



## 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

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### DISTRICT MEETING MINUTES

March 9, 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 Edge, Commissioner Mirabella and Commissioner Jenkins. There was a quorum.

Also present in person were Carol Greco, Jimmie Hicks, District Manager William Lombardo, Chief Mobley, Capt. Garcia, Lt. Mumper and Jennifer Johnson. Capt. Jones, Capt. Garrido, and Capt. Garcia appeared online.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. **Approval of March 9, 2026 District Meeting Agenda**

Commissioner Jenkins made a **Motion to Approve the March 9, 2026 District Meeting Agenda**. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

##### 2b. **Approval of February 23, 2026 District Meeting Minutes**

Commissioner Conklin made a **Motion to Approve the February 23, 2026 District Meeting Minutes**. Commissioner Edge seconded, and the Board unanimously passed the motion.

#### 3. PUBLIC COMMENT

Tess Marra – How will merger effect taxes? Based on current data, the merger does not look different from the 5-10 year plans already in mind. There may be revisions in the future based on economy.

#### 4. CHAIRMAN REPORT

None



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### 5. SECRETARY REPORT

None

### 6. OLD BUSINESS

None

### 7. NEW BUSINESS

#### 7a. DISCUSSION/APPROVAL: Adopt Target Date for Consolidation – July 1, 2026 [Lombardo]

District Manager led a discussion on adopting a target date to complete COPCN; complete as much of the process prior to the end of the current manager's contract. Manager Lombardo praised personnel associated with their dedication in facilitating the merger.

Commissioner Mirabella made a **Motion to Adopt Target Date for Consolidation of July 1, 2026**. Commissioner Edge seconded, and the Board unanimously passed the motion.

#### 7b. DISCUSSION/APPROVAL: Lodging Expenses for Fire/EMS Chief Candidates [Lombardo]

District Manager Lombardo working on document to bring back to next meeting.

#### 7c. DISCUSSION/APPROVAL: Fire Department and EMS Employee Benefits and Pay [Lombardo]

District Manager Lombardo is continuing his work on this item and will bring to bring back to next meeting.

#### 7d. DISCUSSION/APPROVAL: Physical Examinations for EMS Personnel [Lombardo]

District Manager Lombardo led a discussion regarding the requirement of Physical Examinations of EMS Personnel; Fire Department personnel recently underwent physicals. Legal is recommending pre-employment physicals for EMS. Dr. Morrison is willing to perform at \$150.00 per candidate or \$5,400 for all.

Commissioner Jenkins made a **Motion to Approve Physical Examinations for EMS Personnel Up To \$5,400** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

#### 7e. DISCUSSION/APPROVAL: Background Checks [Lombardo]

Legal is also recommending FDLE background checks of all employees prior to onboarding; requesting simple statewide background check for \$1,625.00 for all.

Commissioner GM made a **Motion to approve \$1,625.00 to Perform Background Checks**. Commissioner Conklin seconded, and the Board unanimously passed the motion.



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**7f. DISCUSSION/APPROVAL: KLFREMS Offer of Employment Form [Lombardo]**

District Manager along with legal are recommending providing an agreement of offer of employment; establishes a roster prior to May 27, 2026 COPCN deadline and for insurance purposes. Employment/First Shift will not commence until the July 1, 2026 target date.

*Commissioner Jenkins made a **Motion to Approve the KLFREMS Offer of Employment Form.** Commissioner Conklin seconded, and the Board unanimously passed the motion.*

**7g. DISCUSSION/APPROVAL: Agreement Between KLFREMS District and KLVFD [Hicks]**

Attorney Hicks led a discussion regarding amending the current agreement to amend contracts with a fixed termination date of July 1, 2026.

*Commissioner Conklin made a **Motion to Approve the Agreement between KLFREMS District and KLVFD.** Commissioner Jenkins seconded, and the Board unanimously passed the motion.*

**7h. DISCUSSION/APPROVAL: Agreement Between KLFREMS District and KLVAC [Hicks]**

*Commissioner Mirabella made a **Motion to Approve the Agreement between KLFREMS District and KLVAC.** Commissioner Jenkins seconded, and the Board unanimously passed the motion.*

**8. LEGAL REPORT**

None

**9. FINANCE REPORT**

**9a. DISCUSSION: KLFREMS District Financial Report 1st Quarter FY26 [Johnson]**

Ms. Johnson provided KLFREMS 1st Quarter Report.

Revenue is at \$6.3 mil or approximately 69% of the Budget

District Board - \$296,783 or 25%

Fire Department - \$1,168 mil. or 23%

Ambulance \$492,000 or 16%

Overall the District is at 21% of their budget or 1,957 mil. with a surplus of 4.4 mil. for the year

**AMBULANCE**

On behalf of Don Bock, Tess provided the March 2026 KLVAC Board Meeting was cancelled. Currently borrowing a rescue from Islamorada. 2 trucks have a/c issues.



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### 10. FIRE DEPARTMENT REPORT

Capt. Abel commented that four volunteers passed the written exam and will be starting training soon.

