



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 April 10, 2018 AGENDA

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Benevolent Association Report
9. Legal Report
10. Membership Review
11. Old Business
 - A. Personnel on Leave of Absence
 - B. Banking Update
 - C. Other Old Business
12. New Business
 - A. District Meeting Update
 - B. Hurricane Pay Scale Policy
 - C. Officer Testing
 - D. Other New Business
13. Membership Discussion
14. Adjournment



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Business Meeting March 13, 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

Congratulations to Thomas Mirabella, Candace Hubbs, Daniel Banegas and Shelby Bosserman for passing the Firefighter II course.

Testing for new volunteers is scheduled for April 14. Applications are available on the website and an ad will be placed in the newspaper as well.

Chief Bock noted there have been several house fires which the department has done a good job of controlling.

4. Public Comment.

No public comment.

5. Approval of Minutes

Ken Edge, seconded by Dawn DeBrule, moved approval of the February 13, 2018 minutes. Motion carried.

6. Treasurer's Report

Dawn DeBrule reported a balance of \$53,528.60 as of February 28, 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.



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KLVFD Business Meeting
March 13, 2018

10. Membership Review

A. 90 Day Violation/Leave of Absence/Pedro Marin

Ken Edge, seconded by Don Conord moved approval of Pedro Marin's request for a six month leave of absence. Motion carried.

B. 90 Day Violation/Bryan Ozuna

Ken Edge, seconded by Dawn DeBrule moved approval of Brian Ozuna's request for reinstatement. Motion carried.

C. Leave of Absence/Juan Berrios

Dawn DeBrule seconded by Ken Edge moved approval of Juan Berrios' request for a three month leave of absence. Motion carried.

President Robinson requested the status of the Leave of Absence Requests.

11. Old Business

A. Nepotism Policy

B. Other Old Business

Don Conord noted that the February minutes did not reflect his request that the Bylaws be put on Fire Manager. President Robinson stated that he would obtain a copy from Jack Bridges to be posted on Fire Manager.

Don Conord noted that the minutes also did not reflect that Thomas Mirabella announced he wanted to run for a board position. President Robinson noted that the 5 positions are currently filled.

12. New Business

A. Other New Business

None.

13. Membership Discussion

No discussion.



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KLTFD Business Meeting
March 13, 2018

14. Adjournment

There being no further business, Ken Edge moved adjournment seconded by Dawn DeBrule. Motion carried. Meeting adjourned at 7:20pm.

Pamela Andersen
Recording Secretary



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ANTI-NEPOTISM POLICY

Key Largo Fire Department welcomes the opportunity to hire and retain qualified employees who are related to one another by blood, marriage or “significant other”. However; since such relationships can create problems in the workplace, including the potential for favoritism if the related employees are in supervisor-subordinate work positions, it is the policy of Key Largo Fire Department that:

1. Any employee of Key Largo Fire Department who has or acquires a familial relationship (as defined below) with another employee shall not have any direct or indirect administrative or operational authority over the other person. This prohibition means not only that a person cannot supervise a family member but also that the family member cannot make decisions which affect their family members. For example, a person cannot work or volunteer in a department where a family member is the Vice President unless the Vice President abstains from voting on matters that affect personnel.
2. Close Family Members may not work at the same fire station unless approved by the Fire Chief or the Chief’s designee.
3. Career personnel shall not be permanently assigned to the same station on the same shift as a Close Family Member. Close Family Members MAY be assigned to the same shift, as long as they are not permanently assigned to the same station.



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4. An on-duty Senior Officer may approve Close Family Members working at the same station and shift for each specific date on overtime and trade situations. Each situation is decided upon based on the circumstances at the time and shall not be construed as, or relied upon as, precedent setting.
5. A member of Key Largo Fire Department cannot use his/her authority or position with Key Largo Fire Department to benefit or to disadvantage another employee in a familial relationship. Although all such potential misuses of authority cannot be listed here, examples include an employee signing an evaluation for a family member or signing/approving a check payable to a family member.
6. Members are required to formally notify the Senior Officers by way of an email to info@keylargofire.com of the following: (a) any existing familial relationships, and (b) any familial relationships that are created among employees (for example, by the marriage of two employees or for “significant other” relationships), and (c) the potential employment or volunteer position by Key Largo Fire Department of a family member.
7. It must be noted that there are many possible scenarios concerning Close Family Members. The Fire Chief and/or Board of Directors shall have the final authority to determine compliance with this policy, as well as determine applicability and interpretation. Each situation is decided on the circumstances at the time, and shall not be construed as, or relied upon as, precedent setting.



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8. Key Largo Fire Department will refuse to hire or promote a job applicant who is in a familial relationship with a current employee if the applicant must be in a supervisory or subordinate position with the existing employee. Key Largo Fire Department employees who marry one another during their employment will be allowed to remain with the Key Largo Fire Department unless they must be in a superior-subordinate relationship and there is no open position to which one of them may be moved.
9. “Familial relationship” within the meaning of this policy means two employees (or an employee and a job applicant) in the relationship of husband, wife, father, mother, brother, sister, son, daughter, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, granddaughter, in-law status through a marriage of others or a “significant other” relationship. Where “significant other” is defined to include domestic partners and those persons having an intimate or dating relationship.