



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: Michael Jenkins

DISTRICT MEETING AGENDA [AMENDED]¹

November 24, 2025

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.

1. AGENDA

1a. *Call to Order*

1b. *Pledge of Allegiance*

1c. *Roll Call*

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of November 24, 2025 District Meeting Agenda*

2b. *Approval of November 10, 2025 District Meeting Minutes*

3. PUBLIC COMMENT

4. CHAIRMAN REPORT

5. SECRETARY REPORT

6. OLD BUSINESS

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: KLVFD Audit Contract [Mumper]

8. LEGAL REPORT

9. FINANCE REPORT

10. AMBULANCE CORPS REPORT

11. FIRE DEPARTMENT REPORT

12. COMMISSIONER ITEMS

13. DISTRICT MANAGER ITEMS

13a. DISCUSSION: KLFREMS District Manager Report [Lombardo]

¹ To Add 7a.



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Non-Action Items:

1. *The Key Largo Fire Rescue and EMS District was represented well at the Veterans Day Ceremony on November 11, 2025 at the Murray Nelson Government Center. Members from the Key Largo Fire Department, Key Largo EMS, and Ocean Reef Public Safety Department attended. I was very proud to see all of the members in attendance.*
2. *I am happy to report the fire Department passed the state FFOSHA safety inspection. Special thanks to Capt. Garrido for overseeing the inspection.*

Action Items:

1. *Approve as presented or modify the Fire Chief/District Manager Job Description pending legal review.*
 - a. *I am requesting the job description be approved at this time so that we can begin the advertising and selection process to fill the position should the Board choose to merge. If a merger does not occur, the approved job description can remain an approved document, but the position can remain unfilled if so desired.*
 - b. *The advertising and selection process for a Fire Chief/District manager will not occur until approved by the Board of Commissioners after a decision is reached on a potential merger.*
2. *Approve as presented or modify the compensation package for the Fire Chief/District Manager position.*
 - a. *The salary and benefits were provided by the District CPA and are budgeted.*
 - b. *It is intended for the compensation package to be included in the advertising for the position should the board chose to fill it at a future time.*

14. NEXT MEETING

December 8, 2025 District Meeting (if required)

December 22, 2025 District Meeting

December 29, 2025 District Meeting

15. ADJOURN

DOCUMENTS

- Al 2b. *November 10, 2025 District Meeting Minutes*
Al 7a. *Citrin Cooperman & Company, LLP Engagement Letter*
Al 13a. *KLFREMS District Manager Report*
Al 13a1. *Fire Chief/District Manager Job Description*
Al 13a2. *Fire Chief/District Manager Compensation Package*

Persons who wish to be heard shall send submit a Speaker Request Form to the Chairman

2b.



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DISTRICT MEETING MINUTES

November 10, 2025

1. AGENDA

1a. *Call to Order*

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

1b. *Pledge of Allegiance*

Commissioner Jenkins led the Pledge of Allegiance

1c. *Roll Call*

Carol Greco called the roll. The following Commissioners were present: Chairman Allen, Commissioner Conklin, Commissioner Edge, Commissioner Mirabella and Commissioner Jenkins. There was a quorum.

Also present in person were Carol Greco, Hunter O'Connor, William Lombardo, Chief Bock, Capt. Jones, Lt. Mumper and Jennifer Johnson.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of November 10, 2025 District Meeting Agenda*

Chairman Allen made a motion to show cause to Modify the Agenda to (1) Add Item 7g. Resolution No. 2025-08, (2) allow John Pennekamp Coral Reef State Park to present the District with a Plaque of Appreciation, and (3) to allow Commissioner Mirabella to attend the meeting via Google Meet.

Commissioner Edge made a ***Motion to Approve the November 10, 2025 Modified District Meeting to Include Item 7g. and John Pennekamp Coral Reef State Park's Presentation*** to the Agenda. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

Commissioner Conklin made a ***Motion to Approve Commissioner Mirabella's meeting attendance via Google Meet.*** to the Agenda. Commissioner Edge seconded, and the Board unanimously passed the motion.

2b. *Approval of October 13, 2025 District Meeting Minutes*

Commissioner Jenkins made a ***Motion to Approve the October 13, 2025 District Meeting Minutes.*** Commissioner Conklin seconded, and the Board unanimously passed the motion. Ranger Mike McCay, John Pennekamp Coral Reef State Park, thanked the Fire Department for their participation in this year's Trunk or Treat Event as well as their attendance throughout the year attending medical calls. Ranger McCay presented the Key Largo Fire Department and



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Key Largo Ambulance Corp. with a Certificate of Appreciation for their continued support of the annual Trunk or Treat Event, as well as all their community work.

