



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

### DISTRICT MEETING AGENDA [REV<sup>1</sup>]

April 7, 2025

Members of the public who wish to comment on matters before the District Board may do so in person at 1 East Drive, Key Largo, Florida.

#### 1. AGENDA

1a. *Call to Order*

1b. *Pledge of Allegiance*

1c. *Roll Call*

#### 2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of April 7, 2025 District Meeting Agenda*

2b. *Approval of March 24, 2025 District Meeting Minutes*

#### 3. PUBLIC COMMENT

#### 4. CHAIRMAN REPORT

#### 5. SECRETARY REPORT

#### 6. OLD BUSINESS

6a. DISCUSSION/APPROVAL: Vehicle Replacement Leasing [Johnson]

6b. DISCUSSION/APPROVAL: Key Largo Fire Rescue & EMS District Purchasing Policies and Procedures [Johnson]

6c. DISCUSSION/APPROVAL: F-550 Horton Type I Rescue Quote [Bock]

6d. DISCUSSION/APPROVAL: Engine 24 Turbo Repair [Bock]

#### 7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: RFP 24-004.2 Audit Services Agreement to Citrin Cooperman & Company, LLP [O'Connor]

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<sup>1</sup>To include back-up to 7a.



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### 8. LEGAL REPORT

### 9. FINANCE REPORT

### 10. AMBULANCE CORPS REPORT

Per K. Cullen – Neither corporation [KLVAC and KLVFD] had issues requiring board discussion or approval; therefore, the March meeting was cancelled.

### 11. FIRE DEPARTMENT REPORT

Per K. Cullen – Neither corporation [KLVAC and KLVFD] had issues requiring board discussion or approval; therefore, the March meeting was cancelled.

### 12. COMMISSIONER ITEMS

### 13. NEXT MEETING

May 5, 2025 District Meeting (if required)  
May 5, 2025 Strategic Planning Workshop  
May 19, 2025 District Meeting (if required)  
May 19, 2025 Strategic Planning Workshop

### 14. ADJOURN

## DOCUMENTS

***AI 2b. Draft March 24, 2025 District Meeting Minutes***

***AI 6a. Community Leasing Partners Quotes***

***AI 6b. Key Largo Fire Rescue & EMS District Purchasing Policies and Procedures***

***AI 6c. F-550 Horton Type I Rescue Quote***

***AI 7a. Key Largo Fire Rescue & EMS District Audit Services Agreement with Citrin Cooperman & Company***

***AI 11a. KLVFD March 2025 Statistics***

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

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The KLFR&EMS District Mission is to provide *exceptional* fire protection and emergency medical services *efficiently* and *cost-effectively* without compromising the health or safety of residents or personnel.

[www.klfirerescueems.com](http://www.klfirerescueems.com)

**2b.**



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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### DISTRICT MEETING AGENDA [Minutes]

March 24, 2025

Members of the public who wish to comment on matters before the District Board may do so in person at 1 East Drive, Key Largo, Florida.

#### 1. AGENDA

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

Chairman Allen called to order the March 24, 2025 District Meeting at 6:03 PM.

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

Commissioner Conklin led the Pledge of Allegiance.

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

Carol Greco called the roll. The following Commissioners were present: Chairman Anthony Allen, Commissioner Conklin, Commissioner Edge, Commissioner Mirabella and Commissioner Jenkins. There was a quorum.

Also present in person were Carol Greco, Hunter O'Connor, Chief Bock, Lt. Mumper, Jennifer Johnson, Scott Robinson.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. *Approval of March 24, 2025 District Meeting Agenda*

Commissioner Jenkins made a *motion to approve the March 24, 2025 District Meeting Agenda*. Commissioner Edge seconded, and the Board unanimously passed the motion.

##### 2b. *Approval of February 10, 2025 District Meeting Minutes*

Commissioner Edge made a *motion to approve the February 10, 2025 District Meeting Minutes*. Commissioner Conklin seconded, and the Board unanimously passed the motion.

##### 2c. *Approval of February 10, 2025 Strategic Planning Meeting Minutes*

Commissioner Jenkins made a *motion to approve the February 10, 2025 Strategic Planning 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: Vehicle Replacement Plan/Leasing Options [Johnson]**

J. Johnson led a discussion regarding the Department's request to begin the process of replacing the ladder and in addition to replace the tanker three years sooner. It is the intention to surplus the squad and keep the current tanker as back up. Commissioner Mirabella is not in favor of replacing, but rather repair; has previously requested a vehicle repair report. He would rather see the money spent on other items, i.e., building, district employee study. Chairman Allen further commented on the previously discussed leasing option program for vehicles, which is the direction we were going in. Lt. Mumper provided information, based on the current timeframe for building vehicles with the vendor they would like to go with; ladder truck is approximately 3 years from the time of order. The tanker is roughly a 2 year build, falling in on its replacement; about 7 months early. The 2013 ladder truck is approaching its service life within the next 2-3 years based on replacement schedule. The 2013 tanker is limited to a 2 seat configuration and is the same age as the ladder. Asking to go to a 4 seat tanker to allow its use if a truck goes out of service. The intention is to keep the tanker as a reserve vehicle. Would like to process replacement of the ladder and begin specs. Combining procurement can potentially provide a discount. Currently have a little over \$1 mil in reserves for trucks; \$1.3 to purchase vehicles (inclusive of 1 ambulance), which would not cover the replacement of the vehicles. Leasing provides for cost effective management. Bring back to next meeting for discussion/approval.

### 7. NEW BUSINESS

#### **7a. DISCUSSION/APPROVAL: Volunteer Chaplin Evelyn Harde [Allen]**

Chairman Allen led a discussion regarding Chaplin Evelyn and her work with the Fire Department, which is believed to be through the benevolent association. Would like to make her Chaplin for the District which would allow her to be in the building and provide programs; offer community support. Trained in individual and group for critical incidents. This is a volunteer position that would not involve any expense to the District. Legal to draw something up regarding this request.



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Commissioner Jenkins made a ***motion to approve Volunteer Evelyn Chaplin***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

***7b. DISCUSSION: KLFR&EMS District Purchasing Policies and Procedures Increase [Johnson]***

A discussion was had regarding a recent issue with costs associated with vehicle repairs above the Chief's allowed limit. Ms. Johnson would like to revise the 2014 purchasing policy and bring back into a resolution at the next meeting. Would like to change the current purchase order limit from \$2,500 to \$15,000 to allow for the increased costs of products over the past 11 years. Would also like to revise the emergency purchasing policy. Bring back to next meeting.

***7c. DISCUSSION/APPROVAL: Bishop, Rosasco & Co. Updated Engagement Letter [Johnson]***

Ms. Johnson led a discussion regarding Bishop, Rosasco & Co.'s Engagement Letter which has not been updated since 2005. This is the same letter providing new hourly pricing only; the services not to exceed amount remains the same, which has not been exceeded.

Commissioner Jenkins made a ***motion to approve the Bishop, Rosasco & Co. Updated Engagement Letter***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

***7d. DISCUSSION/APPROVAL: KLVAC/KLVFD FY24 Workers Payroll Audit Invoice [Johnson]***

An invoice from the worker's comp auditors was received regarding the fiscal year 24 numbers. As you know the fire department payroll was over budget, along with other items which may have factored into it; however, there is an overage in the amount of \$39,632.00 owed to the insurance company.

Commissioner Edge made a ***motion to approve Benchmark Insurance Company's Invoice***. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

***7e. DISCUSSION/APPROVAL: Massey-Richards Station 24 Updated Survey [Greco]***

Carol Greco led a discussion regarding a request from the builder (Currie Sowards) for an updated survey from Massey-Richards, which is at a cost of \$4,500.00.

Commissioner Jenkins made a ***motion to approve Massey-Richard Invoice***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

***7f. DISCUSSION/APPROVAL: Purchase MES Turnout Gear [Jones]***

This item is already approved in the budget; however, requires board approval. Capt. Jones has requested this not to exceed \$40k; piggy back contract with Lake County. Trying to obtain a copy of the original RFP; however, is almost 20 years old and gets renewed every 5 years. It goes right



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back out to bid; the current winner is MES, which is the same gear we use. Basically a five year price block. Commissioner Mirabella inquired about the gear; need 2 additional sets for fire fighters that they are trying to ensure gets into the budget, requested not to exceed \$40k. 20 sets went out of service in November; starting the replacement.

Commissioner Jenkins made a ***motion to approve the purchase of the MES Turnout Gear pending legal review.*** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

### ***7g. DISCUSSION/APPROVAL: Purchase Additional CompX Narcotic Safe for L25 [Jones]***

A discussion regarding the purchase of an additional narcotic safe for Ladder 25, which is the same safe placed in both engines. The money is already budgeted under the small tools replacement category. The ladder serves as a reserve vehicle when apparatus goes out of service.

Commissioner Conklin made a ***motion to approve the purchase of an additional CompX Narcotic Safe for Ladder 25.*** Commissioner Jenkins seconded, and the Board unanimously passed the motion.

### ***7h. DISCUSSION: F-550 Horton Type I Rescue Quote [Bock]***

Chief Bock led a discussion for a 3rd truck which is identical to the last 2 purchased; price increased by \$125,000. Buy or lease; whatever is cost effective. Bring back to next meeting under the lease/purchase of equipment discussion/approval.

### ***7i-j. DISCUSSION/APPROVAL: Proposals for Fire Dept. Awards Ceremony/Dinner [Mumper]***

Lt. Mumper discussed an annual awards ceremony/banquet, which has not been done in over 5 years. Both departments had budgeted to \$10k (other, including recruitment/retention/awards ceremony; \$5,500 under EMS) to do one of these this year. Received proposals from Reef House, which includes alcohol in original quote; benevolent will pick alcohol costs. Chairman Allen commented he believes when other agencies had this type of function, it was funded through donations. Tax payers dollars cannot fund a party. Money can be raised through donations to have a party, otherwise this type of function would have to be held in the fire building.

### ***7k. DISCUSSION/APPROVAL: Award RFP 24-004.2 Audit Services to Citrin Cooperman & Company, LLP [O'Connor]***

Attorney O'Connor provided a status of RFP 24-004.2; RFP went out for bid; 2 bids were submitted. There was a bid opening wherein Citrin Cooperman & Co. received the highest ranking and came in with the lowest cost. A draft engagement letter was provided with the package. The board can award the contract tonight or review to ratify. Commissioner Mirabella asked for clarification regarding a previous audit; Ms. Johnson commented this is a financial audit from the RFP. The auditors will report back upon completion of the audit. There was a previous discussion as to whether to audit the fire department and EMS separately. Attorney O'Connor further stated



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that the RFP can be awarded tonight and bring the contract back with a more definitive scope of the work to be performed.

Commissioner Conklin made a ***motion to Award RFP 24-004.2 Audit Services to Citrin Cooperman & Company, LLP and bring back the contract for approval at the next meeting.*** Commissioner Edge seconded, and the Board unanimously passed the motion.

### **7I. DISCUSSION: L. Caputo Retirement [Conklin]**

Commissioner Conklin gave a heartfelt retirement speech outlining the importance of partnerships between emergency service agencies like fire, sheriff's office, highway patrol who work together to provide these essential services to the public. Tonight we have the pleasure of celebrating Col. Lou Caputo as he retires after 40 years of service with the Monroe County Sheriff's office. The District awarded Col. Caputo with an appreciation plaque. Col. Caputo shared a few highlights from his storied career.

## **8. LEGAL REPORT**

Attorney O'Connor provided an update regarding the J. Angle Group's consolidation study and the anticipated completion in early July and possible preliminary findings in June. J. Angle would like the board to weigh in on the process of community input. This can be accomplished by noticing an in-person meeting or through an online survey. S. Heim commented on the preference of an in-person meeting as opposed to an online forum.

## **9. FINANCE REPORT**

### **9a. DISCUSSION: KLVAC Overtime Budget [Johnson]**

Ms. Johnson addressed the Ambulance Overtime Budget. However, Chief has indicated there is enough money in their corporate billing account to cover overtime for the rest of the fiscal year.

### **9b. DISCUSSION: FY25 1st Quarter Financial Report [Johnson]**

Ms. Johnson provided revenues for the first three months of the fiscal year as follows:

72.38% or \$5,438,758.00

District Board is at 40% of its budget or \$239,306.00 mainly due to payment of 3% to the tax collector; getting revenues at the beginning of the year so expenses are higher.

Fire Department is at 27% of its budget or \$1,081,892.00

Ambulance is at 17% of its budget or \$490,192.00



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Overall there is a surplus of \$3.5 mil.; \$125,00 set aside for vehicles

### 10. AMBULANCE CORPS REPORT

#### 10a. *KLVD February 2025 Statistics*

Chief provides 1 medic was cleared; 2 more to start in April and 1 more volunteer. Commissioner Mirabella commented on overdue ambulance corps reports; believes none have been received since November; January/February. Commissioner Mirabella asked if the overtime costs are due to being understaffed; which was affirmed. Chairman Allen inquired as to whether only paramedics were being hired as he read an ad that did not read very well almost discouraging dual certified applicants. Chief is accepting all applications.

### 11. FIRE DEPARTMENT REPORT

Capt. Garrido had nothing to report.

Lt. Mumper inquired as to the February Treasurer's Report, attached. January was not provided due to clerical errors. Additionally commented on the interest the department and becoming District employees; should a committee be formed; include an administrative employee to start the process. Commissioner Mirabella commented that currently no one seems to know what the department needs moving forward in an administrator, so we backed off for now; he reached out to Leon County Fire for a job description. Wait until J. Angle study is completed.

### 12. COMMISSIONER ITEMS

Commissioner Conklin inquired as to the status of the Grant application for the boat. Chief submitted and has not yet had a response.

Commissioner Mirabella advised the annual FASD conference will be held in June meeting; he will be unable to attend. He can get information if any other commissioner would like to attend.

### 13. NEXT MEETING

April 7, 2025 District Meeting (if required)

April 21, 2025 District Meeting (if required)

Commissioner Edge ***made a motion to cancel*** the April 21, 2025 District Meeting, unless required. The next District Meeting will be April 7, 2025. Commissioner Jenkins seconded, and the Board unanimously passed the motion.





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### 14. ADJOURN

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 7:04 PM. Commissioner Conklin seconded, and the Board unanimously passed the motion.

**6a.**



Phone: 877.525.1776  
Fax: 888.777.7875  
Cell: 724.331.4982  
215 S. Seth Child Road  
Manhattan, KS 66502  
www.clpusa.net

March 26, 2025

**Customer Name:** Key Largo Fire Rescue & Emergency Services District, FL

Equipment: (1) 2025 Ford F550 Custom Horton Type 1 Ambulance  
Sales Representative: ETR, Scott Newcomer

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

### Option 1

Total Cost:	\$ 361,430.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
<b>Total Project Cost:</b>	<b>\$ 361,430.00</b>		
Term in Years:	3		
Payment:	\$127,540.71		
Net Interest Rate:	2.904%		

### Option 2

Total Cost:	\$ 361,430.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
<b>Total Project Cost:</b>	<b>\$ 361,430.00</b>		
Term in Years:	5		
Payment:	\$80,072.69		
Net Interest Rate:	3.510%		

### Option 3

Total Cost:	\$ 361,430.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
<b>Total Project Cost:</b>	<b>\$ 361,430.00</b>		
Term in Years:	7		
Payment:	\$59,926.52		
Net Interest Rate:	3.869%		

### ESCROW STRUCTURE

Escrow Funding Date: April 25, 2025

Date Available	Total Available	Disbursement
April 15, 2027	\$361,430.00	Final Delivery
<b>Total:</b>	<b>\$361,430.00</b>	

- Interest Earnings in the escrow account have been estimated and used to reduce borrowing cost incurred by the Lessee.
- Premature disbursements or delay in funding to the escrow may result in shortage of funds needed to fulfill vendor payments.
- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- Interest rates are fixed for terms up to 10 years. For terms greater than 10 years, upon receipt of the 7th payment, at sole discretion of the Lessor, the remaining payments can be adjusted based on an index determined at contract issuance and then will remain fixed for the remaining term.
- The quoted interest rate is valid for 30-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 30-day period. This financing is to be executed & funded within 30 days of the date of the proposal or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval and mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

**Thank you** for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-877-525-1776.

Respectively,

Dave Fike  
Director-Business Development  
[davefike@clpusa.net](mailto:davefike@clpusa.net)





Phone: 877.525.1776  
Fax: 888.777.7875  
Cell: 724.331.4982  
215 S. Seth Child Road  
Manhattan, KS 66502  
www.clpusa.net

March 26, 2025

**Customer Name:** Key Largo Fire Rescue & Emergency Services District, FL

Equipment: (2) 2025 Ford F550 Custom Horton Type 1 Ambulances  
Sales Representative: ETR, Scott Newcomer

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

#### Option 1-A

Total Cost:	\$ 722,860.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
<b>Total Project Cost:</b>	<b>\$ 722,860.00</b>		
Term in Years:	3		
Payment:	\$255,081.42		
Net Interest Rate:	2.904%		

#### Option 2-A

Total Cost:	\$ 722,860.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
<b>Total Project Cost:</b>	<b>\$ 722,860.00</b>		
Term in Years:	5		
Payment:	\$160,145.37		
Net Interest Rate:	3.510%		

#### Option 3-A

Total Cost:	\$ 722,860.00	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
<b>Total Project Cost:</b>	<b>\$ 722,860.00</b>		
Term in Years:	7		
Payment:	\$119,853.05		
Net Interest Rate:	3.869%		

#### ESCROW STRUCTURE

Escrow Funding Date: April 25, 2025

Date Available	Total Available	Disbursement
April 15, 2027	\$722,860.00	Final Delivery
<b>Total:</b>	<b>\$722,860.00</b>	

- Interest Earnings in the escrow account have been estimated and used to reduce borrowing cost incurred by the Lessee.
- Premature disbursements or delay in funding to the escrow may result in shortage of funds needed to fulfill vendor payments.
- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- Interest rates are fixed for terms up to 10 years. For terms greater than 10 years, upon receipt of the 7th payment, at sole discretion of the Lessor, the remaining payments can be adjusted based on an index determined at contract issuance and then will remain fixed for the remaining term.
- The quoted interest rate is valid for 30-days from the date of the proposal. To lock in the interest rate, a credit submission would be required, and a credit approval attained within the same 30-day period. This financing is to be executed & funded within 30 days of the date of the proposal or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval and mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

**Thank you** for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-877-525-1776.

Respectively,

Dave Fike  
Director-Business Development  
[davefike@clpusa.net](mailto:davefike@clpusa.net)

**6b.**

# **KEY LARGO FIRE RESCUE & EMS DISTRICT**

## **PURCHASING POLICIES AND PROCEDURES**

### **1.0 Quotation and Bidding Requirements**

Purchases associated with Federal Funds; including but not limited to: Grants, loans or other funding shall be processed in accordance with KLFR&EMS District Procedure #104, Acquisition & Disposition of Assets Purchased with Federal Funds to ensure compliance with Florida Statute 287.

Purchases associated with State Funding; including but not limited to: Grants, loans or other funding shall be processed in accordance with KLFR&EMS District Procedure #105, Acquisition & Disposition of Assets Purchased with State Funds in accordance with 2 CFR Chapter II Part 215.44.

Purchases of less than \$ 15,000 will not require the use of formal or informal bidding procedures. However, the Department (Fire Rescue or EMS) making the purchase is still required to make a reasonable attempt to ensure that the District receives a competitive price that is consistent with the desired quality of materials, workmanship or level of performance.

Purchases of \$15,000 or greater but less than \$35,000 will require at least three (3) written quotes.

The required written quotes must be provided to the Finance Department as part of the documentation which accompanies the Purchase Order that authorizes the purchase (See Sections 7.0 and 8.0). The originating department should also retain the necessary documentation within their files to demonstrate compliance with these procedures.

The following purchasing procedures shall apply to all purchases, contract or services with a total cost of \$35,000 or more:

#### **1.1 Request for Bids**

1. The District Board shall direct that a request for bid proposals be prepared which provides specifications for the purchase, contract or services being sought.
2. The District Clerk shall publish a public invitation to bid. All invitations to bid shall include a statement by the District reserving the right to reject any and all bids.
3. The District shall attempt to solicit sealed bids from at least three persons or entities engaged in the business of furnishing such materials, supplies, equipment and public improvements or rendering such services.

## **1.2 Bid Opening Procedure**

1. Sealed bids shall be opened in the presence of the District Clerk (or the District Clerk's designated representative) and at least one witness at the time and date specified in the request for bids. The opening of the sealed bids shall be recorded by the District Clerk or the clerk's representative at the date and time specified in the request for bid proposals. The names of the witness(s) together with the original of the bid and the date and time of the opening of the bids shall be filed with the District Clerk.
2. Whenever required by the bid, all bid bonds, cash, insurance, checks or other security accompanying the bid shall be received and maintained for safekeeping by the District Clerk. The District Clerk shall be responsible for the return of the bid bonds, cash, insurance, checks or other security of unsuccessful bidders.

## **1.3 Bid Award**

1. Upon completion of the bid opening and reading, a copy of all bids received will be provided by the District Clerk to the appropriate department for tabulation and recommendation to the District Board. The District Clerk will retain the originals of all bids and proposals.
2. If the KLVFD or KLVAC Department Board will make a recommendation to the District Board for a specific vendor, the Department meeting to select the vendor will be properly noticed.
3. Bids shall be awarded to the lowest responsive, responsible bidder that is consistent with the desired quality of materials, workmanship or level of performance as determined by the District Board, subject to the right of the District Board to reject any and all bids, and to waive any irregularity in the bids or bidding procedures.
4. Upon submission of the bid tabulation and recommendation to the District Board, the District Board shall accept, reject or refer for additional review the bid tabulation and recommendation.

## **2.0 Waiver of Procurement Procedures**

1. The District Board may, by majority vote, waive the procurement procedures outlined in this policy if the Board determines that it is impractical to use the procurement procedures and they are not otherwise required by law.
2. The department or District Board, depending upon the dollar amount, is authorized to enter into contracts for materials, supplies, equipment, public improvements or services without competitive bidding by utilizing existing contract terms and prices entered into by other local, state or federal governmental authorities, provided that the governmental authority has followed a competitive bidding procedure leading to the

award of the contract in question which is substantially similar to the competitive bidding procedure outlined in the District's Purchasing Policy. Examples include State Contracts, GSA Contracts, Monroe County Blanket Purchase Agreements (BPA's) and piggybacking of competitively awarded bids.

3. The department or the District Board, depending upon the dollar amount of the purchase, may waive competitive bidding in the event that the items or services are available only from a sole source vendor, or only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation (such as technical qualifications or compatibility with existing equipment). When this situation exists a memorandum documenting the sole source status of the vendor must be prepared and included with the Purchase Order which authorizes payment for the purchase (See Sections 7.0 and 8.0).

### **3.0 Exceptions to Procurement Procedures**

The District incorporates by reference the federal procurement regulations found in 40 C.F.R. §31.36 (2004), as applicable. The following shall be exempt from these procurement procedures as outlined or shall follow applicable procedures required by state or federal law:

1. Purchases of consulting services, such as the professional services of accountants, attorneys, lobbyists, planners, physicians or other persons possessing a high degree of professional skill or license will be exempt from the requirements of advertising and competitive bidding as specified in F.S. 287.57 (e) 1-13.
2. Purchases of the services of professional architects, engineers, landscape architects or surveyors shall be through the procedures specified in section 287.055, Florida Statutes (Consultants Competitive Negotiation Act), if applicable.
3. Contracts for services where procurement is specified by State or Federal laws.
4. Design-build contracts as specified in section 287.055, Florida Statutes.
5. Purchases made during emergencies as outlined in Section 4.0.

### **4.0 Emergency Authorization**

In the event of an emergency situation which requires the immediate purchase of goods or supplies, the following procedures will apply:

1. An emergency situation exists when 1) a state of emergency has been declared by either the President of the United States, the Governor of Florida, or Monroe County, 2) the Upper Keys has been placed under a mandatory evacuation order or 3) a situation has arisen that necessitates immediate action to provide protection to life or property.
2. Purchases of \$15,000 or less may be approved by the appropriate department head (See Section 6.0) without requirements for advertising and competitive bids.
3. Purchases of more than \$15,000 may be approved by the District Board Chairman, and will be ratified by the District Board at the next regularly scheduled public meeting without the requirements for advertising and competitive bidding.

When purchases have been approved by a department head under the authority granted in Item 2., the responsible department will submit a brief report to the District Board documenting the

nature, circumstances and declaration of the emergency and the necessity of the purchases within 30 days of the purchase.

