



## 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

### AMENDED DISTRICT MEETING AGENDA<sup>1</sup>

May 19, 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 May 19, 2025 District Meeting Agenda*

2b. *Approval of April 7, 2025 District Meeting Minutes*

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

6a. DISCUSSION: *Update Mutual Aid Agreement [Jones]*

6b. DISCUSSION/APPROVAL: *Engagement Letters Related to the Audits of Key Largo Volunteer Ambulance Corps, Inc. and Key Largo Fire Department [O'Connor]*

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: *State EMS Matching Grant Awards 2025 Grantee Match [Jones]*

7b. DISCUSSION: *New Platform Truck Budget/Spending Limit [Mirabella]*

8. LEGAL REPORT

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<sup>1</sup> Amended to include 6b.



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9. **FINANCE REPORT**
  10. **AMBULANCE CORPS REPORT**
  11. **FIRE DEPARTMENT REPORT**
  12. **COMMISSIONER ITEMS**
  13. **NEXT MEETING**

June 9, 2025 District Meeting (if required)  
June 23, 2025 District Meeting (if required)

14. **ADJOURN**

### **DOCUMENTS**

- Al 2b. Draft April 7, 2025 District Meeting Minutes***
- Al 6a. Mutual Aid Agreements***
- Al 7a. State EMS Matching Grant Awards 2025***
- Al 10a. KLFREMS April 2025 Statistics***
- Al 10b. KLFREMS March/April Treasurer's Report***
- Al 10c. KLFREMS March 2025 Business Meeting Minutes***
- Al 11a. KLVFD April 2025 Statistics***
- Al 11b. KLVFD March/April Treasurer's Report***
- Al 11c. KLVFD March 2025 Business Meeting Minutes***

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

**2b.**



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### DISTRICT MEETING MINUTES

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*

Chairman Allen called to order the April 7, 2025, District Meeting at 6:00 PM.

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

Commissioner Mirabella 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, Capt. Jones, Capt. Garrido, Lt. Mumper, and Jennifer Johnson

#### 2. APPROVAL OF AGENDA & MINUTES

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

Commissioner Edge made a *motion to approve the April 7, 2025, District Meeting Agenda*. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

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

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

#### 3. PUBLIC COMMENT

Community Forum for Consolidation Study – Confirmed 7 to 8 PM tomorrow.

#### 4. CHAIRMAN REPORT

None





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### 5. SECRETARY REPORT

None

### 6. OLD BUSINESS

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

Jennifer Johnson led a discussion providing an update regarding ambulance leasing. Community Leasing has two options for ambulance leasing; replacement for 1 or 2 as there is an ambulance due to be replaced next year and the lead time on the build for the vehicles is approximately one year. Ms. Johnson recommended the 7-year term for the 2 ambulances at \$120k annually (1 ambulance at \$60K); 3.869% interest. Closing costs are not included. Legal needs financing agreement for review. Do we replace 1 or 2 ambulances; finance both and get the second one in build? Bring back agreement with terms to the next meeting. Additionally at the last meeting there was a discussion regarding the replacement/leasing of fire apparatus. The Board directed staff to spec out vehicles.

Commissioner Edge made a ***motion to approve Vehicle Replacement Leasing for two Ambulances.*** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

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

Ms. Johnson provided an updated Purchasing Policy to increase the limit from 10K to 15K. Additionally, regarding emergency authorization language, purchases of more than \$15K may be approved by the District Board Chairman and will be ratified at the next District Board without the requirements for advertising and competitive bidding.

Commissioner Jenkins made a ***motion to approve the Key Largo Fire Rescue & EMS District Purchasing Policies and Procedures.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

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

Ms. Johnson led a discussion regarding the actual purchase of the ambulance which needs to be done before the end of the month. We have a quote for \$361,430; we need to approach them for obtaining 2 trucks and trading-in what we have.

Commissioner Edge made a ***motion to approve the purchase of Two (2) F-550 Horton Type I Rescue Vehicles.*** Commissioner Jenkins seconded, and the Board unanimously passed the motion.



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

Ms. Johnson provides an update from the last meeting regarding the repair of the Engine; seeking approval for the engine repair not to exceed \$10,005.

Commissioner Jenkins made a ***motion to approve the Repair of Engine 24 Turbo***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

## 7. **NEW BUSINESS**

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

Attorney O'Connor led a discussion regarding the audit services contract; audit the district is \$19K; Citrin to provide additional services to EMS/Fire. Two possible services were provided: (1) audit for \$15k per organization; and (2) a review at \$8k per organization. This provides for the highest level of assurance that the audits are free from material misstatements, thorough examination of financial records, etc. for Fire/EMS. Contract statutorily \$19K; approve \$30k for both departments to be audited.

Ms. Heim commented that the calendar dates in the contract have passed; needs to be adjusted to more current dates. Additionally, EX B. Contractor Certificates were not attached. Attorney O'Connor advised the dates calendar dates were proposed and will be revised.

Commissioner Jenkins made a ***motion to approve the Audit Services Agreement to Citrin Cooperman & Company, LLP for Fire/EMS for \$49,000***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

## 8. **LEGAL REPORT**

None

## 9. **FINANCE REPORT**

None

## 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.

Was grant extension to the boat approved? Chief sent request.



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### 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.

On Saturday there will be a volunteer academy; four new recruits.

Commissioner Mirabella discussed Tanker 24 at community events with a Captain and coverage issues if a fire were to happen. Capt. Garrido addressed any concerns regarding driver/engineer and coverage should there be an emergency. Additionally, we see people at the worst of times; believe it is also important to have presence in the community in the best times and what a better way to do it by going to the park talking to the children as future firefighters. This is an internal department issue and should not be addressed in this forum.

A community leader spoke and agrees that the presence of fire personnel at events should be encouraged, and partnerships forged with the tax paying public. Be involved with the community to bring back the small-town feel.

### 12. COMMISSIONER ITEMS

Commissioner Conklin commented on making a strong department and district by creating partnerships in the community; networking. And today we have the pleasure of recognizing one of our special people in the community, Dr. Morrison, and his five years of service; his involvement in bringing the department up to its highest standards in medical/fire.

### 13. NEXT MEETING

May 5, 2025, District Meeting (if required)  
May 5, 2025, Strategic Planning Workshop (Postpone Until Study Completed)  
May 19, 2025, District Meeting (if required)  
May 19, 2025, Strategic Planning Workshop (Postpone Until Study Completed)

Commissioner Mirabella ***made a motion to cancel*** the May 5, 2025, District Meeting, unless required. The next District Meeting will be May 19, 2025. Commissioner Edge seconded, and the Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Mirabella ***made a motion to adjourn the meeting at 6:44 PM.*** Commissioner Jenkins seconded, and the Board unanimously passed the motion.

**6a.**

STATE OF FLORIDA  
**DIVISION OF EMERGENCY MANAGEMENT**

**RICK SCOTT**  
Governor

**BRYAN W. KOON**  
Director

**STATEWIDE MUTUAL AID AGREEMENT**

This Agreement is between the FLORIDA DIVISION OF EMERGENCY MANAGEMENT (“Division”) and the local government signing this Agreement (the “Participating Parties”). This agreement is based on the existence of the following conditions:

A. The State of Florida is vulnerable to a wide range of disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.

B. Such disasters are likely to exceed the capability of any one local government to cope with the emergency with existing resources.

C. Such disasters may also give rise to unusual technical needs that the local government may be unable to meet with existing resources, but that other local governments may be able to offer.

D. The Emergency Management Act, Chapter 252, provides each local government of the state the authority to develop and enter into mutual aid agreement within the state for reciprocal emergency aid and assistance in case of emergencies too extensive to deal with unassisted, and through such agreements to ensure the timely reimbursement of costs incurred by the local governments which render such assistance.

E. Pursuant to Chapter 252, the Division has the authority to coordinate assistance between local governments during emergencies and to concentrate available resources where needed.

Based on the existence of the foregoing conditions, the parties agree to the following:

**ARTICLE I.**

**Definitions.** As used in this Agreement, the following expressions shall have the following meanings:

A. The “Agreement” is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement (“SMAA”).

B. The “Participating Parties” to this Agreement are the Division and any and all special districts, educational districts, and other local and regional governments signing this Agreement.

C. The “Division” is the Division of Emergency Management.

E. The “Requesting Parties” to this Agreement are Participating Parties who request assistance during a declared state of emergency.

F. The “Assisting Parties” to this Agreement are Participating Parties who render assistance in a disaster to a Requesting Party.

G. The “State Emergency Operations Center” is the facility designated by the State Coordinating Officer to manage and coordinate assistance to local governments during a disaster.

H. The “Comprehensive Emergency Management Plan” is the biennial Plan issued by the Division in accordance with § 252.35(2)(a), Florida Statutes.

I. The “State Coordinating Officer” is the official whom the Governor designates, by Executive Order, to act for the Governor in responding to a disaster, and to exercise the powers of the Governor in accordance with the Executive Order, Chapter 252, Florida Statutes, and the State Comprehensive Emergency Management Plan.

J. The “Period of Assistance” is the time during which any Assisting Party renders assistance to any Requesting Party in a declared disaster, and shall include both the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return them to their place of origin or to the headquarters of the Assisting Party.

K. A “special district” is any local or regional governmental entity which is an independent special district within the meaning of § 189.403(1), Florida Statutes, regardless of whether established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.

L. An “educational district” is any school district within the meaning of § 1001.30, Florida Statutes and any community school and state university within the meaning of § 1000.21, Florida Statutes.

M. An “interlocal agreement” is any agreement between local governments within the meaning of § 163.01(3)(a), Florida Statutes.

N. A “local government” is any educational district and any entity that is a “local governmental entity” within the meaning of § 11.45(1)(e), Florida Statutes.

O. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act.

## **ARTICLE II.**

**Applicability of the Agreement** . A Participating Party may request assistance under this Agreement only for a “major” or “catastrophic disaster” as defined in § 252.34, Florida Statutes. If the Participating Party has no other mutual aid agreement that covers a “minor” disaster, it may also invoke assistance under this Agreement for a “minor disaster.”

## **ARTICLE III.**

**Invocation of the Agreement**. In the event of a disaster or threatened disaster, a Participating Party may invoke assistance under this Agreement by requesting it from any other Participating Party, or from the Division if, in the judgment of the Requesting Party, its own resources are inadequate to meet the disaster.

A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the County Emergency Management Agency of the Requesting Party, unless the State Emergency Operations Center has been activated in response to the disaster for

which assistance is requested.

B. All requests for assistance under this Agreement shall be transmitted by County Emergency Management Agency of the Requesting Party to either the Division, or to another Participating Party. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.

C. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate, and shall coordinate the activities of the Assisting Parties so as to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

D. Nothing in this Agreement shall be construed to allocate liability for the costs of personnel, equipment, supplies, services and other resources that are staged by the Division, or by other agencies of the State of Florida, for use in responding to a disaster pending the assignment of such personnel, equipment, supplies, services and other resources to a emergency support function/mission. The documentation, payment, repayment, and reimbursement of all such costs shall be rendered in accordance with the Comprehensive Emergency Management Plan, and general accounting best practices procedures and protocols.

#### ARTICLE IV.

**Responsibilities of Requesting Parties.** To the extent practicable, all Requesting Parties seeking assistance under this Agreement shall provide the following information to the Division and the other Participating Parties. In providing such information, the Requesting Party may use Form B attached to this Agreement, and the completion of Form B by the Requesting Party shall be deemed sufficient to meet the requirements of this Article:

- A. A description of the damage sustained or threatened;
- B. An identification of the specific Emergency Support Function or Functions for which such assistance is needed;
- C. A description of the specific type of assistance needed within each Emergency Support Function;
- D. A description of the types of personnel, equipment, services, and supplies needed for each specific type of assistance, with an estimate of the time each will be needed;
- E. A description of any public infrastructure for which assistance will be needed;
- F. A description of any sites or structures outside the territorial jurisdiction of the Requesting Party needed as centers to stage incoming personnel, equipment, supplies, services, or other resources;
- G. The place, date and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and



H. A technical description of any communications or telecommunications equipment needed to ensure timely communications between the Requesting Party and any Assisting Parties.

#### **ARTICLE V.**

**Responsibilities of Assisting Parties** . Each Participating Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources and capabilities can render assistance. If a Participating Party which has received a request for assistance under this Agreement determines that it has the capacity to render some or all of such assistance, it shall provide the following information to the Requesting Party and shall transmit it without delay to the Requesting Party and the Division. In providing such information, the Assisting Party may use Form B attached to this Agreement, and the completion of Form B by the Assisting Party shall be deemed sufficient to meet the requirements of this Article:

- A. A description of the personnel, equipment, supplies and services it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services at the date, time and place specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties; and
- E. The names of all personnel whom the Assisting Party designates as Supervisors.

