



## 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

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### FINAL PUBLIC HEARING/DISTRICT MEETING AGENDA

September 23, 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>

1. AGENDA

1a. *Call to Order*

1b. *Pledge of Allegiance*

1c. *Roll Call*

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of September 23, 2024 Final Public Hearing/District Meeting Agenda*

2b. *Approval of September 9, 2024 1st Public Hearing/District Meeting Agenda*

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

6a. DISCUSSION: *Status of Clerk Position Candidates [Greco]*

6b. DISCUSSION: *Status of Station 24 Building Project [Conklin]*

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: *Increase to Fire Department Funds Advance from \$100,000 to \$150,000 [Johnson]*

7b. DISCUSSION/APPROVAL: *Deposit for Fire Boat of \$150,000 MOU Funding From Monroe County before September 30, 2024 [Bock]*

8. LEGAL REPORT



## 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

### 9. FINANCE REPORT

9a. ***DISCUSSION: KLFREMS District FY 2024-2025 Proposed Budget [Johnson]***

9b. ***DISCUSSION: Resolution 2024-005 - A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Adopting the Final Levy of Ad Valorem Taxes for the District for the Fiscal Year 2024-2025; Providing for Severability; and Providing an Effective Date [Johnson]***

9c. ***DISCUSSION: Resolution 2024-006 - A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Providing for Adoption of the Final Budget of the District for the Fiscal Year Commencing on October 1, 2024, and Ending on September 30, 2025; Providing for Severability: and Providing an Effective Date [Johnson]***

### 10. AMBULANCE CORPS REPORT

10a. ***KLVAC July 2024 Agenda and Minutes***

10b. ***KLVAC July 2024 Treasurers Report***

10c. ***KLVAC August 2024 Treasurers Report***

### 11. FIRE DEPARTMENT REPORT

11a. ***KLVFD July 2024 Agenda and Minutes***

11b. ***KLVFD July 2024 Treasurers Report***

11c. ***KLVFD August 2024 Treasurers Report***

### 12. COMMISSIONER ITEMS

### 13. NEXT MEETING

***October 7, 2024 District Meeting***

***October 21, 2024 District Meeting***

### 14. ADJOURN

#### DOCUMENTS

***Al 2b. September 8, 2024 1st Public Hearing/District Meeting Draft Minutes***

***Al 9a. KLFREMS District FY 2024-2025 Proposed Budget***

***Al 9b. Resolution 2024-005***

***Al 9c. Resolution 2024-006***

***Al 10a. KLVAC July 2024 Agenda and Minutes***

***Al 10b. KLVAC July 2024 Treasurers Report***



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***AI 10c. KLVAC August 2024 Treasurers Report***

***AI 11a. KLVFD July 2024 Agenda and Minutes***

***AI 11b. KLVFD July 2024 Treasurers Report***

***AI 11c. KLVFD August 2024 Treasurers Report***

***Request Form to the Chairman or request to speak via Zoom.***



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 1ST PUBLIC HEARING/DISTRICT MEETING AGENDA

September 9, 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>

#### 1. AGENDA

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

Chairman Allen called to order the September 9, 2024 1<sup>st</sup> Public Hearing/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: Anthony Allen, Frank Conklin, Kenny Edge and Danny Powers. There was a quorum.

Also present in person or via Zoom were Commissioner Mirabella (via telephone) Carol Greco, Shauna Morris, Scott Robinson, David Garrido, C.J. Jones, Jason Mumper, Don Bock and Jennifer Johnson.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. *Approval of September 9, 2024 1st Public Hearing/District Meeting Agenda*

Commissioner Edge made *motion to approve the September 9, 2024 1<sup>st</sup> Public Hearing/District Meeting Agenda*. Commissioner Conklin seconded, and the Board unanimously passed the motion.

##### 2b. *Approval of the August 19, 2024 District Meeting Minutes*

Commissioner Powers made a *motion to approve the August 19, 2024 District Meeting Minutes with revisions*. Commissioner Conklin seconded, and the Board unanimously passed the motion.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

### 3. PUBLIC COMMENT

None

### 4. CHAIRMAN REPORT

Comment was made regarding the kick-off meeting for the feasibility study which provided informative information.

### 5. SECRETARY REPORT

None

### 6. OLD BUSINESS

#### 6a. DISCUSSION: Status of Clerk Position Candidates [Greco]

C. Greco updated the board that no further resumes were received after the recent advertisement in the Free Press/Citizens. The Board instructed me to contact the candidate who responded to the earlier advertisement. Discussions were had regarding the creation of a Committee for the interview process.

#### 6b. DISCUSSION: Status of Station 24 Building Project [Conklin]

An updated on the Station 24 Building Project was provided to advise of the commitment with working with the architect to get the stations built keeping in mind costs; that the station will remain a work station during the build. Another building committee meeting is scheduled regarding floor plan renderings. Further updates to be provided at the next meeting.

### 7. NEW BUSINESS

#### 7a. DISCUSSION/APPROVAL: Salary Increase Medical Director Thomas Morrison, MD [Bock] – This item was stricken from the agenda.

#### 7b. DISCUSSION/APPROVAL: Brown & Brown Insurance Proposal for Storage Tank Liability-October 1, 2024 – October 1, 2025 [Greco]

The Board was provided with Brown & Brown's Insurance Proposal for the Storage Tank Liability Insurance for the October 1, 2024-October 1, 2025 period, a brief discussion regarding the renewal was had.



## 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

Commissioner Powers made a ***motion to approve the Brown & Brown Insurance Proposal for Storage Tank Liability for the period October 1, 2024 thru October 1, 2025.*** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

### 8. LEGAL REPORT

S. Morris provided information regarding the Service Mark (potentially need 2 service marks) for the patch; \$87.50 for each. Commission Powers will be the point of contact for legal to work with regarding the trademarking of the department's patch.

