



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

April 20 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 April 20, 2026 District Meeting Agenda*
- 2b. *Approval of April 6, 2026 District Meeting Minutes*

3. **PUBLIC COMMENT**

4. **CHAIRMAN REPORT**

5. **SECRETARY REPORT**

6. **OLD BUSINESS**

- 6a. **DISCUSSION/APPROVAL**: *Horton Ambulance Order Cancellation [Lombardo]*

7. **NEW BUSINESS**

- 7a. **DISCUSSION/APPROVAL**: *Command Vehicles [Jones]*
- 7b. **DISCUSSION/APPROVAL**: *Volunteer Stipend Policy [Hicks]*
- 7c. **DISCUSSION/APPROVAL**: *Resolution No. 2026-0004: A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Providing for the Adoption of a Standard Operating Guideline Regarding Background Screening and Driver's License Policy (Policy No. 2026-01-002); Providing for the Adoption of a District Manager Review Determination Form Regarding Non-Mandatory Employment and Volunteer Disqualification; Providing for the Adoption of an Affidavit of Good Moral Character Form for Employee and Volunteer Applicants; Providing for Scrivener's Errors; Providing for Severability; and Providing for an Effective Date. [Lombardo]*
- 7d. **DISCUSSION/APPROVAL**: *Proposed Employee Compensation & Pay Plan [Lombardo/Jones]*
- 7e. **DISCUSSION/APPROVAL**: *Proposed Resolution No. - ____: A Resolution of the Board of Commissioners of the Key Largo Fire Rescue & EMS District Adopting the*



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 Employee Compensation and Pay Plan Policy (Policy No. HR-2026-____) and Providing for Related Matters [Lombardo/Jones]

7f. **DISCUSSION/APPROVAL: Organization Structure Chart [Lombardo/Jones]**

7g. **DISCUSSION/APPROVAL: Grant Vessel Purchase [Lombardo/Mobley]**

7h. **DISCUSSION/APPROVAL: 457(b) Savings Plan [Lombardo/Mobley]**

8. **LEGAL REPORT**

9. **FINANCE REPORT**

10. **AMBULANCE CORPS REPORT**

The Aril KLVAC Board meeting had to be postponed; therefore, there are no documents for Commissioners.

11. **FIRE DEPARTMENT REPORT**

12. **COMMISSIONER ITEMS**

13. **DISTRICT MANAGER ITEMS**

1. **Fire/EMS Chief Hiring Process:** As of the application closing date (April 10, 2026), we received a total of 13 applicants, many with extensive qualifications. During the week of April 13, the selection committee evaluated and scored the applicants/resumes. We plan to schedule virtual interviews with those that qualify for the position. As a reminder, the Board will hire the Fire-EMS Chief/District Manager. The team is simply serving to work through a process to provide the Board with a small group of the highest qualified applicants to interview. The hiring plan includes the use of four phases: 1. application evaluations, 2. virtual interviews, 3. stakeholder interview/interaction, 4. Board Interviews. Additionally, each commissioner has received copies of the applicant packages. As we proceed through the process, I will keep you informed on the status of the applicants that are moving to the next phase in the process. Ultimately, you will do the hiring, so at any point in the process, if you want any of the applicants to be interviewed by the Board, please advise. Additionally, please let me know if any Board members wish to be involved in the process beyond the final interviews.
2. **Implementation Status:** The implementation team continues to meet regularly and is working to address the items necessary for a smooth merger transition. A great deal of work is being accomplished to meet our implementation goal date of July 1. An update on the more critical items is provided below:
 - a. **Ambulance Billing:** We continue to work with PPS Billing to secure a contract. As you may recall, legal was developing an invitation to bid document for these services; however, we believe PPS has a contract with Marathon Fire Department, which may give us the ability to *piggyback* on that contract. This would eliminate the need to send out invitations to bid.



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

b. **Organizational Policies:**

- i. **Employee Pay Scale:** Included on the agenda is a *draft* pay scale for all existing employees. The pay scale is similar to the pay scale utilized by Monroe County Fire Department. It details the pay scale based on rank and time in grade. For individuals that may be at the top of the scale when the District hires personnel from KLVAC and KLVFD, these individuals would be frozen at their current rate of pay until their time in grade reaches the point where their pay is even with other employees in the same rank. The proposed scale is 15 years. By comparison, Monroe County utilizes a 20 year pay scale. Capt. Jones worked on this plan extensively. Accordingly, he will present the plan to the Board for your discussion/approval.
- ii. **Organizational Structure Chart:** Included on the agenda for discussion/approval is a proposed draft organizational structure chart. The draft organizational structure chart and the draft pay scale allowed us to run budget projections. These projections are very preliminary. We will not know our projected income until June, but this will give us an idea of expenditures based on the number of proposed personnel employed by the District and the amount of pay they will receive. By applying a conservative estimated increase in property value of 6%, the least expensive projection, based on the personnel costs and proposed organization chart, would require a millage rate of 1.3185. This number includes the cost of the Florida Retirement System for all employees, and is very close to the same millage rate as last year. While we cannot guarantee that this rate will hold true until after we receive property values from the Property Appraiser's Office, we are confident we can create a budget that requires a millage rate close to this number. We continue to work through the various line items in the budget to see where other adjustments can be made, and still provide a high level of emergency services to the community. Once the organizational chart is approved, we will begin updating job descriptions for all employees.
- c. **Hiring District Employees:** The hiring process continues. The physicals for EMS employees has been completed along with background checks and E-Verify checks. We are awaiting the approval of a pay scale and exclusion criteria (to be presented for board discussion/approval in May). Once the Board adopts these items, the transition applicants will be processed and offered employment by the District with a projected start date of July 1, 2026.
- d. **Payroll:** Captain Jones and Jennifer Johnson are working on the final aspects of the payroll program and we will be ready to implement on July 1, 2026.
- e. **Insurance:** We continue to await quotes for liability insurance, workers compensation, and accidental death. Additionally, Legal is developing invitations to bid as necessary for insurance brokerage firms and coverage.
- f. **Employee Benefits:** Included on the agenda is a proposal to implement two separate 457(b) savings plans for employees. A 457(b) is similar to a 401(k) plan but is designed for public employers. We are suggesting the Board offer two separate plans to employees.



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

There is no cost to the District to implement these plans. If the Board chooses to move forward with the Florida Retirement System, you can still keep the 457(b) without any matching funds. This simply gives employees the ability to save their own funds in an investment plan. Participation in a 457(b) is not mandatory for any employee. By offering two plans, you give employees the opportunity to choose the plan they prefer. The programs are Cambridge Financial and Plan Member. I am requesting you grant me authority to enter into agreements with both 457(b) plans (subject to legal review) with a starting date of July 1, 2026.

- g. **COPCN and ALS License:** The District COPCN application, along with all documents has been submitted to Monroe county and is scheduled for the BOCC Agenda on April 15. This has been an extensive, complicated process. Captain Jones, Jimmie Hicks, and I worked exhaustively to make sure the application was on the April BOCC agenda so that we can receive our COPCN in time to apply to the State of Florida for our Advanced Life Support Transport and non-Transport license. County officials were also extremely helpful and include Assistant County Attorney Eve Lewis, Cheri Tamborski, Cara Johnson, and Monroe County Fire Chief RL Colina. I plan to attend the BOCC meeting and will have a verbal update on the status of the COPCN at the District meeting.
 - h. **District Website:** This is work in progress and I continue to work through some of the items previously discussed. We hope to have our website ready to go "live" within the next few weeks.
3. **Vessel Grant:** At the direction of the Board, I contacted the State of Florida regarding how long we are required to keep the vessel after we receive the grant money. As I understand it, we can "dispose of the property" at any time, but we must notify the state and receive approval to do so for 5 years, or until the asset reaches its depreciated life, whichever is shorter. If we "dispose" of it before five years, the state can request reimbursement for the vessel's fair market value. After five years, we can dispose of, replace, or do whatever the District chooses.

The following language is from our grant specialist:

The agreement requires the Grantee to notify the Department if the Grantee wishes to dispose of the property in any way. When the Department is notified, Key Largo has to wait on Department approval of disposal. "Dispose" can be selling it, transferring it, donating it, junking it, etc.

The following language is from the grant language agreement:

The Grantee shall provide advance written notification to the Department if, during the five (5) year period following the termination of this Agreement or during the depreciable life of the nonexpendable property purchased under this Agreement (determined by the depreciation schedule in use by the Grantee), whichever is shorter, the Grantee proposes to dispose of or take any other action that will impact its ownership of the nonexpendable property or modify the use of the nonexpendable property from the purposes authorized herein. If any of these situations arise, the Department shall have the right, in its sole discretion, to demand that the Grantee immediately reimburse the Department the fair market value of the impacted nonexpendable property valued at the time of disposition or modified use.



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

You will note the Vessel was placed on the agenda for discussion/approval. The intent of this is to update the Board and move to allow us to enter into a purchase order for the vessel as described and approved at the April 6 meeting. At the time of writing this report, the selection of the boat had not been finalized; however, I will have a verbal report at the meeting.

4. **Fuel Tank at Station 25:** The fuel tank at Station 25 was beginning to show rust under the generator. I would like to recognize and thank Lt. Fernando Garcia, Lt. Curtis Tucker, and D/E Travis Wilson for taking the lead in sanding, preparing, and painting the tank. We are confident that ongoing maintenance such as this will help extend the longevity of the tank.
5. **EMS Ambulances:** As of the writing of this report, I have not yet received a cost of cancellation for the two ambulances as discussed at the April 6 meeting. I hope to have a verbal update at the meeting.

14. **NEXT MEETING**

May 4, 2026 District Meeting (if required)
May 4, 2026 Strategic Planning Workshop
May 18, 2026 District Meeting (if required)
May 18, 2026 Strategic Planning Workshop

15. **ADJOURN**

DOCUMENTS

- AI 2b. April 6, 2026 District Meeting Minutes**
- AI 7a. Community Leasing Proposals**
- AI 7b. Volunteer Stipend Policy**
- AI 7c. Resolution No. 2026-0004**
- AI 7d. Proposed Employee Compensation & Pay Plan**
- AI 7e. Proposed Resolution No. - _____**
- AI 7f. Organizational Structure Chart**
- AI 7g. Grant Vessel Purchase**
- AI 7h. 457(b) Savings Plan**
- AI 11a. KLVFD March 2026 Statistics**
- AI 13. District Manager Report**

2b.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

DISTRICT MEETING MINUTES

April 6, 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, Capt. Jones, Capt. Garcia, Capt. Garrido, Lt. Mumper and Jennifer Johnson.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of April 6, 2026 District Meeting Agenda*

Commissioner Mirabella made a **Motion to Approve the April 6, 2026 District Meeting Agenda**. Commissioner Edge seconded, and the Board unanimously passed the motion.

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

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

3. PUBLIC COMMENT

None

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None



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

6. OLD BUSINESS

6a. DISCUSSION/APPROVAL: Fire Rescue Marine Emergency Response Vessel Grant [Lombardo]

District Manager Lombardo led a discussion for the approval/denial to move forward with accepting the Grant to purchase an emergency marine response vessel. DM Lombardo drafted an operational plan to spend the \$300k on the purchase of a boat to be trailered; unstaffed. Further, the Grant is a reimbursable grant that can be used to purchase the vessel, trailer, safety equipment, striping, radios, etc. The deadline to enter into a purchase order/agreement before June 30, 2026; to own before September 15 2026.

Commissioner Jenkins made a **Motion to Begin the Purchase Order Process Not to Exceed Grant Amount of \$300k**. 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

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: Horton Ambulance Order Cancellation [Lombardo]

District Manager withdrew item as additional information regarding cancellation fees was provided. There may be valid reason to consider cancellation as the Horton trucks ordered will not fit into the bay at the KLVAC building. The cost to modify the building is approximately \$100K. Therefore, there may be an interest in cancelling and purchase vehicles that will fit the current configuration. Bring back item back to the April 20, 2026 meeting.

7b. DISCUSSION/APPROVAL: Usage of District Credit Cards Policy [Lombardo]

District Manager Lombardo provided a draft District credit card policy that would allow the incoming Chief and authorized personnel to purchase of small items, use for travel expenses, etc., excluding alcohol purchases. All expenditures must serve a district purchase; have backup receipts.

Commissioner Conklin made a **Motion to Approve the District Credit Card Policy**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

7c. DISCUSSION/APPROVAL: Procurement of Insurance Required for COPCN Application [Hicks]

Attorney Hicks led a discussion regarding procurement of insurance for vehicles required for the COPCN application process. The BOCC public hearing is scheduled for April 15, 2026. Currently, the insurance is in the names of the respective departments. Therefore, at a minimum, prior to the



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

hearing, there needs to be an amendment to the fire department policy to add the District as additional insured of the vehicles. Attorney Hicks recommends moving forward with procurement of insurance in the name of the District. At this time we do not have the premium cost numbers yet and are asking the Board to give DM Lombardo approval to procure insurance not to exceed a set number. DM Lombardo was able to get the District named as additional insureds under the ambulance and fire department policies and have obtained Certificates of Insurance which will be provided to the County. Therefore, if the County does not accept the COI's we are seeking authority to purchase insurance.

Commissioner Jenkins made a **Motion for District Manager Lombardo to procure insurance not to exceed 125% of the current premiums**. Commissioner Edge seconded, and the Board unanimously passed the motion.

8. LEGAL REPORT

None

9. FINANCE REPORT

None

10. AMBULANCE CORPS REPORT

None

11. FIRE DEPARTMENT REPORT

Capt. Jones provided information regarding career testing with interviews. Therefore, the Fire Department will be bringing on 4-5 new members.

12. COMMISSIONER ITEMS

None

13. DISTRICT MANAGER ITEMS

District Manager Lombardo reiterated all the work that has gone into the COPCN application process, which has consumed a great deal of time since the last meeting. He will comment on any of the below items the Board wished to further discuss.

1. **Fire/EMS Chief Hiring Process:** We have received a number of applications, phone calls, and visits from interested parties. As of the writing of this report, we have received seven completed applications. Three of these are from out of state. As a reminder, the closing date for applications is April 10, 2026.



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

2. **Implementation Status:** The implementation team continues to meet regularly and is working to address the items necessary for a smooth merger transition. An update on the more critical items is provided below:
 - a. **Ambulance Billing:** As previously discussed, we received a contract from PPS EMS Billing at a reduced collection fee rate; however, after discussion with legal, we believe this service needs to be sent out to bid. Accordingly, legal is drafting invitations to bid. Once the bid period has expired, we will proceed accordingly.
 - b. **Standard Operating Procedures (SOP):** We are working on necessary changes to a number of SOPs, especially administrative policies, to better meet the mission of the District. Most of these policies are still in draft form, and will be presented to the Board for consideration as they are completed. These include policies on volunteer requirements, changes to the volunteer stipend policy (formerly volunteer reimbursement); employee work schedule and benefits agreement (to include the FLSA 7(k) work exemption), a draft organizational chart, and a draft employee pay scale. Additionally, Captain Jones and I have been evaluating potential budget numbers for FY 26-27 as they relate to the many changes on the horizon to ensure we can efficiently fund our services without a drastic increase in the millage rate. At this point, budget numbers are speculative. Exact numbers are not possible until we have estimated property values from the property appraiser's office.
 - c. **Hiring District Employees:** I am working to assure all applicants are processed according to the legal recommendations for government agency due diligence. The process is moving efficiently.
 - d. **Organizational Chart and Pay Scale:** I plan to have a draft organizational chart along with a proposed employee pay scale for your consideration at the April 20, 2026 meeting. I believe this will give you a better idea of what the organization will look like and how much it will cost to provide the service. Once an organizational chart is adopted, we will move forward with updating and developing job descriptions for each position.
 - e. **Payroll:** Captain Jones is working on a new payroll system known as *Ready Payroll* that can tie into our current staffing system and will be able to process all future employees from both agencies.
 - f. **Insurance:** We are awaiting quotes for liability insurance, workers compensation, and accidental death. Additionally, Legal is developing invitations to bid as necessary for insurance brokerage firms and coverage.
 - g. **Employee Benefits:** Captain Jones met with Plan Member Services to work on switching over our 401(k) plan, which is a private sector employer sponsored retirement account) to a 457 (b) plan, which is the plan required for a



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

government entity. Both are essentially the same, but a 457(b) plan typically offers penalty free, early withdrawals upon separation from service. Should the Board choose to move to the Florida Retirement System, you may choose to keep the 457(b) for employees to fund themselves.

- h. **COPCN and ALS License:** The COPCN has been submitted for the District and the Fire Department. Both are scheduled for the BOCC Agenda on April 15. I plan to attend that meeting along with a representative from our legal team.
 - i. **FDID #:** We are working with the State of Florida on the Fire Department Identification Number (FDID). This number is placed on all fire reports and is essential for data collection. At this point, we do not know if the state will issue a new FDID or have the District utilize the Fire Department FDID.
3. **Credit Card Usage Policy:** Submitted for your consideration is a District credit card usage policy. I would like to thank Jennifer Johnson for her insight and knowledge in helping create this policy. This policy will come into use if the District chooses to apply for credit cards after July 1. In my experience, a credit card for an agency such as ours can be issued, but the head of the agency generally has to be the person that guarantees payment. As such, his or her personal information and credit is tied to the card. Therefore, I recommend waiting until a permanent Fire-EMS Chief/District Manager is employed. A Board member can also apply, but this is generally not recommended due to term limits.
4. **District Website:** On March 25 I met with a company that can make all of our PDF documents ADA accessible at a cost of \$7 per page. We continue to work on our webpage to determine what can be archived and what will remain. I have also received the Streamline subscription from Legal. There does not appear to be a full contract, only subscription details. According to the subscription they will provide: *Built-in ADA compliance (the platform is fully accessible out of the "box")*. I will discuss with Legal our options to see if they are responsible for converting all our PDFs to ADA accessible documents based on the language in their "subscription".
- Further to Commissioner Mirabella's comment regarding the ADA compliance and the Streamline contract, which is actually not a contract, but rather a subscription detail, which includes a built in ADA compliance platform that is fully accessible out of the box. Therefore, District Manager Lombardo is asking the Board allow him to get with legal to draft correspondence to address the ADA component of the subscription.*
5. **Boat Committee:** Based on the information I provided the Board at the March 23, 2026 District Board Meeting, I am requesting you consider moving to accept the Fire Rescue Marine Emergency Response Vessel grant from the State of Florida. If approved, I recommend we don't spend any District funds above the grant amount (\$300,000) for the purchase of fire/rescue boat.

I have requested marine response information from FWC, MCSO, and the US Coast Guard. As of the writing of this report, I have not received any information from any of the requests. I have also requested a quote from VFIS to add insurance to a boat. Because we don't currently have a boat,



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

they cannot provide an exact quote, but it estimated to be approximately \$25,000 annually. As a reminder, the current grant from the State of Florida expires on June 30, 2026. If the Board approves the purchase of the boat (utilizing grant funds), the Committee will move to purchase a suitable fire/rescue boat prior to the conclusion of the grant on June 30.

I have also included for your review a draft operational policy. This policy is very elementary and requires a great deal more work, but it gives you foresight into our proposed boat training, usage, and response plan.

