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## DISTRICT MEETING AGENDA

August 10, 2020

Pursuant to Executive Order No. 20-69, Monroe County Emergency Directive 20-06 and Center for Disease Control ("CDC") social distancing guidelines established to contain the spread of the COVID-19 virus, this meeting will be held virtually via Zoom Meetings. Members of the public who wish to comment on matters before the District Board may do so by either: Sending an email to the [clerk@klfremms.org](mailto:clerk@klfremms.org) or Calling (301) 715-8592, and upon receiving voice prompt, dialing Meeting ID: 602 743 6243 and Password: 33037 Members of the public who participate in the meeting through this option must mute themselves until called upon to speak. Website: <https://us02web.zoom.us/j/82957624945?pwd=RVZGM2phcmRVbWIKdmJCM3V5cmhVdz09>

### 1. AGENDA

1a. Call to Order

1b. Roll Call

### 2. APPROVAL OF AGENDA & MINUTES

2a. Approval of August 10, 2020 District Meeting Agenda

2b. Approval of Minutes

2b.1 July 27, 2020 Budget Workshop Meeting Minutes

2b.2 July 27, 2020 District Meeting Minutes

### 3. PUBLIC COMMENT

### 4. CHAIRMAN REPORT

### 5. SECRETARY REPORT

### 6. OLD BUSINESS

6a. DISCUSSION: Fire Hydrant Report (Thomas)

6b. DISCUSSION: Emergency Pay Policy (Mirabella)

### 7. NEW BUSINESS

7a. MOTION/APPROVAL: Written Resolution on Board Stipends (Jones)

7b. DISCUSSION: Regain Old Building/Land for Firefighters (Thomas)

7c. DISCUSSION: KLVFD Political Activity & SOP 100.03 (Thomas)

7d. DISCUSSION: Replacement of Life Pac (Allen)

7e. DISCUSSION: Repair of Ladder Truck (Allen)



**DISTRICT MEETING AGENDA**

*(Continued)*

**August 10, 2020**

**8. FINANCE REPORT**

**9. LEGAL REPORT**

**10. AMBULANCE CORPS REPORT**

***10a. KLVAAC Monthly Report: Call Log 200630***

**11. FIRE DEPARTMENT REPORT**

***11a. KLTFD Performance Report 200731***

**12. COMMISSIONER ITEMS**

***12a. Strategic Plan Action Plan 200803***

**13. NEXT MEETING**

***13a. KLFR&EMS District Budget Workshop & District Meeting: August 24, 2020 or  
KLFR&EMS 1<sup>st</sup> Public Hearing & District Meeting: September 14, 2020***

**14. ADJOURN**

**NEXT MEETINGS**

*August 24, 2020 District Budget Workshop & District Meeting*

*September 14, 2020 1<sup>st</sup> Public Hearing & District Meeting\**

*September 21, 2020 Final Public Hearing & District Meeting (Previously 9/28/20)\**

*\* Need to confirm County/School Board 1<sup>st</sup> & Final Public Hearings*

**DOCUMENTS**

- AI 2a. District Meeting Agenda
- AI 2b.1 Budget Workshop Meeting Minutes 07/27/20
- AI 2b.2 District Meeting Minutes 07/27/20
- AI 06a. Fire Hydrant Report 200803
- AI 06b. Marathon Emergency Pay Plan
- AI 06b. Marathon Firefighter Agreement
- AI 06b. KLVAC State of Emergency Pay Plan
- AI 06b. KLVFD State of Emergency Pay Plan
- AI 07a. Proposed Resolution District Commissioner Stipends
- AI 07c. KLVFD Political Activity Policy 2020-07-20-2020-01
- AI 07c. KLVFD SOP 100.03 Professional Expectation Behavior
- AI 10a. KLVAC Call Log 200630
- AI 11a. KLVFD Performance Report 200731
- AI 12a. KLFR&EMS Strategic Action Plan 200803

*Persons who wish to be heard shall send an email to the clerk or  
wait to be called upon in the Zoom Virtual Meeting*



## **BUDGET WORKSHOP MEETING MINUTES**

**July 27, 2020 – DRAFT**

### **1. AGENDA**

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

Chairman Allen called the Zoom video conference Budget Workshop to order at 6:00 p.m.

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

Commissioner Thomas led the Pledge of Allegiance.

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

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, George Mirabella, Danny Powers and Bob Thomas. Commissioner Conklin was out due to dental surgery. There was a quorum.

Also present were: Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, Gaelan Jones, Esq. , Jason Mumper and Scott Robinson.

#### **1d. Approval of Agenda**

**MOTION:** Commissioner Powers made a motion **to approve the July 27, 2020 Budget Workshop Agenda.** Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

### **2. PUBLIC COMMENT**

Jason Mumper indicated the Fire Department Board still needed to approve the budget.

### **3. DISCUSSION: KLVFD Proposed FY 2020-2021 Budget**

Jen Johnson presented the District and Fire Department budgets. The proposed budget includes: Ad Valorem Taxes are projected at 97% of \$3,690,277, The County income for Capital Infrastructure (Fire Hydrants) is projected at \$150,000, SAFER Grant Income for the 1<sup>st</sup> SAFER Grant income of \$123,652 and Interest Income of \$12,000.00 for Total Revenues of \$3,975,929 with an Unassigned Fund Balance of \$2,530,431, Trauma District Fund Balance of \$247,771 and Vehicle Replacement Fund Balance on October 1, 2020 of \$525,114 for Total Revenues & Fund Balances of \$7,279,245.

The District Board Operating Expenses of \$339,871 and Reserve Transfers of \$225,000 for Total District Board expenses of \$564,871 Fire Department Operating Expenses of 2,037,054 with Capital Outlay Expenses of \$375,223 for a Total Fire Department Expenses of \$2,412,277, and Ambulance Corps Operating Expenses of \$838,257 with Capital Outlay Expenses of \$251,075 Total Corps Expenses of \$1,089,332.

The Total District Expenses of \$4,066,480 with an Unassigned Fund Balance on October 1, 2031 of \$2,834,880 with Trauma District Expenses of \$22,771 and Vehicle Replacement Fund Balance on October 1, 2021 of \$580,114 for Total Expenses of \$7,279,245.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

Jennifer Johnson explained the primary increase in the District's budget is due to the increased Property Appraiser and Tax Collector, which are based on revenues.

District Budget:

**Acct. 540 (Dues & Subscriptions):** This item is \$3,300 and includes the FASD membership.

Fire Department Budget:

**Acct. 120 (Fire Department Payroll):** This item includes two additional full-time firefighters, and includes a \$750 per month Administrative Stipend for 3 Full-time Captains and Lieutenants.

**Acct. 121 (Volunteer Pay):** There is a \$12,000 increase in the volunteer firefighter pay.

**Acct. 140 (Overtime):** The overtime was increased by \$12,445.

**Acct. 210 (Employer Payroll Taxes):** This item was increased by \$10,811.

**Acct 220 (Retirement Plan):** This item was increased by \$5,000. Discussion on the need for future adjustments to the 401K structure to be discussed with the District prior to implementation by KLVFD or KLVAC

**Acct. 230 (Benefits):** This item was increased by \$17,738.

**Acct. 240 (Workman's Compensation):** This item was increased \$13,173, however, the department is still awaiting the annual renewal.

**Acct. 410 (Phones, Television Etc.):** This item was increased by \$220.

**Acct. 461 (Repair & Maintenance - Equipment):** This item was increased by \$10,350.

**Acct. 461 (Repair & Maintenance - Buildings):** This item was decreased by \$3,250.

**Acct. 462 (Repair & Maintenance - Vehicles):** This item was increased by \$10,000.

**Acct. 620 (Capital Outlay – Buildings):** This item was increased by \$30,000 to refinish the bay floors to enhance firefighter safety to a non-skid floor.

**Acct. 640 (Capital Outlay – Equipment):** This item was increased by \$6,873, and the major items are: Software update for Toughbooks \$3,850; Adult and Pediatric Masimo Pulse Ox \$4,994; and a Lifepak add on for Pediatric capability \$4,379.

**Acct. 641 (Capital Outlay – Vehicles):** This item was increased by \$170,000 to remount the Air Cascade System on the Dive Rescue chassis. Both vehicles will remain in service, and E-One would build both engines.

**Acct. 642 (Capital Outlay – Small Tools & Equipment):** This item was decreased by \$2,000.

**Acct. 805 (Honor Guard):** This item was increased by \$2,040.

The Total Operating Budget for the Fire Department is \$2,037,054, which is an increase of \$208,887 and The Total capital Budget is \$375,223 for an increase of \$204,873. The Proposed Total Operating Budget for FY 20-21 is \$2,412,277, which is an increase of \$413,760.

Ambulance Corps Budget:

**Acct. 120 (Regular Salary & Wages):** The stipends are going up for the Corps.

**Acct. 540 (Dues, Subscriptions & Publications):** This was increased by \$13,993, and includes the maintenance fees for Zoll and the new Aladtec Scheduling and Payroll Tracking System.

Chief Bock indicated one computer will be added to the Fire Department Budget.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

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#### 4. ADJOURN

***MOTION:*** Commissioner Thomas made a motion ***to adjourn the Budget Workshop at 6:24 pm.*** This was seconded by Commissioner Mirabella and passed unanimously.

#### DOCUMENTS

- 1.D. Agenda Budget Workshop for July 27, 2020
- 3.0 KLVFD Proposed Budget FY 2020-2021





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## DISTRICT MEETING MINUTES

July 27, 2020 – **DRAFT**

### 1. AGENDA

#### 1a. Call to Order

Chairman Allen called the combination Station 24/Zoom video conference District Meeting to order at 6:25 pm.

#### 1b. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, George Mirabella, Danny Powers and Bob Thomas. Commissioner Conklin was out due to dental surgery. There was a quorum.

Also present were: Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, Gaelan Jones, Esq., Jason Mumper and Scott Robinson.

### 2. APPROVAL OF AGENDA & MINUTES

#### 2a. Approval of July 27, 2020 District Meeting Agenda

Commissioner Powers made a motion **to approve the July 27, 2020 District Meeting Agenda**. Commissioner Mirabella seconded the motion, and the Board unanimously passed the motion.

#### 2b. Approval of Minutes

##### 2b.1 July 13, 2020 Strategic Planning Workshop Meeting Minutes

**MOTION:** Commissioner Thomas made a motion **to approve the July 13, 2020 Strategic Planning Workshop Meeting Minutes**, which was seconded by Commissioner Powers, and the Board unanimously passed the motion.

##### 2b.2 July 13, 2020 District Meeting Minutes

**MOTION:** Commissioner Powers made a motion **to approve the July 13, 2020 District Meeting Minutes**, which was seconded by Commissioner Mirabella, and the Board unanimously.

### 3. PUBLIC COMMENT

Sue Heim spoke at Agenda Item 7b.

### 4. CHAIRMAN REPORT

The Chairman did not have any items to report to the Board.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

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### 5. SECRETARY REPORT

There were no items reported by the Secretary.

### 6. OLD BUSINESS

#### 6a. Fire Hydrant Report

Change Notice #2 was issued to the LaRocco Contract to provide a new hydrant location. There are 66 remaining to be installed. The Phase 8 fire hydrants have been tested.

### 7. NEW BUSINESS

#### 7a. DISCUSSION: KLFR&EMS District Commissioner Stipends

Commissioner Allen recommended Commissioner Stipends be increased to encourage others to run for the District Board. Per Florida Statute 191, the monthly stipend cannot exceed \$500 per month no matter how many meetings are scheduled monthly. Legal was directed to bring two alternate resolutions for Motion/Approval to the next District Board meeting as New Business.

#### 7b. DISCUSSION: Emergency Pay Policy

The District Board discussed the Emergency Pay Policy. It was determined the District needs to separately address three items: Regular overtime, local emergencies (hurricanes) and pandemics (Covid-19). Jennifer Johnson will obtain copies of Marathon's overtime policies for the Commissioners. This item will be placed on the next meeting agenda as Old Business.

#### 7c. DISCUSSION: Corps Annual Report

Scott Robinson presented the 2019 Ambulance Corps Annual Report to the Board.

#### 7d. DISCUSSION: Regain Old Building/Land for Firefighters

Gaelan Jones read correspondence from Commissioner Conklin. Legal was directed to conduct full research to determine if the District has a valid eminent domain claim with regard to the old building. This item will be on the next meeting agenda under New Business.

#### 7e. DISCUSSION: Replacement of Life Pac

Discussion on failing components for a Life Pac Unit, requiring Chief Bock to borrow a Life Pac from Ocean Reef. He would like to pursue leasing a Life Pac unit until the new model is released. The replacement cost is quoted at \$26,802, and this would be a sole source purchase. This item will be placed on the next agenda as New Business.

### 8. FINANCIAL REPORT

Finance did not have a report for the Board.

### 9. LEGAL REPORT

There were no new items presented to the Board.

### 10. AMBULANCE CORPS REPORT

Scott Robinson did not have any items to report to the Board.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

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### 11. FIRE DEPARTMENT REPORT

Captain Garrido announced there were five new volunteers, and the diesel tank has been cleaned and prepared for proper disposal.

### 12. COMMISSIONER ITEMS

Commissioner Thomas reported it was good to hear that Sergio Garcia, Jr. has returned to work.

### 13. NEXT MEETING

#### ***13a. District Budget Workshop & District Meeting August 10, 2020***

There is a Budget Workshop and District Meeting scheduled for August 10, 2020.

### 14. ADJOURN

***MOTION:*** Commissioner Mirabella made a motion ***to adjourn the meeting at 7:40 p.m.*** This was seconded by Commissioner Powers, and the motion passed unanimously.

### NEXT MEETINGS

*August 10, 2020 District Budget Workshop & District Meeting*

*August 24, 2020 District Budget Workshop & District Meeting*

*September 14, 2020 1<sup>st</sup> Public Hearing & District Meeting\**

*September 21, 2020 Final Public Hearing & District Meeting (Previously 9/28/20)\**

*\* Need to confirm County/School Board 1<sup>st</sup> & Final Public Hearings*

### DOCUMENTS

AI 2a. District Meeting Agenda

AI 2b.1 Strategic Planning Workshop Meeting Minutes 07/13/20

AI 2b.2 District Meeting Minutes 07/13/20

AI 06a. Fire Hydrant List 200720

AI 07c. Corps Annual Report for 2019

AI 10a. KLVAC Monthly Report: 200630

AI 11a. KLVFD Monthly Report: 200630



<b>PHASE 8 (2019- 2020)</b>	<b>HYDRANT LOCATION</b>	<b>SUB DIVISION</b>	<b>STATUS 08/03/20</b>
19-01	US1 (Southbound) and Coastal Drive Entrance	Coastal Drive &	Operational
19-02	US 1 Southbound MM 97(Budget Car Rental 97300 Overseas Highway	Overseas Highway	Pending FD Inspection
19-03	US1 and Second Avenue	Second Avenue	Operational
19-04	US1 SB 97340 O/S Hwy 97340 O/S Hwy - FDOT Approval Required	97340 Overseas Highway	Pending FD Inspection
19-05	Kay Drive and West Avenue A	Kay Drive	CHANGE ORDER #2 Pending Permit
19-06	US1 NB (97251 O/S Hwy	97251 Overseas Highway	Pending FD Inspection
19-07	Coco Plum Road South (mm 98)		Pending FD Inspection
19-08	US1 NB (Catamaran Boatyard 97951 O/S Hwy)	97951 Overseas Highway	Operational
19-09	Coco Plum Road South (mm 98)	Coco Plum Road &	Operational
19-10	Caple Road 1st Baptist Church	Overseas Highway	Operational
19-11	US 1 SB (in front of Keys Bite 99000 Overseas Highway	99000 Overseas Highway	Operational
19-12	US1 (EMS BLDG. Northbound or Southbound) (98600 O/S Hwy)	98600 Overseas Highway	Operational
19-13	Chaple Road 1st Baptist Church	Chaple Road	Operational
19-14	US1 NB (Next to Discount auto parts) 99256 O/S Hwy	99256 Overseas Highway	Operational
19-15	Samson Road (Entrance to KMART)	99810 Overseas Highway	CHANGE ORDER #1 - Pending Permit
19-16	US1 NB( Next to conch house) 100210 O/S Hwy	100210 Overseas Highway.	Operational

### 3. Pay Policies

- A. All employees, including the City Manager, are entitled to receive full pay during the time the City Manager or designee has ceased City operations and has authorized Emergency Leave whether or not they work.
- a. Employees who do not work during an Emergency Leave will receive their regular compensation.
  - b. An Authorized Employee who performs Emergency Response Work will receive additional compensation for actual hours worked

### 4. Compensation

- A. Compensation for Authorized Employees who perform Emergency Response Work will be as follows:
- a. Non-exempt employees will be compensated at two times their regular hourly rate for all hours actually worked. All overtime hours worked during this time will also be compensated at two times an employee's regular hourly rate.
  - b. Exempt employees, including the City Manager, will receive their regular salary plus an hourly rate for all hours actually worked. An exempt employee's hourly rate will be calculated by dividing an employee's annual salary by fifty-two and then dividing by forty.
  - c. If an employee, for any reason, does not report to work when the City resumes normal operations and Emergency Leave is no longer in effect, that employee will utilize accrued vacation or comp leave, in accordance with the Policies and Procedures. In the absence of accrued leave, the employee will take leave without pay. It is the responsibility of all employees to notify his or her Supervisor or Department Director if he or she is unable to report to work.

