



## 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*

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### DISTRICT MEETING AGENDA

**November 27, 2023**

Members of the public who wish to comment on matters before the District Board may do so in person at 1 East Drive, Key Largo, Florida or online. Members of the public who virtually participate in the meeting must mute themselves until called upon to speak. Virtual Meeting Link: <https://us06web.zoom.us/j/86268176300?pwd=eWtMajl4Snh0cDZ5RngxTk5VDdCZz09#uaccess>  
Password: 33037.

1. **AGENDA**

- 1a. *Call to Order*
- 1b. *Pledge of Allegiance*
- 1c. *Roll Call*

2. **APPROVAL OF AGENDA & MINUTES**

- 2a. *Approval of November 27, 2023 District Meeting Agenda*
- 2b. *Approval of the October 23, 2023 Draft District Meeting Minutes*

3. **PUBLIC COMMENT**

4. **CHAIRMAN REPORT**

5. **SECRETARY REPORT**

6. **OLD BUSINESS**

- 6a. *DISCUSSION/APPROVAL: Publish Job Description District Clerk/Manager [Board]*
- 6b. *DISCUSSION: Follow-Up to Feasibility Study [Mirabella]*
- 6c. *DISCUSSION: Building Addition and RFP for Architect [Conklin]*

7. **NEW BUSINESS**

8. **LEGAL REPORT**

- 8a. *DISCUSSION: Update on RFP 2023-002 and Discussion on Station 24 Expansion [Bryan]*

9. **FINANCE REPORT**

- 9a. *DISCUSSION/ACTION: RFP for a Focused Agency Analysis of The District, The KLFD, and The KLVAC with the goal of identifying any potential financial and/or*



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*operational benefits of merging the two contract agencies under the District and the Board of Commissioners. [Johnson]*

### 10. AMBULANCE CORPS REPORT

#### 10a. *October Statistics*

### 11. FIRE DEPARTMENT REPORT

#### 11a. *October Treasurer's Report*

#### 11b. *October Meeting*

### 12. COMMISSIONER ITEMS

### 13. NEXT MEETING

*December 4, 2023 District Meeting (if required)*

*December 18, 2023 District Meeting*

### 14. ADJOURN

### DOCUMENTS

Al 2b. *Draft October 23, 2023 Final Public Hearing and District Meeting Minutes*

Al 6a. *District Clerk/Manager Job Description*

Al 9a. *KLFREMS Agencies Evaluation*

Al 10a. *KLVAC Monthly Statistics*

Al 11a. *KLVFD Business Meeting Agenda*

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

**2b.**



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### DISTRICT MEETING MINUTES [DRAFT]

October 23, 2023

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Password: 33037.

#### 1. AGENDA

##### **1a. Call to Order**

Vice Chairman GM called to order the October 23, 2023 District Meeting at 6:03 PM.

##### **1b. Pledge of Allegiance**

Commissioner FC 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 were Tony Allen, Danny Powers, Carol Greco, Dirk Smits, Roget Bryan, Jennifer Johnson, Scott Robinson, David Garrido, and Don Bock.

#### 2. APPROVAL OF AGENDA & MINUTES

##### **2a. Approval of October 23, 2023 Amended District Meeting Agenda**

Commissioner GM made a ***motion to approve the*** October 23, 2023 Amended District Meeting Agenda. Commissioner KE second, and the Board unanimously passed the motion.

##### **2b. Approval of the September 25, 2023 Draft Minutes of the Final Public Hearing and District Meeting**

Commissioner Conklin made a ***motion to approve the*** September 25, 2023 Draft Minutes of the Final Public Hearing and District Meeting. Commissioner Edge 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. *DISCUSSION: Job Description District Clerk/Manager [Board]***

A discussion was had regarding the Clerk Job Description which Commissioner Mirabella commented was thorough GM description thorough; Commissioner Edge agreed. The board would like this item brought back to the next meeting for final approval and direction regarding posting of the position.

