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**1ST PUBLIC HEARING AND DISTRICT MEETING MINUTES**

**September 11, 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://zoom.us/j/92901339730>; Password: 33037.

**1. AGENDA**

There was a moment of silence in observation of the anniversary of 9/11.

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

Chairman Allen called to order the 1st Public Hearing and District Meeting at 6:01 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 were Carol Greco, Roget Bryan, Jennifer Johnson, Scott Robinson, David Garrido, and Don Bock.

**2. APPROVAL OF AGENDA & MINUTES**

**2a. *Approval of September 11, 2023 District 1st Public Hearing and District Meeting Agenda***

Commissioner DP made a ***motion to approve the*** September 11, 2023 1st Public Hearing and District Meeting Agenda. Commissioner Conklin second, and the Board unanimously passed the motion.

**2b. *Approval of the August 21, 2023 District Meeting Minutes***

The board has requested the minutes be revised per discussion and brought back to the next meeting for approval.



## 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

Commissioner Edge made a ***motion to postpone approval of*** August 21, 2023 District Meeting Minutes. Commissioner second, and the Board unanimously passed the motion.

Amend minutes to bring back to the next meeting for approval.

### 3. **PUBLIC COMMENT**

None

### 4. **CHAIRMAN REPORT**

None

### 5. **SECRETARY REPORT**

None

### 6. **OLD BUSINESS**

#### **DISCUSSION: Consideration to Classify Employees as District**

Jennifer Johnson noted the James Engle Group's potential costs for services associated with a feasibility audit at approximately \$45k; would need to identify This would have to go out for formal bid. The Board requested Ms. Johnson contact Engle to determine what information such a study would entail for a \$45k fee. Commissioner Conklin inquired if this analysis would have to be put out to bid? Legal suggested putting this out to bid with a potential threshold at \$35K?

#### **DISCUSSION: MOTION/APPROVAL: Applying for SAFER Grant [Board]**

GM / DP passes

#### **a. DISCUSSION: MOTION/APPROVAL: Approval for Station 24 Generator [Mumper]**

Commissioner Mirabella made a ***motion to approve the*** purchase of a Generator for Station 24. Commissioner Edge second, and the Board unanimously passed the motion.

Lt. Mumper provided the Board with a quote from Kohler for a generator which includes the generator/transfer switch. From purchase, there will be an approximately 26 week turnaround. The generator system itself is \$32,783.83; transfer switch at \$13,033.80. This system is equivalent to the one at Station. There would be additional costs for installation.



## 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

**b. DISCUSSION:      MOTION/APPROVAL: Approval for Station 25 Generator Installation Costs [Mumper]**

Commissioner Mirabella made a ***motion to approve the*** Station 25 Generator Installation Costs of Wire Nuts Electric. Commissioner Edge second, and the Board unanimously passed the motion.

TWA quote \$20k for installation of the generator. Wire Nuts came in with a quote substantially lower at \$3,450; inclusive of disconnect existing unit; crane to lift old unit/replace new, wiring (based on existing wiring being in good condition), battery. If a permit is required, there will be additional costs associated with that.

Discussions were had regarding the old equipment. Potentially sell, donate or surplus this equipment. While the motor is good, the alternator is not; local recycler potentially pick up for scrap.

***The District Meeting was called to recess at 6:34PM to open the 1st Public Hearing on the Budget.***

**7. BUDGET FY 2023-2024**

Jennifer Johnson led the discussion. The tentative budget is at 1.695 mils; 30.92 above rollback. This includes an additional 10 employees; 2 for fire and 8 for ambulance. There are increases built-in for staff; added generators; new ambulance.

**PUBLIC COMMENT**

Sue Heim – Line Item Comments:

120.02 – Does this includes step raises? This should not be included; already getting significant increase without step raise

121.03 – Seem a little high; the Chief provided this is appropriate.

312 - Both being brought up to mc standards.

Line 140 – This is significant...why is that so high? Inclusion of adding more people. This is high; please focus on 120.02 both houses being brought to mc. Chief Robinson commented that the step plan on hold for 1 year.

Prior to November, the mil increase presented included the addition of a third rescue going up to Station 25; significant pushback should there not be an additional truck.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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Further discussions were had regarding putting on a 3rd truck; Commissioner Mirabella does not we have the call volume to add a third ambulance; agrees with Sue; we can't have gone to public, who voted yes to the increase to add a third ambulance, and then tell them we are using money for something else. Scott Robinson further commented that if you think about what Commissioner Mirabella suggests; if you have one truck at 106 and 1 at the 98, and if you are running 30% at the 106; what happens when 98 is running calls to 102 and you get another call at a different location? Where is that truck coming from? The 106? What would have been accomplished

514.310 – Would like to see clerk services go back to separate line item and bill out of that line item. If a clerk hired, then then the line item will be adjusted at that time.

***The 1st Public Hearing was closed at 6:56 PM and the District Meeting was continued.***

### 8. **NEW BUSINESS**

#### 8a. ***DISCUSSION: MOTION/APPROVAL: Hiring District Clerk/Manager [Mirabella]***

Discussions were had regarding the necessity of hiring a full-time (Monday-Friday) District Clerk/Manager to handle the day to day needs of the District; oversee/manage aspects of the impending buildout of the second floor; perform duties currently being addressed Captains, Lieutenants. There needs to be a concise job description drafted for the clerk. Ms. Heim inquired of a budgeted salary for this position; not at this time. Move item to Legal.