### 9. FINANCE REPORT

#### 9a. **DISCUSSION: KLFREMS District FY 2024-2025 Proposed Budget [Johnson]**

Ms. Johnson provided the Millage Rate is 1.1975 mil. greater than 1.0686 or 12.6% over roll-back rate. Further discussions included changes regarding addition of positions and the awarding of a Safer Grant; if granted the positions will be added back in. Increase of \$500,000 for trucks; fire department to replace ladder/pumper in Fiscal Year 2026 up \$650,000 reserve for next 2 years; are the advantages of leasing versus of new vehicles? Capt. Jones provided the name CJ Community Leasing Partners. Ms. Johnson will take the lead regarding this matter. Retirement Plan is at \$184,031 for 23 employees, if all contribute. \$450,000K for a fire boat (State Grant of \$300K; \$150K from the BOCC ILA). The budget increase of \$396,709.

#### 9b. **DISCUSSION: Resolution 2024-003 - A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Adopting the Tentative Levy of Ad Valorem Taxes for the District for the Fiscal Year 2024-2025; Providing for Severability and Providing an Effective Date [Johnson]**

Ms. Johnson read into the record, A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Adopting the Tentative Levy of Ad Valorem Taxes for the District for the Fiscal Year 2024-2025; Providing for Severability and Providing an Effective Date.

Commissioner Mirabella made a ***motion to approve Resolution 2024-003 - A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Adopting the Tentative Levy of Ad Valorem Taxes for the District for the Fiscal Year 2024-2025; Providing for Severability and Providing an Effective Date.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

#### 9c. **DISCUSSION: Resolution 2024-004 - A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Providing for Adoption of the Tentative Budget of the District for the Fiscal Year Commencing on October 1, 2024, and Ending**



# KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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on September 30, 2025; Providing for Severability: and Providing an Effective Date [Johnson]

Ms. Johnson read into the record, **A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Providing for Adoption of the Tentative Budget of the District for the Fiscal Year Commencing on October 1, 2024, and Ending on September 30, 2025; Providing for Severability: and Providing an Effective Date**

Discussion regarding spending and withholding until necessary in the bank to collect interest. Reserves. Need to increase adv to fire department 100/ 40 ambulance payroll running in 87's – next agenda.

Commissioner Conklin made a ***motion to approve : Resolution 2024-004 - A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Providing for Adoption of the Tentative Budget of the District for the Fiscal Year Commencing on October 1, 2024, and Ending on September 30, 2025; Providing for Severability: and Providing an Effective Date.*** Commissioner Mirabella seconded, and motion passes by a 3-2 vote.

Roll Call Vote:

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	No
Commissioner Mirabella	Yes
Commissioner Powers	No

## 10. AMBULANCE CORPS REPORT

Scott Robinson advised the Ambulance Corp ran a total of 127 calls; year to date 1241. On September 13, 2024 will test 4 volunteers.

## 11. FIRE DEPARTMENT REPORT

### 11a. ***KLTFD August Statistics***

Capt. Jones commented there is an opening for on internal spot; 4-5 applications; awaiting determination of SAFER regarding personnel additions.

Attended a meeting at Ocean Reef Club regarding fireboats; received some good information. There will be further committee meetings regarding plans, specifications, pricing, licensing requirements, etc.; extensive training with coast guard. There will be a package for review.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### 12. COMMISSIONER ITEMS

#### 12a. DISCUSSION: Requirements for Continued Use of Zoom Link for District Meeting [Allen]

Chairman Allen led a discussion regarding the necessity of continuing with providing Zoom for link for meetings; which was required during the COVID pandemic. As this is no longer a requirement by the State, starting October 2024, we will dispense with Zoom and revert to recording the meetings.

Commissioner Conklin made comment regarding the plaque for Vicky Faye's service to the department.

### 13. NEXT MEETING

September 23, 2024 Final Public Hearing  
September 23, 2024 District Meeting

### 14. ADJOURN

Commissioner Edge made a ***motion to adjourn*** the meeting at 6:41 PM. Commissioner Conklin seconded, and the Board unanimously passed the motion.



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

9/13/2024

**REVENUES**

<i>Prior Year Millage Rate:</i>	1.1695
<i>Roll- Back Rate:</i>	1.0686
<i>Taxable Value</i>	5,909,212,657
<i>Millage Rate :</i>	<b>1.1975</b>
<i>% over roll-back rate</i>	12.06%

<b>Ad Valorem Taxes (97% collection rate)</b>	\$ 6,863,994
<b>Intergovernmental Revenue - Monroe County - Contribution for Capital Infrastructure</b> <small>(\$150,000 for capital outlay)</small>	150,000
<b>Grant Revenue</b>	300,000
<b>Interest Income</b>	200,000
<b>Total Revenues</b>	<u>\$ 7,513,994</u>

<b>UNASSIGNED FUND BALANCE OCT 1, 2024</b>	4,044,775
<b>COMMITTED FOR VEH REPL FUND BALANCE OCT 1, 2024</b>	1,136,461
<b>TOTAL REVENUES, FUND BALANCES AND OTHER FINANCING SOURCES</b>	<u><u>\$ 12,695,230</u></u>

**EXPENDITURES**

<b>Key Largo Fire/EMS District Board</b>	
Operating Expenditures	\$ 512,830
Reserve Transfers	500,000
<b>Subtotal District Board</b>	<u>\$ 1,012,830</u>
 <b>Key Largo Fire &amp; Rescue</b>	
Operating Expenditures	\$ 3,355,873
Capital Outlay	638,500
<b>Subtotal Key Largo Volunteer Fire Department</b>	<u>\$ 3,994,373</u>
 <b>Key Largo Ambulance</b>	
Operating Expenditures	\$ 2,525,620
Capital Outlay	314,750
<b>Subtotal Key Largo Volunteer Ambulance Corp.</b>	<u>\$ 2,840,370</u>
<b>Total Expenditures &amp; Transfers</b>	<u>\$ 7,847,573</u>

**FUND BALANCE**

<b>UNASSIGNED FUND BALANCE SEPT 30, 2025</b>	3,986,196
<b>COMMITTED FOR VEH REPL FUND BALANCE SEPT 30, 2025</b>	1,361,461
<b>TOTAL EXPENDITURES &amp; FUND BALANCES</b>	<u><u>\$ 12,695,230</u></u>

