



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

FINAL PUBLIC HEARING & DISTRICT MEETING AGENDA

September 19, 2022

Pursuant to 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 accessible 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 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/6027436243?pwd=Ylp2b3JYckhlQVpwVkFIMmVKbE1uZz09>

1. **AGENDA**

1a. **Call to Order**

1b. **Roll Call**

1c. **Pledge of Allegiance**

2. **APPROVAL OF AGENDA & MINUTES**

2a. **Approval of September 19, 2022 Agenda**

2b. **Approval of September 7, 2022 1st Public Hearing & District Meeting Minutes**

3. **PUBLIC COMMENT**

4. **BUDGET FY 2022-2023**

5. **RESOLUTION 2022-006**

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, ADOPTING THE FINAL LEVY OF AD VALOREM TAXES FOR THE DISTRICT FOR THE FISCAL YEAR 2022-2023; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

6. **RESOLUTION 2022-007**

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, PROVIDING FOR ADOPTION OF THE FINAL BUDGET OF THE DISTRICT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2022, AND ENDING ON SEPTEMBER 30, 2023; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

7. **CHAIRMAN REPORT**

8. **SECRETARY REPORT**



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

9. OLD BUSINESS

- 9a. Phase 10 Fire Hydrant Project: (Edge)
- 9b. Millage Referendum: (Legal)
- 9c. Station 24 Diesel Pump (Garrido)
- 9d. Streamlining/Webhosting Services (Mirabella)
- 9e. Lease Abrogation 3671

10. NEW BUSINESS

- 10a. **ACTION: Independent Special Fire Control District Performance Review (must have under contract by October 1st)**

11. LEGAL REPORT

12. FINANCE

13. AMBULANCE CORPS REPORT

- 13a. August Statistics

14. FIRE DEPARTMENT REPORT

- 14a. August Statistics

15. COMMISSIONER ITEMS

16. NEXT MEETING

- 16a. **KLFREMS District Board Meeting Sept. 26, October 10 or October 24**

17. ADJOURN

NEXT MEETINGS

September 26, 2022 District Meeting (if required)

October 10, 2022 District Meeting (if required)

October 24, 2022 District Meeting

DOCUMENTS

- Al 02b. 1st Public Hearing & District Meeting Minutes September 7
- Al 04. Proposed Budget FY 22-23
- Al 05. Resolution 2022-006
- Al 06. Resolution 2022-007
- Al 09b. Sample Ballot
- Al 10a. Contract between BJM CPA, Inc. and KLFEMS for Independent Special Fire Control District Performance Review and Response to RFP
- Al 13a. KLVAC Monthly Report



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AI 14a. *KLTFD Monthly Report*

Persons who wish to be heard shall send submit a
Speaker Request Form to the Chairman or request to speak via Zoom.

2B



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

1st PUBLIC HEARING & DISTRICT MEETING MINUTES [DRAFT] September 7, 2022

Pursuant to 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 accessible 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 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.

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1. AGENDA

1a. Call to Order

Chairman Allen called to Order the KLFR&EMS District Meeting at 6:00 PM.

1b. Roll Call

Carol Greco called the roll. The following commissioners were present: Tony Allen, Frank Conklin, Kenny Edge, George Mirabella and Dan Powers. There was a quorum.

Also present in person or via Zoom were Carol Greco, Roget Bryan, Janette Smith, Jennifer Johnson, Scott Robinson, David Garrido and Don Bock.

1c. Pledge of Allegiance

Commissioner Mirabella led the Pledge of Allegiance.

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of September 7, 2022 Agenda

Motion: Commissioner Edge made a **motion to approve** the September 7, 2022 1st Public Hearing & District Meeting Agenda. Commissioner Conklin second, and the Board unanimously passed the motion.

2b. Approval of August 22, 2022 District Meeting Minutes

Motion: Commissioner Powers made a **motion to approve** the August 22, 2022 District Meeting Minutes. Commissioner Mirabella second, and the Board unanimously passed the motion.



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3. PUBLIC COMMENT

None

4. BUDGET FY 2022-2023

Jennifer Johnson led a discussion presenting the public hearing for the tentative adoption of the Key Largo Fire Rescue and EMS District Proposed Budget FY 2022-2023; recommending a millage rate of 1mill per cap which is 16.62% above roll-back rate of 0.8575, attributable to adding two (2) full-time paid paramedics and 1 full-time paid firefighter.

5. RESOLUTION 2022-004

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, ADOPTING THE TENTATIVE LEVY OF AD VALOREM TAXES FOR THE DISTRICT FOR THE FISCAL YEAR 2022-2023; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

A discussion was had regarding Resolution 2022-004 (Resolution of the Key Largo Fire Rescue and Emergency Medical Services, District, Florida, Adopting the Tentative Levy of Ad Valorem Taxes for the District for the Fiscal Year 2022-2023; Providing for Severability and Providing an Effective Date); as Section 1. reads FY 2022-23 tentative operating millage rate for the District is 1.0000 mill, which is greater than the roll-back rate of 0.8575 mills by 16.26%.

Motion: Commissioner Powers made a motion to **approve Resolution 2022-004**, Commissioner Mirabella second. A roll call to approve Resolution 2022-004 was taken:

Commissioner Allen:	Yes
Commissioner Conklin:	Yes
Commissioner Edge:	Yes
Commissioner Mirabella:	Yes
Commissioner Powers:	Yes

The Board unanimously passes.

6. RESOLUTION 2022-005

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, PROVIDING FOR ADOPTION OF THE TENTATIVE BUDGET OF THE DISTRICT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2022, AND ENDING ON SEPTEMBER 30, 2023; PROVIDING FOR SEVERABILITY: AND PROVIDING AN EFFECTIVE DATE.

Discussion was had regarding Resolution 2022-005 (Resolution of the Key Largo Fire Rescue and Emergency Medical Services, District, Florida, Providing for Adoption of the Tentative Budget of the District for the Fiscal Year Commencing on October 1, 2022, and Ending on September 30,



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2023; Providing for Severability and Providing an Effective Date); as Section 1 reads, Budget Approved and Adopted. The tentative budget of the District for the fiscal year beginning on October 1, 2022, and ending September 30, 2023 (the "Budget") in the amount of \$8,380,096 was considered at a public hearing and is hereby approved and adopted.

Motion: Commissioner Powers made a motion to **approve Resolution 2022-005**, Commissioner Mirabella second. A roll call to approve Resolution 2022-004 was taken:

- Commissioner Allen: Yes
- Commissioner Conklin: Yes
- Commissioner Edge: Yes
- Commissioner Mirabella: Yes
- Commissioner Powers: Yes

The Board unanimously passes.

7. CHAIRMAN REPORT

Chairman Allen is scheduled to speak to the Island of Key Largo Federation of Homeowner Associations at the Key Largo Public Library on September 14, 2022 regarding the millage rate on the November 8, 2022 Ballot.

8. SECRETARY REPORT

None

9. OLD BUSINESS

9a. Phase 10 Fire Hydrant Project: (Edge)

Commissioner Edge advises no updates.

9b. Millage Referendum: (Legal)

Legal advised the Board of the approved language with a corrected typographical error.

9c. Station 24 Diesel Pump (Garrido)

Captain Garrido led a discussion regarding nothing to add since last meeting.

Commissioner Mirabella led a discussion regarding potentially setting up a meeting with the company servicing the Co-Op's diesel pumps to provide pricing of a secured fueling system; computer system. Captain Garrido requested Commissioner Mirabella provide that company with his contact information so that he may further discuss directly.



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9d. DISCUSSION AND/OR ACTION: Station 24 Lighting for Fire Department Budget (Powers)

Commissioner Powers conveyed this discussion item was solved at last meeting; same can be removed.

10. NEW BUSINESS

10a. Renewal of Fuel Storage Tank Insurance Policy

Captain Garrido interrupted this discussion to advise a member of the public had sent a Zoom message. Debbie Gilmore, purchased property in the Calusa Campground Condominium subdivision, Key Largo; she advises she was referred by the assessor's office of this meeting to address a what she considers to be an improperly placed fire hydrant ("hydrant") on her property by several feet. She has record drawings indicating the hydrant should have been placed on roadway at edge of her property. She stated her property is now being assessed 62% higher due to the placement of the hydrant. The board advised Ms. Gilmore that they would look into this issue, asked Capt. Garrido to work with her to review and resolve. Legal offered to look into the property's easement.

A discussion was had regarding the required storage tank insurance policy. The premium for one tank is \$493.69; and the premium for the underground tank is \$1,362.00.

Motion: Commissioner Mirabella made a ***motion to approve*** the Renewal of Fuel Storage Tank Insurance Policy. Commissioner Mirabella second, and the Board unanimously passed the motion.

10b. DISCUSSION: Streamlining/Webhosting Services (Mirabella)

Commissioner Mirabella arranged for a presentation from Maria Lara, Streamline, for consideration to provide web hosting services for the District. Webhosting services will include a website template and District will have full control; drag/drop into tabs to create pages; provides a compliance checklist; works with FASD and identifies new laws for compliance. Accessibility dashboard is created with ADA compliance (will provide to legal for issues); and download reports. User friendly platform, insert pages; does not push social media.

Streamline provides 30 minutes to 1 hour response time for site issues (support); security, legal representation; it would take approximately two weeks to build website; provides training videos; will waive migration fees. The monthly subscription (discounted FASD rate) approximately \$200 month. Contracts are month to month; no long term commitment required.

Should the District move forward with Streamline, legal will review contract.



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KL Ambulance/Fire – Website linking (Ambulance has with webhosting thru GoDaddy).

Legal can review and come back with recommendations on webhosting in-house; obtain information for usage.

10c. DISCUSSION AND/OR ACTION: Lease Abrogation 3671

Discussion ensued regarding station 25; FDEP original lease vs. new lease original lease for 50 years versus a new The clean way to fix the issue is to enter into a new lease, amendment, or wait until end of currently lease. Board recommends waiting until the expiration of the current lease in 2043. The item to be moved to Old Business.

10d. DISCUSSION AND/OR ACTION: Placement of ambulance as surplus/for sale on government bid website (Bock)

Chief Bock discussed the placement of an ambulance as surplus/sale. The vehicle has an oil leak that would need to be repaired; obtain repair estimate and sell.

Motion: Commissioner Powers made a ***motion to surplus the*** ambulance. Commissioner Conklin second, and the Board unanimously passed the motion.

11. LEGAL REPORT

Roget Bryan introduced Vernis & Bowling of the Florida Keys, P.A. attorney Janette Smith.

11a. Independent Special Fire Control District Performance Review (must have under contract by October 1st)

Discussions were had regarding all special district performance review to be completed in fiscal year 2023. The option of piggybacking on other districts without any savings. Bids proposals went out with a deadline of August 12, 2022 which elicited no bids. Additional efforts were made to obtain bids. Subsequently, BJM, CPA, Inc. provided a proposal to Commissioner Mirabella in the amount \$50,000 for this project. Bringing back this item ant the ne4xt regular meeting to consider this proposal.

12. FINANCE

No formal report. However, the following items were discussed budget amendment; line item transfers; salary due to worker’s compensation issues.

13. AMBULANCE CORPS (“Corps”) REPORT

Scott Robinson advised the Corps tested a volunteer last Friday and anticipate readiness by the end of September.



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14. FIRE DEPARTMENT REPORT

14a. July Meeting Documents

Key Largo Fire attended a structure fire this morning that was fully involved; exposure control to surrounding structures. Ocean Reef, Tavernier, and Monroe County assisted in response. Sunday is the anniversary of 9/11 anniversary; shift personnel little ceremony and put American flag up on ariel truck.

The Department opened up volunteer testing for 10/8/22; physicals for new recruits.

15. COMMISSIONER ITEMS

Commissioner Edge inquired of Jamie's return status and discussion ensued.

Commissioner Conklin discussed handouts/talking points/bullet points (outlined on District website) specific to increased millage cap to increase services; would like to obtain Vote Yes signs (personally funded) similarly used for 4th of July to place with candidate advertisement. Commissioner Allen explained he will also provide explanation at upcoming homeowners meeting.

Commissioner Mirabella discussed potential obtaining business cards; currently using old cards.

Commissioner Allen would like to link District emails to cellular devices and Board discussion ensued. Legal will assist with this request. Chairman Allen requested his Bio be updated on the District website.

16. NEXT MEETING

16a. *KLFREMS District Board Meeting September 12, 2022 or September 19, 2022*

Motion: Commissioner Powers made a motion to approve *the September 19, 2022 Final Budget Hearing*. Commissioner second, and the Board unanimously passed the motion.

17. ADJOURN

Commissioner Edge made a Motion to Adjourn at 7:08 PM, Commissioner Mirabella second, and the motion was unanimously approved by the Board.

NEXT MEETINGS

September 19, 2022 Final Budget Hearing

September 26, 2022 District Meeting (if required)



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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DOCUMENTS

- AI 02b. *District Meeting Minutes August 22*
- AI 04. *Proposed Budget FY 22-23*
- AI 05. *Resolution 2022-004*
- AI 06. *Resolution 2022-005*
- AI 09b. *Ballot Question*
- AI 09d. *Quotes from Wire Nuts Electric of South Fla, Custom Electric, and Lighting Supply*
- AI 10a. *Fuel Storage Tank Liability Insurance Policy Proposal*
- AI 10c. *Partial Release of Lease 3671, Vicinity Exhibits and Correspondence*
- AI 14a. *KLTFD Meeting Documents July 2022*

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**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023 PROPOSED BUDGET**

8/31/2022

REVENUES

<i>Prior Year Millage Rate:</i>	1.0000
<i>Roll- Back Rate:</i>	0.8575
<i>Taxable Value</i>	4,724,296,468
<i>Millage Rate :</i>	1.0000
<i>% over roll-back rate</i>	16.62%

Ad Valorem Taxes (97% collection rate)	\$ 4,582,568
Intergovernmental Revenue - Monroe County - Contribution for Capital Infrastructure <small>(\$150,000 for capital outlay)</small>	150,000
Interest Income	4,800
Total Revenues	<u>\$ 4,737,368</u>

UNASSIGNED FUND BALANCE OCT 1, 2022	3,056,267
COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2022	586,461
TOTAL REVENUES, FUND BALANCES AND OTHER FINANCING SOURCES	<u>\$ 8,380,096</u>

EXPENDITURES

Key Largo Fire/EMS District Board	
Operating Expenditures	\$ 393,596
Reserve Transfers	275,000
Subtotal District Board	<u>\$ 668,596</u>
 Key Largo Fire & Rescue	
Operating Expenditures	\$ 2,483,837
Capital Outlay	202,500
Subtotal Key Largo Volunteer Fire Department	<u>\$ 2,686,337</u>
 Key Largo Ambulance	
Operating Expenditures	\$ 1,242,436
Capital Outlay	21,500
Subtotal Key Largo Volunteer Ambulance Corp.	<u>\$ 1,263,936</u>
Total Expenditures & Transfers	<u>\$ 4,618,869</u>

FUND BALANCE

UNASSIGNED FUND BALANCE SEPT 30, 2023	3,174,766
COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2023	861,461
TOTAL EXPENDITURES & FUND BALANCES	<u>\$ 8,380,096</u>

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - DISTRICT

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

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY21-22 Projected Actuals	Budget Increase / (Decrease)
110	Board Member Stipends 5 Members @ \$ 350 / month x 12 months	21,000	21,000	15,750	21,000	-
210	FICA Taxes: @ 7.65 % of Wages	1,607	1,607	1,205	1,607	-
511.240	Worker's Compensation	1,000	1,000	752	752	-
514.310	Legal Services	45,000	45,000	24,919	37,379	-
512.311	District Clerk Services	19,000	19,000	-	9,817	-
512.312	Professional Services (IT)	7,200	-	-	-	7,200
513.320	Accounting and Financial Services					-
.01	District Audit	10,000	10,000	10,000	10,000	-
.02	Financial and Accounting Services	60,000	60,000	19,186	25,581	-
	<i>Total Accounting & Financial Services</i>	70,000	70,000	29,186	35,581	-
400	Travel & Per Diem - Training, Seminars, Meetings	4,000	4,000	1,173	1,173	-
450	Insurance & Risk Management:					
	Public Position Bond	100	100	100	100	-
	General & Mgt Liability, Commercial Auto and Excess Liability	2,133	2,133	1,859	1,859	-
	<i>Total Risk Management</i>	2,233	2,233	1,959	1,959	-
470	Printing and Binding	3,000	3,000	-	-	-
490	General Departmental: Miscellaneous Expenses					
.01	MoCo Property Appraiser Charges	68,579	68,579	69,083	69,083	-
.02	MoCo Tax Collector Charge (@3% of Ad Valorem Collection)	137,477	116,758	114,096	114,096	20,719
.03	Discretionary Expenditures	1,000	1,000	-	-	-
	<i>Total General Departmental</i>	207,056	186,337	183,179	183,179	20,719
411	Advertising	5,500	5,500	1,713	1,769	-
510	Office Supplies & Equipment	1,000	500	-	-	500

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - DISTRICT**

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

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY21-22 Projected Actuals	Budget Increase / (Decrease)
540	Dues, Subscriptions and Publications	6,000	4,000	4,141	2,065	2,000
Department Total Operations		\$ 393,596	\$ 363,177	\$ 263,977	\$ 296,281	\$ 30,419
919	Transfer to Committed Funds for Vehicle & Equipment Replacement	275,000	225,000	168,750	225,000	50,000
Department Total Including Transfers to Reserves		\$ 668,596	\$ 588,177	\$ 432,727	\$ 521,281	\$ 80,419

Total Operating Budget	393,596	363,177
Total Capital & Reserve Budget	275,000	225,000
Total	668,596	588,177