3. PUBLIC COMMENT

S. Heim – 7b – Commented on the contract between the District and both departments; no room in the fire department contract for taxpayers to be responsible for expenses incurred by the fire department.

7g. – Objects to District Manager's contract and his having operational authority.

14. – Commented on no December meeting dates.

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6a. DISCUSSION: Price Change for Replacement of Fire Department Trucks [Mumper]

Lt. Mumper commented on Ladder 25's price increase of \$53,500 for the cost of the pump and some storage item options. Tanker 24 had a price change (caught by engineering) regarding sheet metal thickness used to build the compartment was mis-spec'd (sp.) as a thinner sheet metal that can't be used on the 3000 gallon tanker; had to go to larger size creating a cost change of \$25,375. We are requesting a not to exceed \$80,000 change to include an outstanding item, that did not have the backup for this meeting.

Commissioner Jenkins made a ***Motion to Approve the Price Changes for the Replacement of Fire Department Trucks Not to Exceed \$80,000*** to the Agenda. Commissioner Edge seconded, and the Board unanimously passed the motion.

Commissioner Mirabella inquired as to the continued increases for the replacement trucks; were at \$2.2 million now at nearly \$2.3 million. Concerned these increases will continue to occur. Lt. Mumper provide this to be the final pricing after the pre-build conference; no expected changes from this point forward.

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: Vernis & Bowling of the Florida Keys, P.A.'s Contract for Services [O'Connor]



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Attorney O'Connor provided the Vernis & Bowling contract renewal; no substantial changes; same monthly retainer. Minor increase of hourly rates to \$235/hr. for attorneys, and paralegals to \$155/hr.

Commissioner Edge made a ***Motion to Approve Vernis & Bowling of the Florida Keys, P.A.'s Contract for Services***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7b. DISCUSSION/APPROVAL: *Hershoff, Lupino & Yagel, LLP's Invoice for KLVFD By-Laws [Mumper]*

Lt. Mumper commented that a Budget was requested for the past couple of years for expenses not related to lawsuits. Additional commentary included no budget in place for the past 15 years and the events that led up to no current budget. As the District may be moving in a new direction toward potential consolidation would the department's legal team cover all departments? As there has not been a determination regarding consolidation, the Fire and EMS corporations need their own legal representation. Attorney O'Connor read a portion of the District's legal contract with the Fire Department; ...The Fire Department budget requests should include personnel, supplies, materials, utilities and other internal costs, charges or expenditures necessary for incidental to the operations of the fire services, including a reasonable stipend for professional services... Attorney O'Connor recommends

Commissioner Jenkins made a ***Motion to Approve Hershoff, Lupino & Yagel, LLP's Invoice for KLVFD By-Laws***. There was a vote of 3 yes and 2 no's. Item passes.

7c. DISCUSSION/APPROVAL: *KLVFD & KLVAC Workers' Compensation Insurance for FY26 [Johnson]*

Ms. Johnson presented the Benchmark invoice that covers worker's compensation insurance for both departments for \$102,455.00

Commissioner Jenkins made a ***Motion to Approve KLVFD & KLVAC Workers' Compensation Insurance for FY26***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7d. DISCUSSION/APPROVAL: *Motorola Solutions Quote for Motorola N70 Radios (5) [Johnson]*

Ms. Johnson commented on the Ambulance Corp.'s request for 5 radios; piggyback purchase; has \$45K budgeted; cost to purchase \$38,693.15. Additional comments were made regarding the N70's and if you purchase now you will be paying for services a year in advance that are not yet available. Chief would like to get something to use that won't be obsolete in a few years. The service fee is free for the first year. Attorney O'Connor recommends approval subject to legal review.



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Commissioner Conklin made a ***Motion to Approve Motorola Solutions Quote for Motorola NC70 Radios upon Legal Review***. Commissioner Edge seconded, and the Board unanimously passed the motion.

7e. DISCUSSION/APPROVAL: Motorola Solutions Quote for APX8000XE (4) Radios [Mumper]

Commissioner Edge made a ***Motion to Approve Motorola Solutions Quote for APX8000XE (4) Radios upon legal review***. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

Lt. Mumper commented that fire department is currently using the 8000 all band; primary us is going be used as command radios; inter-operational capabilities to talk with Miami-Dade County through portable radios; same five year warranty and service contracts. Ms. Johnson provide the fire department has \$39,000 in small tools and capital outlay.