### 5. Timesheets

- A. Detailed timesheets for all employees must be submitted to the payroll department to account for all hours worked. Timesheets shall include the following: department name, employee name, date and time worked (i.e. in @ 0800 and out @ 1500), details of Emergency Response Work performed and must be signed by Department Director.

## **Section 14 Telephone Use**

- A. The City telephone is for City business. Personal calls shall not disrupt City business unless an emergency. This also includes cell phones both personally owned and/or assigned by the City. Personal calls on City cell phones are the responsibility of the employee. Long distance

Sponsored by: Lindsey

**CITY OF MARATHON, FLORIDA  
RESOLUTION 2018-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, RATIFYING THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF MARATHON, FLORIDA AND THE PROFESSIONAL FIREFIGHTERS OF MARATHON, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS LOCAL 4396, AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Marathon, Florida (the "City"), and the Professional Firefighters of Marathon, International Association of Firefighters Local 4369 (the "Union") negotiated a proposed Collective Bargaining Agreement on December 15<sup>th</sup> 2017; and

**WHEREAS**, on December 16<sup>th</sup> and 17<sup>th</sup>, 2017 the Union membership voted and ratified the proposed Collective Bargaining Agreement by majority vote of the votes cast by the Union members.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THAT:**

**Section 1.** The above recitals are true and correct and incorporated herein.

**Section 2.** The Collective Bargaining Agreement between the City and the Union, a copy of which is attached as Exhibit "A," is hereby approved and ratified. The City Manager is authorized to execute the agreement on behalf of the City.

**Section 3.** This resolution shall take effect upon its adoption.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MARATHON, FLORIDA, THIS 9<sup>th</sup> DAY OF JANUARY 2018.**

**THE CITY OF MARATHON, FLORIDA**



**Michelle Coldiron, Mayor**

AYES: Bartus, Cook, Senmartin, Zieg, Coldiron  
NOES: None  
ABSENT: None  
ABSTAIN: None

**ATTEST:**



Diane Clavier  
City Clerk

(City Seal)

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY FOR THE USE  
AND RELIANCE OF THE CITY OF MARATHON, FLORIDA ONLY:**



David Migut, City Attorney

**COLLECTIVE BARGAINING AGREEMENT**

**CITY OF MARATHON**



**and**

**PROFESSIONAL FIREFIGHTERS OF MARATHON**

**LOCAL 4396**





## TABLE OF CONTENTS

Article 1	Union Recognition and Agreement Coverage	03
Article 2	Management Rights	04
Article 3	Prevailing Rights	05
Article 4	Prohibition of Strike	06
Article 5	Dues Deductions	07
Article 6	Union Business	08
Article 7	Labor Management	09
Article 8	Non-Discrimination	10
Article 9	Hiring	11
Article 10	Probationary Employees	12
Article 11	Minimum Staffing	13
Article 12	Discipline and Discharge	14
Article 13	Health Insurance	16
Article 14	Health Services	17
Article 15	Pension	18
Article 16	Safety Committee	21
Article 17	Bulletin Board	22
Article 18	Training	23
Article 19	Substance Abuse	24
Article 20	Full Time Wages	25
Article 21	Hours of Work	26
Article 22	Overtime	27
Article 23	Holiday Pay	30
Article 24	Incentive Pay	31
Article 25	Emergency/Disaster Pay	32
Article 26	Promotions	33
Article 27	Time Off	35
Article 28	Shift Exchanges	40

**TABLE OF CONTENTS**

Article 29	Training and Education Leave	41
Article 30	Full Time Seniority	43
Article 31	Reduction in Force and Recall	44
Article 32	Grievances	45
Article 33	Retaliation	50
Article 34	Severability Clause	52
Article 35	Other Terms and Conditions	53
Article 36	Entire Agreement	54
Article 37	Duration	55
	Appendix A	56
	Appendix B	57
	Appendix C	58

## **ARTICLE 1**

### **Union Recognition and Agreement Coverage**

The City recognizes the Union as the sole and exclusive bargaining representative for all full-time Employees and on-call volunteers in the City of Marathon Fire Department who are certified Firefighter EMT/Paramedics, Lieutenants (PERC certification # 1571) and Captains (PERC certification # 1611) and mutually agreed to combine both units into one collective bargaining agreement. Those Employees (hereafter (“Bargaining Unit Members” or “Members”) are covered by this Agreement.

Excluded from this recognition and coverage of this Agreement are all other Employees of the Fire Department including Fire Marshal, Assistant Fire Marshal, Volunteers (including, but not limited to, part-time volunteers as referred to in PERC order 06E-016), Interfacility Transfer Personnel and all other Employees of the City.

## ARTICLE 2

### Management Rights

#### Section 1: City's Rights

The City reserves and retains, solely and exclusively to itself, all of the normal, inherent and common law rights to manage the business, whether exercised or not, as existed prior to the time the Union became the bargaining representative of the Employees, except and only to the extent that such rights are expressly abridged by a specific provision of this Agreement. The City also retains all rights which are not specifically relinquished or limited by specific provisions of this Agreement. The City's past or future failure to exercise any function or right hereby reserved to it, or its past or future exercising of any function or right in any particular way, shall not be deemed a waiver of its future right to exercise such function or right, nor preclude the City from exercising the same in some other way not in conflict with the express provisions of this Agreement.

#### Section 2: Bargaining Unit Member/Union Reservation of Right to Grieve

The exercise by the City of the rights retained in Section 1 shall not preclude Bargaining Unit Members or the Union from pursuing grievances, should decisions on such matters have the practical consequence of violating the terms and conditions of this Agreement.

### ARTICLE 3

#### Prevailing Rights

Section 1: All rights, privileges and working conditions enjoyed by the Bargaining Unit Members at the present time that are not included in this agreement shall remain in full force, unchanged and unaffected in any manner unless changed by mutual consent.

A Bargaining Unit Member found to abuse a privilege may be subject to having that privilege revoked for a time period not to exceed six (6) months.

Section 2: This Agreement shall not be construed to deprive any Bargaining Unit Member of any protections granted by the Laws of the State of Florida, Resolutions and Ordinances of the City of Marathon, Florida, in existence at the time the Contract is ratified.



## **ARTICLE 4**

### **Prohibition of Strike**

Section 1: No Bargaining Unit Member, Union officer, or agent shall instigate, promote, sponsor or engage in any strike, slow down, concerted stoppage of work, or any other intentional interruption of the operations of the employer. Members who violate any of the provisions of this Article may be discharged or otherwise disciplined by the employer.

Section 2: In the event of a strike, slow down, concerted stoppage of work, or other intentional interruption of the operations of the employer, the Union shall take direct and immediate action to the fullest extent of its power and influence to bring about a cessation of such activities.

**ARTICLE 5**

**Dues Deduction**

Effective immediately upon receipt of a written authorization form from a Bargaining Unit Member, the City agrees, at no cost to the Member or Union, to deduct regular union dues of such member from his/her bi-weekly paycheck. The Union will notify the City in writing prior to any change in the regular union dues structure.

## **ARTICLE 6**

### **Union Business**

Up to four (4) members of the Union negotiating team shall be allowed to participate in labor contract negotiation sessions while on duty with no loss of pay as long as it does not interfere with operations of the Department.

Bargaining Unit Members shall be allowed to attend monthly Union meetings while on duty as long as such attendance does not interfere with the member's performance of his/her duties. Members shall also be allowed to participate in Department-sanctioned events (such as boot drives, spaghetti dinners, Thanksgiving dinners) while on duty and so long as such participation does not interfere with the Member's performance of his/her duties.

Members shall also be allowed to attend meetings of the City Council, Pension Board and budget workshops while on duty. The on duty Member shall also be allowed time off without pay to attend these meetings so long as coverage is provided by the Union at no additional costs to the City.

It is mutually agreed that there shall be no local political activity conducted by union members while on duty.

**ARTICLE 7**

**Labor Management**

Conferences to discuss subjects of concern shall be scheduled as needed. Such conferences may be requested by the Fire Chief or Union President.

The purpose of these informal conferences is to facilitate the communication and resolution of mutual concerns. They shall not be construed to constitute a reopening of negotiations or resolution of grievances.

## ARTICLE 8

### Non-Discrimination

No Bargaining Unit Member covered by this Agreement will be discriminated against by the City or the Union. The parties to this Agreement agree not to discriminate against any member because of race, color, creed, sex, national origin, marital status, sexual orientation, and membership or non-membership in the Union.

All references to "Bargaining Unit Members", "Members" and/or "firefighters" in this Agreement shall be interpreted to include unit personnel of both sexes. Whenever the male gender is used in this Agreement, it shall be interpreted to include both male and female members.

Parties agree that nothing herein shall obligate an individual Bargaining Unit Member to arbitrate a claim of discrimination in lieu of pursuing any rights or remedies he may have in any federal, state, or local agency or court.



## **ARTICLE 9**

### **Hiring**

The hiring process shall be followed by Department SOPs. Any change made to this SOP shall be mutually agreed upon by both the City and the Union.

See Appendix A.

## **ARTICLE 10**

### **Probationary Members**

**Section 1:** All new Members covered by this agreement shall remain in probationary status in their classification for three hundred sixty five (365) calendar days from their date of hire. Members hired without a State of Florida paramedic license shall be required to obtain such certification within two (2) calendar years from their date of hire, or shall be terminated.

**Section 2:** Probationary Members shall enjoy the economic benefits herein and shall have access to the grievance procedure in disputes involving pay, monetary fringe benefits, and working conditions granted by this agreement. This contract shall not be deemed to provide rights of job protection to probationary Members.

**Section 3:** Time spent on leave without pay, light duty assignment, disability leave or military leave (excluding annual reserve obligations) or thirty (30) calendar days or more shall not count towards fulfillment of probationary status.

## ARTICLE 11

### Minimum Staffing

Section 1: The City recognizes that firefighting is a hazardous occupation and that staffing has a direct relationship to the safety and well being of the members, agrees to maintain staffing in according with section 2 below.

Section 2: Headquarters, currently Station 14, primary suppression apparatus shall be staffed with no less than two (2) firefighters, at least one being a company officer/paramedic and one department approved driver/pump operator. Station 14 rescue apparatus shall be staffed with no less than two (2) firefighters, at least one being a paramedic approved by the medical director.

Section 3: Grassy Key, currently Station 15, and any future stations shall be staffed with no less two (2) firefighters, at least one being a paramedic approved by the medical director and one department approved driver/pump operator.

Section 4: Minimum staffing at Station 14 shall not be compromised to staff other stations, present and future.

## ARTICLE 12

### Discipline and Discharge

#### Section 1 : Purpose

Performance or conduct which is outside Departmental policy or which is in conflict with organizational values must be altered in order for the Bargaining Unit Member to enjoy a successful career. The goal of discipline, short of termination, is to bring about behavioral change.

#### Section 2: Alternative Discipline

Alternative discipline describes a range of options that can be imposed to encourage Members to bring his or her performance and/or conduct to an acceptable level. The term "alternative" is not intended to imply that each option in the disciplinary range must be taken; it means only that a range of alternatives exist to most effectively address the needed behavioral change. Consequently, the disciplinary option to be utilized is to be evaluated and imposed based on the level being necessary to accomplish this in light of the performance and/or conduct issue needing modification and the totality of the attendant facts and circumstances.

The alternative discipline options include: (1) Verbal; (2) written counseling; (3) suspension or demotion; and (4) termination of employment.

It is not necessary that all disciplinary matters enter the process at the counseling session level, but rather utilizing any option depending on the performance and/or conduct involved and attendant facts and circumstances.

After one year of being placed in the Member's HR file, a verbal counseling shall not be used towards progressive discipline so long as the Member's record is void of any related disciplinary action.

Section 3: Challenging Discipline

Alternative discipline options (1) and (2) are not subject to the dispute resolution procedures contained in either the Employment Grievances or Agreement Grievances Articles of this Agreement. And, any challenge to imposition of alternative discipline option (3) and (4) shall be processed as an Employment Grievance under the Grievances Article of this Agreement, with the decision of the majority of the panel consisting of the City Manager, Fire Chief, Human Resources Director, Union President or Union Officer and a Member selected by the Union being final and binding on all parties. But, in all events, the Member may submit a written rebuttal that will be included in the Member's personnel file and included with any written record of the applicable disciplinary action.



## **ARTICLE 13**

### **Health Insurance**

The healthcare coverage for Bargaining Unit Members and their beneficiaries shall be at the same levels, and under the same terms and conditions as City employees. Currently, Members are offered a two-tiered - base and premium plan. Any changes to health insurance benefits that exceed no cost for the base plan and an increase greater than 15% per year for the premium plan will be subject to collective bargaining. In addition, each Member will be reimbursed once each fiscal year for up to \$100 annually for co-pays incurred by the Member.

## ARTICLE 14

### Health Services

At the cost of the City, comprehensive medical examinations shall be administered annually by the Department, while the Member is on duty, typically commencing during the months of September or October.

The physical shall be conducted at the Department station 14 and shall consist of the following minimum requirements:

1. Physical exam
2. Complete blood test
3. Hepatitis, HIV, Quantiferon blood tests at the employee's request
4. Hearing test
5. Vision test
6. Lung volume test
7. Treadmill stress test
8. Ultra Sound Body Scan

In the event of a scheduling conflict, it is the responsibility of the Bargaining Unit Members to reschedule with the provided company and assume any expenses related to time and/or travel. With all reasonable efforts, if the Member is unable to reschedule with the provider company, one shall be scheduled while on duty by a City approved local physician.

## **ARTICLE 15**

### **Pension**

The parties agree to maintain the current pension plan subject to the provisions of this Article.

In order to comply with the recent changes in Florida Statutes Chapter 175 law, the parties mutually consent to the following:

1. Effective October 1<sup>st</sup>, 2017 The city shall establish a defined contribution shared account as part of the defined benefit plan for each active and future members of the pension plan.
2. The current premium tax reserve account for future pension benefits as outlined in the latest Actuarial Report for the Pension Plan shall be split amongst current Members based on completed years of service and credited to the Member's shared account.
3. In future years, additional premium tax revenue above the base of which will be allocated to the Members based on equal shares for a completed year of service unless the City's net contribution to the cost of the plan is above twelve percent (12%). In years that the net cost is above twelve percent (12%), the City shall be entitled to use the additional premium tax revenue to bring the cost down to twelve percent (12%) after using the balance of the stabilization fund as outlined below. Any remaining amount of premium tax revenue will be split equally amongst the Members who completed a full year based on a pro rata share of the remaining amount.

