



# 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)

---

## Business Meeting July 12, 2016 AGENDA

1. Call to Order
2. Announcements
  - Assisted with structure fire at Ocean Reef
  - Sean Smith/Family Heritage (accident and sickness coverage)
3. Public Comment
4. Approval of Minutes
5. Treasurer's Report
6. Committee Reports
7. Benevolent Association Report
8. Legal Report
9. Membership Review
10. Old Business
  - A. Budget Update
  - B. Water Leak at Station 24 --- 66,000 gallons of water used per FCAA
  - C. Other Old Business
11. New Business
  - A. Medical Director
  - B. Letters sent to last group tested requesting they become volunteers
  - C. Purchase of 2 BBQ Grills and Weighted Workout Vests
  - D. Other New Business
12. Membership Discussion
13. Adjournment



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

---

KLVFD  
Business Meeting  
June 14, 2016

Board members in attendance were Don Conord, Dawn DeBrule, and Scott Robinson. A quorum was present. Also in attendance were Chief Donald Bock and District Commissioner George Mirabella. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 7:00 pm by Vice President Robinson.
2. Announcements
  - Chris Jones is now a Fire Officer I and a Fire Instructor I
  - David Garrido is now a Fire Officer II
  - Welcome to Dawn DeBrule as a new board member
3. Public Comment  
No public comment.
4. Approval of Minutes  
Don Conord seconded by Scott Robinson, moved approval of the May 10, 2016 minutes. Motion carried.
5. Treasurer's Report  
Scott Robinson reported a balance of \$31,736.54 as of May 31, 2016. Don Conord moved approval seconded by Dawn DeBrule. Motion carried.
6. Committee Reports  
No reports.
7. Benevolent Association Report  
Paul Mocsynski reported the following:
  - A security detail in Port Largo over the Memorial Day weekend earned \$200
  - Suggested a boot drive to raise funds
  - A decision needs to be made about the design for the pink shirts
8. Legal Report  
No report.
9. Membership Review
  - A. Leave of Absence Request/Carlos Hechavarria/hired by City of Miami
  - B. Leave of Absence Request/Michael Gonzalez
  - C. Leave of Absence Request/Eric NeitzerDon Conord moved approval of the leave of absence requests for Carlos Hechavarria, Michael Gonzalez and Eric Neitzer seconded by Dawn DeBrule. Motion carried.



# 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)

---

June 14, 2016  
KLVFD Minutes

D. Petition Letter/Jason Mumper

Don Conord moved approval of Jason Mumper's request for reinstatement seconded by Dawn DeBrule. Motion carried.

E. Other Old Business

10. Old Business

A. IRS Penalty Waived

Chief Bock reported the IRS penalty has been waived.

B. T-Shirt Pay Off

Costs for the T-shirts purchased for Station 25 have been recouped and are now realizing a profit. A new design for T-shirts for Station 24 is needed.

C. Other Old Business

None

11. New Business

A. Budget Update

a. Discussion of Part Time Staff vs. Full Time Staff

Don Conord moved approval of creating 4 full time positions to replace part time positions which will result in a \$60,000 increase in the budget. Dawn DeBrule seconded and motion carried.

b. Discussion of Purchase of New Fire Engine

Chief Bock explained that \$3000 has been spent in the last 3 months for AC repair on Engine 25 and there are other mechanical problems. Currently engines are slated for replacement in two years. He proposed moving the purchase of an engine up one year and adding it to this year's budget. Dawn DeBrule moved approval to instruct Chief Bock to add the purchase of one fire engine to this year's budget pending District approval seconded by Don Conord. Motion carried.

B. Boot Drive

The boot drive held over the Memorial Day weekend yielded \$3100.

C. Other New Business

None.





## 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)

---

June 14, 2016  
KLVFD Minutes

12. Membership Discussion

Chief Bock reported that Commissioner Tony Allen expressed appreciation to the fire department for their presence at a funeral held for a veteran.

Pedro Marin suggested that the fire and ambulance departments hold a service awards banquet. A committee will be formed.

There is a Running Man challenge scheduled for Thursday

13. Adjournment

There being no further business, Don Conord moved adjournment seconded by Dawn DeBrule. Motion carried. Meeting adjourned at 7:35pm.

Pamela Johnson  
Recording Secretary

**Key Largo Volunteer Fire Department  
Treasurer's Report  
June 2016**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
<b>Beginning Balance</b>	\$24,830.29	\$4,076.98	\$2,829.27	\$31,736.54
<u>Revenues</u>				
Revenues & Reimbursements	49,512.69		2,449.04	\$51,961.73
Donations		3,312.52		3,312.52
T-Shirts		590.00		590.00
<b>Total Revenues</b>	\$49,512.69	\$3,902.52	\$2,449.04	<b>\$55,864.25</b>
<u>Expenditures</u>				
Payroll Expenses	48,055.17	0.00	0.00	\$48,055.17
Dues & Subscriptions	0.00	0.00	0.00	0.00
Advertising	0.00	0.00	0.00	0.00
Operating Supplies	0.00	285.06	0.00	285.06
Postage	0.00	141.00	0.00	141.00
Professional Fees	0.00	1,995.00	0.00	1,995.00
Licenses	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	\$48,055.17	\$2,421.06	\$0.00	<b>\$50,476.23</b>
<b>Ending Balance</b>	\$26,287.81	\$5,558.44	\$5,278.31	\$37,124.56
TRANSFERS	(8,755.00)	8,755.00	0.00	0.00
Balance before Adjustment	\$17,532.81	\$14,313.44	\$5,278.31	\$37,124.56
Adjustment to arrive at Actual	-4.81	4,050.00	0.00	4,045.19
<b>ACTUAL BALANCE @ MO END</b>	<b>\$17,537.62</b>	<b>\$10,263.44</b>	<b>\$5,278.31</b>	<b>\$33,079.37</b>

\*Payroll Liabilities - \$4.81  
Fixed Asset Purchases \$4,050.00  
Total Adjustments **\$4,045.19**