**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 Proposed Budget	FY 23-24 Adopted Budget	FY 23-24 Actuals YTD	FY23-24 Projected Actuals	Budget Increase / (Decrease)
110	Board Member Stipends 5 Members @ \$ 350 / month x 12 months	21,000	21,000	17,500	21,000	-
120	District Clerk	85,000	-	-	-	85,000
210	FICA Taxes: @ 7.65 % of Wages	8,109	1,607	1,339	1,607	6,502
511.240	Worker's Compensation	1,000	1,000	760	760	-
514.310	Legal & Clerk Services	85,000	85,000	61,521	85,000	-
512.312	Professional Services (IT)	7,200	7,200	-	-	-
513.320	Accounting and Financial Services					-
.01	District Audit	10,500	10,500	10,500	55,500	-
.02	Financial and Accounting Services	60,000	60,000	22,774	32,948	-
	<i>Total Accounting &amp; Financial Services</i>	70,500	70,500	33,274	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	95,027	95,027	16,421
.02	MoCo Tax Collector Charge (@3% of Ad Valorem Collection)	212,288	154,914	175,539	175,539	57,374
.03	Discretionary Expenditures	1,000	1,000	49	399	-
	<i>Total General Departmental</i>	298,288	224,493	270,615	270,965	73,795
411	Advertising	5,500	5,500	3,112	4,668	-
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 Proposed Budget	FY 23-24 Adopted Budget	FY 23-24 Actuals YTD	FY23-24 Projected Actuals	Budget Increase / (Decrease)
540	Dues, Subscriptions and Publications	6,000	6,000	4,830	6,282	-
<b>Department Total Operations</b>		<b>\$ 512,830</b>	<b>\$ 432,533</b>	<b>\$ 394,937</b>	<b>\$ 482,901</b>	<b>\$ 80,297</b>
919	Transfer to Committed Funds for Vehicle & Equipment Replacement	500,000	275,000	206,250	275,000	225,000
<b>Department Total Including Transfers to Reserves</b>		<b>\$ 1,012,830</b>	<b>\$ 707,533</b>	<b>\$ 601,187</b>	<b>\$ 757,901</b>	<b>\$ 305,297</b>

Total Operating Budget	512,830	432,533
Total Capital & Reserve Budget	500,000	275,000
Total	1,012,830	707,533

**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 - 3 New Positions With Fire Boat & Training**

Acct #	Computation / Explanation	FY 24-25 Proposed Budget	FY 23-24 Adopted Budget	FY 23-24 Actuals YTD	FY 23-24 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:					
	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	29,250	39,000	-
.02	Career Staffing Operational Salaries (20 Employees)	1,590,817	1,421,082	1,274,824	1,529,789	169,735
.03	3 New Fulltime Postions	181,352	-	-	-	181,352
	<i>Total Regular Salaries &amp; Wages</i>	1,811,169	1,460,082	1,304,074	1,568,789	351,087
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	34,365	41,238	(42,000)
	<i>Total Volunteer Pay</i>	40,000	82,000	34,365	41,238	(42,000)
140	Overtime wages - <b>Increased to account for minimum staffing levels &amp; additional vaca/sick time</b>	230,000	200,000	139,293	167,152	30,000
210	Employer Payroll Taxes @ 7.65% of Pay -	159,209	117,969	62,490	135,954	41,240
220	Retirement Plan - 401(k) <b>(10% Match) - 23 Employees</b>	100,000	70,000	62,490	74,988	30,000
230	Employee Insurance Benefits					
	Medical/Dental/Vision/Life Insurance for 23 Career Employees	190,000	191,400	133,374	177,832	(1,400)
	Medical/Dental/Vision/Life Insurance for 3 NEW Career Employees	28,500	-	-	-	28,500
	Proposed 50% family health care coverage - <b>up for discussion</b>	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	133,374	177,832	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	-

**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 - 3 New Positions With Fire Boat & Training**

Acct #	Computation / Explanation	FY 24-25 Proposed Budget	FY 23-24 Adopted Budget	FY 23-24 Actuals YTD	FY 23-24 Projected Actuals	Budget Increase / (Decrease)
312	Professional Services:					
	Grant Writing Services - AFG, and State Grants	7,500	5,000	3,300	3,300	2,500
	Firefighter Annual Physicals	20,000	20,000	-	20,000	-
	Background Checks, Drug Testing, Drivers License Checks	1,000	1,000	443	443	-
	<i>Total Professional Services</i>	28,500	26,000	3,743	23,743	2,500
314	Legal Services (Requires District Board Approval)	-	-	-	-	-
320	Accounting Fees	17,250	15,000	11,160	14,880	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	15,942	21,256	6,000
411	Advertising	520	520	-	-	-
412	Postage & Freight	520	520	99	198	-
430	Utilities					
.01	Electric	28,000	28,000	19,088	25,451	-
.02	Water	9,000	9,000	8,968	11,957	-
.03	Fire Hydrant Maintenance @ \$50 per hydrant	16,700	16,700	14,000	14,000	-
.04	Propane Gas	400	400	580	400	-
.07	TV Service	5,500	5,500	4,454	5,345	-
	<i>Total Utilities</i>	59,600	59,600	47,090	57,153	-
440	Rent & Leases:			20,133	20,133	-
	Station 24 & 25 Copier/Scanner/Fax Lease	4,700	3,550	2,228	4,456	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	47,455	49,683	2,732

**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 - 3 New Positions With Fire Boat & Training**

Acct #	Computation / Explanation	FY 24-25 Proposed Budget	FY 23-24 Adopted Budget	FY 23-24 Actuals YTD	FY 23-24 Projected Actuals	Budget Increase / (Decrease)
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
	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	25,924	31,109	(5,550)
461	Repair & Maintenance: Buildings & Grounds	33,295	82,705	38,261	45,913	(49,410)
462	Repair & Maintenance: Vehicles	61,200	60,000	31,939	38,327	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	6,078	7,098	-
	<i>Total General Departmental</i>	17,500	9,000	6,078	7,098	8,500