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - FIRE DEPARTMENT

Department: 1250 Key Largo Volunteer Fire Department
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:					
	Administrative Stipend (\$750 per month 3-Captains Handling Admin. Duties)	27,000	27,000	20,250	27,000	-
.02	Career Staffing Salaries to Include Incentive Pay - Includes 1 additional full-time FF/EMT Position as well CPI 4.6% COLA	1,209,900	1,055,573	695,898	927,864	154,327
	<i>Total Regular Salaries & Wages</i>	1,236,900	1,082,573	716,148	954,864	154,327
121	Volunteer Pay:					
.01	Volunteer Chief's Reimbursement - Chief has declined	-	-	-	-	-
.02	Volunteer Assistant Chief's Reimbursement	-	-	-	-	-
.03	Volunteer firefighters (Station 24 and Station 25) - Volunteerism is down (COLA 4.6%)	82,000	125,000	75,844	113,766	(43,000)
	<i>Total Volunteer Pay</i>	82,000	125,000	75,844	113,766	(43,000)
140	Overtime wages - Increased for WC injuries, covid leave, medical leave, etc...	210,000	200,000	188,652	251,536	10,000
210	Employer Payroll Taxes @ 7.65% of Pay	116,961	107,679	75,284	100,993	9,282
220	Retirement Plan - 401(k) (8%, same as last year) includes volunteers however, no participation expected.	105,512	80,000	38,303	51,071	25,512
230	Employee Insurance Benefits					
	Medical/Dental/Vision/Life Insurance for Full Time Employees - \$725 per employee (18) per month to account for 11.4% insurance premium increase.	156,600	131,580	103,023	123,628	25,020
	Statutory AD&D	2,928	2,928	2,055	2,055	-
	<i>Total Insurance Benefits</i>	159,528	134,508	105,078	125,683	25,020
240	Worker's Compensation	55,572	55,572	61,930	61,930	-
250	Unemployment Tax	2,835	2,835	19	2,835	-
312	Professional Services:					
	Grant Writing Services - Upcoming AFG grant	3,000	2,805	-	-	195
	Firefighter Annual Physicals - Not as many volunteer members as before	20,000	22,440	15,483	15,483	(2,440)
	Background Checks, Drug Testing, Drivers License Checks	1,000	1,000	905	1,358	-
	<i>Total Professional Services</i>	24,000	26,245	16,388	16,841	(2,245)
314	Legal Services (Requires District Board Approval)	-	-	-	-	-
320	Accounting Fees - Increased for additional FF/EMT position	15,000	12,900	7,496	11,244	2,100
400	Travel & Per Diem - (Greater FL Fire School, Orlando Fire Conference, Seminars, etc.)	1,000	1,000	452	678	-
410	Phones, Television & Internet (Station Phones, Air Cards)	15,000	15,000	11,470	17,205	-

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - FIRE DEPARTMENT

Department: 1250 Key Largo Volunteer Fire Department
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
411	Advertising	520	520	-	-	-
412	Postage & Freight	520	520	272	408	-
430	Utilities					
.01	Electric	28,000	28,091	19,497	29,246	(91)
.02	Water - Decreased off % average from last years usage.	9,000	10,404	6,835	10,253	(1,404)
.03	Fire Hydrant Maintenance @ \$50 per hydrant - Hydrant's increased to 314 total in KL	15,700	15,200	-	12,600	500
.04	Propane Gas	400	400	308	462	-
.07	TV Service	5,500	5,500	4,560	6,080	-
	<i>Total Utilities</i>	58,600	59,595	31,200	58,641	(995)
440	Rent & Leases:					
	Station 24 Copier/Scanner/Fax Lease	3,550	3,550	2,372	3,558	-
	Oxygen Tank Rental - Increased on usage	1,500	500	508	508	1,000
	Annual Lease Payment - DEP Station 25 Property	300	300	600	600	-
	Red Alert NFRIS Incident Reporting Program Support and Maintenance & SmartCop CAD	7,500	7,500	7,100	7,100	-
	Software - Fire Manager Scheduling and Time & Attendance Software	2,200	2,200	5,939	5,939	-
	<i>Total Rent & Leases</i>	15,050	14,050	16,519	17,705	1,000
450	Risk Management					
	Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)	54,052	59,711	54,052	54,052	(5,659)
	Cancer Benefit Insurance (New FL Statue)	1,595	1,831	1,595	1,595	(236)
	Accident and Sickness	5,935	5,610	5,935	5,935	325
	Storage Tank Liability	1,714	1,785	1,714	1,714	(71)
	<i>Total Risk Management</i>	63,296	68,937	63,296	63,296	(5,641)
460	Repair & Maintenance: Equipment	25,500	25,000	35,461	43,192	500
461	Repair & Maintenance: Buildings & Grounds	58,645	17,000	42,974	57,461	41,645
462	Repair & Maintenance: Vehicles	56,100	56,100	69,813	74,720	-
470	Printing and Binding	104	104	-	-	-

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - FIRE DEPARTMENT**

Department: 1250 Key Largo Volunteer Fire Department
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
490	General Departmental: General Office & Administrative Costs					
.05	Other including Recruitment & Retention	1,500	1,500	295	885	-
.06	Computer/IT services - Increased for website maintenance	7,500	6,500	9,000	10,530	1,000
	<i>Total General Departmental</i>	9,000	8,000	9,295	11,415	1,000
491	Training - Instructor Fees, Education, Student Text and Fire Prevention					
.01	In-house training courses (Outside/In-house instructors/vendors)	34,200	34,000	6,992	12,488	200
.02	Out of area training	2,500	-	-	-	2,500
.03	Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School	3,000	3,000	2,987	3,647	-
.04	Education & Text Books	1,000	1,000	677	1,016	-
.05	KAPLAN online education (40 firefighters) - Less members	3,000	4,845	4,500	4,500	(1,845)
	<i>Total Training</i>	43,700	42,845	15,156	21,651	855
510	Office Supplies	3,500	5,200	6,513	9,770	(1,700)
520	Operating Supplies					
.01	Fire Ground Safety (highway vests, cones, etc.)	1,000	1,000	4,065	6,098	-
.02	Daily Operating/Maintenance Supplies including small tools less than 1k	41,702	10,000	28,717	43,076	31,702
.03	Medical Supplies & Equipment	8,000	8,160	7,163	10,745	(160)
.05	Station Cleaning/Housekeeping Supplies	5,000	5,000	2,710	4,065	-
.06	Firefighting Gear - (including helmets, gloves, hoods, boots, coat & pants) 7 sets going OOS	28,000	18,000	4,221	6,332	10,000
.07	Clothing, Apparel - Pants, extrication gloves, tee shirts, patches, etc.	9,000	9,000	7,013	10,520	-
.08	Fire fighting Foam or suppression agent	8,000	8,000	5,400	5,400	-
	<i>Total Operating Supplies</i>	100,702	59,160	59,289	86,236	41,542
521	Fuel: Gasoline (for portable equipment)	100	75	82	108	25
522	Fuel: Diesel - Increased on cost of fuel	20,000	15,000	22,329	26,795	5,000
540	Dues, Subscriptions and Publications - Increased for department Zoom, Docusign, Adobe, etc...	4,192	3,162	2,125	2,125	1,030

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - FIRE DEPARTMENT**

Department: 1250 Key Largo Volunteer Fire Department
Exp Transaction Code 522 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget	FY 21-22 Adopted Budget	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
620	Capital Outlay: Buildings Station 24 Second Story	-	-	31,450	31,450	-
	<i>Total Capital Outlay: Buildings</i>	-	-	31,450	31,450	-
630	Capital Outlay: Infrastructure Improvements - Fire Hydrants & or Gas Pump Replacement(s) \$150,000 from Monroe County ILA	150,000	150,000	8,400	150,000	-
	<i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i>	150,000	150,000	8,400	150,000	-
640	Capital Outlay: Equipment					
	Vetter Lift Bags for E25	15,000	-	-	-	15,000
	Toughbook CF-33 to replace L25 CF-31	5,000	-	-	-	5,000
	Vent Saws	5,000	-	-	-	5,000
	Blitzfire Ground monitor for E25	3,500	-	-	-	3,500
	FireCom Cab Communication Headsets for S24 and L25	14,000	13,000	12,873	12,873	1,000
	Masimo Rad-57 Pulse Ox with CO Oximeter with SpMet for both Adult & Pediatric	-	3,850	4,519	4,519	(3,850)
	Physio Control Lifepak 1000 AD with add on for ECG Display with Pediatric capability	-	4,400	2,517	2,517	(4,400)
	<i>Total Capital Outlay: Equipment</i>	42,500	21,250	19,909	19,909	21,250
641	Capital Outlay: Vehicles	-	-	8,318	8,318	-
642	Capital Outlay: Small Tools & Equipment Various Tools, Equipment, etc. Costing >\$1,000 but < \$ 5,000 per each item and a useful life of 1 year or more	10,000	7,500	7,450	7,450	2,500
	<i>Total Operating Budget</i>	2,483,837	2,218,580	1,671,388	2,182,169	265,257
	<i>Total Capital Budget</i>	202,500	178,750	75,527	217,127	23,750
	<i>Total</i>	<u>2,686,337</u>	<u>2,397,330</u>	<u>1,746,915</u>	<u>2,399,296</u>	<u>289,007</u>

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - AMBULANCE CORP**

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget 2 Rescues	FY 21-22 Adopted Budget 2 Rescues	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:					
.01	Administrative (1 Position) - includes 8 holidays & 4.6% COLA	45,994	43,520	15,693 see net figure below	26,902 see net figure below	2,474
.02	Paramedic Payroll - includes 8 holidays - includes 2 additional FT Medics & 4.6% COLA & STEP raises	597,919	445,982	see net figure below	see net figure below	151,937
	Less: EMS Income Applied to Offset Reimbursement -	(250,000)	(150,000)		see net figure below	(100,000)
	<i>Total Paramedic Payroll Reimbursement</i>	347,919	295,982	185,170	295,982	51,937
	<i>Total Regular Salaries & Wages</i>	393,913	339,502	200,863	322,884	54,411
121	Volunteer Pay: Volunteer Reimbursement - Includes \$500 for Deputy Chief of Administration & \$250 each for 3 officers duties per month & 4.6% COLA	106,148	113,492	69,514	119,167	(7,344)
140	Overtime Wages	88,400	75,000	69,001	75,000	13,400
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Reimb.	64,142	51,867	26,338	51,029	12,275
220	Retirement Contributions - 401K (8% employer contribution)	20,000	34,240	1,441	2,882	(14,240)
230	Benefits for 9 full-time medics & 1 admin (up to \$725 per mo. each FT emp.)	87,000	49,984	26,883	46,085	37,016
240	Worker's Compensation	26,000	22,194	21,517	22,213	3,806
250	Unemployment Tax	300	300	141	300	-
312	Professional Services: Medical Director, etc.				-	
.02	Medical Director	18,543	18,543	13,500	18,000	-
.03	Background Checks, drug testing	2,000	780	1,432	1,782	1,220
.04	Other - Grant Writing	2,100	2,081	-	-	19
	<i>Total Professional Services</i>	22,643	21,404	14,932	19,782	1,239

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - AMBULANCE CORP**

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget 2 Rescues	FY 21-22 Adopted Budget 2 Rescues	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
320	Accounting and Financial Services	12,480	11,985	6,682	11,455	495
400	Travel & Per Diem - Training, Seminars, Meetings	1,500	2,000	30	1,548	(500)
410	Station Phone Services: (4 phone & 2 fax lines), DSL/Internet, Wireless Air Cards for laptops in trucks	20,000	10,924	11,626	19,930	9,076
411	Advertising - <i>includes "Indeed" ads for paid medic recruitment</i>	2,500	416	950	400	2,084
412	Postage & Freight	350	364	-	350	(14)
430	Utilities					
.05	Electric & Propane	12,500	12,500	6,192	12,384	-
.06	Water	2,000	2,000	933	1,866	-
	<i>Total Utilities</i>	14,500	14,500	7,125	14,250	-
440	Rental Equipment - O2 rental bottles, etc.	7,500	4,682	3,102	6,204	2,818
450	Insurance & Risk Management					
	Fire/Wind/Flood	46,012	34,767	20,004	34,767	11,245
	Auto & Umbrella	15,548	10,710	6,760	10,710	4,838
	Disability Insurance (All Members) -	4,000	3,825	2,794	3,825	175
	<i>Total Insurance & Risk Management</i>	65,560	49,302	29,558	49,302	16,258
460	Repair & Maintenance: Equipment	40,000	42,917	16,377	32,754	(2,917)
461	Repair & Maintenance: Buildings	24,000	26,010	9,991	19,982	(2,010)
462	Repair & Maintenance: Vehicles - <i>includes one-time FORD extended warranty on new Rescues @ \$5,000 ea</i>	40,000	48,000	23,724	47,448	(8,000)
470	Printing and Binding	1,400	1,301	-	1,275	99
490	General Departmental: Miscellaneous Expenses					
.08	Computer R&M - <i>includes \$6,500 for SmartCop software interface</i>	13,000	6,242	1,686	3,372	6,758
.10	Employee Assistance Program (program through AETNA approx. \$2 per month per member)	1,600	1,224	810	1,620	376
.12	Membership & Retention	2,500	2,601	-	1,300	(101)
	<i>Total General Departmental</i>	17,100	10,067	2,496	6,292	7,033

KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - AMBULANCE CORP

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget 2 Rescues	FY 21-22 Adopted Budget 2 Rescues	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
491	Training - Instructor Fees, Education					
.07	ACLS/PALS (taught in alternating years)	1,600	1,561	-	1,561	39
.10	Misc. Training/Books & pig tracheas	1,000	936	-	936	64
.20	Kaplan/FireEMS Academy online training for members (45 @ \$40)	1,900	1,873	3,569	1,873	27
.25	Advanced Airway Management	2,500	2,497	-	-	3
.40	Advanced Stroke Life Support	-	2,497	-	-	(2,497)
.50	Training mannequin - less \$5,000 donation (from Kay)	-	3,750	-	-	(3,750)
	<i>Total Training</i>	7,000	13,114	3,569	8,613	(6,114)
510	Office Supplies	6,500	2,601	4,227	6,341	3,899
520	Operating Supplies					
.09	Station Supplies: Ambulance & Building	10,000	14,000	3,772	6,466	(4,000)
.10	Medical Supplies: Bandages/First Aid/Drip Sets	67,500	63,000	34,139	58,524	4,500
.11	Uniforms, Clothing and Apparel, Membership Supplies	7,500	6,500	2,064	3,538	1,000
.12	Small Tools:	6,000	6,000	-	-	-
	<i>Total Operating Supplies</i>	91,000	89,500	39,975	68,528	1,500
522	Fuel: Diesel	35,000	14,000	13,084	26,168	21,000
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	35,000	21,000	16,062	32,124	14,000
	Narcan to Community	-	624	inc above	inc above	(624)
	<i>Total Medicine & Drugs</i>	35,000	21,624	16,062	32,124	13,376
540	Dues, Subscriptions and Publications	12,500	12,311	7,254	12,311	189

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
BUDGET DETAILS - AMBULANCE CORP**

Department: 1300 Key Largo Volunteer Ambulance Corp
Exp Transaction Code 526 (except as indicated below)

Acct #	Computation / Explanation	FY 22-23 Proposed Budget 2 Rescues	FY 21-22 Adopted Budget 2 Rescues	FY 21-22 Actuals YTD	FY 21-22 Projected Actuals	Budget Increase / (Decrease)
643	Capital Outlay: Buildings					
	Replace entryway awnings	-	3,250	-	3,250	(3,250)
	<i>Total Capital Outlay: Buildings</i>	-	3,250	-	3,250	(3,250)
640	Capital Outlay: Equipment					
	PowerLoad for extra rescue - removed and was remounted in new rescue - will apply for Grant to obtain	21,500	-	-	-	21,500
	<i>Total Capital Outlay: Equipment</i>	21,500	-	-	-	21,500
641	Capital Outlay: Vehicles - 2008 & 2011 Ambulance Replacement, 1 paid for from using remaining Trauma District Funding	-	466,624	467,630	467,630	(466,624)

Department Total

<i>Total Operating Budget</i>	1,242,436	1,083,601	626,462	1,024,617	158,835
<i>Total Capital Budget</i>	21,500	469,874	467,630	470,880	(448,374)
<i>Total</i>	<u>1,263,936</u>	<u>1,553,475</u>	<u>1,094,092</u>	<u>1,495,497</u>	<u>(289,539)</u>

**KEY LARGO FIRE RESCUE AND EMS DISTRICT
FY 2022-2023
VEHICLE REPLACEMENT SCHEDULE**

8/31/2022

Year	Beginning Balance	Contributions	Purchases & Other Distributions	Ending Balance	Vehicle to be Replaced
09/30/23	\$ 586,461	\$ 275,000	\$ -	\$ 861,461	
09/30/24	861,461	275,000	-	1,136,461	
09/30/25	1,136,461	275,000	(285,877)	1,125,584	ambulance (new in 2015)
09/30/26	1,125,584	275,000	(294,453)	1,106,131	ambulance (new in 2016)
09/30/27	1,106,131	275,000	-	1,381,131	
09/30/28	1,381,131	275,000	-	1,656,131	
09/30/29	1,656,131	275,000	-	1,931,131	
09/30/30	1,931,131	275,000	(357,657)	1,848,474	ambulance (new in 2020)
09/30/31	1,848,474	275,000	(311,453)	1,812,021	ambulance (new in 2021)
09/30/32	1,812,021	275,000	(814,132)	1,272,889	E25
09/30/33	1,272,889	275,000	(838,556)	709,333	E24
09/30/34	709,333	275,000	(513,315)	471,018	Tanker
09/30/35	471,018	300,000	(350,543)	420,475	ambulance (new in 2025)
09/30/36	420,475	300,000	(361,059)	359,416	ambulance (new in 2026)
09/30/37	359,416	300,000	-	659,416	
09/30/38	659,416	300,000	-	959,416	
09/30/39	959,416	300,000	(1,224,468)	34,948	Ladder

Equipment/Vehicle Type	Dept	Unit #	Year New	Service Life	Replace Year	Years to Replacement	Estimated Replacement Cost in FY23
Technical Rescue Pumper	Fire Rescue	SQUAD-24	2013	20	NA	NA	-
Tanker/Pumper	Fire Rescue	TANKER-24	2014	20	2034	11	339,362
Ladder / Pumper	Fire Rescue	LADDER-24	2014	25	2039	16	698,297
Class A Engine	Fire Rescue	ENGINE-25	2017	15	2032	9	571,016
Class A Engine	Fire Rescue	ENGINE-24	2018	15	2033	10	571,016
Cascade Air Fill & Lighting Truck	Fire Rescue	AIR-24	2022	20	2042	19	256,957

Type III Ambulance	EMS		2022	10	2032	9	246,600
Type III Ambulance	EMS		2022	10	2032	9	246,600
Type III Ambulance	EMS		2015	10	2025	2	246,600
Type III Ambulance	EMS		2016	10	2026	3	246,600

5

RESOLUTION 2022-006

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, ADOPTING THE FINAL LEVY OF AD VALOREM TAXES FOR THE DISTRICT FOR THE FISCAL YEAR 2022-2023; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to special act of the legislature Chapter 2005-329, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) was created and approved by vote of the electors to levy up to One Mill ad valorem taxation for the purpose of providing funding for fire protection and emergency medical services in the Key Largo geographical area; and

WHEREAS, pursuant to Section 200.065, *Florida Statutes*, the Key Largo Fire Rescue and Emergency Medical Services District, Florida (the “District”) has established a proposed millage rate; and

WHEREAS, pursuant to Section 200.065, *Florida Statutes*, within 101 days of the certification of taxable value the District is required to adopt a final millage rate; and

WHEREAS, on September 7, 2022, the District held a public hearing to consider any adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2022-2023 (the “FY 2022-2023”), and adopt a tentative millage rate in accordance with Section 200.065(2)(c), *Florida Statutes*; and

WHEREAS, on September 19, 2022, the District held a public hearing to consider any adjustment of its tentative millage rate, to adopt a final millage rate and to adopt a final operating budget for Fiscal Year 2022-2023 in accordance with Section 200.065(2)(d), *Florida Statutes*.

