:17	251 Ryan Avenue	Breathing problems	Stroke / CVA
MCSC0000018989	2/1/25	08:19	1380 Ocean Bay Drive	Elevator / escalator rescue	N/A
MCSC0000019108	2/1/25	11:16	18810 Overseas Highway	Unconscious victim	N/A
MCSC0000019209	2/1/25	17:25	18230 Overseas Highway	Smoke Investigation	N/A
MCSC0000019118	2/1/25	12:44	81 Cayfield Circle S	Structural involvement	N/A
MCSC0000019119	2/1/25	12:37	18400 Overseas Highway	Fall	Sick case
MCSC0000019188	2/1/25	17:43	8070 Overseas Highway	Motor vehicle collision	N/A
MCSC0000019102	2/1/25	12:40	527 Caribbean Drive	Fire / smoke alarm	N/A
www.MCSC00017636	2/1/25	18:02	1380 Ocean Bay Drive	Evacuation / entrapped person	N/A
MCSC0000019277	2/1/25	08:52	181140 Overseas Highway	Other Alarm	N/A
MCSC0000019296	2/1/25	14:18	19 Osama Drive	Fire / smoke alarm	N/A
MCSC0000019198	2/1/25	21:48	115 Marina Avenue	Breathing problems	N/A
MCSC0000019202	2/1/25	09:13	4 Andros Road	Fall	N/A
MCSC0000019214	2/1/25	08:23	188 ATLANTIC BLVD	Sick case	Nausea / Vomiting Unconscious problem (medical)
MCSC0000019178	2/1/25	09:33	487 Lina Drive	Fall	N/A
MCSC0000019134	2/1/25	10:08	18301 Overseas Highway	Elevator / escalator rescue	N/A
MCSC0000019188	2/1/25	21:17	8800 Overseas Highway	Unconscious problem (medical)	N/A
MCSC0000019451	2/1/25	10:23	18800 Overseas Highway	Person in distress	N/A

1/25 of 88 Results

Additional Incident Details

Incident Number	Street Date	Street Time	Street Address	Incident Type	Additional Incident Types
MCSC0000019202	2/1/25	09:13	4 Andros Road	Fall	N/A
MCSC0000019214	2/1/25	08:23	188 ATLANTIC BLVD	Sick case	Nausea / Vomiting Unconscious problem (medical)
MCSC0000019178	2/1/25	09:33	487 Lina Drive	Fall	N/A
MCSC0000019134	2/1/25	10:08	18301 Overseas Highway	Elevator / escalator rescue	N/A
MCSC0000019188	2/1/25	21:17	8800 Overseas Highway	Unconscious problem (medical)	N/A
MCSC0000019451	2/1/25	10:23	18800 Overseas Highway	Person in distress	N/A

None per page 25

13a.

District Manager Report

For March 9, 2026

1. **Fire/EMS Chief Hiring Process:** We are moving forward resolutely to advertise for the Fire/EMS Chief/District Manager position. I am working with Carol Greco to create an online employment application. This is necessary so potential candidates can link to our website and research the information they need about the position. We don't currently have the capability for a candidate to apply and submit online, so they will still be required to print the application and send it to the District, via mail or email, along with the other required documentation.

It is important that the advertising for the position is targeted to the right people. As such, advertising with professional emergency service and special district organizations is sensible. The organizations we are advertising with, along with the costs, are listed below:

- Florida Association of Special Districts: no charge for members
 - A-list through the Bureau of Fire Standards and Training: no charge
 - Florida Fire Chief's Association: \$225 for 30 days
 - International Association of Fire Chiefs (includes all U.S. States): \$440 for 30 days
 - National EMS Management Association: \$150 for 30 days
2. **COPCN and ALS License:** On Friday (2/27/26) Captain Jones, the District's attorney Jim Hicks, and I spoke with the assistant county attorney Eve Lewis, to help the county understand the various nuances of the merger plan. As information, the Key Largo Volunteer Fire Department has applied for the renewal of their COPCN with the County. At the same time, the District has applied for a new COPCN that encompasses both transport and non-transport ALS services. The Fire Department COPCN expires in May, so it needs to be renewed before the district merger will be completed. However, the district COPCN is critical moving forward. As such, the county currently has two applications for the COPCN from Key Largo. We anticipate both COPCNs will go before the Monroe County BOCC in April. In the meantime, we have begun the process of completing the ALS license with the State of Florida in anticipation of the merger and approval of the COPCN. In due course the COPCN and the ALS license will be held by the District, which will cover transport and non-transport ALS serves.
 3. **Implementation Status:** The implementation team has representatives from the Fire Department, EMS, and the District. The team includes: Captains Jones, Garcia, and Garrido, Lt. Perez, and myself. We are progressing quickly to address the items necessary for a smooth merger transition. The items we are undertaking include: securing a district COPCN and ALS License, assuring we have ambulance billing in place, merging SOPs and Protocols, onboarding personnel, obtaining district insurance and workers compensation, continuance of employee medical insurance, and updating interlocal and mutual aid agreements. Our goal is to have everything in place and ready to go prior to the implementation date determined by the Board. Additionally, there are some items that we have deemed non-critical to implementation which will need to be addressed in the future, such as personnel uniforms and patch changes.
 4. **Ambulance Billing:** Lombardo has a meeting scheduled with PPS EMS Billing on March 6. PPS Billing is the company that has provided the EMS Billing for the Key Largo Volunteer Ambulance Corps, Inc. for several years.

5. **Standard Operating Procedures (SOP) and Medical Protocols:** Under the direction of our medical director, EMS Lt. Roxy Perez is working with Fire Lt. Jamie Arana and merging the medical protocols. We estimate that any protocols and SOPs adopted after 2019 are 90-95% similar between the Fire Department and EMS. Prior policies are outdated and will need to be merged or discarded. Going forward, all personnel will need to be trained on existing and new SOPs. Captain Garrido will be creating an online training program through our existing vendor, Vector Solutions. A working SOP Committee will also be established to regularly review, update, and create SOPs.
6. **Hiring District Employees:** I am working with legal to assure our onboarding process is legally defensible. Once the process has been approved, we will make conditional job offers and place people on a roster with a projected future hiring date.
7. **District Website:** On February 27, 2026 Commissioner Mirabella and I attended a Zoom meeting with Streamline, the company that is developing our new website. The design of the website is generally complete, and the migration of our old website along with all of our archived documents is complete. Nonetheless, we continue to change and add various features. With the completed migration, Streamline provides a “score” for ADA compliance. Our current site score is “80” (based on a 1-100 scale), because we currently have 145 files on the site that are not ADA compliant. These files are previously posted PDF documents. We have received a quote from Streamline to convert these files to assure they are ADA compliant. They use a product called *DocAccess* to make all PDF documents ADA compliant. Based on our document volume, we have been quoted a cost of \$250 month (\$3000 billed annually). This provides conversion of all existing and future PDFs. We are currently researching other options, such as manual conversion, or utilizing other programs. We will present our findings at a future meeting.
8. **Boat Committee:** The Boat Committee met this week to begin the process of developing a plan of action. The current \$300,000 grant from the State of Florida expires on June 1. As such, we hope to have a plan completed in the near future, which we will present to the Board for your direction.