**Rendition of Assistance** . After the Assisting Party has delivered its personnel, equipment, supplies, services, or other resources to the place specified by the Requesting Party, the Requesting Party shall give specific assignments to the Supervisor(s) of the Assisting Party, who shall be responsible for directing the performance of these assignments. The Assisting Party shall have authority to direct the manner in which the assignments are performed. In the event of an emergency that affects the Assisting Party, all personnel, equipment, supplies, services and other resources of the Assisting Party shall be subject to recall by the Assisting Party upon not less than five (5) calendar days notice or, if such notice is impracticable, as much notice as is practicable under the circumstances.

A. For operations at the scene of *catastrophic* and *major* disasters, the Assisting Party shall to the fullest extent practicable give its personnel and other resources sufficient equipment and supplies to make them self-sufficient for food, shelter, and operations unless the Requesting Party has specified the contrary. For *minor* disasters, the Requesting Party shall be responsible to provide food and shelter for the personnel of the Assisting Party unless the Requesting Party has specified the contrary. In its request for assistance the Requesting Party may specify that Assisting Parties send only self-sufficient personnel or



self-sufficient resources.

B. Unless the Requesting Party has specified the contrary, it shall to the fullest extent practicable, coordinate all communications between its personnel and those of any Assisting Parties, and shall determine all frequencies and other technical specifications for all communications and telecommunications equipment to be used.

C. Personnel of the Assisting Party who render assistance under this Agreement shall receive their usual wages, salaries and other compensation, and shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment.

#### **ARTICLE VII.**

**Procedures for Reimbursement**. Unless the Division or the Assisting Party, as the case may be, state the contrary in writing, the ultimate responsibility for the reimbursement of costs incurred under this Agreement shall rest with the Requesting Party, subject to the following conditions and exceptions:

A. In accordance with this Agreement, the Division shall pay the costs incurred by an Assisting Party in responding to a request that the Division initiates on its own, and not for another Requesting Party.

B. An Assisting Party shall bill the Division or other Requesting Party as soon as practicable, but not later than thirty (30) calendar days after the Period of Assistance has closed. Upon the request of any of the concerned Participating Parties, the State Coordinating Officer may extend this deadline for cause.

C. If the Division or the Requesting Party protests any bill or item on a bill from an Assisting Party, it shall do so in writing as soon as practicable, but in no event later than thirty (30) calendar days after the bill is received. Failure to protest any bill or billed item in writing within thirty (30) calendar days shall constitute agreement to the bill and the items on the bill and waive the right to contest the bill.

D. If the Division protests any bill or item on a bill from an Assisting Party, the Assisting Party shall have thirty (30) calendar days from the date of protest to present the bill or item to the original Requesting Party for payment, subject to any protest by the Requesting Party.

E. If the Assisting Party cannot reach a mutual agreement with the Division or the Requesting Party to the settlement of any protested bill or billed item, the Division, the Assisting Party, or the Requesting Party may elect binding arbitration to determine its liability for the protested bill or billed item in accordance with Section F of this Article.

F. If the Division or a Participating Party elects binding arbitration it may select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as

a third arbitrator.

G. The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Department, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties, and shall be final.

H. If the Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance. All requests to the Federal Emergency Management Agency (FEMA) for the reimbursement of costs incurred by any Participating Party shall be made by and through the Division.

I. If FEMA denies any request for reimbursement of costs which the Division has already advanced to an Assisting Party, the Assisting Party shall repay such costs to the Division, but the Division may waive such repayment for cause.

#### **ARTICLE VIII.**

**Costs Eligible for Reimbursement**. The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.

B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established for like equipment by the regulations of the Federal Emergency Management Agency, or at any other rental rate agreed to by the Requesting Party. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party

receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.

C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida Office of Management and Budget. Upon reasonable notice, the Assisting Party shall make its records available to the Division and the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

#### **ARTICLE IX.**

**Insurance**. Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall file with the Division a certificate issued by the insurer attesting to such coverage.

B. Any Participating Party that elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement shall file with the Division a certificate issued by the insurer attesting to such coverage.

C. Any Participating Party that is self-insured with respect to any line or lines of insurance shall file with the Division copies of all resolutions in current effect reflecting its determination to act as a self-insurer.

D. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any

Participating Party may have in any judicial or quasi-judicial proceeding.

E. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties, and shall not be deemed to be the agent of any other Participating Party.

F. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.

G. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.

#### **ARTICLE X.**

**General Requirements**. Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

A. To the extent that assistance under this Agreement is funded by State funds, the obligation of any statewide instrumentality of the State of Florida to reimburse any Assisting Party under this Agreement is contingent upon an annual appropriation by the Legislature.

B. All bills for reimbursement under this Agreement from State funds shall be submitted in detail sufficient for auditing purposes. To the extent that such bills represent costs incurred for travel, such bills shall be submitted in accordance with applicable requirements for the reimbursement of state employees for travel costs.

C. All Participating Parties shall allow public access to all documents, papers, letters or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.

D. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.

E. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.

F. Any communication to the Division under this Agreement shall be sent to the Director, Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100. Any communication to any other Participating Party shall be sent to the official or officials specified by that Participating Party on *Form C* attached to this Agreement. For the purpose of this Section, any such communication may be sent by the U.S. Mail, e-mail, or by facsimile.

#### **ARTICLE XI.**

**Effect of Agreement**. Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

A. The execution of this Agreement by any Participating Party which is a signatory to the

Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, and responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under that agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under that agreement, regardless of whether billed or unbilled.

C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.

D. Unless superseded by the execution of this Agreement in accordance with Section A of this Article, the Statewide Mutual Aid Agreement of 1994 shall terminate and cease to have legal existence after June 30, 2001.

E. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renewed one (1) year after its execution unless within sixty (60) calendar days before that date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.

F. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division, and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with Section E of this Article.

## **ARTICLE XII.**

**Interpretation and Application of Agreement** . The interpretation and application of this Agreement shall be governed by the following conditions:

A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.

B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities and promises under it.

C. This Agreement states all the conditions, obligations, duties, responsibilities and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions,

obligations, duties, responsibilities or promises other than those expressed in this Agreement.

D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Party may be required to execute the Agreement with the adopted changes. Your continued or subsequent use of this Agreement following the posting of minor changes to this Agreement will mean you accept those changes.

E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

***NOTE: On August 20, 2007, this Agreement was modified by the Division of Emergency Management. This document replaces the July 31, 2000 edition of the Statewide Mutual Aid Agreement; however, any and all Agreements previously executed shall remain in full force and effect. Any local government, special district, or educational institution which has yet to execute this Agreement should use the August 20, 2007 edition for the purposes of becoming a signatory.***

**IN WITNESS WHEREOF**, the Participating Parties have duly executed this Agreement on the date specified below:

**FOR ADOPTION BY A CITY**

STATE OF FLORIDA  
DIVISION OF EMERGENCY MANAGEMENT

By: \_\_\_\_\_  
Director

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

ATTEST:  
VILLAGE CLERK

ISLAMORADA, VILLAGE OF ISLANDS  
STATE OF FLORIDA

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

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

**FORM C**

**CONTACT INFORMATION FOR AUTHORIZED REPRESENTATIVES**

Name of Government: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Authorized Representative Contact Information**

Primary Authorized Representative

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

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

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

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

1<sup>st</sup> Alternate Authorized Representative

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

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

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

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

2<sup>nd</sup> Alternate Authorized Representative

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

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

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

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_ Email: \_\_\_\_\_

**\*\*\*PLEASE UPDATE AS ELECTIONS OR APPOINTMENTS OCCUR\*\*\***



**SAMPLE AUTHORIZING RESOLUTION  
FOR ADOPTION OF  
STATEWIDE MUTUAL AID AGREEMENT**

RESOLUTION NO. \_\_\_\_\_

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by \_\_\_\_\_ that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

I certify that the foregoing is an accurate copy of the Resolution adopted by  
\_\_\_\_\_ on \_\_\_\_\_.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Attachment 1

**STATEWIDE MUTUAL AID AGREEMENT**  
**Type or print all information except signatures**  
**Form B**

**PART I****TO BE COMPLETED BY THE REQUESTING PARTY**

Dated:		Time:	HRS (local)	REQUESTING PARTY	
Contact Person:		Telephone No:		Fax No:	
Assisting Party:		Authorized Rep:			
Incident Requiring Assistance:					
Type of Assistance/Resources Needed (use Part IV for additional space)					
Date & Time Resources Needed:		Staging Area:			
Approximated Date/Time Resources Released:					
Authorized Official's Name	(Print/Type)	Signature			
le:		Agency:		Mission No:	

**PART II****TO BE COMPLETED BY THE ASSISTING PARTY**

Contact Person:		Telephone No:		Fax No:	
Type of Assistance Available:					
Date & Time Resources Available From:		To:			
Staging Area Location:					
Approx. Daily Total Costs for Labor, Equipment and Materials: \$					
Transportation Costs from Home Base to Staging Area:		\$	Transportation Costs to Return to Home Base:		\$
Logistics Required from Requesting Party Yes <input type="checkbox"/> (Provide information on attached Part III) No <input type="checkbox"/>					
Authorized Official's Name:		Title:			
Date:		Time:	HRS (local)	Mission No:	

**PART III**

**TO BE COMPLETED BY THE REQUESTING PARTY**

Authorized Official's Name:		Title:	
Signature:		Agency:	

**PART IV**

**STATEWIDE MUTUAL AID AGREEMENT**  
**Type or print all information except signatures**  
**Form B (continued)**

**MISCELLANEOUS ITEMS / OTHER MISSION INFORMATION**

**MUTUAL AID AGREEMENT**  
**For**  
**FIRE PROTECTION AND RESCUE SERVICES**  
**Between**  
**ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA**  
**AND**  
**KEY LARGO FIRE RESCUE AND**  
**EMERGENCY MEDICAL SERVICES DISTRICT**  
**AND**  
**KEY LARGO VOLUNTEER AMBULANCE CORPS.**  
**AND**  
**KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.**

**THIS AGREEMENT** is by and between ISLAMORADA, VILLAGE OF ISLANDS, a political subdivision existing under the laws of the State of Florida (hereinafter referred to as “the Village”), KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT (hereinafter referred to as “the District”), KEY LARGO VOLUNTEER AMBULANCE CORPS., and KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

**WITNESSETH**

**WHEREAS**, the District and the Village have established and maintain Fire Departments with firefighting equipment, emergency medical equipment and firefighting personnel; and

**WHEREAS**, the boundaries of the Village and the District are adjacent, and

**WHEREAS**, the parties deem it desirable that an agreement be entered into for their mutual benefit in times of emergency or disaster too great to be dealt with unassisted.

**NOW, THEREFORE**, it is agreed by and between the parties hereto that each shall assist the other under the following stipulations, provisions and conditions:

**1. DEFINITIONS:**

For the purpose of this Agreement, the following definitions shall apply.

- A. *Mutual Aid*: Mutual Aid is defined as a catastrophic event, manmade or natural, that because of the magnitude of the event, poses a hardship on the ability of the jurisdiction having authority to respond with adequate services, (e.g.: hurricanes, tornadoes, large structural fires, mass casualty incidents.) Mutual Aid shall not include ordinary events for which the responsible jurisdiction has determined it will not obtain adequate equipment and/or support.
- B. *Requesting Party*: The Requesting Party is the jurisdiction having the authority and responsibility to respond to the disaster for which Mutual Aid is being sought.

C. *Responding Party*: The Responding Party is the jurisdiction being contacted by the Requesting Party to provide Mutual Aid assistance.

## **2. MUTUAL AID ASSISTANCE**

Mutual Aid assistance shall be requested by the Fire Chief of the Requesting Party or his designee, to the Fire Chief of the Responding Party or his designee. The request shall be initiated through the Monroe County Fire Department dispatch office.

If available, equipment shall be dispatched as requested by the Requesting Party. The number of such pieces and the amount of personnel dispatched shall be at the sole discretion of the Responding Party.

Notwithstanding any provision of this Agreement to the contrary, the Fire Department of any signatories may decline to provide assistance if by doing so, their own jurisdiction would not be afforded adequate coverage. Each department shall advise the other immediately if such a condition exists.