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

Section 1. Millage Approved and Adopted. The FY 2022-2023 final operating millage rate for the District is 1.0000 mill, which is greater than the rolled-back rate of .8575 mills by 16.62%.

Section 2. Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections,

sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

Section 3. Effective Date. This resolution shall be effective immediately upon its adoption.

PASSED AND ADOPTED this 19th day of September 2022.

Tony Allen, Chairman

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 LEGAL COUNSEL

Motion to adopt by _____, Seconded by _____

FINAL VOTE AT ADOPTION:

Chairman Tony Allen	_____
Vice Chairman George Mirabella	_____
Secretary/Treasurer Kenneth Edge	_____
Commissioner Frank Conklin	_____
Commissioner Danny Powers	_____

6

RESOLUTION NO. 2022-007

A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, PROVIDING FOR ADOPTION OF THE FINAL BUDGET OF THE DISTRICT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2022, AND ENDING ON SEPTEMBER 30, 2023; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on September 7, 2022, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) Board held a public hearing to consider adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2022-2023 (the “FY 2022-2023”), and adopt a recomputed proposed millage rate in accordance with Section 200.065(2)(c), Florida Statutes; and,

WHEREAS, on September 19, 2022, the District Board held a public hearing to consider adjustment of its tentative millage rate, to adopt a final millage rate, and to adopt a final operating budget for Fiscal Year 2022-2023 in accordance with Section 200.065(2)(d), Florida Statutes; and,

WHEREAS, the Key Largo Fire Rescue and Emergency Medical Services District of Monroe County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2022-2023 in the amount of \$8,380,096.

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

Section 1. Budget Approved and Adopted. The final budget of the District for the fiscal year beginning on October 1, 2022, and ending September 30, 2023 (the "Budget") was considered at a public hearing and is hereby approved and adopted.

Section 2. Severability. The provisions of this Resolution are declared to be severable

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

Section 3. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED this 19th day of September, 2022.

Tony Allen, Chairman

ATTEST:

District Clerk

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

DISTRICT LEGAL COUNSEL


Motion to adopt by _____, Seconded by _____

FINAL VOTE AT ADOPTION:

Chairman Tony Allen _____
Vice Chairman George Mirabella _____
Secretary/Treasurer Kenneth Edge _____
Commissioner Frank Conklin _____
Commissioner Danny Powers _____

9B

**Official General Election Ballot, November 8, 2022
Monroe County, Florida**

- Instructions: To vote, fill in the oval completely  next to your choice. Use only the marking device provided or a black or blue pen.
- If you make a mistake, ask for a new ballot. Do not cross out or your vote may not count.
- To vote for a write-in candidate, fill in the oval and print the name clearly on the blank line provided for the write-in candidate.

United States Senator (Vote for 1)	State Representative Dist 120 (Vote for 1)	Key Largo Wastewater Treatment District Board Member (Vote for up to 3)
<input type="radio"/> Marco Rubio REP <input type="radio"/> Val Demings DEM <input type="radio"/> Dennis Misigoy LPF <input type="radio"/> Steven B. Grant NPA <input type="radio"/> Tuan TQ Nguyen NPA <input type="radio"/> Write-in _____	<input type="radio"/> James "Jim" V. Mooney Jr REP <input type="radio"/> Adam Gentle DEM Justice of the Supreme Court Shall Justice Charles T. Canady of the Supreme Court be retained in office? <input type="radio"/> Yes <input type="radio"/> No Shall Justice John D. Couriel of the Supreme Court be retained in office? <input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Marian "Marina" Ernsberger <input type="radio"/> Sue Heim <input type="radio"/> Robby Majeska <input type="radio"/> Tim Maloney <input type="radio"/> Andrew Tobin
Representative in Congress District 28 (Vote for 1)	<input type="radio"/> Carlos A. Gimenez REP <input type="radio"/> Robert Asencio DEM <input type="radio"/> Write-in _____	No.1 Constitutional Amendment Article VII, Section 4; Article XII, Section 42
Governor and Lt. Governor (Vote for 1)	Shall Justice Jamie Grosshans of the Supreme Court be retained in office? <input type="radio"/> Yes <input type="radio"/> No Shall Justice Jorge Labarga of the Supreme Court be retained in office? <input type="radio"/> Yes <input type="radio"/> No Shall Justice Ricky Polston of the Supreme Court be retained in office? <input type="radio"/> Yes <input type="radio"/> No	Limitation on the Assessment of Real Property used for Residential Purposes Proposing an amendment to the State Constitution, effective January 1, 2023, to authorize the Legislature, by general law, to prohibit the consideration of any change or improvement made to real property used for residential purposes to improve the property's resistance to flood damage in determining the assessed value of such property for ad valorem taxation purposes. <input type="radio"/> Yes <input type="radio"/> No
Attorney General (Vote for 1)	District Court of Appeal	No. 2 Constitutional Amendment Article II, Section 5; Article XI, Sections 2 and 5
<input type="radio"/> Ashley Moody REP <input type="radio"/> Aramis Ayala DEM	Shall Judge Alexander Spicola Bokor of the 3rd District Court of Appeals be retained in office? <input type="radio"/> Yes <input type="radio"/> No	Abolishing the Constitution Revision Commission Proposing an amendment to the State Constitution to abolish the Constitution Revision Commission, which meets at 20-year intervals and is scheduled to next convene in 2037, as a method of submitting proposed amendments or revisions to the State Constitution to electors of the state for approval. This amendment does not affect the ability to revise or amend the State Constitution through citizen initiative, constitutional convention, the Taxation and Budget Reform Commission, or legislative joint resolution. <input type="radio"/> Yes <input type="radio"/> No
Chief Financial Officer (Vote for 1)	<input type="radio"/> Jimmy Patronis REP <input type="radio"/> Adam Hattersley DEM	
Commissioner of Agriculture (Vote for 1)	Shall Judge Edwin A. Scales of the 3rd District Court of Appeals be retained in office? <input type="radio"/> Yes <input type="radio"/> No	
<input type="radio"/> Wilton Simpson REP <input type="radio"/> Naomi Esther Blemur DEM		

**No. 3 Constitutional Amendment
Article VII, Section 6; Article XII**

**Additional Homestead Property Tax
Exemption for Specified Critical Public
Services Workforce**

Proposing an amendment to the State Constitution to authorize the Legislature, by general law, to grant an additional homestead tax exemption for nonschool levies of up to \$50,000 of the assessed value of homestead property owned by classroom teachers, law enforcement officers, correctional officers, firefighters, emergency medical technicians, paramedics, child welfare services professionals, active duty members of the United States Armed Forces, and Florida National Guard members. This amendment shall take effect January 1, 2023.

- Yes
- No

**Referendum On Extending The One
Cent Infrastructure Sales Surtax
Through 2048**

Shall the existing one cent infrastructure sales surtax be extended through 2048 (it otherwise expires in 2033) with the proceeds used for the following projects: wastewater facilities and, only if those wastewater projects are completed or fully funded, recreation and conservation lands, marinas, courthouses, parking, offices, roads, bridges, airports, libraries, piers, auditoriums, riprap/seawalls, solid waste, jails, police/fire facilities, land acquisition, storm water and any public purpose authorized by law?

- FOR the 1-cent sales tax
- AGAINST the 1-cent sales tax


**Increased Maximum Millage Rate For
Key Largo Fire Rescue And
Emergency Medical Services**

The Key Largo Fire & EMS District may not levy ad valorem taxes exceeding 1.00 mill without voter approval. The District seeks to increase its maximum millage rate to cover future costs of providing high-quality fire-rescue and emergency medical services to the residents of Key Largo.

Shall the maximum millage rate of the District be revised to 2.00 mills, to fund the continued provision of fire rescue and emergency medical services to Key Largo residents?

- Yes
- No

**Boleta oficial de la elección general, del 8 de noviembre de 2022
condado de Monroe, Florida**

- Instrucciones: Para votar, rellene completamente el óvalo  que está al lado de su elección. Use únicamente los dispositivos de marcación proporcionados o un bolígrafo negro o azul.
- Si comete un error, solicite una boleta nueva. No tache o es posible que su voto no sea contado.
- Para votar por un candidato por escrito, rellene el óvalo y escriba claramente con letra de molde el nombre en la línea en blanco proporcionada para el candidato por escrito.

Senador de los Estados Unidos (Vote por 1)	Representante Estatal Distrito 120 (Vote por 1)	Distrito de purificación de las aguas de albanal de Key Largo (Vote por hasta 3)
<input type="radio"/> Marco Rubio REP <input type="radio"/> Val Demings DEM <input type="radio"/> Dennis Misigoy LPF <input type="radio"/> Steven B. Grant NPA <input type="radio"/> Tuan TQ Nguyen NPA <input type="radio"/> Escrito _____	<input type="radio"/> James "Jim" V. Mooney Jr REP <input type="radio"/> Adam Gentle DEM Juez de la Corte Suprema ¿Se Debera Charles T. Canady Mantener en su Puesto el Juez de la Corte Suprema? <input type="radio"/> Si <input type="radio"/> No	<input type="radio"/> Marian "Marina" Ernsberger <input type="radio"/> Sue Heim <input type="radio"/> Robby Majeska <input type="radio"/> Tim Maloney <input type="radio"/> Andrew Tobin
Representante en el Congreso Distrito 28 (Vote por 1) <input type="radio"/> Carlos A. Gimenez REP <input type="radio"/> Robert Asencio DEM <input type="radio"/> Escrito _____	<input type="radio"/> Si <input type="radio"/> No ¿Se Debera John D. Couriel Mantener en su Puesto el Juez de la Corte Suprema? <input type="radio"/> Si <input type="radio"/> No	N.º 1 Enmienda Constitucional Capítulo VII, Artículo 4; Capítulo XII, Artículo 42 Límites Sobre La Tasación de Bienes Raíces Utilizados con Fines Residenciales Proponer una enmienda a la Constitución Estatal, con entrada en vigor el 1.º de enero de 2023, que autorice a Legislatura, de acuerdo con la ley general, a prohibir la consideración de cualquier cambio o mejora a los bienes raíces utilizados con fines residenciales que aumente la resistencia del bien frente a daños por inundaciones a la hora de determinar el valor de dicho bien con el fin de calcular el impuesto <i>ad valorem</i> . <input type="radio"/> Sí <input type="radio"/> No
Gobernador y Vicegobernador (Vote por 1) <input type="radio"/> Ron DeSantis REP Jeanette Nuñez <input type="radio"/> Charlie Crist DEM Karla Hernandez <input type="radio"/> Hector Roos LPF Jerry "Tub" Rorabaugh <input type="radio"/> Carmen Jackie Gimenez NPA Kyle "KC" Gibson	¿Se Debera Jamie Grosshans Mantener en su Puesto el Juez de la Corte Suprema? <input type="radio"/> Si <input type="radio"/> No ¿Se Debera Jorge Labarga Mantener en su Puesto el Juez de la Corte Suprema? <input type="radio"/> Si <input type="radio"/> No ¿Se Debera Ricky Polston Mantener en su Puesto el Juez de la Corte Suprema? <input type="radio"/> Si <input type="radio"/> No	N.º 2 Enmienda Constitucional Capítulo II, Artículo 5; Capítulo XI, Artículos 2 y 5 Disolver la Comisión de Revisión Constitucional Proponer una enmienda a la Constitución Estatal para disolver la Comisión de Revisión Constitucional, la cual se reúne cada 20 años y cuya próxima convocación está programada para 2037, como método para presentar propuestas de enmiendas o revisiones a la Constitución Estatal para la aprobación de los electores del estado. Esta enmienda no afecta la capacidad de revisar o enmendar la Constitución Estatal por medio de una iniciativa de los ciudadanos, convención constitucional, Comisión de Reforma Impositiva y Presupuestaria o resolución conjunta legislativa. <input type="radio"/> Sí <input type="radio"/> No
Procurador General (Vote por 1) <input type="radio"/> Ashley Moody REP <input type="radio"/> Aramis Ayala DEM	Corte de Apelación del Distrito ¿Se Retendra en el cargo al Juez Alexander Spicola Bokor de la Corte de Apelaciones de Distrito Tercero? <input type="radio"/> Si <input type="radio"/> No ¿Se Retendra en el cargo al Juez Edwin A. Scales de la Corte de Apelaciones de Distrito Tercero? <input type="radio"/> Si <input type="radio"/> No	
Director de Finanzas (Vote por 1) <input type="radio"/> Jimmy Patronis REP <input type="radio"/> Adam Hattersley DEM		
Comisionado de Agricultura (Vote por 1) <input type="radio"/> Wilton Simpson REP <input type="radio"/> Naomi Esther Blemur DEM		

**N.º 3 Enmienda Constitucional
Capítulo VII, Artículo 6; Capítulo XII**

**Exención Impositiva Adicional Para
Viviendas Familiares de Trabajadores de
Servicios Públicos Esenciales
Determinados**

Se propone una enmienda a la Constitución Estatal que autorice al Poder Legislativo, de conformidad con la ley general, para conceder una exención impositiva adicional respecto a gravámenes no escolares de hasta USD 50,000 de la tasación de viviendas familiares de maestros de aula, policías, funcionarios penitenciarios, bomberos, técnicos médicos de emergencia, paramédicos, profesionales de servicios de asistencia social infantil, miembros en servicio activo de las Fuerzas Armadas de los Estados Unidos, y miembros de la Guardia Nacional de Florida. La enmienda entrará en vigencia el 1.º de enero de 2023.

- Sí
- No

**Referéndum Sobre la Prórroga del
Impuesto Sobre las Ventas de
Infraestructura de un Centavo Hasta el
2048**

¿ Debe prorrogarse el impuesto adicional sobre las ventas de infraestructura de un centavo hasta 2048 (de lo contrario, expira en 2033) con los ingresos utilizados para los siguientes proyectos: instalaciones de aguas residuales y, solo si esos proyectos de aguas residuales se completan o se financian en su totalidad, espacios de recreación y conservación, muelles, tribunales, estacionamientos, oficinas, carreteras, puentes, aeropuertos, bibliotecas, puertos, auditorios, rompeolas/malecones, residuos sólidos, cárceles, instalaciones de policía/bomberos, adquisición de tierras, aguas pluviales y cualquier propósito público autorizado por la ley?

- A favor de la prórroga del impuesto sobre las ventas de un centavo
- En contra de la prórroga del impuesto sobre las ventas de un centavo

**Aumento de la tasa máxima de
impuestos aplicada en milésimas para
los servicios médicos de Emergencia
(EMS) y de Rescate de los Bomberos
de Key Largo**

El Distrito de EMS y de Rescate de los Bomberos de Key Largo no puede recaudar impuestos ad valorem que superen 1.00 milésima sin la aprobación de los votantes. El Distrito busca aumentar su tasa máxima aplicada en milésimas para cubrir los costos futuros de brindar servicios médicos de emergencia y de rescate de los bomberos de alta calidad a los residentes de Key Largo.

¿Debería modificarse la tasa máxima aplicada en milésimas del Distrito a 2.00 milésimas, para financiar la prestación continua de servicios médicos de emergencia y rescate de los bomberos para los residentes de Key Largo?

- Sí
- No

10A

KEY LARGO FIRE & EMS DISTRICT
Contract for Goods & Services

This Contract entered into on the date last written below, by and between: BJM CPA, Inc. (the "Contractor") and the Key Largo Fire & Emergency Medical Services District ("KLFEMS" or "District"). In consideration of the mutual covenants and benefits hereinafter set forth, the parties herein covenant and agree as follows:

1. TERM

The term of this Contract shall be from: September 12, 2022 to September 11, 2023.

2. CONTRACTOR'S SERVICES

Contractor agrees to provide the following goods/services: Independent Special Fire Control District Performance Review in accordance with Section 189.0695, Florida Statutes ("F.S."), which will be memorialized within a formal report.

If documentation of the specific goods/services is attached, said documentation is labeled as Exhibit " A " to this Contract and is incorporated herein by reference. In the event of a conflict between the terms of this Contract and any exhibit, the terms of this Contract shall control, unless otherwise agreed in writing as an amendment pursuant to the terms for such as provided herein.

3. COMPENSATION

District shall pay Contractor the sum of Fifty Thousand Dollars and No Cents (\$50,000.00) (NTE-Not to exceed price) to provide said goods/services pursuant to this Contract. No payment shall be due until an invoice for the goods/services has been submitted for payment and the District verifies that all services have been fully and satisfactorily completed. The District will make diligent efforts to verify and pay invoices within one (1) payment cycle after receipt. If alternate payment TERMS are required they must be outlined below.

4. INSURANCE

Contractor agrees to secure and maintain at all times during the term of this Contract, at Contractor's expense, insurance coverage, as laid out below, covering Contractor for all acts or omissions which may give rise to liability for services under this Contract. All Contractor staff are to be insured in minimum amounts acceptable to the District and with a reputable and financially viable insurance carrier, naming Key Largo Fire & Emergency Medical Services District as an additional insured. Such insurance shall not be cancelled except upon thirty (30) days written notice to the District. Contractor shall provide the District with a certificate evidencing such insurance coverage within five (5) days after obtaining such coverage. Contractor agrees to notify the District immediately of any material change in any insurance policy required to be maintained by Contractor.

Contractor is required to obtain the following coverage, with documentation of having obtained such coverage being attached hereto as Exhibit " B ":

X **General Liability Insurance**

Amount: One Millions Dollars and No Cents (\$1,000,000.00)

___ **Professional Liability Insurance**

Amount: _____

___ **Vehicle Liability Insurance**

Amount: _____

___ **Workers Compensation Insurance**

Amount: _____

5. INDEPENDENT CONTRACTOR STATUS

The Contractor is, for all purposes arising under this Contract, an independent contractor. The Contractor and its officers, agents or employees shall not, under any circumstances, hold themselves out to anyone as being officers, agents or employees of the District. No officer, agent or employee of the Contractor or the District shall be deemed an officer, agent or employee of the other party. Neither the Contractor nor the District, nor any officer, agent or employee thereof, shall be entitled to any benefits to which employees of the other party are entitled, including, but not limited to, overtime, retirement benefits, workers compensation benefits, injury leave, or other leave benefits.

