



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/KLVFD BUDGET WORKSHOP MINUTES

June 23, 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*

Chairman Allen called to order the June 23, 2025, District Meeting at 6:00 PM.

1b. *Pledge of Allegiance*

Commissioner Mirabella led the Pledge of Allegiance.

1c. *Roll Call*

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

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

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of June 23, 2025 District Meeting/KLVFD Budget Agenda*

Commissioner Jenkins made a *motion to approve the June 23, 2025, District Meeting/KLVFD Budget Agenda*. Commissioner Edge seconded, and the Board unanimously passed the motion.

2b. *Approval of May 19, 2025 District Meeting Minutes*

Commissioner Conklin made a *motion to approve the May 19, 2025, District Meeting Minutes*. Commissioner Jenkin seconded, and the Board unanimously passed the motion.

2c. *Approval of June 9, 2025 District Meeting Minutes*

Commissioner Jenkins made a *motion to approve the June 9, 2025, District Meeting Minutes*. Commissioner Conklin seconded, 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: Station 24 Building Update [Garrido]

Capt. Garrido provided an update regarding the building pursuant to a recent meeting with the architects. We are experiencing issues with permitting from Monroe County. If the building is owned by the State, there may be a way to address some of the permitting issues, which has previously been done on other such projects such as the recent build of the college. Legal will research.

6b. DISCUSSION: Consolidation Study [Angle]

Jim Angle, along with Chad Pittman and Adam Poirrier provided an overview of the recent meetings. It is taking a little time to review data analysis, mapping, etc. An additional internal survey has gone out and some feedback has been received which will assist in completing the report. We would like to close the gap in relation to the board and working with the 2 departments. As the Board does not have a point person, our recommendation would be to bring in a District Manager (someone we can recommend) short term who has a background with Fire/EMS and district management who can work with all of us to prepare a predefined list of tasks/responsibilities. Our report will be finalized soon, however, we wanted to know if the Board would be interested in a short term district manager.

Commissioner Mirabella inquired as to whether this individual will be local, remote? This individual would come down and obtain short term housing. Commissioner Edge inquired if there is an estimate cost for services? If the board is interested in further pursuing, we would like to work with a commissioner to put a proposal together. The Board agrees to move in this direction, and have appointed Chairman Allen as the contact person.



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6c. **DISCUSSION: Status of Mutual Aid Agreements [Greco]**

Attorney Hicks finalizing the agreements to be brought back to next meeting.

7. **NEW BUSINESS**

7a. **DISCUSSION/APPROVAL: Pumper-Tanker and Aerial Leasing Options [Jones]**

Ms. Johnson provided information regarding 2 lease options, one being the tanker and the other the ladder truck. Recommends a 10 year term on these separate lease agreements at an interest rate of 4.144%. Commissioner Mirabella inquired as to cumulative costs for these vehicles. The tanker is \$106k; ladder \$257k and the 2 ambulances are \$122k. Remember, we will no longer be funding the vehicle replacement plan so that money is going to shift over and be appropriated as a line item in their budget to pay the debt. Commissioner Mirabella inquired as to the \$2mil. cost for the ladder truck; Lt. Mumper indicated the original quote for this truck has been \$2.08 mil. We will not have a definitive final price until the final build process is completed.

Commissioner Jenkins made a ***motion to approve the Pumper-Tanker and Aerial Leasing Agreements.*** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

8. **LEGAL REPORT**

None.

Commissioner Conklin commented we have a State tag for the mule trailer, now need to work to change the truck license plates from county to state.

9. **FINANCE REPORT**

9a. **DISCUSSION/APPROVAL: FY25 Budget Line Item Transfer for the Fire Department [Johnson]**

Ms. Johnson discussed 2 item line transfers for the fire department. One makes a change of \$60,225.35 and the other \$49,094.09 for repairs to vehicles, generators, maintenance, networking costs, etc.

Commissioner Conklin made a ***motion to approve FY25 Budget Line Item Transfer.*** Commissioner Jenkins seconded, and the Board unanimously passed the motion.



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- 9b. **DISCUSSION/APPROVAL:** *KLFREMS Resolution No. 2025-01 A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District Approving the Audit Report Ended September 30, 2024 as Drafted by Citrin Cooperman & Company, LLP; and Providing for an Effective Date [Mertilus]*

Attorney O'Connor read into the record, "Key Largo Fire Rescue & Emergency Medical Services District Resolution No. 2025-001, A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District Approving the Audit Report Ended September 30, 2024 as Drafted by Citrin Cooperman & Company, LLP; and Providing for an Effective Date."

Commissioner Jenkins made a ***motion to approve KLFREMS Resolution No. 2025-01 A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District Approving the Audit Report Ended September 30, 2024 as Drafted by Citrin Cooperman & Company, LLP; and Providing for an Effective Date.*** Commissioner Edge seconded, and the Board unanimously passed the motion.