## **5.0 Prohibitions**

In accordance with 112.313, Florida Statutes, no member of the District Board, employee, contractor or volunteer of the District shall have a financial interest or a personal beneficial interest, either directly or indirectly, in any purchase of items furnished to or used by the District. The only exemptions to this prohibition are those outlined in F.S. 112.313. Purchases and contracts with District Board members, employees, contractors or volunteers which are entered into under these exemptions must be approved by the District Board regardless of the dollar value.

It is an express violation of this policy to intentionally "split" contracts, purchase orders or check requests for the purpose of the avoiding the dollar limitations for approval or competitive bidding set forth in this policy.

## **6.0 Dollar Limitations and Approval Requirements**

Check requests and purchase orders less than \$ 15,000 may be authorized by the appropriate department head. For the purposes of these purchasing policies and procedures, the term department head is defined as follows for the various District functions:

- 1) Key Largo Volunteer Fire Department Head is Corporate President and Department Chief
- 2) Key Largo Volunteer Ambulance Corporation Department Head is Corporate President and Department Chief
- 3) Department Head for District Board Expenditures is District Chairman (or any other Board member)

Each of the department heads defined in Items 1) and 2) above can designate an alternate in writing to Finance without Board approval.

Purchases or check requests of \$15,000 or more will require the authorization of the District Board except for payroll, benefits, and insurance related expenditures. Furthermore, any contract extension or renewal of any existing contract requiring the expenditure of \$15,000 or more pursuant to the terms thereof shall be approved by the District Board. Any change order increasing the value of a contract that was originally approved by the District Board, regardless of the dollar amount of that change order, shall require Board approval. In addition, any change order which results in a total contract value of \$15,000 or more will require Board approval.

This requirement applies even though the purchase of such an item was contemplated as part of the District's adopted budget. The additional approval of the Board is not required, however, for partial or interim payments against a purchase whose full cost was previously approved by the District Board.

Check requests which exceed the \$15,000 total due to the fact that multiple individual purchases/items have been submitted under the same request for convenience in processing do

not require District Board approval if each of the individual purchases/items is under the \$15,000 threshold.

Changes to purchases previously approved by the District Board may be authorized by the appropriate department head provided that total dollar amount and other substantial matters of the purchase do not exceed the maximum amount authorized by the District Board.

In addition to the District Board approval requirements contained within this purchasing policy, the District Board may, by either motion/vote or resolution, impose additional approval requirements or different approval thresholds for specific types of purchases or transactions.

## **7.0 Check Requests**

A check request form (Exhibit B) records required authorization and supporting documentation for disbursement of District funds. Check request forms should be used for, but are not limited to, the purchase and/or payment of seminar and conference registrations, travel expenses (pursuant to the District's Travel Policy), interim/progress payments for contractual services under existing contracts (such as maintenance contracts), professional services under existing contracts, minor office or operating supplies or similar types of transactions, and routine items such as utility bills (water, electric, and phone). Capital equipment purchases and other non-routine purchases and services should be authorized using a purchase order (see Section 8.0 and 9.0).

The originating department will be responsible for completely and accurately preparing the check request. This should include the following:

1. Complete name and address of the vendor and the vendor number if known.
2. Date prepared.
3. A description of the items purchased in sufficient detail for adequate identification.
4. The account number(s) and amount(s) to be charged and total amount of the check request.
5. Supporting documentation such as quotation memos, written quotes or evidence of District Board approval for the purchase if required by Section 1.0 of this policy.
6. If the check request is for a reimbursement, all receipts must be attached.
7. An invoice, along with packing slip, delivery receipt, or other appropriate documentation which has the initials or signature of the person verifying that the items have been received and accepted by the District.

-- After the check request has been properly prepared, it must signed by either the appropriate department head, or approved by the District Board based on the dollar limitations outlined in Section 6.0

After the check request has been completed and signed, the originating department will send the check request to the Finance Department for review and processing. When the check request is received by the Finance Department, it will be reviewed for required signatures, compliance with procurement procedures, accuracy, completeness and verification that there are sufficient funds remaining in the budget. After all information has been verified, the check request and supporting documentation will be processed for payment.

## **8.0 Purchase Orders**

A purchase order is required for the purchase of any equipment, materials or contractual services (such as construction) whose cost is in excess of \$15,000 but less than \$35,000. A purchase order represents both a request to acquire an item and the form on which to record the required authorizations and compliance with bidding procedures (Exhibit C). As such, the purchase order must be processed and approved before the items are ordered or the contractual work is performed. Waivers and exceptions to competitive bidding, which are outlined above, do not mean that a purchase order is not required; they simply allow the substitution of a sole source memo or "piggyback" in place of the required quotations. A purchase order is not required for routine operating expenditures as outlined in Section 7.0.

The originating department will be responsible for completely and accurately preparing the purchase order. This should include the following:

1. Complete name and address of the vendor and vendor number, if known.
2. Date prepared.
3. A description of the item(s) purchased in sufficient detail for adequate identification.
4. The account number(s) and amount(s) to be charged and the total amount of the purchase order.
5. Supporting documentation such as quotation memos, written quotes or evidence of District Board approval for the purchase if required by Section 1.0 of this policy.

After the purchase order has been properly prepared, it must be signed by either the appropriate department head, or approved by the District Board based on the dollar limitations outlined in Section 6.0.

After the purchase order has been completed and signed, the originating department shall send the purchase order to the Finance Department for review and processing. When a purchase order is received by the Finance Department, it will be reviewed for required signatures, compliance with purchasing procedures, accuracy, completeness and verification that there are sufficient funds remaining in the budget. After all information has been verified, the Finance Department will process the purchase order by issuing a purchase order number.

The originating department should give a copy of the processed purchase order to the vendor or supplier. Once the items have been received and accepted by the District, the invoice shall be signed indicating receipt and, along with all the other relevant supporting documentation, should be attached to a check request and forwarded to the Finance Department. The Finance Department will verify that all required supporting documentation is attached including evidence



that the items have actually been received and accepted by the District, that the correct account number(s) and amount(s) have been charged, and the information contained on the invoice agrees with the purchase order. Any differences or discrepancies between the purchase order and invoice must be documented and reconciled before payment will be made. The Finance Department will then initial the invoice and process payment to the vendor.

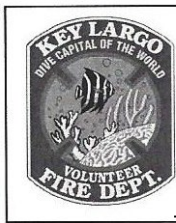
Note: In those instances where a vendor will not accept a purchase order as a commitment of the District and requires payment up front before delivering the desired items, a check request may be prepared with the required signatures but without full supporting documentation, provided that the originating department shall provide the remaining documentation to the Finance Department within twenty (20) working days of the date of the check request.

## **9.0 Capital Expenditures**

The purchase of any capital item(s) (\$5,000 each and a useful life in excess of 1 year) for the fiscal year shall be made in accordance with the provisions above, provided that neither the amount or quantities of the purchase exceeds the amount or quantities shown for that item(s) in the adopted budget for the fiscal year.

The purchase of any capital item(s) not included in the fiscal year budget, or the purchase of any capital items(s) which exceeds the amount or quantities shown for that item(s) in the adopted budget, in addition to complying with all the provision above, shall require the approval of the District Board prior to authorization of the purchase by the Department.

## EXHIBIT B- CHECK REQUEST FORM



### KEY LARGO FIRE RESCUE & EMS DISTRICT

## CHECK REQUEST



DATE \_\_\_\_\_

### VENDOR

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

### CHECK DISPOSITION

Mail: \_\_ \_ Hold for Pickup: \_\_\_\_\_ Return to Staff: \_\_ \_

Invoice#	Account Number	Amount
TOTAL\$:		

### DESCRIPTION:

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

DEPARTMENT HEAD APPROVAL

BOARD APPROVAL

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

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

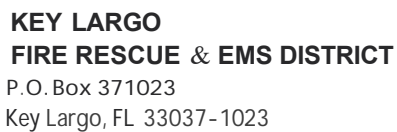
Finance Dept Use Only:

Date Received: \_\_\_\_\_

Finance Review and Approval: \_\_\_\_\_

Processed: Date: \_\_\_\_\_ By: \_\_\_\_\_

## 1



\_\_\_\_\_

## SHIP TO

Name		
Address		
City	St	ZIP
Phone		

<b>Subtotal</b>	\$0.00
<b>Shipping &amp; Handling</b>	
<b>Sales Tax</b>	

Check \_\_\_\_\_  
Account No. \_\_\_\_\_

<b>TOTAL</b>	<u>\$0.00</u>
--------------	---------------

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Date:

**District Board** \_\_\_\_\_ **Date:** \_\_\_\_\_

Finance Review Date

**ACCOUNT#:**

6c.

----- Forwarded message -----

From: **Adam Schussheim** <[aschussheim@keylargoems.com](mailto:aschussheim@keylargoems.com)>

Date: Thu, Mar 13, 2025 at 14:14

Subject: Fw: Key Largo Quote

To: Key Largo Fire Department <[dbock@keylargofire.org](mailto:dbock@keylargofire.org)>

Updated Horton Rescue quote with travel removed.

Sent via the Samsung Galaxy S22 Ultra 5G, an AT&T 5G smartphone

Get [Outlook for Android](#)

---

**From:** Scott Newcomer <[snewcomer@etrllc.org](mailto:snewcomer@etrllc.org)>

**Sent:** Thursday, March 13, 2025 2:02:45 PM

**To:** Adam Schussheim <[aschussheim@keylargoems.com](mailto:aschussheim@keylargoems.com)>

**Subject:** Key Largo Quote

Please see below

Adam,

Please see below

Scott Newcomer  
Regional Sales Manager  
ETR LLC  
703/499/4572 cell  
407/339/6737 office

> Key Largo New F550 Horton Type I .....	\$370,380.00
> Delete Factory trips pre & final .....	<8,950.00>
> New total price per unit .....	\$361,430.00
>	



February 10, 2025

Mr. Adam Schussheim  
Lieutenant/Logistics  
Key Largo EMS  
98600 Overseas Hwy  
Key Largo, FL 33037

We are pleased to provide you with the following pricing, shop order, and drawings for the purchase of one (1) new 2025 Ford F-550 Custom Horton 623 FI Type I ambulance. Pricing is based on purchasing this unit off the Florida Sheriff Contract Bid # FSA23-VEF17.0: Fire & Rescue Vehicles, Boats & Equipment Specification #554 Horton Ford F-550/Modular Box 173" x 96.25" x 72".

**PRICING:**

- FSA base unit price ..... \$253,397.00
- Optional equipment to meet the requirements of Key Largo EMS ..... \$116,397.00
- Total price for one (1) unit ..... \$370,380.00
- Plus, applicable taxes, tag, and title
- Included in above price: Install customer provided radios, transferring Stryker Power load from old unit to new (at ETR's facility), graphics as per your last unit layout, airfare, lodging, and meals for three (3) people to go for prebuild and final inspection.
- **NOTE:** The above price is based on availability of 2025 Ford F-550 chassis or 30 days.
- Terms: Payment in full is due upon the delivery of the finished vehicle. Upon payment, ETR shall furnish the purchaser a "Statement of Origin" or the necessary validated documents required for title application.

**OPTIONAL PRICING:**

- Pre-Payment discount is based on payment in full within 10 business days from receipt of Purchase Order and signed Order Confirmation Form. Pre-payment discount <\$4,281.00> for the purchase of one (1) unit for a total purchase price of \$366,099.00 each.

Sincerely,

Scott Newcomer  
Regional Sales Manger  
ETR, L.L.C.

Corporate Office: 700 S. FRENCH AVE. Sanford, FL 32771 | T 407-339-6737 Toll Free 1-884-612-8148  
Georgia Office: Juliette, GA. 31046 | Toll Free 1-884-612-8148

**"19 YEARS OF RESPONDING TO YOUR NEEDS"**

**[www.ETRVEHICLES.com](http://www.ETRVEHICLES.com)**

February 4, 2025



## **PRELIMINARY BUILD SPECIFICATION**

**Quote # QUO0000010190**

**Production #**

**Document Rev. # 1**

**Status: Ready for Submission**

**Prepared For:**

Chief Don Bock  
Key Largo Volunteer Fire Rescue  
98600 Overseas Highway  
Key Largo,  
FL  
33037  
Phone: 305-451-2766

**Presented By:**

Scott Newcomer  
ETR, LLC  
700 South French Ave  
Sanford, FL  
32771  
Phone: 407-339-6737

Option	QTY	Description
<b>CHASSIS</b>		
1000-0002	1	<b>AMBULANCE SPECIFICATIONS</b>
SR00295493	1	GPC Code  KR375 Active 04/29/2021
1000-1146	1	<b>CHASSIS, 2025 FORD F-550 4X2, 193, DIESEL</b>  The chassis required to complete the ambulance conversion shall be supplied by Horton.
1000-0071	1	<b>CHASSIS ORDERED WITH ALUMINUM WHEELS</b>  The specified chassis is to be ordered to include OEM aluminum wheels.
1000-0451	1	<b>PASS THROUGH CAB/MODULE, F SERIES</b>  Install a pass-through opening between the cab and module. Pass-through to include a bellows connection.
1000-0067	1	<b>DIESEL EXHAUST FLUID FILL, F SERIES</b>  Install a label next to the DEF fill stating that the fill is to be used for DEF only.
1000-0474	1	<b>VALVE EXTENSIONS, ALUM WHEELS, F SERIES</b>  Install stainless steel braided filler extensions on the rear tires. Fasten to the center wheel hub with stainless steel brackets.
1000-0083	1	<b>STANDARD CAB HEIGHT</b>  The specified chassis will have the standard cab height.
1000-0252	1	<b>TIRE PRESSURE MONITOR APEX, F450/550</b>  Install an Apex tire pressure monitoring caps, suitable for use on the Ford F450/550 chassis, on all tires.
1000-0346	1	<b>MUD FLAPS, REAR, LARGE W/LOGO</b>  Install individual rear mud flaps behind each set of rear wheels. Mud flaps to include Horton logo.
1000-0087	1	<b>REAR DOCK BUMPERS</b>

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**Key Largo Fire Rescue**

		Install two (2) black rubber standard sized dock bumpers. Locate one on either side of the rear step on the end caps.
1000-0090	1	<b>REINFORCE REAR BUMPER END CAPS</b> Reinforce end caps of rear bumper for greater impact resistance.
1000-0201	1	<b>RUNNING BOARDS: ALD. F SERIES</b> Install heavy duty aluminum diamond plate running boards and splash shields.
1000-0227	1	<b>REAR STEP/ BUMPER ASSEMBLY, F SERIES</b> Install a diamondplate rear step/bumper assembly with flip-up center section.
1000-0184	1	<b>LIQUID SPRING FRONT SUSPENSION, F 550</b> Install a Liquid Spring hydraulic front suspension. Wire system to dump when the side entry door is opened. Install manual controls in the cab near the driver.
1000-0149	1	<b>LIQUID SPRING SUSPENSION, F 550</b> Install a Liquid Spring hydraulic rear suspension. Wire system to dump when the left rear entry door is opened. Install manual controls in the cab near the driver.
1000-0152	1	<b>FRONT STABILIZER BAR: FORD F-SERIES</b> Remove the OEM front stabilizer bar and install Roadmaster brand aftermarket stabilizer bar.
3000-0407	1	<b>RECEIVER/DRYER KIT, FORD F-SERIES CHASSIS</b> Install standard receiver/dryer kit w/pressure switch in the air conditioning system.
<b>BODY</b>		
2000-0179	1	<b>AMBULANCE BODY</b> Conversion model is to be a 623F-I using a Ford F Series chassis. Body length is 173".
2000-0013	1	<b>HEADROOM, 72"</b> The headroom is to be 72".
2000-0625	1	<b>ALUM. DIAMONDPLATE AT SIDE STEPWELL</b> Fabricate the stepping surface inside the side access door using polished aluminum diamond treadplate.
2000-0244	1	<b>STREETSIDE 3" DROP SKIRT</b> Fabricate streetside of body with 3" drop skirt.
2000-0245	1	<b>DOUBLE STEP CURBSIDE ENTRY, 6" DROP SKIRT</b> Fabricate curbside of body with 6" drop skirt. To include two step side entry.
2000-0250	1	<b>SOUND PROOFING/ACOUSTIC ENHANCEMENT PACKAGE</b> Install standard sound control package.
2000-0258	1	<b>WINDOWS, FIXED, REAR ENTRY DOORS</b> Install clear solid fixed windows in the rear module access doors.
2000-0260	1	<b>WINDOW, SLIDING FOR SIDE ENTRY DOOR</b> Install a clear sliding window in the side access door.
2000-0265	2	<b>EMERGENCY RELEASE, REAR DOORS</b> Install standard emergency release knobs on top and bottom of the rear module entrance doors.
2000-0704	1	<b>EMERGENCY RELEASE, SIDE ACCESS DOOR</b> Install emergency release knobs on top and bottom of the side module entrance door.
2000-0010	1	<b>DOOR HANDLES</b> Install Tri-Mark free floating style door handles with pre-stretched stainless steel cables. Include three piece interior door panels on all access doors.
2000-0811	1	<b>VI-TECH MOUNTING, F SERIES</b> Install standard Vi-Tech body mounts.
2000-0270	1	<b>MIRROR STAINLESS STEEL SPLASH SHIELDS</b>

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Spec Designer:

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		Install #8 mirror stainless splash shields on the lower front face of the body just behind the cab access doors. These splash shields are to be the same height as the diamond plate front corner guards.
2000-0509	1	<b>FENDERS, RUBBER</b> Install rubber extruded fenders around the rear wheel well openings.
2000-0273	1	<b>POLISHED STAINLESS RUB RAILS</b> Polished stainless lower body rub rails, with #8 mirror finish, are to be installed along the bottom of the body on each side fore and aft of the rear wheels.
2000-0652	1	<b>STANDARD CORNER GUARDS</b> Install standard height polished diamondplate corner guards.
2000-0277	1	<b>ACCESS STEP, KWIKEE</b> Install a Kwikiee automatic fold-out step beneath the side access door. Note that the override switch, if required, will be noted under the 'electrical' section.
2000-0281	1	<b>REAR DOOR HOLD OPENS, GRABBER</b> Install chrome Cast Products "Grabber" style rear door hold opens. (NOTE: HOLDOPENS MUST BE RELOCATED IF TELESCOPIC LIGHTS ARE ORDERED)
2000-0583	1	<b>ENTRY DOOR THRESHOLDS, LINE-X</b> Apply black Line-X to the side and rear entry door thresholds. Delete the standard anti-slip tape.
2000-0584	1	<b>REAR RISER ADP</b> The rear riser is to be fabricated out of polished aluminum diamondplate.
2000-0684	1	<b>LICENSE PLATE BRACKET, CENTER OF RISER</b> Install a recessed rear license plate bracket centered in the rear riser. Include an LED license plate light.
2000-0598	20	<b>DOOR REFLECTORS</b> All patient compartment entry doors to include standard red reflectors.
<b>COMPARTMENTATION</b>		
2900-1553	1	<b>STREETSIDE FORWARD COMPARTMENTS</b> The height of the streetside front compartment is to be the reduced. An electrical compartment is to be installed above the primary compartment. See drawings for compartment dimensions. Both compartments are to include standard LED strip lighting and single hinged doors. The upper compartment is to include a vent in the door. All electrical components usually installed in the intermediate compartment shall be relocated to this compartment.
2000-0400	1	<b>SS FORWARD COMPT. DIAMONDPLATE</b> The streetside forward compartment is to be fabricated from diamondplate.
SR00295472	1	Streetside Forward Compartment  Install (3) #521 oxygen brackets in street side forward compartment per drawings.
2000-0225	1	<b>SWEEP OUT COMPARTMENT FLOOR, SS FRONT</b> Streetside forward compartment floor is to be sweep-out style.
2900-1555	1	<b>STREETSIDE INTERMEDIATE COMPARTMENT</b> The height of the streetside intermediate compartment is to be the full available height to the bottom of the interior countertop. See drawings for compartment dimensions. Compartment is to include standard LED strip lighting and double hinged doors.
2000-0402	1	<b>SS INTRMDT COMPT. DIAMONDPLATE</b> The streetside intermediate compartment is to be fabricated from diamondplate.
2900-0138	1	<b>STREETSIDE INTERMEDIATE COMPARTMENT SHELIVING TO BE DIAMONDPLATE</b> Streetside intermediate compartment shelving is to be aluminum Diamond plate. Locate as noted.
2900-0144	1	<b>ADJUSTABLE SHELF STREETSIDE INTERMEDIATE Please Enter Locations</b>

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**Key Largo Fire Rescue**

		Install adjustable shelving in the streetside intermediate compartment. Locate as noted.
<b>2900-4050</b>	<b>1</b>	<b>SHELF PULL OUT TRAY, STREETSIDE INT</b> Diamond plate pull-out tray with Accuride slides installed in the location noted above.
<b>SR00295503</b>	<b>1</b>	SS Int. Compartment - Pull-Out Bottom pull-out shelf/tray to accommodate equipment pack 20" depth x 39" width with 8" back plate per previous unit.
<b>2000-0624</b>	<b>1</b>	<b>SWEEP OUT COMPARTMENT FLOOR SS INTERMEDIATE COMPT</b> Streetside intermediate compartment floor is to be sweep-out style.
<b>8000-0145</b>	<b>1</b>	<b>SS WHEELWELL COMPARTMENT, DELETE</b> Vehicle is not equipped with a streetside wheelwell compartment.
<b>2900-1560</b>	<b>1</b>	<b>STREETSIDE REAR COMPARTMENT</b> The height of the streetside rear compartment is to be 3/4 of the available height of the body. See drawings for compartment dimensions. Compartment is to include standard LED strip lighting and double hinged doors.
<b>2000-0404</b>	<b>1</b>	<b>SS REAR COMPT. DIAMONDPLATE</b> The streetside rear compartment is to be fabricated from diamondplate.
<b>2900-0150</b>	<b>1</b>	<b>STREETSIDE REAR COMPARTMENT SHELVING IS TO BE ALUMINUM DIAMOND PLATE</b> Streetside rear compartment shelving is to be Diamond plate. Locate as noted.
<b>2900-0145</b>	<b>2</b>	<b>ADJUSTABLE SHELF STREETSIDE REAR Top 1/2 of compartment to align in I/O interior access cabinet doors.</b> Install adjustable shelving in the streetside rear compartment. Locate as noted.
<b>2000-0608</b>	<b>1</b>	<b>SWEEP OUT COMPARTMENT FLOOR SS REAR COMPT</b> Streetside rear compartment floor is to be sweep-out style.
<b>2900-1564</b>	<b>1</b>	<b>CURBSIDE REAR COMPARTMENT</b> The height of the curbside rear compartment is to be the full available height of the body. See drawings for compartment dimensions. Compartment is to include standard LED strip lighting and a single hinged door.
<b>2000-0408</b>	<b>1</b>	<b>CS REAR COMPT. DIAMONDPLATE</b> The curbside rear compartment is to be fabricated from diamondplate.
<b>2900-0152</b>	<b>1</b>	<b>CURBSIDE REAR COMPARTMENT SHELVING TO BE DIAMOND PLATE</b> Curbside rear compartment shelving is to be aluminum Diamond plate. Locate as noted.
<b>2900-0148</b>	<b>3</b>	<b>ADJUSTABLE SHELF CURBSIDE REAR Top forward half of compartment aligned with I/O access to cabinet doors on inboard face of comp.</b> Install adjustable shelving in the curbside rear compartment. Locate as noted.
<b>2900-4070</b>	<b>1</b>	<b>FIXED VERTICAL DIVIDER, CURBSIDE REAR 11" FROM RIGHT WALL</b> Install a 16" deep fixed vertical divider in the curbside rear compartment. Locate as noted above.
<b>2900-0266</b>	<b>1</b>	<b>ROK BACKBOARD STRAP CURBSIDE REAR Mid-way up to retain backboards and also secure stair chair.</b> Install a Rok buckle style backboard strap in the designated compartment.
<b>2900-2917</b>	<b>3</b>	<b>3" BACKBOARD RETENTION CHANNELS CS REAR</b> Install 3' aluminum channels with molded rubber for storage of backboards in the curbside rear compartment.
<b>2000-0611</b>	<b>1</b>	<b>SWEEP OUT COMPARTMENT FLOOR CS REAR COMPT</b> Curbside rear compartment floor is to be sweep-out style.
<b>2900-4001</b>	<b>1</b>	<b>STAIR CHAIR POCKET, CURBSIDE REAR</b>

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Spec Designer:

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		A stair chair pocket is to be recessed into the curbside rear compartment inner door panel. The pocket shall be installed as close to the bottom and hinged side of door as possible. See drawings for dimensions.
2900-2956	1	<b>STAIR CHAIR MODEL, STRYKER #6252</b> A Stryker #6252 stair chair will be stored as noted. This is for sizing/placement purposes only. Horton is not to supply this equipment.
8000-0090	1	<b>CS INTRMDT COMPT, DELETE</b> Vehicle is not equipped with a curbside intermediate compartment.
2900-1568	1	<b>CURBSIDE FORWARD COMPARTMENT</b> The height of the curbside front compartment door is to be the full available height of the body. See drawings for door dimensions. Compartment is to include standard LED strip lighting and a single hinged door.
2000-0609	1	<b>SWEEP OUT COMPARTMENT FLOOR CS FRONT COMPT</b> Curbside front compartment floor is to be sweep-out style.
2900-0110	1	<b>RUBBER MATTING IN EXTERIOR COMPARTMENTS</b> Ribbed black rubber matting will be installed on the floor and shelves of all exterior compartments.
2900-0114	1	<b>GRIP LOCK, FACE OF EXTERIOR SHELVES AND DIVIDERS</b> Install grip lock trim on the edges of the compartment shelves and any vertical dividers.
<b>PAINT AND GRAPHICS</b>		
5000-0003	1	<b>CHASSIS PAINT: WHITE</b> Chassis color to be standard white.
5000-0007	1	<b>MODULE PAINT, WHITE</b> Paint module standard white to match chassis.
5000-0268	1	<b>Federal Lettering Package Ship loose</b> Ship loose the Federal lettering package, consisting of, (2) 4" SOL (2) 12" SOL (2) 18" SOL (1) 36" SOL (1) 4" Mirror image ambulance (3) 6" Ambulance SEE DRAWINGS
SR00295490	1	Federal Pkg - Ship Loose  Please install (1) roof applied SOL and ship remainder of package loose inside unit.
5000-0194	1	<b>ACCESS DOORS DEMO STYLE R/W CHEVRON</b> Install red/white printed Scotchlite demo style chevrons on the center inner door panels of all entry doors.
<b>INTERIOR FEATURES</b>		
2000-0288	1	<b>ACRYLIC COLOR: LIGHT TINT</b> All acrylic doors to be light tint.
2000-0293	1	<b>STAINLESS STEEL COUNTER TOPS Extended Inhalation Area ILO CPR seat</b> Fab and install Stainless pan formed countertops in the patient area.
SR00295471	1	Streetside Countertop  No sharp corners or edges.

