



# KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC.

1 East Drive

Key Largo, Florida 33037

305-451-2700 tel.

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KLVFD  
Business Meeting  
August 8, 2017

Board members in attendance were Don Conord, Dawn DeBrule, and Scott Robinson. A quorum was present. Attorney Jack Bridges was also in attendance. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 7:50 pm by Vice-President Robinson.

Dawn DeBrule, seconded by Don Conord moved approval of the addition of two agenda items: 1) "Nominating Committee" under New Business; and 2) "By Law Committee" under Other New Business. Motion carried.

2. Approval of Agenda

Dawn DeBrule moved approval of the agenda, seconded by Don Conord. Motion carried.

3. Announcements

No announcements

4. Public Comment.

No public comment.

5. Approval of Minutes

Don Conord, seconded by Dawn DeBrule, moved approval of the June 13, 2017 minutes. Motion carried.

6. Treasurer's Report

Vice-President Robinson reported a balance \$22,158.38 as of June 30 and a balance of \$16,624.66 as of July 31. Dawn DeBrule, seconded by Don Conord, moved approval. Motion carried.

7. Committee Reports.

No report.

8. Benevolent Association Report

No report.

9. Legal Report

Jack Bridges presented three resolutions for discussion:

- Don Conord, seconded by Dawn DeBrule, moved approval of a resolution which says the established Honor Guard will be subject to the command of the Chief. Motion carried.
- Dawn DeBrule, seconded by Don Conord, moved approval of a resolution for persons who provide public relations services to the community who are not active combat members to serve at the direction of the Chief. Motion carried.



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KLKFD BOD Meeting  
August 8, 2017

- Dawn DeBrule, seconded by Don Conord, moved approval of a resolution stating that should a board member miss three meetings in a row or more than fifty per cent of the board meetings in a calendar year, they will automatically be removed from the board. Motion carried.

Jack Bridges noted that Ronnie Fell will no longer serve on the board as he has missed three meetings in a row.

10. Membership Review  
No report.

11. Old Business  
A. Bylaw Change for Specialty Groups  
Discussed under Legal

B. Budget Discussion  
Tabled until next month.

C. Other Old Business  
No other Old Business

12. New Business  
A. BOD Nominations  
There are several seats open.

B. State Report/Confined Spaces  
Tabled until next month.

C. Nominating Committee  
Don Conord, seconded by Dawn DeBrule moved approval of Vice President Robinson's appointment of himself, David Garrido, and Don Conord to be the nominating committee. Motion carried.

D. Other New Business/Bylaw Committee  
Dawn DeBrule, seconded by Don Conord moved approval of Vice President Robinson's appointment of himself, Chief Bock, and Jack Bridges to serve on the Bylaw Committee. Contact a committee member if interested in serving on the committee.

13. Membership Discussion  
David Garrido reported that as part of the Make A Wish Foundation organization, an 18 year old with cystic fibrosis came to the fire department and spent the day running eight calls.

14. Adjournment  
There being no further business, Dawn DeBrule moved adjournment seconded by Don Conord. Motion carried. Meeting adjourned at 7:25pm.

**Key Largo Volunteer Fire Department  
Treasurer's Report  
August 2017**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
<b>Beginning Balance</b>	\$8,305.59	\$7,290.74	\$1,028.33	\$16,624.66
<b>Revenues</b>				
Revenues & Reimbursements	69,678.75	1,953.18		\$71,631.93
Donations		305.00		305.00
T-Shirts				0.00
<b>Total Revenues</b>	<b>\$69,678.75</b>	<b>\$2,258.18</b>	<b>\$0.00</b>	<b>\$71,936.93</b>
<b>Expenditures</b>				
Payroll Expenses	53,303.77	0.00	0.00	\$53,303.77
Bank Fees	0.00	0.00	0.00	0.00
Health Insurance	0.00	6,074.99	0.00	6,074.99
Operating Supplies	0.00	60.49	0.00	60.49
Professional Fees	0.00	0.00	0.00	0.00
Web Hosting	0.00	0.00	0.00	0.00
Dues and Subscriptions	0.00	0.00	0.00	0.00
Insurance	0.00	347.02	0.00	347.02
<b>Total Expenditures</b>	<b>\$53,303.77</b>	<b>\$6,482.50</b>	<b>\$0.00</b>	<b>\$59,786.27</b>
<b>Ending Balance</b>	<b>\$24,680.57</b>	<b>\$3,066.42</b>	<b>\$1,028.33</b>	<b>\$28,775.32</b>
TRANSFERS	0.00	0.00	0.00	0.00
Balance before Adjustment	\$24,680.57	\$3,066.42	\$1,028.33	\$28,775.32
Adjustment to arrive at Actual	-12.98	0.00	0.00	-12.98
<b>ACTUAL BALANCE @ MO END</b>	<b>\$24,693.55</b>	<b>\$3,066.42</b>	<b>\$1,028.33</b>	<b>\$28,788.30</b>
<b>*Payroll Liabilities</b>	<b>-\$12.98</b>			
<b>Fixed Asset Purchases</b>	<b>\$0.00</b>			
<b>Total Adjustments</b>	<b>-\$12.98</b>			