



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 AGENDA¹²³

JUNE 22, 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 the June 22, 2026 Special District Meeting Agenda*

2b. *Approval of the May 18, 2026 District Meeting Minutes*

2c. *Approval of the June 1, 2026 Special District Meeting Minutes*

3. **PUBLIC COMMENT**

4. **CHAIRMAN REPORT**

5. **SECRETARY REPORT**

6. **CONSENT ACTION ITEMS** (*Under the consent agenda, all action items will be voted on after one motion and one second, which will be required to approve them without discussion. If a Board member desires that any consent action item(s) be discussed or voted on separately, the Board Member, after approval of the agenda, may request that the action item(s) be moved to the appropriate "Business" section of the agenda. Such a request does not require a motion or vote for removal.*)

6a. **Approval:** *Third Party Healthcare Billing Contract and Business Associate Agreement with Professional Practice Support (PPS) [Lombardo]*

6b. **Approval:** *Resolution No. 2026-0007, Adopting the Preference for Veterans in Employment Policy, and the Veteran Recruitment Plan [Lombardo]*

6c. **Approval:** *Resolution No. 2026-0009, Adopting the Controlled Substance Policy [Lombardo]*

6d. **Approval:** *Assistance to Firefighter Grant Application Approval [Lombardo]*

6e. **Approval:** *Fire Prevention and Safety Grant Approval [Lombardo]*

¹ Amended to correct date of meeting.

² Amended to add back-up items to date. Any additional documentation will be provided at the meeting.

³ Amended to add back-up to item 8d.



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7. OLD BUSINESS

7a. Discussion/Approval: New District Logo [Jones]

8. NEW BUSINESS

8a. Discussion/Approval: Two (2) Wheeled Coach Rescue Units [Jones]

8b. Discussion/Approval: 21st Anniversary Proclamation [Lombardo]

8c. Discussion: FY2026-2027 Proposed Budget [Johnson]

8d. Discussion/Approval: Fire Chief/District Manager Employment Agreement [Lombardo]

8e. Discussion/Approval: Resolution 2026-0008, Election to Participate in the Florida Retirement System (FRS) [Lombardo]

8f. Discussion/Approval: Resolution 2026-0010, Amending the District Employee and Compensation Pay Plan (HR-2026-01) re: FLSA and other Exemptions [Hicks]

8g. Discussion/Approval: Resolution 2026-0011, Adoption of Plan Sponsorship of a 457(b) Plan, and Related Agreements [Lombardo]

8h. Discussion/Approval: Clerk/Office Manager Position [Lombardo]

8i. Discussion/Approval: Part-time Employee Policy [Lombardo]

8j. Discussion/Approval: Support Member Policy [Lombardo]

8k. Discussion/Approval: Volunteer Reimbursement Policy [Lombardo]

8l. Discussion/Approval: Vessel Bid Award and Approval to Purchase [Lombardo]

8m. Discussion/Approval: Vacate Station 23 Plan [Lombardo]

8n. Discussion/Approval: District Credit Card [Lombardo]

8o. Discussion/Approval: District Fleet Card [Lombardo]

8p. Discussion/Approval: Authorization for District Manager to Implement and Execute any Agreements and Other Documents Related to Employee Health, Vision, Dental, and Disability Insurance Coverage [Lombardo]

8q. Discussion/Approval: Authorization to Send EMS Personnel to a Minimum Standards Class [Lombardo]

9. LEGAL REPORT

10. FINANCE REPORT



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11. AMBULANCE CORPS REPORT

12. FIRE DEPARTMENT REPORT

13. COMMISSIONER ITEMS

14. DISTRICT MANAGER ITEMS

1. 21st Anniversary Proclamation: I am requesting the Board make a proclamation recognizing the District's 21-Year Anniversary. Although the anniversary celebration was held on June 8, I am asking you to make a proclamation to memorialize the event. The proclamation can also be displayed for posterity. A proclamation follows my report for your consideration. I would also like to like to express appreciation to the Key Largo Fire Museum for hosting the anniversary celebration. The event was well attended and received local media attention.
2. Fire/EMS Chief Hiring Process: I am happy to welcome Jeffrey Morse as the Fire-EMS Chief/ District Manager. Legal and I continue to work with Mr. Morse in developing an employment agreement. We have placed this on the agenda for Discussion/Approval in the hopeful anticipation that the document will be complete and ready for approval. If an agreement is reached and Mr. Morse is hired as the Fire-EMS Chief, I suggest the Board swear him in at this meeting. A swearing in typically involves the new Fire-EMS Chief standing and placing his right hand on a bible, raising his left hand and swearing to the following, in a "repeat after me" setting led by the Board Chair:

I, _____, do solemnly swear to perform my duties as a Fire-EMS Chief for the Key Largo Fire Rescue and EMS District to the best of my ability; to serve my officers and personnel with respect and dignity; to serve the citizens of the District with compassion, courage, and integrity; and to uphold the laws and constitutions of the United States of America, the State of Florida, and the Key Largo Fire Rescue and EMS District; so help me God.

Once sworn in, it is common to declare the new Fire-EMS Chief the official appointed head of the organization; to which, I then ceremonially hand over to Mr. Morse my fire helmet.

3. Liability and General Insurance for EMS: I was informed on May 20, 2026 that the Liability and General Insurance (including vehicle insurance) for EMS would expire on June 1, 2026. The carrier was not able to issue a one-month policy, so insurance for the entire year was renewed at a cost of \$121,651. Prior to renewing the policy, we confirmed that we can cancel the insurance on July 1 and receive a refund of the balance. This was the only way to assure we did not lose coverage for a month.
4. Benefits Agreement: We have been working on the benefits agreement, but much work, direction, and discussion needs to take place prior to presenting this document to the Board for consideration. I have confirmed that the bulk policies the Board already adopted include much of the information within this proposed agreement. Accordingly, I recommend this agreement come back to the Board for consideration after July 1. This will give the new Chief the opportunity to evaluate the proposed policy and make recommendations to the



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Board. It will also give staff the ability to revise and amend the document as necessary prior to being placed on the agenda for approval.

5. Implementation Status: This is the last meeting to finalize and approve any policies that need to be in place prior to July 1. I would like to thank the team that helped make this transition possible: BC Jones, BC Garrido, BC Garcia, and Lt. Perez. Below is an update on the critical items:
 - a. Ambulance Billing: Legal completed a contract along with various affidavits for PPS billing for ambulance billing services. I am requesting your approval of the contract so that it can be executed. This allows the District to have a contracted Ambulance Billing service in place prior to July 1. PPL Billing continues to work with us on setting up the necessary documents with the Federal Government to begin receiving Medicare and Medicaid funds for transports.
 - b. Organizational Policies: The following policies have been completed or adopted by the Board with the remaining items to be completed:
 - i. Obtaining workers compensation and general insurance: COMPLETED We have received the binding coverage documents from our agent and we have these policies in place for July 1 through October 1, when the normal renewal period will begin. The current carrier, VFIS has been canceled. We anticipate a refund for the months that have been canceled. As of the date of this report, I have not yet received the amount the refund will be.
 - ii. Health, vision, dental and disability insurance: Aetna (health), Humana (dental and vision), and The Standard (disability) have confirmed with us that the merger of all employee benefits from the KLVFD and the KLVAC will be completed prior to July 1. We have completed the documents to change the insurance over to the District effective July 1. I am requesting the Board grant me the authority to sign any and all non-financial documents necessary to assure there is no gap in coverage. While the renewal of the policy is July 1, we have not yet received the actual renewal costs. I have spoken with Tina Wyatt and she confirmed that no financial items will need to be approved prior to July 1.
 - c. Hiring District Employees: The official notification process for employees began on June 12. We plan to send a second wave of notifications/official offers to volunteers. I will update the Board verbally on the status, but this will be completed before July 1.



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- d. Support Policy: I have included on the agenda for discussion/approval a draft support policy. This policy allows personnel who have been involved in the Fire or EMS departments, but who no longer hold certifications, to remain active with the District. The policy also allows interested community members, who have no interest or ability to become fire or EMS certified, the ability to provide a service to their community through involvement with the District.
- e. Volunteer Pay Policy: I have vetted the volunteer pay policy through EMS, fire, and legal personnel. I am requesting your approval as submitted or amended. I recommend going forward, the District consider adopting a minimum requirements policy for volunteers detailing the minimum training and ride requirements.
- f. Part-Time Employees: I have developed and included as part of my report a draft policy for discussion/approval. If the Board is inclined to approve this, or an amended policy, it will ideally be adopted prior to July 1.
6. Vessel Grant Invitation to Bid: The Invitation to Bid for the vessel closed on May 28, 2026 at 2:00 PM. The committee met on June 2 at 10:00 AM in accordance with the bid documents and reviewed the bid. We received one bid from Carabee Boat Sales and Marina in Islamorada. The bid was found to be legitimate and passed the review process. Accordingly, I am requesting you move to award the bid to Carabee Boat Sales. The bid price is \$263,457.49. As a reminder, the State grant is a re-imbursement grant for \$300,000. This means the District will need to purchase and take delivery of the vessel before we receive the funds from the State. Your approval of the funds will allow us to enter into a purchase agreement with Carabee in the form of a purchase order (or other sales documents). To meet the grant deadlines, this needs to be completed, along with grant documents by June 30, 2026. Once this has been completed, we must pay for and receive the vessel prior to September 15, 2026. I have been assured by Carabee that the boat will be completed and we can take delivery by August 2026. Nonetheless, I contacted the State of Florida to determine if the grant has been re-appropriated for 2027. I have been informed unofficially that the grant has been re-appropriated which extends the grant until 2027. This gives us a greater window to complete graphics, communication equipment, a fire pump, etc. on the boat prior to the grant closing date. We expect to receive the official notice of the re-appropriation on July 1, 2026.
- I request you award the vessel bid to Carabee Boat Sales and Marina and authorize the District Manager to sign a purchase order for \$263,457.49 and any and all documents necessary to implement the State of Florida Vessel Grant prior to the closing date of June 30, 2026. I spoke with our sales representative at Carabee Boat Sales and he stated they require 50% Down. Accordingly, I am requesting you approve \$131,728.75 for the down payment on the boat in the form of a wire transfer. The balance to be paid upon delivery.
7. Assistance to Firefighters Grant (AFG) and Stryker Medical Equipment: The AFG Grant application period is currently open until June 22, 2026. One of the grant priorities this year is medical equipment. This is a 95/5% matching grant (for a community under 20,000 residents), meaning the District would need to fund 5% of the cost of the equipment if we are awarded the grant. The grant requires the elected officials to support the agency's



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portion of the grant. As a reminder, the cost to replace all the District's capital medical equipment through Stryker is \$909,052.41. If we receive the grant, the cost to the District would be \$45,452.67. An issue that could arise from applying for the grant is the delay in purchasing any EMS equipment. It typically takes 6-9 months after the closing of the application period to be notified if we will receive the grant or not. Given the age of some of our equipment, namely the stretchers and power loaders, it may befit the District to purchase some of this equipment before 9 months. Accordingly, I contacted the Sales Representative from Stryker, who advised we can proceed with purchasing some (or all) of the EMS equipment and apply the grant funds to that purchase. If the District wishes to proceed in this manner, I suggest obtaining something in writing from Stryker and the grant managers prior to purchasing.

I am requesting you move to support the AFG application and commit to funding the District's portion of the grant, if awarded. Battalion Chief Jones and Battalion Chief Garrido have volunteered to complete the grant application and manage the grant if we are so awarded.

8. Fire Prevention and Safety Grant: Lt. F. Garcia is working with Battalion Chief Jones on a fire prevention and safety grant for public education materials. This is a FEMA grant, but is separate from the AFG Grant. Smoke alarms are listed as the grant priority this year. Accordingly, Lt. Garcia is submitting a grant for 500 smoke alarms along with educational materials. The application deadline is also June 22. This grant is also a 95/5% matching grant.

I am requesting you move to support the application of the Fire Prevention and Safety grant application. As with the AFG Grant, the grant requires elected officials to support the local portion of the grant. We anticipate the grant total to be less than \$30,000. If awarded, the local portion of the grant is estimated to be less than \$1500.

9. Station 23 Disposition Update: We have not received any formal information from the Key Largo Volunteer Ambulance Corps, Inc. regarding the status of station 23. A second letter requesting their intentions with Station 23 was sent on June 11. At this point, even if they do decide to enter into an agreement allowing the District's continued use of the building, it would be unlikely an agreement and approval can be reached by July 1. As such, EMS personnel will need to be relocated to Station 24 on June 30 by placing bunks in the training room or day room until room dividers are purchased. I am also developing an exit plan for station 23. The plan includes:
 - a. Identifying the property inside the building that is owned by the District:
 - i. I have requested the EMS Lieutenants to provide a list of District owned property. Jennifer Johnson has also provided me a breakdown of the equipment the District purchased in the last five years, so we should be able to identify the items owned by the District.



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- b. Assuring there are no implied or actual contractual obligations regarding the property:
- i. Legal is completing this task
- c. Developing a plan to remove and store District owned property:
- i. I have researched moving and storage options. I suggest we rent a moving truck on June 29 and 30 to move District equipment. Given the anticipated amount of equipment that is likely owned by the District (desks, beds, filing cabinets, training equipment, etc.) I recommend we rent a storage unit until such a time as we develop a final location for the equipment and personnel. Costs associated with this include:
 1. Rental truck: U-Haul 26' truck
 - a. \$49.95 per day X 2 days = \$99.90 plus \$1.19 per mile (estimated to be under 20 miles = \$23.80 plus fuel refill costs. Total cost for two days is estimated to be under \$150.00
 2. I am requesting approval to spend up to \$250 on a rental truck to account for any additional costs (such as insurance).
 3. Storage unit: Storage units are limited on Key Largo.

Nonetheless, we found the following:

 - a. U-Haul: 10x15 non-climate-controlled unit = \$254.95 monthly
 - b. U-Haul: 5x10 climate controlled (for medical supplies and training props) = \$209.95 monthly. The total cost is estimated to be \$464.90 monthly to store equipment from Station 23.
 - c. Key Largo Mini-Storage currently has a 10x30 unit available for \$150 monthly but they do not have climate-controlled space available.
 - d. I found no other storage units in Key Largo with available space to fit our needs.
 4. I am requesting approval to spend up to \$500 monthly for storage units.



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5. I am also requesting you authorize me to sign any and all contracts necessary for rental and leasing agreements regarding these items. I suggest a two-day rental agreement for the truck and a 1-year lease agreement for the storage unit(s).
- d. Developing a plan to house EMS personnel and equipment. We have developed two options that I am confident we can make work:
 - i. Option A: House EMS personnel at Station 24 by converting the Training/Commission Meeting room to a bunk room by purchasing room dividers.
 1. This would require Board meetings to be held at another location such as the Murray Nelson Government Center.
 2. Battalion Chief Garcia has researched various options to convert the training room into bunk rooms. We have preliminary prices, but unfortunately, we have not yet received full quotes. A company called Swiftwall can provide the partitions for \$11,111.23, but this price does not include installation. We are awaiting an installation quote. A second company has provided a rough estimate at \$21,000. Again, this does not include installation. If we utilize Swiftwall, I am estimating approximately \$20,000. If the Board chooses to go in this direction, the actual cost will be obtained and presented for your consideration in July.
 - ii. Option B: Lease office space in the District to house the Fire-EMS Chief and the Battalion Chiefs. The leased space would be considered the "Key Largo Fire Rescue and EMS District Administrative Offices". If the Board chooses to move in this direction, staff will research the actual cost of leasing, determine any costs associated with utilities, and insurance, and determine if there will be additional costs associated with converting the space to usable offices. We have done some preliminary research and found there is very little available office space in the district. Nonetheless, an office has been located at the Tradewinds Plaza, but we are awaiting information from the leasing agent regarding cost.
 1. This would open the current BC office to be utilized as an EMS bunkroom.
 2. This plan would not require District meetings to be moved.
 3. This would eliminate the need for climate-controlled storage.



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4. This would create an office for the incoming Fire-EMS Chief
5. Estimated cost: \$26-\$32 per square foot (annual cost) is the typical rate that we have found in Key Largo. I hope to have a price for the Tradewinds Plaza office space before the meeting.

For either option, we believe one ambulance can be housed in bay 3, back-to-back with the AR Truck. The other ambulance would need to be outside. Alternatively, two ambulances may be able to be housed in bay 3 and the AR Truck be stored outside.

I am requesting you direct staff to implement either Option A or B for housing EMS personnel.

Both options will take some time to implement and will not be ready on July 1. Nonetheless, I recommend the District move as quickly as possible on a solution.

10. Miami Dade Job Fair: On May 13, the Key Largo Volunteer Fire Department participated in the Job Fair on the Campus of the Miami Dade College. I would like to recognize Battalion Chief S. Garcia for organizing and attending the event, and Firefighters G. Belgiovine, and N. Garcia for assisting.
11. District Credit Card and Fleet Cards: I am requesting board approval to allow the District to apply for a District Credit Card along with fuel fleet cards. The Fire Department currently has a credit card, but this will need to be a District card so that necessary purchases can be made. Additionally, the card can be utilized for regular ongoing purchases. As a reminder, the Board previously adopted a credit card policy for use of a card. If approved, we will begin researching credit card options, but the actual application typically requires a person to guarantee payment. In my experience, this is typically the highest-ranking appointed official. As such, it may be best to wait until the new Chief is onboard to have him apply for the District card on behalf of the District.

Regarding Fleet cards, these are credit cards that allow for fuel purchases only. As you are aware, we have diesel tanks but no gasoline tanks. The small equipment on the apparatus requires gasoline. Currently, personnel purchase the gasoline and receive reimbursement. Fleet cards allow for greater accountability, documentation, and efficiency. A fleet card also provides a back-up option for diesel purchases if needed.

12. District Audit and Corporate Audits:
 - a. District Audit: I am pleased to report the District Audit has been completed and the District was found to be in full compliance with no findings. I wish to recognize and extend our gratitude to Jennifer Johnson for her regular and ongoing work to assure the District meets and exceeds the standards for government accounting. The completed audit will be posted and available for public review in accordance with F.S. Chapter 189.



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- b. Corporate Audits: I have been advised by Hunter O'Conner, Esq. that the audits of the Key Largo Volunteer Fire Department and the Key Largo Volunteer Ambulance Corps cannot yet be completed because the auditor is still lacking information from both departments. I am working with Mr. O'Conner to find out specifically what is missing to complete these audits.
13. Agreements with Corporations Regarding Returning Funds: It is my understanding that the District historically advanced the corporations funds for payroll. I am seeking direction from the Board. Do you want the District to work with Jennifer Johnson to calculate the amount that has been advanced and seek reimbursement for these funds?
14. Preservation Letter: With assistance and direction from legal, a preservation letter was drafted and forwarded to the Key Largo Volunteer Fire Department and the Key Largo Volunteer Ambulance Corps to take all necessary actions to preserve and maintain all past, present and future records, documents, files, and data, pursuant to the Agreement between the District and the Corporations, and in accordance with Chapter 119, F.S.
15. Records Request: Per direction from the Board, with assistance and direction from legal, and in accordance with Chapter 119 F.S., a letter was drafted and forwarded to the Key Largo Volunteer Ambulance Corps requesting bank and financial statements for the last 5 years.
16. Website: Streamline was acquired by CivicPlus. Internally, I would like to thank and recognize Captain Mumper, who has volunteered to help us complete and move forward with the website. Additionally, Chapter 189 F.S. required documents and information has been added to our current website.
17. Florida DOT Review of East Drive and US 1: Given the high number of vehicle crashes and close calls at the intersection of East Drive and US 1, I made contact with the Florida Department of Transportation to request an engineering and safety analysis of the intersection. This is expected to be completed within 90 days. This is done entirely by Florida Department of Transportation with no cost or involvement by the District.
18. Form 1, Financial Disclosure Forms: As a reminder, Form 1 Financial Disclosure Forms are required to be completed annually for District elected officials and the appointed agency head, and submitted to the Florida Commission on Ethics. There are fines associated with failure to file. These forms are due no later than July 1 and can be filed online through the Florida Commission on Ethics website: <https://www.ethics.state.fl.us/>
19. Clerk/Office Manager: As you are aware, on the adopted organizational chart, there is a clerk/administrative assistant position listed. I recommend the Board consider directing staff to develop a District Clerk/Officer Manager job description in place of this position. This would also require that research be completed to determine a suitable compensation for the position. If the Board is inclined to move in this direction, I recommend this position be opened to inside and outside applicants and budgeted in the FY27 fiscal year.



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20. District Manager Deliverables: I have completed the required deliverables detailed in my Interim District Manager agreement. These include a transition report for the incoming Chief, a policy gap analysis and recommendations, a high-level review of district strengths, gaps, and opportunities, final recommendations for strategic improvement, and final actionable recommendations for the incoming chief. These have all been organized into one document. I have provided this document to all Commissioners in an electronic format and a physical copy has been provided to the District for the incoming Chief.
21. State of Florida Cancer Prevention Grant: I am pleased to report that we successfully completed the objectives outlined in the State of Florida Cancer Prevention Grant. Battalion Chief Garrido spearheaded and managed the grant. As you may recall, we were awarded funding of \$18,544.13. With these funds, the fire department purchased critical equipment and personal protective gear designed to reduce firefighter exposure to carcinogens and support long-term cancer prevention efforts. These items include:
 - a. A state-of-the-art washer/extractor that meets NFPA 1851 standards for the proper cleaning and decontamination of firefighter personal protective equipment
 - b. Twenty-seven (27) firefighting hoods.
 - c. Twenty-seven (27) pairs of firefighting gloves.
22. Minimum Standards class: Staff has been working to secure Bureau of Fire Service Standards and Training approval to teach an in-house Firefighter I and Firefighter II course for incoming EMS personnel who are interested in obtaining dual certification. An informal inquiry revealed that eight EMS personnel are interested in obtaining their Firefighter II certification. The Bureau will approve a Firefighter I class, but we need a training tower, a burn building and burn props to receive approval to teach FF II. We contacted Monroe County FD to see if an arrangement could be made. Unfortunately, they are unable to allow us to utilize the training grounds to provide this training to our personnel. Nonetheless, they have the ability to assist our District by reserving spots for interested EMS personnel in the October Fire Suppression class which trains personnel to FF I and II level. The course lasts 15 weeks and is scheduled M-F 8-5. The course fee is \$5000 per person. Additionally, due to staffing needs, it would not be possible to send all 8 personnel through the course at one time. As such, if the Board approves of the expenditure, I suggest sending 4 personnel through the course in October and the other 4 through the course at the next class in April 2027.
23. District Manager Lombardo's tenure with the District: As you are aware, my agreement with the District expires on July 1, 2026, making this is my last official public meeting. Accordingly, I wish to express my appreciation to all of the personnel, the Board, and the people of Key Largo. It has been an honor to serve with such a dedicated, loyal, and knowledgeable group of people. I am incredibly proud of what we were able to accomplish. I feel strongly that the leadership of the Board, coupled with the leadership of incoming Fire-EMS Chief Jeff Morse, and supported by the dedicated personnel of this great District, will serve the community well for many years.



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15. NEXT MEETING

July 13, 2026 District Meeting (if required)
July 27, 2026 District Meeting

16. ADJOURN

DOCUMENTS

- AI 2b. May 18, 2026 District Meeting Minutes*
- AI 2c. June 1, 2026 Special District Meeting Minutes*
- AI 6a. PPS Billing Agreement*
- AI 6b. Resolution No. 2026-0007*
- AI 6c. Resolution No. 2026-0009*
- AI 7a. District Logo*
- AI 8a. Matheny Motor Truck Co. Apparatus Proposal*
- AI 8c. 2026-2027 Proposed Budget*
- AI 8d. Fire Chief/District Manager Employment Agreement*
- AI 8e. Resolution No. 2026-0008*
- AI 8f. Resolution No. 2026-0010*
- AI 8g. Resolution No. 2026-0011*
- AI 8i. Part-time Employee Policy*
- AI 8j. Support Member Policy*
- AI 8k. Volunteer Reimbursement Policy*

2b.



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DISTRICT MEETING MINUTES [DRAFT] MAY 18, 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 appeared via . There was a quorum.

Also present in person were Carol Greco, Legal Counsel Jim Hicks District Manager William Lombardo, Battalion Chief Jones.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of May 18, 2026 District Meeting Agenda*

Chairman Allen needs to add two items for Discussion/Approval of \$7,000 Insurance Payment Authorizing the Payment for Workman's Compensation and General Liability Insurance through PGIT for the Period July 1, 2026 through October 1 2026; and Authorizing District Manager Lombardo to Sign Flood Insurance for Station 24 with Grace National Flood Insurance Company and Approval for the Expenditures for the Annual Premium of \$9,270.00.

Commissioner Jenkins made a **Motion to Approve the May 18, 2026 District Meeting Agenda as Modified to add Item 7k.** Commissioner Edge seconded, and the Board unanimously passed the motion.

2b. *Approval of May 4, 2026 District Meeting Minutes*

Commissioner Edge made a **Motion to Approve the May 4, 2026 District Meeting Minutes Correcting Acronym for Preferred Government Insurance Trust to "PGIT."** Commissioner Conklin seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

None



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4. **CHAIRMAN REPORT**

None. EMS week is coming up; order Pizza for them. Board provided direction to DM Lombardo to provide pizzas for all three shifts for public purpose.

5. **SECRETARY REPORT**

None

6. **OLD BUSINESS**

None

7. **NEW BUSINESS**

7a. **DISCUSSION/APPROVAL: Purchase Narcotic Safes [Jones]**

Battalion Chief Jones led a discussion regarding the purchase of four narcotic safes that Dr. Morrison would like to have in the ambulances that were not budgeted for; \$16k for all four.

Commissioner Jenkins made a **Motion to Approve Purchase of Narcotic Safes**. Commissioner Edge seconded, and the Board unanimously passed the motion.

7b. **DISCUSSION/APPROVAL: New District Logo [Jones]**

Battalion Chief Jones provided three district logos to coincide with the consolidation of the departments; personnel voted on the three; with the majority agreeing to logo No. 2. Further discussions were had regarding colors, content/design. BC Jones will work with designer/vendor to revise the logo and try to bring back to the next meeting. DM Lombardo suggest trademarking logo once same is agreed upon.

7c. **DISCUSSION/APPROVAL: Meeting to Interview/Choose Fire/EMS DM [Lombardo]**

DM Lombardo has reviewed all applications, and scored same to the top three candidates for interviewing. Additional comments were had regarding veterans receiving additional points; questions to candidates; reference check these individuals. DM Lombardo can create a packages for each of the three candidates to interview at a Special Meeting and suggests either May 27, 2026 or June 3, 2026. Chairman Allen suggests an off District Meeting Monday. Commissioner Mirabella suggested June 1, 2026 at 6PM.