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<b>2000-0592</b>	<b>1</b>	<b>PAINTED STANDARD INHALATION AREA WALLS</b> The main wall action area walls are to be painted to match the remainder of the interior cabinets.
<b>2000-0303</b>	<b>1</b>	<b>INHALATION PANEL, LAMINATE COVERED</b> The inhalation panel is to be fabricated from composite material and covered with laminate to match to color selected.
<b>2000-0455</b>	<b>1</b>	<b>LONCOIN FLECKSTONE MOONSTONE #157TS</b> The patient area floor is to be covered in Loncoin Fleckstone Moonstone #157TS.
<b>2000-2102</b>	<b>1</b>	<b>WILSONART NATURAL ALMOND #D30, RISERS</b> The interior risers are to be made of reinforced structural composite board covered with Wilsonart Natural Almond #D30 laminate.
<b>2000-0325</b>	<b>1</b>	<b>STAINLESS STEEL LOWER DOOR PANELS</b> Finish lower section of inside patient compartment doors with stainless steel.
<b>2000-0450</b>	<b>1</b>	<b>WILSONART KHAKI BROWN D50, ACCENT</b> The interior risers/door panels are to include an accent stripe. Color is to be Wilsonart Khaki Brown #D50 laminate. Excludes 3-piece stainless steel panels.
<b>2000-0442</b>	<b>1</b>	<b>WILSONART NATURAL ALMOND #D30, WALLS</b> The interior walls are to be made of reinforced structural composite board covered with Wilsonart Natural Almond #D30 laminate. This does not apply to areas surrounding the inhalation/CPR seat area.
<b>2000-0668</b>	<b>1</b>	<b>FLEECE CABINET COLOR</b> All interior cabinetry is to be painted Fleece.
<b>2000-0709</b>	<b>1</b>	<b>CABINET PAINT TO BE SMOOTH</b> The specified cabinet paint is to have a smooth finish.
<b>2000-3012</b>	<b>1</b>	<b>ASH GRAY VACU-FORM VINYL COLOR</b> All seat cushions, backrests and vinyl closeouts are to be covered in Ash Grey colored material.
<b>2000-3011</b>	<b>1</b>	<b>VACUFORMED UPHOLSTERY</b> All seat cushions including head and back cushions are to be vacuformed style with .5" overhang. All closeouts are to be covered with matching material and installed per standard. Head, backrest and HOPS cushions are to be made and attached per standard. Bucket seats to be specified separately.
<b>SR00295455</b>	<b>1</b>	<b>INSTALL AN USSC SEAT BASE WITH AISLE FACING DOOR.</b>
<b>2000-1590</b>	<b>1</b>	<b>USSC CHILD, BLACK 4-POINT, ASH GRAY</b> Install a vacu-formed Ash Gray USSC high back bucket seat with integral child safety seat and black 4pt seatbelt and safety vest. The seat to be adjustable front to rear and is to be mounted at the head of the cot.
<b>2000-1754</b>	<b>1</b>	<b>OCCUPANT RESTRAINT. HEAD OF BENCH, BLACK</b> Install an MBrace 4-pt seatbelt at the head position of the squad bench. Color is to be black.
<b>2000-1758</b>	<b>1</b>	<b>OCCUPANT RESTRAINT. FOOT OF BENCH, BLACK</b> Install an MBrace 4-pt seatbelt at the foot position of the squad bench. Color is to be black.
<b>2000-0605</b>	<b>1</b>	<b>ALUMINUM INTERIOR CABINETS</b> All interior cabinets are to be fabricated from aluminum.
<b>3000-1121</b>	<b>1</b>	<b>TUBULAR AIRBAG, ATTENDANT'S SEAT</b> Install a tubular airbag at the attendant's seat. Unit uses a straight upper inhalation cabinet and does not include a cabinet beneath the main countertop.
<b>3000-1124</b>	<b>1</b>	<b>ROLL SENSOR</b> Install roll sensor in the standard location. Unit includes curbside airbag(s).

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3000-1126	1	<b>AIRBAG SENSOR</b> Install the standard airbag sensor in the standard location.
2000-0575	1	<b>CABINET TRIM RADIUS</b> Install smooth radiused trim molding on all applicable interior cabinets.
2900-0203	1	<b>I.V. HOOKS: PERKO COT CHEST Outboard ceiling near cab. tops aligned with vert. of cab.</b> Install a Perko clip style IV hanger over the cot chest area.
2900-0204	1	<b>I.V. HOOKS: PERKO COT WAIST Outboard ceiling near cab. tops aligned with vert. of cab.</b> Install a Perko clip style IV hanger over the cot waist area.
2900-0201	1	<b>I.V. HOOKS: PERKO BENCH WAIST Inboard of handrail ceiling.</b> Install a Perko clip style IV hanger over the bench waist area.
2900-0207	1	<b>IV HANGER, CP WITH RUBBER ARM BENCH CHEST Per Drawing</b> Install a Cast Products recessed IV hanger with rubber arm over the bench chest area.
2000-0620	1	<b>GRAB RAIL: 8FT ANTI-MIC. ANTI SLIP, OVER BENCH Parallel and aligned to left side of COT.</b> Install 8 foot anti-slip main grab rail with anti-microbial coating. Locate offset toward the bench wall in the patient area ceiling.
2000-0412	1	<b>VERTICAL RAIL, 2' ANTI-MIC ANTI-SLIP, BOLSTER</b> Install a 2 foot anti-slip grab rail with anti-microbial coating. Locate on the bench bolster at the side access door angled upward toward the forward end.
2000-0413	1	<b>PATIENT DOOR GRAB RAILS: ANTI-MICROBIAL/ANTI-SLIP</b> Install standard 'V' shaped grab rails with anti-microbial coating. Handles are to be anti-slip style. Locate on the interior door panels of all three patient entry doors.
2000-0423	1	<b>CEILING MATERIAL, PLATINUM WHITE COMPOSITE</b> The standard module ceiling material shall be platinum white aluminum composite.
2000-0425	1	<b>FIRE EXTINGUISHERS: 5LB ABC, INSTALLED Locate horizontal mounted to floor behind pass seat/console.</b> Supply and install a five lb ABC fire extinguisher as noted.
2000-0576	1	<b>FIRE EXTINGUISHERS: 5LB ABC, INSTALLED Locate in CS front I/O compartment fixed shelf.</b> Supply and install a five lb ABC fire extinguisher as noted.
<b>STREETSIDE CABINETRY</b>		
2000-0339	1	<b>LINEN CLOSET WITH HEAT/AC UNIT IN BOTTOM</b> Install a storage cabinet behind the attendant seat. Cabinet to be sized for installation of the HVAC system in the bottom.
SR00295492	1	<b>FIXED SHELF, LINEN CLOSET</b> Install a fixed shelf to linen above the HVAC.
2900-1079	1	<b>ADJUSTABLE SHELF MIDDLE 1 LINEN CLOSET</b> Fab and install an adjustable aluminum shelf in the middle section of the linen cabinet. Shelf is to be painted to match the cabinet color.
2900-2029	1	<b>SOLID LAMINATE-COVERED LINEN CLOSET DOOR</b> Install hinged solid doors on the linen cabinet. Cover in laminate to match the interior.
2900-1070	1	<b>PIANO HINGE FOR LINEN CLOSET TOP DOOR</b> The upper linen cabinet door(s) is/are to use piano style hinge.
2900-1183	1	<b>LOCKING SOUTHCO LATCH, UPPER LINEN, CHANGE 10</b> Install a locking stainless flush mount Southco HD style pull latch on the upper linen cabinet door. <b>Latch to be Change Notice 10 compliant and rated for 25lbs.</b>

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2000-0342	1	<b>STREETSIDE WALL WITHOUT CPR SEAT</b> Street side cabinet wall does not include a CPR seat.
SR00295494	1	<b>Delete CPR seat. Cabinets above inhalation area to be extended towards rear approximately to chest area of COT. Stick Build Main Wall.</b>
2000-2050	1	<b>CUSTOM CABINET, Cabinet 1 Dimensions: 12.75H x 33.75W x 16D - Location: Above Inhalation area, rear of Upper Inhalation cabinet.</b> Main wall cabinet #1 dimensions are to be as noted above. Note that dimensions are I.D.
SR00295495	1	<b>All 4 upper SS cabinets to be equal width, height, depth. Running from front to rear of patient compartment.</b>
2000-1360	1	<b>POLYCARBONATE SLIDING, CHANGE 10, CABINET 1</b> Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch and angled corner brackets.
2900-0412	1	<b>LIFT UP CABINET FRAMES INTERIOR Cabinet 1</b> Install a flip-up restocking cabinet frame on cabinet noted above. Includes gas shocks and vertical latches. <b>The Design is to be compliant with Change Notice 10.</b>
2000-2051	1	<b>CUSTOM CABINET, Cabinet 2 Dimensions: Max H x 8.75 W x 8.75D - Location: Mounted top of Inhalation Area countertop</b> Main wall cabinet #2 dimensions are to be as noted above. Note that dimensions are I.D.
SR00295506	1	<b>Small cabinet located in forward rear of Inhalation area countertop. Full height from countertop to bottom of Upper Inhalation cabinet. Approximately 10" x 10" square and full height available as described above. Rubber bumper located bottom of door non-hinged side.</b>
2000-0528	1	<b>SOLID HINGED DOOR, Cabinet 2</b> Cabinet specified above is to have a solid vertically hinged door.
2900-0288	1	<b>LATCH, HINGED: SOUTHCO SS HD LOCK Cabinet 2</b> Install stainless flush mount HD locking Southco pull latches on the selected hinged doors on the cabinet designated above.
2900-0321	1	<b>PIANO STYLE HINGE Cabinet 2</b> Cabinet #2 door(s) is/are to use piano style hinges.
SR00295480	1	Cabinet 2  Hinged right/forward side of door.
2900-0172	1	<b>INTERIOR ADJUSTABLE SHELVING, Cabinet 2</b> Install painted adjustable shelving in cabinet #2.
2000-2052	1	<b>CUSTOM CABINET, Cabinet 3 Dimensions: 12.75H x 33.75W x 16D - Location: Upper cabinet rear of cabinet #1</b> Main wall cabinet #3 dimensions are to be as noted above. Note that dimensions are I.D.
SR00295485	1	<b>Cabinet #3 upper cabinet located rear of cabinet #1. All upper cabinets curbside wall to be even width, height, depth, running from front to rear of patient compartment.</b>
2000-1362	1	<b>POLYCARBONATE SLIDING, CHANGE 10, CABINET 3</b> Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-0414	1	<b>LIFT UP CABINET FRAMES INTERIOR Cabinet 3</b>

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		Install a flip-up restocking cabinet frame on cabinet noted above. Includes gas shocks and vertical latches. <b>The Design is to be compliant with Change Notice 10.</b>
2900-0173	1	<b>INTERIOR ADJUSTABLE SHELVING, Cabinet 3</b> Install painted adjustable shelving in cabinet #3.
2000-2053	1	<b>CUSTOM CABINET, Cabinet 4 Dimensions: 12.75H x 33.75W x 16D - Location: Upper cabinet rear of cabinet #3</b> Main wall cabinet #4 dimensions are to be as noted above. Note that dimensions are I.D.
SR00295469	1	<b>Cabinet#4 most rear cabinet of four upper CS cabinets. All upper cabinets curbside wall to be even width, height, depth, running from front to rear of patient compartment.</b>
2900-2199	1	<b>ACRYLIC HINGED DOOR, Cabinet 4</b> Cabinet specified above is to have a 1/2" acrylic top hinged flip-up door.
2900-0283	1	<b>LATCH, HINGED DOOR: SOUTHCO SS Cabinet 4</b> Install stainless flush mount Southco pull latches on the selected hinged doors on the cabinet designated above.
2900-0331	4	<b>COMPRESSION STYLE HINGE Cabinet 4</b> Cabinet #4 door(s) is/are to use compression style hinges.
2000-2054	1	<b>CUSTOM CABINET, Cabinet 5 Dimensions: I/O - Location: Mid height below cabinet #4</b> Main wall cabinet #5 dimensions are to be as noted above. Note that dimensions are I.D.
SR00295489	1	<b>Cabinet #5 mid-height under cabinet #4. Width to match SS rear compartment. I/O cabinet utilizing (2) adjustable shelves in SS rear compartment.</b>
2000-1364	1	<b>POLYCARBONATE SLIDING, CHANGE 10, CABINET 5</b> Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-0189	1	<b>PASS-THROUGH ACCESS, CABINET 5</b> Provide I/O access at cabinet #5 location into exterior compartment per drawings.
2000-2055	1	<b>CUSTOM CABINET, Cabinet 6 Dimensions: 11.50H x 32.50W x 16D - Location: Bottom located below cabinet #5</b> Main wall cabinet #6 dimensions are to be as noted above. Note that dimensions are I.D.
2000-1365	1	<b>POLYCARBONATE SLIDING, CHANGE 10, CABINET 6</b> Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-0176	1	<b>INTERIOR ADJUSTABLE SHELVING Cabinet 6</b> Install painted adjustable shelving in cabinet #6.
2000-2056	1	<b>CUSTOM CABINET, Cabinet 7 Dimensions: 36.75H x 27.75W x 16D - Location: Mid-height located forward of cabinet #5</b> Main wall cabinet #7 dimensions are to be as noted above. Note that dimensions are I.D.
SR00295461	1	<b>Cabinet #7 same height, as cabinet #5. Width from rear of Inhalation Area countertop to cabinet #5. Full depth.</b>
2000-1366	1	<b>POLYCARBONATE SLIDING, CHANGE 10, CABINET 7</b> Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-0177	1	<b>INTERIOR ADJUSTABLE SHELVING Cabinet 7</b> Install painted adjustable shelving in cabinet #7.
2000-2057	1	<b>CUSTOM CABINET, Cabinet 8 Dimensions: 9.25H x 45.75W x 16D - Location: Bottom, located below cabinet #7</b> Main wall cabinet #8 dimensions are to be as noted above. Note that dimensions are I.D.

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SR00295481	1	<b>Bottom cabinet located below cabinet #7. Width from forward/right side of cabinet #6 to approx. rear of suction cut-out.</b>
2000-1367	1	<b>POLYCARBONATE SLIDING, CHANGE 10, CABINET 8</b> Cabinet specified above is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-0410	1	<b>LIFT UP CABINET FRAMES, UPPER INHALATION CABINET</b> Install a flip-up restocking cabinet frame on cabinet noted above. Includes gas shocks and vertical latches. <b>The Design is to be compliant with Change Notice 10.</b>
2000-2058	1	<b>UPPER INHALATION CABINET 12.75H x 33.75W x 16D</b> Upper inhalation cabinet dimensions are to be as noted above. Note that dimensions are I.D.
SR00295460	1	<b>Upper Inhalation Cab to be equal width of cabinets #1, #3, #4 and upper inhalation along the top of SS wall.</b>
2000-1368	1	<b>POLYCARBONATE SLIDING, UPPER INHALATION, CHANGE 10</b> Cabinet over inhalation area is to have sliding polycarbonate doors. Doors to include CN-10 compliant catch.
2900-1094	1	<b>INTERIOR SHELVING, UPPER INHALATION CABINET</b> Install painted adjustable shelving in upper inhalation cabinet.
2900-0347	1	<b>STANDARD S/W DISPOSAL, RECESSED IN ACTION AREA</b> Install sharps and waste disposal in a metal container recessed into the inhalation counter top. Access to the waste receptacle shall be through a spring loaded door. The neck of the sharps container shall protrude through the top surface of the receptacle. Disposal of both containers shall be accessible by raising a hinged aluminum lid.
SR00295463	1	<b>The streetside drop-in sharps container to accommodate Bemis 125030 container. To be towards rear of Inhalation panel and close to SS wall.</b>
<b>CURBSIDE CABINETRY</b>		
SR00295505	1	<b>No overhead cabinets ILO install cabinet after foot of bench on forward facing wall of CS rear compartment. Cabinet to include a left hinged acrylic door with (2) self closing hinges, a Southco latch and (2) adjustable shelves.</b>
SR00295456	1	<b>Side Entry Glove Box Storage</b> Fabricate and install a (2) glove box storage above side entry door. To include acrylic hinged door and southco.
2000-0359	1	<b>SQUAD BENCH WITH NO CUPS OR WELLS</b> Provide storage under the squad bench lid/cushion(s). The area shall run where possible under the bench. The storage pan is to be fabricated from aluminum and painted to match the interior.
2000-0370	1	<b>SQUAD BENCH END RESTRAINT, FULL HEIGHT</b> Install a full height HOPS bolster with window at the head end of the bench.
2000-0378	1	<b>CURBSIDE FORWARD BENCH AIR BAG</b> Install (1) inflatable tubular head cushion (airbag) at the forward seating position of the curbside bench.
2000-0744	1	<b>DOUBLE CUSHION SQUAD BENCH</b> The squad bench cushion is to be two piece.
2000-0380	1	<b>BENCH HOLD OPENS: GAS</b>

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		Install gas spring hold opens on squad bench lid.
<b>2000-0381</b>	<b>1</b>	<b>BENCH HOLD-DOWN: PADDLE LATCHES (PAIR)</b> Install recessed paddle latches into the squad bench riser to retain the squad bench lids in the closed position. The latches shall be both passive and positive.
<b>2000-0382</b>	<b>1</b>	<b>BENCH CUSHION EDGE TRIM:</b> Trim bench cushion edge with protective aluminum trim, to protect horizontal edge of squad bench cushion from tears.
<b>2000-1791</b>	<b>2</b>	<b>BENCH BACK CUSHION, DOVE GRAY</b> The MBrace backrest cushions for the bench seating positions are to be Dove Gray #8567 in color. Seat cushion and closeout colors are listed separately.
<b>2000-0518</b>	<b>1</b>	<b>S/W, DROP-IN AT HEAD OF BENCH.</b> Install a cabinet in the head end of the bench for sharps waste containers. The lid for the cabinet will have a hinge down flap for disposal of trash. The neck of the sharps will protrude through the top surface of the cabinet. A hinged aluminum lid will be provided for removal of both containers. The containers are to be Horton supplied.
<b>SR00295468</b>	<b>1</b>	<b>Curbside to have drop in sharps at foot/rear of bench. Sharps to accommodate Bemis 125030 container. (2) seats positions needed with (4) points restraints spaced to provide proper clearance from rear wall mounted cabinet and S/W located at rear of bench.</b>
<b>2900-0401</b>	<b>1</b>	<b>CS REAR I/O ACCESS DOOR, SOLID HINGED</b> The compartment pass-through specified above is to have a solid vertically hinged door.
<b>SR00295491</b>	<b>1</b>	Pass through access, curbside rear  Opening facing inboard, not towards bench, door to be hinged forward.
<b>2900-0403</b>	<b>1</b>	<b>CS REAR I/O DOOR HINGE, PIANO STYLE</b> The curbside rear I/O door is to use a piano style hinge.
<b>2900-0405</b>	<b>2</b>	<b>CS REAR I/O DOOR LATCH, SOUTHCO SS</b>
<b>FRONT WALL CABINERY</b>		
<b>SR00295496</b>	<b>1</b>	Install glove storage for (2) boxes in the closeout above the right front cabinet. Include an acrylic door with oval openings, a piano hinge and Southco latch to allow access to inboard glove storage slot only. Install a fixed door over the outboard glove slot to avoid interference with gloves storage above the side entry door.
<b>2900-0073</b>	<b>1</b>	<b>FRONT WALL CABINET: FLAT ALUM PAINTED</b> The front wall cabinet shall be arranged per drawing. Additional configuration information may follow. Cabinet interior is to be painted to match the interior cabinet color.
<b>2900-1007</b>	<b>1</b>	<b>SOLID/ACRYLIC HINGED DOORS, Upper front wall</b> Cabinet specified above is to have two solid vertically hinged doors with acrylic inserts.
<b>2900-1022</b>	<b>4</b>	<b>SOUTHCO FLUSH SS PULL LATCH TOP FRONT WALL DOOR</b> Install stainless flush mount Southco pull latches on the selected hinged doors on the upper front wall cabinet.
<b>2900-1017</b>	<b>6</b>	<b>SELF CLOSING HINGES TOP FRONT WALL CABINET</b> The upper front wall cabinet door(s) is/are to use self-closing style hinges.
<b>2900-1038</b>	<b>2</b>	<b>ADJUSTABLE SHELF, UPPER FRONT WALL TOP CABINET</b>

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		Fab and install an adjustable aluminum shelf in the upper section of the front wall cabinet as noted. Shelf is to match the cabinet interior.
2900-1039	1	<b>FIXED SHELF FRONT WALL MIDDLE CABINET</b> Fab and install a fixed aluminum shelf in the center section of the front wall cabinet as noted. Shelf is to match the cabinet interior.
2900-1042	2	<b>ADJUSTABLE SHELF, LOWER FRONT WALL CABINET</b> Fab and install an adjustable aluminum shelf in the lower section of the front wall cabinet as noted. Shelf is to match the cabinet interior.
2900-1014	1	<b>SOLID/ACRYLIC HINGED DOORS, Lower front wall</b> Cabinet specified above is to have two solid vertically hinged doors with acrylic inserts.
2900-1032	4	<b>SOUTHCO SS PULL STYLE LATCH LOWER FRONT WALL DOOR</b> Install stainless flush mount Southco pull latches on the selected hinged doors on the lower front wall cabinet.
2900-1021	6	<b>SELF CLOSING HINGES LOWER FRONT WALL CABINET</b> The lower front wall cabinet door(s) is/are to use self-closing style hinges.
SR00295473	1	RIGHT FRONT CABINET INSTRUCTIONS,  Adjustable shelving to be held off forward wall of compartment to allow plug-in cabling to be routed by crew between forward wall and shelves.
2000-1404	1	<b>CAB TO MODULE PASSTHROUGH WINDOW</b> Provide a sliding pass-through window between the patient area and the chassis cab on the cab side.
2900-0038	1	<b>CROSSOVER ELECTRICAL CABINET</b> A crossover cabinet is to be installed above the walkthrough/passthrough and is to include a solid hinged door and Southco stainless flush pull latch. Install vehicle electrical system at this location. Cabinet includes an LED light.
<b>COT MOUNT</b>		
SR00295484	1	<b>Install prewire for a power load cot.</b>
<b>VISUAL WARNING</b>		
3000-1028	2	<b>900 SERIES LED, RED/CLEAR LENS Front body face, upper corners</b> Install Whelen 900 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
3200-1028	2	<b>900 SERIES LED, RED/CLEAR LENS Streetside upper corners</b> Install Whelen 900 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
3300-1028	2	<b>900 SERIES LED, RED/CLEAR LENS Curbside upper corners</b> Install Whelen 900 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
3500-1028	2	<b>900 SERIES LED, RED/CLEAR LENS Rear Upper Corners</b> Install Whelen 900 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
3400-1033	2	<b>900 SERIES LED, R/A SPLIT, CLEAR LENS Rear of body at window level</b> Install Whelen 900 series LED lights as noted. Lights to be red/amber split with clear lenses. Lights to include chrome flanges.