**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 - 3 New Positions With Fire Boat & Training

Acct #	Computation / Explanation	FY 24-25 Proposed Budget	FY 23-24 Adopted Budget	FY 23-24 Actuals YTD	FY 23-24 Projected Actuals	Budget Increase / (Decrease)
491	Training - Instructor Fees, Education, Student Text and Fire Prevention					
.01	In-house training courses (Outside/In-house instructors/vendors)	29,000	28,720	12,980	15,480	280
.02	Out of area training	11,000	16,000	1,905	1,905	(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	1,254	1,254	5,000
.05	KAPLAN online education	5,000	3,000	4,635	4,635	2,000
.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	24,671	27,171	47,280
510	Office Supplies	3,000	3,000	7,661	9,193	-
520	Operating Supplies					
.01	Fire Ground Safety (highway vests, cones, etc.)	2,000	1,000	779	1,558	1,000
.02	Daily Operating/Maintenance Supplies including small tools less than 1k	48,900	50,000	31,422	62,844	(1,100)
.03	Medical Supplies & Equipment	15,000	8,000	22,995	45,990	7,000
.05	Station Cleaning/Housekeeping Supplies	5,000	5,000	6,514	13,028	-
.06	Firefighting PPE, Cleaning, Maintenance & Inspections	55,000	45,000	51,362	102,724	10,000
.07	Clothing, Apparel - Station uniforms - Class A for new employees	17,500	9,000	10,877	21,754	8,500
.08	Fire fighting Foam or suppression agent	8,000	8,000	-	5,400	-
	<i>Total Operating Supplies</i>	151,400	126,000	123,949	253,298	25,400
521	Fuel: Gasoline (for portable equipment)	100	100	49	1,000	-
522	Fuel: Diesel	20,000	20,000	12,804	32,147	-
540	Dues, Subscriptions and Publications	4,192	4,192	4,567	3,630	-

**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 - 3 New Positions With Fire Boat & Training

Acct #	Computation / Explanation	FY 24-25 Proposed Budget	FY 23-24 Adopted Budget	FY 23-24 Actuals YTD	FY 23-24 Projected Actuals	Budget Increase / (Decrease)
640	Capital Outlay: Equipment & Vehicles					
	Station 24 and Station 25 Generators		141,460	94,365	94,365	(141,460)
	ESO for NFRIS Reporting and Database		7,110	11,160	11,160	(7,110)
	SCBA Bottles			31,700	31,700	-
	LifePak			43,772	43,772	-
	Vent Saws		5,000	-	5,000	(5,000)
	TFT Hydrant Assist Valves for E24, E25, T24, L25 (4 total)	19,000	-	-	-	19,000
	ATV Muel for Hurricane recovery & recon after storms (also for special details and emergency response) with trailer	37,500	-	-	-	37,500
	Hurst Saltwater Submersible Extrication Tools 1 full set and other components.	80,000	150,000	77,484	77,484	(70,000)
	Rope Rescue - Allstar Rescue Descender/Ascender	2,000	-	-	-	2,000
	Fire Boat - State Grant \$300K, \$150K MCBOCC ILA	450,000	-	-	-	450,000
	Boat Lift for Fire Boat - Estimated Cost	40,000	-	-	-	40,000
	<i>Total Capital Outlay: Equipment</i>	628,500	303,570	258,481	263,481	324,930
641	Capital Outlay: Small Tools & Equipment					
	Various Tools, Equipment, etc. Costing >\$1,000 but < \$ 5,000 per each item and a useful life of 1 year or more	10,000	10,000	11,315	11,315	-
	<i>Total Operating Budget</i>	3,355,873	2,780,876	2,289,365	2,936,623	574,997
	<i>Total Capital Budget</i>	638,500	313,570	269,796	274,796	324,930
	<i>Total</i>	<u>3,994,373</u>	<u>3,094,446</u>	<u>2,559,161</u>	<u>3,211,419</u>	<u>899,927</u>



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

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

Acct #	Computation / Explanation	FY 24-25 Proposed Budget 3 Rescues	FY 23-24 Adopted Budget 3 Rescues	FY 23-24 Actuals YTD	FY 23-24 Projected Actuals	Budget Increase / (Decrease)
120	Regular Salaries & Wages:					
.01	Administrative (1 Position) includes Step Raise of 0.75/hr	47,611	46,051	29,467 see net figure below	46,051 see net figure below	1,560
.02	Paramedic Payroll - addition of 3rd Rescue @18 Full-time and 6 part-time medics with minimum 2 paid medics per Rescue per day	1,464,250	1,293,222	see net figure below	see net figure below	171,028
	Less: EMS Billing Income Estimate Applied to Offset Payroll	(325,000)	(285,000)	see net figure below	see net figure below	(40,000)
	Total Paramedic Payroll Reimbursement	1,139,250	1,008,222	486,715	1,008,222	131,028
	Total Regular Salaries & Wages	1,186,861	1,054,273	516,182	1,054,273	132,588
121	Volunteer Pay: Volunteer Reimbursement - Includes \$500 per month for Deputy Chief of Administration and volunteers (1 per Rescue x 3 Rescues) at \$176 per 24 hour shift times 80% - based on anticipated participation	160,000	96,000	56,105	74,807	64,000
140	Overtime Wages	225,000	252,996	251,501	252,996	(27,996)
210	Employer Payroll Taxes @ 7.65% of Full Time Wages and Volunteer Pay	145,110	129,153	74,148	127,531	15,957
220	Retirement Contributions - 401K	30,000	30,000	22,863	30,484	-
230	Benefits for full-time 18 medics plus office mgr (up to \$750 per mo. each FT emp. for health )	171,000	162,000	54,002	72,003	9,000
240	Worker's Compensation - no updated premium yet	52,000	52,000	29,592	55,514	-
250	Re-employment Tax	900	900	1,116	232	-
312	Professional Services: Medical Director, etc.				-	
.02	Medical Director	18,000	18,543	16,500	18,000	(543)
.03	Background Checks, drug testing	1,500	2,500	1,170	1,520	(1,000)
.04	Other - Grant Writing	2,500	2,500	-	-	-
	Total Professional Services	22,000	23,543	17,670	19,520	(1,543)
320	Accounting and Financial Services - increased staff number payroll	20,750	20,000	10,019	13,359	750
400	Travel & Per Diem - Training, Seminars, Meetings	2,750	2,500	-	-	250
410	Station Phone Services: (4 phone & 2 fax lines), DSL/Internet, Wireless Air Cards for laptops in trucks - cancelled 2 landline/fax phones & added 1 air card	17,500	20,500	7,681	10,241	(3,000)