Within thirty (30) days of the effective date of this Agreement and, thereafter, annually before June 1 of each successive year, the pension plan's actuary (in consultation with the City's finance director and City's expert, and the Union's designated representative) will develop a recommendation to present to the Union for lawful changes (in compliance with Florida Statutes Chapter 175) to the existing plan, to be effective October 1, designed to provide reasonable assurance that the City's net (after crediting current Member contributions and the base fire insurance premium rebates) required contribution to the plan will not exceed twelve percent (12%) of total Members' pensionable pay (referred to as "Compensation") for the ensuing twelve (12) month period following the pertinent October 1. The Union agrees to hold a ratification vote for the adoption of those recommended changes.

If, notwithstanding all the parties best efforts to achieve and maintain the City's net required contribution to the plan at twelve percent (12%) of Compensation or less, the City's required net contribution actually exceeds twelve percent (12%) of Compensation, the City will use the up to a one hundred percent (100%) of the stabilization fund outlined below to reduce the net to twelve percent (12%). If the net is still above twelve percent (12%) of pensionable pay, the Union agrees to use up to one hundred percent (100%) of the excess 175 premium money disbursement for the year to decrease the City's required net contribution to twelve percent (12%).

If the City's net contribution is still above twelve percent (12%) after using the stabilization fund and the excess 175 premium money, the Union agrees to automatically increase the Member contribution one percent (1%) of Compensation for each \$25,000 (or part thereof) by which the City's net required contribution exceeded twelve percent (12%) of Compensation (referred to as the "shortfall") not to exceed a total Member contribution of fifteen percent (15%) (existing 5% plus new 10%) of Compensation.

In the event the City's required net contribution exceeds fifteen percent (15%) of Compensation or the State of Florida, Division of Retirement determines that any provision of this Article will negatively impact the City's entitlement to the Florida Statutes chapter 175 insurance premium tax rebate, the parties agree to reopen this Article at the request of the City for negotiations. If following reopening, the parties are unable to reach agreement on modification of this article within ninety (90) days, (or such further period agreed to by both parties in writing), the Union may increase their contributions to maintain pension benefits.

In the event the City's required net contribution is less than twelve percent (12%) of Compensation in any given year, the difference will be set aside in a stabilization fund to be applied toward the shortfall in any future year(s) in which the City's required net contribution exceeds twelve percent (12%) of Compensation.

## **ARTICLE 16**

### **Safety Committee**

The Union will appoint three (3) Members to work with the Fire Chief or his designee on the Safety Committee. The committee will meet no less than quarterly and discuss matters of safety/health/wellness that affect Members of the bargaining unit. All recommendations of the Safety Committee shall be submitted to the Fire Chief. The Fire Chief will notify the Union in writing as to the actions taken in regard to such recommendations. The actions and recommendations of this committee shall be advisory only.

**ARTICLE 17**

**Bulletin Board**

The City agrees to furnish the Union with a bulletin board for its exclusive use at each station. The Union guarantees no information or material will be posted if considered derogatory or of other improper nature.

**ARTICLE 18**

**Training**

Department training shall be governed by Department needs, state required training (EMS and fire) and ISO required training. All applicable training shall follow NFPA safety guidelines.

See Appendix A



**ARTICLE 19**

**Substance Abuse**

The City and the Union recognize that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, lowered morale and diminished interpersonal skills. The City and the Union share a commitment to solve this problem and to create and maintain a drug free work place policy.

The City prohibits the illegal use, possession, or distribution of drugs, alcohol, or other controlled substance on its property. It is also against policy to report to work under the influence of illegal drugs or alcohol.

The City and Union mutually agree that there will be a zero tolerance policy implemented for a Member who reports to work impaired and tests positive for an illegal substance or alcohol. In such cases, the individual shall be subject to progressive discipline up to and including termination, as determined by a panel comprised of the City Manager, Fire Chief, HR Director, Union President and a union representative chosen by the Member.

If a Member tests positive for illegal drugs or alcohol under reasonable suspicion or post-accident/injury and it is the first offense, the Member may 1) be subject to progressive discipline, 2) be required to follow what the current insurance provider will cover for rehabilitation, and 3) sign a last chance agreement after counseling with the Fire Chief.

In lieu of terminating a Member who tests positive for illegal substances, the Fire Department provides the Member a final opportunity to agree to comply with all policies and practices as outlined in the Last Chance Agreement. A Member who violates the terms and conditions of the last chance agreement shall be subject to termination.

See Appendix B: Last Chance Agreement

**ARTICLE 20**

**Full Time Wages**

Wages shall be based on date of hire and years of service as indicated in the wage chart referenced in Appendix C. The step plan shall take effect no later than December 29<sup>th</sup> 2017. Each increase shall go into effect upon successful completion and submission of the Member's annual evaluation.

Due to the recent financial constraints to the City caused by Hurricane Irma, the Union has agreed to forgo the annual cost of living increases for the first year of the contract, 2017-2018. However, it is understood that any increases provided to the City during this year shall also be awarded to all Bargaining Unit Members at the rate of one percent (1%) for firefighters, two percent (2%) for Lieutenants and three percent (3%) for Captains.

At fifteen (15) years of service, the Member shall receive a five percent (5%) longevity increase on their anniversary date.

See Appendix C

## **ARTICLE 21**

### **Hours of Work**

The work week for twenty-four (24) hour full time shift Members shall be as follows: twenty-four (24) hours on duty, forty-eight (48) hours off duty. The beginning and ending hours for each shift shall be 0800 – 0800. A day off, now known as a "Kelly" day, shall be granted once every seven (7) scheduled tours. This schedule will result in a forty-eight (48) hour work week. Any changes in this schedule shall be subject to negotiations between the parties.

When a full time shift Member works his normal schedule (144 hours in 21 days), he will receive a draw of ninety-six (96) hour pay in each bi-weekly pay period.

## ARTICLE 22

### Overtime

Section 1: In an effort to reduce overtime expenditures and promote a positive working environment, the City and the Union agree to a joint Labor/Management approach to overtime.

Section 2: Authorized overtime shall be paid at the rate of one and one-half (1½) times a Bargaining Unit Member's regular rate of pay.

Section 3: The City has established a twenty-one (21) day work period for the purpose of complying with the Fair Labor Standards Act (FLSA) for those Bargaining Unit Members considered partially exempt under Section 207(k).

Section 4: Contractual Overtime shall be computed on the basis of actual hours worked beyond a Bargaining Unit Member's two-week pay period of and average of ninety-six (96) hours. A Bargaining Unit Member who works more hours than his/her scheduled shifts during this period shall be paid overtime for the additional hours worked. Shifts paid for any authorized leave shall be computed as hours worked with the exception of unscheduled PTO.

Section 5: Members of the bargaining unit who are required and/or assigned to begin a consecutive work assignment at a different location immediately after being released from duty on a regularly scheduled assignment shall be paid at the applicable rate of pay for the travel between locations. The Bargaining Unit Member awaiting his/her relief at the second location shall be paid for the additional holdover time at the applicable rate of pay.

Section 6: In the event that a need for overtime should occur in the Fire Rescue Department because of scheduled leaves, sickness, or other unforeseen conditions, equal exposure of overtime scheduled fairly and equitably for Bargaining Unit Members shall be implemented as stated in this Article.

Section 7: Off duty Members called back to work shall be paid for actual hours worked with a minimum of four (4) hours at the overtime rate except for shift exchange. The callback minimum shall not apply to holdovers. If the Member is called back to work due to his/her own failure, the member shall not be eligible for this minimum pay.

Section 8: After all normal procedures for calling overtime have been followed and should an overtime vacancy remain, the process shall be implemented to begin calling for mandatory overtime after one (1) hour prior to the shift change after utilizing the proper procedures to fill the vacancy.

Section 9: Bargaining Unit Members may elect to receive compensatory time in lieu of overtime at the Member's discretion. Compensatory time shall be accrued at the appropriate overtime rate. The Member may use such time, based on staffing levels as determined by the Fire Chief. In any case, Members may not carry accrued compensatory time for more than two hundred forty (240) hours from the pay period in which it was earned, at which time the Members will be paid for the unused accrued compensatory time.

Section 10: Probationary firefighters will not be allowed to work overtime for a period of thirty (30) days from the date of hire. After thirty (30) days, an evaluation will be completed by the Member's shift supervisor which will determine whether the Member has met benchmarks for successfully completing their first thirty (30) days of employment. Upon completion of a successful evaluation, the Member will then be allowed to work overtime shifts. If the Member does not perform satisfactorily, then the Member will not be able to work overtime shifts until the Member has met the guidelines determined by his/her supervisor, Chief and/or designee.

Section 11: Except as provided in this Article, assignment of overtime shall be dictated by the Department SOP. In the event of proposed changes to the Department SOP regarding overtime, the Union shall be notified of the proposed changes in writing. Any changes to the SOP regarding overtime shall be mutually agreed upon by the City and the Union.

Section 12: All Members who are eligible to work overtime may be required to work mandatory overtime. In the event that there are no volunteers and to ensure fairness, firefighters will be rotated through a list that is established based on seniority, or guidelines determined by their supervisor.

Section 13: No firefighter shall be required to work more than twenty-four (24) hours beyond his/her scheduled shift, but firefighters may volunteer to work additional hours. Those Member who volunteer to work their Kelly Day shall not be required to work the following day, but may volunteer to do so.

**ARTICLE 23**

**Holiday Pay**

All Bargaining Unit Members, including probationary Members, shall enjoy the same holidays as observed by other City employees:

New Year's Day  
Martin Luther King, Jr. Day  
Presidents Day (observed)  
Good Friday  
Memorial Day  
Fourth of July  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Day

Any additional holidays/changes declared by official resolution of the City shall be added to the above list.

All Bargaining Unit Members, whether on or off duty on the day in which an observed holiday occurs, shall receive eleven and one half (11½) hours of pay at their regular rate of pay.

Any Member who utilizes unscheduled PTO on one of the days listed above shall forfeit their right to being paid for that particular Holiday.

**ARTICLE 24**

**Incentive Pay**

Incentive pay for Bargaining Unit Members shall be as follows for the following certifications with a maximum of six percent (6%).

Airport Rescue Fire Fighting	1.5%
State of Florida Fire Inspector	1.5%
State of Florida Apparatus Pump Operator	1.5%
Aerial/ Pump Operator (department approved)	1.5%
Fire Instructor	1.0%
Live Fire Instructor	1.0%
Fire Officer 1	1.5%
Fire Officer 2	1.5%
CCEMT-P (department approved)	1.5%
AHA BLS Instructor	0.5%
AHA ACLS Instructor	0.5%
AHA PALS Instructor	0.5%
AS/AA Degree (not applicable with BS degree)	1.5%
BS Degree (to exclude AA/AS Degree)	3.0%
Living within the City limits of Marathon or KCB	1.5%



**ARTICLE 25**

**Emergency/Disaster Pay**

A Bargaining Unit Member that is called in for mandatory emergency response work which occurs as a result of a natural disaster or a state of emergency as declared by a local, state, or federal official shall be entitled to one and one half (1½) times their normal rate of pay throughout the duration of the event which shall include the time when the Member reports to work until the Member is relieved of duty by the City.

This special overtime rate shall be paid on the following regular pay date.

## ARTICLE 26

### Promotions

All promotional examinations will be held within the boundaries of the City whenever possible.

Qualifications for sitting for Lieutenant Exam:

- a) Have served at least four (4) years as a Firefighter with the City
- b) State of Florida Paramedic certification
- c) Florida Fire Officer I
- d) State Certified Pump Operator & department approved to operate equipment.
- e) State of Florida aerial class & state certified pump operator and department approved.

Qualifications for sitting for Captain Exam:

- a) Have served at least two (2) year as a Lieutenant and meet the requirements for Lieutenant.
- b) State of Florida Paramedic certification
- c) Florida Fire Officer II
- d) Florida Fire Instructor I

When a classified permanent promotional vacancy occurs in any position, it shall be filled within a reasonable amount of time not to exceed one hundred eighty (180) days after the official severance of the vacating member.

Announcements for promotional examinations will be posted in writing a minimum of ninety (90) days prior to the test date to allow for preparation.

The Fire Chief shall pick from the top two candidates based on seniority and experience will be taken into consideration when evaluating the applicant.

In the event there are no successful applicants, the Chief reserves the right to temporarily fill the position until it can be filled, both from internal or external sources, by a successfully tested applicant.

Captain and Lieutenant Promotional testing shall consist of the following:

1. Written multiple choice exam valued at forty percent (40%) consisting of 100 questions obtained from an outside company, all agreed upon by the Fire Chief and the Union.
2. Table top examination valued at forty percent (40%) consisting of a scenario agreed upon by the Fire Chief and the Union.
3. Oral interview valued at twenty percent (20%) provided by a panel of three (3) outside fire officers agreed upon by the Fire Chief and the Union.

Any changes made to the testing process shall be mutually agreed upon by both the Chief and Union.

The candidate must successfully complete all three portions of the examination process to be considered qualified for the position.

Probationary period lasts a total of six (6) months during which time the newly promoted officer will be provided with a probationary task book to assist in the developmental process.

It is understood that current officers in position prior to the ratification of this contract shall not be required to meet the criteria for qualifications for their current positions listed above. Advancement will require the candidate to meet all requirements.

**ARTICLE 27**

**Time Off**

**Section 1: Paid Time Off Entitlement**

Bargaining Unit Members are entitled to hours of PTO per year based on years of department seniority (prorated for employment after October 1 for Members new to the Department.) Members shall utilize PTO according to the following schedule (it is understood that the unscheduled PTO allowance, while not required to be met, shall not be exceeded):

Department Seniority in Years	Total PTO	Scheduled PTO	Unscheduled PTO
<1	5	0	5
1 - < 2	10	6	4
2 - < 3	11	7	4
3 - < 4	12	8	4
4 - < 5	13	9	4
5 - < 7	15	10	5
8 - < 10	16	11	5
> 10	17	11	6

Section 2: Paid Time Off Accrual/Entitlement

Bargaining Unit Members accrue hours of PTO each bi-weekly pay period in accordance with the following schedule based on years of Department Seniority:

<u>Department Seniority in Years</u>	<u>Bi-Weekly PTO Hours Accrued</u>
< 1	4.6154
1 - < 2	9.2308
2 - < 3	10.1538
3 - < 4	11.0769
4 - < 5	12.000
5 - < 7	13.8461
8 - < 10	14.7692
> 10	15.6923

At the beginning of each fiscal year, the City will advance to each Member the total number of PTO hours.

If a Member leaves employment prior to accruing enough PTO to cover the hours that were used, the overpayment of PTO will be deducted from the Member's final paycheck.

Section 3: Use of and Limitations on Paid Time Off

Accrued PTO should be used annually. Members will not be paid for any accrued, unused PTO time, except at separation as specified below. All Members shall be entitled to carry over into the next year up to forty-eight (48) hours PTO. The Fire Chief can approve additional hours that exceed forty-eight (48) hours if extenuating circumstances prevent a Member from taking their allotted PTO days.

During the first year of employment, probationary firefighters are allowed five (5) PTO days for only unforeseen, non-job related illness or injury and will be required to provide documentation verifying the emergency at the discretion of the Fire Chief.

PTO must be scheduled at least seven (7) days in advance and requires prior written authorization of the Fire Chief or his/her designee, except in cases of unforeseen illness, injury or emergency, or for bereavement purposes. In the case of need for PTO due to an unforeseen illness, injury or emergency, or for bereavement purposes, the Member must notify his/her supervisor as soon as possible in order to facilitate orderly scheduling of replacement staffing or, otherwise, use of PTO may be disallowed.

Members are responsible for monitoring their PTO balances and utilizing accrued time off over the course of the year.

PTO may be taken in separate full week, single shifts, day or hourly increments as long as the time which is taken can be scheduled according to the Department's operational needs. In the event of PTO absence due to medical reasons (attendant to the Member or a family member), the City may require evidence of the medical necessity in the form of appropriate medical certification. To maintain continuity and professional development, a Member shall not schedule time off that exceeds ten (10) consecutive shifts, including a Kelly day.

