



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

MAY 4, 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 May 4, 2026 District Meeting Agenda*
- 2b. *Approval of April 20, 2026 District Meeting Minutes*

3. **PUBLIC COMMENT**

4. **CHAIRMAN REPORT**

5. **SECRETARY REPORT**

6. **OLD BUSINESS**

- 6a. **DISCUSSION/APPROVAL:** *Command Vehicles [Jones]*
- 6b. **DISCUSSION/APPROVAL:** *Station 25 Bay Door Repair/Replacement [Mumper]*

7. **NEW BUSINESS**

- 7a. **DISCUSSION/APPROVAL:** *Remote Board Attendance and Participation Policy [Hicks]*
- 7b. **DISCUSSION/APPROVAL:** *Piggyback Contract with Duval Ford, LLC via Bradford County Sheriff Office for Purchase of Vehicles [Hicks]*
- 7c. **DISCUSSION/APPROVAL:** *ITB 2026 Parker 257 Explorer Boar and Trailer [Hicks]*
- 7d. **DISCUSSION/APPROVAL:** *Proposed Resolution No. 2026-005: 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-2026-01) and Providing for Related Matters [Lombardo/Jones]*
- 7e. **DISCUSSION/APPROVAL:** *General Liability Insurance and Workers' Compensation [Lombardo]*



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

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- 7f. **DISCUSSION/APPROVAL**: *Community Leasing for Ambulances*
- 7g. **DISCUSSION/APPROVAL**: *EMS Radio Purchase Delay [Lombardo]*
- 7h. **DISCUSSION/APPROVAL**: *Station 23 Disposition [Lombardo]*
- 7i. **DISCUSSION/APPROVAL**: *Establishment of an Ambulance Committee [Lombardo]*
- 7j. **DISCUSSION/APPROVAL**: *Employee Retirement Plans [Lombardo]*
8. **LEGAL REPORT**
9. **FINANCE REPORT**
10. **AMBULANCE CORPS REPORT**
11. **FIRE DEPARTMENT REPORT**
12. **COMMISSIONER ITEMS**
13. **DISTRICT MANAGER ITEMS**
1. **Fire/EMS Chief Hiring Process**: The Fire-EMS/District Manager hiring process is progressing well. We have scheduled the virtual interviews. I will provide further details to the Board at the May 4 meeting.
 2. **EMS Captain Position**: For discussion purposes, and seeking direction from the Board. The organizational structure chart that was approved by the board on April 20, 2026 is a functionable illustration of how the structure appears with the merger of current personnel and current positions. I am requesting direction from the Board on changing the rank of the two current EMS Lieutenant positions to EMS Captains, and creating a third Captain for the shift that is currently missing a supervisor. This would provide for adequate supervision, span of control, leadership, medical quality assurance, logistical support, and training for medical personnel. The EMS Captains would have the primary responsibility to manage medical issues related to the daily operations and needs of the ambulances. The EMS Captains would have no fireground authority. If so directed, I will research the cost and create job descriptions for EMS Captains. I am proposing that the job descriptions "grandfather" the two EMS Lieutenants with their current Paramedic certifications, but require ICS courses to be completed within a year. If approved, the *new* EMS Captain position (and any officer positions moving forward) would be required to be dual certified as a paramedic and a firefighter.
 3. **Field Training Officers**: For discussion purposes, and seeking direction from the Board. EMS Field Training Officers (FTOs) are key components in many EMS organizations to assure training of new paramedics is provided with quality and consistency. In my experience, these training personnel are appointed to serve in this capacity after completing a FTO training program, and they generally receive an incentive in their pay to be an FTO. An FTO would serve as a paramedic, but is given the additional duties of



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

training new paramedics to meet the requirements of the medical director. I suggest limiting the number of FTO positions to six (two per shift). It is important to note, these are not officers in the sense of supervision of personnel; rather, these are field training officers. Please let me know if you would like me to pursue the development of an FTO program.

4. **Implementation Status:** The implementation team continues working to address the items necessary for a smooth transition. As we grow closer to the implementation date, we are prioritizing items that must be in place by July 1. Other items should be considered for implementation after July 1 by the new Fire-EMS Chief. An update on the more critical items is provided below:
 - a. **Ambulance Billing:** The cost of an ambulance billing service is estimated to be under \$15,000; therefore, a formal bidding process is not required. Nonetheless, we are obtaining quotes from various ambulance billing companies so we meet our procurement policies.
 - b. **Organizational Policies:** As noted, the implementation committee is identifying and prioritizing the critical items that must be completed prior to July 1. Anything that can be implemented after July 1 will be included in a transition report for the new Fire-EMS Chief/District Manager to consider implementing.
 - i. **Policies and items that need to be adopted or implemented before July 1:** A Fair Labor Standards Act 7(k) exemption pay cycle adoption (note, this is included in the pay scale resolution). Adopt current job descriptions or create new job descriptions for all personnel as needed. Obtaining workers compensation, general insurance, health, vision, dental and disability insurance, and assuring employee benefits are in place. Formally hire personnel with a projected start date of July 1, 2026.
 - ii. **Policies that can be evaluated and implemented after July 1:** There are several policies the Board might consider adopting, but I suggest waiting until my replacement is onboard. These recommended policies include: 1. A policy to reduce overtime costs by changing the response model for ambulances, 2. establishing district wide volunteer ride requirements, 3. creation of a Standard Operating Procedure committee to evaluate and consider implementation of the GAP analysis being completed as part of my contract with the District, 4. implement minimum driver training requirements, 5. adopt a risk management policy, 6. adopt a new mission, vision, and values statement, 7. develop and implement a critical incident stress management program, 8. adopt a succession plan, 9. complete an annual report and post to the website, 10. complete a facilities report and post to the website, 11. appoint a district wide Safety Officer (this responsibility is typically assigned to someone who already serves in a high ranking officer capacity).



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

- c. **Hiring District Employees:** The hiring process continues. The physicals for EMS employees has been completed along with background checks and E-Verify checks. With the adoption of recent hiring, pay scale, and background check policies, I plan to process the transition applicants and make formal offers within the next two months, with a projected start date of July 1, 2026.
- d. **Stryker Medical Equipment:** For discussion and to seek direction on purchasing new medical equipment. We met with Stryker medical equipment to obtain a quote on replacing and upgrading our medical equipment. Stryker currently provides our heart monitors, stretchers/power loads, stair chairs, and Lucas chest compression systems. They are a sole source provider and are on a national bid. EMS Lt. Adam Schussheim is currently researching our current equipment to determine what needs to be replaced (based upon manufacturer recommendations). The quote from Stryker is to replace all equipment for ambulances and fire apparatus, and includes a maintenance contract. The total quote is for \$909,052.41 and can be divided equally over 7 annual payments of \$189,955 or the first-year payment can be as little as \$1 with higher payments in subsequent years. This does not need to be completed prior to July 1; however, if there is interest in upgrading and replacing all (or some) of our medical equipment, we will add this to the proposed budget.
- e. **Insurance:**
- i. **Health Insurance:** To ensure health, dental, vision, and disability insurance is provided to all employees on July 1, we need to have an Insurance Broker in place as soon as possible. If we go through the normal Request for Proposal Process (RFP), it would be impossible to provide coverage by July 1. Accordingly, the Insurance Broker that provides these services for the Fire Department and the Ambulance Corps is FMBC. They provide brokerage services for the Monroe County Mosquito Control District. We hope to be able to "piggyback" on their contract. This would allow us to meet the obligations of the procurement process and allow us enough time to ensure coverage. Legal is working to have the piggyback documents completed and we hope to bring this to the Board for your approval at the May 18 meeting.
 - ii. **General liability and workers compensation:** We have received a quote for workers compensation, general liability, and related services from Preferred Government Insurance Trust (PGIT). PGIT is a governmental trust designed to pool resources of government entities which allows reduced premiums on workers' compensation coverage and general liability and casualty coverage. This coverage was not previously available to the private corporations. The quote saves the District approximately \$100,000 when compared to our current costs. However, we are still required to purchase flood insurance for Station 24. This is estimated to cost \$10,000 annually. I am requesting the Board grant me authority to sign the PGIT



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

documents for these services so we can bind coverage. A copy of the quote and contract is included for your review.

- f. **Employee Benefits:** If the Board chooses to adopt the Florida Retirement System (FRS) for employees, you will be required to pass a Resolution indicating your desire. The resolution will be included in the application to the State of Florida. We have been advised it will take approximately 60 days to process the FRS application; therefore, if you wish to move in that direction, I ask that you direct legal to draft the resolution to be presented for discussion/approval at the May 18 District Board Meeting.

If the Board chooses to implement FRS for district employees, it is recommended that the implementation date coincide with the FY 26/27 fiscal year so it can be budgeted appropriately. As such, there could be a gap in retirement benefits for employees between July 1 and October 1. At the April 20 meeting, the Board moved to implement two separate 457(b) plans. During the discussion a question was asked regarding the District costs. While there is no cost for the plans, the Board may consider funding the plan the same method you fund the current 401(k) until such a time that you consider adopting the Florida Retirement System. As such, I am requesting the board move to fund the 457(b) plan beginning July 1 in the same manner the District currently funds the 401(k) plan until such as time as the Board may decide to implement the FRS.

- g. **Advanced Life Support (ALS) License:** The ALS application has been completed and submitted to the State of Florida Department of Health. The application review process generally takes 60 days. Pending any unforeseen issues or events, we expect to have the ALS license prior to July 1, 2026.
- h. **District Website:** Work on the website continues. We hope to have our website ready to go "live" within the next few weeks.

5. **Vessel Grant:** At the direction of legal, and to meet the requirements of the vessel grant, the District must follow our procurement policy and state law to purchase the vessel. Because we know the type and design of the Boat, we can post an Invitation to Bid (ITB) instead of a Request for Proposals (RFP). With the assistance from members of the boat committee, this is being completed by legal. The ITB will meet the legal obligations of procurement and still allow us to meet the grant deadline of June 30.

6. **EMS Radios:** Replacement of EMS Radios were approved for purchase in November; however, the purchase of these items was pending research to assure there was a sole source vendor. As we fast approach the merger, I recommend we wait to purchase these radios to make sure they meet the NFPA requirements for fireground operations. I have confirmed with EMS that the radio replacement is not critical before July 1. As I understand the current status, these radios have not yet been ordered. I request you move to delay the EMS radio purchase until after July 1, 2026.

7. **District Manager Deliverables:** May 2, 2026 is the 60-day mark to the end of my contract with the District. Within the contract are deliverables and reports that are in progress and will be completed prior to my departure. These include a policy gap analysis, a transition report along with actionable recommendations for the incoming Fire-EMS Chief/District Manager, and a document



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

with final recommendations for strategic improvement, including a high-level review of district strengths, gaps, and opportunities.

8. **Station 23 Disposition:** I am requesting your direction on the disposition of Station 23 after the contract ends with the Key Largo Volunteer Ambulance Corps (KLVAC). Currently, the building is owned by the KLVAC on a quit claim deed with a reversion clause that requires the building to be used for public safety facilities. If the building ceases to be used for public safety facilities, the property rights revert back to Florida DOT and Monroe County. It is unlikely that we can have a determination on this building by July 1. Therefore, we have other temporary options available to us:

- a. Send a letter to the KLVAC requesting their intentions with the building after July 1. There is the potential of negotiating a short-term lease for the building.
- b. Plan to house Station 23 personnel at Station 24 on a temporary basis. This could be done by using portable room dividers to divide the training room into bunk rooms. This would require the Board meetings to be held at the Murray Nelson Government Center, or other suitable location within the District.
- c. Research lease options for other locations to house EMS personnel and equipment.
- d. If Station 23 reverts back to Florida DOT and Monroe County, we will formally request a quit claim deed in the name of the District.

9. **International Firefighter Day and National EMS Week:** International Firefighter Day is May 4 and is held in conjunction with the Firefighter Memorial Weekend at the grounds of the National Fire Academy in Emmitsburg, MD. On the memorial weekend, the names of firefighters who died in the line of duty in previous years are placed on the national memorial. 204 names will be added to the Memorial this year, which includes 97 firefighters who died in the line of duty in 2025 and 107 firefighters who died in previous years whose names were recently approved for inclusion.

May 16-23 is also National EMS Week. During this week, we honor the EMTs and Paramedics who provide essential, 24/7 lifesaving care. The National EMS Weekend of Honor is held July 17-19 in Arlington, VA to honor those EMS personnel who made the ultimate sacrifice. This year, the service will honor 37 fallen EMS and air medical professionals.

10. **EMS Ambulances:** We found that the Purchase Order with ETR, LLC for the Horton Ambulances was made between the District and ETR and not the Ambulance Corps and ETR. Accordingly, we can unilaterally cancel the order. A letter to cancel the order must accompany the minutes from the meeting where the order was canceled. I drafted a letter for the signature of Board Chair Allen and will forward to ETR, along with the approved minutes. A copy of the cancellation letter is included with my report. I have confirmed through several emails with ETR, there is no charge to cancel the order.



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

With the cancellation of the Horton ambulances, I am requesting the Board authorize me to establish a committee of EMS and fire personnel to research and bid new ambulances. I suggest the committee be made up of EMS personnel to define their needs, and fire personnel who have served on previous truck committees to assist in the development of bid documents, inspections, etc. Once the bidding process is complete, I will bring the information back to the Board to request the expenditure of the funds.

On a related note, the Horton Ambulances have been funded by Community Leasing. They have advised we can keep the same leasing terms and apply them to the new ambulances. If you choose to move in this direction, we would be required to make interest only payments until the new ambulances are chosen and purchased.

14. NEXT MEETING

May 18, 2026 District Meeting
May 18, 2026 Strategic Planning Workshop

15. ADJOURN

DOCUMENTS

- AI 2b. April 20, 2026 District Meeting Minutes**
- AI 6a. Command Vehicle Proposals**
- AI 7a. Remote Board Attendance and Participation Policy**
- AI 7b. Piggyback Contract**
- AI 7c. ITB 2026 Parker 257 Explorer Boar and Trailer**
- AI 7d. Proposed Resolution No. 2026-005**
- AI 7e. General Liability Insurance and Workers' Compensation**
- AI 7f. Community Leasing for Ambulances**
- 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 [DRAFT]

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*

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, and District Manager William Lombardo, BC. Jones, BC Garrido, Capt. BC Garcia, Lt. Mumper and Jennifer Johnson.

Chairman Allen found cause to add 7I – Discussion/Approval: Recommendation to KLVAC to Perform Investigation.

Commissioner Conkling made a **Motion to Approve add Item 7I to the April 20, 2026 District Meeting Agenda**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of April 20, 2026 District Meeting Agenda*

Commissioner Mirabella made a **Motion to Approve the April 20, 2026 District Meeting Agenda as Modified**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

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

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

3. PUBLIC COMMENT

Tess Martin – Commented on the potential millage increase to the taxpayers of potentially 1.385 to increase fire department personnel pay; volunteer stipends and lowering volunteer maximum hours.



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

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

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

DM Lombardo communicated with the vendor who informed him there no cancellation fee, if cancelled soon. However, the PO drafted and signed by Ambulance. Therefore, the District cannot cancel. As District funds these purchases, you can direct ambulance to cancel. Request corp. to cancel. The Board directs legal to send a letter to the leasing company regarding cancellation.

Commissioner Mirabella made a **Motion to Direct KLVAC to Cancel the Horton Ambulance Order**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: Command Vehicles [Jones]

BC Jones led a discussion regarding the purchase of command vehicles to be utilized by the incoming District Manager/Fire Chief, as well the potential utilization for towing the fire boat; Battalion Chiefs. BC Jones is asking the board to approve the purchase of 2 command vehicles not to exceed \$120k per truck. The potential build-out is approximately 4-6 mos. buy in lieu of lease.

Commissioner Mirabella made a **Motion to Purchase Two Command Vehicles not to Exceed \$240,000**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7b. DISCUSSION/APPROVAL: Volunteer Stipend Policy [Hicks]

Attorney Hicks provided a **Draft** Volunteer Stipend Policy in concert with the consolidation process. The policy addresses protection from liability as well as IRS regulations. It is understood the current rate is \$83 per hour per 12-hour shift; it could be \$87 (potential scrivener's error); needs to be implemented before July 1st. Bring back this item.

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]



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

Attorney Hicks led a discussion regarding a proposed policy regarding background checks, driver's license checks, etc.; providing the DM some discretionary review of a candidates past, i.e. was involved in an altercation over 10 years ago; however, has since maintained a clean record.

Attorney Hicks read into the record: 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.

Commissioner Conklin made a **Motion to Approve 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.** Commissioner Jenkins 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

7d. DISCUSSION/APPROVAL: Proposed Employee Compensation & Pay Plan [Lombardo/Jones]

A discussion regarding the proposed employee compensation and pay plan was led by BC Jones. We need to adopt a pay plan to allow for the hiring of personnel prior to July 1, 2026 and for the allowance to set the budget. There is a 15-year plan close to that of Monroe County; allow current personnel to fall into step plan. On average there is an average 3% growth annually. Based on the property values in the servicing district, we estimate moderate growth at 6%. We are comfortable you could adopt a 1.3185 millage; currently at 1.317. This is a very small increase and include FRS, and therefore comfortable with adoption of the pay scale tonight. Additionally, some this change up or down as there is no failsafe way to gauge property values.

Commissioner Mirabella made a **Motion to Approve the Proposed Employee Compensation & Pay Plan.** Commissioner Jenkins seconded, Commissioner Edge voted no; and the Board passed the motion.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

- 7e. **DISCUSSION/APPROVAL: Proposed Resolution No. – 2026-005: 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-2026-001) and Providing for Related Matters [Lombardo/Jones]**

Requires further attorney review; item to be brought back.

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

A discussion was had regarding the organizational structure exclusive of the interfacility transport; good for the community; volunteers. Current ALS does not allow for facility transport. You may wish to include it at a later time. There is a provision for volunteers in the capacity of a support/operational member to report in accordance with the chain of command.

Commissioner Conklin made a **Motion to Approve the Organization Structure Chart**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

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

Continued discussion from the last meeting where the question was presented as to how long we would need to keep the boat, which is at least 5 years. Additional discussions surrounded the procurement process; invitation to bid. Currently, there are 2 boats on lot ready to go. Looking at a Parker 25; meets the department's needs; to be specked. Once outfitted it comes out to approximately \$292K.

Commissioner Jenkins made a **Motion to Commence the Bid Process for a Fire Vessel**. Commissioner Edge seconded, and the Board unanimously passed the motion.

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

DM Lombardo discussed the 457(b) like 401(k) except for government. If the Board decides to go with FRS, you can still have a 457(b) savings plan. Allows the employee to make the choice. BC Jones provided additional information regarding the department's current financial advisor who offer 457(b) plans; awaiting quotes on plan administration.

Commissioner Jenkins made a **Motion to Provide Direction to District Manager to Further Research 457(b) Savings Plan**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

- 7i. **DISCUSSION/APPROVAL: KLVFD Independent Incident Investigation**

A discussion surrounded a recent KLVFD incident independent investigation into a personal matter and the request to have KLVAC to perform same in accordance with their contractual agreement. DM Lombardo to draft correspondence KLVAC regarding same.

FD Corp Board at 3rd party independent study; should advise ambulance corp. study regarding incident. Ambulance Corps. are required per agreement. DM to notify.



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

Commissioner Jenkins made a **Motion to Instruct KLVAC Conduct and Independent Investigation Into an Incident**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

8. **LEGAL REPORT**

None. Legal will be drafting polices and procurements for further discussion/approval . Comments surrounded remote appearances and voting.

9. **FINANCE REPORT**

None

10. **AMBULANCE CORPS REPORT**

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

Commissioner Mirabella inquired into a Public Records Request surrounding a request for backup documentation regarding \$321,000 for improvements.

11. **FIRE DEPARTMENT REPORT**

Chief Mobley reported the hiring of four additional firefighters. Would like to obtain a banner for parades, etc.; DM Lombardo to research.

Lt. Mumper updated the board regarding Station 25 bay doors; pending separate quotes. Trucks out of service; aerial back in service; engine out of service until tomorrow.

12. **COMMISSIONER ITEMS**

Chaplin Hardy commented on the May 7, 2026 National Day of Prayer at 10AM community event next door; providing refreshments.

Commissioner Edge inquired about the building expansion; county will not allow building expansion of 24; options to work around roadblocks; potentially seeking state land to build a third station. Legal's suggestion is keeping this on hold; additional comments surrounding other potential properties, i.e. Rowell's.

Key Largo Moose would like a fire truck/ambulance at their July 25th Christmas in July; gift giving to children possibly have someone dress as Santa.

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



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

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.

There were 13 applicants; 1 withdrew; 2 did not meet the initial criteria; potential interviews with top 5; three additional if the top 5 are not satisfactory. Would like direction as to the interview process; i.e., how many people would you like to interview at a time; Commissioner Conklin suggests 3 at a time; score sheet w/questions; narrow down to 3-5 to interview. DM Lombardo has five potential candidates to begin the interview process; will provide the list to the Board.

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.

\$15K – May be able to piggyback. On Marathon; unable to find documentation. If not will need to obtain quotes prior to July 1st.
 - 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



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

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:** BC 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.

Thanks to Jennifer Johnson and BC Jone for all their efforts into getting this done.

- 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



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

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.

Thanks to Attorney Banks for all his work to accomplish this task. County Attorney also instrumental.

- 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.

Meeting tomorrow.

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.

Thank you to all who participated in painting the tank.



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

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.

Wanted to recognize two new paramedics who attended a very difficult call to provide services on a difficult patient; they were impressive, professional.

14. **NEXT MEETING**

Next meeting will be held on **May 4, 2026 and May 18, 2026**

15. **ADJOURN**

Commissioner Edge made a ***motion to adjourn*** the meeting at 7:25 PM. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

6a.



▪ Since 1916 ▪

Key Largo Fire Department

QUOTE ID: 1002JMREV1

Contract Holder

4/24/26

Prepared for:
Key Largo Fire Department
Captain Chris Jones
cjones@keylargofire.org
O: 305.451.2700 C: 954.234.8077

Duval Ford
 Joellie Mancebo
 (Work) 904-388-2144
joellie.mancebo@duvalmotor.com
 405 Lane Ave N
 Jacksonville, FL 32254

Pricing through Bradford County Sheriff's Contract BCSO 22-27-1.0. Please note any items in red as they may require additional customer information or clarification. When submitting purchase order, please note billing address, delivery address, and any titling instructions. Thank you!

Code	Equipment	BCSO Contract Price	
2026 W2B	2026 Ford Super Duty F-250 Crew Cab XLT, 160" wheelbase	\$ 53,960.00	\$ 47,985.34
OEM freight	Factory Destination	\$ 2,795.00	\$ 2,841.12
E4	Vermillion Red	\$ 600.00	\$ 609.90
3S	Cloth 40/20/40 split bench, 20% locking center under-seat storage, w/center armrest, cupholder and storage, 8-way power driver (includes power lumbar), two-way adjustable driver/passenger headrests	\$ -	\$ -
99T.44G	6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel B20 with manual push-button Engine-Exhaust Braking/TorqShift® Ten-Speed Automatic with Selectable Drive Modes: Normal, Eco, Slippery Roads, Tow/Haul, Trail (4x2), Off-Road (4x4); Std on W3C)	\$ 10,461.00	\$ 10,633.61
603A	Equipment Group XLT Trim	\$ -	\$ -
	<p><i>All XL content, plus:</i></p> <p>EXTERIOR</p> <ul style="list-style-type: none"> • Four pickup box tie-down plates • Bumper – front & rear, chrome • Grille – bright chrome • Fog Lamps – Halogen • Wheels – F-250/F-350 SRW – 18" Sparkle Silver Painted Cast Aluminum w/bright hub covers/center ornaments <p>INTERIOR/COMFORT</p> <ul style="list-style-type: none"> • 120V/400W outlets; one (1) dash mounted and one (1) in rear console • Air conditioning vents – black w/chrome ring • Door-trim – soft armrest, grab handle, power window/lock switches, molded upper appliqué and reflector (appliqué and armrest are accent-color); front map pockets on Regular Cab and SuperCab; front and rear map pockets on Crew Cab • Floor covering – color-coordinated, full carpet • Floor mats – color-coordinated carpet • Seats, Front <ul style="list-style-type: none"> — Front, high-series cloth 40/20/40 split bench – 20% center under-seat storage, w/center armrest, cupholder and storage. — 8-way power driver — Two-way adjustable driver/passenger headrests • Sun visors – Color-coordinated, Cloth, both driver and passenger w/covered mirrors • Windows – rear, fixed privacy glass <p>SAFETY/SECURITY</p> <ul style="list-style-type: none"> • Mirrors – manually telescoping/folding trailer tow with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals <p>FORD CO-PILOT360® TECHNOLOGY</p> <ul style="list-style-type: none"> • Automatic High Beam • Pre-Collision Assist® with Automatic Emergency Braking (AEB) <ul style="list-style-type: none"> — Forward Collision Warning <p>FUNCTIONAL</p> <ul style="list-style-type: none"> • Trailer Brake Controller (incl. Smart Trailer Tow Connector) 		
XLT Trim			
18B	Platform Running Boards	\$ 405.00	\$ 411.68
X3H	3.31 Electronic Locking Axle	\$ 392.00	\$ 398.47
67H	Heavy service front suspension	\$ 114.00	\$ 115.88
85S	Spray-in bedliner	\$ 569.00	\$ 578.39
86M	Dual batteries	Included	Included
43K	Pro Power Onboard™- 2 KW	\$ 897.00	\$ 911.80
Discount	Government Concession reflected in Base Vehicle Price		
Ceiling Markup	Primary Awardee Ceiling Markup	1.65%	
Discount	Discount off invoice reflected in Base Vehicle Price	\$ (3,965.00)	

Section One: VEHICLE

Labor Hours: \$90/Hr

Parts Quantity

Ceiling Percentage Markup: Lighting			20%	
		ROOF + CONTROLS		\$ -
4	1	B326666 + CLB2V	Liberty II TRIO 54" WITH V2V SYNC Lightbar mounted on roof COLORS: Red, White, Blue, Green	\$ 2,925.75 \$ 3,510.90
3	1	C399 + C399SP + CCTL7	Core Control System with Scanport and Core Controller	\$ - \$ -
2	2	CEM16	Core expansion module	\$ 154.50 \$ 370.80
		FRONT		\$ -
1	1	Pro-FD-04L + Pro-FD-014H	Custom engineered Lasfit bulbs for 2023-2026 F250 Super Duty XL XLT LED bulbs. Location: Swap out headlights	\$ 358.00 \$ 429.60
4	4	MCRN* + MCRNB1	XLT Grill Mounted Chrome Flange Microns with brackets (2) MCRNSR Upper grill COLOR: Red (2) MCRNSC Lower grill COLOR: White	\$ 95.70 \$ 459.36
2	2	VXF2L	VXE Directional DUO Lighthouse installed on either side of grill COLOR: Red + Green	\$ 91.60 \$ 219.84
3	2	(2) SA315P + SAK61AD + SAK61AP	Speakers WEC 100W Compact Black with mounting kits Location: Mounted in front of truck bumper	\$ 171.80 \$ 412.32
2	2	41012	ARC Concept Series 3" Cube LED Fog lights in Warn bumper COLOR: Amber	\$ 121.56 \$ 291.74
		SIDES		\$ -
3	1	CHOWLER + HWLRB35	Two Howlers mounted behind running board area under Driver and Passenger doors	\$ 408.70 \$ 490.44
6	6	ML2DD + M2FC	High intensity M2s with Chrome Flange - COLOR: Red + White (2) Drivers side - Installed on upper left and right topper corners (2) Passenger side - Installed on upper left and right topper corners (2) Driver + Passenger side - Front fender	\$ 153.84 \$ 1,107.65
3	2	TCRWX6-D + TCRB47	WeCanX Tracer DUO 6 Lamp with mounting kit COLOR: Red + White (1) Driver side running board area (1) Passenger side running board area	\$ 693.10 \$ 1,663.44
2	2	VXF2D	VXE Directional DUO Lighthouse COLOR: Red + White (1) Driver side bed step well (1) Passenger side bed step well	\$ 91.60 \$ 219.84
		REAR		\$ -
2	1	TAL85S75	Traffic Advisor Split Style Super LED 8 light split	\$ 997.04 \$ 1,196.45
2	2	ML2DJ + M2FC	High intensity M2s with Chrome Flange - COLOR: Red + Blue (2) Installed on upper left and right topper sides	\$ 153.84 \$ 369.22
2	2	PSJC3FCR	Mega T-Series TRIO surface mounted on either side of bumper COLOR: Red, White, Blue	\$ 132.00 \$ 316.80
2	2	VXF2L	VXE Directional DUO Lighthouse installed on either side of bumper COLOR: Red + Green	\$ 91.60 \$ 219.84
		Ceiling Percentage Markup: Accessories		29%
4	1	110629	Warn Ascent HD Bumper	\$ 2,738.74 \$ 3,532.97
	1	103254	Warn VR EVO 12k winch	\$ 594.00 \$ 766.26
2	1	LEER	Leer cab 26" high topper with solid front wall, side window options per side panel/door DS PS full length side doors, toolbox options DS PS option 'B', rear option double full rear solid doors, keyless entry DS PS rear keyless entry, 12V LED tube light, topper painted to match vehicle Vermillion Red. Includes camera relocation.	\$ 3,914.00 \$ 5,049.06
2	1	TRUCKVAULT	Truck Vault Pro Line 3 Custom Spec TruckGlide Included Length: per spec 7748 Storage area includes 2" Cargo Net Drawer Fronts: Black Composite Exterior: Surface Coating Interior: Grey Carpet Cubby Interior: Drop In Rubber Mat Drawer Locks: TacLock Magnetic Dry Erase Door Pull Out Tray - SCBA Bracket Installed Magnetic dry erase surface in drawer on draftsman bracket **Radio Panel w/ power ports** TruckGlide 1500lb Full Extension 77" x 48" TruckVault Glide - 1,500lb Capacity, Full Extension TruckGlide to Truck Bed Install No Spacer - Short bed Custom Design Charge Complex 2 - 2nd Row, Over Sized, New Design Custom Drawing #C18423C	\$ 9,954.65 \$ 12,841.50
	1	3" Lift	Dsi 3- F-250/350 Rough Country 3" Suspension Includes: Pro Comp 18x9 Wheels, Toyo 35x12.5R18 Tires, Westin 4" Side Step Bars, Professional Installation, Dual Steering Stabilizer, Add A Leaf Rear Spring, Dsi 3Yr/36K Warranty	\$ 6,870.00 \$ 8,862.30
	1	TINT	Tint all windows including windshield strip	\$ 255.00 \$ 328.95

3	1	091-237-12	<p style="text-align: center;">Since 1916</p> <p>Kussmaul AUTO CHARGE 2000 PLC 18A total: 15A battery charger, 3A battery saver Microprocessor controlled, completely automatic operation regulates the output to a dual battery bank Precision voltage controller senses battery voltage, eliminating the need for sense wires Parasitic Load Compensation allows for user input of total accessory load amps on the vehicle. This allows the charger to shift the absorption stage set point so the battery voltage drops to the float voltage when desired current is reached Battery Type Selection Switches: Lead-Acid, Gel Cell, AGM or Odyssey Float / 3-Step Charge Mode Selection Switches 3 year warranty Remote Bar Graph Included 091-39-IND Also will work with Auto Eject with Deluxe Cover, 63-11-7106 (20 Amps) 61-11-7106 (15 Amps)</p>	\$ 903.00	\$ 1,164.87
2	1	63-11-8106	<p>AUTO EJECT WITH DELUXE COVER-BAR GRAPH 10 Red LED Bar Graph 120 Volts AC, 20 Amps Automatically disconnects shoreline Completely sealed Designed specifically for emergency vehicles Eliminates broken shoreline 2 year warranty Compatible with Kussmaul AC2000 and AC4000 chargers</p>	\$ 570.00	\$ 735.30
Ceiling Percentage Markup: LE Device				20%	
2	1	CC-21F1-0713-OS-K	<p>20" Wide Body Console with Open Storage on Side of Console: 4" Dual Beverage Holder, Console Tray, 2-DC Outlets, 1- Dual USB Port Faceplate, Height Adjustable Arm Rest Radio: Motorola APX 6000/8000</p>	\$ 1,007.91	\$ 1,209.49
1	1	CM-SDMT-SL-H-TAB703	Side mounted TROY tablet stand with swing/slide arm and universal VESA mount for console	\$ 362.50	\$ 435.00
1	1	CM-DH-SLDK-703	Surface mounted TROY computer mount with slide arm and universal VESA mount for tablet Location: On Truck Vault	\$ 440.00	\$ 528.00
6			Install client supplied radios and roof mounted antennas with gasket - Motorola APX 6000/8000 (1) In console (1) On Truck Vault	\$ -	\$ -
Final Delivery					
66		Labor	Total Labor Hours for installation of parts	\$ 5,940.00	\$ 5,940.00
		Freight	Freight on Parts	\$ -	\$ -
408		33037	Destination & Fuel to end user zip code (calculated from 32210 to EU zip Code)	\$ 2.00	\$ 816.00
		Tag	New FL Tag (City) incl FedEx processing and handling	\$ 173.00	\$ 173.00
		Warranty	Extended Warranty excluded	\$ -	\$ -
		27 Model Year	Projected Model Year Increase	\$ 2,159.00	\$ 2,159.00
				\$ -	\$ -
NOTE			2026 Model Order Bank Closed for Vermillion Red. 2027 Model will be ordered after order bank opens 5/8/26. Estimated price increase of 4%		

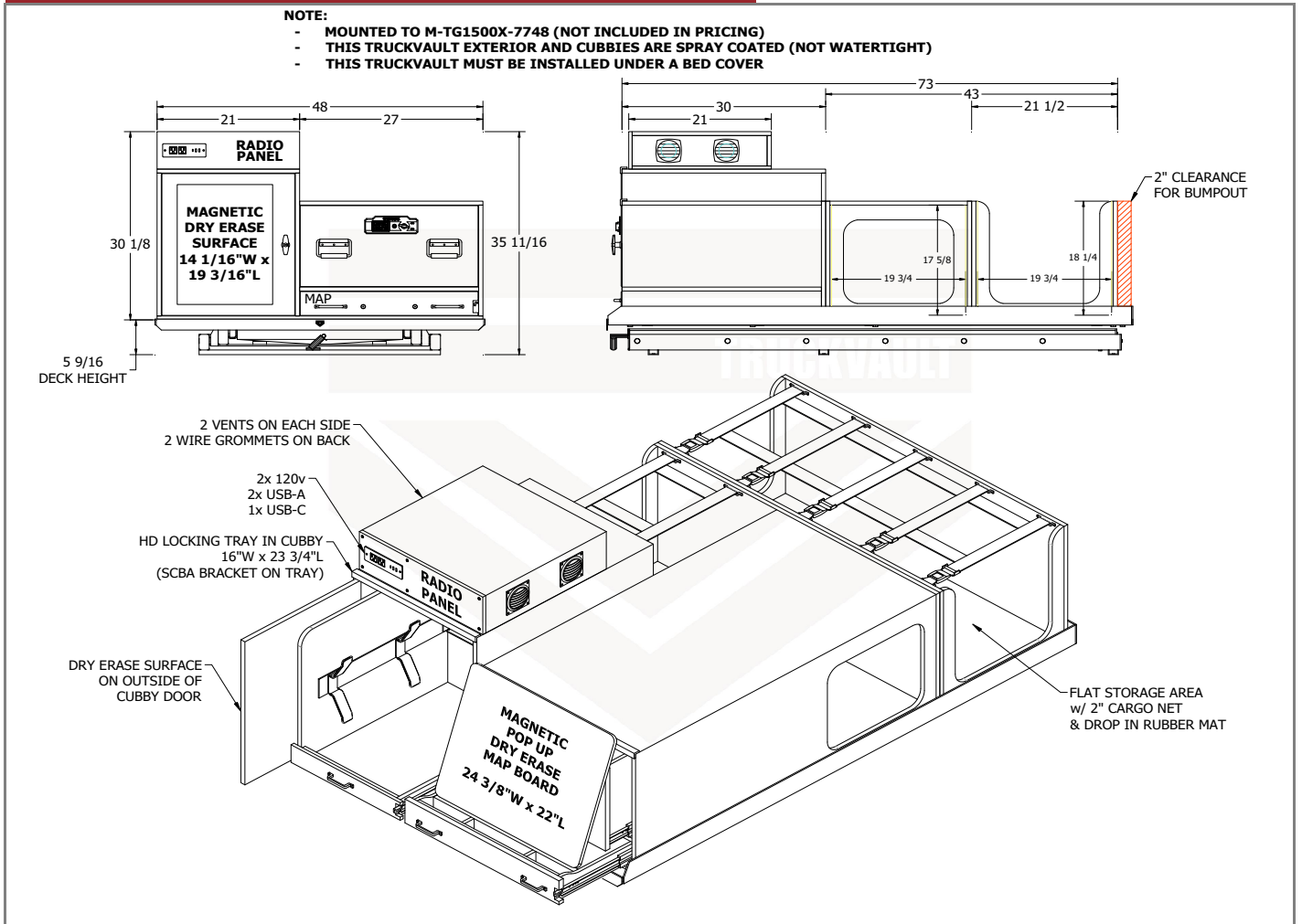
Section 4: FINAL DELIVERY

UNIT COST **\$ 120,306.13**

TOTAL QUANTITY **2** **TOTAL PURCHASE \$ 240,612.26**

MAKE:	Custom	MODEL:	Generic	YEARS:	0
3RD ROW SEAT:	No	SPARE TIRE ACCESS:	Yes		

STOCK CODE: C18423C



VAULT WIDTH:	78	INSIDE DRAWER HEIGHT:	12 1/8
VAULT LENGTH:	73	INSIDE DRAWER LENGTH:	27 5/8
VAULT HEIGHT:	25	INSIDE DRAWER WIDTH:	23 7/8
		INSIDE DRAWER DIAGONAL:	36 1/8

ADDITIONAL INFORMATION:

NOTE: Overall Vault height may increase by 1/2" with protective front iron & carpet or 3/4" with all weather coating
NOTE: Depending on the style, some locks will increase the Overall Vault length an additional 1 5/8"

Customer Signature: _____

Date: _____

7a.

KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT

Participation by Commissioners in Meetings of the Board of Commissioners via Communications Media Technology Policies and Procedures

This policy on participation via technology is taken from the Government in the Sunshine Policy, which states “the participation of an absent member by telephone conference or other interactive electronic technology is permissible when such an absence is due to extraordinary circumstances such as illness[;] ... [w]hether the absence of a member due to a scheduling conflict constitutes such a circumstance is a determination that must be made in the good judgment of the board.”

1. If a Commissioner requests to participate in a Board of Commissioners meeting via electronic (communications media) technology, the request will be the first item for consideration on the agenda of that meeting. Such a request should, but is not required to, be made to the Chair or District Manager at least twenty-four (24) hours before the meeting.
2. If the Board members physically present at the meeting determine, by majority vote, that the circumstances described in the request to attend remotely are extraordinary, then the request will be granted and the Commissioner will be permitted to participate and vote in the meeting so long as said Commissioner makes full use of audio and visual communications technology such that, in addition to full verbal communication, they can see and be seen by the physically present Commissioners and attending public.
3. If full audio and visual communication technology is unavailable, then the remotely attending Commissioner cannot participate in said meeting.

7b.

**PIGGYBACK CONTRACT BETWEEN
KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT
AND
DUVAL FORD, LLC**

This Piggyback Contract (“Contract”) is made and entered into as of the ____ day of May 2026 (“Effective Date”), by and between the **Key Largo Fire Rescue and Emergency Medical Services District** (“District”) and **Duval Ford, LLC** (“Duval Ford”), a Florida limited liability company whose address is 1616 Cassat Avenue, Jacksonville, FL 32204.

WITNESSETH:

WHEREAS, the Bradford County, Florida Sheriff’s Office (“BCSO”), an independent constitutional officer of the State of Florida, and after engaging in a Request for Proposal, entered into contract BCSO (22-27-1.0) with Duval Ford for a Vehicle Purchasing Contract effective as of September 12, 2022, for a five (5) year term with an option to extend or renew for five (5) years, including exhibits and attachments thereto, (the “Master Agreement” attached); and

WHEREAS, the Master Agreement expressly provides that it “may be extended to other governmental agencies located in the State of Florida with vendor approval”; and

WHEREAS, Duval Ford, as reflected by its contract with BCSO, is duly qualified to provide the goods and services sought by the District; and

WHEREAS, the undersigned representative of the District is authorized, on behalf of the District, to contract with Duval Ford for the purchase of vehicles in accordance with the terms of the Master Agreement, a copy of which is attached hereto as *Attachment “A”* and incorporated herein by reference; and

WHEREAS, affidavits, certificates, and pertaining to the matters set forth herein are attached hereto labeled as *Attachment “B”* and are incorporated herein by reference.

IN WITNESS WHEREOF, the District and Duval Ford have executed this Piggyback Contract as of the date last written below.

**Key Largo Fire Rescue and Emergency
Medical Services District**

Duval Ford

By: _____

By: _____

Name: Anthony Allen

Name: _____

Title: Chair

Title: _____

Date: _____

Date: _____

ATTACHMENT "A"

**VEHICLE PURCHASING CONTRACT BETWEEN BRADFORD COUNTY SHERIFF'S OFFICE
AND DUVAL FORD, LLC**

[must be attached to this Piggyback Contract]



Sheriff Gordon Smith
945-B North Temple Avenue
Starke, FL 32091

**BRADFORD COUNTY
SHERIFF'S OFFICE**
Gordon Smith
Sheriff

TITLE:	BRADFORD COUNTY SHERIFF'S OFFICE VEHICLE PURCHASING CONTRACT BCSO (22-27-1.0)
EXECUTED:	09/13/22 <i>ASL</i>
EFFECTIVE:	September 12, 2022
TERM:	FIVE (5) Years with Option to Extend/Renew
ATTACHMENTS:	A. SPECIFICATIONS B. PRICING AND DISCOUNTS

TERMS AND CONDITIONS

This AGREEMENT is established by and between Duval Ford, (hereinafter referred to as "VENDOR") whose address is 1616 Cassat Avenue (Jacksonville, Fl.) and any duly authorized appointee of the Bradford County Sheriff's Office, an independent constitutional officer with administrative offices at 945B N TEMPLE AVE; STARKE, Florida (hereinafter referred to as "SHERIFF") (collectively hereinafter referred to as "PARTIES").

WHEREAS; VENDOR wishes to enter into a contractual relationship with SHERIFF for the provision of goods or services;

WHEREAS; VENDOR agrees to provide goods and services to SHERIFF, as he may request from time to time, based upon all terms and conditions contained in official Purchase Orders referencing this AGREEMENT which are incorporated herein; and

WHEREAS; SHERIFF requires all VENDORS to agree with and comply with, the terms and conditions of this AGREEMENT as detailed herein.

NOW THEREFORE, as a condition precedent to entering into a contractual relationship with the SHERIFF, the VENDOR agrees as follows:

A. GENERAL

VENDOR understands that this is not an exclusive contract with SHERIFF for the provision of goods and services. SHERIFF may utilize other vendors without penalty or cost to SHERIFF.

The PARTIES agree that to the extent VENDOR's Contract/Invoice, or any subsequent contract,



invoice, or addendum, contains any terms or conditions which are in conflict with or require any action that conflicts with the terms contained in this AGREEMENT, the terms of this AGREEMENT shall control - regardless of the order of execution of these documents.

The VENDOR shall not change the terms and conditions contained herein unless such change is in writing and executed by the PARTIES. Failure to deliver or to comply with any of the terms and conditions of this AGREEMENT may disqualify VENDOR from receiving future orders.

B. QUALITY

All materials or services furnished by VENDOR must be as specified, and subject to inspection and approval by SHERIFF within a reasonable time after delivery at destination. Variations in materials or services from those specified in this order must not be made without written authorization from SHERIFF. Materials rejected will be returned at the VENDOR's risk and expense.

C. QUANTITY/PRICE

The quantity of materials ordered, or the prices specified, must not be exceeded without written authorization being first obtained from SHERIFF. Prices quoted will include a discount off MSRP and/ or the percentage markup over vendor cost as contained in the vendor bid document. Discounts off manufacturer's price lists will be reflected on quotes per vendor's bid submission and will be extended to manufacturer and dealer installed options. Quotes must follow the outline set forth in the quote template section "m" contained in the bid announcement, terms and conditions. [see attachments]

D. INDEMNITY AND INSURANCE

SHERIFF agrees to be responsible for the acts or omissions of his employees to the extent permitted under Florida law. Nothing herein shall operate as a waiver of SHERIFF'S sovereign immunity. SHERIFF does not agree to indemnify or hold harmless VENDOR. There are no intended third-party beneficiaries arising out of or in any way connected to this AGREEMENT, and nothing herein shall be construed to grant any person, firm, or other entity which is not a signatory to this AGREEMENT any rights, benefits, or privileges to rely on or demand performance of any provision of this AGREEMENT. VENDOR further agrees to provide workers' compensation coverage for all of VENDOR'S employees, and to maintain such general and auto liability insurance as is deemed necessary by SHERIFF for the circumstances and operations of VENDOR. VENDOR further agrees to provide SHERIFF with Certificates of Insurance, indicating the amount of coverage in force, upon request.

E. PACKING

Packages must be plainly marked with shipper's name and Purchase Order number. Charges are not allowed for boxing or crating unless previously agreed upon in writing.

F. DELIVERY

All materials must be shipped F.O.B. Destination. SHERIFF will not pay freight or express charges. If a specific purchase is negotiated on the basis of F.O.B. shipping point, VENDOR IS TO PREPAY SHIPPING CHARGES AND ADD TO INVOICE.



Upon receipt of a Purchase Order under this AGREEMENT, the VENDOR shall contact the SHERIFF to confirm the order and a mutually agreeable delivery date. Deliveries shall be made between 8:30 A.M. and 4:30 P.M. Monday through Friday, except for holidays, unless otherwise stated.

G. MATERIAL SAFETY DATA SHEET VENDOR agrees to furnish SHERIFF with a current Material Safety Data Sheet (MSDS) on or before delivery as required by Florida Statute.

H. OSHA REQUIREMENT

VENDOR hereby guarantees SHERIFF that all materials, supplies and equipment as listed on the purchase order meet the requirements, specifications and standards as provided for under the Federal Occupations Safety and Health Act of 1970, as from time to time amended and in force at the date hereof.

I. PUBLIC ENTITY CRIMES

Pursuant to Section 287.133 (2) Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO (\$25,000) for a period of 36 months following the date of being placed on the convicted vendor list. VENDOR hereby swears or affirms that it isn't currently on any such list or otherwise been suspended or barred from providing services or products by any local, state or federal regulatory or governmental entity.

J. PROMPT PAYMENT ACT

Contained below are provisions of Chapter 218, Florida Statutes, which regulates payments made by local governmental entities for non-construction services or goods. As an Independent Elected Constitutional Office, SHERIFF is bound by the provisions of this Chapter and all contracts entered into between SHERIFF and private vendors are governed by its terms. This section shall extend to the eligible governmental agencies as qualified users of this agreement which are statutorily referred to as: "Governmental agency" means a county, a municipality, a district school board, or any other unit of local government or political subdivision in this state.

Attached below are the pertinent parts of Chapter 218, Florida Statutes, relating to payments made by SHERIFF. These requirements supersede any terms in agreements entered into between the SHERIFF and any vendor or contractor doing business with SHERIFF.

The time at which payment is due for purchases made by SHERIFF shall be calculated from:

1. The date on which a proper invoice is received by the chief disbursement officer of the



- local governmental entity after approval by the governing body, if required; or
2. If a proper invoice is not received by the local governmental entity, the date:
 - a. On which delivery of personal property is accepted by the local governmental entity;
 - b. On which services are completed;
 - c. On which the rental period begins; or
 - d. On which SHERIFF and VENDOR agree in a contract that provides dates relative to payment periods; whichever date is latest.
 3. SHERIFF shall establish procedures whereby each payment request or invoice received by it is marked as received on the date on which it is delivered to an agent or employee of SHERIFF or of a facility or office of the SHERIFF.
 4. The payment due date for contracts for the purchase of goods or services is 45 days after the date specified in s. 218.73. The payment due date for the purchase of construction services is specified in s. 218.735.
 5. If the terms under which a purchase is made allow for partial deliveries and a payment request or proper invoice is submitted for a partial delivery, the time for payment for the partial delivery must be calculated from the time of the partial delivery and the submission of the payment request or invoice in the same manner as provided in s. 218.73 or s. 218.735.
 6. All payments, due from SHERIFF and not made within the time specified by this section bear interest from 30 days after the due date at the rate of 1 percent per month on the unpaid balance. VENDOR must invoice the local governmental entity for any interest accrued in order to receive the interest payment. Any overdue period of less than 1 month is considered as 1 month in computing interest. Unpaid interest is compounded monthly. For the purposes of this section, the term "1 month" means a period beginning on any day of one month and ending on the same day of the following month.

K. SCRUTINIZED VENDOR LIST

By executing this Agreement, VENDOR certifies that: it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or engaged in a boycott of Israel; and, for bids, proposals or contracts for goods or services of one million (\$1,000,000) dollars or more, that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged in business operations in Cuba or Syria, per Section 287.135, Florida Statutes. If SHERIFF determines, using credible information available to the public, that VENDOR has submitted a false certification, SHERIFF shall provide VENDOR with written notice of its determination. VENDOR shall have ninety (90) days following receipt of the notice to respond in writing and to demonstrate that the determination of false certification was made in error. If VENDOR does not make such demonstration within ninety (90) days after receipt of the notice, SHERIFF shall bring a civil action against VENDOR. If a civil action is brought and the court determines that VENDOR has submitted a false certification, VENDOR shall pay a civil penalty equal to the greater of two million (\$2,000,000) dollars or twice the amount of the contract for which the false certification was submitted, and all reasonable attorney fees and costs, including any costs for investigations that led to the finding of false certification; and, VENDOR will be ineligible to bid on any contract with an agency or local governmental entity for three (3) years after the date SHERIFF determined that VENDOR submitted a false certification, pursuant Section 287.135(5)(a), Florida Statutes



L. GOVERNING LAW, JURISDICTION AND VENUE

The terms and conditions of this agreement shall be construed in accordance with and governed by the laws of the State of Florida. All actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation, and enforcement of this AGREEMENT shall be instituted and litigated in the courts of the State of Florida, located in Bradford County, Florida, without regard to conflicts of laws principles. In accordance herewith, the parties to this AGREEMENT submit to the jurisdiction of the courts of the State of Florida located in Bradford County, Florida.

M. ARBITRATION/MEDIATION

SHERIFF does not agree to binding arbitration or mediation nor waive SHERIFF'S right to use the courts in the event that a breach or other circumstance necessitates litigation as a tool to ensure that the rights of the agency and the citizenry are protected.

N. WARRANTY

SHERIFF does not agree to waive direct, special or exemplary damages.

O. SECURITY

Due to the confidential and sensitive nature of the work performed by SHERIFF, VENDOR and contractors may be subjected to background checks upon SHERIFF'S request. VENDOR and contractors may be required to provide information about themselves, their employees, and subcontractors, in order to permit SHERIFF to conduct background checks on persons entering secure areas, accessing secure information or otherwise providing supplies or services to SHERIFF. SHERIFF retains the right to limit or refuse access to any person at his sole discretion and vendors and contractors agree to abide that decision without cost or penalty to SHERIFF.

P. TERMINATION

This AGREEMENT may be terminated at any time by SHERIFF, for any reason or no reason at all, upon providing thirty (30) days advance written notice to the VENDOR. SHERIFF shall pay for all supplies and services provided by VENDOR as of the date of termination.

Q. APPROPRIATION

This AGREEMENT is subject to availability and annual appropriation of funds by the County, County Council, (Council). If funding for vehicle purchasing is not appropriated by the Council for any fiscal period during the term hereof, then SHERIFF shall immediately terminate this AGREEMENT upon written notice to VENDOR. In the event of such termination, VENDOR shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date. Such termination by SHERIFF shall not be deemed a Breach of Contract by SHERIFF, and VENDOR shall have no right to any actual, general, specific, incidental, consequential, or any other damages whatsoever of any description or amount.

R. MISCELLANEOUS



None of the following terms shall have any effect or be enforceable against SHERIFF or any of his employees or agents:

1. Any term requiring SHERIFF to maintain any type of insurance for the benefit of either SHERIFF or VENDOR.
2. Any term granting VENDOR any security interest in property owned or controlled by SHERIFF, including facilities provided by the County Board of County Commissioners for use by SHERIFF.
3. Any term obligating SHERIFF to pay the costs of collection or attorney's fees.
4. Any term allowing VENDOR to make unilateral modification to any contract entered into or relied upon by the Parties.
5. Any term requiring or stating that the terms of VENDOR'S standard form contract shall prevail over the terms of this Agreement in the event of a conflict.
6. Any term granting VENDOR the right to audit or examine the books, records or accounts of SHERIFF other than as required by law.

S. PUBLIC RECORDS LAW

Chapter 119, FS, is Florida's Public Records Act. Under this law, all records, including contracts are subject to disclosure to the public on demand. There are certain exemptions that can be claimed by SHERIFF to shield certain protected information, but VENDOR is hereby put on notice that the terms and conditions of any agreement entered into between VENDOR and SHERIFF are likely be disclosed if a public demand is made. SHERIFF does not agree to the confidentiality of any information contained within any documents created or developed as part of any agreement. The Public Records law will always supersede any agreements to the contrary.

The NOTICE provided below is required to be part of any agreement entered into by SHERIFF.

NOTICE

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

In compliance with 119.0701, Florida Statutes, and 119.011(2), Florida Statutes, the following definitions shall apply to this agreement:

"Contractor" means an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency as provided under s. 119.011(2).

"Public agency" means a state, county, district, authority, or municipal officer, or department, division, board, bureau, commission, or other separate unit of government created or established by law.

Note that in accordance with Florida law the contractor shall:



1. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the access to public records to be inspected or copied within a reasonable time on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service.
5. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall upon termination of the contract destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.
6. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records.
7. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
8. The Contractor understands that a request made to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency; however if the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
9. If a contractor does not comply with the public agency's records request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under s.119.10, which include the filing of a civil action against a contractor to compel production of public records relating to a public agency's contract for services. The court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least eight (8) business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.
 - a. A notice complies with the requirements of this chapter if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent.
 - b. Such notices must be sent by common carrier delivery service or by registered,



Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

T. E-VERIFY

1. The terms contained in this paragraph shall be defined in accordance with Florida Statute Section 448.095 "Employment Eligibility."
2. "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees.
3. As of January 1, 2021, a public employer (e.g., Sheriff's Office) may not enter into a contract with a contractor, or subcontractor unless each party to the contract registers with and uses the E-Verify system. Every contractor who has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration; or subcontractor who is a person or entity that provides labor, supplies, or services to or for a contractor or other subcontractor in exchange for salary, wages, or other remuneration, shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees.
4. If a contractor enters into a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.
5. A contract terminated for violating paragraph 3 above or sections 448.095 subsections (2)(c) 1 or 2, FS, is not a breach of contract and may not be considered as such. Additionally, a contractor whose contract that is terminated as provided for in this paragraph may not be awarded a public contract for at least 1 year after the date on which the contract was terminated.
6. **VENDOR** shall, upon request, provide evidence of compliance with this provision to **SHERIFF**. Failure to comply with this provision is a material breach of the Agreement, and the **SHERIFF** may choose to terminate the Agreement at any time at its sole discretion. **VENDOR** may be liable for all costs associated with **SHERIFF** securing the same services, inclusive, but not limited to, higher costs for the same services and rebidding costs (if necessary). **VENDOR**, by virtue of acceptance of the Purchase Order certifies that:
 1. **VENDOR** and its Subcontractors are aware of the requirements of Florida Statute 448.095, and upon request from the Sheriff's Office, provide evidence of such compliance.
 2. **VENDOR** and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
 3. **VENDOR** will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
 4. The Subcontractor will provide **VENDOR** with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
 5. **VENDOR** must maintain a copy of such affidavit.



6. SHERIFF may terminate this Contract on the good faith belief that the VENDOR or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), VENDOR may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. VENDOR is liable for any additional cost incurred by SHERIFF as a result of the termination of this Contract.

U. FOREIGN INFLUENCE

VENDOR represents and warrants that it has made any applicable disclosures to SHERIFF which are required under Section 286.101(3)(a), Florida Statutes, pertaining to business transactions with a foreign country of concern as more fully defined within said statute.

V. GRANTS

Any purchases funded through Federal Grants, including but not limited to UASI, SCHGP, and any other federal grants shall require the VENDOR to comply with the provisions listed in 2 C.F.R. Part 200.

W. SUBCONTRACTORS

VENDOR agrees that as the signatory to this agreement, it is solely responsible for the satisfactory provision of goods and services hereunder. SHERIFF does not authorize subcontractors, joint ventures or third parties to provide goods or services in the performance of this agreement except as identified by VENDOR in its proposal to SHERIFF. All subcontractors, joint ventures or third parties providing goods or services in furtherance of this agreement shall be specifically identified by VENDOR and the Scope of Work will clearly identify the specific goods and or services to be provided by said subcontractors, joint ventures or third parties.

If the services provided by any subcontractor, joint venture or third party requires a specific licensure, certificate, degree or other governmental authorization to provide the services, proof of such licensure, certificate, degree or authorization will be provided by VENDOR to SHERIFF prior to the commencement of work or the payment of any sums due to VENDOR.

X. PROMPT PAYMENT DISCOUNT and FEE CALCULATION

Where SHERIFF and/ or eligible users of this contract pays the VENDOR within 30 days of delivery of a vehicle, the VENDOR shall remit a fee to the Bradford County Sheriff's Office at one half of one percent of the total purchase amount excluding tag fees, extended warranty purchases, and trade in allowances; per unit, that is promptly paid for. Vendor fee reporting to be submitted **monthly** with payment due the 20th of the month following the reporting cycle for all deliveries made within month reporting.

Y. OUT-OF-SERVICE VEHICLES



Sheriff Gordon Smith
945-B North Temple Avenue
Starke, FL 32091

The SHERIFF has the option to dispose of out-of-service vehicles through the VENDOR. Should the SHERIFF decide to do so, the VENDOR agrees to auction off those vehicles and pay to the SHERIFF the net auction proceeds minus transport costs and \$400 vendor fee per unit.

Z. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties regarding this Agreement and supersedes all prior communications. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Agreement or any representations except such representations as are specifically set forth herein, and the parties acknowledge that they have relied on their own judgment in entering into the same. The parties further acknowledge that any statements or representations that may have been made by either of them to the other are void and of no effect and that neither of them has relied on such statements or representations in connection with its dealings with the other. No alteration of these terms and conditions is binding on SHERIFF unless signed by SHERIFF.

Z. TERM AND EXTENSION

The term for this AGREEMENT ("BCSO 22-27-1.0") shall remain in effect for five (5) years from the date of contract execution by the SHERIFF and may be renewed for five (5) years or extended by the PARTIES upon mutual agreement, in writing and executed by the PARTIES, before the expiration of the original term or any extension thereof. SHERIFF does not agree to automatic renewals or extensions. AGREEMENT may be extended to other governmental agencies located in the State of Florida with vendor approval.

IN WITNESS THEREOF, the PARTIES have caused this AGREEMENT to be duly executed as of the last day set forth below by the undersigned authorized representatives of the PARTIES.

Bradford County Sheriff's Office

VENDOR (Duval Ford)

Joe Guill
Name

Richard Tackett

Name **Richard Tackett: GM**

9/13/22
Date

9/13/2022
Date

Approved as to Form and Legality,
for the Reliance of the Bradford County
Sheriff, Florida

[Tab 4] Price Proposal

Attachment 1: FORD OEM PRODUCTS: ALL MODELS AND PACKAGES: 1.65%

Attachment 2: Duval Ford AMO percent markup table

Attachment (2a): Exclusions: Ford SVT, ST

Attachment 3: Mileage Statement

Tab 4: Part 1, OEM percent Markup

ITEM NUMBER	Model Year	Vehicle Type	Model Code	Package Availability	Contract % Markup over Invoice
>2022 Medium Truck Chassis					
2	>2022	F650	F6A-F650 REG CAB	All Oem Pkg's Packages	1.65%
3	>2022	F650	F6B-F650 REG CAB LO	All Oem Pkg's	1.65%
4	>2022	F650	F6C-F650 REG CAB	All Oem Pkg's	1.65%
5	>2022	F650	F6D-F650 REG CAB	All Oem Pkg's	1.65%
6	>2022	F650	F6E-F650 REG CAB LO	All Oem Pkg's	1.65%
7	>2022	F650	F6T-F650 REG CAB TR	All Oem Pkg's	1.65%
8	>2022	F750	F7A-F750 REG CAB	All Oem Pkg's	1.65%
9	>2022	F750	F7D-F750 REG CAB	All Oem Pkg's	1.65%
10	>2022	F750	F7T-F750 REG CAB TR	All Oem Pkg's	1.65%
11	>2022	F650	W6A-F650 CREW CAB	All Oem Pkg's	1.65%
12	>2022	F650	W6B-F650 CRW CAB LO	All Oem Pkg's	1.65%
13	>2022	F650	W6D-F650 CREW CAB	All Oem Pkg's	1.65%
14	>2022	F650	W6E-F650 CRW CAB LO	All Oem Pkg's	1.65%
15	>2022	F650	W6T-F650 CRW CAB TR	All Oem Pkg's	1.65%
16	>2022	F750	W7A-F750 CREW CAB	All Oem Pkg's	1.65%
17	>2022	F750	W7D-F750 CREW CAB	All Oem Pkg's	1.65%
18	>2022	F750	W7T-F750 CRW CAB TR	All Oem Pkg's	1.65%
19	>2022	F650	X6A-F650 SUPER CAB	All Oem Pkg's	1.65%
20	>2022	F650	X6B-F650 SPR CAB LO	All Oem Pkg's	1.65%
21	>2022	F650	X6D-F650 SUPER CAB	All Oem Pkg's	1.65%
22	>2022	F650	X6E-F650 SPR CAB LO	All Oem Pkg's	1.65%
23	>2022	F650	X6T-F650 SPR CAB TR	All Oem Pkg's	1.65%
24	>2022	F750	X7A-F750 SUPER CAB	All Oem Pkg's	1.65%
25	>2022	F750	X7D-F750 SUPER CAB	All Oem Pkg's	1.65%
26	>2022	F750	X7T-F750 SPR CAB TR	All Oem Pkg's	1.65%
>2022 E-Series Chassis and Cutaway					
28	>2022	ECONOLINE	E3F-COM CUTAWAY VAN	All Oem Pkg's	1.65%
29	>2022	ECONOLINE	E3K-COMM STRIP CHAS	All Oem Pkg's	1.65%
30	>2022	ECONOLINE	E4F-COM CUTAWAY VAN	All Oem Pkg's	1.65%
31	>2022	ECONOLINE	E4K-COMM STRIP CHAS	All Oem Pkg's	1.65%
>2022 Mustang					
33	>2022	Mustang	P8C-GT COUPE	All Oem Pkg's Excluding SVT	1.65%
34	>2022	Mustang	P8F-GT CONV PREM	All Oem Pkg's Excluding SVT	1.65%
35	>2022	Mustang	P8J-HB COUPE	All Oem Pkg's Excluding SVT	1.65%
36	>2022	Mustang	P8K-BULLITT COUPE	All Oem Pkg's Excluding SVT	1.65%
37	>2022	Mustang	P8R-MACH 1 COUPE	All Oem Pkg's Excluding SVT	1.65%
38	>2022	Mustang	P8S-SHELBY GT500	All Oem Pkg's Excluding SVT	1.65%
39	>2022	Mustang	P8T-MUST ECO COUPE	All Oem Pkg's Excluding SVT	1.65%
40	>2022	Mustang	P8U-ECO CONVERTIBLE	All Oem Pkg's Excluding SVT	1.65%

ITEM NUMBER	Model Year	Vehicle Type	Model Code	Package Availability	Contract % Markup over Invoice
>2022 Expedition					
42	>2022	Expedition	K1F-4X2 XL MAX	All Oem Pkg's	1.65%
43	>2022	Expedition	K1G-4X4 XL MAX	All Oem Pkg's	1.65%
44	>2022	Expedition	K1H-4X2 XLT MAX	All Oem Pkg's	1.65%
45	>2022	Expedition	K1J-4X4 XLT MAX	All Oem Pkg's	1.65%
46	>2022	Expedition	K1K-4X2 LIMITED MAX	All Oem Pkg's	1.65%
47	>2022	Expedition	K1L-4X2 PLATINUM MX	All Oem Pkg's	1.65%
48	>2022	Expedition	K1M-4X4 PLATINUM MX	All Oem Pkg's	1.65%
49	>2022	Expedition	K1N-4X2 K. RANCH MAX	All Oem Pkg's	1.65%
50	>2022	Expedition	K1P-4X4 K. RANCH MAX	All Oem Pkg's	1.65%
51	>2022	Expedition	K2A-4X4 LIMITED MAX	All Oem Pkg's	1.65%
52	>2022	Expedition	U1F-4X2 XL	All Oem Pkg's	1.65%
53	>2022	Expedition	U1G-4X4 XL	All Oem Pkg's	1.65%
54	>2022	Expedition	U1H-4X2 XLT	All Oem Pkg's	1.65%
55	>2022	Expedition	U1J-4X4 XLT	All Oem Pkg's	1.65%
56	>2022	Expedition	U1K-4X2 LIMITED	All Oem Pkg's	1.65%
57	>2022	Expedition	U1L-4X2 PLATINUM	All Oem Pkg's	1.65%
58	>2022	Expedition	U1M-4X4 PLATINUM	All Oem Pkg's	1.65%
59	>2022	Expedition	U1N-4X2 KING RANCH	All Oem Pkg's	1.65%
60	>2022	Expedition	U1P-4X4 KING RANCH	All Oem Pkg's	1.65%
61	>2022	Expedition	U1R-4X4 TIMBERLINE	All Oem Pkg's	1.65%
62	>2022	Expedition	U2A-4X4 LIMITED	All Oem Pkg's	1.65%
>2022 Bronco Sport SUV					
64	>2022	Bronco Sport SUV	R9A-BRONCO SPT BASE	All Oem Pkg's	1.65%
65	>2022	Bronco Sport SUV	R9B-BRONCO SPT BIG	All Oem Pkg's	1.65%
66	>2022	Bronco Sport SUV	R9C-BRONCO SPT OB	All Oem Pkg's	1.65%
67	>2022	Bronco Sport SUV	R9D-BRONCO SPT BD	All Oem Pkg's	1.65%
>2022 Transit Connect Van					
69	>2022	Transit Connect Van	E6S-TRAN CON-VAN-XL	All Oem Pkg's	1.65%
70	>2022	Transit Connect Van	E6T-TRAN CN-VAN-XLT	All Oem Pkg's	1.65%
71	>2022	Transit Connect Van	E7S-TRAN CON-VAN-XL	All Oem Pkg's	1.65%
72	>2022	Transit Connect Van	E7T-TRAN CN-VAN-XLT	All Oem Pkg's	1.65%
73	>2022	Transit Connect Van	S6S-TRAN CON-VAN-XL	All Oem Pkg's	1.65%
74	>2022	Transit Connect Van	S6T-TRAN CN-VAN-XLT	All Oem Pkg's	1.65%
75	>2022	Transit Connect Van	S7S-TRAN CON-VAN-XL	All Oem Pkg's	1.65%
76	>2022	Transit Connect Van	S7T-TRAN CN-VAN-XLT	All Oem Pkg's	1.65%
>2022 Superduty					
78	>2022	F250	F2A-F250 4X2 SD R/C	All Oem Pkg's	1.65%
79	>2022	F250	F2B-F250 4X4 SD R/C	All Oem Pkg's	1.65%
80	>2022	F350	F3A-F350 4X2SDR/CSR	All Oem Pkg's	1.65%
81	>2022	F350	F3B-F350 4X4SDR/CSR	All Oem Pkg's	1.65%
82	>2022	F350	F3C-F350 4X2 SD R/C	All Oem Pkg's	1.65%