6. TERMINATION

A. WITHOUT CAUSE

This Contract may be terminated for any reason by either party upon thirty (30) days written notice to the other party at the addresses set forth below. If said Contract should be terminated as provided in this paragraph of the Contract, the District will be relieved of all obligations under said contract and the District will only be required to pay that amount of the contract actually performed to the date of termination with no payment due for unperformed work or lost profits.

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B. TERMINATION FOR BREACH

Either party may terminate this Contract upon breach by the other party of any material provision of this Contract, provided such breach continues for fifteen (15) days after receipt by the breaching party of written notice of such breach from the non-breaching party.

C. IMMEDIATE TERMINATION BY KLFEMS

District may terminate this Contract immediately upon written notice to Contractor (such termination to be effective upon Contractor's/Individual's receipt of such notice) upon occurrence of any of the following events:

- i. the denial, suspension, revocation, termination, restricting, relinquishment or lapse of any license or certification required to be held by the Contractor, or of any Company/Individual staff's professional license or certification in the State of Florida;
- ii. failure by Contractor to maintain the insurance required by the terms of this Contract.

7. ASSIGNMENT

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

8. AMENDMENT

This Contract may be amended only with the mutual consent of the parties. All amendments must be in writing and must be approved by the District.

9. GOVERNING LAW & VENUE

This Contract shall be construed in accordance with the laws of the State of Florida. Any dispute arising hereunder is subject to the laws of Florida, venue in Monroe County, Florida. The prevailing party shall be entitled to reasonable attorney's fees and costs incurred as a result of any action or proceeding under this Contract.

10. REPRESENTATIONS, WARRANTIES & DEBARMENT

Contractor represents and warrants to the District, upon execution and throughout the term of this Contract that:

- A) Contractor is not bound by any Contract or arrangement which would preclude it from entering into, or from fully performing the services required under the Contract;
- B) None of the Contractor's agents, employees or officers has ever had his or her professional license or certification in the State of Florida, or of any other jurisdiction, denied, suspended, revoked, terminated and/or voluntarily relinquished under threat of disciplinary action, or restricted in any way;
- C) Contractor has not been convicted of a public entity crime as provided in F.S. §287.133, to wit: A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid, proposal, or rely on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list; and
- D) Contractor and Contractor's agents, employees and officers have, and shall maintain throughout the term of this Contract, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the functions, assigned to him or her in connection with the provisions of the Contract.

- E) Contractor certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:
- (i) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 29 CFR Part 93, Section 98.510, by any federal department or agency;
 - (ii) Has not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (iii) Has not within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

11. BILLING

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

12. CONTRACT RECORDS RETENTION

Pursuant to Florida Statute 119.0701, Contractor agrees to:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the District in order to perform the service.
- (b) Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the District.
- (d) Upon completion of the contract, transfer, at no cost, to the District all public records in possession of the contractor or keep and maintain public records required by the District to perform the service. If the contractor transfers all public records to the District upon completion of the contract, the contractor shall destroy any duplicate public records that are

exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

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

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: (clerk@klfremms.org MAIL TO: KEY LARGO FIRE & EMS DISTRICT, ATTN: CUSTODIAN OF PUBLIC RECORDS, ONE EAST DRIVE, KEY LARGO, FL 33037 OR CALL (305) 394-1719.

13. E-VERIFY

Beginning January 1, 2021, all contractors doing business with the Key Largo Fire & EMS District shall be required to provide proof of enrollment in the E-Verify system. Contractor shall be required to insure compliance with all applicable E-Verify requirements, including screening all employees to verify their work authorization status. If Contractor enters into any contract with a subcontractor, Contractor shall be required to obtain an affidavit from the subcontractor confirming that the subcontractor does not employ, contract with, or subcontract with any person who is not authorized under federal law to be employed in the United States. Contractor shall be required to maintain a copy of said affidavit for the duration of the Contract Term.

14. SEVERABILITY

The parties recognize and agree that should any clause(s) herein be held invalid by a Court of competent jurisdiction, the remaining clauses shall not be affected and shall remain of full force and effect.

15. COUNTERPARTS

This Contract may be executed in one or more counterparts, all of which together shall constitute only one Contract.

16. WAIVER

A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Contract and/or the policies of the District does not relieve the Contractor of the indemnification provisions contained within this Contract.

17. CAPTIONS

The captions contained herein are used solely for convenience and shall not be deemed to define or limit the provisions of this Contract.

18. ENTIRE CONTRACT

The parties hereto agree that this is the final Contract between the parties and supersedes any and all prior Contracts and/or assurances, be it oral or in writing.

19. NOTICES

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

KLFEMS District:
Board Chair
Key Largo Fire & EMS District
One East Drive
Key Largo, FL 33037

With a copy to District Counsel
Vernis & Bowling of the Florida Keys, P.A.
81990 Overseas Hwy, 3rd Floor
Islamorada, FL 33036

Contractor:
Richard Cristini, CPA
BJM CPA, Inc
1956 Bayshore Boulevard
Dunedin, FL 34698

IN WITNESS WHEREOF, the parties have executed this Contract on this 12th day of September, 2022.

SIGNATURE OF CHAIRPERSON OF THE BOARD

DATE

SIGNATURE OF CONTRACTOR/REPRESENTATIVE

DATE

EXHIBIT A
Consultant Proposal and Scope of Services

(Continued on next page)



1956 Bayshore Boulevard | Dunedin, FL 34698 | 727-205-8150 | info@bjmgroup.com

September 6, 2022

Key Largo Fire & Emergency Medical Services District
Attention: Mr. Dirk Smits, District Attorney
81990 Overseas Hwy., 3rd Floor
Islamorada, FL 33036

Dear District Attorney Smits,

BJM CPA, Inc. is pleased to submit this proposal for an independent Special Fire Control District Performance Review for the Key Largo Fire & EMS District (District). We understand the importance of this project and appreciate you considering BJM CPA services.

BJM CPA has considerable and demonstrated knowledge and understanding of fire service and EMS organizations and the complexity of service delivery systems associated with each. Through experience with multiple fire and EMS agencies, we understand the unique challenges that you face, not only as a fire and EMS provider but also as a Special District. BJM CPA was recently selected to conduct Performance Reviews for 16 fire districts, including Greater Naples, East Manatee, and South Walton.

BJM CPA has assigned a highly qualified team of CPAs and former Florida fire chiefs, with experience far exceeding the required minimum of five years. The team members have experience with emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking.

Our scope of work covers all stated requests and requirements. The tasks defined in the scope will evaluate current conditions, with ultimate delivery of a Final Performance Review Report. We are committed to perform the work within the time proposed. **Our proposed fee for this project is \$50,000, all expenses included.**

We appreciate your consideration of BJM CPA services—we look forward to working with the Key Largo Fire & EMS District in this important endeavor. Should you have any questions, please contact me at rcristini@bjmgroup.com or by phone at 727-487-3883.

Sincerely,

Richard Cristini, CPA, CGFM, CPPT
Project Manager
BJM CPA, Inc.

Neal Bach, CPA
CEO
BJM CPA, Inc.

Scope of Services

The Independent Special Fire Control District Performance Review (Project) will include the following services and deliverables. Per the RFP document, BJM CPA, Inc. (BJM) plans to complete the Project in less than 24 weeks. Please note that timeframes and completion dates assume all District deliverables are received on or before agreed-upon due dates, regardless of the source, and all meetings occur on-schedule. BJM suggests meetings be held virtually where possible to improve efficiency and control costs.

Task 1: Project Kick Off

Completed no later than 4 weeks after Effective Date

- Meet with the District Fire Chief and staff (as designated by the Fire Chief) to discuss the requirements of the performance audit.
- Obtain relevant materials needed from the District. BJM will provide a detailed list.

Task 2: Performance Review

Completed no later than 16 weeks after Effective Date

- Perform a performance review, which is defined as an evaluation of the District and its programs, activities, and functions.
- Research and analyze the following:
 - The special district's purpose and goals as stated in its charter.
 - The special district's goals and objectives for each program and activity, the problem or need that the program or activity was designed to address, the expected benefits of each program and activity, and the performance measures and standards used by the special district to determine if the program or activity achieves the district's goals and objectives.
 - The delivery of services by the special district, including alternative methods of providing those services that would reduce costs and improve performance, including whether revisions to the organization or administration will improve the efficiency, effectiveness, or economical operation of the special district.
 - A comparison of similar services provided by the county and municipal governments located wholly or partially within the boundaries of the special district, including similarities and differences in services, relative costs and efficiencies, and possible service consolidations.
 - The revenues and costs of programs and activities of the special district, using data from the current year and the previous three (3) fiscal years.
 - The extent to which the special district's goals and objectives have been achieved, including whether the goals and objectives are clearly stated, measurable, adequately address the statutory purpose of the special district, provide sufficient direction for the district's programs and activities, and may be achieved within the district's adopted budget.

- Any performance measures and standards of the special district's programs and activities using data from the current year and the previous three (3) fiscal years, including whether the performance measures and standards:
 - Are relevant, useful, and sufficient to evaluate the costs of the programs and activities.
 - Are being met.
 - Should be revised.
- Factors that have contributed to any failure to meet the special district's performance measures and standards or achieve the district's goals and objectives, including a description of efforts taken by the special district to prevent such failure in the future.
- Recommendations for statutory or budgetary changes to improve the special district's program operations, reduce costs, or reduce duplication, including the potential benefits to be achieved and the potential adverse consequences of the proposed changes.

BJM will conduct this analysis in accordance with the applicable industry best practices (including, but not limited to, the National Fire Protection Association, Center for Public Safety Excellence, and the Insurance Services Office).

- Meetings with District Fire Chief and staff (as designated by the Fire Chief) may be required or requested by BJM. At a minimum, BJM will meet with the District Fire Chief and staff at least twice as part of this task.
- BJM will obtain any additional information, data, materials needed to complete the performance review.

Task 3: Draft Performance Review Report (“Draft Report”)

*Completed no later than **18** weeks after Effective Date*

- Develop a Draft Report of the analysis and review as provided for in Task 2, which shall include a separate section and analysis on each paragraph provided in Section 189.0695(1)(a)-(i), Florida Statutes.
- Submit the Draft Report to the District Fire Chief and staff (as designated by the Fire Chief).
- Schedule and hold a meeting with the District Fire Chief and staff (as designated by the Fire Chief) within one (1) week of Draft Report submission to discuss Draft Report, concerns, recommendations, etc. The purpose of the meeting is to provide a medium for discussing the Draft Report, including the results, conclusions, observations, and recommendations. (Meeting may be remotely held at the discretion of the Fire Chief.)
- Revise the Draft Report based on the above meeting and comments by District and submit a revised Draft Report. Revisions and additional Draft Report(s) are required to be made until approved by the Fire Chief.
- Incorporate District’s comments submitted to the BJM if received no more than two (2) weeks from submission of the Draft Report or a revised Draft Report(s) to the District,

whichever is later. BJM will include the District's comments in the Final Report, which shall be included in a separate section.

Task 4: Final Performance Review Report ("Final Report")

*Completed no later than **24** weeks after Effective Date*

- Upon approval by the Fire Chief of the Draft Report, finalize and submit the Final Report to the District Fire Chief.
- Provide an electronic copy of the Final Report that must be ADA compliant, and eight (8) printed and bound copies to the District. In addition, all relevant electronic files will be provided in their native format on a USB drive.
- If requested, BJM will deliver a final presentation to the District's Board of Fire Commissioners.
- Submit the Final Report to the State Auditor General, Florida Senate President, and Florida House of Representatives Speaker no later than seven (7) days from the presentation to the Board of Fire Commissioners (if requested) or submission of the Final Report to the District, whichever is later.

Proposal Requirements

BJM CPA, Inc. is pleased to submit this proposal for an independent Special Fire Control District Performance Review for the Key Largo Fire & Emergency Medical Services District (District). All requested information has been included in the section below as well as in related attachments.

1. Legal name, address, phone number and email of Consultant.

BJM CPA, Inc.
1956 Bayshore Boulevard
Dunedin, FL 34698
Office: 727-734-5437

Primary Contact: Richard Cristini, CPA, CGFM, CPPT
Email: rcristini@bjmgroup.com
Cell: 727-487-3883

2. Principal office locations of submitting Consultant and any proposed partners/subconsultants.

BJM CPA, Inc.
1956 Bayshore Boulevard
Dunedin, FL 34698

J. Angle Group, LLC (subconsultant)
3025 SE Maricamp Rd #104 PMB #148
Ocala, Florida 34471

3. Legal form of company, i.e., partnership, corporation, joint venture, (if joint venture, identify the members).

BJM CPA, Inc. is a C-corp.

4. Briefly state understanding of the Project and provide a positive commitment to perform the work.

BJM CPA, Inc. (BJM) recognizes that the District desires to retain a qualified and experienced consulting firm with the goal of providing the district with a performance review of the district in accordance with Section 189.0695, Florida Statutes, which will be memorialized within a formal report ("Project"). BJM has developed this proposal consistent with the District's Request for Proposals and is proposing to conduct a Performance Review and

prepare a Final Report. The Performance Review and Final Report will include research and analysis of the following:

- The special district's purpose and goals as stated in its charter.
- The special district's goals and objectives for each program and activity, the problem or need that the program or activity was designed to address, the expected benefits of each program and activity, and the performance measures and standards used by the special district to determine if the program or activity achieves the district's goals and objectives.
- The delivery of services by the special district, including alternative methods of providing those services that would reduce costs and improve performance, including whether revisions to the organization or administration will improve the efficiency, effectiveness, or economical operation of the special district.
- A comparison of similar services provided by the county and municipal governments located wholly or partially within the boundaries of the special district, including similarities and differences in services, relative costs and efficiencies, and possible service consolidations.
- The revenues and costs of programs and activities of the special district, using data from the current year and the previous three (3) fiscal years.
- The extent to which the special district's goals and objectives have been achieved, including whether the goals and objectives are clearly stated, measurable, adequately address the statutory purpose of the special district, provide sufficient direction for the district's programs and activities, and may be achieved within the district's adopted budget.
- Any performance measures and standards of the special district's programs and activities using data from the current year and the previous three (3) fiscal years, including whether the performance measures and standards:
 - Are relevant, useful, and sufficient to evaluate the costs of the programs and activities.
 - Are being met.
 - Should be revised.
- Factors that have contributed to any failure to meet the special district's performance measures and standards or achieve the district's goals and objectives, including a description of efforts taken by the special district to prevent such failure in the future.
- Recommendations for statutory or budgetary changes to improve the special district's program operations, reduce costs, or reduce duplication, including the potential benefits to be achieved and the potential adverse consequences of the proposed changes.

The Performance Review will be conducted in accordance with the applicable industry best practices (including but not limited to the National Fire Protection Association, Center for Public Safety Excellence, and the Insurance Services Office). BJM will also follow GAO performance review standards, found in The Generally Accepted Government Auditing Standards (GAGAS), commonly referred to as the "Yellow Book."

BJM is committed to successfully complete this project and the deliverables within the time period proposed and in a manner that will meet or exceed your expectations.

5. Describe approach to the Project and proposed timeline.

It is a privilege for the BJM CPA, Inc. to provide this description and proposed timeline in response to this RFP. This project will examine the current conditions at the District by performing a comprehensive analysis of the District's operations and the type and level of services provided to the citizens and visitors of the district. In order to complete the Performance Review process and report, several tasks will need to be completed.

The BJM team will develop a project work plan based on this scope of work and will hold a kick-off meeting with the District's project team to gain a comprehensive understanding of the organization's background, goals, and expectations for this project. During this time, logistical arrangements, lines of communication, and contractual arrangements will be finalized.

The next step will be a request from BJM to the District for information and data pertinent to the project, followed by interviews (as needed) of key stakeholders. The BJM team may interview stakeholders of outside organizations associated with this study, as identified.

The analysis begins with a baseline assessment and current service performance of the organization. BJM will conduct a Performance Review of the District based on our understanding of the project as described above. The purpose of this assessment is to evaluate the agency's operations in comparison to industry standards and best practices, as well as to create a benchmark against which future improvements can be measured.

BJM will develop and produce an electronic version of the draft report for review by the district staff. Feedback is a critical part of this project; adequate opportunity will be provided for review and discussion of the draft report prior to finalization.

Once finalized, five printed and bound copies of the report will be provided, as well as an ADA complaint electronic copy on a USB drive. All relevant electronic files will be provided in their native format on a USB drive.

A formal presentation of the project report will be made by BJM to member(s) of the District staff, elected officials, and/or others as agreed upon. BJM will submit the Final Report to the State Auditor General, Florida Senate President, and Florida House of Representatives Speaker no later than seven (7) days from the presentation to the Board of Fire Commissioners (if requested) or submission of the Final Report to the District, whichever is later.

Tasks and Timeline

The Project should take less than 24 weeks from kickoff to Final Performance Review Report presentation, assuming that the District can meet with BJM and provide data as requested. Below are the major milestones and details work to be done.

- Project Kick Off – Completed no later than 4 weeks of Effective Date.
 - Meetings with District Fire Chief and Key Staff
 - Development of Project Work Plan
 - Data Request
 - Collection and review of background Information and obtain relevant data and materials. This may include, but not be limited to, district creation documents, current service delivery and performance data, program goals and objectives, past (at least three years) and current financial data, staffing plans, capital equipment and facilities plans.
 - Performance Review - Completed no later than 12 weeks from completion of the project kickoff data and information requests.
 - Research and analysis
 - Service delivery
 - Service comparison
 - Revenue and expenses
 - Performance measures, standards, and gaps
 - Factors for success or failure
 - Create draft Performance Review Report - Completed no later than 16 weeks from completion of the project kickoff data and information requests.
 - Recommendations
 - Review and revise – based on follow-up meetings with District Fire Chief and staff
 - Present the Final Performance Review Report – BJM will be available to present no later than 4 weeks from completion of the draft Performance Review Report acceptance.
- 6. Describe Consultant’s ability to produce the final product and innovative concepts that may enhance value and quality and favorable cost containment approaches or additional or alternative ideas that may be successful if implemented.**

All BJM team members have extensive experience in emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, agency and staffing assessments, and local government legislative, administrative, and political interaction.

The BJM performance review team collectively possesses the competence needed to address the engagement objectives and perform their work in accordance with COSO standards. BJM has a process for recruitment, hiring, continuous development, assignment, and evaluation of personnel so that the workforce has the essential knowledge, skills, and abilities necessary to conduct the engagement. The nature, extent, and formality of the

process will depend on various factors, such as the size of the district, its structure, and its work.

BJM has sufficient staff, supervisors, and specialists with adequate collective professional competence, and other resources are available to conduct the review and to meet expected timeframes for completing the work. BJM will use technology to hold meetings virtually when practical to improve efficiency and contain travel cost.

7. Qualifications and professional experience for Consultant’s “Project Manager” who is proposed to serve as point of contact for the Project, including experience of comparable reviews of organizations similar in size and function to the District.