7f. DISCUSSION/APPROVAL: "Not to Exceed" Purchase of MES Turnout Gear via Piggyback Pricing from Lake County's Bid [Mumper]

Lt. Mumper commented that this request is for up to 12 sets bunker gear not to exceed \$60,000; initial quote is for one set; however up to 12 sets. We are currently looking at 10 sets; 2 are out for repair (which may not be reparable). Capt. Jones indicated the department budgeted for 12 sets. Quote provide was to show the Commissioners the cost for one pant/coat. Looking at just under \$5,000 per ensemble or just under \$60,000 for 12 sets, which are currently in the budgeted. We will be under Lake County contract; reviewed by Attorney O'Connor. Commissioner Mirabella inquired as to whether these sets are the brand currently in use. Capt. Jones indicated moving away from Tan Fire-Dex due to issues experienced with the materials used to manufacture this gear and going to move to Black Morning Pride sets, which are better quality gear. Commissioner Mirabella inquired as to cancer ratings. Capt. Jones provided that PFAS issues are in the internal thermal liners; only 2 manufacturers make thermal liners and both contain PFAS (which occur due to heavy burn/fire exposure); FDA fighting to get PFAS out. Capt. Garcia has been testing the Fire-Dex and Morning Pride gear at Miami-Dade Fire Academy in the burn containers; great feedback from Morning Pride set in relation to heat control inside the long burn containers.

Commissioner Jenkins made a ***Motion to Approve Purchase of MES Turnout Gear not to Exceed \$60,000 via Piggyback Pricing from Lake County's Bid pending legal review***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7g. DISCUSSION/APPROVAL: Resolution No. 2025-08: A Resolution of the Key Largo Fire and Emergency Medical Services District, Florida, Granting the District Manager the Authority to Carry Out the Terms of the District's Contracts with Key Largo Volunteer Fire Department, Inc. and Key Largo Volunteer Ambulance Corps., Inc. [O'Connor]

Attorney O'Connor read into the record Resolution No. 2025-08: A Resolution of the Key Largo Fire and Emergency Medical Services District, Florida, Granting the District Manager the Authority to Carry Out the Terms of the District's Contracts with Key Largo Volunteer Fire



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Department, Inc. and Key Largo Volunteer Ambulance Corps., Inc. Seeking to formalize District Manager Lombardo's authority to act on behalf of the District as it pertains to contracts; does not extend to the cancellation of those contracts or another provision in those contracts.

Commissioner Conklin made a ***Motion to Approve Resolution No. 2025-08: A Resolution of the Key Largo Fire and Emergency Medical Services District, Florida, Granting the District Manager the Authority to Carry Out the Terms of the District's Contracts with Key Largo Volunteer Fire Department, Inc. and Key Largo Volunteer Ambulance Corps., Inc.*** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

Roll Call Vote

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	Yes
Commissioner Mirabella	Yes
Commissioner Jenkins	Yes

District Manager Lombardo commented that one of the challenges he immediately faced was level of authority over the two departments, especially with responding to emergency scenes and taking command as needed with respect to firefighter safety. Moving forward there is a need for a robust incident management team. Chief Bock commented that he was looking for clarification as to District Manager Lombardo's Operational Authority.

8. LEGAL REPORT

Attorney O'Connor thanked the Board for renewing V&B's contract. Has no specific report.

9. FINANCE REPORT

None

10. AMBULANCE CORPS REPORT

Chief Bock added that they are still borrowing a rescue from Islamorada; lightening truck strike vehicle is still being repaired; other in Homestead. Chairman Allen inquired if we are able to get local mechanics to work on the vehicles. Unfortunately, local repair shops do not have a lift big enough to work on the vehicles. Truckmax is closest place to Key Largo. Have truck should be back this week; the other in Sanford middle of November.

Commissioner Mirabella inquired as to the status of trading in the old surplus ambulance toward the new purchase. Chief Bock received confirmation the vendor is no longer interested in taking them in on trade and the offer has been withdrawn. Chairman Allen commented on putting back out to bid; put feelers out to public to submit bids.



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11. FIRE DEPARTMENT REPORT

Lt. Mumper new volunteer class over the past couple of week; progressing. District Manager Lombardo has seen a lot from the operational side of the department. Capt. Jones spoke with Al regarding the ladder who advised the radiator is in the truck; should have back in a couple of weeks. Also, reminded everyone tomorrow is Veteran's Day. He spoke with Chief Marin at Ocean Reef who will bring us their ladder truck so that we may fly the large Flag over US1.