Section 4: Separation from Employment

Accrued, unused PTO is paid at separation to the parting Member if employed with the City for at least one year as a Full Time Firefighter and the separation is in "good standing." A Member leaves in "good standing" if he/she has not been terminated as a result of violation of the City's policies, as determined by the City's sole discretion.

If an Member is resigning, in addition to having to have been employed for at least one year, he/she must provide at least two (2) weeks prior written notice of resignation. PTO is calculated at the Member's current pay rate at the time of separation and will be paid not later than the first pay period after October 1 following the Member's separation from employment.

Section 5: Bereavement Leave

In the event of the death of an immediate family member and a Bargaining Unit Member no longer has PTO hours available, the City agrees to advance up to forty-eight (48) hours of the following years PTO allowance. The term "immediate family" shall include: Parent, Step Parent, Sibling, Step Sibling, Grandparent, Spouse/Domestic Partner, Child, Step Child, Father in Law, Mother in Law, Grandchild, Direct Aunt/Uncle.

Section 6: Compensatory Time

- a. Bargaining Unit Members who choose to earn compensatory time instead of payment for overtime should receive prior approval from the Fire Chief and record the number of hours earned and the number of hours used on their time sheet. The use of compensatory time shall be requested using the leave request forms and scheduled no less than twenty-four (24) hours in advance.
- b. Members may earn up to two hundred and forty (240) hours of compensatory time before cash payments are required. The City reserves the right to make cash payments to Bargaining Unit Members at any time.



**ARTICLE 28**

**Shift Exchanges**

Shift exchange procedures shall be followed by Department SOPs. Any change made to this SOP shall be mutually agreed upon by both the City and the Union.

See Appendix A.

**ARTICLE 29**

**Training and Educational Leave**

**Section 1. Paid Training Time**

Bargaining Unit Members are entitled to paid training time per year for Critical Skills Training (“Training Time”) based on years of Department Seniority:

<b><u>Department Seniority in Years</u></b>	<b><u>Paid Training Shifts Per Year</u></b>
0 to 2	0
2 to 5	2
5 to 10	3
10 or more	4

Bargaining Unit Members accrue hours of Training Time each bi-weekly pay period in accordance with the following schedule based on years of Department Seniority:

<b><u>Department Seniority in Years</u></b>	<b><u>Bi-Weekly Paid Training Hours Accrued</u></b>
2 to 5	1.846
5 to 10	2.769
10 or more	3.692

“Critical Skills Training” is exclusive of routine daily shift training and for the purpose of: maintaining professional certification(s) related to the Bargaining Unit Member’s Department responsibilities, maintaining currency in fire protection technologies, fire suppression practices, and applicable standards, or increasing capabilities in job-related strategies and tactics, command and control, or Department operations.

Accrued unused Training Time, will not be paid to the Bargaining Unit Member and cannot be carried over unless approved in writing by the Fire Chief or his/her designee. In no case will a Member be allowed to accumulate more than two (2) shifts (for shift Member) or sixteen (16) hours (for other Employees) additional Training Time.

Training Time must be scheduled thirty (30) days in advance and requires prior written authorization of the Fire Chief or his/her designee in his/her sole discretion but generally taking into account factors such as, but not limited to, Members' job responsibilities, methods, technologies, and equipment in use by the Department, new methods, technologies or equipment the Department anticipates implementing/acquiring, operational staffing needs, overtime implications, budgetary considerations, and Departmental skill needs.

If a Member leaves employment prior to accruing enough Training Time to cover the Training Time hours that were used, the overpayment of Training Time will be deducted from the Member's final paycheck.

## ARTICLE 30

### Full-Time Seniority

#### Section 1: Seniority Types

For purposes of this Agreement, there shall be two (2) forms of seniority:

- a. "Time in Classification Seniority," which is defined as the length of total service with the City in a specific position covered by this Agreement;
- b. "Department Seniority," which is defined as the length of uninterrupted service from the Member's initial date of full-time employment in the Fire Department.
- c. Department test and ranking will be used for those Members with the same date of hire.

#### Section 2: Breaks in Seniority

Seniority is broken by any of the following events

- a. Voluntary resignation where the Member does not return to work in a position covered by this Agreement for six (6) months
- b. Where an Member is involuntarily laid off for more than nine (9) months
- c. Where any Member is terminated from employment

Seniority will continue to accrue during all forms of authorized leave

If two or more personnel are hired on the same date the test score will be used to place them on the seniority list.

## ARTICLE 31

### Reductions in Force and Recall

#### Section 1: Layoffs

Layoffs shall occur in reverse order of Position Seniority for the position being reduced. Bargaining Unit Members notified of his/her selection for reduction may “bump” the Member in a lower ranked position with the least Position Seniority in that position. Any Member so bumped may in turn elect to bump the Member in a lower ranked position, should there be such a position, with the least Position Seniority in that position. Any Member exercising his/her right to “bump” another Member will be compensated at the rate for the lower ranked position.

#### Section 2: Recalls

Laid off Members have recall rights for up to twelve (12) months following date of layoff. To maintain those rights, Members must:

- a. Not have given notice of resignation or retirement; and
- b. Have maintained all required certifications.

Recall shall be in the reverse order of layoff.

No new Member may be hired by the City to perform work covered by this Agreement so long as a Member qualified for the applicable position continues to have recall rights and accepts recall to the position to be filled within fourteen (14) business days of the recall offer.

## ARTICLE 32

### Grievances

#### Section 1: Definitions

- a. A "Grievance" is defined as either an Agreement Grievance or an Employment Grievance. The definition of grievance shall be strictly construed and no other matter shall be subject to resolution under this Article without the written agreement of the City and the Union. If a provision of this Agreement references or incorporates the City Human Resources Guide or a Department Standard Operating Procedure, a claimed violation, misapplication or misinterpretation of the Human Resources Guide or the Department Standard Operating Procedures, shall not be subject to this Article, but may be grieved under chapter 13 of the Human Resources Guide.
- b. An "Agreement Grievance" is defined as a difference between the City and any Bargaining Unit Member or the Union involving alleged violation or misapplication of a specific provision of this Agreement, including complaints of discrimination on the basis of age, color, disability, religion, ethnicity, national origin, political affiliation, race, gender, sexual orientation or other legally protected characteristic, or retaliation in violation of applicable law.

- c. An "Employment Grievance" is defined as a complaint or dispute by a Member relating to employment, including the following:
1. Disciplinary actions involving dismissal, demotion, or suspension, provided that dismissals are grievable whenever resulting from formal discipline or unsatisfactory job performance.
  2. The application of personal policies, procedures, rules and regulations.
  3. Acts of retaliation resulting from the use of the Grievance procedure, participation in the Grievance of another member, compliance with any federal or state law, reporting any violation of such law to governmental authority, or seeking any change in law before Congress or the state legislature.

Section 2: Grievance Procedure

Except as provided otherwise elsewhere in this Agreement, whenever a Grievance arises between the City and a Member or the Union, the matter will be handled in accordance with the following procedure:

Step 1: Within seven (7) calendar days after the act or occurrence which gives rise to the Agreement grievance, the Member shall meet to discuss the Grievance with the Member's immediate supervisor in an attempt to resolve the issue.

Step 2: If the Grievance is not settled in Step 1 above, the Grievance must be reduced to writing and signed by the Member or an authorized Union representative, and presented to the Fire Chief (or his/her designee) within fourteen (14) calendar days of the act or occurrence which gives rise to the Grievance, regardless of whether the meeting contemplated by Step 1 was held. A written Grievance must include: a summary of the facts on which the Grievance is based sufficient to apprise the Fire Chief of the factual support on which the Grievance is based; the Article(s) which the Member or Union claims has been violated; and statement of the remedy requested.

Within fourteen (14) calendar days of presentation of the written, signed Grievance, to the Fire Chief (or his/her designee) and the Member and/or Union President (or his/her designee) shall meet and discuss the Grievance. The Fire Chief (or his/her designee) shall respond in writing within fourteen (14) calendar days of the meeting.

Step 3: If the Grievance is not settled at Step 2 above, within fourteen (14) calendar days of the Fire Chief's response in Step 2, the Union shall notify the City Manager in writing of its appeal of the Grievance to Step 3. Within fourteen (14) calendar days of receipt of the written notice of the appeal in Step 3, the City Manager (or his/her designee) shall meet and discuss the Grievance with the Member and/or Union President (or his/her designee). The City Manager shall respond in writing within fourteen (14) calendar days after the meeting. The City Manager can extend the time limits for meeting and decision in this Step, but must do so in writing. If the Employment Grievance is not resolved by the City Manager, the Employment Grievance can be submitted by the Union to a panel consisting of the City Manager, Fire Chief, Human Resources Director, Union President or Union Officer and a Member selected by the Union. The determination of the majority that panel as to Employment Grievances is final and binding on all parties.

Step 4: If an Agreement Grievance is not settled at Step 3, within fourteen (14) calendar days of the City Manager's response in Step 3, that Agreement Grievance may be submitted by either party to arbitration by providing notice to the other party.

- a. An impartial arbitrator shall be selected from a panel of seven (7) names supplied by the Federal Mediation and Conciliation Service ("FMCS") upon the request of either party. The parties shall, within ten (10) working days of receipt of the panel, attempt in good faith to agree on an arbitrator selection. In the event the parties cannot agree, an arbitrator shall be selected by alternatively striking names from the FMCS-provided panel with the party submitting the Agreement Grievance for arbitration striking first.
- b. Once the hearing is completed, the selected arbitrator shall render a decision within thirty (30) working days unless otherwise agreed by the parties.
- c. The decision of the arbitrator shall be final and binding upon all parties; provided, however, the arbitrator shall not have the power to add to, subtract from, modify, or alter the terms of this Agreement.
- d. Any FMCS fee and the arbitrator's expenses and compensation shall be borne equally by the parties.



### Section 3: Union's Obligation

It is not intended that anything contained herein shall obligate the Union to represent any Member or to represent a Member who has alleged unlawful discrimination or retaliation and is, thus, required to utilize the grievance and arbitration provisions of this Agreement. Such individuals have the right to advance their disputes, at their own expense; provided, however, the Union shall be given notice of any such Grievance meetings and arbitrations, and shall have the right to attend and present its views. Only the Union has the right to advance Agreement Grievances to Step 4 except that a Member who has alleged unlawful discrimination or retaliation has the right to advance such a grievance to Step 4.

### Section 4: Prohibition on Retaliation

A Member will not be unlawfully disciplined or retaliated against for filing an Employment Grievance.

### Section 5: Rights of Firefighters

Whenever a firefighter is subjected to an interrogation, such interrogation shall be conducted pursuant to the terms of this section.

- (1) The interrogation shall take place at the facility where the investigating officer is assigned, or at the facility which has jurisdiction over the place where the incident under investigation allegedly occurred, as designated by the investigating officer.
- (2) No firefighter shall be subjected to interrogation without first receiving written notice of sufficient detail of the investigation in order to reasonably apprise the firefighter of the nature of the investigation. The firefighter shall be informed beforehand of the names of all complainants.
- (3) All interrogations shall be conducted at a reasonable time of day, preferably when the firefighter is on duty, unless the importance of the interrogation or investigation is of such a nature that immediate action is required.
- (4) The firefighter under investigation shall be informed of the name, rank, and unit or command of the officer in charge of the investigation, the interrogators, and all persons present during any interrogation.
- (5) Interrogation sessions shall be of reasonable duration and the firefighter shall be permitted reasonable periods for rest and personal necessities.

- (6) The firefighter being interrogated shall not be subjected to offensive language or offered any incentive as an inducement to answer any questions.
- (7) A complete record of any interrogation shall be made, and if a transcript of such interrogation is made, the firefighter under investigation shall be entitled to a copy without charge. Such record may be electronically recorded.
- (8) An employee or officer of an employing agency may represent the agency, and an employee organization may represent any member of a bargaining unit desiring such representation in any proceeding to which this part applies. If a collective bargaining agreement provides for the presence of a representative of the collective bargaining unit during investigations or interrogations, such representative shall be allowed to be present.
- (9) No firefighter shall be discharged, disciplined, demoted, denied promotion or seniority, transferred, reassigned, or otherwise disciplined or discriminated against in regard to his or her employment, or be threatened with any such treatment as retaliation for or by reason solely of his or her exercise of any of the rights granted or protected by this part.

## ARTICLE 33

### Retaliation

The EEO laws prohibit punishing job applicants or Members for asserting their rights to be free from employment discrimination including harassment. Asserting these EEO rights is called "protected activity," and it can take many forms. For example, it is unlawful to retaliate against applicants or Members for:

- filing or being a witness in an EEO charge, complaint, investigation, or lawsuit
- communicating with a supervisor or manager about employment discrimination, including harassment
- answering questions during an employer investigation of alleged harassment
- refusing to follow orders that would result in discrimination
- resisting sexual advances, or intervening to protect others
- requesting accommodation of a disability or for a religious practice
- asking managers or co-workers about salary information to uncover potentially discriminatory wages.

Participating in a complaint process is protected from retaliation under all circumstances. Other acts to oppose discrimination are protected as long as the Member was acting on a reasonable belief that something in the workplace may violate EEO laws, even if he or she did not use legal terminology to describe it.

Engaging in EEO activity, however, does not shield a Member from all discipline or discharge. Members are free to discipline or terminate workers if motivated by *non-retaliatory and non-discriminatory* reasons that would otherwise result in such consequences. However, an employer is not allowed to do anything in response to EEO activity that would discourage someone from resisting or complaining about future discrimination

For example, depending on the facts, it could be retaliation if an employer acts because of the Member's EEO activity to:

- reprimand the Member or give a performance evaluation that is lower than it should be
- transfer the Member to a less desirable position
- engage in verbal or physical abuse
- threaten to make, or actually make reports to authorities (such as reporting immigration status or contacting the police)
- increase scrutiny
- spread false rumors, treat a family member negatively or
- make the person's work more difficult (for example, punishing a Member for an EEO complaint by purposefully changing his work schedule to conflict with family responsibilities)

**ARTICLE 34**

**Severability Clause**

If any provision of this Agreement or the application of such provision should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation or ordinance, the remaining parts or portions of this Agreement shall remain in full force and effect. The parties will meet immediately to negotiate replacement language in accordance with chapter 447 of the Florida Statute.

**ARTICLE 35**

**Other Terms and Conditions**

The City Human Resources Guide and Department Standard Operating Procedures may include additional terms and conditions of employment of Bargaining Unit Members, which shall not supersede this Agreement. In the event of any conflict between the Human Resources Guide and the Department's Standard Operating Procedures, the Human Resources Guide shall govern. In the event of changes to the Human Resources Guide or the Department's Standard Operating Procedures, the Union shall be given at least fourteen (14) calendar days' advance notice of the planned changes prior to the proposed implementation. Upon written request from the Union President (or his/her designee), the City shall bargain with the Union over only those changes that alter or impact wages, hours of work, or conditions of employment of Members. A failure to request bargaining shall not preclude the Union from challenging any action under this Article, including, but not limited to, through the grievance and arbitration procedure in Article 31.

**ARTICLE 36**

**Entire Agreement**

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by both parties, after the exercise of that right and opportunity, are set forth in this Agreement. The parties further acknowledge that this Agreement constitutes the entire Agreement and understanding between the parties and shall not be modified, altered, changed or amended in any respect except on mutual agreement set forth in writing and signed by the authorized representatives of both parties, and supersedes any and all previous agreements and understandings between the parties, either written or oral, and any and all past practices.

## **ARTICLE 37**

### **Duration**

Except as specifically provided otherwise in this Agreement, this Agreement shall take effect upon the ratification by both parties or as resolved by the City Council pursuant to Chapter 447 of Florida Statutes, and shall continue in full force and effect through midnight, September 30, 2020. This Agreement shall be automatically renewed on an annual basis thereafter, unless either party provides the other written notice of its intent to modify this Agreement not less than ninety (90) days prior to expiration date set forth above. After receipt of said written notice, negotiations shall commence no later than thirty (30) days before the expiration of this Agreement. Nothing shall preclude the parties from mutually agreeing to negotiate a successor agreement prior to the ninety (90) days before the expiration of this Agreement.