## **3. LIABILITY/INDEMNIFICATION**

The Village, the District, Key Largo Volunteer Ambulance Corps., and Key Largo Volunteer Fire Department, Inc. do not assume any liability for the acts, omissions or negligence of the other. Each shall indemnify and hold the other harmless from all claims, damages, losses and expenses (including attorney fees) arising out of or resulting from the negligent performance of their respective operations under this Agreement. This provision shall not be construed as a waiver of sovereign immunity. To the extent any claim is asserted in excess of the limits established by the waiver of sovereign immunity under Florida law, this provision will become null and void and shall be severed from the remainder of this Agreement.

## **4. REIMBURSEMENT**

No party to this Agreement will receive payment or be reimbursed by any other party for any expenses or the like incurred in connection with services provided under this Agreement. Nothing herein prevents any party from receiving reimbursements from FEMA or any other state or federal reimbursement programs.

## **5. TERM**

This Agreement shall be effective on the date of execution hereof and remain in effect until terminated by any party or superseded by a new Agreement. This Agreement may be cancelled by any party after providing a minimum of thirty (30) days written notice of intent to cancel said Agreement.

## 6. MISCELLANEOUS

(a) **Officer in Charge, Service Standard** - While providing Mutual Aid in the area where the emergency exists, the Responding Party personnel shall be subject to the orders and directions of the officer in charge of the operations for the Requesting Party. The Requesting Party shall utilize National Fire Protection Standard 1500 to ensure that the Incident Command System, the Personnel Accountability System and the 2-in/2-out standards are adhered to. Failure to comply with this service standard shall be a breach of this Agreement.

(b) **Application of Agreement** - This Agreement shall apply only to emergencies existing within the areas of protection of the Village and the District.

(c) **Conflict Resolution** - Any disputes arising from this Agreement shall be resolved by the Village Fire Chief, the District's authorized representative, the Key Largo Volunteer Fire Department, Inc. Fire Chief, or the Key Largo Volunteer Ambulance Corps.' authorized representative, or their duly authorized representatives.

## 7. EFFECTIVE DATE

This Agreement shall take effect immediately upon adoption.

For the Village:

Terry Abel, Fire Chief  
Islamorada, Village of Islands  
86800 Overseas Highway  
Islamorada, FL 33036  
Telephone: (305) 664-6490  
Facsimile: (305) 664-6464

With a copy to:

Roget V. Bryan, Village Attorney  
Islamorada, Village of Islands  
86800 Overseas Highway  
Islamorada, FL 33036  
Telephone: (305) 664-6418  
Facsimile: (305) 504-8989

For the District:

Bob Thomas, Chair  
P.O. Box 1023  
Key Largo, FL 33037  
Telephone: (305) 451-5517  
Facsimile:

For the Key Largo Volunteer  
Fire Department, Inc.:

Don Bach, CEO  
1 East Drive  
Station 24  
Key Largo, Florida 33037

Telephone: (305)  
Facsimile: (305)

For the Key Largo Volunteer  
Ambulance Corps.:

Ronnie Fell, President  
98600 Overseas Highway  
Key Largo, Florida 33037  
Telephone: (305)  
Facsimile: (305)

**[BALANCE OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2014.

ISLAMORADA, VILLAGE OF ISLANDS  
a Florida municipality:

KEY LARGO FIRE RESCUE AND  
EMERGENCY MEDICAL SERVICES  
DISTRICT

\_\_\_\_\_  
Maria Aguilar, Village Manager

\_\_\_\_\_  
Bob Thomas, Chair

KEY LARGO VOLUNTEER  
AMBULANCE CORPS.

KEY LARGO VOLUNTEER FIRE  
DEPARTMENT, INC.

\_\_\_\_\_  
Ronnie Fell, President

\_\_\_\_\_  
Don Bock, CEO

ATTEST:

ATTEST:

\_\_\_\_\_  
Kelly Toth, Village Clerk

\_\_\_\_\_  
Vicky Fay, District Clerk

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF  
ISLAMORADA, VILLAGE OF ISLANDS ONLY:

\_\_\_\_\_  
Roget V. Bryan, Village Attorney



**MUTUAL AID AGREEMENT**  
**For**  
**FIRE PROTECTION AND RESCUE SERVICES**  
**Between the**  
**MONROE COUNTY FIRE RESCUE DEPARTMENT**  
**AN AGENCY of MONROE COUNTY**  
**AND**  
**KEY LARGO FIRE RESCUE AND**  
**EMERGENCY MEDICAL SERVICES DISTRICT**  
**AND**  
**KEY LARGO VOLUNTEER AMBULANCE CORPS.**  
**AND**  
**KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.**

**THIS AGREEMENT** is by and between MONROE COUNTY FIRE RESCUE DEPARTMENT an agency of Monroe County, a political subdivision existing under the laws of the State of Florida (hereinafter referred to as "the County"), KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT (hereinafter referred to as "the District"), KEY LARGO VOLUNTEER AMBULANCE CORPS., and KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

**WITNESSETH**

**WHEREAS**, the District and the County have established and maintain Fire Departments with firefighting equipment, emergency medical equipment and firefighting personnel; and

**WHEREAS**, the boundaries of the County and the District are adjacent, and

**WHEREAS**, the parties deem it desirable that an agreement be entered into for their mutual benefit in times of emergency or disaster too great to be dealt with unassisted.

**NOW, THEREFORE**, it is agreed by and between the parties hereto that each shall assist the other under the following stipulations, provisions and conditions:

**1. DEFINITIONS:**

For the purpose of this Agreement, the following definitions shall apply.

A. *Mutual Aid*: Mutual Aid is defined as a catastrophic event, manmade or natural, that because of the magnitude of the event, poses a hardship on the ability of the jurisdiction having authority to respond with adequate services, (e.g.: hurricanes, tornadoes, large structural fires, mass casualty incidents.) Mutual Aid shall not include ordinary events for which the responsible jurisdiction has determined it will not obtain adequate equipment and/or support.

B. *Requesting Party*: The Requesting Party is the jurisdiction having the authority and

responsibility to respond to the disaster for which Mutual Aid is being sought.

*C. Responding Party:* The Responding Party is the jurisdiction being contacted by the Requesting Party to provide Mutual Aid assistance.

## **2. MUTUAL AID ASSISTANCE**

Mutual Aid assistance shall be requested by the Fire Chief of the Requesting Party or his designee, to the Fire Chief of the Responding Party or his designee. The request shall be initiated through the Monroe County Fire Department dispatch office.

If available, equipment shall be dispatched as requested by the Requesting Party. The number of such pieces and the amount of personnel dispatched shall be at the sole discretion of the Responding Party.

Notwithstanding any provision of this Agreement to the contrary, the Fire Department of any signatories may decline to provide assistance if by doing so, their own jurisdiction would not be afforded adequate coverage. Each department shall advise the other immediately if such a condition exists.

## **3. LIABILITY/INDEMNIFICATION**

The County, the District, Key Largo Volunteer Ambulance Corps., and Key Largo Volunteer Fire Department, Inc. do not assume any liability for the acts, omissions or negligence of the other. Each shall indemnify and hold the other harmless from all claims, damages, losses and expenses (including attorney fees) arising out of or resulting from the negligent performance of their respective operations under this Agreement. This provision shall not be construed as a waiver of sovereign immunity. To the extent any claim is asserted in excess of the limits established by the waiver of sovereign immunity under Florida law, this provision will become null and void and shall be severed from the remainder of this Agreement.

## **4. REIMBURSEMENT**

No party to this Agreement will receive payment or be reimbursed by any other party for any expenses or the like incurred in connection with services provided under this Agreement. Nothing herein prevents any party from receiving reimbursements from FEMA or any other state or federal reimbursement programs.

## **5. TERM**

This Agreement shall be effective on the date of execution hereof and remain in effect until terminated by any party or superseded by a new Agreement. This Agreement may be cancelled by any party after providing a minimum of thirty (30) days written notice of intent to cancel said Agreement.

## 6. MISCELLANEOUS

(a) **Officer in Charge, Service Standard** - While providing Mutual Aid in the area where the emergency exists, the Responding Party personnel shall be subject to the orders and directions of the officer in charge of the operations for the Requesting Party. The Requesting Party shall utilize National Fire Protection Standard 1500 to ensure that the Incident Command System, the Personnel Accountability System and the 2-in/2-out standards are adhered to. Failure to comply with this service standard shall be a breach of this Agreement.

(b) **Application of Agreement** - This Agreement shall apply only to emergencies existing within the areas of protection of the County and the District.

(c) **Conflict Resolution** - Any disputes arising from this Agreement shall be resolved by the County Fire Chief, the District's authorized representative, the Key Largo Volunteer Fire Department, Inc. Fire Chief, or the Key Largo Volunteer Ambulance Corps.' authorized representative, or their duly authorized representatives.

## 7. EFFECTIVE DATE

This Agreement shall take effect immediately upon adoption.

For the County:

James K. Callahan, Fire Chief  
MONROE COUNTY FIRE RESCUE  
DEPARTMENT  
490 63rd St.  
Marathon, FL 33050  
Telephone: (305) 289-6088  
Facsimile: (305) 289-6336

With a copy to:

Kathy Peters, County Attorney  
MONROE COUNTY FIRE RESCUE  
DEPARTMENT  
1111 12th Street, Suite 408  
Key West, Florida 33040  
Telephone: (305) 292-3470  
Facsimile: (305) 292-3516

For the District:

Bob Thomas, Chair  
P.O. Box 1023  
Key Largo, FL 33037  
Telephone: (305) 451-5517  
Facsimile:

For the Key Largo Volunteer  
Fire Department, Inc.:

Don Bock, Fire Chief  
1 East Drive  
Station 24  
Key Largo, Florida 33037  
Telephone: (305) 451-2700  
Facsimile: (305) 451-4699

For the Key Largo Volunteer  
Ambulance Corps.:

Ronnie Fell, President  
98600 Overseas Highway  
Key Largo, Florida 33037  
Telephone: (305) 451-2766  
Facsimile: (305) 451-1562

**[BALANCE OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2014.

MONROE COUNTY  
FIRE RESCUE DEPARTMENT

KEY LARGO FIRE RESCUE AND  
EMERGENCY MEDICAL SERVICES  
DISTRICT

\_\_\_\_\_  
James K. Callahan, Fire Chief

\_\_\_\_\_  
Bob Thomas, Chair

KEY LARGO VOLUNTEER  
AMBULANCE CORPS.

KEY LARGO VOLUNTEER FIRE  
DEPARTMENT, INC.

\_\_\_\_\_  
Ronnie Fell, President

\_\_\_\_\_  
Don Bock, Fire Chief

ATTEST:

ATTEST:

\_\_\_\_\_  
Amy Heavlin, County Clerk

\_\_\_\_\_  
Vicky Fay, District Clerk

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF  
ONLY:

\_\_\_\_\_  
Bob Shillinger, County Attorney

**MUTUAL AID AGREEMENT**  
**For**  
**FIRE PROTECTION AND RESCUE SERVICES**  
**Between the**  
**OCEAN REEF PUBLIC SAFETY &**  
**VOLUNTEER FIRE DEPARTMENT**  
**AND**  
**KEY LARGO FIRE RESCUE AND**  
**EMERGENCY MEDICAL SERVICES DISTRICT**  
**AND**  
**KEY LARGO VOLUNTEER AMBULANCE CORPS.**  
**AND**  
**KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.**

**THIS AGREEMENT** is by and between OCEAN REEF PUBLIC SAFETY & VOLUNTEER FIRE DEPARTMENT, a political subdivision existing under the laws of the State of Florida (hereinafter referred to as "Ocean Reef"), KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT (hereinafter referred to as "the District"), KEY LARGO VOLUNTEER AMBULANCE CORPS., and KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

**WITNESSETH**

**WHEREAS**, the District and Ocean Reef have established and maintain Fire Departments with firefighting equipment, emergency medical equipment and firefighting personnel; and

**WHEREAS**, the boundaries of Ocean Reef and the District are adjacent, and

**WHEREAS**, the parties deem it desirable that an agreement be entered into for their mutual benefit in times of emergency or disaster too great to be dealt with unassisted.

**NOW, THEREFORE**, it is agreed by and between the parties hereto that each shall assist the other under the following stipulations, provisions and conditions:

**1. DEFINITIONS:**

For the purpose of this Agreement, the following definitions shall apply.

- A. *Mutual Aid*: Mutual Aid is defined as a catastrophic event, manmade or natural, that because of the magnitude of the event, poses a hardship on the ability of the jurisdiction having authority to respond with adequate services, (e.g.: hurricanes, tornadoes, large structural fires, mass casualty incidents.) Mutual Aid shall not include ordinary events for which the responsible jurisdiction has determined it will not obtain adequate equipment and/or support.