ITEM NUMBER	Model Year	Vehicle Type	Model Code	Package Availability	Contract % Markup over Invoice
83	>2022	F350	F3D-F350 4X4 SD R/C	All Oem Pkg's	1.65%
84	>2022	F350	F3E-F350 4X2CHAS/CS	All Oem Pkg's	1.65%
85	>2022	F350	F3F-F350 4X4CHAS/CS	All Oem Pkg's	1.65%
86	>2022	F350	F3G-F350 4X2 CHAS/C	All Oem Pkg's	1.65%
87	>2022	F350	F3H-F350 4X4 CHAS/C	All Oem Pkg's	1.65%
88	>2022	F450	F4C-F450 4X2 SD R/C	All Oem Pkg's	1.65%
89	>2022	F450	F4D-F450 4X4 SD R/C	All Oem Pkg's	1.65%
90	>2022	F450	F4G-F450 4X2 CHAS/C	All Oem Pkg's	1.65%
91	>2022	F450	F4H-F450 4X4 CHAS/C	All Oem Pkg's	1.65%
92	>2022	F550	F5G-F550 4X2 CHAS/C	All Oem Pkg's	1.65%
93	>2022	F550	F5H-F550 4X4 CHAS/C	All Oem Pkg's	1.65%
94	>2022	F600	F6K-F600 4X2 CHAS/C	All Oem Pkg's	1.65%
95	>2022	F600	F6L-F600 4X4 CHAS/C	All Oem Pkg's	1.65%
96	>2022	F250	W2A-F250 4X2 CREW /C	All Oem Pkg's	1.65%
97	>2022	F250	W2B-F250 4X4 CREW /C	All Oem Pkg's	1.65%
98	>2022	F350	W3A-F350 4X2CREW/CS	All Oem Pkg's	1.65%
99	>2022	F350	W3B-F350 4X4CREW/CS	All Oem Pkg's	1.65%
100	>2022	F350	W3C-F350 4X2 CREW /C	All Oem Pkg's	1.65%
101	>2022	F350	W3D-F350 4X4 CREW /C	All Oem Pkg's	1.65%
102	>2022	F350	W3E-F350 4X2CRWCCSR	All Oem Pkg's	1.65%
103	>2022	F350	W3F-F350 4X4CRWCCSR	All Oem Pkg's	1.65%
104	>2022	F350	W3G-F350 4X2 CRW CC	All Oem Pkg's	1.65%
105	>2022	F350	W3H-F350 4X4 CRW CC	All Oem Pkg's	1.65%
106	>2022	F450	W4C-F450 4X2 CRW PU	All Oem Pkg's	1.65%
107	>2022	F450	W4D-F450 4X4 CRW PU	All Oem Pkg's	1.65%
108	>2022	F450	W4G-F450 4X2 CRW CC	All Oem Pkg's	1.65%
109	>2022	F450	W4H-F450 4X4 CRW CC	All Oem Pkg's	1.65%
110	>2022	F550	W5G-F550 4X2 CRW CC	All Oem Pkg's	1.65%
111	>2022	F550	W5H-F550 4X4 CRW CC	All Oem Pkg's	1.65%
112	>2022	F250	X2A-F250 4X2 S/C	All Oem Pkg's	1.65%
113	>2022	F250	X2B-F250 4X4 S/C	All Oem Pkg's	1.65%
114	>2022	F350	X3A-F350 4X2 S/C	All Oem Pkg's	1.65%
115	>2022	F350	X3B-F350 4X4 S/C	All Oem Pkg's	1.65%
116	>2022	F350	X3C-F350 4X2 S/C DR	All Oem Pkg's	1.65%
117	>2022	F350	X3D-F350 4X4 S/C DR	All Oem Pkg's	1.65%
118	>2022	F350	X3E-F350 4X2S/CCCSR	All Oem Pkg's	1.65%
119	>2022	F350	X3F-F350 4X4S/CCCSR	All Oem Pkg's	1.65%
120	>2022	F350	X3G-F350 4X2 S/C CC	All Oem Pkg's	1.65%
121	>2022	F350	X3H-F350 4X4 S/C CC	All Oem Pkg's	1.65%
122	>2022	F450	X4G-F450 4X2 S/C CC	All Oem Pkg's	1.65%
123	>2022	F450	X4H-F450 4X4 S/C CC	All Oem Pkg's	1.65%
124	>2022	F550	X5G-F550 4X2 S/C CC	All Oem Pkg's	1.65%
125	>2022	F550	X5H-F550 4X4 S/C CC	All Oem Pkg's	1.65%
	>2022	Mustang Mach-E			
127	>2022	Mustang Mach-E	K1R-SELECT RWD	All Oem Pkg's	1.65%
128	>2022	Mustang Mach-E	K1S-SELECT AWD	All Oem Pkg's	1.65%
129	>2022	Mustang Mach-E	K2R-CAL ROUTE 1 RWD	All Oem Pkg's	1.65%
130	>2022	Mustang Mach-E	K2S-CAL ROUTE 1 AWD	All Oem Pkg's	1.65%
131	>2022	Mustang Mach-E	K3R-PREMIUM RWD	All Oem Pkg's	1.65%
132	>2022	Mustang Mach-E	K3S-PREMIUM AWD	All Oem Pkg's	1.65%
133	>2022	Mustang Mach-E	K4S-GT AWD	All Oem Pkg's	1.65%

ITEM NUMBER	Model Year	Vehicle Type	Model Code	Package Availability	Contract % Markup over Invoice
>2022 F150 SERIES					
135	>2022	F150	F1C-F150 4X2 R/C	All Oem Pkg's	1.65%
136	>2022	F150	F1E-F150 4X4 R/C	All Oem Pkg's	1.65%
137	>2022	F150	W1C-F150 4X2 CREW	All Oem Pkg's	1.65%
138	>2022	F150	W1E-F150 4X4 CREW	All Oem Pkg's	1.65%
139	>2022	F150	W1P-F150 POL RESP	All Oem Pkg's	1.65%
140	>2022	F150	W1S-F150 4X2 CREW	All Oem Pkg's	1.65%
141	>2022	F150	W1T-F150 4X4 CREW	All Oem Pkg's	1.65%
142	>2022	F150	X1C-F150 4X2 S/C	All Oem Pkg's	1.65%
143	>2022	F150	X1E-F150 4X4 S/C	All Oem Pkg's	1.65%
>2022 Bronco Full Size					
145	>2022	Bronco Full Size	E5A-BRONCO 2DR 4X4	All Oem Pkg's Excluding SVT	1.65%
146	>2022	Bronco Full Size	E5B-BRONCO 4DR 4X4	All Oem Pkg's Excluding SVT	1.65%
147	>2022	Bronco Full Size	E5C-2DR ADVANCD 4X4	All Oem Pkg's Excluding SVT	1.65%
148	>2022	Bronco Full Size	E5D-4DR ADVANCD 4X4	All Oem Pkg's Excluding SVT	1.65%
149	>2022	Bronco Full Size	E5E-4DR ADVANCD 4X4	All Oem Pkg's Excluding SVT	1.65%
150	>2022	Bronco Full Size	E5F-2DR ADVANCD 4X4	All Oem Pkg's Excluding SVT	1.65%
151	>2022	Bronco Full Size	E5G-2 DR ADV AWD HL	All Oem Pkg's Excluding SVT	1.65%
152	>2022	Bronco Full Size	E5H-4 DR ADV AWD HL	All Oem Pkg's Excluding SVT	1.65%
153	>2022	Bronco Full Size	E5J-4DR ADVANCD 4X4	All Oem Pkg's Excluding SVT	1.65%
>2022 Maverick Pickup					
155	>2022	Maverick Pickup	W8E-MAVERICK FWD	All Oem Pkg's	1.65%
156	>2022	Maverick Pickup	W8F-MAVERICK AWD	All Oem Pkg's	1.65%
>2022 Explorer SUV					
158	>2022	Explorer SUV	K7B-4DR RWD BASE	All Oem Pkg's Excluding ST	1.65%
159	>2022	Explorer SUV	K7D-4DR RWD XLT	All Oem Pkg's Excluding ST	1.65%
160	>2022	Explorer SUV	K7F-4DR RWD LIMITED	All Oem Pkg's Excluding ST	1.65%
161	>2022	Explorer SUV	K7G-4DR RWD ST	All Oem Pkg's Excluding ST	1.65%
162	>2022	Explorer SUV	K7H-4DR RWD PLTNM	All Oem Pkg's Excluding ST	1.65%
163	>2022	Explorer SUV	K7K-4DR RWD ST-LINE	All Oem Pkg's Excluding ST	1.65%
164	>2022	Explorer SUV	K7L-4DR RWD K RANCH	All Oem Pkg's Excluding ST	1.65%
165	>2022	Explorer SUV	K8B-4DR 4WD BASE	All Oem Pkg's Excluding ST	1.65%
166	>2022	Explorer SUV	K8D-4DR 4WD XLT	All Oem Pkg's Excluding ST	1.65%

ITEM NUMBER	Model Year	Vehicle Type	Model Code	Package Availability	Contract % Markup over Invoice
167	>2022	Explorer SUV	K8F-4DR 4WD LIMITED	All Oem Pkg's Excluding ST	1.65%
168	>2022	Explorer SUV	K8G-4DR 4WD ST	All Oem Pkg's Excluding ST	1.65%
169	>2022	Explorer SUV	K8H-4DR 4WD PLTNM	All Oem Pkg's Excluding ST	1.65%
170	>2022	Explorer SUV	K8J-4DR 4WD TMBLINE	All Oem Pkg's Excluding ST	1.65%
171	>2022	Explorer SUV	K8K-4DR 4WD ST-LINE	All Oem Pkg's Excluding ST	1.65%
172	>2022	Explorer SUV	K8L-4DR RWD K RANCH	All Oem Pkg's Excluding ST	1.65%
	>2022	Transit Van			
174	>2022	Transit Van	E1C-MR CARGO RWD	All Oem Pkg's	1.65%
175	>2022	Transit Van	E1D-MR CREW RWD	All Oem Pkg's	1.65%
176	>2022	Transit Van	E1Y-LR CARGO RWD	All Oem Pkg's	1.65%
177	>2022	Transit Van	E1Z-LR CREW RWD	All Oem Pkg's	1.65%
178	>2022	Transit Van	E2C-MR CARGO AWD	All Oem Pkg's	1.65%
179	>2022	Transit Van	E2D-MR CREW AWD	All Oem Pkg's	1.65%
180	>2022	Transit Van	E2Y-LR CARGO AWD	All Oem Pkg's	1.65%
181	>2022	Transit Van	E9Z-LR CREW AWD	All Oem Pkg's	1.65%
182	>2022	Transit Van	F1P-LR CUTAWAY RWD	All Oem Pkg's	1.65%
183	>2022	Transit Van	F1Y-LR CARGO RWD	All Oem Pkg's	1.65%
184	>2022	Transit Van	F1Z-LR CHASSIS RWD	All Oem Pkg's	1.65%
185	>2022	Transit Van	F2P-LR CUTAWAY AWD	All Oem Pkg's	1.65%
186	>2022	Transit Van	F2Y-LR CARGO AWD	All Oem Pkg's	1.65%
187	>2022	Transit Van	F2Z-LR CHASSIS AWD	All Oem Pkg's	1.65%
188	>2022	Transit Van	F4U-HR CARGO AWD	All Oem Pkg's	1.65%
189	>2022	Transit Van	F4V-HR CREW RWD	All Oem Pkg's	1.65%
190	>2022	Transit Van	F4W-HR CREW AWD	All Oem Pkg's	1.65%
191	>2022	Transit Van	F4X-HR CARGO RWD	All Oem Pkg's	1.65%
192	>2022	Transit Van	F5X-HR CARGO RWD	All Oem Pkg's	1.65%
193	>2022	Transit Van	F6P-LR CUTAWAY RWD	All Oem Pkg's	1.65%
194	>2022	Transit Van	F6X-HR CARGO AWD	All Oem Pkg's	1.65%
195	>2022	Transit Van	F6Z-LR CHASSIS RWD	All Oem Pkg's	1.65%
196	>2022	Transit Van	F7C-MR CARGO RWD	All Oem Pkg's	1.65%
197	>2022	Transit Van	F7X-HR CARGO RWD	All Oem Pkg's	1.65%
198	>2022	Transit Van	F8C-MR CARGO AWD	All Oem Pkg's	1.65%
199	>2022	Transit Van	F8P-LR CUTAWAY AWD	All Oem Pkg's	1.65%
200	>2022	Transit Van	F8X-HR CARGO AWD	All Oem Pkg's	1.65%
201	>2022	Transit Van	F8Z-LR CHASSIS AWD	All Oem Pkg's	1.65%
202	>2022	Transit Van	R1C-MR CARGO RWD	All Oem Pkg's	1.65%
203	>2022	Transit Van	R1D-MR CREW RWD W	All Oem Pkg's	1.65%
204	>2022	Transit Van	R1V-HR CREW RWD W	All Oem Pkg's	1.65%
205	>2022	Transit Van	R1X-HR CARGO RWD	All Oem Pkg's	1.65%
206	>2022	Transit Van	R1Y-LR CARGO RWD	All Oem Pkg's	1.65%
207	>2022	Transit Van	R1Z-LR CREW RWD	All Oem Pkg's	1.65%
208	>2022	Transit Van	R2C-MR CARGO AWD	All Oem Pkg's	1.65%
209	>2022	Transit Van	R2D-MR CREW AWD	All Oem Pkg's	1.65%
210	>2022	Transit Van	R2V-HR CREW AWD	All Oem Pkg's	1.65%
211	>2022	Transit Van	R2X-HR CARGO AWD	All Oem Pkg's	1.65%

ITEM NUMBER	Model Year	Vehicle Type	Model Code	Package Availability	Contract % Markup over Invoice
212	>2022	Transit Van	R2Y-LR CARGO AWD	All Oem Pkg's	1.65%
213	>2022	Transit Van	R2Z-LR CREW AWD	All Oem Pkg's	1.65%
214	>2022	Transit Van	R3U-HR CARGO AWD	All Oem Pkg's	1.65%
215	>2022	Transit Van	R3X-HR CARGO RWD	All Oem Pkg's	1.65%
216	>2022	Transit Van	R5P-LR CUTAWAY RWD	All Oem Pkg's	1.65%
217	>2022	Transit Van	R5Z-LR CHASSIS RWD	All Oem Pkg's	1.65%
218	>2022	Transit Van	R7P-LR CUTAWAY AWD	All Oem Pkg's	1.65%
219	>2022	Transit Van	R7Z-LR CHASSIS AWD	All Oem Pkg's	1.65%
220	>2022	Transit Van	S4U-HR CARGO AWD	All Oem Pkg's	1.65%
221	>2022	Transit Van	S4V-HR CREW RWD	All Oem Pkg's	1.65%
222	>2022	Transit Van	S4W-HR CREW AWD	All Oem Pkg's	1.65%
223	>2022	Transit Van	S4X-HR CARGO RWD	All Oem Pkg's	1.65%
224	>2022	Transit Van	S6P-LR CUTAWAY RWD	All Oem Pkg's	1.65%
225	>2022	Transit Van	S6Z-LR CHASSIS RWD	All Oem Pkg's	1.65%
226	>2022	Transit Van	S8P-LR CUTAWAY AWD	All Oem Pkg's	1.65%
227	>2022	Transit Van	S8Z-LR CHASSIS AWD	All Oem Pkg's	1.65%
228	>2022	Transit Van	U4X-HR PASS XL RWD	All Oem Pkg's	1.65%
229	>2022	Transit Van	U5X-HR PASS XL AWD	All Oem Pkg's	1.65%
230	>2022	Transit Van	U6P-LR CUTAWAY RWD	All Oem Pkg's	1.65%
231	>2022	Transit Van	U6Z-LR CHASSIS RWD	All Oem Pkg's	1.65%
232	>2022	Transit Van	U8P-LR CUTAWAY AWD	All Oem Pkg's	1.65%
233	>2022	Transit Van	U8U-HR CARGO AWD	All Oem Pkg's	1.65%
234	>2022	Transit Van	U8X-HR CARGO RWD	All Oem Pkg's	1.65%
235	>2022	Transit Van	U8Z-LR CHASSIS AWD	All Oem Pkg's	1.65%
236	>2022	Transit Van	W1D-MR CREW RWD	All Oem Pkg's	1.65%
237	>2022	Transit Van	W1V-HR CREW RWD	All Oem Pkg's	1.65%
238	>2022	Transit Van	W1X-HR CARGO RWD	All Oem Pkg's	1.65%
239	>2022	Transit Van	W1Y-LR CARGO RWD	All Oem Pkg's	1.65%
240	>2022	Transit Van	W1Z-LR CREW RWD	All Oem Pkg's	1.65%
241	>2022	Transit Van	W2C-MR CARGO AWD	All Oem Pkg's	1.65%
242	>2022	Transit Van	W2D-MR CREW AWD	All Oem Pkg's	1.65%
243	>2022	Transit Van	W2V-HR CREW AWD	All Oem Pkg's	1.65%
244	>2022	Transit Van	W2X-HR CARGO AWD	All Oem Pkg's	1.65%
245	>2022	Transit Van	W2Y-LR CARGO AWD	All Oem Pkg's	1.65%
246	>2022	Transit Van	W2Z-LR CREW AWD	All Oem Pkg's	1.65%
247	>2022	Transit Van	W3U-HR CARGO AWD	All Oem Pkg's	1.65%
248	>2022	Transit Van	W3X-HR CARGO RWD	All Oem Pkg's	1.65%
249	>2022	Transit Van	W4X-HR PASS XL RWD	All Oem Pkg's	1.65%
250	>2022	Transit Van	W4Z-MR PASS XL RWD	All Oem Pkg's	1.65%
251	>2022	Transit Van	W5P-LR CUTAWAY RWD	All Oem Pkg's	1.65%
252	>2022	Transit Van	W5Z-LR CHASSIS RWD	All Oem Pkg's	1.65%
253	>2022	Transit Van	W7P-LR CUTAWAY AWD	All Oem Pkg's	1.65%
254	>2022	Transit Van	W7Z-LR CHASSIS AWD	All Oem Pkg's	1.65%
255	>2022	Transit Van	W9C-MR CARGO RWD	All Oem Pkg's	1.65%
256	>2022	Transit Van	X2C-MR PASS XL RWD	All Oem Pkg's	1.65%
257	>2022	Transit Van	X2X-HR PASS XL RWD	All Oem Pkg's	1.65%
258	>2022	Transit Van	X2Y-LR PASS XL RWD	All Oem Pkg's	1.65%
259	>2022	Transit Van	X9C-MR PASS XL AWD	All Oem Pkg's	1.65%
260	>2022	Transit Van	X9X-HR PASS XL AWD	All Oem Pkg's	1.65%
261	>2022	Transit Van	X9Y-LR PASS XL AWD	All Oem Pkg's	1.65%
	>2022	Edge Suv			

ITEM NUMBER	Model Year	Vehicle Type	Model Code	Package Availability	Contract % Markup over Invoice
263	>2022	Edge Suv	K3G-EDGE FWD-SE	All Oem Pkg's	1.65%
264	>2022	Edge Suv	K3J-EDGE FWD-SEL	All Oem Pkg's	1.65%
265	>2022	Edge Suv	K3K-EDGE FWD-TITAN	All Oem Pkg's	1.65%
266	>2022	Edge Suv	K4A-EDGE AWD-ST	All Oem Pkg's	1.65%
267	>2022	Edge Suv	K4G-EDGE AWD-SE	All Oem Pkg's	1.65%
268	>2022	Edge Suv	K4J-EDGE AWD-SEL	All Oem Pkg's	1.65%
269	>2022	Edge Suv	K4K-EDGE AWD-TITAN	All Oem Pkg's	1.65%
>2022	Transit Connect				
271	>2022	43-TRAN CONNCT WAG	E8F-TRANCON-WGN-XLT	All Oem Pkg's	1.65%
272	>2022	43-TRAN CONNCT WAG	E8G-TRANCON-WGN-TTN	All Oem Pkg's	1.65%
273	>2022	43-TRAN CONNCT WAG	E9E-TRANCON-WGN-XL	All Oem Pkg's	1.65%
274	>2022	43-TRAN CONNCT WAG	E9F-TRANCON-WGN-XLT	All Oem Pkg's	1.65%
275	>2022	43-TRAN CONNCT WAG	E9G-TRANCON-WGN-TTN	All Oem Pkg's	1.65%
276	>2022	43-TRAN CONNCT WAG	S8F-TRANCON-WGN-XLT	All Oem Pkg's	1.65%
277	>2022	43-TRAN CONNCT WAG	S9E-TRANCON-WGN-XL	All Oem Pkg's	1.65%
278	>2022	43-TRAN CONNCT WAG	S9F-TRANCON-WGN-XLT	All Oem Pkg's	1.65%
>2022	Escape SUV				
280	>2022	45-ESCAPE	U0B-SE FHEV FWD	All Oem Pkg's	1.65%
281	>2022	45-ESCAPE	U0C-SEL FHEV FWD	All Oem Pkg's	1.65%
282	>2022	45-ESCAPE	U0D-TIT FHEV FWD	All Oem Pkg's	1.65%
283	>2022	45-ESCAPE	U0E-PHEV FWD	All Oem Pkg's	1.65%
284	>2022	45-ESCAPE	U0F-BASE FWD	All Oem Pkg's	1.65%
285	>2022	45-ESCAPE	U0G-ACTIVE FWD	All Oem Pkg's	1.65%
286	>2022	45-ESCAPE	U0H-SEL FWD	All Oem Pkg's	1.65%
287	>2022	45-ESCAPE	U0J-PLATINUM FWD	All Oem Pkg's	1.65%
288	>2022	45-ESCAPE	U0K-SEL PHEV FWD	All Oem Pkg's	1.65%
289	>2022	45-ESCAPE	U0L-TIT PHEV FWD	All Oem Pkg's	1.65%
290	>2022	45-ESCAPE	U9B-SE FHEV AWD	All Oem Pkg's	1.65%
291	>2022	45-ESCAPE	U9C-SEL FHEV AWD	All Oem Pkg's	1.65%
292	>2022	45-ESCAPE	U9D-TIT FHEV AWD	All Oem Pkg's	1.65%
293	>2022	45-ESCAPE	U9F-BASE AWD	All Oem Pkg's	1.65%
294	>2022	45-ESCAPE	U9G-ACTIVE AWD	All Oem Pkg's	1.65%
295	>2022	45-ESCAPE	U9H-SEL AWD	All Oem Pkg's	1.65%
296	>2022	45-ESCAPE	U9J-PLATINUM AWD	All Oem Pkg's	1.65%
>2022	Police Vehicles				
298	>2022	Police SUV	K8A-4DR AWD POLICE	All Oem Pkg's	1.65%
299	>2022	Police F150	W1P-F150 POL RESP	All Oem Pkg's	1.65%

Tab 4: Part 2, AMO percent Markup

AMO ITEM #	Category	OEM Brand.	Ceiling % Markup	Note
Note (1): Package Discounts will be listed as a single line item on quote, when available. Parts freight added at true cost as single line item on quote per bid instructions. Note (2): If Brand not listed, AMO ceiling price to be less than category's maximum % listed below, call dealer.				
1	CRANES	Auto Crane	13%	
2	CRANES	Stellar	13%	
3	CRANES	Liftmoore	13%	
4	CRANES	Venturo	13%	
5	CRANES	Tiger	14%	
6	CRANES	VMAC	14%	
7	Machines	Vanair	14%	
8	Machines	Boss	14%	
9	Machines	CAS	14%	
10	Machines	American Hydraulic	14%	
11	Machines	VMAC	14%	
12	Machines	Wachs	14%	
13	Machines	Cues	14%	
14	Machines	Muncie	14%	
15	Machines	Chelsea	14%	
16	Service Body	Knapheide	14%	
17	Service Body	CM	14%	
18	Service Body	Godwin	14%	
19	Service Body	Crysteel	14%	
20	Service Body	Rugby	14%	
21	Service Body	Blue Ridge	14%	
22	Service Body	Duraclass- Brand FX	14%	
23	Service Body	Stellar- Hooklift	14%	
24	Service Body	Switch N Go	14%	
25	Service Body	Venco	14%	
26	Service Body	TPL- Lube Body & Skids	14%	
27	Service Body	Reading	14%	
28	Service Body	Palfinger	19%	
29	Service Body	Dakota Body	14%	
30	Service Body	Auto Crane	14%	
31	Service Body	Terex	30%	Extended Lead time
32	Service Body	Peterson	34%	Extended Lead time
33	Service Body	Altec	34%	Extended Lead time
34	DogBody	Mavron	22%	
35	DogBody	Bowie International	20%	Extended Lead time
36	LIFTGATES	Tommy Gate	18%	
37	LIFTGATES	Waltco Liftgate	18%	
38	LIFTGATES	Maxon Liftgates	18%	
39	LIFTGATES	Dhollandia Liftgates	18%	
40	LIFTGATES	Anteo Liftgates	18%	
41	LIFTGATES	Thieman Liftgates	18%	
42	LIFTGATES	Theiman	18%	
43	Accessory	Buyers Products	29%	

AMO. ITEM #	Category	OEM Brand.	Ceiling % Markup	Note
44	Accessory	UWS	29%	
45	Accessory	Curt	29%	
46	Accessory	Betterbuilt	29%	
47	Accessory	Enpak/Miller	29%	
48	Accessory	US Tarp	29%	
49	Accessory	Chelsea	29%	
50	Accessory	Muncie	29%	
51	Accessory	Decked	29%	
52	Accessory	Kussmall	29%	
53	Accessory	Tigertough	29%	
54	Accessory	Warn	29%	
55	Accessory	Weatherguard	29%	
56	Accessory	Roll n Lock	29%	
57	Accessory	Retrax	29%	
58	Accessory	ARE	29%	
59	Accessory	Ranch	29%	
60	Accessory	Century	29%	
61	Accessory	LineX	29%	
62	Accessory	Toff Brand	29%	
63	Accessory	Aervoe	29%	
64	Accessory	Amerex	29%	
65	Accessory	Keystone Automotive	29%	
66	Accessory	Meyer Distributing	29%	
67	Accessory	Wanco (Arrow/Message Boards) Speed Trailers	29%	
68	Accessory	Bak Flip	29%	
69	Accessory	Cargo Glide	29%	
70	Accessory	JBC Safety: Traffic Safety Products	29%	
71	VAN BODY	Rockport	14%	
72	VAN BODY	Complete Van Body	14%	
73	VAN BODY	Conyers Mfg.	14%	
74	VAN BODY	Supreme Corporation	14%	
75	VANS	Masterack	22%	
76	VANS	Legend	22%	
77	VANS	Kargo Master	22%	
78	VANS	Prime Design	22%	
79	VANS	Weatherguard	22%	
80	VANS	Ranger	22%	
81	AERIAL	Duralift Aerial Devices	22%	Package Disc available
82	AERIAL	Axion Aerial Devices	22%	Package Disc available
83	AERIAL	Challenger Aerial Devices	22%	Package Disc available
84	AERIAL	ALTEC	33%	Package Disc available
85	AERIAL	Stamm Mfg	24%	Package Disc available
86	LIGHTING	Trafcon Signals	20%	
87	LIGHTING	WHELEN	20%	
88	LIGHTING	Soundoff	20%	
89	LIGHTING	Brookings	20%	
90	LIGHTING	Metra	20%	
91	LIGHTING	Code 3	20%	

AMO ITEM #	Category	OEM Brand.	Ceiling % Markup	Note
92	LIGHTING	hg2	20%	
93	LIGHTING	Unity	20%	
94	LIGHTING	Streamlight	20%	
95	LIGHTING	Ecco	20%	
96	LIGHTING	SpeedTech	20%	
97	LIGHTING	Bayco	20%	
98	LIGHTING	Able 2 Products	20%	
99	LIGHTING	Go Light	20%	
100	LIGHTING	Maxxima	20%	
101	LIGHTING	Star	20%	
102	LIGHTING	Pelican Products	20%	
103	LE DEVICE	Phillips Aed's	20%	
104	LE DEVICE	Zoll Aed's	20%	
105	LE DEVICE	Watchguard	20%	
106	LE DEVICE	Digital Ally	20%	
107	LE DEVICE	Mag light	20%	
108	LE DEVICE	Stalker	20%	
109	LE DEVICE	AceK9	20%	
110	LE DEVICE	Panasonic	20%	
111	LE DEVICE	Intermotive	20%	
112	LE DEVICE	Dell	20%	
113	LE DEVICE	Angel Armor	20%	
114	LE DEVICE	Brother Printers and Accessories	20%	
115	LE DEVICE	ISBI Window Ballistics	20%	
116	LE DEVICE	Zebra printers and Tablets	20%	
117	LE DEVICE	Tremco	20%	
118	LE DEVICE	Santa Cruz	20%	
119	LE DEVICE	Big Sky Gun Racks	20%	
120	LE Metal	Gamber Johnson	20%	
121	LE Metal	Havis	20%	
122	LE Metal	Pro-Gard	20%	
123	LE Metal	Setina	20%	
124	LE Metal	Troy	20%	
125	LE Metal	Jotto	20%	
126	LE Metal	American Aluminum	20%	
127	LE Metal	Westin	20%	
128	LE Metal	GoRhino	20%	
129	LE Metal	Sterling	20%	
130	LE Metal	RanchHand	20%	
131	LE Metal	Highway Safety Products	20%	
132	LE Metal	Ram Mount	20%	
133	LE Metal	Plastix Plus	20%	
134	LE Metal	Tuffy Products	20%	
135	LE Metal	Tufloc-Esmet	20%	
136	LE Metal	Lund	20%	
137	LE Metal	Ops Products	20%	
138	LE Metal	Ray Allen K9	20%	
139	LE Metal	Laguna	20%	
140	LE Metal	LEM Solutions: Printer Mounts	20%	

AMO. ITEM #	Category	OEM Brand.	Ceiling % Markup	Note
141	WheelChair	Braun	15%	
142	WheelChair	Century	15%	
143	WheelChair	Mobility Works	15%	
144	WheelChair	Mathews Bus	15%	

Mileage Statement: Part 3

Per section [L] tab 4, part 3, Duval Ford will deliver all completed vehicles to BCSO at no charge, F.O.B. purchased off this agreement. For deliveries to agencies other than BCSO, Duval Ford will charge \$2 per mile from zip code 32210 to agency zip code per mileage posted on Mapquest or similar site data. This charge will include the fuel and may be achieved via motor carrier or contract driver.



Richard Tackett
President / General Manager
Duval Fleet
Duval Ford, Duval Chevrolet
richard.tackett@duvalfleet.com

Date: 9/5/2022

Tab 5: Drug Free Workplace Statement

The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that


DUVAL FORD does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Contract Number BCSO 22-27-1.0

Bidder's Signature


9/15/22

DEALER PARTNERSHIP STATEMENT

Duval Ford, upon BCSO approval, may engage partnered dealerships for purposes of providing expedited delivery of products not currently available in inventory. When available, the transaction price will become the bid percentage submitted plus a \$400 administrative fee. In cases where the end product is an alternative brand (i.e. Dodge, Honda etc.) the partnered dealer will be named, posted and held to the terms and conditions of the BCSO contract and recognized as a transactional subcontractor of the awarded dealership. In no way will the resulting transaction between the dealer and agency be indirect, or a "brokered" sale. The transaction is original and direct between entities adhering to the Manufacturer's franchise agreements and the manufacturer's statement of origin is assigned directly to the end user as a new, unused, non-brokered, direct agency sale, matching the named entity on the agency purchase order, binding those entities per agency purchasing guidelines.



Richard Tackett
President / General Manager
Duval Fleet
Duval Ford, Duval Chevrolet
richard.tackett@duvalfleet.com

Date: 9/5/2022

Lowest % Markup = 56 pts
 Second Finish = 44
 Third and beyond = 0

STEP ONE: ENTER DEALER NAME AND BID %
 STEP TWO: SORT BY CLICKING SORT BUTTON ON PERCENT ASCENDING

[CATEGORY 1.0] PRICING

CLICK SORT TO SEE RANKING

Ranking: First
 Ranking: Second
 Ranking: Third
 Ranking: Fourth
 Ranking: Fifth
 Ranking: Sixth

DEALER	Enter Bidder Name	Enter Bidder % over cost for vehicles bid	RANKING
	Duval Ford	1.65	1
	Bozard	4.75	2
	No Bid	0	3
	No Bid	0	4
	No Bid	0	5
	No Bid	0	6

PROPOSAL POINTS TOOL

DEALER	POINTS VALUE
Duval Ford	25
Bozard	25
No Bid	0
No Bid	0
No Bid	0

DEALER	Category 1 Points
Duval Ford	56
Bozard	44
No Bid	0
No Bid	0
No Bid	0

TAB ONE EXECUTIVE SUMMARY	TAB 2 BUSINESS LOCATION	TAB 2 REFERENCES	TAB 2 DEM CERTIFICATION	TAB 2 DEALER REGISTRATION	TAB 2 REPRESENTATIONS & CERTIFICATION	TAB 2 LOCAL VENDOR AFFIDAVIT	TAB 3 FINANCIALS	TAB 3 W9	TOTAL
4	3	3	4	2	2	2	3	2	25
4	3	3	4	2	2	2	3	2	25
4	3	3	4	2	2	2	3	2	25
0									0
0									0
0									0

STEP THREE: VALIDATE DOCUMENTS WERE RECEIVED IN NOTEBOOK TABS 1-3

STEP FIVE: CLICK COUNTY DEALER IS REGISTERED IN

STEP 4: CLICK YES/NO

DEALER	CAT 2: Florida YES/NO	Category 2 points	DEALER COUNTY	Braddon/Clay/Duval/ST Johns or Nassau	Category 3 Points	Cat 4 highest volume	Category 4 Points	Category 5 Points	TOTAL POINTS
Duval Ford	YES	5	DUVAL	YES	4	HIGHEST	35	25	125
Bozard	YES	5	ST JOHNS	YES	4		0	20	73
No Bid	NO	0		NO	0		0	0	0
No Bid	NO	0		NO	0		0	0	0
No Bid	NO	0		NO	0		0	0	0
No Bid	NO	0		NO	0		0	0	0

BRADFORD COUNTY TELEGRAPH

Published Weekly
Starke, Bradford County, Florida

Before the undersigned authority personally appeared, Mary Goodge, personally known to me, who on oath says that she is the publisher's assistant of the *Bradford County Telegraph*, a weekly newspaper published in Starke, Bradford County, Florida that: **BRADFORD COUNTY SHERIFF'S Office, 945-B N. Temple Ave., Starke, FL 32091, Request for Proposal for Purchase of Motor Vehicles.** Published in said newspaper in the issue(s) of: 8/25 & 9/1/22 BCT.

Affiant further says that the said *Bradford County Telegraph* is a newspaper published in Starke, in Bradford County, Florida, and that the said newspaper has heretofore been continuously published in said Bradford County, Florida, each week and has been entered as second-class mail matter at the post office in Starke, Bradford County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement. Affiant further says that she has never paid nor promised any person, firm, or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication of said newspaper.



Mary Goodge, Publisher's Assistant

STATE OF FLORIDA
COUNTY OF BRADFORD

The foregoing instrument was acknowledged before me this
2nd day of September, 2022.

