



## 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

### DISTRICT MEETING AGENDA - DRAFT<sup>1</sup>

July 22, 2024

Members of the public who wish to comment on matters before the District Board may do so in person at 1 East Drive, Key Largo, Florida or online. Members of the public who virtually participate in the meeting must mute themselves until called upon to speak. Virtual Meeting Link: <https://us06web.zoom.us/j/86268176300?pwd=eWtMajI4Snh0cDZ5RngxTk5VDdCZz09#uaccess>  
Password: 33037.

#### 1. AGENDA

1a. *Call to Order*

1b. *Pledge of Allegiance*

1c. *Roll Call*

#### 2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of July 22, 2024 District Meeting Agenda*

2b. *Approval of the June 24, 2024 District/KLVFD Budget Workshop Meeting Minutes*

2c. *Approval of the April 22, 2024 Corrected District Meeting Minutes*

#### 3. PUBLIC COMMENT

#### 4. CHAIRMAN REPORT

#### 5. SECRETARY REPORT

#### 6. OLD BUSINESS

6a. *DISCUSSION: Status of Clerk Position*

6b. *DISCUSSION: Status of Fire District Operational Analysis [Conklin]*

6c. *DISCUSSION: LifePaks for E24 and E25*

#### 7. NEW BUSINESS

7a. *DISCUSSION/APPROVAL: Candidates Usage of District Logo [Allen]*

<sup>1</sup>Amended as to Discussion Items under No. 9-Finance Report.



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- 7b. **DISCUSSION/APPROVAL:** Streamline Board Meeting Materials [Mirabella]
8. **LEGAL REPORT**
- 8a. **DISCUSSION/APPROVAL:** Draft Agreement for Consolidation Study-RFP 2024-001
9. **FINANCE REPORT**
- 9a. **DISCUSSION:** Key Largo Volunteer Fire Department Budget FY25 (4 Options) [Johnson]
- 9b. **DISCUSSION/APPROVAL:** Resolution No. 2024-002 - A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD, FLORIDA; DETERMINING THE PROPOSED MILLAGE RATE, THE CURRENT YEAR ROLLED-BACK RATE, AND SETTING THE DATES, TIMES AND PLACES FOR THE FIRST AND SECOND BUDGET PUBLIC HEARINGS AS REQUIRED BY LAW; DIRECTING FINANCE TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MONROE COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; AND PROVIDING AN EFFECTIVE DATE. [Johnson]
- 9c. **DISCUSSION:** Key Largo Fire Rescue and EMS District FY 2024-2025 Budget Details [Johnson]
- 9d. **DISCUSSION:** Key Largo Fire Rescue and EMS District FY 2024-2025 Proposed Budget [Johnson]
10. **AMBULANCE CORPS REPORT**
- 10a. KLVAC May 2024 Agenda and Minutes
- 10b. KLVFD May 2024 Treasurers Report
- 10c. KLVAC June 2024 Agenda and Minutes
- 10d. KLVFD June 2024 Treasurers Report
- 10e. KLEMS June Statistics
11. **FIRE DEPARTMENT REPORT**
- 11a. **DISCUSSION:** Grant Toward Purchase of Fire Rescue Boat [Bock]
- 11b. **DISCUSSION:** Grant/Capital Outlay Purchase for Three Lucas Mechanical CPR Devices [Bock]



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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**11c. KLVFD June Statistics**

**12. COMMISSIONER ITEMS**

**13. NEXT MEETING**

**August 5, 2024 District Budget Workshop (if required)**

**August 5, 2024 District Budget Meeting (if required)**

**August 19, 2024 District Budget Meeting**

**August 19, 2024 District Meeting**

**14. ADJOURN**

**DOCUMENTS**

Al 2b. June 24, 2024 Draft District Meeting Minutes

Al 9a. Key Largo Volunteer Fire Department Budget FY25

Al 9b. Resolution 2024-002

Al 9c. Key Largo Fire Rescue and EMS District FY 2024-2025 Budget Details

Al 9d. Key Largo Fire Rescue and EMS District FY 2024-2025 Proposed Budget

Al 10a. KLVAC May 2024 Agenda and Minutes

Al 10b. KLVFD May 2024 Treasurers Report

Al 10c. KLVAC June 2024 Agenda and Minutes

Al 10d. KLVFD June 2024 Treasurers Report

Al 10e. KLEMS June Statistics

Al 11b. Grant/Capital Outlay Purchase for Three Lucas Mechanical CPR Devices

Al 11c. KLVFD June Statistics

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

**2b**



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**DISTRICT MEETING/KLVFD BUDGET WORKSHOP AGENDA - DRAFT MINUTES**

**June 24, 2024**

Members of the public who wish to comment on matters before the District Board may do so in person at 1 East Drive, Key Largo, Florida or online. Members of the public who virtually participate in the meeting must mute themselves until called upon to speak. Virtual Meeting Link:

<https://us06web.zoom.us/j/86268176300?pwd=eWtMajl4Snh0cDZ5RngxTk5VDdCZz09#ucc>  
ess Password: 33037.

**1. AGENDA**

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

Commissioner Mirabella called to order the June 24, 2024 District Meeting/KLVFD Budget Workshop at 6:00 PM.

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

Commissioner Conklin led the Pledge of Allegiance.

**1c. *Roll Call***

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

Also present in person or via Zoom were Carol Greco, Dirk Smits, Scott Robinson, David Garrido, C.J. Jones, Jason Mumper, Don Bock and Jennifer Johnson.

**2. APPROVAL OF AGENDA & MINUTES**

**2a. *Approval of June 24, 2024 District Meeting/KLV Budget Workshop Agenda***

Commissioner Powers made a ***motion to approve the*** June 24, 2024 District Meeting/KLV Budget Workshop Agenda. Commissioner Edge seconded, and the Board unanimously passed the motion.

**2b. *Approval of the May 20, 2024 District Meeting Minutes [Draft]***



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Commissioner Powers made a ***motion to approve the May 20, 2024*** District Meeting Minutes. Commissioner Edge seconded, and the Board unanimously passed the motion.

### 3. **PUBLIC COMMENT**

None

### 4. **CHAIRMAN REPORT**

None

### 5. **SECRETARY REPORT**

None

### 6. **OLD BUSINESS**

#### ***6a. DISCUSSION: Status of Clerk Position***

A discussion was had regarding the placement of advertisement for the District Clerk position in the local newspaper and email blast; length of time for posting.

Commissioner Powers made a ***motion to approve the advertisement of the District Clerk position in the local newspaper and E-mail blast for a period of two (2) weeks.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

### 7. **NEW BUSINESS**

#### ***7a. DISCUSSION/APPROVAL: Purchase of ALS Items for Engines 24/25 [Jones]***

The KLFD is requesting the re-allocation of funds from its Capital Outlay – Equipment line item to purchase two (2) refurbished LifePak 15's to replace the current equipment. Attached you will find the quotes for each unit as well as the service contract costs. Our Medical Director has provided us with a list of equipment and medications he would like to see on E24 and E25. We also received confirmation from the State of FL Department of Health that in order to be in compliance with our ALS Non-Transport license we must have this equipment on our apparatus's that are responding in the ALS capacity.



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We are seeking the re-allocation of \$53,272.38 to accommodate the purchase of these units and a 3 year service contract. Currently there is approximately \$215,050.00 left in Capital Outlay – Equipment in this fiscal budget.

Captain Jones led a discussion regarding the purchase of ALS LifePaks for Stations 24/25; the reallocation of funds from the \$80,000.00 capital tools line item to cover the approximate cost of \$50,000.00. Additionally, a separate required service contract of approximately \$1,500.00 for 3 years or \$5,000.00 for five years to come out of the repairs budget.

Additional discussions regarding ALS compliance of the trucks and violations with the State, which proved to be inaccurate. A request to have the medical director appear at the next District Meeting was made to provide additional information/direction regarding requisite requirements for ALS compliant/equipment/ statutes, etc.

Commissioner Powers ***made a motion to approve the Purchase of ALS Items for Engines 24/25.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

### 8. LEGAL REPORT

Legal provided the completion of the consultant contract. Other discussions were had regarding the potential of going out in lieu of up; the new standards for a Category 5 building and whether going up will withstand same. Potentially separate the building from Bay; knock down current building to build new 2 story building.

### 9. FINANCE REPORT

#### ***9a. DISCUSSION: KLFREMS Millage/Budget Adoption Calenda FY24-25 [Johnson]***

J. Johnson provided information regarding the proposed millage notice. September 9, 2024 will be the first public meeting to adopt the tentative budget; September 23, 2024 for final public hearing to adopt final budget and millage rate.

#### ***9b. DISCUSSION: KLFREMS Proposed Budget FY24-25 [Johnson]***

The Ambulance Corp. budget was approved by the board; staffing and new truck for station for 25; not built into reserve fund; there is a need for ladder truck. Currently there are 4 trucks with 1 on loan to Islamorada Fire and 1 at Station 25. The budget provides for the addition of a 3rd rescue with a total of 18 full-time personnel, 6 part-time medics per rescue per day. Salary increase – step plan .50 .75 next 2 years and then \$1 after



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that; \$171K increase in payroll with \$64K for volunteers; \$485K increase from last year. The budget also provides for the purchase of a portable ultrasound for a third rescue.

### 10. AMBULANCE CORPS REPORT

S. Robinson provides that in May there were 170 calls; 104 transports; 45 total north of 103. Rescue 25 ran 44 of those calls and 29 transports; service has been increased.

### 11. FIRE DEPARTMENT REPORT

#### **11a. KLVFD May Statistics**

There was some discussion regarding the submission of the full report; does not include all pages/incident log.

Discussions regarding the elevator and Delaware's quote of \$27K to replacement the motherboard and starter for motor which are approximately 3 times the amount Schindler charges, and potentially go back to them for the replacement/repairs.

The two new generators are installed and nearly ready for hurricane season.

### 12. COMMISSIONER ITEMS

Commissioner Conklin requested a moment of silence for Miami-Dade Fire and the loss of an individual from a training incident last week. Stressed the importance of safety training.

### 13. NEXT MEETING

***July 8, 2024 District Meeting (if required)***

***July 22, 2024 KLVFD Budget Workshop***

***July 22, 2024 District Meeting***

Commissioner Powers made a ***motion to cancel*** the July 8, 2024 District Meeting unless required. The next District Meeting and Budget Workshop will be July 22, 2024. Commissioner Conklin seconded, and the Board unanimously passed the motion.





## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 14. ADJOURN

Commissioner Conklin made a ***motion to adjourn*** the meeting at 6:57 PM. Commissioner Powers seconded, and the Board unanimously passed the motion.

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

**2c**



## 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

### DISTRICT MEETING MINUTES [DRAFT]

April 22, 2024

Members of the public who wish to comment on matters before the District Board may do so in person at 1 East Drive, Key Largo, Florida or online. Members of the public who virtually participate in the meeting must mute themselves until called upon to speak. Virtual Meeting Link: <https://us06web.zoom.us/j/86268176300?pwd=eWtMajl4Snh0cDZ5RngxTk5VDdCZz09#uaccess>  
Password: 33037.

#### 1. AGENDA

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

Chairman Allen called to order the April 22, 2024 District Meeting at 6:00 PM.

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

Commissioner Conklin led the Pledge of Allegiance.

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

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

Also present in person or via Zoom were Carol Greco, Dirk Smits, Hunter O'Connor, Scott Robinson, David Garrido, C.J. Jones, Don Bock and Jennifer Johnson. Commissioner Powers attended late via phone.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. *Approval of April 22, 2024 District Meeting Amended Agenda*

Commissioner Powers made a *motion to approve the* April 22, 2024 Amended District Meeting Agenda. Commissioner Edge seconded, and the Board unanimously passed the motion.

##### 2b. *Approval of the March 25, 2024 Draft Amended District Meeting Minutes*

Commissioner Edge made a *motion to approve the Corrected Amended March 25, 2024* District Meeting Minutes. Commissioner Conklin seconded, and the Board unanimously passed the motion.



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### 3. PUBLIC COMMENT

None

### 4. CHAIRMAN REPORT

None

### 5. SECRETARY REPORT

None

### 6. OLD BUSINESS

#### 6a. DISCUSSION: Status of Clerk Position/Applicants

Condensed version of position to be linked to website.

#### 6b. DISCUSSION: Invoice of Jack Bridges, Esq.

A discussion was had requesting the invoice of Jack Bridges, Esq. be paid out of district funds. Counsel commented that the district can pay if the serves were for public purpose; pay through fire department and district can reimburse.

Commissioner Mirabella made a finding that the invoice was for public purposes and simultaneously made ***motion to pay the invoice to be reimbursed by the fire department.*** the meeting at 7:22 PM. Commissioner Edge seconded, and the Board unanimously passed

#### 6c. DISCUSSION/APPROVAL: Donation of Used Bunker Gear

This item was addressed at the previous meeting.

#### 6d. DISCUSSION: Proposal Remodeling/Replacing Countertops/Desks at Station 25

Capt. Jones provided he received one quote of \$1500 per desk and the station is in need of three desks. A suggestion was made to look into desks from Pride. There are approximately 500 tiles that have become unbonded throughout the building, and there are no replacement tiles. Painting (and patching of walls) is in this year's fiscal budget.

#### 6e. DISCUSSION: Approval to Attend June 10-13 FASD Annual Meeting [Mirabella]



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Commissioner Mirabella provided a few estimates for attendance at the June 10-13 FASD Annual Meeting of (1) \$499 conference; (2) \$155 per night for lodging [3 nights]; \$79 for class fee. Total fees/costs are approximately \$1,500.00; which was approved.

### 7. NEW BUSINESS

#### 7a. DISCUSSION/APPROVAL: Purchase of MES Extrication Equipment [Jones]

The department applied for AFG last year to buy 2 sets of extrication equipment; did not obtain. Tools are fully salt water protected.

Commissioner Mirabella made a motion **to approve the purchase of MES Extrication Equipment**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

#### 7b. DISCUSSION/APPROVAL: Approval of Currie Sowards Aguila Architects Agreement for Design Services [Smits]

Attorney Smits provided that Currie Sowards Aguila Architects was the winning bidder for design contract for Station 24.

Commissioner Conklin made a motion **to approve the Currie Sowards Aguila Architects Agreement for Design Services**. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

### 8. LEGAL REPORT

Congratulations to the Board and department on having a design contract in place. The work with Currie Sowards is not to exceed \$178K; unless three are changes that were not included in bid.

### 9. FINANCE REPORT

None

With issues regarding the station's speaker system, a question arose regarding whether Proteche's invoice could be located to determine if two speakers were contracted, as only one was received. Ms. Johnson advised that the entire invoice had not been paid.

### 10. AMBULANCE CORPS REPORT

#### 10a. **KLEMS March Statistics**

#### 10b. **KLEMS March 2024 Meeting Agenda/Minutes**

#### 10c. **KLEMS March 2024 Treasurer's Report**



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Scott Robinson reports there are 13 ft employees; awaiting the possibility to make an offer to someone who recently tested. There were approximately 177 calls; may place a third rescue at Station 25; working on scheduling (2 paid paramedics and 1 volunteer as schedule permits). All supplies will be at Station 23.

### 11. FIRE DEPARTMENT REPORT

**11a. KLVFD March Statistics**

**11b. KLVFD Performance Report**

Generators for Station 25 should be shipping sometime this week. As soon as it is invoiced, we will provide to Jenn for processing. Will work with Wire Nuts on installation of the transfer switches.

Parts for the elevator should be received to complete service to get the elevator operable.

Issues with the ALS license has been addressed to provide include a date on the auto renewal with the medical director's contract; awaiting BOCC approval.

### 12. COMMISSIONER ITEMS

Feasibility study was posted on DemandStar. A committee to score the bids will need to be comprised of 2-3 member from Fire/Ambulance. Will work out selection and provide names to legal.

The Commissioners agreed on providing a plaque to Vicky Faye for her years of service with the District. Commissioner Conklin will obtain cost information for approval.

Sur Heim offered to volunteer time to scan records currently housed in the Chairman's office. Add to discussion item for next meeting.

### 13. NEXT MEETING

**May 6, 2024 District Meeting (if required)**

**May 6, 2024 Strategic Planning Workshop**

**May 20, 2024 District Meeting (if required)**

**May 20, 2024 Strategic Planning Workshop**

Commissioner Conklin made a ***motion to cancel*** the May 6, 2024 District Meeting and Strategic Planning Workshop, unless required. The next meeting will be May 20, 2024. Commissioner Conklin seconded, and the Board unanimously passed the motion.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 14. ADJOURN

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 6:47 PM. Commissioner Edge seconded, and the Board unanimously passed the motion.

**7b**



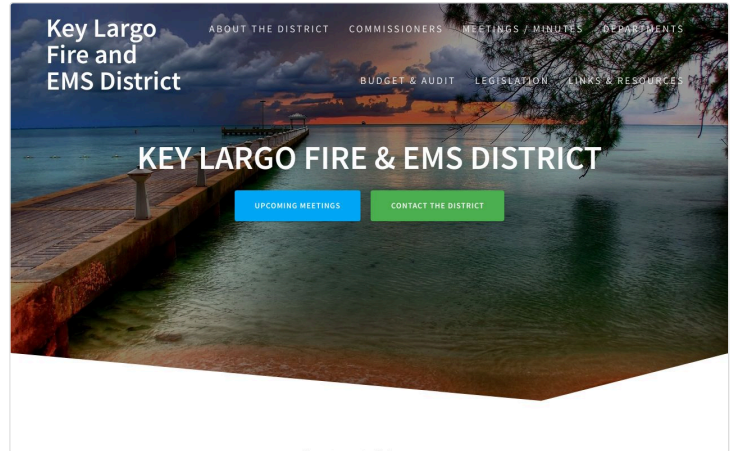
# Key Largo Fire & EMS District

## Web Accessibility and Risk Report

Prepared on 06/21/2024 - 03:10 PM

### What you'll find in this report:

1. [Your current accessibility report / risk snapshot](#)
2. [Top accessibility issues on your site](#)
3. [Pages that need to be fixed](#)
4. [Your timeline to reach accessibility](#)
5. [Your monthly progress tracker](#)



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## 1. Your current accessibility / risk snapshot

### Overall accessibility and risk score



Your current accessibility & risk rating score: **93/100 (FAIL)**

It appears your website needs a bit of work to reach accessibility, but don't worry you're not alone. Countless other districts are in the same boat. The most important thing to do is set up a plan to reach compliance.

#### Why is 100% compliance critical?

- More than **2,403 districts** have been affected by an accessibility action. About 6% of all districts in the US, including county-dependent districts have been fined, received demand letters, or gotten Department of Justice Office of Civil Rights (OCR) letters for website ADA violations in the US. **That number is expected to exceed 4,000 (10%) by the end of 2024.**
- **The number of lawsuits rose 56% in 2021, and the penalties for noncompliance are rising fast** –averaging \$4,000 for an ADA claim in 2019 to \$39,000 in 2022. It's a situation that The Wall Street Journal calls "very perilous" in a [recent article \(https://www.wsj.com/articles/lawsuits-over-digital-accessibility-for-people-with-disabilities-are-rising-11626369056\)](https://www.wsj.com/articles/lawsuits-over-digital-accessibility-for-people-with-disabilities-are-rising-11626369056).
- **Very few if any**, special district insurance policies even partially cover the costs of web accessibility issues.

## 2. Top accessibility issues found on your site

Accessibility issues come in all shapes and sizes. Some are more obvious to the naked eye like "color contrast issues". However, others are more structural in nature and related to the code that's on your site. These types of issues affect how screen readers interpret your content. Here's what we found on your site:

| Your accessibility issues  | Total |
|--|-------|
| <a href="#"><u>Background and foreground colors do not have a sufficient contrast ratio.</u></a>   | 619   |
| <a href="#"><u>Links rely on color to be distinguishable.</u></a>  | 85    |
| <a href="#"><u>Document does not have a main landmark.</u></a>   | 59    |
| <a href="#"><u>Heading elements do not contain content.</u></a>  | 31    |
| <a href="#"><u>Identical links do not have the same purpose.</u></a>   | 24    |
| <a href="#"><u>Heading elements are not in a sequentially-descending order</u></a>   | 22    |
| <a href="#"><u>Image elements do not have .[alt]. attributes</u></a>   | 20    |
| <a href="#"><u>Lists do not contain only &lt;li&gt; elements and script supporting elements ( &lt;script&gt; and &lt;template&gt; ).</u></a> | 10    |
| <a href="#"><u>Links do not have a discernible name</u></a>  | 8     |
| <a href="#"><u>Skip links are not focusable.</u></a>   | 5     |
| <a href="#"><u>&lt;td&gt; elements in a large &lt;table&gt; do not have table headers.</u></a>   | 5     |
| <a href="#"><u>Elements with visible text labels do not have matching accessible names.</u></a>  | 1     |

[How to fix these issues](#)

## 3. Pages that need to be fixed

The following pages on your site require remediation to become ADA compliant. We recommend using Google Analytics to discover which of these pages currently receive the most web traffic and starting there.

| Page(s)   | Score |
|---|-------|
| <a href="#"><u>Key Largo Fire and EMS District</u></a>                      | 79    |
| <a href="#"><u>About the District – Key Largo Fire and EMS District</u></a> | 94    |

| Page(s)  | Score |
|--|-------|
| <a href="#">Commissioners – Key Largo Fire and EMS District</a>    | 94    |
| <a href="#">Tony Allen – Key Largo Fire and EMS District</a>       | 92    |
| <a href="#">Frank Conklin – Key Largo Fire and EMS District</a>    | 92    |
| <a href="#">Kenny Edge – Key Largo Fire and EMS District</a>       | 92    |
| <a href="#">George Mirabella – Key Largo Fire and EMS District</a> | 92    |
| <a href="#">Danny Powers – Key Largo Fire and EMS District</a>     | 92    |






[How to fix these pages](#)
[View all 59 pages with errors](#)

## 4. Your timeline to reach accessibility

Obviously, **timeline is the big question**. While we don't know all the ins and outs of your organization or tech stack, we do know the major factors that can affect the timeline of your accessibility plan. We've laid out the known factors and a couple of scenarios below that would get you back to compliance and away from risk.

### Factors for your timeline

|   |                             |
|---|-----------------------------|
| <b>Factor 1:</b> Your CMS   | WordPress                   |
| <b>Factor 2:</b> The type of errors on your site                                    | Structural + Presentational |
| <b>Factor 3:</b> The volume of errors on your site                                  | 889                         |
| <b>Factor 4:</b> The amount of time your staff has available to work on remediation | Unknown                     |

| Estimated Remediation Scenarios              | Details   |
|---|---|
|  <b>Option 1: Do it yourself</b>             |  Between 45 - 90 days of hands-on remediation.<br>Plan for dedicated developer and staff time each week.<br><a href="#">Share this report with your web developer</a>    |
|  <b>Option 2: Hire a remediation service</b> |  Custom quote required for timeline.<br>Plan for an in-depth audit, a full website remediation project, and ongoing fees (in addition to current website and hosting). |

**Option 3: Use an accessible-first website platform**

✔ Our special district website partner [Streamline](https://www.getstreamline.com) (<https://www.getstreamline.com>) will convert your site to a fully-compliant platform for you.

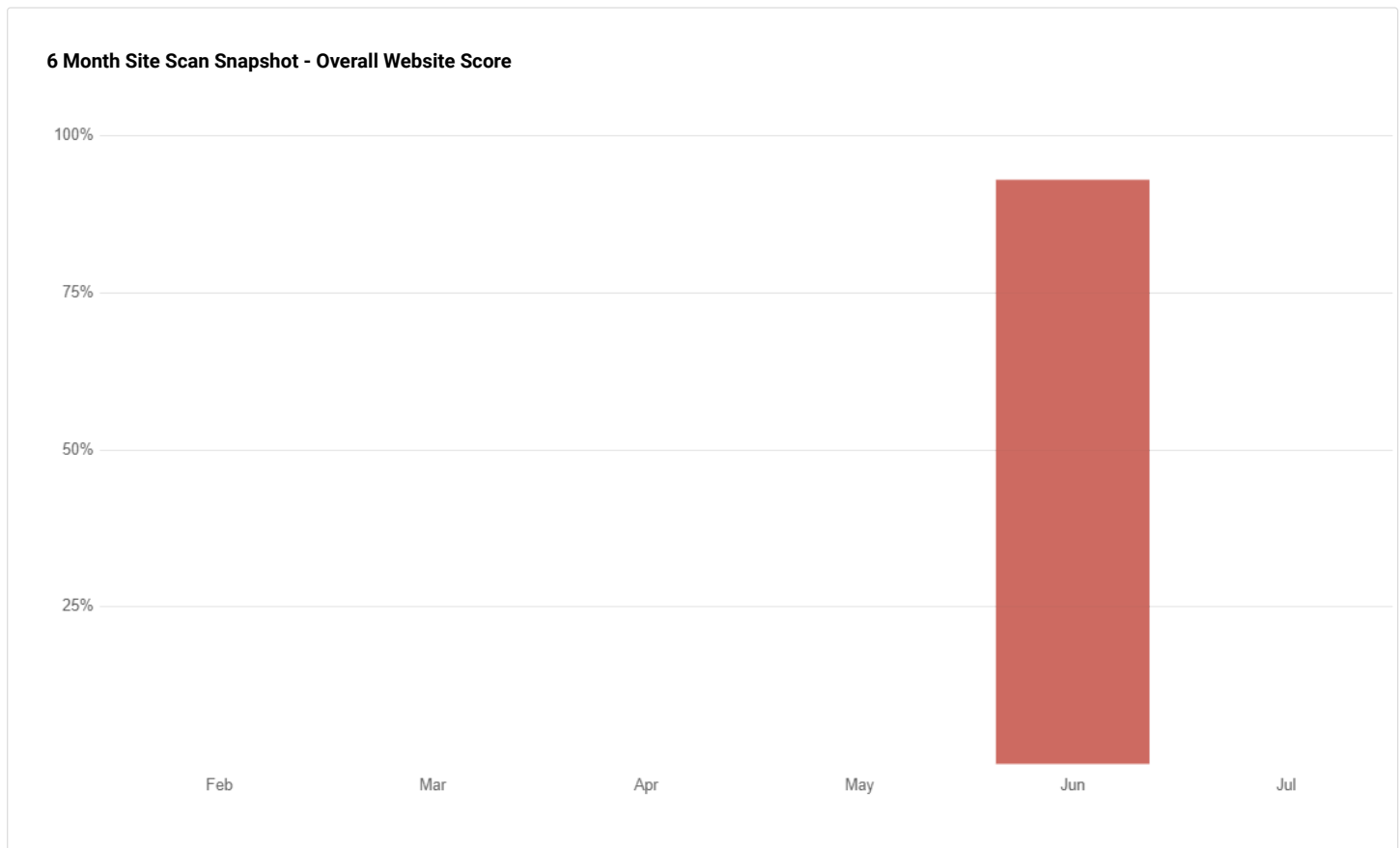
Plan for 1 hour of staff training. Includes ongoing accessibility, state compliance tools, indemnification against ADA claims, and unlimited support.

**Get a Quote**

(<https://cta-redirect.hubspot.com/cta/redirect/4515944/c5bc4ef1-55e1-461b-afa4-97de67f0b2c0>)

## 5. Your monthly progress tracker

Charting your progress is a key component of remediation. To make this step easy for you, we'll record up to 6 months of accessibility metrics for your site below. Feel free to [share this report](#) with your team or board members.

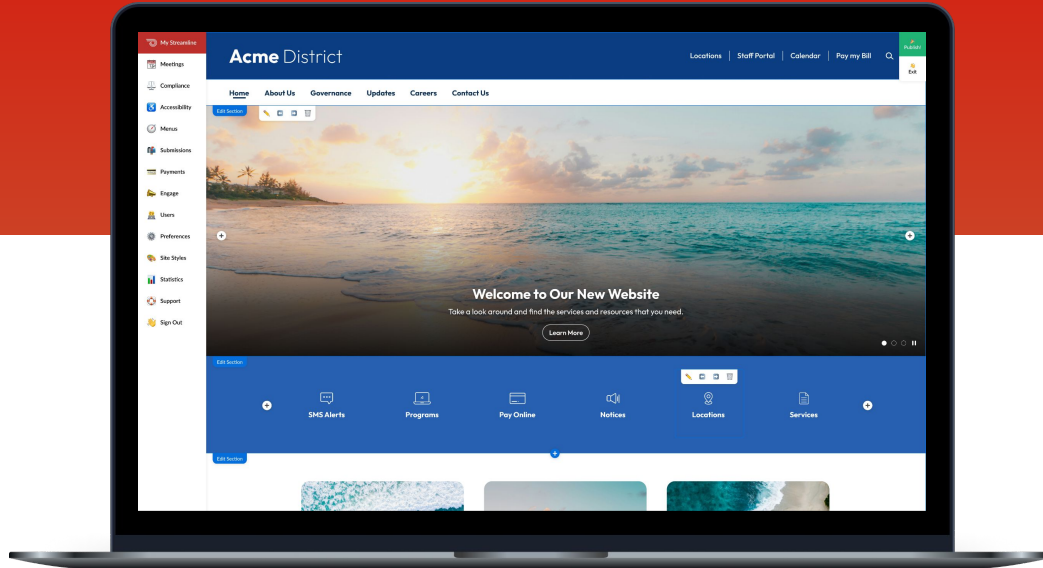


| Month            | Overall | Pages that require remediation | Images missing alt text |
|------------------|---------|--------------------------------|-------------------------|
| <u>June 2024</u> | 93      | 59                             | 20                      |

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Compliant Accessible Engaging Fast Secure



# Who is Streamline?

We aren't just a website company. We're a special district company who specializes in technology. Our mission is simple: *make the lives of special districts easier.*

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**2,000**


Special Districts Strong




# What special districts love most about **Streamline**




 Built-in Accessibility

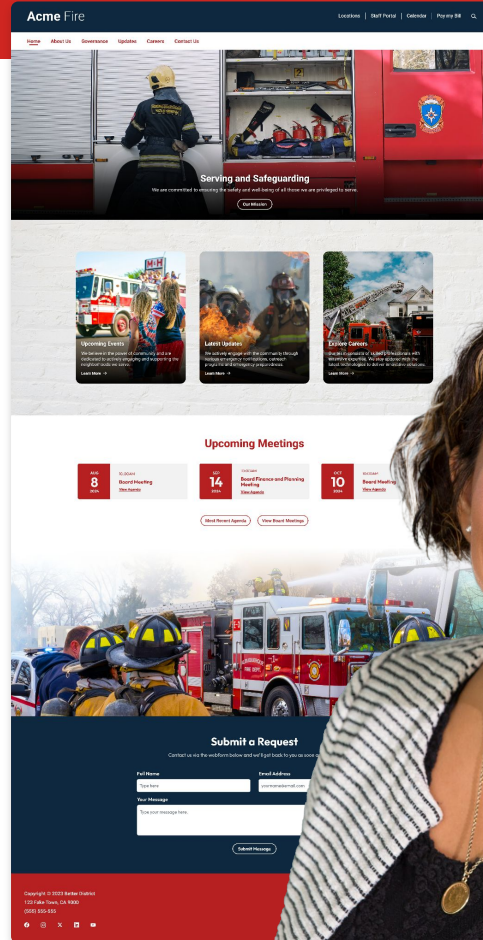
 Compliance with State & Federal Requirements

 Communication & Engagement tools

 Meetings & Operations Tools

 Stunning Design

 Training & Support



The screenshot displays the Acme Fire website interface. At the top, there is a navigation bar with the site name 'Acme Fire' and links for 'Locations', 'Staff Portal', 'Contact', and 'Privacy Policy'. Below the navigation is a hero image of a firefighter at a desk with the text 'Serving and Safeguarding'. A middle section features three featured articles: 'Upcoming Events', 'Latest Stories', and 'Future Careers'. Below these is an 'Upcoming Meetings' section with three cards for dates 8, 14, and 10. At the bottom, there is a 'Submit a Request' form with fields for 'Full Name', 'Email Address', and 'Your Message', along with a 'Submit Message' button. The footer contains copyright information for 2023 Acme Fire.





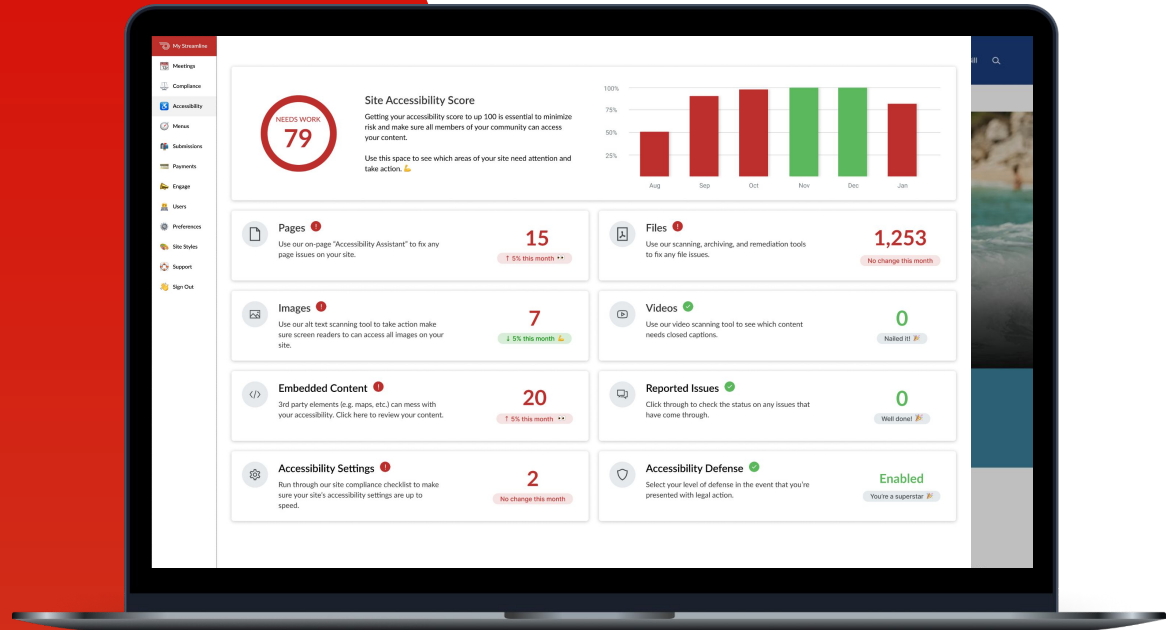
Streamline is

# Accessible By Default

*Accessibility lawsuits are on the rise and cost thousands.*

We help you avoid the risk while making sure that everyone, regardless of their ability, can access your services and resources.