6. **Smoke Alarm Installation:** On Saturday March 28, the District worked with the American Red Cross to install smoke alarms at the Silver Shores Mobile Home Community. The Red Cross provided all of the smoke alarms and installation equipment free of charge. Nine Key Largo Fire Department personnel, along with 12 Red Cross Volunteers installed 92 smoke alarms in 40 homes. We estimate we made contact with approximately 100 people. David Garrido also created a system to begin tracking this information. The Insurance Services Office Public Protection Classification (ISO PPC) gives credit for Community Risk Reduction. Programs such as these, and other public education programs, will add points directly to our future PPC rating review. The Red Cross is now partnering with our District and will be providing a supply of smoke alarms, so that we can install them as requested by our citizens. Special recognition and appreciation is warranted for Lieutenant Fernando Garcia for spearheading this program.
7. **Painting Parking Lot lines at Station 24:** I would like to recognize B-shift personnel for painting the parking lot lines at Station 24. Lt. Fernando Garcia, along with Chris Fischman, Andres Alvarez, and David Garrido identified the need, and took it upon themselves to paint the lines. This work shows pride in the station and displays a sense of ownership among the personnel.
8. **EMS Ambulances:** As you are aware, EMS has two Horton ambulances on order that will not fit in the bay of Station 23. If the District is able to utilize Station 23 after July 1, we would be required to modify the station to fit the ambulances. Given the restrictions on set-backs, parking, and other issues, we are not certain if extending the bays is possible. Additionally, the Horton ambulances that we currently have in inventory have had ongoing maintenance issues, especially regarding the air conditioning systems in the patient care area. As you may have noticed in the last several months, EMS has regularly borrowed an Ambulance from Islamorada so that we can send our Horton's out for maintenance. As we move forward to directly provide the EMS service to the residents and visitors of the District, we feel it would be prudent to cancel the order of the Horton Ambulances. Subject to full legal review, we have reviewed the contract the District has with ETR, and we are confident we can cancel the order of the Horton Ambulances without penalty.

Going forward, I recommend we establish an Ambulance Purchase Committee to design and spec ambulances that will serve the District well for several years. The committee should consist of fire personnel with experience designing emergency vehicle specs, and especially EMS personnel who have expertise in ambulance based patient care. We are confident we can purchase two ambulances at or under the amount budgeted for the Horton ambulances.



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

14. NEXT MEETING

April 20, 2026 District Meeting [Approved at the March 23, 2025 District Meeting.]

15. ADJOURN

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 6:23 PM. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

7a.



Phone: 877.525.1776
 Fax: 888.777.7875
 Cell: 724.331.4982
 215 S. Seth Child Road
 Manhattan, KS 66502
 www.clpusa.net

A Division of Community First National Bank - Member FDIC

March 20, 2026

Customer Name: Key Largo Fire Rescue and Emergency Medical Services

Equipment: (2) Ford F250 4x4 Pickup Truck Support Vehicles
 Sales Representative: to be determined
 Delivery: Estimated 1 to 2 months

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

Option 1

Total Cost:	\$ 250,000.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
Amount Financed:	\$ 250,000.00		
Term in Years:	<u>3</u>	<u>5</u>	<u>7</u>
Payment:	\$92,257.39	\$57,878.55	\$43,337.26
Interest Rate:	5.26%	5.08%	5.08%

Option 2

Total Cost:	\$ 285,000.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
Amount Financed:	\$ 285,000.00		
Term in Years:	<u>3</u>	<u>5</u>	<u>7</u>
Payment:	\$105,173.42	\$65,981.55	\$49,404.48
Interest Rate:	5.26%	5.08%	5.08%

Option 3

Total Cost:	\$ 320,000.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
Amount Financed:	\$ 320,000.00		
Term in Years:	<u>3</u>	<u>5</u>	<u>7</u>
Payment:	\$118,089.46	\$74,084.54	\$55,471.69
Interest Rate:	5.26%	5.08%	5.08%

THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.

- Interest rates are fixed for terms up to 10 years. For terms greater than 10 years, upon receipt of the 7th payment, at sole discretion of the Lessor, the remaining payments can be adjusted based on an index determined at contract issuance and then will remain fixed for the remaining term.
- The quoted interest rate is valid for 10-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 10-day period. This financing is to be executed & funded within 30 days of the date of the proposal or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval and mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

Thank you for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 877.525.1776.

Respectively,
 Dave Fike
 Director-Business Development
 davefike@clpusa.net





Phone: 877.525.1776
 Fax: 888.777.7875
 Cell: 724.331.4982
 215 S. Seth Child Road
 Manhattan, KS 66502
 www.clpusa.net

A Division of Community First National Bank - Member FDIC

March 23, 2026

Customer Name: Key Largo Fire Rescue and Emergency Medical Services

Equipment: (2) Ford F250 4x4 Pickup Truck Support Vehicles & SUV Command Unit
 Sales Representative: to be determined
 Delivery: Estimated 1 to 2 months

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

Option 4

Total Cost:	\$ 400,000.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
Amount Financed:	\$ 400,000.00		
Term in Years:	<u>3</u>	<u>5</u>	<u>7</u>
Payment:	\$147,611.82	\$92,605.68	\$69,339.62
Interest Rate:	5.26%	5.08%	5.08%

Option 5

Total Cost:	\$ 375,000.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
Amount Financed:	\$ 375,000.00		
Term in Years:	<u>3</u>	<u>5</u>	<u>7</u>
Payment:	\$138,386.08	\$86,817.82	\$65,005.89
Interest Rate:	5.26%	5.08%	5.08%

THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.

- Interest rates are fixed for terms up to 10 years. For terms greater than 10 years, upon receipt of the 7th payment, at sole discretion of the Lessor, the remaining payments can be adjusted based on an index determined at contract issuance and then will remain fixed for the remaining term.
- The quoted interest rate is valid for 10-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 10-day period. This financing is to be executed & funded within 30 days of the date of the proposal or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval and mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.


Thank you for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 877.525.1776.

Respectively,
 Dave Fike
 Director-Business Development
davefike@clpusa.net



7b.

Key Largo Fire Rescue and EMS District

	Subject: Volunteer Stipend Policy	
	Effective: July 1, 2026	Policy # KLFREMS 2026-5
	Approved By: District Board of Commissioners April 6, 2026	

Volunteer Stipend Criteria

- A. Volunteer members are not considered employees of the District; however, the District recognizes the dedication of volunteers and provides active members a nominal stipend as detailed herein:

To qualify for a volunteer stipend, a member must complete a minimum of 48-shift hours per month (equivalent to four 12-hour shifts or two 24-hour shifts) and meet all minimum shift and training requirements as detailed in KLFREMS Policy 2026-4.

- B. The table below details the stipend amount available to volunteers

Shift Type	Rate
12-Hour Shift	\$83.00
24-Hour Shift	\$166.00
Special Detail (per six-hour block)	\$41.50
Holiday: 12-hour shift	\$124.50
Holiday: 24-hour shift	\$249.00
Maximum allowable hours per month: 144. Hours in excess of this limit require prior approval by the Fire-EMS Chief or their designee.	

C. Volunteer pay stipend by position

The Board may choose to pay a monthly stipend to a volunteer who coordinates, trains, and/or commands other volunteers. For positions such as these, there is no minimum hour requirement. Such volunteer position stipend amount will be determined by the Board but cannot exceed 20% of the cost to hire a full-time employee for the same work.

D. Home Shift Volunteer:

The District does not support, or approve of home shift volunteers. No volunteer member may respond to any incident in their personally owned vehicle (POV) unless approved by the Fire-EMS Chief or their designee. This policy is not intended to prevent a volunteer from rendering aid to the level of their training and certification if a fire, rescue, or medical emergency is physically witnessed by the volunteer and such volunteer can safely and efficiently act.

DRAFT

7c.

RESOLUTION NO. 2026-0004

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT,

PROVIDING FOR THE ADOPTION OF A STANDARD OPERATING GUIDELINE REGARDING BACKGROUND SCREENING AND DRIVER'S LICENSE POLICY (POLICY NO. 2026-01-002);

PROVIDING FOR THE ADOPTION OF A DISTRICT MANAGER REVIEW DETERMINATION FORM REGARDING NON-MANDATORY EMPLOYMENT AND VOLUNTEER DISQUALIFICATION;

PROVIDING FOR THE ADOPTION OF AN AFFIDAVIT OF GOOD MORAL CHARACTER FORM FOR EMPLOYEE AND VOLUNTEER APPLICANTS;

PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District provides fire protection, firefighting services, rescue services and emergency medical services for all of Cross Key and that part of Key Largo from South Bay Harbor Drive and Lobster Lane to the southern boundary of the right-of-way County Roads 905 and 905A (hereinafter, the "Services"); and

WHEREAS, the District currently contracts with the Key Largo Volunteer Fire Department, Inc. (hereinafter, the "VFD"), whereby the VFD contractually provides for the provision of fire and rescue services within the District; and

WHEREAS, the District currently contracts with the Key Largo Volunteer Ambulance Corps, Inc. (hereinafter, the "VAC"), whereby the VAC contractually provides for the provision of emergency managements services including basic and advanced life support ambulance services within the District; and

WHEREAS, on January 19, 2026, the District received an "Operational Analysis Consolidation Study," prepared by J. Angle Group, LLC (hereinafter, the "Study"); and

WHEREAS, the Study provided recommendations and options including consolidation of the VFD and VAC personnel into the District, and the termination of the District's contracts with the VFD and VAC (hereinafter, the "Consolidation"); and

WHEREAS, the District, through its Board of Commissioners (hereinafter, the "Board"), adopted and approved a motion to proceed with implementing Option 2-C of the Study, with July 1, 2026, as the target date for Consolidation, including the initial employment of fire, rescue and EMS personnel; and

WHEREAS, the District finds that it would be in the best interests of the District at large and the citizens it serves to adopt certain employee and volunteer onboarding procedures and forms.

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

Section 1. Recitals. The above recitals are true and correct and incorporated into this Resolution by this Reference.

Section 2. Adoption of Standard Operating Guideline, Policy Number 2026-01-002. The Board hereby approves Standard Operating Guideline 2026-01-002, Subject Title “Background Screening & Driver’s License Policy” attached hereto as **Attachment A**.

Section 3. Adoption of District Manager Review Determination Form Regarding Non-Mandatory Employment and Volunteer Disqualification. The Board hereby approves the District Manager Review Determination Form attached hereto as **Attachment B**.

Section 4. Adoption of Affidavit of Good Moral Character Form. The Board hereby approves the Affidavit of Good Moral Character Form attached hereto as **Attachment C**.

Section 5. Scrivener’s Errors. Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the Interim District Manager, or his designee, without need of a public meeting or Board decision making action, by the Interim District Manager filing a corrected or re-codified copy of same with the District’s records custodian.

Section 6. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

Section 7. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 20th day of April, 2026.

Chairman

ATTEST:

District Clerk

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

DISTRICT ATTORNEY

Motion to adopt by _____, Seconded by _____

FINAL VOTE AT ADOPTION

Chairman Tony Allen _____

Vice-Chair George Mirabella _____

Commissioner Frank Conklin _____

Commissioner Kenny Edge _____

Commissioner Michael Jenkins _____

KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

STANDARD OPERATING PROCEDURE

Policy Number:	2026-01-002	Effective Date:	[DATE]
Subject:	Background Screening & Driver's License Policy	Supersedes:	Policy 2021-02-02-001; Policy 2026-01-001
Initiated By:	[NAME / TITLE]	Approved By:	[NAME / TITLE]

SECTION I: PURPOSE

This Standard Operating Procedure establishes the background screening and driver's license evaluation requirements for all Key Largo Fire Rescue & Emergency Medical Services District ("KLFREMS" or "District") personnel. This policy is designed to ensure compliance with Florida Statute Chapter 435 (Employment Screening), protect the safety of the community and District personnel, and maintain the public trust in the District's operations.

This policy anchors mandatory disqualification standards to the disqualifying offenses enumerated in F.S. § 435.04(2) and establishes a District Manager Review process for all other criminal history and driver's license matters that may bear on an individual's fitness for duty.

SECTION II: SCOPE

This policy applies to all KLFREMS personnel and applicants, including but not limited to:

1. All career (full-time and part-time) employees, regardless of rank or assignment.
2. All volunteer firefighters, EMS, and support personnel.
3. All administrative and civilian staff.
4. Any individual who, by virtue of their role, has access to District facilities, apparatus, controlled substances, confidential records, or direct contact with the public in the course of District operations.

Compliance with this policy is a condition of initial and continued employment or volunteer service.

SECTION III: DEFINITIONS

"FDLE Background Screening" means a name-, date-of-birth-, and Social Security Number-based criminal history check submitted to the Florida Department of Law Enforcement (FDLE) through the Florida Crime Information Center (FCIC), including a search of the National Sex Offender Public Website and state sexual offender and predator registries for any state in which the individual has resided within the preceding five (5) years.

"Disqualifying Offense" means any offense listed in F.S. § 435.04(2), as amended from time to time, for which a person has been arrested and is awaiting final disposition; has been found guilty of, regardless of adjudication; has entered a plea of nolo contendere or guilty to; or has been adjudicated delinquent and the record has not been sealed or expunged. "Disqualifying Offense" also includes any other statutory or regulatory criminal violation that would have a material effect on

an applicant's, volunteer's, or employee's required certifications (if any), or the performance of their duties.

“District Manager Review” means an individualized assessment conducted by the District Manager or designee to evaluate an individual's fitness for duty based on criminal history or driver's license records that do not constitute a mandatory disqualification under F.S. § 435.04(2) but may be relevant to the individual's suitability for employment or volunteer service.

“Affidavit of Good Moral Character” means a sworn statement attesting that the individual has not been arrested for, found guilty of, or entered a plea to any disqualifying offense under F.S. § 435.04(2); that the individual has disclosed all felony convictions, guilty pleas, and any currently pending felony charges as required by Section 3 of the Affidavit; and that the individual meets all other requirements of this policy.

“Conviction” for purposes of F.S. § 435.04 disqualifying offenses, includes any finding of guilt regardless of whether adjudication was withheld, any plea of guilty, and any plea of nolo contendere. For purposes of the District Manager Review process, this term retains its standard legal meaning under Florida law.

SECTION IV: FDLE BACKGROUND SCREENING REQUIREMENT

1. **Mandatory Screening.** All individuals identified in Section II shall complete an FDLE background screening as a condition of employment or volunteer service. No individual shall begin active duty until screening results have been received and reviewed, except as provided in the transition provisions of Section X.
2. **Screening Method.** Screening shall be conducted by submitting the individual's full legal name, date of birth, Social Security Number, and driver's license number to FDLE through the Florida Crime Information Center (FCIC). Results shall be returned directly to the District.
3. **Cost.** The District shall bear all costs associated with FDLE background screening for employment or volunteer service purposes.
4. **Rescreening.** Personnel shall be subject to rescreening every five (5) years or upon reasonable cause as determined by the District Manager or designee.
5. **Refusal.** Refusal to submit to an FDLE background screening shall result in mandatory disqualification from employment or volunteer service and, for current personnel, immediate termination proceedings. F.S. § 435.04.

SECTION V: MANDATORY DISQUALIFICATION — F.S. § 435.04

An individual shall be disqualified from employment or volunteer service if the FDLE background screening or any other reliable source reveals that the individual has been arrested for and is awaiting final disposition of, has been found guilty of regardless of adjudication, has entered a plea of nolo contendere or guilty to, or has been adjudicated delinquent and the record has not been sealed or expunged for any of the following offenses under Florida law or equivalent offenses under the laws of another state, the United States, or any other jurisdiction:

Disqualifying Offense	Florida Statute
VIOLENT CRIMES	
Murder	F.S. § 782.04
Manslaughter	F.S. § 782.07
Vehicular homicide	F.S. § 782.071

Killing of unborn child by injury to mother	F.S. § 782.09
Aggravated assault	F.S. § 784.021
Aggravated battery	F.S. § 784.045
Felony battery	F.S. § 784.041
CRIMES AGAINST CHILDREN	
Child abuse, aggravated child abuse, or neglect of a child	F.S. § 827.03
Contributing to the delinquency or dependency of a child	F.S. § 827.04
Failure to report child abuse	F.S. § 39.205
Sexual performance by a child	F.S. § 827.071
Luring or enticing a child	F.S. § 787.025
ABUSE OF ELDERLY OR DISABLED PERSONS	
Abuse, neglect, or exploitation of elderly or disabled adults	F.S. § 825.102, 825.1025, 825.103
Lewd or lascivious offenses upon or in presence of elderly or disabled	F.S. § 825.1025
SEXUAL OFFENSES	
Sexual battery	F.S. § 794.011
Unlawful sexual activity with certain minors	F.S. § 794.05
Lewd or lascivious offenses	F.S. § 800.04
Indecent exposure / lewd and lascivious behavior	F.S. § 800.03, 800.04
Sexual misconduct with certain forensic clients / developmentally disabled	F.S. § 393.135, 394.4593
Incest	F.S. § 826.04
Female genital mutilation	F.S. § 794.08
Procuring person under 18 for prostitution	F.S. § 796.03
KIDNAPPING AND TRAFFICKING	
Kidnapping	F.S. § 787.01
False imprisonment	F.S. § 787.02
Human trafficking	F.S. § 787.06
Human smuggling	F.S. § 787.07 (if felony)
Taking, enticing, or removing child beyond state limits	F.S. § 787.04
PROSTITUTION	
All offenses under Chapter 796	F.S. Ch. 796
PROPERTY AND FINANCIAL CRIMES	
Arson	F.S. § 806.01
Burglary	F.S. § 810.02
Robbery / carjacking (if felony)	F.S. § 812.13, 812.133
Theft / larceny (if felony)	F.S. § 812.014
Fraud (if felony)	F.S. § 817 (various)
Counterfeit prescription blanks	F.S. § 831.30, 831.31
DRUG OFFENSES	
Any felony drug offense	F.S. Ch. 893
Any drug offense involving a minor	F.S. Ch. 893
Fraudulent sale of controlled substances (if felony)	F.S. § 817.563
DOMESTIC VIOLENCE	
Any offense constituting domestic violence per F.S. § 741.28	F.S. § 741.28

WEAPONS OFFENSES	
Weapons or firearms on school property	F.S. § 790.115
OBSTRUCTION AND ESCAPE	
Resisting officer with violence	F.S. § 843.01
Depriving officer of means of protection or communication	F.S. § 843.025
Aiding escape	F.S. § 843.12
Introduction of contraband into correctional facility	F.S. § 944.47 (if felony)
THREATS AND GANGS	
Written or electronic threats to kill, mass shooting, or terrorism	F.S. § 836.10
Criminal gang recruitment / solicitation	F.S. § 874.05
OTHER OFFENSES	
Voyeurism (if felony)	F.S. § 810.14
Video voyeurism (if felony)	F.S. § 810.145
Battery on detention or commitment facility staff	F.S. § 784.074, 784.075, 784.078, 784.08
Obscene material involving minors	F.S. § 847.0133, 847.0135, 847.0137, 847.0138, 847.0145
Poisoning food or water	F.S. § 859.01
Organ trafficking / purchasing	F.S. § 873.01

Note: This list reflects F.S. § 435.04(2) as of the effective date of this policy. The District shall apply the version of F.S. § 435.04(2) in effect at the time of screening. Any amendments to the statute shall be automatically incorporated into this policy without the need for formal revision.

Disqualification under this section is mandatory and not subject to District Manager Review. The sole remedy for an individual disqualified under this section is to seek an exemption from disqualification pursuant to F.S. § 435.07, as described in Section VII of this policy.

SECTION VI: DISTRICT MANAGER REVIEW — NON-STATUTORY CRIMINAL HISTORY

A. Purpose. Any criminal history appearing on an FDLE background screening, self-disclosure, or other reliable source that does not constitute a mandatory disqualification under Section V shall be subject to an individualized District Manager Review to determine the individual's fitness for duty.