B. *Requesting Party*: The Requesting Party is the jurisdiction having the authority and responsibility to respond to the disaster for which Mutual Aid is being sought.

C. *Responding Party*: The Responding Party is the jurisdiction being contacted by the Requesting Party to provide Mutual Aid assistance.

## **2. MUTUAL AID ASSISTANCE**

Mutual Aid assistance shall be requested by the Fire Chief of the Requesting Party or his designee, to the Fire Chief of the Responding Party or his designee. The request shall be initiated through the Monroe County Fire Department dispatch office.

If available, equipment shall be dispatched as requested by the Requesting Party. The number of such pieces and the amount of personnel dispatched shall be at the sole discretion of the Responding Party.

Notwithstanding any provision of this Agreement to the contrary, the Fire Department of any signatories may decline to provide assistance if by doing so, their own jurisdiction would not be afforded adequate coverage. Each department shall advise the other immediately if such a condition exists.

## **3. LIABILITY/INDEMNIFICATION**

Ocean Reef, the District, Key Largo Volunteer Ambulance Corps., and Key Largo Volunteer Fire Department, Inc. do not assume any liability for the acts, omissions or negligence of the other. Each shall indemnify and hold the other harmless from all claims, damages, losses and expenses (including attorney fees) arising out of or resulting from the negligent performance of their respective operations under this Agreement. This provision shall not be construed as a waiver of sovereign immunity. To the extent any claim is asserted in excess of the limits established by the waiver of sovereign immunity under Florida law, this provision will become null and void and shall be severed from the remainder of this Agreement.

## **4. REIMBURSEMENT**

No party to this Agreement will receive payment or be reimbursed by any other party for any expenses or the like incurred in connection with services provided under this Agreement. Nothing herein prevents any party from receiving reimbursements from FEMA or any other state or federal reimbursement programs.

## **5. TERM**

This Agreement shall be effective on the date of execution hereof and remain in effect until terminated by any party or superseded by a new Agreement. This Agreement may be cancelled by any party after providing a minimum of thirty (30) days written notice of intent to cancel said Agreement.

## 6. MISCELLANEOUS

(a) **Officer in Charge, Service Standard** - While providing Mutual Aid in the area where the emergency exists, the Responding Party personnel shall be subject to the orders and directions of the officer in charge of the operations for the Requesting Party. The Requesting Party shall utilize National Fire Protection Standard 1500 to ensure that the Incident Command System, the Personnel Accountability System and the 2-in/2-out standards are adhered to. Failure to comply with this service standard shall be a breach of this Agreement.

(b) **Application of Agreement** - This Agreement shall apply only to emergencies existing within the areas of protection of Ocean Reef and the District.

(c) **Conflict Resolution** - Any disputes arising from this Agreement shall be resolved by Ocean Reef Director of Public Safety, the District's authorized representative, the Key Largo Volunteer Fire Department, Inc. Fire Chief, or the Key Largo Volunteer Ambulance Corps.' authorized representative, or their duly authorized representatives.

## 7. EFFECTIVE DATE

This Agreement shall take effect immediately upon adoption.

For Ocean Reef:

Scott Lynch, Director of Public Safety  
OCEAN REEF PUBLIC SAFETY and  
VOLUNTEER FIRE DEPARTMENT  
10 Anchor Drive  
Key Largo, FL 33037  
Telephone: (305) 367-2222  
Facsimile: (305) 367-3139

With a copy to:

Greg Lunsford, VP  
OCEAN REEF CLUB ASSOCIATION  
24 Dockside Lane, #505  
Key Largo, Florida 33037  
Telephone: (305) 367-3067  
Facsimile: (305) 367-4246

For the District:

Bob Thomas, Chair  
P.O. Box 1023  
Key Largo, FL 33037  
Telephone: (305) 451-5517  
Facsimile: (305) 451-3550



For the Key Largo Volunteer  
Fire Department, Inc.:

Don Bock, Fire Chief  
1 East Drive  
Station 24  
Key Largo, Florida 33037  
Telephone: (305) 451-2700  
Facsimile: (305) 451-4699

For the Key Largo Volunteer  
Ambulance Corps.:

Ronnie Fell, President  
98600 Overseas Highway  
Key Largo, Florida 33037  
Telephone: (305) 451-2766  
Facsimile: (305) 451-1562

**[BALANCE OF PAGE INTENTIONALLY LEFT BLANK]**

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2014.

OCEAN REEF PUBLIC SAFETY  
VOLUNTEER FIRE DEPARTMENT

KEY LARGO FIRE RESCUE AND  
EMERGENCY MEDICAL SERVICES  
DISTRICT

\_\_\_\_\_  
Scott Lynch, Director  
Public Safety

\_\_\_\_\_  
Bob Thomas, Chair of

OCEAN REEF CLUB ASSOCIATION

KEY LARGO VOLUNTEER  
AMBULANCE CORPS.

\_\_\_\_\_  
Greg Lunsford, VP  
Ocean Reef Club

\_\_\_\_\_  
Ronnie Fell, President

KEY LARGO VOLUNTEER  
FIRE DEPARTMENT

\_\_\_\_\_  
Don Bock, Fire Chief

ATTEST:

\_\_\_\_\_  
Vicky Fay, District Clerk

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF  
ONLY:

\_\_\_\_\_  
Ocean Reef Club Association Attorney

# **MUTUAL AID AGREEMENT FOR FIRE RESCUE AND EMERGENCY SERVICES**

**By and Between**

**MONROE COUNTY, FLORIDA**

**And**

**KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT,  
KEY LARGO VOLUNTEER AMBULANCE CORPS., AND KEY LARGO VOLUNTEER  
FIRE DEPARTMENT, INC.**

This Mutual Aid Agreement ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between Monroe County, a political subdivision of the State of Florida ("County"); Key Largo Fire Rescue and Emergency Medical Services District; Key Largo Volunteer Ambulance Corps.; and Key Largo Volunteer Fire Department, Inc. (collectively, all of the entities are referred to as the "Parties").

## **WITNESSETH:**

**WHEREAS**, each of the Parties maintains equipment and personnel for the suppression of fires and emergency rescues within its own jurisdiction and areas; and

**WHEREAS**, the Parties desire to augment fire and emergency services available in their respective jurisdictions in the event of large fires or unusual emergency incidents; and

**WHEREAS**, the lands or districts of the Parties are adjacent or contiguous so that mutual assistance in a fire or rescue emergency is deemed feasible; and

**WHEREAS**, it is the policy of the County to conclude such agreements where practicable; and

**WHEREAS**, it is deemed by the Parties to be sound, desirable, practicable, and beneficial to render assistance to one another in accordance with these terms:

## **NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

1. Whenever it is deemed advisable by the authorized Senior Officer of a party to this Agreement to request firefighting or rescue assistance under the terms of this Agreement, the authorized Senior Officer on duty receiving the request shall forthwith take the following action:
  - a. Immediately determine if apparatus and personnel can be spared in response to the call.
  - b. Determine what apparatus and personnel might most effectively be dispatched.
  - c. Determine the mission to be assigned in accordance with the detailed plans and procedures of operations drawn in accordance with this Agreement by the technical heads of Parties involved.

- d. Forthwith dispatch such apparatus and personnel as, in the judgment of the Senior Officer receiving the call, should be sent in accordance with the terms of this Agreement.
2. While the rendering of assistance under the terms of this Agreement shall not be mandatory, the party receiving the request for assistance should immediately inform the requesting service if service cannot be rendered. A failure to inform or failure to render assistance shall not be considered a negligent act.
3. The Parties agree that no party is the agent of the other. Each party is responsible for any acts of negligence by its agents or employees. Each party to this Agreement waives any and all claims against the other party for compensation for any loss, damage to property, personal injury, and death occurring in consequence of the performance of this Agreement. Each party engaging in any mutual cooperation and assistance, pursuant to this Agreement, agrees with respect to any suit or claim for damages resulting from any and all acts, omissions, or conduct of such party's own employees occurring while engaging in rendering such aid pursuant to this Agreement, to hold harmless, defend and indemnify the other participating party and its appointees or employees, subject to provisions of Section 768.28, Florida Statutes, where applicable, provided such party shall have control of the defense of any suit or claim to which said duty to indemnify applies.
4. All services performed under this Agreement shall be rendered without reimbursement to another party. Each party agrees to furnish necessary equipment, resources and facilities and to render services to each other party to the Agreement as set forth above; provided however, that no party shall be required to deplete unreasonably its own equipment, resources, facilities, and services in furnishing such mutual aid.
5. All of the privileges and immunities from liability, exemption from laws, ordinances and rules, and all pensions, insurance, relief, disability, workers' compensation, salary, death and other benefits which apply to the activity of such officers, agents, or employees of any such agency when performing their respective functions within the territorial limits of their respective public agencies shall apply to them to the same degree, manner, and extent which engaged in the performance of any of their functions and duties extraterritorially under the provisions of this Agreement. The provisions of this section shall apply with equal effect to paid, volunteer, and reserve employees.
6. The Chief Officers and personnel of the Parties to this Agreement are invited and encouraged, on a reciprocal basis, to frequently visit each other's activities for guided familiarization consistent with local security requirements and conduct joint pre-incident planning, inspections, training, and drills. The technical heads of the Parties to this Agreement are authorized and encouraged to draft any Standard Operating Procedures necessary to effect this Agreement.
7. This Agreement shall become effective upon the date hereof and shall remain in effect until terminated by any party or superseded by a new Agreement. This

Agreement may be cancelled by any party after providing a minimum of thirty (30) days' written notice of intent to cancel said Agreement.

8. Notice: Any notices required to be given under this Agreement shall be delivered by first class U.S. mail as follows:

For Monroe County: Monroe County Fire Chief James Callahan  
490 63<sup>rd</sup> St. Ocean  
Marathon, FL 33050  
Telephone: (305) 292-3470  
Facsimile: (305) 289-6007

With a copy to: Monroe County Attorney's Office  
1111 12<sup>th</sup> St. Suite 408  
Key West, FL 33040  
Telephone: (305) 292-3470  
Facsimile: (305) 292-3516

For the District: Bob Thomas, Chair  
P.O. Box 1023  
Key Largo, FL 33037  
Telephone: (305) 451-5517  
Facsimile: (305) 451-3550

For the Key Largo Volunteer Fire Department, Inc.: Ronnie Fell, President  
1 East Drive  
Station 24  
Key Largo, FL 33037  
Telephone: (305) 451-2700  
Facsimile: (305) 451-4699

For the Key Largo Volunteer Ambulance Corps.: Scott Robinson, President  
98600 Overseas Highway  
Key Largo, FL 33037  
Telephone: (305) 451-2766  
Facsimile: (305) 451-1562

9. This Agreement constitutes the entire agreement between the Parties. It may be amended only in writing signed by the Parties. This Agreement shall take effect immediately upon execution by the last of the Parties signing below. Each of the signatories to this Agreement attests that he/she is authorized to enter into this Agreement on behalf of his or her governing body or corporate board.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the date written above.

Attest: Amy Heavilin, Clerk

BOARD OF COUNTY COMMISSIONERS  
OF MONROE COUNTY, FLORIDA

By: \_\_\_\_\_

Deputy Clerk

By: \_\_\_\_\_

Mayor/Chairman

KEY LARGO FIRE RESCUE AND  
EMERGENCY MEDICAL SERVICES  
DISTRICT

By: \_\_\_\_\_

Bob Thomas, Chair

KEY LARGO VOLUNTEER AMBULANCE  
CORPS.

By: \_\_\_\_\_

Scott Robinson, President

KEY LARGO VOLUNTEER FIRE  
DEPARTMENT, INC.

By: \_\_\_\_\_

Ronnie Fell, President

**6b.**



**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](http://citrincooperman.com)

April 7, 2025

To the Board of Commissioners  
Key Largo Volunteer Ambulance Corps., Inc.  
1 East Drive,  
Key Largo, FL 33037

Dear Members of the Board:

We are pleased to confirm our understanding of the services we are to provide for Key Largo Volunteer Ambulance Corps., Inc. (the "Organization") 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 Organization, which comprise the statement of financial position as of December 31, 2024 and 2023, and the related statement of activities, functional expenses and cash flows for the years the ended, and the disclosures (collectively, the "financial statements").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether the Organization's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America ("U.S. GAAP"). 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 auditing standards generally accepted in the United States of America ("GAAS") 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.