**APPENDIX A**

## MARATHON FIRE RESCUE STANDARD OPERATING PROCEDURES



**Subject:** New Hire Procedures

**S.O.P.** 100.08

**Effective:** 06/2015

**Revised:** N/A

**Page:** 1 of 1

**Purpose:** To establish procedures to maintain consistency in all future full time Hiring processes.

**Process:**

- Applications shall be submitted to The City of Marathon Human Resources dept.
- Applications will be reviewed for completion and appropriate documents.
- Background check
- Physical Ability Test (Nov/15 PAT Packet)
- EMS and Fire practical test
- Interview panel with Shift Captains and/or Chiefs
- Drug test
- Medical Physical
- A representative from Human resource and the Union will be present during all phases of testing and during interviews.

**General:** Applicants given a conditional job offer will be required to complete department pre-assignment class consisting of no less than eighty (80) hours of medical training and no less than eighty (80) hours of fire training with live burns. This is done to acclimate candidates of operational procedures specific to Marathon Fire Rescue.

**Position Requirements:** Once placed on shift the firefighter will be on probation For a period of Twelve (12) Months, in which they will have six (6) Months to complete the department "probationary firefighter taskbook" Consisting of SOP review, protocol clearance, daily performance Evaluations, Firefighter skills, zone familiarization and apparatus Operations

## MARATHON FIRE RESCUE STANDARD OPERATING PROCEDURES



**Subject:** TRAINING

**S.O.P.** 402.01

**Effective:** 4/2003

**Revised:** 03/15/2012

**Page:** 1 of 2

### I. Scope

This standard applies to all training conducted by or for the Department. It was promulgated to:

- A. Prevent occupational accidents, deaths, injuries, and illnesses.
- B. Ensure that all members are able to properly perform their assigned duties in a safe manner.

### II. General

- A. The Department shall provide training to its members to update them on new practices and techniques and to help them maintain individual skill levels.
  - 1. Sufficient training will be scheduled each calendar year to allow members to maintain their EMT or Paramedic certification.
  - 2. Sufficient training shall also be scheduled each calendar year to allow members to maintain their firefighter certifications.
- B. All emergency medical training shall be approved by the Department's Medical Director and shall be taught by an instructor determined by the Medical Director to be qualified.
- C. All fire suppression and rescue training shall be approved by the Deputy Fire Chief and shall be conducted under the supervision of a certified instructor.
- D. The Shift Supervisor on each shift has been assigned to supervise training on their respective shift and enter training into Target Solutions.
- E. All training involving live-fire exercises shall be conducted in compliance with the provisions of NFPA 1403, *Standard on Live Fire Training Evolutions*.
- F. All outdoor training will be conducted in compliance with NFPA regarding ambient temperature and adequate rehabilitation schedules.

### III. Responsibilities

- A. Each member shall be responsible for maintaining their fire and EMS skills at a level sufficient to retain the certifications required for his job and to meet the established minimum standards of performance.
- B. Officers shall ensure that all members under their command maintain their certification and skill levels. The officer shall also be responsible for

# MARATHON FIRE RESCUE STANDARD OPERATING PROCEDURES



**Subject:** TRAINING

**S.O.P.** 402.01

**Effective:** 4/2003

**Revised:** 03/15/2012

**Page:** 2 of 2

maintaining his company's certification and skill at a level sufficient to meet the established minimum standards of performance.

## MARATHON FIRE RESCUE STANDARD OPERATING PROCEDURES



**Subject:** Shift Exchanges and Time Sheets

**S.O.P.** 201.01

**Effective:** 4/2003

**Revised:** 3/16/2012

**Page:** 1 of 3

### I. Scope

Employees who work 24/48 shifts, after completion of probationary period and while not otherwise disqualified from participation, may voluntarily request a time exchange with a qualified replacement. (Firefighter for Firefighter, Officer for Officer)

### II. Procedure

- A. The Shift Exchange Request/Authorization Form – shall be completed and signed by both parties to the exchange and Shift Supervisors; i.e., the applicant and the replacement and both Shift Supervisors.
- B. The completed form shall be presented to the applicant's immediate Supervisor as far in advance of the requested time exchange as possible.
- C. The Deputy Fire Chief, in conjunction with his responsibility for maintaining appropriate staffing levels, will sign the form with his recommendation for approval or disapproval.
- D. Approved shift exchanges will be recorded on the appropriate Rescue Personnel Work Schedule and will be maintained, as a permanent record, in the department files.
- E. Timesheets are to be completed as follows:
  1. A person originally assigned to the shift will record the time on their timesheet.
  2. The person who agrees to replace the originally assigned individual will not record the time on their time sheet.
- F. Partial shift exchanges will be permitted with a minimum exchange period being four (4) hours in duration.
  1. In any partial shift exchange, the applicant must remain on duty until his/her replacement arrives, and the replacement must report ready for duty.
  2. The replacement must remain on duty until the employee scheduled for the shift (the applicant) returns and is ready for duty.
  3. The application and approval process for partial shift exchanges is the same as for complete shift exchange requests.
- G. In consideration of extenuating circumstances and time constraints, the Deputy Fire Chief may determine a particular shift swap can be arranged and approved verbally.

## MARATHON FIRE RESCUE STANDARD OPERATING PROCEDURES



**Subject:** Shift Exchanges and Time Sheets

**S.O.P.** 201.01

**Effective:** 4/2003

**Revised:** 3/16/2012

**Page:** 2 of 3

- H. Both parties to the exchange, the applicant and the replacement, shall individually commit to the arrangement via the Deputy Fire Chief.
- I. In the event the replacement is unable to cover the shift, it will be the replacement's responsibility to arrange coverage, on a shift exchange basis, for the shift. If the replacement is unable to do so, the Deputy Fire Chief will assign someone to cover the shift, with compensation as follows:
  - 1. The individual assigned by the Deputy Fire Chief to cover the shift will be paid.
  - 2. The originally scheduled individual (the applicant) will be paid.
  - 3. The original replacement will forfeit a number of hours of vacation time equal to the number of hours required to provide the appropriate coverage.
- J. It is expressly understood that personnel on a voluntary basis request time exchanges and it shall be the sole responsibility of the parties involved in the shift exchange to work out any time "repayments" between themselves. The City of Marathon Fire Rescue will have **NO** obligation to compensate for any time not repaid as a result of a shift exchange.

### III. Shift Exchange Repayment

- A. Both parties prior to any shift exchange should agree to repayment dates. If a repayment date is not agreed to by both parties prior to the shift exchange it is expected that a reasonable date will be reached in a timely manner.
- B. All repayments shall be within twelve (12) months from the day of the original shift exchange.**
- C. If an agreement on repayment cannot be reached after 3 attempts the person owing the repayment will lose all shift swap privileges for six (6) months starting from the day the repayment is completed or the loss of vacation time.**

## MARATHON FIRE RESCUE STANDARD OPERATING PROCEDURES



**Subject:** Shift Exchanges and Time Sheets

**S.O.P.** 201.01

**Effective:** 4/2003

**Revised:** 3/16/2012

**Page:** 3 of 3

### **Time Sheets:**

Employees who work 24/48 hour shifts are required to complete and submit a signed "48hr" time sheet from the departments Intra-web site every pay cycle to their respective shift officer.

- A. The shift officers are responsible for enforcing this rule.
- B. The employee is required to submit a signed time sheet to their officer before the ending of the time period
- C. If the employee has a PTO or Kelly day on the shift that the time card is due, they must submit the time sheet before that particular shift.
- D. The shift officer is responsible for checking accuracy of time sheets submitted to them against the daily logs, sign the appropriate section and submit to the Deputy Chief

**APPENDIX B**



## LAST CHANCE AGREEMENT

The following agreement is a commitment to the conditions of employment between

\_\_\_\_\_ (referred to herein as the Company) and

\_\_\_\_\_ (employee name).

I, \_\_\_\_\_ (employee name) understand that as a result of my violation of the Company Substance Abuse Policy, I have been formally informed by the Company that my employment as of this date \_\_\_\_\_ is conditional regarding my compliance with the conditions enumerated below.

I agree to:

1. An evaluation by a Substance Abuse Professional (SAP), that has been approved by the Company
2. Enroll in a rehabilitation program, that has been approved by the Company and the SAP, for professional treatment regarding my substance abuse problem
3. Provide a return-to-work specimen for drug and/or alcohol that meets the requirements of the Company Substance Abuse Policy, for substance abuse testing prior to my request to be reinstated as an employee of the Company. This specimen must be reported to the Company as an unadulterated "Negative", prior to my return to work
4. Request to be reinstated for duty by the Company only after presenting a "recommendation" for a return to duty "signed by my treatment counselor
5. Follow the treatment prescribed by my treatment counselor to its conclusion
6. Consent to "follow-up" substance abuse testing at the request of the Company for a period of up to twelve (12) months

7. Be held responsible for the actual cost of any substance abuse testing and treatment required during this twelve (12) month period
8. Be subject to all other work rules including attendance, tardiness and job performance issues
9. Agree to sign a release of information statement to allow my treatment provider to report to the Company any lapse or missed treatment sessions

Failure to comply with these conditions or a second positive test result, a refusal to test, or an adulterated test result will be just cause for my immediate termination.

**To be read to Employee by Company official:** By signing below, you are indicating that you understand this agreement. If you do not understand this agreement, I will be glad to explain it to you now. If you understand and agree to the conditions of this Last Chance Agreement and commit to comply with these conditions, and you understand that any violation of the above conditions, including another positive test result or refusal, will be grounds for termination of employment, please indicate such by signing your name, and today's date, below.

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**Employee Signature/ Date**

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**Witness – Supervisor/ Date**

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**Witness – HR Director/ Date**

**APPENDIX C**

City Of Marathon Pay Scale 2017/2018 with no raise												
	Entry	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
FF/EMT	\$ 42,357.12	\$ 43,627.83	\$ 44,936.67	\$ 46,284.77	\$ 47,673.31	\$ 50,056.98	\$ 51,558.69	\$ 53,105.45	\$ 54,698.61	\$ 56,339.57	\$ 60,283.34	
HR/Rate	\$ 16.97	\$ 17.48	\$ 18.00	\$ 18.54	\$ 19.10	\$ 20.05	\$ 20.66	\$ 21.28	\$ 21.91	\$ 22.57	\$ 24.15	
FF/EMT-P	\$ 43,704.96	\$ 45,016.11	\$ 46,366.59	\$ 47,757.59	\$ 49,190.32	\$ 51,649.83	\$ 53,199.33	\$ 54,795.31	\$ 56,439.17	\$ 58,132.34	\$ 62,201.61	
HR/Rate	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.69	\$ 21.31	\$ 21.95	\$ 22.61	\$ 23.29	\$ 24.92	
Lieutenant EMT	\$ 45,926.40	\$ 47,304.19	\$ 48,723.32	\$ 50,185.02	\$ 51,690.57	\$ 54,275.10	\$ 55,903.35	\$ 57,580.45	\$ 59,307.86	\$ 61,087.10	\$ 65,363.20	
HR/Rate	\$ 18.40	\$ 18.95	\$ 19.52	\$ 20.11	\$ 20.71	\$ 21.74	\$ 22.40	\$ 23.07	\$ 23.76	\$ 24.47	\$ 26.19	
Lieutenant EMT-P	\$ 48,272.64	\$ 49,720.82	\$ 51,212.44	\$ 52,748.82	\$ 54,331.28	\$ 57,047.85	\$ 58,759.28	\$ 60,522.06	\$ 62,337.72	\$ 64,207.85	\$ 68,702.40	
HR/Rate	\$ 19.34	\$ 19.92	\$ 20.52	\$ 21.13	\$ 21.77	\$ 22.86	\$ 23.54	\$ 24.25	\$ 24.98	\$ 25.72	\$ 27.53	
Captain EMT-P	\$ 49,720.32	\$ 51,211.93	\$ 52,748.29	\$ 54,330.74	\$ 55,960.66	\$ 58,758.69	\$ 60,521.45	\$ 62,337.10	\$ 64,207.21	\$ 66,133.42	\$ 70,762.76	
HR/Rate	\$ 19.92	\$ 20.52	\$ 21.13	\$ 21.77	\$ 22.42	\$ 23.54	\$ 24.25	\$ 24.97	\$ 25.72	\$ 26.50	\$ 28.35	
FF 1% LT. 2% Capt. 3%												
City Of Marathon Pay Scale 2018/2019												
	Entry	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
FF/EMT	\$ 42,781.44	\$ 44,064.88	\$ 45,386.83	\$ 46,748.43	\$ 48,150.89	\$ 50,558.43	\$ 52,075.18	\$ 53,637.44	\$ 55,246.56	\$ 56,903.96	\$ 60,887.24	
HR/Rate	\$ 17.14	\$ 17.65	\$ 18.18	\$ 18.73	\$ 19.29	\$ 20.26	\$ 20.86	\$ 21.49	\$ 22.13	\$ 22.80	\$ 24.39	
FF/EMT-P	\$ 44,129.28	\$ 45,453.16	\$ 46,816.75	\$ 48,221.26	\$ 49,667.89	\$ 52,151.29	\$ 53,715.83	\$ 55,327.30	\$ 56,987.12	\$ 58,696.73	\$ 62,805.51	
HR/Rate	\$ 17.68	\$ 18.21	\$ 18.76	\$ 19.32	\$ 19.90	\$ 20.89	\$ 21.52	\$ 22.17	\$ 22.83	\$ 23.52	\$ 25.16	
Lieutenant EMT	\$ 46,375.68	\$ 47,766.95	\$ 49,199.96	\$ 50,675.96	\$ 52,196.24	\$ 54,806.05	\$ 56,450.23	\$ 58,143.74	\$ 59,888.05	\$ 61,684.69	\$ 66,002.62	
HR/Rate	\$ 18.58	\$ 19.14	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.96	\$ 22.62	\$ 23.29	\$ 23.99	\$ 24.71	\$ 26.44	
Lieutenant EMT-P	\$ 49,221.12	\$ 50,697.75	\$ 52,218.69	\$ 53,785.25	\$ 55,398.80	\$ 58,168.74	\$ 59,913.81	\$ 61,711.22	\$ 63,562.56	\$ 65,469.43	\$ 70,052.29	
HR/Rate	\$ 19.72	\$ 20.31	\$ 20.92	\$ 21.55	\$ 22.20	\$ 23.30	\$ 24.00	\$ 24.72	\$ 25.47	\$ 26.23	\$ 28.07	
Captain EMT-P	\$ 51,192.96	\$ 52,728.75	\$ 54,310.61	\$ 55,939.93	\$ 57,618.13	\$ 60,499.03	\$ 62,314.00	\$ 64,183.43	\$ 66,108.93	\$ 68,092.20	\$ 72,858.65	
HR/Rate	\$ 20.51	\$ 21.13	\$ 21.76	\$ 22.41	\$ 23.08	\$ 24.24	\$ 24.97	\$ 25.71	\$ 26.49	\$ 27.28	\$ 29.19	
FF 1% LT. 2% Capt. 3%												
City Of Marathon Pay Scale 2019/2020												
	Entry	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
FF/EMT	\$ 43,205.76	\$ 44,501.93	\$ 45,836.99	\$ 47,212.10	\$ 48,628.46	\$ 51,059.89	\$ 52,591.68	\$ 54,169.43	\$ 55,794.52	\$ 57,468.35	\$ 61,491.14	
HR/Rate	\$ 17.31	\$ 17.83	\$ 18.36	\$ 18.92	\$ 19.48	\$ 20.46	\$ 21.07	\$ 21.70	\$ 22.35	\$ 23.02	\$ 24.64	
FF/EMT-P	\$ 44,553.60	\$ 45,890.21	\$ 47,266.91	\$ 48,684.92	\$ 50,145.47	\$ 52,652.74	\$ 54,232.33	\$ 55,859.29	\$ 57,535.07	\$ 59,261.13	\$ 63,409.40	
HR/Rate	\$ 17.85	\$ 18.39	\$ 18.94	\$ 19.51	\$ 20.09	\$ 21.09	\$ 21.73	\$ 22.38	\$ 23.05	\$ 23.74	\$ 25.40	
Lieutenant EMT	\$ 46,824.96	\$ 48,229.71	\$ 49,676.60	\$ 51,166.90	\$ 52,701.91	\$ 55,337.00	\$ 56,997.11	\$ 58,707.02	\$ 60,468.23	\$ 62,282.28	\$ 66,642.04	
HR/Rate	\$ 18.76	\$ 19.32	\$ 19.90	\$ 20.50	\$ 21.11	\$ 22.17	\$ 22.84	\$ 23.52	\$ 24.23	\$ 24.95	\$ 26.70	
Lieutenant EMT-P	\$ 50,194.56	\$ 51,700.40	\$ 53,251.41	\$ 54,848.95	\$ 56,494.42	\$ 59,319.14	\$ 61,098.71	\$ 62,931.68	\$ 64,819.63	\$ 66,764.22	\$ 71,437.71	
HR/Rate	\$ 20.11	\$ 20.71	\$ 21.33	\$ 21.97	\$ 22.63	\$ 23.77	\$ 24.48	\$ 25.21	\$ 25.97	\$ 26.75	\$ 28.62	
Captain EMT-P	\$ 52,715.52	\$ 54,296.99	\$ 55,925.90	\$ 57,603.67	\$ 59,331.78	\$ 62,298.37	\$ 64,167.32	\$ 66,092.34	\$ 68,075.11	\$ 70,117.37	\$ 75,025.58	
HR/Rate	\$ 21.12	\$ 21.75	\$ 22.41	\$ 23.08	\$ 23.77	\$ 24.96	\$ 25.71	\$ 26.48	\$ 27.27	\$ 28.09	\$ 30.06	