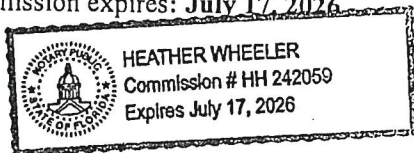
By: Mary Goodge who is personally known to me who did (did not) take an oath.



Notary Public - HEATHER WHEELER

STATE OF FLORIDA
My Commission expires: **July 17, 2026**

SEAL



REQUEST FOR PROPOSAL

The Bradford County Sheriff's Office requests proposals for the purchase of motor vehicles and related vehicle components for the Fleet Management Division and it's eligible users. Deadline for sealed proposals is September 6th, 2022 @ 10:00 AM. Please email Major George Konkel (george_konkel@bradfordsheriff.org) for Proposal packets or see our website; bradfordsheriff.org
8/25 21chg 9/1-BCT

ATTACHMENT “B”

[remainder of page intentionally left blank]

DRUG FREE WORKPLACE CERTIFICATION

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in section (1).
4. In the statement specified in section (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Applicant's Signature

Date

BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, _____, of the City/Township/Parish of _____, State of _____, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows:
(Name of company/vendor): _____
and (Nature of services presently being offered to The Key Largo Fire Rescue and Emergency Medical Services District): _____

2) I have ____ have not ____, at any time, excluding the instant proposal, had a business or personal relationship with any member of The Key Largo Fire Rescue and Emergency Medical Services District Board of Commissioners, and/or with any employee of The Key Largo Fire Rescue and Emergency Medical Services District.
• The details of my or my company’s present and/or former relationship, excluding the instant proposal, are:
{include particular Board member or employee’s name(s), position held by such member or employee and relevant date(s); use reverse for space if needed}

3) The statements contained in this affidavit are true and correct, and made with full knowledge that The Key Largo Fire Rescue and Emergency Medical Services District relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project.

(Signature of Authorized Representative) Dated: _____

Print: _____

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

NOTARY PUBLIC My commission expires

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: _____
Vendor FEIN: _____
Vendor's Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone Number: _____
Email Address: _____

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: _____
AUTHORIZED SIGNATURE

Print Name and Title: _____

Date: _____

DEBARMENT CERTIFICATION

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

- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 2 CFR Chapter 180, by any federal department or agency;
- (b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local Governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

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

Dated this _____ day of _____, 20____.

By _____
Authorized Signature/Vendor

Typed Name/Title

Vendor's Firm Name

Street Address

City/State/Zip Code

Area Code/Telephone Number

AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF _____ *{insert entity name}*, being of lawful age and being duly sworn I, _____ *{insert affiant name}*, as _____ *{insert position or title}* (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this _____ day of , 202__.

Signature of Affiant

STATE OF _____) COUNTY OF _____)

Subscribed and sworn to before me this __ day of _____, 20____, by who personally appeared before me at the time of notarization, and who is personally known to me or who has produced as identification.

Notary Public

My commission expires:

THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT

E-VERIFY AFFIDAVIT

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

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

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

Date

(Signature of Authorized Representative)

STATE OF _____, COUNTY OF _____

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

Signature, NOTARY PUBLIC

My commission expires:

STAMP/SEAL

7c.

INVITATION TO BID
2026 Parker 257 Explorer Boat and Trailer

The Key Largo Fire Rescue and Emergency Medical Services District is seeking a 2026 Parker 257 Explorer boat and trailer, certain minimum equipment and features as specified, and warranty, to be submitted by **May 28, 2026, at 2:00PM ET.**

ATTN: CAROL GRECO,
KLFREMS DISTRICT CLERK
C/o: VERNIS & BOWLING
81990 OVERSEAS HWY, 3RD FLOOR
ISLAMORADA, FL 33036
Tel: (305) 664-4675

Bid packets are available online at DemandStar. Bids will be deemed to be valid for a period of sixty (60) days after the submittal date.

The District reserves the right to reject any or all bids and to waive any informality in bidding. The District reserves the right to accept the bid in its entirety or in parts. Award of Contract: The District Board of Commissioners will make the final award of the bid or contract.

Any questions from any Vendors should be directed to:

CAROL GRECO,
KLFREMS DISTRICT CLERK
81990 OVERSEAS HWY, 3RD FLOOR
ISLAMORADA, FL 33036
Email: cgreco@florida-law.com

Answers will be posted electronically by the District on DemandStar.

To be eligible for selection consideration, a submittal package must contain all documentation detailed in Section VIII of this document. Submit one (1) original printed package, five (5) printed copies. The outside of the envelope/box used for the sealed proposals should be marked as follows:

“DO NOT OPEN”
“ITB 2026 PARKER 257 EXPLORER BOAT AND TRAILER”
Firm’s Name and Address

It is the sole responsibility of the Vendor to ensure that their submittal is received in a timely manner. Any proposal package submitted past the deadline and/or submitted to other locations or offices may be deemed non-responsive and may be rejected.

Date Issued: May 5, 2026

DEFINITIONS:

The Term "District" whenever used in the contract documents shall be construed to mean the Key Largo Fire Rescue and Emergency Medical Services District.

I. INTRODUCTION

The District will accept sealed bids from any responsive and responsible Vendor as specified herein. Following is a tentative calendar:

CALENDAR OF EVENTS ITB 2026-01		
DATE:	TIME (ET):	Action:
May 5, 2026	3:00 PM ET	Release Solicitation
May 12, 2026	3:00 PM ET	Last day for submission of written questions to the District
May 15, 2026	12:00 PM ET	Last day for the District to post answers to questions (on DemandStar)
May 28, 2026	2:00 PM ET	Bid Due and Bid Opening
June 2, 2026	10:00 AM ET	Review Committee
June 8, 2026	6:00 PM ET	District Commission Meeting/Award

II. CONE OF SILENCE NOTICE

This Invitation to Bid is subject to a “Cone of Silence” and exemption as an ongoing competitive solicitation in accordance with Section 119.071(1), Florida Statutes. The cone of silence shall terminate at the time the District Board of Commissioners awards or approves a contract, votes to reject all bids, or otherwise takes action which ends the solicitation or procurement process.

If the District Board of Commissioners refers the item back to District staff for further review, the cone of silence shall remain in effect until an award is made, a contract is approved, or the District Board of Commissioners takes any other action which ends the solicitation or other procurement process. When the cone of silence is terminated, public notice of the termination will be posted.

Penalties. Violation of this Cone of Silence by a particular Proposer or Firm, Firm members or personnel, shall render any Proposal submitted in response to the bid disqualified.

Questions Regarding the Cone of Silence. Please contact the District Clerk with any questions concerning compliance with the Cone of Silence.

III. PURPOSE

The purpose of this Invitation to Bid (ITB) 2026-01 is to solicit sealed proposals from qualified Boat Dealers to provide the District with a 2026 Parker 257 Explorer boat and trailer, with delivery to KLFREMS Station 24, 1 East Drive, Key Largo, FL 33037.

IV. OBJECTIVES/PROJECT GOALS

The goal of this Project is to purchase and receive delivery of a fire, rescue and emergency services boat and trailer meeting the District’s specifications.

V. INQUIRIES FOR CLARIFICATION

All inquiries and requests for clarification or interpretation regarding this ITB 2026-01 shall be made in writing to the attention of the District Clerk by email to cgreco@florida-law.com no later than May 12, 2026, at 3:00PM ET.

The District shall issue appropriate addenda as necessary via DemandStar at <https://www.demandstar.com>. No oral change or interpretation of the provisions contained in this ITB is valid. Written addenda shall be issued when changes, clarifications or amendments to the Request for Proposals document are deemed necessary. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

VI. (INTENTIONALLY OMITTED)

VII. SCOPE OF SERVICES, DELIVERABLES AND WARRANTIES

This bid is for the purchase of a new 2026 Parker 257 Explorer boat with trailer, minimum required equipment and features, delivery of the new boat and trailer to KLFREMS Station 24, 1 East Drive,

Key Largo, FL 33037, and warranties for the boat and installed equipment. Bids for partial services will not be accepted.

The specifications below include the minimum required equipment for the new vessel; additional equipment and features may be proposed with an identified price associated with each. Alternatives to the minimum specifications will not be considered.

1. Specifications for the new vessel and equipment:

- 2026 Parker 257 Explorer with optional second steering station included
- Twin outboard engines - 200hp each minimum
- Two chart plotters - 16 inch minimum
- VHF radio with integrated AIS
- Radar system - 18inch minimum
- FLIR M364C camera
- Gateway to integrate engines, radar, FLIR camera, VHF, chart plotters
- Independent emergency lighting lithium battery bank with shore power monitoring and charging system – 400 amp hour minimum
- Wheelhouse air conditioning system – 12volt
- Tandem-axle aluminum trailer
- Required USCG equipment to include 12 standard life vests
- Dock lines – 6 minimum
- Fenders – 8 minimum
- Anchor with chain and rode – 200ft minimum

2. Scope of Services:

- Installation of all equipment
- Delivery to KLFREMS Station 24, 1 East Drive, Key Largo, Florida, *FOB Destination*.

3. Warranties:

Written Warranty on vessel and written warranties for equipment and options installed.

The District encourages and agrees to the successful Vendor extending the pricing, terms and conditions of this solicitation or resultant contract to other governmental entities at the discretion of the successful Vendor.

VIII. ELIGIBILITY CRITERIA

To be eligible for selection consideration, interested Vendors must submit proposals as directed on the first page of this ITB document. Proposals must contain the following information:

1. **Cover Letter:** Provide a cover letter introducing your firm, proposal and point of contact information including company history and history of selling vessels with the same or similar specifications to those listed in the Scope of Services, including history of sales to Florida local governments.
2. **Cost Proposal:** Provide a complete cost proposal broken down by cost of new vessel per specification, cost of new trailer, cost of required equipment and features, and delivery FOB Destination charge to 1 East Drive, Key Largo, Florida. The Cost Proposal must include a statement that the proposal remains in effect for sixty (60) days.

Vendors may, but are not required to, provide a separate price proposal for additional optional equipment and features. **However, award of the ITB will be based on the ITB Cost Proposal amount only.** Additional optional equipment, features, and pricing may be considered for one or more change orders under Section XV of the ITB but shall not be utilized for ITB evaluation purposes.

3. ***Timeline:** Provide the best estimate of the number of days from the time proposal is formally accepted/order is placed to the date of delivery.
4. ***References:** Provide at least three (3) references from customers who purchased similar vessels, including the name of the client, date of purchase and contact information. Include any history of sales to other Florida local governments.
5. ****Warranty:** Provide the length of warranty and warranty terms for the vessel and equipment installed. (Written warranty for the vessel and written warranties for all equipment installed on the vessel prior to delivery to the District will be required).
6. **Attachments, Certifications and Statements:** Provide all duly executed attachments, certifications and statements contained within this ITB, as set forth in Attachments “A” through “H,” incorporated herein by reference

**Timeline and References may be included in the cover letter or provided as a separate document*

***Warranty information may be provided in the cover letter or the cost proposal or provided as a separate document.*

IX. EVALUATION AND SCORING

A publicly noticed bid opening will be held at KLFREMS Station 24, 1 East Drive, Key Largo, FL 33037. An Evaluation Committee made up of three or more District staff members will convene in a publicly noticed meeting to evaluate proposals after they are opened. Proposals will be evaluated for responsiveness to the ITB. The Evaluation Committee will prepare a ranking of recommendations to the District Board of Commissioners based on a point system for entering into contract negotiations. Negotiations will commence with the first-ranked Vendor. If the District and the first-ranked Vendor are unable to finalize a contract, then the negotiation process will move to the second-ranked Vendor and so forth.

The point system for the evaluation and scoring of responsive proposals will be as follows:

Company Overview	0 - 10 points
Cost	0 - 40 points
Timeline for Delivery	0 - 25 points
Warranties	0 - 15 points
<u>References</u>	<u>0 - 10 points</u>

TOTAL POINT RANGE 0 - 100 points

The District reserves the right to accept or reject any or all proposals, to waive irregularities, technical errors and formalities, and to select a qualified Vendor or Vendors to provide the Project as it deems will best serve the interests of the District.

X. CONDITIONS

The Vendor is responsible for being familiar with all conditions, instructions, and documents governing this ITB. Failure to make such preparations shall not excuse the Vendor from performance of the duties and obligations imposed under the terms of this ITB. The Vendor shall complete a debarment certification, drug free workplace certification, sworn statement on public entity crimes, non-collusion affidavit of bidder, affidavit regarding the use of coercion for labor and services, business/personal relationship disclosure affidavit, affidavit of solvency, E-Verify affidavit, and agrees to full comply with Florida Public Records Laws as part of any agreement under the Invitation to Bid.

XI. CONFIDENTIALITY AND PUBLIC RECORDS

The Bid Documents and related materials received from the Vendors in response to this ITB will become the property of the District and will not be returned. The District is a public agency subject to the Florida Public Records Law.

Florida Statute 119.071(1)(b)(2) provides an exemption for “sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation” until such time as the agency provides notice of an intended decision or until 30 days after opening, whichever is earlier.

Upon the District’s notice of a decision or intended decisions on selection of a Vendor or within thirty (30) days after the opening of the Proposal Documents, whichever is earlier, any material submitted in response to this ITB will become a “public record” and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Florida Public Records Law). All documents submitted to the District pursuant to this ITB are public records or documents subject to disclosure, except as specifically exempted by Florida law or Applicable Law. The District reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.

By submitting proposals, each Vendor expressly acknowledges and agrees that the District will not be responsible or liable in any way for any losses that the Vendor may suffer from disclosure of information or materials to third parties and the Vendor agrees to defend, indemnify, and hold harmless the District from all costs (including reasonable attorneys’ fees) arising from or related to any action under Florida Public Record’s Law.

XII. BILLING/INVOICING:

Payment to the Vendor shall be made upon delivery, inspection, a sea-trial if requested by District, and acceptance of the boat by the District.

XIII. REJECTION OF BIDS:

1. The District reserves the right to cancel requests for bids without penalty when it is in the best interest of the District. Notice of cancellation shall be sent to all individuals or entities solicited.
2. The District reserves the right:
 - a. to reject any or all bids,
 - b. to accept the bid in its entirety or in parts or phases,
 - c. to waive any informality or irregularity in any bid,
 - d. to negotiate changes and/or modifications with the lowest responsible vendor, and
 - e. to make award to the response deemed to be the most advantageous to the District.
3. Vendors shall be required to comply with all applicable federal, state and local laws, including those relating to employment of labor without discrimination on the basis of age, race, color handicap, sex, national origin or religious creed.
4. Any bid not conforming with the specifications or requirements set forth by the District in the request may be rejected.
5. Bids may also be rejected if they are made by a vendor that is deemed un-responsible due to a lack of qualifications, capacity, skill, character, experience, reliability, financial stability or quality of services, supplies, materials, equipment or labor.

XIV. SUCCESSFUL BID

1. Submission shall be tabulated, and a recommendation shall be prepared by the District staff. If an award is to be made to other than the lowest vendor, or if the purchase was not included in the fiscal year budget, justification must be made in writing.
2. District staff shall send a recommendation and tabulation of all bids received for purchases meeting the requirements to the District Board of Commissioners for consideration of awarding.
3. All awards made in accordance with the provisions of this Invitation to Bid are final determinations.
4. An ITB 2026-01 Bid Tabulation Form is attached hereto as *Exhibit A*.

XV. CHANGE ORDERS

1. After a contract is awarded pursuant to the procedures specified herein, additional purchases or modifications may be made under the contract, or the terms of the contract may be extended, without rebidding the materials, supplies, services or equipment involved, provided that the change order:
 - a. Is not of such a size or nature as to undermine the integrity of the original process; and
 - b. Is germane to the original contract; and
 - c. Does not exceed twenty percent (20%) of the Vendor amount; and
 - d. The change order is approved by the District Board of Commissioners.
 - e. Change orders for contracts for public improvements shall be as provided by state law.

ATTACHMENT "A"

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
(print name of the public entity)
- by _____ for _____
(print individual's name and title) (print name of entity submitting sworn statement)

whose business address is _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt of a conviction of public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- (a). A predecessor or successor of a person convicted of a public entity crime; or
 - (b). An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133 (1) ©, Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with any convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting the sworn statement on the convicted vendor list. (Attached a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF _____
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first sworn by me, affixed his/her signature in the space provided above on this _____ day of _____, 2026.

(name of individual signing)

NOTARY PUBLIC

My commission expires:

ATTACHMENT "B"
NON-COLLUSION AFFIDAVIT OF BIDDER

State of _____
County of _____

I _____ ("Affiant"), being first duly sworn, deposes and says that:

- (1) Affiant is _____ (insert job title) of _____ (insert name of company) the bidder that submitted the attached bid;
- (2) Affiant is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;
- (3) Such bid is genuine and is not a collusive or sham bid;
- (4) Neither the said Affiant nor any of his/her/its officers, partners, owners, agents, representatives, employees or parties in interest, including Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or has refrained from bidding in connection with such Contract; nor in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder; nor has fixed any overhead, profit or cost element of the bid price, or the bid price of any other bidder; nor has secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Town of Dundee or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Affiant or any of its agents, representatives, owners, employees, or parties in interest.

THIS SECTION TO BE COMPLETED BY A NOTARY PUBLIC:

STATE OF _____

COUNTY OF _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _DAY OF _____, 2026

NOTARY PUBLIC: CHECK ONE PERSONALLY KNOWN TO ME _____ Produced I.D. _____

TYPE OF ID PRODUCED _____

SIGN: _____

PRINT: _____

ATTACHMENT "C"
DRUG FREE WORKPLACE CERTIFICATION

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in section (1).
4. In the statement specified in section (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Applicant's Signature

Date

ATTACHMENT "D"

State of Florida

Affidavit Regarding the Use of Coercion for Labor and Services

Respondent Vendor Name: _____
Vendor FEIN: _____
Vendor's Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ ZIP: _____
Phone Number: _____
Email Address: _____

Section 787.06(13), Florida Statutes requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Respondent, I certify that the company identified does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

By: _____ AUTHORIZED SIGNATURE
Print Name and Title: _____
Date: _____

ATTACHMENT "E"
BUSINESS/PERSONAL RELATIONSHIP DISCLOSURE AFFIDAVIT

I, _____, of the City/Township/Parish of _____, State of _____, and according to law on my oath, and under penalty of perjury, depose and say that;

1) I am the authorized representative of the company or entity making a proposal for a project described as follows: (Name of company/vendor): _____
and (Nature of services presently being offered to The Key Largo Fire Rescue and Emergency Medical Services District): _____

2) I have ____ have not ____, at any time, excluding the instant proposal, had a business or personal relationship with any member of The Key Largo Fire Rescue and Emergency Medical Services District Board of Commissioners, and/or with any employee of The Key Largo Fire Rescue and Emergency Medical Services District.

- The details of my or my company's present and/or former relationship, excluding the instant proposal, are: *{include particular Board member or employee's name(s), position held by such member or employee and relevant date(s); use reverse for space if needed}*

3) The statements contained in this affidavit are true and correct, and made with full knowledge that The Key Largo Fire Rescue and Emergency Medical Services District relies upon the truth of the statements contained in this affidavit in awarding contracts for the subject project.

(Signature of Authorized Representative) Dated:_____

Print: _____

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

NOTARY PUBLIC

My commission expires

ATTACHMENT "F"
DEBARMENT CERTIFICATION

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

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

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

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

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

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

Dated this _____ day of _____, 20 ____ .

By _____
Authorized Signature/Vendor

Typed Name/Title

Vendor's Firm Name

Street Address

City/State/Zip Code

Area Code/Telephone Number

ATTACHMENT "G"
AFFIDAVIT OF SOLVENCY

PERTAINING TO THE SOLVENCY OF _____ *{insert entity name}*, being of lawful age and being duly sworn I, _____ *{insert affiant name}*, as _____ *{insert position or title}* (ex: CEO, officer, president, duly authorized representative, etc.) hereby certify under penalty of perjury that:

1. I have reviewed and am familiar with the financial status of above stated entity.
2. The above stated entity possesses adequate capital in relation to its business operations or any contemplated or undertaken transaction to timely pay its debts and liabilities (including, but not limited to, unliquidated liabilities, unmatured liabilities and contingent liabilities) as they become absolute and due.
3. The above stated entity has not, nor intends to, incur any debts and/or liabilities beyond its ability to timely pay such debts and/or liabilities as they become due.
4. I fully understand failure to make truthful disclosure of any fact or item of information contained herein may result in denial of the application, revocation of the Certificate of Public Necessity if granted and/or other action authorized by law.

The undersigned has executed this Affidavit of Solvency, in his/her capacity as a duly authorized representative of the above stated entity, and not individually, as of this ___ day of , 202__.

Signature of Affiant

STATE OF _____) COUNTY OF _____)

Subscribed and sworn to before me this ___ day of _____, 20____, by who personally appeared before me at the time of notarization, and who is personally known to me or who has produced as identification.

Notary Public

My commission expires:

ATTACHMENT "H"
THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT

E-VERIFY AFFIDAVIT

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

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

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

Date

(Signature of Authorized Representative)

STATE OF _____, COUNTY OF _____

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

Signature, NOTARY PUBLIC

My commission expires:

STAMP/SEAL

Exhibit A

**TABULATION SHEET
2026 Parker 257 Explorer
ITB 2026-01**

OPENING DATE: _____

NO.	RESPONDANT	Company Overview	Cost	Timeline for Delivery	Warranties	References	Total
1.		___/10	___/40	___/25	___/15	___/10	___/100
2.		___/10	___/40	___/25	___/15	___/10	___/100
3.		___/10	___/40	___/25	___/15	___/10	___/100
4.		___/10	___/40	___/25	___/15	___/10	___/100
5.		___/10	___/40	___/25	___/15	___/10	___/100
6.		___/10	___/40	___/25	___/15	___/10	___/100
7.		___/10	___/40	___/25	___/15	___/10	___/100
8.		___/10	___/40	___/25	___/15	___/10	___/100
9.		___/10	___/40	___/25	___/15	___/10	___/100
10.		___/10	___/40	___/25	___/15	___/10	___/100

7d.

KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT

RESOLUTION NO. 2026-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, ADOPTING THE DISTRICT EMPLOYEE COMPENSATION AND PAY PLAN POLICY (POLICY NO. HR-2026-01) AND RELATED OPERATIONAL, ADMINISTRATIVE AND PROCEDURAL MATTERS;

PROVIDING FOR SCRIVENER'S ERRORS;

PROVIDING FOR SEVERABILITY;

PROVIDING FOR CONFLICTS;

PROVIDING FOR CONSTRUCTION; AND

PROVIDING FOR AN EFFECTIVE DATE

Adopted by the Board of Commissioners

Key Largo Fire Rescue and Emergency Medical Services District

Effective: July 1, 2026

First Scheduled Review: June 30, 2029

RESOLUTION NO. 2026-05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT ADOPTING THE DISTRICT EMPLOYEE COMPENSATION AND PAY PLAN POLICY (POLICY NO. HR-2026-01) AND RELATED OPERATIONAL, ADMINISTRATIVE AND PROCEDURAL MATTERS; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CONSTRUCTION; 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, and its Charter (Chapter 2005-329), 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 Key Largo Voluntary Fire Department, Inc. (KLVFD) and Key Largo Voluntary Ambulance Corps, Inc. (KLVAC) 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 Policy, 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 and Emergency Medical Services District, Monroe County, Florida, as follows:

OPERATIVE PROVISIONS

Section 1. Adoption of Employee Compensation and 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

Draft for May 4, 2026 Agenda

The Pay Plan applies to all career employees of the District, including personnel transitioning from KLVFD and KLVAC 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 Article 6 of Exhibit A (Transition & Step Placement) no later than June 15, 2026. No transitioning personnel shall receive a reduction in base pay as a direct result of transition.

Section 4. Step Advancement

Step advancement within each rank is 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 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 process provided in Article 3.2 and the complaint procedure provided in Article 7 of Policy No. HR-2026-01.

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 three (3) of five (5) members of the Board of Commissioners;
- 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 guidelines and procedures for 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, unless a shorter time is authorized by the Board. 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

Draft for May 4, 2026 Agenda

one hundred twenty (120) days prior to the review date, unless a shorter time is authorized by the Board. 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 until such time as the Board takes subsequent action, which subsequent action shall be deemed the new Triennial Review Cycle and date under this Section 6.

Section 7. Longevity Pay

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

Section 8. Salary Protection for Transitioning Employees

Any career employee transitioning from KLVFD or KLVAC 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, 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, KLVAC, or their officers and the career personnel covered herein, effective July 1, 2026.

Section 11. Severability

The provisions of this Resolution and Exhibit A are declared to be severable and if any section, sentence, clause or phrase of this Resolution and/or Exhibit A 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 and/or Exhibit A but they shall remain in effect, it being the legislative intent that this Resolution and Exhibit A shall stand notwithstanding the invalidity of any part.

Section 12. 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 District Manager, or his designee, without need of a public meeting or Board decision making action, by the District Manager filing a corrected or re-codified copy of same with the District's records custodian.

Section 13. Construction and Effective Date

This Resolution shall be liberally construed to affect the purposes hereof. This Resolution shall take effect immediately upon adoption by the Board of Commissioners. The Employee Compensation and Pay Plan Policy attached as Exhibit A shall take effect July 1, 2026, as specified herein.

PASSED AND ADOPTED this ____ day of _____, 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 _____

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

Policy Number:	HR-2026-01
Effective Date:	July 1, 2026
Review Cycle:	Triennial — Next Review Due: June 30, 2029
Supersedes:	All prior informal compensation arrangements with KLVFD/KLVAC
Authority:	Board of Commissioners — Resolution No. 2026-05
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 and its Charter (Chapter 2005-329). This policy is not a contract of employment or otherwise creates any vested rights. 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.

This policy applies to all career personnel employed directly by the District, including those transitioning from KLVFD and KLVAC. 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%

Draft for May 4, 2026 Agenda

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 Article 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 SALARY AND STEP LEVEL 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. 2026-05, Section 5.

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

Draft for May 4, 2026 Agenda

Any employee whose current base salary at the time of transition from KLVFD or KLVAC to the District 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 KLVAC 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 KLVAC 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 KLVAC 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, KLVAC, 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.

Draft for May 4, 2026 Agenda

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 endeavor to provide a decision at the next regularly scheduled meeting, but in no event more than the second next regularly scheduled meeting.

ARTICLE 8 — TRIENNIAL REVIEW PROCESS

This policy shall be reviewed on a triennial basis as specified in Resolution No. 2026-05. 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 or create any vested rights, 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), 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

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, KLVAC, 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

Draft for May 4, 2026 Agenda

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. 2026-05, on _____, 2026.

7e.

PUBLIC SECTOR

Insurance Proposal

July 1, 2026 to October 1, 2026

KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL
SERVICES DISTRICT



Table of Contents

Overview	1
The Agency of Brown & Brown, Public Sector	
An Introduction to Your Service Team	
Preferred Governmental Insurance Trust	
Claims Services & Safety and Risk Management Services	
Property/Inland Marine/Equipment Breakdown	2
Crime/Employee Dishonesty	3
General Liability	4
Deadly Weapon Protection	5
Public Officials & Employment Practices Liability	6
Cyber Liability	7
Automobile Liability & Physical Damage	8
Workers' Compensation	9
Broker Recommendation/Premium Recapitulation	10
Notes of Importance	
Compensation Disclosures	
Carrier Financial Status	
Guide to Best's Ratings	
Items Required Prior to Binding	11
Acceptance of Proposal – Premium Recapitulation	
Package Application	
Uninsured Motorist Form	
<i>Preferred</i> Signature Page	
Workers' Compensation Application	
Drug Free and Safety Applications	
<i>Preferred</i> Participation Agreement	

Our Story

The Brown & Brown, Public Sector team is a highly-specialized unit of insurance advisors 100% trained to deliver industry-leading services to public entities in the State of Florida. Since 1992, we have continuously refined that specialization and enhanced our services, while becoming the largest public entity brokerage in Florida. Our team provides Property & Casualty and Employee Benefits services to governments from Key West to the Panhandle and represents more than 200 clients.

We have built our reputation by empowering our governmental clients to outperform their industry peers, lower their cost of risk, and enhance their insurance programs - all while staying within their annual budgetary constraints. Our team is committed to serve those who serve the public – and provide superior service to our clients, their staff, and their employees.



- Dedicated service team working exclusively for Florida local governments in all capacities surrounding risk and human resources
- Access to highly experienced public entity resources including Claims Team, Panel Counsel, Loss Control, Disaster Planning and Recovery, and Risk Management Specialists.
- Only retail office in Florida 100% committed to Florida's public entities
- Brown & Brown, Public Sector currently represents over 200 of Florida's governmental entities
 - 22 Counties
 - 70 Cities
 - 20 Public Airports
 - 7 Public School Districts
 - State of Florida

An Introduction to Your Service Team

Account Executives

Matt Montgomery Executive Vice President	(386) 239-7245	Matt.Montgomery@bbrown.com
Michelle Martin, CIC Senior Vice President / Public Risk Advisor	(386) 239-4047	Michelle.Martin@bbrown.com
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Tiffany Hill, GBDS Vice President / Client Services Leader	(386) 281-6846	Tiffany.Hill@bbrown.com
Michelle Perry Vice President / Business Development	(386) 366-6378	Michelle.Perry@bbrown.com
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Bill Wilson Public Risk Advisor	(386) 333-6058	Bill.Wilson@bbrown.com
Devyn Donley Public Risk Advisor	(386) 239-4070	Devyn.Donley@bbrown.com
Ethan Reedy Insurance Broker	(386) 239-7264	Ethan.Reedy@bbrown.com
Victoria "Tori" Reedy Executive Coordinator	(386) 239-4043	Tori.Reedy@bbrown.com

Service Representatives

Emily Bailey Public Risk Specialist	(386) 333-6085	Emily.Bailey@bbrown.com
Melody Blake, ACSR Senior Public Risk Specialist	(386) 239-4050	Melody.Blake@bbrown.com
Taylor Brodeur Public Risk Specialist	(386) 361-5225	Taylor.Brodeur@bbrown.com
Jessica Conway Public Risk & Claims Specialist	(386) 333-6001	Jessica.Conway@bbrown.com
Megan Feinberg Public Risk Specialist Assistant	(386) 281-6836	Megan.Feinberg@bbrown.com
Patricia "Trish" Jenkins, CPSR Senior Public Risk Specialist	(386) 239-4042	Trish.Jenkins@bbrown.com
Mallory Moretti Public Risk & Claims Specialist	(386) 800-1164	Mallory.Moretti@bbrown.com

Certificate Requests: 179.certificates@bbrown.com
Claim Reporting: 179.claims@bbrown.com

Our Service Team philosophy focuses on accountability at all levels of account management. Our goal is not simply to meet your service needs, but to exceed them. All the employees at Brown & Brown are dedicated to achieving this goal and distinguishing ourselves from the competition.

Preferred Governmental Insurance Trust (*Preferred*) Overview

Several hundred members and millions in premiums prove that the *Preferred* Governmental Insurance Trust® fulfills what Florida needs: an insurance program exclusively customized and dedicated to the public sector. *Preferred* stays on the forefront of specialized insurance for property, casualty and workers' compensation because it is non-profit and self-governed with a membership comprised solely of Florida public entities.

Preferred's history dates back to 1999. Its robust membership and financial strength, including consistent growth of surplus, stem from its conservative platform of managed risk. *Preferred* is just that: **preferred** for unmatched public entity experience, innovation, stability and personalized service.

Preferred's Member Types

Municipalities	Counties	Special Districts
Public Schools	Charter Schools	Sheriff Departments
Housing Authorities	Aviation Authorities	Transit, Port & Utility Authorities

Preferred's Comprehensive Coverages

Property	Workers' Compensation	General Liability
Automobile Liability	Automobile Physical Damage	Law Enforcement Liability
Public Officials Liability	Employment Practices Liability	Educators' Legal Liability

The Power of Groups and People

What does a specialized insurance trust do for you? In the case of *Preferred*, it gives you the purchasing power of a very large trust with billions of covered property values—far more financial negotiating power than a single public entity can muster. As a *Preferred* member, you are part of a formidable Florida insurance trust.

The trust also transfers risks from any one public entity to the larger group. This provides all members of the trust better rating structures with less volatility. *Preferred's* sole focus on government ensures that members' unique needs are met.

Underwriting and Administration

Behind *Preferred's* underwriting platform are decades of success built on integrity and market relationships. Our team of underwriters' vast insurance expertise enhances the actuarial and scientific data used to underwrite individual risks within the trust. Services delivered are both broad and precise. Reliability is assured. The administrator for *Preferred* is Public Risk Underwriters of Florida, Inc.® (PRU), Florida's premier public entity specialist of its kind. *Preferred's* claims administrator is PGCS Claim Services. With more than 25 years in claims experience, PGCS is Florida's foremost governmental third-party administration company.



Underwriting Highlights

- **Diverse risk financing options:** guaranteed cost, deductible, self-insured retention, all lines aggregate
- **Competitive premium discounts** based on favorable experience and sound safety practices
- **Flexibility of coverage design**, including mono-line or package basis
- **Dynamic financial analysis** conducted periodically to validate the trust's superior financial standing

Administration

- **General counsel, defense counsel and litigation services** by specialists in governmental law
- **Membership relations** for networking and professional development
- **Legislative Pulse newsletter** from Tallahassee-based law firm
- **Professional marketing** that guarantees local agent support, governmental knowledge and an ever-growing group of members
- **Preferred News**—a quarterly publication covering the spectrum of government insurance issues
- **State filing, accounting and independent CPA audited financials** as needed

***Preferred's* Expert Boards Know Your Business**

Preferred is governed and guided by people working daily in all segments of Florida's public sector – from municipalities to counties to schools to special taxing districts.

The Board of Trustees is comprised of elected public officials who work wisely and diligently to set policy, keeping *Preferred* as the premier public entity insurer of its kind.

Preferred Claims Administration

Preferred Governmental Claim Solutions, Inc. ® (PGCS) is the premier governmental third-party claims administrator in the state of Florida and administers the claims for Preferred Governmental Insurance Trust (*Preferred*). Since its founding in 1956, PGCS has provided claims administration services exclusively to over 450 governmental entities including schools, cities, towns, counties, community development districts, and fire districts. Therefore, PGCS's adjusters are extremely qualified to handle governmental tort liability and public sector workers' compensation claims. They are experts at investigating and handling police and firefighters presumption claims. PGCS is sensitive to the politics involved in the handling of public entity claims.

PGCS's claims administration program consists of workers' compensation, general liability, bodily injury, personal injury, property, auto liability, auto physical damage, employment practices liability, school leaders/educators liability and public officials liability. Their claims staff has over 630 years of combined insurance experience and each has been with PGCS an average of 8 years. Claims are handled under strict supervision in accordance with the PGCS workers' compensation and liability claim handling procedure manuals and the PGCS claim best practices manual. A random sampling of each adjuster's claim files are audited on a monthly basis by a Quality Assurance Manager to ensure compliance.