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

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

Acct #	Computation / Explanation	FY 24-25 Proposed Budget 3 Rescues	FY 23-24 Adopted Budget 3 Rescues	FY 23-24 Actuals YTD	FY 23-24 Projected Actuals	Budget Increase / (Decrease)
411	Advertising	2,500	2,500	-	400	-
412	Postage & Freight	400	400	-	350	-
430	Utilities					
.05	Electric & Propane	12,000	13,000	11,176	14,901	(1,000)
.06	Water - based on projected	2,500	1,750	2,430	3,240	750
	<i>Total Utilities</i>	14,500	14,750	13,606	18,141	(250)
440	Rental Equipment - O2 rental bottles, etc.	8,000	8,000	3,225	4,300	-
450	Insurance & Risk Management					
	Fire/Wind/Flood	55,002	47,500	81,849	81,849	7,502
	Auto & Umbrella	26,847	20,000	-	-	6,847
	Disability Insurance (All Members) -	6,800	5,000	953	6,764	1,800
	<i>Total Insurance &amp; Risk Management</i>	88,649	72,500	82,802	88,613	16,149
460	Repair & Maintenance: Equipment - based on projected	40,000	45,000	33,325	44,433	(5,000)
461	Repair & Maintenance: Buildings - based on projected	20,000	29,000	16,034	21,379	(9,000)
462	Repair & Maintenance: Vehicles - based on projected & added 3rd Rescue	60,000	40,000	46,047	61,396	20,000
470	Printing and Binding	2,000	2,000	-	-	-
490	General Departmental: Miscellaneous Expenses					
.08	Computer R&M - included licensing and fees	20,000	20,000	3,330	6,660	-
.10	Employee Assistance Program (program through AETNA approx. \$2 per month per member)	2,000	2,000	900	1,080	-
.12	Membership & Retention formal awards banquet	5,500	4,000	405	695	1,500
	<i>Total General Departmental</i>	27,500	26,000	4,635	8,435	1,500

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

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

Acct #	Computation / Explanation	FY 24-25 Proposed Budget 3 Rescues	FY 23-24 Adopted Budget 3 Rescues	FY 23-24 Actuals YTD	FY 23-24 Projected Actuals	Budget Increase / (Decrease)
491	Training - Instructor Fees, Education					
.07	ACLS/PALS (taught in alternating years)	2,000	2,000	1,750	1,750	-
.08	ClinCon or EMS Expo or First There First Care	4,000	2,000	-	-	2,000
.10	Misc. Training/Books & pig tracheas	1,750	1,750	4,274	4,274	-
.15	Handtevy Pediatric class	1,200	650	2,565	2,565	550
.20	Kaplan online training for members - <b>number of members increased</b>	3,500	3,000	3,382	3,382	500
.25	Advanced Airway Management	2,500	2,500	-	-	-
	<i>Total Training</i>	14,950	11,900	11,971	11,971	3,050
510	Office Supplies	6,750	6,750	2,219	4,438	-
520	Operating Supplies					
.09	Station Supplies: Ambulance & Building	15,000	15,000	8,666	11,555	-
.10	Medical Supplies: Bandages/First Aid/Drip Sets - <b>based on projected</b> Uniforms, Clothing and Apparel, Membership Supplies - <b>based on</b>	75,000	80,000	53,215	70,953	(5,000)
.11	<b>projected</b>	17,500	10,000	11,515	15,353	7,500
.12	Small Tools: Items under \$1,000 (See 641 for items over \$1,000)	14,000	14,000	-	-	-
	<i>Total Operating Supplies</i>	121,500	119,000	73,396	97,861	2,500
522	Fuel: Diesel - <b>based on projected</b>	30,000	50,000	10,540	14,053	(20,000)
524	Medicine & Drugs : Supplies: Medicine & Controlled Substances	40,000	47,500	13,501	18,001	(7,500)
540	Dues, Subscriptions and Publications <b>plus software annual</b>	15,000	12,500	14,204	14,204	2,500
640	Capital Outlay: Equipment					
	LUCAS Machine	-	22,500	62,212	62,212	(22,500)
	Ice Machine	-	5,000	-	5,000	(5,000)
	New Rescue for Station 25	275,000	-	-	-	275,000
	Dining room table for crew quarters & furniture	6,500	-	-	-	6,500
	White Board training board	3,750	-	-	-	3,750

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

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

Acct #	Computation / Explanation	FY 24-25 Proposed Budget 3 Rescues	FY 23-24 Adopted Budget 3 Rescues	FY 23-24 Actuals YTD	FY 23-24 Projected Actuals	Budget Increase / (Decrease)
	Portable UltraSound (Sonosite) for third Rescue	15,000	-	-	-	15,000
	Ultrasound Training Maniquin & Cric Trainer	6,500	-	-	-	6,500
	<i>Total Capital Outlay: Equipment</i>	306,750	27,500	62,212	67,212	279,250
641	Capital Outlay: Small Tools & Equipment					
	Various Tools, Equipment, etc. Costing >\$1,000 but < \$ 5,000 per each item and a useful life of 1 year or more	8,000	6,500	7,342	7,342	1,500

**Department Total**

<i>Total Operating Budget</i>	2,525,620	2,331,665	1,366,384	2,118,935	193,955
<i>Total Capital Budget</i>	314,750	34,000	69,554	74,554	280,750
<i>Total</i>	<b><u>2,840,370</u></b>	<b><u>2,365,665</u></b>	<b><u>1,435,938</u></b>	<b><u>2,193,489</u></b>	<b><u>474,705</u></b>

*Check Total*    \$    2,840,370    \$    2,365,665    \$    1,435,938    \$    2,193,489    \$    474,705