B. Applicability. District Manager Review applies to, but is not limited to, the following:

1. Non-listed felony convictions (offenses not enumerated in F.S. § 435.04(2)).
2. Misdemeanor convictions of any degree, including those with adjudication withheld, where the date of offense or disposition occurred within the ten (10) years preceding the date of application or screening.
3. Arrests that did not result in conviction, plea, or pending charges, where the date of arrest occurred within the ten (10) years preceding the date of application or screening.
4. Nolo contendere pleas with adjudication withheld for non-listed offenses, where the date of offense or disposition occurred within the ten (10) years preceding the date of application or screening.
5. Juvenile records that were not sealed or expunged.
6. Patterns of criminal conduct that, individually, may not warrant disqualification but collectively raise fitness concerns, provided that at least one offense in the pattern occurred within the ten (10) years preceding the date of application or screening.

C. Review Factors. The District Manager or designee shall consider the following factors when conducting an individualized review:

1. The nature, severity, and circumstances of the offense(s).
2. The relevance of the offense(s) to the specific duties and responsibilities of the position held or sought.
3. The time elapsed since the offense, completion of sentence, and completion of any probation or supervision.
4. Whether the individual was a juvenile or adult at the time of the offense.
5. The individual's overall criminal history, including the number, frequency, and pattern of offenses.
6. Evidence of rehabilitation, including but not limited to completion of treatment programs, community service, sustained employment, and character references.
7. Whether the offense involved a victim who was vulnerable, including but not limited to a patient, elderly person, child, or person under the individual's care or authority.
8. The disposition of the case, including whether adjudication was withheld, charges were reduced, or the individual participated in a diversion program.
9. Any mitigating or aggravating circumstances surrounding the incident.
10. Any other factors the District Manager or designee deems relevant to the individual's fitness for duty and the District's mission of public safety.

D. Determination. Following review, the District Manager or designee shall issue a written determination finding the individual:

1. **Eligible** — no fitness concerns identified.

2. **Eligible with Conditions** — the individual may serve subject to specified conditions, monitoring, or restrictions (e.g., probationary period, restricted assignment, periodic review).
3. **Disqualified** — the individual's criminal history presents an unacceptable risk to public safety, District operations, or the District's reputation, and the individual is not suitable for employment or volunteer service.

E. Documentation. The written determination shall identify the offense(s) reviewed, the factors considered, how each factor weighed in the decision, and the final determination. The determination shall be maintained in the individual's confidential screening file separate from the general personnel file.

F. Appeal. An individual who receives a determination of "Disqualified" or "Eligible with Conditions" may submit a written appeal to the District Manager within ten (10) business days of notification. The appeal shall include any additional documentation, character references, or evidence of rehabilitation the individual wishes to present. The District Manager's decision on appeal shall be final.

SECTION VII: EXEMPTION FROM DISQUALIFICATION — F.S. § 435.07

Unless otherwise provided by law, an individual who is disqualified under Section V (mandatory disqualification for a F.S. § 435.04 listed offense) may apply for an exemption from disqualification through the District Manager, or when applicable the appropriate state agency pursuant to F.S. § 435.07. Eligibility for exemption generally requires:

1. For disqualifying felonies or delinquency adjudications that would be felonies if committed by an adult: a minimum of two (2) years must have elapsed since the completion of all terms of the sentence, including probation or community supervision.
2. For disqualifying misdemeanors the individual must have completed the sentence imposed.
3. All fines, restitution, and court costs must have been paid in full.
4. The individual must demonstrate rehabilitation by clear and convincing evidence.

Non-Exemptible Offenses. Certain individuals are not eligible for exemption regardless of rehabilitation, including persons designated as sexual predators or sexual offenders under Florida law, persons designated as career criminals under F.S. § 775.261, and persons with convictions for offenses specified in F.S. § 435.07(4) for which no exemption may be granted.

Effect of Exemption. The granting of a state or District exemption from disqualification removes the mandatory statutory bar to employment or volunteering. It does not guarantee employment or volunteer service with KLFREMS. The District Manager retains full discretion to evaluate the individual's overall fitness for duty, and may decline to hire, appoint, or retain the individual notwithstanding the exemption.

SECTION VIII: DRIVER'S LICENSE EVALUATION

All personnel who operate or may be required to operate District vehicles or apparatus shall maintain a valid driver's license appropriate to the class of vehicle operated, and when required. The District shall evaluate driving records as part of the background screening process and on an ongoing basis.

A. Class A Violations. The following violations, if occurring within the five (5) years preceding the date of application or screening, shall be referred for District Manager Review:

1. Driving while intoxicated (DWI).
2. Driving under the influence (DUI).
3. Negligent homicide arising out of the use of a motor vehicle.
4. Operating a motor vehicle during a period of suspension or revocation.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without the consent of the owner.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Hit and run (leaving the scene of an accident) involving bodily injury or death.

B. Class B Violations. Three (3) or more moving violations or chargeable accidents within a three (3) year period shall be referred for District Manager Review. Class B violations include all moving violations not classified as Class A, including but not limited to speeding, failure to obey traffic signals, improper lane changes, and following too closely.

C. District Manager Review for Driver's License Matters. All driver's license issues referred under this section shall be subject to District Manager Review following the same process and factors outlined in Section VI, with the additional consideration of:

1. The nature of the violation(s) and whether they involved impairment, recklessness, or disregard for public safety.
2. The individual's overall driving record and pattern of violations.
3. Whether the individual is required to operate emergency vehicles or apparatus as part of their assigned duties.
4. The potential liability exposure to the District.
5. The current status of the individual's driver's license (valid, restricted, suspended, revoked).

The District Manager or designee may issue a determination of Eligible, Eligible with Conditions (such as restricted driving duties or completion of a defensive driving course), or Disqualified from positions requiring vehicle operation.

SECTION IX: DUTY TO REPORT

All personnel have a continuing obligation to report any of the following to the District Manager or designee within twenty-four (24) hours of occurrence:

1. Any arrest, criminal charge, or criminal summons, regardless of the nature or severity of the offense.
2. Any plea of guilty or nolo contendere to any offense.
3. Any conviction, adjudication, or withholding of adjudication for any offense.
4. Any driver's license suspension, revocation, or restriction.
5. Any traffic citation for a Class A violation as defined in Section VIII.
6. Any protective order, injunction, or restraining order issued against the individual.

Failure to report as required by this section shall be grounds for disciplinary action up to and including termination, independent of the underlying offense or violation.

SECTION X: TRANSITION PROVISIONS

The following provisions shall apply to all personnel employed or serving as volunteers at the time this policy takes effect:

1. **Affidavit of Good Moral Character.** All current personnel shall execute an Affidavit of Good Moral Character within thirty (30) days of the effective date of this policy.
2. **FDLE Background Screening.** All current personnel shall complete an FDLE background screening within ninety (90) days of the effective date of this policy. The District shall establish a rolling schedule to minimize operational disruption.
3. **Bridge Period.** During the period between execution of the Affidavit of Good Moral Character and receipt of FDLE screening results, the Affidavit shall serve as interim documentation of eligibility. Personnel may continue active duty during this period.
4. **Prior Screenings.** Background screenings conducted through a different agency or program shall not satisfy the requirements of this policy. The District must conduct its own FDLE background screening for District personnel.

SECTION XI: CONFIDENTIALITY

All background screening results, Affidavits of Good Moral Character, District Manager Review determinations, driver's license records, and related documentation are strictly confidential pursuant to F.S. § 435.09.

1. All screening information shall be used solely for the purpose of determining eligibility for employment or volunteer service.
2. Screening records shall be maintained in a secure file separate from the individual's general personnel file.
3. Access to screening records shall be limited to the District Manager, designated administrative personnel with a legitimate need to know, and legal counsel.
4. Screening information obtained for employment purposes shall not be shared with other agencies unless the purpose of the screening is the same and both agencies are entitled to the same information under Florida law.
5. Unauthorized disclosure of screening information is a violation of state law and shall result in disciplinary action up to and including termination and referral for criminal prosecution.

SECTION XII: ENFORCEMENT

Violation of any provision of this policy, including but not limited to failure to submit to screening, falsification of the Affidavit of Good Moral Character, failure to report as required by Section IX, or unauthorized disclosure of confidential screening information, shall be grounds for disciplinary action up to and including termination of employment or removal from volunteer service.

The District Manager or designee is responsible for the administration and enforcement of this policy and is authorized to develop such administrative procedures, forms, and schedules as are necessary to implement its provisions.

SECTION XIII: AUTHORITY

1. Florida Statute § 435.03 — Employment Screening Standards (Level 1)
2. Florida Statute § 435.04 — Employment Screening Standards (Level 2 / FDLE)
3. Florida Statute § 435.05 — Requirements for Screening
4. Florida Statute § 435.06 — Exclusion from Provision
5. Florida Statute § 435.07 — Exemption from Disqualification
6. Florida Statute § 435.09 — Confidentiality of Information
7. Florida Statute § 435.12 — Care Provider Background Screening Clearinghouse
8. Florida Statute § 633.412 — Firefighter Certification Requirements
9. Florida Statute § 741.28 — Domestic Violence (definitions)
10. Florida Statute § 775.081 — Classification of Felonies and Misdemeanors
11. Florida Statute § 775.101 — Definition of Conviction

District Manager / Authorized Official

Date

Board Chair / Authorized Official

Date

KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

DISTRICT MANAGER REVIEW DETERMINATION

Pursuant to KLFREMS Policy No. 2026-01-002

CONFIDENTIAL — SCREENING FILE ONLY

SECTION 1: SUBJECT INFORMATION

Full Legal Name:		Date of Birth:	
Position/Title:		Employee ID:	
Date of Hire:		Review Date:	

SECTION 2: TYPE OF REVIEW

- Criminal History Review (Policy 2026-01-002, Section VI)
- Driver's License Review (Policy 2026-01-002, Section VIII)
- Combined Criminal History and Driver's License Review

Source of information triggering review:

- FDLE Background Screening Results
- Self-Disclosure (Affidavit of Good Moral Character)
- Duty to Report Notification (Policy 2026-01-002, Section IX)
- Driver's License Record Check
- Other: _____

SECTION 3: OFFENSE(S) / VIOLATION(S) UNDER REVIEW

List each offense, violation, or matter being evaluated:

#	Date	Offense / Violation	Statute / Code	Jurisdiction	Disposition	F.S. 435.04?
1.						
2.						
3.						
4.						

Attach additional pages if more than four offenses/violations require review.

Confirmation: None of the above offenses constitute a mandatory disqualification under F.S. § 435.04(2), and any misdemeanor convictions (including adjudications withheld), arrests without conviction, nolo contendere pleas, or adjudications withheld for non-listed offenses occurred within the ten (10) year lookback period, or a pattern exists with at least one offense within that period (per Policy 2026-01-002, Section VI.B).

- Confirmed — Proceed with District Manager Review
- Outside lookback period — No District Manager Review required. All non-conviction arrests and nolo/AW dispositions occurred more than ten (10) years ago and no qualifying pattern exists. No further action required on this form; file screening result as Eligible.
- One or more offenses IS a F.S. § 435.04(2) disqualifier — STOP. Mandatory disqualification applies. Do not proceed with this form.

SECTION 4: INDIVIDUALIZED FACTOR ANALYSIS

Address each applicable factor below. For each factor, provide specific findings and indicate whether it weighs in favor of eligibility, against eligibility, or is neutral.

Factor 1: Nature, Severity, and Circumstances of Offense(s)

Describe the nature of the offense(s), level of severity (felony/misdemeanor/violation), and the specific circumstances:

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

Factor 2: Relevance to Position Duties

How do the offense(s) relate to the duties and responsibilities of the individual's current or prospective position?

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

Factor 3: Time Elapsed

How much time has passed since the offense, completion of sentence, and completion of any probation or supervision?

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

Factor 4: Age at Time of Offense

Was the individual a juvenile or adult at the time? Is the individual's current age and maturity relevant?

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

Factor 5: Overall Criminal History

Describe the individual's complete criminal history, including number, frequency, and any patterns of conduct:

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

Factor 6: Evidence of Rehabilitation

Describe any evidence of rehabilitation (treatment completion, community service, sustained employment, character references, education, etc.):

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against
--	--

	<input type="checkbox"/> Neutral
--	----------------------------------

Factor 7: Vulnerable Victim Involvement

Did the offense(s) involve a vulnerable victim (patient, elderly person, child, or person under the individual's care or authority)?

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

Factor 8: Case Disposition

Describe the final disposition (adjudication withheld, charges reduced, diversion program, dismissal, conviction, etc.):

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

Factor 9: Mitigating or Aggravating Circumstances

Describe any additional circumstances that weigh for or against eligibility:

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

Factor 10: Other Relevant Considerations

Address any additional factors relevant to this individual's fitness for duty and the District's public safety mission:

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

SECTION 5: ADDITIONAL DRIVER'S LICENSE FACTORS (if applicable)

Complete this section only if the review includes driver's license matters under Policy 2026-01-002, Section VIII.

DL Factor A: Nature of Violation(s) — Impairment, Recklessness, or Public Safety Disregard

Did the violation(s) involve alcohol/drug impairment, reckless behavior, or deliberate disregard for public safety?

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

DL Factor B: Overall Driving Record and Pattern

Describe the individual's overall driving record, including frequency and types of violations:

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

DL Factor C: Emergency Vehicle Operation Requirement

Is the individual required to operate emergency vehicles or apparatus in their assigned duties?

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

DL Factor D: Liability Exposure

What is the potential liability exposure to the District if this individual operates District vehicles?

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

DL Factor E: Current License Status

What is the current status of the individual's driver's license (valid, restricted, suspended, revoked)?

	Weighs: <input type="checkbox"/> For <input type="checkbox"/> Against <input type="checkbox"/> Neutral
--	--

SECTION 6: DETERMINATION

Based on the totality of the individualized factor analysis above, the following determination is made:

ELIGIBLE — No fitness concerns identified. The individual is cleared for employment / volunteer service without restriction.

ELIGIBLE WITH CONDITIONS — The individual may serve subject to the following conditions:

Conditions:

Review Date (if periodic review required): _____

DISQUALIFIED — The individual’s history presents an unacceptable risk to public safety, District operations, or the District’s reputation.

Summary of Reasoning:

Provide a narrative summary of the key factors that drove this determination:

SECTION 7: NOTIFICATION AND APPEAL RIGHTS

The individual identified in Section 1 has been notified of this determination on:

Method of notification:

- In person
- Written notice (certified mail / hand delivered)
- Email with read receipt

Appeal deadline: The individual may submit a written appeal to the District Manager within ten (10) business days of notification, per Policy 2026-01-002, Section VI(F). Appeal received: Yes No N/A (Eligible determination)

SECTION 8: SIGNATURES

Reviewing Authority:

Reviewing District Manager or Designee Signature

Date

Printed Name / Title

Acknowledgment of Receipt (individual reviewed):

Individual's Signature (or notation of refusal to sign)

Date

Printed Name

KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

AFFIDAVIT OF GOOD MORAL CHARACTER

Pursuant to F.S. § 435.04 and KLFREMS Policy No. 2026-01-002

SECTION 1: EMPLOYEE / VOLUNTEER APPLICANT INFORMATION

Full Legal Name:		Date of Birth:	
Position/Title:		Employee ID:	
Address:		Phone:	
Date of Hire:		SSN (last 4):	

SECTION 2: ATTESTATION

I, the undersigned, being duly sworn, do hereby attest and affirm, **under penalty of perjury**, that the following statements are true and correct:

1. I have not been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, or been adjudicated delinquent for, any offense listed in Florida Statute § 435.04(2) or any similar offense under the laws of another jurisdiction.
2. I have not been arrested for, and am not currently awaiting final disposition of, any offense listed in Florida Statute § 435.04(2) or any similar offense under the laws of another jurisdiction.
3. I have not been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense that constitutes domestic violence as defined in Florida Statute § 741.28, whether committed in this state or any other jurisdiction.
4. I understand that any criminal history not constituting a mandatory disqualification under F.S. § 435.04(2) may be subject to an individualized District Manager Review pursuant to Section VI of KLFREMS Policy No. 2026-01-002 to determine fitness for duty, subject to applicable lookback period limitations.
5. I have disclosed all felony convictions, guilty pleas, and any currently pending felony charges in Section 3 of this Affidavit.
6. I understand that nolo contendere pleas and adjudications withheld, while not required to be disclosed on this Affidavit, will appear on FDLE background screening results and may be subject to District Manager Review pursuant to Section VI of KLFREMS Policy No. 2026-01-002 if they occurred within ten (10) years of the date of this Affidavit.
7. I understand that I have a continuing obligation to report any arrest, criminal charge, conviction, driver's license action, or protective order to the District Manager or designee within twenty-four (24) hours of such event.
8. I understand that any misrepresentation or omission of fact in this affidavit may result in immediate termination of employment or removal from volunteer service and may subject me to criminal prosecution for perjury.
9. I understand that I am required to complete a background screening through the Florida Department of Law Enforcement (FDLE) as a condition of employment or volunteer service, and that this affidavit does not substitute for that screening.

SECTION 3: DISCLOSURE OF CRIMINAL HISTORY

Have you ever been convicted of, or pled guilty to, a felony offense in any jurisdiction? Also disclose any felony charges currently pending against you.

- NO — I have no felony convictions or pending felony charges to disclose.

- YES — I have felony convictions or pending felony charges to disclose. Details are provided below:

Date of Offense	Offense / Charge	Jurisdiction (City, State)	Disposition	Case Number

Attach additional pages if necessary. Disclosure of felony convictions does not automatically disqualify an individual. Non-statutory offenses will be evaluated through the District Manager Review process pursuant to Section VI of KLFREMS Policy No. 2026-01-002. Note: Arrests that resulted in dismissal, acquittal, or no charges filed are not required to be disclosed here; however, such records may appear on your FDLE background screening results and may be reviewed by the District Manager if relevant to fitness for duty.

SECTION 4: DRIVER'S LICENSE DISCLOSURE

Do you currently possess a valid driver's license?

YES — State: _____ License Number: _____ Class:

NO — Explain:

Within the past five (5) years, have you had any of the following?

- Driver's license suspension, revocation, or restriction
- DUI or DWI arrest, charge, or conviction
- Three (3) or more moving violations or chargeable accidents within any three-year period
- Any Class A violation as defined in KLFREMS Policy No. 2026-01-002, Section VIII

If you checked any box above, provide details:

—

—

—

SECTION 5: SIGNATURE AND ACKNOWLEDGMENT

I have read this Affidavit of Good Moral Character in its entirety. I understand the statements contained herein and I attest that they are true and correct to the best of my knowledge. I understand that any false statement made herein is punishable as perjury under Florida law.

Signature of Employee / Volunteer Applicant

Date

Printed Name of Employee / Volunteer Applicant

SECTION 6: NOTARIZATION (if required)

STATE OF FLORIDA
COUNTY OF MONROE

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization this _____ day of _____, 20_____.

The affiant is personally known to me or produced identification.

Type of identification produced: _____

Notary Public — State of Florida

Date

Printed Name: _____

Commission No.: _____

My Commission Expires: _____

[NOTARY SEAL]

SECTION 7: FOR DEPARTMENT USE ONLY

Affidavit Received By:	Date Received:	FDLE Screening Completed:
Screening Result:	Chief Review Required:	Final Determination:

Reviewing Authority Signature

Date

Printed Name / Title

7d.