Commissioner Mirabella made a **Motion to Hold a Special Meeting on June 1, 2026 to Interview Fire/EMS/DM Candidates**. Commissioner Conklin second, and the Board unanimously passed the motion.

7d. **DISCUSSION/APPROVAL: Employee Benefits Agreement [Lombardo]**

District Manager Lombardo presented the Employee Benefits Agreement for discussion as we would like to amend. During a staff meeting it was determined the agreement does not address part-time employees. We have a few part-time EMS employees who would like to work with us. If we put a revision regarding part-time employees we have found that some



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part-time employees have been working full-time hours for EMS earning upwards of \$80k a year; should have been considered full-time and receiving benefit. Commissioner Mirabella inquired as to how this has been allowed to occur. Bring item back to another meeting to address issues surrounding part-time employees.

7e. DISCUSSION/APPROVAL: Ambulance Billing [Lombardo]

DM Lombardo is confident that ambulance billing costs will be under the \$15K threshold to put out to bid. Did due diligence to see who could do ambulance billing most efficiently and at the best price, which is outlined below in the DM's report. Asking Board to allow him to enter into a contract with PPS Billing.

Commissioner Edge made a **Motion to Approve Ambulance Billing**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7f. DISCUSSION/APPROVAL: Form Land Acquisition Committee [Lombardo]

Continued discussion from last month and the suggestion of building a third station and/or public safety facility near the 102/103 MM to encompass other agencies, i.e. park rangers, FWC, EEOC, etc. Legal reminded any committee going forward are subject to Sunshine. BC Jones inquired as to adding a committee report item to the agenda. Commissioner Mirabella concurs. Chairman Allen directed the Clerk to add to the agenda.

Commissioner Jenkins made a **Motion to Approve the Forming of a Land Acquisition Committee**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7g. DISCUSSION/APPROVAL: Authorize Legal to Draft Resolution for FRS [Lombardo]

DM Lombardo provides that moving forward with FRS there is a 60-90 day time limit after you make application. Budget Nos. added FRS as is and no other changes, top millage rate would be 1.4624; confident this number could come down after property values are assessed on June 1, 2026 estimate; July 1 actual numbers for budget. Can be done keeping taxes low. Commissioner Mirabella inquired if FRS is based on salary without OT. Ms. Johnson said this is based on your pay with OT.

Commissioner Jenkins made a **Motion to Authorize Legal to Draft a Resolution for FRS**. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

7h. DISCUSSION/APPROVAL: New Medical Director Agreement – Post Consolidation [Hicks]

Attorney Hicks submits the exact same Agreement cleaned up regarding the Departments; 4% escalation clause in salary from September; effective July 1, 2026. Commissioner Mirabella inquired about reports; Dr. Morrison provides that with ongoing changes has been difficult having meetings, educational sessions. Once structured will be able to initiate.



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Commissioner Jenkins made a **Motion to Approve the New Medical Director Agreement**. Commissioner Edge seconded, and the Board unanimously passed the motion.

7i. DISCUSSION/APPROVAL: Resolution Designating FBMC Benefits Management, Inc. as the District's Health Care Program Consultant [Hicks]

Attorney Hicks advised this resolution is in relationship to bring group insurance over; had timeline allowed would have put out RFP for services; did not want insurance to lapse of coverage for employees. Designates current entity as consultant for healthcare programs and boardables.

Commissioner Edge made a **Motion to Approve the Meeting to Interview/Choose Fire/EMS DM**. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

7j. DISCUSSION/APPROVAL: Business Associate Agreement with FBMC [Hicks]

Attorney Hicks advises this goes along with the last matter. Given nature of protected healthcare information required to have a Business Associate Agreement with FBMC.

Commissioner Jenkins made a **Motion to Approve the Business Associate Agreement with FBMC**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7k. DISCUSSION/APPROVAL: Insurance Payments

Commissioner Jenkins made a **Motion to Authorize Insurance Payments**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

8. LEGAL REPORT

None

9. FINANCE REPORT

None

10. AMBULANCE CORPS REPORT

None

11. FIRE DEPARTMENT REPORT

Battalion Chief Garrido advises there is an apparatus operations class going on; training drivers.

12. COMMISSIONER ITEMS

Commissioner Conklin commented on the May 7th National Day of Prayer; museum had a presentation with clergy; Mayor attended and presented a Proclamation. Commissioner Mirabella is going to Orlando on June 7th and would like to appear via Zoom. Commissioner Mirabella also



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followed up on the receipts from the Ambulance Corp for the \$321k written off as building expenses; \$184k in CDs no longer there. Would like to know about a public records request. All agreed he could direct legal to do public records request if you like. Chairman Allen asked Ms. Johnson if they money was supposed to be there; she does not maintain their books; however, provides they have \$90k of advanced funding that they would have return back to the District on July 1, 2026. Attorney Hicks commented that he would need to know specifically the request would entail; they are not subject records per se; contract says they are subject to it which expires July 1. An audit has been going on. Not sure what you are asking for; Commissioner Mirabella suggests asking for bank statements.

Commissioner Conklin would like to have a party on June 8th to celebrate the District's 21st Anniversary; promote new district.

Commissioner Conklin also commented on the past 6 months with DM Lombardo, personnel who worked hard to consolidate.

13. DISTRICT MANAGER ITEMS

1. Fire/EMS Chief Hiring Process: The Fire-EMS/District Manager hiring process is progressing well. The virtual interviews were completed on May 12. I am requesting we schedule a special meeting on either May 27 or June 3 for the Board to interview the top scoring candidates and select a new Fire-EMS Chief. Pending legal direction, it is my understanding that full Board interviews and the hiring decision by the Board must be done in the legal "sunshine". Accordingly, I am requesting approval to schedule and advertise for one of the dates listed herein.
2. Land Acquisition Committee: I am seeking approval to establish a land acquisition committee to research potential land options for a fourth station in the area of MM 103. While this is still very speculative, there are several homes and businesses in this area that are impacted negatively due to their distance from a fire station. According to the Insurance Services Office (ISO) these properties receive the best possible insurance costs (based upon our ISO rating) if (among other things) they are located within 5 road miles of a fire station. Conceptually, this station could serve as a District headquarters. If the Board agrees to the idea, it could be built as a public safety facility with fire and ambulances along with potential space and offices for other public safety agencies such as MCSO, FHP, State Park Rangers, and/or FWC.
3. Benefits Agreement: The draft employee benefits agreement is included as part of my report and is listed on the agenda for discussion/approval. This agreement is very similar to the current language in the agreements the Board currently has with the KLVAC and the KLVFD. The benefits have been merged into one document. However, there are some changes the personnel are asking the Board to consider. The proposed changes include: the inclusion of the verified years of service, a sick leave policy that mirrors the MCFD policy, a vacation leave policy that mirrors MCFD and eliminates the "use it or lose it" policy, the District's step plan, supplemental compensation from the State of Florida on college degrees, and language on the Family Medical Leave Act (FMLA). This document should be adopted prior to July 1; therefore, I am requesting your review and direction so that changes can be made prior to placing this on the agenda for discussion/approval, along with a resolution, at the first meeting in June.



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4. Implementation Status: On June 13, 2026 we discussed with legal the final phases and items that need to be completed prior to full "merger" implementation. The following items remain to be completed and implemented prior to July 1:
 - a. Ambulance Billing: The total cost of an ambulance billing service is based on the number of calls and percentage of amount collected, but it is estimated to be under \$15,000; therefore, a formal bidding process is not required. Nonetheless, we have obtained quotes from four ambulance billing services. The billing company that is currently being used by the Ambulance Corps is PPS Billing. PPS has provided billing for the Ambulance Corps for several years and is currently providing their services for Marathon and Islamorada as well. They work well with our personnel and know our system. They also assist in finding missing information on reports, which allows for a better return to the agency. Additionally, they were extremely helpful in setting up the District National Provider Identifier so we can receive funds from Medicare and Medicaid billing. Below are the quoted fees from various billing companies, the percentage listed is a percent of the amount collected:
 - i. 247 medical billing services: 5.5%
 - ii. Swift Medical Billing: 7.5% to 8% depending on revenue
 - iii. Resilient Medical Billing Services: 3.5% up to 6.99% depending on the monthly amount of collections potential and pending accounts receivable collections
 - iv. PPS Billing: 6.5%

While some of the quotes from other billing services are less, given the level of customer service and familiarity with our system, I recommend we continue with PPS Billing. Their history with Key Largo is notable, and their customer service is outstanding. Additionally, keeping the same billing company will allow for a smoother transition of billing and collections from the KLVAC to the District. As a reminder, PPS Billing reduced their fee for services from 8.65% to 6.5%.

I am requesting you authorize me to enter into a contractual agreement with PPS Billing (with assistance from Legal) to provide ambulance billing for the District.

- b. Organizational Policies: The following policies have been completed or adopted by the Board with the remaining items to be completed:
 - i. Fair Labor Standards Act 7(k) exemption pay cycle adoption: adopted as part of the pay scale resolution at the May 4, 2026 meeting and detailed in the Benefits agreement presented to the Board at this meeting.
 - ii. Obtaining workers compensation and general insurance: Documents have been signed and we are awaiting the binding coverage documents from our agent.
 - iii. Health, vision, dental and disability insurance: Aetna (health), Humana (dental and vision), and The Standard (disability) have confirmed with us that the merger of all



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employee benefits from the KLVFD and the KLVAC is possible prior to July 1. However, we are still working on piggyback bidding for Insurance Brokerage services.

c. Hiring District Employees: In accordance with the approved resolution on employee pay, specifically Article 6 – Transition and Step Placement, step placement for the majority of future District employees has been determined. In accordance with the adopted policy, I am making final step placement decisions and will present a spreadsheet to the Board for your review prior to the July 1, 2026 effective date.

5. Vessel Grant Invitation to Bid Update: The Invitation to Bid for the vessel has been posted on Demand Star. The closing date for the bids is May 28, 2026 at 2:00 PM. We plan to present the recommended bid award to the District Commission at the June 8, 2026 meeting.

6. Stryker Medical Equipment: As directed at the last meeting, we have completed the inventory of all current Stryker Equipment. As a reminder, Stryker currently provides our heart monitors, stretchers/power loads, stair chairs, and LUCAS chest compression systems. I hope to have a proposal for the Board to consider at the June 8 meeting. 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 seek direction on adding this to the proposed budget.

DM Lombardo made further comment on the above item and the replacement of the old equipment (more than 20 years); bring back suggestions to next meeting. This equipment is upwards of \$1mil. Spec these items to be included when budgeting new trucks. Chairman Allen suggests specking with new ambulances. DM Lombardo suggests entering into service agreements when purchasing.

7. Station 23 Disposition Update: A letter requesting the Key Largo Ambulance Corps (KLVAC) intentions with Station 23 was emailed to all KLVAC Board members on May 6, 2026.

Chairman Allen provides they are seeking counsel regarding their position on the building. If not agreement by July 1, we will bring employees and our equipment over. DM Lombardo suggests finding alternative housing for employees.

8. EMS Ambulances Update: The Horton ambulances have officially been cancelled. At the direction of the Board, an ambulance committee has been created to research, plan, and seek approval for two new ambulances.

14. NEXT MEETING

June 8, 2026 District Meeting
June 22, 2026 District Meeting

15. ADJOURN

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

2c.



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SPECIAL DISTRICT MEETING MINUTES [DRAFT] JUNE 1, 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 Special 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 appeared via . There was a quorum.

Also present in person were Carol Greco, Legal Counsel Jim Hicks District Manager William Lombardo, Battalion Chief Garcia.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of June 1, 2026 Special District Meeting Agenda*

Commissioner Jenkins made a **Motion to Approve the June 1, 2026 Special District Meeting Agenda**. Commissioner Edge seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

None

4. FIRE-EMS CHIEF/DISTRICT MANAGER INTERVIEWS [Lombardo]

District Manager Lombardo presented the three candidates to the Board for interviews as follows:

4a. *Juan Garrandas – Tavernier/Miami*

Mr. Garrandas presents with a background of service in the Army; worked for private ambulance company; attended fire college, work for City of Hollywood; 38 year tenure with Miami-Dade Fire-Rescue; has experience in fire prevention, rescue engine, fire boat, airport; etc.

Explain your strategy to Unite former Ambulance Corps and Fire Dept. Personnel Into One Team: First step is to determine which members are Firefighters/1st Responder (hereinafter, "FF") and Emergency Medical Technicians (hereinafter, "EMT") at which point



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then determine which members wish to become fire certified; allow those individuals to attend a fire college; continue to work with volunteers who are a valuable part of the department.

What is your philosophy on spending and being responsible for taxpayer's money: Start in a different area; big in public relations; if someone is angry, but angry at him. Must be respectful of taxpayers as we are public servants. Maintain a level of decorum; level of training, be professionals at all times.

Please state three goals and objectives you have for the District and how you plan on accomplishing them: Continue with merger of two departments which will be financially beneficial to district; create water rescue unit and train personnel for same.

Where do you see the District in five years: A smooth operating fire/rescue dept. with crossed-trained personnel; expand volunteer and explorer programs to hopefully keep the next generation of Keys residents in the Keys.

Attorney Hicks suggested that if the Board had additional questions of the candidates, that each candidate be recalled to have an opportunity to respond to same.

4b. **Richard Hayden - Apopka**

Tell us a little bit about yourself and how your knowledge, skills and ability will help to lead and manage the District: Born and raised in the Orlando area; worked with Apopka Fire Department for the past 27 years; entire career fire service. Biggest things he connects with this District and transition coincides with his development with the department he is with now.

Explain your strategy to Unite former Ambulance Corps and Fire Dept. Personnel Into One Team: He believes the combination of the two agencies should be simple given their currently involvement in each agency. Bring together as one team; know each provide integral role. One team, one goal one family.

What is your philosophy on spending and being responsible for taxpayer's money: It is a big responsibility as the taxpayers have placed that responsibility on the District to use that money wisely; importance of role of Fire/EMS in the community. Spend money fiscally on equipment, personnel, etc. Most important to be clear and transparent on how you spend taxpayers' money.

Please state three goals and objectives you have for the District and how you plan on accomplishing them: Number one goal is to provide the best service possible to the residents and visitors. Objectively, making sure personnel are trained to provide these services; training; hire/maintain quality candidates while effectively using taxpayer money for services, personnel, equipment.

Where do you see the District in five years: I have big goals. In five years, I would like to see all truck manned; 3-man/possibly 4-man engines; ladder fully staffed. Possibly add third station at or around MM 103; maybe a public safety building.

Commissioner Mirabella inquired as to how moving to the Keys would affect family. Mr. Hayden responded he has a connection with Key Largo. His tenure with Apopka Fire of 27



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years with on department shows his dedication; resume provides started as FF/EMT; became medic; promoted to engineer; served at Lt. for 14 years; 5th year as District Chief; shows desire to continue to improve and give job his all. Traveled to Key Largo every summer for the past 23 years; would like to live and work here as Key Largo is another home to him. Daughter has one year left in high school; son in college. Feels like position was meant for him. Full support of his family; would have them down here in a year. Relocation will not be a problem.

4c. Jeffrey Morse – Bonita Springs

Tell us a little bit about yourself and how your knowledge, skills and ability will help to lead and manage the District: Thank you for the opportunity to interview for this position. Has 42 yrs. of fire service, 17 years as a volunteer firefighter in MA. Rose to rank of Assistant Chief. Wife decided she wanted warmer weather; moved to FL in 97. Started off in Oviedo for 1 year; transferred to Estero FD for 2 years became certified and obtain paramedic status; then 24 years at North Collier FD rising to rank of Battalion Chief and retired. Remained connected with fire service.

Explain your strategy to Unite former Ambulance Corps and Fire Dept. Personnel Into One Team: In 2015 worked for N. Naples FD who merged with neighboring district. It is important to keep the history of Key Largo Fire Department and their relationship with EMS.

What is your philosophy on spending and being responsible for taxpayer's money: Leadership values include firefighter safety, operational excellence, fiscal responsibility and community engagement. Believes most districts operate within a line item. Had great opportunities to create special programs and costs associated with costs to programs affecting community and board.

Please state three goals and objectives you have for the District and how you plan on accomplishing them: Work to make merger happen; make it better; continue with work what District Manager Lombardo; create mentorship with fire personnel within budget. Previously visited with Chief Lombardo and crew which sealed the deal for him. That crew was amazing; the pride they have in their department. Create a specialized team for a boat. Believes the number one issue with fire services nationwide is recruitment/retention of team members. The more specialties services, opportunities you have, the more you will attract and/or keep those firefighters here.

Where do you see the District in five years: Growth with consolidation; another station; volunteer ambulance station/housing.

How will moving down here affect your or your family: Wife is 100% in; no children. Strongly believe in customer service and community involvement; forging relationships with community. Member of American Legion, Moose, Elks Lodge and will make sure to continue with those organizations when he moves down here. Red shirt Fridays.

Commissioner Mirabella commented on how leadership creates retention; Mr. Morse believes morale starts at up; create mentorship. Carry out relationships with your crew. Considered himself a public servant/leader; his servants are his crews, commissioners and community.



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Bring back Juan Garrandas for a couple of questions presented to the other candidates to provide an opportunity to respond

How will moving down here affect your or your family: Has a house in Tavernier. Spends most weekends here; wife works Mon-Thurs. I will stay down here and she will come down on her days off.

What are your feelings on leadership/recruitment /retention – You have to make the team feel important; ensure his crew is treated well; treats crew like family. Stays in contact with former team members Believes you need to lead by example; strong customer service values; treat community with respect.

Brought back Richard Hayden – **What are your feelings on recruitment/retention.** Leadership means taking care of crew who are in place to ensure happiness and to foster a trickledown effect. Happy personnel makes for good recruitment; a place where people like to work. Would like to create explorer program; getting out in community to get younger people involved in fire service.

5. SELECTION

5a. DISCUSSION/APPROVAL: Determination of Hiring the Fire-EMS Chief/District Manager [Lombardo]

District Manager Lombardo provides a few ways to make this determination; make top three; or simply make a motion and second and open to floor for discussion.

Commissioner Conklin thanked DM Lombardo for all his work with this process. We have a lot of talent here. Commissioner Conklin’s recommendations are Jeffrey Morse with his experience with involvement with districts and combining on West Coast; camaraderie; leadership to make personnel grow so they want to advance; keep department healthy.

Commissioner Conklin made a **Motion to Suggest Jeffrey Morse as No. 1 Candidate**, Commissioner Jenkins Second.

Chairman Allen opened up discussion.

Commissioners Mirabella and Edge concurred there were three great candidates; has two that stand-out. Commissioner Edge considered Juan/Jeffrey No.1; Chairman Allen liked Richard Hayden; however, felt he lacked in public speaking. Commissioner goes back to veteran preference; Jeffrey has no strings attached to moving down here; no kids; was a former commissioner.

Commissioner Conklin made a **Motion to Determine the Hiring of Fire-EMS Chief/District Manager**. Commissioner Edge seconded, and the Board unanimously passed the motion.

Roll Call Vote

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	Yes



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Commissioner Mirabella	Yes
Commissioner Jenkins	Yes

Item passes.

Chairman Allen inquired to the Board as to whether they would like to have a motion for a second candidate in case Jeffrey Morse does not accept position.

Commissioner Edge made a **Motion to Accept Juan Garrandas if Candidate Morse Declines**. No second. Motion dies.

Commissioner Jenkins made a **Motion to Accept Juan Richard Hayden if Candidate Morse Declines**. No second. Motion dies.

DM Lombardo advises that the importance of establishing a list is to have a second choice should the first candidates does not accept the contract you can go to second without having to start the process over again.

Commissioner Edge made a **Motion to Move Forward with a List of One Candidate**. Commissioner Jenkins Second and the Board unanimously passed the motion.

5b. DISCUSSION/APPROVAL: Determination of Creating a List of Approved Candidates for the Fire-EMS Chief/District Manager Position [Lombardo]

Commissioner Mirabella made a **Motion to Create a List of Approved Candidates for the Fire-EMS Chief/District Manager Position**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

6. ONBOARDING

6a. DISCUSSION/APPROVAL: Authorize DM Lombardo and Legal to Draft and Negotiate an Employment Agreement with the Candidate who is offered the Fire-EMS Chief/District Manager Position [Lombardo]

Conversation regarding the process associated with creating the employment agreement.

Commissioner Jenkins made a **Motion Authorize DM Lombardo and Legal to Draft and Negotiate an Employment Agreement with the Candidate Who is Offered the Fire-EMS Chief/District Manager Position**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

6b. DISCUSSION/APPROVAL: Set a Start Date for the New Fire-EMS Chief/District Manager [Lombardo]

District Manager Lombardo commented on drafting a contract for approval at the next meeting. Would like to onboard new District Manager prior to his departure on July 1, 2026; direction by June 22, 2026. Legal believes there are too many parameters to address before DM Lombardo's departure.



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Commissioner Edge made a **Motion to Set a Start Date of June 22, 2026 for the New Fire-EMS Chief/District Manager Position**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

Commissioner Mirabella made a **Motion to Reconsider Item 5b**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

Commissioner GM made a **Made a Motion to Approve the Candidates as follows: (C) Jeffrey Morse, (B) Richard Hayden and (A) Juan Garrandas**. Commissioner Jenkins Second, and the Board unanimously passed item as changed.

Commissioner Conklin discussed the celebration of the District's 21st Anniversary on June 8, 2026. Celebration with apparatus, food and cake.

7. **NEXT MEETING**

June 8, 2026 District Meeting
June 22, 2026 District Meeting/Budget Workshop

The next District Meeting will be held on June 8, 2026 and June 22, 2026.

8. **ADJOURN**

Commissioner Jenkins made a **Motion to Adjourn** the meeting at 6:55 PM. Commissioner Edge seconded, and the Board unanimously passed the motion.

6a.

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN KEY LARGO FIRE RESCUE AND
EMERGENCY MEDICAL SERVICES DISTRICT
AND
PROFESSIONAL PRACTICE SUPPORT,
INC. FOR
THIRD PARTY HEALTHCARE BILLING**

THIS AGREEMENT is made and entered into this ___ day of June, 2026, by and between Professional Practice Support, Inc., a Florida corporation, (hereinafter the "Consultant"), and the **KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICE DISTRICT, FLORIDA**, an independent special fire district located in Monroe County, Florida (hereinafter the "District") (individually, a "Party" and collectively, the "Parties").

WHEREAS, the Consultant and District, through mutual negotiation, have agreed upon a scope of services, schedule, and fee for Emergency Medical Services ("EMS") healthcare insurance and patient billing reimbursement services (the "Services"); and

WHEREAS, the District desires to engage the Consultant to perform the Services.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the Consultant and the District agree as follows.

1. **Scope of Services/Deliverables.**

- 1.1 The Consultant shall furnish professional Services to the District as set forth in the Scope of Services attached to this Agreement as *Exhibit "A"* and which is incorporated herein by this reference.
- 1.2 The Consultant shall be governed by the Contractual Performance Goals as set forth in *Exhibit "A."*
- 1.3 The Consultant shall endeavor to meet the Collection Rate Goals as set forth in *Exhibit "A."*
- 1.4 The "Scope of Services" includes a schedule for the Services which includes a breakdown of tasks, timeline and deliverables to the District.

2. **Term/Commencement Date.**

- 2.1 This Agreement shall become effective July 1, 2026, and shall remain in effect through June 30, 2027, with three (3) one (1) year extensions on the same terms and conditions as set forth herein if agreed by the Parties.

2.2 Consultant agrees that time is of the essence and Consultant shall complete the Services within the timeframes set forth in the Scope of Services, unless extended by the District Manager.

3. Compensation and Payment.

3.1 The Consultant shall be compensated in accordance with the FEE schedule detailed in *Exhibit "A"* in the following manner:

On a percentage basis. Consultant shall submit its bills in arrears upon the completion of each task or deliverable in accordance with the Services Schedule or on a monthly basis in a form approved by the District. The bills shall show or include: (i) the task(s) performed; (ii) the percentage charged for the work; and (iii) copies of receipts for reimbursable materials/expenses, if any. Expenses not expressly authorized by the Agreement shall not be reimbursed.

3.2 The District shall pay Consultant in accordance with the Florida Prompt Payment Act.

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

3.4 If a dispute should occur regarding an invoice submitted, the District may withhold payment of the disputed amount and may pay to the Consultant the undisputed portion of the invoice. Upon written request of the District, the Consultant shall provide written documentation to justify the invoice. Any compensation disputes shall be decided by the District Manager whose decision shall be final.

4. Subconsultants.

4.1 The Consultant shall be responsible for all payments to any subconsultants and shall maintain responsibility for all work related to the Services.

4.2 Any subconsultants used must have the prior written approval of the District Manager or their designee.

5. District's Responsibilities.

5.1 Furnish to Consultant, at the Consultant's written request, all available maps, plans, existing studies, reports and other data pertinent to the services to be provided by Consultant, in lawful possession of the District.

- 5.2 Arrange for access to and make all provisions for Consultant to enter upon real property as required for Consultant to perform services as may be requested in writing by the Consultant (if applicable).
- 5.3 Provide Consultant with patient and insurance information via e-mail or other electronic means for billing purposes; complete and sign all necessary provider agreements required by clearinghouses and carriers for electronic transmission of payments to the District; and cooperate with Consultant to enhance the accuracy of data collected by District personnel and if necessary, provide access to District personnel for the purposes of training when the need for training is mutually agreed upon by the District and Consultant.
- 5.4 Provide assistance, and any other services and materials Consultant may reasonably request in order to perform the Services. The District shall not recruit or hire any personnel of Consultant who are or have been assigned to perform work for the District under this Agreement until one (1) year after termination of this Agreement.

6. Consultant's Responsibilities.

- 6.1 The Consultant shall exercise the same degree of care, skill and diligence in the performance of the Services as is ordinarily provided by a professional healthcare billing and third-party reimbursement firm under similar circumstances. If at any time during the term of this Agreement or within one year from the completion of the Services, it is determined that the Consultant's deliverables are incorrect, defective or fail to conform to the Scope of Services, upon written notification from the District Manager, the Consultant shall at Consultants sole expense, immediately correct the work (i.e., if billing errors are discovered and can be corrected, such corrections shall be made by Consultant).
- 6.2 Consultant represents that it is the lawful owner or licensee of any software programs or other materials used by it in the performance of the Services, and has all rights necessary to convey to the District the unencumbered ownership of deliverables set forth in the Scope of Services.

7. Termination.

- 7.1 Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party, or immediately with cause.
- 7.2 If either party fails to perform any of its obligations under the Agreement or Consultant is adjudged bankrupt, makes a general assignment for the benefit of its creditors, permits a receiver to be appointed on account of its insolvency, otherwise insolvent, or fail to

make prompt payments to its subcontractors, the non-defaulting party shall provide the defaulting party with written notice thereof, stating the nature of the default complained of. If the defaulting party does not cure such default within seven (7) days after receipt of such notice (or such longer period agreed to in writing by the parties if the nature of the default is such that it cannot be cured within seven (7) days and the defaulting party has commenced and is diligently proceeding to cure the default within the original seven (7) day period], the non-defaulting party shall have the right, on forty-eight (48) hours written notice thereof to the defaulting party to terminate this Agreement.