**KEY LARGO FIRE RESCUE AND EMS DISTRICT  
FY 2024-2025  
VEHICLE REPLACEMENT SCHEDULE**

9/13/2024

Year	Beginning Balance	Contributions	Purchases & Other Distributions	Ending Balance	Vehicle to be Replaced
09/30/25	\$ 1,136,461	\$ 500,000	\$ (275,000)	\$ 1,361,461	Ambulance (new in 2015)
09/30/26	1,361,461	650,000	(1,873,364)	138,097	Ambulance (new in 2016), Ladder/Pumper (new in 2014)
09/30/27	138,097	650,000	-	788,097	
09/30/28	788,097	700,000	-	1,488,097	
09/30/29	1,488,097	700,000	(1,748,363)	439,734	Engine 25 (new in 2017), Tanker Pumper (new in 2014)
09/30/30	439,734	700,000	(1,092,727)	47,007	Engine 24 (new in 2018)
09/30/31	47,007	700,000	-	747,007	
09/30/32	747,007	700,000	(676,431)	770,576	2 Ambulance (new in 2022)
09/30/33	770,576	700,000	-	1,470,576	
09/30/34	1,470,576	700,000	-	2,170,576	
09/30/35	2,170,576	700,000	(428,441)	2,442,135	ambulance (new in 2025)
09/30/36	2,442,135	700,000	(441,294)	2,700,841	ambulance (new in 2026)
09/30/37	2,700,841	700,000	-	3,400,841	
09/30/38	3,400,841	700,000	-	4,100,841	
09/30/39	4,100,841	700,000	-	4,800,841	

Equipment/Vehicle Type	Dept	Unit #	Year New	Service Life	Replace Year	Years to Replacement	Estimated Replacement Cost in FY25
Technical Rescue Pumper	Fire Rescue	SQUAD-24	2013	19	NA	NA	-
Tanker/Pumper	Fire Rescue	TANKER-24	2014	15	2029	4	600,000
Ladder / Pumper	Fire Rescue	LADDER-24	2014	12	2026	1	1,500,000
Class A Engine	Fire Rescue	ENGINE-25	2017	12	2029	4	1,000,000
Class A Engine	Fire Rescue	ENGINE-24	2018	12	2030	5	1,000,000
Cascade Air Fill & Lighting Truck	Fire Rescue	AIR-24	2022	15	2037	12	300,000

Type III Ambulance	EMS		2022	10	2032	7	275,000
Type III Ambulance	EMS		2022	10	2032	7	275,000
Type III Ambulance	EMS		2015	10	2025	0	275,000
Type III Ambulance	EMS		2016	10	2026	1	275,000

## RESOLUTION 2024-005

### A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, ADOPTING THE FINAL LEVY OF AD VALOREM TAXES FOR THE DISTRICT FOR THE FISCAL YEAR 2024-2025; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

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

**WHEREAS**, on September 9, 2024, the District held a public hearing to consider any adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2024-2025 (the “FY 2024-2025”), and adopt a tentative millage rate in accordance with Section 200.065(2)(c), *Florida Statutes*; and

**WHEREAS**, on September 23, 2024, the District held a public hearing to consider any adjustment of its tentative millage rate, to adopt a final millage rate and to adopt a final operating budget for Fiscal Year 2024-2025 in accordance with Section 200.065(2)(d), *Florida Statutes*.

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

**Section 1.** Millage Approved and Adopted. The FY 2024-2025 final operating millage rate for the District is 1.1975 mills, which is greater than the rolled-back rate of 1.0686 mills by 12.06%.

**Section 2.** Severability. The provisions of this Resolution are declared to be severable and if any section, sentence, clause or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

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

PASSED AND ADOPTED this 23rd day of September 2024.

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

\_\_\_\_\_  
District Clerk

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

\_\_\_\_\_  
DISTRICT LEGAL COUNSEL

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

FINAL VOTE AT ADOPTION:

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

**RESOLUTION NO. 2024-006**

**A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA, PROVIDING FOR ADOPTION OF THE FINAL BUDGET OF THE DISTRICT FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2024, AND ENDING ON SEPTEMBER 30, 2025; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on September 9, 2024, the Key Largo Fire Rescue and Emergency Medical Services District (the “District”) Board held a public hearing to consider adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2024-2025 (the “FY 2024-2025”), and adopt a recomputed proposed millage rate in accordance with Section 200.065(2)(c), Florida Statutes; and,

**WHEREAS**, on September 23, 2024, the District Board held a public hearing to consider adjustment of its tentative millage rate, to adopt a final millage rate, and to adopt a final operating budget for Fiscal Year 2024-2025 in accordance with Section 200.065(2)(d), Florida Statutes; and,

**WHEREAS**, the Key Largo Fire Rescue and Emergency Medical Services District of Monroe County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2024-2025 in the amount of \$\_\_\_\_\_.

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

**Section 1.** Budget Approved and Adopted. The final budget of the District for the fiscal year beginning on October 1, 2024, and ending September 30, 2025 (the "Budget") was considered at a public hearing and is hereby approved and adopted.

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



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

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

PASSED AND ADOPTED this 23rd day of September, 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 LEGAL COUNSEL

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

FINAL VOTE AT ADOPTION:

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



# 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: July 9, 2024

1. Call to Order
2. Approval of Agenda
3. Announcements
  - Lucas Grant
  - Status of Rescue Vehicles
  - Full-time Medic opening
4. Public Comment
5. Approval of Minutes June 2024
6. Treasurer's Report June 2024
7. Committee Reports
8. Legal Report
9. Membership Review
  - A. Request for Leave of Absence for Chris Sefcik
10. Old Business
  - A. Budget Update
11. Membership Discussion
12. 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: July 9, 2024

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

1. Meeting was called to order at 6:32 pm by President Scott Robinson.
2. **Approval of Agenda**  
Dawn DeBrule seconded by Tess Marra moved approval of the agenda. Motion carried unanimously.
3. **Announcements**
  - Lucas Grant: One half of the funds were received from the grant. The remaining funds were unable to be received due to a problem with the vender. However, after some negotiations, it is possible to purchase two devices with the funds received. A third device may be added to the budget.
  - Rescue Vehicles: One unit was loaned to Islamorada. When a KLVAC unit went down, Ocean Reef loaned a unit to Key Largo. The broken unit was taken to 10-8 for repairs.
  - One of the medics relocated to Tallahassee to be closer to family.
4. **Public Comment** - No public comment.
5. **Approval of Minutes**  
Tess Marra seconded by Dawn DeBrule moved approval of the June 2024 minutes. Motion carried unanimously.
6. **Treasurer's Report**  
Tess Marra reported a balance of \$ 330,639.26 as of June 30, 2024. Dawn DeBrule seconded by Tina Wyatt moved approval of the treasurer's report. Motion carried unanimously.
7. **Committee Reports** - No report.
8. **Legal Report** - No Report
9. **Membership Review**
  - Upon motion and second by Dawn DeBrule and Tina Wyatt, the request for a Leave of Absence by Chris Sefcik was unanimously approved.