FF 1% LT. 2% Capt. 3%		City Of Marathon Pay Scale 2017/2018										
	Entry	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
FF/EMT	\$ 42,781.44	\$ 44,064.88	\$ 45,386.83	\$ 46,748.43	\$ 48,150.89	\$ 50,558.43	\$ 52,075.18	\$ 53,637.44	\$ 55,246.56	\$ 56,903.96	\$ 60,887.24	
HR/Rate	\$ 17.14	\$ 17.65	\$ 18.18	\$ 18.73	\$ 19.29	\$ 20.26	\$ 20.86	\$ 21.49	\$ 22.13	\$ 22.80	\$ 24.39	
FF/EMT-P	\$ 44,129.28	\$ 45,453.16	\$ 46,816.75	\$ 48,221.26	\$ 49,667.89	\$ 52,151.29	\$ 53,715.83	\$ 55,327.30	\$ 56,987.12	\$ 58,696.73	\$ 62,805.51	
HR/ Rate	\$ 17.68	\$ 18.21	\$ 18.76	\$ 19.32	\$ 19.90	\$ 20.89	\$ 21.52	\$ 22.17	\$ 22.83	\$ 23.52	\$ 25.16	
Lieutenant EMT	\$ 46,375.68	\$ 47,766.95	\$ 49,199.96	\$ 50,675.96	\$ 52,196.24	\$ 54,806.05	\$ 56,450.23	\$ 58,143.74	\$ 59,888.05	\$ 61,684.69	\$ 66,002.62	
HR/ Rate	\$ 18.58	\$ 19.14	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.96	\$ 22.62	\$ 23.29	\$ 23.99	\$ 24.71	\$ 26.44	
Lieutenant EMT-P	\$ 49,221.12	\$ 50,697.75	\$ 52,218.69	\$ 53,785.25	\$ 55,398.80	\$ 58,168.74	\$ 59,913.81	\$ 61,711.22	\$ 63,562.56	\$ 65,469.43	\$ 70,052.29	
HR/ Rate	\$ 19.72	\$ 20.31	\$ 20.92	\$ 21.55	\$ 22.20	\$ 23.30	\$ 24.00	\$ 24.72	\$ 25.47	\$ 26.23	\$ 28.07	
Captain EMT-P	\$ 51,192.96	\$ 52,728.75	\$ 54,310.61	\$ 55,939.93	\$ 57,618.13	\$ 60,499.03	\$ 62,314.00	\$ 64,183.43	\$ 66,108.93	\$ 68,092.20	\$ 72,858.65	
HR/Rate	\$ 20.51	\$ 21.13	\$ 21.76	\$ 22.41	\$ 23.08	\$ 24.24	\$ 24.97	\$ 25.71	\$ 26.49	\$ 27.28	\$ 29.19	

FF 1% LT. 2% Capt. 3%		City Of Marathon Pay Scale 2018/2019										
	Entry	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
FF/EMT	\$ 43,205.76	\$ 44,501.93	\$ 45,836.99	\$ 47,212.10	\$ 48,628.46	\$ 51,059.89	\$ 52,591.68	\$ 54,169.43	\$ 55,794.52	\$ 57,468.35	\$ 61,491.14	
HR/Rate	\$ 17.31	\$ 17.83	\$ 18.36	\$ 18.92	\$ 19.48	\$ 20.46	\$ 21.07	\$ 21.70	\$ 22.35	\$ 23.02	\$ 24.64	
FF/EMT-P	\$ 44,553.60	\$ 45,890.21	\$ 47,266.91	\$ 48,684.92	\$ 50,145.47	\$ 52,652.74	\$ 54,232.33	\$ 55,859.29	\$ 57,535.07	\$ 59,261.13	\$ 63,409.40	
HR/ Rate	\$ 17.85	\$ 18.39	\$ 18.94	\$ 19.51	\$ 20.09	\$ 21.09	\$ 21.73	\$ 22.38	\$ 23.05	\$ 23.74	\$ 25.40	
Lieutenant EMT	\$ 46,824.96	\$ 48,229.71	\$ 49,676.60	\$ 51,166.90	\$ 52,701.91	\$ 55,337.00	\$ 56,997.11	\$ 58,707.02	\$ 60,468.23	\$ 62,282.28	\$ 66,642.04	
HR/ Rate	\$ 18.76	\$ 19.32	\$ 19.90	\$ 20.50	\$ 21.11	\$ 22.17	\$ 22.84	\$ 23.52	\$ 24.23	\$ 24.95	\$ 26.70	
Lieutenant EMT-P	\$ 50,194.56	\$ 51,700.40	\$ 53,251.41	\$ 54,848.95	\$ 56,494.42	\$ 59,319.14	\$ 61,098.71	\$ 62,931.68	\$ 64,819.63	\$ 66,764.22	\$ 71,437.71	
HR/ Rate	\$ 20.11	\$ 20.71	\$ 21.33	\$ 21.97	\$ 22.63	\$ 23.77	\$ 24.48	\$ 25.21	\$ 25.97	\$ 26.75	\$ 28.62	
Captain EMT-P	\$ 52,715.52	\$ 54,296.99	\$ 55,925.90	\$ 57,603.67	\$ 59,331.78	\$ 62,298.37	\$ 64,167.32	\$ 66,092.34	\$ 68,075.11	\$ 70,117.37	\$ 75,025.58	
HR/Rate	\$ 21.12	\$ 21.75	\$ 22.41	\$ 23.08	\$ 23.77	\$ 24.96	\$ 25.71	\$ 26.48	\$ 27.27	\$ 28.09	\$ 30.06	

FF 1% LT. 2% Capt. 3%		City Of Marathon Pay Scale 2019/2020										
	Entry	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
FF/EMT	\$ 43,630.08	\$ 44,938.98	\$ 46,287.15	\$ 47,675.77	\$ 49,106.04	\$ 51,561.34	\$ 53,108.18	\$ 54,701.43	\$ 56,342.47	\$ 58,032.74	\$ 62,095.04	
HR/Rate	\$ 17.48	\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.66	\$ 21.28	\$ 21.92	\$ 22.57	\$ 23.25	\$ 24.88	
FF/EMT P	\$ 44,977.92	\$ 46,327.26	\$ 47,717.08	\$ 49,148.59	\$ 50,623.05	\$ 53,154.20	\$ 54,748.82	\$ 56,391.29	\$ 58,083.03	\$ 59,825.52	\$ 64,013.30	
HR/ Rate	\$ 18.02	\$ 18.56	\$ 19.12	\$ 19.69	\$ 20.28	\$ 21.30	\$ 21.93	\$ 22.59	\$ 23.27	\$ 23.97	\$ 25.65	
Lieutenant EMT	\$ 47,274.24	\$ 48,692.47	\$ 50,153.24	\$ 51,657.84	\$ 53,207.57	\$ 55,867.95	\$ 57,543.99	\$ 59,270.31	\$ 61,048.42	\$ 62,879.87	\$ 67,281.46	
HR/ Rate	\$ 18.94	\$ 19.51	\$ 20.09	\$ 20.70	\$ 21.32	\$ 22.38	\$ 23.05	\$ 23.75	\$ 24.46	\$ 25.19	\$ 26.96	
Lieutenant EMT-P	\$ 51,192.96	\$ 52,728.75	\$ 54,310.61	\$ 55,939.93	\$ 57,618.13	\$ 60,499.03	\$ 62,314.00	\$ 64,183.43	\$ 66,108.93	\$ 68,092.20	\$ 72,858.65	
HR/ Rate	\$ 20.51	\$ 21.13	\$ 21.76	\$ 22.41	\$ 23.08	\$ 24.24	\$ 24.97	\$ 25.71	\$ 26.49	\$ 27.28	\$ 29.19	
Captain EMT-P	\$ 54,288.00	\$ 55,916.64	\$ 57,594.14	\$ 59,321.96	\$ 61,101.62	\$ 64,156.70	\$ 66,081.40	\$ 68,063.85	\$ 70,105.76	\$ 72,208.93	\$ 77,263.56	
HR/Rate	\$ 21.75	\$ 22.40	\$ 23.07	\$ 23.77	\$ 24.48	\$ 25.70	\$ 26.47	\$ 27.27	\$ 28.09	\$ 28.93	\$ 30.95	

December 6, 2017

Board of Trustees (c/o [hendricksa@ci.marathon.fl.us](mailto:hendricksa@ci.marathon.fl.us))  
City of Marathon Firefighters' Pension Plan and Trust Fund  
8900 Overseas Highway  
Marathon, FL 33050

Actuarial Impact Statement

Dear Board Members:

The purpose of this letter is to provide the Actuarial Impact Statement for changes to the City of Marathon Firefighters' Pension Plan ("Plan"). Section 112.63(3) of the Florida Statutes specifies that an actuarial impact statement is to be issued before a change to retirement benefits is adopted and that a copy of such statement is to be forwarded to the Division of Retirement.

The following changes are being made in order to comply with the recent changes in Florida Statutes Chapter 175 law:

1. Effective October 1, 2017 the City shall establish a defined contribution share account as part of the defined benefit plan for each active and future members of the pension plan.
2. The current premium tax reserve account for future pension benefits as outlined in the latest Actuarial Report for the Pension Plan shall be split amongst current employees based on completed years of service and credited to the employees share account.
3. In future years, additional premium tax revenue above the base will be allocated to the employees based on equal shares for a completed year of service unless the city's net contribution to the cost of the plan is above 12%. In years that the net cost is above 12%, the city shall be entitled to use the additional premium tax revenue to bring the cost down to 12% after using the balance of the stabilization fund as outlined below. Any remaining amount of premium tax revenue will be split equally amongst the members who completed a full year based on a pro rata share of the remaining amount.

The establishment of the defined contribution share account neither alters the benefit formula under the Plan nor necessitates any changes to the assumptions and methodologies used currently to determine the liabilities and funding requirements for

Board of Trustees (c/o [hendricksa@ci.marathon.fl.us](mailto:hendricksa@ci.marathon.fl.us))  
City of Marathon Firefighters' Pension Plan and Trust Fund  
Re: Actuarial Impact Statement  
December 6, 2017  
Page 2

the Plan. Therefore, there is no measurable or foreseeable actuarial impact on the Plan for these changes.

The impact of these changes have been based on the data, plan provisions, and assumptions reflected in the October 1, 2016 actuarial valuation of the City of Marathon Firefighters' Pension Plan.

This analysis has been prepared in accordance with generally accepted actuarial principles and practice. Future actuarial measurements may differ significantly from the current measurements presented in this analysis due to such factors as the following:

- plan experience differing from that anticipated by the economic or demographic assumptions;
- changes in economic or demographic assumptions;
- increases or decreases expected as part of the natural operation of the methodology used for these measurements; and
- changes in plan provisions or applicable law.

We did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement. The undersigned is compliant with the continuing education requirements of the Qualification Standards for Actuaries Issuing Statements of Actuarial Opinion in the United States.

In our opinion this change is in compliance with Section 14, Article X of the State Constitution and with Section 112.64 Florida Statutes.

Sincerely,



David D. Harris, ASA, FCA, MAAA, EA  
Actuary

DDH/di

cc: Eric Dunford, Chairman ([dunforde@ci.marathon.fl.us](mailto:dunforde@ci.marathon.fl.us))



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

## State of Emergency Pay Rate Policy:

Once a State of Emergency has been declared, the following shall apply regarding the "pay rates" for both paid and volunteer personnel that are on-duty and are providing Emergency Services on behalf of Key Largo Fire and/or Key Largo EMS.

- I. It has been declared by the Governor or President for such instances as a Hurricane or other natural or manmade disaster, and
- II. The State of Emergency must be declared by the Mayor of Monroe County, and
- III. Must also impact or expect to impact the upper keys area (Lower Matecumbe to Ocean Reef), and
- IV. The Key Largo Fire Rescue and EMS District Board must also authorize funding before it is paid out in excess of the personnel's regular rate of pay.

Pay rates for paid and volunteer personnel shall be at either their regular rate of pay for hours worked, including overtime in compliance with FLSA, or at the most current "Administratively Determined Pay Plan for Emergency Workers" as determined by the United States Department of the Interior, Office of the Interior based on their position classification, **whichever is greater**. This applies for the following positions:

1. Volunteer EMT (non-fireline) – at the position code of EMTB - Emergency Medical Technician Basic. AD Classification G (pay rate in 2017 = \$26.36 per hour).
2. Volunteer Firefighter EMT – at the position code of EMTF – Emergency Medical Technician Fireline. AD Classification H (pay rate in 2017 = \$29.52 per hour).
3. Paid or Volunteer Firefighter Paramedic – at the position code of EMPF – Paramedic Fireline. AD Classification J, (pay rate in 2017 = \$35.96 per hour).
4. Paid or Volunteer Paramedic (not a firefighter) – at the position code of EMTP – Paramedic (not fireline qualified). AD Classification J, (pay rate in 2017 = \$35.96 per hour).
5. Volunteer Logistics and Food Unit Leader – at the position code of FDUL – Food Unit Leader. AD Classification H, (pay rate in 2017 = \$29.52 per hour).





## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

6. All other support positions not addressed above shall be paid for their position work in compliance with either the most current “Administratively Determined Pay Plan for Emergency Workers” as determined by the United States Department of the Interior, Office of the Interior based on their position classification or their regular rate of pay in compliance with FLSA, **whichever is greater**.



# Key Largo Volunteer Fire Department

1 East Dr., Key Largo, FL 33037  
(305)-451-2700

## State of Emergency Pay Rate Policy:

Once a State of Emergency has been declared, the following shall apply regarding the "pay rates" for both paid and volunteer personnel that are on-duty and are providing Emergency Services on behalf of Key Largo Fire and/or Key Largo EMS.