PGCS provides their clients with a dedicated Subrogation Unit to pursue reimbursements from at-fault third parties. Their current recovery rate is fifty-nine (59) percent of the claim costs expended. PGCS also has a dedicated excess reporting and recovery unit for communication to and securing reimbursement from the excess and/or reinsurance carriers. In addition, PGCS provides a state-approved Special Investigation Unit (SIU) to prevent and pursue fraudulent claims. PGCS offers rewards up to \$10,000.00 for the arrest and conviction of persons committing workers' compensation fraud. This service is provided via a twenty-four hour seven day a week hotline.

PGCS utilizes the RiskMaster system for claims processing. This system captures a wide variety of data and allows the adjuster to enter an unlimited number of claim notes, process reserve changes, and issue claim payments. Customized reports can be obtained from PGCS's on-line system containing a multitude of data parameters that a client may choose to analyze. The system can be accessed by clients via their website at www.pgcs-tpa.com.

Communication with PGCS's clients is the cornerstone of their claims administration program. Professional adjusters, nurses, management, quarterly in-depth claim review meetings, 24/7 claim reporting, utilization of attorneys specializing in public entity defense, litigation management, and return to work programs are just a sample of how PGCS has set the standard for the industry.

PGCS is committed to partnering with their clients to provide professional and aggressive claim management programs. While they are recognized as the leader in the industry, PGCS is always striving to improve the quality of their programs and expand the services that they offer.

***Preferred* Safety and Risk Management Services**

The success of any public sector community is tied to its ability to protect and preserve its human physical assets. This basic premise serves as the cornerstone of an effective Safety Management program and underscores the importance of Safety and Risk Control to the community. *Preferred's* Safety and Risk Management Department is very aware of the valuable contribution a comprehensive safety and risk control program makes to the bottom-line of any organization.

At *Preferred*, Safety consultations originate with one basic thought—to recommend specific measures to minimize or eliminate the exposures that cause accidents. This does not mean that the workplace become no-risk utopias, but we expect our consultants to recommend measures to control and minimize all types of accidents, injuries and illnesses to our *Preferred* members' operations and premises.

Preferred is dedicated to meeting the challenge of the complex issues facing public sector organizations. Disarming these issues and converting them into solutions which work to the advantage of our goal. *Preferred's* approach to risk control incorporates the following elements:

- **Exposure Identification** – Assist management in determining areas where a chance of loss might exist through cause trend analysis, work site evaluations, and facility inspections.
- **Exposure Measurement and Loss Analysis** – Loss analysis and a review of the consequences of the exposures will be considered to develop alternative methods of control.
- **Determination and Selection of Appropriate Risk Control Methods** – Based on measurement and analysis, specific recommendations and/or custom designed risk control plan will be formulated. OSHA, as well as other Agency Standards will be applied and/or used as a “Best Practice” measure when designing and formulating safety and risk control plans.
- **Training and Safety Management Consulting** – After considering client needs specific services and/or training will be formulated and initiated to fit the client's need. Key Personnel or specialty consulting services with the knowledge and skills needed to meet those identified needs will be provided.
- **Additional Consulting Services Available** – *Preferred's* Safety & Risk Management has other services available that may benefit our clients. These services include security evaluations and review of existing safety and risk programs.

Preferred's Safety and Risk Management Department evaluates the unique needs to each client, ultimately designing a program that is capable of being integrated into the overall safety and risk control efforts of each client. *Preferred's* dedication to the problem-solving approach is the foundation of their Safety and Risk Management Service.

Property – Inland Marine

Term: July 1, 2026 to October 1, 2026

Company: Preferred Governmental Insurance Trust (*Preferred*)

Covered Property (Per Schedule Provided)	
\$9,097,665	Blanket Value Buildings and Contents
Special Property Coverages	
\$2,000,000	Flood
\$1,000,000	Earth Movement
Not Included	TRIA Terrorism
Inland Marine (Per Schedule Provided)	
\$1,000,000	Blanket Unscheduled Inland Marine***
Included in Blanket	Communication Equipment***
Included in Blanket	Contractor's / Mobile Equipment***
Included in Blanket	Electronic Data Processing Equipment***
Included in Blanket	Emergency Portable Service Equipment***
Included in Blanket	Fine Arts***
Included in Blanket	Other Inland Marine
Not Included	Rented, Leased or Borrowed Equipment◆◆
Included in Blanket	Valuable Papers
Not Included	Watercraft, Not Including Hull Coverage**

Deductibles: \$5,000 per Occurrence – Buildings and Contents, Earth Movement

5% of TIV per Occurrence / Per Location for “Named Storm” subject to minimum of \$35,000 Per Occurrence. Location is defined by each itemized listing on the applicable schedule. Also applies to Inland Marine.

\$5,000 any one occurrence for Flood, except:
Excess of maximum NFIP available whether purchased or not or 5% of the TIV at each affected location whichever is greater for Zones A & V

\$1,000 per Occurrence – Inland Marine

***Unscheduled items are subject to a maximum value of \$25,000 or less per item. Items valued above this amount must be scheduled.

**Watercraft, not exceeding 25 feet, coverage is not hull coverage. Limited to Specified Perils only, excluding collision with another object.

◆◆Unscheduled items are subject to a maximum value of \$250,000 or less per item, subject to the maximum per occurrence loss limit shown on the Inland Marine Schedule. Items valued above \$250,000 must be scheduled.

Property – Inland Marine

Coverage:

1. Special form (formerly “All Risk”), subject to policy exclusions.
2. Replacement Cost applies to Buildings, Contents and EDP is subject to all terms and conditions of the coverage agreement the most we will pay for all loss, damage or costs in any one occurrence is the applicable limits of liability shown in the property declaration. **The blanket limit of coverage shown in the property declaration applies to all covered property unless a separate limit, lower limit or reduced amount of coverage is indicated elsewhere in the coverage agreement or in the property declaration.**
3. Inland Marine coverage paid at “Agreed Value” if the valuation type on the Inland Marine schedule is shown as agreed value; or the lesser of Actual Cash Value or 110% of the value reported on the schedule. See policy for complete details.
4. *Preferred* will pay for covered loss to your real property, inland marine or personal property:
 - a. At the location shown on the Schedule of the Declarations,
 - b. Property in the open within 1,000 feet of locations described in a. above,**
 - c. With respects to Inland Marine, at or away from your covered location.
5. No Coinsurance Clause.
6. Certain coverages subject to sub-limits stated in policy.
7. During the current Coverage Agreement period, *Preferred* will not charge an additional premium for **new locations** if the value of a **new location** or total value of all **new locations** at the same physical address that are acquired or newly constructed during the coverage agreement period **is less than \$15,000,000** and if the location is acquired after the inception date of the Coverage Agreement. If the newly added location was owned or acquired prior to the inception date of the Coverage Agreement then premium is due at the time the location is added.
8. The *Preferred* Property Program is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by *Preferred* on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence.
- 9. Preferred will be appraising all property currently scheduled. At time of finalization of appraisal, building values are to be adjusted accordingly or Stated Value endorsement will be applied with immediate effect. In addition, trending will be provided every 3 years to ensure adequate Replacement values are insured.**

Property – Inland Marine

Sublimits of Coverage	
Sublimits apply as part of, and not in addition to, the overall Total Insured Values coverage limit.	
\$500,000	Accounts Receivable, per occurrence
\$1,000,000	Additional Expense
\$40,000	Animals, annual aggregate
\$500,000	Business Income
\$250,000, or 25% of loss whichever is greater	Debris Removal, per occurrence
\$500,000	Demolition Cost, Ordinance & Increased Cost of Construction, per occurrence
\$250,000	Errors and Omissions, per occurrence
\$5,000	Expediting Expense, per occurrence
\$25,000	Fire Department Charges, per occurrence
\$50,000	Fungus Cleanup Expense, annual aggregate
\$25,000 Per Occurrence \$1,000 Max per Tree	Lawns, Plants, Trees and Shrubs, Excludes Wind (see policy form for additional restrictions)
\$2,000,000	New Locations, per occurrence – 60 days from the date new location(s) is first purchased, rented or occupied, whichever is earlier. See policy for details.
\$50,000	Personal Property of Employees, per occurrence
\$50,000	Pollution Cleanup Expense, annual aggregate
\$250,000	Preservation of Property, per occurrence
\$20,000	Professional Fees, per occurrence
\$150,000	Property at Miscellaneous Unnamed Locations
\$10,000	Recertification, per occurrence
\$100,000	Service Interruption Coverage, per occurrence
\$250,000	Transit, per occurrence

Property – Inland Marine Major Exclusions

Property Not Covered includes but not limited to:

1. Animals, water, land including land on which the property is located, shrubs, trees, lawns, growing crops, or standing timber, except under conditions described in the “Extensions of Coverage” section of the policy.
2. Aircraft.
3. Property you sold under conditional sale, trust agreement, installment payment, or other deferred payment plan after such property has been delivered to the customer.
4. Caves, caverns, mines or any type, or any property contained within them.
5. Currency, money, notes or securities.
6. Dams, dikes or levees.
7. Contraband or property in the course of illegal transportation or trade.
8. Property covered under import or export ocean cargo policies.
9. Property you transport as a common carrier.
10. Property shipped by mail, unless sent registered or certified.
11. **Watercraft unless loss is from a specified peril and scheduled on the inland marine schedule.**
12. Vehicles licensed or designed for highway use, unless shown on the Property Declaration, Extensions of Coverage item U, and then no coverage for any **over the road coverage**, or collision with another vehicle or object. The AOP deductible applies per occurrence and in the event of a Named Storm the Named Storm deductible applies per vehicle rather than per location. This coverage is paid at actual cash value at time of loss.
13. Bulkheads, docks, piers, wharves, retaining walls, boardwalks or underwater conduits from: freezing and thawing; impact of watercraft; waves, or debris driven by waves; pressure or weight of ice or water, whether driven by wind or not; or sinking or settling.
14. Dune walkovers, unless loss is at a covered location and from a specified peril other than collapse. **No wind coverage is afforded for dune walkovers.**
15. Electrical or communication lines, towers, and poles you own that are not located on a “covered location” insured under this policy.
16. Personal property of volunteers.
17. Underground pipes, unless loss is from a specified peril.
18. If building has been vacant for more than 90 consecutive days before a loss or damage, the following perils will be excluded: Vandalism, Sprinkler leakage, unless the system has been protected against freezing, building glass breakage, water damage, theft or attempted theft.
19. Loss or damage to any portion of the roof, roof surfacing, awnings, or covered walkways that alters only the appearance of any portion of the roof, roof coverings, awnings or covered walkways (including but not limited to marring, pitting, scratches, or dents) but does not result in damage that allows the penetration of water through the roof covering or result in the failure of the roof covering to perform its intended function to keep out elements over an extended period of time. Roof coverings means shingles, tiles, cladding, metal or synthetic sheeting or similar materials covering the roof, and includes all materials used in securing the roof surface and all materials applied to or used under the roof surface for moisture protection.

Property – Inland Marine Major Exclusions

Excluded Risks of Direct Physical Loss include but not limited to:

1. War, invasion, acts of foreign enemies, hostilities or war like operations, civil war, rebellion, revolution, insurrection, civil commotion, military, usurped power, or any act of terrorism
2. Biological or Chemical Materials
3. Electronic Data or Electronic Data Recognition Exclusion
4. Asbestos
5. Damage caused by electronic currents artificially generated.
6. Pollution, except as provided under “Extensions of Coverage”
7. Building ordinance enforcement or Government action
8. Nuclear reaction
9. Utility failure
10. Fungus, except as provided under “Extensions of Coverage”
11. Any offshore oil well or oil shipping/tanker incident and the ensuing oil spill

“Named Storm” Definition: “...*the direct action of wind, including wind driven water and storm surge when associated with or occurring in conjunction with a storm or weather disturbance which is named...*”
Wind driven water and storm surge loss are NOT subject to Flood Sublimit and are included to the blanket limits.

Flood coverage in zones A or V, or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a special flood deductible equal to all flood insurance available for such property under the NFIP, whether purchased or not or 5% of the Total Insured Value at each affected location whichever is greater. If such property is not eligible for the National Flood Insurance Program because the community in which the property is located does not participate in the NFIP, the Special Flood Deductible will be \$1,000,000 per insured location damaged in the flood occurrence or 5% of the Total Insured Value at each affected location whichever is greater.

Flood zones A will include, but not be limited to all the sub-classifications of AO, AH, AE, AR, A1 through A99, or any other sub-classification with the A prefix or designation. Flood zones V will include, but not be limited to all the sub-classifications of VO, VH, VE, VR V1 through V99, or any other sub-classification with the V prefix or designation. See policy form for special deductible restrictions.

Equipment Breakdown

Term: July 1, 2026 to October 1, 2026

Company: Preferred Governmental Insurance Trust (*Preferred*)

Covered Equipment: Covered Property built to operate under vacuum or pressure, other than weight of contents, or used for the generation, transmission or utilization of energy.

Coverage	Limit
Property Damage / Loss of Business Income / Additional Expense per accident	\$9,097,665
Water Damage	\$1,000,000
Ammonia Contamination	\$1,000,000
Hazardous Substance Coverage	\$1,000,000
Utility Interruption (24 Hour Waiting Period)	\$2,000,000
Spoilage Damage	\$250,000
Ordinance or Law	\$1,000,000
Expediting Expenses	\$1,000,000
Data or Media	\$250,000
Fungus, Wet Rot, Dry Rot	\$15,000

Deductibles: Same as Property – Building and Contents
24 Hours – Utility Interruption

Crime

Term: July 1, 2026 to October 1, 2026

Company: Preferred Governmental Insurance Trust (*Preferred*)

Limits of Liability and Coverage:

Coverage	Limit	Deductible
Employee Dishonesty, Including Faithful Performance	\$500,000	\$1,000
Forgery or Alteration Coverage	\$500,000	\$1,000
Theft, Disappearance and Destruction Coverage		
Inside	\$500,000	\$1,000
Outside	\$500,000	\$1,000
Computer Fraud Coverage (Including Funds Transfer)	\$500,000	\$1,000

Notes of Importance:

1. Employee dishonesty coverage is excluded for those employees required by law to be individually bonded.

General Liability

Term: July 1, 2026 to October 1, 2026
Company: Preferred Governmental Insurance Trust (*Preferred*)
Form: Occurrence

Coverage	Limit	Deductible
General Liability		
Bodily Injury and Property Damage, per Occurrence	\$1,000,000	\$0 Per Occurrence
Personal Injury and Advertising Injury, per Person/Occurrence	Included	
Products/Completed Operations, Aggregate	Included	
Fire Damage, per Occurrence	Included	
Medical Payments	\$5,000	
Employee Benefits Liability, per Occurrence	\$1,000,000	
Sublimits		
Vicarious Law Enforcement Liability, per Occurrence	\$1,000,000	Same as General Liability
Principle of Eminent Domain Including Inverse Condemnation, "Bert J. Harris, Jr., Private Property Rights Protection Act" per Occurrence / Annual Aggregate.	\$100,000	
Sewer Backup and Water Damage: Non-Negligent Claims Negligent Claims.	\$10,000/\$200,000 \$200,000/\$200,000	
Herbicide and Pesticide, per Occurrence	\$1,000,000	

Additional Coverages Included:

1. EMT/Paramedic Professional Services
2. Premises Operations
3. "Insured" Contracts
4. Host Liquor Liability
5. Broad Form Property Damage Subject to \$2,500 Personal Property of Others Sublimit
6. Watercraft Liability (under 52 feet). See policy form for limitations
7. Limited Worldwide Coverage
8. Failure to Supply Water
9. Communicable Disease (Correctional Facilities and Health Care Facilities - \$300,000 Limit)

Notes of Importance:

1. Premium is not audited.
2. Defense Costs are paid in addition to policy limits.
3. In the event an occurrence, accident or offense continues beyond the policy period, the applicable deductible would apply separately to each policy period in which the occurrence, accident or offense was committed or was alleged to have been committed.
4. Limits of Liability are subject to Florida Statute 768.28.
5. Deductible does not apply to claims expense.

General Liability

Exclusions, include but not limited to:

- Expected or intended injury
- Contractual Liability
- Liquor Liability
- Workers' Compensation and similar laws
- Employer's Liability
- Pollution
- Aircraft, Auto or Watercraft
- Mobile Equipment
- War
- Damage to Your Property, Product or Work
- Damage to Impaired Property or Property Not Physically Injured
- Recall of Products, Work or Impaired Property
- Racketeering
- Law Enforcement, except for vicarious liability arising out of an act or omission by a law enforcement agency that is not owned, operated or controlled by the "Covered party" if there is a contract with an outside agency to provide law enforcement for your entity.
- Asbestos, Mold, Fungi, or Bacteria
- Liability arising out of or caused or contributed to by any ownership, maintenance, operation, use, loading, unloading or control of or responsibility for any airfield, airport, aircraft, runway, hangar, building or other property or facility designed for, used, connected, associated or affiliated with or in any way related to aviation or aviation activities; this exclusion does not apply to premises exposure for those common areas open to the public including but not limited to parking areas, sidewalks, and terminal buildings.
- Failure or inability to supply or any interruption of any adequate quantity of power, steam, pressure, or fuel
- Subsidence, erosion or earth movement.
- Hospital / Clinic Medical Malpractice or Health Care Facilities
- Professional Health Care Services, but not including emergency medical services for first aid performed by emergency medical technicians, paramedics or Medical Director while in the course and scope of their duties.
- ERISA
- Actual or alleged illegal discrimination
- Injunctive, declaratory or equitable relief
- Actual or alleged deterioration, bursting breaking, leaking, inadequacy, design of, control of, maintenance of, or any other alleged responsibility for any structure device, or water course, natural or man-made, including, but not limited to: dams, reservoirs, levees, banks, embankments, gates, canals, ditches, gutters, sewers, aqueducts, channels, culvert, retaining walls, drains, tanks, watershed, or drains, a purpose of which is the containing, carrying, impeding, channeling, diverting, or draining of water or other liquid. Does not apply only as to the bursting or failure of man-made sewer, storm water, grey water or potable water supply pipes owned and maintained by Covered Party.
- Sexual abuse after initial discovery
- Perfluoroalkyl and Polyfluoroalkyl group of manufactured chemicals including, but not limited to the PFAS sub-groups: perfluorooctane sulfonate (PFOS), perfluorooctanoic acid (PFOA), and Perfluorohexane sulfonate acids (PFHxS).

Deadly Weapon Protection

Term: July 1, 2026 to October 1, 2026
Company: Preferred Governmental Insurance Trust (*Preferred*)
Form: Claims Made

Deadly Weapon Protection – Claims Made Retroactive Date: 7/1/2026		
Coverage	Limit	Deductible
Deadly Weapon Event (Including Claims Expenses), per event	\$1,000,000	\$0 Per Event
Deadly Weapon Protection – Sublimits		
Business Interruption	Included	\$0 Per Event
Demolition, Clearance, and Memorialization, per event	\$250,000	
Extra Expense, per event	\$250,000	
Crisis Management	Included	
Property Damage Extension, per event	Included	
Counseling Services, per event	\$250,000	
Funeral Expenses, per event	\$250,000	
Claims Expenses	Included	
Medical Expense, per person	\$25,000	
Accidental Death & Dismemberment, per person	\$50,000	

Notes of Importance:

1. **Coverage limited to scheduled locations only.**
2. Premium is not audited.
3. Defense Costs are paid within the policy limits.
4. Deductible does not apply to claims expense.

Any Event that occurs at a Location which has been specifically leased or loaned by the District to any other entity or individual to host a permitted event planned and ticketed for more than 15,000 attendees over the duration of the event, MUST BE reported to AND APPROVED by *Preferred* PRIOR to event. The Trust may, at their discretion, charge an additional premium and/or impose additional conditions specifically for that event.

Deadly Weapon Protection

Exclusions include but are not limited to:

- Loss of market, income or use at the property physically lost or physically damaged.
- Confiscation, nationalization, requisition, destruction or damage to property by any authority.
- Criminal, dishonest, fraudulent or malicious conduct by the Covered Party.
- Negligent act, error, omission, misstatement, misleading statement, neglect or breach of duty by the Directors or Officers
- Euthanasia.
- Vehicle not defined as a Road Vehicle;
- Weapon mounted (or designed to be mounted) on a vehicle;
- Weapon, device or substance delivered by an airborne weapon delivery system including, but not limited to, fixed wing aircraft, helicopter or drone.
- Injury or death to employees of the Covered Party, except for Crisis Management Services, Counselling Services, and Funeral Expenses endorsed by Extension to this Coverage Agreement.
- Claim or Claims made by, or on behalf of, any Assailant(s).
- Use or operation, as a means for inflicting harm, of any computer, computer system, computer software program, malicious code, computer virus or process or any other electronic system.
- Nuclear, Chemical, Biological, Bio-Chemical, Electromagnetic or Radioactive Weapons.
- Mental injury or mental anguish related claim where no actual Bodily Injury has occurred to the claimant.
- Covered Party's recklessness or deliberate misconduct.
- Mercy Killing(s).
- Covered Party except for employee while they are a recipient of Business Services being provided by the Covered Party.
- Pollutant or Contaminant.
- Goods or products designed, manufactured, constructed, altered, repaired, serviced, treated, sold, supplied or distributed by the Covered Party.
- Property Damage in respect of property:
 - owned, leased, rented or occupied by the Covered Party.
 - in the care, custody or control of the Covered Party or the care, custody or control of any person under contract with the Covered Party.
- Punitive or exemplary damages, sanctions or any additional damages resulting from the multiplication of compensatory damages.
- Strikes, labor unrest, riots or civil commotion.
- Suicide.
- War, invasion, acts of foreign enemies, hostilities or warlike operations, civil war, rebellion, revolution, insurrection, civil commotion assuming the proportions of, or amounting to, an uprising, military power.
- Swatting and any other fictitious event of hoax.

Deadly Weapon Protection

Claims Made Policy:

When a policy is on a claims-made basis, coverage triggers based on the actual filing date or receipt of the claim, in addition to the date of loss or injury. It handles any insured loss or claim filed during the policy period, regardless of when the actual loss or injury occurred, subject to the retroactive date on the declarations. Claims-made coverage applies only to covered losses that occur after the retroactive date.

Extended Reporting Periods:

Preferred provides the following Extended Reporting Periods options in the event coverage is cancelled or non-renewed:

Automatic Extended Reporting Period – continued coverage granted for a period of 90 days following the effective date of termination or nonrenewal, but only for Claims first made during the 90 days and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Public Officials Liability/Employment Practices Liability

Term: July 1, 2026 to October 1, 2026

Company: Preferred Governmental Insurance Trust (*Preferred*)

Form: **POL/EPLI: Claims Made – Duty to Defend**

Coverage	Limit	Deductible
Public Officials Liability Retroactive Date: Full Prior Acts		
Per Claim	\$1,000,000	\$0 Per Claim
Employment Practices Liability Retroactive Date: Full Prior Acts		
Per Claim	\$1,000,000	\$0 Per Claim
Sublimits		
Employee Pre-Termination Legal Consultation Services Per Employee	\$2,500	
Aggregate	\$5,000	
Non-Monetary Claims Defense Costs, Aggregate	\$100,000	

Notes of Importance:

1. Defense Costs are paid in addition to policy limits.
2. Deductible does not apply to claims expense.
3. Broadened definition of "Who is an Insured."
4. Limits of Liability are subject to Florida Statute 768.28.

Public Officials Liability/Employment Practices Liability

Exclusions, include but not limited to:

- Criminal Acts
- Non-Monetary relief except as provided in the Supplementary Payments
- Bodily Injury, Personal Injury, Property Damage, Advertising Injury
- Damages arising out of Inverse Condemnation, Eminent Domain, Temporary or Permanent taking, Adverse Possession, Dedication by adverse Use, Condemnation Proceedings, or claims brought under Florida Statute 70.001 the "Bert J. Harris Jr., Private Property Rights Protection Act" or any similar claim by whatever named called.
- War, Invasion, Acts of foreign enemies, hostiles or warlike operations, strike, lock-out, riot, civil war, rebellion, revolution, insurrection or civil commotion
- Failure to effect and maintain insurance
- Fiduciary Liability
- Pollution
- Workers' Compensation, Employers Liability and similar laws
- Nuclear
- ERISA of 1974, any similar state or local laws, and any rules and regulations promulgated thereunder and amendments thereto.
- Infringement of copyright, trademark, plagiarism, piracy or misappropriation of any ideas or other intellectual property
- Contractual Liability
- Health Care Professional or Health Care Facilities
- Prior and Pending claims
- Workers' Adjustment and Retraining Notification Act, OSHA, RICO, or ADA
- Law Enforcement Activities
- Insured vs. Insured
- Bonds, Taxes or Construction contracts
- Collective Bargaining Agreements
- Capital Improvement to make property more accessible or accommodating to disabled persons
- Punitive Damages
- Return or improper assessment of taxes, assessments, penalties, fines, fees
- Activities of any attorney-at-law, medical personnel, architect, engineer or accountant, in the scope of their professional duties, except for claims made against them as Public Officials or Employees
- Media Wrongful Act
- Access or Disclosure of Confidential or Personal Information and Data-related Liability
- Perfluoroalkyl and Polyfluoroalkyl group of manufactured chemicals including, but not limited to the PFAS sub-groups: perfluorooctane sulfonate (PFOS), perfluorooctanoic acid (PFOA), and Perfluorohexane sulfonate acids (PFHxS).

Public Officials Liability/Employment Practices Liability

Claims Made Policy:

When a policy is on a claims-made basis, coverage triggers based on the actual filing date or receipt of the claim, in addition to the date of loss or injury. It handles any insured loss or claim filed during the policy period, regardless of when the actual loss or injury occurred, subject to the retroactive date on the declarations. Claims-made coverage applies only to covered losses that occur after the retroactive date.

Extended Reporting Periods:

Preferred provides the following Extended Reporting Periods options in the event coverage is cancelled or non-renewed:

Automatic Extended Reporting Period – continued coverage granted for a period of 60 days following the effective date of termination or nonrenewal, but only for Claims first made during the 60 days and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Optional Extended Reporting Period – The Public Entity shall have the right, upon payment of up to 200% of the expiring premium, to purchase an Optional Extended Reporting Period, for the period of 12 months following the effective date of the cancellation or nonrenewal, but only for Claims first made during the Optional Extended Reporting Period and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Cyber Liability

Term: July 1, 2026 to October 1, 2026

Company: Preferred Governmental Insurance Trust (*Preferred*)

Form: Claims Made – Duty to Defend

Cyber Liability Retroactive Date: 7/1/2026		
Coverage	Limit	Deductible
Policy Limit – Annual Aggregate	\$2,000,000	Per Below
Third Party Liability Coverage		
Privacy & Security Liability, each claim	\$2,000,000	\$25,000
Media Content Services Liability, each claim	\$2,000,000	\$25,000
PCI DSS, sublimit	\$1,000,000	\$25,000
First Party Liability Coverage		
Cyber Extortion & Ransomware, each claim	\$500,000	\$25,000
Data Breach & Crisis Management, each claim	\$2,000,000	\$25,000
Data Recovery, each claim	\$2,000,000	\$25,000
Business Interruption / Extra Expense, each claim	\$2,000,000	\$25,000/12 Hr.
Cyber Crime, refer to form for sublimits – Annual Aggregate	\$500,000	\$25,000
Social Engineering Financial Fraud*	\$500,000	\$25,000
Funds Transfer Fraud	\$500,000	\$25,000
Invoice Manipulation	\$500,000	\$25,000
Utility Fraud, refer to form for sublimits – Annual Aggregate	\$500,000	\$25,000
Crypto Jacking	\$500,000	\$25,000
Telecommunications Fraud	\$500,000	\$25,000
System Failure – BI/EE, sublimit	\$2,000,000	\$25,000/12 Hr.
Dependent Business Interruption – System Failure, BI/EE, sublimit	\$2,000,000	\$25,000/12 Hr.
Bricking Coverage, sublimit	\$1,000,000	\$25,000
Consequential Reputation Loss Period of Restoration	\$1,000,000 6 Months	14 Days

*Social Engineering Financial Fraud – Coverage shall only apply if you verify the instruction to transfer money or securities by following a pre-arranged callback or other established procedural method to authenticate the validity of the request prior to acting upon any transfer instructions.

Cyber Liability

Notes of Importance:

1. Defense Costs are included in the policy limits.
2. Deductible does apply to claims expense.

Exclusions, include but not limited to:

- Deliberate Acts / Personal Profit
- Prior Acts
- Bodily Injury / Property Damage
- Employment Practices
- Ownership
- Covered Party vs. Covered Party
- ERISA/Securities
- Pollution
- Contractual except when assumed under contract
- Guarantees
- Advertising
- Business Practice
- Patent
- Privacy
- Governmental Action
- Software Responsibility
- Act of God
- Recover of Profits, Royalties and Fees
- RICO
- Trade Secrets
- War
- Infrastructure Failure electrical, mechanical, Internet, telecommunication, cable or satellite failure, fluctuation or outage not under the operational control of the Insured, however caused, including any electrical power interruption, short circuit, surge, brownout or blackout, however this exclusion shall not apply to a telecommunications fraud event.
- Governmental Orders any court order or damaged requiring the Covered Party to provide law enforcement, any administrative, regulatory or judicial body or any other governmental authority access to personally identifiable information, protected health information, or confidential business information.
- Over-Redemption price discounts, prizes, awards, coupons, or any other valuable consideration given in excess of the contracted or expected amount.
- Perfluoroalkyl and Polyfluoroalkyl group of manufactured chemicals including, but not limited to the PFAS sub-groups: perfluorooctane sulfonate (PFOS), perfluorooctanoic acid (PFOA), and Perfluorohexane sulfonate acids (PFHxS).

Cyber Liability

Claims Made Policy:

When a policy is on a claims-made basis, coverage triggers based on the actual filing date or receipt of the claim, in addition to the date of loss or injury. It handles any insured loss or claim filed during the policy period, regardless of when the actual loss or injury occurred, subject to the retroactive date on the declarations. Claims-made coverage applies only to covered losses that occur after the retroactive date.

Extended Reporting Periods:

Preferred provides the following Extended Reporting Periods options in the event coverage is cancelled or non-renewed:

Automatic Extended Reporting Period – continued coverage granted for a period of 60 days following the effective date of termination or nonrenewal, but only for Claims first made during the 60 days and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Optional Extended Reporting Period – The Covered Party shall have the right to purchase an Optional Extended Reporting Period for up to 6 years following the effective date of the cancellation or nonrenewal, as shown below:

- Option 1 – 100% for 1 Year
- Option 2 – 150% for 2 Years
- Option 3 – 175% for 3 Years
- Option 4 – 250% for 6 Years

but only for Claims first made during the Optional Extended Reporting Period and arising from Wrongful Acts taking place prior to the effective date of the termination or nonrenewal.

Automobile Liability and Physical Damage

Term: July 1, 2026 to October 1, 2026

Company: Preferred Governmental Insurance Trust (*Preferred*)

Coverage	Limit	Symbol	Deductible
Automobile Liability (Based on 11 Vehicles)			
Primary Bodily Injury and Property Damage Liability – Combined Limit	\$1,000,000	1	\$0 Each Accident
Personal Injury Protection	Statutory	5	\$0 Per Person
Medical Payments	\$5,000	2	N/A
Uninsured Motorist	N/A	2	N/A
Physical Damage			
Comprehensive (Based on 11 Vehicles)	Per Schedule	2, 8	\$250 per Vehicle
Collision (Based on 11 Vehicles)	Per Schedule	2, 8	\$500 per Vehicle
Rental Coverage	\$50 per day / \$5,000 Aggregate		N/A
Hired Physical Car Damage	\$100,000		\$1,000 per Vehicle

Coverage and Notes of Importance:

1. Defense Costs are paid in addition to policy limits.
2. Hired and non-owned liability is included.
3. Premium is based on number of vehicles and subject to adjustment if schedule is changed.
4. Limited Replacement Cost provided for owned and scheduled private passenger vehicle, light truck or sport utility vehicle that is involved in a covered total loss if the vehicle has less than 18,000 miles and is within the first 12 months of being scheduled at the time of the total loss. This coverage does not apply to police vehicles or any other vehicle types already listed.
5. Physical Damage coverage paid at Actual Cash Value or 110% of the value reported on the schedule, whichever is less. Please see policy for complete details.
6. Limits of Liability are subject to Florida Statute 768.28.

Automobile Liability and Physical Damage

Description of Covered Auto Designation Symbols:

SYMBOL	=	DESCRIPTION
1	=	ANY "AUTO"
2	=	ALL OWNED "AUTOS" ONLY. Only those "autos" you own and or lease (and for Liability Coverage any "trailers" you don't own while attached to power units you own). This also includes all those "autos" you acquire ownership of after the coverage agreement begins.
3	=	OWNED PRIVATE PASSENGER "AUTOS" ONLY. Only the private passenger "autos" you own. This includes those private passenger "autos" you acquire ownership of after the coverage agreement begins.
4	=	OWNED "AUTOS" OTHER THAN PRIVATE PASSENGER "AUTOS" ONLY. Only those "autos" you own that are not of the private passenger type (and for Liability Coverage any "trailers" you don't own while attached to power units you own). This includes those "autos" not of the private passenger type you acquire ownership of after the coverage agreement begins.
5	=	OWNED "AUTOS" SUBJECT TO NO-FAULT. Only those "autos" you own and or lease that are required to have No-Fault benefits in the state where they are licensed or principally garaged. This includes those "autos" you acquire ownership of after the coverage agreement begins provided they are required to have No-Fault benefits in the state where they are licensed or principally garaged.
6	=	OWNED "AUTOS" SUBJECT TO A COMPULSORY UNINSURED MOTORIST LAW. Only those "autos" you own and or lease that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those "autos" you acquire ownership of after the coverage agreement begins provided they are subject to the same state uninsured motorists requirement.
7	=	SPECIFICALLY DESCRIBED "AUTOS". Only those "autos" described in ITEM THREE of the Declarations for which a premium charge is shown (and for Liability Coverage any "trailers" you don't own while attached to any power unit described in ITEM THREE).
8	=	HIRED "AUTOS" ONLY. Only those "autos" you hire rent or borrow. This does not include any "auto" you lease, hire, rent, or borrow from any of your employees or partners or members of their households.
9	=	NONOWNED "AUTOS" ONLY. Only those "autos" you do not own, hire, rent or borrow that are used in connection with your business. This includes "autos" owned by your employees or partners or members of their households but only while used in your business.