### 11. DISTRICT MANAGER ITEMS

1. **Fire/EMS Chief Hiring Process:** *We are moving forward resolutely to advertise for the Fire/EMS Chief/District Manager position. I am working with Carol Greco to create an online employment application. This is necessary so potential candidates can link to our website and research the information they need about the position. We don't currently have the capability for a candidate to apply and submit online, so they will still be required to print the application and send it to the District, via mail or email, along with the other required documentation.*

*It is important that the advertising for the position is targeted to the right people. As such, advertising with professional emergency service and special district organizations is sensible. The organizations we are advertising with, along with the costs, are listed below:*

- *Florida Association of Special Districts: no charge for members*
- *A-list through the Bureau of Fire Standards and Training: no charge*
- *Florida Fire Chief's Association: \$225 for 30 days*
- *International Association of Fire Chiefs (includes all U.S. States): \$440 for 30 days*
- *National EMS Management Association: \$150 for 30 days*

Moving forward to upload the application to website and apply.

2. **COPCN and ALS License:** *On Friday (2/27/26) Captain Jones, the District's attorney Jim Hicks, and I spoke with the assistant county attorney Eve Lewis, to help the county understand the various nuances of the merger plan. As information, the Key Largo Volunteer Fire Department has applied for the renewal of their COPCN with the County. At the same time, the District has applied for a new COPCN that encompasses both transport and non-transport ALS services. The Fire Department COPCN expires in May, so it needs to be renewed before the district merger will be completed. However, the district COPCN is critical moving forward. As such, the county currently has two applications for the COPCN from Key Largo. We anticipate both COPCNs will go before the Monroe County BOCC in April. In the meantime, we have begun the process of completing the ALS license with the State of Florida in anticipation of the merger and approval of the COPCN. In due course the COPCN and the ALS license will be held by the District, which will cover transport and non-transport ALS serves.*

District Manager Lombardo thanked the committee for their hard work in assisting with completing the COPCN application.

3. **Implementation Status:** *The implementation team has representatives from the Fire Department, EMS, and the District. The team includes: Captains Jones, Garcia, and Garrido, Lt. Perez, and me. We are progressing quickly to address the items necessary for a smooth merger transition. The items we are undertaking include: securing a district COPCN and ALS License, assuring we have ambulance billing in place, merging SOPs and Protocols, onboarding personnel, obtaining district insurance and workers compensation, continuance of employee medical insurance, and updating interlocal and mutual aid agreements. Our goal is to have everything in place and ready to go prior*



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to the implementation date determined by the Board. Additionally, there are some items that we have deemed non-critical to implementation which will need to be addressed in the future, such as personnel uniforms and patch changes.

4. **Ambulance Billing:** Lombardo has a meeting scheduled with PPS EMS Billing on March 6. PPS Billing is the company that has provided the EMS Billing for the Key Largo Volunteer Ambulance Corps, Inc. for several years.

Spoke with the billing provider, Holly who does the billing at 8.5%; negotiated to 6.5%; review and send to legal. Commissioner Mirabella inquired if there are any additional monthly fees/billing.

5. **Standard Operating Procedures (SOP) and Medical Protocols:** Under the direction of our medical director, EMS Lt. Roxy Perez is working with Fire Lt. Jamie Arana and merging the medical protocols. We estimate that any protocols and SOPs adopted after 2019 are 90-95% similar between the Fire Department and EMS. Prior policies are outdated and will need to be merged or discarded. Going forward, all personnel will need to be trained on existing and new SOPs. Captain Garrido will be creating an online training program through our existing vendor, Vector Solutions. A working SOP Committee will also be established to regularly review, update, and create SOPs.

Protocols completed and send to Morrison for review.

6. **Hiring District Employees:** I am working with legal to assure our onboarding process is legally defensible. Once the process has been approved, we will make conditional job offers and place people on a roster with a projected future hiring date.

No comment.

7. **District Website:** On February 27, 2026 Commissioner Mirabella and I attended a Zoom meeting with Streamline, the company that is developing our new website. The design of the website is generally complete, and the migration of our old website along with all of our archived documents is complete. Nonetheless, we continue to change and add various features. With the completed migration, Streamline provides a "score" for ADA compliance. Our current site score is "80" (based on a 1-100 scale), because we currently have 145 files on the site that are not ADA compliant. These files are previously posted PDF documents. We have received a quote from Streamline to convert these files to assure they are ADA compliant. They use a product called DocAccess to make all PDF documents ADA compliant. Based on our document volume, we have been quoted a cost of \$250 month (\$3000 billed annually). This provides conversation of all existing and future PDFs. We are currently researching other options, such as manual conversion, or utilizing other programs. We will present our findings at a future meeting.

Attended a meeting with Streamline and Commissioner Mirabella. Currently, the website's ADA compliance score is 80; PDF's non-compliant. Research other options.

8. **Boat Committee:** The Boat Committee met this week to begin the process of developing a plan of action. The current \$300,000 grant from the State of Florida expires on June 1. As such, we hope to have a plan completed in the near future, which we will present to the Board for your direction.



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Committee working on other options. Would not like to see money lost; move forward with taking grant. Will need an internal study. Bring back to another meeting.

### 12. NEXT MEETING

**March 23, 2026 District Meeting (if required)**

**April 6, 2026 District Meeting (if required)**

**April 20, 2026 District Meeting**

Commissioner Jenkins **made a motion to Cancel the March 23, 2026 District Meeting, unless required.**

### 13. ADJOURN

Commissioner Edge made a **motion to adjourn** the meeting at 6:32 PM. Commissioner Jenkins seconded, and the Board unanimously passed the motion.