



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

Business Meeting

May 8, 2018

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

1. Meeting was called to order at 7:00 pm by President Scott Robinson.
2. Approval of Agenda
Dawn DeBrule moved approval of the agenda, seconded by Ken Edge. Motion carried.
3. Announcements
14 personnel were tested; 12 passed and 8 participated in orientation.
4. Public Comment.
No public comment.
5. Approval of Minutes
Ken Edge, seconded by Dawn DeBrule, moved approval of the March 13, 2018 minutes. Motion carried.
6. Treasurer's Report
Dawn DeBrule reported a balance of \$38,095.55 as of April 30, 2018. Ken Edge, seconded by Don Conord, moved approval. Motion carried.
7. Committee Reports
No report.
8. Benevolent Association Report
No report.
9. Legal Report
No report.

KLTFD Business Meeting

May 8, 2018

10. Membership Review
 - A. Christopher Arburquerque/Leave of Absence Request
Ken Edge, seconded by Dawn DeBrule, moved approval of Christopher Arburquerque's request for a 90 day leave of absence. Motion carried.



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KLTFD Business Meeting
May 8, 2018

B. Leo Morena/Leave of Absence Request

Ken Edge, seconded by Dawn DeBrule moved approval of Leo Morena's request for a medical leave of absence from April to June 1, 2018. Motion carried.

C. Juan Berrios/Letter of Resignation

The Board accepted Juan Berrios' letter of resignation.

D. 2018 Member Monthly 72 Hour Minimum Requirement

This is a list of members who are on leave of absence and the number of shifts they have run which will be reviewed monthly.

11. Old Business

A. Leave of Absence Policy

Dawn DeBrule, seconded by Ken Edge moved approval of the Leave of Absence Policy with the stipulation that personnel must return all equipment at the time of their requested leave. Motion carried added stipulation.

B. Hurricane Pay Scale Policy

Don Conord, seconded by Dawn DeBrule moved approval of the Hurricane Pay Scale Policy. Motion carried.

C. Other Old Business

None.

12. New Business

A. Other New Business

None.

13. Membership Discussion

No discussion.

14. Adjournment

There being no further business, Ken Edge moved adjournment seconded by Dawn DeBrule. Motion carried. Meeting adjourned at 7:15pm.

Pamela Andersen
Recording Secretary

**Key Largo Volunteer Fire Department
Treasurer's Report
May 2018**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Centennial</u>	<u>Total</u>
Beginning Balance	\$20,713.11	\$15,954.11	\$1,028.33	\$400.00	\$38,095.55
Revenues					
Revenues & Reimbursements	61,776.31	5,017.95	0.00	0.00	\$66,794.26
Donations		1,790.00	0.00	0.00	1,790.00
T-Shirts		1,800.00	0.00	0.00	1,800.00
Interest			0.04	0.04	0.04
Total Revenues	\$61,776.31	\$8,607.95	\$0.00	\$0.04	\$70,384.30
Expenditures					
Payroll Expenses	63,206.25	0.00	0.00	0.00	\$63,206.25
Entertainment & Meals	0.00	520.36	0.00	0.00	520.36
Health Insurance	0.00	4,930.12	0.00	0.00	4,930.12
T-Shirts	0.00	1,845.40	0.00	0.00	1,845.40
Professional Fees	0.00	0.00	0.00	0.00	0.00
Postage	0.00	225.00	0.00	0.00	225.00
Bank Charges	0.00	10.85	0.00	0.00	10.85
Miscellaneous	0.00	3,288.54	0.00	0.00	3,288.54
Operating Supplies	0.00	1,487.43	0.00	0.00	1,487.43
Dues & Subscriptions	0.00	0.00	250.00	0.00	250.00
Total Expenditures	\$63,206.25	\$12,307.70	\$250.00	\$0.00	\$75,763.95
Ending Balance	\$19,283.17	\$12,254.36	\$778.33	\$400.04	\$32,715.90
TRANSFERS	0.00	0.00	0.00	0.00	0.00
Balance before Adjustment	\$19,283.17	\$12,254.36	\$778.33	\$400.04	\$32,715.90
Adjustment to arrive at Actual	-1,145.91	0.00	0.00	0.00	-1,145.91
ACTUAL BALANCE @ MO END	\$20,429.08	\$12,254.36	\$778.33	\$400.04	\$33,861.81
*Payroll Liabilities	-\$1,145.91				
Fixed Asset Purchases	\$0.00				
Total Adjustments	-\$1,145.91				