#### **6b. *DISCUSSION/MOTION: Lease of Vacant Land [Bock]***

A discussion was had regarding the vacant lot behind the Bank of America as a potential site to build a station. Could it be more cost effective to build one level versus building up?

#### **6c. *DISCUSSION: Update on Station 24 and 25 Generators [Mumper]***

Lt. Mumper advised both generator have been ordered along with a transfer switch for Station 24. There was discussion how much longer the rental generator will remain at the station; safe to remove after hurricane season (until November 30, 2023).

Delivery of the generators is as follows: (1) early delivery in March for 25 and, (2) late March for 24. Transfer switch may come earlier.

### 7. NEW BUSINESS

#### **7a. *DISCUSSION/MOTION: Approval to Purchase ESO Software [Jones]***

Lt. Mumper provided that the ESO Software is budgeted. There is an ability to integrate with EMS. Ties into State of Florida and Nippers (sp.)



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Commissioner Powers made a motion to approve purchase of the ESO software, Commissioner Conklin second, and the Board unanimously passed the motion.

### **7b. MOTION/APPROVAL: Vernis & Bowling Contract for Legal Services FY 23-25 (Legal)**

Attorney Smits briefly spoke with Commissioners regarding the Vernis & Bowling Contract for Legal Services which included a 5% increase due to inflation. There were no other changes to the contract.

Commissioner Edge made a ***motion to approve*** Vernis & Bowling Contract for Legal Services for FY 23-25. Commissioner Powers second, and the Board unanimously passed the motion.

## **8. LEGAL REPORT**

### **8a. DISCUSSION: Update on RFP 2023-002 and Discussion on Station 24 Expansion [Bryan]**

Attorney Bryan provided an update to the discussion to concerning the Station 24 expansion since the meeting and bid closing. There was considered interest at the prebid meeting; however, same did not elicit any bids. We have a better idea on why no bids were received and will put together a memo to include, i.e.; (1) Design drawings; (2) Direct Solicitation (provisions under state law limited); (3) Public Private Partnership; (4) alternate site(s) (not owned by district/ other gov entity); (4) temporary modular system while construction being performed.

Attorney Smits received a call from CBT Construction regarding putting together a proposal, and the Board unanimously passed the motion.

Additional discussions were reiterated to include the prebid meeting and contractors who had questions regarding the scope of work; have Little Red Rooster complete the plans; obtain architectural renderings; request architects' qualifications to be ranked. Legal is directed to prepare RFQ. Approach Holly to get county to match funds and Walgreen's property. County may be able to help with contractors.

## **9. FINANCE REPORT**

None

## **10. AMBULANCE CORPS REPORT**

Chief Don Bock advised that four (4) paramedics were tested, along with 2 volunteers with the majority of them being dual certified. Commissioner Mirabella inquired if this would create overstaffing of the department.



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**10a. September Statistics**

**10b. September Meeting**

### 11. FIRE DEPARTMENT REPORT

**11a. September Statistics**

**11b. September Meeting**

There were a total of 76 calls to include 5 fire, 25 EMS and 3 hazmat calls. Currently there is an ongoing officer class.

The ISO was plagued with software issues; 2 weeks to submit corrections.

### 12. COMMISSIONER ITEMS

Commissioner Conklin started a discussion regarding an ongoing legal issue stemming from an dive incident regarding a former member of the department, R. Blesser as part of an emergency rescue/recovery team. Mr. Blesser respectfully requests that the district and/or department acknowledge that a water emergency team was in force at the time of the incident prior to a deposition scheduled later in the week. Would like a letter from Chief Bock as to same.

Conversation was had regarding the current recording equipment/camera utilized for the meetings for clarity. Suggestions included repositioning the speaker and moving the commissioners' table to the back of the room. When Proteche originally installed the equipment, 2 speakers were requested; however, only 1 was billed for and installed. Can get a secondary speaker? Does not believe system was installed correctly. David Garrido indicated he would reach out to Proteche.