Project Manager: Richard A. Cristini, CPA, CGFM, CPPT

Richard is an auditor with 40 years of experience in management and the public accounting profession. His areas of expertise include auditing, accounting, and strategic planning for governmental and not-for-profit organizations.

In addition, Richard has performed peer reviews (as team captain) under the Peer Review Program of the American Institute of Certified Public Accountants. He has served for many years on the Florida Institute of Certified Public Accountants’ Peer Review Committee.

A graduate of John Carroll University, Richard is a Certified Public Accountant in the States of Florida and Ohio, and a Certified Government Finance Manager. He is a Continuing Professional Education Instructor for the American Institute of Certified Public Accountants. Richard has frequently served on various subcommittees to promulgate accounting standards including several Governmental Accounting Standards Board task forces. He has served for 20 years on the Government Finance Officers Special Review Committee.

On June 18, 2021 the Florida Board of Accountancy appointed Richard as a member of the Peer Review Oversight Committee (PROC) for a term of five years.

Comparable experience: Richard has been the reviewer for the EMS reports for three independent fire districts as mandated by the Pinellas County Emergency Medical Services Authority. He has completed local government performance reviews for the City of West Palm Beach, FL and the Town of Belleair, FL. Richard has also completed the performance reviews for the parishes within the St. Petersburg Diocese.

8. Qualifications and professional experience of other key personnel who will be assigned to conduct project services listed above, and the location of the office to which they are assigned, including experience of comparable reviews of organizations similar in size and function to the District per key personnel.

Jeanine Bittinger, CPA

Jeanine is an auditor who specializes in governmental, pension plans, and compliance auditing. She has also completed performance reviews for governments, churches, and not-for-profit entities.

Jeanine's experience includes 30 years in the public accounting profession. She has performed and developed audit programs for operational and regulatory compliance audits and facilitated strategic plans for several local governments and not-for-profit organizations.

A graduate of the University of South Florida, Jeanine has a B.S.B.A. with a major in accounting. She completed the Advanced Program from Southwest School of Government Finance (sponsored by Texas Tech University).

Jeanine is a Certified Public Accountant in the State of Florida. She is a member of the American Institute of Certified Public Accountants, the Florida Institute of Certified Public Accountants, and the Florida Government Finance Association. Jeanine has been an active member with the Florida Government Finance Officers Association Conference Committee, the GFOA's Special Review Committee (the sponsor of the Certificate of Achievement for Excellence in Financial Reporting Program), and the Florida Institute of Certified Public Accountants (FICPA), State and Local Government Sections. Jeanine has served as a representative of the FICPA on the Auditor Selection Task Force, which was organized by the Auditor General's Office to study the auditor selection process.

Comparable experience: Jeanine has been in charge of EMS reports for three independent fire districts as mandated by Pinellas County Emergency Medical Services Authority. She has completed local government performance reviews for the City of West Palm Beach, FL and the Town of Belleair, FL. She also completed the performance reviews for the parishes within the St. Petersburg Diocese.

James Angle, Senior Consultant

Jim has extensive, proven experience in data collection and analysis, evaluation of processes, planning skills, and presentation skills. He has specific experience and expertise related to the governance and operation of special fire districts and the legislative background and operation of independent special districts in general.

Jim is an expert at publishing and data analysis, research and evaluation of applicable standards, and regulations and best practices as they apply to organizational programs. His critical thinking and demonstrated problem-solving skills offer clients realistic and proven strategies that are easily accepted by elected officials and supported by the public.

Professional Experience

- Former Fire Commissioner, Palm Harbor Special Fire Control and Rescue District

- Program Director (Ret.), St. Petersburg College, Fire and Public Safety Training Center
- Fire Chief (Ret.), Palm Harbor Special Fire Control and Rescue District
- Battalion Fire Chief, South Trail Special Fire Control and Rescue District
- Fire Department Training/Safety Officer, South Trail Special Fire Control and Rescue District

Educational Background

- Master of Business Administration, Nova University
- Bachelor of Science in Fire Science and Safety Engineering, University of Cincinnati
- Executive Fire Officer Program
- Chief Fire Officer Designate
- Institute of Fire Engineers, U.S. Branch, Member Grade

Associated Professional Accomplishments

- Author: Occupational Safety and Health in the Emergency Services, 5th edition (textbook), published by Jones & Bartlett Learning
- Co-author: Firefighting Strategies and Tactics, 4th edition, (textbook), published by Jones & Bartlett Learning
- President and Executive Director of the Florida Association of Special Districts
- Fire Chief of the Year, 2010, Florida Fire Chiefs' Association
- Palm Harbor Citizen of the Year, 2012, Palm Harbor Chamber of Commerce
- Paul Harris Fellow, Rotary Club of Palm Harbor

Comparable experience: Jim has reviewed performance data for numerous related projects, including cooperative services studies for three fire districts in the NW Florida panhandle, and a Master Plan for the Key Largo Fire & Emergency Medical Services District. He has also completed master or strategic planning projects for several FL local governments. Jim also completed a comprehensive review of the fire department's governance and associated funding options for the Village Center Community Development District.

Rick Talbert, Senior Consultant

Rick is a 41-year veteran of the fire service. A second-generation firefighter, he most recently retired as Fire Chief/Administrator for the South Walton Fire District (SWFD), which protects 84 square miles of northwest Florida's Emerald Coast, a community of 26,000 full-time residents and over 150,000 seasonal visitors. Operating out of five fire stations, SWFD is a career fire and rescue service, consisting of 188 members who provide fire suppression, fire-based advanced life support EMS transport, beach safety lifeguards, fire and life safety and E-911 communications. Rick has served in leadership positions in municipal government and private industry; his most recent role was in an independent fire district. Rick specializes in providing clients with operational and administrative solutions that meet or exceed current and anticipated industry best practices.

Professional Experience

- Former Fire Commissioner, South Walton Fire District
- Fire Chief/Administrator, South Walton Fire District
- Fire Chief, City of Titusville, Florida
- Deputy Fire Chief and 2 years as Battalion Chief of Training for the City of Titusville Fire Department
- Training Officer and Operations Chief for Kennedy Space Center Fire and Rescue
- Developed and trained NASA department members, DOD fire rescue personnel, and foreign military personnel on rescue procedures and operations, supporting 26 Space Shuttle missions in the United States and abroad
- State of Florida Governor's Domestic Oversight Council
- Technical Advisor to the International Association of Fire Chiefs Intrastate Mutual Aid Initiative

Educational Background

- Associate of Fire Science, Eastern Florida State College
- University of Maryland's Staff and Command Program
- Managing Effective Fire Prevention Programs, National Fire Academy, 1997
- Executive Development, National Fire Academy, 1998
- Executive Leadership, National Fire Academy, 1996

Associated Professional Accomplishments

- Florida Certified Emergency Medical Technician (1979-present)
- Chief Officer Designation, Center for Public Safety Excellence (2007-present)
- Florida Fire Chiefs' Association President, 2006-2007
- Florida Fire Service Fire Chief of the Year, 2009

Comparable experience: Rick reviewed performance data for numerous related projects, including cooperative services studies for three fire districts in the NW FL panhandle. He has also completed master or strategic planning projects for several FL local governments.

9. Current and projected workloads for proposed key staff during proposed project timeframe.

BJM has assembled a dedicated team to conduct these Performance Reviews, and will be able to complete the work within the proposed project timeframe.

10. Description and examples of a minimum of three (3) projects completed by Consultant similar to the Project for organizations similar in size and function to the District, including whether the project was for a Florida local government, description of the project, budget, and duration/completion time information.

The projects listed below are also included in the Experiences Summary Matrix mentioned in #11 below and included as Attachment 2.

Project 1: City of Dunedin, Florida – Performance Review and Report on Internal Cash Controls. Budget was \$10,000, with duration of approximately 1 month.

Project 2: Englewood Fire District – Performance Review and Report on Internal Controls and Cash Controls. Budget was \$15,000, with duration of approximately 1 month.

Project 3: Palm Harbor Special Fire Control and Rescue District – Fiscal year-end audit: schedule of EMS funding received and allowable costs incurred. Budget was \$24,000, with duration of 3 months. Please note that we have provided this service for the past 20 years.

Project 4: Village Center Community Development District (Villages) – comprehensive review of the fire department’s governance and associated funding options. Budget was \$25,000, with duration of approximately 5 months.

Project 5: Polk County Board of County Commissioners – comprehensive recommendations review and analysis. Budget was \$33,000, with duration of approximately 6 months.

Project 6: Pinellas Suncoast Fire & Rescue District – Fiscal year-end audit: schedule of EMS funding received and allowable costs incurred. Budget was \$19,000, with duration of 4 months. Please note that we have provided this service for the past 15 years.

Project 7: East Lake Tarpon Special Fire Control District – Financial audits: schedules of EMS funding received and allowable costs incurred. Budget was \$36,000, with duration of 5 months. Please note that we have provided this service for the past 30 years.

- 11. A matrix, using the Experiences Summary Matrix included within this RFP showing the projects listed in RFP Requirements 10 and included within the References Form in rows on the left side of the matrix and the key personnel (in response to RFP Requirements 7 and 8) in columns on the top of the matrix to create a matrix, using an “X” to indicate which projects the key personnel were involved in at the intersections of the rows and columns in the matrix.**

Please see Attachment 2.

- 12. List of at least three (3) clients that the District can contact as references with respect to Consultant’s work performance on projects similar to the Project, using the Reference Form included within this RFP.**

Please see Attachment 3.

- 13. Summary and disposition of any individual cases of litigation, judgments and/or legal actions, entered against Consultant or subconsultant(s) for breach of contract for work**

performed for any local, state, federal, public, or private entity, by any state or federal court, within the last five (5) years, or if no judgment was entered, please also include any litigation that have been filed against Consultant or its subconsultants for breach of contract for work performed for any local, state, federal, public, or private entity, by any state or federal court, within the last five (5) years.

There have been no cases of litigation, judgements, or legal actions entered against BJM CPA or subconsultants for breach of contract within the last five (5) years. There has been no litigation filed against BJM CPA or subconsultants for breach of contract within the last five (5) years.

14. Detailed cost for the Project

The Project will follow the District's required Scope of Work, with approach described in #4 and #5 above. Major milestones include:

- Project Kick Off and Data Request
- Data Collection and Analysis
- Performance Review
- Draft Performance Review Report
- Final Performance Review Report

The proposed cost for the Project is **\$50,000**. This is an all-inclusive fee. All expenses, including per diem, are included.

15. Required forms

- Key Personnel Form – Attachment 1
- Experiences Summary Matrix – Attachment 2
- Signed Sworn Statement under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes – Attachment 3
- Reference Forms – Attachment 4
- E-Verify Affidavits – Attachment 5

ATTACHMENT 1
PROJECT MANAGER AND PROJECT TEAM/KEY PERSONNEL
for
Independent Special Fire Control District Performance Review

BJM's proposed Project Manager and key project team/key personnel are indicated below.

Person's Name	Job Classification	Area of Expertise	Employer	Office Location
Richard Cristini, CPA	Project manager	Strategic planning fiscal analysis, EMS delivery, staffing assessments, benchmarking	BJM CPA, Inc.	Dunedin, FL
Jeanine Bittinger, CPA	Auditor	Strategic planning fiscal analysis, EMS delivery, staffing assessments, benchmarking	BJM CPA, Inc.	Dunedin, FL
James Angle	Senior Consultant	Emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking	J. Angle Group, LLC	Dunedin, FL
Rick Talbert	Senior Consultant	Emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking	J. Angle Group, LLC	Dunedin, FL

**ATTACHMENT 2
EXPERIENCES SUMMARY MATRIX**

An “X” indicates which projects the Project Manager and Key Personnel were involved in.

Project Manager/Key Personnel Name	Project 1 from Qualification Requirements 10	Project 2 from Qualification Requirements 10	Project 3 from Qualification Requirements 10	Project 4 from Qualification Requirements 10	Project 5 from Qualification Requirements 10
Richard Cristini, CPA	X	X	X		
Jeanine Bittinger, CPA	X	X	X		
James Angle				X	X
Rick Talbert					X

Project Manager/Key Personnel Name	Project 6 from Qualification Requirements 10	Project 7 from Qualification Requirements 10			
Richard Cristini, CPA	X	X			
Jeanine Bittinger, CPA	X	X			
James Angle					
Rick Talbert					

ATTACHMENT 3

**ATTACHMENT 4
REFERENCE FORMS**

Reference #1

Consultant Name: Richard Cristini, CPA and Jeanine Bittinger, CPA

Reference Entity: Pinellas Suncoast Fire & Rescue District

Reference Contact Person: Erin Brooks, Finance Director

Reference Address: 304-1st St Indian Rocks Beach, FL 33785

Reference Email Address: ebrooks@psfrd.org

Reference Phone No.: 727-595-1117

Project Name: Fiscal year end audit; Schedule of EMS Funding Received and EMS Allowable Costs Incurred

Project Location: Indian Rocks Beach, FL

Consultant Project Manager: Richard Cristini, CPA

Contract Amount: \$19,000

Date Project Commenced: March 2020

Date of Final Completion: June 2020

Description of Work Performed: Performed financial audits and Schedules of EMS Funding for Pinellas County for past 15 years.

Reference 2

Consultant Name: Richard Cristini, CPA and Jeanine Bittinger, CPA

Reference Entity: Palm Harbor Special Fire Control and Rescue District

Reference Contact Person: Chief Scott Sanford

Reference Address: 250 West Lake Road Palm Harbor, FL 34686

Reference Email Address: firechief@palmharborfd.com

Reference Phone No.: 727-683-1640

Project Name: Fiscal year end audit; Schedule of EMS Funding Received and EMS Allowable Costs Incurred

Project Location: Palm Harbor, FL

Consultant Project Manager: Richard Cristini, CPA

Contract Amount: \$24,000

Date Project Commenced: April 2020

Date of Final Completion: June 2020

Description of Work Performed: Performed financial audits and Schedules of EMS funding for Pinellas County for the past 20 years.

Reference 3

Consultant Name: Richard Cristini, CPA and Jeanine Bittinger, CPA

Reference Entity: East Lake Tarpon Special Fire Control District

Reference Contact Person: Chief Jason Gennaro

Reference Address: 3375 Tarpon Lake Blvd Palm Harbor, FL 34685

Reference Email Address: jgennaro@elfr.org

Reference Phone No.: 727-784-8668

Project Name: Performed financial audits; Schedules of EMS Funding Received and EMS Allowable Costs Incurred

Project Location: Palm Harbor, FL

Consultant Project Manager: Richard Cristini, CPA

Contract Amount: \$36,000

Date Project Commenced: February 2020

Date of Final Completion: June 2020

Description of Work Performed: Performed financial audits and Schedules of EMS Funding for Pinellas County for the past 30 years.

Reference 4

Consultant Name: Jim Angle

Reference Entity: South Walton Fire District

Reference Contact Person: Ryan Crawford, Fire Chief

Reference Address: 911 North County Highway 393, Santa Rosa Beach, FL 32459

Reference Email Address: rcrawford@swfd.org

Reference Phone No.: 850.267.1298

Project Name: South Walton Fire District Master Plan

Project Location: Santa Rosa Beach, FL

Consultant Project Manager: Jim Angle

Contract Amount: \$46,000

Date Project Commenced: May 2019

Date of Final Completion: January 2020

Description of Work Performed: Master Plan

Reference 5

Consultant Name: Jim Angle and Rick Talbert

Reference Entity: Navarre Beach Fire

Reference Contact Person: Dan Fureigh, Fire Chief

Reference Address: 1413 Utility Drive, Navarre, FL 32566

Reference Email Address: chief@navarrebeachfire.org

Reference Phone No.: 850.939.2448

Project Name: Cooperative services review

Project Location: Three special districts within Santa Rosa County

Consultant Project Manager: Jim Angle

Contract Amount: not available

Date Project Commenced: June 2018

Date of Final Completion: October 2018

Description of Work Performed: Cooperative services review

Reference 6

Consultant Name: Jim Angle and Rick Talbert

Reference Entity: Polk County Fire Rescue

Reference Contact Person: Robert Weech, Fire Chief

Reference Address: 1295 Brice Boulevard, Bartow, FL 33830

Reference Email Address: RobertWeech@polk-county.net

Reference Phone No.: 863.519.7350

Project Name: Comprehensive Recommendations Review and Analysis

Project Location: Polk County Florida

Consultant Project Manager: Jim Angle

Contract Amount: \$33,000

Date Project Commenced: January 2021

Date of Final Completion: May 2021

Description of Work Performed: Comprehensive Recommendations Review and Analysis

ATTACHMENT 3

DEBARMENT CERTIFICATION

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

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

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

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

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

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

Dated this 6th day of September, 2022.

By Neal Bach
Authorized Signature/Contractor

Neal Bach, CPA
Typed Name/Title

BJM CPA, Inc.
Contractor's Firm Name

3885 Crestwood Parkway NW #590
Street Address

Duluth, GA 30096
City/State/Zip Code

404-831-1991
Area Code/Telephone Number

EXHIBIT B

Certificates of Insurance

(Continued on next page)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/7/2022

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

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

PRODUCER SIEGEL INSURANCE, INC. 2987 CLAIRMONT RD, STE 425 ATLANTA GA 30329	CONTACT NAME: PHONE (A/C, No, Ext): (866) 281-7836 E-MAIL ADDRESS: Certificate@Hanover.com FAX (A/C, No): (866) 828-2424
	INSURER(S) AFFORDING COVERAGE INSURER A: Massachusetts Bay Ins Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	N	ODA 6967171 20	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	ODA 6967171 20	07/01/2022	07/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> RETENTION \$	Y	N	ODA 6967171 20	07/01/2022	07/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

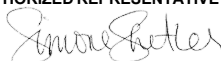
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
NAMED INSURED CONT: DBA BJM DULUTH; AND BJM CPA INC.

Notice of Cancellation and/or Restriction. The policy must be endorsed to provide District with thirty (30) days written notice of cancellation and/or restriction.

For the Professional Services Agreement between Key Largo Fire & Emergency Medical Services District and BJM CPA, Inc. for Independent Special Fire Control District Performance Review, Key Largo Fire & Emergency Medical Services District is an Additional Insured. 30-day cancellation notice will be provided to Key Largo Fire & Emergency Medical Services District. Such notice is solely for the purpose of informing the Certificate Holder of the effective date of cancellation and does not grant, alter, or extend any rights or obligations under this policy.

