



KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

305-451-4699 fax

info@keylargofire.com

KLTFD Business Meeting May 10, 2016

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

1. Meeting was called to order at 7:05 pm by President Fell.
2. Announcements
President Fell strongly urged members to participate in the July 4th parade. The honor guard will be hosting several units from other cities.
3. Public Comment
No public comment.
4. Approval of Minutes
Scott Robinson seconded by Don Conord, moved approval of the March 8, 2016 minutes. Motion carried.
5. Treasurer's Report
Ronnie Fell reported the following: Payroll, \$27,217.38; Corporate: \$2876.98; District: \$180.00 for a balance of \$30,274.36 as of April 30, 2016. Don Conord moved approval seconded by Scott Robinson. Motion carried. The donation letter has garnered approximately \$12,000.
6. Committee Reports
No reports.
7. Benevolent Association Report
Paul Mocsynski reported the following:
 - The coke machine needs to be repaired
 - A class will be held for the third and fourth grades for EMS week next week
 - The YMCA park event was well received
8. Legal Report
As per Jack Bridges there was no report.
9. Membership Review
Ronnie Fell reported that James Griffith submitted a letter requesting continuing membership in the department. Don Conord moved to accept his letter to remain an



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active member in the department seconded by Ronnie Fell. After discussion roll call was taken.

| | |
|----------------|-----|
| Don Conord | Yes |
| Ronnie Fell | Yes |
| Chris Jones | No |
| Scott Robinson | No |

Motion failed.

10. Old Business

A. Personnel Policy Update

Don Conord moved to approve the policy as written seconded by Scott Robinson. Motion carried.

B. Other Old Business

None

11. New Business

A. Recliner Quote

Chris Jones presented a quote for replacement recliners at Station 25. Chris Jones moved approval to use corporate funds to purchase new recliners seconded by Don Conord. Motion carried.

B. Other New Business

None.

12. Membership Discussion

- Eric Neitzer would like better reporting of fire department accomplishments at the District meeting.
- David Garrido has been chosen to be the PIO
- The question of funding for BDU's was brought up again.
- There are two new hires: Jaime Arana and Rafael Calante

13. Adjournment

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

Pamela Johnson
Recording Secretary

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

| | <u>Payroll/Reimb</u> | <u>Corp Account</u> | <u>District Expenses</u> | <u>Total</u> |
|--------------------------------|----------------------|---------------------|--------------------------|--------------------|
| Beginning Balance | \$27,217.38 | \$2,876.98 | \$180.00 | \$30,274.36 |
| <u>Revenues</u> | | | | |
| Revenues & Reimbursements | 50,519.15 | | | \$50,519.15 |
| Donations | | 1,200.00 | | 1,200.00 |
| Insurance Proceeds | | | 2,899.27 | 2,899.27 |
| Total Revenues | \$50,519.15 | \$1,200.00 | \$2,899.27 | \$54,618.42 |
| <u>Expenditures</u> | | | | |
| Payroll Expenses | 52,907.65 | 0.00 | 0.00 | \$52,907.65 |
| Dues & Subscriptions | 0.00 | 0.00 | 250.00 | 250.00 |
| Advertising | 0.00 | 0.00 | 0.00 | 0.00 |
| Operating Supplies | 0.00 | 0.00 | 0.00 | 0.00 |
| Postage | 0.00 | 0.00 | 0.00 | 0.00 |
| Professional Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| Licenses | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Expenditures | \$52,907.65 | \$0.00 | \$250.00 | \$53,157.65 |
| Ending Balance | | | | |
| TRANSFERS | \$24,828.88 | \$4,076.98 | \$2,829.27 | \$31,735.13 |
| Balance before Adjustment | \$24,828.88 | \$4,076.98 | \$2,829.27 | \$31,735.13 |
| Adjustment to arrive at Actual | -1.41 | 0.00 | 0.00 | -1.41 |
| ACTUAL BALANCE @ MO END | \$24,830.29 | \$4,076.98 | \$2,829.27 | \$31,736.54 |

*Payroll Liabilities
Fixed Asset Purchases
Total Adjustments