Lt. Mumper led a discussion regarding his ongoing communications with Dell regarding the consolidation of the fire district and EMS into a shared platform. Initial quotes are not in this year's budget. Next year budget over as the cost is over \$100K; technical process. Large WIP regarding Microsoft accounts. Secured network for all data meeting national security requirements; backup servers.

### 13. NEXT MEETING

**November 6, 2023 District Meeting (if required)**

**November 20, 2023 Strategic Planning Workshop**

**November 20, 2023 District Meeting**

Commissioner Edge made a ***motion to cancel*** the November 6, 2023 District Meeting, unless required. The next meeting will be November 20, 2023. Commissioner Conklin second, and the Board unanimously passed the motion.





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### 14. ADJOURN

Commissioner Conklin made a ***motion to adjourn*** the meeting at 7:07 PM. Commissioner Edge second, and the Board unanimously passed the motion.

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



**6a.**



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KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT  Job Description		EXECUTIVE ASSISTANT/CLERK	
		DATE OF REVISION	2/7/23
POSITION	Non-Exempt	Hourly Rate \$	BASED ON QUALIFICATIONS
LOCATION	Key Largo	Pay Range \$	

### **Basic Scope/Purpose:**

The Executive Assistant/Clerk provides a high level of professional administrative support to the Board of Commissioners and District administrative staff. This position is highly visible and is responsible for a wide range administrative duties.

### **Reporting Responsibilities:**

The Executive Assistant/Clerk reports to the Chair or designee.

### **Working Conditions:**

The Executive Assistant/Clerk will be mostly exposed to inside environmental conditions, with some exposure to outside conditions during training, assistance with field projects/studies, etc. The physical nature of this position is such that the person filling it will be expected to perform sedentary work with moderate to heavy work (exerting up to 20 lbs. of force to lift, carry, push, pull, or otherwise move objects).

### **Essential Functions (Without Accommodations):**

1. Assist the Chair and staff in day-to-day organizational and office management tasks, such as project management, meeting scheduling, and filing of documents (paper and/or digital).
2. Provides specialized or technical services to administrative staff/Commissioners in official meetings, public functions, and public relations matters.
3. Attend all District Board Meetings and responsible for preparing board meeting material, monitor the flow of the meeting, record the meeting, and create and distribute official minutes.
4. Responsible for recording and maintenance of recordings of all publicly noticed meetings.
5. Performs special assignments, research, and report preparation.
6. Coordinates and arranges all District Travel, including but not limited to, airlines reservation, hotel reservation, car rental reservation, and event registration.
7. Assists in the development and articulation of policy positions and administrative procedures.
8. Takes telephone calls, emails, and other communications from the public.
9. Processes a variety of correspondence, investigates subject matter and prepares replies.



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10. Assist with competitive bid process.
11. Receive, route, and organize incoming internal and external communications.
12. Perform general HR functions and assists in maintaining personnel records.
13. Respond to inquiries from the public about specific KLFEMS information as the Public Records & Retention Officer.
14. Assist with the timely disposition of all District records in compliance with state schedules.

Since our organization is going to change to meet the needs of public, environmental conservation, and the District, you can expect, anticipate, and assume that your job description will change to meet these challenges.

### **Required Qualifications:**

1. Proficiency with Microsoft Office Suite applications, Adobe Acrobat, and operate general office equipment.
2. Two years of general office or secretarial experience.
3. Excellent verbal and written communication skills.
4. Ability to exhibit professional behavior at all times, in person, over the phone and through electronic communication toward the general public and staff.
5. Excellent organizational skills, detail-oriented with a proven record of accuracy, self-motivated, team-oriented, flexible, anticipatory, and problem-solving skills.
6. Ability to work independently and prioritize workload, taking initiative and ownership of responsibilities.
7. Experience and ability to maintain strict confidentiality with sensitive information using good judgement and discretion.
8. Ability to establish and maintain effective working relationships with others, at all levels within the District.
9. High School Diploma or equivalent.