CERTIFICATE HOLDER

CANCELLATION

Key Largo Fire & Emergency Medical Services District Attention: District Attorney 81990 Overseas Hwy., 3rd Floor Islamorada, FL 33036	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/7/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with PRODUCER and INSURED information. PRODUCER: NFP Property & Casualty Services, Inc. INSURED: Bach, James, Mansour & Co Inc. / BJM CPA, Inc. CONTACT NAME: Amie Wright. PHONE: (802) 521-1975. FAX: (802) 888-5278. E-MAIL ADDRESS: amie.wright@nfp.com. INSURER(S) AFFORDING COVERAGE: Argonaut Insurance Company. NAIC #: 19801.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation, and Professional Liab.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) BJM CPA, Inc. Is named Additional insured as respects to General Liability so long as a written contract or agreement to such exists with the named insured prior to a loss.

For the Professional Services Agreement between Key Largo Fire & Emergency Medical Services District and BJM CPA, Inc. for Independent Special Fire Control District Performance review, Key Largo Fire & Emergency Medical Services District is an Additional Insured. 30-day cancellation notice will be provided to Key Largo Fire & Emergency Medical Services District.

Table with CERTIFICATE HOLDER and CANCELLATION information. CERTIFICATE HOLDER: Key Largo Fire & Emergency Medical Services District. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/6/2022

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

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

PRODUCER License # 0C41366 E-COMP, A Division of Granite Insurance Brokers 360 Lindbergh Avenue Livermore, CA 94551	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME:</td> </tr> <tr> <td>PHONE (A/C, No, Ext): (888) 493-2667</td> <td>FAX (A/C, No): (888) 738-9097</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: service@goecomp.com</td> </tr> <tr> <td colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> </tr> <tr> <td>INSURER A: The Hartford Insurance Company</td> <td>NAIC # 22357</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	CONTACT NAME:		PHONE (A/C, No, Ext): (888) 493-2667	FAX (A/C, No): (888) 738-9097	E-MAIL ADDRESS: service@goecomp.com		INSURER(S) AFFORDING COVERAGE		INSURER A: The Hartford Insurance Company	NAIC # 22357	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURED BJM Employer Inc 3885 Crestwood Pkwy NW, Suite 590 Duluth, GA 30096																					

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	76WEGAM6BT9	7/31/2022	7/31/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Policy also provides coverage for BJM CPA Inc. and Bach James Mansour Inc.

CERTIFICATE HOLDER Key Largo Fire & Emergency Medical Services District Attention: District Attorney 81990 Overseas Hwy., 3rd Floor Islamorada, FL 33036	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Response to RFP for:

Independent Special Fire Control District
Performance Review

Key Largo Fire & Emergency Medical Services District



Prepared by:

BJM CPA, Inc.
1956 Bayshore Boulevard
Dunedin, FL 34698

September 6, 2022



1956 Bayshore Boulevard | Dunedin, FL 34698 | 727-205-8150 | info@bjmgroup.com

September 6, 2022

Key Largo Fire & Emergency Medical Services District
Attention: Mr. Dirk Smits, District Attorney
81990 Overseas Hwy., 3rd Floor
Islamorada, FL 33036

Dear District Attorney Smits,

BJM CPA, Inc. is pleased to submit this proposal for an independent Special Fire Control District Performance Review for the Key Largo Fire & EMS District (District). We understand the importance of this project and appreciate you considering BJM CPA services.

BJM CPA has considerable and demonstrated knowledge and understanding of fire service and EMS organizations and the complexity of service delivery systems associated with each. Through experience with multiple fire and EMS agencies, we understand the unique challenges that you face, not only as a fire and EMS provider but also as a Special District. BJM CPA was recently selected to conduct Performance Reviews for 16 fire districts, including Greater Naples, East Manatee, and South Walton.

BJM CPA has assigned a highly qualified team of CPAs and former Florida fire chiefs, with experience far exceeding the required minimum of five years. The team members have experience with emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking.

Our scope of work covers all stated requests and requirements. The tasks defined in the scope will evaluate current conditions, with ultimate delivery of a Final Performance Review Report. We are committed to perform the work within the time proposed. **Our proposed fee for this project is \$50,000, all expenses included.**

We appreciate your consideration of BJM CPA services—we look forward to working with the Key Largo Fire & EMS District in this important endeavor. Should you have any questions, please contact me at rcristini@bjmgroup.com or by phone at 727-487-3883.

Sincerely,

Richard Cristini, CPA, CGFM, CPPT
Project Manager
BJM CPA, Inc.

Neal Bach, CPA
CEO
BJM CPA, Inc.



Scope of Services

The Independent Special Fire Control District Performance Review (Project) will include the following services and deliverables. Per the RFP document, BJM CPA, Inc. (BJM) plans to complete the Project in less than 24 weeks. Please note that timeframes and completion dates assume all District deliverables are received on or before agreed-upon due dates, regardless of the source, and all meetings occur on-schedule. BJM suggests meetings be held virtually where possible to improve efficiency and control costs.

Task 1: Project Kick Off

*Completed no later than **4** weeks after Effective Date*

- Meet with the District Fire Chief and staff (as designated by the Fire Chief) to discuss the requirements of the performance audit.
- Obtain relevant materials needed from the District. BJM will provide a detailed list.

Task 2: Performance Review

*Completed no later than **16** weeks after Effective Date*

- Perform a performance review, which is defined as an evaluation of the District and its programs, activities, and functions.
- Research and analyze the following:
 - The special district's purpose and goals as stated in its charter.
 - The special district's goals and objectives for each program and activity, the problem or need that the program or activity was designed to address, the expected benefits of each program and activity, and the performance measures and standards used by the special district to determine if the program or activity achieves the district's goals and objectives.
 - The delivery of services by the special district, including alternative methods of providing those services that would reduce costs and improve performance, including whether revisions to the organization or administration will improve the efficiency, effectiveness, or economical operation of the special district.
 - A comparison of similar services provided by the county and municipal governments located wholly or partially within the boundaries of the special district, including similarities and differences in services, relative costs and efficiencies, and possible service consolidations.
 - The revenues and costs of programs and activities of the special district, using data from the current year and the previous three (3) fiscal years.
 - The extent to which the special district's goals and objectives have been achieved, including whether the goals and objectives are clearly stated, measurable, adequately address the statutory purpose of the special district, provide sufficient direction for the district's programs and activities, and may be achieved within the district's adopted budget.

- Any performance measures and standards of the special district's programs and activities using data from the current year and the previous three (3) fiscal years, including whether the performance measures and standards:
 - Are relevant, useful, and sufficient to evaluate the costs of the programs and activities.
 - Are being met.
 - Should be revised.
- Factors that have contributed to any failure to meet the special district's performance measures and standards or achieve the district's goals and objectives, including a description of efforts taken by the special district to prevent such failure in the future.
- Recommendations for statutory or budgetary changes to improve the special district's program operations, reduce costs, or reduce duplication, including the potential benefits to be achieved and the potential adverse consequences of the proposed changes.

BJM will conduct this analysis in accordance with the applicable industry best practices (including, but not limited to, the National Fire Protection Association, Center for Public Safety Excellence, and the Insurance Services Office).

- Meetings with District Fire Chief and staff (as designated by the Fire Chief) may be required or requested by BJM. At a minimum, BJM will meet with the District Fire Chief and staff at least twice as part of this task.
- BJM will obtain any additional information, data, materials needed to complete the performance review.

Task 3: Draft Performance Review Report (“Draft Report”)

*Completed no later than **18** weeks after Effective Date*

- Develop a Draft Report of the analysis and review as provided for in Task 2, which shall include a separate section and analysis on each paragraph provided in Section 189.0695(1)(a)-(i), Florida Statutes.
- Submit the Draft Report to the District Fire Chief and staff (as designated by the Fire Chief).
- Schedule and hold a meeting with the District Fire Chief and staff (as designated by the Fire Chief) within one (1) week of Draft Report submission to discuss Draft Report, concerns, recommendations, etc. The purpose of the meeting is to provide a medium for discussing the Draft Report, including the results, conclusions, observations, and recommendations. (Meeting may be remotely held at the discretion of the Fire Chief.)
- Revise the Draft Report based on the above meeting and comments by District and submit a revised Draft Report. Revisions and additional Draft Report(s) are required to be made until approved by the Fire Chief.
- Incorporate District’s comments submitted to the BJM if received no more than two (2) weeks from submission of the Draft Report or a revised Draft Report(s) to the District,

whichever is later. BJM will include the District's comments in the Final Report, which shall be included in a separate section.

Task 4: Final Performance Review Report ("Final Report")

*Completed no later than **24** weeks after Effective Date*

- Upon approval by the Fire Chief of the Draft Report, finalize and submit the Final Report to the District Fire Chief.
- Provide an electronic copy of the Final Report that must be ADA compliant, and eight (8) printed and bound copies to the District. In addition, all relevant electronic files will be provided in their native format on a USB drive.
- If requested, BJM will deliver a final presentation to the District's Board of Fire Commissioners.
- Submit the Final Report to the State Auditor General, Florida Senate President, and Florida House of Representatives Speaker no later than seven (7) days from the presentation to the Board of Fire Commissioners (if requested) or submission of the Final Report to the District, whichever is later.

Proposal Requirements

BJM CPA, Inc. is pleased to submit this proposal for an independent Special Fire Control District Performance Review for the Key Largo Fire & Emergency Medical Services District (District). All requested information has been included in the section below as well as in related attachments.

1. Legal name, address, phone number and email of Consultant.

BJM CPA, Inc.
1956 Bayshore Boulevard
Dunedin, FL 34698
Office: 727-734-5437

Primary Contact: Richard Cristini, CPA, CGFM, CPPT
Email: rcristini@bjmgroup.com
Cell: 727-487-3883

2. Principal office locations of submitting Consultant and any proposed partners/subconsultants.

BJM CPA, Inc.
1956 Bayshore Boulevard
Dunedin, FL 34698

J. Angle Group, LLC (subconsultant)
3025 SE Maricamp Rd #104 PMB #148
Ocala, Florida 34471

3. Legal form of company, i.e., partnership, corporation, joint venture, (if joint venture, identify the members).

BJM CPA, Inc. is a C-corp.

4. Briefly state understanding of the Project and provide a positive commitment to perform the work.

BJM CPA, Inc. (BJM) recognizes that the District desires to retain a qualified and experienced consulting firm with the goal of providing the district with a performance review of the district in accordance with Section 189.0695, Florida Statutes, which will be memorialized within a formal report ("Project"). BJM has developed this proposal consistent with the District's Request for Proposals and is proposing to conduct a Performance Review and

prepare a Final Report. The Performance Review and Final Report will include research and analysis of the following:

- The special district's purpose and goals as stated in its charter.
- The special district's goals and objectives for each program and activity, the problem or need that the program or activity was designed to address, the expected benefits of each program and activity, and the performance measures and standards used by the special district to determine if the program or activity achieves the district's goals and objectives.
- The delivery of services by the special district, including alternative methods of providing those services that would reduce costs and improve performance, including whether revisions to the organization or administration will improve the efficiency, effectiveness, or economical operation of the special district.
- A comparison of similar services provided by the county and municipal governments located wholly or partially within the boundaries of the special district, including similarities and differences in services, relative costs and efficiencies, and possible service consolidations.
- The revenues and costs of programs and activities of the special district, using data from the current year and the previous three (3) fiscal years.
- The extent to which the special district's goals and objectives have been achieved, including whether the goals and objectives are clearly stated, measurable, adequately address the statutory purpose of the special district, provide sufficient direction for the district's programs and activities, and may be achieved within the district's adopted budget.
- Any performance measures and standards of the special district's programs and activities using data from the current year and the previous three (3) fiscal years, including whether the performance measures and standards:
 - Are relevant, useful, and sufficient to evaluate the costs of the programs and activities.
 - Are being met.
 - Should be revised.
- Factors that have contributed to any failure to meet the special district's performance measures and standards or achieve the district's goals and objectives, including a description of efforts taken by the special district to prevent such failure in the future.
- Recommendations for statutory or budgetary changes to improve the special district's program operations, reduce costs, or reduce duplication, including the potential benefits to be achieved and the potential adverse consequences of the proposed changes.

The Performance Review will be conducted in accordance with the applicable industry best practices (including but not limited to the National Fire Protection Association, Center for Public Safety Excellence, and the Insurance Services Office). BJM will also follow GAO performance review standards, found in The Generally Accepted Government Auditing Standards (GAGAS), commonly referred to as the "Yellow Book."

BJM is committed to successfully complete this project and the deliverables within the time period proposed and in a manner that will meet or exceed your expectations.

5. Describe approach to the Project and proposed timeline.

It is a privilege for the BJM CPA, Inc. to provide this description and proposed timeline in response to this RFP. This project will examine the current conditions at the District by performing a comprehensive analysis of the District's operations and the type and level of services provided to the citizens and visitors of the district. In order to complete the Performance Review process and report, several tasks will need to be completed.

The BJM team will develop a project work plan based on this scope of work and will hold a kick-off meeting with the District's project team to gain a comprehensive understanding of the organization's background, goals, and expectations for this project. During this time, logistical arrangements, lines of communication, and contractual arrangements will be finalized.

The next step will be a request from BJM to the District for information and data pertinent to the project, followed by interviews (as needed) of key stakeholders. The BJM team may interview stakeholders of outside organizations associated with this study, as identified.

The analysis begins with a baseline assessment and current service performance of the organization. BJM will conduct a Performance Review of the District based on our understanding of the project as described above. The purpose of this assessment is to evaluate the agency's operations in comparison to industry standards and best practices, as well as to create a benchmark against which future improvements can be measured.

BJM will develop and produce an electronic version of the draft report for review by the district staff. Feedback is a critical part of this project; adequate opportunity will be provided for review and discussion of the draft report prior to finalization.

Once finalized, five printed and bound copies of the report will be provided, as well as an ADA complaint electronic copy on a USB drive. All relevant electronic files will be provided in their native format on a USB drive.

A formal presentation of the project report will be made by BJM to member(s) of the District staff, elected officials, and/or others as agreed upon. BJM will submit the Final Report to the State Auditor General, Florida Senate President, and Florida House of Representatives Speaker no later than seven (7) days from the presentation to the Board of Fire Commissioners (if requested) or submission of the Final Report to the District, whichever is later.

Tasks and Timeline

The Project should take less than 24 weeks from kickoff to Final Performance Review Report presentation, assuming that the District can meet with BJM and provide data as requested. Below are the major milestones and details work to be done.

- Project Kick Off – Completed no later than 4 weeks of Effective Date.
 - Meetings with District Fire Chief and Key Staff
 - Development of Project Work Plan
 - Data Request
 - Collection and review of background Information and obtain relevant data and materials. This may include, but not be limited to, district creation documents, current service delivery and performance data, program goals and objectives, past (at least three years) and current financial data, staffing plans, capital equipment and facilities plans.
- Performance Review - Completed no later than 12 weeks from completion of the project kickoff data and information requests.
 - Research and analysis
 - Service delivery
 - Service comparison
 - Revenue and expenses
 - Performance measures, standards, and gaps
 - Factors for success or failure
- Create draft Performance Review Report - Completed no later than 16 weeks from completion of the project kickoff data and information requests.
 - Recommendations
 - Review and revise – based on follow-up meetings with District Fire Chief and staff
- Present the Final Performance Review Report – BJM will be available to present no later than 4 weeks from completion of the draft Performance Review Report acceptance.

6. Describe Consultant’s ability to produce the final product and innovative concepts that may enhance value and quality and favorable cost containment approaches or additional or alternative ideas that may be successful if implemented.

All BJM team members have extensive experience in emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, agency and staffing assessments, and local government legislative, administrative, and political interaction.

The BJM performance review team collectively possesses the competence needed to address the engagement objectives and perform their work in accordance with COSO standards. BJM has a process for recruitment, hiring, continuous development, assignment, and evaluation of personnel so that the workforce has the essential knowledge, skills, and abilities necessary to conduct the engagement. The nature, extent, and formality of the

process will depend on various factors, such as the size of the district, its structure, and its work.

BJM has sufficient staff, supervisors, and specialists with adequate collective professional competence, and other resources are available to conduct the review and to meet expected timeframes for completing the work. BJM will use technology to hold meetings virtually when practical to improve efficiency and contain travel cost.

7. Qualifications and professional experience for Consultant’s “Project Manager” who is proposed to serve as point of contact for the Project, including experience of comparable reviews of organizations similar in size and function to the District.

Project Manager: Richard A. Cristini, CPA, CGFM, CPPT

Richard is an auditor with 40 years of experience in management and the public accounting profession. His areas of expertise include auditing, accounting, and strategic planning for governmental and not-for-profit organizations.

In addition, Richard has performed peer reviews (as team captain) under the Peer Review Program of the American Institute of Certified Public Accountants. He has served for many years on the Florida Institute of Certified Public Accountants’ Peer Review Committee.

A graduate of John Carroll University, Richard is a Certified Public Accountant in the States of Florida and Ohio, and a Certified Government Finance Manager. He is a Continuing Professional Education Instructor for the American Institute of Certified Public Accountants. Richard has frequently served on various subcommittees to promulgate accounting standards including several Governmental Accounting Standards Board task forces. He has served for 20 years on the Government Finance Officers Special Review Committee.

On June 18, 2021 the Florida Board of Accountancy appointed Richard as a member of the Peer Review Oversight Committee (PROC) for a term of five years.

Comparable experience: Richard has been the reviewer for the EMS reports for three independent fire districts as mandated by the Pinellas County Emergency Medical Services Authority. He has completed local government performance reviews for the City of West Palm Beach, FL and the Town of Belleair, FL. Richard has also completed the performance reviews for the parishes within the St. Petersburg Diocese.

8. Qualifications and professional experience of other key personnel who will be assigned to conduct project services listed above, and the location of the office to which they are assigned, including experience of comparable reviews of organizations similar in size and function to the District per key personnel.

Jeanine Bittinger, CPA

Jeanine is an auditor who specializes in governmental, pension plans, and compliance auditing. She has also completed performance reviews for governments, churches, and not-for-profit entities.

Jeanine's experience includes 30 years in the public accounting profession. She has performed and developed audit programs for operational and regulatory compliance audits and facilitated strategic plans for several local governments and not-for-profit organizations.

A graduate of the University of South Florida, Jeanine has a B.S.B.A. with a major in accounting. She completed the Advanced Program from Southwest School of Government Finance (sponsored by Texas Tech University).

Jeanine is a Certified Public Accountant in the State of Florida. She is a member of the American Institute of Certified Public Accountants, the Florida Institute of Certified Public Accountants, and the Florida Government Finance Association. Jeanine has been an active member with the Florida Government Finance Officers Association Conference Committee, the GFOA's Special Review Committee (the sponsor of the Certificate of Achievement for Excellence in Financial Reporting Program), and the Florida Institute of Certified Public Accountants (FICPA), State and Local Government Sections. Jeanine has served as a representative of the FICPA on the Auditor Selection Task Force, which was organized by the Auditor General's Office to study the auditor selection process.