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SR00295499	1	900 SERIES LED, R/W SPLIT, CLEAR LENS. Front body face, one each side of front center KKK white light and inboard of two upper corner red lights. Lights to be red with clear lenses. Lights to include chrome flanges.
3000-5079	1	<b>900 Series LED White/Clear Lens Front Center KKK</b> Install a Whelen 900 series LED light on the front face of the body per K requirements. Light to be white with clear lens. Light to include chrome flange.
3000-5091	1	<b>700 Series LED Amber/Clear Lens Rear Center KKK</b> Install a Whelen 700 series LED light on the rear face of the module body per K requirements. Light to be amber with clear lens. Light to include chrome flange.
3000-0144	1	<b>FLASH PATTERN, 80 FPM A/B</b> Program the emergency lighting flash pattern to 80 FPM A/B.
SR00295466	1	700 SERIES LED, RED/CLEAR LENS 2) Mounted on chassis fenders (2) mounted over rear wheels on module.  Install Whelen 700 series LED lights as noted. Lights to be red with clear lenses. Lights to include chrome flanges.
SR00295467	1	RED/CLEAR LENS, WHELEN ION GRILLE, TOP  Install (4) Whelen ION Series red LEDs with clear lenses in the upper chassis grille. To include bezels where applicable and flash pattern programmability from the front control panel.
<b>AUDIBLE WARNING</b>		
2000-0433	1	<b>AIR HORNS: UNDER BUMPER FORD F-SERIES</b> Install (2) Buell #1061 trumpets under the front bumper recessed into the air dam valance. System to include a #16122 compressor and remote air tank. The air horns can only be activated when the vehicle is in gear. Activate through a chrome push button on the console or through a foot switch if selected.
3000-0169	1	<b>FOOT SWITCH, AIR HORN, DRIVER'S SIDE</b> Install a driver's side foot switch for air horn activation.
SR00295500	1	<b>Foot pedal for air horns to only be active in emergency mode.</b>
SR00295483	1	SIREN, WHELEN 295HFS2  Install a Whelen 295HFS2 siren in the front console.
SR00295479	1	SPEAKERS  Install (2) current CPI siren speakers for an F-550.
<b>NON-EMERGENCY LIGHTING</b>		
3000-0207	1	<b>KKK SIDE BODY MARKER LIGHTS, 700 SERIES LED (PAIR)</b> Install red Whelen 700 series LED turn/marker lights on each rear side of the module body. Lights provide module body night time side lighting visibility and turning signal indication. Lights do not flash with warning lights. Includes chrome flanges.
3000-0217	1	<b>LED EXTERIOR COMPARTMENT LIGHTING</b>

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		Install full height LED strip lighting in all exterior compartments with the exception of any wheelwell compartments. Install vertical strips inside both sides of each compartment. The lights are to be directed toward the back of each compartment.
<b>3000-0847</b>	<b>1</b>	<b>WHELEN OS SERIES MARKER LIGHTS.</b> Install Whelen OS series ICC marker lights.
<b>3000-0235</b>	<b>1</b>	<b>SCENE LIGHTS, 900 SERIES, LED, SS FRONT</b> Install a Whelen 900 Series L.E.D. side scene light with chrome flange on the upper streetside forward area of the body.
<b>3000-0736</b>	<b>1</b>	<b>SCENE LIGHTS, 900 SERIES, LED, SS REAR</b> Install a Whelen 900 Series LED side scene light with chrome flange on the upper streetside rearward portion of the body.
<b>3000-0743</b>	<b>1</b>	<b>SCENE LIGHTS, 900 SERIES, LED, CURBSIDE FRONT</b> Install a Whelen 900 Series LED side scene light with chrome flange on the upper curbside forward portion of the body.
<b>3000-0757</b>	<b>1</b>	<b>SCENE LIGHTS, 900 SERIES, LED, CURBSIDE REAR</b> Install a Whelen 900 Series LED side scene light with chrome flange on the upper curbside rearward portion of the body.
<b>3000-0242</b>	<b>1</b>	<b>LOAD LIGHTS WHELEN 900 SERIES LED</b> Install two Whelen 900 Series LED load lights with chrome flanges above the rear body entry doors.
<b>3000-1764</b>	<b>1</b>	<b>RED WARNING, BOTTOM, SIDE ACCESS DOOR</b> Install a Tecniq red L.E.D. light strip on the lower curbside access door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the access door is open, and the emergency lighting is activated.
<b>3000-1769</b>	<b>1</b>	<b>RED WARNING LIGHTS, BOTTOM, ACCESS DOORS</b> Install Tecniq red L.E.D. light strips on the lower rear module access door inner panels, one (1) per door. Installation will be near flush with the inner door panels. The light strips are to flash when the access doors are open, and the emergency lighting is activated.
<b>3000-0257</b>	<b>1</b>	<b>TECNIQ E10 LED GROUND LIGHTING</b> (4) Tecniq E10 lights will be installed in OEM stainless mounting brackets at the designated locations. The lighting is to function as follows: A. Includes a front console panel switch. B. Compartment doors activate the lights in the respective quadrant of the body. Rear entry doors activate the rear corner lights. C. Rear lights are wired reverse activated. All Lights to activate for 15 seconds when the vehicle is placed in drive. D. Items b. thru d. are to only occur when the parking or headlights are activated.
<b>3000-1305</b>	<b>1</b>	<b>RED WARNING LIGHT, BOTTOM, STREETSIDE FRONT</b> Install a Tecniq red L.E.D. light strip on the lower streetside forward compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.
<b>3000-1306</b>	<b>1</b>	<b>RED WARNING LIGHT, BOTTOM, STREETSIDE INTERMEDIATE</b> Install a Tecniq red L.E.D. light strip on the lower streetside intermediate compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.
<b>3000-1307</b>	<b>1</b>	<b>RED WARNING LIGHT, BOTTOM, STREETSIDE REAR</b> Install a Tecniq red L.E.D. light strip on the lower streetside rear compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.
<b>3000-1302</b>	<b>1</b>	<b>RED WARNING LIGHT, BOTTOM, CURBSIDE FRONT</b>

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Spec Designer:

**Key Largo Fire Rescue**

		Install a Tecniq red L.E.D. light strip on the lower curbside forward compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.
<b>3000-1304</b>	<b>1</b>	<b>RED WARNING LIGHT, BOTTOM, CURBSIDE REAR</b> Install a Tecniq red L.E.D. light strip on the lower curbside rear compartment door inner panel. Installation will be near flush with the inner door panel. The light strip is to flash when the compartment door is open, and the emergency lighting is activated.
<b>SR00295509</b>	<b>1</b>	<b>Third Brake Lamp. Install a Kinequip KFA-3BL01 LED. Locate centered over rear access doors below center warning light.</b>
<b>SR00295475</b>	<b>1</b>	<b>Install 600 series LED reverse, stop and turn lights stacked horizontally with turn arrow chase. Max populated. Backup minimum intensity. Reference drawing on V:Drive</b>
<b>ELECTRICAL</b>		
<b>3000-0019</b>	<b>1</b>	<b>ELECTRIC DOOR LOCKS ACCESS DOORS INTERIOR</b> Install power activated door locks on all patient area access doors. Locks to be activated by a switch at each patient area door. Locks may be overridden by a manual slide lever or by the door key.
<b>3000-0022</b>	<b>1</b>	<b>ELECTRIC DOOR LOCKS WIRED TO OEM SWITCHES</b> The specified power door locks are to be wired to the chassis OEM door lock switches.
<b>3000-0454</b>	<b>1</b>	<b>ELECTRIC DOOR SWITCH, TOUCH PAD, SIDE ACCESS</b> The specified power door locks are to include an exterior programmable touch pad system located near the side access door.
<b>3000-0401</b>	<b>1</b>	<b>I4G+ ELECTRICAL SYSTEM.</b> Install the Intelliplex i4G+ electrical system. System is to include a USB port installed under the dash for ease of programming.
<b>3000-0293</b>	<b>1</b>	<b>BATTERY SWITCH: STD. OPERATION</b> Install standard battery switch and wire to Horton-installed components only. Do not tie into chassis circuits.
<b>SR00295453</b>	<b>1</b>	<b>Locate the battery switch on the driver side of the console.</b>
<b>3000-1514</b>	<b>1</b>	<b>LIFESINE INVERTER/CHARGER, INTERFACE SWITCH</b> Install a Vanner #LSC12-1100 LifeSine Inverter/charger in the dedicated electrical compartment as noted. Unit is to function through a switch located in the control panel. Status panels are selected separately.
<b>3000-2151</b>	<b>1</b>	<b>VANNER CHARGER/STATUS PANEL</b> Install a Vanner charger/status panel in standard locations.
<b>3000-0310</b>	<b>2</b>	<b>110V INTERIOR OUTLET 1 In Inhalation Area, 1 Front Wall I/O Cabinet on Forward Wall</b> Install a 110V outlet(s) as noted.
<b>3000-0549</b>	<b>4</b>	<b>INTERIOR 12VDC OUTLETS: CL TYPE/USB 2 In Inhalation Area, 1 In Upper Front Wall Cabinet, 1 In Chassis Cab Console</b> Install a 12VDC cigarette style/USB outlet(s) as noted. Wire battery hot.
<b>3000-1458</b>	<b>1</b>	<b>SHORELINE 1, 20A AUTO EJECT, WHITE</b> Mount a Kussmaul Auto Eject 20 amp shoreline inlet in the standard location. Unit is to include a dynamic disconnect. Cover is to be white.
<b>3000-1500</b>	<b>1</b>	<b>PD BOX LOCATION, LEFT HAND SIDE, SS INT. COMPARTMENT</b> Install the power distribution panel on the left hand side of the streetside intermediate compartment. Close off this area from the remainder of the compartment.

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3000-0332	1	<b>REPORT LIGHT, LED</b> Install a 12" LED report light on the action wall to light the counter area.
3000-0340	1	<b>CLOCK, DIGITAL W/SECONDS: OVER REAR DOORS</b> Install a Horton large face digital 12/24 hour clock with seconds display over the rear doors.
3000-0344	1	<b>STEP WELL LIGHT VISTA LED</b> Install a 10.5" LED Vista light strip in the standard location on the bench side of the step well. Light to activate with door open.
3000-0359	7	<b>PATIENT CEILING DOME LIGHTS WHELEN LED</b> Install Whelen 80C0EHCR LED dome lights in the patient area ceiling. The lights will have a high/low feature with the switch in the rear control panel.
3000-0525	1	<b>3 SWITCH PANEL REAR DOOR PANEL</b> Install an i4G 3-switch control panel on the right rear entry door panel.
3000-2103	1	<b>TIMER, DOME LIGHTS, REAR DOOR PANEL</b> Install an electronic momentary touch timer switch in the specified I4g switch panel on the right rear door panel. The switch will enable time limited operation of the specified dome lights with the battery switch in the 'off' position. Set timer to 15 minutes.
3000-5042	1	<b>DUMP OVERRIDE, i4G, REAR DOOR PANEL</b> Install the dump override switch in the panel selected for the right rear entry door inner panel.
3000-0526	1	<b>3 SWITCH PANEL SIDE ACCESS DOOR</b> Install an i4G 3-switch control panel on the side entry door panel.
3000-2109	1	<b>SWITCH, DOME LIGHTS, SIDE ACCESS DOOR</b> Install an electronic momentary switch in the specified i4G style switch panel on the side access door inner panel. The switch will activate the specified dome lights with the battery switch in the 'off' position. A second depression of the switch will deactivate the specified dome lights.
3000-0007	1	<b>BACKUP ALARM RESET, MOMENTARY</b> Install a back-up alarm and provide a momentary backup alarm reset button on the front console.
3000-1905	1	<b>360 CAMERA SYSTEM, WHITE</b> Install a Horton 360 Degree camera system with white covers and integral lighting. The lighting is to have the ability to function in emergency response mode. The display will function in conjunction with the turn signals and when the vehicle is in reverse gear. Install rear housing if space is available. If space is unavailable then install camera only.
3000-0009	1	<b>CAMERA FOR i4G SYSTEM</b> Install a camera system for use with i4G. The system is to use the i4G front screen as its monitor.
<b>PROGRAMMING</b>		
6000-0003	1	<b>LIGHT PROGRAMMING: LOAD LIGHT</b> Program the rear load lights to activate with transmission reverse plus the standard mode of operation.
6000-0026	1	<b>ALL WHITE WARNING LIGHTS CUTOFF IN SECONDARY MODE</b> All white warning lights to deactivate in secondary mode. This includes wig wag flashers if ordered.
6000-0006	1	<b>PROGRAMMING: AUDIBLE LOW VOLTAGE ALARM</b> Program an audible alarm to activate if the voltage drops below 11.8 volts for 120 seconds.
6000-0007	1	<b>LIGHT PROGRAMMING: PARK BRAKE</b> Program a warning to display on the front console readout advising to set the Parking Brake when the module disconnect switch is "ON" and the transmission is placed in "PARK" or "NEUTRAL". It will also advise to Disengage the Parking Brake should the vehicle be placed into gear.
<b>HVAC</b>		
3000-1614	1	<b>AUX.CONDENSER, FRAME MOUNT, F SERIES</b>

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**Key Largo Fire Rescue**

		In addition to the standard Heat/AC unit there shall be an auxiliary exterior condenser installed between the frame rails under the body.
3000-4029	1	<b>12V HVAC, BOTTOM OF LINEN CABINET</b> Install a Pre-charged 12V heat/AC system with brushless motor in the bottom of the linen cabinet.
3000-0427	1	<b>NFPA COMPLIANT VENTING, CAST</b> Install an NFPA style venting system to include a 400cfm exhaust fan along with a static vent. Install 9.5" square polished covers on both vents per drawings.
<b>RADIO</b>		
3000-0432	1	<b>ANTENNA COAX 1 Start: Cab Console, End: Front Center of Mod Roof</b> An RG 58U coax shall be installed terminating as noted above.
3000-0608	1	<b>ANTENNA COAX 2 Start: Inhalation Wall, End: Center of Mod Roof</b> An RG 58U coax shall be installed terminating as noted above.
3000-0434	1	<b>3/8" NMO MOUNT COAX 1</b> Supply and install a 3/8" NMO mount in conjunction with specified coax #1.
3000-0618	1	<b>3/8" NMO MOUNT COAX 2</b> Supply and install a 3/8" NMO mount in conjunction with specified coax #2.
3000-1174	1	<b>PULL WIRE 1 Start: Cab Console, End: Inhalation Wall</b> Install a radio cable pull wire terminating as noted above. Wire is not to be wire tied or otherwise prevented from moving freely.
3000-0441	1	<b>RADIO PULL WIRE CONDUIT</b> Install a radio pull wire conduit. Termination points are to be determined by the the termination points of the specified pull wire.
3000-0438	1	<b>RADIO HEAD PRE-CUT: FRONT Motorola APX 6500</b> Provide a radio head pre-cut in the front console faceplate. Radio head model is noted.
3000-0627	1	<b>RADIO HEAD PRE-CUT: REAR Motorola APX 6500</b> Provide a radio head pre-cut in the rear inhalation panel. Radio head model is noted.
1000-0406	1	<b>FRONT CONSOLE, F SERIES</b> Install standard front console for F Series chassis.
SR00295478	1	Glove Storage Cab Center Console  Install a (3) glove storage towards rear of console.
1000-0177	1	<b>CUP HOLDERS, JUMBO 4"</b> Install two (2) jumbo 4" cup holders recessed into the console.
3000-5025	1	<b>POWER TERMINAL, SWITCHED, BEHIND DRIVER</b> Install two (2) 10 gauge 30 amp cables to positive and ground studs for radio power. Wire one battery switched and the other as a ground. Locate behind the driver's seat.
<b>OXYGEN</b>		
4000-0165	1	<b>O2 MOUNT, VERTICAL TRACK FOR QRM-V</b> Vertical track for mounting of a QRM-V O2 bottle mount shall be welded on the back wall of the streetside forward compartment in the right hand corner. Bracket will be set up for an 'H' sized bottle.
4000-0166	1	<b>O2, CYLINDER BRACKET: ZICO QRM-V</b> Install a Zico QRM-V oxygen bracket for 'H' bottle. Locate in the streetside forward compartment.
SR00295470	1	<b>OXYGEN ACCESS</b>  Provide access to the oxygen cylinder valve as depicted on the drawings .Relocate O2 Access to inside

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**Key Largo Fire Rescue**

		linen cabinet above shelf. Door is to be right hinged and open into linen area. The opening trimmed with anodized aluminum.
<b>4000-0022</b>	<b>2</b>	<b>O2 OUTLET, OHIO MEDICAL 2 In Inhalation Panel</b> Install O2 outlets per instructions above. Outlets to be Ohio Medical style.
<b>4000-0024</b>	<b>1</b>	<b>FLOWMETER: DIAL TYPE</b> Supply dial type flowmeter.
<b>4000-0025</b>	<b>1</b>	<b>OXYGEN WRENCH</b> Install oxygen wrench in oxygen compartment. Mount securely to wall. Mount with length of chain or cable to allow for use without being removed from the compartment.
<b>3000-0642</b>	<b>1</b>	<b>VACUUM OUTLET, OHIO MEDICAL 1 In recessed cabinet</b> Install a single Ohio style vacuum outlet. Locate per drawings.
<b>SR00295497</b>	<b>1</b>	Suction Canister  Locate in riser below inhalation area countertop between head of COT and Attendant seat.
<b>4000-0183</b>	<b>1</b>	<b>ASPIRATOR, SSCOR, RECESSED, SS RISER</b> Install an SSCOR aspirator. The system shall include a wall mounted regulator and a canister holder. Plumb to the selected pump.
<b>4000-0089</b>	<b>1</b>	<b>VACUUM PUMP CAPL #D34 SE (P282)</b> Install a CAPL #D34 SE (P282) 12vdc electric suction pump.
<b>CERTIFICATIONS</b>		
<b>7000-0001</b>	<b>1</b>	<b>KKK-A-1822F CERTIFICATION LABEL</b> The vehicle shall have weight/payload, electrical load and KKK-A-1822F certification stickers installed in the O2 compartment.
<b>7000-0003</b>	<b>1</b>	<b>CHANGE NOTICE 10 CERTIFICATION</b> The vehicle shall be certified to change notice 10 standards.

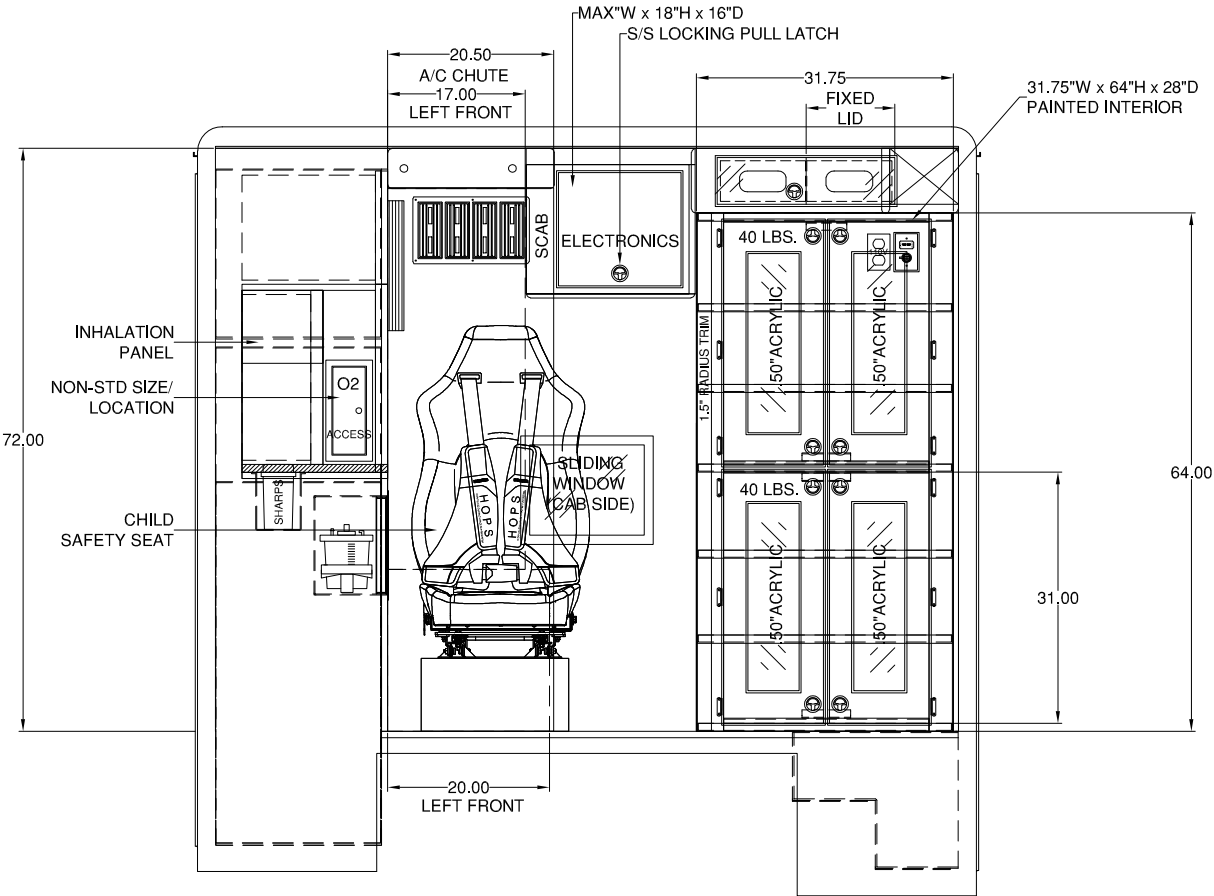
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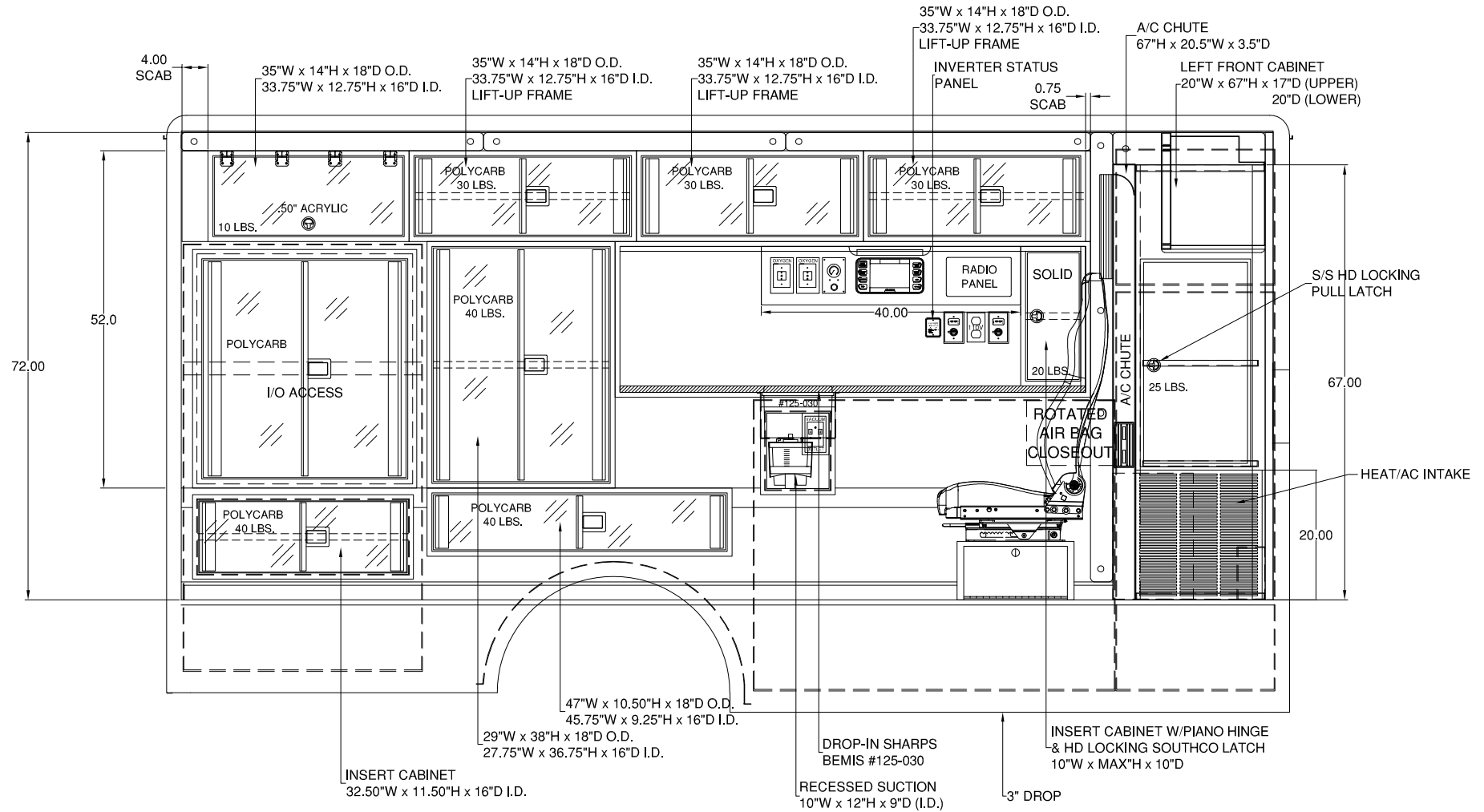
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NOTE: DRAWINGS ARE FOR GRAPHICAL  
REPRESENTATION ONLY  
DIMENSIONS ARE APPROXIMATE & MAY VARY  
DURING CONSTRUCTION