- 7.3 Upon issuance or receipt of written notice of termination, as may be the case, Consultant shall cease providing the Services.
- 7.4 In the event of termination by the District, the Consultant shall be entitled to its percentage share of future collections from participating claims that were billed through the termination date. That future share shall be calculated as of the date of termination by totaling the amount of outstanding claims and applying adjusted charges to collections ratios for the most recent completed fiscal year to the Agreement percentage fee. If a full year's data has not been completed, data used to determine the average collection rate will be based on months where over 120 days has accrued, provided that the Consultant has first complied with the provisions of Paragraph 7.5.
- 7.5 The Consultant shall transfer all books, data, records, reports, working drafts, documents, maps, and data pertaining to the Services to the District, in a hard copy and electronic format specified by the District within 14 days from the date of the written notice of termination or the date of expiration of this Agreement. Consultant shall also furnish to the District all work in progress or portions thereof, including all incomplete work.
- 7.6 Consultant shall not at any time use the District's name in any advertising or publicity without the prior written consent of the District.

8. Insurance

- 8.1 The Consultant agrees to secure and maintain at all times during the term of this Agreement, at Consultant's expense, insurance coverage, as laid out below, covering Consultant for all acts or omissions which may give rise to liability for services under this Agreement. All Consultant staff are to be insured in minimum amounts acceptable to the District with a reputable and financially viable insurance carrier qualified to do business in the State of Florida and have agents upon whom service of process may be made in the

State of Florida, naming the District as an additional insured. Such insurance shall not be cancelled except upon thirty (30) days written notice to the District. Consultant shall provide the District with a certificate evidencing such insurance coverage within five (5) days after obtaining such coverage. Consultant agrees to notify the District immediately of any material change in any insurance policy required to be maintained by Consultant.

 X General Liability Insurance
Amount: \$1,000,000.00 / \$2,000,000.00

 X Professional Liability Insurance
Amount: \$1,000,000.00

 X Vehicle Liability Insurance
Amount: \$500,000.00

 X Workers Compensation Insurance
Amount: Minimum Statutory Limits

8.2 Consultant is required to obtain and keep the coverage, with documentation of having obtained such coverage being attached hereto as *Attachment "C"* for the duration of this Agreement and any renewals.

9. Nondiscrimination.

9.1 During the term of this Agreement, Consultant shall not discriminate against any of its employees or applicants for employment because of their race, color, religion, sex, or national origin, and to abide by all Federal and State laws regarding nondiscrimination

10. Attorneys' Fees and Waiver of Jury Trial.

10.1 In the event of any litigation arising out of this Agreement, each party shall be responsible for their attorneys' fees and costs, including the fees and expenses of any paralegals, law clerks and legal assistants, and including fees and expenses charged for representation at both the trial and appellate levels.

10.2 IN THE EVENT OF ANY LITIGATION ARISING OUT OF THIS AGREEMENT, EACH PARTY HEREBY KNOWINGLY, IRREVOCABLY, VOLUNTARILY AND INTENTIONALLY WAIVES ITS RIGHT TO TRIAL BY JURY.

11. Indemnification.

11.1 Consultant shall defend, indemnify, and hold harmless the District, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising out of, related to, or any way connected with Consultant's performance or non-performance of any provision of this Agreement including, but not limited to, liabilities arising from contracts between the Consultant and third parties made pursuant to this Agreement. Consultant shall reimburse the District for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising out of, related to, or in any way connected with Consultant's performance or non-performance of this Agreement. Consultant's obligations under this paragraph do not extend to any claim, loss, liability, causes of action, judgment or damages, arising out of, related to, or any way that may arise from inaccurate or falsified documentation which was provided to Consultant by the District.

11.2 The provisions of this section shall survive termination of this Agreement.

12. Notices/Authorized Representatives.

12.1 Any notices required by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by registered or certified mail with postage prepaid return receipt requested, or by a private postal service, addressed to the parties (or their successors) at the following addresses:

For the District: District Manager
Key Largo Fire Rescue
and EMS District
1 East Drive
Key Largo, Florida 33037

With a Copy to: Vernis and Bowling of the Florida Keys, P.A.
81990 Overseas Highway, 3rd Floor
Islamorada, FL 33036

For The Consultant: Professional Practice Support, Inc.
PO Box 5847
Gainesville, GA 30504-0847

13. Governing Law.

13.1 This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Exclusive venue for any litigation arising out of this Agreement shall be in Monroe County, Florida, Upper Keys Division of the Circuit Court or the U.S. Southern District of Florida.

14. Entire Agreement/Modification/Amendment.

14.1 This writing contains the entire Agreement of the parties and supersedes any prior oral or written representations. No representations were made or relied upon by either party, other than those that are expressly set forth herein.

14.2 No agent, employee, or other representative of either party is empowered to modify or amend the terms of this Agreement, unless executed with the same formality as this document.

15. Ownership and Access to Public Records,

15.1 All records, books, documents, maps, data, deliverables, papers and financial information (the "Records") that result from the Consultant providing services to the District under this Agreement shall be the property of the District.

15.2 The Consultant is a "Contractor" as defined by Section 119.0701(1)(a), Florida Statutes, and shall comply with the public records provisions of Chapter 119, Florida Statutes, including the following:

1. Keep and maintain public records required by the District to perform the service.

2. Upon request from the District, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes 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 Consultant does not transfer the records to the District.

4. Upon completion of the contract, transfer, at no cost, to the District all public records in possession of the Consultant or keep and

maintain public records required by the District to perform the service. If the Consultant transfers all public records to the District upon completion of the contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District, in a format that is compatible with the information technology systems of the District.

- 15.3 "Public Records" is defined in Section 119.011(12), Florida Statutes, and includes all documents, papers, letters, photographs, data processing software, or other material, regardless of physical form, made or received in connection with this Agreement.
- 15.4 Should the Consultant assert any exemption to the requirements of Chapter 119 and related law, the burden of establishing such exemption, by way of injunctive or other relief as provided by law, shall be upon the Consultant.
- 15.5 The Consultant consents to the District's enforcement of the Consultant's Chapter 119 requirements by all legal means, including, but not limited to, a mandatory injunction, whereupon the Consultant shall pay all court costs and reasonable attorney's fees incurred by the District.
- 15.6 The Consultant's failure to provide public records within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Further, such failure by the Consultant shall be grounds for immediate unilateral cancellation of this Agreement by the District.
- 15.7 **IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE DISTRICT RECORDS CUSTODIAN, CAROL GRECO, AT 305-394-1719, CLERK@KLFREMS.ORG**

16. Non-assignability.

- 16.1 This Agreement shall not be assignable by Consultant unless such assignment is first approved by the District. The District is relying upon the apparent qualifications and personal expertise of the Consultant, and such firm's familiarity with the District's area, circumstances and

desires.

17. Severability.

17.1 If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and be enforceable to the fullest extent permitted by law.

18. Independent Contractor.

18.1 The Consultant and its employees, volunteers and agents shall be and remain independent contractors and not agents or employees of the District with respect to all the acts and services performed by and under the terms of this Agreement. This Agreement shall not in any way be construed to create a partnership, association or any other kind of joint undertaking, enterprise or venture between the parties.

19. Compliance with Laws.

19.1 The Consultant shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities relating to the Services.

20. Waiver.

20.1 The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct. Any waiver of insurance requirements as provided by this Agreement and/or the policies of the District does not relieve the Consultant of the indemnification provisions contained within this Agreement.

21. No Waiver of Sovereign Immunity.

21.1 Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable.

22. No Third-Party Beneficiaries.

22.1 The Parties expressly acknowledge that it is not their intent to create or confer any rights to or obligations upon any third person or entity under this Agreement.

23. Survival of Provisions.

23.1 Any terms or conditions of either this Agreement that require acts beyond the date of the term of the Agreement, shall survive termination of the Agreement, shall remain in full force and effect unless and until the terms or conditions are completed and shall be fully enforceable by either party.

24. Prohibition Of Contingency Fees.

24.1 The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), company, corporation, individual or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

25. E-Verify.

25.1 Pursuant to Florida Statute § 448.095, Consultant shall be required to register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired after January 1, 2021. The District's E-Verify affidavit is included at the end of this Agreement. If Consultant enters into any contract with a subcontractor, Consultant shall be required to obtain an affidavit from the subcontractor confirming that the subcontractor does not employ, contract with, or subcontract with any person who is not authorized under federal law to be employed in the United States. Consultant shall be required to maintain a copy of said affidavit for the duration of the contract term and shall produce said affidavit to the District upon request. Notwithstanding any other provision herein, District reserves the right to immediately terminate this Agreement upon notice to Consultant that the District has developed a good faith belief that Consultant has knowingly violated this section.

26. Contract Records Retention.

26.1 Pursuant to Florida Statute Section 119.0701, Consultant agrees to:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- b. Provide the public with access to public records 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.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

- d. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the Consultant upon termination of the Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

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

27. Affidavits and Statements.

- 27.1 Consultant has executed those additional affidavits and statements all as set forth in *Attachment "A"*, and which are incorporated by this reference. For clarification and reference, these Affidavits and Statements are entitled:
 - 27.2 A. E-Verify Affidavit
 - 27.3 B. Affidavit Regarding the Use of Coercion for Labor and Services; and,
 - 27.4 C. Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes on Public Entity Crimes.

28. Counterparts.

- 28.1 This Agreement may be executed in several counterparts, each of which shall be deemed an original and such counterpart shall constitute one and the same instrument.

29. HIPPA.

- 29.1 This Document recognizes that Consultant is a "Business Associate" of the District as defined under the Privacy Provisions of the Health Insurance Portability and Accountability Act ("HIPPA"). Accordingly, Consultant and District have executed that certain Business Associate Agreement which is attached hereto as *Attachment "B"* and incorporated herein by this reference.

[REMAINDER OF THIS PAGE LEFT BLANK; SIGNATURE PAGE TO FOLLOW]

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

**KEY LARGO FIRE RESCUE AND
EMERGENCY MEDICAL SERVICES
DISTRICT**

Anthony Allen, Chair

Date: _____

Attest:

District Clerk

PROFESSIONAL PRACTICE SUPPORT, INC.

By:  _____

Its: President _____

Date: 6/15/26 _____

EXHIBIT "A"

SCOPE OF SERVICES; FEES

Scope of Services - Consultant shall:

- I. Provide EMS Billing & AR Management services consisting of:
 - Full Service Electronic Billing and Accounts receivable management under standard contract to include:
 - Set-up with clearinghouse and required testing.
 - Electronic (& paper when required) billing of insurance carriers from data collected at the time of the EMS run and submit claim within three business days.
 - Check clearinghouse reports of transmissions within 24 hours and identify reasons for any transmission rejections. Correct and resubmit rejections within one business day where necessary information is available.
 - Sequential preparation and mailing of not less than four Patient Statements (or more if reasonable) and Secondary Insurance Claims where applicable per EMS run using the District's remitting address.
 - Posting of all payments in databases maintained for the District. These posting are made from Explanation of Benefit (EOB) statements and checks received on behalf of the District by Consultant along with checks to be deposited and transferred to District's bank account.
 - Preparation of up to three monthly reports as selected by the District from a menu of report formats available. Specialized reports are available at additional programming cost.
 - Follow-up telephonic contact with insurance carriers on any claim remaining unpaid longer than 120 days. Follow-up will also be made on any insurance claim that falls below the expected reimbursement.
 - Follow-up soft collections to patients who have not responded to statement billings and more aggressive collections ONLY when authorized by the District.
 - Prepare and submit invoices to the District within the first ten working days each month and be based on collections posted in the previous month.
 - Maintain regular office hours and be available, toll free, to the District and its patients in responding to billing questions from 9 a.m. to 5 p.m. during Monday through Thursday (Federal Holidays excluded). Toll-free numbers will be provided on all patient statements. Consultant reserves the right to close the office for vacation periods not exceeding twenty business days per year.
 - Participate in EMT training as required to assure accuracy of information used in billing.
 - Scan run reports and related information and provide the District with those files in PDF format.
 - Process credit card payments for EMS runs for the District. Costs will be only the discount cost per transaction that is charged to Consultant.

- Serve as agent for the District to receive payment in its name as provider of EMS services. Consultant shall deposit all such payments to the District’s designated bank account. Bank deposit slips will be reconciled with computer generated postings to patient accounts. Any necessary refunds from overpayments will be generated by the District from reports and information provided by Consultant. These payment disposition instructions may be modified or revoked at any time by the District.

The overall objective is to maximize number of claims submitted electronically, shorten payment response time, and systematically increase follow-up of unpaid insurance claims, and increase collection rates.

FEES:

Billing and AR Management Fees:

Non Medicaid Claims	6.50% of Collections
MEDICAID CLAIMS	
\$10.50 PER CLAIM	
PAYLOGIC SERVICE PARTICIPATION FEE	
\$150.00/MONTH FOR UNLIMITED QUERIES	

CONTRACTUAL PERFORMANCE REQUIREMENTS:

Performance requirements for Consultant are outlined below; Consultant shall:

1. Consistently strive to provide the best customer service to the District and its patients.
2. Bill all transport runs within three (3) workdays of receiving complete & accurate billing/insurance data.
3. Resubmit for billing all rejected claims within three (3) workdays of receiving notice of such rejection and obtaining the necessary information to correct the reason for the rejection.
4. Provide reports on request within the capabilities of the database and the customer's set-up instructions on data capture.
5. Respond to all customer questions and request in a timely manner, dependent on the nature and extent of the information requested. In every case the

timeframe for any particular request will be agreed upon within two (2) workdays of the request. Follow-up on all unpaid claims submitted electronically or on paper between the 45th day and the 120th day following submission.

6. Strive to raise collection rates of the District.

Failure to meet or exceed any performance requirement may be basis for a notice of default from the District under the Agreement.

COLLECTION RATE GOALS

Year Three and beyond ----- 78% of adjusted Charges

ATTACHMENT A

State of Florida
Affidavit Regarding the Use of Coercion for Labor and Services

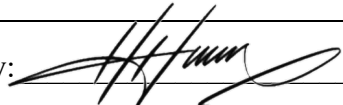
Respondent Vendor Name: Professional Practice Support Inc
Vendor FEIN: 65-0833428
Vendor's Authorized Representative Name and Title: HOLLY HIRNEISEN
Address: PO BOX 5847
City: GAINESVILLE State: GA ZIP: 30504
Phone Number: 770-297-0440
Email Address: HOLLYH@PPSMEDBILL.COM

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: HOLLY HIRNEISEN, PRESIDENT

Date: 6/15/26

The Key Largo Fire Rescue and Emergency Medical Services District

E-VERIFY AFFIDAVIT

Beginning January 1, 2021, Florida law requires all contractors doing business with the Key Largo Fire Rescue and Emergency Medical Services 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.

6/15/26
Date


Signature of Authorized Representative

STATE OF GEORGIA, COUNTY OF HALL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
HOLLY HIRNEISEN 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

_____ 15th day of June
_____ 20 26.


Signature, NOTARY PUBLIC

06-04-30
My commission expires:

STAMP/SEAL

**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 Key Largo Fire Rescue and Emergency Medical Services District
(print name of the public entity)
by Holly Hirneisen for Professional Practice Support, Inc.
(print individual's name and title) (print name of entity submitting sworn statement)

whose business address is PO Box 5847, Gainesville, GA 30504 and (if applicable) its Federal
Employer Identification Number (FEIN) is 650833428 . (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 of
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.

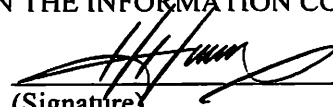
5. I understand that a "person" as defined in Paragraph 287.133 (1)(c), Florida Statutes, means
any natural person or entity organized under the laws of any state or of the United States with the legal
power to enter into a binding contract and which bids or applies to bid on contracts for the provision
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.)

X 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)

 6/15/26

(Date)

STATE OF GEORGIA
COUNTY OF HALL

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first sworn by me, affixed his/her signature in the space provided above on this 15TH day of JUNE, 2026.

(name of individual signing)



NOTARY PUBLIC

My commission expires: 06-04-30

ATTACHMENT B

MODEL BUSINESS ASSOCIATE AGREEMENT

**KEY LARGO FIRE RESCUE AND EMERGENCY
MEDICAL SERVICES DISTRICT
AND
PROFESSIONAL PRACTICE SUPPORT, INC.**

THIRD PARTY HEALTHCARE BILLING

THIS BUSINESS ASSOCIATE AGREEMENT (the “BAA”) is made and entered into this ___ day of June, 2026, by and between **PROFESSIONAL PRACTICE SUPPORT, INC.**, a Florida corporation, (the “Business Associate”), and the **KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICE DISTRICT, FLORIDA**, an independent special fire district located in Monroe County, Florida (the “Covered Entity”) in accordance with the meaning given to those terms at 45 CFR §164.501. In this BAA, Covered Entity and Business Associate are each a “Party” and, collectively, are the “Parties”.

BACKGROUND

- I. Covered Entity is either a “covered entity” or “business associate” of a covered entity as each are defined under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as amended by the HITECH Act (as defined below) and the related regulations promulgated by HHS (as defined below) (collectively, “HIPAA”) and, as such, is required to comply with HIPAA’s provisions regarding the confidentiality and privacy of Protected Health Information (as defined below);
- II. The Parties have entered into or will enter into one or more agreements under which Business Associate provides or will provide certain specified services to Covered Entity (collectively, the “Agreement”);
- III. In providing services pursuant to the Agreement, Business Associate will have access to Protected Health Information;
- IV. By providing the services pursuant to the Agreement, Business Associate will become a “business associate” of the Covered Entity as such term is defined under HIPAA;
- V. Both Parties are committed to complying with all federal and state laws governing the confidentiality and privacy of health information, including, but not limited to, the Standards for Privacy of Individually Identifiable Health Information found at 45 CFR Part 160 and Part 164, Subparts A and E (collectively, the “Privacy Rule”); and

VI. Both Parties intend to protect the privacy and provide for the security of Protected Health Information disclosed to Business Associate pursuant to the terms of this Agreement, HIPAA and other applicable laws.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein and the continued provision of PHI by Covered Entity to Business Associate under the Agreement in reliance on this BAA, the Parties agree as follows:

1. Definitions. For purposes of this BAA, the Parties give the following meaning to each of the terms in this Section 1 below. Any capitalized term used in this BAA, but not otherwise defined, has the meaning given to that term in the Privacy Rule or pertinent law.

A. “Affiliate” means a subsidiary or affiliate of Covered Entity that is, or has been, considered a covered entity, as defined by HIPAA.

B. “Breach” means the acquisition, access, use, or disclosure of PHI in a manner not permitted under the Privacy Rule which compromises the security or privacy of the PHI, as defined in 45 CFR §164.402.

C. “Breach Notification Rule” means the portion of HIPAA set forth in Subpart D of 45 CFR Part 164.

D. “Data Aggregation” means, with respect to PHI created or received by Business Associate in its capacity as the “business associate” under HIPAA of Covered Entity, the combining of such PHI by Business Associate with the PHI received by Business Associate in its capacity as a business associate of one or more other “covered entity” under HIPAA, to permit data analyses that relate to the Health Care Operations (defined below) of the respective covered entities. The meaning of “data aggregation” in this BAA shall be consistent with the meaning given to that term in the Privacy Rule.

E. “Designated Record Set” has the meaning given to such term under the Privacy Rule, including 45 CFR §164.501.B.

F. “De-Identify” means to alter the PHI such that the resulting information meets the requirements described in 45 CFR §§164.514(a) and (b).

G. “Electronic PHI” means any PHI maintained in or transmitted by electronic media as defined in 45 CFR §160.103.

H. “Health Care Operations” has the meaning given to that term in 45 CFR §164.501.

I. “HHS” means the U.S. Department of Health and Human Services.

J. “HITECH Act” means the Health Information Technology for Economic and Clinical Health Act, enacted as part of the American Recovery and Reinvestment Act of 2009, Public Law 111-005.

K. “Individual” has the same meaning given to that term i in 45 CFR §§164.501 and 160.130 and includes a person who qualifies as a personal representative in accordance with 45 CFR §164.502(g).

M. “Privacy Rule” means that portion of HIPAA set forth in 45 CFR Part 160 and Part 164, Subparts A and E.

N. “Protected Health Information” or “PHI” has the meaning given to the term “protected health information” in 45 CFR §§164.501 and 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity.

O. “Security Incident” means the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with system operations in an information system.

P. “Security Rule” means the Security Standards for the Protection of Electronic Health Information provided in 45 CFR Part 160 & Part 164, Subparts A and C.

Q. “Unsecured Protected Health Information” or “Unsecured PHI” means any “protected health information” as defined in 45 CFR §§164.501 and 160.103 that is not rendered unusable, unreadable or indecipherable to unauthorized individuals through the use of a technology or methodology specified by the HHS Secretary in the guidance issued pursuant to the HITECH Act and codified at 42 USC §17932(h).

2. **Use and Disclosure of PHI.**

A. Except as otherwise provided in this BAA, Business Associate may use or disclose PHI as reasonably necessary to provide the services described in the Agreement to Covered Entity, and to undertake other activities of Business Associate permitted or required of Business Associate by this BAA or as required by law.

B. Except as otherwise limited by this BAA or federal or state law, Covered Entity authorizes Business Associate to use the PHI in its possession for the proper management and administration of Business Associate’s business and to carry out its legal responsibilities. Business Associate may disclose PHI for its proper management and administration, provided that (i) the disclosures are required by law; or (ii) Business Associate obtains, in writing, prior to making any disclosure to a third party (a) reasonable assurances from this third party that the PHI will be held confidential as provided under this BAA and used or further disclosed only as required by law or for the purpose for which it was disclosed to this third party and (b) an agreement from this third party to notify Business Associate immediately of any breaches of the confidentiality of the PHI, to the extent it has knowledge of the breach.

C. Business Associate will not use or disclose PHI in a manner other than as provided in this BAA, as permitted under the Privacy Rule, or as required by law. Business Associate will use or disclose PHI, to the extent practicable, as a limited data set or limited to the minimum necessary amount of PHI to carry out the intended purpose of the use or disclosure, in accordance with Section 13405(b) of the HITECH Act (codified at 42 USC §17935(b)) and any of the act's implementing regulations adopted by HHS, for each use or disclosure of PHI.

D. Upon request, Business Associate will make available to Covered Entity any of Covered Entity's PHI that Business Associate or any of its agents or subcontractors have in their possession.

E. Business Associate may use PHI to report violations of law to appropriate Federal and State authorities, consistent with 45 CFR §164.502(j)(1).

3. Safeguards Against Misuse of PHI. Business Associate will use appropriate safeguards to prevent the use or disclosure of PHI other than as provided by the Agreement or this BAA and Business Associate agrees to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity and availability of the Electronic PHI that it creates, receives, maintains or transmits on behalf of Covered Entity. Business Associate agrees to take reasonable steps, including providing adequate training to its employees to ensure compliance with this BAA and to ensure that the actions or omissions of its employees or agents do not cause Business Associate to breach the terms of this BAA.

4. Reporting Disclosures of PHI and Security Incidents. Business Associate will report to Covered Entity in writing any use or disclosure of PHI not provided for by this BAA of which it becomes aware and Business Associate agrees to report to Covered Entity any Security Incident affecting Electronic PHI of Covered Entity of which it becomes aware. Business Associate agrees to report any such event within five business days of becoming aware of the event.

5. Reporting Breaches of Unsecured PHI. Business Associate will notify Covered Entity in writing promptly upon the discovery of any Breach of Unsecured PHI in accordance with the requirements set forth in 45 CFR §164.410, but in no case later than 30 calendar days after discovery of a Breach. Business Associate will reimburse Covered Entity for any costs incurred by it in complying with the requirements of Subpart D of 45 CFR §164 that are imposed on Covered Entity as a result of a Breach committed by Business Associate.

6. Mitigation of Disclosures of PHI. Business Associate will take reasonable measures to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of any use or disclosure of PHI by Business Associate or its agents or subcontractors in violation of the requirements of this BAA.

7. Agreements with Agents or Subcontractors. Business Associate will ensure that any of its agents or subcontractors that have access to, or to which Business Associate provides, PHI agree in writing to the restrictions and conditions concerning uses and disclosures of PHI contained in this BAA and agree to implement reasonable and appropriate safeguards to protect any Electronic PHI that it creates, receives, maintains or transmits on behalf of Business Associate or,

through the Business Associate, Covered Entity. Business Associate shall notify Covered Entity, or upstream Business Associate, of all subcontracts and agreements relating to the Agreement, where the subcontractor or agent receives PHI as described in section 1.M. of this BAA. Such notification shall occur within 30 (thirty) calendar days of the execution of the subcontract by placement of such notice on the Business Associate's primary website. Business Associate shall ensure that all subcontracts and agreements provide the same level of privacy and security as this BAA.

8. **Audit Report.** Upon request, Business Associate will provide Covered Entity, or upstream Business Associate, with a copy of its most recent independent HIPAA compliance report (AT-C 315), HITRUST certification or other mutually agreed upon independent standards based third party audit report. Covered entity agrees not to re-disclose Business Associate's audit report.

9. **Access to PHI by Individuals.**

A. Upon request, Business Associate agrees to furnish Covered Entity with copies of the PHI maintained by Business Associate in a Designated Record Set in the time and manner designated by Covered Entity to enable Covered Entity to respond to an Individual's request for access to PHI under 45 CFR §164.524.

B. In the event any Individual or personal representative requests access to the Individual's PHI directly from Business Associate, Business Associate within ten business days, will forward that request to Covered Entity. Any disclosure of, or decision not to disclose, the PHI requested by an Individual or a personal representative and compliance with the requirements applicable to an Individual's right to obtain access to PHI shall be the sole responsibility of Covered Entity.

10. **Amendment of PHI.**

A. Upon request and instruction from Covered Entity, Business Associate will amend PHI or a record about an Individual in a Designated Record Set that is maintained by, or otherwise within the possession of, Business Associate as directed by Covered Entity in accordance with procedures established by 45 CFR §164.526. Any request by Covered Entity to amend such information will be completed by Business Associate within 15 business days of Covered Entity's request.

B. In the event that any Individual requests that Business Associate amend such Individual's PHI or record in a Designated Record Set, Business Associate within ten business days will forward this request to Covered Entity. Any amendment of, or decision not to amend, the PHI or record as requested by an Individual and compliance with the requirements applicable to an Individual's right to request an amendment of PHI will be the sole responsibility of Covered Entity.