- I. It has been declared by the Governor or President for such instances as a Hurricane or other natural or manmade disaster, and
  - II. The State of Emergency must be declared by the Mayor of Monroe County, and
  - III. Must also impact or expect to impact the upper keys area (Lower Matecumbe to Ocean Reef), and
  - IV. The Key Largo Fire Rescue and EMS District Board must also authorize funding before it is paid out in excess of the personnel's regular rate of pay.
- 
1. Volunteer Firefighter First Responder – at the position code of FFT2 - Firefighter Type 2 (crew member). AD Classification C (pay rate in 2017 = \$18.32 per hour).
  2. Paid or Volunteer Firefighter EMT – at the position code of EMTF – Emergency Medical Technician Fireline. AD Classification H (pay rate in 2017 = \$29.52 per hour).
  3. Paid or Volunteer Firefighter Paramedic – at the position code of EMPF – Paramedic Fireline. AD Classification J, (pay rate in 2017 = \$35.96 per hour).
  4. Volunteer Logistics and Food Unit Leader – at the position code of FDUL – Food Unit Leader. AD Classification H, (pay rate in 2017 = \$29.52 per hour).
  5. All other support positions not addressed above shall be paid for their position work in compliance with either the most current "Administratively Determined Pay Plan for Emergency Workers" as determined by the United States Department of the Interior, Office of the Interior based on their position classification or their regular rate of pay in compliance with FLSA, whichever is greater.

**RESOLUTION NO. 2020 -**

**A RESOLUTION OF THE KEY LARGO FIRE RESCUE  
AND EMERGENCY MEDICAL SERVICES DISTRICT,  
FLORIDA, APPROVING AN INCREASE IN BOARD  
COMPENSATION, PROHIBITING ACCEPTANCE BY  
CURRENT BOARD MEMBERS**

**WHEREAS**, the Key Largo Fire Rescue and Emergency Medical Services District (“District”) was first created by enabling legislation adopted by act of the Florida Legislature in Chapter 2005-329, Florida Statutes (the “Enabling Legislation”); and

**WHEREAS**, Section 4.3 of the Enabling Legislation provides that “each commissioner shall receive from the funds of the district compensation for his or her services in the amount of \$200 per month...” and that “authorization for any additional compensation shall be pursuant to chapter 191, Florida Statutes;” and

**WHEREAS**, Florida Statute § 191.005(4) permits a salary or honorarium to be paid to members of the District Board up to a maximum of \$500 per month for each member; and

**WHEREAS**, the Commissioners of the District Board have never before sought to increase the compensation paid to them in the amount of \$200 per month set forth by the District’s Enabling Legislation; and

**WHEREAS**, the current Commissioners of the District Board wish to implement an adjustment of the monthly salary paid to Board Members to reflect the increase in cost of living expenses in the Florida Keys realized in the fifteen years since the District’s creation; and

**WHEREAS**, the current Commissioners of the District Board wish to effect this increase in compensation only for future members of the Board, and wish to waive on behalf of themselves any increase in compensation in excess of the \$200 per month currently provided for by the Enabling Legislation;

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

**Section 1: Recitals.**

The above recitals are true and correct and are incorporated herein by reference.

**Section 2: Board Compensation.**

Effective October 1, 2020, the Key Largo Fire & Emergency Medical Services District shall hereby increase the compensation paid to individual Board Members from \$200 per month, to \$\_\_\_\_\_ per month.

**Section 3: Compensation Increase by Current Board Members.**

No person serving as an elected or appointed Commissioner of the Key Largo Fire & Emergency Medical Services District Board on the effective date of this resolution shall be permitted to accept compensation in an amount greater than \$200 per month for the duration of their current, and any successive, term.

**Section 3. Effective Date.**

This Resolution shall be effective October 1, 2020.

PASSED AND ADOPTED this \_\_\_ day of September, 2020 at \_\_\_\_\_ P.M.

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

ATTEST:

\_\_\_\_\_  
Vicky Fay, 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	_____
Commissioner Frank Conklin	_____
Commissioner George Mirabella	_____
Commissioner Bob Thomas	_____
Commissioner Danny Powers	_____

**RESOLUTION NO. 2020 -**

**A RESOLUTION OF THE KEY LARGO FIRE RESCUE  
AND EMERGENCY MEDICAL SERVICES DISTRICT,  
FLORIDA, APPROVING AN INCREASE IN BOARD  
COMPENSATION**

**WHEREAS**, the Key Largo Fire Rescue and Emergency Medical Services District (“District”) was first created by enabling legislation adopted by act of the Florida Legislature in Chapter 2005-329, Florida Statutes (the “Enabling Legislation”); and

**WHEREAS**, Section 4.3 of the Enabling Legislation provides that “each commissioner shall receive from the funds of the district compensation for his or her services in the amount of \$200 per month...” and that “authorization for any additional compensation shall be pursuant to chapter 191, Florida Statutes;” and

**WHEREAS**, Florida Statute § 191.005(4) permits a salary or honorarium to be paid to members of the District Board up to a maximum of \$500 per month for each member; and

**WHEREAS**, the Commissioners of the District Board have never before sought to increase the compensation paid to them in the amount of \$200 per month set forth by the District’s Enabling Legislation; and

**WHEREAS**, the current Commissioners of the District Board wish to implement an adjustment of the monthly salary paid to Board Members to reflect the increase in cost of living expenses in the Florida Keys realized in the fifteen years since the District’s creation;

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

**Section 1: Recitals.**

The above recitals are true and correct and are incorporated herein by reference.

**Section 2: Board Compensation.**

Effective October 1, 2020, the Key Largo Fire & Emergency Medical Services District shall hereby increase the compensation paid to individual Board Members from \$200 per month, to \$\_\_\_\_\_ per month.

**Section 3: Compensation Increase by Current Board Members.**

Any person serving as an elected or appointed Commissioner of the Key Largo Fire & Emergency Medical Services District Board on the effective date of this resolution shall be permitted to accept the increase in compensation provided for by this resolution during their current, and any successive, term.

**Section 3. Effective Date.**

This Resolution shall be effective October 1, 2020.

PASSED AND ADOPTED this \_\_\_ day of September, 2020 at \_\_\_\_\_ P.M.

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

ATTEST:

\_\_\_\_\_

Vicky Fay, 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	_____
Commissioner Frank Conklin	_____
Commissioner George Mirabella	_____
Commissioner Bob Thomas	_____
Commissioner Danny Powers	_____



# KEY LARGO FIRE DEPARTMENT



**Subject:** Political Activity Policy

**Effective:** 7/16/2020

**Policy KLFD**  
**2020-07-16-2020-**  
**01**

**Approved By:** Donald Bock, Fire Chief

**Revised:**

Page 1 of 2

**Forms Required:**

- I. No Fire Department employee who exercises functions in connection with an activity financed in whole or in part by loans or grants made by the United States or a federal agency shall (1) use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for public office, (2) directly or indirectly coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes, provided, however, that an individual holding elective office may be a candidate for elective office and a Fire Department officer or employee may be a candidate for elective office in an election, as provided by 5 USC §1502(a)(3), as amended.
- II. Furthermore, the Fire Department shall not utilize Fire Department funds or Fire Department property to support or oppose any candidate for elected office.
- III. Specifically, while it is not Department's intention to prohibit or suppress an employee's right to voice a political opinion in a public forum, the Department recognizes that the general public may, at times, reasonably attribute an employee's stated opinion to the Department, itself, and that such attribution could jeopardize the Department's mission or erode public confidence in the Department.
  1. No employee, either off duty or on duty, shall attribute any political opinion to the Department.
  2. An employee who wishes to express their political opinion, either spoken or written, shall not identify themselves as an employee of the Department when stating the opinion unless they clarify that the opinion expressed is their own and not that of the Department.
  3. No employee shall actively campaign to the public for or against any issue or candidate while in uniform or while at the Department's station or in a district-owned or

# KEY LARGO FIRE DEPARTMENT



**Subject:** **Political Activity Policy**

**Effective:** 7/16/2020

**Policy KLFD  
2020-07-16-2020-  
01**

**Approved By:** Donald  
Bock, Fire Chief

**Revised:**

Page 2 of 2

**Forms Required:**

Department-owned vehicle. The wearing of buttons or pins or other campaign paraphernalia on an employee's uniform is expressly prohibited.

4. No employee shall attend a political forum while in uniform, unless he or she is on duty, or is going to or from work.
- IV. This policy shall not be construed to prevent an employee from reasonably expressing their opinions to other employees while at work, nor shall an employee be prohibited from attaching a sticker, magnet, or other sign on their personal vehicle used for transport to or from work and parked on Department property, provided that the public would not reasonably confuse the employee's personal vehicle with a Department or District-owned vehicle.
  - V. This provision does not in any way limit the rights of a Fire Department employee to vote as he or she chooses or, except for as provided above, to express his or her opinions on political subjects and candidates.

# KEY LARGO FIRE DEPARTMENT STANDARD OPERATING PROCEDURES



## Section 100: RULES AND REGULATIONS

Subject: **Professional Expectation & Behavior**

Effective: 08/2015

S.O.P. 100.03

Approved By: Donald  
Bock, Fire Chief

Revised: 7/16/2020

Page 1 of 2

Forms Required:

### I. The following activities are prohibited by members on duty:

- A. Unlawful behavior, gambling, noisy or quarrelsome conduct, and lewd or indecent activity.
- B. Possession of a firearm inside any Key Largo Fire Department station or vehicle. Weapons include knives and anything that fires a projectile such as guns, rifles, revolvers, Tasers, bow-and-arrow setups, etc. However, legal pocket knives are permitted (under 4" blade length) to be carried by personnel
- C. Threats or acts of physical violence against members of the public, coworkers, or other Department members or Department employees.
- D. Sexual activity to include the possession or use of printed or audiovisual material that is sexually offensive.
- E. Abusive behavior, hazing, or harassment of coworkers or members of the public. Horseplay, practical jokes, and other disruptive behavior are also prohibited.
- F. Use of Department supplies, tools, and materials to clean or repair personal vehicles or property unless authorized by the Fire Chief or designee.
- G. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the Department without the Fire Chief's authorization.
- H. Acceptance or solicitation of gifts, rewards, fees or donations for services incidental to the performance of one's duty unless in behalf of the Department. In addition, no member shall be required to make a donation to any person or organization as a condition of employment.
- I. Campaigning for or against any elected official.

# KEY LARGO FIRE DEPARTMENT STANDARD OPERATING PROCEDURES



## Section 100: RULES AND REGULATIONS

Subject: **Professional Expectation & Behavior**

Effective: 08/2015

S.O.P. 100.03

Approved By: Donald  
Bock, Fire Chief

Revised: 7/16/2020

Page 2 of 2

Forms Required:

- J. Publicly criticizing the official actions or orders of a superior officer. Nor may a member publicly speak disrespectfully of the Department or its members.
- K. Recommending or endorsing specific products, trade names, or businesses.
- L. Conducting personal business or performing any activity for which the member will receive any form of compensation from anyone other than the Department.
- M. Making any personal phone call that lasts longer than five minutes.
- N. Sleeping except in designated areas and during prescribed times.
- O. Remaining on duty for more than three continuous 24-hour shifts unless ordered to do so by the Fire Chief during an emergency or disaster.
- P. Permanently parking or storing vehicles, trailers, campers, tractors, boats, and so forth, on Department property. Vehicles with commercial advertising on them shall be parked away from the station and shall not be readily visible to passersby.
- Q. Making a false statement in any official communication or in conversation with another member or citizen.
- R. Performing any act or making any statement, oral or written, about one's immediate superior, intending to destroy discipline and good order.
- S. Performing any act or making any statement, oral or written, about one's co-workers, intending to destroy morale, good order, or working relationships with coworkers.
- T. Displaying insolence or indifference or evading duty during an emergency incident. Any member found to be guilty of this offense shall be relieved of duty immediately.

# Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 07/01/2020 to 07/31/2020

Fixed Property:

Company: All Companies

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
300-Rescue, EMS incident, other	1	3	3.00	0.00	0.00	0.00	0.00
311-Medical assist, assist EMS crew	5	17	3.40	2.23	0.45	1.51	7.54
320-Emergency medical service incident, other	2	4	2.00	1.45	0.72	1.45	2.90
321-EMS call, excluding vehicle accident with injury	25	72	2.88	10.52	0.42	1.22	30.51
322-Motor vehicle accident with injuries	9	48	5.33	5.89	0.65	3.14	28.27
353-Removal of victim(s) from stalled elevator	1	3	3.00	0.55	0.55	1.65	1.65
444-Power line down	1	3	3.00	0.27	0.27	0.81	0.81
531-Smoke or odor removal	1	4	4.00	0.10	0.10	0.40	0.40
550-Public service assistance, other	2	7	3.50	0.93	0.46	1.57	3.15
551-Assist police or other governmental agency	1	3	3.00	1.10	1.10	3.30	3.30
553-Public service	1	6	6.00	0.55	0.55	3.30	3.30
561-Unauthorized burning	1	5	5.00	0.25	0.25	1.25	1.25
611-Dispatched & canceled en route	6	7	1.17	0.16	0.03	0.01	0.08
622-No incident found on arrival at dispatch address	1	3	3.00	0.42	0.42	1.26	1.26
653-Smoke from barbecue, tar kettle	1	3	3.00	0.28	0.28	0.84	0.84
700-False alarm or false call, other	1	4	4.00	0.22	0.22	0.88	0.88
743-Smoke detector activation, no fire - unintentional	1	0	0.00	0.32	0.32	0.00	0.00
745-Alarm system activation, no fire - unintentional	4	15	3.75	3.86	0.96	4.33	17.32
900-Special type of incident, other	2	6	3.00	1.57	0.78	2.35	4.71
Blank. Incident Type not Entered	3	0	0.00	0.00	0.00		0.00
Total and Averages for all Incident Types	69	213	3.09	30.67	0.44		108.17

# NFPA Analysis Report

Key Largo Fire Department

Date Range: From 07/01/2020 to 07/31/2020

Fixed Property:

FIRE IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY)  (All in Section A Incident Type 110-129)	Number of Fires	Number of Civilian Fire Casualties. If none, write 0.		Estimated Property Damage from Fire. If no loss, write 0.
		Deaths	Injuries	
1. Private Dwellings (1 or 2 family), Including mobile homes (FPU 400-419)	0	0	0	\$0
2. Apartments (3 or more families) FPU 429 or FPU 439)	0	0	0	\$0
3. Hotels and Motels (FPU 449)	0	0	0	\$0
4. All other residential (dormitories, boarding houses, tents, etc.) (FPU 459-499)	0	0	0	\$0
<b>5. TOTAL OTHER RESIDENTIAL FIRES (SHOULD BE SUM OF LINES 1 THROUGH 4)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
6. Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	0	0	0	\$0
7. Schools and Colleges (FPU 200-299)	0	0	0	\$0
8. Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	0	0	0	\$0
9. Stores and Offices (FPU 500-599)	0	0	0	\$0
10. Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	0	0	0	\$0
11. Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	0	0	0	\$0
12. Other Structures** (outbuildings, bridges, etc.) (FPU 900-999)	0	0	0	\$0
<b>13. TOTALS FOR STRUCTURE FIRES (SHOULD BE SUM OF LINES 5 THROUGH 12)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>B. OTHER FIRE AND INCIDENTS</b>				
14a. Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	0	0	0	\$0
14b. Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	0	0	0	\$0
15. Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc. (IT 140, 141, 161, 162, 164, 170-173)	0	0	0	\$0
16. Fires in Brush, Grass, Wildland (excluding crops and timber) with no value involved. (IT 142-143)	0	0	0	\$0
17. Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150-155)	0	0	0	
18. All Other Fires. (IT 100, 160, 163)	0	0	0	\$0
<b>19. TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	32			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	6			
22. Mutual Aid or Assistance Responses Given	14			
23a. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	0			
23b. Other Hazardous Conditions (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	1			
24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	16			
<b>25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)</b>	<b>69</b>			

Based on what is reported in lines 5 and 13 for number of fire above, please report separately:

*Confined fires (e.g., cooking fires confined to cooking vessel, or chimney fire that did not spread beyond chimney, or confined trash fires) IIT 113 - 118), and Nonconfined fires (IT 110 - 112, 120 - 123).*