 Say goodbye to expensive widgets



# What's the risk?

**2,40**

Districts have been affected by a web accessibility action.



**56%**

Increase in the number of web accessibility lawsuits in 2021.



**\$39k**

Average amount for a web accessibility claim in 2023.



\* Very few, if any, special district insurance policies cover the costs of web ADA issues.

# Am I at risk for a website accessibility lawsuit?

If you're a government agency, both state and federal ADA laws affect you. But don't worry, we've got your back!



## WCAG 2.1

The international **website accessibility content guidelines** referenced by both state and federal laws.



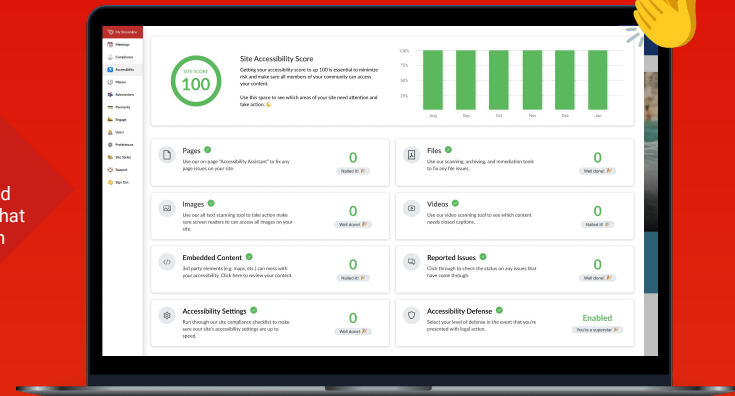
## Section 508

Federal law that requires agencies to provide individuals with disabilities equal access to electronic information.

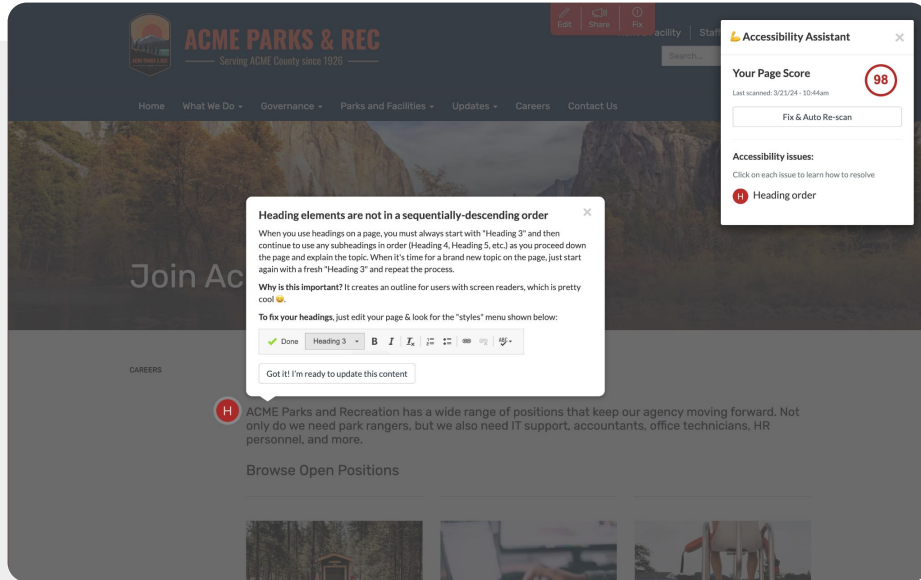


## State Laws

Colorado's **HB 21-1110** and California's **AB 434** require that organizations comply with WCAG guidelines.



# Your Accessibility Assistant guides you on how to **fix issues right on page** 100



The screenshot shows the ACME Parks & Rec website with an Accessibility Assistant overlay. The overlay displays a "Your Page Score" of 98 and a list of accessibility issues, including "Heading order". A detailed error message is shown, explaining that heading elements are not in a sequentially-descending order and providing instructions on how to fix them. The error message includes a "Done" button and a "Got it! I'm ready to update this content" button.

**Heading elements are not in a sequentially-descending order**

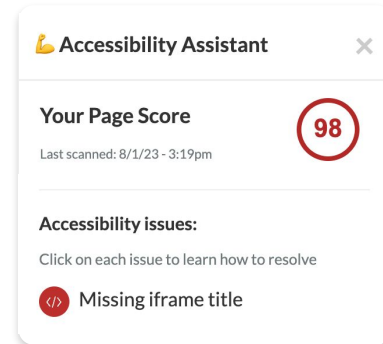
When you use headings on a page, you must always start with "Heading 3" and then continue to use any subheadings in order (Heading 4, Heading 5, etc.) as you proceed down the page and explain the topic. When it's time for a brand new topic on the page, just start again with a fresh "Heading 3" and repeat the process.

**Why is this important?** It creates an outline for users with screen readers, which is pretty cool 🥰.

To fix your headings, just edit your page & look for the "styles" menu shown below:

Done Heading 3 B I X [list of icons]

Got it! I'm ready to update this content



**Accessibility Assistant**

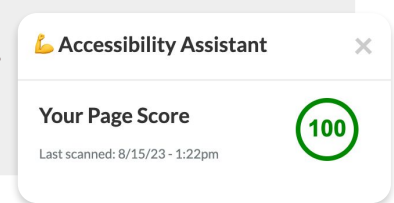
**Your Page Score** 98

Last scanned: 8/1/23 - 3:19pm

**Accessibility issues:**

Click on each issue to learn how to resolve

- Missing iframe title



**Accessibility Assistant**

**Your Page Score** 100

Last scanned: 8/15/23 - 1:22pm

## Built-in PDF remediation services and archiving for all files on your site

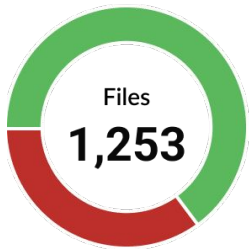


 Easily view which PDFs are not accessible


 Request a PDF remediation on the spot

 Manage and archive all PDFs on your site


 Only \$7 a page saves you money



### PDF Accessibility Scan Results

 This file has been removed from public view.

[Manage Visibility Settings](#)

|                 |  |
|-----------------|--|
| File            | Agenda 1 copy.pdf  |
| Status          |  Not Accessible <a href="#">Download Scan Results</a> |
| Scan Date       | 4/4/2024, 12:34 PM   |
| Pages           | 2  |
| Views/Downloads | 0  |

[Issues we Found](#) [How to Take Action](#) [Pages Affected](#) [File Requests](#)

#### Have your PDF Professionally Remediated & Certified

Our professional remediation partner will fix all errors and warnings for you and provide a certificate of remediation for this document. \$7 per page for most documents.

[Request PDF Remediation](#)

#### Replace PDF

Replace this pdf with an accessible version

[Replace PDF](#)

#### Delete PDF

If this file is not being used on this site any longer, go ahead and delete it.

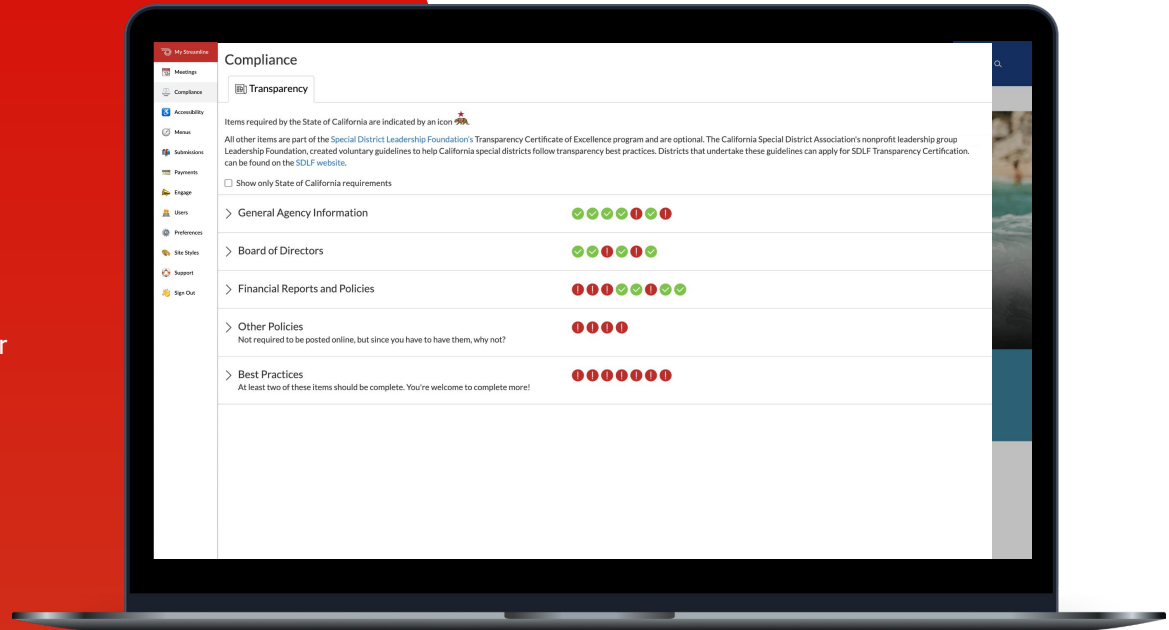
[Delete PDF](#)

Streamline is  
**Compliance  
Made Easy**




Our legal team does the research and our platform shows you exactly how to meet your state and federal requirements.

 *No more paying billable hours to legal reps*




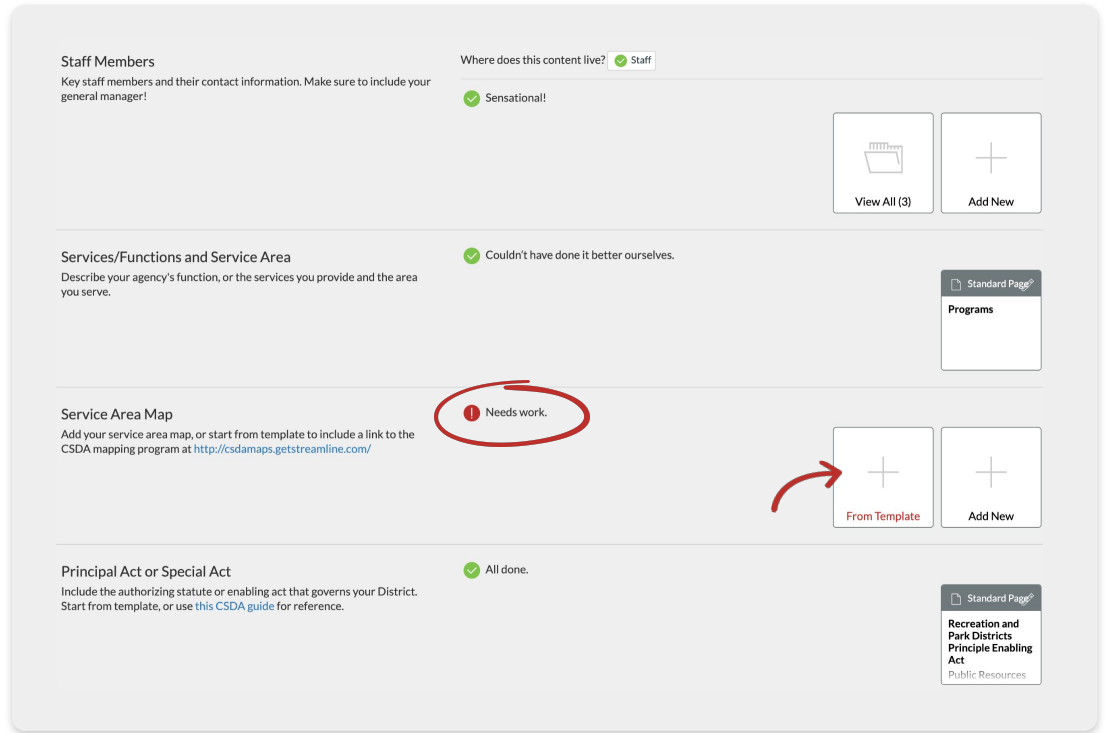
## Stay compliant and have some fun doing it

 Up-to-date checklists and templates

 Easily see what needs to be resolved

 Filter tasks by your state's requirements

 Our free SB 272 Tool helps you publish your Enterprise System Catalog.
































The screenshot displays a list of tasks in the Streamline system, each with a status indicator and associated actions.

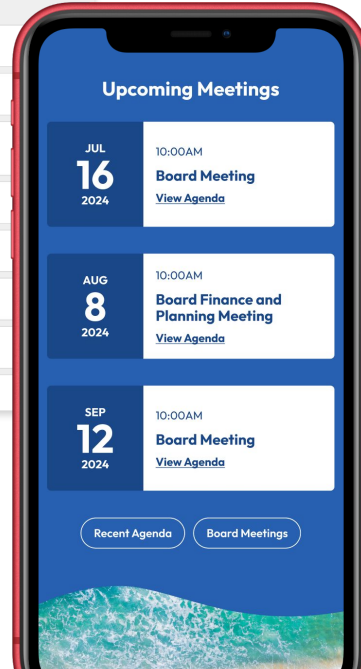
- Staff Members**: Status: Where does this content live?  Staff. Description: Key staff members and their contact information. Make sure to include your general manager! Status: ✓ Sensational!. Actions: View All (3), Add New.
- Services/Functions and Service Area**: Status: ✓ Couldn't have done it better ourselves.. Description: Describe your agency's function, or the services you provide and the area you serve. Action: Standard Page Programs.
- Service Area Map**: Status: ! Needs work. (highlighted with a red circle). Description: Add your service area map, or start from template to include a link to the CSDA mapping program at <http://csdamaps.getstreamline.com/>. Actions: From Template (highlighted with a red arrow), Add New.
- Principal Act or Special Act**: Status: ✓ All done.. Description: Include the authorizing statute or enabling act that governs your District. Start from template, or use [this CSDA guide](#) for reference. Action: Standard Page Recreation and Park Districts Principle Enabling Act Public Resources.

## Meetings Help

The Ralph M. Brown Act guarantees the public's right to attend and participate in meetings of local legislative bodies. In doing so, it outlines the way in which special districts must behave, including defining when and how meeting agendas are posted. For agencies with a website, agendas must be posted at least 72 hours in advance of each meeting on the website. Utilize your Streamline Meeting Tab agenda notifications to make sure you don't miss a deadline! [Read the full text of The Brown Act for details.](#)

### Board Meetings

| Date & Description   | Agenda   | Minutes  | Supporting Docs            |
|--|---|--|----------------------------|
| + Add New Meeting  |   |  |                            |
| + Add Suggested Meeting Wed Aug 14, 2024   |   |  |                            |
|  <b>Wed May 8, 2024</b><br>Meeting  |  Due Sun May 5<br><a href="#">+ Add File</a>   |  Not uploaded<br><a href="#">+ Add File</a>   | <a href="#">+ Add File</a> |
|  <b>Wed Nov 8, 2023</b><br>Meeting  |  Agenda 1 copy.pdf  |  Minutes .pdf  | <a href="#">+ Add File</a> |
|  <b>Wed Aug 9, 2023</b><br>Meeting  |  Agenda 1 copy.pdf  |  Minutes .pdf  | <a href="#">+ Add File</a> |
|  <b>Thu Jul 20, 2023</b><br>Meeting |  Agenda 1 copy.pdf  |  Minutes .pdf  | <a href="#">+ Add File</a> |
|  <b>Thu Jun 22, 2023</b><br>Meeting |  Agenda 1 copy.pdf  |  Minutes .pdf  | <a href="#">+ Add File</a> |
|  <b>Wed May 10, 2023</b><br>Meeting |  Agenda 1 copy.pdf  |  Minutes .pdf  | <a href="#">+ Add File</a> |



## Automated tools simplify how you manage meetings



Upload required documents in one place



Meet compliance requirements



Set agenda reminders



Post remote meeting links with the help of our Virtual Meeting Link wizard





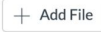

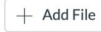



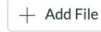






Feed meetings straight to your homepage



## Post agendas and minutes *on time* with reminders and past due alerts




|  |   |   |   |
|--|---|---|---|
|  <b>Tue May 7, 2024</b><br>Meeting  |  Agenda.pdf  |   |   |
|  <b>Thu Apr 25, 2024</b><br>Meeting |  Due Mon Apr 22<br> |  Not uploaded<br> |   |
|  <b>Thu Mar 28, 2024</b><br>Meeting |  Agenda.pdf  |  Minutes.pdf  |  |
|  <b>Thu Mar 14, 2024</b><br>Meeting |  Agenda.pdf  |  Minutes.pdf  |  |

Your state requires agendas to be posted 72 hours prior to all regular meetings.

Send an email reminder

**When to send the reminder:**  
72 hours before

**Where to send the reminder to:**  
brenda.daniels@getstreamline.com

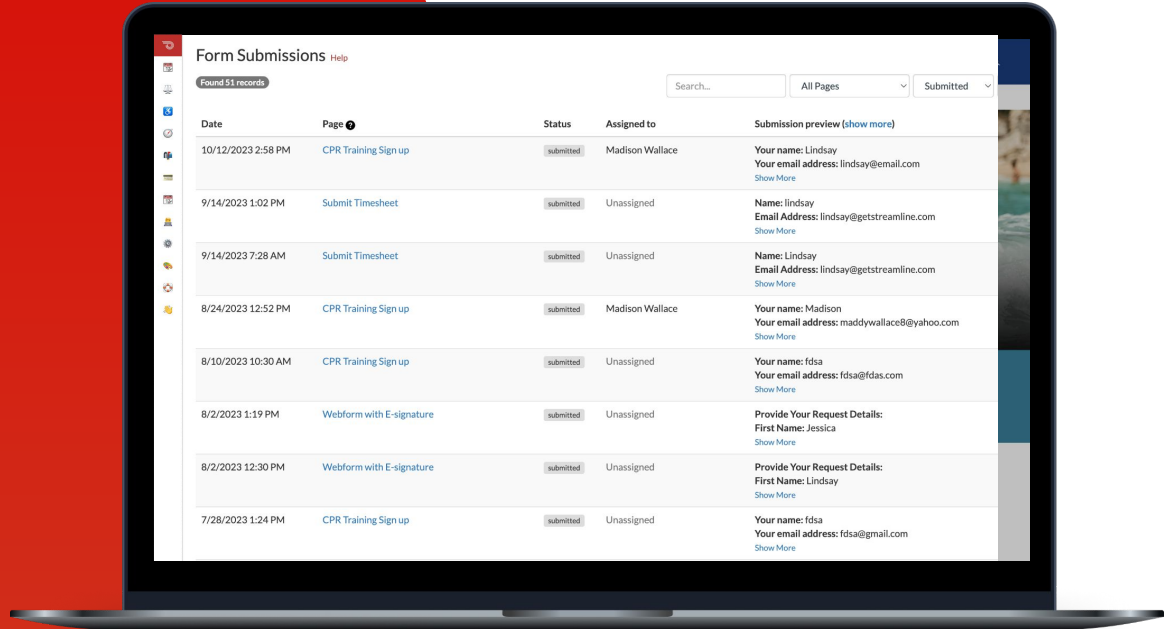


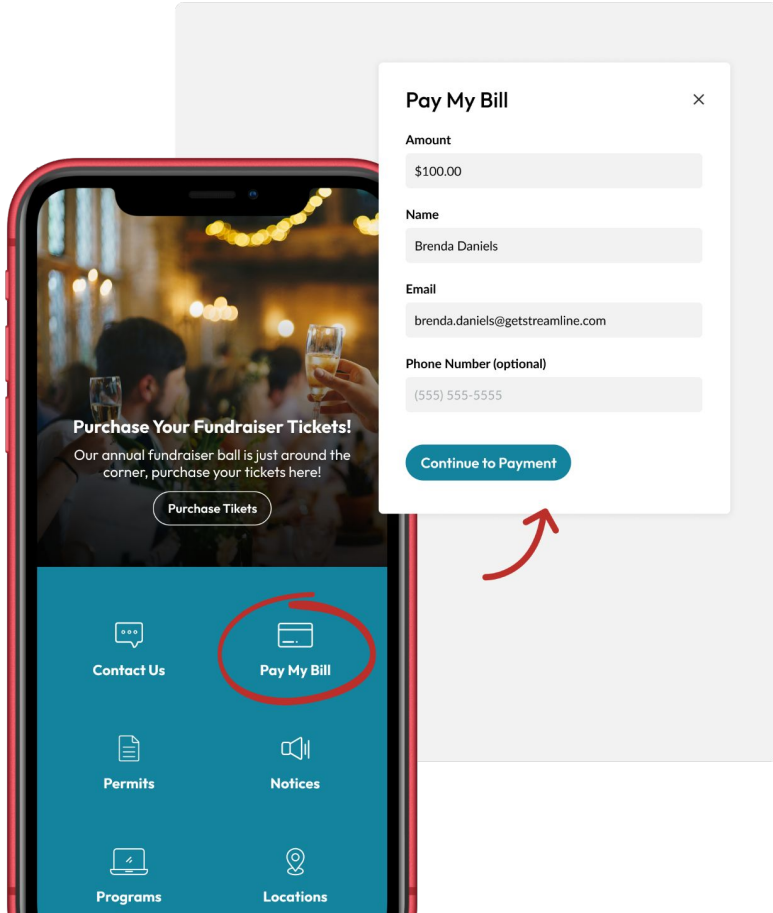
Streamline will

# Make Your Day-to-Day Tasks Faster & Easier

With powerful integrated tools like payments, webforms, e-signature, and a built-in intranet portal, **Streamline is everything you need in one place.**


 Say goodbye to juggling multiple services





## Accept payments and donations right on your website

 Integrated Reporting tracks inventory, revenue & receipts

 Backed by Stripe for security and reliability







 Sync with your existing accounting software

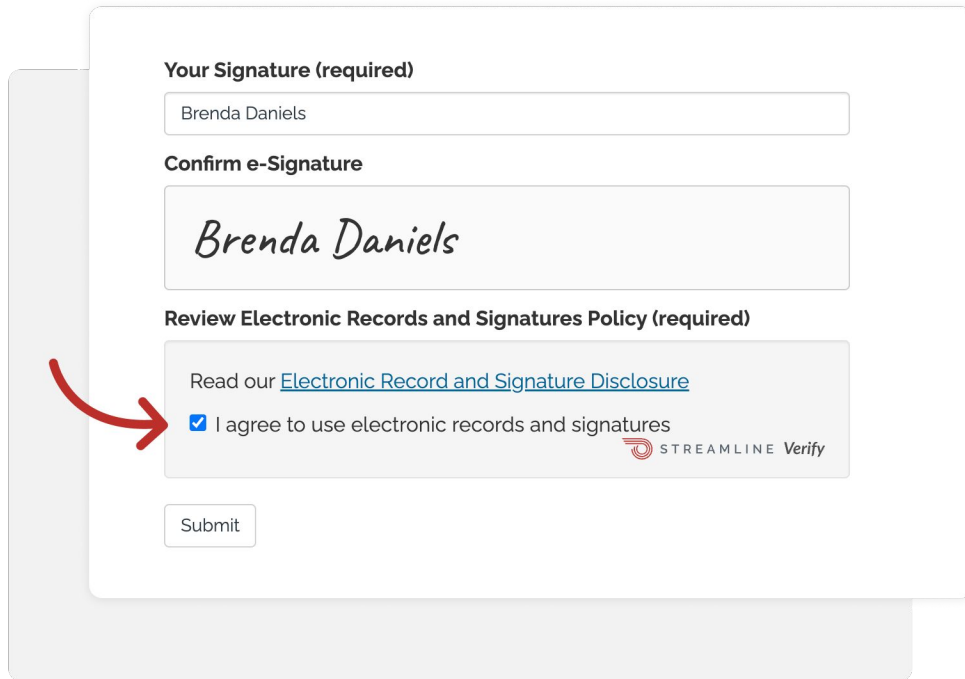
**stripe**  **intuit quickbooks.**

## Ditch the expensive document signing service and **require an e-signature** on any of your webforms



It's especially handy for things like:

-  Job Applications
-  Training signups
-  Public record request
-  Service requests
-  Burn permits
-  Timesheets



**Your Signature (required)**

Brenda Daniels


**Confirm e-Signature**

*Brenda Daniels*

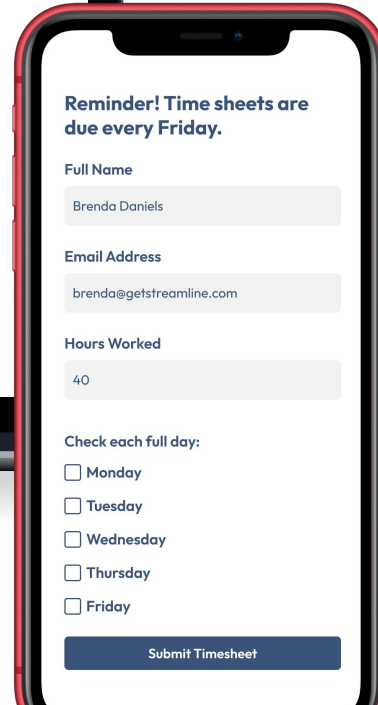
**Review Electronic Records and Signatures Policy (required)**

Read our [Electronic Record and Signature Disclosure](#)

I agree to use electronic records and signatures




Submit



## Get everyone on the same page with our **built-in Intranet Portal**



 Post and store internal documents

 Post internal updates and alerts

 Optimize board communications

 Collect timesheets

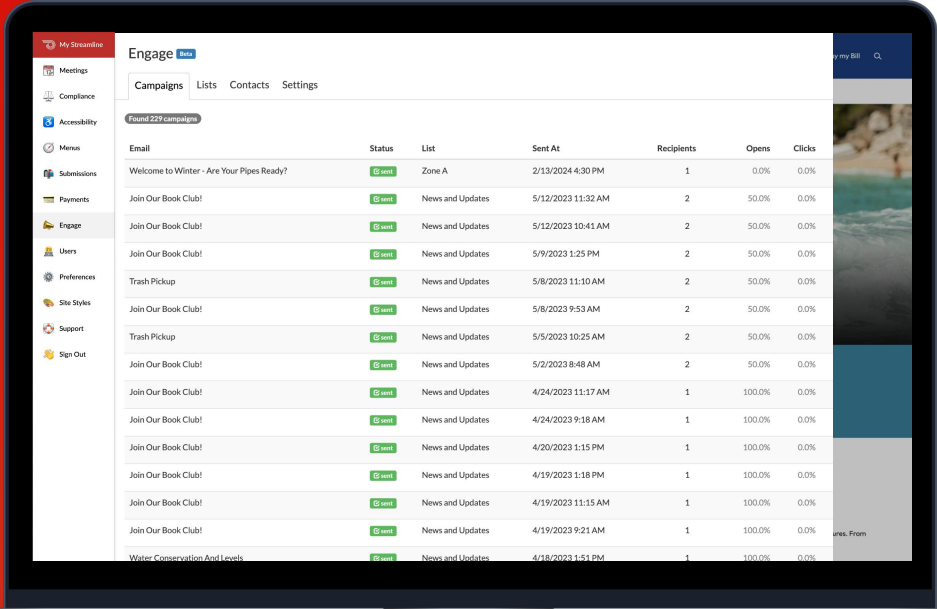
 Submit expenses

Streamline is

# Better Community Engagement

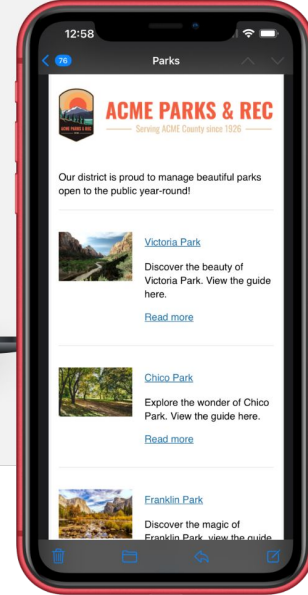
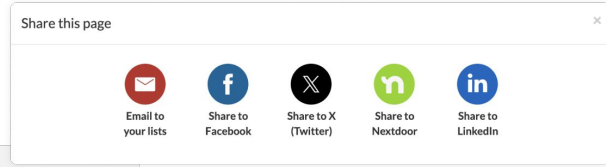
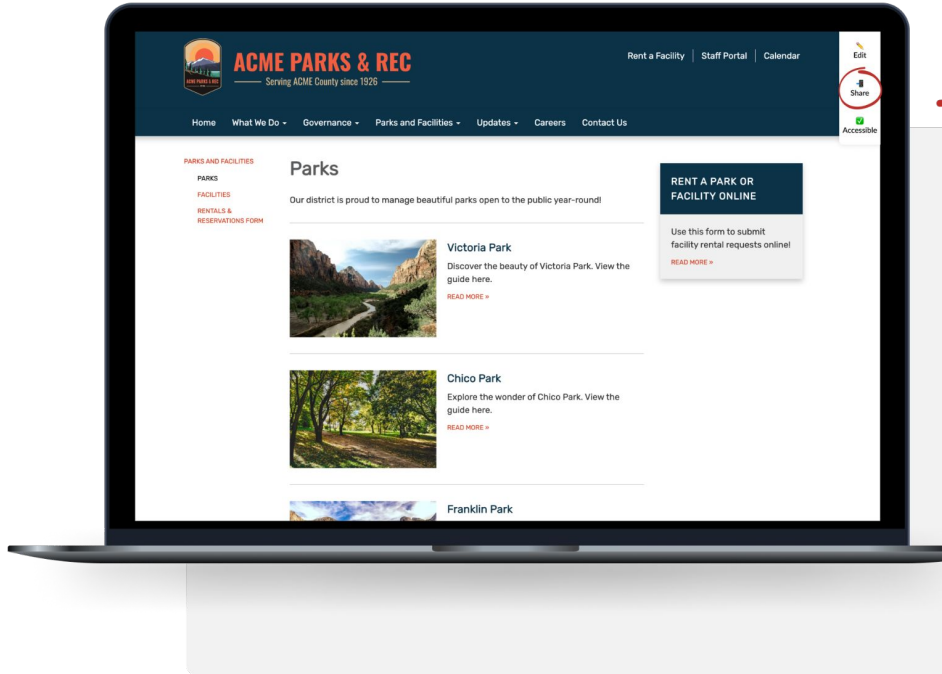
What the public thinks about your district matters. Make sure the right people know the right things so that you're never at risk.


 Say goodbye to your email marketing services







The screenshot displays the 'Engage' dashboard with a table of email campaigns. The table has columns for Email, Status, List, Sent At, Recipients, Opens, and Clicks. All campaigns shown have a 'Sent' status and 100% open and click rates.

| Email                                     | Status | List             | Sent At            | Recipients | Opens  | Clicks |
|---|--------|------------------|--------------------|------------|--------|--------|
| Welcome to Winter - Are Your Pipes Ready? | Sent   | Zone A           | 2/13/2024 4:30 PM  | 1          | 0.0%   | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 5/12/2023 11:32 AM | 2          | 50.0%  | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 5/12/2023 10:41 AM | 2          | 50.0%  | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 5/9/2023 1:25 PM   | 2          | 50.0%  | 0.0%   |
| Trash Pickup                              | Sent   | News and Updates | 5/8/2023 11:10 AM  | 2          | 50.0%  | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 5/8/2023 9:53 AM   | 2          | 50.0%  | 0.0%   |
| Trash Pickup                              | Sent   | News and Updates | 5/5/2023 10:25 AM  | 2          | 50.0%  | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 5/2/2023 8:48 AM   | 2          | 50.0%  | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 4/24/2023 11:17 AM | 1          | 100.0% | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 4/24/2023 9:18 AM  | 1          | 100.0% | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 4/20/2023 1:15 PM  | 1          | 100.0% | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 4/19/2023 1:18 PM  | 1          | 100.0% | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 4/19/2023 11:15 AM | 1          | 100.0% | 0.0%   |
| Join Our Book Club!                       | Sent   | News and Updates | 4/19/2023 9:21 AM  | 1          | 100.0% | 0.0%   |
| Water Conservation And Leaks              | Sent   | News and Updates | 4/18/2023 1:51 PM  | 1          | 100.0% | 0.0%   |



Turn any page into a communication hub with **one click email and social share** → 

-  Share To Your Email Lists
-  Share to Your Social Media Platforms
-  Manage Subscribers and Lists
-  Assign Managers and Set Permissions

COMING SOON!