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

We will conduct our audit in accordance with GAAS and will include tests of the Organization'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, we exercise professional judgment and maintain professional skepticism throughout the audit.





To the Board of Commissioners  
Key Largo Volunteer Ambulance Corps., Inc.  
April 7, 2025  
Page 2

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 Organization or to acts by management or employees acting on behalf of the Organization.

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. 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 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 obtain an understanding of the Organization 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 opinion. 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 deficiencies in internal control. Accordingly, we will express no such opinion. However, during our audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards.

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 Organization'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 Organization's attorneys as part of the engagement and they may bill the Organization for responding to this inquiry.



To the Board of Commissioners  
Key Largo Volunteer Ambulance Corps., Inc.  
April 7, 2025  
Page 3

## **Other Services**

We will assist in preparing the financial statements, supplemental schedules, and notes of the Organization 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 Organization's financial statements and supplemental schedules remains the responsibility of management.

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 Organization'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, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. GAAP. Management is also responsible for making drafts of the 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 Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued. 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 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 Organization 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 and related matters.

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 taken as a whole.



To the Board of Commissioners  
Key Largo Volunteer Ambulance Corps., Inc.  
April 7, 2025  
Page 4

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 Organization 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 Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring the Organization complies with applicable laws and regulations.

You agree to assume all management responsibilities for any and all non attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration and Fees**

We understand that the Organization'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.

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.

Our all-inclusive fees for these services will be \$15,000 which includes 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 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 Organization prior to the finalization of the engagement letter.

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To the Board of Commissioners  
Key Largo Volunteer Ambulance Corps., Inc.  
April 7, 2025  
Page 5

In accordance with our firm policies, work may be suspended if the Organization's account becomes overdue and will not be resumed until the Organization's account is paid in full. You acknowledge and agree that we are not required to continue work in the event of the Organization'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 Organization 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 Organization agrees to pay us for the time we incurred on this engagement at our standard hourly rates. The Organization 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 Organization 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 Organization 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.

### **Reporting**

We will issue a written report upon completion of our audit of the Organization's financial statements. Our report will be addressed to management and board of commissioners of the Organization. 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

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To the Board of Commissioners  
Key Largo Volunteer Ambulance Corps., Inc.  
April 7, 2025  
Page 6

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.

### **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 Organization acknowledges that the Organization has received and read the Additional Terms and Conditions of Engagement Addendum and agrees to be bound by those terms. If the Organization 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 Organization 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.

Our acceptance of this engagement is subject to our normal client intake and due diligence procedures. We anticipate that this will be completed within ten business days of your countersigning this letter and will advise you when complete.

We appreciate the opportunity to be of service to you 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: \_\_\_\_\_

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**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 Organization. This addendum, and the accompanying engagement letter, comprise the Organization's agreement with Citrin Cooperman & Company, LLP ("Citrin Cooperman").

### **Use of Service Providers**

During the course of serving the Organization'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 Organization 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 Organization 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 Organization's information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of the Organization'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 Organization's information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of the Organization'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 Organization'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 Organization's information as the confidentiality terms set forth above. Additionally, you hereby consent to the disclosure of the Organization'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 (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.

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

Management will receive instructions from us inviting you to connect to a secured portal to upload the Organization'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 Organization 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 Organization agrees to the use of e-mail and other electronic methods to transmit and receive information, between Citrin Cooperman and the Organization and between Citrin Cooperman and third-party service providers or other entities engaged by Citrin Cooperman or the Organization.

## 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 Organization's location.

## Responding to Requests or Subpoenas

As a result of our services to the Organization, we may be requested or subpoenaed to provide testimony, information or documents (some of which may be privileged) to the Organization, 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 Organization as a separate engagement irrespective of whether we are providing any other services to the Organization at that time. The Organization 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 notify us of any planned transactions involving changes in ownership of the Organization or acquisitions of other entities by the Organization.
- 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 Organization is expected to retain all financial and non-financial information including anything the Organization'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.

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. 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.



All claims by the Organization arising with respect to or relating to this engagement must be commenced within three (3) years 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 Organization, for any reason, any and all claims by the Organization arising under this engagement must be commenced within three (3) years of the date the Organization 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 Florida, without giving effect to any provisions relating to conflict of laws that would require the laws of another jurisdiction to apply.

### **Liability Provision**

The Organization 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.

Except for claims arising from gross negligence, fraud or willful misconduct, Citrin Cooperman's maximum liability to the Organization arising for any reason relating to the services rendered under this engagement, including but not limited to the indemnification obligations set forth in Section 11 of the Key Largo Audit Contract, shall be limited to three times 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 Organization'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 Organization 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.



**Citrin Cooperman & Company, LLP**  
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**T** 954.771.0896 **F** 954.938.9353  
[citrincooperman.com](http://citrincooperman.com)

April 7, 2025

To the Board of Commissioners  
Key Largo Volunteer Fire Department, Inc.  
98600 Overseas Hwy,  
Key Largo, FL 33037

Dear Members of the Board:

We are pleased to confirm our understanding of the services we are to provide for Key Largo Volunteer Fire Department, Inc. (the "Organization") 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 Organization, which comprise the statement of financial position as of December 31, 2024 and 2023, and the related statement of activities, functional expenses and cash flows for the years the ended, and the disclosures (collectively, the "financial statements").

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether the Organization's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America ("U.S. GAAP"). 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 auditing standards generally accepted in the United States of America ("GAAS") 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.

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

We will conduct our audit in accordance with GAAS and will include tests of the Organization'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, we exercise professional judgment and maintain professional skepticism throughout the audit.



To the Board of Commissioners  
Key Largo Volunteer Fire Department, Inc.  
April 7, 2025  
Page 2

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 Organization or to acts by management or employees acting on behalf of the Organization.

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. 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 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 obtain an understanding of the Organization 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 opinion. 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 deficiencies in internal control. Accordingly, we will express no such opinion. However, during our audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards.

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 Organization'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 Organization's attorneys as part of the engagement and they may bill the Organization for responding to this inquiry.



To the Board of Commissioners  
Key Largo Volunteer Fire Department, Inc.  
April 7, 2025  
Page 3

## **Other Services**

We will assist in preparing the financial statements, supplemental schedules, and notes of the Organization 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 Organization's financial statements and supplemental schedules remains the responsibility of management.

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 Organization'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, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. GAAP. Management is also responsible for making drafts of the 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 Organization's ability to continue as a going concern within one year after the date that the financial statements are available to be issued. 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 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 Organization 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 and related matters.

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 taken as a whole.



To the Board of Commissioners  
Key Largo Volunteer Fire Department, Inc.  
April 7, 2025  
Page 4

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 Organization 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 Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring the Organization complies with applicable laws and regulations.

You agree to assume all management responsibilities for any and all non attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration and Fees**

We understand that the Organization'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.

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.

Our all-inclusive fees for these services will be \$15,000 which includes 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 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 Organization prior to the finalization of the engagement letter.





To the Board of Commissioners  
Key Largo Volunteer Fire Department, Inc.  
April 7, 2025  
Page 5

In accordance with our firm policies, work may be suspended if the Organization's account becomes overdue and will not be resumed until the Organization's account is paid in full. You acknowledge and agree that we are not required to continue work in the event of the Organization'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 Organization 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 Organization agrees to pay us for the time we incurred on this engagement at our standard hourly rates. The Organization 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 Organization 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 Organization 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.

### **Reporting**

We will issue a written report upon completion of our audit of the Organization's financial statements. Our report will be addressed to management and board of commissioners of the Organization. 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

"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.



To the Board of Commissioners  
Key Largo Volunteer Fire Department, Inc.  
April 7, 2025  
Page 6

opinions, we may decline to express opinions or withdraw from this engagement.

### **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 Organization acknowledges that the Organization has received and read the Additional Terms and Conditions of Engagement Addendum and agrees to be bound by those terms. If the Organization 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 Organization 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.

Our acceptance of this engagement is subject to our normal client intake and due diligence procedures. We anticipate that this will be completed within ten business days of your countersigning this letter and will advise you when complete.

We appreciate the opportunity to be of service to you 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 Organization. This addendum, and the accompanying engagement letter, comprise the Organization's agreement with Citrin Cooperman & Company, LLP ("Citrin Cooperman").

### **Use of Service Providers**

During the course of serving the Organization'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 Organization 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 Organization 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 Organization's information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of the Organization'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 Organization's information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of the Organization'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 Organization'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 Organization's information as the confidentiality terms set forth above. Additionally, you hereby consent to the disclosure of the Organization'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 (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.



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

Management will receive instructions from us inviting you to connect to a secured portal to upload the Organization'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 Organization 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 Organization agrees to the use of e-mail and other electronic methods to transmit and receive information, between Citrin Cooperman and the Organization and between Citrin Cooperman and third-party service providers or other entities engaged by Citrin Cooperman or the Organization.

## **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 Organization's location.

## **Responding to Requests or Subpoenas**

As a result of our services to the Organization, we may be requested or subpoenaed to provide testimony, information or documents (some of which may be privileged) to the Organization, 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 Organization as a separate engagement irrespective of whether we are providing any other services to the Organization at that time. The Organization 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 notify us of any planned transactions involving changes in ownership of the Organization or acquisitions of other entities by the Organization.
- 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 Organization is expected to retain all financial and non-financial information including anything the Organization'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.

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. 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.

All claims by the Organization arising with respect to or relating to this engagement must be commenced within three (3) years 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 Organization, for any reason, any and all claims by the Organization arising under this engagement must be commenced within three (3) years of the date the Organization 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 Florida, without giving effect to any provisions relating to conflict of laws that would require the laws of another jurisdiction to apply.

### **Liability Provision**

The Organization 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.

Except for claims arising from gross negligence, fraud or willful misconduct, Citrin Cooperman's maximum liability to the Organization arising for any reason relating to the services rendered under this engagement, including but not limited to the indemnification obligations set forth in Section 11 of the Key Largo Audit Contract, shall be limited to three times 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 Organization'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 Organization 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.

**7a.**



## State EMS Matching Grant Awards 2025

Organization	Partial or Fully Funded	State Award	Grantee Match	Project Total	Summary of Approved Project
Baker County Fire Rescue	Partial	\$ 60,638.26	\$ 6,737.59	\$ 67,375.85	Ventilators
Bay County Fire Rescue	Partial	\$ 35,175.00	\$ 11,725.00	\$ 46,900.00	Electronic Substance Storage System
Bradford County Fire Rescue	Partial	\$ 135,000.00	\$ 15,000.00	\$ 150,000.00	Monitors
Calhoun-Liberty Hospital	Partial	\$ 33,582.23	\$ 3,731.36	\$ 37,313.59	AEDs, Rescue UTV with EMS Skid Unit
City of Fort Lauderdale	Fully	\$ 14,850.00	\$ 4,950.00	\$ 19,800.00	Trauma Supplies
Dixie County	Partial	\$ 45,000.00	\$ 5,000.00	\$ 50,000.00	Monitors
Duette Fire and Rescue District	Partial	\$ 25,747.05	\$ 8,582.35	\$ 34,329.40	Defibrillators, LUCAS Device
Fort Lauderdale Fire Rescue	Partial	\$ 13,047.20	\$ 4,349.07	\$ 17,396.27	Blood Program
Gadsden County	Partial	\$ 72,218.62	\$ 8,024.29	\$ 80,242.91	Ventilators
Gilchrist County Fire Rescue	Partial	\$ 184,500.00	\$ 20,500.00	\$ 205,000.00	Ambulance Remount
Hamilton County	Partial	\$ 41,400.00	\$ 4,600.00	\$ 46,000.00	Ventilators, IV pumps
Hamilton County	Partial	\$ 225,000.00	\$ 25,000.00	\$ 250,000.00	Ambulance Remount
Hernando County	Partial	\$ 29,754.00	\$ 9,918.00	\$ 39,672.00	Stretchers, stretcher batteries
Holley Navarre	Partial	\$ 27,750.00	\$ 9,250.00	\$ 37,000.00	Monitors and LUCAS device
Indian Harbour Beach Volunteer Fire Department	Partial	\$ 16,093.50	\$ 5,364.50	\$ 21,458.00	EMR Training
Jefferson County Fire Rescue	Partial	\$ 90,000.00	\$ 10,000.00	\$ 100,000.00	Monitors
Jupiter Fire Rescue	Partial	\$ 11,250.00	\$ 3,750.00	\$ 15,000.00	Manikins
Key Largo Volunteer Fire Department	Partial	\$ 23,076.16	\$ 2,564.02	\$ 25,640.18	Manikins, Training Kits
Leon County EMS	Partial	\$ 12,000.00	\$ 4,000.00	\$ 16,000.00	Training: CPR
Levy County	Partial	\$ 18,000.00	\$ 2,000.00	\$ 20,000.00	Video laryngoscopes and accessories
Madison County Fire Rescue	Fully	\$ 180,000.00	\$ 20,000.00	\$ 200,000.00	Ambulance remount
Madison County Fire Rescue	Partial	\$ 13,500.00	\$ 1,500.00	\$ 15,000.00	Power Chairs
Miami-Dade Fire Rescue	Partial	\$ 42,463.40	\$ 14,154.47	\$ 56,617.87	Manikins