12. COMMISSIONER ITEMS

Chairman Allen commented on Veteran's Day. Commissioner Mirabella commented on audit letters provided by Attorney O'Connor; that they cannot go any further with it as they do not have requisite information to complete. How do we proceed? Additional comments to be made a Strategic Planning Workshop.

13. DISTRICT MANAGER ITEMS

13a. DISCUSSION: KLFREMS District Manager Report [Lombardo]

DM Lombardo reports he has secured housing near the station; has met with many people from personnel to elected officials and has been welcomed; proud to be a part of this organization. Comments regarding the DM position and adoption of job description, compensation package and plan to meet the timeline prior to the end of his contract. Inquired regarding spending authority to approve/disapprove emergency expenditures. Would like to have authority to discuss district related issues with legal. Attorney O'Connor believes this should be fine; however, can prepare a resolution, if necessary. OSHA inspection tomorrow; will pass along results of same.

14. NEXT MEETING

Commissioner Conklin ***made a motion to hold the next District Meeting on November 24, 2025.*** Commissioner Jenkins second, and the Board unanimously passed the motion.

15. ADJOURN

Commissioner Jenkins ***made a motion to adjourn the meeting at 6:48 PM.*** Commissioner Edge second, and the Board unanimously passed the motion.

4a.

ITEM #	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	COMMENTS: 11/10/25 STRATEGIC WORKSHOP
25-001	CONKLIN/LEGAL	Station Expansion	2026	Final discussions with Architect prior to submittals and further discussion with County Architect estimates 6 months to complete final design and construction documents from County approval. Construction bid	Looking into working with Real Estate attorneys regarding County Requirements. What do we need to do regarding extension - 24-14 ILA expires 9/26. There is a Building committee for this item. Once we get county approval it will take 4-6 months. After that we can move with design. Potential EOC designation. Discussions regarding whether or not to expand to a second floor on the existing building; expansion of second story; maybe third station that may be able to house a fire boat, potentially Pennekamp. Perhaps a modification to this item is warranted; keep moving forward with this item.
25-002	LEGAL	RFP NO. 24-001 Operational Analysis & Consolidation Study		Report coming along well and currently in technical review process Final stages of completion	Hopefully completed in the next couple of months. After tech review completed; will be a final review . Then to editor and back to the board. DM Lomardo is assisting in working with J. Angle Group to get a final document for the next Strategic Planning Meeting.
25-003	LEGAL	District Audit		Beginning FY 2025-2026 Audit Process; yearly statutorily required audit. Auditor preparing engagement letter and contract renewal to be brought back to the Board.	
25-004	LEGAL	Corporation Audit		Auditor cannot move forward without cooperation from corporations. Need solution as current personnel assigned are not assisting.	Chief Bock - What are they looking for? Financial Documents. Chef thought it was being addressed; not sure what they are looking for. From the Fire Department side, some info that is being requested we will not be able to provide. Specifically, anything before June 6, 2024 as this information was compromised in the Data loss breach. One item is regarding an Aetna bill; do not have invoice as same was shredded after check request was completed and scanned. The other questions were tied to a CD and the transfer made into the Fire Department's bank account. If they cannot give a recommendation as a pass/fail it is going to be implied we are not in compliance with public record keeping and proper business practices despite the recent audit indicating everything is ok on the District side; corporations are going to fail. Attorney O'Connor suggests something to be accomplished prior to the next meeting. If no progress at next meeting will assign someone to be liaison to work to complete the audit.
25-005	MIRABELLA/GRECO	Transition of Webhosting from IONOS to Streamline		Meeting with Streamline on 11/12/25 to work to continue transition	Working to complete by the next meeting.