Key Largo Fire Rescue & EMS District

Proposed Employee Compensation & Pay Plan

Prepared for Board Review — 2026

1. Purpose & Background

The Key Largo Fire Rescue & EMS District is transitioning from contracted 501(c)(3) service providers (KLVFD and KLEMS) to direct District employment. As part of this consolidation, the District must establish a formal, sustainable compensation structure for all career personnel with an effective targeted date of July 1, 2026.

The proposed pay framework is designed to:

- Provide competitive starting salaries to attract and retain qualified personnel
- Establish clear, rank-differentiated pay scales with annual step progression
- Reward longevity and certification achievement
- Create a predictable, budget-plannable compensation model for the District
- Ensure equitable placement for personnel transitioning from KLVFD and KLEMS

2. Pay Plan Structure Overview

The proposed pay plan is built on three components:

Base Pay by Rank — Separate salary scales for each position calculated on a 28-day FLSA 7(k) pay schedule (2,756 straight-time hours + 156 built-in overtime hours = 2,912 total hours/year).

Step Progression — 15 annual steps at 3% compound increase per step, providing consistent year-over-year salary growth within each rank. Step advancement occurs on the employee's anniversary date, contingent upon satisfactory performance.

Longevity Pay — Milestone-based percentage increases applied to total annual pay at years 5, 10, 15, 20, and 25 of continuous service. Non-cumulative — only the highest applicable tier applies.

Each rank's base starting rate is set using the following differentials from the rank below. Promotion to a higher rank results in placement at the Start step of that rank's pay scale — not a percentage increase applied to the employee's prior salary. Certification incentive pay is separate and applied on top of base pay at any rank:

- Civilian Paramedic: Non-sworn position; grandfathered only — no new Civilian Paramedic positions after July 1, 2026
- Paramedic Certification incentive (any rank): +10% applied to annual base pay at current step
- Driver Engineer starting rate: +7% above Firefighter/EMT starting rate
- Lieutenant starting rate: +10% above Driver Engineer starting rate
- Captain starting rate: +10% above Lieutenant starting rate
- Battalion Chief starting rate: +10% above Captain starting rate

3. Compensation Summary — All Ranks

The table below summarizes Start (entry) and Step 15 (maximum) annual salaries for all covered positions under the 7(k) schedule. Individual rank tables with all 15 steps follow in Section 4.

Position	Rank Differential	Start (Entry)	Step 15 (Max)
Civilian Paramedic	Non-Sworn	\$56,869.80	\$88,601.30
Firefighter / EMT	Base Rate	\$62,790.00	\$97,824.77
Driver Engineer	+7%	\$67,185.30	\$104,672.51
Lieutenant	+10%	\$73,912.80	\$115,153.73
Captain	+10%	\$81,298.10	\$126,659.79
Battalion Chief	+10%	\$89,430.90	\$139,330.43
Paramedic Certification	+10%	Applied to annual base pay	Any sworn rank
Hazmat Technician	+5%	Applied to annual base pay	Any rank
Tech Rescue (TRT)	+5%	Applied to annual base pay	Any rank

4. Individual Rank Pay Tables

Each table reflects annual base salary at each of the 15 steps (3% compound annual increase per step). Values are based on the FLSA 7(k) 28-day schedule: 2,756 straight-time hours and 156 overtime hours per year.

Civilian Paramedic

Step	Years of Service	Annual Salary
Start	Entry	\$56,869.80
Step 1	Year 1+	\$58,575.89
Step 2	Year 2+	\$60,333.17
Step 3	Year 3+	\$62,143.17
Step 4	Year 4+	\$64,007.46
Step 5	Year 5+	\$65,927.68
Step 6	Year 6+	\$67,905.52
Step 7	Year 7+	\$69,942.68
Step 8	Year 8+	\$72,040.96
Step 9	Year 9+	\$74,202.19
Step 10	Year 10+	\$76,428.26
Step 11	Year 11+	\$78,721.10
Step 12	Year 12+	\$81,082.74

Step	Years of Service	Annual Salary
Step 13	Year 13+	\$83,515.22
Step 14	Year 14+	\$86,020.68
Step 15 (Max)	Year 15+	\$88,601.30

Firefighter / EMT

Step	Years of Service	Annual Salary
Start	Entry	\$62,790.00
Step 1	Year 1+	\$64,673.70
Step 2	Year 2+	\$66,613.91
Step 3	Year 3+	\$68,612.33
Step 4	Year 4+	\$70,670.70
Step 5	Year 5+	\$72,790.82
Step 6	Year 6+	\$74,974.54
Step 7	Year 7+	\$77,223.78
Step 8	Year 8+	\$79,540.49
Step 9	Year 9+	\$81,926.71
Step 10	Year 10+	\$84,384.51
Step 11	Year 11+	\$86,916.04
Step 12	Year 12+	\$89,523.53
Step 13	Year 13+	\$92,209.23
Step 14	Year 14+	\$94,975.51
Step 15 (Max)	Year 15+	\$97,824.77

Driver Engineer

Step	Years of Service	Annual Salary
Start	Entry	\$67,185.30
Step 1	Year 1+	\$69,200.86
Step 2	Year 2+	\$71,276.88
Step 3	Year 3+	\$73,415.19
Step 4	Year 4+	\$75,617.65
Step 5	Year 5+	\$77,886.18

Step	Years of Service	Annual Salary
Step 6	Year 6+	\$80,222.76
Step 7	Year 7+	\$82,629.44
Step 8	Year 8+	\$85,108.33
Step 9	Year 9+	\$87,661.58
Step 10	Year 10+	\$90,291.43
Step 11	Year 11+	\$93,000.17
Step 12	Year 12+	\$95,790.17
Step 13	Year 13+	\$98,663.88
Step 14	Year 14+	\$101,623.79
Step 15 (Max)	Year 15+	\$104,672.51

Lieutenant

Step	Years of Service	Annual Salary
Start	Entry	\$73,912.80
Step 1	Year 1+	\$76,130.18
Step 2	Year 2+	\$78,414.09
Step 3	Year 3+	\$80,766.51
Step 4	Year 4+	\$83,189.51
Step 5	Year 5+	\$85,685.19
Step 6	Year 6+	\$88,255.75
Step 7	Year 7+	\$90,903.42
Step 8	Year 8+	\$93,630.52
Step 9	Year 9+	\$96,439.44
Step 10	Year 10+	\$99,332.62
Step 11	Year 11+	\$102,312.60
Step 12	Year 12+	\$105,381.98
Step 13	Year 13+	\$108,543.44
Step 14	Year 14+	\$111,799.74
Step 15 (Max)	Year 15+	\$115,153.73

Captain

Step	Years of Service	Annual Salary
Start	Entry	\$81,298.10
Step 1	Year 1+	\$83,737.04
Step 2	Year 2+	\$86,249.15
Step 3	Year 3+	\$88,836.63
Step 4	Year 4+	\$91,501.73
Step 5	Year 5+	\$94,246.78
Step 6	Year 6+	\$97,074.18
Step 7	Year 7+	\$99,986.41
Step 8	Year 8+	\$102,986.00
Step 9	Year 9+	\$106,075.58
Step 10	Year 10+	\$109,257.85
Step 11	Year 11+	\$112,535.58
Step 12	Year 12+	\$115,911.65
Step 13	Year 13+	\$119,389.00
Step 14	Year 14+	\$122,970.67
Step 15 (Max)	Year 15+	\$126,659.79

Battalion Chief

Step	Years of Service	Annual Salary
Start	Entry	\$89,430.90
Step 1	Year 1+	\$92,113.83
Step 2	Year 2+	\$94,877.24
Step 3	Year 3+	\$97,723.56
Step 4	Year 4+	\$100,655.27
Step 5	Year 5+	\$103,674.92
Step 6	Year 6+	\$106,785.17
Step 7	Year 7+	\$109,988.73
Step 8	Year 8+	\$113,288.39
Step 9	Year 9+	\$116,687.04
Step 10	Year 10+	\$120,187.65
Step 11	Year 11+	\$123,793.28

Step	Years of Service	Annual Salary
Step 12	Year 12+	\$127,507.08
Step 13	Year 13+	\$131,332.29
Step 14	Year 14+	\$135,272.26
Step 15 (Max)	Year 15+	\$139,330.43

5. Longevity Pay

Longevity pay is awarded as a percentage of the employee's current annual base pay upon reaching the following continuous service milestones. Longevity pay is non-cumulative — only the highest applicable tier is applied at any given time. Longevity pay is added to base salary and is pensionable under the Florida Retirement System.

Years of Service	Longevity %	FF/EMT Step 15	Captain Step 15	Battalion Chief Step 15
5 Years	+2%	\$99,781.27	\$129,192.99	\$142,117.04
10 Years	+4%	\$101,737.76	\$131,726.18	\$144,903.65
15 Years	+6%	\$103,694.26	\$134,259.38	\$147,690.26
20 Years	+8%	\$105,650.75	\$136,792.57	\$150,476.86
25 Years	+10%	\$107,607.25	\$139,325.77	\$153,263.47

Note: An employee at 15 years of service receives the 6% tier only, not 2% + 4% + 6%.

6. Sample Career Progression

The following illustrates a sample career path from Firefighter/EMT through Battalion Chief, demonstrating how base salary grows through step progression, promotions, and longevity pay over a 25-year career.

Year	Position	Base Salary	With Longevity
1	FF/EMT – Start	\$62,790.00	—
5	FF/Paramedic – Step 5	\$80,069.90	\$81,671.30
8	FF/Paramedic – Step 8	\$87,494.54	—
10	Lieutenant/Paramedic – Start	\$81,304.08	\$84,556.24
15	Lieutenant/Paramedic – Step 5	\$94,253.71	\$99,908.93
18	Captain/Paramedic – Step 3	\$97,720.29	—
20	Captain/Paramedic – Step 5	\$103,671.46	\$111,965.17
25	Battalion Chief – Step 15	\$139,330.43	\$153,263.47

7. Transition & Step Placement for Current Personnel

Personnel transitioning from KLVFD and KLEMS to direct District employment will be placed on the new pay scale based on verified years of continuous service in their current position. The following guidelines will apply:

- Service credit will be calculated from the employee's original full-time hire date with KLVFD or KLEMS in the applicable rank
- Employees will be placed at the step that most closely aligns with their verified years of service in rank
- No employee will receive a reduction in base pay as a result of the transition; employees whose current salary exceeds their mapped step will be salary-protected until the pay plan catches up
- Longevity eligibility will be determined based on total continuous service with KLVFD, KLEMS, or the District
- Final step placement decisions will be made by the Fire Chief in coordination with the District Administrator and Board

8. Proposed Implementation Timeline

Milestone	Target Date
Board Review & Discussion	March – April 2026
Personnel Notification & Input Period	April – May 2026
Board Adoption of Pay Plan	April 2026
Individual Step Placement Completed	June 2026
District Employment	July 1, 2026 (Target)
First Step Advancement Review	July 1, 2027

9. Fiscal Considerations

The District will prepare a full budget impact analysis prior to Board adoption. Key cost drivers include:

- Number of personnel placed at each step across all ranks
- Salary protection costs for any employees above their mapped step
- Projected longevity pay obligations based on current workforce tenure distribution
- FRS Special Risk employer contribution rate applied to the new salary
- Annual step advancement costs compounding at 3% per eligible employee per year

The structured step and longevity framework is designed to reduce long-term payroll volatility compared to the current unstructured approach. The 15-step progression provides a competitive and transparent career earnings path while keeping year-over-year cost growth predictable.

This document is a draft proposal prepared for internal Board review. All figures are based on the 28-Day FLSA 7(k) pay schedule and are subject to change pending Board action and budget analysis.

7e.

KEY LARGO FIRE RESCUE & EMS DISTRICT

RESOLUTION NO. 2026-____

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO
FIRE RESCUE & EMS DISTRICT ADOPTING THE DISTRICT EMPLOYEE
COMPENSATION AND PAY PLAN POLICY (POLICY NO. HR-2026-____) AND
PROVIDING FOR RELATED MATTERS**

*Adopted by the Board of Commissioners
Key Largo Fire Rescue & EMS District
Effective: July 1, 2026
First Scheduled Review: June 30, 2029*

RESOLUTION NO. 2026-____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO FIRE RESCUE & EMS DISTRICT ADOPTING THE DISTRICT EMPLOYEE COMPENSATION AND PAY PLAN POLICY (POLICY NO. HR-2026-____); ESTABLISHING PROCEDURES FOR AMENDMENT AND PERIODIC REVIEW; PROTECTING VESTED STEP ADVANCEMENT RIGHTS OF CURRENT CAREER EMPLOYEES; AND PROVIDING FOR AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Key Largo Fire Rescue & EMS District ("District") is a special district of the State of Florida, established and operating pursuant to Chapter 191, Florida Statutes, with authority to employ personnel and establish compensation structures for its workforce;

WHEREAS, the District is transitioning career fire rescue and emergency medical services personnel from contracted 501(c)(3) service providers (KLVFD and KLEMS) to direct District employment, with a targeted effective date of July 1, 2026.

WHEREAS, the Board of Commissioners finds it necessary and in the public interest to establish a formal, transparent, and equitable compensation structure that provides competitive salaries, predictable career advancement, and long-term budget stability for the District;

WHEREAS, the District is not a party to any collective bargaining agreement and its career employees are not represented by a certified bargaining agent under Chapter 447, Florida Statutes; this pay plan therefore constitutes a unilateral policy adoption by the Board, not a negotiated contract;

WHEREAS, the Board of Commissioners has reviewed the proposed Employee Compensation and Pay Plan, attached hereto as Exhibit A, and finds that it is fiscally responsible, operationally appropriate, and in the best interest of the District and its employees;

WHEREAS, the Board finds that establishing formal amendment procedures and a periodic review cycle provides reasonable institutional stability to employees while preserving the Board's lawful authority to modify District policy;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Key Largo Fire Rescue & EMS District, Monroe County, Florida, as follows:

OPERATIVE PROVISIONS

Section 1. Adoption of Pay Plan Policy

The Board of Commissioners hereby adopts the Employee Compensation and Pay Plan Policy, designated Policy No. HR-2026-01 (the "Pay Plan"), attached hereto and incorporated herein as Exhibit A. The Pay Plan shall be the official compensation policy of the District for all career (full-time) personnel effective July 1, 2026.

Section 2. Scope and Coverage

The Pay Plan applies to all career employees of the District, including personnel transitioning from KLVFD and KLEMS to direct District employment. Volunteer personnel, temporary employees, and independent contractors are not covered by this Pay Plan unless otherwise specified by separate Board action.

Section 3. Effective Date and Initial Step Placement

The Pay Plan shall take effect on July 1, 2026. The Fire Chief/District Manager, shall complete individual step placement determinations for all transitioning personnel in accordance with Section 7 of Exhibit A (Transition & Step Placement for Current Personnel) no later than June 15, 2026. No employee shall receive a reduction in base pay as a direct result of transition.

Section 4. Step Advancement as a Vested Expectation

Step advancement within each rank is a condition of employment subject to satisfactory performance. Upon completion of each anniversary year of continuous service in rank and a documented satisfactory performance evaluation, an employee shall advance one step as a matter of right under this policy. Step advancement shall not be withheld except upon:

- A written documented performance deficiency;
- Written notice to the employee no fewer than sixty (60) days prior to the anniversary date; and
- Opportunity for the employee to respond in writing before the advancement is withheld.

Step advancement withheld under this section shall be subject to the employee complaint procedure established in Article 7 of Policy No. HR-2026-_____.

Section 5. Restrictions on Mid-Cycle Amendments

The Board of Commissioners recognizes that stability of compensation terms is essential to employee recruitment and retention. Accordingly, the following restrictions shall apply to amendments proposed outside the scheduled triennial review cycle established in Section 6:

- Any proposed amendment to the Pay Plan outside the triennial review cycle must be placed on a Board agenda with no fewer than thirty (30) calendar days of advance public notice;
- Adoption of any such amendment requires an affirmative vote of no fewer than four (4) of five (5) members of the Board of Commissioners (supermajority);
- No amendment shall reduce the base salary or step level of any currently employed career employee without a minimum of ninety (90) calendar days advance written notice to the affected employee(s);
- No amendment shall be applied retroactively to reduce compensation already earned or accrued.

Nothing in this Section shall be construed to limit the Board's lawful authority to modify District policy; rather, these provisions establish procedural safeguards designed to protect employees from arbitrary mid-cycle changes.

Section 6. Triennial Review Cycle

The Pay Plan shall be subject to a comprehensive review no later than June 30, 2029, and every three (3) years thereafter (the "Review Cycle"). The purpose of the triennial review is to:

- Evaluate the competitiveness of compensation rates relative to comparable regional fire rescue and EMS agencies;
- Assess the fiscal sustainability of the step and longevity structure;
- Consider personnel recommendations submitted through the employee input process described in Section 6(b); and
- Determine whether adjustments to base rates, step percentages, longevity tiers, or promotional differentials are warranted.

(a) Review Process. The Fire Chief/District Manager shall prepare a written compensation review report and present it to the Board no later than ninety (90) days prior to the scheduled review date. The report shall include a regional salary survey, fiscal impact projections, and any recommended amendments.

(b) Employee Input. During the triennial review period, career employees shall have an opportunity to submit written recommendations or concerns regarding compensation to the Fire Chief/District Manager no later than one hundred twenty (120) days prior to the review date. All written submissions shall be summarized and included in the Fire Chief/District Manager's report to the Board.

(c) Board Action. Following the review, the Board may adopt an amended Pay Plan by majority vote. An amended Pay Plan shall take effect on the first day of the following fiscal year unless the Board specifies a different effective date. If no Board action is taken by the scheduled review date, the existing Pay Plan shall remain in effect without interruption.

Section 7. Longevity Pay

Longevity pay shall be administered as set forth in Section 5 of Exhibit A.

Section 8. Salary Protection for Transitioning Employees

Any career employee transitioning from KLVFD or KLEMS whose current base compensation exceeds the salary corresponding to their mapped step placement under this Pay Plan shall be salary-protected at their current rate until the applicable step value meets or exceeds their protected salary. During salary protection, the employee shall continue to advance steps on their anniversary date but shall not receive step increase pay until the step value surpasses the protected amount.

Section 9. Administration

The Fire Chief/District Manager, is authorized and directed to implement this Pay Plan, establish administrative procedures for payroll processing under Ready Payroll, and maintain records of step placement and advancement for all career personnel. The Board of Commissioners shall be provided an annual compensation report each January summarizing current step distribution, longevity tier assignments, and projected costs for the coming fiscal year.

Section 10. Supersession

This Resolution and Policy No. HR-2026-01 supersede and replace any prior informal or formal compensation arrangements, agreements, or understandings between the District, KLVFD, KLEMS, or their officers and the career personnel covered herein, effective July 1, 2026.

Section 11. Severability

If any provision of this Resolution or Exhibit A is found invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

Section 12. Effective Date

This Resolution shall take effect upon adoption by the Board of Commissioners. The Pay Plan attached as Exhibit A shall take effect July 1, 2026, as specified herein.

