



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

December 12, 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=Ylp2b3JYckhlQVpwVkFIMmVKbE1uZz09>

1. AGENDA

1a. *Call to Order*

Chairman Allen called to order the District Meeting at 6:00 PM.

1b. *Pledge of Allegiance*

Commissioner Conklin led the Pledge of Allegiance.

1c. *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 Carol Greco, Dirk Smits, Janette Smith, Jennifer Johnson, Scott Robinson, David Garrido, and Don Bock.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of December 12, 2022 Agenda*

Motion: Commissioner Powers made a *motion to approve* the December 12, 2022 District Meeting Agenda. Commissioner Mirabella second, and the Board unanimously passed the motion.

2b. *Approval of November 14, 2022 District Meeting Minutes*

Motion: Commissioner Conklin made a *motion to approve* the November 14, 2022 District Meeting Minutes. Commissioner Edge second, and the Board unanimously passed the motion.



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3. PUBLIC COMMENT

None

4. CHAIRMAN REPORT

4a. *Swearing In of Commissioners Conklin and Mirabella by County Commissioner Holly Raschcin*

County Commissioner Raschcin ("Raschcin") swore in Commissioners Conklin and Mirabella to the board.

Raschcin inquired about the plans to renovate Station 24, which have been on hold pending the vote on the millage increase. Chairman Allen anticipates an update in January/February 2023.

Commissioner Conklin commented on the passing of former Commissioner Sylvia Murphy, and informed of a service to be held at Murray Nelson Monday at 3PM.

5. SECRETARY REPORT

None

6. OLD BUSINESS

None. Commissioner Mirabella inquired about the pump system, and was advised the Board voted to move forward.

7. NEW BUSINESS

7a *DISUSSION AND POSSIBLE ACTION: Legal Form Purchase Order*

The form was created to ensure all statutory requirements are met when handling purchase orders for the district. This form is to be placed on the back of future purchase orders. This would supersede the vendors terms and conditions. Should a vendor wish to include terms and conditions, this would prompt the department to further review the purchase order.

Motion: Commissioner Powers made a ***motion to approve*** Legal Form Purchase Order language to be include on the back of further department purchase orders. Commissioner Conklin second, and the Board unanimously passed the motion.



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7b. DISCUSSION AND POSSIBLE ACTION: District Clerk Position

Currently, Carol Greco will act as District Clerk. The Department may wish to hire a full-time Clerk. If Station 24 is renovated, there may be a potential to place a district office in this building. Further discussions were had regarding district telephone and email address. Legal to research internet phone, District E-mail and District Clerk position for potential action at the next meeting.

Motion: Commissioner Powers made a ***motion to approve*** the agreement for the District Clerk position. Commissioner Conklin second, and the Board unanimously passed the motion.

7c. DISCUSSION AND POSSIBLE ACTION: Records Management Compliance Statement Form

Discussion regarding electronic and paper records destruction. Prior clerk was working to digitize records. This project has been put on hold since the Covid pandemic. Chairman Allen believes there are approximately 20 filing cabinets with records to be digitized. However, records retained past the required retention period should be properly documented and destroyed, unless the Board wishes to maintain the records. This matter for document destruction will be placed on hold until March 2023 so legal may review documents. Records Management Compliance Statement FY 2021-22 will be executed by Chairman Allen and forwarded to the Department of State.

Motion: Commissioner Powers made a ***motion to approve*** Anthony Allen as Records Management Compliance Officer. Commissioner Edge second, and the Board unanimously passed the motion.

8. LEGAL REPORT

Nothing further.

9. FINANCE REPORT

9a. FY 22 Finance Report (Q4)(Johnson)

Jennifer Johnson commented on the Final Reports; revenues came in a 99.31%; district board at 59.86% or \$217K; Fire Department came in at 97.2% or \$2.3 mil.; ambulance came in at 91.65% or \$1.4 mil. Overall \$4 mil. was collected and extended \$3.99 mil.



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10. AMBULANCE CORPS REPORT

10a. *November Statistics*

Scott Robinson reports 141 calls for the month of November. The Corps brought in three (3) volunteers who have been tested to potentially start within the next couple of weeks.

11. FIRE DEPARTMENT REPORT

11a. *November Statistics*

Testing was administered to 12 potential candidates; 8 showed up and after background checks are completed, 4 offer letters will go out.

12. COMMISSIONER ITEMS

The service for Sylvia Murphy on Monday at 3PM was further discussed.

13. NEXT MEETING

13a. *KLFREMS District Board Meeting Jan. 9 or Jan. 23*

Motion: Commissioner Mirabella made a motion to **cancel the January 9, 2023 District Board Meeting**, unless required. Commissioner Edge second, and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Edge made a **Motion to Adjourn** at 6:27 PM. Commissioner Powers second, and the motion was unanimously approved by the Board.