11. **Accounting of Disclosures.**

A. Business Associate will document any disclosures of PHI made by it to account for such disclosures as required by 45 CFR §164.528(a). Business Associate also will

make available information related to such disclosures as would be required for Covered Entity to respond to a request for an accounting of disclosures in accordance with 45 CFR §164.528. At a minimum, Business Associate will furnish Covered Entity the following with respect to any covered disclosures by Business Associate: (i) the date of disclosure of PHI; (ii) the name of the entity or person who received PHI, and, if known, the address of such entity or person; (iii) a brief description of the PHI disclosed; and (iv) a brief statement of the purpose of the disclosure which includes the basis for such disclosure.

B. Business Associate will furnish to Covered Entity information collected in accordance with this Section 10, within ten business days after written request by Covered Entity, to permit Covered Entity to make an accounting of disclosures as required by 45 CFR §164.528, or in the event that Covered Entity elects to provide an Individual with a list of its business associates, Business Associate will provide an accounting of its disclosures of PHI upon request of the Individual, if and to the extent that such accounting is required under the HITECH Act or under HHS regulations adopted in connection with the HITECH Act.

C. In the event an Individual delivers the initial request for an accounting directly to Business Associate, Business Associate will within ten business days forward such request to Covered Entity.

12. Availability of Books and Records. Business Associate will make available its internal practices, books, agreements, records, and policies and procedures relating to the use and disclosure of PHI, upon request, to the Secretary of HHS for purposes of determining Covered Entity's and Business Associate's compliance with HIPAA, and this BAA.

13. Responsibilities of Covered Entity. With regard to the use and/or disclosure of Protected Health Information by Business Associate, Covered Entity agrees to:

A. Notify Business Associate of any limitation(s) in its notice of privacy practices in accordance with 45 CFR §164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

B. Notify Business Associate of any changes in, or revocation of, permission by an Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

C. Notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 CFR §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

D. Except for data aggregation or management and administrative activities of Business Associate, Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under HIPAA if done by Covered Entity.

14. Data Ownership. Business Associate's data stewardship does not confer data ownership rights on Business Associate with respect to any data shared with it under the Agreement, including any and all forms thereof.

15. Term and Termination.

A. This BAA will become effective on the date first written above, and will continue in effect until all obligations of the Parties have been met under the Agreement and under this BAA.

B. Covered Entity may terminate immediately this BAA, the Agreement, and any other related agreements if Covered Entity makes a determination that Business Associate has breached a material term of this BAA and Business Associate has failed to cure that material breach, to Covered Entity's reasonable satisfaction, within 30 days after written notice from Covered Entity. Covered Entity may report the problem to the Secretary of HHS if termination is not feasible.

C. If Business Associate determines that Covered Entity has breached a material term of this BAA, then Business Associate will provide Covered Entity with written notice of the existence of the breach and shall provide Covered Entity with 30 days to cure the breach. Covered Entity's failure to cure the breach within the 30-day period will be grounds for immediate termination of the Agreement and this BAA by Business Associate. Business Associate may report the breach to HHS.

D. Upon termination of the Agreement or this BAA for any reason, all PHI maintained by Business Associate will be returned to Covered Entity or destroyed by Business Associate. Business Associate will not retain any copies of such information. This provision will apply to PHI in the possession of Business Associate's agents and subcontractors. If return or destruction of the PHI is not feasible, in Business Associate's reasonable judgment, Business Associate will furnish Covered Entity with notification, in writing, of the conditions that make return or destruction infeasible. Upon mutual agreement of the Parties that return or destruction of the PHI is infeasible, Business Associate will extend the protections of this BAA to such information for as long as Business Associate retains such information and will limit further uses and disclosures to those purposes that make the return or destruction of the information not feasible. The Parties understand that this Section 14.D. will survive any termination of this BAA.

16. Effect of BAA.

A. This BAA is a part of and subject to the terms of the Agreement, except that to the extent any terms of this BAA conflict with any term of the Agreement, the terms of this BAA will govern.

B. Except as expressly stated in this BAA or as provided by law, this BAA will not create any rights in favor of any third party.

17. Regulatory References. A reference in this BAA to a section in HIPAA means the section as in effect or as amended at the time.

18. Notices. All notices, requests and demands or other communications to be given under this BAA to a Party will be made via either first class mail, registered or certified or express courier, or electronic mail to the Party's address given below:

A. If to Covered Entity, to:
District Manager
Key Largo Fire Rescue and EMS District
1 East Drive
Key Largo, Florida 33037

With a Copy to: Vernis and Bowling of the Florida Keys, P.A.
81990 Overseas Highway, 3rd Floor
Islamorada, FL 33036

B. If to Business Associate, to:
Professional Practice Support, Inc.
Attn.: _____
PO Box 5847
Gainesville, GA 30504-0847

19. Amendments and Waiver. This BAA may not be modified, nor will any provision be waived or amended, except in writing duly signed by authorized representatives of the Parties. A waiver with respect to one event shall not be construed as continuing, or as a bar to or waiver of any right or remedy as to subsequent events.

20. HITECH Act Compliance. The Parties acknowledge that the HITECH Act includes significant changes to the Privacy Rule and the Security Rule. The privacy subtitle of the HITECH Act sets forth provisions that significantly change the requirements for business associates and the agreements between business associates and covered entities under HIPAA and these changes may be further clarified in forthcoming regulations and guidance. Each Party agrees to comply with the applicable provisions of the HITECH Act and any HHS regulations issued with respect to the HITECH Act. The Parties also agree to negotiate in good faith to modify this BAA as reasonably necessary to comply with the HITECH Act and its regulations as they become effective but, in the event that the Parties. Are unable to reach agreement on such a modification, either Party will have the right to terminate this BAA upon 30-days' prior written notice to the other Party.

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

**KEY LARGO FIRE RESCUE AND EMERGENCY
MEDICAL SERVICES DISTRICT
(Covered Entity)**

Anthony Allen, Chair

Date: _____

Attest:

District Clerk

PROFESSIONAL PRACTICE SUPPORT, INC.
(Business Associate)

By:  _____

Its: PRESIDENT _____

Date: 6/15/26 _____

ATTACHMENT C



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Clark Price</i>

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6b.

RESOLUTION NO. 2026-0007

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

PROVIDING FOR THE ADOPTION OF A “PREFERENCE FOR VETERANS IN EMPLOYMENT POLICY;”

PROVIDING FOR THE ADOPTION OF A “VETERAN RECRUITMENT PLAN;”

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

WHEREAS, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) is an independent special fire district located within Monroe County, Florida; and

WHEREAS, the District is transitioning fire, rescue and emergency medical services personnel from the 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 an effective date of July 1, 2026; and

WHEREAS, the District will also be hiring other categories of personnel, including professional, executive, and administrative positions; and

WHEREAS, the District, in accordance with Chapter 295, F.S., desires to enact a “Preference for Veterans in Employment Policy” and a “Veteran Recruitment Plan” related to the appointment, retention, reinstatement, and reemployment of qualified veterans.

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

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

Section 2. **Adoption of the Preference for Veterans in Employment Policy.** The Board hereby adopts the Preference for Veterans in Employment Policy and the Veteran Recruitment Plan, attached hereto as *Attachment “A”* and incorporated herein by this reference.

Section 3. **Adoption of the Veteran Recruitment Plan.** The Board hereby adopts the Veteran Recruitment Plan, attached hereto as *Attachment “B”* and incorporated herein by this reference.

Section 4. **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 their 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 5. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

Section 6. Effective Date. This Resolution shall become effective at 12:00PM on July 1, 2026.

PASSED AND ADOPTED this 22nd day of June 2026.

Chairman

ATTEST:

District Clerk

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

DISTRICT ATTORNEY

Motion to adopt by _____, Seconded by _____

FINAL VOTE AT ADOPTION

Chairman Tony Allen _____

Vice-Chair George Mirabella _____

Commissioner Frank Conklin _____

Commissioner Kenny Edge _____

Commissioner Michael Jenkins _____

ATTACHMENT “A”

PREFERENCE FOR VETERANS IN EMPLOYMENT POLICY

[remainder of page intentionally left blank]

KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT

PREFERENCE FOR VETERANS IN EMPLOYMENT POLICY

Preference in employment, reemployment, promotion, and retention shall be given to an eligible veteran, pursuant to the provisions below, if the veteran meets the minimum eligibility requirements and has the knowledge, skills, and abilities required for a particular position.

1.0 Appointment or Retention in Positions of Employment

A. Preference shall be given to the following:

1. Those disabled veterans:

(a) who have served on active duty in any branch of the United States Armed Forces, have received an honorable discharge, and have established the present existence of a service-connected disability that is compensable under public laws administered by the U.S. Department of Veterans Affairs; or

(b) who are receiving compensation, disability retirement benefits, or pension pursuant to public laws administered by the U.S. Department of Veterans Affairs and the U.S. Department of Defense.

2. The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.

3. A wartime veteran as defined in Section 1.01(14), F.S., who has served at least one (1) day during a wartime period. Active duty for training may not be allowed for eligibility under this paragraph.

4. The unremarried widow or widower of a veteran who died of a service-connected disability.

5. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.

6. A veteran as defined in Section 1.01(14), F.S. Active duty for training may not be allowed for eligibility under this paragraph.

7. A current member of any reserve component of the United States Armed Forces or the Florida National Guard.

B. The Board may waive a postsecondary educational requirement for a position of employment, other than those positions made exempt under Section 295.07(5), F.S., for a current member of a reserve component of the U.S. Armed Forces or the Florida National Guard or a veteran who has been honorably discharged if the person is otherwise qualified for the position.

C. Veterans preference in employment and retention may be given only to eligible persons who are described above.

D. In all positions in which the appointment or employment of persons is not subject to a written examination, not including positions that are exempt under Section 295.07(5), F.S., first preference in appointment, employment, and retention shall be given by the District to persons included under subparagraphs A.1 and A.2 above, and second preference shall be given to persons included under subparagraph A.3 and A.7 above, who possess the minimum qualifications necessary to discharge the duties of the position involved.

E. For positions for which an examination is used to determine the qualifications for entrance into employment with the District, such person shall be awarded preference points as provided in Section 295.08, F.S., if the person has obtained a qualifying score on the examination for the position. The names of persons eligible for preference must be entered on an appropriate register or list in accordance with their respective augmented ratings. However, except for classes of positions with Federal Government designations of professional or technician, the names of all persons who are qualified to receive a 20-point preference whose service-connected disabilities have been rated by the United States Department of Veterans Affairs or its predecessor or the United States Department of Defense to be 30 percent or more must be placed at the top of the appropriate register or employment list, in accordance with their respective augmented ratings. The respective augmented rating is the examination score or evaluated score in addition to the applicable veteran's preference points.

F. A veteran employed as a result of being placed at the top of the appropriate employment list will be subject to the employment policies of the District.

2.0 Reinstatement or Reemployment; Promotion Preference

A. When an employee of the District employed in a position subject or not subject to a career service system or other merit-type system, not including positions that are exempt pursuant to Section 295.07(5), F.S., has served in the Armed Forces of the United States and is discharged or separated therefrom with an honorable discharge, the District shall reemploy or reinstate such person to the same position that s/he held prior to such service in the Armed Forces, or to an equivalent position, provided such person returns to the position within one (1) year of his/her date of separation or, in the case of extended active duty, within one (1) year of the date of discharge or separation subsequent to the extension. Such person shall also be awarded preference in promotion and shall be promoted ahead of all others who are as well qualified or less qualified for the position. When an examination for promotion is used, such person must be awarded preference points, as provided in Section 295.08, F.S., and be promoted ahead of all those who appear in an equal or lesser position on the promotional register, provided that he/she first successfully passes the examination for the promotional position.

B. The provisions of subparagraph A above shall also apply to a person who was a veteran when employed by the District and who was recalled to extended active duty in the Armed Forces of the United States and was discharged or separated therefrom with an honorable discharge.

C. The provisions in the preceding two (2) subparagraphs A and B shall apply only to a veteran's first promotion after reinstatement or reemployment, without exception.

D. For the purposes of this Section 2.0, "extended active duty" means active duty, other than for training, beyond the date of honorable discharge or separation, due to military requirements.

3.0 Recruitment Plan

A. The District hereby adopts the Veteran Recruitment Plan, attached hereto as *Attachment "A"* which is incorporated by this reference ("Plan"). The Plan is intended to establish goals for the full use of veterans in the District's workforce, and is designed to meet the established goals. The Veterans Recruitment Plan applies to the preference-eligible persons who are described above.

B. Job vacancy announcements that are entitled to preference consideration under this Policy shall include the phrase, "Veterans' Preference Applies."

C. When applicable, a District employment application shall provide a provision for the applicant to indicate whether they are claiming Veterans' Preference. In those situations where the applicant indicates in the affirmative, the applicant will be provided and asked to complete a Veterans' Preference Claim Form requiring them to identify which of the eligibility scenarios apply, and requiring them to provide all requested eligibility verification.

ATTACHMENT “B”

VETERAN RECRUITMENT PLAN

[remainder of page intentionally left blank]

**KEY LARGO FIRE RESCUE AND EMERGENCY
MEDICAL SERVICES DISTRICT**

VETERAN RECRUITMENT PLAN

I. Introduction

The Key Largo Fire Rescue and Emergency Medical Services District (“District”) is committed to successfully recruiting and onboarding talented and skilled veterans into the District workforce. The District recognizes the extensive training, experience, and transferrable skills gained through military service.

II. Purpose

The District’s Veteran Recruitment Plan is to encourage individuals eligible for veterans’ preference in accordance with Section 295.07, F.S., to seek employment opportunities with the District. This plan is designed to increase awareness among veterans of employment opportunities with the District.

III. Goals

The following recruitment goals have been established by the District with the intent to increase veterans’ awareness of employment opportunities within the organization, as well as assisting veterans with the successful navigation of the recruiting and onboarding process.

1. The District will list job openings with veteran advocacy groups such as American Job Center or CareerSource in addition to its public website.
2. The District will state in recruitment materials that the District values the service veterans and their family members have given to our country and that the District supports the hiring of returning service members, military spouses and their family members.
3. Where the District deems it appropriate, the District may waive a postsecondary educational requirement for a position eligible for veterans’ preference if the person is otherwise qualified for the position.

6с.

RESOLUTION NO. 2026-0009

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

PROVIDING FOR THE ADOPTION OF A “CONTROLLED SUBSTANCE MEDICATION, STORAGE, RESTOCKING, DISPOSAL, AND DOCUMENTATION POLICY;”

PROVIDING FOR REVOCATION OF PRIOR CONTROLLED SUBSTANCE POLICIES;

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

WHEREAS, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) is an independent special fire district located within Monroe County, Florida; and

WHEREAS, the District previously adopted all policies, procedures, guidelines, and directives of the Key Largo Voluntary Fire Department, Inc. (KLVFD) and Key Largo Voluntary Ambulance Corps, Inc. (KLVAC), including for Controlled Substances; and

WHEREAS, the District desires to repeal and adopt new policies related to Controlled Substances.

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

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

Section 2. Repeal of all Controlled Substance Policies, Procedures, Guidelines, Directives, and Similar. The Board hereby repeals all existing Controlled Substance policies, procedures, guidelines, directives, and similar, including but not limited to:

- A. “Controlled Substance Policy” adopted from KLVAC Policy #2024-06;
- B. “Face to Face Shift Change in Narcotics Management” adopted from KLVFD Interim Medical Directive No. IMD-2025-001; and
- C. “Narcotic Access Card Management and Security” adopted from KLVFD General Order No. GO-2025-003.

Section 3. Adoption of the Controlled Substance Policy. The Board hereby adopts the Controlled Substance Medication, Storage, Restocking, Disposal, and Documentation Policy, attached hereto as *Attachment “A”* and incorporated herein by this reference.

Section 4. 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 their 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 5. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

Section 6. Effective Date. This Resolution shall become effective upon adoption.

PASSED AND ADOPTED this 22nd day of June 2026.

Chairman

ATTEST:

District Clerk

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

DISTRICT ATTORNEY

Motion to adopt by _____, Seconded by _____

FINAL VOTE AT ADOPTION

Chairman Tony Allen _____

Vice-Chair George Mirabella _____

Commissioner Frank Conklin _____

Commissioner Kenny Edge _____

Commissioner Michael Jenkins _____

ATTACHMENT “A”

**CONTROLLED SUBSTANCE MEDICATION, STORAGE, RESTOCKING,
DISPOSAL, AND DOCUMENTATION POLICY**

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KEY LARGO FIRE RESCUE STANDARD OPERATING PROCEDURES



Section 700: EMERGENCY MEDICAL SERVICES

Subject: **Controlled Substance Medication, Storage, Restocking, Disposal, & Documentation**

Effective: TBD

S.O.P. 701.00

Forms Required:

Revised:

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KLFD-0028 Controlled Substance Usage & Waste Form

I. PURPOSE

- This Standard Operating Procedure (SOP) establishes unified policies and procedures for the management, storage, access, documentation, restocking, wasting, disposal, and security of all controlled substances for Key Largo Fire Rescue & Emergency Medical Services District (KLFREMSD). This SOP consolidates and supersedes all previous departmental controlled substance policies and directives, including GO-2025-003, IMD-2025-001, SOP 701.00, and KLEMS Policy #2024-06.

II. POLICY

- It is the policy of KLFREMSD that all personnel authorized to handle controlled substances shall maintain the highest standards of accountability, security, and documentation in strict compliance with DEA regulations, Florida Statutes Chapter 893, and this SOP. Each Paramedic is personally responsible for the security and authorized use of their assigned NarCID access credentials at all times.

III. SCOPE

- This SOP applies to all KLFREMSD Paramedic personnel authorized to handle controlled substances, as well as supervisory personnel (Captains and Battalion Chiefs) who oversee controlled substance management and documentation.

IV. DEFINITIONS

- NarCID Storage Safe:** The electronic controlled substance storage device installed on apparatus and at the Central Storage Unit. Replaces legacy narc boxes and lock boxes for all in-service vehicles.
- Narcotic Access Card:** An electronic access card issued to authorized Paramedic personnel that, when used with a Personal Identification Number (PIN), provides access to controlled substances stored in the NarCID Storage Safe.
- Personal Identification Number (PIN):** A confidential 4-digit numeric code assigned to each Paramedic for use with their Narcotic Access Card.

KEY LARGO FIRE RESCUE STANDARD OPERATING PROCEDURES



Section 700: EMERGENCY MEDICAL SERVICES

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KLFD-0028 Controlled Substance Usage & Waste Form

- **Central Storage Unit (CSU):** The primary NarciD Storage Safe located at Station 24, used for restocking and long-term controlled substance storage.
- **Battalion Chief (BC):** Supervisory officer role with authority to accept controlled substance forms and manage documentation in addition to EMS Captain / Fire Chief.
- **Wasting:** The supervised destruction of unused or partially used controlled substances in accordance with DEA regulations.
- **DEA Form 41:** Registrant Record of Controlled Substances Destroyed — required for documenting disposal of expired or unusable controlled substances.
- **DEA Form 106:** Report of Theft or Significant Loss of Controlled Substances — required for any significant discrepancy reported to the DEA.
- **DEA Form 222:** Official DEA order form required when delivering Schedule II controlled substances to a reverse distributor.
- **LOCKVIEW Software:** The software platform used to input and manage controlled substance transaction records.

V. NARCOTIC ACCESS CARD MANAGEMENT AND SECURITY

Card Issuance and Assignment

- Narcotic Access Cards shall be issued only to licensed Paramedic personnel authorized by the Medical Director and Fire Chief.
- Each card shall be individually assigned and registered to a specific Paramedic.
- Cards shall be issued through EMS Captain, Battalion Chief, or Fire Chief with proper documentation and completion of required training.

Personal Responsibility and Security Requirements

- **Personal Custody:** Each Paramedic is personally responsible for maintaining physical custody of their assigned Narcotic Access Card at all times while on duty.
- **Physical Security:** Access cards must be kept on the Paramedic's person and secured to prevent loss, theft, or unauthorized access.
- **PIN Confidentiality:** The assigned PIN shall remain strictly confidential and known only to the assigned individual.
- **Prohibited Practices — The following are strictly prohibited:**
 - Writing, recording, or listing the PIN on the access card or in any accessible format
 - Sharing the PIN with any other personnel
 - Loaning, transferring, or giving the access card to any other person

KEY LARGO FIRE RESCUE STANDARD OPERATING PROCEDURES



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- Storing the PIN in any electronic device or written notes
- Reporting for duty without the assigned Narcotic Access Card

Authorized Use

- Narcotic Access Cards shall be used solely for accessing controlled substances for legitimate patient care purposes.
- Access shall only occur when the Paramedic is personally present and actively involved in patient care requiring controlled substances.
- All access events are automatically logged by the NarciD system and are subject to audit.

Lost, Stolen, or Compromised Cards

- Any loss, theft, or suspected compromise of a Narcotic Access Card must be reported immediately to the on-duty Captain or Battalion Chief and Fire Chief.
- Written documentation of the incident shall be completed and submitted within 24 hours.
- Lost or stolen cards shall be immediately deactivated from the NarciD system.
- Replacement cards may be issued at the discretion of the Battalion Chief and Fire Chief following investigation.

PIN Security and Changes

- PINs shall be changed immediately if there is any suspicion of compromise.
- PINs should be changed periodically as directed by administration.
- PIN changes shall be coordinated through EMS Captain, the Battalion Chief, or Fire Chief.

VI. STORAGE OF CONTROLLED SUBSTANCES

Apparatus NarciD Storage Safe

- Controlled medications shall be secured in the NarciD Storage Safe on the apparatus at all times, except during daily checks or active patient care requiring their use.
- Maximum and minimum stocking levels shall be set by the Department's Medical Director.
- All Paramedic personnel are responsible for the confidentiality of their NarciD access credentials.

Central Storage Unit (CSU) — Station 24

KEY LARGO FIRE RESCUE STANDARD OPERATING PROCEDURES



Section 700: EMERGENCY MEDICAL SERVICES

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KLFD-0028 Controlled Substance Usage & Waste Form

- All controlled substances not in in-service apparatus shall be stored in the Central Storage Unit (CSU) NarCID safe at Station 24.
- In-date medications are stored in the active inventory section. Out-of-date or compromised medications are stored separately and clearly segregated.
- Authorization to access the CSU is limited to the Fire Chief, Battalion Chief, and EMS Captain (Fire Chief) or their designee.
- All additions and removals from the CSU must be logged in LOCKVIEW Software immediately.

VII. FACE-TO-FACE SHIFT CHANGE PROCEDURES

- Automated NarCID system updates do not substitute for direct communication and verification between paramedics. All personnel are required to conduct a face-to-face narcotics accountability check at every shift change.

Requirements

- The face-to-face shift change shall take place in the apparatus between the outgoing and incoming Paramedic.
- The incoming Paramedic shall visually confirm the proper count of narcotics and verify that no seals have been broken.
- Both Paramedics must be present when the shift change is completed in the NarCID system.
- Paramedics who remain on shift for 48 hours or more without a formal handoff pose a heightened risk for discrepancies and must coordinate a formal transition with a Battalion Chief or Captain.
- Any Paramedic reporting for duty without their Narcotic Access Card shall immediately notify the on-duty Captain or Battalion Chief. The shift change shall not be completed until the access card situation is resolved.

NOTE: While the NarCID system provides automated inventory updates, it does not guarantee 100% accuracy. The face-to-face shift change is a mandatory safeguard and shall never be bypassed based solely on system data.

KEY LARGO FIRE RESCUE STANDARD OPERATING PROCEDURES



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VIII. DOCUMENTATION — NarcID PROCESS

- Each time a controlled substance is accessed and administered, the following steps shall be completed in order:
 - Enter credentials (Narcotic Access Card + PIN) and remove the desired medication from the NarcID safe.
 - Close the NarcID safe door immediately after removal.
 - Press INCIDENT and enter the incident number (may be completed in the moment or after patient care).
 - Break the cap with the tab and remove the medication from the tube.
 - Administer medication to the patient. Any unused medication shall be wasted properly per Section X.
 - **RETAIN** the tube, cap, and tab. Do NOT place the cap and tab back into the vault.
 - Complete treatment and/or transport.
 - Complete the KLFD-0028 Controlled Substance Usage & Waste Form fully for every event.
 - Submit the completed form, tube, cap, and tab to EMS Captain, the Battalion Chief, or Fire Chief.

KLFREMSD shall save and maintain all patient care reports for patients who received controlled medications for a minimum of three (3) years.

IX. RESTOCKING AND RESUPPLY

General

- Restocking shall occur as soon as practicable after use, at the discretion of the company officer.
- All restocking is performed from the Central Storage Unit at Station 24.
- Expired controlled medications shall be replaced from the CSU at Station 24.

Provider Instructions

- Return to Station 24 with the used tube, cap with tab, and completed KLFD-0028 form.
- Submit materials to EMS Captain, the Battalion Chief, or Fire Chief.
- Receive replacement medication.

KEY LARGO FIRE RESCUE STANDARD OPERATING PROCEDURES



Section 700: EMERGENCY MEDICAL SERVICES

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KLFD-0028 Controlled Substance Usage & Waste Form

- Add medication to the apparatus vault, restoring inventory to the appropriate level.
 - Perform a shift change on the vault to reset the inventory record.

Administrative Instructions (EMS Captain / Battalion Chief / Fire Chief)

- Receive the tube, cap with tab, and form from the Provider.
- Access the CSU, remove the replacement medication, and log TRANSFER as the reason.
- Close the CSU door.
 - Issue new medication to the Provider.
 - Enter the transaction information into LOCKVIEW Software.
 - Save the completed form to the appropriate S: Drive location and upload to the associated EHR report.

X. WASTING OF CONTROLLED SUBSTANCES

- If the entire vial of medication is not administered, the remaining amount shall be wasted immediately following transfer of patient care.
- Wasting of controlled medications shall be witnessed by at least one other KLFREMSD employee.
- The witness shall sign the KLFD-0028 Controlled Substance Usage & Waste Form.
- Transfer of a partially used controlled medication from KLFREMSD to another agency is strictly prohibited.

XI. LOSS OR DISCREPANCY OF CONTROLLED SUBSTANCES

- Any loss or discrepancy shall be reported immediately to the station officer, Battalion Chief, and Fire Chief upon discovery.
- Written documentation of the loss shall be completed by all parties involved and forwarded to the Battalion Chief and Fire Chief.
- EMS Captain or the Battalion Chief shall initiate an investigation into any reported loss or discrepancy and shall notify the Medical Director and Fire Chief.
 - If the discrepancy is not resolved, the Monroe County Sheriff's Office shall be notified.
 - Any significant loss, breakage, or unresolved discrepancy requires notification to the DEA via DEA Form 106 within one business day of discovery.

KEY LARGO FIRE RESCUE STANDARD OPERATING PROCEDURES



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- An investigation shall be initiated and documented; additional safeguards shall be implemented as warranted by the findings.