Key Largo Fire Rescue & EMS District
 Board of Commissioners — Roll Call Vote

Commissioner	For	Against	Abstain	Signature / Date
Chair / Commissioner, Seat 1 _____ <i>Print name</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date: _____
Commissioner, Seat 2 _____ <i>Print name</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date: _____
Commissioner, Seat 3 _____ <i>Print name</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date: _____
Commissioner, Seat 4 _____ <i>Print name</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date: _____
Commissioner, Seat 5 _____ <i>Print name</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Date: _____

<input type="checkbox"/> Motion Carried	<input type="checkbox"/> Motion Failed	Vote: _____ For / _____ Against
--	---	---------------------------------

_____ <i>District Clerk / Secretary</i> Date: _____	
---	--

EXHIBIT A
**KEY LARGO FIRE RESCUE & EMS DISTRICT
EMPLOYEE COMPENSATION AND PAY PLAN POLICY**

Policy Number:	HR-2026-____
Effective Date:	July 1, 2026
Review Cycle:	Triennial — Next Review Due: June 30, 2029
Supersedes:	All prior informal compensation arrangements with KLVFD/KLEMS
Authority:	Board of Commissioners — Resolution No. 2026-____
Administered By:	Fire Chief/District Manager

ARTICLE 1 — PURPOSE AND SCOPE

This policy establishes the official compensation structure for all career (full-time) employees of the Key Largo Fire Rescue & EMS District. It is adopted by the Board of Commissioners pursuant to the District's authority under Chapter 191, Florida Statutes. This policy is not a contract of employment. Career employees of the District serve at-will unless otherwise provided by law. Nothing in this policy creates or implies a property interest in continued employment, but step advancement rights earned under this policy shall be treated as described in Article 4.

This policy applies to all career personnel employed directly by the District, including those transitioning from KLVFD and KLEMS. It does not apply to volunteer personnel, part-time employees, temporary staff, or independent contractors unless specifically incorporated by separate Board action.

ARTICLE 2 — PAY PLAN STRUCTURE

2.1 Compensation Components

Total compensation under this policy consists of three components:

- **Base Pay by Rank** — Separate salary scales for each covered position, calculated on the 28-day FLSA 7(k) pay schedule (2,756 straight-time hours plus 156 built-in overtime hours = 2,912 total hours per year).
- **Step Progression** — Fifteen (15) annual steps at 3% compound increase per step, advancing on the employee's anniversary date upon satisfactory performance.
- **Longevity Pay** — Milestone-based percentage increases applied to base pay at 5, 10, 15, 20, and 25 years of continuous District service. Non-cumulative; only the highest applicable tier applies.

2.2 Promotional Differentials and Certification Incentives

When an employee is promoted to a higher rank, they are placed into the corresponding step on the District's pay plan for that rank in accordance with the promotional placement provisions outlined in the pay plan. No separate promotional percentage differential is applied.

The following certification incentives are available and applied to annual base pay:

- **Paramedic Certification** (any sworn rank): +10%
- **Hazmat Technician Certification** (any rank): +5%
- **Technical Rescue Technician (TRT) Certification** (any rank): +5%

Civilian Paramedic: A non-sworn classification that is grandfathered only. No new Civilian Paramedic positions will be created after July 1, 2026.

2.3 Pay Tables

The complete pay tables for all covered ranks and positions, including all 15 steps, are set forth in the attached Pay Plan document (Key Largo Fire Rescue & EMS District Proposed Employee Compensation & Pay Plan, 2026), which is incorporated by reference. In the event of any conflict between pay table figures and narrative provisions of this policy, the pay tables shall control.

ARTICLE 3 — STEP ADVANCEMENT

3.1 Anniversary Date Advancement

Each career employee shall advance one step on their anniversary date of continuous service in their current rank, provided:

- The employee has completed a minimum of twelve (12) months of continuous service in the current rank since the last step advancement or initial placement;
- The employee's most recent annual performance evaluation is rated satisfactory or above; and
- No written notice of advancement withholding has been issued in accordance with Section 3.2.

3.2 Withholding of Step Advancement

Step advancement may be withheld only upon written documentation of a performance deficiency. The following procedure applies:

1. The Fire Chief/District Manager must issue written notice to the employee no fewer than sixty (60) calendar days prior to the anniversary date, identifying the specific performance deficiencies and a corrective action plan.
2. The employee shall have thirty (30) calendar days to respond in writing and/or submit a corrective performance plan.
3. The Fire Chief/District Manager shall render a final written decision no fewer than fifteen (15) calendar days before the anniversary date.
4. An employee whose step advancement is withheld may file a complaint under Article 7 within ten (10) business days of the final decision.

An employee whose advancement is withheld and who subsequently demonstrates satisfactory performance shall be advanced to the next step no later than six (6) months after the original anniversary date, provided the performance deficiency has been resolved to the Fire Chief/District Manager's satisfaction.

3.3 Maximum Step

An employee who reaches Step 15 (the maximum step) shall receive no further step increases but shall remain eligible for longevity pay as provided in Article 5 and any across-the-board base rate adjustments adopted by the Board during a triennial review.

ARTICLE 4 — EMPLOYEE PROTECTIONS

4.1 No Mid-Cycle Pay Reductions

Except as provided in Section 3.2 (step withholding for cause), no career employee's base salary or step level shall be reduced during a Pay Plan cycle without the procedural requirements set forth in Resolution No. 2026-____, Section 5. These procedural safeguards include a supermajority Board vote, thirty (30) days advance public notice of the agenda item, and ninety (90) days written notice to the affected employee.

4.2 No Retroactive Reduction

No amendment to this policy shall be applied retroactively to reduce compensation already earned or accrued.

4.3 Salary Protection

Any employee whose current base salary at the time of transition exceeds the pay table value for their assigned step shall be salary-protected at their current base rate. Salary protection shall remain in effect until the applicable step value meets or exceeds the protected amount. The employee shall continue to advance steps annually; however, no step increase pay shall be issued until the step value surpasses the protected salary.

ARTICLE 5 — LONGEVITY PAY

Longevity pay is awarded as a non-cumulative percentage of the employee's current annual base pay upon reaching the following milestones of continuous service with the District (inclusive of verified prior continuous service with KLVFD or KLEMS in the same or equivalent position):

Years of Service	Longevity %	Applicable Tier
5 Years	+2%	Tier 1 — Applied at 5-year anniversary
10 Years	+4%	Tier 2 — Replaces Tier 1
15 Years	+6%	Tier 3 — Replaces Tier 2
20 Years	+8%	Tier 4 — Replaces Tier 3
25 Years	+10%	Tier 5 — Replaces Tier 4

Longevity pay is added to base salary, it is not cumulative — an employee at 10 years of service receives the +4% tier only, not +2% + +4%.

ARTICLE 6 — TRANSITION AND STEP PLACEMENT

Personnel transitioning from KLVFD and KLEMS to direct District employment shall be placed on the pay scale as follows:

- Service credit shall be calculated from the employee's original full-time hire date with KLVFD or KLEMS in the applicable rank, verified by personnel records.
- Employees shall be placed at the step that most closely aligns with their verified years of continuous service in rank.
- No employee shall receive a reduction in base pay as a result of transition; employees whose current salary exceeds their mapped step shall be salary-protected per Article 4.3.
- Longevity eligibility shall be based on total continuous service with KLVFD, KLEMS, or the District combined.
- Final step placement decisions shall be made by the Fire Chief/District Manager and reviewed by the Board prior to the July 1, 2026 effective date.
- Each employee shall receive a written Notice of Step Placement no later than June 20, 2026, specifying their assigned rank, step, annual base salary, and next anniversary date.

ARTICLE 7 — COMPLAINT PROCEDURE

7.1 Scope

This complaint procedure applies to disputes arising from the administration of this policy, including step placement, step advancement withholding, salary protection calculations, and longevity tier determinations. It does not apply to disciplinary actions, terminations, or matters governed by separate District policy.

7.2 Procedure

Step 1 — Informal Resolution. Within ten (10) business days of the date the employee becomes aware of the disputed action, the employee shall submit a written description of the dispute to the Fire Chief/District Manager. The Fire Chief/District Manager shall meet with the employee and provide a written response within ten (10) business days. If the matter is not resolved, the employee may proceed to Step 2.

Step 2 — Board of Commissioners Review. If the matter is not resolved at Step 1, the employee may submit a written appeal to the Board of Commissioners within ten (10) business days of receiving the Fire Chief/District Manager's written response. The Board shall provide a decision at the next regularly scheduled meeting.

ARTICLE 8 — TRIENNIAL REVIEW PROCESS

This policy shall be reviewed on a triennial basis as specified in Resolution No. 2026-____. The next scheduled review is due no later than June 30, 2029. The review process shall be conducted as follows:

- No later than 120 days prior to the review due date, the Fire Chief/District Manager shall solicit written input from career employees regarding compensation.
- No later than 90 days prior to the review due date, the Fire Chief/District Manager shall present a written compensation review report to the Board, including a regional salary survey, fiscal impact projections, and a summary of employee input received.
- The Board shall take action on any proposed amendments by the review due date. Amendments adopted during the triennial review require a simple majority vote.
- Amendments adopted during the triennial review shall take effect on October 1 of the review year (the start of the District's fiscal year) unless the Board specifies an alternative effective date.
- If no Board action is taken by the review due date, this policy shall remain in effect without interruption until the next triennial review.

ARTICLE 9 — GENERAL PROVISIONS

9.1 At-Will Employment

Nothing in this policy alters the at-will nature of District employment. This policy does not constitute an employment contract, and no provision herein shall be construed to guarantee continued employment for any specified term.

9.2 Compliance with Florida Law

This policy shall be administered in compliance with all applicable Florida Statutes, including but not limited to Chapter 191 (Special Districts), Chapter 112 (Public Officers and Employees), Chapter 447 (Labor Relations), and applicable provisions of the Fair Labor Standards Act (FLSA). The District's FLSA Section 7(k) work period designation, overtime threshold, and related payroll obligations are set forth in Article 10 of this policy.

9.3 Records

The District Manager shall maintain a current record of each career employee's rank, step, base salary, longevity tier, and anniversary date. These records shall be available to the Board and the employee upon request.

9.4 Amendment Outside Review Cycle

Amendments to this policy outside the triennial review cycle are subject to the supermajority vote requirement and notice provisions of Resolution No. 2026-____, Section 5. The Fire Chief/District Manager shall provide written notice of any proposed mid-cycle amendment to all career employees within five (5) business days of the matter being agendized.

9.5 Supersession

This policy, upon its effective date of July 1, 2026, supersedes all prior informal or formal compensation arrangements, agreements, or understandings between the District, KLVFD, KLEMS, or their officers and the career personnel covered herein.

ARTICLE 10 — FLSA SECTION 7(k) WORK PERIOD AND OVERTIME

10.1 Designation of FLSA 7(k) Work Period

The Key Largo Fire Rescue & EMS District hereby designates a recurring twenty-eight (28) day work period for all career fire rescue and emergency medical services personnel pursuant to Section 7(k) of the Fair Labor Standards Act, 29 U.S.C. § 207(k), and 29 C.F.R. Part 553. This designation applies to all sworn and non-sworn career employees whose duties include activities as defined under the FLSA, consistent with the District's operational requirements. The 28-day work period shall be the standard pay cycle for all such employees and shall govern the calculation of straight-time pay, overtime thresholds, and all compensation reported under this policy.

10.2 Hours Thresholds and Overtime Calculation

Under the 28-day 7(k) work period, overtime is owed only for hours worked in excess of 212 hours within the work period, consistent with the maximum hours standard established by the FLSA. The District's standard annual scheduling model produces approximately 2,756 straight-time hours and 156 built-in overtime hours, for a total of 2,912 compensable hours per year. All salary schedules and pay tables in Exhibit A are calculated on this 28-day, 2,912-hour annual basis. The District shall not owe FLSA overtime on hours worked at or below the 212-hour threshold within any 28-day work period.

10.3 Standard Method of Payment

The District shall compensate all career fire rescue and EMS personnel on the 28-day 7(k) work period schedule. Each employee's annual salary as reflected in the pay tables (Exhibit A) is expressed as an annual figure and shall be divided into twenty-six (26) equal bi-weekly pay periods for payroll disbursement purposes, unless the Board authorizes an alternate payroll frequency. The 28-day work period is the exclusive method by which the District calculates hours worked and overtime obligations for covered employees. The District shall not apply a 40-hour workweek standard to any career employee whose duties qualify for the 7(k) exemption unless required by law or specifically authorized by separate Board action.

10.4 Built-In Overtime

The salary rates set forth in Exhibit A incorporate built-in FLSA overtime compensation. Employees working the standard 48-hour average weekly schedule (on a 28-day cycle) accumulate approximately 156 hours of overtime annually above the 2,756 straight-time threshold. This built-in overtime is embedded in the annual salary figures and is not separately itemized on pay stubs unless required for audit or reporting purposes. No additional overtime premium is owed for hours below the 212-hour 28-day threshold.

10.5 True Overtime

Hours worked in excess of 212 hours within any 28-day work period constitute FLSA overtime ("true overtime") and shall be compensated at one and one-half (1.5) times the employee's regular rate of pay, as required by 29 U.S.C. § 207(a)(1). True overtime shall be approved in advance by the Fire Chief/District Manager or designee except in emergency operational circumstances. The regular rate of pay for overtime calculation purposes shall include base salary, applicable certification pay, and longevity pay, in accordance with the FLSA and applicable Department of Labor guidance.

10.6 Work Period Records

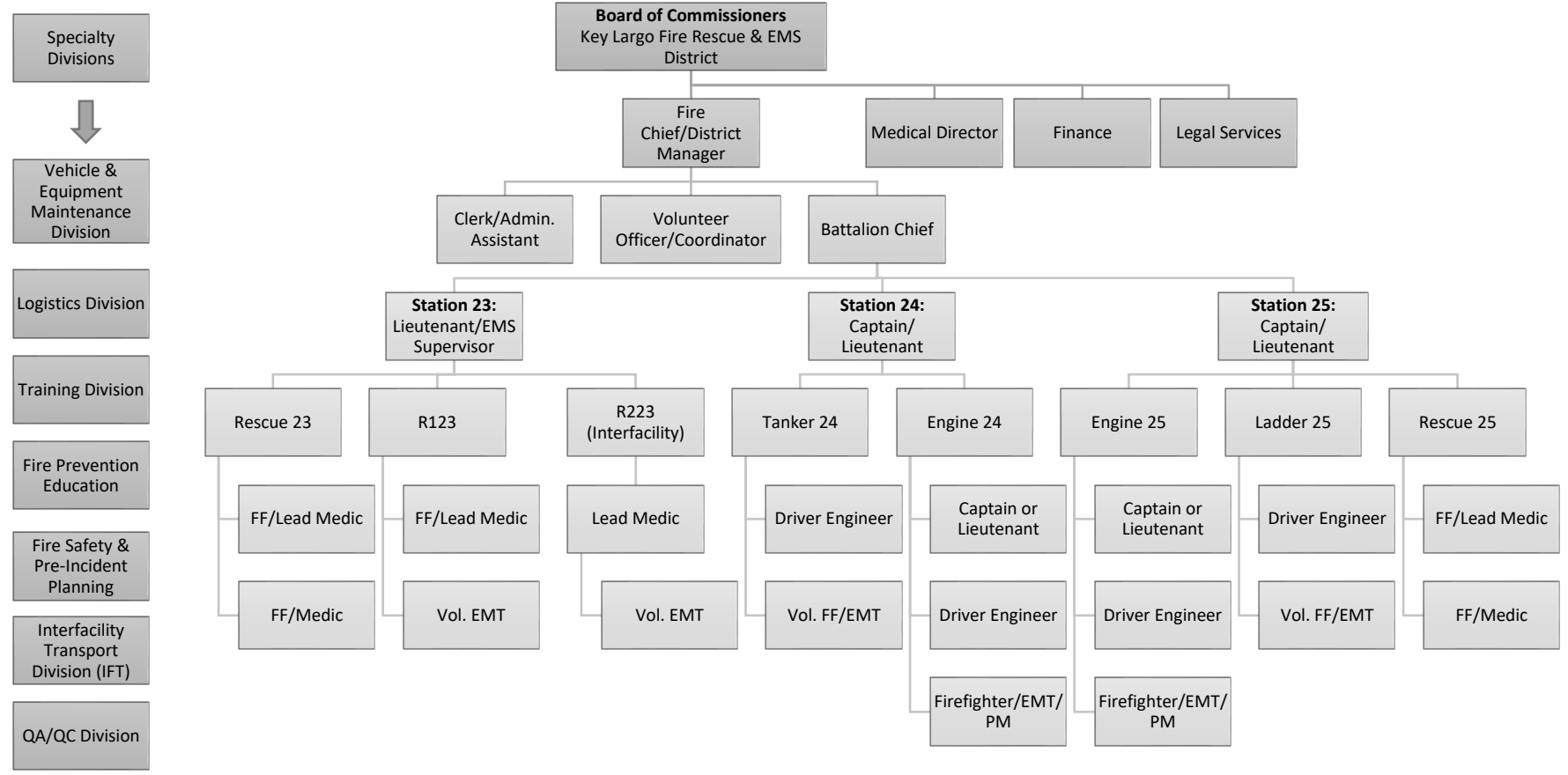
The District Manager, in coordination with the payroll system administrator, shall maintain records of each employee's designated work period start date, hours worked per work period, and any true overtime incurred, consistent with the FLSA recordkeeping requirements under 29 C.F.R. Part 516. The 28-day work period designation and any subsequent changes thereto shall be documented and retained as part of the District's official payroll records.

Adopted by the Board of Commissioners, Key Largo Fire Rescue & EMS District, pursuant to Resolution No. 2026-____, on _____, 2026.

7f.



KLFREMS District Daily Organizational Staffing Overview Effective July 1st, 2026



Specialty Divisions are staffed by Officers already within the Department's organizational structure and do not represent additional positions. A divisional breakdown is available upon request.

KEY LARGO FIRE RESCUE & EMS DISTRICT

Specialty Division Breakdown

Divisional Officers are assigned from within the existing organizational structure and do not represent additional positions.

Vehicle & Equipment Maintenance Division

Division Lead:	Lt. Tucker
Description:	Oversees maintenance, servicing, and operational readiness of all District vehicles and equipment.

Logistics Division

Division Lead:	Station Officers → Battalion Chiefs
Description:	Manages procurement and supply chain for the District.
Notes:	Station Officers submit order requests through their respective Battalion Chiefs. Battalion Chiefs review and place approved orders.

Training Division

Division Lead:	Lt. Mumper (Fire) Lt. Arana (EMS)
Description:	Coordinates and delivers training programs for fire suppression and EMS personnel.

Fire Prevention & Education Division

Division Lead:	Lt. Garcia
Description:	Leads community fire prevention outreach, public education programs, and life safety initiatives.

Fire Safety & Pre-Incident Planning Division

Division Lead:	BC Jones BC Garrido BC Garcia
Description:	Develops and maintains pre-incident plans and fire safety assessments for facilities and properties within the District.

Interfacility Transport Division (IFT)

Division Lead:	Lt. Schusheim
Description:	Manages and coordinates all interfacility transport operations, ensuring compliance with applicable standards and patient care protocols.

Quality Assurance / Quality Control (QA/QC) Division

Division Lead:	EMS Reports: Lt. Perez / Lt. Arana Fire Reports: Battalion Chiefs
Description:	Responsible for the review, accuracy, and quality control of all incident and medical reports generated by District personnel.
Notes:	EMS report review is managed by Lt. Perez and Lt. Arana. Fire report review is managed at the Battalion Chief level.

7g.