	Number of Confined Fires	Number of Nonconfined Fires
5. Residential Fires (line 5 above)	0	0
13. Structure Fires (line 13 above)	0	0

### BREAKDOWN OF FALSE ALARM RESPONSES

1. Malicious, Mischievous False Call (IT 710-715)	0
2. System Malfunction (IT 700-739)	0
3. Unintentional (tripping on interior device accidentally etc.) (IT 740-749)	5
4. Other False Alarms (bomb scares, etc.) (IT 721, 700)	1

# Incident Run Log

## Key Largo Fire Department

Date Range: From 07/01/2020 to 07/31/2020

Fixed Property:

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
07/10/2020	38032	2020-000421	10:47	1	EAST DRIVE		Rescue, EMS incident, other	0.0
07/01/2020	38032	2020-000399	18:35	9750	OVERSEAS HWY	131	Medical assist, assist EMS crew	0.4
07/04/2020	38032	2020-000408	16:09	1041	OVERSEAS HWY		Medical assist, assist EMS crew	0.3
07/12/2020	38032	2020-000422	16:56	1026	OVERSEAS HWY		Medical assist, assist EMS crew	0.5
07/19/2020	38032	2020-000429	13:31	1014	OVERSEAS HWY		Medical assist, assist EMS crew	0.4
07/19/2020	38032	2020-000430	15:47	21	GARDEN COVE DR - 106 MM		Medical assist, assist EMS crew	0.5
07/20/2020	38032	2020-000434	14:00	9120	OVERSEAS HWY		Emergency medical service incident, other	1.0
07/29/2020	38032	2020-000458	17:54	16	HAZEL ST		Emergency medical service incident, other	0.5
07/01/2020	38032	2020-000397	15:33	945	PLANTATION RD		EMS call, excluding vehicle accident with injury	0.4
07/02/2020	38032	2020-000400	03:05	56	ANDROS RD		EMS call, excluding vehicle accident with injury	0.7
07/03/2020	38032	2020-000404	16:43	1	EAST DRIVE 99MM OC		EMS call, excluding vehicle accident with injury	0.3
07/03/2020	38032	2020-000406	17:25	1061	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.4
07/04/2020	38032	2020-000409	16:29	9975	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
07/04/2020	38032	2020-000411	17:41		MARINA AVE 99.6 OC		EMS call, excluding vehicle accident with injury	0.2
07/06/2020	38032	2020-000415	18:32	402	BIG PINE RD		EMS call, excluding vehicle accident with injury	0.1
07/08/2020	38032	2020-000416	19:00	1	EAST DR		EMS call, excluding vehicle accident with injury	0.2
07/09/2020	38032	2020-000417	14:17	1056	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.1
07/09/2020	38032	2020-000418	22:30	9949	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
07/10/2020	38032	2020-000419	06:19	15	JUDY PL / 101.5 MM OC		EMS call, excluding vehicle accident with injury	0.6
07/19/2020	38032	2020-000428	05:06	1079	OVERSEAS HWY	109	EMS call, excluding vehicle accident with injury	0.4
07/19/2020	38032	2020-000432	19:44	1076	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.5
07/19/2020	38032	2020-000433	23:03	69	CORAL DR		EMS call, excluding vehicle accident with injury	0.2
07/20/2020	38032	2020-000435	16:01	1501	OCEAN BAY DRIVE/OCEANSIDE	UNIT 4	EMS call, excluding vehicle accident with injury	0.6
07/20/2020	38032	2020-000436	16:04	1060	OVERSEAS HWY	3002	EMS call, excluding vehicle accident with injury	0.3
07/20/2020	38032	2020-000438	16:34	11	CORAL WAY		EMS call, excluding vehicle accident with injury	0.6
07/20/2020	38032	2020-000437	16:37	405	BOWIE LN		EMS call, excluding vehicle accident with injury	0.6
07/22/2020	38032	2020-000439	08:40	31	PALM DR/CR 905		EMS call, excluding vehicle accident with injury	0.4
07/23/2020	38032	2020-000440	16:59	18	FLAMINGO RD		EMS call, excluding vehicle accident with injury	0.4
07/24/2020	38032	2020-000441	14:51	1026	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.3
07/25/2020	38032	2020-000442	14:31	CR1	STATE ROAD 905		EMS call, excluding vehicle accident with injury	0.7
07/25/2020	38032	2020-000443	16:30	89	AVE E		EMS call, excluding vehicle accident with injury	0.1
07/26/2020	38032	2020-000447	13:52	1504	SHAW DR		EMS call, excluding vehicle accident with injury	0.4
07/26/2020	38032	2020-000448	14:14	1065	OVERSEAS HWY		EMS call, excluding vehicle accident with injury	0.6
07/01/2020	38032	2020-000398	15:50	112	GARDEN ST		Motor vehicle accident with injuries	0.1
07/03/2020	38032	2020-000405	17:07		US1	NB	Motor vehicle accident with injuries	0.7
07/04/2020	38032	2020-000412	22:57		US1		Motor vehicle accident with injuries	0.0
07/05/2020	38032	2020-000414	20:55		SNAPPER LANE / 95.3 MM OC		Motor vehicle accident with injuries	0.8
07/12/2020	38032	2020-000423	20:43	1080	OVERSEAS HWY	NB	Motor vehicle accident with injuries	0.8
07/19/2020	38032	2020-000431	18:32		TARPON BASIN DR / 101.4 M		Motor vehicle accident with injuries	0.4
07/25/2020	38032	2020-000444	18:02	CR6	STATE ROAD 905		Motor vehicle accident with injuries	1.3
07/26/2020	38032	2020-000446	13:11		COLLINS ST / 103 MMOC		Motor vehicle accident with injuries	0.7
07/31/2020	38032	2020-000462	12:27		LORELANE PL / 99.5 MM OC		Motor vehicle accident with injuries	1.1
07/16/2020	38032	2020-000425	20:35	1078	OVERSEAS HWY		Removal of victim(s) from stalled elevator	0.6
07/31/2020	38032	2020-000465	22:26	415	BIG PINE RD		Power line down	0.3
07/28/2020	38032	2020-000454	19:59	660	DOLPHIN AVE		Smoke or odor removal	0.1
07/17/2020	38032	2020-000426	13:30	13	ATLANTIC AVE		Public service assistance, other	0.5
07/28/2020	38032	2020-000452	15:10	803	OCEANA DR		Public service assistance, other	0.4
07/03/2020	38032	2020-000402	10:44	1008	OVERSEAS HWY		Assist police or other governmental agency	1.1
07/26/2020	38032	2020-000445	07:41		LIME DR / 102 MM OC		Public service	0.6
07/29/2020	38032	2020-000457	14:20	41	MARLIN AVE		Unauthorized burning	0.3
07/04/2020	38032	2020-000410	17:29		REEF ROAD 106 MM		Dispatched & canceled en route	0.0
07/11/2020	38032	2020-000420	19:26	434	BIG PINE RD		Dispatched & canceled en route	0.0
07/27/2020	38032	2020-000450	16:06	1053	OVERSEAS HWY		Dispatched & canceled en route	0.1
07/28/2020	38032	2020-000451	10:35	100	HAMMOCKS TRAIL		Dispatched & canceled en route	0.0
07/29/2020	38032	2020-000455	00:02	1014	OVERSEAS HWY		Dispatched & canceled en route	0.0
07/30/2020	38032	2020-000461	05:30	357	MAHOGANY DR		Dispatched & canceled en route	0.0
07/29/2020	38032	2020-000459	19:38		MUTINY PL / 98 MM GU		No incident found on arrival at dispatch address	0.4
07/03/2020	38032	2020-000407	23:48		OCEAN BAY DR / 99.5 MM		Smoke from barbecue, tar kettle	0.3
07/05/2020	38032	2020-000413	01:24	9990	OVERSEAS HWY	1	False alarm or false call, other	0.2

Date	FDID	Incident#	Alarm	###	Address	Suite	Type	Lgth
07/27/2020	38032	2020-000449	07:48	1038	OVERSEAS HWY		Smoke detector activation, no fire - unintentional	0.3
07/02/2020	38032	2020-000401	12:58	9767	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.4
07/28/2020	38032	2020-000453	16:46	1025	OVERSEAS HWY	1	Alarm system activation, no fire - unintentional	2.6
07/29/2020	38032	2020-000456	05:02	11	BONITA AVE		Alarm system activation, no fire - unintentional	0.5
07/29/2020	38032	2020-000460	21:49	1024	OVERSEAS HWY		Alarm system activation, no fire - unintentional	0.4
07/03/2020	38032	2020-000403	12:29	9870	OVERSEAS HWY		Special type of incident, other	1.1
07/31/2020	38032	2020-000464	12:41	9871	OVERSEAS HWY		Special type of incident, other	0.7
07/15/2020	38032	2020-000424	01:48		REEF ROAD 106 MM			0.0
07/17/2020	38032	2020-000427	13:38	13	ATLANTIC AVE			0.0
07/31/2020	38032	2020-000463	13:55					0.0

Total Number of Incidents: 69  
Total Length of Incidents: 29.8 Hours










# Alarms by Day of Week

Key Largo Fire Department

Date Range: From 07/01/2020 to 07/31/2020

Fixed Property:

Day of Week		Totals
Sunday		14
Monday		8
Tuesday		4
Wednesday		12
Thursday		7
Friday		15
Saturday		9

No Date 0  
Total Alarms 69

#	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	COMMENTS . . . For August 10, 2020, 2020 Meeting . . . Page 1 of 2
19-002	ALLEN	GENERAL FUNDING SOURCE - General Sales Tax SP (0.7.1)	2020 Ongoing		200803: Legal is working on the drawings; 200210: Legal is scanning drawings and then submitted to engineering firm; 191118: Legal will coordinate obtaining drawings and information for Station 24 second story; 190708: Commissioner Allen & Legal to meet with BOCC Commissioner to discuss Station 24 Second Story; 190225: Allen will meet with BOCC.
19-003	JOHNSON	Limited revenue - Review Increasing the Millage	2021 (3rd Qtr.)		200803 & 200727: Rescheduled to 3rd Quarter of 2021.
19-004	JONES	Identify Actions Necessary to Raise Millage	2021 (3rd Qtr.)		200803 & 200727: Rescheduled to 3rd Quarter of 2021.
19-005	JONES CONKLIN BOCK	Special Assessment & Cost Recovery: Fire Department (SP 0.7.3)	2020 Ongoing		200727: Legal will meet with the departments; 200713: discuss; 200210: Legal met with the departments, and provided a list of potential billable items; This item on hold until potential millage increase is resolved; 191118: Legal will review with department, and identify items not included in the tax base to create a fee schedule; 190708: Legal needs to review with the department, and identify items not included in the tax base to create a fee schedule.
19-006	JONES	Update Website User Friendliness (SP: Outreach)	2020 Ongoing		200727: Senate Bill 1466 changes District website requirements; 200713: Legal continues to tweak the website for user friendliness; 200210: Legal will resolve technical issues; 191118: The website is essentially correct, Legal will contact KLWTD regarding website compliance; 190708: The website is basically complete, Commissioners emails are in process and expected to be completed by August 5, 2019. Commissioners may need new business cards. 190225: Jones will follow up with Heim. This item was closed. 181119: The new website is operational.
19-007	KLVFD KLVAC Clerk	Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter	2020 Ongoing		200727: The Clerk posts safety tips on website and Fire Department is utilizing Facebook; 200210: The Clerk submitted an advertising proposal to commissioners for raising the millage; Snapchat and Twitter were removed and website may be used to promote millage increase; 191118: Expand website home page, Facebook, explore Instagram & Snap Chat; 190708: Department will do Facebook, Clerk will do press releases, and Jones will explore Instagram.
20-001	THOMAS	Fire Hydrant Project Phase 8 (FY 2019-2020)	2020 (3rd Qtr.)		200727 & 200713: Fire Hydrants are currently being installed; 200210: Fire Hydrant locations have been identified; 191118: Fire Hydrant Locations & Drawings Complete, 12 Hydrants require FDOT approval; Proposals required by November 25, 2019; 190708: FCAA is reviewing the 2019-2020 list for feasibility.
20-002	BOARD	Review economic indicators and budget accordingly (T.2)	2021 (2nd & 3rd Qtrs.)		200727 & 200713: This item was skipped and rescheduled to 2021; The District is reviewing during current budget cycle; 200210: This is being monitored and will be reviewed during budget process; 191118: This item was moved to 2020 and will be monitored; 190708: This is done during the budget process; 180521: Nothing to report; 180521: Review during the budget process.

#	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	COMMENTS . . . For August 10, 2020, 2020 Meeting . . . Page 2 of 2
20-003	JOHNSON	Review and update the Five-Year Capital Improvement Plan annually (T.3)	2020 (2nd & 3rd Qtrs.)		200727: Finance distributed 5 Year Plan to Departments for updating and is awaiting information from the departments; 200210: Finance will distribute to departments; 191118: This item was moved to 2020, and Finance will send to departments for review; 190708: Finance sent out to department and will meet with departments; 190225: This is done during budget process.
20-004	JONES FAY	Identify Potential Legislation Important to District & Identify a District representative to represent the District, if/when required.	2021 (1st Qtr.)		200727: Senate Bill 1466 changes District website requirements; 200713: Legal reviewed and provided information to the Board regarding potential litigation: Legal will review pending litigation; 200210: Legal will research; 191118: This item was moved to 2020 and will be monitored; 190708: Legal discussed how new firefighter cancer benefits for financial impact on fire department budget and Public Record requests for videos limited to law enforcement only, and awaiting FASD memo.
20-005	KLVFD KLVAC	Review Retention Incentives including 401K Match	2020 (2nd & 3rd Qtrs.)		200727 & 200713: The Fire Department is reviewing retirement options, and the Corps contacted DeMoss Financial regarding 401K plan ; 200210 & 191118: Retention incentives were reviewed during budget process; this item was moved to 2020 and Fire Department would like a pension; 190708: Reviewing the 401K plan for retention; 190225: Advancement opportunities and Safer grant will help retention.
20-006	KLVFD KLVAC	Review 401K match	2020 (2nd & 3rd Qtrs.)	Closed	This item was combined with 20-005 and is considered closed.
20-007	KLVFD KLVAC	Pursue additional grant funding (SP Funding)	2020 Ongoing		200727: & 200713: The Fire Department applied for a 2nd Safer Grant, and the Corps did not apply for any grants; 200210 & 191118: The Fire Department applied for a private Ballistic Vest grant; 190708: Submitted grant for Ultrasound Machine. Grants need to be reviewed for accuracy; 181119: The District received the AFG grant for radios and the SAFER grant for full-time firefighters.
20-008	CONKLIN BOCK	Community Support	2020 Ongoing		200727: No events were scheduled due to Covid-19, events are planned later in the year, if appropriate; 200210 & 191118: The Fire Department conducted Fire Prevention Week Training in both departments and participated in Stuff-the Bus - moved to 2020; 190708: Departments worked with Wesley House for Christmas; an event will be held later this year. Fire Department may have cookout at National Night Out and may participate in cooking with Fire TV Show. FKCC is conducting a paramedic class at Coral Shores for the classroom work and will use the EMS Building for the lab portion of the class.
20-009	JOHNSON POWERS	Quarterly Department Meeting (SP S.3)	2020 Ongoing	Closed	This item is being closed.
20-011	THOMAS	Fire Hydrant Project Phase 9 (FY 2020-2021 )	2020 (3rd Qtr.)		200727: & 200713: The Phase 9 Fire Hydrant List was submitted to FKA for approval.
20-12	KLVFD	Prepare KLVFD Strategic Plan			200727: This item was added to the District Action List.
20-13	KLVAC	Prepare KLVAC Strategic Plan			200727: This item was added to the District Action List.
20-14	FACT- FINDING COMMITTEE	Fact-Finding Provide Business Plan to District Board.			200727: This item was added to the District Action List.
20-15	DISTRICT	District Prepare Business Plan (4 to 5 years)			200727: This item was added to the District Action List.