XII. ORDERING AND RECEIPT OF CONTROLLED SUBSTANCES

Ordering

- **Schedule II Controlled Substances (e.g., Fentanyl, Morphine Sulfate):** The Medical Director shall be the sole authorized person to submit ordering information through the supplier's secure ordering process.
- **Schedule III/IV Controlled Substances (e.g., Ativan, Midazolam):** Orders shall be placed by the authorized designee through the approved supplier process.

Receipt

- Delivered controlled substances shall be secured in the CSU immediately upon receipt.
- The receiving officer shall complete the applicable Controlled Substance Storage Log in LOCKVIEW Software.
- Storage shall comply with Florida Administrative Code 64J-1.021 (Security of Medications).

XIII. DISPOSAL OF EXPIRED CONTROLLED SUBSTANCES

General Requirements

- Expired controlled substances must be disposed of within 6 months of the expiration date.
- All disposal must be performed in accordance with 21 CFR Part 1317 and applicable DEA regulations.
- DEA Form 41 (Registrant Record of Controlled Substances Destroyed) is mandatory for documenting all disposal.

Identification of Expiring Medications

- Personnel shall check expiration dates of all controlled substances during daily NarcID inspections.
- Any controlled substance within 30 days of expiration shall be flagged for disposal and reported to the Battalion Chief or Fire Chief.
- Expired medications shall be immediately removed from active inventory and secured separately in the CSU until disposal.

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Disposal Methods — Reverse Distributor

- Expired controlled substances shall be shipped to a DEA-registered reverse distributor authorized to receive controlled substances for destruction.
- Schedule II substances delivered to a reverse distributor require DEA Form 222.
- For Schedule III–V substances, maintain a record including date, manner of disposal, reverse distributor name/address/registration number, and quantity.
- All expired or compromised substances may be shipped in one container (not to exceed 50 lbs). Each schedule classification shall be packaged separately within the container.
- Ship via UPS with a signature-required designation. Retain the tracking number with the controlled substance disposal log.

DEA Form 41 — Documentation Requirements

- Complete DEA Form 41 prior to disposal, including registrant information, NDC or DEA Controlled Substances Code Number, quantities, and disposal method.
- Two authorized KLFREMSD employees must witness the disposal process and sign the form.
- Date the form to reflect when the substances were removed from inventory and destroyed.
- File the completed DEA Form 41 with the Battalion Chief and Fire Chief. Retain for a minimum of two (2) years.
- Forms must be available for inspection by DEA officials upon request. Submission to the DEA is not required unless specifically requested.
 - Remove expired substances from NarCID system inventory records following disposal.

Emergency Disposal

- If immediate disposal is required due to damaged or contaminated controlled substances:
 - Immediately secure and segregate the damaged substances.
 - Document the circumstances of damage or contamination.
 - Notify the Battalion Chief and Fire Chief immediately.
 - Follow standard disposal procedures. Complete incident documentation per Section XI if applicable.

Prohibited Disposal Practices

- Controlled substances shall never be abandoned by a DEA registrant.
- Disposal by flushing, discarding in regular waste, or any non-DEA-approved method is strictly prohibited.

KEY LARGO FIRE RESCUE STANDARD OPERATING PROCEDURES



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- Transfer of expired controlled substances to unauthorized individuals or entities is prohibited.
- Disposal without proper documentation (DEA Form 41) is not permitted.

XIV. DISCIPLINARY ACTION

- Any deviation from the requirements of this SOP may result in disciplinary action up to and including termination. Violations include but are not limited to:
 - Failure to maintain personal custody of the Narcotic Access Card
 - Recording the PIN on the card or in any accessible format
 - Sharing the PIN with unauthorized personnel
 - Loaning or transferring the access card to another person
 - Using the card for unauthorized purposes
 - Failure to conduct or complete a face-to-face shift change
 - Failure to report loss, theft, discrepancy, or compromise in a timely manner
 - Improper disposal or wasting of controlled substances
 - Any other violation of controlled substance security protocols
- The severity of disciplinary action shall be based on the nature of the violation, the potential risk to controlled substance security and public safety, and the employee's disciplinary history.

XV. TRAINING AND COMPLIANCE

- All Paramedic personnel shall receive initial training on this SOP prior to being issued a Narcotic Access Card.
- Annual refresher training shall be conducted to ensure continued compliance.
- This SOP shall be reviewed during all controlled substance training sessions.
- Any questions regarding disposal or documentation requirements shall be directed to EMS Captain, the Battalion Chief, Fire Chief, or the Medical Director.
- Regular audits of controlled substance practices shall be conducted to ensure compliance with DEA regulations and this SOP.

KEY LARGO FIRE RESCUE STANDARD OPERATING PROCEDURES



Section 700: EMERGENCY MEDICAL SERVICES

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XVI. RELATED DOCUMENTS AND REFERENCES

- DEA Regulations — 21 CFR Parts 1300–1399 and 1317
- Florida Statutes Chapter 893 — Drug Abuse Prevention and Control
- Florida Administrative Code 64J-1.021 — Security of Medications
- KLFD-0028 — Controlled Substance Usage & Waste Form
- DEA Form 41 — Registrant Record of Controlled Substances Destroyed
- DEA Form 106 — Report of Theft or Significant Loss of Controlled Substances
- DEA Form 222 — Official DEA Order Form (Schedule II)

7a.



8a.

Apparatus Proposal

DATE: June 8, 2026

The Proposal has been prepared for:

Key Largo EMS

98600 Overseas Hwy

Key Largo, Florida 33037

Matheny Fire and Emergency is pleased to offer Key Largo EMS (2) Wheeled Coach Medium Duty 2 Door Freightliner M2 Plus rescues. These vehicles shall be in accordance with the attached specifications. The purchase price shall include all vehicle components and equipment as requested by the department as detailed in the Matheny Fire and Emergency proposal.

Delivery will be F.O.B. Customer Location and will be made approximately 24 months after acceptance of customer's order.

2028 Wheeled Coach 2Door Freightliner Rescue	\$428,520.00
Sourcewell Contract 122123-RVG Less 10%	\$ 42,852.00
Total for 1 unit	\$385,668.00
Total for (2) 2028 Wheeled Coach Rescues	\$771,336.00



FERRARA



Road Rescue
Seamless Performance. Unflinching Design.



Trusted by the Toughest™

This quote is valid for 45 days unless extended in writing.

CONTINGENCIES: Matheny will not be liable for any delay, failure to make delivery, or other default due to strikes or labor unrest, war, riot, federal, state, or local government action, fire, flood or other disaster or acts of God, accidents, breakdown of machinery, lack of or inability to obtain materials, commercial chassis', parts or supplies, or any other causes or circumstances beyond the reasonable control of Company which prevent or hinder Company's manufacture and/or delivery of the apparatus. Additionally, the quoted pricing may be subject to manufacturer price adjustment for any unforeseen materials and/or component cost increases incurred at time of materials acquisition and/or production in the form of a material cost increase. Supporting documentation shall be provided detailing any changes that may impact final pricing and delivery.

CHANGES IN REGULATIONS/INDUSTRY STANDARDS: The Pricing is subject to adjustment for changes to the Apparatus necessitated by changes in applicable government regulations (such as FMVSS or emissions regulations), industry standards (such as NFPA standards), replacement of discounted models or components from vendors, or freight charges. Buyer is responsible for any cost increases due to such changes beyond Matheny control and is above and beyond standard annual price increases.

'This bid price does not include the impact of tariffs on imported goods implemented since March 01, 2025, as the application or impact of such tariffs is not currently clear. Matheny (or OEM) reserves the right to change the price in accordance with contract terms in reference to tariffs implemented by the Federal Government.'

This proposal is deemed acceptable by the undersigned. In witness whereof, The Company and the Purchaser shall execute and agreement to this proposal with signatures and authorizations representatives as of the date set forth by each.

Mark E. Smith

Mark Smith– Territory Sales Manager

6/8/26

Date



FERRARA



Road Rescue
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Key Largo Fire Rescue & EMS District
 98600 Overseas Hwy
 Key Largo, FL 33037

Key Largo Fire Rescue & EMS District
 98600 Overseas Hwy
 Key Largo, FL 33037

Quote No: 202469-0002
 06/08/2026

PART NO	DESCRIPTION	QTY
== WC-Wheeled Coach Boilerplate - 1.164 04/24/26 ==		
ORDER COORDINATOR		
00-00-0015	Order Coordinator - Factory to assign	1
INFORMATION		
00-01-1030	RFI - Request for Information A request for information (RFI) is a standard business process whose purpose is to collect written information about the capabilities of various suppliers. Normally it follows a format that can be used for comparative purposes. An RFI is primarily used to gather information to help make a decision on what steps to take next. RFIs are therefore seldom the final stage and are instead often used in combination with the following: request for proposal (RFP), request for tender (RFT), and request for quotation (RFQ). In addition to gathering basic information, an RFI is often used as a solicitation sent to a broad base of potential suppliers for the purpose of conditioning supplier's minds, developing strategy, building a database, and preparing for an RFP, RFT, or RFQ.	1
00-01-4005	State Contract	1
00-01-4016	Boilerplate, Specification Examination	1
00-01-4117	Manufacturer Certified ISO 9001	1
WARRANTY		
00-02-8710	WC, Warranty, Conversion, 12 Month	1
00-02-8720	WC, Warranty, Paint, 60 month Prorated, Standard	1
00-02-8730	WC, Warranty, Structural, 20 Years, Std., Mods	1
00-02-8740	WC, Warranty, Limited Electrical	1
00-02-8750	WC, Warranty, Cabinet Construction	1
== WC-Type 9 170" Module - 1.164 04/24/26 ==		
00-00-0247	***** OUTSIDE GRAPHICS *****	1
CERTIFICATIONS REQUIRED		
00-05-0051	This unit built in accordance with KKK-A-1822-F and CAAS GVS in effect on The date of order with exceptions as noted herein.	1
00-05-0125	WC, This unit built in accordance with CAAS GVS Cabinet Requirements Unit built in accordance with CAAS GVS 1.0 for Ground Vehicle Standards and will be certified and labeled accordingly. Supply and install CAAS-GVS v. 1.0 certification label which includes: 1) A serialized multicolored CAAS GVS v.1.0 certification sticker. 2) A multicolored Vehicle Compliance and Exception/Variance Verification document (per Appendix 1, Figure 1) signed by the FSAM. 3) A multicolored Payload Calculation and Verification document (per Appendix 1, Figure 2) signed by the FSAM. All cabinets shall be labeled as to their capacity Rating.	1
01- CHASSIS REQUIREMENTS FREIGHTLINER CHASSIS		

PART NO	DESCRIPTION	QTY
01-01-5013	WC, 2027 Freightliner, M2, (Standard Spec) Special Ordered 168 Wheelbase 102.76" cab to rear suspension centerline. Engine: Cummins B6.7 260EV HP@24002600 GOV, 660 Ft-Lbf @ 1600 RPM Transmission: Allison 2200 EVS Automatic Transmission with Park Pawl W/PTO provisions. Brakes: Hydraulic Disc front and Rear Driver controlled traction differential Airliner 12,000# rear air suspension. 40 Gallon fuel tank between the rails aft of rear axle Mirrors, OEM. Dual west coast bright finish mirrors w/ RH & LH Remote. 8" bright finish convex mirrors Dual 25" Round stutter tone Hood mounted air horns. Dual AC Compressors. Wheelbase: 168" Spare Tire, None	1
	ALTERNATORS	
01-03-1001	Alternator(s) - Standard OEM	1
	SUSPENSION	
01-07-8077	Air Suspension, OEM, Installed W/(2) OEM leveling valves. Dump feature to be activated by the left rear entry door being opened. The rear suspension shall only lower the module when the vehicle is in neutral or park and the parking brake is set. OEM air gauge in dash. Safety Triggers: (1) Vehicle Must be in Park (2) Emergency Brake must be set (3) Module is to be in the 'On' position (4) Open Street side rear entry door (5) Electric O2 lift, Door to that comp. Must be closed.	1
01-07-9120	WC, Auto Dump w/override Sw, For Air Suspension Dump feature to be activated by left rear entry door. Override switch to be on right rear entry door. Ignition switch hot, std.	1
	HIGH IDLE	
01-13-1658	High Idle Controls, OEM Switch in Dash, Freightliner W/label above both switches.	1
	FRONT END ALIGNMENT	
01-17-7501	Front End Alignment, None- QC Check -Standard	1
	OUTSIDE REAR VIEW MIRRORS	
01-20-0104	Mirrors, OEM-STD	1
	WHEEL COVERS	
01-24-2103	WC, Wheel Covers, Hub/Lug nuts, FrtlNr, Installed (No valve extenders on aluminum wheels)	1

PART NO	DESCRIPTION	QTY
BASE CONVERSION		
01-45-0375	WC, Conversion, Freightliner, 170" Module -23-1	1
MODULE BODIES:		
02-01-2124	WC, Interior Headroom, 74 Inches	1
02-01-3134	WC, Module, Type 9, 170" Body Length, Duraseam Doors 170" L x 95" W	1
02-01-3152	WC, Body Width 95" Standard	1
02-01-5003	WC, Addition of Length in 2 Inch increments This extension will be in the #4 Compartment, #6 compartment and the U4 and C4 Cabinet areas.	2
02-01-9563	WC, Aisle Space, 44-45" per KKK	1
MATERIALS		
02-02-1304	WC, All Module Skins, 0.125 inch, MAV Standard	1
03 - MODULE EXTERIOR		
03-01-1509	WC, Type 9, General Body Construction Spec	1
03-01-1511	WC, Type 9, Vehicle Body Structure Spec	1
EXTERIOR MODULE CONSTRUCTION		
03-03-1061	WC, Stone Guard, Front, Diamond Plate, Standard Height, T9MD	1
DROP SKIRTS		
03-03-2514	WC, Drop Skirt both sides, 6" forward of rear wheels, MAV Note: Bright finish fender flares will not work, must use rubber	1
FUEL FILLS & SPLASH PLATE		
03-03-8030	WC, Housing Fuel Fill, Cast Aluminum, Type 1	1
REAR KICKPLATE		
03-03-9060	WC, Rear Kick plate, Under-Ride Bumper, w/ Tag recess and No lights, Type 9	1
SUB-FLOOR SYSTEM		
03-04-0163	WC, Floor, Interior, Non Wood, Expanded PVC, Type 3/9	1
MODULE ENTRANCE		
03-05-0200	WC, Module Access, CS Door standard location	1
MODULE DOORS, HANDLES & HOLD OPENS		
03-06-0113	WC, Duraseam Hinged Doors with Hidden Jambs MAV - Magnetic door switches Standard	1
03-06-0713	WC, Hold Open Rear Entry Doors, (2) 6" Door Grabber - Installed so doors will open as wide as possible - Mount at Bottom of doors.	1
03-06-0817	WC, Hold Open - Gas Strut, Curb Side Entry Door, 35#	1
03-06-1027	WC, Patient Entry Door Handles, Trimark Black/Chrome Pull Handle w/"SafePass" With Round Push button Emergency release top and bottom of interior door panels.	1
03-06-1047	WC, Rear Entry Door Trailing Latch, Side release Paddle	1
03-06-4201	WC, Electrical Feed to Required Doors, Spring Protector (per Door)	1
03-06-6001	WC, CLICK TO ADD, Power Door Locks (standard Handles)	1
03-06-6120	WC, Power Door Lock, Trimark, Each Entry Door Module entry doors. Pick switches in 03-06-6130	2
03-06-6121	WC, Power Door Lock, Trimark, Each Compartment Door All module compartments(except battery comp). (unless other specified)	7
03-06-6130	WC, Switch, Momentary Rocker, Activate Power Door Locks If 1) then Installed on C/S wall at head of S/B If 2) 2nd located on right rear door	1
03-06-6134	WC, Switch, Remote Stealth, Cab/Mod Doors In grille on passenger's side.	1

PART NO	DESCRIPTION	QTY
03-06-6137	WC, Relay Control Circuit, Power Door Locks	1
	ENTRY DOOR INNER PANELS	
03-06-7213	WC, Entry Door Panels, Durasafe, Stainless Steel Durasafe Design	1
03-06-7215	WC, Red and White Center Chevron w/Wheeled Coach Logo	1
	SIDE DOOR STEP	
03-08-2157	WC, Double Step Well w/ floating middle step The step well will be deepened 3" and the bottom step will be full depth and upper step will be a 9" floating step	1
03-08-3056	WC, Light, Side Entry Step well, LED, Whelen #TOCACCCR, 2"	1
	WINDOWS	
03-09-4109	WC, Window, Upper, CS/Slider, Rr/Fixed, Privacy Tint, PAN	1
	MODULE TO CHASSIS MOUNTING SYSTEM	
03-10-1215	WC, Module to chassis mounting system, Medium Duty (12)	1
	CAB TO MODULE	
03-11-2802	WC, Bellows, Pass thru, Unigrip, Freightliner With aluminum cab insert.	1
	REAR BUMPER AND REAR STEP CONSTRUCTION	
03-12-2522	WC, Rear Bumper, FrtInr/Int'l, w/Skids & Flip Up,w/ holes for 2" LED Lights W/ Gator Grip on flip up step. Holes in sides of bumper for 2" marker light Reinforced, std on MAV	1
03-12-2550	WC, Coating, Polyurethane, Rear Bumper Supports Black	1
03-12-2554	WC, Dock Bumpers, 3, Hole, Black	1
	INSULATION	
03-13-3008	WC, Insulation, Severe Weather Package There shall be double bubble insulation in the entry and compartment doors. One inch block foam in modular walls and roof covered with reflective insulation. All edges of reflective insulation on walls and ceiling must be taped, std. The under carriage is to be foamed to insulate the floor. The spray foam under the module shall be protected by rubberized undercoating. This shall be done by OSV	1
	RUB RAIL AND FENDER RINGS	
03-15-6650	WC, Rub Rails, Skirt Line, Extruded "C" channel (E-one Style)	1
03-15-8356	WC, Fender Flare, Bright Finish Aluminum	1
	SPLASH GUARDS AND RUNNING BOARDS	
03-16-1721	WC, Mud Flaps, Rear, w/ Wheeled Coach Logo	1
03-16-3633	WC, Tray, (4) batt, Slide-Out, two Gator Grip Step, M2, 2012+ For up to (4) batteries.	1
03-16-3639	WC, Cab Steps, Diamond Plate w/Gator grip, M2, Curbside	1
	DRIP RAILS	
03-17-1020	WC, Drip Rail Trim Moldings Over Door Openings	1
	CAB TO PATIENT AREA ACCESS	
03-19-2305	WC, Bulkhead, Med Duty, Pass Thru, w/ Sliding Lexan Window	1
	LICENSE PLATE HOLDER	
03-20-4053	WC, License Plate Holder, Cast LP0002-1 for Under ride Bumper In rear kick plate, centered License holder comes with (2) LED lights.	1
	EXTERIOR COMPARTMENT CONSTRUCTION	
04-01-0502	WC, Exterior Compartment, Std, Floor 2.5" Drop Down from Door Opening, Each Compartments #2, #4, #6 and #6.5 are STD drop down floor. Drop down floors to have drain hole standard.	3

PART NO	DESCRIPTION	QTY
04-01-0504	WC, Exterior Compartment, Sweep out, Each Compartments #1 and #8.5 are standard sweep out Compartment 8 is generally I/O access to the RF ALS Stack.	2
04-01-3017	WC, Door Sill Protector, Stainless, All Comps Door Sill Protection - Install Stainless Steel sill protector on lower edge of all door frames to prevent paint damage	1
04-01-5106	WC, Polyurethane Coating per compartment Light gray	6
04-01-5110	WC, Exterior Battery Compartment, Polyurethane Finish	1
EXTERIOR COMPARTMENT DOORS		
04-02-0506	WC, Compartment Comp Handle, Trimark, Oval Pull Handle, Black/Chrome	5
04-02-0514	WC, Compartment Door Latch, Edge Paddle, Trimark, Trailing Door Interior edge style handle comps "#2" &/or "#4"	1
COMPARTMENT DOOR HOLD OPEN		
04-02-7751	WC, Hold Open, Gas Strut, Ext Comp, 60lb For comp #4 hold open	1
04-02-7753	WC, Hold Open Gas Strut, Ext Comp, 30lb Compartments 2 and 6.5	2
04-02-7755	WC, Hold Open, Gas Strut, Comp Door Only, 110 Degree, 30lb Comp 1 and 6	2
04-02-7757	WC, Hold Open, Gas Strut, RF Comp, 30lb	1
COMPARTMENT LIGHTING		
04-03-1485	WC, Compartment Lighting, LED Solico Reel lights, Wall 1 & 3 Both vertical edges near door jambs on all compartments, Except the battery compartment. Oxygen compartment lights shall be activated also as the O2 light.	1
COMPARTMENT #1 - STREETSIDE FWD		
04-06-0450	WC, Compartment #1, 3/4 High (On type III - includes 9.5" wide recess for stair chair storage)	1
04-06-0475	WC, With 9.5" wide Dogleg for Stair chair in Compartment #1 (Not available when electric O2 rack is selected) (This will decrease space for attend seat & cot by 5.25")	1
04-06-0478	WC, Compartment 1.5, above #1, Additional compartment to be used for Electrical overflow items such as Suction pump, Inverter, Air horn compressors Etc.	1
COMPARTMENT #2 - STREETSIDE FWD WHEELWELL		
04-07-2142	WC, Compartment #2, Std Aisle, Standard Configuration 153 single door 170 double door	1
04-07-2630	WC, Compartment #2, Shelf, Fixed, Electrical storage, w/ Divider Area to right of divider will be used for bio-waste in A/A if selected. If no bio-waste, area to be left open for additional customer storage.	1
04-07-9200	Add Dogleg in Comp #2 for Recessed Suction in Face of A/A	1
04-08-2100	WC, Compartment #3, NONE	1
COMPARTMENT #4 - STREETSIDE AFT		
04-09-3245	WC, Compartment #4, 3/4 Height.	1
04-09-4550	WC, Compartment #4, Shelf, Adjustable, w/Aluminum Track, First Shelf	1
COMPARTMENT #6 - CURBSIDE AFT		

PART NO	DESCRIPTION	QTY
04-11-1097	WC, Compartment #6, Full Height	1
04-11-2090	WC, Compartment #6, First Divider, Vertical, 3/16" Thick, Recessed Adj Track Engineering Check for Inside/Outside access before laying out Divider and shelves, divider to be full depth if a shelf is requested	1
04-11-4652	WC, Compartment #6, Equipment Strap, Seat Belt Style, Each Nylon web strap w/ seat belt buckle and two (2) footman loops	1
04-12-0157	WC, Compartment #6.5, Deleted (MAV)	1
COMPARTMENT #8 - CURBSIDE UPPER FORWARD		
04-14-2120	WC, Compartment #8/8.5, Single Door	1
04-14-8010	WC, Compartment #8, Shelf, Adjustable, RF Cabinet, First shelf w/Aluminum Track (1) RF Comp "8"/cabinet "U8" area, centered.	1
04-14-8015	WC, Compartment #8, Shelf, Adjustable, Additional, for Aluminum Track, Each RF Comp "8"/cabinet "L8" area, centered.	1
INTERIOR TRIM AND FEATURES		
05-01-0107	WC, Interior Cabinets, Thermolite w/Alum Buckets, CN10 Compliant Thermolite except interior aluminum cabinet buckets.	1
INTERIOR ADJUSTABLE SHELVES		
05-02-0052	WC, Shelf, Interior, Non-Wood, (1) Adjustable, in Cabinet: HEADLINER	4
05-06-2860	WC, Headliner, Flat, PVC, Hinged trough cover, 160"+ FLOORING	1
05-07-0120	WC, Flooring, Lon Seal "Lonplate II "	1
05-07-0121	WC, Color, Gunpowder Gray #424TX	1
05-07-0999	Flooring, With approx 3" roll up both street side and curbside with Toe Kick The roll up is recessed at the bottom of the cabinet wall and Squad bench.	1
05-07-9897	WC, Floor, Thresholds, .063 Aluminum , Painted w/Black Poly-urea coating	1
Entry Door Grab Handles		
05-10-1529	WC, Entry Door Grab Handles (3), Custom "L" Shape, 1", Yellow - Yellow Powder Coat Finish Stainless Steel Grab Handles	1
Ceiling Grab Rail - Center		
05-10-1931	WC, Ceiling Grab Rail, Overhead, 112", 1" Diameter Handicap Style, Yellow Yellow Powder Coat Finish	1
IV FLUID HANGERS		
05-11-0015	WC, IV Hook, Perko Snap Hook w/Velcro Strap, Each	2
05-12-1930	WC, Cabinet, Left Front, MAV Full height cabinet behind attendant's seat for circuit board. No cabinet "S".	1
Add biowaste & Sharps to both sides		
ACTION WALL AREA #2		
05-13-3026	WC, Cabinet, A/A, Std Aisle, No Bio waste, w/ Recessed Suction, Rounded Corner Recessed suction in aisle facing cabinet face under action area tray.	1
05-13-4273	WC, Tray, A/A, No Bio waste, HI-MACS, Midnight Pearl	1
05-13-4402	WC, AA Upper Cabinets, U2.5 Angled, U2 , U1, 3/4H Comp #1	1
CABINET DOORS		
05-13-4512	WC, Door, U2 Restocking Gray Polycarbonate Slider, CN 10 Compliant	1
05-13-4536	WC, Door, U2.5, OHO Right Hinged Clear Polycarbonate (CWRX) CN 10 Compl	1
Interior Street side #3 - CPR Seat		
05-14-1540	MD, CPR, Side Seat, Custom (Special Request) 45 1/2"W SR # 2230324 45 1/2" Wide	1