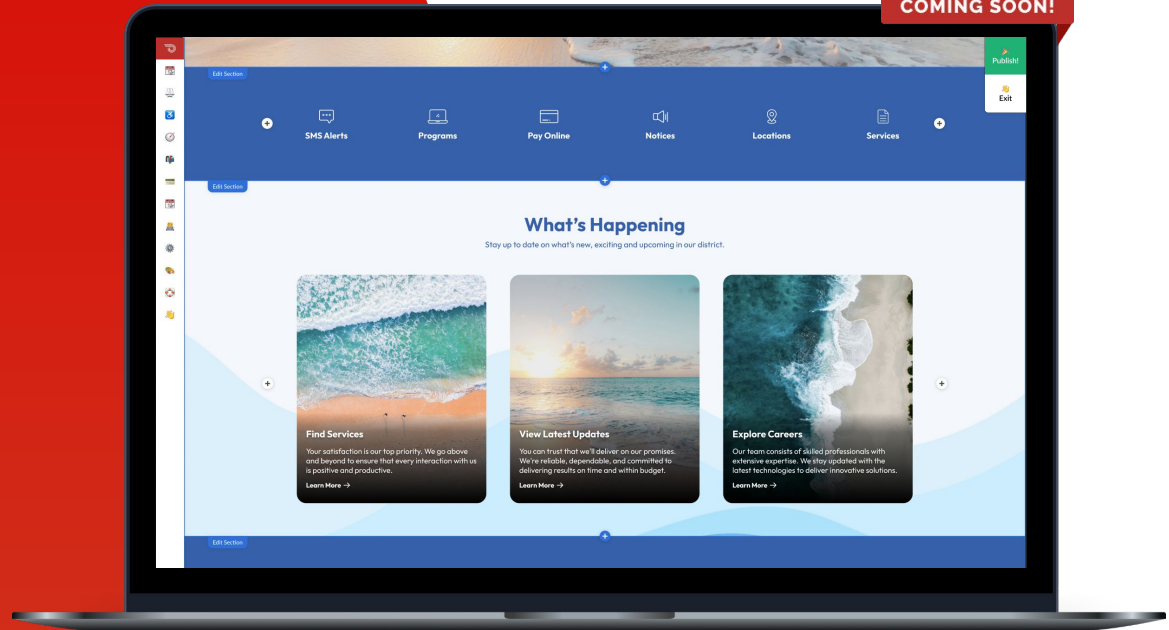
Streamline is

# Pro Design That's Easy to Manage!



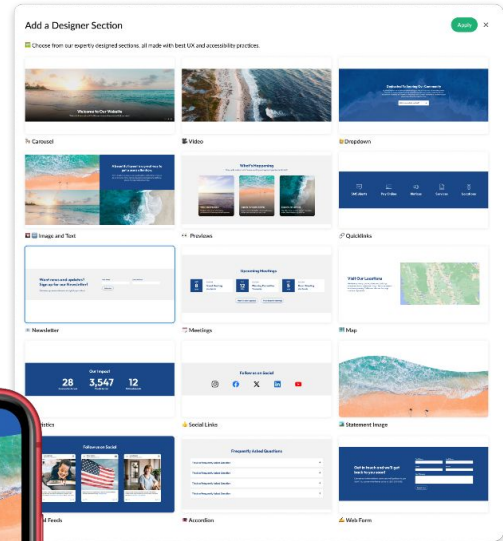
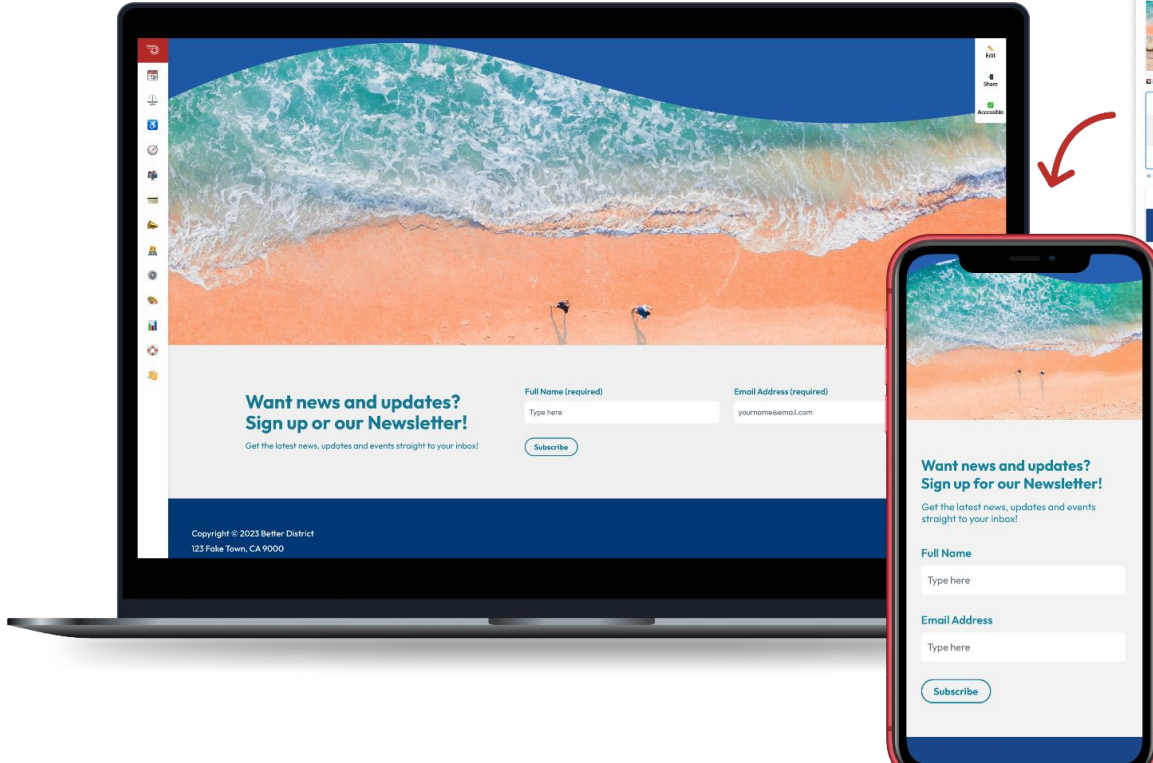
Enhance your online presence with our intuitive design system **Amplify™**. On-page editing, designer layouts, accessible color palettes and more!

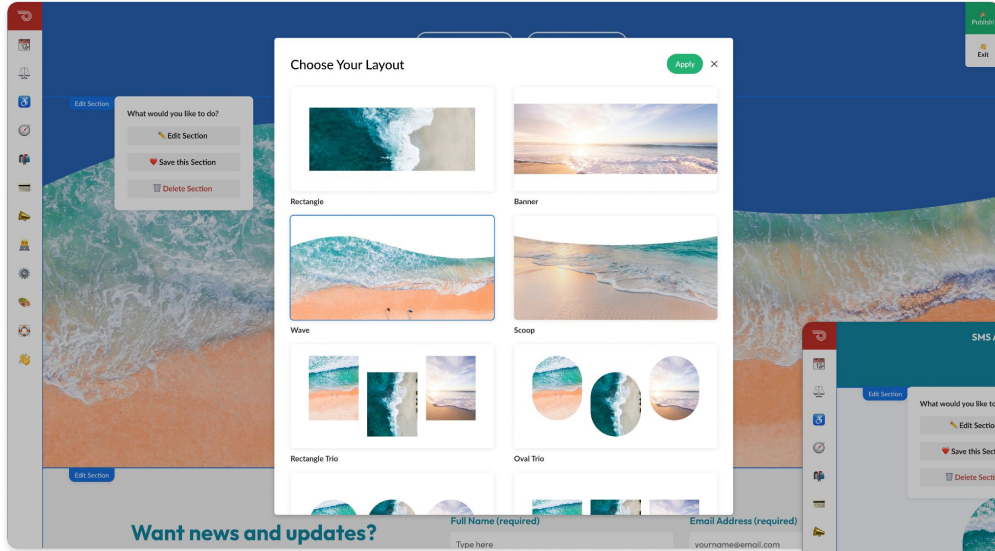
👉 No more sacrificing design for compliance



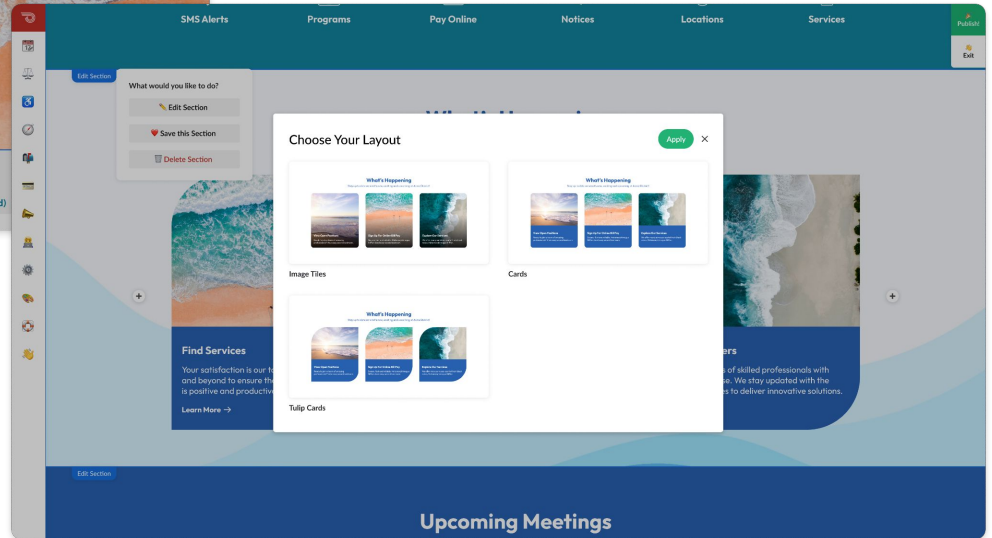





# Designer Sections that can be added anywhere 🥰

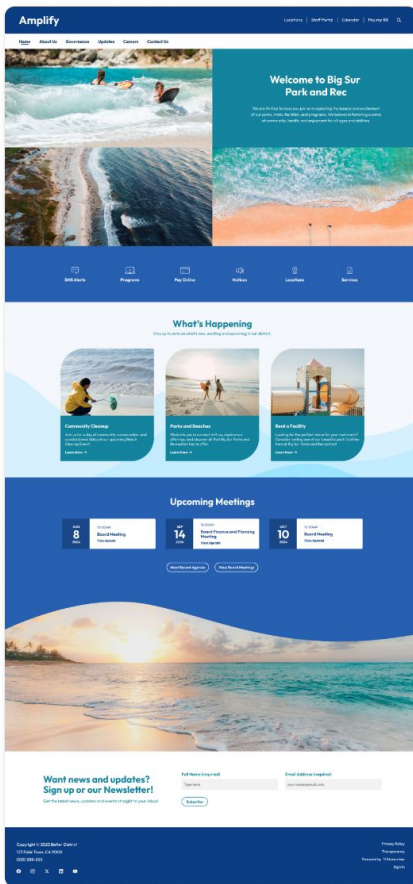




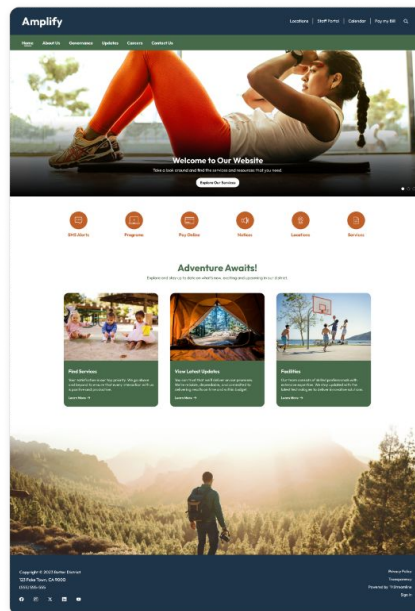
**Multiple section layouts** for your unique style 



-  No more paying for redesigns
-  No more relying on designers
-  No more waiting for developers



More design possibilities for your district's needs 🥰

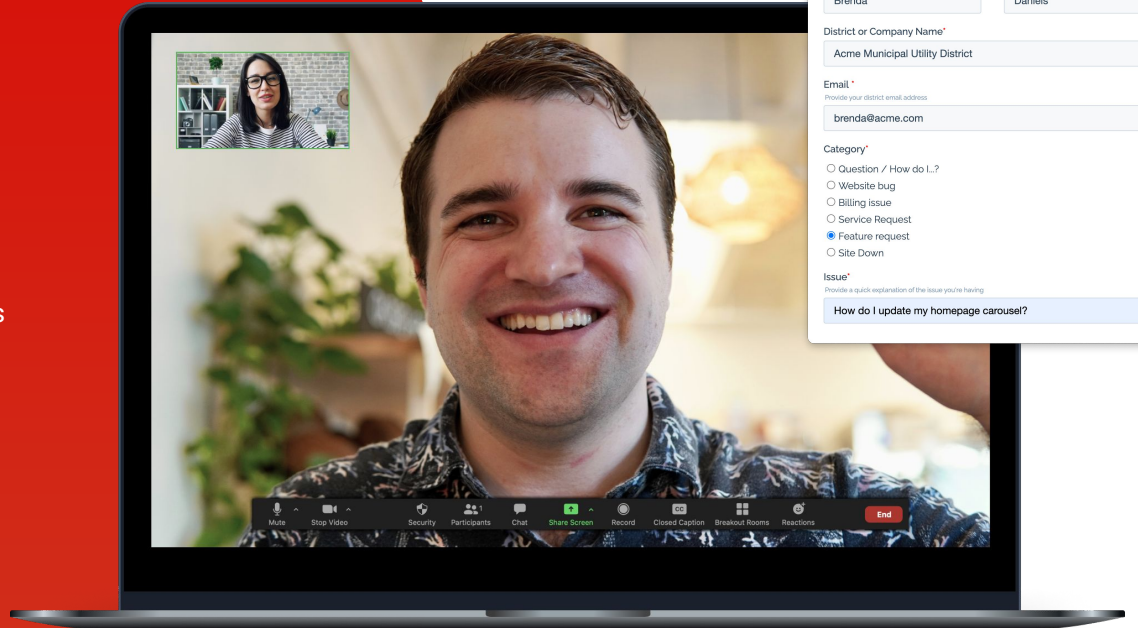



Streamline is

# The Best Support & Training

File and on-demand training and support is available for all users. When you reach out for help, a real human will get back to you in less than an hour.

 Say goodbye to chatbots



  
**Submit a Support Ticket**  
Submit a Support Ticket and we will get back to you ASAP.  
Or call us at 916-238-1811 or for billing 916-477-2455.

First Name\*  Last Name\*

District or Company Name\*

Email\*

Category\*

- Question / How do I.?
- Website bug
- Billing issue
- Service Request
- Feature request
- Site Down

Issue\*

# What does our support look like?

**99%**

Customer retention rate  
out of our 2,000+ Special  
Districts 😊

**15min**

Average response time to  
support tickets from a  
*real* human 👤

**Free**

Training and support  
whenever you need it *plus*  
online webinars and  
resources 💡

\* Emergency After Hours Support Available



STREAMLINE

**Thank You!**

[getstreamline.com](http://getstreamline.com)

**8a**

## AGREEMENT FOR CONSOLIDATION STUDY

This Agreement is made on the \_\_\_\_ day of \_\_\_\_\_, 2024 (the “Effective Date”), by and between the **Key Largo Fire Rescue and Emergency Medical Services District**, P.O. Box 1023, Key Largo, FL 33037 (the “District”) and **The J Angle Group, LLC**, 3035 SE Maricamp Rd #104 PMB#148, Ocala, Florida 34471 (the “Consultant”) (collectively, the “Parties”) as follows:

**WHEREAS**, the District issued Request for Proposals No. 2024-001 (the “RFP”) seeking proposals from consultants or certified public accountant firms to perform a comprehensive operational analysis and consolidation study for the District and its contracted Fire Rescue and EMS departments as set forth in the RFP (the “Project”); and

**WHEREAS**, on May 10, 2024, Firm submitted its proposal to conduct a Fire District Operational Analysis & Consolidation Study, as set forth in the RFP; and

**WHEREAS**, the District determined that the Consultant’s proposal was the most advantageous to the District after taking into consideration all criteria set forth in RFP 2024-001.

**WHEREAS**, the District Board finds that it is in the best interests of the District and its residents to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the mutual agreements set forth hereafter and for other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Performance of the Services. The Consultant shall perform all services required by the District to complete the Project, as the Project is set forth in the RFP and Consultant’s proposal to conduct a Fire District Operational Analysis & Consolidation Study, using the means and methods set forth in Consultant’s response and as required by the standards of Consultant’s professional licensure, and pursuant to all of the terms and conditions set forth in the RFP and this Agreement. Consultant agrees that, when the services to be provided hereunder relate to a professional service which, under Florida Statutes, requires a license, certificate of authorization, or other form of legal entitlement to practice such services, it shall employ, retain, and assign only qualified personnel to provide such services.
2. Administration of the Agreement. The District, acting through its District Manager, will designate one or more individuals to administer this Agreement on the District’s behalf, including but not limited to receiving and approving all reports and records from the Consultant and reviewing and inspecting the Consultant’s work. Notwithstanding the foregoing, neither the assigned contract administrator nor any other District official or agent shall have the authority to waive, amend, or otherwise alter any term of condition of this Agreement. Amendments may only be accomplished as provided for herein, and changes in the scope of the Project must be requested by a formal written change order request, which shall be subject to approval of the District Manager or District Board.
3. Incorporation by Reference; Order of Precedence. The agreement between the Parties includes the following documents (collectively the “Contract Documents”):
  - This Agreement
  - The District’s RFP (incorporated herein and attached hereto as **Attachment A**)



- The Consultant's submission of its Proposal (incorporated herein and attached hereto as **Attachment B**)

Notwithstanding any term in the Contract Documents to the contrary, in the event of any irreconcilable conflict between the terms of these respective documents, the terms in this Agreement shall prevail over the RFP and Consultant's submission. In the event of any irreconcilable conflict between the terms of the RFP and the Firm's submission, the RFP shall prevail.

4. Effective Date and Termination of the Agreement. Notwithstanding the actual dates of execution, this Agreement shall become effective on the Effective Date. This Agreement may be terminated for convenience at any time by either Party. In the event the District elects to terminate this Agreement prior to Consultant's completion of the Project, the District shall pay for all work performed through the date of termination upon Consultant's submission of a final invoice which invoice is not timely disputed by the District.
5. Commencement and Completion of the Work. Consultant agrees to commence its work on the Project on the date(s) provided by the District's contract administrator, and to complete all work on or before March 1, 2025.
6. Contract Budget; Invoice; Payment and Disputes. The District shall pay the Consultant according to the rates set forth in the Consultant's response, but cumulatively no more than **\$44,600.00** (the Contract Budget) for the Consultant's performance of the Project. Payment shall be made based upon submission of a monthly comprehensive and itemized statement of charges for the services performed and rendered by Firm during the preceding month. Statements are due on or before the fifteenth of each month. The monthly statement of charges shall be in such form and supported by such documentation as may be required by District. Disputes regarding the invoice shall be resolved in the manner set forth in Florida Statutes § 218.76.
7. Qualifications.
  - a. Consultant agrees to obtain and maintain throughout the term of this Agreement all such licenses as are required to do business in the State of Florida and in Monroe County, Florida, including, but not limited to, all licenses required by the respective state boards and other governmental agencies responsible for regulating and licensing the professional Services to be provided and performed by Consultant pursuant to this Agreement.
  - b. Consultant agrees that its senior staff, subconsultants, and subcontractors who will perform any services under this Agreement are subject to the District's reasonable approval. The listing of professionals and Consultant's senior staff, subconsultants and subcontractors (if any) who have been assigned to provide the services required under this Agreement are as set forth in Consultant's submission. None of the senior staff, subconsultants, and subcontractors identified therein shall be removed by Consultant without the District's prior approval (such approval not to be unreasonably withheld), and if so, removed shall be immediately replaced with a person or firm reasonably acceptable to the District. Consultant further agrees, within fourteen (14) calendar days of receipt of a written request from the District, to promptly remove and replace its representative, or any other personnel employed or retained by Consultant, or any subconsultants or subcontractors or any personnel of any such subconsultants or subcontractors engaged by Consultant to provide and perform any of the services

pursuant to the requirements of this Agreement, whom the District shall request in writing to be removed, which request may be made by the District with or without cause.

- c. Consultant represents to the District that it has expertise in the type of professional services that will be required under this Agreement. Any textual Project documents shall be prepared as an electronic Word document per the District's technology standards. By execution of this Agreement, Consultant acknowledges it has received the most recent version of the District's standards (as they may relate to the Project) as of the date of this Agreement and will follow, observe, and perform in accordance with the standards, requirements, and conventions set forth therein. The Consultant agrees that all services to be provided by it pursuant to this Agreement shall be subject to the District's reasonable review and approval and shall be in accordance with all applicable laws, statutes, ordinances, codes, rules, regulations (including utility regulations), local and state fire marshal requirements and the Florida Building Code, as well as the requirements of any governmental agencies which regulate or have jurisdiction over the services to be provided and performed by the Consultant hereunder. In the event of any conflicts in these requirements, Consultant shall promptly notify the District of such conflict in writing and utilize its best professional judgment to resolve the conflict. The District's approval of any documents in no way relieves Consultant of its obligation to deliver complete and accurate documents necessary for successful completion of the Project.

8. Public Records Act Compliance. The Consultant shall comply with all applicable requirements contained in the Florida Public Records Law, including but not limited to any applicable provisions in Florida Statutes § 119.0701. Pursuant to that statute, the Consultant shall:

- (a) Keep and maintain public records required by the District to perform the Services provided hereunder.
- (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 Chapter 119, Florida Statutes, 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 term of this Agreement and following completion of this Agreement if the Consultant does not transfer the records to the District.
- (d) Upon completion of the Agreement, transfer, at no cost, to the District all public records in the possession of the Consultant or keep and maintain public records required by the District to perform the service. If the Consultant transfers all public records to the District upon completion of the Agreement, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the Agreement, it 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.

If the Consultant fails to comply with the requirements in this Section, the District may enforce these provisions in accordance with the terms of this Agreement. If the Consultant fails to provide the public records to the District within a reasonable time, it may be subject to penalties under Florida Statutes § 119.10.

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, THE CONSULTANT SHOULD CONTACT THE DISTRICT'S CUSTODIAN OF PUBLIC RECORDS: BY TELEPHONE (305-664-4675), EMAIL ([CGRECO@FLORIDA-LAW.COM](mailto:CGRECO@FLORIDA-LAW.COM)) OR MAIL (ATTN: CAROL GRECO, KLFEMS DISTRICT CLERK C/O) VERNIS & BOWLING 81990 OVERSEAS HWY. #300, ISLAMORADA, FL 33036).**

9. Notices. All notices given pursuant to this Agreement shall be sent by certified U.S. mail, return receipt requested, or by tracked overnight courier, or by in-person hand delivery, to the Party's address listed in the introductory paragraph, to the attention of the Party officers executing this Agreement below.

10. Representations and Warranties.

- a. The Parties represent and warrant to each other that this Agreement constitutes a legal, valid, and binding obligation enforceable in accordance with its terms, and that the execution and performance of the Agreement (i) does not breach any agreement of such Party with any third party, (ii) does not violate any law, rule, or regulation, (iii) is within its organizational powers, and (iv) has been authorized by all necessary action of such Party.
- b. Each Party to this Agreement further represents and warrants that all appropriate authority exists so as to duly authorize the person executing this Agreement to execute the same and fully bind the Party on whose behalf he or she is executing.

11. Miscellaneous.

- a. Consultant agrees, for both it and all of its subconsultants and subcontractors, to comply with all of the District's rules and regulations with respect to safety and security at the District's facilities, including the District's drug program, as said rules and regulations may be modified and amended by the District from time to time. Consultant expressly acknowledges and agrees that it is responsible for complying with all rules and regulations of the Jessica Lunsford Act. Further, Consultant shall comply with any rules or regulations implemented by the District in order to comply with the Jessica Lunsford Act. Firm certifies that no person or subconsultant will be assigned to work on any work pursuant to this contract that poses any threat or risk of harm to the health, safety or welfare of any student, employee, guest, vendor, or property of the District. Further, Consultant agrees to hold harmless the District and its officials and employees from any and all claims, suits, damages, costs, or attorney fees incurred as a result of any harm

done to any student, employee, guest, vendor, or property of the District by Consultant's employees or subconsultants assigned to do work pursuant to this contract.

- b. This Agreement, together with the documents incorporated by reference, constitutes the entire agreement between the Parties and supersedes any prior understanding or agreement between the Parties, either verbal or written, respecting the same subject.
- c. No delay or failure to exercise a right under this Agreement shall impair such right or shall be construed to be a waiver thereof, but such right may be exercised from time to time and as often as deemed expedient. The failure of one Party at any time to require performance by the other Party of any term in this Agreement shall in no way affect the right of the demanding Party thereafter to enforce same, nor shall waiver by one Party of any breach of any term of this Agreement by the other Party be taken or held to be a waiver of any succeeding breach of such term or as a waiver of any term itself. To be effective, any waiver shall be in writing and signed by the Party granting such waiver. Any such waiver shall be limited to the particular right so waived and shall not be deemed to waive any other right under this Agreement.
- d. No assignment of this Agreement or any right or responsibility occurring under this Agreement shall be made in whole or in part by the Consultant without the express written consent of the District. The District shall have the right to approve or deny, with or without cause, any proposed or actual assignment by the Consultant. Any assignment of this Agreement made by the Consultant without the express written consent of the District shall be null and void and shall be grounds for the District to declare a default of this Agreement.
- e. The laws of the State of Florida shall govern the rights, obligations, duties, and liabilities of the Parties to this Agreement and shall govern the interpretation of this Agreement. Any and all legal or equitable actions necessary to enforce this Agreement shall be held and maintained solely in the state and federal courts in and for Monroe County, Florida. Venue shall lie exclusively in Monroe County.
- f. In any civil, administrative, bankruptcy, or other proceeding concerning this Agreement, each Party shall pay all of their own costs, attorneys' fees, and expenses, including all costs, fees, and expenses incurred in any administrative hearing, trial, appeal, and mediation, notwithstanding the outcome of those proceedings. Each Party hereby waives any award of attorney fees it might otherwise recover as the prevailing Party in such proceedings.
- g. The Consultant shall at all times comply with all laws now in effect or hereafter enacted, which are applicable in any way to the Consultant's officers, employees, agents, or subcontractors, or the delivery of the Consultant's Services to District.
- h. In case any provision of this Agreement shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof, and this Agreement shall remain operative and binding on the Parties.
- i. Nothing contained herein shall be deemed or construed by the Parties, or by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the Parties, it being understood and agreed that nothing contained herein, nor any

acts of the Parties, shall be deemed to create any relationship between the Parties other than the relationship of independent contractors.

j. This Agreement only provides rights and remedies for the District and Consultant. Notwithstanding anything else contained herein, this Agreement does not provide any rights or remedies for any other Person. There are no third-party beneficiaries under this Agreement.

k. Ownership and License of Documents and Intellectual Property; Maintenance of Records.

(1) All records, documents, drawings, notes, tracings, plans, computer aided design (CAD) files, specifications, maps, models, presentations, evaluations, reports and other technical data, and schematics prepared or developed by or for Consultant, or otherwise provided to the District, pursuant to this Agreement shall be Project Documents. To the extent they have any such rights, Consultant and its subconsultants shall retain all common law, statutory and other reserved rights, including copyrights, in the Project Documents.

(2) Consultant shall grant, and hereby does grant, the District an unlimited, non-exclusive, worldwide, irrevocable, perpetual, fully-paid-up, license to reproduce, create derivatives of, distribute, perform, publish and otherwise use all Project Documents in which the Consultant has or may have any rights (i) as reasonably necessary for archival, safety, and disaster recovery purposes, (ii) for submission or distribution, as the District reasonably determines is prudent or proper, to meet official regulatory requirements, or for similar purposes, in connection with this Project, and (iii) for constructing, completing, reconstructing, repairing, renovating, altering, adding to, maintaining, occupying, and otherwise using the Project.

(3) Consultant shall obtain from each of Consultant's subconsultants, contractors, subcontractors, and representatives (jointly Consultants) either an assignment from the Consultant to the District of all common law, statutory and other reserved rights, including copyrights and performance rights, in and to all Project Documents in which the Consultant has or may have such rights, or an unlimited, worldwide, perpetual, irrevocable, fully-paid-up license running from Consultant to the District, granting the District the right to reproduce, create derivatives of, distribute, and use all Project Documents in which the Consultant has or may have any rights (i) as reasonably necessary for archival, safety, and disaster recovery purposes, (ii) for submission or distribution, as the District reasonably determines is prudent or proper, to meet official regulatory requirements, or for similar purposes, in connection with this Project, and (iii) for constructing, completing, reconstructing, repairing, renovating, altering, adding to, maintaining, occupying and otherwise using the Project.

(4) All licenses granted herein or pursuant to this Agreement are worldwide, perpetual, and irrevocable and shall continue even in the event this Agreement is terminated for any reason. In the event of any

such termination, Consultant hereby consents to any use of any and all Project Documents by any replacement contractors, firms, or other professionals retained by the District.

- (5) Consultant, upon reasonable request by the District, even if such request is made after termination or expiration of this Agreement for any reason, shall take all steps reasonably required by the District to memorialize, perfect, substantiate, record, or evidence all licenses, assignments, and rights the District has, is due, or may have under or pursuant to this Agreement, and shall do so at no additional charge to the District.
- (6) Consultant shall, upon reasonable request by the District, even if such request is made after termination or expiration of this Agreement for any reason, or upon completion of the Project should no such request be made by the District, provide to the District (i) reproducible copies of all Project Documents, (ii) written copies of all licenses and assignments obtained by Consultant and (iii) a written license from Consultant to the District. Wherever practical, all such copies of the Project Documents shall be provided in both editable electronic form and in hard paper form. Consultant shall not be responsible for inadvertent errors caused by the electronic transmission of Project Documents, unless it knew or reasonably should have known of such errors and failed to promptly notify the District in writing. In the event of any discrepancies between any such electronic copies and hard paper copies issued by Consultant, the hard paper copy shall control.
- (7) The District shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein or pursuant to this Agreement to another party without the prior written agreement of the Consultant; provided, however, that the District may assign, encumber, or sublicense any license granted herein or pursuant to this Agreement to a lender, a tenant of the Project, or a subsequent owner of any portion the Project without Consultant's prior consent. Further, the District shall be permitted to authorize contractors, firms, subcontractors, sub-subcontractors, material or equipment suppliers, consultants, agents, and architects to reproduce applicable portions of the Project Documents as appropriate to and for use in connection with the completion of the Project or the District's exercise of any right or license granted herein or pursuant to this Agreement.
- (8) Consultant hereby represents and warrants that all Project Documents or other works developed, authored, or provided to the District pursuant to this Agreement shall be original, in the public domain, or developed, authored or provided pursuant to a valid, enforceable and appropriate license or assignment and shall not infringe any copyright, performance right, trademark, patent or other intellectual property right of any third party. Furthermore, to the fullest extent permitted by law, Consultant shall indemnify, protect and hold harmless the District, its officers, directors, contractors and employees of any of them (collectively

“Indemnitees”) from and against all costs, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of, or resulting from, any claim by any third party asserting that any Project Document or other work developed or authored by Consultant, or provided to the District by Consultant, pursuant to this Agreement infringes any intellectual property right, including without limitation copyright, of any person. This indemnification shall be deemed part of the Project specifications and to fully comply with Florida Statutes § 725.06, as amended. If any word, clause, or provision of this section is determined not to be in compliance with Florida Statutes § 725.06, it shall be stricken and the remaining words, clauses and provisions shall remain in full force and effect. It is the intent of the parties that this indemnification obligation complies fully with Florida Statutes § 725.06 in all respects. Furthermore, this indemnification is in addition to and not in lieu of any common law indemnification to which any of the Indemnitees are entitled.

(9) Consultant shall keep adequate records and supporting documentation which concern or reflect its Services hereunder. The records and documentation shall be retained by Consultant for a minimum of three (3) years from the date of termination of this Agreement, or such longer period of time as may be required by law, whichever is later. The District, or any duly authorized agents or representatives of the District, shall have the right to audit, inspect and copy all such records and documentation as often as they deem necessary during the period of this Agreement and during the period noted above in which the records are to be retained; provided, however, such activity shall be conducted only during normal business hours.

(10) The records specified above include accurate time records, which Consultant agrees to keep and maintain, from day to day, showing the time expended by each principal and employee of Consultant in performing the services and therein specifying the services performed by each, with all such time records to be kept within one-half of an hour. At the request of the District, Consultant shall furnish to the District any of the aforesaid time records, as well as invoices or proofs showing Consultant’s incurrence and/or payment of any reimbursable expenses.

1. Indemnification, Preservation of Immunity. Each Party hereby agrees to fully indemnify and hold harmless the other, its officers, employees, and agents from and against any and all claims, losses, costs, expenses, actions and causes of action, including reasonable attorney’s fees at all levels, arising out or by reason of any damage or injury to persons or property suffered or claimed to have been suffered, by any intentional, reckless or negligent act or omission of the indemnifying Party, its directors, officers, employees, or agents in the carrying out of the terms and conditions of this Agreement. The Party claiming right to indemnification (“Claimant”) will give the indemnifying Party (“Indemnitor”) prompt notice of any such claim and the Indemnitor will undertake the defense thereof by representatives of its own choosing. In the event Indemnitor, within a reasonable time after notice of claim, fails to defend, the Claimant shall have the right to undertake the defense,

compromise, or settlement of such claim on behalf of and for the account and risk of the Indemnitor, subject to the right of the Indemnitor to assume such defense at any time prior to settlement, compromise, or final determination thereof. Notwithstanding the foregoing, in the event either Party reasonably believes that counsel defending any such action has unacceptable conflicts of interest or otherwise lacks the skill to adequately protect such Party's interest, such Party reserves the right to defend itself with its own counsel or retained counsel at the Indemnitor's expense, unless the Claimant is found negligent or otherwise responsible for the occasion of the litigation. Pursuant to Florida Statutes § 725.06(1), the indemnification provided for above shall be limited to the insurance limits set forth in this Agreement. Nothing herein shall be interpreted as a waiver by the District of its rights, including the procedural requirements and limited waiver of immunity, as set forth in Florida Statutes § 768.28, or any other statute, and the District expressly reserves these rights to the full extent allowed by law.

m. Insurance. During the term of this Agreement Consultant shall provide, pay for, and maintain, with companies satisfactory to the District, the types of insurance described herein. All insurance shall be from responsible companies duly authorized to do business in the State of Florida. Simultaneously with the execution and delivery of this Agreement by Consultant, Consultant has delivered to the District properly executed Certificates of Insurance, using the modified ACCORD form, which is attached hereto as **Attachment C**, evidencing the fact that Consultant has acquired and put in place the insurance coverages and limits required hereunder. In addition, certified, true, and exact copies of all insurance policies required shall be provided to the District, on a timely basis, if requested by the District. These Certificates and policies shall contain provisions that thirty (30) days written notice by registered or certified mail shall be given the District of any cancellation, intent not to renew, or reduction in the policies' coverages, except in the application of the Aggregate Limits Provisions. Firm shall also notify the District, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverages or limits received by Consultant from its insurer, and nothing contained herein shall relieve Consultant of this requirement to provide notice. In the event of a reduction in the aggregate limit of any policy to be provided by it hereunder, Consultant shall immediately take steps to have the aggregate limit reinstated to the full extent permitted under such policy. All insurance coverage of Consultant shall be primary to any insurance or self-insurance program carried by the District applicable to this Agreement. The acceptance by the District of any Certificate of Insurance pursuant to the terms of this Agreement evidencing the insurance coverages and limits required hereunder does not constitute approval or agreement by the District that the insurance requirements have been met or that the insurance policies shown on the Certificates of Insurance are in compliance with the requirements of this Agreement. All insurance companies from whom Consultant obtains the insurance policies required hereunder must meet the following minimum requirements:

- (1) The insurance company must be duly licensed and authorized by the Department of Insurance of the State of Florida to transact the appropriate insurance business in the State of Florida.
- (2) The insurance company must have been in such insurance business continuously for not less than five (5) years immediately prior to the date of execution of this Agreement.



