



DISTRICT MEETING/BUDGET WORKSHOP MINUTES

August 19, 2024

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>

1. AGENDA

1a. *Call to Order*

Chairman Allen called to order the August 19, 2024 District Meeting/Budget Workshop at 6:00 PM.

1b. *Pledge of Allegiance*

Commissioner Powers led the Pledge of Allegiance.

1c. *Roll Call*

Carol Greco called the roll. The following Commissioners were present: Anthony Allen, Frank Conklin, Kenny Edge, George Mirabella and Danny Powers. There was a quorum.

Also present in person or via Zoom were Carol Greco, Dirk Smits, Shauna Morris, Scott Robinson, David Garrido, C.J. Jones, Jason Mumper, Don Bock and Jennifer Johnson.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of August 19, 2024 District Meeting/Budget Workshop Agenda*

Commissioner Powers made ***motion to approve the July 22, 2024 District Meeting/Budget Workshop Agenda***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

2b. *Approval of the July 22, 2024 District Meeting Minutes [Draft]*

Commissioner Conklin made a ***motion to approve the July 22, 2024 District Meeting Minutes***. Commissioner Mirabella seconded, and the Board unanimously passed the motion.



3. PUBLIC COMMENT

None

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6a. DISCUSSION/APPROVAL: Keysnews Estimate for Clerk Position Advertisement [Mirabella]

Commissioner Mirabella provided information regarding continued advertisement of the District Clerk position in alternative local Keys publications.

Commissioner Conklin led a discussion on the potential creation of a committee to oversee the applications to possibly include a Commissioner, Fire Chief, Captain, Lieutenant and/or a person from the ambulance corps., i.e. Chairman Allen, Chief Don Bock, two fire personnel and two EMS personnel. Create a hiring matrix; questionnaire; rate potential candidates by points.

Commissioner Conklin made ***motion to approve the advertising of the District Clerk position in the Free Press***. Commissioner Edge seconded, and the Board unanimously passed the motion.

6b. DISCUSSION: Status of Station 24 Building Project [Conklin]

An update regarding the status of the Station 24 Building Project Committee (Fire Chief Don Bock, Capt. Garrido, Capt. Garcia, Capt. Jones and Commissioner Conklin) was provided. Two meetings have been held which included the review documents and prints; fresh drawing. The build is an extension of the current building that include going up and out.

Capt. Jones commented that it is the intention to continue services out of the current building without interruption. The plan is to build out into the adjacent parking lot and up to a second floor; with parking underneath the projected second floor; interior adjustments to consisting building to be cost effective. The Board would like to attend future meetings.



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

The current survey may need to be updated.

Commissioner Conklin made ***motion to approve the cost associated with a new survey, if required.*** Commissioner Powers seconded, and the Board unanimously passed the motion.

7. NEW BUSINESS

7a. **DISCUSSION/APPROVAL: ICCTEK Technologies, Inc. Technical Services [Allen]**

Lt. Mumper led a discussion to bring in an integrated system for fire and EMS to include new laptops to internal network with remote accessibility; single use logins with the ability to add users; access to specific folders on the servers, i.e. commissioner files, etc.; server to be placed at Station 24 with back up at Station 25 with back-up occurring approximately every 15 minutes. The Dell alternative was substantially more expensive. This system is 100% expandable for future use; build a server for hosting. The current system was built to handle a small business practice of 7 people. We are now up to 20 users daily.

The Fire Department was hit with a virus/ransomware; 80% of data was recovered; essentially 20% percent was lost.

Microsoft \$800 server licenses; hardware other labor and software quote. Hardware \$15K; software \$24K; half of the Dell quote. Going to need more in-depth quote regarding annual services; software; 20 computers can access at the same time; adding additional employees will require additional funding. Restrictions on access; paid staff members only; with secondary access to certain files/documents. Provides for better security of servers. Not quotable by many vendors. Will need to reach out to others; under the GSA pricing; District's purchasing policies. Move from Apple to a Windows based platform. Lynix based; command line based system. Fewer viruses. Easy to share. Will bring over current programs. Central storage.

Commissioner Powers made ***motion to by-pass ... for Sole Source.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

Commissioner Powers made ***motion to move forward with a new Microsoft server.*** Commissioner Edge seconded, and the Board unanimously passed the motion.

7b. **DISCUSSION/APPROVAL: Curtis Tucker Painting Estimate – Station 25 [Mumper]**

Lt. Mumper advised that unfortunately, no other proposals were submitted for the painting of Station 25; used this vendor in the past; quality of work.



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Commissioner Mirabella made ***motion to approve the Curtis Tucker Painting Estimate.*** Commissioner Powers seconded, and the Board unanimously passed the motion.

7c. DISCUSSION/APPROVAL: Estimates to Repair/Replace Generator Transfer Switch (TAW Power Systems and Kohler) – Station 25 [Mumper]

Lt. Mumper provided that both generators are now installed and working. Station 25's auto transfer switch needs to be upgraded; advised before project started. Two proposals included one to replace and one to fix; no warranty; new control panels run approximately \$5k with \$1k to install. A new switch will last between 10-15 years; same switch is installed at Station 24. Installation should be minimal. It will take approximately 5 months to build a custom item 800 AMP switch. The total cost for the switch will be approximately \$15k.

Commissioner Edge made ***motion to approve the cost associated with the Repair/Replacement of the Generator Transfer Switch.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

7d. DISCUSSION: Water Emergency Team [Conklin]

A fireboat meeting was held on Thursday, August 22, 2024 at 10AM via zoom. There was a discussion regarding quotes from three different vendors; insurance quotes; a \$300k grant from the State; eligibility of usage of \$150k of ILA over a two year period.

8. LEGAL REPORT

Attorney Smits introduced a new attorney to the team, Shauna Morris. Ms. Morris practice areas include government.

Capt. Jones inquired on the status of the feasibility study; J. Angle is working on same.

9. FINANCE REPORT

9a. DISCUSSION: FY25 Preliminary Budget [Johnson]

Ms. Johnson led a discussion regarding the FY24 Budget.

The Budget at 1.16954 mils. or 12.6 above rollback; this is the time to ask questions before the September 9, 2024 meeting. There were no changes to the budget.

~~If SAFER grant is awarded, there is the potential to hire 13 additional positions; cannot hire without the grant.~~



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The budget is over 1 mil. from last year to include the purchase of a mule, extrication tools, which were not originally needed, but now they are. Is the mule in 5-year plan; necessary? We borrow Islamorada's; assists with transports like the bridge run; inaccessible trails in state parks. Would benefit having one here for civic community events.

\$300K grant from the State, plus \$150K from ILA; will need almost \$500K for boat.

Medical/Dental/Life—Employees pay 50% of their health coverage in other districts. \$500 for family. Other agencies have employees participate in payment into the plans.

Services provided are second to none for a small community.

10. AMBULANCE CORPS REPORT

10a. *KLVAJ July Statistics*

Scott Robinson provides there were 139 calls; 84 transports; 60 north of 103.

11. FIRE DEPARTMENT REPORT

11a. *KLTFD July Statistics*

There were 26 calls; some EMS.

12. COMMISSIONER ITEMS

None

13. NEXT MEETING

September 9, 2024 1st Public Hearing
September 9, 2024 District Meeting
September 23, 2024 Final Public Hearing
September 23, 2024 District Meeting

14. ADJOURN



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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Commissioner Edge made a ***motion to adjourn*** the meeting at 7:22 PM. Commissioner Powers seconded, and the Board unanimously passed the motion.