## State EMS Matching Grant Awards 2025

Organization	Partial or Fully Funded	State Award	Grantee Match	Project Total	Summary of Approved Project
Midway Fire District	Partial	\$ 4,619.41	\$ 1,539.80	\$ 6,159.21	Laryngoscopes
Okeechobee County Fire Rescue	Partial	\$ 45,000.00	\$ 5,000.00	\$ 50,000.00	Monitors
Pace Fire Rescue District	Partial	\$ 46,500.00	\$ 15,500.00	\$ 62,000.00	Monitors, Ultrasound, Video Laryngoscopes
Pembroke Pines	Fully	\$ 2,399.97	\$ 799.99	\$ 3,199.96	Manikins (infant and adult)
Pembroke Pines	Partial	\$ 59,970.75	\$ 19,990.25	\$ 79,961.00	Monitors
Pembroke Pines	Partial	\$ 22,484.96	\$ 7,494.99	\$ 29,979.94	Manikins
Positive Mobility Inc.	Partial	\$ 29,700.00	\$ 3,300.00	\$ 33,000.00	Ventilators
St. Lucie County Fire District	Partial	\$ 4,950.00	\$ 1,650.00	\$ 6,600.00	Cyanokits
Sunrise Fire Rescue	Partial	\$ 7,164.79	\$ 2,388.26	\$ 9,553.05	Software upgrades, cables, sensors
Suwannee River AHEC	Fully	\$ 35,137.50	\$ 11,712.50	\$ 46,850.00	Training: GEMS
Temple Terrace Police Department	Fully	\$ 20,268.91	\$ 6,756.30	\$ 27,025.21	AEDs
Union County EMS	Fully	\$ 225,000.00	\$ 25,000.00	\$ 250,000.00	Ambulance
Union County EMS	Partial	\$ 29,452.64	\$ 3,272.52	\$ 32,725.16	Ventilators
Washington County EMS	Partial	\$ 9,000.00	\$ 1,000.00	\$ 10,000.00	Video laryngoscopes and accessories

**Totals:** **\$1,891,694.35** **\$ 306,105.25** **\$2,197,799.60**

**Quantity of Applications:** **37**

**10a.**

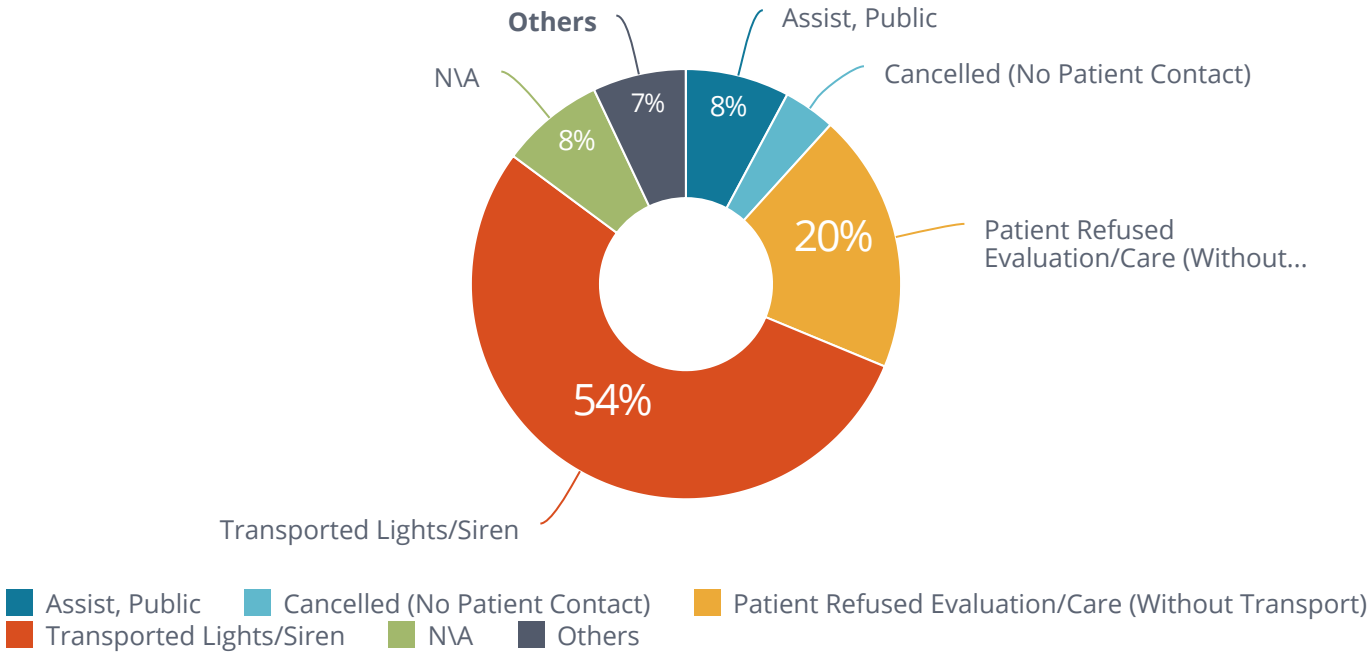
Filter statement

Filters Days in Dispatched 4/1/25 to 4/30/25

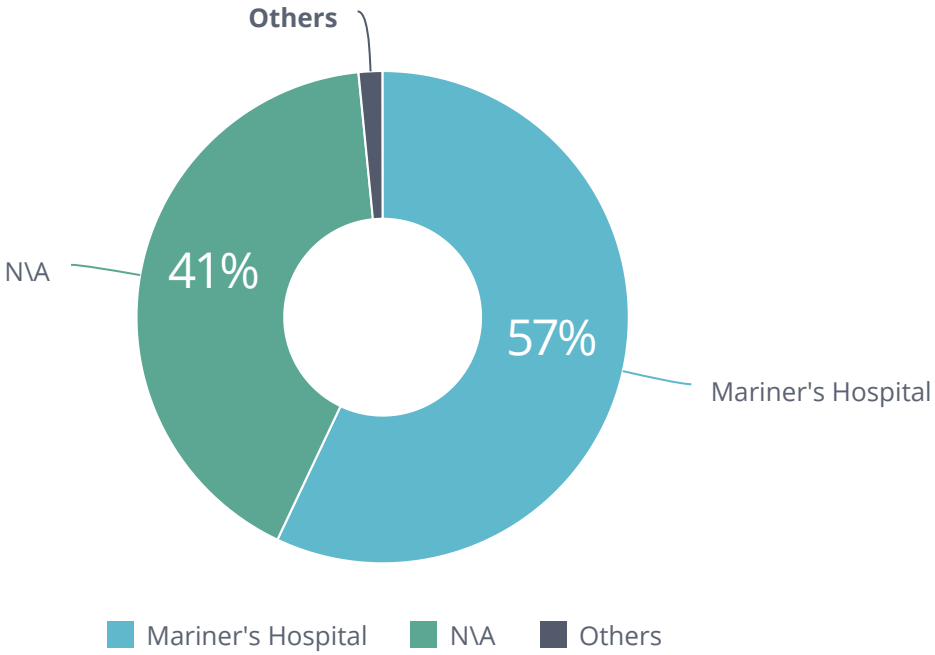
Count of Incidents This Year

Count of Incidents  
128

Calls by Disposition



Calls by Destination



Disposition	Call Volume
Assists	10
Cancelled	6
Refusals	31
Transports	81
Total	128



**10b.**

Key Largo Volunteer Ambulance Corp Inc.  
Treasurer's Report  
March 2025

	Billing Account	Corp Account	Building Account	CPR Account	Total
<b>Beginning Balance</b>	<b>\$145,309.00</b>	<b>\$3,987.77</b>	<b>\$66,193.87</b>	<b>\$582.37</b>	<b>\$216,073.01</b>
<u>Revenues</u>					
Interest	73.41	1.69	28.11	0.25	103.46
Medical Fees	43,305.87				43,305.87
Medical Transcripts					0.00
KL Fire Rescue & EMS Reimb	99,888.86				99,888.86
Donations					0.00
Educational Income					0.00
Uncollected Income/Adjustmts	-176,834.98				-176,834.98
Misc Income					0.00
<b>Total Revenues</b>	<b>-\$33,566.84</b>	<b>\$1.69</b>	<b>\$28.11</b>	<b>\$0.25</b>	<b>-\$33,536.79</b>
<u>Expenditures</u>					
Advertising					0
Background Checks					0.00
Equipment Rental					0.00
Payroll Expenses	139,375.55	10,772.96			150,148.51
Licenses & Permits	475.00				475.00
Professional Fees					0.00
Supplies	979.7				979.70
Bank Service Charges	65.18				65.18
Postage	8.95				8.95
Repairs					0.00
Dues & Memberships					0.00
<b>Total Expenditures</b>	<b>\$140,904.38</b>	<b>\$10,772.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$151,677.34</b>
<b>Ending Balance</b>	<b>-\$29,162.22</b>	<b>-\$6,783.50</b>	<b>\$66,221.98</b>	<b>\$582.62</b>	<b>\$30,858.88</b>
TRANSFERS	0.00	0.00	0.00	0.00	0.00
Vol Reimb paid with Billing Acct	(10,772.96)	10,772.96	0.00	0.00	0.00
Balance before Adjustment	(50,708.14)	3,989.46	66,221.98	582.62	20,085.92
Adjustment to arrive at Actual	186,690.35	0.00	0.00	0.00	186,690.35
<b>ACTUAL BALANCE @ MO END</b>	<b>\$135,982.21</b>	<b>\$3,989.46</b>	<b>\$66,221.98</b>	<b>\$582.62</b>	<b><u>\$206,776.27</u></b>

Key Largo Volunteer Ambulance Corp Inc.  
Treasurer's Report  
April 2025

	Billing Account	Corp Account	Building Account	CPR Account	Total
<b>Beginning Balance</b>	<b>\$135,982.21</b>	<b>\$3,989.46</b>	<b>\$66,221.98</b>	<b>\$582.62</b>	<b>\$206,776.27</b>
<u>Revenues</u>					
Interest	53.00	1.69	27.21	0.24	82.14
Medical Fees	56,004.33				56,004.33
Medical Transcripts		125.00			125.00
KL Fire Rescue & EMS Reimb	52,622.75				52,622.75
Donations					0.00
Educational Income					0.00
Uncollected Income/Adjustmts *	30,599.10				30,599.10
Misc Income					0.00
<b>Total Revenues</b>	<b>\$139,279.18</b>	<b>\$126.69</b>	<b>\$27.21</b>	<b>\$0.24</b>	<b>\$139,433.32</b>
<u>Expenditures</u>					
Background Checks	165.00				165.00
Equipment Rental					0.00
Payroll Expenses	123,263.26	13,435.30			136,698.56
Licenses & Permits		61.25			61.25
Professional Fees	210.64				210.64
Supplies	2,694.02				2,694.02
Bank Service Charges	64.30				64.30
Postage					0.00
Repairs					0.00
Dues & Memberships					0.00
<b>Total Expenditures</b>	<b>\$126,397.22</b>	<b>\$13,496.55</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$139,893.77</b>
<b>Ending Balance</b>	<b>\$148,864.17</b>	<b>-\$9,380.40</b>	<b>\$66,249.19</b>	<b>\$582.86</b>	<b>\$206,315.82</b>
TRANSFERS	0.00	0.00	0.00	0.00	0.00
Vol Reimb paid with Billing Acct *	(13,435.30)	13,435.30	0.00	0.00	0.00
Balance before Adjustment	121,993.57	4,054.90	66,249.19	582.86	192,880.52
Adjustment to arrive at Actual *	-17,163.80	0.00	0.00	0.00	-17,163.80
<b>ACTUAL BALANCE @ MO END</b>	<b>\$104,829.77</b>	<b>\$4,054.90</b>	<b>\$66,249.19</b>	<b>\$582.86</b>	<b><u>\$175,716.72</u></b>
	(13,435.30)				
	-17,163.80				
	<b><u>-\$30,599.10 *</u></b>				

**10c.**



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

## Business Meeting Date: March 11, 2025

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

1. Meeting was called to order at 6:33 pm by President Scott Robinson.
2. **Approval of Agenda**  
Dawn DeBrule seconded by Tess Marra moved approval of the agenda. Motion carried unanimously.
3. **Announcements**
  - Danny Powers was welcomed to the Board of Directors after being elected at the February meeting.
4. **Public Comment** - No public comment.
5. **Approval of Minutes**  
Tess Marra seconded by Dawn DeBrule moved approval of the February 2025 minutes. Motion carried unanimously.
6. **Treasurer's Report**  
Tess Marra reported a balance of \$ 216,073.01 as of February 28, 2025. Dawn DeBrule seconded by Danny Powers moved approval of the treasurer's report. Motion carried unanimously.
7. **Committee Reports** - No report.
8. **Legal Report** - No Report
9. **Membership Review**
  - A. Reimbursement Requests  
Tess Marra reported requests for reimbursement from 5 volunteers [as listed on the Agenda]. Dawn DeBrule, seconded by Danny Powers moved approval for each of the volunteers. The motion passed unanimously.
10. **Old Business** - None



## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

### 11. **New Business**

- A. After reviewing the proposed changes to five SOPs and upon motion and second by Dawn DeBrule and Tess Marra, the changes were unanimously approved.
- B. The Chief updated the Board with regard to the County's new requirements prior to the issuance of the COPCN certification.