PART NO	DESCRIPTION	QTY
05-14-1557	MD, Cabinet U3.5, Custom (Special Request) SR # 2230324F approx. 48 1/2" W x 7 1/4" H x 6" D	1
05-14-1577	MD, Cabinet C3.5, deleted	1
STREETSIDE REAR AREA #4		
05-15-5050	WC, Cabinet U4	1
05-15-5113	WC, Cabinet C4, Deleted	1
05-15-5118	WC, Cabinet L4, Deleted	1
CABINET DOORS		
05-15-6116	WC, Doors, U4 Restocking Gray Polycarbonate Slider - CN 10 Compliant	1
SQUAD BENCH AREA		
05-16-0048	WC, Squad Bench, Bio-Waste @ Head	1
05-16-0074	WC, Lid, Squad Bench, Single W/Bio-Waste Add Sharps container Must use M1 latch for CN 10 on bio waste door	1
05-16-0082	WC, Handle, Trimark, Squad Bench, STD	1
05-16-0094	WC, Strut, Gas, 30 LB, Installed	1
05-16-0214	WC, Seatbelt, Assy, (4 Point), Per 4Max, Black, Vert. Mount, (1) Each, CN-8 Above bench Lid mounting (1) for CPR side seat (2) for squad Bench	2
05-16-0222	WC, Patient Restraint Belts, Squad Bench (3)	1
05-16-1798	CLICK TO ADD Rolltek Supplemental Restraint Device(s)	1
CURBSIDE REAR		
05-16-9923	WC, Cabinet, Curbside Rear, Standard	1
05-17-2508	WC, Cabinet, Glove Box Holder, (3), Above C/S door, Must use M1 latches for KKK Change notice 10 compliance	1
CURBSIDE RIGHT STACK STORAGE #8		
05-18-0035	WC, RF ALS, Split Upper/Lower, HVAC at Top Upper Cabinet U8 Lower Cabinet L8	1
Cabinet - Upper Right Stack U8		
05-18-5158	WC, Doors, RF, U8, Dual gen III OHO, Polycarbonate Doors, Gray	1
05-18-5354	WC, Doors, RF, L8, Dual Gen III OHO, Polycarbonate Doors, Gray	1
ATTENDANT SEAT		
05-19-6902	WC, Attendant's Seat, EVS 1880, Comfort, Hi-Back Child Safety w/Per4Max	1
05-19-6904	WC, Color, Gunmetal, Per4Max Belt, Black	1
05-19-7216	WC, Attendant's Seat Base, EVS Swivel 2 Position	1
05-19-7298	WC, Attendant's Seat Base Location std seat edge to basewall	1
INTERIOR COLORS		
05-20-0015	WC, Mica, Light Gray Gloss	1
UPHOLSTERY		
05-20-5918	WC, Upholstery Color, Gunmetal	1
05-20-5970	WC, Backrest Cushion, EVS, Gunmetal, w/ WC Logo, Each	3
CABINET LATCHES- INTERIOR		
05-21-8222	WC, Latch, Southco M1, 2" Non-locking, CN 10-Rated 10lb (Self latching) Flush Mount. Non-Locking	1
GENERAL WIRING		
06-01-0131	WC, Electrical System: Relay Plex System	1
06-01-0250	WC, "E" Spec, Relayplex Harness Set, No Lightbar	1
06-01-0275	WC, Sync Wires installed for all M-Series Lights	1
CAMERAS		
06-06-1249	WC, Camera System, Brigade, Backeye 360HD with 7" monitor, Ign Hot Camera's mounted per electrical Engineering requirements, where is this mounted?	1

PART NO	DESCRIPTION	QTY
	Monitor to be mounted _____.	
	Monitor installed in liner by rearview mirror (Type III)	
	Monitor installed on center console (Type 1)	
COMMUNICATION		
06-06-5538	WC, Coax Cable, RG58/U, Each, Terminate: (1)-From module roof Dome #3 to behind passenger seat with 6' pigtails (1)-From module roof port Dome #7 to behind the passenger seat Standard - with 6' pigtails	2
07-00-0610	WC, Light, in Circuit Board Area, for Electrical Troubleshooting - With integral switch; wired constant hot.	1
POWER SOURCES		
07-01-1002	WC, Power Source, 12VDC, 20A, Ignition/Shoreline Hot 20amp 12 volt DC circuit ran to two locations, (1) pre-wire coil and tagged in action area and (1) pre-wire coil and tagged behind driver's seat.	1
07-01-1008	WC, Power Source, 12 VDC, 15 Amp (+-), Ignition Hot - Ignition hot, terminating in cab console - With 6 foot tails (hot and ground).	1
07-01-1016	WC, Power Source, 12 VDC, 30 Amp (+-), Constant Hot - Constant Hot, to terminate behind the passenger seat - With 6 foot tails (hot and ground).	1
07-02-1155	WC, Alarm, Low Voltage, Audio/Visual Light in cab console and Buzzer in cab.	1
BATTERY SYSTEM		
07-04-8696	WC, Battery Sw, 5min Timer, FrtlNr M2/F-650, Fig 5B Activated thru OEM ignition switch timer function upon ignition "off". Momentary rocker switch, on driver's side of cab console, to function as timer shutoff and also reactivate timer. OEM batteries must be in RF lower comp unless a rear fuel tank is available.(due to new emissions) Eng: RF Compartment will be "split" (upper and lower) ONLY Module power is turned on/off. Chassis power is NOT turned off.	1
12VDC OUTLETS		
07-10-1101	WC, Outlet, Power Point Style, (2), A/A - On standard 20-amp ignition hot circuit. ("elect battery switch")	1
07-10-1109	WC, Power Outlet, Havis, USB Dual Port, 5VDC, 4.8 Amp, switch panel Located in the cab switch panel per Electrical Engineering - Ignition Hot	1
07-10-1111	WC, Power Outlet, Havis, USB Dual Port, 5VDC, 4.8 Amp, switch panel, Each Location in the Action area outlet panel. - Ignition Hot	1
FRONT CONSOLE		
08-01-3622	WC, Console, Drivers Switch & Radio, Floor, M2, Mav, CN11	1
08-01-4666	WC, Flat Switch Panel	1
DRIVERS CONTROL PANEL		
08-02-2340	WC, RelayPlex Vision	1
08-02-2345	WC, 5 Button RelayPlex Switch Panel CAB These switches shall operate the following: Outside Left Switch: Emergency Master Inside Left Switch: Park Override Center Switch: Siren/Horn	1

PART NO	DESCRIPTION	QTY
	Inside Right Switch: Dome Light	
	Outside Right Switch: Module Power	
08-02-2350	WC, RelayPlex Vision, 7" Touch Screen, 750 MDI, Front console	1
	ATTENDANT CONTROL PANEL	
08-03-0307	WC, Console, A/A, Non-wood, Angled	1
08-03-0312	WC, Action Area Additional, located CS Wall, Standard switches	1
	Console on Curbside and standard switches from action area are duplicated.	
	(1) Three position switch for SS Domes	
	(1) Three position switch for CS Domes	
	(1) Two position switch for exhaust blower	
	(1) Two position switch for Suction	
08-03-0330	WC, Module Electrical Panels, Brushed Stainless Steel	1
	Brushed stainless steel panels for the Outlet panels, switch panels and other faceplates in the MODULE only.	
08-03-0340	WC, RelayPlex Vision, 7" Touch Screen, 750 MDI, Action area console	1
08-03-0343	WC, 5 Button RelayPlex Switch Panel PATIENT	1
	These switches shall operate the following:	
	Outside Left Switch: Suction	
	Inside Left Switch: O2 Valve (Electric O2 must be selected)	
	Curbside Switch: Dome Lights	
	Streetside Switch: Dome Lights	
	Trough Cover Switch: Trough Lights	
	POWER DISTRIBUTION	
	SIREN ELECTRONIC - CONTROL HEADS / AMPS	
09-03-1802	WC, Siren, Whelen, WS-295-SLSA1, California Title 13 Compliant	1
	SIREN SPEAKERS	
09-03-2720	WC, Speakers, (2), Cast, #SA5403-M2-1, FrtInr M2	1
	Installed in bumper. (Rectangular)	
09-03-3530	WC, Switch, Siren/Horn Thru Horn Ring	1
	BACK-UP ALARMS	
09-05-1112	WC, Back-up Alarm, No Cutoff Switch	1
09-06-0028	WC, Switch, Emergency Master	1
	Emergency Master Switch to turn all warning lights on.	
09-50-0001	STANDARD LIGHTING POSITIONS ---	1
	Front Of Box:	
	FRONT UPPER BODY LIGHTING	
	Front Body - Upper Curbside Corner	
	Front Body - Upper Curbside Outer (Angled portion of Coolbar)	
	Front Body - Upper Curbside Inner (on Coolbar)	
	Front Body - Upper Center (on Coolbar)	
	Front Body - Upper Street side Inner (on Coolbar)	
	Front Body - Upper Street side Outer (Angled portion of Coolbar)	
	Front Body - Upper Street side Corner	
	FRONT GRILL LIGHTING	
	Grille - LH Upper Corner	
	Grille - RH Upper Corner	
	See Photo for Recommended Grille lights for F-series	
	FRONT FENDER INTERSECTION LIGHTING	
	Front Fender Warning - Intersectors - LH Side	
	Front Fender Warning - Intersectors - RH Side	

PART NO	DESCRIPTION	QTY
	REAR WHEEL WELL INTERSECTION LIGHTING	
	Rear wheel well Warning - Intersectors - LH Side	
	Rear wheel well Warning - Intersectors - RH Side	
	Box sides:	
	MODULE SIDES LIGHTING	
	Street side Body - Upper Forward	
	Street side Body - Upper Rear	
	Curbside Body - Upper Forward	
	Curbside Body - Upper Rear	
	Rear of Box:	
	MODULE REAR LIGHTING	
	Rear Body - Upper Street side Corner	
	Rear Body - Upper Center	
	Rear Body - Upper Curbside Corner	
	MODULE LOWER REAR WINDOW LIGHTING	
	Rear Body - Lower Street side Window	
	Rear Body - Lower Curbside Window	
	MODULE CENTER REAR WINDOW LIGHTING	
	Rear Body - Center Street side Window	
	Rear Body - Center Curbside Window	
	MODULE UPPER REAR WINDOW LIGHTING	
	Rear Body - Upper Street side Window	Add blue to rear
	Rear Body - Upper Curbside Window	
09-70-5313	WC, Chevron Lights, Rear (4 rows) Each side, Tecniq LED Tecniq LED angled lights on rear of module like chevron lighting, to operate as brake, turn & warning lights with stainless steel trim. Brake override warning lights and warning lights override turns. Street side rear: (4) rows on module (12) Lights Curbside rear: (4) rows on module (12) Lights Location: Between Lights thru windows and Taillight package D21-AC00-1 Emergency Accessory Light, Amber LED D21-RC00-1 Emergency Accessory Light, Red LED Three light heads per row and each row wired individually to flasher. Pattern (from top to bottom) - Red/Amber/Red/Amber on module wall	1
	WARNING LIGHT FLASHING	
09-80-2011	WC, Warning Light to be Flashed Through Relayplex/Multiplex	1
09-80-7004	WC, Circuit, Lights Alternating Pattern Alternating pattern. For a (7) light grouping across the front Passenger corner light will be Phase 1 Outboard light on Passenger side will be Phase 2 (primary if white) Inboard light on Passenger side will be Phase 1 Center light will be phase 2 (primary if white) Inboard light on Drivers side will be Phase 1 Outboard light on Drivers side will be Phase 2 (primary if white) Drivers side corner light will be phase 1 Passenger upper grille light (if selected) will be Phase 2 Primary Drivers upper grille light (if selected) will be Phase 1 Primary Passenger lower grille light will be Phase 2 Primary	1

PART NO	DESCRIPTION	QTY
	Drivers lower grille light will be Phase 1 Primary Curbside Front intersection will be phase 2 Primary, If split 2/1 Primary Front upper corner will be Phase 1 Rear intersection (if selected) will be Phase 1 Primary, if split 2/1 Primary. Rear upper corner will be Phase 2 Street side Front intersection will be phase 1 Primary, If split 2/1 Primary Front upper corner will be Phase 2 Rear intersection (if selected) will be Phase 2 Primary, if split 2/1 Primary. Rear upper corner will be Phase 1 Rear Street side upper corner will be Phase 1 Center upper light shall be Phase 2 Curbside upper corner will be Phase 1 Street side thru window (If Selected) will be Phase 2 Curbside thru window (If Selected) will be Phase 2	
	NOTE: Hundred series lights must be set to steady burn and flashed thru RelayPlex	
09-80-7011	WC, Automatic Secondary, Park /Neutral, w/Momentary Switch, Auto Reset When unit is placed into Park, Automatically defaults to cut off all "Primary Only" Defined lighting, the circuit would automatically reset when the gear shift lever is placed back into gear. There shall be an override switch to turn back on the "Primary Only" defined lighting. This removes the Primary and Secondary Buttons or Switches.	1
09-81-0007	WC, Photocell Dimmer, Whelen LCPhoto, Mod Power The circuit would reset when the Primary switch is activated Program #188, DVI Single Flash 75.	1
	FLASH PATTERNS	
09-91-0005	WC, Flash Pattern Set to Multi Pulse Multi Pulse comparable to Comet Flash®	1
	WARNING LIGHTS	
09-94-2305	WC, Whelen M9 Series Light Package	1
	LED Series - M9 (Flange Included)	
09-95-1723	WC, Light, M9RC, LED, Whelen, Red, Clear Lens, Internal Flash, w/Flange	18
09-95-1725	WC, Light, M9AC, LED, Whelen, Amber, Clear Lens, Internal Flash, w/Flange	1
09-95-1729	WC, Light, M9C, LED, Whelen, Clear, Internal Flash, w/Flange	1
	FRONT UPPER BODY LIGHTING Front Body - Upper Center	
	LED Series - M7 (Flange included RR)	
09-95-2424	WC, Light, Whelen M7 LED, Red, Clear Lens	8
	WHELEN 4 SERIES LIGHTS:(Flange Separate)	
09-95-4357	WC, Light, Whelen, M4RC, Led-Red, Lens Clear w/Flange	2
	EXTERIOR AUTOMOTIVE LIGHTING	
10-01-0056	WC, Taillight Pkg, Whelen, M62 LED Stop/Tail (Clear), Turn Arrow & Max Intensity - Brake- Steady Burn - Turn Arrow – sequential arrow	1
10-01-1309	WC, Flanges, Whelen, (6) Chrome M6 series taillight set	1
	ICC/MARKER LIGHTS	
10-01-2177	WC, Light, Clearance, Amber LED, Each On front as clearance lights.	3
10-01-2178	WC, Light, Clearance, Red LED, Each On rear as clearance lights.	3

PART NO	DESCRIPTION	QTY
10-01-2183	WC, Lights, Red, 2", Marker, LED, Pair In bumper	1
10-01-2250	WC, Corner Cap Lts, Multi, LED, (2) Amber (2) Red w/Flashers - High intensity flashers;Primary/Secondary- As marker lights with headlights	1
FLOOD AND LOAD SYSTEMS		
10-02-2237	WC, Light, LED, Whelen, Clear, M9EZ, M92SLC w/chrome Flange, Steady Burn - (2) each side as "Scene lights" - (2) on rear over rear doors as "Load Lights"	6
10-02-2244	WC, Scene Lighting, Rearmost Side Wall, Activate on Reverse Gear	1
10-02-2250	WC, Scene Lighting, CS, Activate on Opening of CS Entry Door	1
11 - INTERIOR LIGHTING		
11-01-2809	WC, Lights, Dome, LED, Whelen, White Flange, (4) S/S, (3) C/S NOTE: NO VISABLE FASTENERS OR HOLES.	1
11-01-2871	WC, No Lighting Recessed into Trough Cover	1
11-01-8016	WC, Floor Lighting - LED Blue Strip Lighting Blue strip lighting on street side and curbside (@ ankle level when sitting in module) SS: Run from rear exit to front of action area and CS: Run from rear exit to front of bench. Wesgarde #RH-12D-L5-192-R-000 Blue LED floor level lighting, curbside and street side.	1
11-01-9032	WC, Timer, Momentary Switch, 15 Minute, Constant Hot Mount switch on C/S wall at the head of the squad bench in the standard location. Switch to allow activation and also deactivation. Wire to Street side Domes in liner on High.	1
SPOTLIGHTS / HANDHELD LIGHTS		
11-02-1003	WC, Handheld Spotlight - Sho-Me 200,000 CP, Mod Pwr	1
ATTENDANT LIGHT		
11-03-2029	WC, Light, Kinequip #621224W, LED, 12 Inch Each	1
12 - ELECTRICAL 125 VOLT AC SHORELINE INLET		
12-01-9112	WC, Shoreline, 20A, Super Auto Eject, White - With white cover; mounted above compartment "#2"	1
OUTLETS - 125VAC		
12-02-2110	WC, Outlets, 125 VAC, Duplex, (1) Action Wall, (1) Right Front Cabinet - (1)Outlet in action area - (1)Outlet in the RF Cabinet "U8", wall #2, upper right.	1
BLOCKHEATERS		
12-02-4001	Block Heater - With OEM Plug This option does not include a switch. (STANDARD)	1
INVERTER - 125VAC		
12-03-1419	WC, Inverter/charger, Vanner, LifeSine LSC12-2000, Mod/Shore Pwr	1
AUXILIARY ENVIRONMENTAL SYSTEMS		
13-02-0111	WC, Exhaust Fan, Single 12V, in Line Blower	1
WHEELED COACH HVAC UNITS		
13-02-5751	WC, Hoses, Heater, No Max, to Rear	1
13-02-6028	WC, Air Conditioning Face Plate, Brushed Stainless Steel with WC Logo	1
13-02-6050	WC, Heat/AC Located RF corner, over ALS cabinet.	1
13-02-6082	WC, Generation I, Steel Cool Bar cover	1
13-02-6401	WC, Heat/AC, Frlnr, Combo, w/Coolbar, Brushless Motor, Mod Pwr 12vdc External Condenser, in Coolbar mounted on front of module. Painted to match front of module. Note: Pick warning lights separately	1

PART NO	DESCRIPTION	QTY
13-02-7754	WC, Thermostat, Hoseline Digital CM5000 (1) in Street side/s action area panel Minimum temperature to be 62°F	1
COT MOUNTING PROVISIONS		
Cot Mounts		
14-01-1546	WC, Cot Mount, Stryker Power Load, No Wheel Guides, CN 8 Compliant Includes constant hot power supply for battery charging.	1
14-01-4028	Center Mount	1
OXYGEN AND AIR SYSTEMS		
14-02-2242	WC, O2 Cylinder Bracket, Multiversal, #QR-MV, W/ Straps (Uni-strut track mounting is now std) Specify O2 bottle size.	1
14-02-2244	WC, Track, Unistrut for Oxygen Rack	1
14-02-3005	WC, Manual, O2 System	1
14-02-3156	WC, O2 Regulator, Preset 50 PSI Ship Loose unless otherwise directed	1
14-02-4153	WC, O2 Outlets, Ohio Style (2 in Action Area, 1 CS Wall) (2) in Action Area, (1) CS wall above squad bench	1
14-02-4920	WC, Lexan Flap, w/Hinge	1
SUCTION SYSTEM		
14-03-3000	WC, Suction Container located in Action area recess Suction container in recess in cabinet recess in wall below action area countertop.	1
14-03-3030	WC, Suction Pump, SSCOR 90206	1
14-03-3045	WC, Suction Port, Hole Only, No Outlet Plate	1
14-03-3070	WC, Suction System, SSCOR 23002 Disposable w/Canister Clip & Regulator NO Ohio style vacuum outlet - plumb hose from SSCOR canister through hole in AA Recessed wall panel Meets SAE J3043 Requirements	1
MISC MEDICAL		
14-04-1200	WC, Fire Extinguisher, 5# ABC with Surface Mount Bracket, Each HD Amerex Bracket #861H with Amerex 5LB fire extinguisher.	2
14-05-0011	WC, Caspr, UV Purifier, Pro Transit, BRKFULL, Mod Pwr/Shoreline Pwr	1
PAINT AND FINISH		
15-00-0200	WC, Wheeled Coach Paint Process	1
15-01-2000	Module Paint, Single Color, OEM White Ford White: PPG Code - FBCH978045 Dodge White: PPG Code - FBCH1002053 Chevy Type 3 White: PPG Code - FBCH1002053 Chevy Type 1 White: PPG Code - FBCH1002057 Red/Black Freightliner White: PPG Code - FBCH1002053 Navistar White: PPG Code - FBCH1002056	1
15-01-5000	Cab Paint - Single Color, OEM White	1
PAINT STRIPING DESIGN		
GRAPHICS AND LETTERING		
15-02-8001	Lettering/Graphics, By Outside Vendor (if rear chevron will be installed, add comment in paint area of work order to delete any paint belts on rear of module!!!) Location: # of Days:	1
15-02-8012	CLICK Package TO ADD- Chevron Striping	1

8c.

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2026-2027 PROPOSED BUDGET**

6/12/2026

REVENUES

<i>Prior Year Millage Rate:</i>	1.3101
<i>Roll- Back Rate:</i>	1.2396
<i>Taxable Value</i>	6,868,609,993
<i>Millage Rate :</i>	1.3721
<i>% over roll-back rate</i>	10.69%

Ad Valorem Taxes (97% collection rate)	\$ 9,141,687
EMS Billing Collections	325,000
Interest Income	300,000
Total Revenues	\$ 9,766,687

UNASSIGNED FUND BALANCE OCT 1, 2026	5,809,659
COMMITTED FOR BUILDING & VEHICLES FUND BALANCE OCT 1, 2026	1,636,461
TOTAL REVENUES, FUND BALANCES AND OTHER FINANCING SOURCES	\$ 17,212,807

EXPENDITURES

Key Largo Fire & EMS District Board	
Operating Expenditures	\$ 693,110
Lease Payments	484,043
Subtotal District Board	\$ 1,177,153

Key Largo Fire Rescue & EMS District Operations	
Operating Expenditures	\$ 8,522,521
Capital Outlay	70,000
Subtotal Key Largo Volunteer Fire Department	\$ 8,592,521

Total Expenditures	\$ 9,769,674
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FUND BALANCE

UNASSIGNED FUND BALANCE SEPT 30, 2027	5,806,672
COMMITTED FOR BUILDING & VEHICLES FUND BALANCE SEPT 30, 2027	1,636,461
TOTAL EXPENDITURES & FUND BALANCES	\$ 17,212,807

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2026-2027
BUDGET DETAILS - DISTRICT

Department: **1100** District Board
Exp Transaction Code **511** (except as indicated below)

Acct #	Computation / Explanation	FY 26-27 Proposed Budget	FY 25-26 Adopted Budget	FY25-26 Projected Actuals	Budget Increase / (Decrease)
110	Board Member Stipends 5 Members @ \$ 350 / month x 12 months	21,000	21,000	21,000	-
120	District Administrator/Manager	-	123,600	121,600	(123,600)
	District Clerk	-	-	-	-
	<i>Total Risk Management</i>	-	123,600	121,600	(123,600)
210	FICA Taxes: @ 7.65 % of Wages	1,607	1,607	1,607	-
511.240	Worker's Compensation	305	1,610	305	(1,305)
514.310	Legal & Clerk Services	145,000	85,000	119,518	60,000
512.312	Professional Services (IT)	-	7,200	-	(7,200)
513.320	Accounting and Financial Services				-
.01	District Audit	19,000	19,000	19,000	-
.02	Financial and Accounting Services	60,000	60,000	49,226	-
	<i>Total Accounting & Financial Services</i>	79,000	79,000	68,226	-
400	Travel & Per Diem - Training, Seminars, Meetings	4,000	4,000	4,000	-
450	Insurance & Risk Management:				
	Public Position Bond	100	100	100	-
	General & Mgt Liability, Commercial Auto and Excess Liability	-	2,133	1,773	(2,133)
	<i>Total Risk Management</i>	100	2,233	1,873	(2,133)
470	Printing and Binding	-	3,000	-	(3,000)
490	General Departmental: Miscellaneous Expenses				
.01	MoCo Property Appraiser Charges	152,127	95,027	138,297	57,100
.02	MoCo Tax Collector Charge (@3% of Ad Valorem Collection)	274,251	247,768	247,768	26,483
.03	Discretionary Expenditures	1,000	1,000	1,886	-
	<i>Total General Departmental</i>	427,378	343,795	387,951	83,583

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2026-2027
BUDGET DETAILS - DISTRICT**

Department: 1100 District Board
Exp Transaction Code 511 (except as indicated below)

Acct #	Computation / Explanation	FY 26-27 Proposed Budget	FY 25-26 Adopted Budget	FY25-26 Projected Actuals	Budget Increase / (Decrease)
411	Advertising	4,000	5,500	3,897	(1,500)
510	Office Supplies & Equipment	1,000	1,000	6,625	1,500
540	Dues, Subscriptions and Publications	9,720	9,720	10,570	-
Department Total Operations		\$ 693,110	\$ 688,265	\$ 625,572	\$ 4,845
720	Capital Lease Payments on Apparatus (2 ambulance, 1 pumper/tanker, 1 ladder)	484,043	484,043	484,043	-
Department Total		\$ 1,177,153	\$ 1,172,308	\$1,109,615	\$ 4,845

Total Operating Budget	693,110	688,265
Total Capital & Reserve Budget	<u>484,043</u>	<u>484,043</u>
Total	1,177,153	1,172,308

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2026-2027
BUDGET DETAILS - FIRE DEPARTMENT**

Department: 1250 Key Largo Fire Rescue & EMS District Operations
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 26-27 Proposed Budget	FY 25-26 Adopted Budget (if Depts. Were combined)	FY 25-26 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:				
.02	Operational Salaries (43 Employees, includes Admin. Assistant/Clerk Position & Fire Chief)	4,159,566	4,092,549	3,547,671	67,017
	<i>Total Regular Salaries & Wages</i>	4,159,566	4,092,549	3,547,671	67,017
121	Volunteer Pay:				
.03	Volunteers (Fire/EMS)	180,000	180,000	199,060	-
	<i>Total Volunteer Pay</i>	180,000	180,000	199,060	-
140	Overtime Wages (Based on vacation, sick, and unforeseen situations for all employees)	500,000	600,000	892,144	(100,000)
210	Employer Payroll Taxes @ 7.65% of Pay	370,227	372,750	354,874	(2,523)
220	Retirement Plan - FRS Pension	1,639,701	225,000	202,992	1,414,701
230	Employee Insurance Benefits				
	Medical/Dental/Vision/Life Insurance for 43 Employees (Includes Admin Assit. & FC)	450,000	476,100	361,710	(26,100)
	50% family health care coverage	50,000	50,000	inc above	-
	Statutory AD&D	2,084	2,084	inc above	-
	<i>Total Insurance Benefits</i>	502,084	528,184	361,710	(26,100)
240	Worker's Compensation	115,000	135,471	102,455	(20,471)
250	Re-employment Tax	1,500	3,335	1,018	(1,835)
312	Professional Services:			4,250	-
	Medical Director	69,680	67,200	67,000	2,480
	Grant Writing Services - AFG, and State Grants	-	10,000	3,500	(10,000)
	Fit-for-Duty Annual Physicals all Employees	30,000	15,000	15,000	15,000
	Background Checks, Psych Testing, Drug Testing, Drivers License Checks - National Testing Network	5,000	3,250	1,898	1,750
	<i>Total Professional Services</i>	104,680	95,450	91,648	9,230
314	Legal Services (Requires District Board Approval)	-	-	4,399	-
320	Accounting Fees	-	41,750	34,972	(41,750)
400	Travel & Per Diem - (Greater FL Fire School, Orlando Fire Conference, Seminars, etc.)	5,250	5,250	-	-

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2026-2027
BUDGET DETAILS - FIRE DEPARTMENT**