### **Preferred Qualifications:**

1. Associates or Bachelor's degree.
2. Three years of executive assistance experience.
3. Experience with public records requests and records management.

9a.

## Scope Overall

**i** The project will include five phases:

*Phase I: Project Preparation and Commencement*

*Phase II: Key Largo Fire Rescue & Emergency Medical Services District Analysis*

*Phase III: Key Largo Volunteer Fire Department Agency Analysis*

*Phase IV: Key Largo Ambulance Corps Agency Analysis*

*Phase V: Development, Review, and Delivery of Final Report*

## Tasks/Services

**i** The following tasks support the scope of work for each phase.

*Phase I: Project Preparation and Commencement*

- Task I-A: Development of Project Work Plan
- Task I-B: Collection and Review of Background Information, Previous Studies (to include work done in-house and the recent performance review.
- Task I-C: Stakeholder Input

*Phase II: Key Largo Fire Rescue & Emergency Medical Services District Analysis*

- Task II-A: Organization Overview including governance.
- Task II-B: Management Components and Processes
- Task II-C: Organizational Planning Processes
- Task II-D: Personnel Management and Staffing
- Task II-E: Health, Wellness, and Safety Programs
- Task II-F: Capital Assets and Capital Improvement Programs
- Task II-G: Service Delivery and Performance
- Task II-H: Training Program
- Task II-I: Fire Prevention/Public Education Programs
- Task II-J: Emergency Medical Services Support

*Phase III: Key Largo Volunteer Fire Department Agency Analysis*

- Task III-A: Organization Overview including governance.
- Task III-B: Management Components and Processes
- Task III-C: Organizational Planning Processes
- Task III-D: Personnel Management and Staffing
- Task III-E: Health, Wellness, and Safety Programs
- Task III-F: Capital Assets and Capital Improvement Programs
- Task III-G: Service Delivery and Performance
- Task III-H: Training Program
- Task III-I: Fire Prevention/Public Education Programs

- Task III-J: Emergency Medical Services Support

#### *Phase IV: Key Largo Ambulance Corps Agency Analysis*

- Task IV-A: Organization Overview including governance.
- Task IV-B: Management Components and Processes
- Task IV-C: Organizational Planning Processes
- Task IV-D: Personnel Management and Staffing
- Task IV-E: Health, Wellness, and Safety Programs
- Task IV-F: Capital Assets and Capital Improvement Programs
- Task IV-G: Service Delivery and Performance
- Task IV-H: Training Program
- Task IV-I: Fire Prevention/Public Education Programs
- Task IV-J: Emergency Medical Services Support

#### *Phase V: Development and Analysis of Future Alternatives*

- Task V-A: Development of operational and governance alternatives.
- Task V-B: Operational and fiscal analysis of alternatives
- Task V-C: Opinion on alternatives developed.

#### *Phase VI: Development, Review, and Delivery of Final Report*

- Task VI-A: Development and Review of Draft Project Summary Report
- Task VI-B: Presentation on final summary report and proposed changes