25-006	ALLEN/LOMBARDO/JONES	Fire Boat		Establish plan of action for implementation or put on hold until next strategic planning meeting.	Got grant extension to June 2026; may be able to go after additional money. DM Lombardo spoke with Lauren Mellow (sp.) regarding the initial grant and to determine if they will be re-funding it this year, which would open up more funds. Essentially, there is a bill on the governor's desk for signature. Ms. Mellow was unhappy that nobody in the Keys has acted on it. Mr. Lombardo advised we have a plan; that it is taking a little longer than anticipated. May require a letter to her office from the District to her office. In the meantime, we need to put together a plan. One option could be to spend the money we have on a smaller boat. Need a place to house the boat. May want to put someone like Capt. Jones on committee. Islamorada getting second boat in Founders; they will have one on bay, one on ocean. Key West has a boat with a proven record regarding staffing of boat. Someone can reach out to other departments regarding staffing/housing of a boat. To be brought back at another strategic planning meeting.
25-007	LOMBARDO/ALLEN	Chief Search		District Chief will need to be hired by June 2026 Need to discuss / define search parameters, job descriptions, etc.	Presented the board with a Matrix. Drafted Fire Chief/District Manager Job Description and way to bring someone in. This is written toward consolidation. Question regarding residency. Hiring team. Targeted recruitment search. Compensation package.
25-008	CONKLIN	Surplus Property		Legal awaiting list and description of property to be auctioned via competitive solicitation	Identify items, advertise and ask for bids.
25-009	LEGAL	Policy Review		Given the likelihood of District consolidation legal recommends full policy review to make necessary revisions/changes.	If Departments are consolidated this will need to be addressed.
25-010		District Clerk		Should search for District clerk be resumed? Consideration of remote employee?	
25-011		Salary Schedule		District will need to consider and adopt a salary schedule for employees in order to prepare for likelihood of consolidation	
25-012	LEGAL	District Governance		Legal recommends review of policy, job descriptions, etc. to clarify staff roles, responsibilities, and overall evaluation to determine where improvements can be made	
25-013	LEGAL	New Vehicles	2026/2027	New firetrucks and ambulances have been purchased and are in the process of being built by the vendor	
25-014	ALLEN	General Funding Source		Need to obtain extension / renewal of ILA as building expansion unlikely to be incurred by District by September 2026	

25-015		County ILA Funds		Previous ILA (2016-2021) fully utilized Current ILA expires September 2026 and has not been utilized yet Recommend submitting architect fees for reimbursement under current ILA	
25-016	LEGAL/CJ	Update Mutual Aid Agreements		General sentiment from neighboring entities is that MAAs are not in need of revision / update.	
25-017	MEDICAL DIRECTOR	Improvement Plan		Monitor implementation of improvement plan and commitment to clinical performance	
RECURRING ITEMS					
001		Identify Potential Legislation Important to the District		Legal continues to monitor Florida Legislative Session for newly enacted bills impacting District operations	
002	KLVDAC	Pursue Additional Grant Funding		Continue to monitor available grant opportunities	
003		Public Safety		Monitor opportunities to improve public safety	
004		High Safety Standards		District will meet high safety standards Establish safety committee to meet quarterly Implement and follow SOP/SOGs to reduce safety risks	
005		NFPA Standards		District will meet NFPA standards on certifying all fire pumps, hoses, and ladders	
006		CPR Certification		District will ensure that all personnel are CPR Certified	
007		Training		The District will implement / carry out a training program that will monitor training hours and needs and will assign specific training based on job descriptions	
008		ISO Rating		The District will endeavor to lower its ISO rating	
009		Community Personal Life Safety		Create and maintain smoke alarm program for single family homes Create and maintain a fire extinguisher training program for citizens Conduct / offer CPR training for citizens	
010		Maintenance		Establish procedure for routine updates on status of District property to ensure everything is kept in working order Formalize inventory schedules	

7a.



Citrin Cooperman & Company, LLP
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November 5, 2025

The Board of Commissioners
Key Largo Volunteer Fire Department, Inc.
98600 Overseas Hwy,
Key Largo, FL 33037

Dear Members of the Board:

This first amendment to the original Key Largo Volunteer Fire Department, Inc. engagement letter dated June 17, 2025, is entered into as of the dates set forth below by and between Citrin Cooperman & Company, LLP ("Citrin Cooperman") and the management of Key Largo Volunteer Fire Department, Inc. (the "Organization"). For purposes of this first amendment, the effective date of the fees and scope of services set forth herein shall be June 17, 2025.

WITNESSETH:

WHEREAS, Citrin Cooperman and the Organization entered into an accounting and advisory services agreement signed by both parties on June 17, 2025 (the "Agreement") with respect to services as more particularly described therein; and

WHEREAS, Management of the Organization desires to engage Citrin Cooperman to continue to provide accounting and advisory services. The parties desire to enter into the first amendment for the purpose of amending the original agreement accordingly.

NOW THEREFORE, in consideration of the mutual promises contained herein, the parties agree as follows:

1. The first paragraph under Other Services on page 3 shall be amended to:

We will assist in preparing the financial statements, supplemental schedules, and related notes of the Organization in conformity with U.S. GAAP based on information provided by management. In addition, we may assist management with certain adjusting or reclassification entries as part of our financial statement assistance services. We will also assist management with the preparation and maintenance of the Organization's fixed asset schedules in accordance with U.S. GAAP for the 2024 calendar year. Our services will include updating and reconciling the fixed asset listings based on information provided by management, recording additions and disposals, calculating depreciation using approved methods and useful lives, and preparing detailed schedules and supporting documentation for audit and financial reporting purposes. We will also assist in developing a forward-looking fixed asset schedule to facilitate accurate and efficient depreciation calculations in future periods. Our fees for these additional services will be \$1,250. However, the preparation of the Organization's financial statements and supplemental schedules and assisting in the accuracy and completeness of the underlying records and for all accounting and capitalization policy decisions, remain the responsibility of management.