SPECIFICATION DRAWING

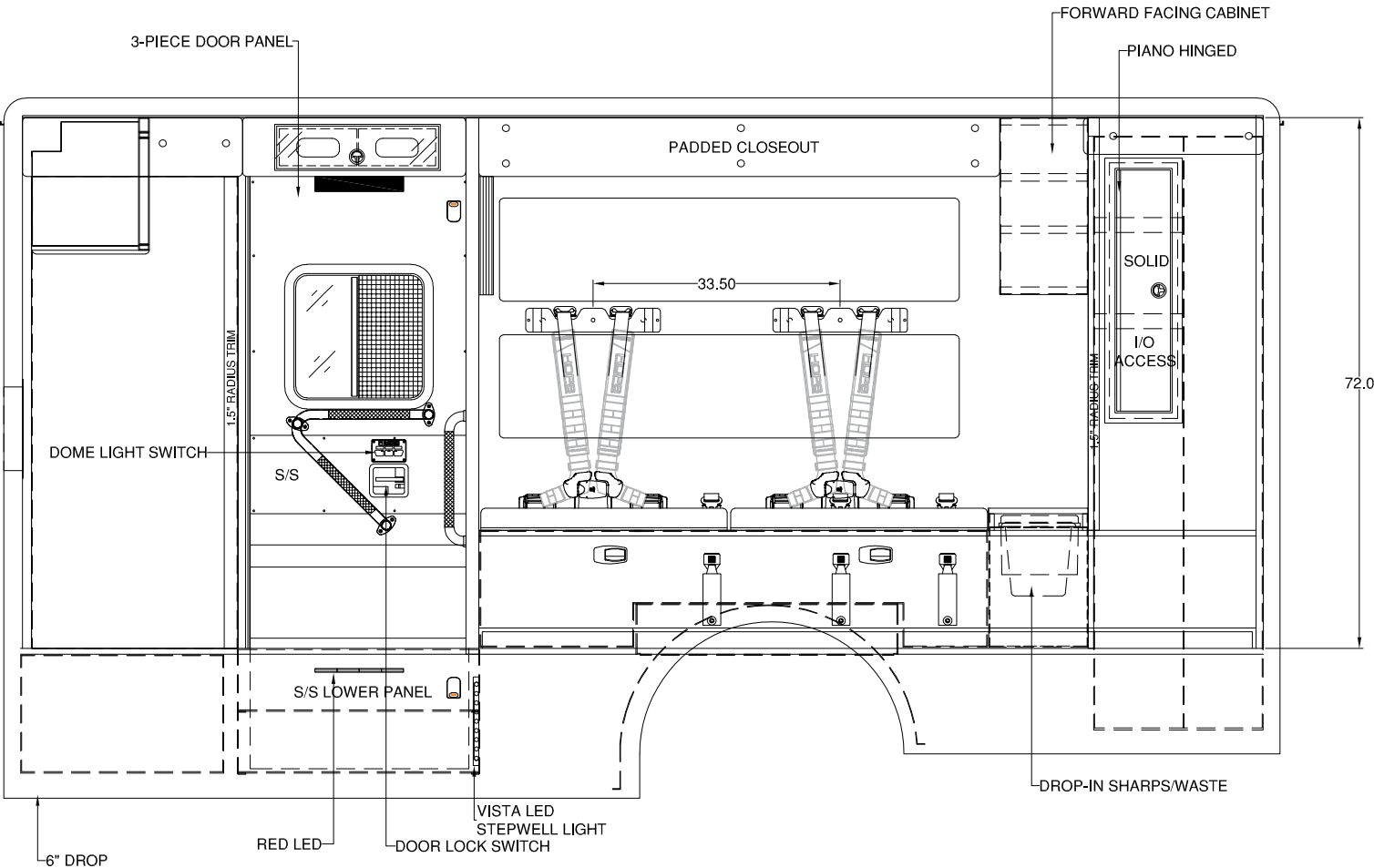
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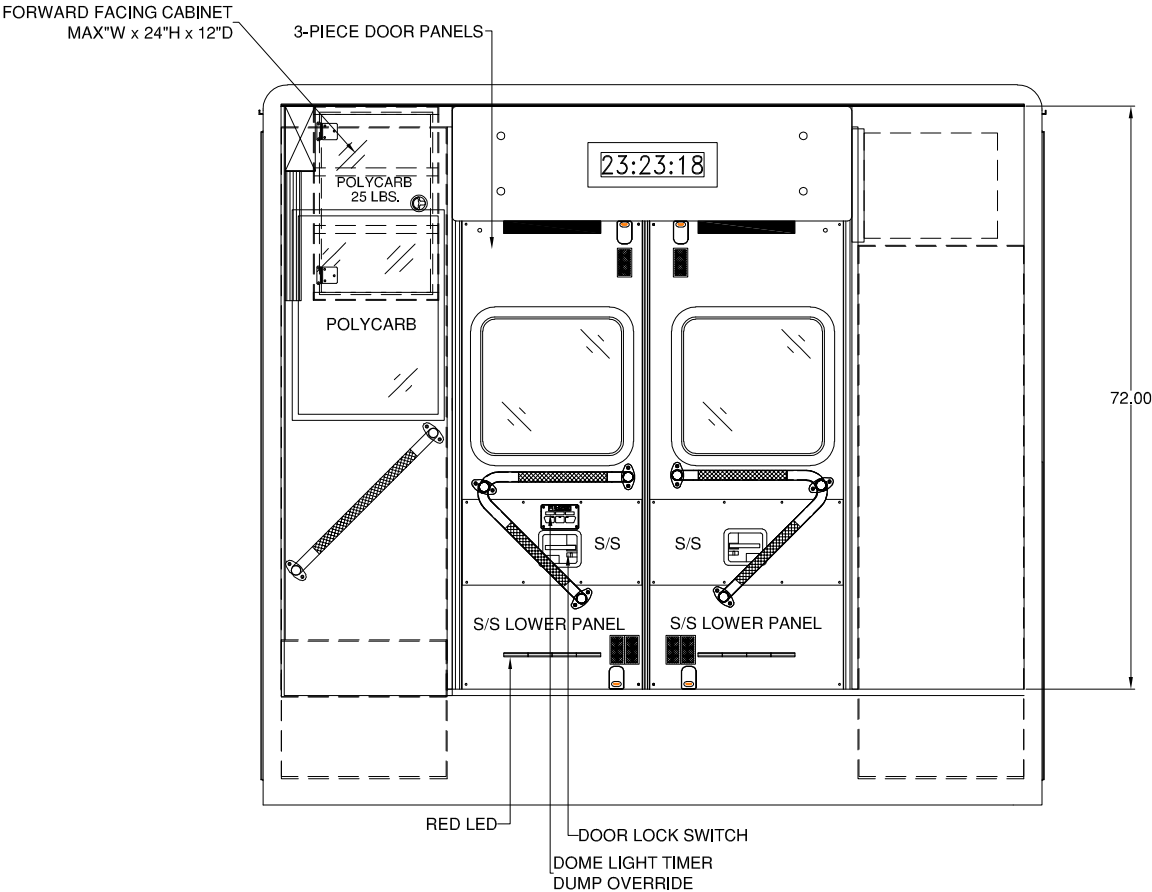
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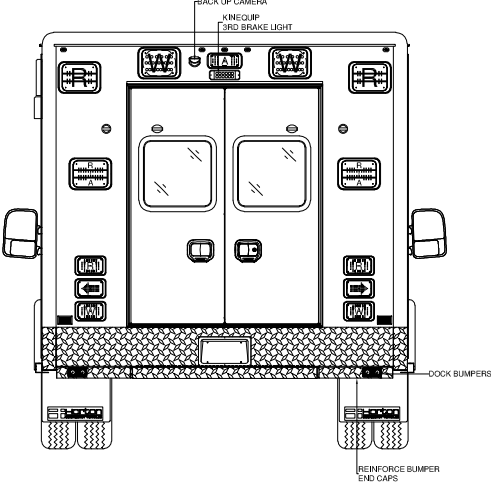
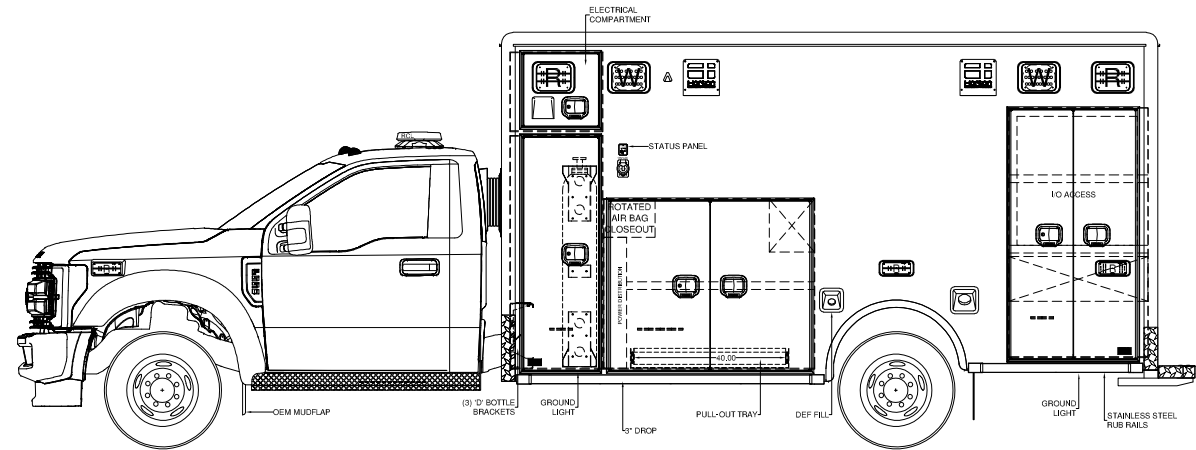
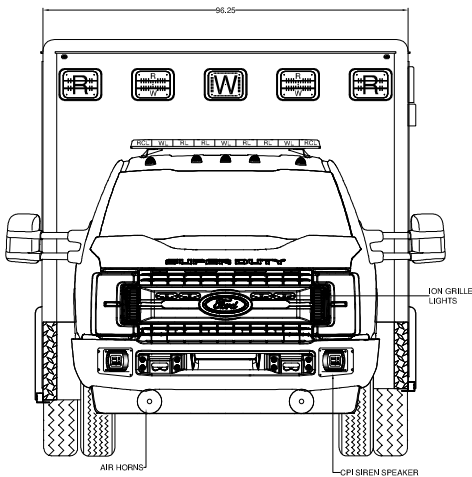
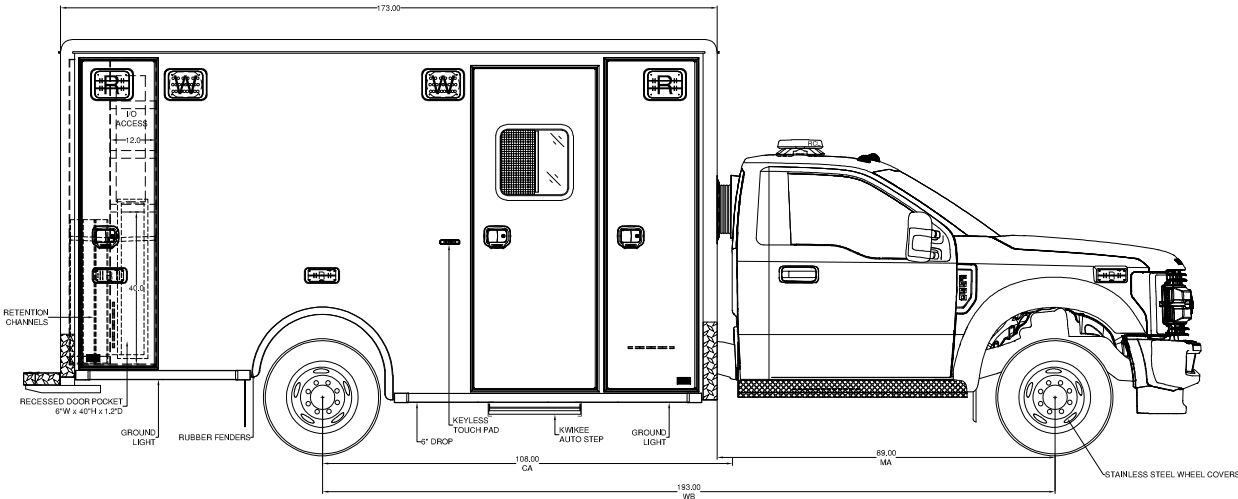
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ALL COMPARTMENT FLOORS TO BE SWEEP-OUT

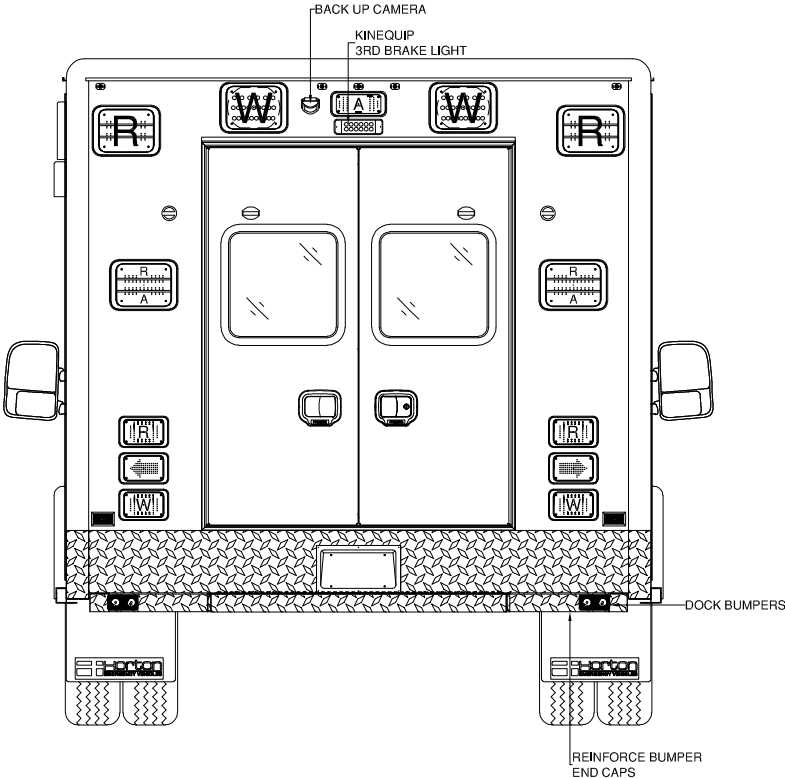
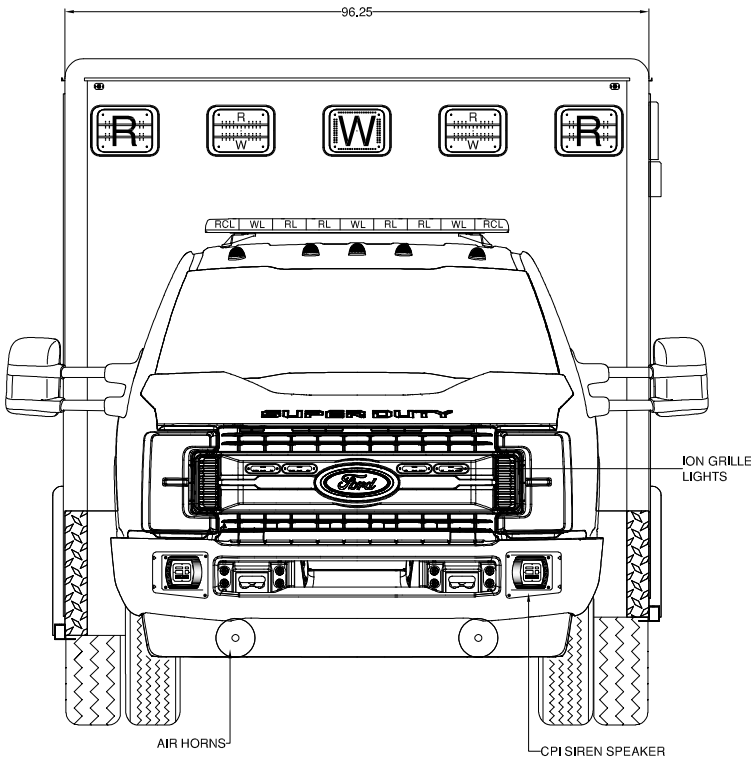
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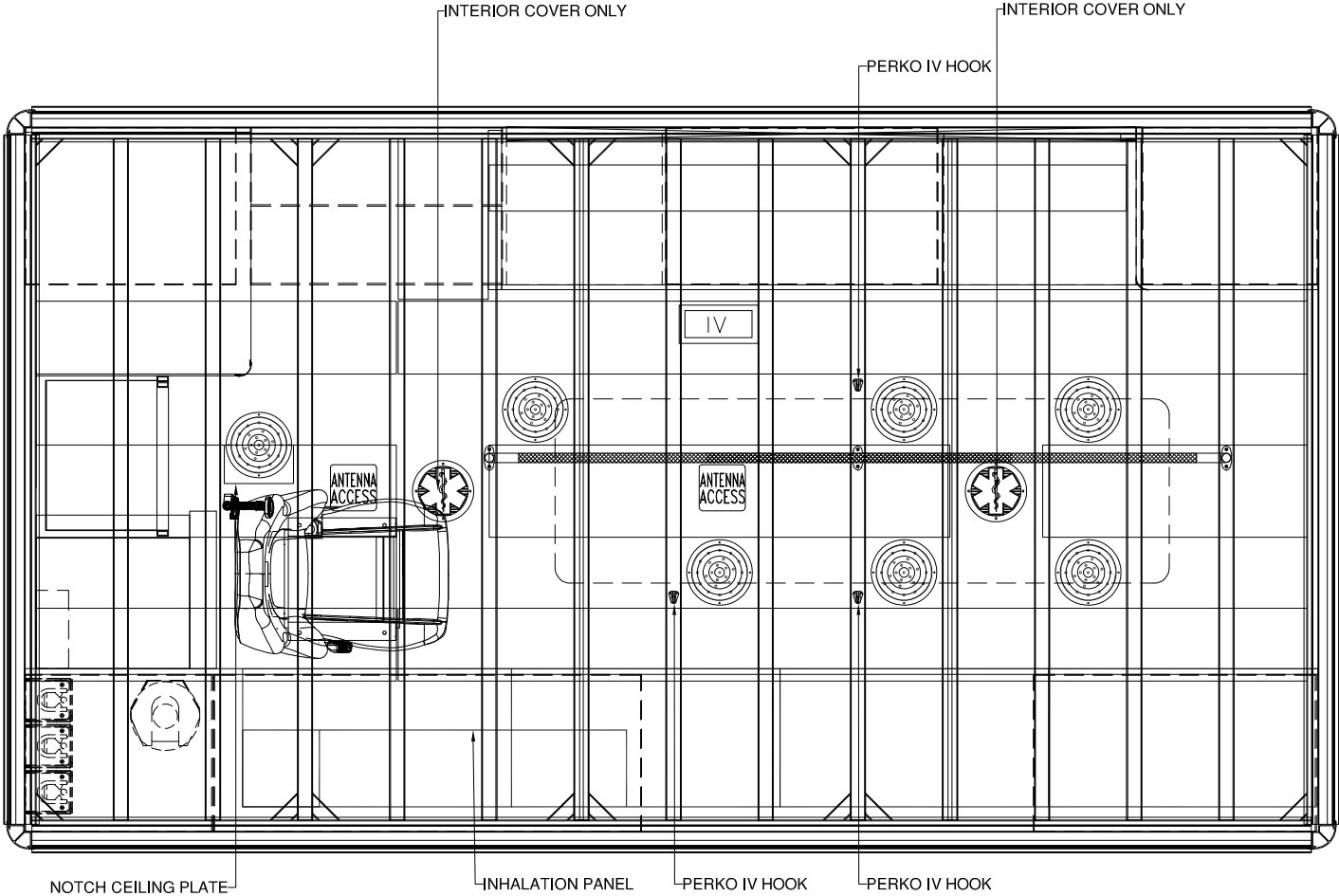
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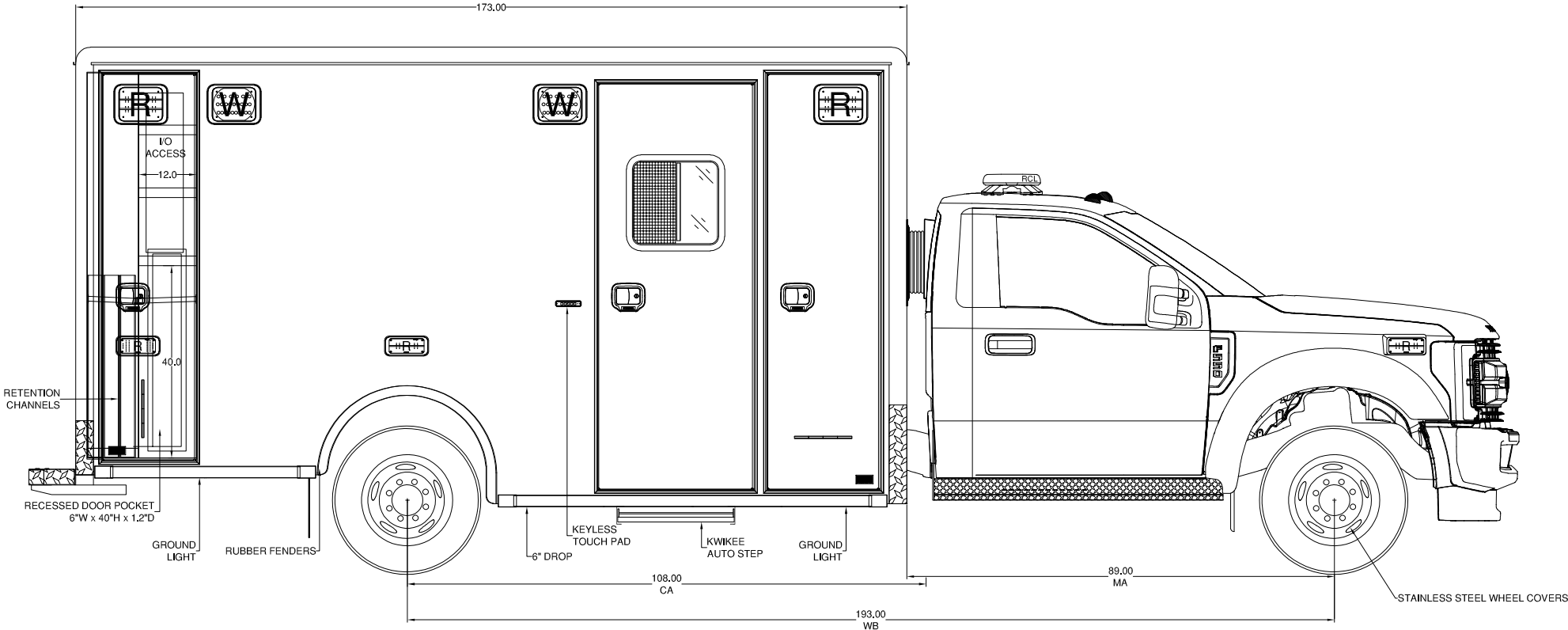
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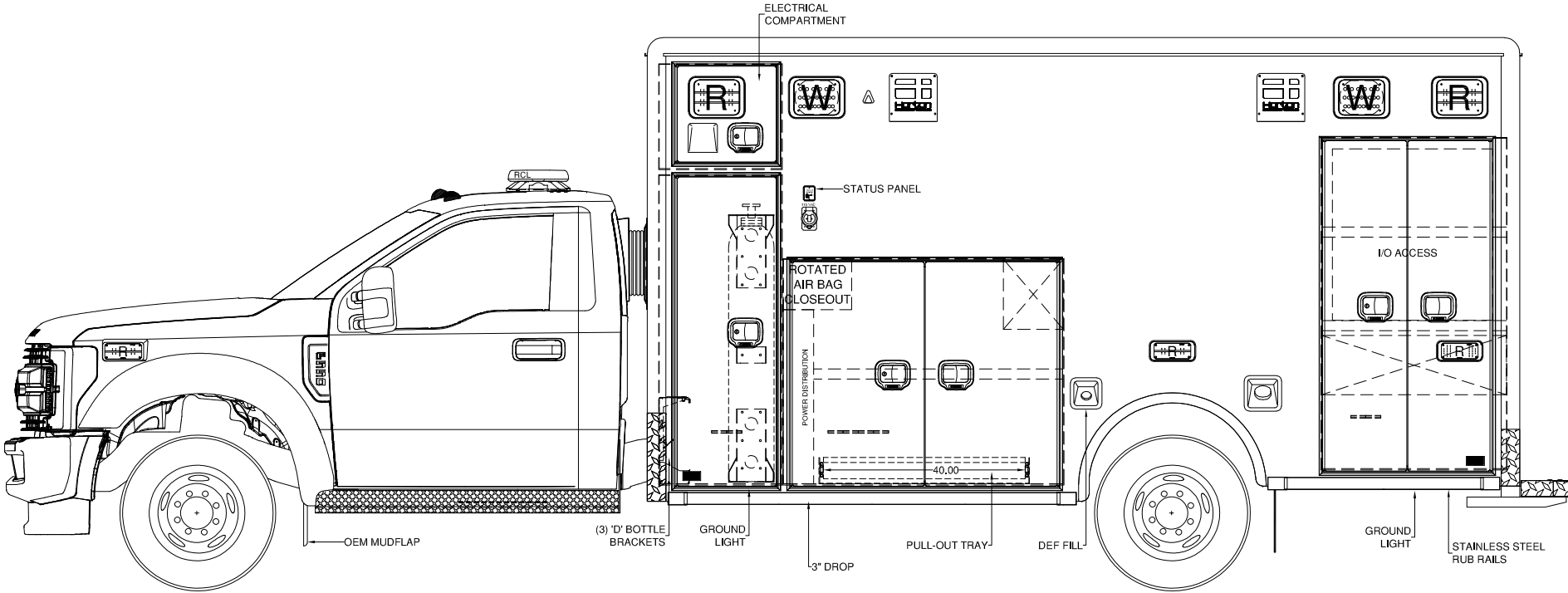