### 12. **Membership Discussion**

Danny Powers mentioned that he has contacted the State regarding multiple reported and documented troubling statements directed at EMS by fire personnel at Station 25. He stated that he did this in light of the fact that there is no HR department within the individual corporations.

### 13. **Adjournment**

There being no further business, Dawn DeBrule seconded by Tess Marra moved adjournment. Motion carried. Meeting adjourned at 6:55 pm.

Kay Cullen  
Recording Secretary

**11a.**

Filter statement

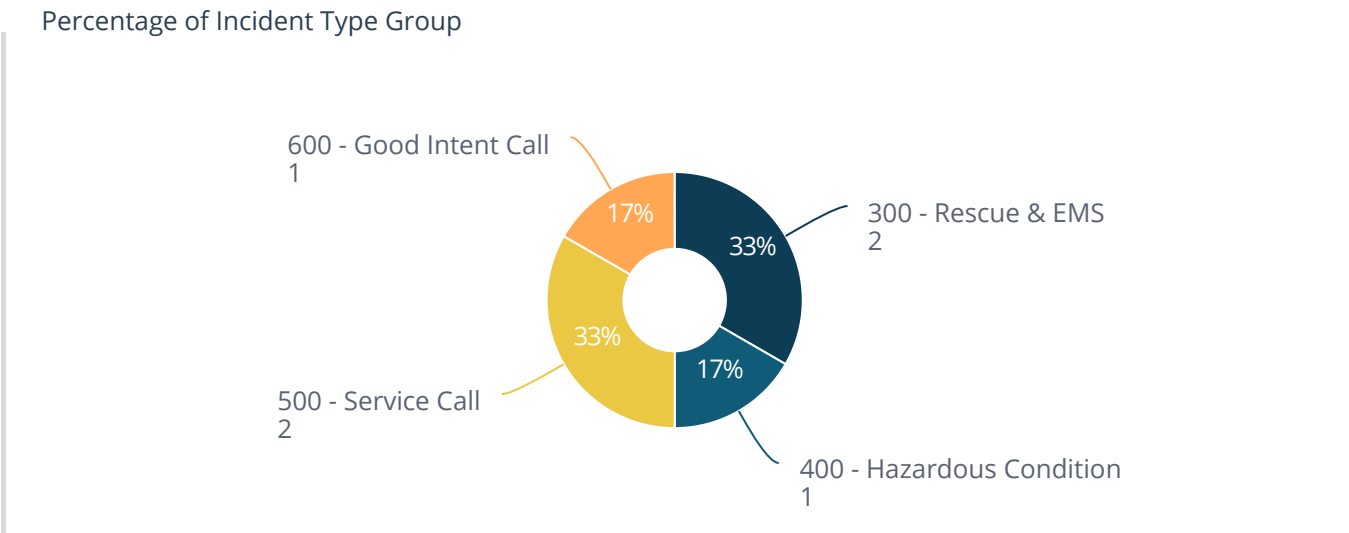
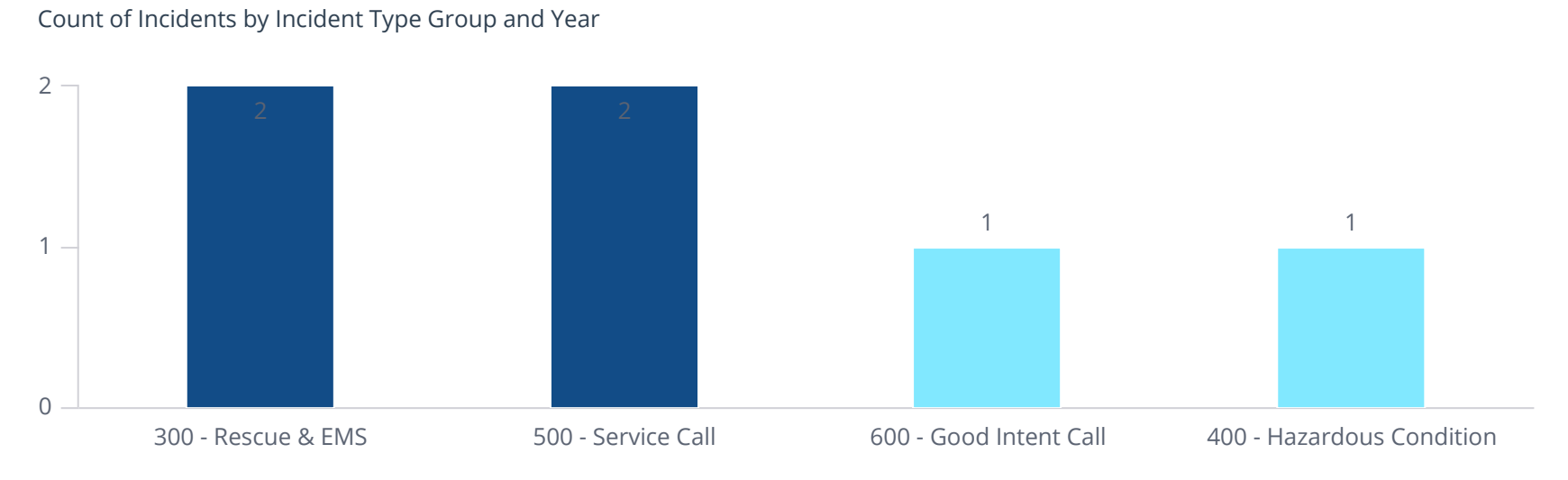
Filters

Alarm Date Range4/1/25 to 4/30/25

Is Lockedtrue

Is Activetrue

Fire Incident Types





Filter statement

Filters

Alarm Date Range

4/1/25 to 4/30/25

|

Is Locked

true

|

Is Active

true

Count of Incidents by Type

Incident Type Group	Incident Type	Incident Type Code	Count of Incidents	
			04/2025	Grand Total
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	321	1	1
	Motor vehicle accident with injuries	322	1	1
300 - Rescue & EMS Total			2	2
400 - Hazardous Condition	Toxic condition, other	420	1	1
500 - Service Call	Assist police or other governmental agency	551	1	1
	Cover assignment, standby, moveup	571	1	1
500 - Service Call Total			2	2
600 - Good Intent Call	No incident found on arrival at dispatch address	622	1	1
Grand Total			6	6

Filter statement

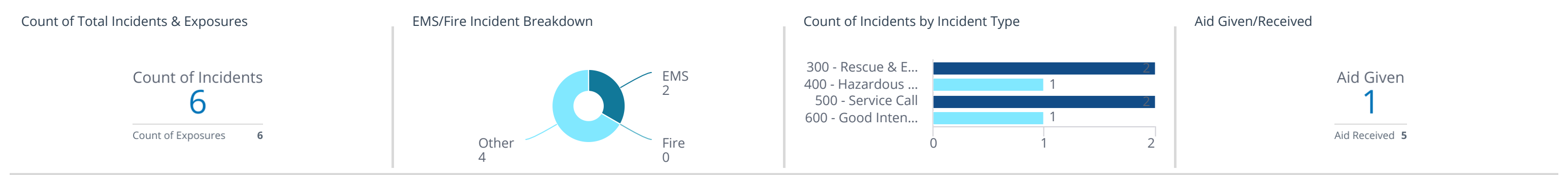
Filters

Alarm Date Range4/1/25 to 4/30/25

Is Lockedtrue

Is Activetrue

Fire Index - Incident Type Breakdown



Filter statement

Filters

Alarm Date Range

4/1/25 to 4/30/25

|

Is Locked

true

|

Is Active

true

Incident Details				
Incident Number	Time in Alarm DateTime	Incident Type Group	Incident Type Code	Incident Type
MCSO25CAD054033	04/03/2025 19:17:56	300 - Rescue & EMS	322	Motor vehicle accident with injuries
MCSO25CAD054715	04/04/2025 19:24:05	600 - Good Intent Call	622	No incident found on arrival at dispatch address
MCSO25CAD056159	04/06/2025 23:04:13	300 - Rescue & EMS	321	EMS call, excluding vehicle accident with injury
MCSO25CAD057381	04/09/2025 07:33:59	500 - Service Call	571	Cover assignment, standby, moveup
MCSO25CAD057787	04/09/2025 18:26:14	400 - Hazardous Condition	420	Toxic condition, other
MCSO25CAD068194	04/27/2025 08:39:19	500 - Service Call	551	Assist police or other governmental agency

Filter statement

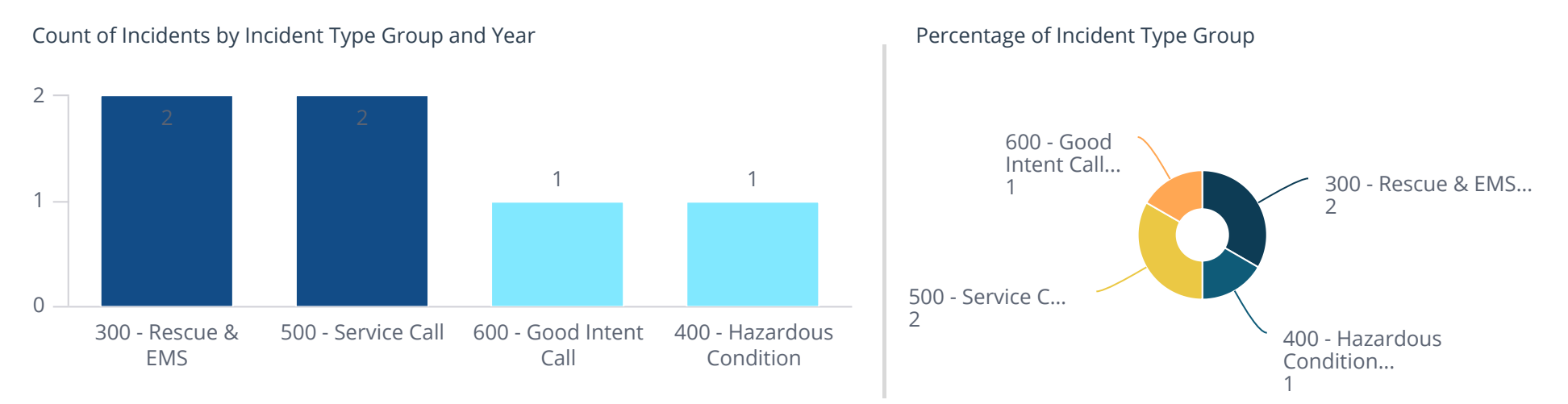
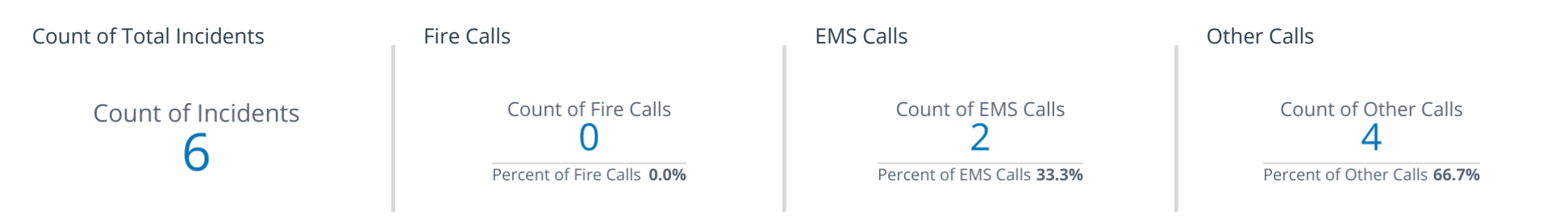
Filters

