



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
September 13, 2016

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

1. Meeting was called to order at 7:30 pm by Vice President Robinson.
2. Announcements
None
3. Public Comment
None
4. Approval of Minutes
Dawn DeBrule seconded by Vice President Robinson, moved approval of the August 9, 2016 minutes. Motion carried.
5. Treasurer's Report
Chris Jones reported a balance of \$23,618.43 as of August 31, 2016. Dawn DeBrule moved approval seconded by Don Conord. Motion carried.
6. Committee Reports
Dawn DeBrule, seconded by Chris Jones moved approval of Playa Largo, the Marriott, or the Pilot House as a venue for the Christmas Party/Awards Banquet and that each department will pay for their respective members with a total amount not to exceed \$12,000. Motion carried.
7. Benevolent Association Report
No report.
8. Legal Report
No report.
9. Membership Review
 - A. Request for Leave of Absence/Ivan Martin/Jonathan Varela
Dawn DeBrule, seconded by Chris Jones moved approval of Ivan Martin and Jonathan Varela's request for a 6 month leave of absence. Motion carried.



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10. Old Business

A. Budget Update

Vice President Robinson reported some budget cuts were made by the District. Another meeting is scheduled for September 19. He also told members that the trauma district is dissolving and the fire department is slated to receive \$50,000 from them for the purchase of new jaws of life.

B. Testing Conducted on September 24

Chris Jones reported nineteen candidates will be tested on September 24.

C. Fire I Class Update

David Garrido held orientation on September 10. Classes have begun.

D. AFG Grant Update

Grant Masters has been hired to write the grant. The District will match up to 20%.

E. Other Old Business

None.

11. New Business

A. Annual Report

Chris Jones, seconded by Dawn DeBrule moved approval of the fire department's 2015 Annual Report. Motion carried.

B. Corporate Credit Card

Dawn DeBrule, seconded by Chris Jones moved approval of obtaining a corporate credit card. Motion carried.

C. Other New Business

None.

12. Membership Discussion

The air conditioning has been repaired at Station 25.

There was discussion of shifting funds around to purchase 2 sets of jaws of life in anticipation of receiving the \$50,000 from the trauma district. It was decided that as the funding from the trauma district was not yet approved by the BOCC, the budget would not be changed.



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13. Adjournment

There being no further business, Christ Jones moved adjournment seconded by Dawn DeBrule. Motion carried. Meeting adjourned at 8:50pm.

Pamela Johnson
Recording Secretary

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

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
Beginning Balance	\$17,566.85	\$773.27	\$5,278.31	\$23,618.43
<u>Revenues</u>				
Revenues & Reimbursements	46,295.40			\$46,295.40
Donations		6,595.00		6,595.00
Polo Shirts		563.00		563.00
T-Shirts		180.00		180.00
Total Revenues	\$46,295.40	\$7,338.00	\$0.00	\$53,633.40
<u>Expenditures</u>				
Payroll Expenses	60,613.64			\$60,613.64
Shirts	0.00	0.00		0.00
Health Insurance	0.00	595.00		595.00
Operating Supplies	0.00	3,478.78		3,478.78
Postage	0.00	2,375.95		2,375.95
Professional Fees	0.00	18.75		18.75
Rent	0.00	1,780.45		1,780.45
Training	0.00	1,000.00		1,000.00
Total Expenditures	\$60,613.64	\$10,598.93	\$0.00	\$71,212.57
Ending Balance	\$3,248.61	(\$2,487.66)	\$5,278.31	\$6,039.26
TRANSFERS				0.00
Balance before Adjustment	\$3,248.61	-\$2,487.66	\$5,278.31	\$6,039.26
Adjustment to arrive at Actual	122.87	742.52	0.00	865.39
ACTUAL BALANCE @ MO END	\$3,125.74	(\$3,230.18)	\$5,278.31	\$5,173.87
*Payroll Liabilities	\$122.87			
Fixed Asset Purchases	\$742.52			
Total Adjustments	\$865.39			