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**DISTRICT MEETING MINUTES**

**February 26, 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#uaccess>  
Password: 33037.

**1. AGENDA**

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

Chairman Allen called to order the February 26, 2024 District Meeting 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: Tony Allen, George Mirabella, Kenny Edge and Danny Powers. There was a quorum.

Also present in person or via Zoom were Carol Greco, Roget Bryan, Scott Robinson, David Garrido, C.J. Jones and Don Bock.

**2. APPROVAL OF AGENDA & MINUTES**

**2a. *Approval of February 26, 2024 Amended District Meeting Agenda***

Commissioner Powers made a ***motion to approve the*** February 26, 2024 Amended District Meeting Agenda. Commissioner Edge seconded, and the Board unanimously passed the motion.

**2b. *Approval of the January 22, 2024 Draft District Meeting Minutes***

Commissioner Edge made a ***motion to approve the January 22, 2024*** District Meeting Minutes. Commissioner Mirabella 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**

None

**7. NEW BUSINESS**

***7a. DISCUSSION: State Funded Fire Boat [Allen]***

A discussion was had by the Board regarding State funded fire boats; approximately two years ago there were discussions regarding the potential to have fire boats available to all state fire agencies for the purposes of putting out fires on the water. Marco Island has one and may be in the process of obtaining a new one per discussion with Firefighter from Marco Island. Further ORC may be willing to negotiate donating their used vessel to the District. Chairman Allen requested someone reach out to inquire about these facts.

Chief Bock commented that he received an email regarding the fire boat program requesting he complete a form to potentially obtain a fire boat. Further, he spoke with Chief T. Abel (Islamorada) who intimated that the program is for a fully paid boat of an approximate value of \$300k; with an additional \$30k for training/equipment. There is some talk that Marathon, Key Largo and Islamorada are potentially slated to get a boat. The Chief advised that he completed and returned the appropriations request form on behalf of the District. The Board requested that Chief Bock to provide a copy of the completed form to the Clerk to provide same to them.

Legal believes this initiative for funding fire boats is not mandated; will await further information after this next legislative session ends to determine whether the appropriation request for fire boats for the state had made it through the session.

***7b. DISCUSSION: Fire Dept. ALS License Requirement [Allen]***

Chairman Allen led a discussion regarding the requirement of an ALS License as Dr. Morrison is requesting same. Since EMS operations are BLS, no license required; further, the medical



director has no authority to require ALS certification. Discussion was held whether the District should obtain/maintain a license? An ALS license allows the personnel to administer certain medications, i.e. EPI, aspirin, etc. Currently, we have 13 medics, but would like to have 18. It takes approximately 3 months for a medic to clear to run calls.

## **8. LEGAL REPORT**

### **8a. DISCUSSION: Update on RFQ 2023-003 and Discussion on Station 24 Expansion [Bryan]**

Pursuant to the February 15, 2024 deadline to submit designs for the 2nd floor expansion, three (3) bids were received. On February 21, 2024, the evaluation committee reviewed, recommended and rated these bids, based on company/staff qualifications, related experience, services/methodology, and performance/quality control. The committed ranked Currie Sowards as their first choice with CBT Construction coming in second and K2M Designs third. Legal is requesting approval/direction to work with the winning bidder to negotiate a contract for their services to bring back to the next meeting.

Commissioner Conklin made a ***motion to accept RFQ 2023-003 and move forward with negotiating a contract with the winning bidder***. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

Additional discussions again circled back to the possibility of building a one-story fire department on land currently used as a museum; determined this land is not for sale. Inquiries were had regarding housing of equipment/personnel during the build. S. Heim provided information on modular structures for housing FD personnel during build. Is there a potential to use the County owned vacant lot adjacent to the station for temporary housing during the build? Legal provided that the current RFQ 2023-003 was for architectural/design services only; that once a contract is in place and a design was completed and approved, a subsequent bid for construction services would go out.

## **9. FINANCE REPORT**

### **9a. DISCUSSION: 4th Quarter Financial Report FY23 [Johnson]**

Jennifer Johnson led a discussion regarding the 4th Quarter Report as follows:

4,795,368.00 or 96.67% of budget  
99.72 Ad Valorem revenue; hit the benchmark  
336,330.83 or 72.39% of budget has been spent

Overall year-end total expenditures 3,824,812.02 of the budget spent leaving a surplus of 275,000.00



## 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

### 9b. **DISCUSSION: 1st Quarter Financial Report FY24 [Johnson]**

79.88% of budget  
279, or 50% budget for tax collector fees  
Fire Department 792,284.18 or 25.6% of budget  
386,761.16 or 16.35% of budget

Overall after savings of 68,750; there is a 3,388,189.74 surplus  
811k in savings

A discussion was had regarding the future purchase of a ladder truck which could potentially cost approximately 1.5 mil. The Department should look into leasing versus purchase, which could be used as a test for future vehicle purchases; board agrees. The Ladder has to roll to every fire call/alarms per ISO requirements.

### 10. **AMBULANCE CORPS REPORT**

- 10a. ***January Meeting Minutes***
- 10b. ***Treasurer's Report***
- 10c. ***Bylaws [Revised]***

S. Robinson provided that there were 151 calls with 53 north of the 103; will have 13 paid paramedics all onboard by March. Revised by-laws, which are currently enforced.

### 11. **FIRE DEPARTMENT REPORT**

#### 11a. ***January Statistics***

A discussion was had regarding the installation of road reflectors by public works.

### 12. **COMMISSIONER ITEMS**

Commissioner Mirabella requested that the Clerk position item be brought back to Old Business on the next agenda.

Discussions were had regarding the status of old truck being surplus; local auction. A RFP for consolidation services to combine dept was drafted by legal; solicitation done/drafted and bring back to next meeting. Send individually to commissioners for review. Potential street lighting; several accidents occurring at mm 104; request a meeting w/FDOT, Rick Ramsey re same. Commissioner Mirabella will go to the area to review. Study/survey regarding lights.



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### 13. NEXT MEETING

***March 11, 2024 District Meeting (if required)***

***March 25, 2024 District Meeting***

Commissioner Powers made a ***motion to cancel*** the March 11, 2024 District Meeting, unless required. The next meeting will be March 25, 2024. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

### 14. ADJOURN

Commissioner Edge made a ***motion to adjourn*** the meeting at 6:47 PM. Commissioner Mirabella seconded, 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.*