Comparable experience: Jeanine has been in charge of EMS reports for three independent fire districts as mandated by Pinellas County Emergency Medical Services Authority. She has completed local government performance reviews for the City of West Palm Beach, FL and the Town of Belleair, FL. She also completed the performance reviews for the parishes within the St. Petersburg Diocese.

James Angle, Senior Consultant

Jim has extensive, proven experience in data collection and analysis, evaluation of processes, planning skills, and presentation skills. He has specific experience and expertise related to the governance and operation of special fire districts and the legislative background and operation of independent special districts in general.

Jim is an expert at publishing and data analysis, research and evaluation of applicable standards, and regulations and best practices as they apply to organizational programs. His critical thinking and demonstrated problem-solving skills offer clients realistic and proven strategies that are easily accepted by elected officials and supported by the public.

Professional Experience

- Former Fire Commissioner, Palm Harbor Special Fire Control and Rescue District

- Program Director (Ret.), St. Petersburg College, Fire and Public Safety Training Center
- Fire Chief (Ret.), Palm Harbor Special Fire Control and Rescue District
- Battalion Fire Chief, South Trail Special Fire Control and Rescue District
- Fire Department Training/Safety Officer, South Trail Special Fire Control and Rescue District

Educational Background

- Master of Business Administration, Nova University
- Bachelor of Science in Fire Science and Safety Engineering, University of Cincinnati
- Executive Fire Officer Program
- Chief Fire Officer Designate
- Institute of Fire Engineers, U.S. Branch, Member Grade

Associated Professional Accomplishments

- Author: Occupational Safety and Health in the Emergency Services, 5th edition (textbook), published by Jones & Bartlett Learning
- Co-author: Firefighting Strategies and Tactics, 4th edition, (textbook), published by Jones & Bartlett Learning
- President and Executive Director of the Florida Association of Special Districts
- Fire Chief of the Year, 2010, Florida Fire Chiefs' Association
- Palm Harbor Citizen of the Year, 2012, Palm Harbor Chamber of Commerce
- Paul Harris Fellow, Rotary Club of Palm Harbor

Comparable experience: Jim has reviewed performance data for numerous related projects, including cooperative services studies for three fire districts in the NW Florida panhandle, and a Master Plan for the Key Largo Fire & Emergency Medical Services District. He has also completed master or strategic planning projects for several FL local governments. Jim also completed a comprehensive review of the fire department's governance and associated funding options for the Village Center Community Development District.

Rick Talbert, Senior Consultant

Rick is a 41-year veteran of the fire service. A second-generation firefighter, he most recently retired as Fire Chief/Administrator for the South Walton Fire District (SWFD), which protects 84 square miles of northwest Florida's Emerald Coast, a community of 26,000 full-time residents and over 150,000 seasonal visitors. Operating out of five fire stations, SWFD is a career fire and rescue service, consisting of 188 members who provide fire suppression, fire-based advanced life support EMS transport, beach safety lifeguards, fire and life safety and E-911 communications. Rick has served in leadership positions in municipal government and private industry; his most recent role was in an independent fire district. Rick specializes in providing clients with operational and administrative solutions that meet or exceed current and anticipated industry best practices.

Professional Experience

- Former Fire Commissioner, South Walton Fire District
- Fire Chief/Administrator, South Walton Fire District
- Fire Chief, City of Titusville, Florida
- Deputy Fire Chief and 2 years as Battalion Chief of Training for the City of Titusville Fire Department
- Training Officer and Operations Chief for Kennedy Space Center Fire and Rescue
- Developed and trained NASA department members, DOD fire rescue personnel, and foreign military personnel on rescue procedures and operations, supporting 26 Space Shuttle missions in the United States and abroad
- State of Florida Governor's Domestic Oversight Council
- Technical Advisor to the International Association of Fire Chiefs Intrastate Mutual Aid Initiative

Educational Background

- Associate of Fire Science, Eastern Florida State College
- University of Maryland's Staff and Command Program
- Managing Effective Fire Prevention Programs, National Fire Academy, 1997
- Executive Development, National Fire Academy, 1998
- Executive Leadership, National Fire Academy, 1996

Associated Professional Accomplishments

- Florida Certified Emergency Medical Technician (1979-present)
- Chief Officer Designation, Center for Public Safety Excellence (2007-present)
- Florida Fire Chiefs' Association President, 2006-2007
- Florida Fire Service Fire Chief of the Year, 2009

Comparable experience: Rick reviewed performance data for numerous related projects, including cooperative services studies for three fire districts in the NW FL panhandle. He has also completed master or strategic planning projects for several FL local governments.

9. Current and projected workloads for proposed key staff during proposed project timeframe.

BJM has assembled a dedicated team to conduct these Performance Reviews, and will be able to complete the work within the proposed project timeframe.

10. Description and examples of a minimum of three (3) projects completed by Consultant similar to the Project for organizations similar in size and function to the District, including whether the project was for a Florida local government, description of the project, budget, and duration/completion time information.

The projects listed below are also included in the Experiences Summary Matrix mentioned in #11 below and included as Attachment 2.

Project 1: City of Dunedin, Florida – Performance Review and Report on Internal Cash Controls. Budget was \$10,000, with duration of approximately 1 month.

Project 2: Englewood Fire District – Performance Review and Report on Internal Controls and Cash Controls. Budget was \$15,000, with duration of approximately 1 month.

Project 3: Palm Harbor Special Fire Control and Rescue District – Fiscal year-end audit: schedule of EMS funding received and allowable costs incurred. Budget was \$24,000, with duration of 3 months. Please note that we have provided this service for the past 20 years.

Project 4: Village Center Community Development District (Villages) – comprehensive review of the fire department’s governance and associated funding options. Budget was \$25,000, with duration of approximately 5 months.

Project 5: Polk County Board of County Commissioners – comprehensive recommendations review and analysis. Budget was \$33,000, with duration of approximately 6 months.

Project 6: Pinellas Suncoast Fire & Rescue District – Fiscal year-end audit: schedule of EMS funding received and allowable costs incurred. Budget was \$19,000, with duration of 4 months. Please note that we have provided this service for the past 15 years.

Project 7: East Lake Tarpon Special Fire Control District – Financial audits: schedules of EMS funding received and allowable costs incurred. Budget was \$36,000, with duration of 5 months. Please note that we have provided this service for the past 30 years.

- 11. A matrix, using the Experiences Summary Matrix included within this RFP showing the projects listed in RFP Requirements 10 and included within the References Form in rows on the left side of the matrix and the key personnel (in response to RFP Requirements 7 and 8) in columns on the top of the matrix to create a matrix, using an “X” to indicate which projects the key personnel were involved in at the intersections of the rows and columns in the matrix.**

Please see Attachment 2.

- 12. List of at least three (3) clients that the District can contact as references with respect to Consultant’s work performance on projects similar to the Project, using the Reference Form included within this RFP.**

Please see Attachment 3.

- 13. Summary and disposition of any individual cases of litigation, judgments and/or legal actions, entered against Consultant or subconsultant(s) for breach of contract for work**

performed for any local, state, federal, public, or private entity, by any state or federal court, within the last five (5) years, or if no judgment was entered, please also include any litigation that have been filed against Consultant or its subconsultants for breach of contract for work performed for any local, state, federal, public, or private entity, by any state or federal court, within the last five (5) years.

There have been no cases of litigation, judgements, or legal actions entered against BJM CPA or subconsultants for breach of contract within the last five (5) years. There has been no litigation filed against BJM CPA or subconsultants for breach of contract within the last five (5) years.

14. Detailed cost for the Project

The Project will follow the District's required Scope of Work, with approach described in #4 and #5 above. Major milestones include:

- Project Kick Off and Data Request
- Data Collection and Analysis
- Performance Review
- Draft Performance Review Report
- Final Performance Review Report

The proposed cost for the Project is **\$50,000**. This is an all-inclusive fee. All expenses, including per diem, are included.

15. Required forms

- Key Personnel Form – Attachment 1
- Experiences Summary Matrix – Attachment 2
- Signed Sworn Statement under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes – Attachment 3
- Reference Forms – Attachment 4
- E-Verify Affidavits – Attachment 5

ATTACHMENT 1
PROJECT MANAGER AND PROJECT TEAM/KEY PERSONNEL
for
Independent Special Fire Control District Performance Review

BJM's proposed Project Manager and key project team/key personnel are indicated below.

Person's Name	Job Classification	Area of Expertise	Employer	Office Location
Richard Cristini, CPA	Project manager	Strategic planning fiscal analysis, EMS delivery, staffing assessments, benchmarking	BJM CPA, Inc.	Dunedin, FL
Jeanine Bittinger, CPA	Auditor	Strategic planning fiscal analysis, EMS delivery, staffing assessments, benchmarking	BJM CPA, Inc.	Dunedin, FL
James Angle	Senior Consultant	Emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking	J. Angle Group, LLC	Dunedin, FL
Rick Talbert	Senior Consultant	Emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking	J. Angle Group, LLC	Dunedin, FL

**ATTACHMENT 2
EXPERIENCES SUMMARY MATRIX**

An “X” indicates which projects the Project Manager and Key Personnel were involved in.

Project Manager/Key Personnel Name	Project 1 from Qualification Requirements 10	Project 2 from Qualification Requirements 10	Project 3 from Qualification Requirements 10	Project 4 from Qualification Requirements 10	Project 5 from Qualification Requirements 10
Richard Cristini, CPA	X	X	X		
Jeanine Bittinger, CPA	X	X	X		
James Angle				X	X
Rick Talbert					X

Project Manager/Key Personnel Name	Project 6 from Qualification Requirements 10	Project 7 from Qualification Requirements 10			
Richard Cristini, CPA	X	X			
Jeanine Bittinger, CPA	X	X			
James Angle					
Rick Talbert					

ATTACHMENT 3

DEBARMENT CERTIFICATION

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

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


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

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

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

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

Dated this 6th day of September, 2022.

By 
Authorized Signature/Contractor

Neal Bach, CPA
Typed Name/Title

BJM CPA, Inc.
Contractor's Firm Name

3885 Crestwood Parkway NW #590
Street Address

Duluth, GA 30096
City/State/Zip Code

404-831-1991
Area Code/Telephone Number

ATTACHMENT 4 REFERENCE FORMS

Reference #1

Consultant Name: Richard Cristini, CPA and Jeanine Bittinger, CPA

Reference Entity: Pinellas Suncoast Fire & Rescue District

Reference Contact Person: Erin Brooks, Finance Director

Reference Address: 304-1st St Indian Rocks Beach, FL 33785

Reference Email Address: ebrooks@psfrd.org

Reference Phone No.: 727-595-1117

Project Name: Fiscal year end audit; Schedule of EMS Funding Received and EMS Allowable Costs Incurred

Project Location: Indian Rocks Beach, FL

Consultant Project Manager: Richard Cristini, CPA

Contract Amount: \$19,000

Date Project Commenced: March 2020

Date of Final Completion: June 2020

Description of Work Performed: Performed financial audits and Schedules of EMS Funding for Pinellas County for past 15 years.

Reference 2

Consultant Name: Richard Cristini, CPA and Jeanine Bittinger, CPA

Reference Entity: Palm Harbor Special Fire Control and Rescue District

Reference Contact Person: Chief Scott Sanford

Reference Address: 250 West Lake Road Palm Harbor, FL 34686

Reference Email Address: firechief@palmharborfd.com

Reference Phone No.: 727-683-1640

Project Name: Fiscal year end audit; Schedule of EMS Funding Received and EMS Allowable Costs Incurred

Project Location: Palm Harbor, FL

Consultant Project Manager: Richard Cristini, CPA

Contract Amount: \$24,000

Date Project Commenced: April 2020

Date of Final Completion: June 2020

Description of Work Performed: Performed financial audits and Schedules of EMS funding for Pinellas County for the past 20 years.

Reference 3

Consultant Name: Richard Cristini, CPA and Jeanine Bittinger, CPA

Reference Entity: East Lake Tarpon Special Fire Control District

Reference Contact Person: Chief Jason Gennaro

Reference Address: 3375 Tarpon Lake Blvd Palm Harbor, FL 34685

Reference Email Address: jgennaro@elfr.org

Reference Phone No.: 727-784-8668

Project Name: Performed financial audits; Schedules of EMS Funding Received and EMS Allowable Costs Incurred

Project Location: Palm Harbor, FL

Consultant Project Manager: Richard Cristini, CPA

Contract Amount: \$36,000

Date Project Commenced: February 2020

Date of Final Completion: June 2020

Description of Work Performed: Performed financial audits and Schedules of EMS Funding for Pinellas County for the past 30 years.

Reference 4

Consultant Name: Jim Angle

Reference Entity: South Walton Fire District

Reference Contact Person: Ryan Crawford, Fire Chief

Reference Address: 911 North County Highway 393, Santa Rosa Beach, FL 32459

Reference Email Address: rcrawford@swfd.org

Reference Phone No.: 850.267.1298

Project Name: South Walton Fire District Master Plan

Project Location: Santa Rosa Beach, FL

Consultant Project Manager: Jim Angle

Contract Amount: \$46,000

Date Project Commenced: May 2019

Date of Final Completion: January 2020

Description of Work Performed: Master Plan

Reference 5

Consultant Name: Jim Angle and Rick Talbert

Reference Entity: Navarre Beach Fire

Reference Contact Person: Dan Fureigh, Fire Chief

Reference Address: 1413 Utility Drive, Navarre, FL 32566

Reference Email Address: chief@navarrebeachfire.org

Reference Phone No.: 850.939.2448

Project Name: Cooperative services review

Project Location: Three special districts within Santa Rosa County

Consultant Project Manager: Jim Angle

Contract Amount: not available

Date Project Commenced: June 2018

Date of Final Completion: October 2018

Description of Work Performed: Cooperative services review

Reference 6

Consultant Name: Jim Angle and Rick Talbert

Reference Entity: Polk County Fire Rescue

Reference Contact Person: Robert Weech, Fire Chief

Reference Address: 1295 Brice Boulevard, Bartow, FL 33830

Reference Email Address: RobertWeech@polk-county.net

Reference Phone No.: 863.519.7350

Project Name: Comprehensive Recommendations Review and Analysis

Project Location: Polk County Florida

Consultant Project Manager: Jim Angle

Contract Amount: \$33,000

Date Project Commenced: January 2021

Date of Final Completion: May 2021

Description of Work Performed: Comprehensive Recommendations Review and Analysis

ATTACHMENT 5

ATTACHMENT 5

KEY LARGO FIRE & EMERGENCY MEDICAL SERVICES DISTRICT

E-VERIFY
AFFIDAVIT

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

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

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

September 6, 2022
Date

Neal Borch
(Signature of Authorized Representative)

STATE OF Georgia, COUNTY OF Gwinnett
PERSONALLY APPEARED BEFORE ME, the undersigned authority, Neal Borch
who, being personally known or having
produced _____ as
identification, and after first being sworn by me, affixed his/her signature in the space provided above on this
6th day of September
20 22.

Terrie R Reuvers
Signature, NOTARY PUBLIC



STAMP/SEAL



13A



KEY LARGO EMS MONTHLY CALL STATISTICS 2022

Total Year Up to Date **1312**
 Total Year Up to Date >103MM **385**
 Last Updated: 09/03/2022

TYPE OF CALLS	ALS	BLS	BACK-UP	PEDIATRIC	TRAUMA ALERTS	CARDIAC ARRESTS	PUBLIC ASSISTS	STAND-BY	FIRES	CANCEL	REFUSALS	TRANSPORTS	MUTUAL AID	MM >103	TOTAL CALLS
JANUARY	101	25	31	7	1	0	20	3	0	4	24	126	6	44	177
FEBRUARY	61	18	19	1	2	1	14	2	0	5	36	79	1	38	136
MARCH	82	24	29	5	2	3	17	3	0	9	40	106	1	49	175
APRIL	81	21	14	7	2	2	22	3	0	8	29	102	1	46	164
MAY	70	25	24	20	1	1	20	2	0	7	39	95	0	45	163
JUNE	77	24	25	10	0	0	19	2	2	5	32	101	1	53	161
JULY	97	17	22	5	2	0	17	2	0	11	53	114	3	57	197
AUGUST	80	16	18	7	1	1	11	1		5	26	96	0	53	139
SEPTEMBER												0			0
OCTOBER												0			0
NOVEMBER												0			0
DECEMBER												0			0

14A



NFPA Analysis Report

Key Largo Fire Department

Date Range: From 08/01/2022 to 08/31/2022



FIRE IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (All in Section A Incident Type 110-129)	Number of	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)	1	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
5. TOTAL OTHER RESIDENTIAL FIRES (SHOULD BE SUM OF LINES 1 THROUGH 4)	1	0	0	\$0
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
13. TOTALS FOR STRUCTURE FIRES (SHOULD BE SUM OF LINES 5 THROUGH 12)	1	0	0	\$0
B. OTHER FIRE AND INCIDENTS				
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)	1	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
19. TOTAL FOR FIRES (SHOULD BE SUM OF LINES 13 THROUGH 18)	2	0	0	\$0
20. Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300-381)	48			
21. False Alarm Responses (malicious or unintentional false calls, system malfunctions, bomb scares) (IT 700-746)	9			
22. Mutual Aid or Assistance Responses Given	1			
23. Hazardous Materials Responses (spills, leaks, etc.) (IT 410-431)	3			
23. Other Hazardous Conditions (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	2			
24. All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	54			
25. TOTAL FOR ALL INCIDENTS (SHOULD BE SUM OF LINES 19 THROUGH 24)	119			

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	1
13. Structure Fires (line 13 above)	0	1

BREAKDOWN OF FALSE ALARM RESPONSES

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

INTENTIONALLY SET FIRES IN STRUCTURES AND VEHICLES	Numbers of Fires	Number of Civilian Fire		Estimated Property Damage and Contents from Fire
		Deaths	Injuries	
1. Structure Fires Intentionally set	0	0	0	0
2. Vehicle Fires Intentionally set	0	0	0	0

FIRE SERVICE EXPOSURES AND INJURIES

1. Total number of firefighters that were exposed to infectious diseases	0				
2. Total Number of firefighters that were exposed to hazardous	0				
3. Total number of nonfatal firefighter injuries during all types of duty	0				
Nature of Most Serious Injury	Responding to or Returning from Incidents	At the Fire Ground	At Non-Fire Emergencies	Training	Other On-Duty
1. Burns (PAS 12,13,14,15)	0	0	0	0	0
2a. Smoke or Gas Inhalation(PAS 01,02)	0	0	0	0	0
2b. Other Respiratory Distress (PAS 03,44,64,65)	0	0	0	0	0
3. Burn and Smoke Inhalation PAS(11)	0	0	0	0	0
4. Wound, Cut, Bleeding, Bruise (PAS 21-25,35,36,72,73)	0	0	0	0	0
5. Dislocation, Fracture (PAS 31, 32, 63)	0	0	0	0	0
6. Heart Attack or Stroke (PAS 41, 42, 43)	0	0	0	0	0
7. Strain, Sprain, Muscular Pain (PAS 33, 34, and 98)	0	0	0	0	0
8. Thermal Stress (frostbite, heat, exhaustion) (PAS 57, 83-85)	0	0	0	0	0
9. Other (PAS All other codes)	0	0	0	0	0
10. Total	0	0	0	0	0

