



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
November 10, 2015

Board members in attendance were Don Conord, Ronnie Fell, Chris Jones and Scott Robinson. A quorum was present. District Commissioners Kay Cullen and George Mirabella were also in attendance. Membership attendance is reflected in the monthly attendance roster.

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

2. Announcements

- The annual Christmas Tree lighting will be held on November 28 at the Murray Nelson Government Center
- The fire department and the sheriff's office will participate in a tug of war event on November 19 in cooperation with the Key Largo Chamber of Commerce
- The fire department Christmas party will be held on December 10. Bring a dish to share
- The Veteran's Day ceremony will be held at the Murray Nelson Government Center on November 11

3. Public Comment

No public comment.

4. Approval of Minutes

Scott Robinson moved approval of the October 13, 2015 minutes seconded by Don Conord. Motion passed unanimously.

5. Treasurer's Report

Account balances are as follows: Payroll Account: \$29,565.81; District Account: \$104.72; Corporate Account: \$12,565.81 for a balance as of October 31, 2015 of \$42,553.84.

Scott Robinson moved approval seconded by Don Conord. Motion passed unanimously.

6. Committee Reports

No reports.

7. Benevolent Association Report

No report.

8. Legal Report

No report.

9. Old Business

A. Other Old Business

The repair of the bathroom has been completed at Station 24.



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The T-shirts for Station 25 were discussed. Chris Jones reported that when \$1000 of T-shirts have been sold, a T-shirt will be designed for Station 25.

10. New Business

A. Letter of Resignation/Jonathan Paz

Jonathan Paz has submitted his letter of resignation effective November 19 as he has been hired by Miami Dade.

B. Part Time Paid Position/Casey Lopez

Casey Lopez has been hired for the part time paid position vacated by Jonathan Paz.

C. Volunteer Testing/December 5

Applicants will be tested for volunteer positions on December 5. Ads have been placed in the newspaper.

D. Engine 24/AC Repair

Air conditioning repair estimates are \$2500 and will be done by Roy Khanna.

E. Other New Business

Scott Robinson moved that Ronnie Fell prepare a donation letter seconded by Chris Jones. Motion passed unanimously.

The lights in the parking light need repair. Marcus Golling has been contacted.

11. Membership Discussion

Ronnie Fell will pay for Thanksgiving dinner for those working that day.

12. Adjournment

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

Pamela Johnson
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
Beginning Balance	\$20,522.34	\$10,823.67	\$104.72	\$31,450.73
<u>Revenues</u>				
Revenues & Reimbursements	59,446.28	0.00	0.00	\$59,446.28
Donations	0.00	1,445.00	0.00	1,445.00
Total Revenues	\$59,446.28	\$1,445.00	\$0.00	\$60,891.28
<u>Expenditures</u>				
Payroll Expenses	61,377.59	0.00	0.00	\$61,377.59
Professional Fees	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Laundry & Uniforms	0.00	3,879.54	0.00	3,879.54
Operating Supplies	0.00	107.08	0.00	107.08
Total Expenditures	\$61,377.59	\$3,986.62	\$0.00	\$65,364.21
Ending Balance	\$18,591.03	\$8,282.05	\$104.72	\$26,977.80
TRANSFERS	0.00	0.00	0.00	0.00
Balance before Adjustment	\$18,591.03	\$8,282.05	\$104.72	\$26,977.80
Adjustment to arrive at Actual	-471.16	0.00	0.00	-471.16
ACTUAL BALANCE @ MO END	\$19,062.19	\$8,282.05	\$104.72	\$27,448.96

*Payroll Liabilities - \$471.16

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
Beginning Balance	\$19,062.19	\$8,282.05	\$104.72	\$27,448.96
<u>Revenues</u>				
Revenues & Reimbursements	55,800.41	0.00	0.00	\$55,800.41
Donations	0.00	0.00	0.00	0.00
Total Revenues	\$55,800.41	\$0.00	\$0.00	\$55,800.41
<u>Expenditures</u>				
Payroll Expenses	57,348.10	0.00	0.00	\$57,348.10
Professional Fees	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00
Laundry & Uniforms	0.00	0.00	0.00	0.00
Operating Supplies	0.00	248.03	0.00	248.03
Total Expenditures	\$57,348.10	\$248.03	\$0.00	\$57,596.13
Ending Balance	\$17,514.50	\$8,034.02	\$104.72	\$25,653.24
TRANSFERS	0.00	0.00	0.00	0.00
Balance before Adjustment	\$17,514.50	\$8,034.02	\$104.72	\$25,653.24
Adjustment to arrive at Actual	-402.92	109.25	0.00	-293.67
ACTUAL BALANCE @ MO END	\$17,917.42	\$7,924.77	\$104.72	\$25,946.91

*Payroll Liabilities - \$402.92
*Balance Sheet - Gym Equipment \$109.25
Total Adjustments -\$293.67