STOCK NO. **N58665**

2026 PARKER 257 Explorer

Hull No.	PXM65500K526
Length (feet)	30' 3"
Beam (feet)	9' 7"
Dry Weight (lbs.)	6,480
Engine Make	YAMAHA
Engine Model	F200XSA2
Total Horsepower	400
Number of Engines	2



DESCRIPTION

Experience the ultimate in versatility and comfort with the 2026 Parker 257 Explorer, a new Cuddy Cabin boat for sale that blends power, style, and innovation. Powered by twin Yamaha F200XSA2 engines delivering a combined 400 horsepower, this Parker boat for sale ensures exhilarating performance and smooth handling on the water. The striking Gun Metal Gray hull and bottom, paired with the White Upholstery Package featuring premium Parker stitching, create a modern and inviting atmosphere. Advanced technology includes a Garmin GPS Map 8612 XSV, GT12M-TH transducer, VHF 115 radio, and Garmin 18 xHD radar for confident navigation. The 2nd station option, battery charger, and Seaspension pedestals with footrests enhance comfort and convenience. At 30.25 feet, the 257 Explorer is perfect for family outings, fishing adventures, or weekend escapes, offering ample space, easy docking, and practical storage. Discover the perfect blend of luxury and functionality—contact us to make the Parker 257 Explorer yours today!

OPTIONS

2nd Station for Twin F150XSA2/F200XSA2 (Freestanding or Bulkhead)
Battery Charger, 2 Bank
Bottom Color - Gun Metal Gray
Dometic 12V Air Conditioner
Folding Cockpit Lounge Seat
Garmin 18 xHD Rada
Garmin GPS Map 8612 XSV & GT12M-TH w/ VHF 115 & Antenna

Hull Color - Gun Metal Gray
Rocket Launcher, Black Powder Coat, 6 Rods
Seaspension Pedestal w/ Footrest
Seaspension Pedestal w/ Footrest (Companion)
White Upholstery Package with premium Parker Stitching
Yamaha T/ F200XSA2

Scan to view online:



Total List Price	\$272,916
Discount 24.73%	\$67,500
Price	\$205,416

Caribee Boat Sales & Marina
 81500 Overseas Hwy., Islamorada, FL 33036
Purchase Agreement

Date: 04/07/2026

Buyer: The Key Largo Fire & EMS District (Ron Mobley)

Co-Buyer:

Closing Date:

Address: P.O. Box 1023

c/s/zip: Key Largo, FL 33037

Salesperson: AVERY LABUZ - CAR

Phone: M:352-346-4501 H:

W:

Email: rmobley@keylargofire.org

This Purchase Agreement ("Agreement") is between me as buyer (jointly and severally if more than one and together called the "Buyer") and you as selling dealer (the "Dealer"). The term "Unit" refers collectively to the product(s), optional equipment, accessories and services described below which Buyer is purchasing. Subject to the terms and conditions on this page and the Additional Terms and Conditions beginning on page 2 of this Agreement, Dealer agrees to sell and Buyer agrees to purchase the following described Unit(s). The Dealer's location is the address shown above.

YEAR	MAKE	MODEL	HIN/VIN/SERIAL NO.	STOCK NO.	
2026	PARKER	257 EXPLORER	PXM65500K526	N58665	New
2026	YAMAHA	F200XSA2	6LHX1003902	N58665E	New
2026	YAMAHA	F200XSA2	6LJX1003348	N58665E.0	New

OPTIONAL EQUIPMENT & ACCESSORIES

Seaspension Pedestal w/ Footrest
 White Upholstery Package with premium Parker Stic
 Bottom Color - Gun Metal Gray
 2nd Station for Twin F150XSA2/F200XSA2 (Freestandi
 Garmin 18 xHD Rada
 Seaspension Pedestal w/ Footrest (Companion)
 Rocket Launcher, Black Powder Coat, 6 Rods
 Folding Cockpit Lounge Seat
 Garmin GPS Map 8612 XSV & GT12M-TH w/ VHF 115 & An
 Hull Color - Gun Metal Gray
 Yamaha T/ F200XSA2
 Battery Charger, 2 Bank
 Dometic 12V Air Conditioner

OPTIONS TO BE ADDED

YEAR	MAKE	MODEL	HIN/VIN/SERIAL NO.	ITEMIZATION
				List Price \$272,916.00
				Less Savings & Incentives 25% 67,500.00
				Freight 0.00
				Prep 0.00
				Added Options (not part of original equip) 0.00
				Purchase Price \$205,416.00
				Less Trade-In Allowance N/A
				Cash Difference \$205,416.00
				Service Contract 0.00
				Product Protection 0.00
				Vessel Monitoring 0.00
				Tire & Battery Fee (if applicable) 7.50
				Documentation Fee to Dealer * 993.00
				Balance \$206,416.50
				Taxes 0.00
				Registration & Title Fees 300.00
				Electronic Title Registration Fee 0.00
				Trade Payoff 0.00
				Florida Doc Stamp Tax, if applicable N/A
				UCC Filing Fee 0.00
				Coast Guard Documentation Fee 0.00
				Less Cash Down Payment 0.00
				Less Factory Rebates 0.00
				Unpaid Balance \$206,716.50

TRADE LIEN PAYOFF AND LIENHOLDER INFORMATION PROVIDED BY BUYER

Payoff Amount: N/A Payoff To: N/A

Buyer and Dealer understand that this Agreement is subject to necessary corrections and adjustments concerning changes in the payoff of trade-in to be made at the time of settlement - see Section 13 of page 2 of this Agreement.

Florida documentary stamp tax required by law in the amount of \$ N/A has been paid or will be paid directly to the Department of Revenue. Certificate of Registration No. 54-8017805436-5

* This charge represents costs and profit to the dealer for items such as inspecting, cleaning, adjusting vehicles, and preparing documents related to the sale.

** Buyer agrees to finance with or through Dealer. (initials) _____ (initials) _____

** BUYER AGREES TO COMPLETE THE PURCHASE OF THE UNIT ON OR BEFORE THE FOLLOWING DATE (UNLESS DEALER NOTIFIES BUYER OF A LATER CLOSING DATE): _____ (initials) _____ (initials) _____

I ALSO AGREE THAT THE UNPAID BALANCE WILL BE PAID EITHER: by execution of a Retail Installment Contract, promissory note or other financing agreement and its acceptance by a financing source; cash, bank wire; or certified check.

All deposits and down payment(s) are non-refundable unless explicitly stated in this Agreement. The receipt of which is acknowledged by Dealer this date.

Buyer certifies that Buyer has read, understands, and agrees to these terms and the Additional Terms and Conditions attached hereto this Agreement and that they are part of this Agreement the same as if they were printed above Buyer's signature.

Signed _____ Buyer _____ Date _____

Signed _____ Co-Buyer _____ Date _____

Dealer: _____ Date _____

Not valid unless signed by authorized representative of the dealer.

7h.

ELIGIBLE 457(b) DEFERRED COMPENSATION PLAN & TRUST FOR GOVERNMENTAL ENTITIES
ADOPTION AGREEMENT

The undersigned Employer hereby adopts an eligible deferred compensation plan in the form of the Eligible Deferred Compensation Plan & Trust which is attached hereto and agrees that the following definitions, elections, and terms shall be a part of such Plan:

GENERAL INFORMATION

1. (a) Name and Address of Employer:

- (b) Phone #: _____ (c) EIN #: _____
2. Name of Plan: _____
3. (a) Contact Name: _____ (b) Email: _____
4. Employer has completed and signed this Adoption Agreement in order to (choose one):
 - (a) Establish a new plan. The effective date of the Plan is _____.
 - (b) Amend and restate its previously-adopted Eligible Deferred Compensation Plan in the form of this Plan. The effective date of this restatement is _____ with an initial effective date of: _____.
5. Administrator: (a) Employer; (b) Other: _____
Default - 5(a)
6. This Plan shall be governed by the laws of the State or Commonwealth of: _____.

PLAN PROVISIONS

7. Plan Year shall mean: (a) the calendar year; (b) other 12-month period ending _____.
Default - 7(a)
8. The Valuation Date for the Plan shall be: (a) daily; (b) annual; (c) monthly; (d) quarterly; or (e) Other: _____
Default - 8(a)
9. The Normal Retirement Age under the Plan means (choose one):
 - (a) Any age selected by the Employee from age _____ to age 70 1/2. The age inserted can be no less than the earliest age at which a Participant has the right to retire under the Employer's basic pension plan without consent of the Employer and to receive immediate retirement benefits with actuarial or similar reduction because of retirement before some later age specified in the Employer's basic pension plan.
 - (b) Age _____.
 - (c) The later of:
 - (1) The latest normal retirement age specified in the Employer's basic pension plan, or
 - (2) Age 65.

(d) The earliest retirement age under the Employer's/State's basic pension plan.

Default – 9(a) and age 65

Important Note – The “Normal Retirement Age or NRA” is used to determine the 3-year period that the Participant can calculate their special catch-up contributions. The calculation is for the 3 years prior to the year that the participant would attain the NRA. The age can not be less than 65 unless the earliest age under the basic pension plan is less than 65.

10. The minimum amount which may be deferred by a Participant in any calendar month is \$_____.

Default - \$0

11. Participant loans (a) shall not (b) shall be available under the Plan.

Default – 11(a)

12. The Employer authorizes investment options available through the following organizations:

ELIGIBILITY

13. Eligibility shall be extended to (indicate all employees eligible to participate in the Plan):

	Yes	No
(a) All Employees	<input type="checkbox"/>	<input type="checkbox"/>
(b) Independent Contractors	<input type="checkbox"/>	<input type="checkbox"/>
(c) Leased Employees	<input type="checkbox"/>	<input type="checkbox"/>
(d) Only the following Employees are eligible to participate in the Plan(describe): _____	<input type="checkbox"/>	<input type="checkbox"/>
(e) Other (explain): _____	<input type="checkbox"/>	<input type="checkbox"/>

Default – All Employees are eligible.

CONTRIBUTIONS

14. The Plan shall accept the following contribution types: (check all that apply and complete the corresponding sections):

Contribution Type	Check if “Yes”	Complete:
(a) Pre-Tax Elective Deferrals	<input type="checkbox"/>	Items 15(a), 16, 17
(b) Roth Deferrals	<input type="checkbox"/>	Items 15(b), 16, 17
(b) Mandatory Employee Contribution	<input type="checkbox"/>	Item 15(e)
(c) Employer Nonelective	<input type="checkbox"/>	Item 18
(d) Employer Matching	<input type="checkbox"/>	Item 19
(e) Employer “Pick-up” contributions	<input type="checkbox"/>	Item 15(f)
(f) Rollovers	<input type="checkbox"/>	see Items 20-23
(g) Transfers from other Governmental 457(b) Plans	<input type="checkbox"/>	N/A

15. (a) Pre-Tax Elective Deferrals - A Participant may defer up to the following amount of compensation into this Plan:
- (1) The maximum permitted by law.
 - (2) _____% of annual compensation; or
 - (3) \$_____ per year.

Default -15(a)(1)

- (a) Roth Deferrals shall apply to contributions on or after _____. (Enter the effective date that the Plan will begin to accept Roth Deferrals, but in no event earlier than 1/1/2011.)
- (1) Direct Rollovers: If 15(b) is elected, the Plan: (A) will (B) will not accept a direct rollover from another Roth Deferral account under an applicable retirement plan as described in §402A(e)(1).

Default: If neither box is checked, "will not" shall apply.

- (2) If 15(b) is selected then Highly Compensated Employees (A) may (B) may not designate the extent to which an excess contribution is comprised of pre-tax Deferrals and Roth Deferrals.

Default: If neither box is checked, "may not" shall apply.

- (b) Age 50 Catch-up Contributions
- (1) shall apply to contributions after _____. (Enter December 31, 2001 or a later date); or
 - (2) shall not apply.

Default - 15(c)(1) and effective date of plan

- (c) Matching Contributions and Catch-up Contributions
- Matching Contributions (1) will (2) will not be made, in accordance with the Matching Contribution formula specified by the Employer and communicated to Participants, with regard to Catch-up Contributions.

Default -15(d)(1)

- (d) Mandatory Employee Contributions:

- (1) Mandatory Employee Contributions shall be made as follows:
- (A) _____% of each eligible Employee's Compensation
 - (B) Other: _____

- (2) If 15(d)(1) is elected, such contributions are contributions under section 3121(b)(7)(F) IRC, and (A) are; (B) are not part of a Social Security Replacement Plan.

- (e) Employer "Pick-up" contributions under section 414(h) IRC:

The contributions elected under 15(a) and/or 15(e) (1) shall; (2) shall not be considered as Employer "Pick-up" contributions.

16. Automatic Enrollment: If an eligible Employee fails to make an affirmative election not to participate in the Plan with respect to Elective Deferrals, the percentage in Item 17 below:

- (a) shall not;
- (b) shall be automatically withheld and contributed to the Plan as an Elective Deferral.

Default Provision - 16(a)

Caution: An Employer should determine whether automatic enrollment is permitted under the applicable State law prior to adopting this provision.

17. Amount of Automatic Elective Deferral: If Item 16(b) is elected, the following percentage or amount shall be automatically deducted from the Employee's compensation and contributed to the Plan as an Elective Deferral:
- (a) N/A, Automatic Enrollment does not apply.
 - (b) _____%
 - (c) _____%, with automatic increases each subsequent Plan Year of _____%
 - (d) \$_____
 - (e) \$_____, with automatic increases each subsequent Plan Year of \$_____ or _____% of compensation.

Default – 17(a) - unless Item 16(b) is selected, then 17(b) shall apply at the rate of 3%.

18. Employer Nonelective Contributions - The Employer shall contribute to the Plan in the following manner:
- (a) N/A. Nonelective Contributions shall not be made.
 - (b) \$_____ per Participant
 - (c) _____% of each Participant's Compensation
 - (d) Other (specify): _____

Default –18(a)

19. Employer Matching Contributions - The Employer shall contribute to the Plan in the following manner:
- (a) N/A No Matching Contributions shall be made.
 - (b) The Employer will match salary deferrals at _____% up to _____% of Compensation.
 - (c) Other (specify): _____

Default –19(a)

PORTABILITY ELECTIONS

20. Direct Rollovers: The Plan will accept a Direct Rollover of an Eligible Rollover Distribution from: (Check each that applies or N/A.)
- (a) a qualified plan described in section 401(a) or 403(a) of the Code, excluding after-tax employee contributions.
 - (b) an annuity contract described in section 403(b) of the Code, excluding after-tax employee contributions.
 - (c) an eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state.
 - (d) N/A. The Plan will not accept Direct Rollovers from any plan.

Default –20(a), (b) and (c)

21. Participant Rollover Contributions from Other Employer Plans: The Plan will accept a Participant contribution of an Eligible Rollover Distribution from: (Check each that applies or N/A.)
- (a) a qualified plan described in section 401(a) or 403(a) of the Code, excluding after-tax employee contributions.
 - (b) an annuity contract described in section 403(b) of the Code, excluding after-tax employee contributions.
 - (c) an eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state.
 - (d) N/A. The Plan will not accept Rollover Contributions from any employer plan.

Default –21(a), (b) and (c)

22. Participant Rollover Contributions from Traditional IRAs:

The Plan: (Choose one.) (a) will (b) will not accept a Participant Rollover Contribution of the portion of a distribution from an individual retirement account or annuity described in section 408(a) or 408(b) of the Code that is eligible to be rolled over and would otherwise be includible in gross income.

Default –22(a)

23. Effective Date of Direct Rollover and Participant Rollover Contribution Provisions:

Items 20-22 shall be effective: (a) January 1, 2002; or (b) ____ (Enter a date no earlier than January 1, 2002.)

Default – 23(b) and the effective date of the plan if not earlier than January 1, 2002.

DISTRIBUTIONS AND TRANSFERS OUT OF THE PLAN

24. The following distributions or transfers are permitted:

Provision	Check, if permitted
(a) Unforeseeable Emergency Distributions	<input type="checkbox"/>
(b) Transfers to State DB Plan (Purchase Service Credits)	<input type="checkbox"/>
(c) Transfers to another 457(b) Governmental Plan	<input type="checkbox"/>
(d) Single Sum Payment Distributions	<input type="checkbox"/>
(e) Periodic Distributions	<input type="checkbox"/>
(f) Annuity purchase	<input type="checkbox"/>
(g) \$5,000 in-service distributions permitted*	<input type="checkbox"/>
(h) Mandatory cash-out at \$5,000*	<input type="checkbox"/>
(i) In-Plan Roth Rollover	<input type="checkbox"/>

*May only elect (g) or (h), not both.

Default – Blank, none permitted

SIGNATURE

Name of Employer: _____

Employer's Signature: _____

Date: _____

Name and Title of Signer: _____

Vendor Service Agreement for Governmental 457(b) Plan

(No third party administrator)

Use for 457(b) plans sponsored by governmental entities.

457(b) VENDOR AGREEMENT

This Agreement, effective as of the date hereof, by and between: _____ (the "Employer") and _____ (the "Vendor") sets forth the terms and conditions of the agreement between the Employer and Vendor related to services provided by Vendor to Employer in support of its 457(b) eligible deferred compensation plan (the "Plan"). The parties intend that Vendor will provide certain services to the Employer, as needed, to support the Employer's Plan. In accordance with this intention, the parties agree as follows:

DUTIES AND RESPONSIBILITIES OF VENDOR

Vendor shall:

1. **Qualified Trust.** Hold assets of the Plan in trust or in investment products that qualify as trusts under IRC §457(g)(3) for the exclusive best interests of the Plan participants.
 2. **Forms.** Prepare forms for Employer's consideration to facilitate enrollment and investment selection for Plan accounts, including salary reduction agreements, account applications issued by the product providers and beneficiary designation forms.
 3. **Participant Statements.** Send account statements to participants' address of record no later than 15 business days after the end of each calendar quarter. If supported by Vendor, participants may also obtain statements via the secure Vendor website.
 4. **Solicitation.** Vendor and its representatives shall comply with all pertinent written directives regarding the solicitation of employees of the Employer.
 5. **Plan Conformity.** Provide services under this Agreement in a manner consistent with the terms of the written 457(b) Plan document provided by Employer to Vendor and to perform the following services as may be required under the terms of the Plan:
 - a. Advise employees of the annual contributions limits under IRC §457(b)(2) and (15).
 - b. If catch-up provisions are permitted under the Plan, provide historical data needed to properly calculate the maximum allowable contribution for employees who are utilizing the catch-up provisions of IRC §457(b)(3) or 414(v) in accordance with the information provided to the Vendor by the Employer and the participant.
 - c. If permitted under the Plan, properly administer loans in accordance with applicable federal and state rules and regulations.
 - d. Provide proper rollover notices to participants and beneficiaries as may be required under applicable law, including the right to directly roll over eligible distributions to eligible retirement plans in accordance with the Code.
 - e. Provide tax reporting and required notices to participants requesting distributions.
 - f. Permit and process corrective distributions of excess contributions in accordance with applicable IRS regulations where such excess contributions have been identified by the Vendor, the Employer or Employer's designated representative.
- g. Withhold and report any federal and state taxes on any distributions made directly to any employee and/or their beneficiaries as appropriate.
 - h. Notify participants who are aged 70½ or older that they may be required to take Required Minimum Distributions and, upon the direction of the participant or beneficiary, calculate and distribute such amounts as may be required under the Plan and the Code.
 - i. If permitted under the Plan, determine and administer unforeseeable emergency withdrawals.
 - j. Enforce distribution restrictions under IRC §457(d) of the Code.
 - k. In the event of a tax audit, provide information to the Employer relating to accounts held by Vendor for participants, subject to written authorization by Employer and/or participants (as applicable). For example:
 - i. Annual listing of total contributions for each year under audit;
 - ii. Annual listing of all participant distributions for each year under audit;
 - iii. Annual listing of outstanding participant loans for each year under audit;
 - iv. Annual listing of any participant defaulted loans for each year under audit;
 - v. Copies of IRS tax reporting information (Forms 1099-R) for all distributions and defaulted loans for each year under audit.