Alarm Date Range4/1/25 to 4/30/25

Is Lockedtrue

Is Activetrue

Fire Incident Types




Count of Incidents by Type				
Incident Type Group	Incident Type	Incident Type Code	Count of Incidents	
			04/2025	Grand Total
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	321	1	1
	Motor vehicle accident with injuries	322	1	1
300 - Rescue & EMS Total			2	2
400 - Hazardous Condition	Toxic condition, other	420	1	1
500 - Service Call	Assist police or other governmental agency	551	1	1
	Cover assignment, standby, moveup	571	1	1
500 - Service Call Total			2	2
600 - Good Intent Call	No incident found on arrival at dispatch address	622	1	1
Grand Total			6	6

Filter statement

Filters

**Alarm Date Range** 4/1/25 to 4/30/25 | **Is Locked** true | **Is Active** true

Incident Details

Incident Number	Time in Alarm DateTime	Incident Type Code 	Incident Type Group
MCSO25CAD056159	04/06/2025 23:04:13	321	300 - Rescue & EMS
MCSO25CAD054033	04/03/2025 19:17:56	322	300 - Rescue & EMS
MCSO25CAD057787	04/09/2025 18:26:14	420	400 - Hazardous Con...
MCSO25CAD068194	04/27/2025 08:39:19	551	500 - Service Call
MCSO25CAD057381	04/09/2025 07:33:59	571	500 - Service Call
MCSO25CAD054715	04/04/2025 19:24:05	622	600 - Good Intent Call

Filter statement

Filters

Alarm Date Range4/1/25 to 4/30/25

Is Lockedtrue

Is Activetrue

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
6	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

4/1/25 to 4/30/25

|

Is Locked

true

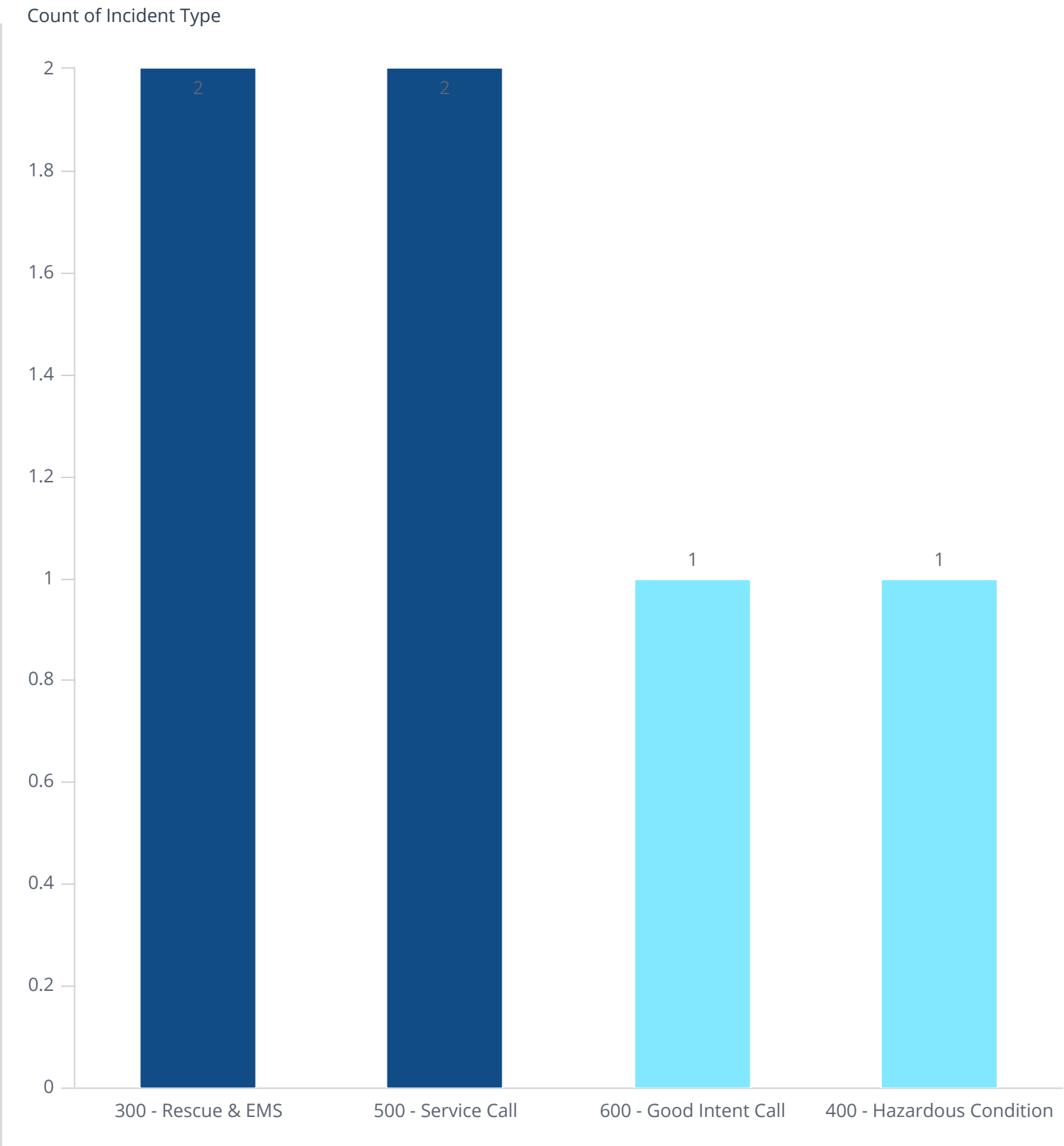
|

Is Active

true

Incident Type

Incident Type Group	Incident Type Code	Incident Type	Count of Incidents
300 - Rescue & EMS	321	EMS call, excluding vehicle accident with injury	1
	322	Motor vehicle accident with injuries	1
300 - Rescue & EMS Total			2
400 - Hazardous Condition	420	Toxic condition, other	1
500 - Service Call	551	Assist police or other governmental agency	1
	571	Cover assignment, standby, moveup	1
500 - Service Call Total			2
600 - Good Intent Call	622	No incident found on arrival at dispatch address	1
Count of Incidents			6



Filter statement

Filters

Alarm Date Range4/1/25 to 4/30/25

Is Lockedtrue

Is Activetrue

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	571	Cover assignment, standby,	1
None	321	EMS call, excluding vehicle accident	1
	322	Motor vehicle accident with injuries	1
	420	Toxic condition, other	1
	551	Assist police or other governmental	1
	622	No incident found on arrival at	1
None Total			5
Count of Instances of Aid Given or Received			6



**11b.**

**Key Largo Volunteer Fire Department**  
**Treasurer's Report**  
**March 2025**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$105,472.64</b>	<b>\$3,048.42</b>	<b>\$621.93</b>	<b>\$109,142.99</b>
<u>Revenues</u>				
Revenues & Reimbursements	202,440.80			202,440.80
Donations				0.00
T-Shirts/Sweaters				0.00
Misc Income - Settlement - M Samuels				0.00
Interest	47.66	1.61	0.26	49.53
<b>Total Revenues</b>	<b>202,488.46</b>	<b>1.61</b>	<b>0.26</b>	<b><u>\$202,490.33</u></b>
<u>Expenditures</u>				
Payroll Expenses	195,329.90			195,329.90
Employee's Share Health Insurance	-2,160.10			-2,160.10
Health Insurance	25,134.37			25,134.37
Background Checks	67.20			67.20
Repairs & Maintenance				0.00
Cell Phone				0.00
Licenses & Permits				0.00
Professional Fees				0.00
Training				0.00
Supplies				0.00
Dues & Subscriptions	593.98			593.98
<b>Total Expenditures</b>	<b>218,965.35</b>	<b>0.00</b>	<b>0.00</b>	<b><u>\$218,965.35</u></b>
<b>Ending Balance</b>	<b>88,995.75</b>	<b>3,050.03</b>	<b>622.19</b>	<b>\$92,667.97</b>
IRS Penalties (NSF)				0.00
TRANSFERS				0.00
Balance before Adjustment	88,995.75	3,050.03	622.19	\$92,667.97
Adjustment to arrive at Actual	317.46	0.00	0.00	317.46
<b>ACTUAL BALANCE @ MO END</b>	<b>\$88,678.29</b>	<b>\$3,050.03</b>	<b>\$622.19</b>	<b><u>\$92,350.51</u></b>
*Payroll Liabilities	317.46			
Fixed Asset Purchases	0.00			
Total Adjustments	<b><u>\$317.46</u></b>			

**Key Largo Volunteer Fire Department**  
**Treasurer's Report**  
**April 2025**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$88,678.29</b>	<b>\$3,050.03</b>	<b>\$622.19</b>	<b>\$92,350.51</b>
<u>Revenues</u>				
Revenues & Reimbursements	337,260.97			337,260.97
Donations				0.00
T-Shirts/Sweaters				0.00
Misc Income - State of Florida	1,770.00			1,770.00
Interest	40.19	1.25	0.26	41.70
<b>Total Revenues</b>	<b>339,071.16</b>	<b>1.25</b>	<b>0.26</b>	<b><u>\$339,072.67</u></b>
<u>Expenditures</u>				
Payroll Expenses	205,993.71			205,993.71
Employee's Share Health Insurance	-2,856.54			-2,856.54
Health Insurance	23,699.13			23,699.13
Background Checks				0.00
Repairs & Maintenance				0.00
Cell Phone				0.00
Licenses & Permits		61.25		61.25
Professional Fees				0.00
Training				0.00
Supplies	1,432.25			1,432.25
Dues & Subscriptions	593.98			593.98
<b>Total Expenditures</b>	<b>228,862.53</b>	<b>61.25</b>	<b>0.00</b>	<b><u>\$228,923.78</u></b>
<b>Ending Balance</b>	<b>198,886.92</b>	<b>2,990.03</b>	<b>622.45</b>	<b>\$202,499.40</b>
IRS Penalties (NSF)				0.00
TRANSFERS				0.00
Balance before Adjustment	198,886.92	2,990.03	622.45	\$202,499.40
Adjustment to arrive at Actual	1,291.41	0.00	0.00	<u>1,291.41</u>
<b>ACTUAL BALANCE @ MO END</b>	<b>\$197,595.51</b>	<b>\$2,990.03</b>	<b>\$622.45</b>	<b><u>\$201,207.99</u></b>
 *Payroll Liabilities	 0.00			
Fixed Asset Purchases	1,291.41			
Total Adjustments	<u>\$1,291.41</u>			

**11c.**



# KEY LARGO FIRE DEPARTMENT

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

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

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Business Meeting  
Date: March 11, 2025

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

1. Meeting was called to order at 7:07 pm by Jason Mumper.
2. **Approval of Agenda**  
Don Conord seconded by Travis Wilson moved approval of the agenda. Motion carried unanimously.
3. **Announcements**  
The Chief has requested that the District raise the spending due to needed repairs.
4. **Public Comment** - None
5. **Approval of Minutes**  
Don Conord seconded by Travis Wilson moved approval of the February 2025 minutes. Motion carried unanimously.
6. **Approval of Treasurer's Report**  
This matter was tabled to the April meeting.
7. **Legal Report** – None
8. **Membership Review** – None
9. **Old Business**
  - The Chief requested that EMS be added as a named insured on the proposed Housing Agreement.
  - An agreement has been reached in the Samuels issue but has not been finalized by the Court.
  - With regard to ALS certifications/sign offs, the training officers of both departments need to meet and coordinate when the sign offs can be accomplished.
10. **New Business**
  - Captain Jones is working on a banquet and awards ceremony.
  - Upon motion by Travis Wilson and seconded by Don Conord, the Work Benefits Agreement changes were unanimously approved.
  - Upon motion by Don Conord and seconded by Travis Wilson, the Employee Handbook changes were unanimously approved.
  -
11. **Membership Discussion** - None
12. **Adjournment**  
There being no further business, the meeting was adjourned at 7:23 pm upon motion and second by Don Conord and Travis Wilson.

Kay Cullen Recording Secretary