



**DISTRICT MEETING/BUDGET WORKSHOP MINUTES**

**June 26, 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**

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

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

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

Commissioner Edge led the Pledge of Allegiance.

**1c. *Roll Call***

Priscilla Falcon 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 Roget Bryan, Jennifer Johnson, Scott Robinson, David Garrido, Don Bock, Michael Jenkins, and Sue Heim.

**2. APPROVAL OF AGENDA & MINUTES**

**2a. *Approval of June 26, 2023 District Meeting/Budget Workshop Agenda***

Chairman Edge made a ***motion to approve*** the June 26, 2023, District Meeting/Budget Workshop Agenda. Commissioner Mirabella second, and the Board unanimously passed the motion.

**2b. *Approval of the May 22, 2023 District Meeting/Strategic Planning Meeting Minutes***

Commissioner Powers made a ***motion to approve*** the May 22, 2023, District Meeting/Strategic Meeting Minutes. Commissioner Conklin second, and the Board unanimously passed the motion.



## 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

### 2c. **Approval of the June 12, 2023 District Meeting/Budget Workshop Meeting Minutes**

Commissioner Mirabella requested two corrections for these minutes.

1<sup>st</sup> Correction: 6a. Discussion: Removal of "Replacement of 24's generator is a better option."

2<sup>nd</sup> Correction: 9b. Discussion: Total salary **ANNUAL INCREASE** for district at \$625,824.00 for 18 employees.

Commissioner Powers made a ***motion to approve minutes as modified*** the June 12, 2023, District Meeting/Budget Workshop Minutes. Commissioner Edge second, and the Board unanimously passed the motion.

### 3. **PUBLIC COMMENT**

None.

### 4. **CHAIRMAN REPORT**

None.

### 5. **SECRETARY REPORT**

None

### 6. **OLD BUSINESS**

#### **6a. *DISCUSSION: Kohler Generator Quote – [Mumper]***

Captain Garrido led the discussion regarding the Kohler Generator Quote. A modified quote to add an extra tank was requested which will be cheaper. However, it will take about 30 weeks for the installation. The quote does not include shipping or installation.

Chairman Allen discussed the possibility of purchasing a bigger generator if there would be less of a wait time for that one.

Captain Garrido stated that the new quote will add support beams for the generator to be mounted. The District needs to establish GSA account.

Commissioner Conklin believes that the District should look into a concrete structure to protect the generator in order to get more life out of the generator in the future.



## KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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The District is waiting on the updated quote.

### 7. NEW BUSINESS

None.

### 8. LEGAL REPORT

Roget Bryan discussed the Station 24 expansion. He proposed to reissue the procurement with two options.

Option 1: Issue the design procurement separately.

Option 2: Obtain a better design build request that is put together as a concept.

Mr. Bryan recommended option 2. The challenge of the fire station remaining operational during the expansion construction may have been the reason there were no bids received. Commissioner Mirabella asked about perhaps closing the fire station for construction and setting up a temporary station. Commissioner Powers provided the Tavernier station as an example of temporarily moving operations.

Legal directed to prepare documents for Option 2.

### 9. FINANCE REPORT

#### 9a. ***DISCUSSION: Key Largo Fire Rescue and Emergency Medical Services District Basic Financial Statements for Year Ended September 30, 2022 [Johnson]***

Reviewed by District.

#### 9b. ***DISCUSSION: KLFREMS FY 2023-2024 Budget [Johnson]***

Commissioner Edge and Commissioner Conklin advised that they do not support changing the stipend to \$1,000.00 per month for line item 120.

Commissioners Powers also expressed concern about the proposed \$1,000.00 stipend. The stipend was increased to \$750.00 just three months ago. Commissioner Powers advised that if the clerk position was filled, the Captains would be doing the same work, but they would just have someone else typing it up. Commissioner Powers expressed support for the \$750.00 stipend, but requested information about what additional duties/responsibilities they have in order to request an increase to a \$1,000.00 stipend.



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Captain Garrido advised that not only do Captains perform the Captain job description duties, but they also perform the HR job description duties.

Jennifer Johnson stated that in 2016 the stipend was \$500.00 when District had 8 career employees, then in 2019 the stipend went up to \$750.00 due to hiring 5 career employees for a total of 13 career employees, then in 2021 they asked for a \$250.00 increase because they hired 4 more career employees for a total of 17 career employees. So, the District staff managed by the Captains has continued to grow.

Chairman Allen advised that the stipend amount could be used to hire another employee instead because it is increasing so much. Chairman Allen advised that the approximately \$6/hour raise needs to be explained and justified because it is a lot of money.

Commissioner Mirabella advised that the Captains have other salary increases they are already receiving (i.e. cost of living increase, etc).

Chairman Allen advised that the stipend was first applied because it was not enough work to hire somebody. However, if it's now so much work that it needs to be \$1,000/person, then it's time to hire somebody.

Commissioner Edge advised that line 220 is proposed at \$154,208.00, but only \$28,278.00 was actual, so it might be something to reduce to \$75,000.00 - \$80,000.00 in the proposed budget.

Commissioner Powers advised that the District got a lot of faith from taxpayers to increase the maximum millage rate. He cannot support these budget increases as it may impact the taxpayers. He supports the \$250.00 for one person to take care of the maintenance of the vehicles (taking them to the shop, etc.), but he cannot stand behind a \$1,000.00 stipend. He supports keeping the stipend at \$750.00 or alternatively hiring someone.