COMPT	INSIDE WIDTH	INSIDE HEIGHT	INSIDE DEPTH	CLEAR OPENING WIDTH	CLEAR OPENING HEIGHT
CS REAR	22.70	80.13	20.36	18.09	79.16
CS FWD				22.12	85.16

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SPECIFICATION DRAWING

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COMP.	INSIDE WIDTH	INSIDE HEIGHT	INSIDE DEPTH	CLEAR OPENING WIDTH	CLEAR OPENING HEIGHT
SS FWD	24.25	61.13	20.36	18.74	60.16
SS INT	55.50	44.50	20.36	51.80	43.37
SS REAR	36.63	65.50	20.36	32.09	64.37

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SPECIFICATION DRAWING

**7a.**

KEY LARGO FIRE RESCUE AND EMERGENCY  
MEDICAL SERVICES DISTRICT

**Contract for Goods & Services**

This Contract entered into on the date last written below, by and between: Citrin Cooperman & Company, LLP (the "Contractor") and Key Largo Fire Rescue and Emergency Medical Services District ("The District"). In consideration of the mutual covenants and benefits hereinafter set forth, the parties herein covenant and agree as follows:

**1. TERM**

This contract shall become effective on the date executed by The District ("Effective Date") and shall remain in effect until the earliest of when the deliverables set forth in the contract are complete or The District terminates the contract.

*This Contract may be renewed for a period that may not exceed (4) years or the term set forth above, whichever is longer. The compensation for the renewal term shall be determined prior to renewal of this contract and is subject to approval by the District. Further, renewal of this contract is contingent upon a determination by the District that the services have been satisfactorily performed, that the services are needed and upon the availability of funds.*

**2. CONTRACTOR'S SERVICES**

Contractor agrees to provide the following goods/services as more fully described in the engagement letter and proposal attached hereto as Exhibit A:

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**See Exhibit A**

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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**

The District shall pay Contractor the sum of \$ **19,000.00** to provide the goods/services

described in Section 2.

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.

#### 4. **INSURANCE**

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

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

☒ **General Liability Insurance**

Amount: \$1,000,000.00

☒ **Professional Liability Insurance**

Amount: \$1,000,000.00

☐ **Vehicle Liability Insurance**

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

☐ **Workers Compensation Insurance**

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

#### 6. **COMPLIANCE WITH LAWS AND POLICIES**

Contractor agrees to comply with all current policies of the District and all applicable local, state and federal laws, including laws pertaining to public records requests. Contractor agrees that The District has the right to unilaterally and immediately cancel this Contract upon refusal by Contractor to allow public access to all documents, papers, letters, or other material made or received by the Contractor in conjunction with the contract, unless the records are exempt from s.24(a) of Art. I of the State Constitution and s.119.07(1). Should cancellation be necessary under this clause, The District is required only to provide written notice to Contractor, effective upon receipt of notice, which shall be documented.

#### 7. **INDEPENDENT CONTRACTOR STATUS**

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

## 8. **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 THE DISTRICT

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

- i. the denial, suspension, revocation, termination, restricting, relinquishment or lapse of any license or certification required to be held by the Contractor, or of any Company/Individual staff's professional license or certification in the State of Florida;
- ii. conduct by Contractor or any Company/Individual staff which affects the quality of services provided to The District or the performance of duties required hereunder and which would, in The District's sole judgment, be prejudicial to the best interests and welfare of The District and/or its employees;
- iii. failure by Contractor to maintain the insurance required by the terms of this Contract.

## 9. **ASSIGNMENT**

Neither Contractor nor The District may assign or transfer any interest in this Contract without the

prior written consent of both parties. Should an assignment occur upon mutual written consent, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.

10. **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.

11. **INDEMNIFICATION, GOVERNING LAW & VENUE**

Contractor shall indemnify and hold harmless The District from and against any and all claims, liabilities, damages, and expenses, including, without limitation, reasonable attorneys' fees, incurred by The District in defending or compromising actions brought against it arising out of or related to the acts or omissions of Contractor, its agents, employees or officers in the provision of services or performance of duties by Contractor pursuant to this Contract.

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.

12. **REPRESENTATIONS, WARRANTIES & DEBARMENT**

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

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

- D) Contractor and Contractor's agents, employees and officers have, and shall maintain throughout the term of this Contract, all appropriate federal and state licenses and certifications which are required in order for Contractor to perform the functions, assigned to him or her in connection with the provisions of the Contract.
- E) Contractor certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:
  - (i) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 29 CFR Part 93, Section 98.510, by any federal department or agency;
  - (ii) Has not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (ii) 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.

### 13. **CONFIDENTIALITY**

Contractor recognizes and acknowledges that by virtue of entering into this Contract and providing services hereunder, Contractor, its agents, employees and officers may have access to certain confidential information. Contractor agrees that neither it nor any Contractor agent, employee or officer will at any time, either during or subsequent to the term of this Contract, disclose to any third party, except where permitted or required by law or where such disclosure is expressly approved by The District in writing, any confidential/personally identifiable information. Contractor, its agents, employees and officers shall comply with all Federal and State laws and regulations and all policies of The District regarding the confidentiality of such information.

### 14. **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.

### 15. **THIRD-PARTY BILLING AND PAYMENT**



To the extent applicable with regard to the services provided in this Contract, Contractor shall not be entitled to bill nor accept third-party payment without authorization of The District. Contractor agrees that The District shall not be obligated to make any payment that exceeds the rate referred to in the paragraph governing Compensation. The Contractor shall provide service documentation in accordance with professional standards and criteria of The District as requested.

#### **16. CONTRACT RECORDS RETENTION**

Pursuant to Florida Statute 119.0701, contractor agrees to:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.

(b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

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

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

#### **17. ETHICS CLAUSE**

Contractor warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former District officer or employee. For breach or violation of this provision The District may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover the full amount of any fee, commission, percentage, gift or consideration paid to the former District officer or employee.

#### **18. CONFLICT OF INTEREST**

The following provisions shall apply for conflict of interest. Any violation of these provisions by a District employee may be grounds for dismissal. No contract for goods or services may be made with any business organization in which the Chairman or other Board member has any material financial interest unless it is a single source or clear documentation exists to show that, no other supplier can provide the identical/comparable goods/service, at a lower cost to The District. No member or officer of The District Board, or employee of The District, may directly or indirectly purchase or recommend the purchase of goods or services from any business organization which they or their near relative have a material interest

as defined by §112.313, Florida Statutes. No Board member, employee of The District or other official may receive gifts or any preferential treatment from vendors. Such members, officers, officials or employees shall not be prohibited from participating in any activity or purchasing program that is offered to all FKMCD employees or in surplus sales conducted by The District, provided there is no preferential treatment.

19. **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.

20. **COUNTERPARTS**

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

21. **WAIVER**

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

22. **CAPTIONS**

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

23. **ENTIRE CONTRACT**

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

24. **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:

Key Largo Fire Rescue and Emergency Medical Services District:  
Chairman  
Key Largo Fire Rescue and Emergency Medical Services District  
P.O. Box 1023, Key Largo, FL 33037

With a copy to:

Key Largo Fire and Emergency Medical Services District Counsel:  
Vernis & Bowling of the Florida Keys, P.A.  
81990 Overseas Hwy, 3<sup>rd</sup> Floor  
Islamorada, FL 33036

Contractor:

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

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

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

\_\_\_\_\_  
SIGNATURE OF EXECUTIVE DIRECTOR      DATE

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR/REPRESENTATIVE      DATE

\_\_\_\_\_  
PRINT NAME AND TITLE

2024

PROPOSAL FOR

# Key Largo Fire & EMS District



# REQUEST FOR PROPOSAL AUDITING SERVICES

## RFP NO. 24-004.2: AUDIT SERVICES (AS AMENDED)

Issued on February 10, 2025

Citrin Cooperman  
6550 N Federal Highway, 4<sup>th</sup> Floor  
Fort Lauderdale, FL 33308

Phone: 954-771-0896

Contact: Sardou Mertilus  
Email: [smertilus@citrincooperman.com](mailto:smertilus@citrincooperman.com)

"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNL). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.

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# SECTION 1. COVER PAGE AND COVER LETTER

## COVER PAGE

Required supplemental information checklist and cover page can be found on the subsequent pages.



**COVER LETTER**

February 10, 2025

Carol Greco, Klfems District Clerk  
c/o Vernis & Bowling  
81990 Overseas Hwy. 3rd Floor  
Islamorada, FL 33036

Dear Carol:

We welcome and appreciate the opportunity to present this proposal to continue to provide audit services to the Key Largo Fire Rescue and EMS District (the “District”). Our team is passionate about developing strong relationships with each of our clients while delivering unparalleled service. Our objective is to provide quality and timely services that exceed expectations. Our proposed engagement team includes fully dedicated special taxing professionals who will serve the District throughout the engagement to ensure that **deadlines are met and reports are issued in a timely manner**. We will work with you and your team through all aspects of the engagement outlined in our proposal.

Citrin Cooperman believes in your mission as it is of vital importance to our community. Our desire to continue to work with you stems from our admiration of the work you do and is the foundation for our commitment to you, so you can continue to *focus on what counts* – your mission.

**FIRM DESCRIPTION**

Citrin Cooperman & Company, LLP (“Citrin Cooperman”), a partnership, is one of the nation’s largest professional services firms. The firm was established in 1979 and includes more than 450 partners and 2,800 total professionals. A listing of officers can be found in Attachment A. Our daily mission is to enhance the businesses and personal lives of our clients through our services, guidance, and enthusiasm for building long-standing relationships. We are dedicated to providing clients with an objective viewpoint and insightful advice on whatever challenges they bring to the table. Finding innovative solutions is what drives our professionals and helps our clients succeed.

**GOVERNMENTAL EXPERIENCE**

Citrin Cooperman firm has been dedicated to the public sector for over 45 years by providing professional services to special taxing districts, municipalities, charter schools and other governmental entities helping many achieve the Certificate of Achievement for Excellence in Financial Reporting. By making the public sector a focus of our firm, we have the technical expertise to keep our clients informed of any upcoming technical pronouncements well in advance. This commitment allows us to deliver an unmatched level of service to our clients, with some municipalities being our client for over forty years.

**EXPERIENCED PROFESSIONALS**

Our proposed audit team for this engagement has extensive governmental experience, including districts comparable to the size and scope of your District. The professionals assigned to your engagement have exceeded the mandatory continuing professional education requirements and are dedicated to the public sector by working almost exclusively on governmental entities. Because of our time spent working with governments, we are specialists when it comes to the particulars of governmental accounting and the increasing amount of other issues facing many local governments.



## SCOPE OF SERVICES

In preparing our proposed audit plan, we reviewed the District's RFP, prior financial statements and the budget. The following proposal reflects our understanding of your needs and illustrates the approach we will continue to take in providing the professional services required for your District. The engagement will continue to be serviced from our Fort Lauderdale office.

Citrin Cooperman is committed to performing the auditing services within the prescribed time frame as outlined in the District's request for proposal. We hereby attest to our authority to submit this proposal and to individually bind Citrin Cooperman to perform this audit in accordance with the resulting contract agreement should the firm be selected. This proposal is a firm and irrevocable offer for a period ninety (90) days from the date of the proposal.

Our goal is to continue to provide valuable services and contribute to your success by delivering solutions that are just right for you, all at a very competitive rate.

The following individual is authorized to make representations for the firm:

Sardou Mertilus  
Citrin Cooperman  
6550 North Federal Highway, 4<sup>th</sup> Floor  
Ft. Lauderdale, Florida 33308  
T 954.771.0896 | F 954.938.9353  
[smertilus@citrincooperman.com](mailto:smertilus@citrincooperman.com)

Very truly yours,

**Sardou Mertilus**

Partner

[smertilus@citrincooperman.com](mailto:smertilus@citrincooperman.com)

954.771.0896

## SECTION 2. COMPANY AND STAFF QUALIFICATIONS

### QUALIFICATIONS AND EXPERIENCE

**In this section, Respondents shall provide documentation to fully demonstrate the experience, education, and abilities of any personnel that shall be performing work under this contract. This may be submitted in the form of resumes for any and all employees who will be performing work, documentation of past or current contracts held by the Respondent for services similar in size, scope, and complexity as those described herein, or any other documentation or information demonstrating the experience and qualifications of the Respondent.**

*Documentation of past or current contracts can be found in Section 3 of our proposal.*

Our firm is unique in that we provide a hands-on leadership team that stays actively involved through all phases of the engagement. We provide working partners who serve as part of the project management and may, in fact, assume roles that other firms would leave to less experienced staff. This distinction adds value for our clients and enables us to exceed expectations while still delivering cost-effective solutions.

Ultimately, it is the people-on-the-ground that deliver successful results. Your Citrin Cooperman engagement team will minimize disruptions to your operations, reduce stress and deliver high-quality solutions aligned with industry best practices. You can expect continuity from this team. The District will continue to know who will be working the engagement and will be informed of the team's experience. You will have access to the team throughout the year, not just during the engagement. Your engagement team is a collegial, collaborative and qualified group of professionals, who are committed to meeting your needs.

**PHILIP MARCIANO****ENGAGEMENT QUALITY  
REVIEW PARTNER**

Partner, Citrin Cooperman Advisors  
LLC

Partner, Citrin Cooperman &  
Company, LLP

[pmarciano@citrincooperman.com](mailto:pmarciano@citrincooperman.com)  
212.697.1000

Phil is a partner in the firm's New York City office and is recognized as a national resource for government and not-for-profit accounting and federal single audits (Uniform Guidance). He has audited various types of governmental entities such as towns, counties, villages, schools, libraries, other special purpose entities and component units, and various types of not-for-profit organizations.

Prior to Citrin Cooperman, Phil was a shareholder at national financial and employee business services provider where he served as the Government Services Practice Leader for the firm's Metro New York Not-For-Profit and Government Practice.

**EDUCATION & LICENSES**

Bachelor of Business Administration in Accounting, Dowling College

Certified Public Accountant in the State of New York

Certified Government Financial Manager (CGFM)

**AFFILIATIONS**

Member, American Institute of Certified Public Accountants (AICPA)

Board Member, New York State Society of Certified Public Accountants (NYSSCPA)

- Not-for-Profit Organizations Committee
- Governmental Accounting and Auditing Committee



## SARDOU MERTILUS

### PARTNER

Partner, Citrin Cooperman  
Advisors LLC

Partner, Citrin Cooperman &  
Company, LLP

smertilus@citrincooperman.com  
954-771-0896

Sardou is a partner in Citrin Cooperman's Audit and Attest Practice and is based out of the firm's Fort Lauderdale, FL office. Sardou is an experienced professional with over 15 years in public accounting, applying accounting standards issued by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB) to ensure compliance and deliver exceptional results for his clients.

Sardou is a CPA that has extensive experience auditing large counties, cities, school districts, universities, and diverse not-for-profit organizations. Sardou serves as a valuable resource, guiding clients through complex transactions, evaluating internal controls, and providing strategic insights to enhance operational effectiveness and financial transparency. Beyond his technical expertise, Sardou takes pride in giving back to the local community through volunteering, fostering meaningful connections, and supporting initiatives that make a positive impact.

Prior to Citrin Cooperman, Sardou worked at a national provider of assurance, tax, and consulting services as a senior manager.

### EDUCATION & LICENSES

Bachelor of Accounting, Florida International University

Certified Public Accountant in the States of Florida and Georgia

### AFFILIATIONS

Member, American Institute of Certified Public Accountants (AICPA)

Member, Florida Institute of Certified Public Accountants (FICPA)

**WILLIAM G. BENSON****TECHNICAL PARTNER**

Partner, Citrin Cooperman  
Advisors LLC  
Partner, Citrin Cooperman &  
Company, LLP

bbenson@citrincooperman.com  
954-771-0896

Bill is a partner based out of Citrin Cooperman's Fort Lauderdale office. Bill is an experienced professional with over 40 years of experience in accounting.

Bill is a CPA, and helps businesses, governmental agencies, and not-for-profit organizations with management consulting, compilations, reviews, and audits. His specialties include preparing financial forecasts and projections, accounting system reviews to improve operating efficiencies and internal controls, debt refinancing and structured finance transactions, tax planning and consequences of alternative business strategies, and tax planning for income and estate tax purposes.

Prior to Citrin Cooperman, Bill was a partner at Keefe McCullough, which was acquired by Citrin Cooperman in 2024.

**EDUCATION & LICENSES**

Bachelor of Science in Business Administration and Accounting, Washington and Lee University

Certified Public Accountant in the State of Florida

Certified Public Accountant in the State of Tennessee

**AFFILIATIONS**

Member, American Institute of Certified Public Accountants (AICPA)

Member, Florida Institute of Certified Public Accountants (FICPA)

Member, Florida Government Finance Officers Association (FGFOA)

**FELIX RAMIREZ****PARTNER, INFORMATION  
TECHNOLOGY**

Partner, Citrin Cooperman  
Advisors LLC

framirez@citrincooperman.com  
212.697.1000 x3532

Felix Ramirez is a partner in the firm's New York office and the IT Audit Services leader. He is an experienced professional with a wide range of experience in management consulting, risk advisory and audit services, focused primarily on financial services organizations. Felix has demonstrated leadership effectiveness in project management, human capital development, and client relations and is a strategic thinker with strong operations and process analysis capabilities.

Throughout his career, Felix has worked with Fortune 500 global organizations in the areas of integrated audit, IT risk management, IT internal audit, financial statements audit, IT governance, compliance, and third party reporting (SOC reporting). He assists major global clients in banking and capital markets, asset management and insurance, with risk assessments, compliance optimization, and assurance matters.

In previous roles at big 4 accounting firms, Felix served as SOC Reports Champion and strengthened their audit and assurance practices by incorporating IT-related audit and advisory services, effectively leveraging SOC reports as part of external financial audits, and developing professional development programs in conducting SOC examinations. He also provided IT risk and controls guidance to the firms' leadership, supervised internal audit and IT risk engagements at client organizations, and provided expert advice on assessing technology risks and controls for critical activities and business processes.

**EDUCATION & LICENSES**

Bachelor's Degree in Mathematics and Computer Programming, UNPHU - Santo Domingo, Dominican Republic

Master's Degree in Business Administration, PUCMM - Santo Domingo, Dominican Republic

Certified Information Systems Auditor (CISA)

Certified in Risk and Information Systems Control (CRISC)

Certified in the Governance of Enterprise IT (CGEIT)

**AFFILIATIONS**

Member, American Institute of Certified Public Accountants

**BRIAN BUSSELL****AUDIT DIRECTOR**

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bbussell@citrincooperman.com  
954-771-0896

Brian is a director in Citrin Cooperman's Audit and Attest Practice and is based out of the firm's Fort Lauderdale, FL office. Brian is an experienced professional with over nine years of experience in audit and assurance work.

Brian is a CPA, providing a wide variety of accounting, audit, and consulting services to clients in a number of specialized industries, including not-for-profit, governmental, and employee benefit plans. Brian specializes in audits, reviews, overhead rate audits, GAAP financial reporting, federal and state single audits, and internal controls.

Previously, Brian was an audit manager at Keefe McCullough, which joined Citrin Cooperman in 2024.

#### EDUCATION & LICENSES

Master of Accounting, Florida Atlantic University

Bachelor of Science in Accounting, Florida Atlantic University

Certified Public Accountant in the State of Florida

#### AFFILIATIONS

Member, American Institute of Certified Public Accountants (AICPA)

Member, Florida Institute of Certified Public Accountants (FICPA)

## ATTACHMENTS A - E

Attachments A – E can be found on the subsequent pages.



## SECTION 3. RELATED EXPERIENCE

### RELATED EXPERIENCE NARRATIVE

**In this section, Respondents shall submit a written narrative describing any and all contracts or engagements successfully completed in the last seven (7) calendar years including services similar in scope to those described herein. Respondents must include the type of services performed, timeframe of performance, whether the contract was renewed/extended.**

Our firm presently serves or has served as independent auditors or accountants for the following similar organizations:

- Boynton Village Community Development District - 2008 to Present
- Coral Springs Improvement District - 2002 to Present
- Downtown Development Authority - 1995 to Present
- Driftwood Beach Club Association, Inc. - 1994 to Present
- Hillsboro Inlet District - 1995 to Present
- Key Largo Fire Rescue and EMS District - 2007 to Present
- Landmark at Doral Community Development District - 2008 to Present
- Lexington Oaks Community Development District - 2006 to Present
- North Springs Improvement District - 2002 to Present
- Oak Hammock Estates Homeowners' Association, Inc. - 2020 to Present
- Palm Beach Transportation Planning Agency - 2020 to Present
- Park Place Community Development District - 2009 to Present
- Sarasota National Community Development District - 2007 to Present
- VillaSol Community Development District - 2007 to Present

Our firm also presently serves as independent auditors for the following Florida municipalities:

- City of Aventura
- City of Coconut Creek
- City of Cooper City
- City of Dania Beach
- City of Key West
- City of Lighthouse Point
- City of Marathon
- City of Margate
- City of North Lauderdale
- City of Plantation
- City of Pompano Beach
- City of Weston
- City of Wilton Manors
- Town of Davie
- Town of Golden Beach
- Town of Southwest Ranches
- Village of Indiantown
- Village of Sea Ranch Lakes

You may call the following individuals concerning our firm's capabilities, accessibility and responsiveness.

**North Springs Improvement District**

Ms. Brenda J. Schurz, District Clerk

P: 954-796-6603

Services provided: Annual financial statement audit.

**Sarasota National Community Development District**

Mr. Jeffrey Pinder, Controller

P: 561-571-0010

Services provided: Annual financial statement audit.

**Fiddler's Creek II Community Development District**

Mr. Craig Wrathell, Treasurer

P: 561-571-0010

Services provided: Annual financial statement audit.

**Palm Beach Transportation Planning Agency**

Ms. Valerie Nielson, Executive Director

P: 561-725-0800

Services provided: Annual financial statement audit.

**Coral Springs Improvement District**

Mr. David McIntosh, Director of Operations

P: 954-753-0380

Services provided: Annual financial statement audit.