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

**10. Old Business**

A. 2024-25 Budget Update: The proposed budget was submitted to the district with no questions being asked by the district.

**11. New Business - None**

**12. Membership Discussion**

No discussion.

**13. Adjournment**

There being no further business, Dawn DeBrule seconded by Tina Wyatt moved adjournment. Motion carried. Meeting adjourned at 6:49 pm.

Kay Cullen  
Recording Secretary

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

	<b>Billing Account</b>	<b>Corp Account</b>	<b>Building Account</b>	<b>CPR Account</b>	Total
<b>Beginning Balance</b>	<b>\$174,722.28</b>	<b>\$5,509.50</b>	<b>\$149,827.06</b>	<b>\$580.42</b>	<b>\$330,639.26</b>
<u>Revenues</u>					
Interest	59.4	2.28	63.45	0.25	125.38
Medical Fees	33,287.17				33,287.17
Medical Transcripts					0.00
KL Fire Rescue & EMS Reimb	130,763.19				130,763.19
Donations					0.00
Educational Income					0.00
Uncollected Income/Adjustmts	31,869.54				31,869.54
Misc Income					0.00
<b>Total Revenues</b>	<b>\$195,979.30</b>	<b>\$2.28</b>	<b>\$63.45</b>	<b>\$0.25</b>	<b>\$196,045.28</b>
<u>Expenditures</u>					
Advertising	124.99				
Background Checks	58.00				58.00
Medical Billing Refunds					0.00
Payroll Expenses	139,143.87	11,919.45			151,063.32
Licenses & Permits	179.25				179.25
Professional Fees	1,550.16				1,550.16
Supplies	210.49	525.00			735.49
Bank Service Charges	64.30				64.30
Meals & Entertainment					0.00
Repairs					0.00
Dues & Memberships	159.90				159.90
<b>Total Expenditures</b>	<b>\$141,490.96</b>	<b>\$12,444.45</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$153,935.41</b>
<b>Ending Balance</b>	<b>\$229,210.62</b>	<b>-\$6,932.67</b>	<b>\$149,890.51</b>	<b>\$580.67</b>	<b>\$372,749.13</b>
TRANSFERS	0.00	0.00	0.00	0.00	0.00
Vol Reimb paid with Billing Acct	-11,919.45	11,919.45	0.00	0.00	0.00
Balance before Adjustment	205,371.72	4,986.78	149,890.51	580.67	360,829.68
Adjustment to arrive at Actual	-20,176.37	0.00	0.00	0.00	-20,176.37
<b>ACTUAL BALANCE @ MO END</b>	<b>\$185,195.35</b>	<b>\$4,986.78</b>	<b>\$149,890.51</b>	<b>\$580.67</b>	<b><u>\$340,653.31</u></b>

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

	<b>Billing Account</b>	<b>Corp Account</b>	<b>Building Account</b>	<b>CPR Account</b>	Total
<b>Beginning Balance</b>	<b>\$185,195.35</b>	<b>\$4,986.78</b>	<b>\$149,890.51</b>	<b>\$580.67</b>	<b>\$340,653.31</b>
<u>Revenues</u>					
Interest	58.70	2.11	63.48	0.25	124.54
Medical Fees	35,744.78				35,744.78
Medical Transcripts					0.00
KL Fire Rescue & EMS Reimb	54,933.15				54,933.15
Donations					0.00
Educational Income					0.00
Uncollected Income/Adjustmts	-23,524.08				-23,524.08
Misc Income					0.00
<b>Total Revenues</b>	<b>\$67,212.55</b>	<b>\$2.11</b>	<b>\$63.48</b>	<b>\$0.25</b>	<b>\$67,278.39</b>
<u>Expenditures</u>					
Advertising	124.99				
Background Checks	25.00				25.00
Medical Billing Refunds					0.00
Payroll Expenses	198,392.61	12,275.42			210,668.03
Licenses & Permits					0.00
Professional Fees					0.00
Supplies	1,086.83				1,086.83
Bank Service Charges	64.52				64.52
Excise Tax	24.75				24.75
Repairs	1,652.50				1,652.50
Dues & Memberships					0.00
<b>Total Expenditures</b>	<b>\$201,371.20</b>	<b>\$12,275.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$213,646.62</b>
<b>Ending Balance</b>	<b>\$51,036.70</b>	<b>-\$7,286.53</b>	<b>\$149,953.99</b>	<b>\$580.92</b>	<b>\$194,285.08</b>
TRANSFERS	0.00	0.00	0.00	0.00	0.00
Vol Reimb paid with Billing Acct	-12,275.42	12,275.42	0.00	0.00	0.00
Balance before Adjustment	26,485.86	4,988.89	149,953.99	580.92	182,009.66
Adjustment to arrive at Actual	33,492.48	0.00	0.00	0.00	33,492.48
<b>ACTUAL BALANCE @ MO END</b>	<b>\$59,978.34</b>	<b>\$4,988.89</b>	<b>\$149,953.99</b>	<b>\$580.92</b>	<b><u>\$215,502.14</u></b>