Commissioner Powers made a ***motion to approve the Hiring of a District Clerk/Manager.*** Commissioner Conklin second, and the Board unanimously passed the motion.

#### 8b. ***MOTION/APPROVAL: Resolution No. 2023-002 A Resolution of the Key Largo Fire Rescue and Emergency Services District, Florida, Adopting the Tentative Levy of Ad Valorem Taxes for the District for the Fiscal Year 2023-2024; Providing for Severability and Providing an Effective Date [Johnson]***

Jennifer Johnson read into the record: Section 1. The Fiscal Year 2023-2024 tentative operating millage rate for the District is 1.1695 mills, which is greater than the rolled-back rate of 0.8933 mills by 30.92%.

Discussions included adding 10 full-time employees; raises to staff members.

Commissioner Mirabella made a ***motion to approve*** Resolution No. 2023-002 A Resolution of the Key Largo Fire Rescue and Emergency Services District, Florida, Adopting the Tentative Levy of Ad Valorem Taxes for the District for the Fiscal Year 2023-



# KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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2024; Providing for Severability and Providing an Effective Date. Commissioner Conklin second, and the Board unanimously passed the motion.

Roll Call Vote:

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	Yes
Commissioner Mirabella	Yes
Commissioner Powers	Yes

**8c. MOTION/APPROVAL: Resolution No. 2023-003 A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Providing for Adoption of the Tentative Budget of the District for the Fiscal Year Commencing on October 1, 2023, and Ending on September 30, 2024; Providing for Severability and Providing an Effective Date [Johnson]**

Jennifer Johnson read into record on September 11, 2023 the District Board held a public hearing to consider adjustment of its proposed millage rate, to consider its tentative operating budget for Fiscal Year 2023-2024 (the "FY 2023-2024"), and adopt a recommend proposed millage rate in accordance with Section 2.065(2)(c), Florida Statutes.

Commissioner Mirabela made a ***motion to approve*** Resolution No. 2023-003 A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Providing for Adoption of the Tentative Budget of the District for the Fiscal Year Commencing on October 1, 2023, and Ending on September 30, 2024; Providing for Severability and Providing an Effective Date. Commissioner FC second, and the Board unanimously passed the motion.

Roll Call Vote:

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	Yes
Commissioner Mirabella	Yes
Commissioner Powers	Yes

Discussions were had regarding Captain \$750 stipend; no step increase for fire as EMS is not providing.

Annual training was not budgeted last year; 2 instructors x3 shifts.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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640 Capital Outlay – Hurst Saltwater Submersible Extrication Tools; if not awarded by AFG. Tool repaired and back in service.

120-extra stipend/step increases. Lt. Mumper commented that personnel have taken on much more responsibility on administrative roll; step provided to personnel

Ambulance Corps. gave up stipend and step; sticking points over last couple of months.

Commissioner Powers questioned what is being requested to approve? Tentative budget? Step? Commissioner Conking maintains keeping the step program to maintain employees who love their department and are sticking to it. This is a growing department with only 2 people living in Monroe County. Lt. Mumper commented EMS step plan in tact; expected annually.

Scott Robinson continued by explaining that what is being discussed tonight is everyone needs to understand how much money on table tonight; step plan out; 401k out; at stake for employees on both sides. Even if they get or don't, a small percentage needs to be approved.

Direction was given to Jennifer Johnson to look into step increase and bring back to final meeting.

### 9. **LEGAL REPORT**

#### **DISCUSSION:    *Second Floor Addition for Station 24 [Conklin]***

Attorney Bryan updated the Board that the second floor addition is out for bid. The RFP was streamlined. There is a pre-submittal walk through scheduled for September 14, 2023.

Commissioner Conkin commented that was once the bids come in; form a committee? Commissioner Power reminds that there can be no more than one commissioner per Sunshine.

### 10. **FINANCE REPORT**

None

### 11. **AMBULANCE CORPS REPORT**

There were 151 calls; 63 north of the 103; 1034 year; 35%. 2 volunteers recruited. Florida Keys College is sending EMT students to ride. 13 total volunteers; small percentage running on a regular basis.

### 12. **FIRE DEPARTMENT REPORT**

#### ***12a.    August Statistics***



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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Installation of electric fuel logging system at 24 ; net week installing at 25.

Fire last shift to a residence, one room and contents suffered damage; however, saved entire house. In the past 30 days, there have been 3 structure fires, 1 boat. No injuries.

Volunteer recruitment in October; 6-10 people hopefully to hire.

October 19, 2023 ISO inspection.

Fire prevention the 2nd week of October; attend at KLK, Ocean Studies and some of the smaller Montessori/Church schools.

Commissioner Mirabella inquired if the department could have more of a presences on coals media to keep the public informed on what we do. Monroe County posts regularly. Comment was made that the County has the manpower to be able to make posts.

### 13. COMMISSIONER ITEMS

**DISCUSSION:** *Vernis & Bowling Contract [Mirabella] – Moved to legal*

None

### 14. NEXT MEETING

September 25, 2023 Final Public Hearing\*

September 25, 2023 District Meeting\*

### 15. ADJOURN

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 7:41 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.*