Any information required hereunder shall be provided electronically, in hard copy or in a manner otherwise mutually agreed upon by Employer and Vendor.

DUTIES AND RESPONSIBILITIES OF THE EMPLOYER

The Employer shall:

6. **Determine Eligible Employees.** Determine which employees of the Employer are eligible to participate in the Plan.
7. **Primary Contact Person.** Appoint a primary contact person for purposes of implementing, administering and coordinating any issues that may arise with respect to the Plan, and provide such information to Vendor in a timely fashion.

8. **Implement Contributions.** Be responsible for implementing salary reduction contributions no earlier than permitted under IRC §457(b)(4) of the Code and for proper tax reporting of such contributions on the Form W2 for each participant.
9. **Transmit Contributions.** Transmit all contributions to Vendor in a time and manner acceptable to both parties and consistent with applicable income tax regulations.
10. **Identify Investment Providers.** Make available to all employees and Vendors a current list of authorized Providers and investment vendors available under the Plan and contact information for each listed vendor.
11. **Provide Information.** Agree to furnish Vendor, as soon as practicable, any and all information required by Vendor to fulfill its duties under this Agreement.
12. **Eligible Employer.** Certify that it qualifies under IRC §457(e)(1) of the code as an organization eligible to offer this 457(b) plan to its employees and accepts all liability for this determination. Employer agrees to notify vendor if it becomes an ineligible organization.
13. **Plan Document.** Certify that it has adopted a written 457(b) plan document in accordance with applicable IRS regulations.

BOTH PARTIES AGREE THAT THE FOLLOWING TERMS AND CONDITIONS ARE INCLUDED AS PART OF THIS AGREEMENT:

14. **Plan Conformity.** Each party agrees to adhere to the terms of the Employer's Plan Document, as made available by the Employer.
15. **Indemnification.**

(i) Each party covenants for itself and its employees (the "Indemnifying Party") to save, defend, hold harmless, and indemnify the other party and all of its elected and appointed officials, officers, employees, agents, departments, agencies, boards, and commissions (collectively the "Indemnified Parties") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Indemnifying Party's performance or nonperformance of the scope of this Agreement except for those caused by the negligence or willful misconduct of an Indemnified Party. This duty to save, defense, hold harmless, and indemnify shall survive the termination of this Agreement.

(ii) If any action or proceeding relating to the indemnification required by this Section is brought against the an Indemnified Party, then upon written notice from the Indemnified Party to the Indemnifying Party, the Indemnifying Party shall, at its expense, resist or defend such actions or proceeding by counsel approved by the Indemnified Party in writing, such approval not to be unreasonably withheld, but approval of counsel shall be not required where the cause of action is resisted or defended by counsel of any insurance carrier obligated to resist or defend same.

(iii) If, after Notice by the Indemnified Party, the Indemnifying Party fails or refuses to save, defend, hold harmless and/or indemnify the Indemnified Party, the Indemnifying Party shall be liable for and reimburse the Indemnified Party for any and all expenses, including but not limited to, reasonable attorney's fees incurred and settlements or payments made. The Indemnifying Party shall pay such expenses upon demand by the Indemnified Party and failure to do so may

result in such amounts being withheld from any amounts due to Indemnifying Party under this Agreement.

(iv) Each Party understands and agrees that it is the Indemnifying Party's responsibility to provide indemnification to the Indemnified Party pursuant to this section. The provision of insurance, while anticipated to provide a funding source for this indemnification, is in addition to any indemnification requirements and the failure of the Indemnifying Party's insurance to fully fund any indemnification shall not relieve the Indemnifying Party of any obligation assumed under this indemnification.

16. **Plan Administrator:** The Employer recognizes the Vendor is not the Plan Administrator of the Plan. Services provided by Vendor under this Agreement are intended to be ministerial in nature, and Vendor shall have no discretion regarding the administration of the Plan. Vendor shall also not be considered as a discretionary fiduciary of the Plan. The Plan Sponsor or its designate shall be the administrator of the Plan, and shall rule on appeals and make any discretionary decisions.

17. **Reliance:** In performing its services under this Agreement, Vendor is entitled to rely on any information the Employer provides. Vendor is not obligated to inquire into and is not responsible for the authenticity or accuracy of such information or the actual authority of such person to provide it.

18. **Hold Harmless:** Vendor agrees to indemnify and hold the Employer, its officers, employees and agents harmless from any loss, liability, claim, suit or judgment resulting from work or acts done or omitted by Vendor's officers, employees or agents in carrying out Vendor's responsibilities as set forth in this Agreement to the proportionate extent that it results from the negligence or wrongdoing of vendor or any of its officers, employees or agents. Vendor's agreement to indemnify shall not extend to any injury or damage that results from Vendor's reliance on information transmitted by the Employer.

The Employer agrees to indemnify and hold Vendor, its officers, employees and agents harmless from any loss, liability, claim, suit or judgment, resulting from work or acts done or omitted by the Employer, it's officers, employees or agents in carrying out the Employer's responsibilities as set forth in the Agreement to the proportionate extent that it results from the negligence or wrongdoing of the Employer or any of its officers, employees or agents.

19. **Assignment and Termination:** Neither party to the Agreement shall assign any interest without the prior written consent of the other party, which consent shall not be unreasonably withheld, delayed or conditioned. Either party may terminate this Agreement at any time so long as the other party receives a minimum of 60 days written notice prior to the termination date. The amount due and payable to the Vendor under this Agreement for services rendered up to the effective date of termination shall represent the complete and final payment, which is due.

20. **Notice:** Each party will promptly provide the other with notice and copy of any attempts to levy or attach amounts held under the Plan and/or any litigation affecting the Plan of which it becomes aware. Any such notice, demands or other communications hereunder shall be in writing and duly provided by certified mail, return receipt requested, or similar means verifying receipt, addressed to the party to be notified or upon whom a demand is being made, at the addresses set forth in this Agreement or such other place as either party shall from time to time designate in writing. The date of service of a notice or demand shall be the receipt date on the certified mail or other form of receipt.

Notice to Vendor shall be sent to:

Legal Department
PlanMember Services Corporation
6187 Carpinteria Avenue
Carpinteria, California 93013

- 21. **Copies of Agreement:** This Agreement may be executed in any number of counterpart copies, each of which when fully executed shall be considered as an original.
- 22. **Authorized Signer on Annuity Policy:** If an annuity is offered as an investment in the Plan by the Vendor whereby the issuing insurance company requires signature of the contract owner on a transaction the Vendor and Employer, for such purposes, acknowledge that the participant enrolling in the annuity contract shall be approved and deemed as an authorized signer on the individual account established for that participant. Additionally, on said annuity policies, the Vendor and Employer, for such purposes, acknowledge that the Vendor and its agents or assignees shall also be approved and deemed as an authorized signer for such purposes.
- 23. **Miscellaneous:** The parties agree and intend that this Agreement shall be for the sole and exclusive benefit of the parties to this Agreement, and that no rights, benefits or causes of actions in favor of, obligations to, or contractual relationships with, any entity or person not a party to this Agreement, arise in connection with the execution of this Agreement or the performance of the

obligations provided herein. The rights and remedies contained herein are in addition to any rights or remedies the parties may have under law or in equity. The failure of, or delay on the part of, either party to insist upon strict performance of any term of this Agreement shall not be deemed a waiver of any rights or remedies that such party may have for any subsequent breach, default or non-performance. Any previous waiver or course of dealing shall not affect either party's rights and remedies.

This Agreement constitutes the entire agreement of the parties pertaining to the subject matter contained herein and supersedes all prior agreements and negotiations, whether written or oral. No supplement, modification or amendment to, or waiver of, this Agreement shall be binding unless set forth in a writing, which expressly refer to this Agreement and is signed by all parties thereto.

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

This Agreement shall be construed and enforced in accordance with the laws of the applicable state.

By executing this Agreement, each party acknowledges that it has read this Agreement and agrees to its terms.

AGREED TO:

Employer

By : _____
Authorized Representative

Title: _____

Address: _____

Dated: _____

Vendor

By: _____
Authorized Representative

Title: _____

Address: _____

Dated: _____

This information is not to be considered as tax advice. In printing this material, the publisher is not rendering legal, tax, accounting or other professional advice. If legal or other expert assistance is required, please consult the services of an appropriate professional.

	PlanMember Elite®	PlanMember Strategist®	PlanMember Retirement Select®																				
Type of investment program	Mutual fund-based investment advisory program	Mutual fund-based investment advisory program	Mutual funds with PlanMember Financial Professional selection assistance																				
Account types	403(b), 457(b), Solo 401(k)	403(b), 457(b), Solo 401(k)	403(b), 457(b), Solo 401(k)																				
Who should consider this program?	Investors that would prefer a professionally managed investment portfolio suited to their unique investment goals, risk tolerance and time horizon	Investors who desire a professionally managed investment portfolio suited to their personal investor profile. The Strategist Program allows investors to shift the responsibility of selecting and monitoring funds to the investment professionals at either of the four Strategist partners.	Investors who wish to select their own investments with the assistance of their PlanMember Financial Professional																				
Investment program description	<p>Professionally managed investment portfolios managed by PlanMember Securities Corporation.</p> <p>Investment objectives range from stability of principal and inflation protection to maximum long-term growth.</p> <p>Participants may choose from three series of PlanMember Asset Allocation Portfolios the Index series, the Hybrid series, and the Active series.</p>	<p>Professionally managed investment portfolios managed by four outside investment Strategists.</p> <p>Brinker Capital - Five portfolios managed by Brinker Capital Investments, LLC using funds from AdvisorOne Funds and American Funds.</p> <p>Dimensional Fund Advisors (DFA) - Ten portfolios managed by DFA using funds from DFA.</p> <p>Russell - Five portfolios managed by Russell Investments using funds from Russell funds.</p> <p>Capital Group - Seven US growth-focused portfolios using American Funds managed by the Capital Group.</p>	Access to more than 600 mutual funds in retirement share classes from 20 fund companies ⁴																				
Product features and member services	<ul style="list-style-type: none"> Personalized asset allocation portfolio recommendations Professional portfolio management services Personalized Retirement Plan® Online Retirement Plan Review® Toll-free PlanMember Service Center and PlanMember Online® account access MemberPerks Discount Program Semi-annual Membership News newsletter Quarterly Market Outlook & Portfolio Strategy Quarterly consolidated account statement 	<ul style="list-style-type: none"> Mutual fund selection and investment advisory services Personal Retirement Plan® Online Retirement Plan Review® Toll-free service center and web account access MemberPerks® Discount Program Semi-annual membership newsletter Quarterly Financial Market Outlook and Portfolio Strategy Quarterly consolidated account statement 	<ul style="list-style-type: none"> Mutual fund selection assistance from a PlanMember Financial Professional Toll-free service center and web account access MemberPerks Discount Program Links to web-based fund research Semi-annual membership newsletter, quarterly consolidated account statement, quarterly Financial Market Outlook 																				
Mutual fund companies	American Century, American Funds, Delaware, Dimensional Fund Advisors, Federated Hermes, Fidelity, Invesco, T. Rowe Price, and Vanguard* <i>*Funds and/or fund companies subject to change without notice.</i>	American Funds, Brinker, Dimensional Fund Advisors, and Russell* <i>*Funds and/or fund companies subject to change without notice.</i>	1290 Funds (R), Alliance Bernstein (R), American Century (R), American Funds (R3), BlackRock (R), Deutsche Asset Management (R), Federated Hermes (R), Fidelity Advisors (M), Hartford (R3), Invesco (R), Ivy (R), Janus Henderson (R), John Hancock (R3), MFS (R2), Neuberger Berman (R3), PIMCO (R), Pioneer (R), Putnam (R), and T. Rowe Price (R)																				
Mutual fund internal expenses¹	Index series: 0.06% to 0.06%; Average 0.06% Hybrid series: 0.09% to 0.20%; Average 0.15% Active series: 0.25% to 0.39%; Average 0.31%	Brinker Capital: 0.49% to 0.55%; Average 0.52% Dimensional: 0.19% to 0.20%; Average 0.20% Russell: 0.59% to 1.00%; Average 0.89% Capital Group: 0.22% to 0.38%; Average 0.31%	Depends on funds selected. See prospectus.																				
Sales charges	None	None	None																				
Program fees	<p>Asset-based Advisory Fee:² Maximum of 1.75%.</p> <table border="1"> <tr><td>First \$100,000</td><td>1.75%</td></tr> <tr><td>Next \$150,000</td><td>1.60%</td></tr> <tr><td>Next \$250,000</td><td>1.45%</td></tr> <tr><td>Next \$500,000</td><td>1.30%</td></tr> <tr><td>Over \$1 million</td><td>1.10%</td></tr> </table> <p>Account Service Fee:³ \$50 plus 0.025% of assets annually (maximum of \$65). Waived for Premier Members with \$250,000 or more in combined PlanMember Elite and/or PlanMember Strategist assets.</p>	First \$100,000	1.75%	Next \$150,000	1.60%	Next \$250,000	1.45%	Next \$500,000	1.30%	Over \$1 million	1.10%	<p>Asset-based Advisory Fee:² Maximum of 1.75%.</p> <table border="1"> <tr><td>First \$100,000</td><td>1.75%</td></tr> <tr><td>Next \$150,000</td><td>1.60%</td></tr> <tr><td>Next \$250,000</td><td>1.45%</td></tr> <tr><td>Next \$500,000</td><td>1.30%</td></tr> <tr><td>Over \$1 million</td><td>1.10%</td></tr> </table> <p>Account Service Fee:³ \$50 plus 0.025% of assets annually (maximum of \$65). Waived for Premier Members with \$250,000 or more in combined PlanMember Elite and/or PlanMember Strategist assets.</p>	First \$100,000	1.75%	Next \$150,000	1.60%	Next \$250,000	1.45%	Next \$500,000	1.30%	Over \$1 million	1.10%	<p>Account Service Fee:³ \$50 annually. Waived for Premier Members with \$250,000 or more in combined PlanMember Elite and/or PlanMember Strategist assets.</p> <p>Custody and Administration Fee: 0.10% annually³</p>
First \$100,000	1.75%																						
Next \$150,000	1.60%																						
Next \$250,000	1.45%																						
Next \$500,000	1.30%																						
Over \$1 million	1.10%																						
First \$100,000	1.75%																						
Next \$150,000	1.60%																						
Next \$250,000	1.45%																						
Next \$500,000	1.30%																						
Over \$1 million	1.10%																						
403(b) & 457(b) loan program	Yes. \$100 loan set-up fee. \$50 annual maintenance fee.	Yes. \$100 loan set-up fee. \$50 annual maintenance fee.	Yes. \$100 loan set-up fee. \$50 annual maintenance fee.																				

Florida Workplace Savings Program Participant Summary Sheet (continued)

Equitable EQUI-VEST® Strategies SM (Series 900) Variable Annuity																	
Type of product	Flexible premium variable annuity⁵ for participants in the Independent Benefit Council (IBC) Model Plan																
Insurance company	Equitable Life Insurance Company																
Who should consider this product?	For participants looking for a variable annuity that offers multiple investment options, death benefit protection and a number of payout options																
Product features and PlanMember program services	<ul style="list-style-type: none"> • Structured Investment Option⁷ • Guaranteed Interest Option⁸ • More than 40 Variable Investment Options • Dollar Cost Averaging • Standard Death Benefit • Beneficiary Continuation Option 																
Fees and charges	<p>Total annual separate account charge—Annual mortality and expense risks charge and other expenses: 0.90%</p> <p>Underlying variable investment option operating expenses—Vary by variable investment option (range 0.62% to 1.44%).</p> <p>Annual administrative charge—Lower of \$30 or 2% of the account value plus any amounts previously withdrawn during the contract year. Waivers may apply (see EQUI-VEST® StrategiesSM (Series 900) Participant Fact Sheet for details).</p> <p>Withdrawal charge schedule— All withdrawals made under the EQUI-VEST® StrategiesSM contract, for purposes of direct benefit payments to plan participants as provided under the terms of the contract, will not be subject to any contingent withdrawal charge. See EQUI-VEST® StrategiesSM Participant Fact Sheet for a list of allowable circumstances. If the plan or contract is terminated or withdrawals are made that are not for purposes of the direct benefit payment to plan participants, (including for transfers to other funding vehicles) then such withdrawals will be assessed a contingent withdrawal charge based on the following:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>1-5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11+</th> </tr> </thead> <tbody> <tr> <td>Charge</td> <td>6%</td> <td>5%</td> <td>4%</td> <td>3%</td> <td>2%</td> <td>1%</td> <td>0%</td> </tr> </tbody> </table>	Year	1-5	6	7	8	9	10	11+	Charge	6%	5%	4%	3%	2%	1%	0%
Year	1-5	6	7	8	9	10	11+										
Charge	6%	5%	4%	3%	2%	1%	0%										
403(b) & 457(b) loan program	Yes, no set-up fee																

The Standard Stable Asset Fund III ^{9,10} Fixed Annuity		PlanMember Participant Choice ⁹
Type of product	Unallocated group fixed annuity	Self-directed mutual funds with general education and assistance provided by a PlanMember Financial Professional.
Insurance company	Issued by Standard Insurance Company	N/A
Who should consider this product?	Participants who have concerns about asset protection and wish to invest a portion of their assets in an insurance product that provides a guarantee against loss of principal ¹¹	Investors who wish to select and manage their own investments
Product features and PlanMember program services	<ul style="list-style-type: none"> • Interest credited on a daily basis • No surrender charges for plan-responsive withdrawals or transfers to other options within the plan¹² • Toll-free service center and web account access • MemberPerks Discount Program • Semi-annual membership newsletter, quarterly consolidated account statement, quarterly Financial Market Outlook 	<ul style="list-style-type: none"> • Toll-free service center and web account access • MemberPerks Discount Program • Links to web-based fund research • Semi-annual membership newsletter, quarterly consolidated account statement, quarterly Financial Market Outlook and Portfolio Strategy • Online enrollment only
Mutual fund companies	Not Applicable	More than 70 mutual funds* from six fund companies. ⁴ American Funds, Dimensional Fund Advisors, Federated Hermes, Fidelity, T. Rowe Price, and Vanguard
Mutual fund internal expenses	Not Applicable	Depends on funds selected. See prospectus.
Fees and charges	Not Applicable	Recordkeeping & Account Service Fee: \$50 per year Custody & Admin Fee: 0.35% per year
403(b) & 457(b) loan program	Yes, \$100 loan set-up fee. \$50 annual maintenance fee.	Yes, \$100 loan set-up fee. \$50 annual maintenance fee.