# 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: July 9, 2024** **AGENDA**

1. Call to Order
2. Approval of Agenda
3. Announcement
  - Grant for Fire Boat
4. Public Comment
5. Approval of Minutes June 2024
6. Treasurer's Report June 2024
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
11. New Business
  - A. Draft 2024-2025 Budget Review
  - B. Leave of Absence for Arteaga
12. Membership Discussion
13. Adjournment



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Business Meeting  
Date: July 9, 2024

Board members in attendance were Jason Mumper, Travis Wilson and Michael Jenkins. 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**  
Travis Wilson seconded by Michael Jenkins moved approval of the agenda. Motion carried unanimously.
3. **Announcements**  
The Department was awarded a \$300,000 grant from the State for a fire boat. The actual cost of the boat is around \$400,000. Decisions will have to be made regarding the remainder of the cost of the boat *i.e.* whether or not to add the remaining \$100,000 to the 2024-25 budget.
4. **Public Comment** - None
5. **Approval of Minutes**  
Tavis Wilson seconded by Michael Jenkins moved approval of the June 2024 minutes. Motion carried unanimously.
6. **Approval of Treasurer's Report**  
Travis Wilson seconded by Michael Jenkins moved approval of the June 2024 Treasurer's Report. Motion carried unanimously.
7. **Legal Report** - None
8. **Membership Review** - None
9. **Old Business** – None
10. **New Business**
  - Four options for the 2024-25 budget were presented and discussed with line item changes suggested.
    - Option One was for three employees and no fire boat.
    - Option Two was for 13 employees via a Safer grant and no fire boat.
    - Option Three was for 3 employees with a fire boat included.
    - Option Four was for 13 employees via a Safer grant with a fire boat included.

Michael Jenkins, seconded by Travis Wilson moved that on each of the four options, the cost of life packs be removed and that on each of the options with a fire boat included, the sum of \$125,000 be added to cover the addition cost of the boat not covered by the State Grant. The motion carried unanimously,





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- The request for leave of absence for 60 days by Mr. Arteaga was unanimously approved upon motion and second by Michael Jenkins and Travis Wilson respectively.

**11. Membership Discussion - None**

Testing for both paid personnel and volunteers will be upcoming.  
4 Volunteers have completed the Volunteer Academy.

**12. Adjournment**

There being no further business, the meeting was adjourned at 7:58 pm upon motion and second by Travis Wilson and Michael Jenkins.

Kay Cullen  
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$68,685.73</b>	<b>\$3,902.45</b>	<b>\$619.89</b>	<b>\$73,208.07</b>
<u>Revenues</u>				
Revenues & Reimbursements	185,247.25			185,247.25
Donations				0.00
T-Shirts/Sweaters				0.00
Misc Income - State of Florida				0.00
Interest	28.74	1.65	0.26	30.65
<b>Total Revenues</b>	<b>185,275.99</b>	<b>1.65</b>	<b>0.26</b>	<b><u>\$185,277.90</u></b>
<u>Expenditures</u>				
Payroll Expenses	177,707.37			177,707.37
Employee's Share Health Insurance	-4,176.22			-4,176.22
Health Insurance	19,816.61			19,816.61
Background Checks	46.10			46.10
Excise Tax	64.26			64.26
Training	116.77			116.77
Postage				0.00
Licenses & Permits				0.00
Bank Charges				0.00
Professional Fees				0.00
Supplies	1,003.34			1,003.34
Dues & Subscriptions	598.83			598.83
<b>Total Expenditures</b>	<b>195,177.06</b>	<b>0.00</b>	<b>0.00</b>	<b><u>\$195,177.06</u></b>
<b>Ending Balance</b>	<b>58,784.66</b>	<b>3,904.10</b>	<b>620.15</b>	<b>\$63,308.91</b>
IRS Penalties (pd twice)			0.00	\$0.00
TRANSFERS				0.00
Balance before Adjustment	58,784.66	3,904.10	620.15	\$63,308.91
Adjustment to arrive at Actual	36.58	0.00	0.00	<u>36.58</u>
<b>ACTUAL BALANCE @ MO END</b>	<b>\$58,748.08</b>	<b>\$3,904.10</b>	<b>\$620.15</b>	<b><u>\$63,272.33</u></b>
*Payroll Liabilities	36.58			
Fixed Asset Purchases				
Total Adjustments	<u>\$36.58</u>			

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$58,748.08</b>	<b>\$3,904.10</b>	<b>\$620.15</b>	<b>\$63,272.33</b>
<u>Revenues</u>				
Revenues & Reimbursements	193,340.64			193,340.64
Donations				0.00
T-Shirts/Sweaters				0.00
Misc Income - State of Florida				0.00
Interest	23.46	1.65	0.26	25.37
<b>Total Revenues</b>	<b>193,364.10</b>	<b>1.65</b>	<b>0.26</b>	<b><u>\$193,366.01</u></b>
<u>Expenditures</u>				
Payroll Expenses	188,528.68			188,528.68
Employee's Share Health Insurance	-2088.11			-2,088.11
Health Insurance	16,675.92			16,675.92
Background Checks				0.00
Repairs & Maintenance	303.20			303.20
Cell	437.28			437.28
Postage				0.00
Licenses & Permits	1,425.00			1,425.00
Bank Charges				0.00
Professional Fees				0.00
Supplies	239.88			239.88
Dues & Subscriptions	601.70			601.70
<b>Total Expenditures</b>	<b>206,123.55</b>	<b>0.00</b>	<b>0.00</b>	<b><u>\$206,123.55</u></b>
<b>Ending Balance</b>	<b>45,988.63</b>	<b>3,905.75</b>	<b>620.41</b>	<b>\$50,514.79</b>
TRANSFERS				0.00
Balance before Adjustment	45,988.63	3,905.75	620.41	\$50,514.79
Adjustment to arrive at Actual	9,405.84	0.00	0.00	9,405.84
<b>ACTUAL BALANCE @ MO END</b>	<b>\$36,582.79</b>	<b>\$3,905.75</b>	<b>\$620.41</b>	<b><u>\$41,108.95</u></b>
*Payroll Liabilities	-10.88			
Health Insurance Liability (Due to Refund)	1,051.39			
Fixed Asset Purchases	8,365.33			
Total Adjustments	<b>9,405.84</b>			