- 9c. **DISCUSSION/APPROVAL:** *FY 2024 Final Audit Report KLFREMS Post Audit [Johnson]*

Mr. Mertilus provided post audit communication letter and further commented on the financial statements. There are no new accounting policies applicable to the District; no policies were changed during the fiscal year. Current audit provides no sensitive/difficulties in auditing matters.

Financial Statement Presentation Pages:

1-3 Opinion – No Issues/Highest level of Assurance.

4-8 – Management Discussion/Analysis – Provides for significant changes throughout the year.

9-10 – Gov Financial Statements – Capital Assets 11.8 mil; liabilities \$225k; total net position is \$11.5 mil. Change in net position is \$867k positive.

11-15 – Gov. Fund Financial Statements/Modified Accrual (does not include Capital assets) Assets of \$6.4 mil; \$225k liabilities; total revenues of \$6.4 mil.; expenses \$5.3 mil. increased by \$1.1 mil., which is a positive change.

16-22 – Notes to financial statements.

23-29 – Various other opinions; internal control/management letter; management attest opinion– no issues to report.

Commissioner Jenkins made a ***motion to approve FY24 Final Audit Report.*** Commissioner Edge seconded, and the Board unanimously passed the motion.



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9d. **DISCUSSION/APPROVAL: KLFD FY25/26 Proposed Budget [Johnson]**

Ms. Johnson provides this is the beginning of the Fiscal Year 2026 Budget. The department is requesting 4 new positions and pay increases for an additional \$834k, including a paid fire chief position at \$180k. Overtime wages up \$45k; payroll taxes up \$81k and retirement plan \$50k. Changes to insurance benefits up to \$21,900; reporting software \$16k increase; and insurance increase of \$27k.; \$29k for out of area training. They did decrease fire boat training by \$45k. No capital items; add \$365k for leased vehicles. Overall operating budget \$4,649,472.00 an increase of \$1.3 mil.; capital outlay budgets is \$49,500 or a decrease \$579k.

We will be setting the proposed millage rate at the 2nd meeting in July and date/times of public hearings. At that same meeting we will be looking at the Ambulance Corps. Budget and the District Board's Budget.

Commissioner Mirabella commented on a chief position move to fire district and some of the apparatus. Additional comments were had regarding a battalion chief position in the fire department budget, there are promotional opportunities in the budget. Fire Chief needs to be budgeted; potentially two being each paid by the two departments. However, further discussions are needed before addressing. Further discussions regarding the structure of departments and boards were had. What is the legality of the set-up.

Commissioner Edge inquired as to new positions; Capt. Jones indicated 4 new positions (fire chief/battalion chief); we have an odd shift and to fill the gap. Capt. Garrido further commented that fire chief is administrative; battalion chief is operations. These items are in the budget for future use.

9e. **DISCUSSION/APPROVAL: KLVAC Package Policy and Business Auto Policy [Johnson]**

Ms. Johnson provides 2 invoices for ambulance insurance policies; one is the package policy (\$94,499.83) and the Auto policy (\$16,934.00).

Commissioner Edge made a ***motion to approve the KLVAC Package Policy and Business Auto Policy***. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

10. **AMBULANCE CORPS REPORT**

No May meeting; therefore, no report was provided. Commissioner Mirabella provides there have been no reports for several months. Are they not required? Can we put them on notice to comply? Legal to look into contract regarding reporting for discussion at next meeting.



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11. FIRE DEPARTMENT REPORT

Capt. Garrido provides we have 4 new volunteers; attended academy on Saturday. A shift attended a structure fire. Great job and report; B shift had a vehicle fire. Capt. Jones indicated 24 ready to go per sale. Capt. Jones advised of 5 applicants on file; sent 4 members to Miami-Dade College for fire/career day expo for new recruits coming out of the academy; good turnout with some interest in the department.

FEMA AFG grant for training is still pending.

Commissioner Mirabella inquired about the status of the two vehicles for repairs; Capt. Jones provided that parts arrived for 24 and should be repaired this week; issues with getting a tow for 25.

12. COMMISSIONER ITEMS

Commissioner Edge inquired how the current building can be designated EEOC to allow for extra grant money, etc. Commissioner Mirabella will inquire further.

13. NEXT MEETING

July 14, 2024 District Meeting (if required)

July 28, 2025 District Meeting

Commissioner Edge ***made a motion to cancel*** the July 28, 2025 District Meeting pending the draft budget for the July 14, 2025 meeting. The next District Meeting will be July 14, 2025. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Mirabella ***made a motion to adjourn the meeting at 6:59 PM***. Commissioner Jenkins seconded, and the Board unanimously passed the motion.