



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Frank Conklin; Seat 3: Kenny Edge; Seat 4: George Mirabella; Seat 5: Danny Powers

DISTRICT MEETING MINUTES (following the Strategic Planning Workshop)

June 27, 2022

Pursuant to Monroe County Emergency Directive 20-06 and Center for Disease Control (“CDC”) social distancing guidelines established to contain the spread of the COVID-19 virus, this meeting will be accessible virtually via Zoom Meetings. Members of the public who wish to comment on matters before the District Board may do so by either: Sending an email to the clerk@klfremms.org or Calling (301) 715-8592, and upon receiving voice prompt, dialing Meeting ID: 602 743 6243 and Password: 33037 *Members of the public who participate in the meeting through this option must mute themselves until called upon to speak.*

Website: <https://us02web.zoom.us/j/6027436243?pwd=Ylp2b3JYckhIQVpwVkFIMmVKbE1uZz09>

1. AGENDA

1a. Call to Order

Chairman, Tony Allen, call the (in-person and Zoom video conference) District Meeting to order at 6:00 PM.

1b. Roll Call

Carol Greco called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, Kenny Edge, George Mirabella and Danny Powers. There was a quorum.

Also present in person or via Zoom were **Donald Bock, Scott Robinson, Carol Greco, Gaelan Jones and Jennifer Johnson**

1c. Pledge of Allegiance

The Pledge of Allegiance was let by Commissioner Mirabella.

2. APPROVAL OF AGENDA & MINUTES

2a. Approval of June 27, 2022 Agenda

MOTION: Commissioner Edge made a motion *to approve the June 27, 2022 District Meeting Agenda.* to the Agenda, and requested a motion to approve the agenda as revised. Commissioner Powers second and the Board unanimously passed the motion.

2b. Approval of May 23, 2022 District Meeting Minutes

MOTION: Commissioner Powers made a motion *to approve the May 23, 2022 District Meeting Minutes.* to the Agenda, and requested a motion to approve the agenda as revised. Commissioner Conklin second and the Board unanimously passed the motion.



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3. PUBLIC COMMENT

None

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6a. Phase 10 Fire Hydrant Project: (Edge)

Commissioner Edge advised that non-DOT per are completed and are currently awaiting approval.

7. NEW BUSINESS

7a. MOTION/APPROVAL – Direct Legal to Prepare & Publish RFP for Operational Auditing Services (JONES)

MOTION: Commissioner Powers made a motion *for Legal to prepare an RFP and research Auditing services*. Commissioner Conklin second and the Board unanimously passed the motion.

Discussions were had regarding information received from Commissioner Mirabella's recent attendance at the 2022 FASD Conference, and new legislation on operational audits for special districts. J. Angle Group, LLC has worked with the Manatee County Fire Department and developed a bid process for the competitive procurement of auditors. Commissioner Mirabella further discussed the possibility of piggybacking on this bid at which time Legal suggested the formation of a Bid Committee consisting of members from the fire department, ambulance corps., and a couple of commissioners to explore the practicability of this process. Legal additionally suggested a Public Records Request be drafted to seek information regarding J. Angle Group, LLC's process in preparing a bid.

7b. DISCUSSION – Mirabella Presentation from 2022 Annual FASD Conference (MIRABELLA)

A slide show of information obtained by Commissioner Mirabella from the FASD conference was shown outlining SMART Objectives, i.e. District Performance Review, Special District Requirements and benefits of the program, the majority of which this Department is already utilizing.



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8. LEGAL REPORT

Attorney Jones informed the Board that he will be resigning from Vernis & Bowling effective July 22, 2022. Vernis & Bowling will be taking the necessary steps to assign someone from their office to take over the duties of Counsel to the District. Commissioner Allen addressed the status of obtaining quotes from local contractors for the preparation of plans (rough costs/budge) for the possibility of renovating the building.

9. FINANCE REPORT

9a. FY 2021 Audit Report

No questions.

9b. FY 22 Finance Report (Q2)

Jennifer Johnson reported the total revenues were \$3,559,046.42 or 87.33% of the budget. The District Expenses were at \$190,978.16 or 52.59% of the budget. The Fire Department Expenses were at \$1,146,514.22 or 47.83% of the budget. The Ambulance Corps Expenses were at \$512,057.44 or 32.96% of the budget. The Total District Expenses were at \$1,849,549.93 or 42.87% of the budget.

10. AMBULANCE CORPS REPORT

10a. Monthly Reports (May 2022)

Scott Robinson discussed the Corps. responded to 815 calls over the past five months; 222 of which were North of MM103. One (1) volunteer was tested; 5 started over the past 30 days; 2 part-time medics were promoted to full-time, giving the Corps. a total of 6 full-time medics. The Corps. has two new rescue units.

11. FIRE DEPARTMENT REPORT

11a. Monthly Reports (May 2022)

Captain Garrido commented on 2 fires, which were total losses. However, they were able to save a puppy by administering oxygen. Commissioner Conklin commented on the passing of Dan Gleason and his commitment the department and community.

12. COMMISSIONER ITEMS

Discussions were had regarding new legislature and/or HB921 addressing restrictions to advertise to the Public. Commissioners Conklin and Mirabella have retained their seats unopposed going into the November 2022 election.



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13. NEXT MEETING

13a. KLFR&EMS July 11th or July 25th District Meeting and Strategic Planning Workshop

MOTION: Commissioner Powers made a motion to **hold the Strategic Planning Workshop on July 11, 2022 (cancel, if necessary); and, hold the District Meeting and Budget Workshop on July 25, 2022,** Commission Conklin second, and the Board unanimously passed the motion.

14. ADJOURN

The Board commenced the District Budget Workshop meeting at 6:43 PM.

*Persons who wish to be heard shall send submit a
Speaker Request Form to the Chairman or request to speak via Zoom.*