



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

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

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KLVFD  
Business Meeting  
September 8, 2015

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

1. Meeting was called to order at 6:50pm by Vice-President Robinson.
2. Announcements
  - There will be a Coastal Clean Up of the Keys on September 19. Fire Department clean up area is from MM 95-97
  - The American flag will be presented to Dave Gow's daughter at the 9/11 ceremony at Station 25.
3. Public Comment

No public comment.
4. Approval of Minutes

Don Conord moved approval of the August 11, 2015 minutes seconded by Ken Edge. Motion passed unanimously.
5. Treasurer's Report

Ken Edge reported the following: Payroll Account: \$15,434.64 District Account: \$104.72; Corporate Account: \$15,108.50 for a balance as of August 31, 2015 of \$30,647.86. No objections.
6. Committee Reports

The bylaws have been completed and will be discussed under "Old Business".
7. Benevolent Association Report  
More time was requested to prepare a report. President Robinson requested that it be available next month.
8. Legal Report

There was no legal report.



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KLVFD Business Meeting  
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9. Old Business

A. Budget Update

Chief Bock reported that the district has approved purchase of the property from the alley to US 1 for \$175,000. There was some confusion over who would actually pay for the property with a possibility of the fire department cutting their budget by \$175,000 to enable the district to meet roll back. This will be discussed at the next district meeting.

B. By Law Update

Jack Bridges reported that the proposed bylaws have been completed. They are very similar to the ambulance corps' bylaws. Ken Edge moved approval of the bylaws seconded by Don Conord. Motion passed unanimously.

C. Other Old Business

There was none.

10. New Business

A. Other New Business

The fire department proposed buying 254 off duty T-shirts for a total of \$3407 with plans to sell them. Any money raised will go to the donation fund. Ken Edge moved approval of the purchase seconded by Don Conord. Motion passed unanimously.

11. Membership Discussion

- Members are needed to participate in Fire Prevention Week at Key Largo School on October 7.
- Members will be notified via Fire Manager that one fire department member is needed to serve on the board. If interested in serving on the nominating committee, please reply to Don Conord who will chair the nominating committee.
- Thank you to KLI for contributing materials for Fire Prevention Week

12. Adjournment

There being no further business, Ken Edge moved adjournment seconded by Don Conord. Motion passed unanimously. Meeting adjourned at 7:20pm.

Pamela Johnson  
Recording Secretary



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## **Business Meeting October 13, 2015 AGENDA**

1. Call to Order
2. Announcements
  - A. Fire Safety Demonstration at Key Largo School
3. Public Comment
4. Approval of Minutes
5. Treasurer's Report
6. Committee Reports
7. Benevolent Association Report
8. Legal Report
9. Old Business
  - A. Budget Update
  - B. Tile and Bathroom Work Update
  - C. Board Member Position
  - D. Other Old Business
10. New Business
  - A. Other New Business
11. Membership Discussion
12. Adjournment

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
<b>Beginning Balance</b>	\$15,434.64	\$15,108.50	\$104.72	\$30,647.86
<u>Revenues</u>				
Revenues & Reimbursements	63,686.31	0.00	0.00	\$63,686.31
Donations	0.00	157.31	0.00	157.31
<b>Total Revenues</b>	<b>\$63,686.31</b>	<b>\$157.31</b>	<b>\$0.00</b>	<b>\$63,843.62</b>
<u>Expenditures</u>				
Payroll Expenses	49,629.67	0.00	0.00	\$49,629.67
Repairs & Maintenance	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Dues & Subscriptions	0.00	0.00	0.00	0.00
Operating Supplies	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>\$49,629.67</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$49,629.67</b>
<b>Ending Balance</b>	\$29,491.28	\$15,265.81	\$104.72	\$44,861.81
TRANSFERS	0.00	0.00	0.00	0.00
Balance before Adjustment	\$29,491.28	\$15,265.81	\$104.72	\$44,861.81
Adjustment to arrive at Actual	-392.03	2,700.00	0.00	2,307.97
<b>ACTUAL BALANCE @ MO END</b>	<b>\$29,883.31</b>	<b>\$12,565.81</b>	<b>\$104.72</b>	<b>\$42,553.84</b>

\*Payroll Liabilities  
Balance Sheet Item - Recliners  
(\$392.03)  
\$2,700.00