



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 MINUTES

January 5, 2026

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 District Meeting at 6:00 PM.

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 Mirabella and Commissioner Jenkins. There was a quorum.

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

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of January 5, 2026 District Meeting Agenda*

Commissioner Jenkins made a ***Motion to Approve the January 5, 2026 District Meeting Agenda*** to the Agenda. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

2b. *Approval of December 22, 2025 District Meeting Minutes*

Commissioner Mirabella made a ***Motion to Approve the December 22, 2025 District Meeting Minutes***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

Chairman Allen passed the gavel and made a motion to find cause to add item 7c for ***Discussion/Approval Purchase of Two Surplus Generators and Two Ambulances***. Commissioner Jenkins second. Commissioner Mirabella called no votes, and the Board unanimously passed the motion. Commissioner Mirabella returned the gavel back to Chairman Allen.

3. PUBLIC COMMENT

None



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

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6a. DISCUSSION/STATUS: New Rescue Vehicles and EMS Building [Bock]

Chief Bock led a discussion regarding the status of purchase of trucks and building expansion. Further, that there was a miscommunication with the vendor and the placing of a hold on the build of the vehicles. Further discussions ensued regarding the next steps, i.e. bids for building expansion. Legal was directed to prepare an RFP.

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: KLEMS Audit Contract [O'Connor]

Attorney O'Connor led a discussion regarding the scope of work for additional audits previously discussed at the last meeting. The first regarding fire department and the preparation of fixed asset schedules for \$1,250. As it was determined the Fire Department does not own any assets, and therefore should be removed from the audit. The second engagement letter pertains to EMS and the offer to prepare a fixed asset schedule for \$2,500; additional service to assist management in the implementation of current credit losses and financial reporting under that for a fee of \$5,000. The two services collectively are \$7,500. Ms. Johnson indicated that she believes the \$2,500 fee to prepare a fixed asset schedule is unnecessary as the Fire Department does not have any assets. However, she recommends moving forward with the \$5,000 fee to address the EMS audit.

Commissioner Jenkins made a **Motion to Approve the \$5,000 Fee for Services for the EMS Audit**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7b. DISCUSSION/APPROVAL: Purchase of Gear Extractor [Garrido]

Capt. Garrido commented approval for the purchase of the gear extractor equipment was approved at the last meeting for \$24,237.95. Further, that he has received a second option for the equipment from Unimac, which has been highly recommended by "Zach." The quote from Unimac is \$21,159.00; meets NFPA 1851 standards. The department's current gear extractor is 20 years old; foundation rusted. Capt. Garrido recommends Unimac subject to legal review.

Commissioner Conklin made a **Motion to Purchase of Unimac Gear Extractor Equipment Subject to Legal Review**. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

7c. DISCUSSION/APPROVAL: Purchase of Surplus Generators and Ambulances



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

Discussions regarding the sale of the surplus generators and ambulance; whether they should be put out to bid or advertised. Attorney O'Connor advised that statute provides that property of a governmental unit estimated to be under \$5,000 may be disposed of in the most efficient means as determined by the governmental unit. Chairman A determination of the items to be sold are the \$5k threshold and therefore, can be sold.

Carlos Arango made a bid of \$ 2,250.00 for the Cat Diesel Generator.

Commissioner Conklin made a **Motion to Accept the Bid of \$2,250.00 for the Caterpillar Generator**. Commissioner Jenkins Second seconded, and the Board unanimously passed the motion.

Carlos Arango made a bid of \$1,800 for the John Deer Generator.

Commissioner Conklin made a **Motion to Accept the Bid of \$1,800.00 for the John Deer Generator**. Commissioner Jenkins Second seconded, and the Board unanimously passed the motion.

Carlos Arango made a bid of \$2,250.00 for the 2009 Ford F450 Ambulance.

Commissioner Conklin made a **Motion to Accept the Bid of \$2,250.00 for the 2009 Ford F450 Ambulance**. Commissioner Jenkins Second seconded, and the Board unanimously passed the motion.

Carlos Arango made a bid of \$1,650.00 for the 2003 Ford F450 Ambulance.

Commissioner Conklin made a **Motion to Accept the Bid of \$1,650.00 for the 2003 Ford F450 Ambulance**. Commissioner Jenkins Second seconded, and the Board unanimously passed the motion.

8. LEGAL REPORT

None

9. FINANCE REPORT

None

10. AMBULANCE CORPS REPORT

None

11. FIRE DEPARTMENT REPORT

Capt. Jones commented that there were two (2) structure fires; a brush fire at homeless encampment and a tiki hut at the county line.

12. COMMISSIONER ITEMS



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

Commissioner Jenkins commented that he had been approached by a couple of people regarding the District Manager being referred to as Deputy Chief 24. District Manager Lombardo clarified that this is his radio designation. Chairman Allen sent correspondence approving this designation.

13. DISTRICT MANAGER ITEMS

District Manager Lombardo thanked everyone for their assistance with the Operational Study over the Holidays and that a final document should be available for the next meeting.

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

Action Items: *None at this time.*

Non-Action Items:

1. **Operational Analysis and Consolidation Study:** *We met with the J Angle Group to discuss the final review of the document, known as Technical Review #2. This includes primarily reviewing the document for any technical errors, incorrect, or mis-stated information. Completion of the document is expected in January and Jim Angle is requesting to present the results of the study to the Board at the January 19, 2026 regular Board meeting.*

2. **Community Involvement:**

a. **Articles Submitted:** *I have been regularly submitting fire safety related articles to the publication Keys Weekly. Two of the most recent articles were entitled: Fire Safety for the Winter Holidays, and Every Second Counts, Plan Two Ways Out. Both of these articles are included with my report.*

Structure fires.

b. **Public Information and Transparency:** *Chapter 189.069 of the Florida Statutes requires that specific information be posted on the District's official website. I am in the process of working with legal to update the District website to ensure all the information listed in the statute is straightforwardly available to the public.*

District Manager Lombardo made further comments regarding the fire department's personnel providing a fantastic job; proud to be working with these team members.

14. NEXT MEETING

Discussions were made regarding February meetings; however, the next District meeting will occur January 19, 2026. As the Board entertained February schedule, a motion was made.



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

Commissioner Jenkins **made a motion to Cancel the February 9, 2026 District Meeting, unless required. The next February 2026 District Meeting will be February 23, 2026.** Commissioner Mirabella second, and the Board unanimously passed the motion

15. **ADJOURN**

Commissioner Mirabella made a **motion to adjourn** the meeting at 6:29 PM. Commissioner Jenkins seconded, and the Board unanimously passed the motion.