Department: 1250 Key Largo Fire Rescue & EMS District Operations
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 26-27 Proposed Budget	FY 25-26 Adopted Budget (if Depts. Were combined)	FY 25-26 Projected Actuals	Budget Increase / (Decrease)
410	Phones, Television & Internet (Station Phones, TV, Air Cards)	40,000	40,000	43,020	-
411	Advertising	520	3,020	-	(2,500)
412	Postage & Freight	500	920	172	(420)
430	Utilities				
.01	Electric	41,000	48,000	40,808	(7,000)
.02	Water	15,000	14,000	18,648	1,000
.03	Fire Hydrant Maintenance @ \$50 per hydrant	16,700	16,700	14,050	-
.04	Propane Gas	500	400	814	100
.07	TV Service	6,700	5,500	6,724	1,200
	<i>Total Utilities</i>	79,900	84,600	81,044	(4,700)
440	Rent & Leases:				
	Station 24 & 25 Copier/Scanner/Fax Lease	3,800	4,700	3,754	(900)
	Oxygen Tank Rental	10,280	9,500	10,280	780
	Annual Lease Payment - DEP Station 25 Property	300	300	300	-
	Admin Offices	42,000	-	-	42,000
	<i>Total Rent & Leases</i>	56,380	14,500	14,334	41,880
450	Risk Management				
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)	119,000	235,988	224,010	(116,988)
	Cancer Benefit Insurance (Per FL Statute 112.1816)	2,750	2,750	2,750	-
	Accident and Sickness & Disability	14,615	17,307	14,615	(2,692)
	Storage Tank Liability	2,033	2,028	2,033	5
	<i>Total Risk Management</i>	138,398	258,073	243,408	(119,675)
460	Repair & Maintenance: Equipment	50,000	60,000	66,426	(10,000)
461	Repair & Maintenance: Buildings & Grounds	50,000	84,500	64,726	(34,500)
462	Repair & Maintenance: Vehicles	50,000	99,500	169,328	(49,500)

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2026-2027
BUDGET DETAILS - FIRE DEPARTMENT**

Department: 1250 Key Largo Fire Rescue & EMS District Operations
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 26-27 Proposed Budget	FY 25-26 Adopted Budget (if Depts. Were combined)	FY 25-26 Projected Actuals	Budget Increase / (Decrease)
470	Printing and Binding	2,000	2,104	-	(104)
490	General Departmental: General Office & Administrative Costs				
	Employee Assistance Program	1,000	1,500	1,080	(500)
.05	Other including Recruitment & Retention - Awards	2,500	6,000	-	(3,500)
.06	Computer/IT services	60,000	37,200	38,398	22,800
	<i>Total General Departmental</i>	63,500	44,700	39,478	18,800
491	Training - Instructor Fees, Education, Student Text and Fire Prevention				
.01	In-house training courses (Outside/In-house instructors/vendors)	20,000	29,000	23,198	(9,000)
.02	Out of area training (To include Live Fire Training Burns, FDIC, 7 Expo's)	45,000	39,500	14,964	5,500
.03	Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School	4,000	3,500	3,500	500
.04	Education & Text Books	5,000	6,250	10,646	(1,250)
.05	Target Solutions (Vector ISO)	7,715	7,000	7,715	715
.07	EMS -ACLS/PALS, CLINCON OR EQUIVALENT, HANDTEVY PEDS CLASS, ADVANCE AIRWAY MGMT	-	9,700	5,266	(9,700)
	<i>Total Training</i>	81,715	94,950	65,289	(13,235)
510	Office Supplies	8,000	8,000	12,375	-
520	Operating Supplies				
.01	Fire Ground Safety (highway vests, cones, etc.)	2,000	2,000	6,356	-
.02	Daily Operating/Maintenance Supplies including small tools less then 5k	35,000	46,750	35,982	(11,750)
.03	Medical Supplies & Equipment	75,000	100,000	99,736	(25,000)
.05	Station Cleaning/Housekeeping Supplies	10,000	5,000	10,244	5,000
.06	Firefighting PPE, Cleaning, Maintenance & Inspections	50,000	82,269	82,269	(32,269)
.07	Clothing, Apparel - Station uniforms	15,000	20,000	18,510	(5,000)
.08	Fire fighting Foam or suppression agent	8,000	8,000	-	-

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2026-2027
BUDGET DETAILS - FIRE DEPARTMENT**

Department: 1250 Key Largo Fire Rescue & EMS District Operations
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 26-27 Proposed Budget	FY 25-26 Adopted Budget (if Depts. Were combined)	FY 25-26 Projected Actuals	Budget Increase / (Decrease)
.09	Small Tools	10,000	14,000	-	(4,000)
	<i>Total Operating Supplies</i>	205,000	278,019	253,097	(73,019)
521	Fuel: Gasoline (for portable equipment)	100	100	416	-
522	Fuel: Diesel	32,000	45,000	31,784	(13,000)
524	Medicine & Drugs: Controlled Substances, medicine, supplies	10,000	37,500	7,642	(27,500)
540	Dues, Subscriptions and Publications (Gmail, Knox, NFPA, Adobe, Zoom, Ready Payroll, UKG telestaff & HR, reporting software, CAD software, etc.)	76,500	66,930	78,069	9,570
620	Capital Outlay: Buildings				
	Station 23	-	100,000	-	(100,000)
	Station 24 (100% funded by ILA with MCBOCC)	-	600,000	-	(600,000)
	<i>Total Capital Outlay: Buildings</i>	-	700,000	-	(700,000)
630	Capital Outlay: Infrastructure Improvements - Fire Hydrants	-	-	-	-
	<i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i>	-	-	-	-
640	Capital Outlay: Equipment & Vehicles >\$ 15,000	-	45,000	-	(45,000)
	Stretcher for new rescue - EMS	-	21,000	-	(21,000)
	Power Load for new rescue - EMS	-	24,000	-	(24,000)
	Narc Safes x 4 (each rescue)	-	-	-	-
	Motorola Radios	60,000	-	-	60,000
	EMS Staff Vehicle	-	-	-	-
	<i>Total Capital Outlay: Equipment</i>	60,000	90,000	-	(30,000)
641	Capital Outlay: Small Tools & Equipment >\$5,000 but < \$ 15,000	10,000	47,000	52,571	(37,000)
	<i>Total Capital Outlay: Equipment</i>	10,000	47,000	52,571	(37,000)

<i>Total Operating Budget</i>	8,522,521	7,502,155	6,963,551	1,020,366
<i>Total Capital Budget</i>	70,000	837,000	52,571	(767,000)
<i>Total</i>	8,592,521	8,339,155	7,016,122	253,366

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2026-2027
VEHICLE SCHEDULE**

6/12/2026

Equipment/Vehicle Type	Dept	Unit #	Year New	Service Life	Fiscal Year Replacement was Approved and Ordered	Replace Year	Years to Replacement	Estimated Replacement Cost in FY26
Tanker/Pumper	Fire Rescue	TANKER-24	2014	15	FY25	2029	2	856,736
Ladder / Pumper	Fire Rescue	LADDER-24	2014	12	FY25	2026	-1	2,076,050
Class A Engine	Fire Rescue	ENGINE-25	2017	12		2029	2	1,200,000
Class A Engine	Fire Rescue	ENGINE-24	2018	12		2030	3	1,200,000
Cascade Air Fill & Lighting Truck	Fire Rescue	AIR-24	2022	15		2037	10	300,000
Type III Ambulance	EMS		2022	10		2032	5	361,430
Type III Ambulance	EMS		2022	10		2032	5	361,430
Type III Ambulance	EMS		2015	10	FY26	2025	-2	361,430
Type III Ambulance	EMS		2016	10	FY26	2026	-1	361,430

8d.

**EMPLOYMENT AGREEMENT
BETWEEN**

**KEY LARGO FIRE RESCUE AND EMERGENCY
MEDICAL SERVICES DISTRICT
and
JEFFREY MORSE**

This EMPLOYMENT AGREEMENT entered into on the date last written below (“Agreement”), and effective as of June 22, 2026 (“Effective Date”), by and between the KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT (“District”), and JEFFREY MORSE (“Morse”) (individually, a “Party” and collectively, the “Parties”).

In consideration of the mutual covenants and benefits hereinafter set forth, the Parties herein covenant and agree as follows:

WITNESSETH:

WHEREAS, the District desires to employ Morse as its Fire-EMS Chief/District Manager (“District Manager”) effective as of June 22, 2026, and Morse desires to be so employed by the District; and

WHEREAS, the Parties desire to enhance professional, administrative, and operational stability, and continuity in the provision of fire, rescue, and emergency medical services within the District by and through the employment of Morse as the District Manager; and,

WHEREAS, the Parties desire to provide for certain procedures, benefits, requirements, and other terms of employment of Morse as the District Manager in a written Employment Agreement.

NOW, THEREFORE, the District and Morse, for the consideration herein specified, agree as follows:

SECTION 1
DUTIES AND RESPONSIBILITIES

1.1 Morse shall have charge of the administration and management of the District as provided by Florida law and all District ordinances, resolutions, and policies now or hereafter adopted by the District Board of Commissioners (“Board”). The duties and responsibilities of

Morse shall be in accordance with this Agreement, Florida law, and all ordinances, resolutions and policies that shall be adopted from time to time by the Board. As the Chief Executive Officer of the District, Morse has a duty of loyalty to the taxpayers and the Board, and Morse shall work directly for and shall report directly to the Board. Morse, as the Chief of the District, shall be the individual who is responsible for ultimately ensuring that the District operates in accordance with all applicable laws and regulations. Morse shall serve as the spokesman for the District and shall represent the District in a wide variety of roles and responsibilities within the community. The duties and responsibilities of Morse shall include, but not be limited to, the essential duties and tasks and other obligations and requirements of his position as District Manager as outlined below and as described in the District's then current Fire-EMS Chief/District Manager Position Description ("Position Description").

1.2 The duties and responsibilities of Morse shall include, but not be limited to, the following:

- A. Act as the Chief Executive Officer and District Manager of the District.
- B. Be responsible to the Board for the proper administration, operations, and management of all affairs of the District, and shall be responsible for and direct the implementation thereof and all day-to-day operations of the District.
- C. Perform all duties and responsibilities as set forth in the Position Description, and as otherwise may be directed by the Board.
- D. Devote sufficient time, attention and energy to the business of the District to ensure the delivery of fire protection, rescue services, and emergency medical services of the District.
- E. Exemplify professionalism by and through the performance of all his duties and responsibilities.
- F. Attend all meetings of the Board of Commissioners at which Morse's attendance may be required by the Board of Commissioners, except due to illness, vacation or other excused matters.
- G. Except for members of the Board and any position exempted by the Board, appoint and remove, at any time, all officers, and employees of the District, subject to Florida law, the rules, regulations and policies of the District, and the binding agreements of the District.

H. Recommend for adoption by the Board of Commissioners such measures as Morse may deem necessary or expedient to achieve and carry out the purposes and goals of the District.

I. See that all laws, ordinances, rules, regulations and policies of the District are faithfully executed.

J. Prepare and submit to the Board such reports as may be required.

K. Keep the Board fully advised of the financial conditions of the District and its future needs.

L. Annually prepare and submit a preliminary or proposed District budget and work with the Board in its analysis and review of the proposed budget.

M. Be responsible for the administration of each annual budget upon its adoption by the Board.

N. Perform such other duties, responsibilities and administrative and management functions as described in the Position Description; federal and state laws, rules and regulations; and all ordinances, rules, regulations and policies of the District; as said Position Description, laws, ordinances, rules, regulations, ordinances and policies may be unilaterally amended from time to time.

1.3 Provided, however, Morse is not authorized to enter into contracts or legally bind the District unless provided for in the District's duly enacted bylaws, policies, or resolutions, or as otherwise authorized in the Position Description, Board action, or this Agreement.

SECTION 2

TERM

2.1 The District hereby employs Morse and Morse hereby accepts employment as the Fire-EMS Chief/District Manager of the District with an effective date of June 22, 2026 ("Commencement Date"), and with an ending date of June 30, 2029 ("Expiration Date"), subject to termination, amendment or renewal as hereinafter provided.

2.2 Unless a notice of non-renewal is tendered by either Party (to the other Party) in writing at least ninety (90) days prior to any Expiration Date, this Agreement shall automatically be extended one (1) additional calendar year, which shall amend the Expiration Date in accordance therewith.

2.3 To the extent the Parties wish to renew this Agreement, the Board and Morse shall commence negotiations for purpose of the renewal of this Agreement at least four (4) months prior to the Expiration Date. In the event mutually agreeable terms cannot be reached by the parties, then this Agreement shall terminate at 11:59 p.m. on the Expiration Date.

SECTION 3
TERMINATION; DISCIPLINE

This Agreement may be terminated by:

- 3.1 Mutual agreement of the Parties.
- 3.2 The termination of Morse for "Cause."

A. "Cause" is defined in this Agreement as:

- i. Morse's conviction of any felony or any crime of moral turpitude;
- ii. Morse's willful and repeated failure to perform his duties, or Morse's willful and repeated breach of any material law or written rule, policy, and/or procedure of the District;
- iii. Revocation of any of Morse's required certifications;
- iv. Morse's commitment of an act of material fraud against the District;
- v. Morse's intentional misappropriation of any amount of the District's assets;
- vi. Morse's material breach of a fiduciary duty involving the assets or business of the District;
- vii. Morse's use, at any time, of unlawful drugs or the unlawful use of prescription drugs, or the consistent abuse of alcohol that poses a direct threat to the health and safety of himself, to District employees, to the public, or which otherwise impairs the ability of Morse to perform his duties and obligations under this Agreement, with or without a reasonable accommodation.
- viii. Malfeasance, misfeasance or non-feasance deemed by the Board to have violated the public's trust.
- ix. "Misconduct" as that term is defined by Section 215.425, F.S.

B. The procedure for terminating Morse for "Cause" shall be initiated by a Commissioner filing a sworn written statement into the record of a public Board of Commissioners meeting alleging the act of wrongdoing ("Cause") by Morse. The sworn written statement must describe in detail the factual basis for the alleged wrongdoing, which is the basis for the termination. Upon filing the above referenced sworn written statement during a public Board of Commissioners meeting, the Board of Commissioners shall be required to take official action on whether or not the Board elects to pursue an investigation of the allegations of

wrongdoing by Morse. A vote of no less than three (3) Board members in favor of pursuing an investigation of the allegations of wrongdoing by Morse shall be required to proceed with an investigation of the allegations of wrongdoing by Morse. If the Board of Commissioners takes official action to proceed with an investigation of the allegations of wrongdoing by Morse, there shall be a thirty (30) day investigation period by an Investigation Committee (described below).

- C. The thirty (30) day investigation period can be extended unilaterally by the Board upon a written notice of an extension to Morse; however, the investigation period shall not exceed sixty (60) days from the date the Board takes official action to proceed with an investigation of the allegations against Morse.
- D. The investigation shall be undertaken by an “Investigation Committee” comprised of an outside professional internal affairs investigator, outside labor counsel specifically designated to the investigation, and one (1) Fire Commissioner into the matters relating to a possible basis for disciplinary action up to and including termination. The Investigation Committee shall produce a report by the end of the investigation period. The Investigation Committee shall ensure that Morse’s Firefighter Bill of Rights is maintained and that Morse shall have the opportunity to respond to the results of the investigation prior to any vote being taken by the Board on a possible termination or unpaid suspension for “Cause”.
- E. Within thirty (30) days following the end of the investigation period, the Board shall consider the results of the Investigation Report at a regular or special meeting. Upon the vote of at least four (4) Commissioners, the Board may terminate Morse for “Cause.”
- F. In the event this Agreement is terminated for “Cause,” the District shall pay Morse a single lump sum cash payment in the amount of any and all earned compensation, all earned and unused vacation leave time, and any and all earned and unused compensation time, using Morse's hourly rate of pay in effect immediately prior to the date of termination of this Agreement. The District's lump sum cash payment to Morse shall be made within thirty (30) days of the termination for “Cause” of this Agreement.

3.3 “Without Cause” Termination. The District shall have the right to terminate Morse for any reason or no reason (“Without Cause”) upon the vote of at least four (4) Commissioners present at a regular or special meeting. Upon such termination “Without Cause,” Morse shall be entitled to separation benefits equal to twenty (20) weeks of severance pay at Morse’s then-current base wage in compliance with Florida Statute, Section 215.425, and continuation of health insurance benefits for twenty (20) weeks. Written notice of termination Without Cause shall be provided to Morse at least thirty (30) days in advance; provided however, the District at its sole option may, by a vote of at least four (4) commissioners at a regular or special meeting, terminate this Agreement immediately.

3.4 Resignation; Retirement. In the event Morse voluntarily resigns his position with the District before expiration of the term of this Agreement, including early retirement prior to the expiration of the term of this Agreement of Morse, then Morse shall give the District six (6) months' notice in advance, unless the parties agree otherwise. Morse shall not be entitled to any severance pay upon resignation or retirement, but will be entitled to the "accrued benefits" as described herein.

3.5 Death. This Agreement shall be terminated upon Morse's death. In that event, Morse's estate shall be entitled to receive salary owed through the date of death, and a single lump sum cash payment in the amount of all benefits, including, but not limited to, life insurance benefits, and any "accrued benefits" as described herein. There shall be no severance payment upon Morse's death.

Any severance or payments due to Morse's death shall be paid in a lump sum within 30 days of the termination of this Agreement. Morse's estate shall be responsible for any and all tax implications of the payment and the District shall have no further financial responsibility to Morse's estate for the termination of this Agreement due to Morse's death

3.6 Disability.

A. This agreement may be terminated by the District in the event Morse becomes disabled (on or off duty) and is unable to perform the essential functions of the Fire Chief position as defined in the Position Description for at least one hundred twenty (120) days and upon action by the Board at a regular or special meeting. Furthermore, should Morse become disabled, upon termination hereunder Morse shall be entitled to receive any disability benefits pursuant to any District-sponsored group insurance or health and welfare benefit plans to the extent that the plans were elected by Morse and any applicable laws and statutes, as well as separation benefits as defined herein. There shall be no severance pay upon termination under this Section.

B. While on off-duty disability, Morse will receive his full weekly salary through the date of early termination of this Agreement or his return to full work. In addition, Morse's benefits shall continue to accrue and to be paid by the District as provided in this Agreement, without interruption. Morse will keep the Board of Commissioners informed as to the condition of his disability during the disability period, with a disability status review every thirty (30) days during the disability period by the Board of Commissioners

3.7 Position Elimination. If Morse's employment is terminated due to the

elimination of his position (consolidation, privatization, or establishment of a county or municipal department), Morse's employment will be treated as a "Without Cause" termination.

3.8 Payment Upon Termination. Upon Morse's employment being terminated under this Agreement pursuant to this Section 3, the District will pay Morse or his estate, a single lump sum cash payment of his "accrued benefits" in the amount of all earned and unused vacation hours and all earned and unused "compensation time," as the phrase "compensation time" is defined by District policy, using Morse's hourly rate of pay in effect immediately prior to the date of termination of this Agreement. The District's lump sum cash payment to Morse, or his estate, shall be made within thirty (30) days of the termination of Morse's employment by the District.

3.9 Discipline. At all times, the District has the right to discipline Morse, including but not limited to, the imposition of a last chance agreement, suspension, demotion, reprimand and/or performance improvement plan; however, nothing herein requires the District to first discipline Morse before terminating his employment. The District shall have the right to investigate matters it deems appropriate for investigation in its sole discretion. The District will also have the right to determine the manner and method with which the matter is investigated in compliance with applicable law.

SECTION 4 **COMPENSATION**

4.1 Morse's beginning base salary shall be One Hundred Eight-Five Thousand Nine Hundred Thirty-Two and 50/100 Dollars (\$185,932.50) annually, to be paid bi-weekly in equal amounts, unless the pay period is adjusted by the Board for all District employees.

4.2 As an executive officer of the District, Morse is not entitled to overtime pay under the current rules and regulations of the United States Department of Labor's Wage and Hour Division.

4.3 At its discretion, the District may adjust Morse's annual salary based on an annual performance evaluation. The District may also adjust annual salary to account for cost-of-living increases or in alignment with increases given to other District employees.

4.4 To the extent eligible under District policies, Morse shall be entitled to receive educational incentives as detailed herein, in alignment with the same education incentives given to other District employees.

SECTION 5
PERFORMANCE EVALUATION

5.1 Annually, in consultation with Morse, the Board may define written goals and performance objectives for Morse which are determined to be necessary for the proper operation of the District.

5.2 The District Board of Commissioners shall review and evaluate the performance of Morse at least once annually on or in advance of the anniversary date of the Effective Date of this Agreement or in advance of the adoption of the District's annual operating budget. Said review and evaluation shall be in accordance with criteria, including the goals and performance objectives, developed jointly by the District Board of Commissioners and Morse.

5.3 At any time, Morse has the right to seek an informal evaluation from each Board member relating to performance objectives.

SECTION 6
BENEFITS

6.1 Vehicle, Paid Personal Leave, Bereavement Leave, and Holidays

A. Morse's duties require the District to provide him with the use of a District vehicle suitable for his position. Morse shall be entitled to use the District's vehicle in the performance of his official duties and while off duty, so that Morse is readily available to respond in emergency situations. The off duty (personal) use of the vehicle shall be limited to a fifty (50) mile radius of the District's administrative offices, unless there is prior approval by the Board. Morse shall be responsible for all Federal Income Tax liabilities and record keeping/filing on the use, personal or work-related, of the vehicle. The District shall be responsible for the purchase, operation, maintenance, repair and regular replacement of said vehicle and for the payment of liability, property damage and comprehensive insurance coverage for said vehicle and its occupants (including Morse and his invitees) as determined by the Board. The District vehicle shall be equipped with appropriate Incident Command and Control equipment. It is the express intention of the District to provide Morse with a District vehicle so that Morse is readily available to respond in emergency situations.

B. There may be times when the District vehicle provided to Morse might not be available due to maintenance, new vehicle ordering delays, emergency use by other

District personnel, or similar. When a vehicle is not available for Morse and if the Chief uses his personally owned vehicle, he will be provided a weekly vehicle allowance of \$138.00, pro-rated, payable upon submission of written confirmation of the same.

6.2 Vacation and Other Leave

Morse shall be entitled to the leave benefits set forth in this Section 6.2. Except as otherwise expressly provided herein, Morse shall also be entitled to such paid holidays, bereavement leave, and other leave benefits as are generally provided to executive-level employees of the District.

- A. Initial Vacation Leave Grant. In light of the executive responsibilities of the position and to ensure Morse has immediate access to paid leave, Morse shall be credited with one hundred sixty (160) hours (four (4) weeks) of paid vacation leave effective upon the commencement of employment.
- B. Annual Vacation Leave. On each anniversary of Morse's employment, Morse shall be credited with an additional one hundred sixty (160) hours (four (4) weeks) of paid vacation leave.
- C. Use of Vacation Leave. Vacation leave may be used at such times as are reasonably requested by Morse and approved by the Board Chair, taking into consideration the operational needs of the District.
- D. Accrual and Payment. Unused vacation leave may be accumulated and carried over from year to year during the term of this Agreement, up to a maximum of 480 hours. Upon separation from employment for any reason, Morse shall be paid for all accrued but unused vacation leave at his then-current rate of pay up to a maximum of 480 hours.
- E. Sick Leave. Morse shall accrue and be entitled to use sick leave in accordance with the District's sick leave policies applicable to executive-level employees and shall be entitled to any payout or conversion rights provided under such policies.

6.3 Insurance and Other Benefits

- A. The District agrees to provide Morse with paid medical insurance, vision, and dental insurance benefits, and worker's compensation insurance. The insurance coverage, contributions, options, and other provisions for Morse shall, at a minimum, be the same as is provided to all other District personnel.
- B. During Morse's employment, the District shall provide him with a Life Insurance benefit equivalent as provided to all other District personnel.
- C. In accordance with Section 112.1816, F.S., the District agrees to provide cancer

coverage at no cost to Morse. For the purposes of this benefit, the District will provide cancer treatment coverage and defines “5 years of continuous years of employment” as the combined years of service Morse has been certified as a Firefighter in the State of Florida under F.S. Chapter 633.

- D. Should Morse die while employed with the District and his death is classified as a line of duty death under Florida law, the District agrees to pay for medical insurance coverage for the spouse of Morse until such time the spouse turns 65 years of age.
- E. The District may modify or amend these insurance benefits only insofar as they are modified for all District employees.

6.4 Annual Physical Examination.

Morse shall be provided, at no cost to him, an annual physical examination similar to all District employees.

6.5 Clothing Allowance; Protective Clothing and Devices.

- A. The District, at its expense, shall provide Morse with the necessary uniforms to conduct District business subject to the approval of the Board of Commissioners in accordance with the policies and procedures of the District.
- B. The District, at its expense, shall provide Morse with all necessary safety equipment, including, but not limited to, NFPA approved structural firefighting protective coat, trousers, boots, gloves, P.A.S.S. device, and hood as well as OSHA approved helmet and goggles, to the extent such equipment is also made available to other District employees employed in safety-sensitive positions.

6.6 Communication Equipment.

The District shall will provide all necessary communication equipment for the Chief’s use for the duration of this Agreement, including but not limited to a two-way radio, pager, cellular phone, and laptop computer.

6.7 Professional Development/Educational Opportunities.

- A. The District will fund reasonable training and education for Morse for professional development, and associated costs, and if applicable, certification or recertification processing fees. Any education/training opportunity expenses paid for by the District in advance of, or during, the education/training shall be documented appropriately and retained on file by the District. All training and education must be related to Morse’s Position Description.

- B. The District also recognizes the benefit to the District of Morse's participation in professional organizations. Therefore, the District agrees to budget and pay for the professional dues and subscriptions of Morse necessary for participation in national, state and local associations and organizations, as approved by the Board.

SECTION 7
DRUG & ALCOHOL TESTING, TOBACCO USE

7.1 At all times while employed with the District, Morse shall remain subject to drug and alcohol testing in accordance with District policies and practices.

7.2 Morse must be a non-smoking/non-tobacco using person, both on and off the job, throughout the term of this Agreement.

SECTION 8
HOURS OF WORK

8.1 It is recognized that Morse is employed as an "exempt" salaried employee in an executive level capacity which requires him to devote a great deal of time to the District. Morse agrees to devote that amount of time and energy which is reasonably necessary to faithfully perform the duties of the Chief to accomplish and carry out the business of the District.

8.2 Morse's regular work schedule is generally during normal business hours, Monday through Friday, though it is acknowledged by both parties that Morse often performs longer hours outside the normal business hours and regular work schedule.

8.3 Morse will receive the same number of holidays as paid days off in the same manner as employees governed by the District's Non-Bargaining Unit policies.

SECTION 9
AUTOMOBILE

9.1 Morse's duties require the District to provide him with the use of a District vehicle in accordance with the District's policies and procedures. Therefore, at all times during his employment with the District as the Chief, Morse shall have use of a District vehicle, in good working order. The District shall be responsible for the purchase, operation, maintenance, repair and regular replacement of said automobile and for the payment of liability, property damage and comprehensive insurance coverage for said automobile and its

occupants (including Morse and his invitees) as determined by the Board of Commissioners. The District vehicle shall be equipped with appropriate Incident Command and Control equipment (mobile and portable radios, alpha-numeric pager, cellular/PCS telephone, emergency lights, public address system, infrastructure maps and hazardous material references). It is the express intention of the District to provide Morse with a District vehicle so that Morse is readily available to respond in emergency situations.

