



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

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Business Meeting August 11, 2015 AGENDA

1. Call to Order
2. Announcements
 - A. New Hires for Miami Dade Fire Rescue/Marc Cuesta, Luis Vasquez, Jorge Campos
3. Public Comment
4. Approval of Minutes
5. Treasurer's Report
6. Committee Reports
7. Legal Report
8. Old Business
 - A. Station 25 Bathroom Update
 - B. Station 24 Floor Tile Update
 - C. District Budget Update
 - D. Other Old Business
9. New Business
 - A. Drug Free Policy
 - B. SOP Updates Completed
 - C. Benevolent Status
 - D. Other New Business
10. Membership Discussion
11. Adjournment



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KLVFD

Business Meeting

August 11, 2015

Board members in attendance were Don Conord, Ken Edge, Ronnie Fell, and Scott Robinson. A quorum was present. Chief Bock was in attendance as well as District Board member George Mirabella. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 7:00pm by President Fell.

2. Announcements

Congratulations to Marc Cuesta, Luis Vazquez, and George Campos. They are new employees for Miami Dade Fire Rescue.

Nelson Garcia has been hired as a part time employee with the fire department.

3. Public Comment

No public comment.

4. Approval of Minutes

Scott Robinson moved approval of the July 14, 2015 minutes seconded by Ken Edge. Motion passed unanimously.

5. Treasurer's Report

Ken Edge reported the following: Payroll Account: \$8689.54; District Account: \$90.22; Corporate Account: \$21,123.50 for a balance as of July 31, 2015 of \$29,903.26. Scott Robinson moved approval of the treasurer's report seconded by Don Conord. Motion passed unanimously. Ken will also look into bank fees that have been charged to the account.

6. Committee Reports

The bylaws need to be finalized. Don Bock, Scott Robinson, Don Conord and Chris Jones are the committee members. A question arose as to whether two board members can be on the committee. Jack Bridges will be consulted.

7. Legal Report

There was no legal report.



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KLVFD Business Meeting

August 11, 2015

8. Old Business

A. Station 25 Bathroom Update
Work is nearing completion.

B. Station 24 Floor Tile Update
Chris Jones reported the tile will be delivered this week.

C. District Budget Update
The district has not met since the last fire department business meeting; therefore no changes have been made.

D. Other Old Business
None

9. New Business

A. Drug Free Policy
Don Conord moved approval of the Drug Free Policy for the KLVFD seconded by Scott Robinson. Motion approved unanimously.

B. SOP Updates Completed
Chief Bock and fire department officers have completed the update of the SOP's
There will be a copy at each station and on Fire Manager.

C. Benevolent Status
There was discussion about what the Benevolent Association. It was decided that going forward there will be an agenda item at each monthly business meeting for a report from the Benevolent Association.

D. Other New Business
None

10. Membership Discussion

Bernie Garcia asked if consideration could be given for providing health insurance benefits for the part timers. Scott Robinson explained that they could be included on the health insurance provided to the full time employees if they were willing to pay for it themselves.

Chris Jones will have 20 keys made for the new lock.

There will be a by-law committee meeting on August 13 at 6:00 pm. Committee members are Ken Edge, Don Conord, Scott Robinson and Chief Bock.



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KLVFD Business Meeting

August 11, 2015

11. Adjournment

There being no further business, Ken Edge moved adjournment seconded by Scott Robinson. Motion passed unanimously. Meeting adjourned at 8:00pm.

Pamela Johnson
Recording Secretary

**Key Largo Volunteer Fire Department
Treasurer's Report
August 2015**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
Beginning Balance	\$8,689.54	\$21,123.50	\$90.22	\$29,903.26
<u>Revenues</u>				
Revenues & Reimbursements	51,946.42	0.00	0.00	\$51,946.42
Donations	0.00	2,089.00	0.00	2,089.00
Total Revenues	\$51,946.42	\$2,089.00	\$0.00	\$54,035.42
<u>Expenditures</u>				
Payroll Expenses	52,686.03	0.00	0.00	\$52,686.03
Repairs & Maintenance	0.00	0.00	0.00	0.00
Bank Charges	-37.00	0.00	-14.50	-51.50
Dues & Subscriptions	0.00	0.00	0.00	0.00
Operating Supplies	0.00	0.00	0.00	0.00
Total Expenditures	\$52,649.03	\$0.00	-\$14.50	\$52,634.53
Ending Balance	\$7,986.93	\$23,212.50	\$104.72	\$31,304.15
TRANSFERS	7,000.00	(7,000.00)	0.00	0.00
Balance before Adjustment	\$14,986.93	\$16,212.50	\$104.72	\$31,304.15
Adjustment to arrive at Actual	-447.71	1,104.00	0.00	656.29
ACTUAL BALANCE @ MO END	\$15,434.64	\$15,108.50	\$104.72	\$30,647.86

*Payroll Liabilities
Balance Sheet Item - Signs