- (3) The insurance company must have an A. M. Best policyholder rating of either “A+”, “A”, or “A-”.
- (4) The insurance company must have a current A. M. Best financial rating of “Class VI” or higher.
- n. Scrutinized Companies. Pursuant to Florida Statutes § 287.135, the Consultant is not eligible to enter, or renew, this Agreement if:
  - (i) The Consultant is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List (as identified in Florida Statutes § 215.473);
  - (ii) The Consultant engages in business operations in Cuba or Syria; or
  - (iii) The Consultant is on the Scrutinized Companies that Boycott Israel List (as identified in Florida Statutes § 215.4725) or is engaged in a boycott of Israel.

By entering into this Agreement, the Consultant certifies that it is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, and that it is not engaged in a boycott of Israel. The Consultant acknowledges that it will carry out a certification to this effect at the time it executes this Agreement.

The Consultant shall notify the District if, at any time during the term of this Agreement, it is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, or that it is engaged in a boycott of Israel. Such notification shall be in writing and provided by the Consultant to the District within ten (10) days of the date of such occurrence.

In the event the District determines, using credible information available to the public, that the Consultant has submitted a false certification or that Consultant is found to have been placed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel, the District may, in its sole discretion, terminate this Agreement and seek a civil penalty and other damages and relief against the Consultant, pursuant to Florida Statutes § 287.135. In addition, the District may pursue any and all other legal remedies against the Consultant.

- o. Compliance with Laws. The Consultant shall comply with all applicable laws, including but not limited to laws related to workplace safety, public contracting ethics, and laws concerning the protection and rights of employees, including but not limited to equal employment opportunity laws, minimum wage laws, immigration laws, the Davis Bacon Act, Americans with Disabilities Act, and the Fair Labor Standards Act.
- p. Immigration Compliance; E-Verify. Consultant acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, U.S.C. § 1324, et seq., and regulations relating thereto. Failure to comply with the above statutory provisions shall be considered a material breach and shall be grounds for immediate termination of this Agreement. The Consultant’s employment of unauthorized aliens is a

violation of § 274(e) of the Federal Immigration and Employment Act. The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired during the term of this Agreement and shall require the same verification procedure of any subcontractors authorized by the District. Pursuant to Florida Statutes § 448.095(2), beginning January 1<sup>st</sup> 2021, Consultant shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. Consultant's contract with the District cannot be renewed unless, at the time of renewal, Consultant certifies in writing to the District that it has registered with and uses the E-Verify system. If Consultant enters into a contract with a subcontractor, the subcontractor must provide the Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and Consultant shall maintain a copy of such affidavit for the duration of the contract. If Consultant develops a good faith belief that any subcontractor with which it is contracting has knowingly violated Florida Statutes § 448.09(1) (making it unlawful for any person knowingly to employ, hire, recruit, or refer, either for herself or himself or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States) Consultant shall terminate the contract with the subcontractor. If the District develops a good faith belief that Consultant has knowingly violated Florida Statutes § 448.09(1) (making it unlawful for any person knowingly to employ, hire, recruit, or refer, either for herself or himself or on behalf of another, for private or public employment within the state, an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States), District shall terminate this contract. Pursuant to Florida Statutes § 448.095(2)(c)(3), termination under the above circumstances is not a breach of contract and may not be considered as such.

- q. Waiver of Claims. Consultant's acceptance of final payment for services provided under this Agreement shall constitute a full waiver of any and all claims by it against the District arising out of the service delivery or otherwise related to those services, except those previously made in writing and identified by Consultant as unsettled at the time of the final payment. Neither the acceptance of Consultant's services nor payment by the District shall be deemed to be a waiver of any of the District's rights against Firm.
- r. No Third-Party Beneficiary. This Agreement is for the benefit of the Parties and their respective successors and permitted assigns, and it is not the intent of the Parties to enter this Agreement for any other person's or entity's benefit.
- s. Merger. This Agreement, including any Addenda and referenced Schedules and Attachments hereto, constitutes the entire agreement between the parties hereto and shall supersede, replace, and nullify any and all prior agreements or understandings, written or oral, relating to the matter set forth herein, and any such prior agreements or understanding shall have no force or effect whatever on this Agreement.
- t. Applicable Law; Attorney Fees; Venue. Unless otherwise specified, this Agreement shall be governed by the laws, rules, and regulations of the State of Florida, and by the laws, rules, and regulations of the United States when providing Services funded by the United States government. Any litigation between the parties hereto, whether arising out of any claim or arising out of this Agreement or any breach thereof, shall be brought, maintained, and pursued only in the Sixteenth Judicial Circuit in and for Monroe County. In the event of litigation (including appellate proceedings) between the Parties related to the interpretation or enforcement of this Agreement, the Parties agree that each shall bear its

own attorney fees and costs of action notwithstanding the outcome of such litigation. Venue of any such litigation between the Parties hereto shall lie and be only in the appropriate State courts of the State of Florida's Sixteenth Judicial Circuit in and for Monroe County, Florida. For purposes of jurisdiction and venue, the Parties agree that this Agreement is entered into in Monroe County, Florida. **IN ADDITION, THE PARTIES EXPRESSLY WAIVE ALL RIGHTS TO TRIAL BY JURY IN ANY LITIGATION INVOLVING THIS AGREEMENT.**

- u. Amendment. No modification or change in this Agreement shall be valid or binding upon the Parties unless in writing and executed by an authorized representative of the Party or Parties intended to be bound by it.
- v. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by their respective authorized officers as of the Effective Date.

**Key Largo Fire Rescue and EMS District**

**The J Angle Group, LLC**

By: \_\_\_\_\_  
Tony Allen, Chairman

By: \_\_\_\_\_  
James Angle, JAG, President

# **ATTACHMENT A**

# **KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT**

## **REQUEST FOR PROPOSALS**

**RFP 2024-001:**

### **District Operational Analysis & Consolidation Study**

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The **KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT** (“District”) is requesting proposals from consultants or certified public accountant firms (“Consultant”) to perform a comprehensive operational analysis and consolidation study for the District and its contracted Fire Rescue and EMS departments (the “Project”).

#### **A. District Background**

The District is a self-governing independent special fire control district, located in Monroe County, Florida, established by the Florida Legislature and operating in accordance with Chapter 2005-329, Florida Statutes, as amended, (“Charter”), and Chapters 189 and 191, F.S. It is an independent governmental unit whose primary source of operating funds is ad valorem taxes.

The District operates from three (3) fire stations and contracts with both the Key Largo Volunteer Fire Department, Inc. (“KLVFD”) and Key Largo Volunteer Ambulance Corps (“KLVAC”) to provide fire and emergency medical services to the Key Largo, Florida area. Utilizing both KLVFD and KLVAC, the District provides services in the following functional areas:

- a) Fire Suppression
- b) Fire Prevention
- c) Technical Response
- d) EMS First Response – BLS Level
- e) EMS First Response – ALS Level
- f) EMS Transport -- BLS Level
- g) EMS Transport – ALS Level
- h) Public Fire and Life Safety Education
- i) Vehicle Maintenance

#### **B. Operational Analysis Background**

The District is soliciting proposals from qualified firms via this Request for Proposals (RFP) to conduct a comprehensive operational analysis of and consolidation study for the Key Largo Fire and Emergency Medical Services District. The intent of this RFP is to obtain fixed hourly price proposals from qualified firms that specialize in evaluating and analyzing the feasibility of consolidating public safety or fire/EMS operations. This analysis will include, but not be limited to the following:

1. Conduct a comprehensive analysis and evaluation of the operations of the District’s contracted providers, the Key Largo Volunteer Fire Department, Inc. (“KLVFD”) and Key Largo Volunteer Ambulance Corps (“KLVAC”) with the purpose of making recommendations on the feasibility of consolidating the two contracted operations into one District operated department. This will include current facilities, infrastructure and personnel.
2. Provide recommendations, including staffing recommendations, for implementing any changes to the organizational model arising from the study and especially focused on providing operational efficiency and effectiveness and overall public safety.
3. Provide financial analysis of pension, healthcare and, workers compensation with recommendations assessing long term impact on District finances.

**C. Scope of Work**

The successful Consultant will perform a comprehensive operational and consolidation analysis, which will encompass an evaluation of the District and its programs, activities, and functions. If requested, the Consultant will deliver a final presentation to the District’s Board of Commissioners. The District intends that the Project should be completed within twenty four (24) weeks of the execution of the contract.

All proposals must be made on the basis of, and either meet or exceed the requirements contained herein. All respondents must be able to provide:

1. A comprehensive analysis and evaluation of both the fire and EMS departments and make recommendations regarding whether to consolidate the departments into a single entity operated by the District by providing a model for implementation in legal, financial and organizational terms.
2. An evaluation and comprehensive analysis of the District’s current fire structure public safety dispatch operations, facilities, apparatus and financial viability organizational models, governance and accountability structure.
3. A comprehensive report, including but not limited to the following: An executive summary, a description of the project and methodology, description of the work performed, and a summary of all findings for KLFEMS. A detailed description of all recommendations (including estimated costs and staffing impacts), an outline of recommended next steps to implement the recommendations, and appendices, or compendium document as necessary for relevant data collected, analyzed and developed as part of this report.

The project will include five (5) phases of tasks/services:

- Phase I: Project Preparation and Commencement
- Phase II: Key Largo Fire Rescue & Emergency Medical Services District Analysis
- Phase III: Key Largo Volunteer Fire Department Agency Analysis
- Phase IV: Key Largo Ambulance Corps Agency Analysis
- Phase V: Development, Review, and Delivery of Final Report

## Tasks/Services

The following tasks support the scope of work for each phase:

### Phase I: Project Preparation and Commencement

- Task I-A: Development of Project Work Plan
- Task I-B: Collection and Review of Background Information, Previous Studies (to include work done in-house and the recent performance review.
- Task I-C: Stakeholder Input

### Phase II: Key Largo Fire Rescue & Emergency Medical Services District Analysis

- Task II-A: Organization Overview including governance.
- Task II-B: Management Components and Processes
- Task II-C: Organizational Planning Processes
- Task II-D: Personnel Management and Staffing
- Task II-E: Health, Wellness, and Safety Programs
- Task II-F: Capital Assets and Capital Improvement Programs
- Task II-G: Service Delivery and Performance
- Task II-H: Training Program
- Task II-I: Fire Prevention/Public Education Programs
- Task II-J: Emergency Medical Services Support

### Phase III: Key Largo Volunteer Fire Department Agency Analysis

- Task III-A: Organization Overview including governance.
- Task III-B: Management Components and Processes
- Task III-C: Organizational Planning Processes
- Task III-D: Personnel Management and Staffing
- Task III-E: Health, Wellness, and Safety Programs
- Task III-F: Capital Assets and Capital Improvement Programs
- Task III-G: Service Delivery and Performance
- Task III-H: Training Program
- Task III-I: Fire Prevention/Public Education Programs
- Task III-J: Emergency Medical Services Support

### Phase IV: Key Largo Ambulance Corps Agency Analysis

- Task IV-A: Organization Overview including governance.
- Task IV-B: Management Components and Processes
- Task IV-C: Organizational Planning Processes
- Task IV-D: Personnel Management and Staffing
- Task IV-E: Health, Wellness, and Safety Programs
- Task IV-F: Capital Assets and Capital Improvement Programs
- Task IV-G: Service Delivery and Performance
- Task IV-H: Training Program
- Task IV-I: Fire Prevention/Public Education Programs
- Task IV-J: Emergency Medical Services Support

Phase V: Development and Analysis of Future Alternatives

- Task V-A: Development of operational and governance alternatives.
- Task V-B: Operational and fiscal analysis of alternatives
- Task V-C: Opinion on alternatives developed.

Phase VI: Development, Review, and Delivery of Final Report

- Task VI-A: Development and Review of Draft Project Summary Report
- Task VI-B: Presentation on final summary report and proposed changes

**D. Price**

The District will pay a fixed fee to be paid upon the receipt and approval of the final report by the District. The stated fee shall include all costs associated with completion of the Project and there shall be no hidden costs.

Full disclosure of nature and amount of all fees and charges is mandatory. The District shall not be responsible for the reimbursement of any costs not specifically set forth in the Consultant’s proposal. The District reserves the right to accept or reject any part or all of the Consultant’s fee schedule.

**E. General Project Schedule**

A summary schedule for Consultant selection for the Project is presented below. Dates may be changed at the discretion of the District.

| <u>Milestone</u>                           | <u>Expected Date of Completion</u> |
|--|------------------------------------|
| <b>Advertise for Consultant RFP</b>        | <b>March 29, 2024</b>              |
| <b>Final Date for Questions</b>            | <b>April 26, 2024</b>              |
| <b>Last day for addendum to be posted</b>  | <b>April 30, 2024</b>              |
| <b>Submission Deadline</b>                 | <b>May 10, 2024 @ 3:00 PM</b>      |
| <b>Selection Committee Meeting</b>         | <b>TBD</b>                         |
| <b>Consultant Selection (Board Action)</b> | <b>May 20, 2024 (Tentative)</b>    |

All Selection Committee meetings are publicly noticed, and members comply with Florida’s Sunshine Law. Upon review of the proposals, the Selection Committee may schedule presentations and interviews. The Selection Committee’s ranking and a recommendation to select a Consultant will be presented to the District Board of Fire Commissioners (“Board”) for consideration. Proof of insurance from the selected Consultant meeting the requirements of the contract described below, is required at the time of Board’s approval of the selection.



The District reserves the right to delay scheduled dates if determined to be in the best interest of the District. Any changes, delays, or addenda related to this Request for Proposals (“RFP”) will be posted to Demand Star.

#### **F. Consultant Selection Process**

Consultant selection shall be in accordance with the District’s Purchasing Policies and Procedures, adopted on September 22, 2014. The District’s Purchasing Policies and Procedures can be viewed on the District’s website at [www.klfirerescueems.com](http://www.klfirerescueems.com). A copy of the District’s contract proposed for the Project is included in this RFP. The Project contract contains minimum insurance requirements that must be satisfied for the contract to be executed by the District. The contents of the proposal of the successful Consultant will be incorporated into a written agreement in terms acceptable to the District at its absolute discretion. By submitting a proposal, Consultant agrees to all the terms and conditions of this RFP and those included in the District’s Project contract. If Consultant desires to propose a change to a term or condition of this RFP or the District’s contract, Consultant must submit its request by submitting a question as provided for below.

This selection process is intended to result in execution of a contract with one prime Consultant for work required in the Project. Two (2) or more Consultants may combine for the purpose of responding to this RFP provided that one Consultant is designated as the “Prime” Consultant and the other as a subconsultant and that the RFP was made without collusion and is in all respects, fair and in good faith.

After issuance of this RFP, prospective Consultants or their agents, representatives or persons acting at the request of such Consultant are prohibited from contacting members of the District’s Board, the Fire Chief, or any member of the Selection Committee concerning this RFP until after the final recommendation is presented to the Board for approval or when the solicitation has been canceled or terminated. Any questions concerning this RFP must be presented in writing via email to [cgreco@florida-law.com](mailto:cgreco@florida-law.com) no later than April 26, 2024. Consultants are responsible to review Demand Star for the District’s responses to any questions timely submitted or any addenda issued.

#### **G. Consultant Minimum Requirements**

The Consultant must have at least five (5) years of experience conducting comparable analysis of organizations similar in size and function to the District and must also have no affiliation with or financial involvement in the District. By submission of a proposal, the Consultant attests to these Consultant minimum standards.

#### **H. RFP Minimum Requirements**

The proposal must (at a minimum) include the following:

1. Legal name, address, phone number and email of Consultant;
2. Principal office locations of submitting Consultant and any proposed partners/subconsultants;
3. Legal form of company, i.e., partnership, corporation, joint venture, (if joint venture, identify the members);
4. Briefly state understanding of the Project and provide a positive commitment to

perform the work;

5. Describe approach to the Project and proposed timeline;
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;
7. Qualifications and professional experience for Consultant's "Project Manager" who would serve as point of contact for the Project, including experience of comparable analysis of organizations similar in size and function to the District;
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;
9. Current and projected workloads for proposed key staff during 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;
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.
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;
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;
14. Detailed cost for the Project; and
15. Required forms:
  - Key Personnel Form;
  - Experiences Summary Matrix;
  - Signed Sworn Statement under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes;

- Reference Forms; and
- E-Verify Affidavit.

For RFP Requirements 7 and 8, Consultant should also include for the Project Manager and key personnel, any experience, by person, in: emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking, if applicable.

The proposal shall be limited to no more than twenty-five (25) one-sided pages for all requested information described herein including the required forms listed in RFP Requirement 15 above. Front and back covers, transmittal letter, and section dividers are excluded from the twenty-five (25) page limit. All pages shall be standardized 8 1/2 x 11 inches in size, margins not less than 1-inch, standard black text and minimum twelve (12) point font size.

Consultants desiring to provide these professional services to the District may submit proposals electronically to [www.demandstar.com](http://www.demandstar.com) or physically by submitting five (5) paper copies (one (1) copy shall be unbound) and one (1) electronic PDF copy on a USB drive of their proposal in accordance with the requirements contained in this RFP to:

**Key Largo Fire Rescue & EMS  
District Attention: District Clerk  
81990 Overseas Hwy., 3<sup>rd</sup> Floor,  
Islamorada, FL 33036**

If a Consultant submits their proposal physically, it may be submitted by U.S. Mail (postage paid), courier service, or by hand delivery. Proposals submitted physically must be identified with “*RFP - District Operational Analysis & Consolidation Study -- Do Not Open*” marked on the sealed package. If sent via courier service, they must be placed in a sealed envelope properly identified within the courier package. All proposals must be received no later than May 10, 2024 at 3:00 PM via DemandStar or at the above referenced address. It is the Consultant’s responsibility to ensure that its proposal is delivered to the District prior to the above deadline.

The District will not be responsible for any lost or late arriving proposals sent via the U.S. Postal Service or other delivery services. Late submittals will not be opened or considered. Proposals that are incomplete, conditional, obscure, or do not conform to the requirements contained in this RFP may be deemed nonresponsive at the sole option of the District. The District reserves the right to reject all responses and not grant any award resulting from this RFP. If awarded, no contract will be formed between the Consultant and the District until an agreement is executed by both parties.

Upon submittal of its proposal, the Consultant agrees to be bound by all terms and conditions of the RFP. Neither the District nor its representatives will be liable for any expenses incurred in connection with preparation of a response to this RFP.

**I. RFP Evaluation Criteria**

| <u>Criteria</u>   | <u>Weighting</u>         |
|---|--------------------------|
| <ul style="list-style-type: none"><li>• Consultant (team) Competence/Qualifications/Services</li></ul>  | <b>25 points</b>         |
| <i>Consultant Competence/Qualifications/Services section shall address:</i>   |                          |
| <ul style="list-style-type: none"><li>○ Team capability to perform the work;</li><li>○ Consultant’s location(s) and Consultant’s years of experience;</li><li>○ Consultant’s commitment of time and resources to the District; and</li><li>○ Any litigation against the Consultant and/or subconsultants.</li></ul>   |                          |
| <ul style="list-style-type: none"><li>• Similar Experience and Past Professional Accomplishment</li></ul>   | <b>15 points</b>         |
| <i>The Similar Experience and Past Professional Accomplishments section shall address:</i>  |                          |
| <ul style="list-style-type: none"><li>○ Prior experience providing professional services by Consultant as well as each of its subconsultants;</li><li>○ Related governmental work including references for the Project Manager and key personnel (in addition to the mandatory Reference Form), including whether Consultant has experience working with Florida local governments, and past performance;</li><li>○ Experience of Project Manager and key personnel to be assigned to the District, including demonstrated knowledge and understanding of the types of services to be performed; and</li><li>○ Consultant’s current or past projects with detailed Information on schedule adherence, quality of work, and project cost control</li></ul> |                          |
| <ul style="list-style-type: none"><li>• Project Approach and Understanding</li></ul>  | <b>25 points</b>         |
| <i>The Project Approach and Understanding section shall address:</i>  |                          |
| <ul style="list-style-type: none"><li>○ Consultant’s approach to the Project and proposed timeline; and</li><li>○ Ability of Consultant 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</li></ul>  |                          |
| <ul style="list-style-type: none"><li>• Price</li></ul>   | <b>35 points</b>         |
| <i>The Price section shall address the Consultant’s proposed Project cost.</i>  |                          |
| <b>TOTAL</b>  | <b><u>100 points</u></b> |

**J. Procurement Policy and Protests**

Consultants are hereby advised of the existence of the District’s Procurement Policy and are considered to be on constructive notice of all provisions contained therein. A copy is available on the District’s website at [www.klfireescueems.com](http://www.klfireescueems.com). Notice of all District decisions concerning a competitive solicitation or award, shall be electronically posted to DemandStar. By submitting a proposal, Consultants agree to the process set forth in these instructions.

1. Notice of Protest/Formal Written Protest

A Consultant adversely affected by this RFP shall file a notice of protest, in writing, seventy-two (72) hours prior to the date and time on which proposals are to be received and shall file a formal written protest within ten (10) days after filing the notice of protest.

Any Consultant adversely affected by the District's decision concerning this RFP or award, or any Consultant adversely affected by the District's decision to reject all proposals, shall file a formal written protest within seventy-two (72) hours after the District's electronic posting of the notice of decision on its website.

No time will be added to the above time limits for mail service.

## 2. Contents of Formal Written Protest

The formal written protest shall be printed or typewritten, and shall contain:

- A) The name and address of the Consultant filing the protest and an explanation of how they are adversely affected;
- B) A statement of how and when the RFP or notice of District decision or intended decision was received;
- C) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- D) A concise statement of the ultimate facts alleged, as well as the rules or statutes which entitle the protestor to relief;
- E) A demand for relief; and
- F) Any other information material to the protest.

## 3. Filing

All notice of protests and formal written protests shall be filed with the District Clerk Monday through Friday, excluding holidays, during normal business hours. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the District within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in these instructions shall constitute a waiver of all claims.

## 4. Stay of Procurement

Upon receipt of a valid formal written protest that has been timely filed, the RFP or contract award process shall be stayed until the subject of the protest is resolved by final action by the Board, unless the District's Attorney, with the concurrence of the Board, sets forth in writing particular facts and circumstances that require the continuation of the contract solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. Notice that a contract solicitation has been stayed shall be given by either electronic mail or U.S. mail to all Consultants.

5. Resolution of Formal Written Protest

The District Attorney and Board Chair or their designee, shall consider and investigate all written protests in a timely manner. The District shall provide an opportunity for the protestor to meet with the District Attorney and Board Chair, or his or her designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of a formal written protest. The District may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the District Attorney shall certify in writing that there was no resolution. The District Attorney will make a recommendation to the Board, and the Board will then make a final decision to either uphold the recommendation, reject the recommendation and send it back for further action, reject all proposals, or do something other than what the District Attorney has recommended.

**K. Public Availability Of Records**

Once opened, all proposals will become the property of the District and, at the sole discretion of the District, may not be returned to Consultant. Any information, reports, or other materials given to, prepared, or submitted in response to this RFP will be subject to the provisions of Chapter 119, F.S., Public Records Act. Any Consultant claiming that its proposal contains information that is exempt from Chapter 119, F.S., must clearly segregate and mark that specific information and provide the specific statutory citation for such exemption. Section 119.071(1)(b), F.S., exempts sealed proposals from inspection, examination, and duplication until such time as the District issues a notice of intended decision or within thirty (30) days after the proposal opening, whichever comes first. This exemption is not waived by the public opening of the proposals. Any questions regarding the application of Chapter 119, F.S., to this RFP can be directed to the District's public records custodian by telephone at (305) 664-4675 or by email at [cgreco@florida-law.com](mailto:cgreco@florida-law.com).

**L. Additional Requirements**

1. Scrutinized Companies

Pursuant to Section 287.135, F.S., a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, shall be ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of any amount. Consultant may not submit a bid if it is on the aforementioned lists. By submitting a proposal, the Consultant must certify that it is not on the aforementioned list.

2. Public Entity Crimes

Pursuant to Subsections 287.133(2)(a) and (3)(a), F.S., a person or an affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services or for the construction or repair of public building or public work to a public entity, may not submit bids, proposals, or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subconsultant, 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, F.S., for category two for a period of thirty-six (36) months from the date of being placed on the convicted vendors list. Consultant shall submit with its proposal a properly executed and notarized Public Entity Crimes Statement, attached hereto as Attachment 3.

3. Equal Employment Opportunity

The District, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of The Department of Commerce (15 CFR, Part 8) issued pursuant to such act, hereby notifies all Consultants that it will affirmatively ensure that in any contract entered into pursuant to this RFP, minority business enterprises will be afforded full opportunity to submit proposals in response to this RFP and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

4. Conflicts of Interest

The award under this RFP is subject to the provisions of Chapter 112, F.S., as amended, governing conflicts of interest. All Consultants must disclose with their proposal the name of any officer, director, or agent who is also a public employee. Further, all Consultants must disclose the name of any public employee who owns, directly or indirectly, an interest of five percent (5%) or more in Consultant's firm or any of its branches.

5. Participation in E-Verify System

In accordance with Section 448.095, F.S., beginning January 1, 2021, every public employer, contractor, and subconsultant shall register with and use the E-Verify System to verify the work authorization status of all newly hired employees. The submission of an executed affidavit from the Consultant and any subconsultants stating it is in compliance with Section 448.095, Florida Statutes, and all employees hired on and after January 1, 2021, have had their work authorization status verified through the E-Verify system shall satisfy this requirement. Any contract awarded pursuant to this RFP shall be terminated by the District if the District has a good faith belief that the successful Consultant or subconsultant thereof has knowingly violated this requirement.

*(This Space is intentionally left blank)*

**PROJECT MANAGER AND PROJECT TEAM/KEY PERSONNEL**

**for**

**Independent Special Fire Control District Performance Review**

The Consultant's proposed Project Manager and key project team/key personnel are to be indicated below. Each person must be identified with their job classification, area of expertise, work location, and employer.

| Person's Name | Job Classification | Area of Expertise | Employer | Office Location |
|---------------|--------------------|-------------------|----------|-----------------|
|               |                    |                   |          |                 |
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**EXPERIENCES SUMMARY MATRIX**

| Project<br>Manager/Key<br>Personnel Name | Project 1 from<br>Qualification<br>Requirements<br>10 | Project 2 from<br>Qualification<br>Requirements<br>10 | Project 3 from<br>Qualification<br>Requirements<br>10 | Project 4 from<br>Qualification<br>Requirements<br>10 (if included) | Project 5 from<br>Qualification<br>Requirements<br>10 (if included) |
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**Please use an “X” to indicate which projects the Project Manager and Key Personnel were involved in.**

## REFERENCES

Consultant must provide a minimum of three (3) references that meet the requirements in the RFP.

Consultant Name: \_\_\_\_\_

Reference Entity: \_\_\_\_\_

Reference Contact Person: \_\_\_\_\_

Reference Address: \_\_\_\_\_

Reference Email Address: \_\_\_\_\_

Reference Phone No.: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Consultant Project Manager: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Date Project Commenced: \_\_\_\_\_

Date of Final Completion: \_\_\_\_\_

Description of Work Performed:

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

**E-VERIFY AFFIDAVIT**

Beginning January 1, 2021, Florida law requires all contractors doing business with the Key Largo Fire Rescue & 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](http://www.e-verify.gov).

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature of Authorized Representative)

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

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

\_\_\_\_\_  
Signature, NOTARY PUBLIC

\_\_\_\_\_  
My commission expires:

STAMP/SEAL

## 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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_  
Authorized Signature/Consultant

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Consultant's Firm Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Area Code/Telephone Number

**KEY LARGO FIRE RESCUE & EMS DISTRICT**

**Contract for Goods & Services**

This Contract entered into on the date last written below, by and between: \_\_\_\_\_ (the "Consultant") and the Key Largo Fire Rescue & 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:

\_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.

**2. CONSULTANT'S SERVICES**

Consultant agrees to provide the following goods/services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 Consultant the sum of \$ \_\_\_\_\_ (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**

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

Consultant is required to obtain the following coverage, with documentation of having obtained such coverage being attached hereto as *Exhibit “ B ”*:

- General Liability Insurance**  
Amount: \$1 Million
- Professional Liability Insurance**  
Amount: \_\_\_\_\_
- Vehicle Liability Insurance**  
Amount: \_\_\_\_\_
- Workers Compensation Insurance**  
Amount: \_\_\_\_\_

**5. INDEPENDENT CONTRACTOR STATUS**

The Consultant is, for all purposes arising under this Contract, an independent contractor. The Consultant 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 Consultant or the District shall be deemed an officer, agent or employee of the other party. Neither the Consultant 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.

**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 Consultant (such termination to be effective upon Consultant'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 Consultant, or of any Company/Individual staff's professional license or certification in the State of Florida;
- ii. failure by Consultant to maintain the insurance required by the terms of this Contract.

**7. ASSIGNMENT**

Neither Consultant 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**

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

- A) Consultant 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 Consultant'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) Consultant 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) Consultant and Consultant'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 Consultant to perform the functions, assigned to him or her in connection with the provisions of the Contract.
- E) Consultant 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, Consultant 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 Consultant 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 Consultant or keep and maintain public records required by the District to perform the service. If the Consultant transfers all public records to the District upon completion of the contract, the Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Consultant keeps and maintains public records upon completion of the contract, the Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

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

**IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: ([clerk@klfremms.org](mailto:clerk@klfremms.org)) MAIL TO: KEY LARGO FIRE RESCUE & 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 Rescue & EMS District shall be required to provide proof of enrollment in the E-Verify system. Consultant shall be required to insure compliance with all applicable E-Verify requirements, including screening all employees to verify their work authorization status. If Consultant enters into any contract with a subcontractor, Consultant shall be required to obtain an affidavit from the subcontractor confirming that the subcontractor does not employ, contract with, or subcontract with any person who is not authorized under federal law to be employed in the United States. Consultant shall be required to maintain a copy of said affidavit for the duration of the Contract Term.

### **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.

### **14. COUNTERPARTS**

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

### **15. 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 Consultant of the indemnification provisions contained within this Contract.

**16. CAPTIONS**

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

**17. 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.

**18. 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:

|   |                        |
|---|------------------------|
| <u>Key Largo Fire Rescue &amp; EMS District:</u><br>Attn: Board Chair<br>Key Largo Fire Rescue & EMS District<br>One East Drive<br>Key Largo, FL 33037<br><br><u>With a copy to:</u><br>Key Largo Fire Rescue & EMS District Counsel<br>Vernis & Bowling of the Florida Keys, P.A.<br>81990 Overseas Hwy, 3 <sup>rd</sup> Floor<br>Islamorada, FL 33036 | <u>The Consultant:</u> |
|---|------------------------|

**IN WITNESS WHEREOF**, the parties have executed this Contract on this \_\_\_\_\_ day of

\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF CHAIRPERSON OF THE BOARD

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF CONSULTANT/REPRESENTATIVE

\_\_\_\_\_  
DATE

# **ATTACHMENT B**



Key Largo

**FIRE RESCUE & EMS**

Key Largo

Volunteer Fire Department

Key Largo

Volunteer Ambulance Corps



Proposal to Conduct a

# FIRE DISTRICT OPERATIONAL ANALYSIS Consolidation Study

May 2024  
RFP 2024-001



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# Letter of Transmittal

May 10, 2024

Key Largo Fire Rescue & EMS  
District Attention: District Clerk



RE: Fire District Operational Analysis & Consolidation Study Proposal RFP 2024-001

Dear Fire Rescue & EMS District:

You will find in this document our proposal to conduct a “Fire District Operational Analysis & Consolidation Study” in accordance with the requirements of your request for proposal (RFP). We understand the importance of this project and appreciate the consideration of the J. Angle Group, LLC (JAG) to conduct this study.

JAG is a legal entity established in the State of Florida. The JAG team has considerable and demonstrated knowledge and understanding of the fire service and EMS field, as well as the complexity of a multitude of service delivery systems. Through our experience with myriad public safety agencies, we understand the unique challenges you face not only as an emergency services provider but also as a Special District. The team has developed a scope of work that outlines the deliverables you desire. We are committed to performing the work within the proposed timeline. The total fee proposed, including all expenses, is \$44,600.

We appreciate your consideration of JAG’s services. We look forward to working with the Key Largo Fire Rescue & EMS District, Key Largo Volunteer Fire Department, and the Key Largo Volunteer Ambulance Corps in this important endeavor. Should you have any questions, please do not hesitate to contact me at james.angle@janglegroup.com or 727-639-4399. I am authorized to make representations for this proposal.

Most Sincerely,

A handwritten signature in black ink that reads "James Angle".

James Angle, President

Encl.

# Proposal Requirements

## 1. Legal name, address, phone number and email of consultant.

The J Angle Group, LLC  
3035 SE Maricamp Rd #104 PMB #148  
Ocala, Florida 34471

Primary Contact: James Angle  
Email: [james@janglegroup.com](mailto:james@janglegroup.com)  
Cell: 727-639-4399

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

J. Angle Group, LLC  
3035 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).

The J Angle Group (JAG) is an LLC.

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

JAG understands that the Key Largo Fire Rescue & EMS District (KLFREMSD) or "District" seeks to retain an experienced and qualified public safety consultation firm to an operational analysis and consolidation study that would include the Key Largo Volunteer Fire Department (KLVFD) and Key Largo Volunteer Ambulance Corps (KLVAC).

JAG is committed to successfully completing this project and the deliverables within the proposed timeline and in a manner that will meet or exceed your expectations.

## 5. Approach to the Project and Proposed Timeline

The following represents the Scopes of Work (SOW) prepared by JAG based on the District's Request for Proposal (RFP) requirements. The various Phases and tasks described in this proposal have been developed specifically for this project. The District, KLVFD, and KLVAC will each have a separate SOW.