Workers' Compensation

Term: July 1, 2026 to October 1, 2026

Insurer: Preferred Governmental Insurance Trust (*Preferred*)

Class Code	Description of Class Code	Estimated Payroll
7704	Fire Patrol or Protective Corps & Drivers	\$2,550,315
7705	Ambulance Service Companies and EMS Providers & Drivers	\$1,492,543
8810	Clerical Office Employees NOC	\$49,691
Total Payroll		\$4,092,549
Estimated Manual Premium		\$36,604
Experience Modification		1.00
Estimated Annual Premium		\$29,693

Notes of Importance:

1. The "Estimated Annual Premium" includes all applicable credits including safety program and drug-free workplace credits as per Florida Statute 440.
2. Employer's Limit of Liability is \$1,000,000/\$1,000,000/\$1,000,000.
3. Experience modification factor is subject to verification. This final amount of credit is dependent upon compliance with program requirements.
4. Final premium subject to payroll audit.
5. The expense constant charge has been included.
6. **Payment terms are 25% down and annual.**

Premium Recapitulation
Page 1 of 2

	<u>Annual Premium</u>	<u>Check Option</u>	
		<u>Accept</u>	<u>Reject</u>
Preferred Package			
Property including Equipment Breakdown	\$20,614.00	<input type="checkbox"/>	<input type="checkbox"/>
Inland Marine	\$315.00	<input type="checkbox"/>	<input type="checkbox"/>
Crime / Employee Dishonesty	\$424.00	<input type="checkbox"/>	<input type="checkbox"/>
General Liability	\$2,510.00	<input type="checkbox"/>	<input type="checkbox"/>
Deadly Weapon Protection*	Included		
Public Officials / Employment Practices Liability	\$1,841.00	<input type="checkbox"/>	<input type="checkbox"/>
Cyber Liability	\$912.00	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	\$2,184.00	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Physical Damage	\$1,822.00	<input type="checkbox"/>	<input type="checkbox"/>
Package Payment Plan:	Annual		

***Deadly Weapon Protection Coverage:** Any Event that occurs at a Location which has been specifically leased or loaned by the District to any other entity or individual to host a permitted event planned and ticketed for more than 15,000 attendees over the duration of the event, **MUST BE** reported to **AND APPROVED** by *Preferred* **PRIOR** to event. The Trust may, at their discretion, charge an additional premium and/or impose additional conditions specifically for that event.

Workers' Compensation	\$29,693.00	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation Payment Plan:	Annual		

All lines of coverage must be accepted in order to bind coverage with Preferred.

**Premium Recapitulation
Page 2 of 2**

**Please note the annualized premium would be \$118,942*

I authorize Brown & Brown to request the underwriters to bind coverage on the items indicated above and acknowledge receipt of the Compensation and Financial Condition Disclosure(s) provided in this proposal.

(Signature)

(Name & Title)

(Date)

Notes of Importance:

1. Quotes provided in the proposal are valid until 7/01/2026. After this date terms and conditions are subject to change by the underwriters.
2. *Preferred* is not subject to the Florida Insurance Guaranty Act, in the event it becomes unable to meet its claims payment obligations. However, insured is named on excess of loss policies.
3. Some of the Carriers of the *Preferred* excess of loss policies are issued pursuant to the FL Surplus Lines laws. Entities insured by surplus lines carriers do not have the protection of the FL Insurance Guaranty Act to the extent of any right of recovery for the obligation of an insolvent, unlicensed insurer.
4. Quote is subject to review and acceptance by *Preferred* Board of Trustees.
5. Premiums are subject to change if all lines of coverage quoted are not bound. **Premiums are subject to 25% minimum premium upon binding.**
6. Not all coverages requested may be provided in this quotation.
7. Flood quotes from NFIP may be available. Please advise your agent if you have property located in zones A or V and would like to have separate NFIP quotes.
8. Property values are based on information supplied by you. You should have reviewed your property schedule and as you deem necessary have appraisals done to verify your reported values are accurate based on current market conditions.
9. The Trust requires all Members to maintain valid and current certificates of workers' compensation insurance for all work performed by persons other than its employees.
10. **With the exception of Workers' Compensation, the total premium is due within 30 days of inception. Premium financing can be arranged if needed.**
11. Quote is not bound until written orders to bind are received from the insured and the Trust subsequently accepts the risk.
12. Should signed application reveal differing details/data than original application received, the entire quote/binder is subject to revision and possible retraction.
13. Higher limits of liability may be available. Please consult with your agent.
14. This proposal is based upon exposures to loss made known to Brown & Brown. Any changes in exposures (i.e. new operations, new acquisitions of property or change in liability exposure) need to be promptly reported to us in order that proper coverage may be put into place.
15. **This proposal is intended to give a brief overview. Please refer to coverage agreements for complete information regarding definition of terms, deductibles, sub-limits, restrictions and exclusions that may apply. In the event of any differences, the policy will prevail.**

Retail Compensation Disclosure

Compensation: As a licensed insurance producer/broker/agent, Brown & Brown entities (“we”) are generally authorized by our license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. Our role as an insurance producer in any ordinary transaction typically involves one or more of these activities.

We will receive compensation in the form of commission or fees for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages. Commission compensation will be based on the insurance contract you purchase and may vary depending on a number of factors including the insurance contract(s) and the insurer(s) the purchaser selects. In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not customer-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or “pooled”) with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date of premiums are remitted to the insurance company or intermediary. In the event that we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

If an intermediary is utilized in the placement of coverage, the intermediary may or may not be owned in whole or part by Brown & Brown, Inc. or its subsidiaries. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the insurance company, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to: underwriting; loss control; risk placement; coverage review; claims coordination with insurance company; and policy issuance. Compensation paid for those services is derived from your premium payment, which may on average be 15% of the premium you pay for coverage, and may include additional fees charged by the intermediary.

You may obtain information about compensation expected to be received by us based in whole or part on the sale of insurance to you, and (if applicable) compensation expected to be received based in whole or part on any alternative quotes presented to you by us, by requesting such information from us.

Questions and Information Requests. If you have any questions, or require additional information, please contact your Brown & Brown team, or, if you prefer, submit your question or request online at <https://www.bbrown.com/us/contact/contact-general/>

PREFERRED Compensation Disclosure

We appreciate the opportunity to assist with your insurance needs. Information concerning compensation paid to other entities for this placement and related services appears below. Please do not hesitate to contact us if any additional information is required.

Public Risk Underwriters is owned by Brown & Brown, Inc. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so.

For the policy year presented herein, your insurance was placed with Preferred Governmental Insurance Trust (*Preferred*). *Preferred* is an independent entity formed by Florida public entities through an Interlocal Agreement for the purpose of providing its members with an array of insurance coverages and services. *Preferred* has contracted with entities owned by Brown & Brown, Inc. to perform various services. As explained below, those Brown & Brown entities are compensated for their services.

Preferred has contracted with Public Risk Underwriters (PRU), a company owned by Brown & Brown, Inc., to administer *Preferred's* operations. The administrative services provided by PRU to *Preferred* include:

- Underwriting
- Coverage review
- Marketing
- Policy Review
- Accounting
- Issuance of *Preferred* Coverage Agreements
- *Preferred* Member Liaison
- Risk Assessment and Control

Pursuant to its contract with *Preferred*, Public Risk Underwriters of Florida, Inc. (PRU) receives an administration fee, based on the size and complexity of the account, up to 9.75% of the *Preferred* premiums billed and collected.

Preferred also utilizes wholesale insurance brokers, some of which (such as Peachtree Special Risk Brokers and Apex Insurance Services) are owned by Brown & Brown, Inc., for the placement of *Preferred's* insurance policies. The wholesale insurance broker may provide the following services to *Preferred*:

- Risk Placement
- Coverage review
- Claims Liaison with Insurance Company
- Policy Review
- Current Market Intelligence

The wholesale insurance broker's compensation is largely dictated by the insurance company. It typically ranges between 5% and 10% of the premiums you pay to *Preferred* for your coverage.

Notice of Carrier Financial Status

Brown & Brown, Inc., its subsidiaries and affiliates do not certify, warrant or guarantee the financial soundness or stability of any insurance carrier or alternative risk transfer entity. We endeavor to place your coverage with insurance carriers rated “A-” or better by AM Best Company. However, we cannot predict whether a company’s financial condition will improve or deteriorate over time.

This notice is provided to allow you to make an informed decision regarding the placement of your insurance. Upon your request, we will attempt to obtain alternative quotes from insurance carriers rated “A-” or better by AM Best Company. Please note the following with regard to the placement of the insurance indicated below and with regard to any subsequent renewal of such insurance:

- Insurance coverage is being quoted with/provided by the Preferred Governmental Insurance Trust (“Preferred”), which is a Florida local government self-insurance fund established pursuant to Section 624.4622, Florida Statutes. The Trust is not rated by the AM Best Company or subject to the protections afforded by any state guaranty fund or association.
- The financial condition of insurance companies and other coverage providers including local government self-insurance funds/trusts may change rapidly and is beyond the control of Brown & Brown.
- You have had an adequate opportunity to make a thorough and complete inquiry into the financial condition and the terms and conditions of membership in Preferred, including reviewing it with your accountants, legal counsel and advisors, and enter into this relationship knowingly, voluntarily and with a full understanding of the risks.

Named Insured: Key Largo Fire Rescue & Emergency Medical Services District
Line of Coverage(s): Property/Equipment Breakdown, Inland Marine, Crime, General Liability and Employee Benefits Liability, Public Officials and Employment Practices Liability, Cyber Liability, Automobile Liability and Physical Damage, Deadly Weapon, Workers’ Compensation
Policy Number(s): PK FL1 0444007 25-01 01 & WC FL1 0444007 25-01
Policy Period(s): 07/01/2026 to 10/01/2026
Date of Notice: 4/28/2026

* AM Best Rating Guide: Rating for Stability: A++ to F = Highest to lowest rating
Financial Size Category: XV to I - Largest to smallest rating

Guide to Bests Ratings		
Best Category	Rating	Description
Secure	A++	Superior
Secure	A+	Superior
Secure	A	Excellent
Secure	A-	Excellent
Secure	B++	Very Good
Secure	B+	Very Good
Vulnerable	B	Fair
Vulnerable	B-	Fair
Vulnerable	C++	Marginal
Vulnerable	C+	Marginal
Vulnerable	C	Weak
Vulnerable	C-	Weak
Vulnerable	D	Poor
Vulnerable	E	Under Regulatory Supervision
Vulnerable	F	In Liquidation
Vulnerable	S	Rating Suspended
Not Rated	NR-1	Insufficient Data
Not Rated	NR-2	Insufficient Size and/or operating experience
Not Rated	NR-3	Rating Procedure Inapplicable
Not Rated	NR-4	Company Request
Not Rated	NR-5	Not Formally Followed
Rating Modifier	u	Under Review
Rating Modifier	q	Qualified
Affiliation Code	g	Group
Affiliation Code	p	Pooled
Affiliation Code	r	Reinsured

Guide to Best's Financial Size Categories		
Reflects size of insurance company based on their capital, surplus and conditional reserve funds in U.S. dollars.	I	Less than \$1,000,000
	II	\$1,000,000 - \$2,000,000
	III	\$2,000,000 - \$5,000,000
	IV	\$5,000,000 - \$10,000,000
	V	\$10,000,000 - \$25,000,000
	VI	\$25,000,000 - \$50,000,000
	VII	\$50,000,000 - \$100,000,000
	VIII	\$100,000,000 - \$250,000,000
	IX	\$250,000,000 - \$500,000,000
	X	\$500,000,000 - \$750,000,000
	XI	\$750,000,000 - \$1,000,000,000
	XII	\$1,000,000,000 - \$1,250,000,000
	XIII	\$1,250,000,000 - \$1,500,000,000
	XIV	\$1,500,000,000 - \$2,000,000,000
	XV	Greater than \$2,000,000,000

Brown & Brown always strives to place your coverage with highly secure insurance companies. We cannot, however, guarantee the financial stability of any carrier.



Public Entity Application
 PO Box 958455
 Lake Mary, FL 32795-8455
 Phone: 321-832-1450
 Fax: 321-832-1496

Public Entity Application
 Renewal Application Muni
 Coverage Term: 07/01/2026 to 07/01/2027

General Member Information	
Name: Key Largo Fire Rescue and Emergency Medical Services District	
Mailing: 1 East Drive	
City/State/Zip: Key Largo, Florida 33037	
Physical: 1 East Drive	
City/State/Zip: Key Largo, Florida 33037	
Member Contact Information	Additional Member Information
Contact: Chris Jones	FEIN: NCCI Risk ID:
Title: Captain- Operations/Administration	Population: 12,000
Phone#: 954-234-8077 Fax#:	County: FL
Email: cjones@keylargofire.org	Member Type: Other Special District
Agency Information	Agency Contact Information
Agency: Risk Management Associates, Inc.	Contact: Kyle Stoekel
Address: 300 North Beach Street	Phone#: 3869445805
City/State/Zip: Daytona Beach , Florida 32114	Fax#: 3862394049
Phone#: (386) 252-6176 Fax#: (386) 239-4049	Email: kyle.stoekel@bbrown.com

CERTIFICATION

The undersigned being authorized by and acting on behalf of the applicant and all persons/concerns seeking insurance, has read and understands this Application, including any appendices and/or supplements, and declares that all statements set forth herein are true, complete and accurate. The undersigned acknowledges and agrees that the submission and the Trust's receipt of such written report, prior to the inception of the coverage agreement applied for, is a condition precedent to coverage.

The signing of this Application does not bind the undersigned to purchase the coverage, nor does the review of same bind The Trust to issue a coverage agreement. This application shall be the basis of the contract, should one be issued.

This Application must be signed by the "Ranking Elected/ Appointed Official" of the Entity making the application (e.g. Chair, President, Superintendent or Executive Director of the Educational Entity) or the Risk Manager (or ranking official) assigned this function.

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTICE TO APPLICANT

For your protection, the following Fraud Warning is required to appear on this application:

FLORIDA FRAUD STATEMENT

Any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

Coverages Selected:

Auto Liability	Y	Auto Physical Damage	Y
Boiler & Machinery	Y	Crime	Y
Flood	Y	Garage Keepers	N
General Liability	Y	Inland Marine	Y
Professional Liability	Y	Property	Y
Cyber Liability	Y		

Coverage/Exposure Summary:

Line of Business	Exposure Coverage	Applicable/Not Applicable
General Question	Application general Information	
General Question	Excess WC (Standards Limits are \$1M/\$1M/\$1M)	Not Applicable
General Question	SIR – TPA Information	Not Applicable
General Question	Stop Loss	Not Applicable
Auto Liability	Coverage	Applicable
Auto Physical Damage	Coverage	Applicable
Crime	Coverage	Applicable
Cyber Liability	Coverage	Applicable
Garage Keepers	Coverage	Not Applicable
General Liability	Coverage	Applicable
General Liability	Operations: Elder Care/Respite Care	Not Applicable
General Liability	Operations: Special Events, Fairs or Carnivals	Not Applicable
General Liability	Operations: Supervision Abuse Prevention (Required)	Applicable
Professional Liability	Law Enforcement	Not Applicable
Professional Liability	POL/ELL/EPLI	Applicable
Property	Coverage	Applicable



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

APPLICATION GENERAL INFORMATION

General Questions	Response
Account CSR:	Jessica Conway
Agent Name:	Kyle Stoekel
Primary Member Contact:	Chris Jones
If New Primary Contact include name, phone and email address:	Chris Jones 954-234-8077 cjones@keylargofire.org
Requested Effective Date:	07/01/2026
Requested Termination Date:	07/01/2027
Bid Date (if Applicable, Attach RFP copy):	
Need by Date:	4/6/2026
Is this new business? If it is new business, please complete and attach the 'Expiring Information' form. Template can be found under 'Agent Documents' at the top of the page (Application is not complete without this information).	Yes
Have you been with PGIT less than 5 years? If Yes - complete and attach the 'Loss Summary' form or a 'No Known Losses' letter. Template can be found under 'Agent Documents' at the top of the page (Application is not complete without this information).	Yes
Member's FEIN	
NCCI Risk Id #	
Population	12,000
Have you attached the most recent audited financials/budget?	
Please Enter Full Detail Description of Operations	
Installment Schedule: (Only Available for premium > 100k, pay plan is agency bill)	Annual
Do you have a Risk Manager? (If yes, please provide name and number in comment box)	No
Do you have a Human Resource or Personnel Department? (If No please describe handling of this function in comment box)	Yes
Number of Full Time Police?	0
Number of Full Time Fire?	27
Number of Full Time all other Personnel?	21
Number of Part Time Police?	0
Number of Part Time Fire?	0
Number of Part Time All Other Personnel including Seasonal personnel?	0
Number of Volunteers Police?	0
Number of Volunteers Fire?	0
Number of Volunteers All Others?	0
Police - Estimated Payroll	\$0
Fire - Estimated Payroll	\$2,550,315
All Other - Estimated Payroll	\$1,542,234



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

COVERAGE INFORMATION- PROFESSIONAL LIABILITY- PUBLIC OFFICIALS & EMPLOYMENT PRACTICES
THIS IS AN APPLICATION FOR "CLAIMS MADE AND REPORTED" COVERAGE

POL/EPLI General Questions	Response
1 - POL Limit:	\$1,000,000
2 - POL Deductible:	\$0
3 - EPLI Limit:	\$1,000,000
4 - EPLI Deductible:	\$0
5 - POL Retro Date	
6 - EPLI Retro Date	
7 - If New Business - Who is your current POL/EPLI carrier?	VFIS
8 - If new business - What is your current POL/EPLI Limit?	\$1,000,000
9 - If new business - What is your current POL/EPLI Deductible?	\$0
10 - If new business, is your current coverage claims made or occurrence?	Claims Made
11 - Has your POL/EPLI coverage ever been cancelled or non-renewed? (If yes describe answer in comment box)	No
12 - Total Number of Board Members?	5
13 - Are Board members Elected? (Y/N) (If no, describe who they are appointed by in comment box)	Yes
14 - Number of employees who hold professional designations	0
15 - Has any bond issue been defeated within the past three years?	No
16 - If yes, has the proposal been resubmitted or is it expected to be resubmitted?	
17 - Has the public entity been in default on the principal or interest on any bond? (if yes, please provide details in comment box)	No
18 - Do you have a zoning commission? (Y/N)	No
19 - Does your legal counsel attend all meetings of the planning and zoning board?	Yes
20 - Do officials receive training with respect to open meetings and hearing regulations?	Yes
21 - Do you have a written master plan for economic development? (If yes, please select the year)	
22 - Do you have formally approved land use ordinances that have been reviewed by legal counsel?	No
23 - Do you have a formal procedure to file for a variance to land use statutes?	No
24 - Do you have a formal process for application and approval of permits and licenses?	Yes
25 - Do you have a formal written policy prohibiting elected officials and/or board members from sitting on decisions in which they may have a conflict of interest?	Yes
26 - If with Preferred less than 5 years, have you had any disputes or claims involving a wrongful taking, zoning variance or land use right? (If yes, provide details in comment box). Please note providing details here does not qualify as reporting a claim.	No
27 - If with Preferred less than 5 years, have you had any disputes or claims involving the approval of building permits, design, or code enforcement? (If yes, provide details within comment box.) Please note providing details here does not qualify as reporting a claim	No



Public Entity Application

Coverage Term: 07/01/2026 to 07/01/2027

Member Name:

Agency: Risk Management Associates, Inc.

28 - If with Preferred less than 5 years, have you had any disputes, claims, or complaints involving open or closed landfills? (If yes, provide details within the comment box.)	No
29 - Number of employees reported on IRS Form 1099(no FEIN) and/or who have written employment agreements	
30 - Total % of involuntary turnover during the last 3 years (Ex. 2)	
31 - Total % of voluntary turnover during the last 3 years (Ex. 5)	
32 - Average # of years of employment for all employees (Ex. 4)	
33 - Do supervisors receive training in the proper implementation of your policies and procedures?	Yes
34 - Is training documented in their personnel file?	Yes
35 - Enter 4 digit year employment manual written or last updated.	
36 - Is employment manual reviewed by counsel experienced and qualified in employment law?	Yes
37 - Do policies and procedures comply with state and federal guidelines?	Yes
38 - Is this manual distributed to all employees upon hiring?	Yes
39 - Do you have a written policy with respect to both sexual and non-sexual harassment?	Yes
40 - Do you follow a formal written procedure for employee disputes/complaints?	Yes
41 - Are all actions to dismiss or demote employees reviewed in advance by legal counsel?	Yes
42 - Do you require that due process be served and documented for all proceedings involving dismissal, demotion, or suspension?	Yes
43 - Are all probationary or disciplinary actions recorded in writing and signed by the employee?	Yes
44 - Have job descriptions been drafted for regular full-time positions?	Yes
45 - Are you an Equal Opportunity Employer?	Yes
46 - Over the last 5 years has any person made a claim alleging unfair or improper treatment regarding employee hiring, remuneration, advancement, or termination of employment? (If yes, explain in the comment box.). Please note providing details here does not qualify as reporting a claim.	Yes
47 - Answer if with Preferred less than 5 years. Has any claim been made against the entity or any person in their capacity as an official or employee of the entity? (If yes, explain in the comment box.). Please note providing details here does not qualify as reporting a claim.	Yes
48 - Does any official or employee have any knowledge of any fact, circumstance or situation which might reasonably be expected to give rise to a claim? (If yes, explain in the comment box.). Please note providing details here does not qualify as reporting a claim.	No



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

COVERAGE INFORMATION - CYBER LIABILITY GENERAL QUESTIONS
THIS IS AN APPLICATION FOR CLAIMS MADE AND REPORTED COVERAGE

Cyber Liability	Response
1 - Cyber Retro Date	
2 - Do you have anti-virus software installed and enabled on all desktops and servers (excluding database servers) and is it updated on a regular basis?	Yes
3 - Do you have firewalls installed on all external gateways?	Yes
4 - Do you take regular backups (at least weekly) of all critical data?	Yes
5 - If confidential information is stored on laptops, flash drives and other mobile devices, is the information stored in an encrypted format?	Yes
6 - Is data "at rest" (servers, etc.) stored in an encrypted format?	Yes
7 - Is multi-factor authentication required for all employees when accessing email through a website or cloud based service?	Yes
8 - Is multi-factor authentication required for all remote access to the network provided to employees, contractors, and 3rd party service providers?	Yes
IN ADDITION TO REMOTE ACCESS, IS MULTI-FACTOR AUTHENTICATION REQUIRED FOR THE FOLLOWING, INCLUDING ACCESS PROVIDED TO 3RD PARTY SERVICE PROVIDERS:	
9 - All internal and remote admin access to directory services	Yes
10 - All internal and remote admin access to network backup environments	Yes
11 - All internal and remote admin access to network infrastructure	Yes
12 - All internal and remote admin access to the organization's endpoints/servers	Yes
13 - Have you suffered a claim or loss in the last five years, in relation to cyber liability or cyber security? If yes, describe:	No
14 - Are you aware of any circumstances or complaints against you in relation to data protection or security, PII (Personally Identifiable Information), PHI (Protected Health Information) or any other actual or potential security violations or breaches either currently or in the past five years? If so, please describe (Please note providing details here does not qualify as reporting a claim)	No



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

PROFESSIONAL LIABILITY- POL/EPLI/ CYBER

IT IS AGREED THAT IF ANY SUCH FACT, CIRCUMSTANCE OR SITUATION NOT LISTED/DISCLOSED HEREIN, THEN ANY CLAIM BASED UPON, ARISING OUT OF, OR ATTRIBUTABLE THERETO, IS EXCLUDED FROM THE COVERAGE BEING APPLIED FOR.

The undersigned, being authorized by and acting on behalf of the applicant and all persons or concerns seeking coverage, has read and understand this Application, and declares all statements set forth herein are true, complete and accurate. The undersigned further declares and represents that any occurrence or event taking place prior to the inception of the coverage agreement applied for, which may render inaccurate, untrue or incomplete any statement made herein will immediately be reported in writing to the Trust. The undersigned acknowledges and agrees that the submission and the Trust's receipt of such written report, prior to the inception of the coverage agreement applied for, is a condition precedent to coverage.

The signing of this Application does not bind the undersigned to purchase coverage, nor does the review of this Application bind Preferred to issue a coverage agreement. This Application shall, however, be the basis of the contract, should a coverage agreement be issued.

Signed _____ Title _____ Date _____

This Application must be signed by the "Ranking Elected / Appointed Official" of the Entity making the application (e.g. Mayor /Manager / equivalent Officer) or the Risk Manager (or ranking official) assigned this function.

SIGNATORY ABOVE IS ALSO TO INITIAL EACH AND EVERY PAGE OF THIS APPLICATION.

IMPORTANT NOTICE: SHOULD THE SIGNED APPLICATION DIFFER IN ANY WAY FROM THE APPLICATION SUBMITTED FOR UNDERWRITING/RATING PURPOSES, THE TERMS, CONDITIONS AND PREMIUM AS REFLECTED ON SUBJECT TO CHANGE.



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

COVERAGE INFORMATION - Auto Liability

Coverage	Response
1 - AL Limit:	\$1,000,000
2 - AL Territory:	Atlantic Coast
3 - AL Deductible:	\$0
4 - Medical Payment limit:	\$5,000
5 - Uninsured/Underinsured motorist limit (Maximum \$100,000):	
6 - Hired and Non-Owned Liability? (Y/N)	Y
7 - If symbol 10 for AL is required, provide definition:	
8 - How often do you inspect vehicles for safety hazards?	Daily
9 - Are safety inspection records maintained?	Yes
10 - Are vehicles assigned to specific drivers with back up drivers?	No
11 - Do you have any busing operations contracted to third parties that is greater than 50% of the overall busing operations?	No
12 - Are 15 passenger vans used for passenger transportation? (If yes, provide Member's policy/procedure with regards to how many passengers are transported in each van, seatbelts, other safety procedures, etc.)	No
13 - Do you own/operate Autonomous Vehicles? If so Autonomous Vehicle Supplemental Application is required.:	No
PLEASE ENTER 4 DIGIT YEAR FOR DATE WRITTEN, LAST UPDATED OR "NONE" for the next 5 questions	
14 - Fleet Management Safety Manual:	2026
15 - Driver Training Program:	2026
16 - MVR Criteria:	2026
17 - Formal Written Accident Reporting Procedure:	2026
18 - Employee Disciplinary Program for Driver Safety	2026



Public Entity Application

Coverage Term: 07/01/2026 to 07/01/2027

Member Name:

Agency: Risk Management Associates, Inc.

COVERAGE INFORMATION - Auto Physical Damage

Coverage	Response
1 - Collision Auto Symbol:	N/A
2 - Comprehensive Auto Symbol:	2, 8, 9
3 - Hired Physical Damage Limit (0/35K/50K/75K/100K):	\$100,000
4 - Hired Physical Damage Deductible:	\$1,000
5 - If symbol 10 required, provide definition:	
6 - Approximate maximum total insured value parked in any one lot	



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

COVERAGE INFORMATION- CRIME

Coverage	Response
1 - Employee Dishonesty Blanket Limit (faithful performance included):	\$500,000
2 - Employee Dishonesty Deductible:	\$1,000
3 - Theft, Disappearance or Destruction Limit	\$500,000
4 - Theft, Disappearance or Destruction Deductible	\$1,000
5 - Computer Fraud Limit	\$500,000
6 - Computer Fraud Deductible	\$1,000
7 - Forgery or Alteration Limit	\$500,000
8 - Forgery or Alteration Deductible	\$1,000
9 - Does the applicant check for past criminal records (theft of money and securities, robbery, etc.) on rateable employees?	Yes
10 - How frequently are audits performed? (weekly, monthly, quarterly, annually)	Annually
11 - Who performs the audit?	CPA
12 - Is countersignature of checks required?	No
13 - Are your bank accounts reconciled by someone not authorized to deposit or withdraw?	Yes
14 - Number of employees handling money(accountants,bookkeepers, cashiers, check signers,etc.):	2
15 - Number of messengers:	2
16 - Number of guards accompanying messenger:	0
17 - Is banking done by your internal staff or by other outside professionals?	Staff



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

COVERAGE INFORMATION - General Liability

Coverage	Response
1 - GL Occurrence Limit	\$1,000,000
2 - GL Deductible	\$0
3 - Employee Benefits Occurrence Limit	\$1,000,000
4 - Medical Expense Limit (Max \$5,000)	\$5,000
5 - Total number of Housing Authority units	0
6 - If Housing Authority, please give number of section 8 units (including USDA units)	0
7 - Number of hotel units owned/operated by member	0
8 - Do you require all contractors & vendors with whom you do business to provide a contractual hold harmless and certificate of Insurance.	Yes
9 - Do you require groups using your facilities to provide a contractual hold harmless and Certificate of Insurance?	Yes
10 - Do you require groups using your facilities to make you an additional insured on their insurance policy?	Yes
11 - Do you have an ADA coordinator? If so please provide name.:	No
12 - If you are a special district, are you responsible for sidewalk maintenance?	No
CHECK YES/ NO FOR EACH OF THE FOLLOWING EXPOSURES	
13 - Athletic Fields & Activities	No
14 - Airports/Aircraft (Coverage limited to Premises Liability Only)	No
15 - Bleachers/Auditoriums/Stadiums	No
16 - Do you sponsor/operate Children/Youth Programs?	No
17 - Do you sponsor/operate Sr. Adult Program?	No
18 - Do you sponsor/operate programs for emotionally/mentally challenged individuals?	No
19 - Electric Power Distribution(Power Generation excluded)	No
20 - EMT's/Paramedics (Incl Fire Dept & Other 1st Responders)	Yes
21 - Exhibition/Convention Center	No
22 - Gas Utility Distribution (Generation Excluded)	No
23 - Golf Course	No
24 - Hospitals, Nursing Homes, Medical Facilities (Coverage limited to Premises Liability only, Medical Malpractice excluded)	No
25 - Law Enforcement(See Law Enforcement section for coverage questions)	No
26 - Marinas (Premises Liability only excludes Marina Operators Liability)	No
27 - Detention Facilities (See Law Enforcement section for coverage questions)	No
28 - Restaurants/Snack Bars/Food Beverage Carts	No
29 - Skate Parks	No
30 - Swimming Pools/Water Parks/Splash Parks	No
31 - Wastewater Treatment	No
32 - Water Utility	No
33 - Watercraft (Coverage limited to craft less than 52ft excludes paying passengers)	No
34 - Wharves/Piers/Docks (Excluding Marina Ops Liability)	No



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

35 - Drones (if yes, and you are requesting coverage complete the Unmanned Aircraft/Drone supplemental application found in the pool forms and documents)	No
36 – Trampolines, inflatables, or bounce houses?	No

COVERAGE INFORMATION- General Liability

Operations: Elder Care/ Respite Care	Response
1 - Number of Elder Care/Respite Care locations	
2 - Ratio of clients to care providers	

COVERAGE INFORMATION- General Liability

Operations: Special Events, Fairs, or Carnivals	Response
1 - If you have fireworks displays, how many a year do you have?	
2 - Do you contract out the fireworks display to a licensed Pyrotechnician?	



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

COVERAGE INFORMATION- General Liability

Supervision Abuse Prevention (Required)	Response
1 - Who in the Entity has been designated to handle claims (include name, address, telephone number and email)?	Chris /jones
2 - With respect to Claims Incidents, etc., do you have a written procedure for obtaining information?	Yes
ENTER YES/NO FOR ALL OPERATIONS LISTED BELOW	
3 - Camps (Residential): (Yes/No)	No
4 - Camps with overnight stays: (Yes/No)	No
5 - Daycare Centers/Nursery Schools - Children or Adult Care: (Yes/No)	No
6 - Juvenile Detention Centers: (Yes/No)	No
7 - Medical Services and Professionals - Doctors, Psychiatrists, Visiting Nurse Services: (Yes/No)	No
8 - Mental Institutions: (Yes/No)	No
9 - Orphans or Foster Homes, including Social Service Agencies responsible for the Foster Home evaluation and/or placement: (Yes/No)	No
10 - Religious/Clergy/Church Organizations	No
11 - Schools - public or private elementary, junior high or high school: (Yes/No)	No
12 - Social Service Counselors - Social Workers, Psychologists: (Yes/No)	No
13 - Special Needs Educational Facilities: (Yes/No)	No
14 - Substance Abuse Facilities with overnight stays: (Yes/No)	No
15 - Substance Abuse Facilities without overnight stays: (Yes/No)	No
16 - Youth Organizations (Sports, Scouts, YMCA/YWCA, Big Brothers/Sisters, etc): (Yes/No) - If yes please specify in Comment field	No
17 - Is there a Sexual Abuse Prevention Program in effect?	Yes
18 - Has a written policy been established clearly expressing management's commitment to sexual abuse prevention?	Yes
19 - Have written procedures encompassing rules, a code of conduct and disciplinary measures been established for all staff and/or volunteers, which clearly define the policy and consequences of non-adherence?	Yes
20 - Has a mechanism been developed to ensure that sexual abuse prevention policies and procedures are implemented and enforced throughout the organization?	Yes
21 - Is there a Sexual Abuse Prevention Coordinator that reports to a member of management?	No
22 - Are management/staff trained in policies and procedures relating to the Sexual Abuse Prevention Program?	Yes
23 - Do policies and procedures include an incident reporting and follow-up mechanism?	Yes
24 - Are standard applications used for all prospective employees or volunteers?	Yes
25 - Is there a minimum of two background checks for prospective employees with documentation maintained in file?	Yes
26 - Do background checks include checks with "Sex Offender Hot-lines", State Police, State Department of Social Services, or similar public agencies? (where applicable)	Yes
27 - In the past five years have any employees or officers been terminated for cause related to sexually abusive behavior?	Yes



Public Entity Application

Coverage Term: 07/01/2026 to 07/01/2027

Member Name:

Agency: Risk Management Associates, Inc.

28 - Are records maintained documenting adherence to all applicable policies and procedures, e.g., hiring and screening, code of conduct, training, incident and follow-up procedures?	Yes
29 - Are you aware of any circumstance that may result in a sexual abuse claim? If Yes, explain in the comment box. (Please note providing details here does not qualify as reporting a claim)	No
30 - Have any members of the staff been transferred because of allegations of sexual abuse?	Yes



Public Entity Application
Coverage Term: 07/01/2026 to 07/01/2027
Member Name:
Agency: Risk Management Associates, Inc.