"Citrin Cooperman" is the brand under which Citrin Cooperman & Company, LLP, a licensed independent CPA firm, and Citrin Cooperman Advisors LLC serve clients' business needs. The two firms operate as separate legal entities in an alternative practice structure. The entities of Citrin Cooperman & Company, LLP and Citrin Cooperman Advisors LLC are independent member firms of the Moore North America, Inc. (MNA) Association, which is itself a regional member of Moore Global Network Limited (MGNL). All the firms associated with MNA are independently owned and managed entities. Their membership in, or association with, MNA should not be construed as constituting or implying any partnership between them.



CITRIN COOPERMAN®

The Board of Commissioners

Key Largo Volunteer Fire Department, Inc.

November 5, 2025

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2. Definitions. All capitalized terms used herein and not expressly defined herein shall have the respective meanings given to such terms in the Agreement.
3. Entire Agreement. Except as expressly modified by this first amendment, the Agreement shall be and remain in full force and effect in accordance with their terms and shall constitute the legal, valid, binding and enforceable obligations of the parties. This first amendment, including the Agreement, is the complete agreement of the parties and supersedes any prior agreements or representations, whether oral or written, with respect thereto. In the event of a conflict between the terms of this first amendment and the Agreement, the terms of the first amendment shall govern.

Approved by Firm:

Citrin Cooperman & Company, LLP

Sardou Mertilus

Engagement Partner

Date: _____

CLIENT AGREEMENT AND ACCEPTANCE

Agreed and accepted by:

Management signature: _____

Title: _____

Date: _____

13a.

KEY LARGO FIRE RESCUE AND EMS DISTRICT		
GENERAL ADMINISTRATION		
Subject: Position Descriptions		
Position: Fire Chief/District Manager		
Reports to: Board of Commissioners		
Effective: TBD		
Approved By:	Revised: TBD	Page 1 of 7

FIRE ~~E~~-CHIEF / DISTRICT MANAGER

I. Job Description:

Summary

The Fire Chief is the Chief Executive Officer and District Manager. The position is an Executive-level, highly responsible managerial, professional, administrative, and technical position involving responsibility for the direction of all employees and activities of the District. The Fire Chief provides strategic leadership and overall administration of the District, exercising responsibility for planning, organizing, directing and coordinating this emergency service organization (ESO). The Fire Chief is specifically concerned with preventing and minimizing the loss of life and property by fire, accident, medical emergency, or other natural or man-made emergency incident.

The Fire Chief exercises oversight, direction, management, and leadership of all agency operations, administrative services, fire prevention, training, and Emergency Medical Services (EMS) operations.

The Fire Chief reports directly to the District Board of Commissioners and is responsible for implementing Board policies, managing District resources, and ensuring the efficient and cost-effective delivery of services to the community.

The Fire Chief is senior in rank and responsible for the fulfillment of all duties and authority commensurate with assigned responsibilities.

II. Essential Functions and Responsibilities:

- Directs and oversees all aspects of District operations, including Fire, Rescue, and EMS emergency response, fire prevention, injury prevention, public education, training, and administration.
- Duties are carried out in accordance with accepted national and regional fire and EMS standards and recommended practices.
- Develops and implements District-wide strategic plans, policies, and procedures to ensure effective emergency response capabilities and administrative operations.

KEY LARGO FIRE RESCUE AND EMS DISTRICT		
GENERAL ADMINISTRATION		
Subject: Position Descriptions		
Position: Fire Chief/District Manager		
Reports to: Board of Commissioners		
Effective: TBD		
Approved By:	Revised: TBD	Page 2 of 7