## Phase I—Project Preparation & Commencement

### Task I-A: Project Initiation & Development of a Work Plan

---

JAG will meet with the District, KLVFD, and KLVAC representatives and/or liaisons. The purpose will be to thoroughly understand the background, goals, and expectations for the project. JAG's Project Manager will develop and refine a proposed work plan to guide the Project Team. The work plan will be developed by identifying:

- Primary tasks to be performed
- Project Team members responsible for each task
- Estimated timetable for each objective
- Methods of evaluating results
- Resources to be utilized
- Any potential constraints, obstacles, or issues related to accomplishing specific tasks

This process will benefit the development of working relationships between the JAG Project Team and the three organizations, the determination of communications processes, and the identification of the project's logistical needs.

### Task I-B: Procurement of Information & Data

---

JAG will request pertinent information and data from three organizations and any other agencies as necessary. This critical information will be used in the various analyses and the report's development. Thoroughly researched and relevant studies will be included during JAG's review. Unless otherwise specified, the documents and information relevant to this project will pertain to the District, KLVFD, and KLVAC and will include at least:

- Any previous studies relevant to the organizations
- Applicable state and local laws, district-enabling acts, resolutions, ordinances applicable tax information, regulations, contracts, and other applicable documents
- Existing missions, goals, and objectives.
- Local census and demographic data from Key Largo and any service areas
- Relevant community-planning documents
- De-identified personnel records listing wages, benefits, historical leave usage, certifications, licenses, and ranks of personnel for each organization, if applicable
- All current interagency and interlocal agreements (ILAs) between the District, KLVFD, and KLVAC; or other relevant agencies such as ILAs with counties, cities, or other districts
- Standard Operating Guidelines (SOGs) and service delivery and deployment practices of each organization



- Organizational charts from each of the organizations
- Historical financial data, budgets, and revenue sources, including debt information, long-range financial plans, and projections from each organization
  - Current assessed values of the District service areas and their respective property tax rates, if applicable
  - Patient billing practices, payer mix, collections, and other financial information relevant to transport (ambulance service), as applicable
- Descriptions and inventories of the three fire and ambulance stations and any other facilities (e.g., training centers, administration facilities, etc.)
- Inventories of apparatus, ambulance, and vehicle fleets, capital medical and rescue equipment, and self-contained breathing apparatus (SCBA)
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data
  - Service demand and response time data
  - De-identified EMS patient transport records (in accordance with HIPAA)
  - Historical computer-aided dispatch (CAD) incident records (as needed)
- Most recent Insurance Services Office (ISO) Public Protection Classification (PPC<sup>®</sup>) ratings and reports where applicable
- Current fire and continuing medical education training records
- Fire loss reports
- List of mutual aid provider stations and available resources
- Geographic information systems (GIS) data, including the service area boundaries of each organization and their respective physical station locations
- Any other documents and records necessary for the successful completion of the project

### **Task I-C: Stakeholder Input & Fieldwork**

---

The JAG Project Team will conduct on-site interviews and gather information from key personnel and stakeholders from each of the organizations. Some information may be acquired using electronic forms, online surveys, and/or telephone interviews. Unless otherwise specified, the following Individuals will apply each of the organizations:

- Board members of the Key Largo Fire Rescue & EMS District
- Board of Directors representative(s) from KLVAC
- KLVFD Fire Chief, command personnel, and administrative support staff
- KLVAC Chief of Department, Deputy Chief of Administration, Medical Director, Training Officer, and Q/A Officer

- Fire Marshals, Inspectors, and prevention staff
- Individuals responsible for finance, human resources, and information technology from each of the agencies
  - Individual(s) or organization responsible for patient transport billing
- Operations Battalion Chiefs and company officers from the District and KLVFD
- Random group of firefighters, company officers, and others assigned to emergency operations from the District
- Random group of EMS provides from KLVAC
- Any other individuals or representatives that may contribute to project success

## Phase II—Key Largo Fire & EMS: Current Conditions

This evaluation aims to assess the District’s operations compared to industry standards and best practices and to create benchmarks against which options for future service delivery, consolidation, or potential consolidation can be measured.

The initial tasks of this study will focus on a baseline evaluation of the current organizational conditions of the Key Largo Fire Rescue & EMS District , its community, and their current service delivery performance. JAG will conduct an organizational review of the Key Largo Fire Rescue & EMS District based on the elements included in the following tasks.

### Task II-A: Organizational Overview

---

JAG will conduct an overview of the District and its respective communities, including at least:

- General population and demographics of the service area
- History, formation, and general description of the organization
- Governance and lines of authority
- Organizational charts and infrastructure
- Review of services provided
- Emergency operations and services
- Review of other public safety resources in the region (e.g., dispatch & communications, air medical transport, hospitals, special operations, etc.)
- Overview of the District and its relationship with KLVFD and KLVAC
- Description of the current service-delivery infrastructures

---

## Task II-B: Management Components & Processes

---

JAG will review and assess the District's basic management processes, to include:

- Current management overview
- Mission, vision, strategic planning, goals, and objectives
- Internal assessment of critical issues and future challenges
- Internal and external communications processes
- Records management systems (RMS) and information technology platforms
  - Review of the quality of records management data

---

## Task II-C: Personnel Management & Staffing

---

JAG will review the District's staffing levels, including:

- Review and evaluate administration and support staffing levels
- Review and evaluate operational staffing levels
- Review staff allocation to various functions and divisions (location of resources)
- Evaluate the District's firefighter and officer current wages and benefits, including current and retiree healthcare costs, if applicable
- Review of job descriptions
- Human resources functions, hiring, and promotional processes

---

## Task II-D: Financial Overview

---

JAG will review the existing financial status of the District in accordance with Florida state law and any other regulations. This will be a basic overview of the fiscal status of the District, including at least:

- The District's budget, revenues, expenditures, employment costs, compression analysis, bond obligations, long-term debt, audit reports, and long-range financial plans
- Sources of recurring and non-recurring revenue, including property taxes and reserve funds
- Capital facilities and apparatus replacement and improvement plans
- Impact fees, including applicable state statutes and local ordinances
- Purchasing processes
- Methods of financing capital needs
- Other issues related to revenues, expenditures, and annual budgets

---

## Task II-E: Health, Wellness, & Safety Programs

---

JAG will review any health, wellness, and safety programs within the District.

---

## Task II-F: Capital Assets & Capital Improvement Programs

---

JAG will conduct a review of the current major capital assets of the District, including:

**Facilities**—Tour and observe critical areas of the three District fire and EMS stations. This will entail a cursory review of each facility as opposed to a detailed, comprehensive engineering analysis. Items to be contained in the report include:

- Design
- Safety
- Efficiency
- Construction
- Staff Facilities
- Future Viability

**Apparatus/Ambulances/Other Vehicles**—Review and make recommendations regarding the District’s fleet inventory of apparatus and equipment. This will be a cursory review as opposed to a detailed mechanical analysis. This will include:

- Age, condition, and serviceability
- Distribution and deployment
- Fleet maintenance

**Other Capital Equipment**—Review the District’s inventory of capital medical equipment (e.g., cardiac monitors, powered ambulance cots, extrication tools, etc.) and self-contained breathing apparatus (SCBA).

---

## Task II-G: Service Delivery & Performance

---

JAG will review and make observations in areas specifically involving or affecting the service levels and performance of the District, including but not be limited to:

- **Demand Study**
  - Analysis of current service demand by incident type
  - Analysis of the temporal variation
  - Analysis and geographic information systems (GIS) display of current service demand density within the overall study area
- **Distribution Study**
  - Overview of the current facility and apparatus deployment strategies, analyzed through GIS software and identifying service gaps and redundancies
  - This distribution study will be conducted for the study area, as well as for each individual fire station response zone, with all existing facilities included in the analysis
- **Concentration Study**
  - GIS analysis and display of the response times necessary to achieve full effective response force (ERF) arrival in the study areas using existing distribution of District resources
  - Analysis of company and staff distribution and ambulance resources as they relate to ERF assembly in the study area

- **Reliability Study**
  - Analysis of current workload, including unit hour utilization (UHU) of individual companies (to the extent data is complete)
  - Review of actual or estimated failure rates of individual companies (to the extent data is complete)
  - Analysis of call concurrency and its impact on ERF assembly
- **Performance Summary**
  - Analysis of actual system response time performance analyzed by individual companies (to the extent data is available).
  - Analysis of mutual aid and automatic aid responses
- **Population Growth & Service Demand Projections**
  - Population growth for each of the jurisdictions and the overall study area (combined) for the next 5–10 years
  - Service demand for the District over the next 5–10 years

---

### **Task II-H: Training Program**

JAG will review evaluate the various components and systems utilized to deliver training and continuing medical education.

---

### **Task II-I: Fire Prevention & Public Education Programs**

JAG will review evaluate the various elements of the District’s Fire Prevention and Public Education programs.

---

### **Task II-J: Emergency Medical Services Support**

JAG will review the District’s Emergency Medical Services (EMS) delivery system, medical first-response services, and related administrative components (e.g., quality improvement, medical direction and administration, logistics, etc.).

## **Phase III—Key Largo VFD: Current Conditions**

Except where indicated, this phase will include the same processes and tasks as shown in the Phase II.

---

### **Task III-A: Organizational Overview**

JAG will conduct an overview of KLVFD and its respective community, to include the same task details as described in Phase II regarding the District.

---

### **Task III-B: Management Components & Processes**

JAG will review and assess KLVFD’s basic management processes, to include the same task details as described in Phase II regarding the District.

---

**Task III-C: Personnel Management & Staffing**

---

JAG will review KLVFD's staffing levels, to include the same task details as described in Phase II regarding the District.

---

**Task III-D: Financial Overview**

---

JAG will review the existing financial status of KLVFD in accordance with Florida state law and any other regulations, to include the same task details as described in Phase II regarding the District.

- KLVFD's budget, revenues, expenditures, staff costs
- Sources of recurring and non-recurring revenue
- Methods of financing capital needs
- Other issues related to revenues, expenditures, and annual budgets

---

**Task III-E: Health, Wellness, & Safety Programs**

---

JAG will review any health, wellness, and safety programs within KLVFD.

---

**Task III-F: Capital Assets & Capital Improvement Programs**

---

JAG will conduct a review of any current major capital assets owned and operated by KLVFD, including apparatus and other vehicles and other capital equipment. This will include the same task details as described in Phase II regarding the District, except for the fire stations evaluation.

---

**Task III-G: Service Delivery & Performance**

---

JAG will review and make observations in areas specifically involving or affecting the service levels and performance of KLVFD, to include the same task details as described in Phase II regarding the District.

---

**Task III-H: Training Program**

---

JAG will review evaluate the various components and systems utilized to deliver training and continuing medical education.

---

**Task III-I: Fire Prevention & Public Education Programs**

---

JAG will review and evaluate the various elements of KLVFD's Fire Prevention and Public Education programs.

---

**Task III-J: Emergency Medical Services Support**

---

JAG will review KLVFD's Emergency Medical Services (EMS) delivery system, medical first-response, and related administrative components (e.g., quality improvement, medical direction and administration, logistics, etc.).

## Phase IV—Key Largo Ambulance Corp: Current Conditions

Except where indicated, this phase will include the same processes and tasks as shown in the Phase II.

### Task IV-A: Organizational Overview

---

JAG will conduct an overview of KLVAC and its respective community, to include the same task details as described in Phase II regarding the District.

### IV-B: Management Components & Processes

---

JAG will review and assess KLVAC's basic management processes, to include the same task details as described in Phase II regarding the District.

### Task IV-C: Personnel Management & Staffing

---

JAG will review KLVAC's staffing levels, to include the same task details as described in Phase II regarding the District.

### Task IV-D: Financial Overview

---

JAG will review the existing financial status of KLVAC in accordance with Florida state law and any other regulations. This task will be a basic overview of the fiscal status the organization.

- KLVAC 's budget, revenues, expenditures, staff costs
- Sources of recurring and non-recurring revenue
- Methods of financing capital needs
- Payor mix in the service area
- Billing and collection processes
  - Collection history
  - Patient transport fees
- Other issues related to revenues, expenditures, and annual budgets

### Task IV-E: Health, Wellness, & Safety Programs

---

JAG will review any health, wellness, and safety programs within KLVAC.

### Task IV-F: Capital Assets & Capital Improvement Programs

---

JAG will conduct a review of the current major capital assets of KLVAC, including:

**Ambulances & Other Vehicles**—Review and make recommendations regarding KLVAC 's fleet inventory of ambulances and any other support vehicles. This will be a cursory review as opposed to a detailed mechanical analysis. Items to be reviewed include:

**Other Capital Equipment**—Review KLVAC 's inventory of capital medical equipment (e.g., cardiac monitors, powered ambulance cots, extrication tools, etc.).

---

### **Task IV-G: Service Delivery & Performance**

---

JAG will review and make observations in areas specifically involving or affecting the service levels and performance of KLVAC, including but not be limited to:

- **Demand Study**
  - Analysis of current service demand by incident type
  - Analysis of the temporal variation
  - Analysis and geographic information systems (GIS) display of current service demand density within the overall study area
- **Reliability Study**
  - Analysis of current workload, including unit hour utilization (UHU) of individual ambulances (to the extent data is complete)
  - Analysis of EMS call concurrency
- **Performance Summary**
  - Analysis of actual system response time performance analyzed by individual ambulance or crews (to the extent data is available).
  - Ambulance transport times and hospital turnaround times
- EMS service demand projections over the next 5–10 years

---

### **Task IV-H: Continuing Medical Education Program**

---

JAG will review evaluate the various components and systems utilized to deliver continuing medical education and clinical skills practice.

---

### **Task IV-I: Public Education Programs**

---

JAG will review and evaluate the various elements of KLVAC 's Public Education programs.

---

### **Task IV-J: Emergency Medical Services Support**

---

JAG will review any KLVAC 's Emergency Medical Services (EMS) delivery system and services:

- Medical direction & administration
- Quality management
- Online and offline medical control
- Logistics and supplies management and control
- Other EMS-related administrative functions



## Phase V—Development & Analysis of Future Alternatives

JAG will develop recommended strategies options intended to place the organizations in a position to successfully address future demands for service. capital equipment, facilities, and apparatus.

### Task V-A: Development of Operational & Governance Alternatives

---

JAG will develop the following recommendations with various options and alternatives. This will include but not be limited to:

- Governance and organizational structure
- Adequate operational and staffing needs and organizational structure
- Basic infrastructure
- Identification of any necessary capital equipment and other needs
- Any other issues necessary

### Task V-B: Operational & Fiscal Analysis of Alternatives

---

JAG will prepare estimated projected operational and capital costs for the assorted options described in Task V-A.

### Task V-C: Recommendations & Opinions on Alternatives Developed

---

JAG will recommend what it believes to be the most effective, efficient, and long-term sustainable option for providing fire protection, EMS, and other services to Key Largo.

### Task V-D: General Recommendations

---

During this study, JAG may identify other areas or programs indicating the potential for improvement and will make recommendations accordingly.

## Phase VI—Development, Review, & Delivery of Final Report

### Task VI-A: Development & Review of the Draft Report

---

JAG will develop and produce an electronic version of the draft written report for technical review by representatives of the District, KLVFD, and KLVAC. This feedback is a very important aspect of this project, and JAG will provide adequate opportunities for review and discussion of the draft report before finalization. The report will include:

- Clearly designated recommendations
- Detailed narrative analysis of each report element written and presented in sections with explanatory support to ensure comprehension by all readers
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate

---

### Task VI-B: Publication of the Final Report

---

Following a final technical review and approval by the District, KLVFD, and KLVAC, JAG will provide a total of three (3) printed and bound copies, and an electronic version in PDF format on USB drive for each organization. Additional printed copies can be requested at cost.

### Task VI-C: Presentation of the Final Report

---

JAG will conduct a final presentation of the report to representatives of the District, KLVFD, KLVAC and any other individuals or groups as requested. The presentation will include:

- A summary of the report, methods of analysis, primary findings, and recommendations
- An audio-visual presentation of the study with an opportunity for questions and answers
- A review and explanation of charts, graphs, diagrams, and maps, where appropriate
- All presentation materials, files, graphics, and written material will be provided to the District at the conclusion of the presentation(s)

## Project Completion Timeline

The J. Angle Group estimates a timeline of **8 months** or sooner to complete the project. The timeline will not begin until all necessary data and information needed for successful project completion has been submitted to JAG.

### 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 JAG 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.

JAG has a sufficient team with adequate collective professional competence, and other resources are available to conduct the review and to meet expected timeframes for completing the work.

JAG 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.

See Summary of Qualifications in the next section.

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.**

See Summary of Qualifications in the next section.

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

JAG has assembled a team to conduct this project. Each has a role in other JAG projects. The team will be able to complete the work within the proposed project timeframe.

**Current Projects**

- Project Manager: Fire Department Health and Safety Implementation
- Community Risk Assessment/Standard of Cover
- Community Risk Assessment/Standard of Cover
- Community Risk Assessment/Standard of Cover/Strategic Plan
- Fire Station Location Analysis

**Government Project Mix (2020–2023)**

| District | City | County | Tribal |
|----------|------|--------|--------|
| 37       | 2    | 1      | 1      |

## Summary of Qualifications

### Profile of the J. Angle Group

The J. Angle Group, LLC offers a full range of professional consulting services to various types of emergency service organizations. We are based in Ocala, Florida, and our contract consultants are specifically chosen for each project based on the project type, expertise required for the project, and scope of work desired by the client.

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

The J. Angle Group prides itself on delivering real-world, sustainable solutions based on in-depth data analysis, with supporting interpretations that are readily understood and lead to sound policy decisions.

The primary team that the J. Angle Group has assembled for this project is composed of highly respected active or retired chief officers, the majority of whom are from the state of Florida. In the interest of space, JAG presents abridged versions of each team members qualifications. Additional information can be provided if requested.

## Proposed Project Team

### Adam Poirrier

#### Project Manager/Senior Consultant



Adam has been working in the fire and EMS field for over 20 years in various positions with two full-service city fire departments. He is currently serving as District Fire Chief assigned to fire and EMS operations for the city of St. Pete Beach, Florida. His professional experience also includes serving as a department training officer, an instructor at the St. Petersburg College Fire and Public Safety Training Center, and as a Fire and EMS Consultant. His diverse educational background includes a Master of Public Administration (MPA) from Troy University, Executive Fire Officer (EFO) designation from the National Fire Academy (NFA), Chief Fire Officer (CFO) designation from the Center for Public Safety Excellence, and certifications as a Paramedic, Fire Officer 4, Fire Instructor 3, Fire Safety Inspector 2, Plans Examiner, Fire Investigator 1, Live Fire Instructor 2, Pump Operator, IAFC/IAFF Fire Service Peer Fitness Trainer, Florida and NFA Incident Safety Officer, NFA Health and Safety Officer, Basic Designated Infection Control Officer, and Emergency Vehicle Driver Training Instructor. His relevant affiliations include membership in the International Association of Fire Chiefs, the Florida Fire Chiefs Association, and the Fire Department Safety Officers Association, and service as the former local IAFF Executive Vice President.

### James Angle

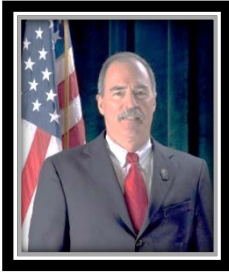
#### Senior Consultant



Jim has extensive, proven experience in data collection and analysis, evaluation of processes, planning skills, and presentation skills. He is very familiar with computers and software for publishing and data analysis, research and evaluation of applicable standards, and regulations and best practices as they apply to organizational programs. 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. He excels at working in a team environment requiring strong collaboration and communication skills. 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.

**Stuart McElhane**

## Senior Consultant



Stuart joined Marion County (FL) as Fire Chief in March 1994 and was appointed Assistant County Administrator for Public Safety in April 2009. He earned an M.S. in Geology in 1981 from the University of Tennessee and for the next thirteen years worked for Shell Oil Company as an exploration geologist in different regions around the world. While working for Shell in Houston, he volunteered for almost ten years with a large combination fire department where he served as Assistant Chief, earning a B.S. in Fire Administration from the University of Maryland in 1992. After retiring from Marion County in 2015, he served in various roles, including COO and Director of Planning and Strategic Services for Emergency Services Consulting International (ESCI) from 2016–2020. He specializes in government financial analysis and offering clients real-world, sustainable solutions to complex problems.

**John A. Stouffer**

## Senior Consultant



Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima Medic One, becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of Director of the Yakima County Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, he has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

**Jackie Weinreich**

## Associate Consultant



Jackie has 35 years of experience in Public Safety technology. Experience includes management of a large-scale Motorola P25 public safety radio system serving 10,500 emergency responders (including dual/master prime sites, & aircraft ASR), communications center operations, training, scheduling and budgeting, 9-1-1 PSAP networks, ESRI mapping, ProQA (EMD-EFD-EPD), incident management, Computer Aided Dispatch, CAD interfaces, software development, mobile data applications, programming, web design, database management, secure networking, IBM/UNIX/HACMP, National Fire Incident Reporting (NFIRS), electronic patient care reporting (EPCR), ISO requirements, Fire/EMS accreditation, CJIS, HIPAA, statistics and analysis, etc.

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.

JAG team members have completed numerous comprehensive studies of fire and EMS services.

### #1—East Lake Tarpon Special Fire Control District

|   |                                     |
|---|-------------------------------------|
| <b>Name of Project:</b>   | Agency Evaluation                   |
| <b>Company Contact Name:</b>  | Jason Gennaro, Fire Chief           |
| <b>Contact Phone/Email Address:</b>   | jgennaro@elfr.org/727-784-8668 x203 |
| <b>Date of Award:</b>   | August 2021                         |
| <b>Date of Completion:</b>  | August 2022                         |
| <b>Project Cost:</b>  | \$31,000                            |
| <b>Project Description</b>  |                                     |
| The J. Angle Group, LLC was retained by the East Lake Tarpon Special Fire Control District (ELFR) to provide a Comprehensive Agency Analysis. |                                     |

### #2—City of Largo

|   |   |
|---|---|
| <b>Name of Project:</b>   | Community Risk Assessment/Standard of Cover |
| <b>Company Contact Name:</b>  | Chad Pittman, Fire Chief                    |
| <b>Contact Phone/Email Address:</b>                                       | cpittman@largo.com/727-479-3044             |
| <b>Date of Award:</b>   | November 2022                               |
| <b>Date of Completion:</b>  | March 2024                                  |
| <b>Project Cost:</b>  | \$34,500                                    |
| <b>Project Description</b>  |   |
| Largo Fire Rescue retained the J. Angle Group, LLC to complete a CFR/SOC. |   |

### #3—Various Florida Special Fire Control Districts (30)

|  |                                      |
|--|--------------------------------------|
| <b>Name of Project:</b>  | Special District Performance Reviews |
| <b>Company Contact Name:</b>   | Dave Slovin, CMO                     |
| <b>Contact Phone/Email Address:</b>  | dave.slovin@gmail.com/678-595-8258   |
| <b>Date of Award:</b>  | June 2022                            |
| <b>Date of Completion:</b>   | July 2023                            |
| <b>Project Cost:</b>   | Special District Performance Reviews |
| <b>Project Description</b>   |                                      |
| The J. Angle Group, LLC was retained by BJM-CPA as a subcontractor to complete 30 state-mandated performance reviews that included operational analysis and recommendations. |                                      |

### #4—Village Center Community Development District

|                                     |                                     |
|-------------------------------------|-------------------------------------|
| <b>Name of Project:</b>             | Review Governance & Funding Options |
| <b>Company Contact Name:</b>        | Edmund Cain, Fire Chief (Retired)   |
| <b>Contact Phone/Email Address:</b> | 352-636-3365                        |
| <b>Date of Award:</b>               | September 2020                      |
| <b>Date of Completion:</b>          | December 2021                       |
| <b>Project Cost:</b>                | \$25,000                            |

#### Project Description

The J. Angle Group, LLC, reviewed the current governance and associated funding of the Villages Public Safety Department (VPSD) to develop options for the VCCDD to consider as VPSD continues to grow and meet the expanding needs of The Villages and its service area into the future.

### 11. Experiences Summary Matrix

| Name<br>Title<br>Projects from #10                                      | Area of<br>Expertise   | Employer<br>Consultant<br>for/Office<br>Location |
|---|--|--|
| <b>Adam Poirier</b><br>Project Manager<br>Senior Consultant<br>#1, 2, 3 | Emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking   | JAG<br>Ocala                                     |
| <b>James Angle</b><br>Senior Consultant<br>#1, 2, 3, 4                  | Emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking   | JAG<br>Ocala                                     |
| <b>Stuart McElhaney</b><br>Senior Consultant<br># 4                     | Emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking   | JAG<br>Ocala                                     |
| <b>John A. Stouffer</b><br>Senior Consultant<br># N/A                   | Emergency service master planning, strategic planning, fiscal analysis, incident analysis, cooperative services analysis, EMS delivery, staffing assessments, and benchmarking   | JAG<br>Ocala                                     |
| <b>Jackie Weinreich</b><br>Associate Consultant<br># N/A                | Software development, mobile data applications, programming, web design, database management, secure networking, IBM/UNIX/HACMP, National Fire Incident Reporting (NFIRS), electronic patient care reporting (EPCR), ISO requirements, Fire/EMS accreditation. | JAG<br>Ocala                                     |

## 12. Three Client References

Please see item # 10 above.

## 13. Summary and disposition of any individual cases of litigation, judgments and/or legal actions, entered against Consultant or sub-consultant (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.

The J. Angle Group has no past and/or pending litigation or unresolved lawsuits.

## 14. Detailed cost for the Project

The following is the all-inclusive fixed price of this proposal, including all expenses.

- This price includes a three-day site visit and one in-person final report presentation. Additional meetings will be held virtually unless an in-person presentation is requested, in which case the cost will be negotiated based on need and request.
- This price will remain valid for 180 days.

| Project Phase   | Total Fee for all Phases | Proposed Payment |
|---|--------------------------|------------------|
| <b>Phase I:</b> Project Preparation & Commencement            | <b>44,600</b>            | <b>20%</b>       |
| <b>Phase II:</b> Key Largo Fire Rescue & EMS                  |                          | <b>15%</b>       |
| <b>Phase III:</b> Key Largo Volunteer Fire Department         |                          | <b>15%</b>       |
| <b>Phase IV:</b> Key Largo Ambulance Corp                     |                          | <b>15%</b>       |
| <b>Phase V:</b> Development & Analysis of Future Alternatives |                          | <b>25%</b>       |
| <b>Phase VI:</b> Development & Delivery of Final Report       |                          | <b>10%</b>       |
| <b>TOTAL FEE</b> (including all expenses):                    | <b>\$44,600</b>          |                  |

## 15. Required forms.

- Key Personnel Form – See # 11. Experiences Summary Matrix
- Experiences Summary Matrix – See # 11. Experiences Summary Matrix
- Signed Sworn Statement under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes – See Appendix B
- Reference Forms – See Summary of Qualifications
- E-Verify Affidavits – See Appendix A



## Other Information

### Disclosures & Practices

- **Insurance**—An insurance certificate will be provided at the time of the contract.
- **FEI/EIN Number**—26-2422388

### Public Entity Crime Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a bid 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 a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in S.287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

The J. Angle Group, LLC is not in violation of any statutes or regulatory rules that could potentially impact the firm's operations. All applicable laws and regulations of the state of Florida and ordinances and regulations of the fire districts will apply.

# Appendix A: E-Verify Affidavit

## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

### E-VERIFY AFFIDAVIT

Beginning January 1, 2021, Florida law requires all contractors doing business with the Key Largo Fire Rescue & 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](http://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.

May 6, 2024  
Date

[Signature]  
(Signature of Authorized Representative)

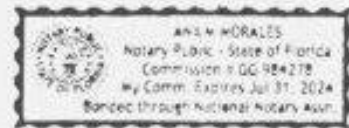
STATE OF Florida, COUNTY OF Manatee

PERSONALLY APPEARED BEFORE ME, the undersigned authority, J. Angle Group, LLC President  
James Steven Angle who,  being personally known or  having  
produced FL DL Exp 01/05/2030 as  
identification, and after first being sworn by me, affixed his/her signature in the space provided above on this  
06 day of May  
20, 2024

[Signature]  
Signature, NOTARY PUBLIC Ana M. Morales

July 31, 2024  
My commission expires:

STAMP/SEAL



## Appendix B: Sworn Statement Pursuant to Florida Law

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

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

1. This sworn statement is submitted with Bid, Proposal, or Contract No. RFP 2024-001  
for KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT  
[print name of the public entity]
  
2. This sworn statement is submitted by James Angle, President  
[print individual's name and title]  
for J. Angle Group, LLC  
[print name of entity submitting sworn statement]  
whose business address is 3035 SE Maricamp Rd #104 PMB #148, Ocala Fl 34471  
and (if applicable) its Federal Employer Identification Number (FEIN) is 26-2422388

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

3. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or Contract for goods or services to be provided to any public entity or an agency or political subdivision involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
  
4. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment of information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
  
5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. Predecessor or successor of a person convicted of a public entity crime; or

- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.
  - c. Those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Check the one statement that applies.]

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.


The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the Bidder or Vendor (Bidder) or any affiliate of the Bidder or Vendor (Bidder) has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies):

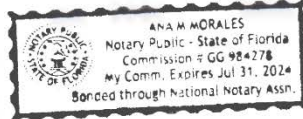
There has been a proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings. The Final Order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. [Attach a copy of the final order]

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services).