COVERAGE INFORMATION - Property

Coverage	Response
1 - ISO Protection Class:	Unknown
2 - AOP Property Deductible:	\$5,000
3 - Excess Flood Limit (primary for zones other than A & V) - Maximum Limit \$5,000,000	\$2,000,000
4 - Earth movement Limit - Maximum Limit \$5,000,000	\$1,000,000
5 - Equipment Breakdown Coverage requested (Y/N)	Yes
6 - Do any of the buildings have unrepaired damage from a recent loss? If so, please describe the extent of the damage and location.	No
7 - Date of last property valuation: (4 digit year)	
8 - If new business, have you attached a copy of your most recent appraisal?	No
9 - Does the member own any structures not listed on the Property Application Schedule of Locations? If yes, provide description in the comment box.	No
10 - Are these structures insured with another carrier?	No



Named Covered Party: Key Largo Fire Rescue & Emergency Medical Services District
Term: 07/01/2026 to 10/01/2026
Coverage Provided by: Preferred Governmental Insurance Trust
Quote Number: PK FL1 0444007 25-01 01

YOU ARE ELECTING NOT TO PURCHASE CERTAIN VALUABLE COVERAGE WHICH PROTECTS YOU AND YOUR FAMILY OR YOU ARE PURCHASING UNINSURED MOTORISTS LIMITS LESS THAN YOUR BODILY INJURY LIABILITY LIMITS WHEN YOU SIGN THIS FORM. PLEASE READ CAREFULLY.

Uninsured Motorist coverage provides for payment of certain benefits for damages caused by owners or operators of uninsured motor vehicles because of bodily injury or death resulting there from. Such benefits may include payments for certain medical expenses, lost wages, and pain and suffering, subject to limitations and conditions contained in the Coverage Agreement. For the purpose of this coverage, an uninsured motor vehicle may include a motor vehicle as to which the bodily injury limits are less than your damages.

Florida law requires that automobile liability coverage agreements include Uninsured Motorist coverage at limits equal to the Bodily Injury limits in your coverage agreement unless you select a lower limit offered by the Trust or reject Uninsured Motorist entirely. Please indicate whether you desire to entirely reject Uninsured Motorist coverage, or, whether you desire this coverage at limits lower than the Bodily Injury Liability limits of your Coverage Agreement:

X

a. I hereby reject Uninsured Motorist coverage.

b. I hereby select the following Uninsured Motorist limits which are lower than my Bodily Injury Liability Limits: each person (enter limit if applicable): each accident.

c. I hereby select Uninsured Motorist coverage limits equal to my Bodily Injury Liability limits. (If you select this option disregard the bold face statement above.)

ELECTION OF NON-STACKED COVERAGE (Do not complete if you have rejected Uninsured Motorist)

You have the option to purchase, at a reduced rate, non-stacked (limited) type of Uninsured Motorists coverage. Under this form if injury occurs in a vehicle owned or leased by you or any family member who resides with you, this Coverage Agreement will apply only to the extent of coverage (if any) which applies to that vehicle in this Coverage Agreement. If an injury occurs while occupying someone else's vehicle, or you are struck as a pedestrian, you are entitled to select the highest limits of Uninsured Motorist coverage available on any one vehicle for which you are a Named Covered Party, covered family member, or covered resident of the Named Covered Party's household. This Coverage Agreement will not apply if you select the coverage available under any other Coverage Agreement issued to you or the Coverage Agreement of any other family member who resides with you.

If you do not elect to purchase the non-stacked form, your Coverage Agreement limit(s) for each motor vehicle are added together (stacked) for all covered injuries. Thus, your Coverage Agreement limits would automatically change during the Coverage Agreement term if you increase or decrease the number of autos covered under the Coverage Agreement.

I hereby elect the non-stacked form of Uninsured Motorist coverage.

I understand and agree that selection of any of the above options applies to my liability Coverage Agreement and future renewals or replacements of such Coverage Agreement which are issued at the same Bodily Injury Liability limits. If I decide to select another option at some future time, I must let the Trust or my agent know in writing.

Signature _____
Name _____

Title _____
Date _____

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.



Signature Page

I hereby confirm that the limits/coverages as shown here, corresponding with the Coverage Agreement, are correct:

X	Property	TIV: \$9,097,665 Building and Contents Combined
X	Inland Marine	Blanket Unscheduled IM: \$1,000,000 Scheduled Inland Marine: Not Included Total All Inland Marine: \$1,000,000
N/A	Property TRIA (Terrorism Risk Insurance Act) coverage	
X	Crime	
X	General Liability	Ratable Payroll: \$4,092,549
N/A	Law Enforcement Liability	Officers: Not Included
X	Professional Liability	Employees: 48
X	Automobile	11 Units - Auto Liability 11 Units - Comprehensive 11 Units - Collision
N/A	Stop Loss Aggregate: Applies to:	Not Included
N/A	Excess Workers' Compensation	Payroll: Not Included
X	I confirm that I have received a copy of Preferred's Current Interlocal Agreement (last amended October 1, 2004) and Amendment A (effective October 1, 2013).	
X	I confirm having read and agreed to the terms as laid out in the attached Preferred Participation Agreement (which also requires a signature).	

A signed copy of the following is also required where applicable: First Page of Preferred Application; Professional Liability Application; Uninsured Motorist Rejection/Election Form; SIR Signature Page.

Signature _____ Title _____
 Name _____ Date _____

Coverage is provided by Preferred Governmental Insurance Trust

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.



Public Entity Application
 PO Box 958455
 Lake Mary, FL 32795-8455
 Phone: 321-832-1450
 Fax: 321-832-1496

Public Entity Application
Worker's Compensation 1st\$ or Deductible Application
Coverage Term: 07/01/2026 to 07/01/2027

General Member Information	
Name:	Key Largo Fire Rescue and Emergency Medical Services District
Mailing:	1 East Drive
City/State/Zip:	Key Largo, Florida 33037
Physical:	1 East Drive
City/State/Zip:	Key Largo, Florida 33037

Member Contact Information	Additional Member Information
Contact: Chris Jones	FEIN: NCCI Risk ID:
Title: Captain- Operations/Administration	Population: 12,000
Phone: 954-234-8077 Fax:	Physical County: FL
Email: cjones@keylargofire.org	Member Type: Fire Control District
Agency Information	Agency Contact Information
Agency: Risk Management Associates, Inc.	Contact: Jessica Conway
Address: 300 North Beach Street	Phone#: (386) 333-6001
City/State/Zip: : Daytona Beach, FL 32114	Fax#: (386) 239-4049
Phone: (386) 252-6176 Fax: (386) 239-4049	Email: Jessica.Conway@bbrown.com

CERTIFICATION

The undersigned being authorized by and acting on behalf of the applicant and all persons/concerns seeking insurance, has read and understands this Application, including any appendices and/or supplements, and declares that all statements set forth herein are true, complete and accurate. The undersigned acknowledges and agrees that the submission and the Trust's receipt of such written report, prior to the inception of the coverage agreement applied for, is a condition precedent to coverage.

The signing of this Application does not bind the undersigned to purchase the coverage, nor does the review of same bind The Trust to issue a coverage agreement. This application shall be the basis of the contract, should one be issued.

This Application must be signed by the "Ranking Elected/ Appointed Official" of the Entity making the application (e.g. Chair, President, Superintendent or Executive Director of the Educational Entity) or the Risk Manager (or ranking official) assigned this function.

SIGNATURE: _____

TITLE: _____

DATE: _____

NOTICE TO APPLICANT

For your protection, the following Fraud Warning is required to appear on this application:

FLORIDA FRAUD STATEMENT

Any person who knowingly and with intent to injure, defraud or deceive any insurer, files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.



Worker's Compensation 1st\$ or Deductible Application

Coverage Term: 07/01/2026 to 07/01/2027

Member Name: Key Largo Fire Rescue and Emergency Medical Services District

Agency: Risk Management Associates, Inc.

Current Coverages Selected:

Workers' Compensation

Coverage/ Exposure Summary:

<u>Line of Business</u>	<u>Exposure Coverage</u>	<u>Applicable/Not Applicable</u>
General Question	Application General Information	Applicable
Workers' Compensation	1st Dollar (Standard Limits are \$1M/\$1M/\$1M)	Applicable

COVERAGE INFORMATION

General Questions

Response

Account CSR:	Jessica Conway
Agent Name:	Jessica Conway
Primary Member Contact:	Chris Jones
If New Primary Contact include name, phone and email address:	Chris Jones 954-234-8077 cjones@keylargofire.org
Have you attached the most recent audited financials?	Yes
Requested Effective Date:	07/01/2026
Requested Termination Date:	07/01/2027
Bid Date (if Applicable, Attach RFP copy):	
Need by Date:	4/6/2026
Is this new business? If it is new business, please complete and attach the 'Expiring Information' form. Template can be found under 'Agent Documents' at the top of the page (Application is not complete without this information).	Yes
Have you been with PGIT less than 5 years? If Yes - complete and attach the 'Loss Summary' form or a 'No Known Losses' letter. Template can be found under 'Agent Documents' at the top of the page (Application is not complete without this information).	No
Member's FEIN:	
NCCI Risk ID #:	
Population:	12,000
Full Detailed Description of Operations:	Fire & EMS District
Installment Schedule (Direct Bill):	Annual
Do you have a risk Manager? (Yes/No) If yes, please provide name and phone number	No
Do you have a Human Resources or Personnel Department? (Yes/No) If No, please describe handling of this function:	Yes
Number of Full Time Police	0
Number of Full Time Fire	27
Number of Full Time All Other Personnel	21
Number of Part Time Police	0
Number of Part Time Fire	0
Number of Part Time All Other Personnel including Seasonal	0
Number of Volunteers Police	0
Number of Volunteers Fire	0
Number of Volunteers All Others	0
Police - Estimated Payroll	0
Fire - Estimated Payroll	2,550,315
All Other – Estimated Payroll	1,542,234

COVERAGE INFORMATION - Worker's Compensation

1st Dollar or Deductible	Response
1. Enter number of broken arm posters needed:	2
2. WC Limit Requested (standard is \$1M/\$1M/\$1M):	\$1,000,000/\$1,000,000/\$1,000,000
3. WC Deductible Requested:	\$0
4. Experience Modification Factor:	1.00
5. Experience Modification Factor Effective Date:	
6. Is a formal drug free program in operation? Attach Drug Free Credit Application.	Yes
7. Is a formal safety program in operation? Attach Safety Credit Application.	Yes
8. Is there a formal Return to Work - Light Duty program in place for all operational areas?	Yes
9. Does employer have a safety committee?	Yes
10. If Yes, is there management participation	Yes
11. Is there a formal review of all workplace accidents?	Yes
12. Do past, present, or discontinued operations involve storing, treating, discharging, applying, disposing, or transporting hazardous materials? If yes, describe:	Yes
13. Any work performed underground or above 15 feet? If yes, describe:	Yes Firefighters
14. Any work performed on docks, barges, vessels, bridges, or over water? If yes, describe:	Yes Firefighters
15. Are sub-contractors used? If yes, describe:	No
16. Are Work Comp COI's required for sub-contractors/ vendors?	No
17. Do employees travel out of state? If yes, describe:	No
18. Do you lease employees to or from other employers? If yes, describe:	No
19. Any group transportation provided? If yes, describe:	No
20. Are physicals required after offers of employment are made? If yes, list which departments or positions require physicals.	Yes

21.	Are there any occupational disease exposures involved in the operation including asbestos, silica, dust, hazardous chemicals, radiation, communicable disease or any other occupational disease exposure? If Yes, describe:	Yes
22.	Is there any owned, leased or chartered aircraft? If yes, complete aviation supplemental application.	No
23.	Are there any owned or operated airports? If yes, describe:	No
24.	Is there any owned, leased or chartered watercraft? If yes, describe operation:	Yes
25.	Any employees who may be subject to the Longshore and Harbor Workers' Compensation Act, Jones Act or Federal Employer's Liability Act? If yes, describe:	No
26.	Do operations include electric utility? If yes, describe:	No
27.	Any power generation?	No
28.	Any power distribution?	No
29.	# Lineman	0
30.	Amount of payroll associated with lineman	\$0
31.	Do operations include gas utility? If yes, describe:	No
32.	Do operations include a penal facility? If yes, describe:	No
33.	Do operations include amusement park or similar facility? If yes, describe:	No



4/14/2026 5:10:14 PM

Named Covered Party: Key Largo Fire Rescue & Emergency Medical Services District

Term: 07/01/2026 to 10/01/2026

Coverage Provided by: Preferred Governmental Insurance Trust

Quote Number: WC FL1 0444007 25-01

EMPLOYER WORKPLACE SAFETY PROGRAM PREMIUM CREDIT APPLICATION

Contact Person: _____

Telephone Number: _____

I am submitting a copy of my workplace safety program which meets the requirements of Section 440.1025, Florida Statutes. I certify that this Safety Program has been implemented in the workplace and is being maintained as submitted to "Preferred (The Trust)".

This is to certify that the Workplace Safety program meets or exceeds the following provisions as provided for in Section 440.1025, Florida Statutes:

1. Written Safety Policy and Safety Rules
2. Safety Inspections
3. Preventive Maintenance
4. Safety Training
5. First Aid
6. Accident Investigation
7. Necessary Record Keeping

I am aware that we may be subject to on-site inspections by "The Trust", for the purpose of validation the accuracy of this information.

Any person who knowingly, and with intent to injure, defraud, or deceive any insurer, files a statement of claim or an application containing any false, incomplete or misleading information with the purpose of avoiding or reducing the amount of premiums for workers compensation coverage is guilty of a felony of the third degree, punishable as provided in Section 775.082, s.775.083 or s.775.084, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing Certification or Employer Workplace Safety Program Premium Credit, and that the facts stated in it are true.

Employer Name: _____

Date: _____

Officer/Owner Signature*: _____

Title: _____

*Application must be signed by an officer or owner.

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4/14/2026 5:10:14 PM

Named Covered Party: Key Largo Fire Rescue & Emergency Medical Services District

Term: 07/01/2026 to 10/01/2026

Coverage Provided by: Preferred Governmental Insurance Trust

Quote Number: WC FL1 0444007 25-01

DRUG-FREE WORKPLACE PREMIUM CREDIT APPLICATION

Testing:

Procedures for drug testing have been established and/or drug testing has been conducted in the following areas:

- Job Applicant
- Reasonable suspicion
- Routing fitness for duty
- Follow-up testing to Employee Assistance Program

Notice of Employer's Drug Testing Policy:

- Copy to all employees prior to testing
- Posted on/at employer's premises
- Copy to job applicants prior to testing
- General notice given 60 days prior to testing
- Show notice of drug testing on vacancy announcements
- Copies available to personnel office or other suitable locations
- No notice required because drug testing program in place prior to July 1, 1990

Education:

- Resource file on providers
- Employee Assistance Program
- Education

Name of Medical Review Officer: _____

A. Name of approved Agency for Health Care Administration lab or United States Department of Health and human Services Certified Laboratory: _____

B. Phone Number: _____

C. Address: _____

Your certification is subject to physical verification by "Preferred (The Trust)". Your coverage agreement is subject to additional premium for reimbursement of premium credit, and cancellation provisions of the Coverage Agreement if it is determined that you misrepresented your compliance with Florida law. Any person who knowingly and with intent in injure, defraud, or deceive any insurer, files a statement of claim or an application containing any false, incomplete, or misleading information with the purpose of avoiding or reducing the amount of premiums for workers compensation coverage is guilty of a felony of the third degree, punishable as provided in Section 775.082, s. 775.083, or s. 775.084, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing Application for Drug-Free Workplace Premium Credit Program, and that the facts stated in it are true.

Employer Name

Officer/Owner Signature*

Date

Title

*Application must be signed by an officer or owner.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.

PARTICIPATION AGREEMENT

Application for Membership in the Preferred Governmental Insurance Trust

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Trust for continuing workers' compensation, liability, property and/or casualty coverage through membership in the Preferred Governmental

Insurance Trust, to become effective 12:01 a.m. 07/01/2026 (effective date of coverage agreement), and if accepted by the Fund's duly authorized representative, does hereby agree as follows:

(a) To accept and be bound by the provisions of the Florida Workers' Compensation Act;

(b) That, by this reference, the terms and provisions of the Amended Interlocal Agreement creating the Preferred Governmental Insurance Trust date October 1, 2004 are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Amended Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Amended Interlocal Agreement as provided therein;

(c) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;

(d) To abide by the rules and regulations adopted by the Board of Trustees of the Fund;

(e) That should either the Applicant or the Fund desire to cancel coverage, it will give not less than thirty (30) days prior written notice of cancellation;

(f) That all information contained in the underwriting application provided to the Fund as a condition precedent to participation in the Fund is true, correct and accurate in all respects.

(Name of Local Governmental Entity)

Witness Signature

By: _____
Signature

Printed Name

Printed Name

Witness Signature

Title: _____

Printed Name

For Internal Use only

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE THE ____ DAY OF _____, 20__ SIGNED THIS ____ DAY OF _____, 20__ .

By: _____
Administrator/Trustee

**AMENDED INTERLOCAL AGREEMENT CREATING
THE
PREFERRED GOVERNMENTAL INSURANCE TRUST**

This Amended Interlocal Agreement, restating and modifying the Preferred Governmental Insurance Trust, is made and entered into effective October 1, 2004, by and among the Local Governmental Entities who have executed Participation Agreements (Application for Membership in the Preferred Governmental Insurance Trust) to become effective October 1, 2004, such Local Governmental Entities representing one hundred percent (100%) of the Governmental Entities participating in the Preferred Governmental Insurance Trust, together with such other Local Governmental Entities who hereafter become members of the Fund, for the purposes and subject to the conditions and restrictions, as hereinafter set forth.

WITNESSETH:

WHEREAS, Article VIII, Section 2, Florida Constitution, provides municipalities shall have governmental, corporate and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes except as otherwise provided by law; and

WHEREAS, Section 125.01, Florida Statutes, provides that counties shall have the power to carry on county government and to exercise all powers and privileges not specifically prohibited by law; and

WHEREAS, Section 166.021, Florida Statutes, provides in part that "...municipalities shall have the governmental, corporate, and proprietary powers to enable them to conduct municipal government, perform municipal functions, and render municipal services, and may exercise any power for municipal purposes, except when expressly prohibited by law."; and

WHEREAS, Section 163.01, Florida Statutes, commonly known as the "Florida Interlocal Cooperation Act of 1969", provides that Local Governmental Entities may enter into interlocal agreements in order to make the most efficient use of their powers by enabling them to cooperate with other Local Governmental Entities on a basis of mutual advantage, thereby providing services and facilities in a manner, and pursuant to forms of governmental organization, that will best accord with geographic, economic, population, and other factors influencing the needs and development of Local Communities; and

WHEREAS, Section 624.4622, Florida Statutes, provides that any two or more Local Governmental Entities may enter into an interlocal agreement for the purpose of securing the payment of benefits under Chapter 440, Florida Statutes, provided such local governmental self- insurance fund created thereby has an annual normal premium in excess of five million dollars (\$5,000,000.00), maintains a continuing program of excess insurance coverage, submits annual audited year-end financial statements, and has a governing body which is comprised entirely of local elected officials; and

WHEREAS, Section 768.28, Florida Statutes, provides that the state and its agencies and subdivisions are authorized to be self-insured, to enter into risk management programs, or to purchase liability insurance for whatever coverage they may choose, or to have any combination thereof, in anticipation of any claim, judgment, and claims bill which they may be liable to pay pursuant to such section; and

WHEREAS, Section 111.072, Florida Statutes, authorizes any county, municipality, or political subdivision to be self-insured, to enter into risk management programs, or to purchase liability insurance for whatever coverage it may choose, or to have any combination thereof in anticipation of any judgment or settlement which its officers, employees, or agents may be liable to pay pursuant to a civil or civil rights lawsuit described in s. 111.07, Florida Statutes; and

WHEREAS, Section 624.462, Florida Statutes, provides that a governmental self-insurance pool created pursuant to Section 768.28(16), Florida Statutes, shall not be considered a commercial self-insurance fund; and

WHEREAS, each of the participating Local Governmental Entities which are party to this Agreement, and all subsequent Local Governmental Entities which become party to this Agreement, are public agencies as defined in Section 163.01, Florida Statutes, and are authorized to enter into this Interlocal Agreement by executing a Participation Agreement; and

WHEREAS, each of the Local Governmental Entities which are a party to this Agreement have the powers and authorities to establish, operate and maintain their own individual self-insured programs for the purpose of securing payment of benefits under Chapter 440, Florida Statutes; and

WHEREAS, each of the Local Governmental Entities which are a party to this Agreement have the powers and authorities to establish, operate and maintain their own individual self-insured programs for the purpose of securing payment of benefits under risk management programs or liability insurance programs; and

WHEREAS, it is in the public interest, and in the best interest of the parties hereto, that they join together to establish a consolidated and comprehensive Fund for the payment of benefits under the Florida Workers' Compensation Law, payment of claims, judgments and claims bills which they may become liable to pay, payment of certain civil rights liabilities, payment of casualty and property losses, and the purchase of appropriate policies of insurance, excess insurance and reinsurance to provide protection against such claims and liabilities; and

WHEREAS, the governing authority of each of the Local Governmental Entities which are a party to this Agreement have duly authorized the execution and delivery of a Participation Agreement obligating such Governmental Entity to full performance of this Agreement; and

WHEREAS, it is the intent of this Agreement to allow participation by additional Local Governmental Entities in the self-insurance fund created hereby, pursuant to the terms and conditions of this Interlocal Agreement;

NOW, THEREFORE, by virtue of the execution and delivery of a Participation Agreement, the parties hereto do hereby covenant and agree as follows

SECTION I

INCORPORATION OF RECITALS

The foregoing WHEREAS clauses are incorporated in, and made a part of, this Amended Interlocal Agreement.

SECTION II

DEFINITIONS

The following definitions shall apply to the provisions of this Amended Interlocal Agreement:

- 2.1** **ADMINISTRATOR.** An individual, partnership or corporation engaged by the Fund to carry out the policies of the Fund and provide the day-to-day executive management and oversight of the Fund's operations, including, but not limited to, administration, marketing, underwriting, quoting, issuance, maintenance and auditing of coverage terms, coordinating other third party service providers retained by the Fund and ensuring that the policies and decisions of the Board of Trustees are implemented.

- 2.2 CLAIMS MANAGEMENT.** “Claims Management” shall mean the process of identifying, receiving, handling, adjusting, reserving, resolving and planning for the funding of eligible claims made by or against any Member of the Trust and any other necessary risk management operations.
- 2.3 CONTRIBUTION(S).** “Contribution(s)” shall mean any premium charge or other consideration imposed or collected by, or on behalf of the Trust, from its Members based on criteria adopted from time to time by the Board of Trustees. Contributions may be determined and set with respect to all Members, any individual Member or otherwise. The terms “Contribution(s)”, “Premium(s)” and “Premium Contribution(s)” are used interchangeably and synonymously throughout this Agreement.
- 2.4 COVERAGE TERMS.** “Coverage Terms” or “Coverage Agreements” shall mean the terms and conditions of certificates of insurance, policies of insurance, endorsements to policies of insurance, excess insurance policies and reinsurance policies which are provided to Fund Members from time to time which comprehensively set forth the insurance coverages provided to the Fund Members, as may be modified or altered from time to time with respect to all Members, any individual Member, or otherwise, within the applicable notice and procedural requirements of law, or in any other rules and regulations adopted by the Board of Trustees.
- 2.5 FUND.** “Fund” shall mean the group self-insurer’s fund or trust fund which is hereby created for the purposes set forth herein, known as the Preferred Governmental Insurance Trust. The terms “Fund”, “Trust” and “Trust Fund” are used interchangeably and synonymously throughout this Agreement.
- 2.6 LOCAL GOVERNMENTAL ENTITY OR ENTITIES.** “Local Governmental Entity or Entities” shall mean any “public agency” as defined by Section 163.01(3)(b), Florida Statutes.
- 2.7 MEMBER.** “Member” shall mean a Local Governmental Entity which has duly executed a Participation Agreement and otherwise has complied with all provisions of this Agreement, and which thereafter is entitled to all the rights and benefits conferred by, and subject to all conditions and obligations imposed by, this Agreement, the Coverage Terms, or any rules and regulations which may be adopted by the Board of Trustees.
- 2.8 NON-COMPLIANCE.** “Non-Compliance” shall mean the failure to comply with the terms of this Agreement, the Coverage Terms, or any rules and regulations which may be adopted by the Board of Trustees, but only to the extent that such Non-Compliance is deemed material by, and within the sole discretion of, the Board of Trustees.

- 2.9** **PARTICIPATION AGREEMENT.** “Participation Agreement” shall mean the application for membership in the Preferred Governmental Insurance Trust pursuant to which an applying member agrees to be bound by the provisions of the Florida Workers’ Compensation Act, this Amended Interlocal Agreement, the rules and regulations adopted by the Board of Trustees of the Fund, and when accepted by the Board of Trustees or their duly authorized representative, becomes a part of the Interlocal Agreement between the applying member and the Fund.
- 2.10** **PREMIUM(S).** “Premium(s)” shall mean “Contribution(s)”.
- 2.11** **PREMIUM CONTRIBUTION(S).** “Premium Contribution(s)” shall mean Contribution(s).
- 2.12** **THIRD-PARTY CLAIMS MANAGER.** “Third-Party Claims Manager” shall mean an individual or organization providing claims management services to the Fund.
- 2.13** **TRUST.** “Trust” shall mean the “Fund”.
- 2.14** **TRUSTEES.** “Trustees” or “Board of Trustees” shall mean the collegial body charged with the operation and administration of the Fund pursuant to the provisions of this Agreement.
- 2.15** **TRUST FUND.** “Trust Fund” shall mean the “Fund”.

SECTION III
ESTABLISHMENT OF “PREFERRED
GOVERNMENTAL INSURANCE TRUST”
AS A SELF-INSURED FUND

- 3.1** **ESTABLISHMENT.** The Preferred Governmental Insurance Trust is hereby established and created pursuant to the provisions of Article VIII, Section 2, of the Florida Constitution, Sections 125.01, 163.01, 624.4622, 768.28(15)(a) and 111.072, Florida Statutes, for the purposes, and with the powers, duties and obligations, as herein set forth.
- 3.2** **LOCATION.** The location of the principal office of the Trust shall be determined from time to time by the Board of Trustees.
- 3.3** **PURPOSES.** This Amended Interlocal Agreement is made and executed, and the Fund created hereby is established for the purposes of:
- (a) Pooling Member’s resources to fulfill Members’ legal liabilities and obligations, including, but not limited to, providing for the payment of benefits under the Florida Workers’ Compensation Law;

- (b) To minimize the cost of providing workers' compensation coverage by developing and refining specialized claim services, by developing and refining, internally or through third party service providers, a managed care system, together with the development and refining of loss prevention programs for the Members;
- (c) To pay or provide for general liability and casualty coverage to participating Members, including, but not limited to, public officials errors and omissions, employment practices liability and law enforcement liability claims;
- (d) To pay or provide for property coverage to participating Members;
- (e) To pay for or provide to its participating Members coverage in anticipation of any judgment or settlement resulting from a civil rights action arising under federal law;
- (f) To pay for or provide to participating Members coverage in anticipation of any claims bill passed by the Legislature;
- (g) To pay for or provide to participating Members coverage for any other risk authorized under Florida law to be self-insured;
- (h) To pay for or provide to participating Members all or a part of such coverages.

This Agreement is not intended to create a partnership or other legal entity whereby one Member assumes the obligations of another Member, or the obligations of the Fund in general.

3.4 NON-ASSESSABILITY. Should a deficit develop in the Trust, after excess reinsurance recoveries, whereby claims or other expenses cannot be paid, each individual Member shall assume liability for the costs of claims brought against that Member as if such Member were individually self-insured. Each individual Member shall thereafter be responsible for its individual costs including, but not limited to, claims administration without an obligation to, or a right of contribution from, other Members.

3.5 POWERS. The Trust shall have all the rights, powers, duties and privileges as set forth in Article VIII, Section 2 of the Florida Constitution, and Sections 163.01, et seq., 624.4622, 768.28(15)(a) and 111.072, Florida Statutes, and any other applicable Florida Statutes, which are necessary to accomplish the purposes described in Section 3.3, including but not limited to the following:

- (a) Securing the payment of benefits under Chapter 440, Florida Statutes.

- (b) Collecting premiums from Members for the purpose of paying for or providing casualty, property, and liability coverage, and securing the payment of claims associated therewith.
- (c) Paying for or providing coverage for any other risk authorized under Florida law to be self-insured.
- (d) Paying for or providing all or a part of such coverages.
- (e) To make, enter into, and arrange for insurance, reinsurance, excess insurance, catastrophic insurance, stop-loss insurance, or any other coverage as the Fund shall deem necessary and appropriate, without such purchase being deemed a waiver of sovereign immunity.
- (f) To pay, or approve the payment of, any expenses and fees associated with the operation of the Fund.
- (g) To indemnify and hold harmless any Trustee, officer of the Fund, or any person acting on behalf of the Fund, to the fullest extent such indemnification is permitted by law, against (1) reasonable expenses actually and necessarily incurred in connection with any threatened, pending or completed action, suit or proceeding, whether civil, administrative or civil investigative, including any action, suit or proceeding by or on behalf of the Fund, seeking to hold said person liable by reason of the fact that he or she was acting in such capacity, and (2) reasonable payments made by him or her in satisfaction of any judgment, monetary decree or settlement for which he or she may have become liable in any such action, suit or proceeding by reason of the fact that he or she was acting in such capacity. This indemnification is not intended to, and does not, waive any immunities provided to Members of the Fund, Trustees serving in their capacity as Trustees to the Fund, or to officers or employees of the Fund, by virtue of the laws of the state of Florida, but is merely in addition to such rights, privileges and immunities. (Ref. 624.489 and 768.28, FS).

SECTION IV

ADMINISTRATION OF FUND

- 4.1 MEETINGS.** The Board of Trustees shall meet at such time and in such location as may be acceptable to a majority of the Board of Trustees. The Chairman of the Board of Trustees or his designee shall set the date, time and location of each meeting, and notice thereof shall be furnished to each Trustee by the Chairman or his designee not less than ten (10) days prior to the date of such meeting.

Such notice shall specify the date, time and location of such meeting and may specify the purpose thereof, and any action proposed to be taken there at. Such notice shall be directed to each Trustee by mail to the address of such Trustee as is recorded in the office or offices of the Fund. In no event shall the Board of Trustees meet less than quarterly.

The Chairman of the Board or any three (3) Trustees may call a special meeting and direct the Administrator to send the prerequisite notice for any special meeting of the Board of Trustees. Special meetings of the Board of Trustees may be held at any time and place without notice, or with less than the prerequisite notice, provided all Trustees execute a waiver of notice and consent to said meeting.

For purposes of a duly called meeting of the Board of Trustees, a quorum shall exist if a majority of the members of the Board of Trustees are present. The Administrator shall keep minutes of all meetings, proceedings and acts of the Board of Trustees, but such minutes need not be verbatim. Copies of all minutes of the Board of Trustees shall be sent by the Administrator to all Trustees.

- 4.2** **VOTING.** All actions by, and decisions of, the Board of Trustees shall be by vote of a majority of the Trustees attending a duly called meeting of the Board of Trustees at which a quorum is present; however, in the event of a duly called special meeting, all actions by, and decisions of, the Board of Trustees may be by vote of a majority of the Trustees present and attending such special meeting if a proper waiver of notice and consent was obtained as provided herein.
- 4.3** **OFFICE OF THE FUND.** The Board of Trustees shall establish, maintain and provide adequate funding for an office or offices for the administration of the Fund. The address of such office or offices shall be made known to the units of local governments eligible to participate in, or participating in, the Fund. The books and records pertaining to the Fund and its administration shall be kept and maintained at the office or offices of the Fund.
- 4.4** **EXECUTION OF DOCUMENTS.** A certificate, document, or other instrument signed by the Chairman or the Administrator of the Fund shall be evidence of the action of the Board of Trustees and any such certificate, document, or other instrument so signed shall conclusively be presumed to be authentic. Likewise, all acts and matters stated therein shall conclusively be presumed to be true.

4.5 **APPOINTMENT OF ADMINISTRATOR.** The trustees shall designate and provide compensation for an Administrator to administer the affairs of the Fund. Any Administrator so designated shall furnish the board of Trustees with a fidelity bond with the Trustees as named obligee. The amount of such bond shall be determined by the Trustees and the evidence thereof shall be available to all units of government eligible to participate, or participating in, the Fund.

4.6 **COMPENSATION AND REIMBURSEMENT OF TRUSTEES.** The Board of Trustees may from time to time establish a reasonable amount of compensation to cover attendance at a duly called meeting by the Board of Trustees, or to cover the performance of the normal duties of a Trustee. Such compensation shall include reimbursement for reasonable and necessary expenses incurred therewith.

SECTION V

NUMBER, QUALIFICATION, TERM OF OFFICE AND POWER AND DUTIES OF TRUSTEES

5.1 **NUMBER AND QUALIFICATION OF TRUSTEES.** The operation and administration of the Trust shall be the joint responsibility of a Board of Trustees consisting of seven (7) Trustees. No Trustee may be elected who is, or continue to serve as a Trustee after becoming, an owner, officer, or employee of a service provider to the Fund. Each Trustee shall be an elected official of a Member. No two (2) Trustees may be elected officials from the same Member. Each Trustee shall serve for a period of four (4) years, or the balance of such Trustee's term of office as an elected official of the Member, whichever shall first occur. A Trustee may serve successive four (4) year terms provided such Trustee continues to remain an elected official of a Member. Each and every Trustee named, and each successor Trustee, shall acknowledge and consent to their election as a Trustee by giving written notice of acceptance of such appointment to the chairman, or acting chairman of the Board of Trustees.

5.2 **RESIGNATION AND REMOVAL OF A TRUSTEE.** A Trustee may resign and become and remain fully discharged from all further duties or responsibilities hereunder, by giving at least sixty (60) days prior written notice sent by certified mail, overnight delivery or other appropriate method of delivery to the chairman or acting chairman of the Board of Trustees. Such notice shall state the date said resignation shall take effect, and such resignation shall take effect on the date designated unless a successor Trustee has been elected at an earlier date as herein provided, in which event resignation shall take

effect immediately upon the election of such successor Trustee. Additionally, oral notice of resignation may be given at any duly convened meeting of the Trustees, which said oral notice of resignation shall be incorporated, and made a part of, the minutes of such duly convened meeting. A Trustee may be removed by a majority vote of the Board of Trustees or by a majority vote of the Members. Any Trustee, upon leaving office, shall forthwith turn over and deliver to the chairman or the secretary of the Trustees at the principal office of the Trust any and all records, books, documents or other property in such Trustees possession, or under such Trustees control, which belongs to the Trust.