- Establishes and maintains effective working relationships with elected officials, other agency heads, neighboring jurisdictions, and community stakeholders.
- Ensures compliance with applicable federal, state, and local laws, regulations, and standards (as adopted by local, state, or federal policy or law).
- Serves as a primary representative of the District. Displays professionalism and comportment at all times, specifically in all intergovernmental activities, in professional associations, and community relations.
- Represents the District to the general public and the media; writes articles, and makes speeches or presentations to promote awareness of the District's [mission and](#) functions.
- Handles public inquiries and complaints; answers and clarifies these or refers them to the appropriate informational sources.
- Oversees recruitment, promotion, discipline, and development of District personnel.
- Develops and maintains mutual aid agreements with surrounding jurisdictions.
- Participates in firefighting, EMS, rescue, public education, and prevention activities.
- May take command in a fire or other emergency situation. Makes decisions for the District as required by circumstances and need.
- Analyzes and evaluates reports and statistics to ascertain trends and patterns. Deploys personnel and resources to meet various community and organizational needs.
- Supervises and participates in the planning, development, and execution of training programs.
- Conducts internal staff meetings.
- Oversees District facility, vehicle, and equipment maintenance and the internal decision making on new or replacement District facilities, vehicles, and equipment. As necessary, presents information and justification for Board consideration.
- Required to wear District uniform and civilian clothes, as appropriate.
- Attends seminars, conferences, training courses, meetings, and keeps abreast of technological advances relating to fire suppression, technical rescue, emergency medical services, community risk reduction, and fire prevention activities.

III. Knowledge, Skills, & Other Characteristics:

- Displays and exercises the utmost degree of integrity and ethical behavior
- Expert knowledge of a modern and progressive ESO, including administration, fire services, rescue, EMS and emergency management principles and practices.
- Comprehensive understanding of public administration and State of Florida Special District operations.
- Ability to communicate clearly and concisely both orally and in writing.

KEY LARGO FIRE RESCUE AND EMS DISTRICT		
GENERAL ADMINISTRATION		
Subject: Position Descriptions		
Position: Fire Chief/District Manager		
Reports to: Board of Commissioners		
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- Effectively and efficiently plan, assign, supervise, evaluate, and direct assigned personnel to maximize the efficiency and effectiveness of the delivery of services by the District and to promote positive employee relations and team unity.
- Ability to organize and direct firefighting and emergency medical services of broad scope and complexity.
- Ability to use considerable independent judgment and discretion in managing situations that may occur.
- Ability to apply analytical skills for all related activities and interpret data for decision making, effective decisions, recommendations, reports, etc.
- Is familiar with: Florida Statutes § 633, Fire Prevention and Control, and F.S. §§ 189 and 191 regulating special district operations, as well as other federal, state, and local laws, ordinances, and regulations relevant to District operations.
- Is familiar with the Insurance Services Office (ISO) Public Protection Classification (PPC) and agency accreditation through the Center for Public Safety Excellence.
- Monitors actions of other governmental agencies with respect to annexation of Key Largo Fire, Rescue and EMS District boundaries. Is familiar with annexation laws and negotiates interlocal agreements with other agencies for consideration by the Board of Commissioners.
- Is familiar with Florida Sunshine and public record laws.
- Assists in selecting and maintains liaison with the District's law and accounting firms. Recommends to the Board of Commissioners continuation of or changes in these outside professional resources.
- Coordinates with architects, builders, general contractors, and other providers of services to the District.
- As the District does not have the same infrastructure as a municipality, the Fire Chief must be knowledgeable in such areas as legal, management information systems, personnel policy, insurance, retirement, Firefighter Bill of Rights, Fair Labor Standards Act (FLSA), American with Disabilities Act (ADA), and other related fields.
- Advanced knowledge of:
 - Fire suppression and prevention techniques [and administration](#)
 - Emergency medical services administration
 - Hazardous materials operations
 - Fire and EMS grants and grant programs
 - Personnel management and employee relations
 - Budget development and fiscal management
 - Public safety technology and communications systems
 - Emergency management and disaster preparedness

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- Fire service law and liability
- Strategic planning and policy development

IV. Strategic Leadership Responsibilities:

- Develops and implements District strategic mission, vision, goals, and objectives
- Establishes performance standards and evaluation metrics
- Reviews and approves operational policies and procedures
- Oversees major equipment and apparatus procurement
- Directs emergency operations during major incidents
- Coordinates with other agencies, districts, and departments
- Develops succession planning and leadership development programs
- Performs a gap analysis to ensure District readiness and capabilities
- Oversees grant applications and management
- Directs public information and community relations programs
- Manages District accreditation processes

V. Administrative Responsibilities:

- Develops, manages, and reviews the preparation of the annual District Budget, including staffing projections, organizational infrastructure and equipment needs. Presents a proposed annual budget to the Board of Fire Commissioners with justification for each request. Makes recommendations regarding capital project financing and investments of public funds.
- Ensures safe and efficient operation, maintenance, and repair of all District assets, whether leased, loaned, or owned by the District.
- Informs the Board of Commissioners of activities and operations, both through written monthly reports and intervening updates. Assures the preparation of the agenda for Board meetings, and requests input from Commissioners on agenda items.
- Oversees and ensures District compliance with budget and advertising requirements as detailed in the State of Florida Truth in Millage (TRIM) Act.
- Attends and participates in workshops, schools, seminars, conferences, committee meetings and public hearings related to fire, rescue, and EMS. Ensures compliance with District record keeping, bookkeeping, and reporting functions. Assists in facilitating the outside annual financial audit.
- Reviews and approves District expenditures up to the limit determined by a Board of Commissioners duly adopted resolution.