FIREGROUND INJURIES BY CAUSE








1. Exposure to Fire Products (Cause 4, object 47-49, 53, 64):	0
2. Exposure to Chemicals or Radiation(Cause 4, object 52,56):	0
3. Fall, jump, slip, trip (cause 1 to 3):	0
4. Overexertion, strain (cause 7):	0
5. Contact with object (cause 6):	0
6. Struck by (cause 5):	0
7. Exteme weather (cause 4, object 62):	0
8. Other:	0

THREE HIGHEST LOSS OF LIFE FIRES	THREE HIGHEST PROPERTY DAMAGE FIRES
NO LOSS OF LIFE EVENTS	NO PROPERTY DAMAGE EVENTS

Alarms by Day of Week

Key Largo Fire Department

Date Range: From 08/01/2022 to 08/31/2022

Day of Week		Totals
Sunday		17
Monday		14
Tuesday		18
Wednesday		12
Thursday		17
Friday		11
Saturday		30

No Date 0
Total Alarms 119

Incident Run Log

Key Largo Fire Department

Date Range: From 08/01/2022 to 08/31/2022

Company: All Companies

Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Zip	Type	Lgth
08/27/2022	38032	2022-000757	06:00	29	CORMORANT DR.-105.8-B/S-		33037-	Fires in structure other than in a building	2.0
08/05/2022	38032	2022-000698	16:08	1014	OVERSEAS HWY		33037	Brush or brush-and-grass mixture fire	0.3
08/04/2022	38032	2022-000694	03:12	400	BOWIE LN		33037	Medical assist, assist EMS crew	0.4
08/10/2022	38032	2022-000711	11:28	1048	OVERSEAS HWY		33037	Medical assist, assist EMS crew	0.3
08/10/2022	38032	2022-000712	16:08		MARINA AVE 99.6 OC		33037	Medical assist, assist EMS crew	0.7
08/11/2022	38032	2022-000714	11:48	49	JENNY LN		33037	Medical assist, assist EMS crew	0.4
08/13/2022	38032	2022-000725	22:34	1038	OVERSEAS HWY		33037	Medical assist, assist EMS crew	0.4
08/16/2022	38032	2022-000738	23:19	417	BAHIA AVE.-98.9-O/S-PORT		33037-	Medical assist, assist EMS crew	0.5
08/18/2022	38032	2022-000740	17:03	7	OAKWOOD AVE		33037-	Medical assist, assist EMS crew	0.4
08/20/2022	38032	2022-000743	11:40	1026	OVERSEAS HWY		33037-	Medical assist, assist EMS crew	0.5
08/21/2022	38032	2022-000746	01:35	101	JAMAICA RD	LOT	33037-	Medical assist, assist EMS crew	0.8
08/27/2022	38032	2022-000760	17:09	915	SOUTH EMERALD DRIVE		33037-	Medical assist, assist EMS crew	0.6
08/28/2022	38032	2022-000765	14:45	103	OCEAN SHORES DRIVE		33037-	Medical assist, assist EMS crew	0.2
08/28/2022	38032	2022-000766	18:10	1079	OVERSEAS HWY		33037-	Medical assist, assist EMS crew	0.0
08/04/2022	38032	2022-000696	07:03	1060	OVERSEAS HWY	1003	33037	Emergency medical service incident, other	0.0
08/31/2022	38032	2022-000805	10:07	400	HAZEL ST		33037	Emergency medical service incident, other	0.2
08/02/2022	38032	2022-000689	20:35	1	EAST DRIVE 99MM OC		33037	EMS call, excluding vehicle accident with injury	0.1
08/06/2022	38032	2022-000700	16:14	1014	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.3
08/06/2022	38032	2022-000701	16:30	63	CORAL DR		33037	EMS call, excluding vehicle accident with injury	0.4
08/11/2022	38032	2022-000716	15:58	1028	OVERSEAS HIGHWAY		33037	EMS call, excluding vehicle accident with injury	1.0
08/12/2022	38032	2022-000718	12:46	1048	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.3
08/12/2022	38032	2022-000719	19:56	21	GARDEN COVE DR		33037	EMS call, excluding vehicle accident with injury	0.4
08/13/2022	38032	2022-000721	03:26	1060	OVERSEAS HWY	1402	33037	EMS call, excluding vehicle accident with injury	0.6
08/13/2022	38032	2022-000723	19:23	1040	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.3
08/14/2022	38032	2022-000727	10:28	1026	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.3
08/14/2022	38032	2022-000728	14:49	1079	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.8
08/14/2022	38032	2022-000729	15:14	1079	OVERSEAS HWY		33037	EMS call, excluding vehicle accident with injury	0.3
08/15/2022	38032	2022-000734	19:28	225	UPPER MATECUMBE RD		33037	EMS call, excluding vehicle accident with injury	0.6
08/15/2022	38032	2022-000735	22:58	212	2 ST		33037	EMS call, excluding vehicle accident with injury	0.6
08/16/2022	38032	2022-000736	08:42	4	BLACKWATER LN NORTH	210	33037	EMS call, excluding vehicle accident with injury	0.5
08/16/2022	38032	2022-000739	20:09	4	BLACKWATER LN N	102	33037-	EMS call, excluding vehicle accident with injury	0.5
08/20/2022	38032	2022-000742	12:32	251	RYAN AVE		33037-	EMS call, excluding vehicle accident with injury	0.3
08/20/2022	38032	2022-000744	12:36	105	FIFTH LN		33037-	EMS call, excluding vehicle accident with injury	0.0
08/21/2022	38032	2022-000747	18:34	225	UPPER MATECUMBE RD		33037-	EMS call, excluding vehicle accident with injury	0.3
08/23/2022	38032	2022-000752	07:50	1065	OVERSEAS HWY		33037-	EMS call, excluding vehicle accident with injury	0.2
08/25/2022	38032	2022-000755	07:20		1 EAST DRIVE		33037-	EMS call, excluding vehicle accident with injury	0.3
08/26/2022	38032	2022-000758	11:40	1	EAST DRIVE-99.8-O/S		33037-	EMS call, excluding vehicle accident with injury	0.8
08/27/2022	38032	2022-000759	12:00	526	SOUND DR.-104.0-O/S-LARGO		33037-	EMS call, excluding vehicle accident with injury	0.5
08/27/2022	38032	2022-000761	20:30	1039	OVERSEAS HWY		33037-	EMS call, excluding vehicle accident with injury	0.5
08/27/2022	38032	2022-000762	21:00	1039	OVERSEAS HWY		33037-	EMS call, excluding vehicle accident with injury	0.5
08/30/2022	38032	2022-000769	19:00	66	BAHAMA AVE		33037-	EMS call, excluding vehicle accident with injury	0.2
08/02/2022	38032	2022-000688	14:21	97	US1		33037	Motor vehicle accident with injuries	1.0
08/11/2022	38032	2022-000715	15:42	102	OVERSEAS	NB	33037	Motor vehicle accident with injuries	0.8
08/13/2022	38032	2022-000722	17:26	9795	OVERSEAS HWY		33037	Motor vehicle accident with injuries	0.3
08/13/2022	38032	2022-000726	23:32	111	US1		33037	Motor vehicle accident with injuries	0.6
08/15/2022	38032	2022-000733	17:20	97	US1	NB	33037	Motor vehicle accident with injuries	1.0
08/19/2022	38032	2022-000741	06:55	1060	SUMMERLAND RD		33037-	Motor vehicle accident with injuries	1.1
08/20/2022	38032	2022-000745	21:19	101	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.0
08/22/2022	38032	2022-000748	07:27	1070	OVERSEAS HWY		33037-	Motor vehicle accident with injuries	0.0
08/25/2022	38032	2022-000756	11:35	9650	OVERSEAS HWY		33037-	Motor vehicle accident with no injuries.	21.4
08/08/2022	38032	2022-000706	20:25	9600	OVERSEAS HWY		33037	Gasoline or other flammable liquid spill	0.4
08/23/2022	38032	2022-000753	17:49	13	SEAGATE BLVD		33037-	Gasoline or other flammable liquid spill	2.0
08/07/2022	38032	2022-000705	23:35	271	RYAN AVE		33037	Gas leak (natural gas or LPG)	0.5
08/03/2022	38032	2022-000692	16:59		ROCK HARBOR DR / 101 MM G		33037	Power line down	0.4
08/16/2022	38032	2022-000737	20:37	9820	OVERSEAS HWY		33037	Arcing, shorted electrical equipment	2.0
08/15/2022	38032	2022-000732	12:02	6	AVE E		33037	Service Call, other	0.5
08/09/2022	38032	2022-000709	13:08	928	LOBSTER LN		33037	Public service assistance, other	0.8
08/04/2022	38032	2022-000695	04:55	9871	OVERSEAS HWY		33037-	Assist police or other governmental agency	0.8
08/10/2022	38032	2022-000713	17:35	800	OAKWOOD AVE		33037	Assist police or other governmental agency	1.1

Date	FDID	Incident#	Alarm	###	Address	Suite	Zip	Type	Lgth
08/24/2022	38032	2022-000754	11:00	9871	OVERSEAS HWY		33037-	Assist police or other governmental agency	1.0
08/28/2022	38032	2022-000764	00:23	9871	OVERSEAS HWY		33037-	Assist police or other governmental agency	0.9
08/29/2022	38032	2022-000768	23:00	9871	OVERSEAS HWY		33037-	Assist police or other governmental agency	0.8
08/03/2022	38032	2022-000693	21:06	73	CORAL DR		33037	Unauthorized burning	0.4
08/11/2022	38032	2022-000717	22:18	1058	OVERSEAS HWY		33037	Unauthorized burning	0.5
08/10/2022	38032	2022-000710	09:20	27	SNAPPER LN		33037	Dispatched & canceled en route	0.0
08/12/2022	38032	2022-000720	20:44	9947	OVERSEAS HWY		33037	Dispatched & canceled en route	0.0
08/28/2022	38032	2022-000763	00:11	9272	OVERSEAS HWY		33037-	Dispatched & canceled en route	0.0
08/14/2022	38032	2022-000731	23:10	325	CALUSA ST		33037	Authorized controlled burning	0.3
08/22/2022	38032	2022-000749	18:47	1056	OVERSEAS HWY		33037-	False alarm or false call, other	0.2
08/03/2022	38032	2022-000691	13:59	51	BOUNTY LANE		33037	Alarm system sounded due to malfunction	0.6
08/18/2022	38032	2022-000751	11:21	475	BAHIA HONDA ROAD		33037-	Alarm system sounded due to malfunction	0.1
08/23/2022	38032	2022-000750	03:36	1014	OVERSEAS HWY		33037-	Alarm system sounded due to malfunction	0.0
08/09/2022	38032	2022-000708	10:11	1048	OVERSEAS HWY		33037	Unintentional transmission of alarm, other	0.6
08/13/2022	38032	2022-000724	19:52	9943	OVERSEAS HWY		33037	Smoke detector activation, no fire - unintentional	0.2
08/03/2022	38032	2022-000690	12:01	9962	OVERSEAS HWY		33037	Alarm system activation, no fire - unintentional	0.1
08/05/2022	38032	2022-000697	14:45	1040	OVERSEAS HWY		33037-	Alarm system activation, no fire - unintentional	0.0
08/29/2022	38032	2022-000767	04:13	1024	OVERSEAS HWY		33037-	Alarm system activation, no fire - unintentional	0.3
08/14/2022	38032	2022-000730	19:35	1048	OVERSEAS HWY		33037	Special type of incident, other	0.8
08/02/2022	38032	2022-000687	07:18	220	REEF DR		33037		0.0
08/06/2022	38032	2022-000702	11:44		VILLA CAY		33037		0.0
08/06/2022	38032	2022-000699	12:23	1079	OVERSEAS HWY		33037		0.0
08/06/2022	38032	2022-000703	18:51	21	GARDEN COVE DR		33037		0.4
08/07/2022	38032	2022-000704	04:08	19	MARLIN AVE		33037		0.0
08/09/2022	38032	2022-000707	07:51	220	REEF DR		33037		0.0
08/18/2022	38032	2022-000770	11:19	475	BAHIA HONDA RD		33037		0.0
08/18/2022	38032	2022-000771	15:01	7	OAKWOOD AVE		33037		0.0
08/18/2022	38032	2022-000772	15:10	4	BLACKWATER LN NORTH	206	33037		0.0
08/19/2022	38032	2022-000773	06:54		SUMMERLAND RD / 106 MM GU	SB	33037		0.0
08/19/2022	38032	2022-000774	17:53	90	HENRY MORGAN DR		33037		0.0
08/20/2022	38032	2022-000775	12:32	251	RYAN AVE		33037		0.0
08/20/2022	38032	2022-000776	12:34	105	5 LN		33037		0.0
08/20/2022	38032	2022-000777	21:19		BUTTONWOOD AVE / 101.4 MM		33037		0.0
08/21/2022	38032	2022-000778	01:35	325	CALUSA ST	88	33037		0.0
08/21/2022	38032	2022-000779	18:30	225	UPPER MATECUMBE RD		33037		0.0
08/22/2022	38032	2022-000780	07:28		OVERSEAS HWY		33050		0.0
08/22/2022	38032	2022-000781	18:46	1056	OVERSEAS HWY		33037		0.0
08/23/2022	38032	2022-000782	03:31	1014	OVERSEAS HWY		33037		0.0
08/23/2022	38032	2022-000783	08:26	1065	OVERSEAS HWY		33037		0.0
08/23/2022	38032	2022-000784	17:15	15	CHANNEL DR		33037		0.0
08/24/2022	38032	2022-000785	10:56	155	ATLANTIC CIRCLE DR		33070		0.0
08/25/2022	38032	2022-000786	07:56	1	EAST DRIVE 99MM OC		33037		0.0
08/25/2022	38032	2022-000787	10:27		TAYLOR DR / 104.8 MM OC		33037		0.0
08/25/2022	38032	2022-000788	11:35		US1		33037		0.0
08/26/2022	38032	2022-000789	05:45	29	CORMORANT DR		33037		0.0
08/26/2022	38032	2022-000790	10:47	1	EAST DRIVE 99MM OC		33037		0.0
08/27/2022	38032	2022-000791	09:13	220	REEF DR		33037		0.0
08/27/2022	38032	2022-000792	09:35	220	REEF DR		33037		0.0
08/27/2022	38032	2022-000793	09:38	220	REEF DR		33037		0.0
08/27/2022	38032	2022-000794	11:31	546	SOUND DR		33037		0.0
08/27/2022	38032	2022-000795	17:09	915	EMERALD DR		33037		0.0
08/27/2022	38032	2022-000796	20:34	1039	OVERSEAS HWY		33037		0.0
08/27/2022	38032	2022-000797	21:14	1039	OVERSEAS HWY		33037		0.0
08/28/2022	38032	2022-000798	00:11	9863	OVERSEAS HIGHWAY		33037		0.0
08/28/2022	38032	2022-000799	17:58	1079	OVERSEAS HWY		33037		0.0
08/29/2022	38032	2022-000800	04:49	1024	OVERSEAS HWY		33037		0.0
08/29/2022	38032	2022-000801	15:45	9550	OVERSEAS HWY		33037		0.0
08/29/2022	38032	2022-000802	22:30	37	ORANGE DR		33037		0.0
08/30/2022	38032	2022-000803	18:57	66	BAHAMA AVE		33037		0.0
08/31/2022	38032	2022-000804	13:01	794	NARRAGANSETT LN		33037		0.0

Total Number of Incidents: 119

Total Length of Incidents: 60.1 Hours

Manpower Analysis by Incident

Key Largo Fire Department

Date Range: From 08/01/2022 to 08/31/2022

Company: All Companies

Incident Type	Incident Count	Number Attended	Average Attended	Total Length (hrs)	Average Length (hrs)	Average Man Hours	Total Man Hours
112-Fires in structure other than in a building	1	7	7.00	2.00	2.00	14.00	14.00
142-Brush or brush-and-grass mixture fire	1	3	3.00	0.35	0.35	1.05	1.05
311-Medical assist, assist EMS crew	12	40	3.33	5.24	0.44	1.44	17.26
320-Emergency medical service incident, other	2	6	3.00	0.22	0.11	0.33	0.66
321-EMS call, excluding vehicle accident with injury	25	72	2.88	10.76	0.43	1.18	29.62
322-Motor vehicle accident with injuries	8	40	5.00	5.21	0.65	3.48	27.82
324-Motor vehicle accident with no injuries.	1	3	3.00	21.38	21.38	64.14	64.14
411-Gasoline or other flammable liquid spill	2	7	3.50	0.40	0.20	0.60	1.20
412-Gas leak (natural gas or LPG)	1	6	6.00	0.52	0.52	3.12	3.12
444-Power line down	1	4	4.00	0.43	0.43	1.72	1.72
445-Arcing, shorted electrical equipment	1	4	4.00	2.00	2.00	8.00	8.00
500-Service Call, other	1	3	3.00	0.52	0.52	1.56	1.56
550-Public service assistance, other	1	5	5.00	0.77	0.77	3.85	3.85
551-Assist police or other governmental agency	5	19	3.80	4.73	0.95	3.64	18.20
561-Unauthorized burning	2	14	7.00	0.88	0.44	3.02	6.04
611-Dispatched & canceled en route	3	9	3.00	0.20	0.07	0.20	0.60
631-Authorized controlled burning	1	3	3.00	0.30	0.30	0.90	0.90
700-False alarm or false call, other	1	8	8.00	0.22	0.22	1.76	1.76
735-Alarm system sounded due to malfunction	3	18	6.00	0.94	0.31	2.18	6.54
740-Unintentional transmission of alarm, other	1	4	4.00	0.57	0.57	2.28	2.28
743-Smoke detector activation, no fire - unintentional	1	7	7.00	0.20	0.20	1.40	1.40
745-Alarm system activation, no fire - unintentional	3	13	4.33	0.42	0.14	0.59	1.78
900-Special type of incident, other	1	3	3.00	0.77	0.77	2.31	2.31
Blank. Incident Type not Entered	41	0	0.00	0.43	0.01		0.00
Total and Averages for all Incident Types	119	298	2.50	59.46	0.50		215.81