  
 [Signature] \_\_\_\_\_  
 STATE OF FLORIDA Marion COUNTY OF \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ May 6, 2024 \_\_\_\_\_  
 [Date]

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first  
J. Anje Group, LLC President  
James Seteven Anje being sworn by me, affixed his/her  
 signature in the space [Name]  
 provided above on this day of May 06, 2024.  
 Notary Public My commission expires July 31, 2024  
 Ana M. Morales



# Appendix C: Debarment Certification


## 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 4th day of May, 2024.

By   
 Authorized Signature/Consultant  
James Angle  
 Typed Name/Title  
J Angle Group, LLC  
 Consultant's Firm Name  
3035 SE Maricamp Rd # 104 PMB # 148  
 Street Address  
Ocala, FL 34471  
 City/State/Zip Code  
727-639-4399  
 Area Code/Telephone Number

# **ATTACHMENT C**

**9a**



**KLVED  
BUDGET  
FY25  
OPTION 1**

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 1 - Adding 3 Employees**

| Acct #                                    | Computation / Explanation   | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|---|---|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
| 120                                       | Regular Salaries & Wages:<br>Administrative Stipend (\$1,000 per month 3-Captains Handling Admin. Duties) (\$250 per month for 1 Lieutenant handling all vehicle maintenance coordination & scheduling) | 39,000                         | 39,000                        | 19,500                  | 39,000                           | -                               |
| .02                                       | Career Staffing Operational Salaries (23 Employees)   | 1,752,278                      | 1,421,082                     | 763,709                 | 1,409,924                        | 331,196                         |
| <i>Total Regular Salaries &amp; Wages</i> |   | 1,791,278                      | 1,460,082                     | 783,209                 | 1,448,924                        | 331,196                         |
| 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)  | 40,000                         | 82,000                        | 25,388                  | 50,776                           | (42,000)                        |
| <i>Total Volunteer Pay</i>                |   | 40,000                         | 82,000                        | 25,388                  | 50,776                           | (42,000)                        |
| 140                                       | Overtime wages - Increased to account for minimum staffing levels & additional vaca/sick time   | 230,000                        | 200,000                       | 95,091                  | 190,182                          | 30,000                          |
| 210                                       | Employer Payroll Taxes @ 7.65% of Pay - Increased to account for additional positions   | 140,093                        | 117,969                       | 69,112                  | 129,276                          | 22,124                          |
| 220                                       | Retirement Plan - 401(k) (10% Match) - 23 Employees - If all contribute   | 171,762                        | 70,000                        | 33,957                  | 67,914                           | 101,762                         |
| 230                                       | Employee Insurance Benefits   |                                |                               |                         |                                  |                                 |
|   | Medical/Dental/Vision/Life Insurance for 23 Career Employees  | 218,500                        | 191,400                       | 90,069                  | 180,138                          | 27,100                          |
|   | Proposed 50% family health care coverage - up for discussion  | 70,000                         | -                             | -                       | -                                | 70,000                          |
|   | Statutory AD&D  | 2,084                          | 2,928                         | inc above               | inc above                        | (844)                           |
| <i>Total Insurance Benefits</i>           |   | 290,584                        | 194,328                       | 90,069                  | 180,138                          | 96,256                          |
| 240                                       | Worker's Compensation   | 70,870                         | 55,572                        | 70,870                  | 70,870                           | 15,298                          |
| 250                                       | Unemployment Tax  | 2,835                          | 2,835                         | -                       | 2,835                            | -                               |
| 312                                       | Professional Services:  |                                |                               |                         |                                  |                                 |
|   | Grant Writing Services - AFG, and State Grants  | 7,500                          | 5,000                         | 1,000                   | 2,500                            | 2,500                           |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 1 - Adding 3 Employees**

| Acct # | Computation / Explanation  | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|--|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
|        | Firefighter Annual Physicals   | 20,000                         | 20,000                        | -                       | 15,483                           | -                               |
|        | Background Checks, Drug Testing, Drivers License Checks  | 1,000                          | 1,000                         | 148                     | 250                              | -                               |
|        | <i>Total Professional Services</i>   | 28,500                         | 26,000                        | 1,148                   | 18,233                           | 2,500                           |
| 314    | Legal Services (Requires District Board Approval) - <b>Added per District Board discussion</b> | 10,000                         | -                             | -                       | -                                | 10,000                          |
| 320    | Accounting Fees - <b>Increased for additional positions</b>                                    | 17,250                         | 15,000                        | 7,957                   | 15,914                           | 2,250                           |
| 400    | Travel & Per Diem - (Greater FL Fire School, Orlando Fire Conference, Seminars, etc.)          | 2,500                          | 2,500                         | -                       | 149                              | -                               |
| 410    | Phones, Television & Internet (Station Phones, TV, Air Cards)                                  | 21,000                         | 15,000                        | 10,292                  | 20,584                           | 6,000                           |
| 411    | Advertising  | 520                            | 520                           | -                       | -                                | -                               |
| 412    | Postage & Freight  | 520                            | 520                           | 95                      | 190                              | -                               |
| 430    | Utilities  |                                |                               |                         |                                  |                                 |
| .01    | Electric   | 28,000                         | 28,000                        | 10,212                  | 20,424                           | -                               |
| .02    | Water  | 9,000                          | 9,000                         | 5,994                   | 11,988                           | -                               |
| .03    | Fire Hydrant Maintenance @ \$50 per hydrant  | 16,700                         | 16,700                        | 14,000                  | 14,000                           | -                               |
| .04    | Propane Gas  | 400                            | 400                           | 251                     | 400                              | -                               |
| .07    | TV Service   | 5,500                          | 5,500                         | 2,661                   | 5,322                            | -                               |
|        | <i>Total Utilities</i>   | 59,600                         | 59,600                        | 33,118                  | 52,134                           | -                               |
| 440    | Rent & Leases:   |                                |                               |                         |                                  |                                 |
|        | Station 24 & 25 Copier/Scanner/Fax Lease   | 4,700                          | 3,550                         | 1,772                   | 3,544                            | 1,150                           |
|        | Oxygen Tank Rental   | 1,500                          | 1,500                         | -                       | -                                | -                               |
|        | Annual Lease Payment - DEP Station 25 Property   | 300                            | 300                           | 300                     | 300                              | -                               |
|        | ESO Database NFRIS Incident Reporting Program Support and Maintenance & SmartCop CAD           | 15,761                         | 15,761                        | 20,612                  | 20,612                           | -                               |
|        | Software - Fire Manager Scheduling and Time & Attendance Software                              | 4,182                          | 2,600                         | 4,182                   | 4,182                            | 1,582                           |
|        | <i>Total Rent &amp; Leases</i>   | 26,443                         | 23,711                        | 26,866                  | 28,638                           | 2,732                           |
| 450    | Risk Management  |                                |                               |                         |                                  |                                 |
|        | Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)          | 70,134                         | 58,129                        | 70,982                  | 70,982                           | 12,005                          |
|        | Cancer Benefit Insurance (New FL Statue)   | 2,145                          | 2,090                         | 2,145                   | 2,145                            | 55                              |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 1 - Adding 3 Employees**

| Acct # | Computation / Explanation   | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|---|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
|        | Accident and Sickness   | 6,080                          | 5,926                         | 6,080                   | 6,080                            | 154                             |
|        | Storage Tank Liability  | 1,723                          | 1,723                         | 1,810                   | 1,810                            | -                               |
|        | <i>Total Risk Management</i>  | 80,082                         | 67,868                        | 81,017                  | 81,017                           | 12,214                          |
| 460    | Repair & Maintenance: Equipment   | 24,500                         | 30,050                        | 7,018                   | 14,036                           | (5,550)                         |
| 461    | Repair & Maintenance: Buildings & Grounds                               | 33,295                         | 82,705                        | 26,285                  | 52,570                           | (49,410)                        |
| 462    | Repair & Maintenance: Vehicles  | 61,200                         | 60,000                        | 12,923                  | 40,846                           | 1,200                           |
| 470    | Printing and Binding  | 104                            | 104                           | -                       | -                                | -                               |
| 490    | General Departmental: General Office & Administrative Costs             |                                |                               |                         |                                  |                                 |
| .05    | Other including Recruitment & Retention - Awards Ceremony               | 10,000                         | 1,500                         | -                       | -                                | 8,500                           |
| .06    | Computer/IT services  | 7,500                          | 7,500                         | 3,230                   | 6,290                            | -                               |
|        | <i>Total General Departmental</i>                                       | 17,500                         | 9,000                         | 3,230                   | 6,290                            | 8,500                           |
| 491    | Training - Instructor Fees, Education, Student Text and Fire Prevention |                                |                               |                         |                                  |                                 |
| .01    | In-house training courses (Outside/In-house instructors/vendors)        | 29,000                         | 28,720                        | 9,931                   | 12,431                           | 280                             |
| .02    | Out of area training  | 11,000                         | 16,000                        | -                       | -                                | (5,000)                         |
| .03    | Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School     | 3,500                          | 3,500                         | 3,897                   | 3,897                            | -                               |
| .04    | Education & Text Books  | 6,000                          | 1,000                         | 1,165                   | 1,165                            | 5,000                           |
| .05    | KAPLAN online education   | 5,000                          | 3,000                         | 4,635                   | 4,635                            | 2,000                           |
| .06    | Tuition Reimbursement   | -                              | -                             | -                       | -                                | -                               |
|        | <i>Total Training</i>   | 54,500                         | 52,220                        | 19,628                  | 22,128                           | 2,280                           |
| 510    | Office Supplies   | 3,000                          | 3,000                         | 1,915                   | 3,830                            | -                               |
| 520    | Operating Supplies  |                                |                               |                         |                                  |                                 |
| .01    | Fire Ground Safety (highway vests, cones, etc.)                         | 2,000                          | 1,000                         | 690                     | 1,380                            | 1,000                           |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025  
BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 1 - Adding 3 Employees**

| Acct #   | Computation / Explanation   | Option 1 - Adding 3 Employees |                         |                      |                            | Budget Increase / (Decrease) |
|--|---|-------------------------------|-------------------------|----------------------|----------------------------|------------------------------|
|  |   | FY 24-25 Proposed Budget      | FY 23-24 Adopted Budget | FY 23-24 Actuals YTD | FY 23-24 Projected Actuals |                              |
| .02  | Daily Operating/Maintenance Supplies including small tools less then 1k   | 48,900                        | 50,000                  | 22,974               | 45,948                     | (1,100)                      |
| .03  | Medical Supplies & Equipment  | 15,000                        | 8,000                   | 11,138               | 22,276                     | 7,000                        |
| .05  | Station Cleaning/Housekeeping Supplies  | 5,000                         | 5,000                   | 2,600                | 5,200                      | -                            |
| .06  | Firefighting PPE, Cleaning, Maintenance & Inspections - <b>Includes 3 new hires</b>   | 47,500                        | 45,000                  | 48,150               | 96,300                     | 2,500                        |
| .07  | Clothing, Apparel - Station uniforms - <b>Class A for new employees</b>   | 17,500                        | 9,000                   | 5,804                | 11,608                     | 8,500                        |
| .08  | Fire fighting Foam or suppression agent   | 8,000                         | 8,000                   | -                    | 5,400                      | -                            |
| <i>Total Operating Supplies</i>  |   | 143,900                       | 126,000                 | 91,356               | 188,112                    | 17,900                       |
| 521  | Fuel: Gasoline (for portable equipment)   | 100                           | 100                     | -                    | 1,000                      | -                            |
| 522  | Fuel: Diesel  | 20,000                        | 20,000                  | (1,645)              | 17,698                     | -                            |
| 540  | Dues, Subscriptions and Publications  | 4,192                         | 4,192                   | 1,763                | 3,630                      | -                            |
| 620  | Capital Outlay: Buildings<br>Station 24 Second Story  | -                             | -                       | -                    | -                          | -                            |
| <i>Total Capital Outlay: Buildings</i>                                   |   | -                             | -                       | -                    | -                          | -                            |
| 630  | Capital Outlay: Infrastructure Improvements - Fire Hydrants<br>\$150,000 from Monroe County ILA   | -                             | -                       | -                    | -                          | -                            |
| <i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i> |   | -                             | -                       | -                    | -                          | -                            |
| 640  | Capital Outlay: Equipment & Vehicles  |                               |                         | 39,130               | 39,130                     |                              |
|  | TFT Hydrant Assist Valves for E24, E25, T24, L25 (4 total)  | 19,000                        | -                       | -                    | 63,230                     | 19,000                       |
|  | ATV Muel for Hurricane recovery & recon after storms (also for special details and emergency response) with trailer   | 37,500                        | -                       | -                    | 78,230                     | 37,500                       |
|  | Hurst Saltwater Submersible Extrication Tools 1 full set and other components.  | 80,000                        | -                       | -                    | -                          | 80,000                       |
|  | Rope Rescue - Allstar Rescue Descender/Ascender   | 2,000                         | -                       | -                    | -                          | 2,000                        |
| <i>Total Capital Outlay: Equipment</i>                                   |   | 138,500                       | -                       | 39,130               | 180,590                    | 138,500                      |
| 641  | Capital Outlay: Small Tools & Equipment<br>Various Tools, Equipment, etc. Costing >\$1,000 but < \$ 5,000 per each item and a useful life of 1 year or more | 10,000                        | 10,000                  | 8,915                | 10,000                     | -                            |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025  
BUDGET DETAILS - FIRE DEPARTMENT**

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

Option 1 - Adding 3 Employees

| Acct # | Computation / Explanation     | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|-------------------------------|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
|        | <i>Total Operating Budget</i> | 3,174,366                      | 2,710,876                     | 1,456,705               | 2,640,000                        | 463,490                         |
|        | <i>Total Capital Budget</i>   | 148,500                        | 10,000                        | 48,045                  | 190,590                          | 138,500                         |
|        | <i>Total</i>                  | <u>3,322,866</u>               | <u>2,720,876</u>              | <u>1,504,750</u>        | <u>2,830,590</u>                 | <u>601,990</u>                  |

**KLVED  
BUDGET  
FY25  
OPTION 2**

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 2 - With SAFER**

| Acct # | Computation / Explanation   | Option 2 - With SAFER    |                         |                      |                            | Budget Increase / (Decrease) |
|--------|---|--------------------------|-------------------------|----------------------|----------------------------|------------------------------|
|        |   | FY 24-25 Proposed Budget | FY 23-24 Adopted Budget | FY 23-24 Actuals YTD | FY 23-24 Projected Actuals |                              |
| 120    | Regular Salaries & Wages:<br>Administrative Stipend (\$1,000 per month 3-Captains Handling Admin. Duties) (\$250 per month for 1 Lieutenant handling all vehicle maintenance coordination & scheduling) | 39,000                   | 39,000                  | 19,500               | 39,000                     | -                            |
| .02    | Career Staffing Operational Salaries (20 Employees)   | 1,571,310                | 1,421,082               | 763,709              | 1,409,924                  | 150,228                      |
| .03    | SAFER Grant (13 Positions) If awarded - Includes payroll taxes  | 868,737                  | -                       | -                    | -                          | 868,737                      |
|        | <i>Total Regular Salaries &amp; Wages</i>   | 2,479,047                | 1,460,082               | 783,209              | 1,448,924                  | 1,018,965                    |
| 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)  | 40,000                   | 82,000                  | 25,388               | 50,776                     | (42,000)                     |
|        | <i>Total Volunteer Pay</i>  | 40,000                   | 82,000                  | 25,388               | 50,776                     | (42,000)                     |
| 140    | Overtime wages - Increased to account for minimum staffing levels & additional vaca/sick time   | 230,000                  | 200,000                 | 95,091               | 190,182                    | 30,000                       |
| 210    | Employer Payroll Taxes @ 7.65% of Pay - Increased to account for additional positions   | 126,249                  | 117,969                 | 69,112               | 129,276                    | 8,280                        |
| 220    | Retirement Plan - 401(k) (10% Match) - 23 Employees - If all contribute   | 154,023                  | 70,000                  | 33,957               | 67,914                     | 84,023                       |
| 220    | Retirement Plan - 401(k) (13 SAFER Positions)   | 80,700                   | -                       | -                    | -                          | 80,700                       |
| 230    | Employee Insurance Benefits   |                          |                         |                      |                            |                              |
|        | Medical/Dental/Vision/Life Insurance for 23 Career Employees  | 190,000                  | 191,400                 | 90,069               | 180,138                    | (1,400)                      |
|        | Medical/Dental/Vision/Life Insurance for 13 SAFER Employees   | 123,279                  | -                       | -                    | -                          | 123,279                      |
|        | Proposed 50% family health care coverage - up for discussion  | 70,000                   | -                       | -                    | -                          | 70,000                       |
|        | Statutory AD&D  | 2,084                    | 2,928                   | inc above            | inc above                  | (844)                        |
|        | <i>Total Insurance Benefits</i>   | 385,363                  | 194,328                 | 90,069               | 180,138                    | 191,035                      |
| 240    | Worker's Compensation   | 70,870                   | 55,572                  | 70,870               | 70,870                     | 15,298                       |
| 250    | Unemployment Tax  | 2,835                    | 2,835                   | -                    | 2,835                      | -                            |



**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 2 - With SAFER**

| Acct # | Computation / Explanation  | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|--|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
| 312    | Professional Services:   |                                |                               |                         |                                  |                                 |
|        | Grant Writing Services - AFG, and State Grants   | 7,500                          | 5,000                         | 1,000                   | 2,500                            | 2,500                           |
|        | Firefighter Annual Physicals   | 20,000                         | 20,000                        | -                       | 15,483                           | -                               |
|        | Background Checks, Drug Testing, Drivers License Checks  | 1,000                          | 1,000                         | 148                     | 250                              | -                               |
|        | <i>Total Professional Services</i>   | 28,500                         | 26,000                        | 1,148                   | 18,233                           | 2,500                           |
| 314    | Legal Services (Requires District Board Approval) - <b>Added per District Board discussion</b> | 10,000                         | -                             | -                       | -                                | 10,000                          |
| 320    | Accounting Fees - <b>Increased for additional positions</b>                                    | 17,250                         | 15,000                        | 7,957                   | 15,914                           | 2,250                           |
| 400    | Travel & Per Diem - (Greater FL Fire School, Orlando Fire Conference, Seminars, etc.)          | 2,500                          | 2,500                         | -                       | 149                              | -                               |
| 410    | Phones, Television & Internet (Station Phones, TV, Air Cards)                                  | 21,000                         | 15,000                        | 10,292                  | 20,584                           | 6,000                           |
| 411    | Advertising  | 520                            | 520                           | -                       | -                                | -                               |
| 412    | Postage & Freight  | 520                            | 520                           | 95                      | 190                              | -                               |
| 430    | Utilities  |                                |                               |                         |                                  |                                 |
| .01    | Electric   | 28,000                         | 28,000                        | 10,212                  | 20,424                           | -                               |
| .02    | Water  | 9,000                          | 9,000                         | 5,994                   | 11,988                           | -                               |
| .03    | Fire Hydrant Maintenance @ \$50 per hydrant  | 16,700                         | 16,700                        | 14,000                  | 14,000                           | -                               |
| .04    | Propane Gas  | 400                            | 400                           | 251                     | 400                              | -                               |
| .07    | TV Service   | 5,500                          | 5,500                         | 2,661                   | 5,322                            | -                               |
|        | <i>Total Utilities</i>   | 59,600                         | 59,600                        | 33,118                  | 52,134                           | -                               |
| 440    | Rent & Leases:   |                                |                               |                         |                                  |                                 |
|        | Station 24 & 25 Copier/Scanner/Fax Lease   | 4,700                          | 3,550                         | 1,772                   | 3,544                            | 1,150                           |
|        | Oxygen Tank Rental   | 1,500                          | 1,500                         | -                       | -                                | -                               |
|        | Annual Lease Payment - DEP Station 25 Property   | 300                            | 300                           | 300                     | 300                              | -                               |
|        | ESO Database NFRIS Incident Reporting Program Support and Maintenance & SmartCop CAD           | 15,761                         | 15,761                        | 20,612                  | 20,612                           | -                               |
|        | Software - Fire Manager Scheduling and Time & Attendance Software                              | 4,182                          | 2,600                         | 4,182                   | 4,182                            | 1,582                           |
|        | <i>Total Rent &amp; Leases</i>   | 26,443                         | 23,711                        | 26,866                  | 28,638                           | 2,732                           |
| 450    | Risk Management  |                                |                               |                         |                                  |                                 |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 2 - With SAFER**

| Acct # | Computation / Explanation   | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|---|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
|        | Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto) | 70,134                         | 58,129                        | 70,982                  | 70,982                           | 12,005                          |
|        | Cancer Benefit Insurance (New FL Statue)  | 2,145                          | 2,090                         | 2,145                   | 2,145                            | 55                              |
|        | Accident and Sickness   | 6,080                          | 5,926                         | 6,080                   | 6,080                            | 154                             |
|        | Storage Tank Liability  | 1,723                          | 1,723                         | 1,810                   | 1,810                            | -                               |
|        | <i>Total Risk Management</i>  | 80,082                         | 67,868                        | 81,017                  | 81,017                           | 12,214                          |
| 460    | Repair & Maintenance: Equipment   | 24,500                         | 30,050                        | 7,018                   | 14,036                           | (5,550)                         |
| 461    | Repair & Maintenance: Buildings & Grounds   | 33,295                         | 82,705                        | 26,285                  | 52,570                           | (49,410)                        |
| 462    | Repair & Maintenance: Vehicles  | 61,200                         | 60,000                        | 12,923                  | 40,846                           | 1,200                           |
| 470    | Printing and Binding  | 104                            | 104                           | -                       | -                                | -                               |
| 490    | General Departmental: General Office & Administrative Costs                           |                                |                               |                         |                                  |                                 |
| .05    | Other including Recruitment & Retention - Awards Ceremony                             | 10,000                         | 1,500                         | -                       | -                                | 8,500                           |
| .06    | Computer/IT services  | 7,500                          | 7,500                         | 3,230                   | 6,290                            | -                               |
|        | <i>Total General Departmental</i>   | 17,500                         | 9,000                         | 3,230                   | 6,290                            | 8,500                           |
| 491    | Training - Instructor Fees, Education, Student Text and Fire Prevention               |                                |                               |                         |                                  |                                 |
| .01    | In-house training courses (Outside/In-house instructors/vendors)                      | 29,000                         | 28,720                        | 9,931                   | 12,431                           | 280                             |
| .02    | Out of area training  | 11,000                         | 16,000                        | -                       | -                                | (5,000)                         |
| .03    | Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School                   | 3,500                          | 3,500                         | 3,897                   | 3,897                            | -                               |
| .04    | Education & Text Books  | 6,000                          | 1,000                         | 1,165                   | 1,165                            | 5,000                           |
| .05    | KAPLAN online education   | 5,000                          | 3,000                         | 4,635                   | 4,635                            | 2,000                           |
| .06    | Tuition Reimbursement   | -                              | -                             | -                       | -                                | -                               |
|        | <i>Total Training</i>   | 54,500                         | 52,220                        | 19,628                  | 22,128                           | 2,280                           |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025  
BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 2 - With SAFER**

| Acct # | Computation / Explanation   | Option 2 - With SAFER    |                         |                      |                            | Budget Increase / (Decrease) |
|--------|---|--------------------------|-------------------------|----------------------|----------------------------|------------------------------|
|        |   | FY 24-25 Proposed Budget | FY 23-24 Adopted Budget | FY 23-24 Actuals YTD | FY 23-24 Projected Actuals |                              |
| 510    | Office Supplies   | 3,000                    | 3,000                   | 1,915                | 3,830                      | -                            |
| 520    | Operating Supplies  |                          |                         |                      |                            |                              |
| .01    | Fire Ground Safety (highway vests, cones, etc.)   | 2,000                    | 1,000                   | 690                  | 1,380                      | 1,000                        |
| .02    | Daily Operating/Maintenance Supplies including small tools less then 1k   | 48,900                   | 50,000                  | 22,974               | 45,948                     | (1,100)                      |
| .03    | Medical Supplies & Equipment  | 15,000                   | 8,000                   | 11,138               | 22,276                     | 7,000                        |
| .05    | Station Cleaning/Housekeeping Supplies  | 5,000                    | 5,000                   | 2,600                | 5,200                      | -                            |
| .06    | Firefighting PPE, Cleaning, Maintenance & Inspections - Includes 13 SAFER Employees                                 | 99,500                   | 45,000                  | 48,150               | 96,300                     | 54,500                       |
| .07    | Clothing, Apparel - Station uniforms - Class A for new employees  | 17,500                   | 9,000                   | 5,804                | 11,608                     | 8,500                        |
| .08    | Fire fighting Foam or suppression agent   | 8,000                    | 8,000                   | -                    | 5,400                      | -                            |
|        | <i>Total Operating Supplies</i>   | 195,900                  | 126,000                 | 91,356               | 188,112                    | 69,900                       |
| 521    | Fuel: Gasoline (for portable equipment)   | 100                      | 100                     | -                    | 1,000                      | -                            |
| 522    | Fuel: Diesel  | 20,000                   | 20,000                  | (1,645)              | 17,698                     | -                            |
| 540    | Dues, Subscriptions and Publications  | 4,192                    | 4,192                   | 1,763                | 3,630                      | -                            |
| 620    | Capital Outlay: Buildings   |                          |                         |                      |                            |                              |
|        | Station 24 Second Story   | -                        | -                       | -                    | -                          | -                            |
|        | <i>Total Capital Outlay: Buildings</i>  | -                        | -                       | -                    | -                          | -                            |
| 630    | Capital Outlay: Infrastructure Improvements - Fire Hydrants   |                          |                         |                      |                            |                              |
|        | \$150,000 from Monroe County ILA  | -                        | -                       | -                    | -                          | -                            |
|        | <i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i>  | -                        | -                       | -                    | -                          | -                            |
| 640    | Capital Outlay: Equipment & Vehicles  |                          |                         | 39,130               | 39,130                     |                              |
|        | TFT Hydrant Assist Valves for E24, E25, T24, L25 (4 total)  | 19,000                   | -                       | -                    | 63,230                     | 19,000                       |
|        | ATV Muel for Hurricane recovery & recon after storms (also for special details and emergency response) with trailer | 37,500                   | -                       | -                    | 78,230                     | 37,500                       |
|        | Hurst Saltwater Submersible Extrication Tools 1 full set and other components.                                      | 80,000                   | -                       | -                    | -                          | 80,000                       |
|        | Rope Rescue - Allstar Rescue Descender/Ascender   | 2,000                    | -                       | -                    | -                          | 2,000                        |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025  
BUDGET DETAILS - FIRE DEPARTMENT**

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

Option 2 - With SAFER

| Acct # | Computation / Explanation  | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|--|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
|        | <i>Total Capital Outlay: Equipment</i>   | 138,500                        | -                             | 39,130                  | 180,590                          | 138,500                         |
| 641    | Capital Outlay: Small Tools & Equipment<br>Various Tools, Equipment, etc. Costing >\$1,000 but < \$ 5,000 per each item and a useful life<br>of 1 year or more | 10,000                         | 10,000                        | 8,915                   | 10,000                           | -                               |
|        | <i>Total Operating Budget</i>  | 4,075,770                      | 2,710,876                     | 1,456,705               | 2,640,000                        | 1,364,894                       |
|        | <i>Total Capital Budget</i>  | 148,500                        | 10,000                        | 48,045                  | 190,590                          | 138,500                         |
|        | <i>Total</i>   | <u><b>4,224,270</b></u>        | <u><b>2,720,876</b></u>       | <u><b>1,504,750</b></u> | <u><b>2,830,590</b></u>          | <u><b>1,503,394</b></u>         |

**KLVED  
BUDGET  
FY25  
OPTION 3**

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 3 - Adding 3 Employees With Fire Boat & Training**

| Acct #                                    | Computation / Explanation   | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|---|---|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
| 120                                       | Regular Salaries & Wages:<br>Administrative Stipend (\$1,000 per month 3-Captains Handling Admin. Duties) (\$250 per month for 1 Lieutenant handling all vehicle maintenance coordination & scheduling) | 39,000                         | 39,000                        | 19,500                  | 39,000                           | -                               |
| .02                                       | Career Staffing Operational Salaries (23 Employees)   | 1,752,278                      | 1,421,082                     | 763,709                 | 1,409,924                        | 331,196                         |
| <i>Total Regular Salaries &amp; Wages</i> |   | 1,791,278                      | 1,460,082                     | 783,209                 | 1,448,924                        | 331,196                         |
| 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)  | 40,000                         | 82,000                        | 25,388                  | 50,776                           | (42,000)                        |
| <i>Total Volunteer Pay</i>                |   | 40,000                         | 82,000                        | 25,388                  | 50,776                           | (42,000)                        |
| 140                                       | Overtime wages - Increased to account for minimum staffing levels & additional vaca/sick time   | 230,000                        | 200,000                       | 95,091                  | 190,182                          | 30,000                          |
| 210                                       | Employer Payroll Taxes @ 7.65% of Pay - Increased to account for additional positions   | 140,093                        | 117,969                       | 69,112                  | 129,276                          | 22,124                          |
| 220                                       | Retirement Plan - 401(k) (10% Match) - 23 Employees - If all contribute   | 171,762                        | 70,000                        | 33,957                  | 67,914                           | 101,762                         |
| 230                                       | Employee Insurance Benefits   |                                |                               |                         |                                  |                                 |
|   | Medical/Dental/Vision/Life Insurance for 23 Career Employees  | 218,500                        | 191,400                       | 90,069                  | 180,138                          | 27,100                          |
|   | Proposed 50% family health care coverage - up for discussion  | 70,000                         | -                             | -                       | -                                | 70,000                          |
|   | Statutory AD&D  | 2,084                          | 2,928                         | inc above               | inc above                        | (844)                           |
| <i>Total Insurance Benefits</i>           |   | 290,584                        | 194,328                       | 90,069                  | 180,138                          | 96,256                          |
| 240                                       | Worker's Compensation   | 70,870                         | 55,572                        | 70,870                  | 70,870                           | 15,298                          |
| 250                                       | Unemployment Tax  | 2,835                          | 2,835                         | -                       | 2,835                            | -                               |
| 312                                       | Professional Services:<br>Grant Writing Services - AFG, and State Grants  | 7,500                          | 5,000                         | 1,000                   | 2,500                            | 2,500                           |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 3 - Adding 3 Employees With Fire Boat & Training**

| Acct # | Computation / Explanation  | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|--|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
|        | Firefighter Annual Physicals   | 20,000                         | 20,000                        | -                       | 15,483                           | -                               |
|        | Background Checks, Drug Testing, Drivers License Checks  | 1,000                          | 1,000                         | 148                     | 250                              | -                               |
|        | <i>Total Professional Services</i>   | 28,500                         | 26,000                        | 1,148                   | 18,233                           | 2,500                           |
| 314    | Legal Services (Requires District Board Approval) - <b>Added per District Board discussion</b> | 10,000                         | -                             | -                       | -                                | 10,000                          |
| 320    | Accounting Fees - <b>Increased for additional positions</b>                                    | 17,250                         | 15,000                        | 7,957                   | 15,914                           | 2,250                           |
| 400    | Travel & Per Diem - (Greater FL Fire School, Orlando Fire Conference, Seminars, etc.)          | 2,500                          | 2,500                         | -                       | 149                              | -                               |
| 410    | Phones, Television & Internet (Station Phones, TV, Air Cards)                                  | 21,000                         | 15,000                        | 10,292                  | 20,584                           | 6,000                           |
| 411    | Advertising  | 520                            | 520                           | -                       | -                                | -                               |
| 412    | Postage & Freight  | 520                            | 520                           | 95                      | 190                              | -                               |
| 430    | Utilities  |                                |                               |                         |                                  |                                 |
| .01    | Electric   | 28,000                         | 28,000                        | 10,212                  | 20,424                           | -                               |
| .02    | Water  | 9,000                          | 9,000                         | 5,994                   | 11,988                           | -                               |
| .03    | Fire Hydrant Maintenance @ \$50 per hydrant  | 16,700                         | 16,700                        | 14,000                  | 14,000                           | -                               |
| .04    | Propane Gas  | 400                            | 400                           | 251                     | 400                              | -                               |
| .07    | TV Service   | 5,500                          | 5,500                         | 2,661                   | 5,322                            | -                               |
|        | <i>Total Utilities</i>   | 59,600                         | 59,600                        | 33,118                  | 52,134                           | -                               |
| 440    | Rent & Leases:   |                                |                               |                         |                                  |                                 |
|        | Station 24 & 25 Copier/Scanner/Fax Lease   | 4,700                          | 3,550                         | 1,772                   | 3,544                            | 1,150                           |
|        | Oxygen Tank Rental   | 1,500                          | 1,500                         | -                       | -                                | -                               |
|        | Annual Lease Payment - DEP Station 25 Property   | 300                            | 300                           | 300                     | 300                              | -                               |
|        | ESO Database NFRIS Incident Reporting Program Support and Maintenance & SmartCop CAD           | 15,761                         | 15,761                        | 20,612                  | 20,612                           | -                               |
|        | Software - Fire Manager Scheduling and Time & Attendance Software                              | 4,182                          | 2,600                         | 4,182                   | 4,182                            | 1,582                           |
|        | <i>Total Rent &amp; Leases</i>   | 26,443                         | 23,711                        | 26,866                  | 28,638                           | 2,732                           |
| 450    | Risk Management  |                                |                               |                         |                                  |                                 |
|        | Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto)          | 70,134                         | 58,129                        | 70,982                  | 70,982                           | 12,005                          |
|        | Cancer Benefit Insurance (New FL Statue)   | 2,145                          | 2,090                         | 2,145                   | 2,145                            | 55                              |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 3 - Adding 3 Employees With Fire Boat & Training**

| Acct # | Computation / Explanation  | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|--|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
|        | Accident and Sickness  | 6,080                          | 5,926                         | 6,080                   | 6,080                            | 154                             |
|        | Storage Tank Liability   | 1,723                          | 1,723                         | 1,810                   | 1,810                            | -                               |
|        | <i>Total Risk Management</i>   | 80,082                         | 67,868                        | 81,017                  | 81,017                           | 12,214                          |
| 460    | Repair & Maintenance: Equipment  | 24,500                         | 30,050                        | 7,018                   | 14,036                           | (5,550)                         |
| 461    | Repair & Maintenance: Buildings & Grounds  | 33,295                         | 82,705                        | 26,285                  | 52,570                           | (49,410)                        |
| 462    | Repair & Maintenance: Vehicles   | 61,200                         | 60,000                        | 12,923                  | 40,846                           | 1,200                           |
| 470    | Printing and Binding   | 104                            | 104                           | -                       | -                                | -                               |
| 490    | General Departmental: General Office & Administrative Costs                        |                                |                               |                         |                                  |                                 |
| .05    | Other including Recruitment & Retention - Awards Ceremony                          | 10,000                         | 1,500                         | -                       | -                                | 8,500                           |
| .06    | Computer/IT services   | 7,500                          | 7,500                         | 3,230                   | 6,290                            | -                               |
|        | <i>Total General Departmental</i>  | 17,500                         | 9,000                         | 3,230                   | 6,290                            | 8,500                           |
| 491    | Training - Instructor Fees, Education, Student Text and Fire Prevention            |                                |                               |                         |                                  |                                 |
| .01    | In-house training courses (Outside/In-house instructors/vendors)                   | 29,000                         | 28,720                        | 9,931                   | 12,431                           | 280                             |
| .02    | Out of area training   | 11,000                         | 16,000                        | -                       | -                                | (5,000)                         |
| .03    | Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School                | 3,500                          | 3,500                         | 3,897                   | 3,897                            | -                               |
| .04    | Education & Text Books   | 6,000                          | 1,000                         | 1,165                   | 1,165                            | 5,000                           |
| .05    | KAPLAN online education  | 5,000                          | 3,000                         | 4,635                   | 4,635                            | 2,000                           |
| .06    | Tuition Reimbursement  | -                              | -                             | -                       | -                                | -                               |
| .07    | Fire Boat Training - If awarded State Grant - 40 hours Per Employee x 23 Employees | 35,000                         | -                             | -                       | -                                | 35,000                          |
|        | <i>Total Training</i>  | 89,500                         | 52,220                        | 19,628                  | 22,128                           | 37,280                          |
| 510    | Office Supplies  | 3,000                          | 3,000                         | 1,915                   | 3,830                            | -                               |
| 520    | Operating Supplies   |                                |                               |                         |                                  |                                 |
| .01    | Fire Ground Safety (highway vests, cones, etc.)                                    | 2,000                          | 1,000                         | 690                     | 1,380                            | 1,000                           |



**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025  
BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 3 - Adding 3 Employees With Fire Boat & Training**

| Acct #   | Computation / Explanation   | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--|---|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
| .02  | Daily Operating/Maintenance Supplies including small tools less then 1k   | 48,900                         | 50,000                        | 22,974                  | 45,948                           | (1,100)                         |
| .03  | Medical Supplies & Equipment  | 15,000                         | 8,000                         | 11,138                  | 22,276                           | 7,000                           |
| .05  | Station Cleaning/Housekeeping Supplies  | 5,000                          | 5,000                         | 2,600                   | 5,200                            | -                               |
| .06  | Firefighting PPE, Cleaning, Maintenance & Inspections - <b>Includes 3 new hires</b>   | 47,500                         | 45,000                        | 48,150                  | 96,300                           | 2,500                           |
| .07  | Clothing, Apparel - Station uniforms - <b>Class A for new employees</b>   | 17,500                         | 9,000                         | 5,804                   | 11,608                           | 8,500                           |
| .08  | Fire fighting Foam or suppression agent   | 8,000                          | 8,000                         | -                       | 5,400                            | -                               |
| <i>Total Operating Supplies</i>  |   | 143,900                        | 126,000                       | 91,356                  | 188,112                          | 17,900                          |
| 521  | Fuel: Gasoline (for portable equipment)   | 100                            | 100                           | -                       | 1,000                            | -                               |
| 522  | Fuel: Diesel  | 20,000                         | 20,000                        | (1,645)                 | 17,698                           | -                               |
| 540  | Dues, Subscriptions and Publications  | 4,192                          | 4,192                         | 1,763                   | 3,630                            | -                               |
| 620  | Capital Outlay: Buildings<br>Station 24 Second Story  | -                              | -                             | -                       | -                                | -                               |
| <i>Total Capital Outlay: Buildings</i>                                   |   | -                              | -                             | -                       | -                                | -                               |
| 630  | Capital Outlay: Infrastructure Improvements - Fire Hydrants<br>\$150,000 from Monroe County ILA   | -                              | -                             | -                       | -                                | -                               |
| <i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i> |   | -                              | -                             | -                       | -                                | -                               |
| 640  | Capital Outlay: Equipment & Vehicles  |                                |                               | 39,130                  | 39,130                           |                                 |
|  | TFT Hydrant Assist Valves for E24, E25, T24, L25 (4 total)  | 19,000                         | -                             | -                       | 63,230                           | 19,000                          |
|  | ATV Muel for Hurricane recovery & recon after storms (also for special details and emergency response) with trailer   | 37,500                         | -                             | -                       | 78,230                           | 37,500                          |
|  | Hurst Saltwater Submersible Extrication Tools 1 full set and other components.  | 80,000                         | -                             | -                       | -                                | 80,000                          |
|  | Rope Rescue - Allstar Rescue Descender/Ascender   | 2,000                          | -                             | -                       | -                                | 2,000                           |
|  | Fire Boat - <b>If Awarded State Grant</b>   | 300,000                        | -                             | -                       | -                                | 300,000                         |
|  | Boat Lift for Fire Boat - Estimated Cost  | 40,000                         | -                             | -                       | -                                | 40,000                          |
| <i>Total Capital Outlay: Equipment</i>                                   |   | 478,500                        | -                             | 39,130                  | 180,590                          | 478,500                         |
| 641  | Capital Outlay: Small Tools & Equipment<br>Various Tools, Equipment, etc. Costing >\$1,000 but < \$ 5,000 per each item and a useful life of 1 year or more | 10,000                         | 10,000                        | 8,915                   | 10,000                           | -                               |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025  
BUDGET DETAILS - FIRE DEPARTMENT**