9.2 Morse shall be entitled to use the District's vehicle in the performance of his official duties and while off duty, so that Morse is readily available to respond in emergency situations. The off duty (personal) use of the vehicle shall be limited to a seventy-five (75) mile radius of the District administrative offices, unless there is prior approval by the Board of Commissioners. Morse shall be responsible for all Federal Income Tax liabilities and record keeping/filing on the personal use of Morse's vehicle.

SECTION 10

RETIREMENT BENEFITS

10.1 Retirement benefits for Morse will be equal to that provided to other District employees. If the District chooses to participate in the Florida Retirement System (FRS), Morse shall be covered under the FRS at the "Special Risk Class."

10.2 Upon Morse's retirement, the District shall also pay Morse a single lump sum payment in the amount of all earned and unused vacation pay (up to 480 hours) and sick leave using Morse's customary bi-weekly base wage prior to the date of termination of the Agreement. The District's lump sum payment to Morse shall be made within thirty (30) days of Morse's retirement.

SECTION 11

INDEMNIFICATION AND BONDING

11.1 Except for criminal acts, and as otherwise authorized by law, the District shall defend, hold harmless, and indemnify Morse against any and all claims, torts, professional liability claims or demands, or other legal actions, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Morse's duties. Morse shall, at no expense to Morse, be covered under the District's liability insurance policies for covered acts or omissions occurring in the performance of duties as a District employee or official.

11.2 The District shall be responsible for all costs, including but not limited to lost time and wages of Morse and Morse's legal expenses for his separate legal counsel, incurred as a result of the defense, prosecution, judgment or settlement of claims and suits, during the term of this

Agreement or thereafter, arising in connection with the performance of Morse's duties. The District shall bear the full cost of a public official bond that is required of Morse under any law or ordinance.

11.3 District and Morse shall promptly notify the other of any event or circumstance that may lead to a request for indemnification hereunder, provided that, no failure to provide such notice shall prevent either party from obtaining indemnification hereunder unless and only to extent that the indemnifying party was demonstrably prejudiced by such failure to provide notice.

SECTION 12

RESIDENCY REQUIREMENT; HOUSING ALLOWANCE; RELOCATION STIPEND

12.1 Within one year of appointment, Morse must establish residency in Monroe County, Florida, within five (5) road miles of the District's boundary.

12.2 In consideration of the higher average cost of housing in Key Largo, Florida, and the District's requirement of Morse's residency provided herein, the District will provide Morse a monthly housing allowance of Four Thousand Five Hundred and No/100 Dollars (\$4,500.00) per month, pro-rated.

12.3 The District shall provide Morse a one-time relocation stipend of Seven Thousand and No/100 Dollars (\$7,000.00) payable within thirty (30) days of employment commencement, to offset expenses associated with relocating to Key Largo, Florida.

SECTION 13

GENERAL EXPENSES; REIMBURSEMENT

13.1 The District recognizes that certain expenses of a non-personal and general job-related nature are incurred by Morse and hereby agrees to reimburse or pay said expenses, subject to the approval by the Board of Commissioners in accordance with the policies and procedures of the District.

13.2 District agrees to reimburse Morse for his reasonable and necessary travel and District-related expenses in accordance with state and federal law, and further, pursuant to any District policies. Any conflict between the requirements set out by law and a District policy shall be controlled by state law in resolving the conflict. Morse may also be reimbursed for expenditures made on behalf of a District program, with the prior approval of the District. Requests by Morse for reimbursements or advances under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof.

SECTION 14
REPRESENTATIONS AND WARRANTIES OF MORSE

Morse represents and warrants to District, upon execution and throughout the term of this Agreement that:

14.1 Morse is not bound by any contract or arrangement which would preclude him from entering into, or from fully performing the services required under this Agreement;

14.2 Morse has not been convicted of a public entity crime as provided in F.S. §287.133; and

14.3 Morse has and shall maintain throughout the term of this Agreement, all appropriate licenses, certifications and insurance coverage that are required in order for Morse to perform the functions assigned to him in connection with the provisions of this Agreement.

SECTION 15
MISCELELANEOUS

15.1 Savings Clause. In case any one or more of the provisions of this Agreement, or any amendment or supplement hereto, shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement, or any amendment or supplement hereto, but this Agreement, or any amendment or supplement hereto, shall be construed and enforced as if such illegal or invalid provision had not been contained herein. The Parties agree to immediate renegotiation of any provision of this Agreement that is held to be illegal or invalid.

15.2 Applicable Law; Exclusive Venue; No Waiver of Sovereign Immunity. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of any litigation with respect to this Agreement, the Parties agree that exclusive venue shall be in Monroe County, Florida. Nothing in this Agreement shall be construed so as to waive, negate or otherwise affect the immunities, exemptions, and limitations of liability of District provided under Florida law, including but not limited to Section 768.28, Florida Statutes, and other applicable state laws.

15.3 Binding Effect on Successors. This Agreement shall be binding upon and inure to the benefit of the successors of the parties hereto to the fullest extent authorized by law. In particular, the merger or consolidation of the District with any other party shall bind said party to the terms of this Agreement as a successor of the District, and provide any and all efforts to ensure that Morse is provided an avenue for employment without a loss in current pay with the

merging party, or new organization based upon consolidation.

15.4 Headings. The paragraph headings contained herein are for reference only and shall not in any way affect the meaning or interpretation of this Agreement.

15.5 Entire Agreement. This written Agreement contains the entire Agreement concerning the terms and conditions of employment arrangements between the District and Morse and supersedes any prior written or oral Agreements. No change, amendment or modification of this Agreement shall be valid unless it is made in writing and mutually agreed upon and signed by both parties.

15.6 Severability. In the event that any provision of this Agreement is determined to be unlawful or contrary to public policy, such provision shall be severed here from and shall be deemed null and void, but shall in no way affect the remaining provisions outlined herein.

15.7 Complete Agreement. This Agreement, inclusive of attachments, sets forth the complete understanding of the parties hereto and any modification of the terms hereof must be in a writing signed by both parties hereto.

15.8 Waiver. Any act or lack thereof that is determined to be a waiver by either Party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform.

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

15.10 Intentionally Omitted.

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

DISTRICT:

Key Largo Fire Rescue & Emergency Medical Services District
P.O. Box 371023
Key Largo, Florida 33037-1023
Attention: District Clerk

DISTRICT MANAGER:

Jeffrey Morse

15.12 Agreement Preparation. The Parties enter this Agreement knowingly, freely, and voluntarily. The Parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. Regardless of which Party or Party’s counsel prepared the original draft and subsequent revisions of this Agreement, Morse and the District and their respective counsel have had equal opportunity to contribute to, and have contributed to, its contents and this Agreement shall not be deemed to be the product of and, therefore, construed against either of them.

15.13 No Third-Party Beneficiaries. The Parties agree that this Agreement has been entered into for their sole and exclusive benefit and by so doing do not intend to benefit any third party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the day and year first written above.

Key Largo Fire Rescue and Emergency
Medical Services District

Jeffrey Morse

By: _____
Print: Anthony Allen, Chairman

By: _____
Print: Jeffrey Morse

Dated: _____

Dated: _____

Attest: _____
District Clerk

Dated: _____

8e.

RESOLUTION NO. 2026-0008

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

PROVIDING FOR THE PARTICIPATION IN THE FLORIDA RETIREMENT SYSTEM;

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

WHEREAS, the Key Largo Fire Rescue and Emergency Medical Services District (the "District") is an independent special fire district located within Monroe County, Florida; and

WHEREAS, Section 121.051, F.S., allows for the participation of special districts in the Florida Retirement System ("FRS"); and

WHEREAS, the Board of Commissioners of the District ("Board") has determined that it is in the best interest of the District and its employees, present and future, to provide said employees with retirement benefits through the FRS, and desires to commence with the application process for the same.

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

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

Section 2. Election to Participate. The District hereby elects to apply for participation in the Florida Retirement System, as established by Chapter 121, Florida Statutes, for all its employees so employed as of July 1, 2026, and employed thereafter.

Section 3. Irrevocability of Participation. The District acknowledges that once it joins the FRS, participation is thereafter irrevocable; and shall also apply to all future employees occupying regularly established positions.

Section 4. Classifications. The District intends to classify employees in accordance with each Member Class as established by the FRS which aligns most closely with an employee's respective position.

Section 5. Authorization. The District Manager, or their designee, is hereby authorized and directed to execute the Participation Agreement and any other necessary documents required by the Florida Department of Management Services, Division of Retirement.. **(Option 1)**

Section 5. Authorization. The District Manager, or their designee, is hereby authorized and directed to undertake all actions, and execute all documents, necessary for the District to apply to participate in the FRS, up to but not including the execution of the Participation Agreement required by the Florida Department of Management Services, Division of Retirement (“Participation Agreement”). The Board expressly reserves the right to approve the execution of the Participation Agreement, and otherwise providing final approval to participate in the FRS. **(Option2)**

Section 6. 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 7. Effective Date. This Resolution shall become effective immediately upon its adoption.

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 _____

8f.

KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT

RESOLUTION NO. 2026-10

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE KEY LARGO FIRE RESCUE AND EMERGENCY
MEDICAL SERVICES DISTRICT, AMENDING THE
DISTRICT EMPLOYEE COMPENSATION AND PAY PLAN
POLICY (POLICY NO. HR-2026-01) AND RELATED
OPERATIONAL, ADMINISTRATIVE, APPLICATION, 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. 2026-10

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT AMENDING THE DISTRICT EMPLOYEE COMPENSATION AND PAY PLAN POLICY (POLICY NO. HR-2026-01) AND RELATED OPERATIONAL, ADMINISTRATIVE, APPLICATION 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 previously adopted by Resolution 2026-05 an Employee Compensation and Pay Plan Policy (HR-2026-01), attached hereto as Exhibit A with an effective date of July 1, 2026 ("Pay Plan");

WHEREAS, the Board has determined that certain District employees should be specifically exempted from the Pay Plan, and therefore desires to amend its Resolution 2026-05 (which Resolution adopted the initial Pay Plan (HR-2026-01)) to reflect these amendments by adding and inserting the new Section 9 (Exemptions from Application) of this Resolution below, and renumbering those Sections thereafter in accordance with the addition of the new Section 9.

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

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

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. Exemptions from Application

9.1 Except as otherwise provided below, the Pay Plan shall apply in its entirety to all employees of the District.

9.2 The Pay Plan shall not apply in any manner or matter whatsoever to the Fire-EMS Chief/District Manager

9.3 Article 10 (FLSA Section 7(k) Work Period and Overtime) of the Pay Plan shall not apply to employees who are not engaged in "fire protection activities" as that term is defined by 29 C.F.R. §553.210. By way of clarification, excluded from the provisions of Article 10 are single-certified EMT and EMT-P employees.

Section 10. 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 11. 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 12. 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 13. 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 14. 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 22nd day of June, 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; Resolution No. 2026-0010
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%

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

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.

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 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 May 4, 2026.

8g.

RESOLUTION NO. 2026-0011

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

PROVIDING FOR THE ESTABLISHMENT OF AN IRS 457(b) DEFERRED COMPENSATION PLAN AS PLAN SPONSOR;

PROVIDING FOR THE APPROVAL OF AN ADMINISTRATIVE SERVICE AGREEMENT AND ALL OTHER RELATED AGREEMENTS AND DOCUMENTS NECESSARY AND INCIDENTAL THERET;

PROVIDING FOR SCRIVENER’S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) is an independent special fire district located within Monroe County, Florida; and

WHEREAS, the Board of Commissioners of the District (“Board”) has determined that it is in the best interest of the District and its employees, present and future, to provide said employees with an IRS 457(b) Deferred Compensation Plan (“Plan”).

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

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

Section 2. Election to Implement Plan. The Board hereby establishes an IRS 457(b) Deferred Compensation Plan for its employees. To this end, it hereby approves all documents and agreements necessary for the implementation of the same, including but not limited to:

- A. Plan Sponsor Document attached hereto as *Attachment A* and incorporated herein by this reference.
- B. Administrative Services Agreement attached hereto as *Attachment B* and incorporated herein by this reference.
- C. _____(anything else??)

Section 3. Reservation of Right to Terminate Plan. The District reserves the right to terminate the Plan at any time and for any reason, including but not limited to future participation in the Florida Retirement System.

Section 4. Authorization. The District Manager, or their designee, is hereby authorized and directed to execute any and all documents identified in Section 2 above, and as may be otherwise required to establish and implement the Plan.

Section 5. Scrivener's Errors. Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the 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 6. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 22nd day of June 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 _____

8i.

<h1>Key Largo Fire Rescue and EMS District</h1>		
	Subject: Part Time Employee Policy	
	Effective: July 1, 2026	Policy # KLFREMS 2026-__
	Approved By: District Board of Commissioners June ____, 2026	

1. PURPOSE

This policy establishes guidelines for Part-Time employees within the Key Largo Fire Rescue and EMS District (DISTRICT).

2. ELIGIBILITY

Part-Time employees must meet the same hiring and retention standards and requirements as full-time employees; however, their hours are limited and they are not entitled to the employee benefits normally provided to full-time employees.

3. OFFER OF FULL TIME EMPLOYMENT

3.1 Offer of Full Time Employment for Current Part time employees of the Key Largo Volunteer Ambulance Corps (KLVAC).

Current part-time employees seeking full-time employment shall submit a completed transitional DISTRICT application to the District Manager or designee.

Upon acceptance, review, and approval of the application, the Fire-EMS Chief may offer the part-time employee a full-time position with the District (if a position is available).

4. PART TIME EMPLOYMENT

4.1 Legacy Policy

Part-time employees who wish to remain as part-time employees will be “grandfathered in” to the District and their hourly wages will remain at their current rate. However, a part-time employee is limited in the hours they can receive.

The only part-time employees the District will employ are those that have already filled the position with the KLVFD or the KLVAC. The District does not intend to employ new part-time employees.

4.2 Limitation on Hours of Work and Benefits

Under no circumstances is a part-time employee permitted to work more than 30-hours per week.

Part time employees do not receive health, vision, or dental plans, and do not qualify for annual step plans.

Part time employees do not receive paid sick time, vacation time, or holiday pay, or other benefits normally afforded to full time employees.

4.3 Functions and Requirements of Part-Time Employees

Commensurate with their qualifications, a part-time employee may be scheduled to fill temporary openings on the daily staffing schedule which is open due to full-time employee vacation, sick leave, disability, or other operational reason.

The Battalion Chief will maintain a list of part-time employees and has the ability to utilize these employees (at their discretion) to fill the necessary openings as detailed herein. The Fire-EMS Chief has the authority to determine the system utilized to determine availability and scheduling of part time employees. There is no expressed or written guarantee of a minimum amount of work hours for part-time employees.

Part-time employees who accept an assignment as detailed herein are required to fulfil the assignment. The only acceptable reasons for not fulfilling a committed assignment are detailed in the District sick leave policy. Any exception to this must be approved by the Fire-EMS Chief. Failure to fulfil an assignment after accepting is subject to investigation and disciplinary action as defined in District policy.


Part time employees are held to the same standards and subject to the same District policies, procedures, protocols, directives, orders, etc. as full-time employees. As such, in order to maintain proficient skills, part-time employees are required to meet minimum monthly training requirements as defined by the District.

BOARD APPROVAL

Approved By: Board of Commissioners, Key Largo Fire Rescue and EMS District

Approval Date: June ____, 2026

8j.

<h1>Key Largo Fire Rescue and EMS District</h1>		
	Subject: Support Member Policy	
	Effective: July 1, 2026	Policy # KLFREMS 2026-__
	Approved By: District Board of Commissioners June 8, 2026	

1. PURPOSE

This policy establishes guidelines for Support Membership within the Key Largo Fire Rescue and EMS District (DISTRICT). The DISTRICT’s mission has always been, and will continue to be, to **foster volunteerism** as a core community value. We recognize that volunteers provide a **valuable asset** to the District and serve as the foundation upon which this agency was built. Support Members are integral partners who provide operational, technical, and administrative assistance, ensuring our primary responders remain focused on emergency missions.

2. ELIGIBILITY

Support Membership is open to any person who meets all of the following criteria:

- Is **18 years of age** or older
- Does not hold or seek active emergency responder status.
- Agrees to abide by all DISTRICT policies, procedures, and Standards of Conduct
- Successfully completes the application and acceptance process.

Support Membership does not require any state certification in firefighting or emergency medical services.

3. APPLICATION AND ACCEPTANCE

3.1 Application Submission

Interested persons shall submit a completed DISTRICT membership application including a statement of interest, consent to a background check, and acknowledgment of drug-free workplace policies.

3.2 Vetting and Recommendation

The **Volunteer Coordinator** shall serve as the primary point of contact for all applicants. The Coordinator is responsible for:

- Reviewing initial applications and conducting interviews.
- Verifying all required certifications and background checks.
- **Vetting** the applicant to ensure they align with the DISTRICT's mission and values.
- Providing a formal **recommendation** for acceptance to the Fire-EMS Chief or DISTRICT leadership once the vetting process is complete.

3.3 Final Approval

Upon receiving a recommendation from the Volunteer Coordinator, the Fire-EMS Chief or designee shall grant final approval for Support Membership. Applicants will be notified of the decision in writing.

3.4 Orientation

All newly accepted Support Members shall complete a DISTRICT orientation prior to participation in any official DISTRICT activity. Orientation shall cover:

- DISTRICT mission, values, and organizational structure
- Role and scope of Support Membership
- Station conduct, safety, and access protocols
- Relevant DISTRICT policies including harassment, whistleblower protections, and confidentiality

4. ROLES AND RESPONSIBILITIES

Support Members contribute to the DISTRICT through the following primary activity areas. Assignment to specific activities shall be coordinated through the Fire-EMS Chief or designee based on DISTRICT needs and member skills.

4.1 Community Risk Reduction initiatives and Events

Support Members may assist with community risk reduction initiatives and community events organized or sponsored by the DISTRICT. Activities may include:

- Planning, organizing, and staffing Community Risk Reduction (CRR) events, e.g., smoke alarm giveaways, injury reduction programs, chaplaincy programs, Community Emergency Response Team (CERT) initiatives, etc.
- Assisting with logistics, setup, breakdown, and cleanup for DISTRICT-hosted events
- Supporting public education and community outreach efforts under the direction of the Fire-EMS Chief or Board of Commissioners
- Assisting with GRANT applications and research on behalf of the DISTRICT, subject to Board-approval
- Serving on various committees as subject matter experts
- Representing the DISTRICT at community functions when authorized by the Fire-EMS Chief or Board of Commissioners

Support Members acting as DISTRICT representatives at public events must conduct themselves professionally and in accordance with DISTRICT values at all times.

4.2 Station Support and Maintenance

Support Members may assist with non-emergency station upkeep and operational support tasks. Activities may include:

- General station cleaning, organization, and maintenance tasks as assigned
- Grounds maintenance and minor facility upkeep
- Inventory assistance, supply organization, and administrative support tasks
- Preparation of the station or grounds for community events or inspections

Station support activities shall be performed only under the supervision or direction of a designated Active Member or DISTRICT officer.

4.3 Operational Roles and Responsibilities

- **Apparatus Operation:** Qualified Support Members are authorized to drive and operate **non-frontline/backup apparatus**, specifically **AR24** and **Utility 24**, for transport and logistics.
- **Scene Management:** Experienced members holding proper certifications may serve as **Safety Officers** or **Accountability Officers** on-scene to ensure personnel safety.
- **Honor Guard:** Members may represent the DISTRICT in the **Honor Guard** for formal ceremonies and community functions.
- **Educational Support:** Support Members can assist in teaching **in-house classes** and public safety courses.
- **Technical Committees:** Members with specialized professional backgrounds serve as **Subject Matter Experts** on DISTRICT committees

4.4 Specialty Operations

The DISTRICT encourages the participation of volunteers in technical and specialized fields. **Qualified volunteers** who meet all applicable **NFPA and District standards** may be authorized to participate in specialty operations, including:

- **Technical Rescue Team (TRT)**
- **Dive Team / W.E.T. Team**
- **Marine Operations / Boat Captains**
- **Specialty Incident Support:** Authorization for these incidents is subject to certification review and approval by the Fire-EMS Chief or designee.

4.5 Operational Restrictions

- **Incident Response:** Support Members **shall not** respond to emergency incidents unless specifically qualified and authorized for a Specialty Operation role as listed above.
- **Frontline Apparatus:** Support Members generally shall not operate frontline emergency fire/EMS apparatus. However, they **may drive frontline apparatus** under the specific **approval and authority of the Volunteer Coordinator or Fire-EMS Chief** when circumstances allow, provided the member holds proper **NFPA and District qualifications**.

5. LIMITATIONS ON SUPPORT MEMBER ACTIVITIES

The following limitations apply to all Support Members at all times:

- Support Members SHALL NOT access areas of stations designated for restricted use unless authorized by the Fire-EMS Chief
- Support Members SHALL NOT make public statements, press releases, or social media posts on behalf of the DISTRICT without prior approval from the Board of Commissioners or Fire-EMS Chief

6. GOOD STANDING

Support Members are expected to maintain good standing as defined in DISTRICT policy. Good standing requires that members:

- Conduct themselves professionally and ethically in all DISTRICT-related activities
- Treat all DISTRICT members, staff, and the public with respect
- Comply with all applicable DISTRICT policies, procedures, and directives
- Refrain from conduct that damages the reputation, operations, or mission of the DISTRICT

- Report any known violations of DISTRICT policy to the Fire-EMS Chief or Board of Commissioners

There is no minimum hour or event attendance requirement imposed on Support Members to maintain good standing; however, sustained inactivity combined with failure to respond to communications from DISTRICT leadership may be considered in any review of a member's standing.

7. DISCIPLINE AND TERMINATION OF MEMBERSHIP

7.1 Disciplinary Action

Support Members are subject to disciplinary action for violations of DISTRICT policies, or this policy. Disciplinary action may include verbal counseling, written warning, suspension of privileges, or termination as a support member.

7.2 Termination

The Fire-EMS Chief may terminate Support Membership for cause. Cause may include but is not limited to:

- Repeated or serious violations of DISTRICT policies or this policy
- Conduct unbecoming of a DISTRICT member or damaging to the DISTRICT's reputation
- Criminal conduct or behavior inconsistent with the DISTRICT's values
- Failure to comply with directives of the Fire-EMS Chief or Board of Commissioners

Prior to termination, the member shall be provided written notice of the allegations and an opportunity to respond to the Fire-EMS Chief.

8. LIFETIME MEMBERSHIP

A Support Member who has served a minimum of ten (10) years in good standing (at either the Key Largo Volunteer Fire Department, Inc., the Key Largo Volunteer Ambulance Corps, Inc. and/or the Key Largo Fire Rescue and EMS District) is eligible for Lifetime Support Membership. Lifetime Membership is an honorary designation conferred by a majority vote of the Board of Commissioners and does not alter a member's active duties or responsibilities.

3.1 Application for Lifetime Membership

Persons seeking Lifetime Support Membership shall submit a completed DISTRICT membership application to the Fire-EMS Chief or designee. The application shall include:

- Full legal name, contact information, and date of birth

- A brief statement describing the years of service in good standing and desire to be considered for lifetime membership
- The lifetime membership application will be considered by the Fire-EMS Chief. If the applicant is qualified in accordance with this policy, their application will be placed on the Agenda at a District Meeting for Board consideration.

9. Stipend

Subject to pre-approval by the Fire-EMS Chief, Support Members will receive a base Stipend of \$25 for each District approved activity they participate in up to 4 hours. For each additional 4-hour period, the support member will receive an additional stipend of \$25. The maximum allowable annual amount a Support Member can receive is \$1500.

BOARD APPROVAL


Approved By: Board of Commissioners, Key Largo Fire Rescue and EMS District

Approval Date: June 22, 2026

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8k.

Key Largo Fire Rescue and EMS District

	Subject: Volunteer Stipend Policy	
	Effective: July 1, 2026	Policy # KLFREMS 2026-5
	Approved By: District Board of Commissioners June 22, 2026	

Volunteer Stipend Criteria

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

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

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

Shift Type	Rate
12-Hour Shift	\$87.45
24-Hour Shift	\$174.90
Special Detail (per six-hour block)	\$41.50
Holiday: 12-hour shift	\$124.50
Holiday: 24-hour shift	\$249.00
Maximum allowable hours per month: 240. Hours in excess of this limit requires prior approval by the Fire-EMS Chief or their designee.	

C. Volunteer pay stipend by position

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

D. Certification Acknowledgement

Volunteers will also receive a Certification “acknowledgement” of an additional \$20/month for state EMT certification or \$40/month for State Paramedic certification.

E. Home Shift Volunteers:

Volunteer members who respond to incidents from their home (or other location in the district) must adhere to the following rules:

- A volunteer member may only respond to incidents in their personally owned vehicle (POV) if approved by the Fire-EMS Chief or their designee.
- Personally owned vehicles are not considered “authorized emergency vehicles”.
- Volunteer members who respond in their personally owned vehicles are required to follow all traffic laws and regulations, including (but not limited to) speed limits and stop signs.
- Volunteer members who respond in their personally owned vehicles must have full insurance coverage. A copy of the coverage must be provided to the District.
- If a volunteer responds in their personally owned vehicle, all-safety features of their vehicle must be functioning properly. Tires must have sufficient tread to assure the vehicle can be operated safely. The volunteer must inspect the vehicle regularly to assure it can respond safely and the vehicle is subject to safety inspections by the district.
- Emergency lights and/or sirens are not allowed on any personally owned vehicle.
- DO NOT respond with “hazards” on. This is against Florida law.
- When arriving at the scene of an incident, the volunteer is required to park their vehicle in a safe area (not on private property) and must not interfere with response or placement of emergency vehicles.
- When a volunteer arrives at the scene of an incident, they must first check in with the Incident Commander. If command has not been established, they must first check in with the lead paramedic or officer on scene.
- This policy is not intended to prevent a volunteer from rendering aid to the level of their training and certification if a fire, rescue, or medical emergency is physically witnessed by the volunteer and such volunteer can safely and efficiently act.

F. Home Shift Volunteer Reimbursement Schedule

Home Shift Volunteer Rate

12-Hour Shift \$41.50

Holiday – 12-Hour Shift \$62.25

Maximum allowable hours per month for home shift volunteers: 360. Hours in excess of this limit require prior approval.

Note: Only home shift volunteers who are *current* members of the Key Largo Volunteer Fire Department, Inc. and /or the Key Largo Volunteer Ambulance Corps, Inc. are permitted to continue in their position. It is not the intention of the District to accept *new* home shift volunteers.

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