5.3 ELECTION OF SUCCESSOR TRUSTEES. Successor Trustees shall be elected by a majority vote of the Board of Trustees. Nominations for the election of Trustees may be made by the Board of Trustees or by any Member of the Fund.

5.4 TRUSTEE TITLE. In the event of death, resignation, refusal or inability to act by any one or more of the Trustees, the remaining Trustees shall have all the powers, rights, estates and interests of this Trust and shall be charged with its duties and responsibilities; provided, however, that in such case(s), no action may be taken unless it is concurred in by a majority of the remaining Trustees.

5.5 TRUSTEE OFFICERS. The Trustees shall elect from among themselves a chairman, vice-chairman and secretary of the Board of Trustees. Such officers shall be elected annually at the end of the fiscal year of the Trust, and may succeed themselves.

5.6 POWER AND AUTHORITY. The Board of Trustees shall be charged with the duty of the general supervision and operation of the Fund, and shall conduct the business activities of the Fund in accordance with this Agreement, its by-laws, rules and regulations and applicable federal and state statutes and rules and regulations. In connection therewith, the Board of Trustees may exercise the following authority and powers:

(a) To collect premiums from participating Members in an amount individually agreed to by the Fund and said Members for the purpose of paying for or providing the coverages provided in this Agreement to participating Members.

(b) To pay for or provide such excess insurance or reinsurance coverage as is necessary to accomplish the purpose of the Fund.

- (c) To borrow funds, issue bonds and other certificates of indebtedness, and arrange for lines or letters of credit to assist in providing the coverages provided in this Agreement to participating Members.
- (d) To pay for or provide appropriate liability and other types of insurance to cover the acts of the Board of Trustees of the Fund.
- (e) To contract with appropriate professional service providers to meet the purposes of the Fund, and to expend funds for the reasonable operating and administrative expenses of the Fund, including but not limited to, all reasonable and necessary expenses which may be incurred in connection with the establishment of the Fund, in connection with the employment of such administrative, legal, accounting, and other expert or clerical assistance to the Fund, and in connection with the leasing and purchase of such premise, material, supplies and equipment as the Board, in its discretion, may deem necessary for or appropriate to the performance of its duties, or the duties of the Administrator or the other agents or employees of the Fund.
- (f) To pay claims the Fund becomes legally obliged to pay pursuant to the Coverage Agreements entered into by and between the Fund and participating Members.
- (g) To establish and accumulate as part of the Fund adequate reserves to carry out the purposes of the Fund.
- (h) To pay premiums on, and to otherwise secure or provide, insurance products that are ancillary to the coverages authorized by this Agreement.
- (i) To invest and reinvest funds that may come into the possession of the Fund.
- (j) To assume the assets and liabilities of the Fund.
- (k) To take such actions and expend such funds as are reasonably necessary to facilitate the cessation of the business of the Fund.
- (l) To exercise such powers that are authorized to be exercised by trustees under and pursuant to the laws of Florida.
- (m) To take such other action and expend such funds as are reasonably necessary to accomplish the purposes of the Fund.

5.7 APPROVAL OF MEMBERS. The Board of Trustees, after the inception of the Fund, shall receive applications for membership from prospective new participants in the Fund and shall approve applications for membership in accordance with the terms of this Agreement, any Participation Agreement, applicable federal and state statutes and rules and regulations, and the rules and regulations established by the Board of Trustees for the admission of new members into the Fund; provided, however, no prospective member may

participate in the Fund unless such prospective member is a public agency of the state. As used herein, the phrase "public agency" includes, but is not limited to, the state, its agencies, counties, municipalities, special districts, school districts, and other governmental entities; the independent establishments and constitutional officers of the state, counties, municipalities, school districts, special districts, and other governmental entities; and corporations primarily acting as instrumentalities or agencies of the state, counties, municipalities, special districts, school districts, and other governmental entities. The Board of Trustees shall be the sole judge of whether or not an applicant for membership shall be eligible to participate in the Fund; provided, however, the Board of Trustees may delegate the functions associated with approval of Members to the Administrator.

- 5.8** **REPORTING.** The Board of Trustees shall be responsible for and shall cause to be prepared and filed such annual or other periodic audits, reports and disclosures as may be required from time to time pursuant to applicable federal and state statutes and rules and regulations, including, but not limited to, periodic payroll audits, periodic summary loss reports, periodic statements of financial condition, certified audits, appropriate applications filed by prospective new members, reports as to financial standings, payroll records, reports relating to coverage, experience, loss and compensation payments, summary loss data statements, periodic status reports, and any other such reports as may be required from time to time to accomplish the purpose of the Fund or to satisfy the requirements of appropriate governmental entities.
- 5.9** **TRUSTEES' LIABILITY.** The Trustees and their agents and employees shall not be liable for any act of omission or commission taken pursuant to this Agreement unless such act constitutes a willful breach of fiduciary duties nor shall any Trustee be liable for any act of omission or commission by any other Trustee or by any employee or agent of the Fund. The Fund hereby agrees to save, hold harmless and indemnify the Trustees and their agents and employees for any loss, damage or expense incurred by said persons or entities while acting in their official capacity on behalf of the Fund, unless such action constitutes a willful breach of fiduciary duties.
- 5.10** **RELIANCE ON COUNSEL'S OPINION.** The Board of Trustees may employ and consult with legal counsel concerning any questions which may arise with reference to the duties and powers of the Board of Trustees or with reference to any other matter pertaining to this Agreement or the Fund created thereby; and the opinion of such counsel shall be full and complete authorization and protection from liability arising out of or in respect to any action taken or

suffered by the Board of Trustees or an individual Trustee acting hereunder in good faith and in accordance with the opinion of such counsel.

- 5.11 BY-LAWS, RULES AND REGULATIONS.** The Board of Trustees may adopt and enforce such by-laws, rules and regulations as between the Members of the Fund and the Fund governing the operation of the Fund as are consistent with the terms of this Agreement and as are reasonably necessary to accomplish the purposes of the Fund.

SECTION VI

POWERS AND DUTIES OF THE ADMINISTRATOR

- 6.1 RESPONSIBILITIES.** The Administrator shall have the power and authority to implement the directives of the Board of Trustees and the policy matters set forth by the Board of Trustees as they relate to the on-going operation and supervision of the Fund, the by-laws, rules and regulations established by the Board of Trustees, the provisions of this Agreement, and applicable federal and state statutes, rules and regulations. The powers, duties and responsibilities of the Administrator retained by the Board of Trustees shall be set forth in an Administrative Agreement executed between the Board of Trustees and the Administrator.
- 6.2 CONTRIBUTIONS.** The Administrator shall deposit into the account or accounts designated by the Board of Trustees, at the financial institution or institutions designated by the Board of Trustees, all contributions as and when collected from the Members and said monies shall be disbursed only in the manner provided by this Agreement, the Coverage Agreements, the rules, regulations and by-laws of the Board of Trustees, and the Agreement entered into by and between the Board of Trustees and the Administrator.

SECTION VII

MEMBERS

- 7.1 MEMBERSHIP CANCELLATION, SUSPENSION OR EXPULSION.** The Board of Trustees shall be the sole judge of whether membership in the Fund may be cancelled, or whether a member may be suspended or expelled from the Fund; provided, however, the Board of Trustees may delegate the functions associated with cancellation, suspension or expulsion of a Member to the Administrator. Written notice of any such cancellation, suspension or expulsion shall be provided by the Fund to the member no less than thirty

(30) days prior to the effective date of such cancellation, suspension or expulsion, and no liability under this Agreement or any other agreement, certificate, document, or other instrument executed by the Fund and the member pursuant to this Agreement, shall accrue to the Fund following the effective date of such cancellation, suspensions or expulsion. The minimal notice provisions of this paragraph shall not apply in the event a member fails to make the requisite contributions for coverages under this Agreement when such contributions are due.

- 7.2** **RESPONSIBILITIES OF MEMBERS.** By execution of a Participation Agreement agreeing to be bound by the terms and conditions of this Amended Interlocal Agreement, each Member agrees to abide by the following rules and regulations:
- (a) The Trustees have the sole responsibility to govern and direct the affairs of the Fund pursuant to this Agreement.
 - (b) Any Member who formally applies for Membership in this Fund, and who is accepted by the Board of Trustees, shall thereupon become a party to this Amended Interlocal Agreement and shall be bound by all of the terms and conditions contained herein. The Participation Agreement shall constitute a counterpart of this Amended Interlocal Agreement, and this Amended Interlocal Agreement shall constitute a counterpart of the Participation Agreement.
 - (c) To maintain a reasonable loss prevention program in order to provide the maximum in safety and lawful practices as such may relate to the potential liability assumed by the Fund under this Agreement or any other agreement, certificate, document, or other instrument executed by the Fund and the Member pursuant to this Agreement.
 - (d) To comply with the conditions of the Florida Workers' Compensation Law.
 - (e) To provide immediate notification in the event an accident or incident occurs which is likely to give rise to a claim within the scope of this Agreement, or any other agreement, certificate, document, or other instrument executed by the Fund and the Member pursuant to this Agreement.
 - (f) To promptly make all contributions for coverages arising under this Agreement, or any other agreement, certificate, document, or other instrument executed by the Fund and the Member pursuant to this Agreement, at the time and in the manner directed by the Board of Trustees.

Said contributions may be reduced by any discount, participation credit, or other contribution reduction program established by the Board of Trustees.

(g) In the event of the payment of any loss by the Fund on behalf of the Member, the Fund shall be subrogated to the extent of such payment to all the rights of the Member against any party or other entity legally responsible for damages resulting from said loss, and in such event, the Member hereby agrees, on behalf of itself, its officers, employees and agents, to execute and deliver such instruments and papers as is required, and do whatever else is reasonably necessary, to secure such right to the Fund, and to cooperate with and otherwise assist the Fund as may be necessary to effect any recovery sought by the Fund pursuant to such subrogated rights.

(h) The Board of Trustees, its Administrator, and any of their agents, servants, employees or attorneys, shall be permitted at all reasonable times and upon reasonable notice to inspect the property, work places, plants, works, machinery and appliance covered pursuant to this Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement, and shall be permitted at all reasonable times while the Member participates in the Fund, and up to and including two (2) years following the termination of its membership in the Fund, to examine the Members' books, vouchers, contracts, documents and records of any and every kind which show or tend to show or verify any loss that may be paid or may have been paid by the Fund on behalf of the Member pursuant to this Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement, or which show or verify the accuracy of any contribution which is paid or payable by the Member pursuant to the terms of this Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement.

(i) The Fund is to defend in the name and on behalf of the Member any claims, suits or other legal proceedings which may at any time be instituted against the Member on account of bodily injury liability, property damage, property damage liability, errors and omissions liability or any other such liability, monetary or otherwise, to the extent such defense and liability has been assumed by the Fund pursuant to his Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement, subject to any and all of the definitions, terms, conditions and exclusion contained in said

agreements, or any other agreement, certificate, document, or other instruments, although such claims, suits, allegations or demands are wholly groundless, false, fraudulent, and to pay all costs taxed against the Member in any such legal proceedings defended by the Fund or the Member, all interest, if any, legally accruing before and after entry of judgment in such proceedings, and all expense incurred in the investigation, negotiation or defense of such claims, suits, allegations or demands. Such defense shall be subject to the control of the Fund and its Administrator, which may make such investigations and settlement of any such claim, suit, or other legal proceeding, monetary or otherwise, as they deem expedient. The Member agrees to cooperate fully with the Fund, its administrator and their agents, with respect to the investigation, adjustment, litigation, settlement and defense of any claim, suit, or other legal proceeding, monetary or otherwise, which would be covered by the terms of this Agreement and/or any policies of insurance, excess insurance or re-insurance which have been purchased to provide protection against such claims and liabilities. The Member acknowledges that failure to cooperate fully in the investigation, defense or litigation of such claims, suits, or liabilities may constitute grounds for denial of coverage pursuant to this Agreement and/or the applicable policies of insurance.

(j) The liability of the Fund is specifically limited to the discharge of the liability of its Members assumed pursuant to this Agreement or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement; the coverage of the Fund does not apply to punitive or exemplary damages.

(k) Unless the Fund and the Member otherwise expressly agree in writing, coverage by the Fund for a Member under the terms of this Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement, shall expire automatically on the last day of September of each calendar year, and no liability under this Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement, shall accrue to the Fund beyond such expiration date unless such Member renews its coverage.

(l) Except as otherwise provided herein, a Member's coverage may be cancelled by the Fund or the Member at any time upon no less than thirty (30) days prior written notice by the Board of Trustees or Administrator to

the Member, or by the Member to the Board of Trustees. The notice shall state the date such cancellation shall become effective.

(m) Excess monies remaining after the payment of claims and claims expenses, and after provision has been made for the payment of open claims and outstanding reserves, may be distributed by the Board of Trustees to the Members participating in the Fund in such manner as the Board of Trustees shall deem to be equitable.

(n) There will be no disbursements out of the reserve fund established by the Fund by way of dividends or distributions of accumulated reserves to Members until after provision has been made for all obligations against the Fund and except at the discretion of the Board of Trustees.

(o) Qualified service providers, including attorneys selected by the Fund, shall defend, investigate, settle and otherwise process and dispose of all claims, suits, allegations or demands that may result in liability assumed by the Fund on behalf of the Member pursuant to this Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement.

(p) The Member, through the Board of Trustees, does hereby appoint the Administrator as its agent and attorney-in-fact, to act on its behalf and to execute all necessary contracts, reports, waivers, agreements, excess insurance contracts, service contracts, and other documents reasonably necessary to accomplish the purposes and to fulfill the responsibilities of the Fund; to make or arrange for the payment of claims, claims expenses, and all other matters required or necessary insofar as they affect the matters covered pursuant to the terms of this Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement, and the rules and regulations now or hereafter promulgated by the Board of Trustees.

(q) To make prompt payment of all contributions and penalties as required by the Board of Trustees, said contributions or penalties to be determined by the Board of Trustees. Any disputes concerning contributions or penalties shall be resolved after the payment of said contributions or penalties.

(r) To pay reasonable penalties as determined by the Board of Trustees for late payment of contributions required under this Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement.

(s) Coverage by the Fund under the terms of this Agreement, or any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement, shall expire and be cancelled, upon no less than ten (10) days prior written notice from the Fund to the Member, for nonpayment of contributions.

(t) To abide by all the terms and conditions of this Agreement, the Participation Agreement, the Fund's by-laws, the rules and regulations, the terms of any coverage document issued by the Fund to the Member, and any other agreement, certificate, document, or other instrument executed by the Member and the Fund pursuant to this Agreement.

(u) Each Member voluntarily transfers to the Trust any rights and privileges such Member enjoys under the laws of the State of Florida, including Sections 163.01, and 768.28, Florida Statutes, and specifically those statutory provisions pertaining to such Member's sovereign immunity and the applicable limitations of the Member's liability to \$100,000.00 per individual claim, and to \$200,000.00 for multiple claims, arising out of the same transaction. The purchase of insurance or indemnity hereunder shall not be deemed or be construed as a waiver of sovereign immunity by the Members.

SECTION VIII

ACCOUNTING

True and complete accounts shall be kept of all transactions and of all assets and liabilities of the Trust. The accounts of the Trust shall be audited annually by a firm of independent certified public accountants, which shall be selected by the Board of Trustees.

SECTION IX

DURATION

This Agreement shall continue in full force and effect until it is terminated by the mutual consent of all the Members; provided, however, that this Section IX shall not be construed to preclude the termination and winding up of the Trust within the discretion of the Board of Trustees, or the amendment of this Agreement pursuant to Section X.

SECTION X
AMENDMENT

This Agreement may be amended upon the written consent of the Members of the Fund. Execution of a Participation Agreement or renewal of coverages provided by the Fund shall constitute such written consent.

SECTION XI
STATUTES, RULES AND REGULATIONS

The Trust shall at all times act in accordance with the provisions of statutes, rules and regulations of the State of Florida.

SECTION XII
MISCELLANEOUS PROVISIONS

- 12.1 PROHIBITION AGAINST ASSIGNMENT.** No Member may assign any right, claim, or interest it may have under this Agreement, or any coverage term, and no creditor, assignee, or third-party beneficiary of any Member shall have any right, claim, or title to any part, share, interest, funds, or assets of the Trust except as specifically may be agreed to by the Trust.
- 12.2 APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the statutes, rules and regulations of the State of Florida, and all questions pertaining to its validity, construction, and administration shall be determined in accordance with the laws of the State of Florida.
- 12.3 ENFORCEMENT.** The Trust and its Members shall have the power to enforce this Agreement by action brought in any court of appropriate jurisdiction within the State of Florida.
- 12.4 SEVERABILITY.** If any term or provision of this Agreement, or the application of such term or provision to any person or circumstance, shall to any extent be invalid or unenforceable, the remainder of this Agreement and the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable shall not be effected, and each term or provision of this Agreement shall be valid and enforceable to the full extent permitted by law.
- 12.5 CONSTRUCTION.** Whenever any words are used in this Agreement in the masculine gender, they shall be construed as though they were also used in the feminine or neutral gender in all situations where they would so apply.

Whenever any words are used in this Agreement in the singular, they shall be construed as though they were also used in the plural form in all situations where they would so apply. Whenever any words are used in this Agreement in the plural form, they shall be construed as they thought were used in the singular form in all situations where they would so apply.

12.6 FISCAL YEAR. The Fund shall operate on a fiscal year from 12:01 a.m., October 1, to midnight the last day of September of the succeeding year. Application for membership, when approved in writing by the Board of Trustees or its designee, shall constitute a continuing contract for each succeeding fiscal year unless cancelled by the Board of Trustees or the participating Member in the manner herein provided.

By execution of the attached Participation Agreement or renewal of coverages provided by the Fund, and upon acceptance by the Board of Trustees, or their designated agent, the Member agrees to be fully bound by the terms and conditions of the Amended Interlocal Agreement, effective October 1, 2004, and thereafter.

**AMENDMENT "A" TO THE
AMENDED INTERLOCAL AGREEMENT
CREATING
THE PREFERRED GOVERNMENTAL INSURANCE TRUST**

WHEREAS, Section X of the Amended Interlocal Agreement Creating The Preferred Governmental Insurance Trust (alternatively "Preferred", "Fund" or "Trust") provides that the Interlocal Agreement may be amended by the members of Preferred, and that execution of either a Participation Agreement or an Agreement for Renewal of Coverage shall constitute written consent to such amendment; and

WHEREAS , in order to protect the integrity of Preferred, its continued success and provide security as to its operation and administration, it is essential that the provisions of the Interlocal Agreement, relating to who may serve as a Trustee of Preferred, be fully compliant with applicable Florida Statutes;

NOW, THEREFORE , by execution of a Participation Agreement or Agreement for Renewal of Coverage, the Members of Preferred do hereby amend subsection 5.1 of the Amended Interlocal Agreement to read as follows:

5.1 NUMBER AND QUALIFICATION OF TRUSTEES. The operation and administration of the Trust shall be the joint responsibility of a Board of Trustees consisting of seven (7) Trustees. No Trustee may be elected who is, or continue to serve as a Trustee after becoming, an owner, officer, or employee of a service provider to the Fund. Upon initial election to the Board of Trustees, a Trustee shall be a local elected official of a member of the Trust. No two (2) Trustees may be local elected officials from the same governmental entity. Each Trustee shall serve for a period of four (4) years, or the balance of such Trustee's term of office as a local elected official. Following a Trustees' initial term of office, such Trustee may continue to serve as a Trustee of Preferred provided: (1) such Trustee holds an office as an elected local official (as required by s. 624.4622(1) (d) Florida Statutes); and (2) a majority of the Board of Trustees, in their sole discretion, determine that it is in the best interest of the Trust that such Trustee continue to serve as a Trustee of Preferred, and so elects such Trustee to continue to serve a successive term, or terms. Each and every Trustee named, and each successor Trustee, shall acknowledge and consent to their election as a Trustee by giving written notice of acceptance of such election to the Chairman, or acting Chairman, of the Board of Trustees.

Effective Date: October 1, 2013

**AMENDMENT “B” TO THE
AMENDED INTERLOCAL AGREEMENT
CREATING
THE PREFERRED GOVERNMENTAL INSURANCE TRUST**

WHEREAS, Section X of the Amended Interlocal Agreement Creating The Preferred Governmental Insurance Trust (alternatively “Preferred”, “Fund” or “Trust”) provides that the Amended Interlocal Agreement may be amended by the members of Preferred, and that execution of either a Participation Agreement or an Agreement for Renewal of Coverage shall constitute written consent to such amendment; and

WHEREAS, due to legislative changes to Florida Statutes over time, it is necessary to amend certain provisions of the Amended Interlocal Agreement to be fully compliant with applicable amended Florida Statutes;

NOW, THEREFORE, by execution of a Participation Agreement or Agreement for Renewal of Coverage, the Members of Preferred do hereby amend the Amended Interlocal Agreement set forth as follows:

1. Sections 3.1 and 3.5 of the Amended Interlocal Agreement, references to Section 768.28(15)(a), are hereby amended and restated to read 768.28(**16**)(a).
2. Section 7.2(u) of the Amended Interlocal Agreement is hereby fully amended and restated as follows:

Each Member voluntarily transfers to the Trust any rights and privileges such Member enjoys under the laws of the State of Florida, including Sections 163.01, and 768.28, Florida Statutes, and specifically those statutory provisions pertaining to such Member’s sovereign immunity and the applicable limitations of the Member’s liability set forth therein as amended from time to time. The purchase of insurance or indemnity hereunder shall not be deemed or be construed as a waiver of sovereign immunity by the Members.

3. Except as expressly modified and amended hereby, the terms and conditions of the Amended Interlocal Agreement are hereby ratified and affirmed and shall remain in full force and effect, and the parties promise to continue to perform all obligations of the Amended Interlocal Agreement.

Effective Date: October 1, 2025

7f.



Key Largo Fire Rescue & EMS District

Serving the Community of Key Largo, Florida

Station 24: 1 East Dr., Key Largo, FL 33037 • Station 25: 220 Reef Dr., FL 33037

Administrative Office: (305) 451-2700 • www.keylargofire-rescue-fl.gov

May 4, 2026

Scott Newcomer

Regional Sales Manager, ETR, LLC.

700 S. French Ave.

Sanford, FL 32771

RE: Cancellation of Order

Dear Mr. Newcomer,

On April 20, 2006 the Key Largo Fire Rescue and EMS District Board of Commissioners moved to cancel the order of the two Horton Type I ambulances. These ambulances are detailed below as taken from Purchase Order Number 25-03:

1 New 2025 Ford F-550 Custom Horton 623 FI Type I ambulance:	Total price:	\$361,430.00
1 New 2025 Ford F-550 Custom Horton 623 FI Type I ambulance:	Total price:	\$361,430.00
	Total:	\$722,860.00

As you advised, and to confirm, we understand there is no cost to cancel this order.

Attached you will find the approved minutes from the April 20, 2026 Board meeting where the action was taken to cancel this order.

We appreciate your assistance in this matter.

Respectfully,

Tony Allen

Board Chair

Key Largo Fire Rescue & EMS District Board of Commissioners

(305) 451-2700

Commissioner1@keylargofire-rescue-fl.gov

13a.

District Manager Report

For May 4, 2026

1. **Fire/EMS Chief Hiring Process:** The Fire-EMS/District Manager hiring process is progressing well. We have scheduled the virtual interviews. I will provide further details to the Board at the May 4 meeting.
2. **EMS Captain Position:** For discussion purposes, and seeking direction from the Board. The organizational structure chart that was approved by the board on April 20, 2026 is a functional illustration of how the structure appears with the merger of current personnel and current positions. I am requesting direction from the Board on changing the rank of the two current EMS Lieutenant positions to EMS Captains, and creating a third Captain for the shift that is currently missing a supervisor. This would provide for adequate supervision, span of control, leadership, medical quality assurance, logistical support, and training for medical personnel. The EMS Captains would have the primary responsibility to manage medical issues related to the daily operations and needs of the ambulances. The EMS Captains would have no fireground authority. If so directed, I will research the cost and create job descriptions for EMS Captains. I am proposing that the job descriptions “grandfather” the two EMS Lieutenants with their current Paramedic certifications, but require ICS courses to be completed within a year. If approved, the *new* EMS Captain position (and any officer positions moving forward) would be required to be dual certified as a paramedic and a firefighter.
3. **Field Training Officers:** For discussion purposes, and seeking direction from the Board. EMS Field Training Officers (FTOs) are key components in many EMS organizations to assure training of new paramedics is provided with quality and consistency. In my experience, these training personnel are appointed to serve in this capacity after completing a FTO training program, and they generally receive an incentive in their pay to be an FTO. An FTO would serve as a paramedic, but is given the additional duties of training new paramedics to meet the requirements of the medical director. I suggest limiting the number of FTO positions to six (two per shift). It is important to note, these are not officers in the sense of supervision of personnel; rather, these are field training officers. Please let me know if you would like me to pursue the development of an FTO program.
4. **Implementation Status:** The implementation team continues working to address the items necessary for a smooth transition. As we grow closer to the implementation date, we are prioritizing items that must be in place by July 1. Other items should be considered for implementation after July 1 by the new Fire-EMS Chief. An update on the more critical items is provided below:
 - a. **Ambulance Billing:** The cost of an ambulance billing service is estimated to be under \$15,000; therefore, a formal bidding process is not required. Nonetheless, we are

obtaining quotes from various ambulance billing companies so we meet our procurement policies.

- b. **Organizational Policies:** As noted, the implementation committee is identifying and prioritizing the critical items that must be completed prior to July 1. Anything that can be implemented after July 1 will be included in a transition report for the new Fire-EMS Chief/District Manager to consider implementing.
 - i. **Policies and items that need to be adopted or implemented before July 1:** A Fair Labor Standards Act 7(k) exemption pay cycle adoption (note, this is included in the pay scale resolution). Adopt current job descriptions or create new job descriptions for all personnel as needed. Obtaining workers compensation, general insurance, health, vision, dental and disability insurance, and assuring employee benefits are in place. Formally hire personnel with a projected start date of July 1, 2026.
 - ii. **Policies that can be evaluated and implemented after July 1:** There are several policies the Board might consider adopting, but I suggest waiting until my replacement is onboard. These recommended policies include: 1. A policy to reduce overtime costs by changing the response model for ambulances, 2. establishing district wide volunteer ride requirements, 3. creation of a Standard Operating Procedure committee to evaluate and consider implementation of the GAP analysis being completed as part of my contract with the District, 4. implement minimum driver training requirements, 5. adopt a risk management policy, 6. adopt a new mission, vision, and values statement, 7. develop and implement a critical incident stress management program, 8. adopt a succession plan, 9. complete an annual report and post to the website, 10. complete a facilities report and post to the website, 11. appoint a district wide Safety Officer (this responsibility is typically assigned to someone who already serves in a high ranking officer capacity).
- c. **Hiring District Employees:** The hiring process continues. The physicals for EMS employees has been completed along with background checks and E-Verify checks. With the adoption of recent hiring, pay scale, and background check policies, I plan to process the transition applicants and make formal offers within the next two months, with a projected start date of July 1, 2026.
- d. **Stryker Medical Equipment:** For discussion and to seek direction on purchasing new medical equipment. We met with Stryker medical equipment to obtain a quote on replacing and upgrading our medical equipment. Stryker currently provides our heart monitors, stretchers/power loads, stair chairs, and Lucas chest compression systems. They are a sole source provider and are on a national bid. EMS Lt. Adam Schussheim is currently researching our current equipment to determine what needs to be replaced (based upon manufacturer recommendations). The quote from Stryker is to replace all

equipment for ambulances and fire apparatus, and includes a maintenance contract. The total quote is for \$909,052.41 and can be divided equally over 7 annual payments of \$189,955 or the first-year payment can be as little as \$1 with higher payments in subsequent years. This does not need to be completed prior to July 1; however, if there is interest in upgrading and replacing all (or some) of our medical equipment, we will add this to the proposed budget.

e. **Insurance:**

- i. **Health Insurance:** To ensure health, dental, vision, and disability insurance is provided to all employees on July 1, we need to have an Insurance Broker in place as soon as possible. If we go through the normal Request for Proposal Process (RFP), it would be impossible to provide coverage by July 1. Accordingly, the Insurance Broker that provides these services for the Fire Department and the Ambulance Corps is FMBC. They provide brokerage services for the Monroe County Mosquito Control District. We hope to be able to “piggyback” on their contract. This would allow us to meet the obligations of the procurement process and allow us enough time to ensure coverage. Legal is working to have the piggyback documents completed and we hope to bring this to the Board for your approval at the May 18 meeting.
- ii. **General liability and workers compensation:** We have received a quote for workers compensation, general liability, and related services from Preferred Government Insurance Trust (PGIT). PGIT is a governmental trust designed to pool resources of government entities which allows reduced premiums on workers’ compensation coverage and general liability and casualty coverage. This coverage was not previously available to the private corporations. The quote saves the District approximately \$100,000 when compared to our current costs. However, we are still required to purchase flood insurance for Station 24. This is estimated to cost \$10,000 annually. I am requesting the Board grant me authority to sign the PGIT documents for these services so we can bind coverage. A copy of the quote and contract is included for your review.

- f. **Employee Benefits:** If the Board chooses to adopt the Florida Retirement System (FRS) for employees, you will be required to pass a Resolution indicating your desire. The resolution will be included in the application to the State of Florida. We have been advised it will take approximately 60 days to process the FRS application; therefore, if you wish to move in that direction, I ask that you direct legal to draft the resolution to be presented for discussion/approval at the May 18 District Board Meeting.

If the Board chooses to implement FRS for district employees, it is recommended that the implementation date coincide with the FY 26/27 fiscal year so it can be budgeted appropriately. As such, there could be a gap in retirement benefits for employees between July 1 and October 1. At the April 20 meeting, the Board moved to implement two separate 457(b) plans. During the discussion a question was asked regarding the

District costs. While there is no cost for the plans, the Board may consider funding the plan the same method you fund the current 401(k) until such a time that you consider adopting the Florida Retirement System. As such, I am requesting the board move to fund the 457(b) plan beginning July 1 in the same manner the District currently funds the 401(k) plan until such as time as the Board may decide to implement the FRS.

- g. **Advanced Life Support (ALS) License:** The ALS application has been completed and submitted to the State of Florida Department of Health. The application review process generally takes 60 days. Pending any unforeseen issues or events, we expect to have the ALS license prior to July 1, 2026.
 - h. **District Website:** Work on the website continues. We hope to have our website ready to go “live” within the next few weeks.
5. **Vessel Grant:** At the direction of legal, and to meet the requirements of the vessel grant, the District must follow our procurement policy and state law to purchase the vessel. Because we know the type and design of the Boat , we can post an Invitation to Bid (ITB) instead of a Request for Proposals (RFP). With the assistance from members of the boat committee, this is being completed by legal. The ITB will meet the legal obligations of procurement and still allow us to meet the grant deadline of June 30.
6. **EMS Radios:** Replacement of EMS Radios were approved for purchase in November; however, the purchase of these items was pending research to assure there was a sole source vendor. As we fast approach the merger, I recommend we wait to purchase these radios to make sure they meet the NFPA requirements for fireground operations. I have confirmed with EMS that the radio replacement is not critical before July 1. As I understand the current status, these radios have not yet been ordered. I request you move to delay the EMS radio purchase until after July 1, 2026.
7. **District Manager Deliverables:** May 2, 2026 is the 60-day mark to the end of my contract with the District. Within the contract are deliverables and reports that are in progress and will be completed prior to my departure. These include a policy gap analysis, a transition report along with actionable recommendations for the incoming Fire-EMS Chief/District Manager, and a document with final recommendations for strategic improvement, including a high-level review of district strengths, gaps, and opportunities.
8. **Station 23 Disposition:** I am requesting your direction on the disposition of Station 23 after the contract ends with the Key Largo Volunteer Ambulance Corps (KLVAC). Currently, the building is owned by the KLVAC on a quit claim deed with a reversion clause that requires the building to be used for public safety facilities. If the building ceases to be used for public safety facilities, the property rights revert back to Florida DOT and Monroe County. It is unlikely that we can have a determination on this building by July 1. Therefore, we have other temporary options available to us:

- a. Send a letter to the KLVAC requesting their intentions with the building after July 1. There is the potential of negotiating a short-term lease for the building.
- b. Plan to house Station 23 personnel at Station 24 on a temporary basis. This could be done by using portable room dividers to divide the training room into bunk rooms. This would require the Board meetings to be held at the Murray Nelson Government Center, or other suitable location within the District.
- c. Research lease options for other locations to house EMS personnel and equipment.
- d. If Station 23 reverts back to Florida DOT and Monroe County, we will formally request a quit claim deed in the name of the District.

9. **International Firefighter Day and National EMS Week:** International Firefighter Day is May 4 and is held in conjunction with the Firefighter Memorial Weekend at the grounds of the National Fire Academy in Emmitsburg, MD. On the memorial weekend, the names of firefighters who died in the line of duty in previous years are placed on the national memorial. 204 names will be added to the Memorial this year, which includes 97 firefighters who died in the line of duty in 2025 and 107 firefighters who died in previous years whose names were recently approved for inclusion.

May 16-23 is also National EMS Week. During this week, we honor the EMTs and Paramedics who provide essential, 24/7 lifesaving care. The National EMS Weekend of Honor is held July 17-19 in Arlington, VA to honor those EMS personnel who made the ultimate sacrifice. This year, the service will honor 37 fallen EMS and air medical professionals.

10. **EMS Ambulances:** We found that the Purchase Order with ETR, LLC for the Horton Ambulances was made between the District and ETR and not the Ambulance Corps and ETR. Accordingly, we can unilaterally cancel the order. A letter to cancel the order must accompany the minutes from the meeting where the order was canceled. I drafted a letter for the signature of Board Chair Allen and will forward to ETR, along with the approved minutes. A copy of the cancellation letter is included with my report. I have confirmed through several emails with ETR, there is no charge to cancel the order.

With the cancellation of the Horton ambulances, I am requesting the Board authorize me to establish a committee of EMS and fire personnel to research and bid new ambulances. I suggest the committee be made up of EMS personnel to define their needs, and fire personnel who have served on previous truck committees to assist in the development of bid documents, inspections, etc. Once the bidding process is complete, I will bring the information back to the Board to request the expenditure of the funds.

On a related note, the Horton Ambulances have been funded by Community Leasing. They have advised we can keep the same leasing terms and apply them to the new ambulances. If you choose to move in this direction, we would be required to make interest only payments until the new ambulances are chosen and purchased.