**ATTACHMENT F – SIMILAR PROJECTS**

**Respondents must also complete and submit Attachment “F”: Similar Projects. Project References shall provide a list of five (5) project references from individuals, firms, or agencies that have contracted with the respondent to perform services of similar size and scope as those described herein. The information required must include reference company name, date(s) of service, project information, and a contact person name, title, phone number and email address. References should include the primary contacts for the projects listed in the narrative submitted in this section. References shall be checked by District staff for any Respondent the District enters negotiations with, to verify the capability to perform the work, and responsibility to fulfill the requirements of the contract.**

Attachment F can be found on the subsequent pages.

## SECTION 4. APPROACH TO SERVICES AND METHODOLOGY

### APPROACH TO SERVICES AND METHODOLOGY NARRATIVE

In this section of the package, Respondents shall provide a written narrative describing the proposed approach and methodology for performing the services required for this project. The narrative must provide a synopsis of the respondent's understanding of the scope of services and the intent of the project. Briefly describe the approach the firm intends to take to successfully complete a quality and timely project using the most cost-effective solutions and best practices. Respondents should include in this section the Firm's approach to project cost control.

#### AUDIT APPROACH

*Audit and assurance services are provided by Citrin Cooperman & Company, LLP.*

#### OUR SERVICE WILL INCLUDE:

- Comprehensive planning, tailored to the District's needs and preferences, and project management
- Strong interaction with management and consistent communication throughout the process
- A highly experienced engagement team and responsive support from specialists, as necessary
- Significant partner and director involvement throughout the entire audit process
- Innovative technologies that streamline the process and reduce costs
- Insights and best practice sharing, ranging from emerging accounting and tax issues to industry trends
- Assistance and consulting on accounting transactions while maintaining our independence

#### PLANNING

We obtain a comprehensive understanding of the District's operations, control environment, accounts and information systems, and identify critical areas of risk. We plan the audit timetable together.

#### EVALUATION OF INTERNAL CONTROLS

We evaluate the design of the District's internal controls over financial reporting for each significant transaction cycle. Based on the results, we determine the extent of our testing of your internal controls to supplement our audit plan, which reduces substantive procedures.

#### RISK ASSESSMENT

We use our understanding of your internal controls and operations to identify the inherent audit risks and strengths of the District's business and information systems. By performing risk assessment, we can customize our audit approach to focus our efforts on key areas.

#### SUBSTANTIVE TESTING

We use innovative audit software as part of substantive testing. This enables us to retrieve information from your data files, if needed, without affecting the integrity of the data; perform data analytics; and analyze a large portion of data sets.

#### CONCLUDING AND REPORTING

Our audit will be planned and executed to meet your requested reporting deadlines. Drafts of all our reports, required communications, and management comment letters will be provided to management for input shortly after fieldwork is concluded.

We will tailor our audit process to the District and bring in firm specialists, which can often result in efficiencies and process-improvement opportunities for your business. Our partners will deliver proactive ideas, and provide the personal, hands-on attention required to help our clients achieve their goals.

### AUDIT PLANNING

Our engagement team is composed of professionals who ensure a complete perspective on relevant risks and issues. The result is an efficient audit that helps you anticipate and prevent risks and related financial statement misstatements rather than only “find and fix” errors.

During the planning phase, we will further increase our familiarization with your organizational and reporting structure, your key business processes, and your audit risks to heighten the efficiency of the audit.

### RISK ASSESSMENT

As part of the audit planning process, we will meet with key financial and executive personnel of the District to review your strategic goals, objectives, business plan, and risk areas.

Our primary responsibility is to provide the District with a high-quality, cost-effective audit. Our approach is based on a risk-assessment orientation. Before any detailed procedures are performed, we spend considerable time evaluating the overall environment in which each entity operates, as well as its internal control structure.

In making an overall risk assessment, we also consider factors such as the historical accuracy of internal financial reporting, industry trends, management turnover, the soundness of the District’s financial condition, the emphasis placed by management on a positive control environment, and the overall design of the accounting system.

### EVALUATION OF INTERNAL CONTROLS

To develop an appropriate audit plan (one that reduces the audit risk to an appropriate level), we must understand the entity and the environment in which it operates, including its internal controls. We use this understanding of internal controls to:

- Identify the types of misstatements that could occur

- Evaluate the internal control deficiencies that may increase the risk of material misstatement
- Design internal control testing strategies

During the process of evaluating internal controls and designing a detailed audit plan, we assess the control environment and related specific controls, including:

- Corporate governance
- Monitoring
- Financial reporting processes
- IT, including computer operations security application modification
- Significant financial statement accounts, transactions and processes

Based on this evaluation, we could potentially develop procedures to test controls within significant accounting cycles, which may allow us to reduce detailed substantive audit procedures in specific areas.

### SUBSTANTIVE TESTING APPROACH

Based on the results of our risk assessment and other planning procedures, our audit procedures will focus on areas most critical to the District’s activities and operations.

### CONCLUDING AND REPORTING

Following the completion of the audit, we will issue the following reports as applicable:

- A report on the fair presentation of the District’s financial statements in conformity with accounting principles generally accepted in the United States of America.
- A management comment letter describing recommendations on internal control over financial reporting, identifying control deficiencies, areas for improvement, and other business implication matters.
- Required communications to management and to those charged with governance.

**AUDIT TIMELINE**

We are committed to providing the appropriate resources, experience and efficient processes for the audit of the District. We understand the importance of the District's deadlines and are committed to issuing final reports as outlined in the timeline below.









PHASE	TIMING	DETAILS
Planning	Late February	<ul style="list-style-type: none"> <li>• Conduct internal client service team meeting</li> <li>• Meet with management to: <ul style="list-style-type: none"> <li>- Confirm expectations and discuss business risks</li> <li>- Discuss scope of work and timetable</li> <li>- Identify current-year audit issues and discuss recently issued accounting pronouncements</li> <li>- Coordinate fieldwork timing</li> </ul> </li> <li>• Develop an audit plan that addresses risk areas and meets management's expectations</li> </ul>
Developing an understanding of internal controls and audit procedures	Late February	<ul style="list-style-type: none"> <li>• Document the existing controls environment</li> <li>• Evaluation of internal controls and IT processes</li> <li>• Review significant accounting policies and key contractual documents</li> <li>• Adjust audit plan and coordinate with the District's staff based on the results of the documented controls environment</li> <li>• Prepare request list of documents to be provided by the District</li> </ul>
Advanced/interim procedures	Late February	<ul style="list-style-type: none"> <li>• Internal control documentation</li> <li>• Review of significant transactions</li> </ul>
Audit fieldwork	Late February	<ul style="list-style-type: none"> <li>• Fieldwork</li> <li>• Procedures: <ul style="list-style-type: none"> <li>- Substantive testing</li> <li>- Analytical review</li> <li>- Account analysis</li> <li>- Detailed test work</li> </ul> </li> <li>• Perform/update control evaluation, as necessary</li> <li>• Meet with management to discuss results, financial statements and other required communications</li> </ul>
Deliverables	Mid-March	<ul style="list-style-type: none"> <li>• Issue final audit report</li> <li>• Present audit results to management</li> <li>• Provide the District with business and accounting recommendations</li> </ul>

## TECHNOLOGY

To better serve our clients, Citrin Cooperman has embraced technology to increase our efficiency and effectiveness. Our automated and paperless approach provides efficiencies in the process that are geared to minimize the impact of the audit on your accounting staff. We use a file exchange portal for the transfer of all electronic documents to maintain security of confidential information, as well as to facilitate accessibility of workpapers, accounting records and documents to all members of the team. All team members maintain remote access connectivity with our firm network throughout the engagement process to securely share information and address issues as they arise. These tools assist us in performing the various tasks of the audit process as efficiently and effectively as possible.

## SOFTWARE

The following is a sample of the software currently used by the firm in the delivery of our services:

	<p><b>CaseWare/CaseView</b> is our engagement document management software that serves as an electronic binder to keep our documents for each engagement well organized and secure.</p>		<p><b>Axxess</b> is a tax compliance and preparation solution that has thousands of forms and automatically calculates formulas and schedules for federal, state, county, and city tax returns.</p>
	<p><b>CCH Axxess Document</b> electronically organizes and stores all types of client documents and business communications in one place to support a true paperless work environment.</p>		<p><b>Sharefile</b> is a web-based file sharing service that allows Citrin Cooperman and their clients to conveniently and securely transfer large files.</p>
	<p><b>The XCM Solutions</b> productivity enablement and workflow platform has become a key piece of the technology equation for tax, accounting, and finance organizations as they move toward a real-time, on-demand environment.</p>		<p><b>PPC Checkpoint Tools</b> are a critical part of our workflow to utilize the comprehensive features available for specialized industry engagements, general accounting, auditing, and tax, and more.</p>
	<p><b>IDEA data analysis software</b> is a data extraction tool that can effectively and efficiently analyze and evaluate information obtained from client records.</p>		<p><b>PPC's SMART Practice's</b> functionality provides advanced audit and accounting products to help our accountants truly tailor and specialize their services to the different industries we serve.</p>
	<p><b>Validis' DataShare</b> is a platform for automating many of the year-end processes by collecting all of the transactional detail from our clients' accounting platform and providing this data to us for instant analysis. By utilizing Validis, we are reducing the number of hours our clients spend in preparing for the audit or attestation services by eliminating many of the items on our year end request list.</p>		<p><b>MindBridge</b>, the world's leading AI powered financial risk discovery platform with the aim of further enhancing digital audit.</p>



## PEER REVIEW REPORT

A review of its system of quality control (“Peer Review”) is required every three years for Citrin Cooperman. Citrin Cooperman has received an unmodified opinion (pass rating) every year in which we have undergone a Peer Review.



### Report on the Firm's System of Quality Control

To the Partners of  
Citrin Cooperman & Company, LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Citrin Cooperman & Company, LLP (the “firm”), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; and examinations of service organizations (SOC 1 and SOC 2 engagements).

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Citrin Cooperman & Company, LLP, applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended June 30, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Citrin Cooperman & Company, LLP has received a peer review rating of *pass*.

*Brown, Edwards & Company, L.L.P.*

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia  
January 30, 2024



## SCHEDULE CONTROL NARRATIVE

**Schedule Control Narrative (Limit 1 page).** Submit a written narrative of the firm's project management methods to establish, monitor, and Track the coordination of sub- consultants and ability to meet schedules in a timely manner.

### **Control Narrative: Project Management Methods for Timely Audit Execution**

**Project Planning and Coordination:** Our approach to project management ensures a structured and efficient audit process, allowing us to meet all deadlines in a timely manner. At the outset of the engagement, we coordinate with the district's consultant to establish a comprehensive needs list. This proactive planning ensures that all necessary documentation and information are readily available before the commencement of audit fieldwork.

**Establishing the Needs List:** The needs list is a critical component of our project management strategy. It includes, but is not limited to:

- General ledger (GL) details, which allow us to select and prepare samples in advance.
- Internal control documentation to assess any changes that may impact our risk assessment from the prior year.
- Relevant financial reports and supporting documentation to facilitate a seamless audit process.

By providing this needs list well in advance, we ensure that the district and its consultant have adequate time to compile the necessary materials, reducing the risk of delays.

**Monitoring Progress and Deadlines:** To maintain accountability and ensure deadlines are met, we implement the following project management techniques:

- **Regular Status Meetings:** We schedule periodic check-ins with the district and its consultant to monitor the progress of document collection and address any challenges proactively.
- **Tracking and Follow-Ups:** A dedicated audit team member tracks outstanding items from the needs list, sending reminders and providing assistance as needed to facilitate timely completion.
- **Risk-Based Adjustments:** Upon review of the internal control documentation, we determine whether modifications to our risk assessment are necessary. This process is conducted in advance to prevent last-minute changes that could impact audit efficiency.

**Timely Fieldwork Execution:** By ensuring all requested information is available before fieldwork begins, our team can focus on substantive testing and analysis without unnecessary interruptions. Our methodology minimizes delays and maximizes efficiency, resulting in a well-organized and timely audit engagement.

Through this structured project management approach, we consistently meet deadlines while maintaining audit quality and responsiveness to the district's needs.

## SECTION 5. QUALITY CONTROL

### PERFORMANCE, QUALITY CONTROL & COST CONTROL NARRATIVE

**The last five (5) projects completed by the firm as a prime consultant which may or may not be projects similar in the type, size, and dollar value of the proposed project.**

*See Attachment G.*

### ATTACHMENT G - MOST RECENTLY COMPLETED PROJECTS

**Include the project name, original cost estimate, original completion date, final project Cost, and Final Completion Date. Provide an explanation for projects under/over budget and under/over the initial completion date. Additional pages to support narratives in Attachment "G" will be accepted.**

Attachment G can be found on the subsequent pages.

## SECTION 6. ADMINISTRATIVE INFORMATION

### ATTACHMENTS H - Q

Attachments H – Q can be found on the subsequent pages.

## SECTION 7. COMPENSATION

**The proposal should contain a total all-inclusive price for each year of the contract and proposed price increases for the possible extension periods.**

We believe that fees should be commensurate with the time involved and the value of the services rendered. Our approach is designed to deliver value-added, cost-effective professional services. At Citrin Cooperman, we practice a policy of **“no surprises.”** You will know our fee up front – without any hidden costs. As we become more familiar with your operations and feel the need to recommend additional services that will save you time and money, we will raise those issues with you. If you decide to engage our firm for other services, we will estimate the cost in advance and will provide you with an estimate for each project.

### PROPOSED FEES – ALL INCLUSIVE

SERVICES	2024 FEES
Audited financial statements for September 30 Fiscal Year	\$19,000

We are excited about the opportunity to continue to build a long-term relationship with the District. To further demonstrate our strong desire to work with the District, our annual fee increase will be limited up to 10%, which is primarily reflective of cost-of-living adjustments.

### ASSUMPTIONS AND EXPENSES

The fee quoted assumes there will be no significant change in the nature, size, or structure of the existing operations of the District and the books and records are in reasonably good order. In light of the current accountancy environment, our fee also assumes there will be no significant change in the scope of auditing standards and accounting principles generally accepted in the United States of America.

Our fees for the services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement plus directly billed expenses, including report processing, travel, meals, and fees for services from other professionals, as well as a charge of 6% of fees for all other expenses, including indirect administrative expenses such as technology, research and library databases, communications, and clerical assistance. Travel expenses, included in the all-inclusive price, are in accordance with Section 112.061, Florida Statutes.

If additional services are required that are not part of the original scope of services, Citrin Cooperman will develop a fee quote using our standard hourly rates.

LEVEL	2025 STANDARD HOURLY RATES	ESTIMATED HOURS
Partners	\$400	15
Directors	\$300	20
Supervisors/Managers	\$250	40
Staff/Senior Accountants/Bookkeepers	\$200	40







**Citrin Cooperman & Company, LLP**  
Certified Public Accountants

6550 N Federal Hwy, 4th Floor  
Fort Lauderdale, FL 33308  
**T** : 954.771.0896 **F** 954.938.9353  
citrincooperman.com

March 20, 2025

To the Board of Commissioners  
Key Largo Fire Rescue and Emergency Medical Services District  
c/o Vernis & Bowling of The Florida Keys, P.A.  
81990 Overseas Highway, 3rd Floor  
Islamorada, FL 33036

Dear Members of the Board:

We are pleased to confirm our understanding of the services we are to provide for Key Largo Fire Rescue and Emergency Medical Services District (the "District") for the year ended September 30, 2024. This letter, inclusive of the Additional Terms and Conditions of Engagement Addendum and any other attachments or exhibits incorporated herein (collectively, the "Engagement Letter"), is to confirm our understanding of the terms of our engagement and the nature and limitations of the services we will provide.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended September 30, 2024. Accounting standards generally accepted in the United States of America ("U.S. GAAP") provide for certain required supplementary information ("RSI"), such as management's discussion and analysis ("MD&A"), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board ("GASB") who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America ("GAAS"). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by U.S. GAAP and will be subjected to certain limited procedures, but will not be audited:

#### **1. Management's Discussion and Analysis**

"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNI). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.



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To the Board of Commissioners

Key Largo Fire Rescue and Emergency Medical Services District

March 20, 2025

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The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether the District's financial statements are fairly presented, in all material respects, in conformity with U.S. GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the District's accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management

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To the Board of Commissioners

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of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from the District's attorneys as part of the engagement and they may bill the District for responding to this inquiry.

#### **Audit Procedures - Internal Control**

We will obtain an understanding of the District and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.





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### **Other Services**

We will assist in preparing the financial statements, supplemental schedules, and notes of the District in conformity with U.S. GAAP based on information provided by management. In addition, we may assist management with certain adjusting or reclassification entries as part of our financial statement assistance services. However, the preparation of the District's financial statements and supplemental schedules remains the responsibility of management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards.

We will perform other services, if any, in accordance with applicable professional standards. The other services are limited to any other services noted above or below. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Any additional services that may be requested in connection with the District's implementation of New Pronouncements will be the subject of separate arrangements.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that management acknowledges and understands their responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. GAAP, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known) . Management is also responsible for providing us with (1) access to all information of which they are aware that is relevant to the preparation and fair presentation of



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To the Board of Commissioners

Key Largo Fire Rescue and Emergency Medical Services District

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the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from management about the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of their knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts and grant agreements that we report.

Management is responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. GAAP. Management agrees to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (1) management is responsible for presentation of the supplementary information in accordance with U.S. GAAP; (2) management believes the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relating to us corrective actions taken to address significant findings and recommendations resulting from



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those audits, attestation engagements, performance audits, or other studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

### **Engagement Administration and Fees**

We understand that the District's employees will prepare all cash, accounts receivable, and other confirmations we request, prepare applicable schedules and analyses of accounts, respond to all inquiries in a timely manner, and will locate any documents selected by us for testing. The timely and accurate completion of these client assistance requests is an essential condition to our completion of the engagement and issuance of our report.

We will provide copies of our reports to the District; however, management is responsible for the distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Citrin Cooperman & Company, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Auditor General or its designee, a federal agency providing direct or indirect funding, of the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify the District of any such request. If requested, access to such audit documentation will be provided under the supervision of Citrin Cooperman & Company's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Auditor General. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Sardou Mertilus is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in the month of April 2025.

We estimate that our fees for these services will be \$19,000. You will also be billed for actual other out-of-pocket costs such as report production, direct technology fees, shipping, travel, meals and fees for services from other professionals, as well as a charge of 6% of fees for all other expenses, including indirect administrative expenses such as technology, research and library databases, communications and clerical assistance. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon presentation.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial

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fee estimate, including, but not limited to the following:

- Scheduling changes or other inefficiencies resulting from delays caused by the inability of management to provide previously agreed-upon schedules and documentation in accordance with the agreed-upon engagement timeline.
- Adjustments, whether client-prepared or resulting from the engagement, that are large in volume.
- Significant or unusual transactions that were not previously disclosed by the District prior to the finalization of the engagement letter.

In accordance with our firm policies, work may be suspended if the District's account becomes overdue and will not be resumed until the District's account is paid in full. You acknowledge and agree that we are not required to continue work in the event of the District's failure to pay any statement or invoice from us in accordance with our customary invoice terms. Should work be suspended, Citrin Cooperman & Company, LLP shall not be liable to the District for any damages that occur as a result of our ceasing to render services. In the event that a situation arises that precludes us from completing the engagement, the District agrees to pay us for the time we incurred on this engagement at our standard hourly rates. The District agrees to reimburse Citrin Cooperman & Company, LLP for attorneys' fees and costs incurred in connection with the collection of past due fees.

### **Alternative Practice Structure**

Citrin Cooperman & Company, LLP has a contractual arrangement with Citrin Cooperman Advisors LLC, whereby Citrin Cooperman Advisors LLC provides Citrin Cooperman & Company, LLP with professional and support personnel and performs all services in connection with our engagements for which licensure as a CPA firm is not required. In order, to avoid duplication of efforts arising out of this arrangement, we request that you consent to our sharing with Citrin Cooperman Advisors LLC the information that we may obtain from the District in the course of our engagement. Unless you indicate otherwise, your acceptance of the terms of this engagement shall be understood by us as your consent to make disclosures to Citrin Cooperman Advisors LLC and its employees of confidential information that we may obtain in the course of our engagement.

Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC practice as an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable law, regulations and professional standards. Citrin Cooperman & Company, LLP provides attest services to its clients. Citrin Cooperman Advisors LLC is not a licensed CPA firm and does not provide audit or attest services. Citrin Cooperman & Company, LLP has a contractual arrangement with Citrin Cooperman Advisors LLC, whereby Citrin Cooperman Advisors LLC provides Citrin Cooperman & Company, LLP with professional and support personnel to perform professional services on behalf of Citrin Cooperman & Company, LLP. This agreement represents the entire understanding between the District and Citrin Cooperman with respect to this engagement. Any amendments to this agreement must be in writing and signed by an authorized representative of both parties.

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## Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to management and board of commissioners of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.





CITRIN COOPERMAN®

To the Board of Commissioners

Key Largo Fire Rescue and Emergency Medical Services District

March 20, 2025

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### Additional Terms and Conditions of Engagement Addendum

Additional terms governing this engagement letter are included in an attachment to this document. By signing this document the District acknowledges that the District has received and read the Additional Terms and Conditions of Engagement Addendum and agrees to be bound by those terms. If the District did not receive the attachment, please ask for a copy before signing this document.

This agreement, including the Additional Terms and Conditions included in the attached appendix, represents the entire understanding between the District and Citrin Cooperman & Company, LLP with respect to this engagement. Any amendments to this agreement must be in writing and signed by an authorized representative of both parties.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

\_\_\_\_\_  
CITRIN COOPERMAN & COMPANY, LLP

### CLIENT AGREEMENT AND ACCEPTANCE

Agreed and accepted by:

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_



**Citrin Cooperman & Company, LLP**  
Certified Public Accountants

6550 N Federal Hwy, 4th Floor  
Fort Lauderdale, FL 33308  
**T** : 954.771.0896 **F** 954.938.9353  
citrincooperman.com

## **Additional Terms and Conditions of Engagement Addendum**

### **Overview**

This addendum to the engagement letter describes our standard terms and conditions ("Terms and Conditions") related to our provision of services to the District. This addendum, and the accompanying engagement letter, comprise the District's agreement with Citrin Cooperman & Company, LLP ("Citrin Cooperman").

### **Use of Service Providers**

During the course of serving the District's account, we will use third-party service providers and/or our wholly-owned and controlled offshore affiliate ("Service Providers"). We will also provide services to the District using certain third-party hardware, software, software services, and managed services (collectively, "Third-Party Products"). Third-party service providers include individuals who are not employed by our firm. Employees of our controlled offshore affiliate are bound by the same confidentiality agreements as those employees located in the United States of America. We may share confidential information about the District with these Service Providers and through use of Third-Party Products to perform our engagement. We remain committed to maintaining the confidentiality and security of the District's information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of the District's information. In addition, we will secure confidentiality agreements with all Service Providers and vendors of Third-Party Products to maintain the confidentiality of the District's information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of the District's confidential information to others. Furthermore, we will remain responsible for our use of any such Service Providers and Third-Party Products. You hereby consent to us sharing the District's information, including confidential information, with our Service Providers on the same basis as we would be permitted to share information with one of our employees; provided that such recipients are bound by written obligations of confidentiality that are as protective of the District's information as the confidentiality terms set forth above. Additionally, you hereby consent to the disclosure of the District's information, to the licensors of such Third-Party Products for the purpose of conducting our engagement.

### **Data Privacy**

Citrin Cooperman's Privacy Policy ("Privacy Policy") is located on our website at <https://www.citrincooperman.com/Privacy-Policy>. Our Privacy Policy may be amended from time to time in our sole discretion and without prior notice, and is hereby incorporated by reference into this Engagement Letter. You acknowledge that you have read and understand the Privacy Policy and agree to the practices as described therein.

"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNI). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.

## **Client Portals and Electronic (E-Mail) Communications**

Management will receive instructions from us inviting you to connect to a secured portal to upload the District's financial information. This process streamlines our requests for information from you and provides us with the information we need in the format we require. Management will receive this e-mail closer to the commencement of the engagement from a member of your engagement team.

During the course of our engagement, Citrin Cooperman & Company, LLP ("Citrin Cooperman") or the District may need to electronically transmit confidential information to each other and to other entities engaged by either party. E-mail is a fast and convenient way to communicate. However, e-mail is not a secure means of communication and thus, confidentiality could be compromised. The District agrees to the use of e-mail and other electronic methods to transmit and receive information, between Citrin Cooperman and the District and between Citrin Cooperman and third-party service providers or other entities engaged by Citrin Cooperman or the District.

## **Internet Access**

It is imperative that our personnel have reliable internet connection in order to work effectively and efficiently at all times. Management agrees to supply our personnel with reliable internet access while working on-site at the District's location.