**10a.**





**11a.**

**Key Largo Volunteer Fire Department  
Treasurer's Report  
October 2023**

	<u>Payroll/Reimb</u>	<u>Corp Account</u>	<u>District Expenses</u>	<u>Total</u>
<b>Beginning Balance</b>	<b>\$84,840.80</b>	<b>\$5,878.51</b>	<b>\$617.59</b>	<b>\$91,336.90</b>
<u>Revenues</u>				
Revenues & Reimbursements	156256.33			156,256.33
Donations				0.00
T-Shirts/Sweaters				0.00
Misc Income - State of FL				0.00
Interest	27.49	2.50	0.26	30.25
<b>Total Revenues</b>	<b>156,283.82</b>	<b>2.50</b>	<b>0.26</b>	<b><u>\$156,286.58</u></b>
<u>Expenditures</u>				
Payroll Expenses	140575.14			140,575.14
Employee's Share Health Insurance	-2,462.88			-2,462.88
Health Insurance	14,952.81			14,952.81
Postage				0.00
Web Hosting				0.00
Miscellaneous (720 tax)				0.00
Licenses & Permits				0.00
Background Checks				0.00
Professional Fees				0.00
Supplies	1,540.65			1,540.65
Dues & Subscriptions	109.94			109.94
<b>Total Expenditures</b>	<b>154,715.66</b>	<b>0.00</b>	<b>0.00</b>	<b><u>\$154,715.66</u></b>
<b>Ending Balance</b>	86,408.96	5,881.01	617.85	\$92,907.82
TRANSFERS				0.00
Balance before Adjustment	86,408.96	5,881.01	617.85	\$92,907.82
Adjustment to arrive at Actual	19.03	0.00	0.00	19.03
<b>ACTUAL BALANCE @ MO END</b>	<b>\$86,389.93</b>	<b>\$5,881.01</b>	<b>\$617.85</b>	<b><u>\$92,888.79</u></b>
*Payroll Liabilities	\$19.03			
Fixed Asset Purchases				
Total Adjustments	<u>\$19.03</u>			

**11b.**



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

98600 Overseas Highway Key Largo, Florida 33037 Phone: 305-451-2766 Fax: 305-451-1562

## Business Meeting Agenda

Date: October 10, 2023

1. Call to Order
2. Approval of Agenda October 2023
3. Announcements
  - Openings for 8 new full time paid medics
  - Resignation of one full time medic to be replaced
  - Budget increase by District
4. Public Comment
5. Approval of Minutes September 2023
6. Treasurer's Report September 2023
7. Committee Reports
8. Legal Report
9. Membership Review
10. Old Business
  - A. Bylaws Update
11. New Business
12. Membership Discussion
13. Adjournment



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

98600 Overseas Highway Key Largo, Florida 33037 Phone: 305-451-2766 Fax: 305-451-1562

## Business Meeting

Date: October 10, 2023

Board members in attendance were Dawn DeBrule, Tess Marra and Scott Robinson. A quorum was present. Chief Don Bock was also in attendance.

1. Meeting was called to order at 6:29 pm by President Scott Robinson.

### 2. Approval of Agenda

Dawn DeBrule seconded by Tess Marra moved approval of the agenda. Motion carried unanimously.

### 3. Announcements

- There are openings for 9 full-time paid medics. Testing for medics will be held in the upcoming week.
- The proposed KLVAC budget was updated and increased by the District with regard to Step pay and a 10% 401k match.
- Two trucks are now at the repair shop.

4. **Public Comment** - No public comment.

### 5. Approval of Minutes

Tess Marra seconded by Dawn DeBrule moved approval of the September 2023 minutes. Motion carried unanimously.

### 6. Treasurer's Report

Tess Marra reported a balance of \$ 286,014.23 as of September 30, 2023. Dawn DeBrule seconded by Tess Marra moved approval of the treasurer's report. Motion carried unanimously.

### 7. Committee Reports

- A draft of the updated bylaws has been submitted to legal counsel who submitted his suggestions. The bylaw committee will meet October 18<sup>th</sup> to review legal's suggestions.

8. **Legal Report** - No Report

### 9. Membership Review

### 10. Old Business

A board review of the proposed bylaws has been tabled.



## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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**11. New Business - None**

**12. Membership Discussion**

No discussion.

**13. Adjournment**

There being no further business, Dawn DeBrule seconded by Tess Marra moved adjournment. Motion carried. Meeting adjourned at 6:43 pm.

Kay Cullen

Recording Secretary