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- Oversees personnel actions and disciplinary matters.
- Develops and maintains operational policies.
- Manages District contracts and agreements. Acts as the official business agent for the District. Signs contracts and reports on behalf of the District.
- Serves as the official custodian of the public records of the District, thus ensures all records are maintained available to the public in accordance with Florida Law.
- Ensures accurate record keeping and reporting.
- Prepares reports and provides information as required by governing authorities.
- Communicates and coordinates with members of the Florida Legislature and the Monroe County Board of County Commissions on issues that may affect the District.

VI. Supervisory Controls

Reports to the Key Largo Fire Rescue and EMS Board of Commissioners

VII. Physical Demands

Must be able to wear all assigned gear and effectively perform emergency scene duties when needed. When on an emergency scene, requires good vision, good hearing, ability to distinguish odors, ability to walk, run, drive vehicles, crawl, stoop, push, pull, jump, and use other emergency, ~~y and~~ firefighting, ~~and~~ EMS equipment as required. Must be able to climb ladders and stairs and perform and supervise various physical inspections.

VIII. Work Environment

A considerable amount of time is spent working inside Station facilities. Outside work may occasionally be performed in emergency conditions which may often involve extreme danger and exertion under stressful and hazardous conditions such as flames, smoke, hazardous materials, cramped conditions, charged or oxygen deficient atmospheres, downed power lines, in and among moving vehicles in varying inclement weather among others.

During occasions of local emergencies, this position may be required to report to perform emergency, planning, coordination and control tasks which may result in extended work hours, as well as extended periods of time away from family members.

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Must be available for response to emergency scenes and to manage various situations during non-traditional work hours.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability

IX. Required Minimum Qualifications:

Education and Experience:

- Bachelor's Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration, or closely related field.
- Certified District Manager (CDM) from the Florida Association of Special Districts (must obtain within 3 years of appointment).
- Minimum fifteen (15) years of progressive fire service experience with five (5) years documented at supervisory and managerial levels.
- A combination of experience and education may be considered to meet the minimum requirements.

Required Certifications:

- Florida Minimum Standards of Firefighting Certification Firefighter II
- Florida State Fire Officer Certification
- Florida State Certified Emergency Medical Technician or Paramedic
- Florida Forestry Certification in S130/S190 as a wildland firefighter ([must obtain within one year of appointment](#))
- Must have completed:
 - ICS-100
 - ICS-200
 - ICS-300
 - ICS-400
 - ICS-700
 - ICS-800

Additional Requirements:

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- Must have and maintain a valid FL State Driver's License
- Must be available to respond to significant events within a timely manner
- Must participate in [County Wide](#) Emergency Management Operations
- Must be a non-smoking/non-tobacco using person, both on and off the job, at the time of appointment to the position and maintain same non-smoking and non-use throughout the term of employment
- Must successfully pass the District's medical/physical, drug screen, and background checks as a condition of appointment and employment
- Residency of within a [50??](#) mile radius of Key Largo Fire District Headquarters is required

Preferred Qualifications:

- Florida Certified Paramedic
- Florida Fire Officer II certification
- Florida Fire Inspector I certification
- Master's Degree from a regionally accredited college or university in Fire Science, Fire Administration, Public Administration, Business Administration, or closely related field
- Executive Fire Officer (EFO) graduate from the National Fire Academy
- Chief Fire Officer (CFO) from the Center for Public Safety Excellence

VII. Professional Development:

- Maintain membership in professional fire service organizations
- Participate in continuing education and professional development
- Attend conferences and seminars to stay current with fire service, [EMS, and special district](#) trends
- Engage in networking with other fire service [and EMS](#) leaders
- Pursue relevant advanced certifications and designations

Note: This job description is illustrative, and not all inclusive. Job duties and requirements may be modified as needed to meet District and community needs.

13b.

Fire Chief/District Manager compensation package

- \$196,865 annual salary
- Full paid health/dental/vision insurance
- 50% paid for family health/dental/vision insurance coverage
- Up to 10% matching on a 401K retirement plan
- Paid time off