## **Responding to Requests or Subpoenas**

As a result of our services to the District, we may be requested or subpoenaed to provide testimony, information or documents (some of which may be privileged) to the District, a governmental agency, an investigative body or a third-party in a legal, administrative or similar proceeding in which we are not a party. If this occurs, our efforts in responding to such requests or subpoenas will be billable to the District as a separate engagement irrespective of whether we are providing any other services to the District at that time. The District agrees that we shall be entitled to compensation for our time at our standard hourly rates and for reimbursement for all associated expenses, including any legal fees incurred in responding to such requests or subpoenas.

## **Independence**

To ensure that Citrin Cooperman's independence is not impaired under the AICPA's *Code of Professional Conduct*, you agree to the following:

- To provide information with respect to current and potential affiliates, including ownership percentage, to us prior to the commencement of engagement activities.
- To inform the engagement partner before entering into any substantive employment discussions with any of our personnel.
- To obtain preapproval of any non-attest services to be performed by Citrin Cooperman or any of our associated entities.



## Hosting of Client Information

Citrin Cooperman is not a host for any client information. The District is expected to retain all financial and non-financial information including anything the District's employees upload to Citrin Cooperman's portal. Management is responsible for downloading and retaining anything we upload to the portal in a timely manner. Portals are only meant as a method of transferring data, are not intended for the storage of client information, and may be deleted at any time. Accordingly, management will not expect us to maintain copies of such records in our possession.

## Dispute Resolution

Any dispute arising out of or relating to this engagement, or breach thereof, shall first be submitted for good faith mediation administered by the American Arbitration Association ("AAA") under its Accounting and Related Services Arbitration and Mediation Procedures (the "Rules"). The parties agree to discuss their differences in good faith and to attempt, with facilitation by the mediator, to reach a consensual resolution of the dispute. The mediation shall be treated as a settlement discussion and shall be confidential. The mediator may not testify for any party in any later proceeding related to the dispute. No recording or transcript shall be made of the mediation proceeding. Each party shall bear its own costs in the mediation. Absent an agreement to the contrary, the fees and expenses of the mediator shall be shared equally by the parties. Mediation shall take place at a place to be designated by the parties in Fort Lauderdale, Florida. No litigation, arbitration or other proceeding shall be commenced prior to sixty (60) days after the parties' first appearance before the mediator.

If the matter is not resolved by mediation within sixty (60) days of the parties' first appearance before the mediator, then the parties shall have an additional sixty (60) days to file a written demand for arbitration administered by the AAA under the Rules. If the parties fail to file the written demand for arbitration within this sixty (60) day period, the parties agree that any potential claims shall be deemed to have been waived.

The arbitration will be conducted before a single arbitrator selected from the AAA's Panel of Accounting Professionals and Attorneys and shall take place at a place to be designated by the parties. The arbitrator shall be a fit and impartial person and shall have at least ten (10) years' experience in commercial litigation, accounting or a similar field connected to the subject matter of the dispute. The arbitrator, with the aforementioned requisite qualifications, shall be selected pursuant to the Rules.

The arbitrator shall issue his or her final award in a written and reasoned decision to be provided to each party. In his or her decision, the arbitrator will declare one party the prevailing party. The arbitrator shall have no authority to award non-monetary or equitable relief of any sort. The arbitrator shall not have authority to award damages that are punitive in nature, or that are not measured by the prevailing party's actual compensatory loss.

Any discovery sought in connection with the arbitration must be expressly approved by the arbitrator only upon a showing of substantial need by the party seeking discovery.

All aspects of the arbitration shall be treated as confidential. The parties and the arbitrator may disclose the existence, content or result of the arbitration only as expressly provided by the Rules.



The award reached as a result of the arbitration will be binding on the parties, and confirmation of the arbitration award may be sought in any court having jurisdiction.

Any and all claims by the District arising with respect to or relating to this engagement must be commenced within one (1) year following the date on which Citrin Cooperman delivers its services associated with this engagement, by filing a written request for mediation. If this engagement is terminated and the related deliverables are not delivered to the District, for any reason, any and all claims by the District arising under this engagement must be commenced within one (1) year of the date the District is informed of the engagement's termination.

This agreement, its enforcement, and any dispute relating in any way to this engagement will be governed by the laws of the State of New York, without giving effect to any provisions relating to conflict of laws that would require the laws of another jurisdiction to apply.

### **Liability Provision**

The District agrees to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorneys' fees, resulting from management's knowing misrepresentations to us.

Citrin Cooperman's maximum liability to the District arising for any reason relating to the services rendered under this engagement shall be limited to the fees paid to Citrin Cooperman for the services. Subject to the foregoing, Citrin Cooperman shall not be liable for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the services performed under this engagement letter for an amount in excess of the District's actual damages. In no event shall Citrin Cooperman be liable for consequential, special, indirect, incidental, punitive or exemplary damages, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs).

### **Electronic Signatures and Counterparts**

The District and Citrin Cooperman agree that any electronic signature is intended to authenticate a written signature, shall be valid, and shall have the same force and effect as a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, or a digital signature. This engagement letter may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same engagement letter.

### **Severability**

If any portion of this engagement letter is deemed invalid or unenforceable in a binding legal proceeding, that finding shall not operate to invalidate the remainder of the terms set forth in this engagement letter.

**EXHIBIT B**

**(INSERT CONTRACTOR INSURANCE CERTIFICATE HERE)**



**11a**

Filter statement

Filters

Alarm Date Range

3/1/25 to 3/31/25

|

Is Locked

true

|

Is Active

true

NFPA Analysis Report - Fire Incidents

Total Incidents	Civilian Injuries	Civilian Casualties	Fire Service Injuries	Fire Service Casualties
Count of Total Incidents	Civilian Injuries	Civilian Casualties	Fire Service Injuries	Fire Service Casualties
16	0	0	0	0
	Percent of Calls with Civilian Injuries 0%	Percent of Calls with Civilian Casualties 0%	Percent of Calls with Fire Service Injuries 0%	Percent of Calls with Fire Service Casualties 0%

Filter statement

Filters

Alarm Date Range

3/1/25 to 3/31/25

|

Is Locked

true

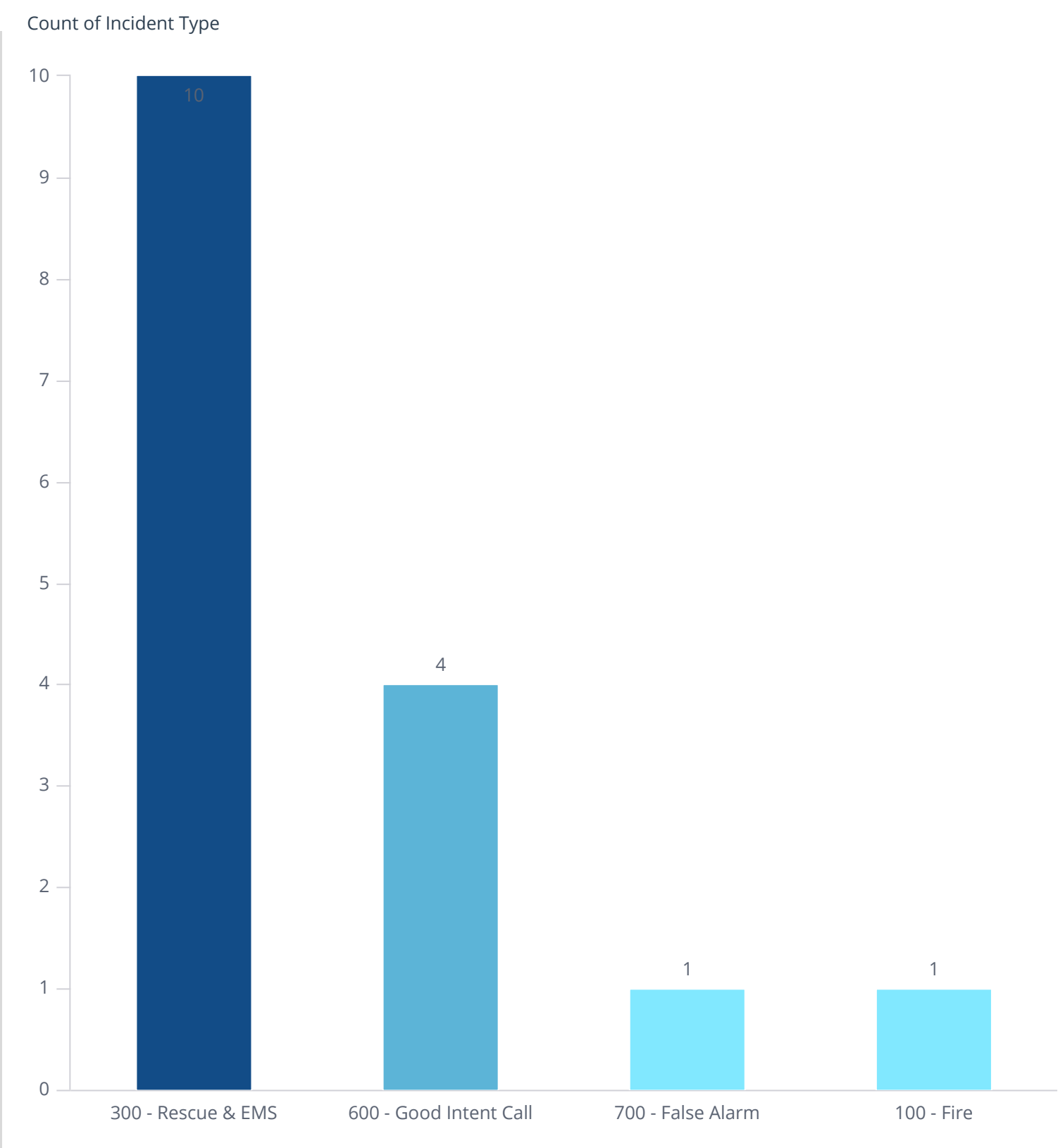
|

Is Active

true

Incident Type

Incident Type Group	Incident Type Code	Incident Type	Count of Incidents
100 - Fire	151	Outside rubbish, trash or waste fire	1
300 - Rescue & EMS	321	EMS call, excluding vehicle accident with injury	7
	322	Motor vehicle accident with injuries	2
	353	Removal of victim(s) from stalled elevator	1
300 - Rescue & EMS Total			10
600 - Good Intent Call	611	Dispatched & canceled en route	2
	622	No incident found on arrival at dispatch address	1
	651	Smoke scare, odor of smoke	1
600 - Good Intent Call Total			4
700 - False Alarm	743	Smoke detector activation, no fire - unintentional	1
Count of Incidents			16



Filter statement

Filters      **Alarm Date Range** 3/1/25 to 3/31/25   |   **Is Locked** true   |   **Is Active** true

Total Acres Burned

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

Wildland and Fire Acres Burned

Wildland Acres Burned: **#N/A** | Fire Acres Burned: #N/A

Mutual Aid

Aid Given Or Received	Incident Type Code	Incident Type	Count of Instances of Aid Given or Received
Mutual aid given	322	Motor vehicle accident with injuries	1
None	151	Outside rubbish, trash or waste fire	1
	321	EMS call, excluding vehicle accident	7
	322	Motor vehicle accident with injuries	1
	353	Removal of victim(s) from stalled	1
	611	Dispatched & canceled en route	2
	622	No incident found on arrival at	1
	651	Smoke scare, odor of smoke	1
	743	Smoke detector activation, no fire -	1
None Total			15
Count of Instances of Aid Given or Received			16



Filter statement

Filters

Alarm Date Range3/1/25 to 3/31/25

Is Lockedtrue

Is Activetrue

Fire Incident Types

Count of Total Incidents

Count of Incidents

16

Fire Calls

Count of Fire Calls

1

Percent of Fire Calls6.3%

EMS Calls

Count of EMS Calls

10

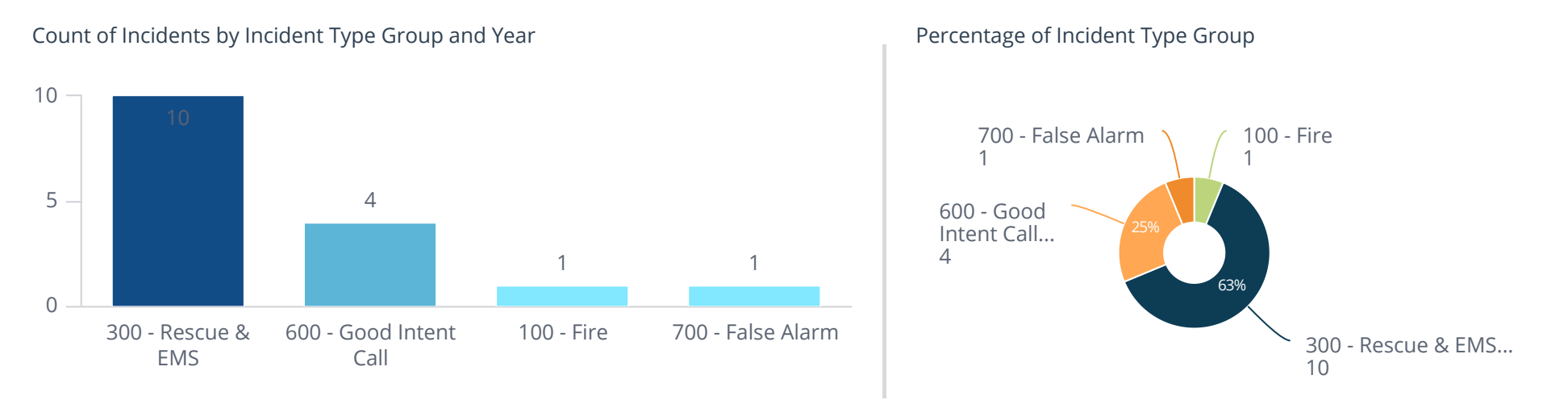
Percent of EMS Calls62.5%

Other Calls

Count of Other Calls

5

Percent of Other Calls31.3%



Count of Incidents by Type				
Incident Type Group	Incident Type	Incident Type Code	Count of Incidents	
			03/2025	Grand Total
100 - Fire	Outside rubbish, trash or waste fire	151	1	1
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	321	7	7
	Motor vehicle accident with injuries	322	2	2
	Removal of victim(s) from stalled elevator	353	1	1
300 - Rescue & EMS Total			10	10
600 - Good Intent Call	Dispatched & canceled en route	611	2	2
	No incident found on arrival at dispatch address	622	1	1
	Smoke scare, odor of smoke	651	1	1
600 - Good Intent Call Total			4	4
700 - False Alarm	Smoke detector activation, no fire - unintentional	743	1	1
Grand Total			16	16

Filter statement

Filters

Alarm Date Range3/1/25 to 3/31/25

Is Lockedtrue

Is Activetrue

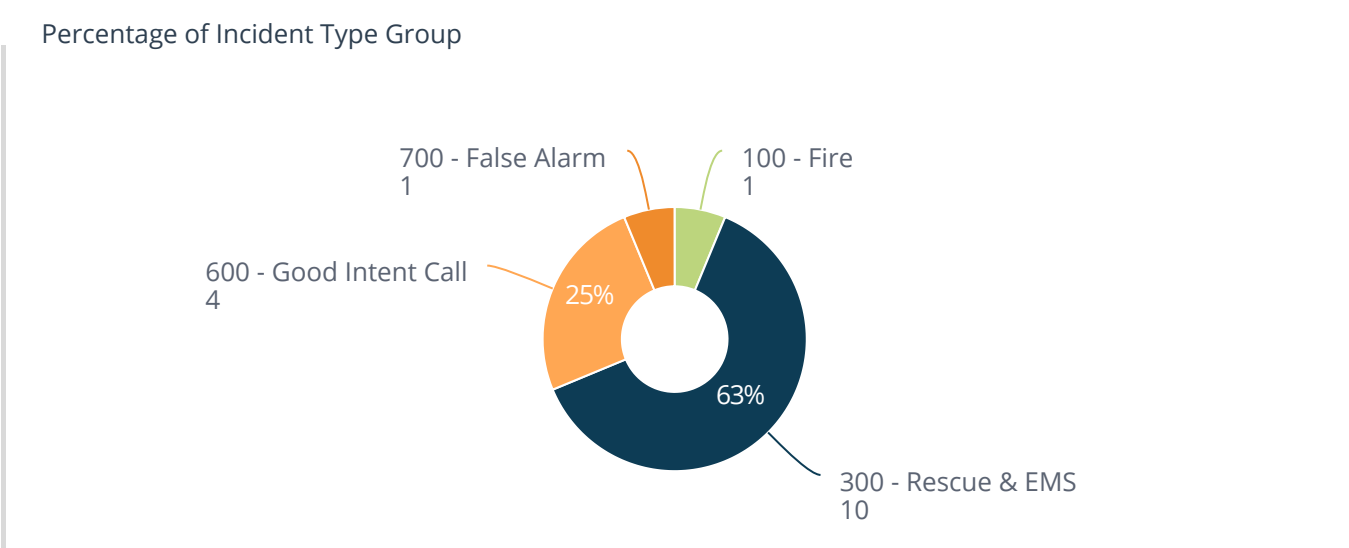
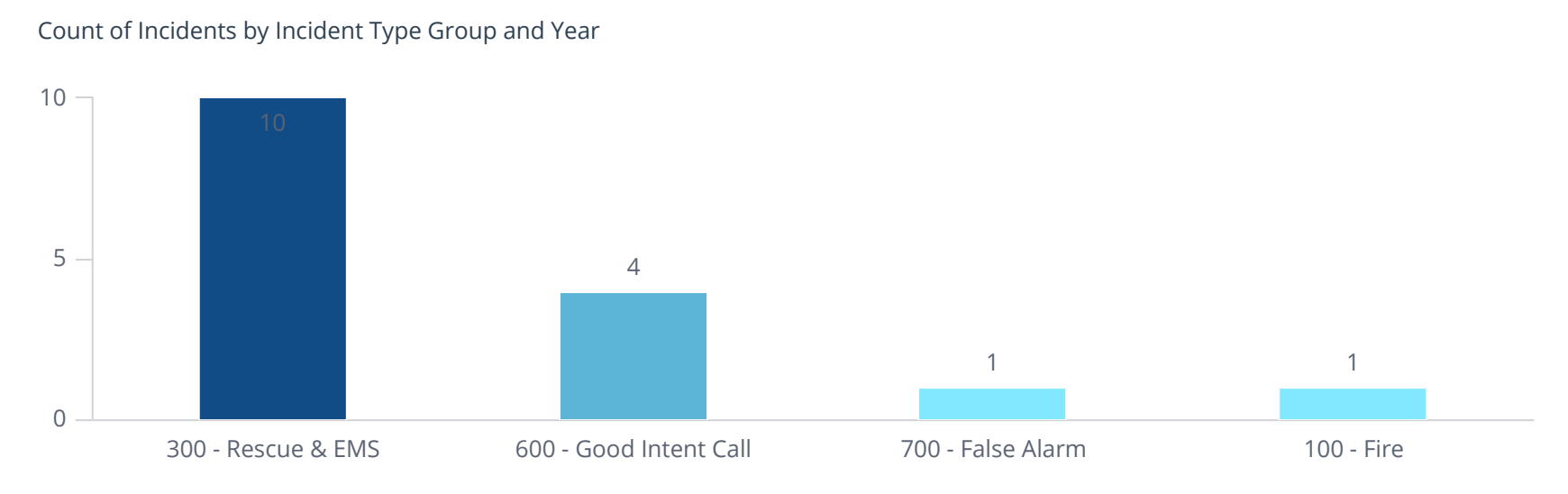
Incident Details

Incident Number	Time in Alarm DateTime	Incident Type Code ^	Incident Type Group
MCSO25CAD046010	03/20/2025 18:17:00	151	100 - Fire
MCSO25CAD039859	03/10/2025 11:57:55	321	300 - Rescue & EMS
MCSO25CAD042348	03/14/2025 10:36:51	321	300 - Rescue & EMS
MCSO25CAD037140	03/05/2025 19:27:19	321	300 - Rescue & EMS
MCSO25CAD042546	03/14/2025 16:32:41	321	300 - Rescue & EMS
MCSO25CAD039956	03/10/2025 15:30:56	321	300 - Rescue & EMS
MCSO25CAD034644	03/01/2025 11:26:05	321	300 - Rescue & EMS
MCSO25CAD045808	03/20/2025 10:26:07	321	300 - Rescue & EMS
MCSO25CAD043210	03/15/2025 17:06:24	322	300 - Rescue & EMS
MCSO25CAD044236	03/17/2025 13:05:38	322	300 - Rescue & EMS
MCSO25CAD051868	03/30/2025 22:34:56	353	300 - Rescue & EMS
MCSO25CAD040246	03/11/2025 03:36:26	611	600 - Good Intent Call
MCSO25CAD042401	03/14/2025 12:09:55	611	600 - Good Intent Call
MCSO25CAD048290	03/24/2025 13:49:09	622	600 - Good Intent Call
250312-011336-KLFD	03/12/2025 06:50:00	651	600 - Good Intent Call
MCSO25CAD040399	03/11/2025 10:00:47	743	700 - False Alarm

Filter statement

Filters      **Alarm Date Range** 3/1/25 to 3/31/25 | **Is Locked** true | **Is Active** true

# Fire Incident Types



Filter statement

Filters

Alarm Date Range3/1/25 to 3/31/25

Is Lockedtrue

Is Activetrue

Count of Incidents by Type

Incident Type Group	Incident Type	Incident Type Code	Count of Incidents	
			03/2025	Grand Total
100 - Fire	Outside rubbish, trash or waste fire	151	1	1
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	321	7	7
	Motor vehicle accident with injuries	322	2	2
	Removal of victim(s) from stalled elevator	353	1	1
300 - Rescue & EMS Total			10	10
600 - Good Intent Call	Dispatched & canceled en route	611	2	2
	No incident found on arrival at dispatch address	622	1	1
	Smoke scare, odor of smoke	651	1	1
600 - Good Intent Call Total			4	4
700 - False Alarm	Smoke detector activation. no fire -	743	1	1

Filter statement

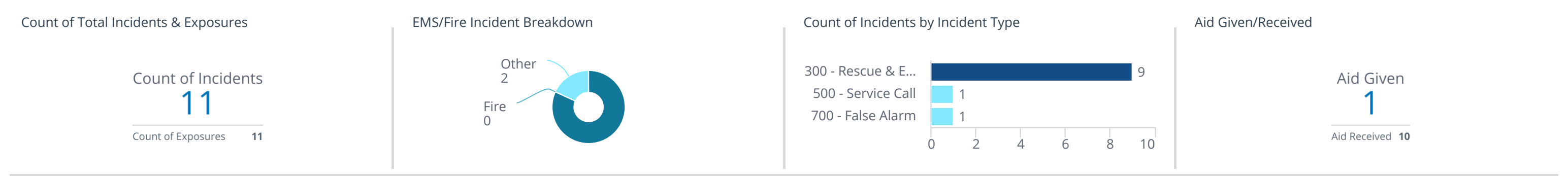
Filters

Alarm Date Range2/1/25 to 2/28/25

Is Lockedtrue

Is Activetrue

Fire Index - Incident Type Breakdown



Filter statement

Filters

Alarm Date Range

2/1/25 to 2/28/25

|

Is Locked

true

|

Is Active

true

Incident Details				
Incident Number	Time in Alarm DateTime	Incident Type Group	Incident Type Code	Incident Type
MCSO25CAD022564	02/09/2025 12:55:09	500 - Service Call	553	Public service
MCSO25CAD025227	02/13/2025 19:28:16	300 - Rescue & EMS	321	EMS call, excluding vehicle accident with injury
MCSO25CAD025496	02/14/2025 08:36:12	300 - Rescue & EMS	322	Motor vehicle accident with injuries
MCSO25CAD029177	02/20/2025 08:07:55	300 - Rescue & EMS	324	Motor vehicle accident with no injuries.
MCSO25CAD029355	02/20/2025 13:12:08	300 - Rescue & EMS	321	EMS call, excluding vehicle accident with injury
MCSO25CAD029790	02/21/2025 06:13:00	300 - Rescue & EMS	321	EMS call, excluding vehicle accident with injury
MCSO25CAD029895	02/21/2025 09:52:05	300 - Rescue & EMS	322	Motor vehicle accident with injuries
MCSO25CAD030021	02/21/2025 13:34:14	300 - Rescue & EMS	311	Medical assist, assist EMS crew
MCSO25CAD031753	02/24/2025 11:00:30	300 - Rescue & EMS	321	EMS call, excluding vehicle accident with injury
MCSO25CAD032804	02/26/2025 10:32:04	700 - False Alarm	744	Detector activation, no fire - unintentional
MCSO25CAD034035	02/28/2025 10:47:24	300 - Rescue & EMS	322	Motor vehicle accident with injuries