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

Option 3 - Adding 3 Employees With Fire Boat & Training

| Acct # | Computation / Explanation     | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|-------------------------------|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
|        | <i>Total Operating Budget</i> | 3,209,366                      | 2,710,876                     | 1,456,705               | 2,640,000                        | 498,490                         |
|        | <i>Total Capital Budget</i>   | 488,500                        | 10,000                        | 48,045                  | 190,590                          | 478,500                         |
|        | <i>Total</i>                  | <b><u>3,697,866</u></b>        | <b><u>2,720,876</u></b>       | <b><u>1,504,750</u></b> | <b><u>2,830,590</u></b>          | <b><u>976,990</u></b>           |

**KLVED  
BUDGET  
FY25  
OPTION 4**

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 4 - 13 SAFER Positions With Fire Boat & Training**

| Acct # | Computation / Explanation   | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|---|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
| 120    | Regular Salaries & Wages:<br>Administrative Stipend (\$1,000 per month 3-Captains Handling Admin. Duties) (\$250 per month for 1 Lieutenant handling all vehicle maintenance coordination & scheduling) | 39,000                         | 39,000                        | 19,500                  | 39,000                           | -                               |
| .02    | Career Staffing Operational Salaries (20 Employees)   | 1,571,310                      | 1,421,082                     | 763,709                 | 1,409,924                        | 150,228                         |
| .03    | SAFER Grant (13 Positions) If awarded - <b>Includes payroll taxes</b>   | 868,737                        | -                             | -                       | -                                | 868,737                         |
|        | <i>Total Regular Salaries &amp; Wages</i>   | 2,479,047                      | 1,460,082                     | 783,209                 | 1,448,924                        | 1,018,965                       |
| 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)  | 40,000                         | 82,000                        | 25,388                  | 50,776                           | (42,000)                        |
|        | <i>Total Volunteer Pay</i>  | 40,000                         | 82,000                        | 25,388                  | 50,776                           | (42,000)                        |
| 140    | Overtime wages - <b>Increased to account for minimum staffing levels &amp; additional vaca/sick time</b>  | 230,000                        | 200,000                       | 95,091                  | 190,182                          | 30,000                          |
| 210    | Employer Payroll Taxes @ 7.65% of Pay - <b>Increased to account for additional positions</b>  | 126,249                        | 117,969                       | 69,112                  | 129,276                          | 8,280                           |
| 220    | Retirement Plan - 401(k) <b>(10% Match) - 23 Employees - If all contribute</b>  | 154,023                        | 70,000                        | 33,957                  | 67,914                           | 84,023                          |
| 220    | Retirement Plan - 401(k) (13 SAFER Positions)   | 80,700                         | -                             | -                       | -                                | 80,700                          |
| 230    | Employee Insurance Benefits   |                                |                               |                         |                                  |                                 |
|        | Medical/Dental/Vision/Life Insurance for 23 Career Employees  | 190,000                        | 191,400                       | 90,069                  | 180,138                          | (1,400)                         |
|        | Medical/Dental/Vision/Life Insurance for 13 SAFER Employees   | 123,279                        | -                             | -                       | -                                | 123,279                         |
|        | Proposed 50% family health care coverage - up for discussion  | 70,000                         | -                             | -                       | -                                | 70,000                          |
|        | Statutory AD&D  | 2,084                          | 2,928                         | inc above               | inc above                        | (844)                           |
|        | <i>Total Insurance Benefits</i>   | 385,363                        | 194,328                       | 90,069                  | 180,138                          | 191,035                         |
| 240    | Worker's Compensation   | 70,870                         | 55,572                        | 70,870                  | 70,870                           | 15,298                          |
| 250    | Unemployment Tax  | 2,835                          | 2,835                         | -                       | 2,835                            | -                               |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 4 - 13 SAFER Positions With Fire Boat & Training**

| Acct # | Computation / Explanation  | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|--|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
| 312    | Professional Services:   |                                |                               |                         |                                  |                                 |
|        | Grant Writing Services - AFG, and State Grants   | 7,500                          | 5,000                         | 1,000                   | 2,500                            | 2,500                           |
|        | Firefighter Annual Physicals   | 20,000                         | 20,000                        | -                       | 15,483                           | -                               |
|        | Background Checks, Drug Testing, Drivers License Checks  | 1,000                          | 1,000                         | 148                     | 250                              | -                               |
|        | <i>Total Professional Services</i>   | 28,500                         | 26,000                        | 1,148                   | 18,233                           | 2,500                           |
| 314    | Legal Services (Requires District Board Approval) - <b>Added per District Board discussion</b> | 10,000                         | -                             | -                       | -                                | 10,000                          |
| 320    | Accounting Fees - <b>Increased for additional positions</b>                                    | 17,250                         | 15,000                        | 7,957                   | 15,914                           | 2,250                           |
| 400    | Travel & Per Diem - (Greater FL Fire School, Orlando Fire Conference, Seminars, etc.)          | 2,500                          | 2,500                         | -                       | 149                              | -                               |
| 410    | Phones, Television & Internet (Station Phones, TV, Air Cards)                                  | 21,000                         | 15,000                        | 10,292                  | 20,584                           | 6,000                           |
| 411    | Advertising  | 520                            | 520                           | -                       | -                                | -                               |
| 412    | Postage & Freight  | 520                            | 520                           | 95                      | 190                              | -                               |
| 430    | Utilities  |                                |                               |                         |                                  |                                 |
| .01    | Electric   | 28,000                         | 28,000                        | 10,212                  | 20,424                           | -                               |
| .02    | Water  | 9,000                          | 9,000                         | 5,994                   | 11,988                           | -                               |
| .03    | Fire Hydrant Maintenance @ \$50 per hydrant  | 16,700                         | 16,700                        | 14,000                  | 14,000                           | -                               |
| .04    | Propane Gas  | 400                            | 400                           | 251                     | 400                              | -                               |
| .07    | TV Service   | 5,500                          | 5,500                         | 2,661                   | 5,322                            | -                               |
|        | <i>Total Utilities</i>   | 59,600                         | 59,600                        | 33,118                  | 52,134                           | -                               |
| 440    | Rent & Leases:   |                                |                               |                         |                                  |                                 |
|        | Station 24 & 25 Copier/Scanner/Fax Lease   | 4,700                          | 3,550                         | 1,772                   | 3,544                            | 1,150                           |
|        | Oxygen Tank Rental   | 1,500                          | 1,500                         | -                       | -                                | -                               |
|        | Annual Lease Payment - DEP Station 25 Property   | 300                            | 300                           | 300                     | 300                              | -                               |
|        | ESO Database NFRIS Incident Reporting Program Support and Maintenance & SmartCop CAD           | 15,761                         | 15,761                        | 20,612                  | 20,612                           | -                               |
|        | Software - Fire Manager Scheduling and Time & Attendance Software                              | 4,182                          | 2,600                         | 4,182                   | 4,182                            | 1,582                           |
|        | <i>Total Rent &amp; Leases</i>   | 26,443                         | 23,711                        | 26,866                  | 28,638                           | 2,732                           |
| 450    | Risk Management  |                                |                               |                         |                                  |                                 |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 4 - 13 SAFER Positions With Fire Boat & Training**

| Acct # | Computation / Explanation   | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|---|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
|        | Package Policy (Property, General & Mgmt. Liability, Portable Equip, Umbrella & Auto) | 70,134                         | 58,129                        | 70,982                  | 70,982                           | 12,005                          |
|        | Cancer Benefit Insurance (New FL Statue)  | 2,145                          | 2,090                         | 2,145                   | 2,145                            | 55                              |
|        | Accident and Sickness   | 6,080                          | 5,926                         | 6,080                   | 6,080                            | 154                             |
|        | Storage Tank Liability  | 1,723                          | 1,723                         | 1,810                   | 1,810                            | -                               |
|        | <i>Total Risk Management</i>  | 80,082                         | 67,868                        | 81,017                  | 81,017                           | 12,214                          |
| 460    | Repair & Maintenance: Equipment   | 24,500                         | 30,050                        | 7,018                   | 14,036                           | (5,550)                         |
| 461    | Repair & Maintenance: Buildings & Grounds   | 33,295                         | 82,705                        | 26,285                  | 52,570                           | (49,410)                        |
| 462    | Repair & Maintenance: Vehicles  | 61,200                         | 60,000                        | 12,923                  | 40,846                           | 1,200                           |
| 470    | Printing and Binding  | 104                            | 104                           | -                       | -                                | -                               |
| 490    | General Departmental: General Office & Administrative Costs                           |                                |                               |                         |                                  |                                 |
| .05    | Other including Recruitment & Retention - Awards Ceremony                             | 10,000                         | 1,500                         | -                       | -                                | 8,500                           |
| .06    | Computer/IT services  | 7,500                          | 7,500                         | 3,230                   | 6,290                            | -                               |
|        | <i>Total General Departmental</i>   | 17,500                         | 9,000                         | 3,230                   | 6,290                            | 8,500                           |
| 491    | Training - Instructor Fees, Education, Student Text and Fire Prevention               |                                |                               |                         |                                  |                                 |
| .01    | In-house training courses (Outside/In-house instructors/vendors)                      | 29,000                         | 28,720                        | 9,931                   | 12,431                           | 280                             |
| .02    | Out of area training  | 11,000                         | 16,000                        | -                       | -                                | (5,000)                         |
| .03    | Fire Prevention (KLVFD Only) - Fire Safety Demonstrations at School                   | 3,500                          | 3,500                         | 3,897                   | 3,897                            | -                               |
| .04    | Education & Text Books  | 6,000                          | 1,000                         | 1,165                   | 1,165                            | 5,000                           |
| .05    | KAPLAN online education   | 5,000                          | 3,000                         | 4,635                   | 4,635                            | 2,000                           |
| .06    | Tuition Reimbursement   | -                              | -                             | -                       | -                                | -                               |
| .07    | Fire Boat Training - If awarded State Grant - 40 hours Per Employee x 23 Employees    | 45,000                         | -                             | -                       | -                                | 45,000                          |
|        | <i>Total Training</i>   | 99,500                         | 52,220                        | 19,628                  | 22,128                           | 47,280                          |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025  
BUDGET DETAILS - FIRE DEPARTMENT**

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

**Option 4 - 13 SAFER Positions With Fire Boat & Training**

| Acct # | Computation / Explanation   | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--------|---|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
| 510    | Office Supplies   | 3,000                          | 3,000                         | 1,915                   | 3,830                            | -                               |
| 520    | Operating Supplies  |                                |                               |                         |                                  |                                 |
| .01    | Fire Ground Safety (highway vests, cones, etc.)   | 2,000                          | 1,000                         | 690                     | 1,380                            | 1,000                           |
| .02    | Daily Operating/Maintenance Supplies including small tools less then 1k   | 48,900                         | 50,000                        | 22,974                  | 45,948                           | (1,100)                         |
| .03    | Medical Supplies & Equipment  | 15,000                         | 8,000                         | 11,138                  | 22,276                           | 7,000                           |
| .05    | Station Cleaning/Housekeeping Supplies  | 5,000                          | 5,000                         | 2,600                   | 5,200                            | -                               |
| .06    | Firefighting PPE, Cleaning, Maintenance & Inspections - Includes 13 SAFER Employees                                 | 99,500                         | 45,000                        | 48,150                  | 96,300                           | 54,500                          |
| .07    | Clothing, Apparel - Station uniforms - Class A for new employees  | 17,500                         | 9,000                         | 5,804                   | 11,608                           | 8,500                           |
| .08    | Fire fighting Foam or suppression agent   | 8,000                          | 8,000                         | -                       | 5,400                            | -                               |
|        | <i>Total Operating Supplies</i>   | 195,900                        | 126,000                       | 91,356                  | 188,112                          | 69,900                          |
| 521    | Fuel: Gasoline (for portable equipment)   | 100                            | 100                           | -                       | 1,000                            | -                               |
| 522    | Fuel: Diesel  | 20,000                         | 20,000                        | (1,645)                 | 17,698                           | -                               |
| 540    | Dues, Subscriptions and Publications  | 4,192                          | 4,192                         | 1,763                   | 3,630                            | -                               |
| 620    | Capital Outlay: Buildings   |                                |                               |                         |                                  |                                 |
|        | Station 24 Second Story   | -                              | -                             | -                       | -                                | -                               |
|        | <i>Total Capital Outlay: Buildings</i>  | -                              | -                             | -                       | -                                | -                               |
| 630    | Capital Outlay: Infrastructure Improvements - Fire Hydrants   |                                |                               |                         |                                  |                                 |
|        | \$150,000 from Monroe County ILA  | -                              | -                             | -                       | -                                | -                               |
|        | <i>Total Capital Outlay: Infrastructure Improvements - Fire Hydrants</i>  | -                              | -                             | -                       | -                                | -                               |
| 640    | Capital Outlay: Equipment & Vehicles  |                                |                               | 39,130                  | 39,130                           |                                 |
|        | TFT Hydrant Assist Valves for E24, E25, T24, L25 (4 total)  | 19,000                         | -                             | -                       | 63,230                           | 19,000                          |
|        | ATV Muel for Hurricane recovery & recon after storms (also for special details and emergency response) with trailer | 37,500                         | -                             | -                       | 78,230                           | 37,500                          |
|        | Hurst Saltwater Submersible Extrication Tools 1 full set and other components.                                      | 80,000                         | -                             | -                       | -                                | 80,000                          |
|        | Rope Rescue - Allstar Rescue Descender/Ascender   | 2,000                          | -                             | -                       | -                                | 2,000                           |
|        | Fire Boat - If Awarded State Grant  | 300,000                        | -                             | -                       | -                                | 300,000                         |
|        | Boat Lift for Fire Boat - Estimated Cost  | 40,000                         | -                             | -                       | -                                | 40,000                          |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025  
BUDGET DETAILS - FIRE DEPARTMENT**

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

Option 4 - 13 SAFER Positions With Fire Boat & Training

| Acct #                                 | Computation / Explanation  | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals YTD | FY 23-24<br>Projected<br>Actuals | Budget Increase<br>/ (Decrease) |
|--|--|--------------------------------|-------------------------------|-------------------------|----------------------------------|---------------------------------|
| <i>Total Capital Outlay: Equipment</i> |  | 478,500                        | -                             | 39,130                  | 180,590                          | 478,500                         |
| 641                                    | Capital Outlay: Small Tools & Equipment<br>Various Tools, Equipment, etc. Costing >\$1,000 but < \$ 5,000 per each item and a useful life<br>of 1 year or more | 10,000                         | 10,000                        | 8,915                   | 10,000                           | -                               |
| <i>Total Operating Budget</i>          |  | 4,120,770                      | 2,710,876                     | 1,456,705               | 2,640,000                        | 1,409,894                       |
| <i>Total Capital Budget</i>            |  | 488,500                        | 10,000                        | 48,045                  | 190,590                          | 478,500                         |
| <i>Total</i>                           |  | <u><b>4,609,270</b></u>        | <u><b>2,720,876</b></u>       | <u><b>1,504,750</b></u> | <u><b>2,830,590</b></u>          | <u><b>1,888,394</b></u>         |



**9b**

**RESOLUTION NO. 2024-002**

**A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT BOARD, FLORIDA; DETERMINING THE PROPOSED MILLAGE RATE, THE CURRENT YEAR ROLLED-BACK RATE, AND SETTING THE DATES, TIMES AND PLACES FOR THE FIRST AND SECOND BUDGET PUBLIC HEARINGS AS REQUIRED BY LAW; DIRECTING FINANCE TO FILE SAID RESOLUTION WITH THE PROPERTY APPRAISER OF MONROE COUNTY PURSUANT TO THE REQUIREMENTS OF FLORIDA STATUTES AND THE RULES AND REGULATIONS OF THE DEPARTMENT OF REVENUE OF THE STATE OF FLORIDA; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on June 28, 2024, the Honorable Scott P. Russell, Property Appraiser of Monroe County, Florida, served upon the Key Largo Fire Rescue and Emergency Medical Services District (the “District”), a “Certification of Taxable Value” certifying to the District its 2024 taxable value; and

**WHEREAS**, the District Board has reviewed the taxable value supplied by the Property Appraiser of Monroe County in accordance with Section 200.065, Florida Statutes, et seq.; and

**WHEREAS**, the provisions of Section 200.065, Florida Statutes, require that within thirty-five (35) days of service of the Certification of Taxable Value upon a special taxing district, said district shall be required to furnish to the Property Appraiser of Monroe County the proposed millage rate, the current year rolled-back rate, and the date, time and place at which a public hearing will be held to consider the proposed millage and the tentative budget; and

**WHEREAS**, the District Board desires to announce the dates of the first and second public hearings to the Property Appraiser of Monroe County.

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

Section 1. That the proposed millage is declared to be \_\_\_\_\_ mills, which is \$\_\_\_\_\_per \$1,000.00 of assessed property within the Key Largo Fire Rescue and Emergency Medical Services District, Florida. The proposed millage is \_\_\_\_\_% greater than the rolled back rate.

Section 2. That the current year rolled-back millage rate, computed pursuant to Section 200.065, Florida Statutes, is 1.0686, which is \$1.0686 per \$ 1,000.00 of assessed value.

Section 3. That the date, time and place of the first and second public hearings is set by the District Board as follows:

| <u>Date</u>        | <u>Time</u> | <u>Place</u>  |
|--------------------|-------------|---|
| September 9, 2024  | 6:00 p.m.   | Key Largo Volunteer Fire Department Station #24<br>One East Drive<br>Key Largo, Florida 33037 |
| September 23, 2024 | 6:00 p.m.   | Key Largo Volunteer Fire Department Station #24<br>One East Drive<br>Key Largo, Florida 33037 |

Section 4. This resolution shall be effective immediately upon its adoption.

**PASSED AND ADOPTED this 22nd day of July, 2024.**

\_\_\_\_\_  
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 ATTORNEY

Motion to adopt by \_\_\_\_\_, Seconded by \_\_\_\_\_

FINAL VOTE AT ADOPTION

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

9c

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - DISTRICT**

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

| Acct #         | Computation / Explanation                                       | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals<br>YTD | FY23-24<br>Projected<br>Actuals | Budget<br>Increase /<br>(Decrease) |
|----------------|---|--------------------------------|-------------------------------|----------------------------|---------------------------------|------------------------------------|
| 110            | Board Member Stipends<br>5 Members @ \$ 350 / month x 12 months | 21,000                         | 21,000                        | 10,500                     | 21,000                          | -                                  |
| 210            | FICA Taxes: @ 7.65 % of Wages                                   | 1,607                          | 1,607                         | 803                        | 1,607                           | -                                  |
| 511.240        | Worker's Compensation   | 1,000                          | 1,000                         | 760                        | 752                             | -                                  |
| <b>514.310</b> | Legal & Clerk Services  | 85,000                         | 85,000                        | 29,578                     | 85,000                          | -                                  |
| <b>512.311</b> | District Clerk Services   | -                              | -                             | -                          | -                               | -                                  |
| <b>512.312</b> | Professional Services (IT)                                      | 7,200                          | 7,200                         | -                          | -                               | -                                  |
| <b>513.320</b> | Accounting and Financial Services                               |                                |                               |                            |                                 | -                                  |
| .01            | District Audit  | 10,500                         | 10,500                        | 10,500                     | 55,500                          | -                                  |
| .02            | Financial and Accounting Services                               | 60,000                         | 60,000                        | 13,474                     | 32,948                          | -                                  |
|                | <i>Total Accounting &amp; Financial Services</i>                | 70,500                         | 70,500                        | 23,974                     | 88,448                          | -                                  |
| 400            | Travel & Per Diem - Training, Seminars, Meetings                | 4,000                          | 4,000                         | -                          | 1,772                           | -                                  |
| 450            | Insurance & Risk Management:                                    |                                |                               |                            |                                 |                                    |
|                | Public Position Bond  | 100                            | 100                           | 71                         | 100                             | -                                  |
|                | General & Mgt Liability, Commercial Auto and Excess Liability   | 2,133                          | 2,133                         | 1,783                      | 1,783                           | -                                  |
|                | <i>Total Risk Management</i>                                    | 2,233                          | 2,233                         | 1,854                      | 1,883                           | -                                  |
| 470            | Printing and Binding  | 3,000                          | 3,000                         | 132                        | 226                             | -                                  |
| 490            | General Departmental: Miscellaneous Expenses                    |                                |                               |                            |                                 |                                    |
| .01            | MoCo Property Appraiser Charges                                 | 85,000                         | 68,579                        | 71,271                     | 81,554                          | 16,421                             |
| .02            | MoCo Tax Collector Charge (@3% of Ad Valorem Collection)        | 171,958                        | 154,914                       | 163,691                    | 163,691                         | 17,044                             |
| .03            | Discretionary Expenditures                                      | 1,000                          | 1,000                         | -                          | -                               | -                                  |
|                | <i>Total General Departmental</i>                               | 257,958                        | 224,493                       | 234,962                    | 245,245                         | 33,465                             |
| 411            | Advertising   | 5,500                          | 5,500                         | 2,099                      | 3,149                           | -                                  |
| 510            | Office Supplies & Equipment                                     | 1,000                          | 1,000                         | -                          | 290                             | -                                  |

**KEY LARGO FIRE RESCUE AND EMS DISTRICT**  
**FY 2024-2025**  
**BUDGET DETAILS - DISTRICT**

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

| Acct #  | Computation / Explanation                                       | FY 24-25<br>Proposed<br>Budget | FY 23-24<br>Adopted<br>Budget | FY 23-24<br>Actuals<br>YTD | FY23-24<br>Projected<br>Actuals | Budget<br>Increase /<br>(Decrease) |
|---|---|--------------------------------|-------------------------------|----------------------------|---------------------------------|------------------------------------|
| 540   | Dues, Subscriptions and Publications                            | 6,000                          | 6,000                         | 4,532                      | 6,282                           | -                                  |
| <b>Department Total Operations</b>                      |   | <b>\$ 465,998</b>              | <b>\$ 432,533</b>             | <b>\$ 309,194</b>          | <b>\$ 455,654</b>               | <b>\$ 33,465</b>                   |
| 919   | Transfer to Committed Funds for Vehicle & Equipment Replacement | 300,000                        | 275,000                       | 206,250                    | 275,000                         | 25,000                             |
| <b>Department Total Including Transfers to Reserves</b> |   | <b>\$ 765,998</b>              | <b>\$ 707,533</b>             | <b>\$ 515,444</b>          | <b>\$ 730,654</b>               | <b>\$ 58,465</b>                   |

|                                |         |         |
|--------------------------------|---------|---------|
| Total Operating Budget         | 465,998 | 432,533 |
| Total Capital & Reserve Budget | 300,000 | 275,000 |
| Total                          | 765,998 | 707,533 |

**9d**



**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025 PROPOSED BUDGET**

7/14/2024

|   | Option 1<br>adding<br>3employees | Option 2<br>13 SAFER<br>Positions | Option 3<br>Adding 3<br>employees with<br>Fire Boat &<br>Training | Option 4<br>13 SAFER<br>Positions with Fire<br>Boat & Training |
|---|----------------------------------|-----------------------------------|---|--|
| <b>REVENUES</b>   |                                  |                                   |   |  |
| <i>Prior Year Millage Rate:</i>   | 1.1695                           | 1.1695                            | 1.1695  | 1.1695   |
| <i>Roll- Back Rate:</i>   | 1.0686                           | 1.0686                            | 1.0686  | 1.0686   |
| <i>Taxable Value</i>  | 5,909,212,657                    | 5,909,212,657                     | 5,909,212,657   | 5,909,212,657  |
| <i>Millage Rate :</i>   | <b>1.1765</b>                    | <b>1.1825</b>                     | <b>1.1895</b>   | <b>1.1975</b>  |
| <i>% over roll-back rate</i>  | 10.10%                           | 10.66%                            | 11.31%  | 12.06%   |
| <b>Ad Valorem Taxes (97% collection rate)</b>   | \$ 6,743,623                     | \$ 6,778,015                      | \$ 6,818,138  | \$ 6,863,994   |
| <b>Grant Revenue</b>  | -                                | 868,737                           | 300,000   | 1,168,737  |
| <b>Intergovernmental Revenue - Monroe County -<br/>Contribution for Capital Infrastructure</b><br><small>(\$150,000 for capital outlay)</small> | -                                | -                                 | -   | -  |
| <b>Interest Income</b>  | 200,000                          | 200,000                           | 200,000   | 200,000  |
| <b>Total Revenues</b>   | \$ 6,943,623                     | \$ 7,846,752                      | \$ 7,318,138  | \$ 8,232,731   |
| <b>UNASSIGNED FUND BALANCE OCT 1, 2024</b>  | 5,018,008                        | 5,018,008                         | 5,018,008   | 5,018,008  |
| <b>COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2024</b>  | 1,136,461                        | 1,136,461                         | 1,136,461   | 1,136,461  |
| <b>TOTAL REVENUES, FUND BALANCES<br/>AND OTHER FINANCING SOURCES</b>  | <b>\$ 13,098,092</b>             | <b>\$ 14,001,221</b>              | <b>\$ 13,472,607</b>  | <b>\$ 14,387,200</b>   |
| <b>EXPENDITURES</b>   |                                  |                                   |   |  |
| <b>Key Largo Fire/EMS District Board</b>  |                                  |                                   |   |  |
| Operating Expenditures  | \$ 465,998                       | \$ 465,998                        | \$ 465,998  | \$ 465,998   |
| Reserve Transfers   | 300,000                          | 300,000                           | 300,000   | 300,000  |
| <b>Subtotal District Board</b>  | \$ 765,998                       | \$ 765,998                        | \$ 765,998  | \$ 765,998   |
| <b>Key Largo Fire &amp; Rescue</b>  |                                  |                                   |   |  |
| Operating Expenditures  | \$ 3,174,366                     | \$ 4,075,770                      | \$ 3,209,366  | \$ 4,120,770   |
| Capital Outlay  | 148,500                          | 148,500                           | 488,500   | 488,500  |
| <b>Subtotal Key Largo Volunteer Fire Department</b>   | \$ 3,322,866                     | \$ 4,224,270                      | \$ 3,697,866  | \$ 4,609,270   |
| <b>Key Largo Ambulance</b>  |                                  |                                   |   |  |
| Operating Expenditures  | \$ 2,536,163                     | \$ 2,536,163                      | \$ 2,536,163  | \$ 2,536,163   |
| Capital Outlay  | 314,750                          | 314,750                           | 314,750   | 314,750  |
| <b>Subtotal Key Largo Volunteer Ambulance Corp.</b>   | \$ 2,850,913                     | \$ 2,850,913                      | \$ 2,850,913  | \$ 2,850,913   |
| <b>Total Expenditures &amp; Transfers</b>   | \$ 6,939,777                     | \$ 7,841,181                      | \$ 7,314,777  | \$ 8,226,181   |
| <b>FUND BALANCE</b>   |                                  |                                   |   |  |
| <b>UNASSIGNED FUND BALANCE SEPT 30, 2025</b>  | 5,296,854                        | 5,298,579                         | 5,296,369   | 5,299,558  |
| <b>COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2025</b>  | 1,161,461                        | 1,161,461                         | 1,161,461   | 1,161,461  |
| <b>TOTAL EXPENDITURES &amp; FUND BALANCES</b>   | <b>\$ 13,098,092</b>             | <b>\$ 14,001,221</b>              | <b>\$ 13,472,607</b>  | <b>\$ 14,387,200</b>   |
| <b>Total Revenues</b>   | \$ 6,943,623                     | \$ 7,846,752                      | \$ 7,318,138  | \$ 8,232,731   |
| <b>Total Expenses</b>   | \$ 6,939,777                     | \$ 7,841,181                      | \$ 7,314,777  | \$ 8,226,181   |
| <b>Addition to/ (use of Reserves)</b>   | \$ 3,846                         | \$ 5,571                          | \$ 3,361  | \$ 6,550   |

**10a**



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

## Business Meeting Agenda

Date: May 14, 2024

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes April 2024
6. Treasurer's Report March 2024 and April 2024
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
11. New Business
  - A. Preliminary Review 2024-25 Budget
  - B. 2023 Annual Report
12. Membership Discussion
13. Adjournment



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting  
Date: May 14, 2024

Board members in attendance were Tina Wyatt, Tess Marra and Scott Robinson. A quorum was present. Chief Don Bock was also in attendance.

1. Meeting was called to order at 6:33 pm by President Scott Robinson.
2. **Approval of Agenda**  
Tess Marra seconded by Tina Wyatt moved approval of the agenda. Motion carried unanimously.
3. **Announcements**
  - There are now 16 full time medics.
  - The Corps' training staff, in collaboration with Dr. Morrison, will conduct medical training of the fire department's medics to prepare them to run the fire department's ALS engine once in service.
4. **Public Comment** - No public comment.
5. **Approval of Minutes**  
Tess Marra seconded by Tina Wyatt moved approval of the April 2024 minutes. Motion carried unanimously.
6. **Treasurer's Report**  
Tess Marra seconded by Tina Wyatt moved approval of the April 2024 treasurer's report. Motion carried unanimously.
7. **Committee Reports** - No report.
8. **Legal Report** - No Report
9. **Membership Review**
10. **Old Business** – None
11. **New Business**
  - A. A review was undertaken of the 2024-2025 budget. Upon motion and second by Tess Marra and Tina Wyatt respectively, the Chief was unanimously given discretion to increase the as-presented budget in an amount not to exceed 10%



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

or for a total final budget amount of Three million, three hundred thousand dollars in order to get the Corps' budget to the District for review on a timely basis.

- B. A review of the 2023 Annual Report was conducted. Upon motion and second by Tess Marra and Tina Wyatt respectively, the Annual Report was unanimously approved.

## **12. Membership Discussion**

No discussion.

## **13. Adjournment**

There being no further business, Tess Marra seconded by Tina Wyatt moved adjournment. Motion carried. Meeting adjourned at 6:54 pm.

Kay Cullen  
Recording Secretary

**10b**

**Key Largo Volunteer Ambulance Corp Inc.**  
**Treasurer's Report**  
**May 2024**

|                                  | Billing<br>Account  | Corp<br>Account    | Building<br>Account | CPR<br>Account  | Total               |
|----------------------------------|---------------------|--------------------|---------------------|-----------------|---------------------|
| <b>Beginning Balance</b>         | <b>\$3,206.32</b>   | <b>\$5,075.03</b>  | <b>\$149,702.28</b> | <b>\$579.93</b> | <b>\$158,563.56</b> |
| <u>Revenues</u>                  |                     |                    |                     |                 |                     |
| Interest                         | 31.27               | 2.15               | 63.40               | 0.25            | 97.07               |
| Medical Fees                     | 48,776.04           |                    |                     |                 | 48,776.04           |
| Medical Transcripts              |                     | 475.00             |                     |                 | 475.00              |
| KL Fire Rescue & EMS Reimb       | 158,836.86          |                    |                     |                 | 158,836.86          |
| Donations                        |                     |                    |                     |                 | 0.00                |
| Educational Income               |                     |                    |                     |                 | 0.00                |
| Uncollected Income/Adjustmts     | 66,017.85           |                    |                     |                 | 66,017.85           |
| Misc Income                      |                     |                    |                     |                 | 0.00                |
| <b>Total Revenues</b>            | <b>\$273,662.02</b> | <b>\$477.15</b>    | <b>\$63.40</b>      | <b>\$0.25</b>   | <b>\$274,202.82</b> |
| <u>Expenditures</u>              |                     |                    |                     |                 |                     |
| Advertising                      | 292.87              |                    |                     |                 |                     |
| Background Checks                |                     | 23.95              |                     |                 | 23.95               |
| Medical Billing Refunds          |                     |                    |                     |                 | 0.00                |
| Payroll Expenses                 | 120,101.15          | 11,650.81          |                     |                 | 131,751.96          |
| Licenses & Permits               |                     |                    |                     |                 | 0.00                |
| Professional Fees                |                     |                    |                     |                 | 0.00                |
| Supplies                         | 175.35              | 20.99              |                     |                 | 196.34              |
| Bank Service Charges             | 97.54               |                    |                     |                 | 97.54               |
| Meals & Entertainment            |                     |                    |                     |                 | 0.00                |
| Repairs                          |                     |                    |                     |                 | 0.00                |
| Dues & Memberships               |                     |                    |                     |                 | 0.00                |
| <b>Total Expenditures</b>        | <b>\$120,666.91</b> | <b>\$11,695.75</b> | <b>\$0.00</b>       | <b>\$0.00</b>   | <b>\$132,362.66</b> |
| <b>Ending Balance</b>            | <b>\$156,201.43</b> | <b>-\$6,143.57</b> | <b>\$149,765.68</b> | <b>\$580.18</b> | <b>\$300,403.72</b> |
| TRANSFERS                        | 0.00                | 0.00               | 0.00                | 0.00            | 0.00                |
| Vol Reimb paid with Billing Acct | -11,650.81          | 11,650.81          | 0.00                | 0.00            | 0.00                |
| Balance before Adjustment        | 132,899.81          | 5,507.24           | 149,765.68          | 580.18          | 288,752.91          |
| Adjustment to arrive at Actual   | -54,238.90          | 0.00               | 0.00                | 0.00            | -54,238.90          |
| <b>ACTUAL BALANCE @ MO END</b>   | <b>\$78,660.91</b>  | <b>\$5,507.24</b>  | <b>\$149,765.68</b> | <b>\$580.18</b> | <b>\$234,514.01</b> |

**10c**





# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.com](mailto:info@keylargofire.com)

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**Business Meeting**  
**DATE: June 11, 2024**  
**AGENDA**

1. Call to Order
2. Approval of Agenda
3. Announcement
4. Public Comment
5. Approval of Minutes May 2024
6. Treasurer's Report May 2024
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
11. New Business
  - A. Budget
  - B. 401 k change
  - C. ALS License
12. Membership Discussion
13. Adjournment



# KEY LARGO FIRE DEPARTMENT

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

[info@keylargofire.org](mailto:info@keylargofire.org)

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Business Meeting

Date: June 11, 2024

Board members in attendance were Michael Jenkin, Travis Wilson, Jason Mumper and Con Conord. A quorum was present. Chief Don Bock was also in attendance.