Footnotes

1. As of February 2026.
2. Maximum fee may be lower for certain Employer Groups. Additionally, fees may be reduced depending on Individual and/or Employer Group assets. Ask your PlanMember Financial Professional for pricing specific to your Employer Group.
3. A separate Account Service Fee will be charged for each account type category. Account type categories to be charged separately include: a. Employer-Sponsored Plans (403(b), 457(b), 401(k), 401(a)), b. Individual Retirement Accounts (Traditional IRA, Roth IRA, SEP IRA, and SIMPLE IRA); and c. Nonqualified Accounts (Individual, Joint, Trust, Corporate, etc.). Fees for PlanMember Advisor/Strategist and PlanMember Retirement Select accounts are charged separately. If participant has more than one PlanMember Advisor/Strategist account of a specific account type category a single charge will cover all PlanMember Advisor and/or Strategist accounts for that account type category. The asset-based portion of the fee is based on the average daily balance of the account for the quarter prior to the fee charge date. If participant has more than one PlanMember Retirement Select account of a specific account type category a single charge will cover all PlanMember Retirement Select accounts for that account type category. The fee is charged annually in advance and is not prorated for terminations or new investments.
4. Fund and fund companies subject to change without notice.
5. For Select 403(b) and 457(b) accounts only. Fee is assessed quarterly and is based on the average daily balance of the account for the prior quarter capped at \$250 per account annually. The fee is waived for clients who have \$25,000 or more of PlanMember Advisor and/or PlanMember Strategist assets. Fee does not apply to IRA and nonqualified accounts.
6. Variable annuities are long-term investments. Access to the investment may be limited by surrender charges and tax penalties.
7. The SIO is not available in all states or all plans. The SIO is an obligation of, and subject to the claims-paying ability of Equitable Life Insurance Company. Refer to the SIO prospectus for complete details.
8. The Guaranteed Interest Option (GIO) is part of Equitable's general account. Three levels of interest are in effect: lifetime minimum, annual minimum and a current rate. It is neither a variable investment option nor subject to separate account charges or underlying portfolio operating expenses (including 12b-1 fees). No more than 25% of any contribution can be allocated to the GIO. Also, we will not process any transfer requests that would result in more than 25% of a contract's account value in the GIO. Based on the investment method selected, there may be restrictions on the amounts that can be transferred out of the Guaranteed Interest Option. These allocation and transfer restrictions are currently waived. We will notify participants 45 days in advance if these restrictions are re-imposed.
9. Not available through all employer plans.
10. Employer must have entered into a group contract agreement with Standard Insurance Company.
11. Guarantees and benefits are subject to claims-paying ability of Standard Insurance Company.

Disclosures

Insurance products are offered by PlanMember Securities Corporation, a licensed insurance agency, and may not be available in all areas.

EQUI-VEST® is issued by Equitable Life Insurance Company (NY, NY) and is distributed by an affiliate, Equitable Distributors, LLC. EQUI-VEST® is a variable deferred annuity that can be used to fund a tax-deferred retirement plan. Annuities used to fund these plans do not offer any extra tax benefits. If you are buying an EQUI-VEST® variable deferred annuity to fund a plan, you should do so for its features and benefits other than tax deferral.

Standard Stable Asset Fund is a group annuity product issued by Standard Insurance Company. Amounts contributed and the fulfillment of any guarantees specified in the group annuity contract are insurance claims supported by the full faith and credit of Standard Insurance Company. Standard Stable Asset Fund is neither a mutual fund nor a bank product and is not insured by the FDIC or any other federal governmental agency. Standard Insurance Company periodically resets the interest rate credited on contract balances, subject to a minimum rate specified in the group annuity contract. Past interest rates are not indicative of future rates. Standard Stable Asset Fund may not be available in all states.

Equitable Life Insurance Company, Standard Insurance Company, and related affiliates are not affiliated with PlanMember Securities Corporation.

Annuities are not FDIC or NCUA/NCUSIF insured; are not obligations or deposits of, and are not guaranteed or underwritten by any bank, savings, loan or credit union, or its affiliates; are unrelated to and not a condition of the provision or term of any banking service or activity.

Withdrawals from fixed annuities, including partial withdrawals and surrenders, may be taxable. Withdrawals from a fixed annuity prior to age 59½ may result in a 10% IRS tax penalty in addition to ordinary income tax. Purchasing a fixed annuity within a retirement plan that already offers tax deferral results in no additional tax benefits. Consult your attorney or tax advisor for more information. Although it is possible to have guaranteed income for life with a fixed annuity, there is no assurance that this income will keep up with inflation.

Investors should carefully consider the investment objectives, risks, charges, and expenses of a variable annuity and its underlying investment options before investing. An investment in a variable annuity involves investment risk, including possible loss of principal. Variable annuities are designed for long-term investing. The contract, when redeemed, may be worth more or less than the total amount invested. Variable annuities are subject to insurance related charges including mortality and expense charges, administrative fees, and the expenses associated with the underlying funds. Withdrawals from a variable annuity prior to age 59½ may result in a 10% IRS tax penalty in addition to any ordinary income tax. Consult your attorney or tax advisor for more information. The guarantee of a variable annuity is backed by the financial strength of the underlying insurance company. Investment sub-account value will fluctuate with changes market conditions. For a copy of the prospectus of a variable annuity and its underlying investments, which contains this and other important information about variable annuities, contact your financial professional. Read the prospectus carefully before you invest.

Investors should carefully consider the investment objectives, risks, charges, and expenses of a mutual fund before investing. This and other important information is contained in the prospectuses or summary prospectuses, which can be obtained from the financial professional for your plan and should be read carefully before investing. All investments may involve risk, including possible loss of principal.

Asset allocation or the use of an advisor does not ensure a profit or guarantee against loss.

MemberPerks discounts, its website, mobile app and customer support are administered by Access Development, PlanMember's third-party partner. PlanMember is not responsible for discount deals or offers. For support, please contact MemberPerks Customer Support at (877) 497-1991. PlanMember and MemberPerks are independently owned and operated.

Capital Group is not responsible for portfolio construction. PlanMember has final discretion over the portfolio allocations and any allocation changes.



Representative is registered with and offers only securities and advisory services through PlanMember Securities Corporation, a registered broker/dealer, investment advisor, and member FINRA/SIPC.

6267 Carpinteria Ave., Carpinteria, CA, 93013 • (800) 874-6910

© 2026 PlanMember Financial Corporation



PlanMember 403(b) & 457(b) Savings Program Employer Implementation Authorization

Send completed form to: PlanMember Services Corporation c/o Employer Coordinator • 6187 Carpinteria Ave • Carpinteria, CA 93013 • (800) 874-6910

Completion of the Employer Implementation Authorization will permit PlanMember Services to better serve you and/or your designated Third Party Administrator in complying with the 403(b) regulations. Additionally, it permits PlanMember Financial Professionals to offer a diverse range of investment and annuity solutions to all employees and be informed on the plan features you have included in your 403(b) and/or 457(b) plan. Your cooperation and assistance in completing this form will help to increase employee participation and awareness of the employee benefit you are sponsoring.

SECTION ONE EMPLOYER INFORMATION

Employer Name _____ Tax ID Number _____

Address _____ City _____

County _____ State _____ Zip _____

Payroll Contact For Remittance Questions _____

Phone _____ Fax _____ Email _____

Who will be remitting payroll contributions? Employer TPA

Number of eligible employees _____ Current or recent participation rate in 403(b) plan _____% and/or 457(b) plan _____%

SECTION TWO EMPLOYER TYPE (Check all that apply)

Public School District 501(c)(3) Non-ERISA* Church/Church Affiliate University/Community College For-Profit Entity

501(c)(3) ERISA* Government Entity Other _____

** If 501(c)(3), please attach a copy of the IRS determination letter granting tax exempt status, if readily available*

SECTION THREE PLAN REGULATORY

Is this a plan subject to ERISA? Yes No Is PlanMember the sole investment provider? Yes No

Are you using PlanMember's plan document? Yes No

SECTION FOUR THIRD PARTY ADMINISTRATOR (If you have appointed one)

TPA Name _____ Phone _____

Plans Covered (Check all that apply) 403(b) 457(b) 401(k) 401(a) Other _____

Address _____

City _____ State _____ Zip _____

SECTION FIVE EMPLOYER/EMPLOYEE SERVICES

PlanMember offers a variety of services for your employees. Please select programs or services below that you are interested in learning more about.

Would you be interested in having the PlanMember Program in your 457(b) plan? Yes No No 457(b) plan currently available

Would you be interested in offering a complimentary Plan & Savings Analysis™ to your employees? Yes No

Would you be interested in offering Financial Education Workshops for your employees that are not product or sales oriented? Yes No

Would your employees like information on student loan debt and loan forgiveness programs? Yes No

Would you be interested in an online enrollment feature? Yes No

Would you be interested in a customized employer website? Yes No

Would you like to be set-up with electronic remittance? Yes No

If yes to any of the above, who should we contact?

Name _____ Position _____

Email _____ Phone Number _____

SECTION SIX**EMPLOYER AUTHORIZED SIGNATURE**

Authorized Plan Administrators (If you self-administer the plan)

I _____ hereby authorize that PlanMember Services be added as an approved provider to our plan.
(Print Name)

Plans Covered (check all that apply): 403(b) Roth 403(b) 457(b) Roth 457(b) 401(k) Roth 401(k) 401(a)

Other _____

Print Name _____ Title _____

Signature _____ Date _____

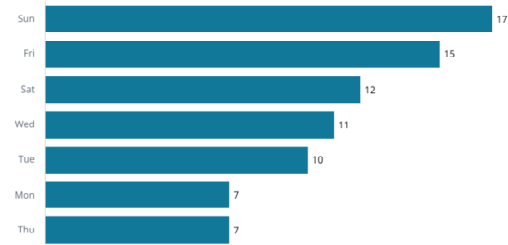
SECTION SEVEN**REQUESTING REPRESENTATIVE**

Registered Representative (Print Name) _____

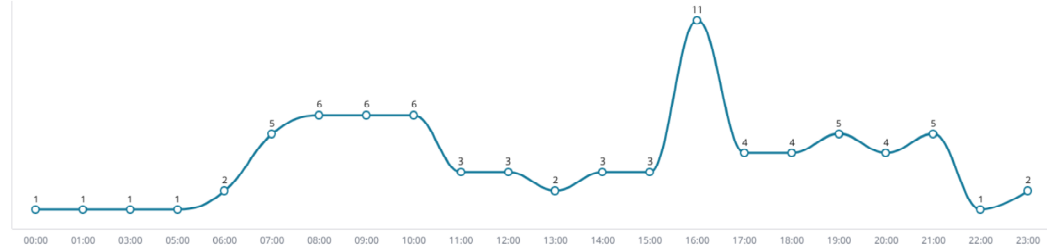
11a.

Mar 26

Incident Count by Day of Week



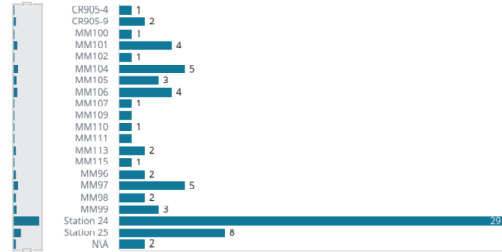
Incident Count by Hour of Day



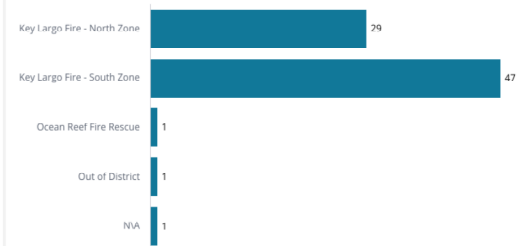
Incidents by Shift



Incidents by Zone



Incidents by District



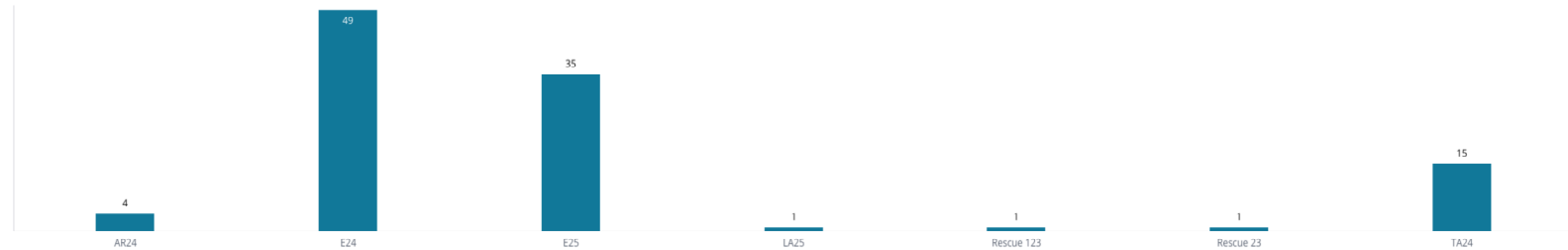
Incidents by Station



Incidents by Battalion



Incident Count by Unit



Count of Incident Responses

Station	Shift	Unit	Incidents 2026
Station 24	AA	AR24	1
		E24	13
		E25	2
		LA25	1
		Rescue 123	1
		Rescue Z3	1
		TA24	4

Percent of Incident Responses by Incident Type



13a.

District Manager Report

For April 20, 2026

1. **Fire/EMS Chief Hiring Process:** As of the application closing date (April 10, 2026), we received a total of 13 applicants, many with extensive qualifications. During the week of April 13, the selection committee evaluated and scored the applicants/resumes. We plan to schedule virtual interviews with those that qualify for the position. As a reminder, the Board will hire the Fire-EMS Chief/District Manager. The team is simply serving to work through a process to provide the Board with a small group of the highest qualified applicants to interview. The hiring plan includes the use of four phases: 1. application evaluations, 2. virtual interviews, 3. stakeholder interview/interaction, 4. Board Interviews. Additionally, each commissioner has received copies of the applicant packages. As we proceed through the process, I will keep you informed on the status of the applicants that are moving to the next phase in the process. Ultimately, you will do the hiring, so at any point in the process, if you want any of the applicants to be interviewed by the Board, please advise. Additionally, please let me know if any Board members wish to be involved in the process beyond the final interviews.

2. **Implementation Status:** The implementation team continues to meet regularly and is working to address the items necessary for a smooth merger transition. A great deal of work is being accomplished to meet our implementation goal date of July 1. An update on the more critical items is provided below:
 - a. **Ambulance Billing:** We continue to work with PPS Billing to secure a contract. As you may recall, legal was developing an invitation to bid document for these services; however, we believe PPS has a contract with Marathon Fire Department, which may give us the ability to *piggyback* on that contract. This would eliminate the need to send out invitations to bid.

 - b. **Organizational Policies:**
 - i. **Employee Pay Scale:** Included on the agenda is a *draft* pay scale for all existing employees. The pay scale is similar to the pay scale utilized by Monroe County Fire Department. It details the pay scale based on rank and time in grade. For individuals that may be at the top of the scale when the District hires personnel from KLVAC and KLVFD, these individuals would be frozen at their current rate of pay until their time in grade reaches the point where their pay is even with other employees in the same rank. The proposed scale is 15 years. By comparison, Monroe County utilizes a 20 year pay scale. Capt. Jones worked on this plan extensively. Accordingly, he will present the plan to the Board for your discussion/approval.

- ii. **Organizational Structure Chart:** Included on the agenda for discussion/approval is a proposed draft organizational structure chart. The draft organizational structure chart and the draft pay scale allowed us to run budget projections. These projections are very preliminary. We will not know our projected income until June, but this will give us an idea of expenditures based on the number of proposed personnel employed by the District and the amount of pay they will receive. By applying a conservative estimated increase in property value of 6%, the least expensive projection, based on the personnel costs and proposed organization chart, would require a millage rate of 1.3185. This number includes the cost of the Florida Retirement System for all employees, and is very close to the same millage rate as last year. While we cannot guarantee that this rate will hold true until after we receive property values from the Property Appraiser's Office, we are confident we can create a budget that requires a millage rate close to this number. We continue to work through the various line items in the budget to see where other adjustments can be made, and still provide a high level of emergency services to the community. Once the organizational chart is approved, we will begin updating job descriptions for all employees.

- c. **Hiring District Employees:** The hiring process continues. The physicals for EMS employees has been completed along with background checks and E-Verify checks. We are awaiting the approval of a pay scale and exclusion criteria (to be presented for board discussion/approval in May). Once the Board adopts these items, the transition applicants will be processed and offered employment by the District with a projected start date of July 1, 2026.

- d. **Payroll:** Captain Jones and Jennifer Johnson are working on the final aspects of the payroll program and we will be ready to implement on July 1, 2026.

- e. **Insurance:** We continue to await quotes for liability insurance, workers compensation, and accidental death. Additionally, Legal is developing invitations to bid as necessary for insurance brokerage firms and coverage.

- f. **Employee Benefits:** Included on the agenda is a proposal to implement two separate 457(b) savings plans for employees. A 457(b) is similar to a 401(k) plan but is designed for public employers. We are suggesting the Board offer two separate plans to employees. There is no cost to the District to implement these plans. If the Board chooses to move forward with the Florida Retirement System, you can still keep the 457(b) without any matching funds. This simply gives employees the ability to save their own funds in an investment plan. Participation in a 457(b) is not mandatory for any employee. By offering two plans, you give employees the opportunity to choose the plan they prefer. The programs are Cambridge Financial and Plan Member. I am requesting you grant me authority to enter into agreements with both 457(b) plans (subject to legal review) with a starting date of July 1, 2026.

- g. **COPCN and ALS License:** The District COPCN application, along with all documents has been submitted to Monroe county and is scheduled for the BOCC Agenda on April 15. This has been an extensive, complicated process. Captain Jones, Jimmie Hicks, and I worked exhaustively to make sure the application was on the April BOCC agenda so that we can receive our COPCN in time to apply to the State of Florida for our Advanced Life Support Transport and non-Transport license. County officials were also extremely helpful and include Assistant County Attorney Eve Lewis, Cheri Tamborski, Cara Johnson, and Monroe County Fire Chief RL Colina. I plan to attend the BOCC meeting and will have a verbal update on the status of the COPCN at the District meeting.
 - h. **District Website:** This is work in progress and I continue to work through some of the items previously discussed. We hope to have our website ready to go “live” within the next few weeks.
3. **Vessel Grant:** At the direction of the Board, I contacted the State of Florida regarding how long we are required to keep the vessel after we receive the grant money. As I understand it, we can "dispose of the property" at any time, but we must notify the state and receive approval to do so for 5 years, or until the asset reaches its depreciated life, whichever is shorter. If we "dispose" of it before five years, the state can request reimbursement for the vessel's fair market value. After five years, we can dispose of, replace, or do whatever the District chooses.

The following language is from our grant specialist:

The agreement requires the Grantee to notify the Department if the Grantee wishes to dispose of the property in any way. When the Department is notified, Key Largo has to wait on Department approval of disposal. "Dispose" can be selling it, transferring it, donating it, junking it, etc.

The following language is from the grant language agreement:

The Grantee shall provide advance written notification to the Department if, during the five (5) year period following the termination of this Agreement or during the depreciable life of the nonexpendable property purchased under this Agreement (determined by the depreciation schedule in use by the Grantee), whichever is shorter, the Grantee proposes to dispose of or take any other action that will impact its ownership of the nonexpendable property or modify the use of the nonexpendable property from the purposes authorized herein. If any of these situations arise, the Department shall have the right, in its sole discretion, to demand that the Grantee immediately reimburse the Department the fair market value of the impacted nonexpendable property valued at the time of disposition or modified use.

You will note the Vessel was placed on the agenda for discussion/approval. The intent of this is to update the Board and move to allow us to enter into a purchase order for the vessel as described and approved at the April 6 meeting. At the time of writing this report, the selection of the boat had not been finalized; however, I will have a verbal report at the meeting.

4. **Fuel Tank at Station 25:** The fuel tank at Station 25 was beginning to show rust under the generator. I would like to recognize and thank Lt. Fernando Garcia, Lt. Curtis Tucker, and D/E Travis Wilson for taking the lead in sanding, preparing, and painting the tank. We are confident that ongoing maintenance such as this will help extend the longevity of the tank.

5. **EMS Ambulances:** As of the writing of this report, I have not yet received a cost of cancellation for the two ambulances as discussed at the April 6 meeting. I hope to have a verbal update at the meeting.