Commissioner Edge proposes leaving the stipend at \$750.00 and reducing the proposed step plan and reducing the 401k amount to reflect more closely with the actual amount. The stipend is a total of \$27,000.00 annually now. A \$9,000.00 annual increase is being sought.

Commissioners discussed removing the stipend increase and hiring someone (possibly combining the departments for this one position).

Michael Jenkins, public attendee, stated that the increased stipend is being requested due to captains taking over HR duties (i.e. payroll, workers comp, etc.).



## 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

Chairman Allen advised that they may publish a secretary job for \$40k instead of a stipend.

Chairman Allen asked about the purpose of line item 461. Jennifer Johnson advised that it is \$36,000 for the parking lot at Fire Station 25.

Chairman Allen asked about the purpose of line item 640 - hurst saltwater submersible extrication tools. Captain Garrido advised that these tools are salt water resistant. If the District received the grant, then these tools would be paid for by the grant. Chairman Allen stated that if the grant is not received, then the District should only purchase one tool for this budget year and see how it goes. Garrido supports buying one tool if the grant is not received. District would buy two tools if the grant is received.

Commissioner Edge asked if only one FF/EMT position would suffice for the base pay of line item 120.02. Commissioner Mirabella advised that two FF/EMT positions would avoid overtime. Commissioner Conklin discussed whether or not a grant for EMS personnel would be possible.

Commissioner Powers asked if the District is short on vent saws. Garrido advised that this budget item is for more gas powered saws in trucks.

Commissioner Powers advised that line item 630 should not be included because it has already been done.

Sue Heim, public attendee, made comment that perhaps certain the budget items can be reduced by a percentage and those amounts combined would reduce the budget. She provided line item 320 as an example. She suggested that instead of requesting \$15,000.00, perhaps \$12,000.00 can be requested instead. She also commented that for line item 430, the electric and water should be increased for upcoming year due to the projected amount. She also commented that for line item 440 the ESO Database CAD was unnecessarily high. She also stated that line item 520.02 is requesting \$50,000.00, but we are projected to spend \$17,000.00.

Chairman Allen stated that we will keep sending budget back for modification.

Commissioner Edge stated that cutting back 1 FF position, keeping stipend at \$750.00, adjusting the proposed 401k amount and the saw would result in a \$260,000 savings.

Commissioner Mirabella supports hiring two staff because cutting the FF position may result in overtime.

Commissioner Mirabella advised that line item 520.06 should be lower. Captain Garrido advised that the District is doing a cancer avoidance program.



## 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 Powers asks why there are two charges for TV service in line items 410 and 430.07. Jennifer Johnson advised that line item 410 is for phone and internet. Line item 430.07 is DirecTV.

Chairman Allen advised that in his 12 years on the board, he has never approved a 20% budget increase.

Michael Jenkins asked why the fire department has to cut their budget for EMS to obtain a new ambulance. Chairman advised that if the fire department feels like they need to cut their budget because a third ambulance was needed, then maybe the fire and EMS departments should be combined because it should be a team effort.

Commissioner Mirabella and Powers stated that the budget for truck replacements now have inflated cost.

Sue Heim, public attendee, commented that a tentative millage may need to be approved. Chairman Allen clarified that they will have enough time after his return to submit the tentative millage and trim notice.

Jennifer Johnson advised that based on the estimated value of June 1<sup>st</sup>, the millage rate based on this budget is 1.211. The millage rate is up 10.48%. The July number will be the certified number for millage, which will change.

### **Separate Finance Discussion:**

The draft of the operational audit is due by July 1<sup>st</sup>. Jennifer Johnson was directed to work with Chairman Allen and staff to submit the operational audit by the deadline and bring the final report back to the board. Jennifer Johnson advised that a professional study about combining the departments is possible. Also, discussion ensued about comparing the charter to the District goals because the charter preserves the departments. So the District may need a charter amendment.

## **10. AMBULANCE CORPS REPORT**

Scott Robinson advised that they are bringing on one volunteer. There are two more volunteers testing in the next couple of weeks. The annual report is posted on the webpage. Commissioner Edge thanked Chief Don and the two crews that came to help his father.

**10a. *KLVAAC Treasurer's Report – May 2023***

**10b. *KLVPD Treasurer's Report – April 2023***

**10c. *KLVPD Treasurer's Report – May 2023***

**10d. *KLVPD Business Meeting Agenda/Minutes – May 9, 2023***



The aforementioned written reports were provided in the agenda. There were no comments on these reports.

**11. FIRE DEPARTMENT REPORT**

Captain Garrido advised that the new diesel pump is installed. He spoke with the technician to install the fuel system. A building construction class is being put on in July. There was a fire in Ocean Reef that the Fire Department responded to.

**11a. *KLFD 2022-2023 Fiscal Year Budget - Approved by Fire Department Board***

The aforementioned written report was provided in the agenda. There were no comments on this report.

**12. COMMISSIONER ITEMS**

Commissioner Edge asked legal about EEOC matter. Discussion ensued.

**13. NEXT MEETING**

Commissioner Powers made a ***motion to cancel*** the July 10, 2023, District Meeting tentatively unless something comes up of importance. Next meeting will be July 24, 2023. Commissioner Edge second, and the Board unanimously passed the motion.

**14. ADJOURN**

Commissioner Powers made a ***motion to adjourn*** the meeting at approximately 7:08 PM. Commissioner Edge second, and the Board unanimously passed the motion.