1. Meeting was called to order at 7:12 pm by Jason Mumper.
2. **Approval of Agenda**  
Michael Jenkins seconded by Travis Wilson moved approval of the agenda. Motion carried unanimously.
3. **Announcements**
  - 4 new volunteers began training.
  - There was a meeting with the architects regarding the addition to Station 24.
4. **Public Comment** - None
5. **Approval of Minutes**  
Michael Jenkins seconded by Travis Wilson moved approval of the May 2024 minutes. Motion carried unanimously.
6. **Approval of Treasurer's Report**  
Travis Wilson seconded by Michael Jenkins moved approval of the May 2024 Treasurer's Report. Motion carried unanimously.
7. **Legal Report** - None
8. **Membership Review** - None
9. **Old Business** – None
10. **New Business**
  - A. Budget: There was no discussion on the proposed 2024-2025 budget.
  - B. 401k Point of Contact Person Change: Travis Wilson seconded by Don Conord moved the removal of Scott Robinson as the 401k point of contact person to be replaced by Michael Jenkins. Motion carried unanimously.
  - C. ALS License: There will be a meeting between the Department of Health, Dr. Morrison, Chief Bock and the Captains in order to clarify certain DOH requirements for the ALS License.
11. **Membership Discussion** – None



## KEY LARGO FIRE DEPARTMENT

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### 12. Adjournment

There being no further business, the meeting was adjourned at 7:32 pm upon motion and second by Michael Jenkins and Travis Wilson.

Kay Cullen  
Recording Secretary

**10d**

**Key Largo Volunteer Fire Department**  
**Treasurer's Report**  
**June 2024**

|                                   | <u>Payroll/Reimb</u> | <u>Corp Account</u> | <u>District Expenses</u> | <u>Total</u>               |
|-----------------------------------|----------------------|---------------------|--------------------------|----------------------------|
| <b>Beginning Balance</b>          | <b>\$69,614.17</b>   | <b>\$3,900.85</b>   | <b>\$619.64</b>          | <b>\$74,134.66</b>         |
| <u>Revenues</u>                   |                      |                     |                          |                            |
| Revenues & Reimbursements         | 196,046.06           |                     |                          | 196,046.06                 |
| Donations                         |                      |                     |                          | 0.00                       |
| T-Shirts/Sweaters                 |                      |                     |                          | 0.00                       |
| Misc Income - State of Florida    |                      |                     |                          | 0.00                       |
| Interest                          | 28.14                | 1.60                | 0.25                     | 29.99                      |
| <b>Total Revenues</b>             | <b>196,074.20</b>    | <b>1.60</b>         | <b>0.25</b>              | <b><u>\$196,076.05</u></b> |
| <u>Expenditures</u>               |                      |                     |                          |                            |
| Payroll Expenses                  | 168,218.03           |                     |                          | 168,218.03                 |
| Employee's Share Health Insurance | -4,276.06            |                     |                          | -4,276.06                  |
| Health Insurance                  | 18,657.55            |                     |                          | 18,657.55                  |
| Background Checks                 |                      |                     |                          | 0.00                       |
| Repairs & Maintenance             |                      |                     |                          | 0.00                       |
| Training                          | 300.00               |                     |                          | 300.00                     |
| Postage                           |                      |                     |                          | 0.00                       |
| Licenses & Permits                | 50.00                |                     |                          | 50.00                      |
| Bank Charges                      |                      |                     |                          | 0.00                       |
| Professional Fees                 |                      |                     |                          | 0.00                       |
| Supplies                          | 13,276.29            |                     |                          | 13,276.29                  |
| Dues & Subscriptions              | 598.83               |                     |                          | 598.83                     |
| <b>Total Expenditures</b>         | <b>196,824.64</b>    | <b>0.00</b>         | <b>0.00</b>              | <b><u>\$196,824.64</u></b> |
| <b>Ending Balance</b>             | <b>68,863.73</b>     | <b>3,902.45</b>     | <b>619.89</b>            | <b>\$73,386.07</b>         |
| IRS Penalties (pd twice)          |                      |                     | 0.00                     | \$0.00                     |
| TRANSFERS                         |                      |                     |                          | 0.00                       |
| Balance before Adjustment         | 68,863.73            | 3,902.45            | 619.89                   | \$73,386.07                |
| Adjustment to arrive at Actual    | 178.00               | 0.00                | 0.00                     | <u>178.00</u>              |
| <b>ACTUAL BALANCE @ MO END</b>    | <b>\$68,685.73</b>   | <b>\$3,902.45</b>   | <b>\$619.89</b>          | <b><u>\$73,208.07</u></b>  |
| *Payroll Liabilities              | -5.53                |                     |                          |                            |
| Fixed Asset Purchases             | 183.53               |                     |                          |                            |

**Key Largo Volunteer Fire Department**  
**Treasurer's Report**  
**June 2024**

Total Adjustments

---

**\$178.00**

**10e**

# KEY LARGO EMS MONTHLY CALL STATISTICS 2024

|                              |     |
|------------------------------|-----|
| Total Year Up to Date        | 975 |
| Total Year Up to Date >103MM | 305 |
| Total Transports >103MM      | 162 |

Last Updated: 07/03/24

| TYPE OF CALLS | ALS | BLS | BACK-UP | PEDIATRIC | TRAUMA ALERTS | CARDIAC ARRESTS | MUTUAL AID | FIRES | PUBLIC ASSISTS | STAND-BY | CANCEL | REFUSALS | TRANSPORTS | TOTAL CALLS | TOTAL CALLS >103MM | TOTAL TRANSPORTS >103MM |
|---------------|-----|-----|---------|-----------|---------------|-----------------|------------|-------|----------------|----------|--------|----------|------------|-------------|--------------------|-------------------------|
| JANUARY       | 57  | 19  | 23      | 4         | 1             | 1               | 0          | 1     | 16             | 4        | 14     | 29       | 87         | 151         | 53                 | 26                      |
| FEBRUARY      | 77  | 26  | 35      | 8         | 4             | 2               | 3          | 1     | 24             | 9        | 15     | 29       | 103        | 181         | 66                 | 28                      |
| MARCH         | 69  | 39  | 27      | 6         | 1             | 1               | 2          | 0     | 11             | 9        | 13     | 36       | 108        | 177         | 63                 | 27                      |
| APRIL         | 61  | 35  | 12      | 1         | 1             | 0               | 0          | 0     | 14             | 2        | 5      | 22       | 96         | 139         | 34                 | 19                      |
| MAY           | 75  | 15  | 17      | 6         | 4             | 3               | 3          | 0     | 13             | 2        | 16     | 44       | 104        | 179         | 45                 | 29                      |
| JUNE          | 71  | 29  | 15      | 7         | 3             | 0               | 0          | 0     | 11             | 0        | 2      | 35       | 100        | 148         | 44                 | 33                      |
| JULY          |     |     |         |           |               |                 |            |       |                |          |        |          |            | 0           |                    |                         |
| AUGUST        |     |     |         |           |               |                 |            |       |                |          |        |          |            | 0           |                    |                         |
| SEPTEMBER     |     |     |         |           |               |                 |            |       |                |          |        |          |            | 0           |                    |                         |
| OCTOBER       |     |     |         |           |               |                 |            |       |                |          |        |          |            | 0           |                    |                         |
| NOVEMBER      |     |     |         |           |               |                 |            |       |                |          |        |          |            | 0           |                    |                         |
| DECEMBER      |     |     |         |           |               |                 |            |       |                |          |        |          |            | 0           |                    |                         |



**11b**



## Quick Quote 7/8/2024 12:33 PM

Quote Number: 10949771

Remit to: Stryker Sales, LLC  
21343 NETWORK PLACE  
CHICAGO IL 60673-1213  
USA

Version: 1

Prepared For: KEY LARGO VOLNTR AMB CORPS  
Attn:

Rep: Alex Eidson  
Email: alex.eidson@stryker.com  
Phone Number:

Quote Date: 07/08/2024

Expiration Date: 10/06/2024

| Delivery Address |   | Sold To - Shipping |   | Bill To Account |   |
|------------------|---|--------------------|---|-----------------|---|
| Name:            | KEY LARGO VOLNTR AMB CORPS                            | Name:              | KEY LARGO VOLNTR AMB CORPS                            | Name:           | KEY LARGO VOLNTR AMB CORPS                            |
| Account #:       | 20001684  | Account #:         | 20001684  | Account #:      | 20001684  |
| Address:         | 98600 OVERSEAS HWY<br>KEY LARGO<br>Florida 33037-2337 | Address:           | 98600 OVERSEAS HWY<br>KEY LARGO<br>Florida 33037-2337 | Address:        | 98600 OVERSEAS HWY<br>KEY LARGO<br>Florida 33037-2337 |

### Equipment Products:

| #                | Product      | Description  | U/M | Qty | Sell Price  | Total       |
|------------------|--------------|--|-----|-----|-------------|-------------|
| 1.0              | 99576-000063 | LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device | PCE | 3   | \$13,946.73 | \$41,840.19 |
| 2.0              | 11576-000060 | LUCAS Desk-Top Battery Charger   | PCE | 3   | \$828.28    | \$2,484.84  |
| 3.0              | 11576-000080 | LUCAS 3 Battery - Dark Grey - Rechargeable LiPo  | PCE | 3   | \$205.51    | \$616.53    |
| Equipment Total: |              |  |     |     |             | \$44,941.56 |

### Price Totals:

|                               |                    |
|-------------------------------|--------------------|
| Estimated Sales Tax (0.000%): | \$0.00             |
| Freight/Shipping:             | \$647.04           |
| <b>Grand Total:</b>           | <b>\$40,588.60</b> |

### Comments:

FL Resus Grant Pricing  
\*\*\*Valid until 7.30.24\*\*\*

Prices: In effect for 30 days



## Quick Quote 7/8/2024 12:33 PM

Quote Number: 10949771

Remit to: Stryker Sales, LLC  
21343 NETWORK PLACE  
CHICAGO IL 60673-1213  
USA

Version: 1

Prepared For: KEY LARGO VOLNTR AMB CORPS

Rep: Alex Eidson

Attn:

Email: alex.eidson@stryker.com

Phone Number:

Quote Date: 07/08/2024

Expiration Date: 10/06/2024

Terms: Net 30 Days

### Terms and Conditions:

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule. Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency. A copy of Stryker Medical's terms and conditions can be found at [https://techweb.stryker.com/Terms\\_Conditions/index.html](https://techweb.stryker.com/Terms_Conditions/index.html).

**11c**

Filter statement

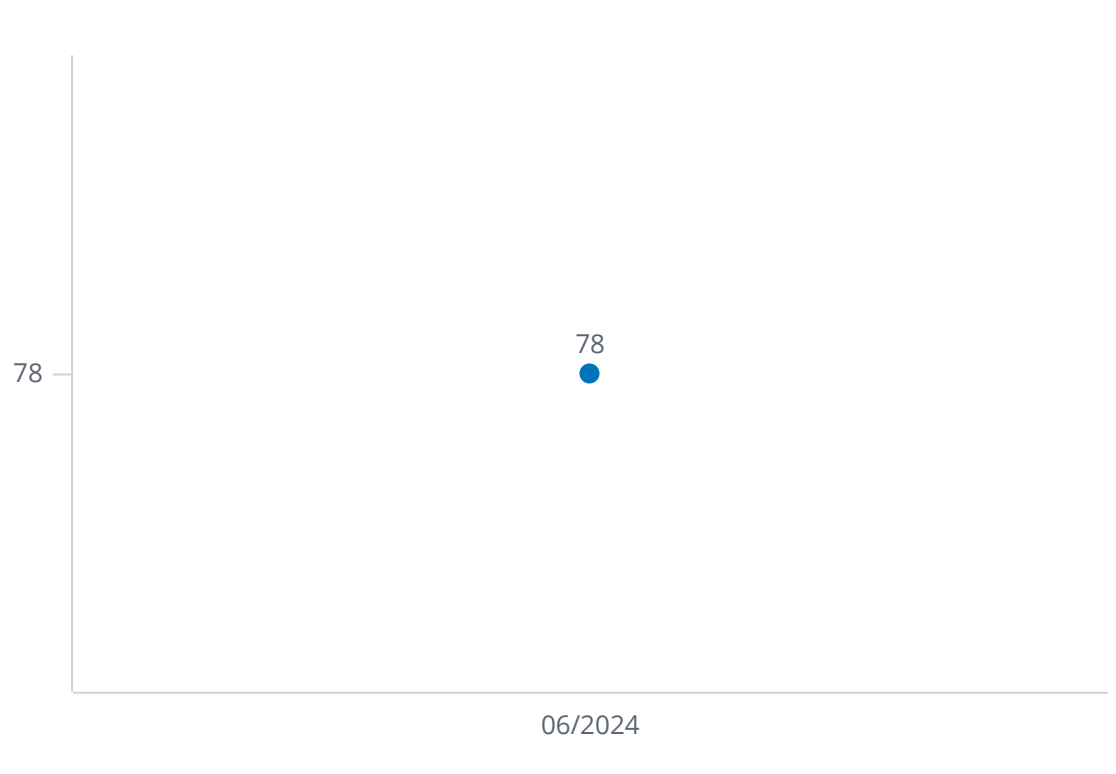
Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true | **Station** Station 25, Station 24

# Fire Incident Count by Month

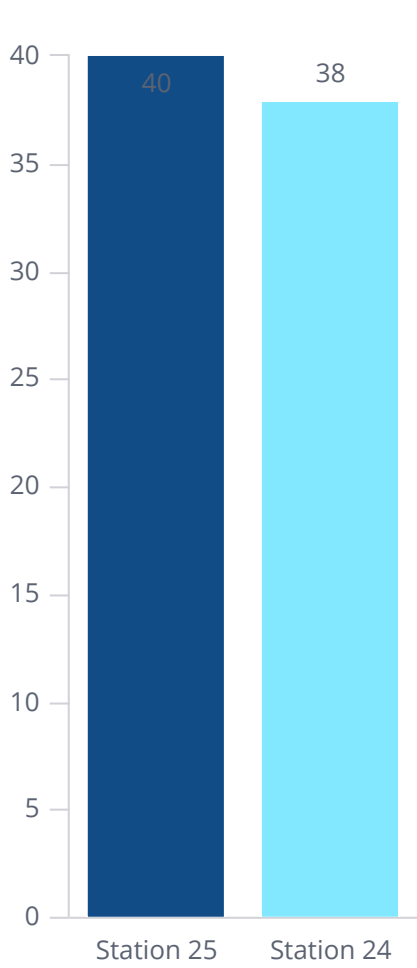
Count of Total In...



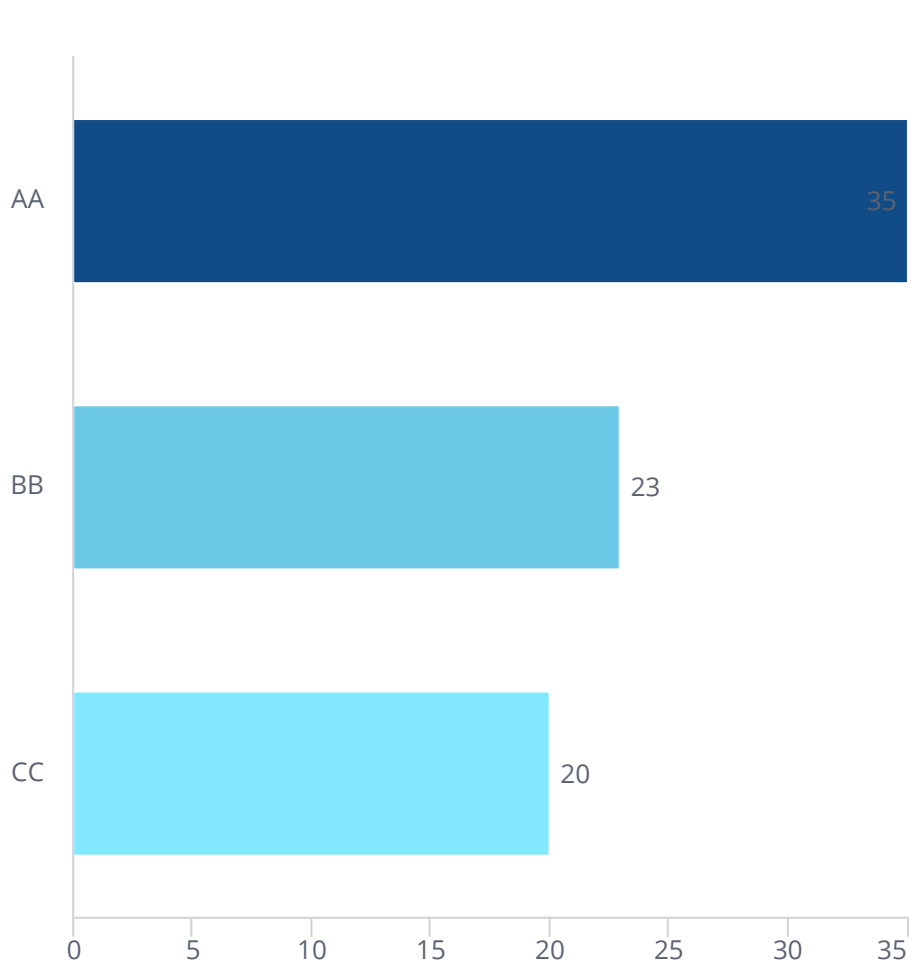
Incident Count by Month



Incident Count by Station



Incident Count by Shift



# Fire Incident Count by Month Jul 9, 2024 4:19:19 PM [Fire Incidents](#)

Filter statement

Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true | **Station** Station 25, Station 24

## Count of Incident Responses

| Station          | Shift | Unit Name | Count of Incidents |
|------------------|-------|-----------|--------------------|
|                  |       |           | 2024               |
| Station 24       | AA    | E24       | 22                 |
|                  |       | E25       | 3                  |
|                  | BB    | E24       | 9                  |
|                  |       | E25       | 1                  |
|                  | CC    | E24       | 7                  |
|                  |       | E25       | 2                  |
| Station 24 Total |       |           | 38                 |
| Station 25       | AA    | E25       | 13                 |
|                  |       | E24       | 3                  |
|                  | BB    | E25       | 14                 |
|                  | CC    | E25       | 13                 |
|                  |       | E24       | 2                  |
| Station 25 Total |       |           | 40                 |
| Grand Total      |       |           | 78                 |

Filter statement

Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true

## Fire Incident Types

Count of Total Incidents

Count of Incidents  
**78**

Fire Calls

Count of Fire Calls  
**2**  
Percent of Fire Calls **2.6%**

EMS Calls

Count of EMS Calls  
**39**  
Percent of EMS Calls **50.0%**

Other Calls

Count of Other Calls  
**37**  
Percent of Other Calls **47.4%**

Count of Incidents by Incident Type Group and Year



Percentage of Incident Type Group



Filter statement

Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true

Count of Incidents by Type

| Incident Type Group             | Incident Type                                      | Incident Type Code | Count of Incidents |             |
|---------------------------------|--|--------------------|--------------------|-------------|
|                                 |  |                    | 06/2024            | Grand Total |
| 100 - Fire                      | Fire, other  | 100                | 1                  | 1           |
|                                 | Passenger vehicle fire                             | 131                | 1                  | 1           |
| 100 - Fire Total                |  |                    | 2                  | 2           |
| 300 - Rescue & EMS              | EMS call, excluding vehicle accident with injury   | 321                | 7                  | 7           |
|                                 | Medical assist, assist EMS crew                    | 311                | 19                 | 19          |
|                                 | Motor vehicle accident with injuries               | 322                | 10                 | 10          |
|                                 | Motor vehicle/pedestrian accident (MV Ped)         | 323                | 1                  | 1           |
|                                 | Removal of victim(s) from stalled elevator         | 353                | 2                  | 2           |
| 300 - Rescue & EMS Total        |  |                    | 39                 | 39          |
| 400 - Hazardous Condition       | Arcing, shorted electrical equipment               | 445                | 1                  | 1           |
|                                 | Gas leak (natural gas or LPG)                      | 412                | 1                  | 1           |
|                                 | Power line down                                    | 444                | 2                  | 2           |
| 400 - Hazardous Condition Total |  |                    | 4                  | 4           |
| 500 - Service Call              | Public service                                     | 553                | 9                  | 9           |
|                                 | Public service assistance, other                   | 550                | 2                  | 2           |
| 500 - Service Call Total        |  |                    | 11                 | 11          |
| 600 - Good Intent Call          | Dispatched & canceled en route                     | 611                | 5                  | 5           |
| 700 - False Alarm               | Alarm system activation, no fire - unintentional   | 745                | 7                  | 7           |
|                                 | Alarm system sounded due to malfunction            | 735                | 2                  | 2           |
|                                 | Smoke detector activation due to malfunction       | 733                | 3                  | 3           |
|                                 | Smoke detector activation, no fire - unintentional | 743                | 2                  | 2           |
| 700 - False Alarm Total         |  |                    | 14                 | 14          |
| 900 - Special Incident          | Landing Zone                                       | 9001               | 3                  | 3           |
| Grand Total                     |  |                    | 78                 | 78          |



Filter statement

Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true | **Station** Station 25, Station 24

# Fire Incident Count by Month

Count of Total In...

Incident Count by Month

Count of Incidents  
**78**

78

78

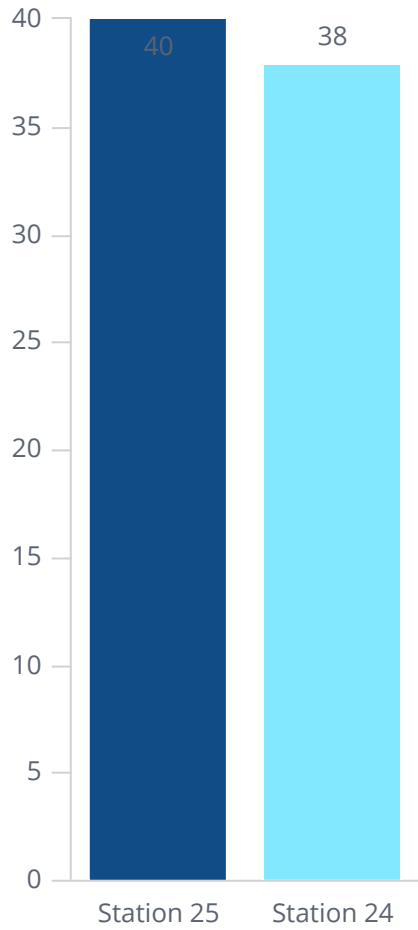
06/2024

# Monthly Alarms by Shifts Jul 9, 2024 2:13:18 PM [Fire Incidents](#)

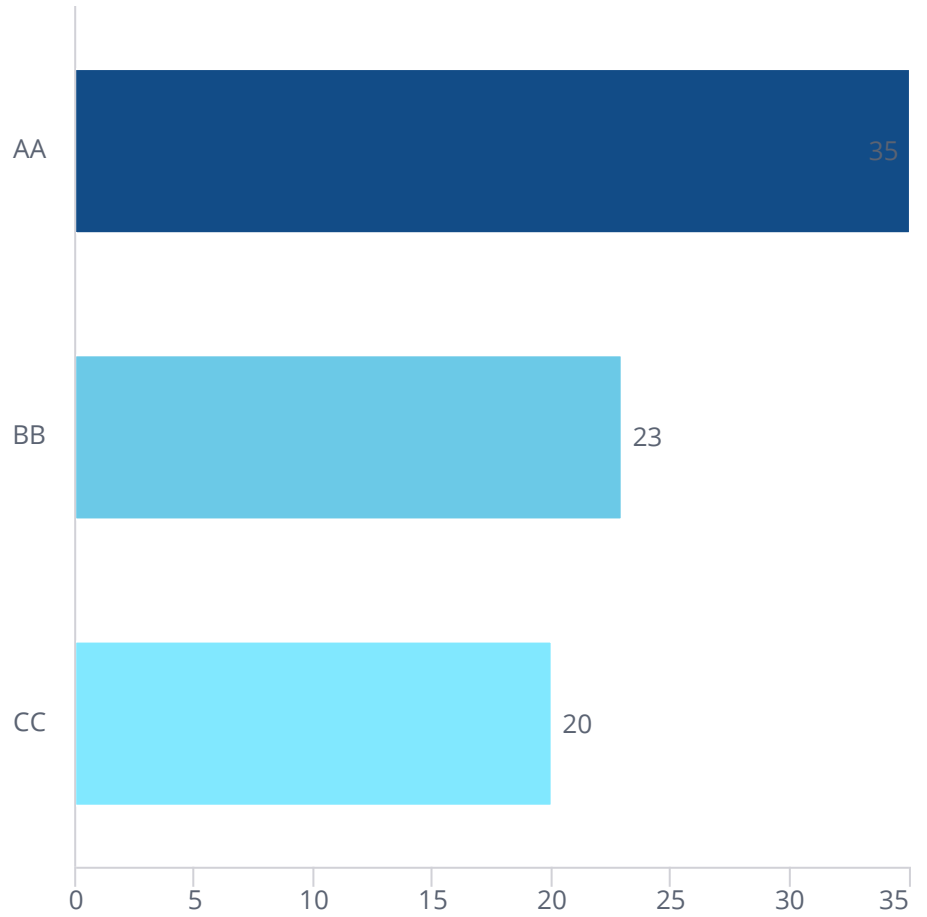
Filter statement

Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true | **Station** Station 25, Station 24

Incident Count by Station



Incident Count by Shift



# Monthly Alarms by Shift Jul 9, 2024 2:13:18 PM [Fire Incidents](#)

Filter statement

Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true | **Station** Station 25, Station 24

## Count of Incident Responses

| Station                 | Shift | Unit Name | Count of Incidents |
|-------------------------|-------|-----------|--------------------|
|                         |       |           | 2024               |
| Station 24              | AA    | E24       | 22                 |
|                         |       | E25       | 3                  |
|                         | BB    | E24       | 9                  |
|                         |       | E25       | 1                  |
|                         | CC    | E24       | 7                  |
|                         |       | E25       | 2                  |
| <b>Station 24 Total</b> |       |           | 38                 |
| Station 25              | AA    | E25       | 13                 |
|                         |       | E24       | 3                  |
|                         | BB    | E25       | 14                 |
|                         | CC    | E25       | 13                 |
|                         |       | E24       | 2                  |
| <b>Station 25 Total</b> |       |           | 40                 |
| <b>Grand Total</b>      |       |           | 78                 |

Filter statement

Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true

## NFPA Analysis Report - Fire Incidents

| Total Incidents                       | Civilian Injuries  | Civilian Casualties  | Fire Service Injur...  | Fire Service Casu...   |
|---------------------------------------|--|--|--|--|
| Count of Total Incide...<br><b>78</b> | Civilian Injuries<br><b>0</b><br>Percent of Calls with Ci... <b>0%</b> | Civilian Casualties<br><b>0</b><br>Percent of Calls with Ci... <b>0%</b> | Fire Service Injuries<br><b>0</b><br>Percent of Calls with Fi... <b>0%</b> | Fire Service Casualties<br><b>0</b><br>Percent of Calls with Fi... <b>0%</b> |

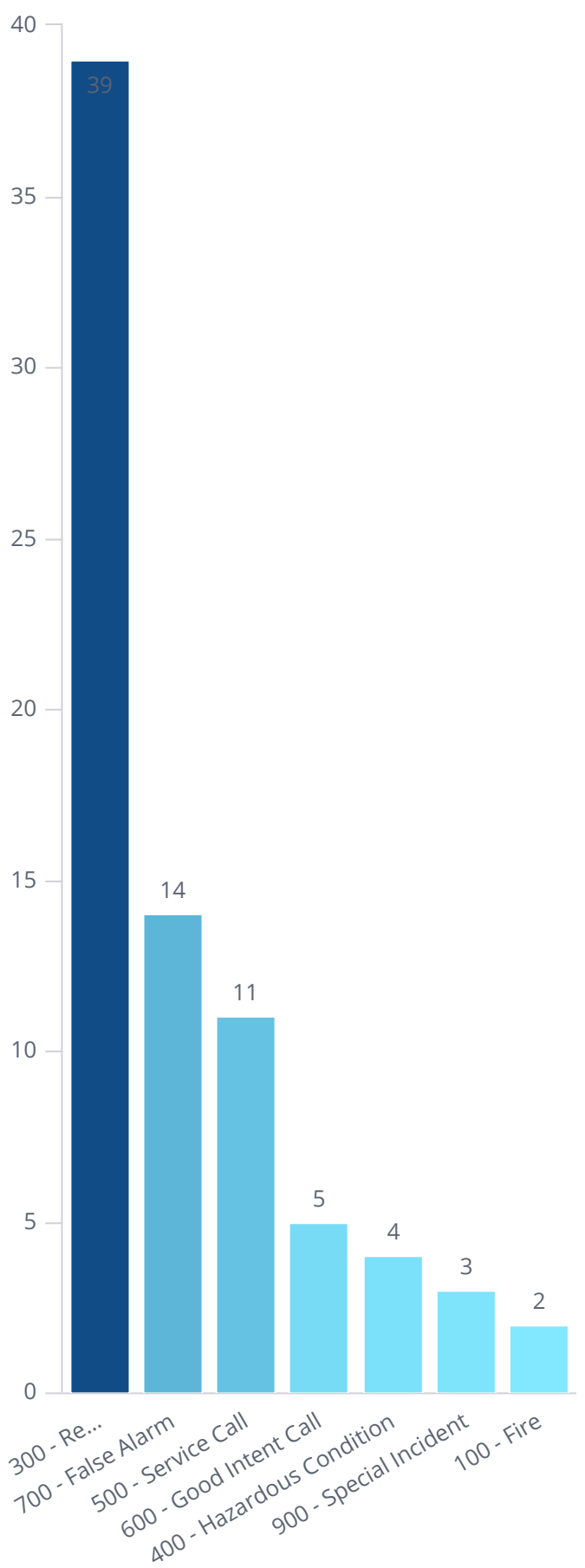
Filter statement

Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true

Incident Type

| Incident Type Group                    | Incident Type Code |
|--|--------------------|
| 100 - Fire                             | 100                |
|  | 131                |
| <b>100 - Fire Total</b>                |                    |
| 300 - Rescue & EMS                     | 311                |
|  | 321                |
|  | 322                |
|  | 323                |
|  | 353                |
| <b>300 - Rescue &amp; EMS Total</b>    |                    |
| 400 - Hazardous Condition              | 412                |
|  | 444                |
|  | 445                |
| <b>400 - Hazardous Condition Total</b> |                    |
| 500 - Service Call                     | 550                |
|  | 553                |
| <b>500 - Service Call Total</b>        |                    |
| 600 - Good Intent Call                 | 611                |
| 700 - False Alarm                      | 733                |
|  | 735                |
|  | 743                |
|  | 745                |
| <b>700 - False Alarm Total</b>         |                    |
| 900 - Special Incident                 | 9001               |
| <b>Count of Incidents</b>              |                    |

Count of Incident Type



Total Acres Burned

Total Acres Burned: **#N/A**

Wildland and Fire Acres Burned

Wildland Acre... **#N/A** | Fire Acres B... **#N/A**

Filter statement

Filters **Alarm Date Range** 6/1/24 to 6/30/24 | **Is Locked** true | **Is Active** true

Mutual Aid

| Aid Given Or Received                       | Incident Type Code                 | Incident Type                        | Count of Instances of Aid Given or Received |
|---|------------------------------------|--------------------------------------|---|
| Automatic aid received                      | 321                                | EMS call, excluding vehicle accident | 1   |
| KLEMS                                       | 311                                | Medical assist, assist EMS crew      | 4   |
| KLEMS-2                                     | 322                                | Motor vehicle accident with injuries | 1   |
| KLEMS-3                                     | 311                                | Medical assist, assist EMS crew      | 3   |
|   | 321                                | EMS call, excluding vehicle accident | 2   |
| KLEMS-3 Total                               |                                    |                                      | 5   |
| KLEMS-4                                     | 311                                | Medical assist, assist EMS crew      | 1   |
| Mutual aid given                            | 311                                | Medical assist, assist EMS crew      | 6   |
|   | 322                                | Motor vehicle accident with injuries | 2   |
|   | 323                                | Motor vehicle/pedestrian accident    | 1   |
|   | 611                                | Dispatched & canceled en route       | 1   |
| Mutual aid given Total                      |                                    |                                      | 10  |
| Mutual aid received                         | 321                                | EMS call, excluding vehicle accident | 1   |
|   | 322                                | Motor vehicle accident with injuries | 3   |
|   | 9001                               | Landing Zone                         | 3   |
| Mutual aid received Total                   |                                    |                                      | 7   |
| None  | 100                                | Fire, other                          | 1   |
|   | 131                                | Passenger vehicle fire               | 1   |
|   | 311                                | Medical assist, assist EMS crew      | 5   |
|   | 321                                | EMS call, excluding vehicle accident | 3   |
|   | 322                                | Motor vehicle accident with injuries | 4   |
|   | 353                                | Removal of victim(s) from stalled    | 2   |
|   | 412                                | Gas leak (natural gas or LPG)        | 1   |
|   | 444                                | Power line down                      | 2   |
|   | 445                                | Arcing, shorted electrical equipment | 1   |
|   | 550                                | Public service assistance, other     | 2   |
|   | 553                                | Public service                       | 9   |
|   | 611                                | Dispatched & canceled en route       | 4   |
|   | 733                                | Smoke detector activation due to     | 3   |
|   | 735                                | Alarm system sounded due to          | 2   |
|   | 743                                | Smoke detector activation, no fire - | 2   |
| 745   | Alarm system activation, no fire - | 7                                    |   |
| None Total                                  |                                    |                                      | 49  |
| Count of Instances of Aid Given or Received |                                    |                                      | 78  |