



## 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 23, 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, Capt. Garrido, Lt. Mumper, Chief Mobley, Don Bock and Jennifer Johnson. Capt. Jones appeared online.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. *Approval of March 23, 2026 District Meeting Agenda*

Commissioner Edge made a **Motion to Approve the March 23, 2026 District Meeting Agenda**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

##### 2b. *Approval of March 9, 2026 District Meeting Minutes*

Commissioner Jenkins made a **Motion to Approve the March 9, 2026 District Meeting Minutes as Amended**. Commissioner Edge seconded, and the Board unanimously passed the motion.

Commissioner Mirabella requested a correction to No. 10 to read Chief Mobley in lieu of Capt. Abel. Under legal referred to Attorney Banks Hicks in lieu of just Hicks.

#### 3. PUBLIC COMMENT

None

#### 4. CHAIRMAN REPORT

Chairman Allen attended a Zoom meeting on Saturday with the Ambulance Department to ensure the signing of the merger contract.



## 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

---

### 5. SECRETARY REPORT

None

### 6. OLD BUSINESS

#### 6a. DISCUSSION/APPROVAL: Lodging Expenses for Fire/EMS Chief Candidates [Lombardo]

Commissioner Jenkins made a **Motion to Approve Lodging Expenses for Fire/EMS Chief Candidates**. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

District Manager Lombardo presented, at the request of the Board, a lodging policy to address lodging expenses for Fire/EMS Chief Candidates.

#### 6b. DISCUSSION/APPROVAL: Light Refreshment Policy [Lombardo]

Commissioner Conklin made a **Motion to Approve the Light Refreshment Policy**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

District Manager Lombardo presented a policy to provide light refreshments at public purpose events, i.e. meetings, hearings, interviews, etc. that go beyond 3 hours (with appropriate receipts), not to exceed \$250. Anything over \$250 will require board approval.

#### 6c. DISCUSSION: KLF D Boat Implementation Plan

District Manager Lombardo discussed plan with respect the boat implementation plan and the \$300k grant expiring June, 2026. Would like direction to consider the plan prior to the expiration to avoid the potential of future grant approvals from the State.

Commissioner Mirabella inquired as to whether the fire department had any statistic pertaining to water rescues, fires, etc. DM Lombardo commented that as the Department does not have a boat, these statistics are not tracked as a marine emergency. Commissioner Conklin has offered a boat owned by the corporation of the fire museum; interlocal agreement with department; if interested will work with legal to draft an agreement. Board provided direction to DM Lombardo to work with legal to draft an agreement. Further discussions ensued regarding the necessity of a fire boat, marina storage, trailer, wet team, liability, etc. In relation to this, Commissioner Conklin offered the same agreement with relation to a Tahoe. Bring back under district manager section.

### 7. NEW BUSINESS

#### 7a. DISCUSSION/APPROVAL: Resolution 2026-002 - A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, FLORIDA [HICKS]

**PROVIDING FOR THE CONSOLIDATION OF FIRE, RESCUE AND EMERGENCY MANAGEMENT SERVICES CURRENTLY PROVIDED BY CONTRACTS WITH THE KEY LARGO VOLUNTEER FIRE DEPARTMENT, INC. ("VFD") AND KEY LARGO VOLUNTEER AMBULANCE CORPS, INC. ("VAC"), AND AN EFFECTIVE DATE FOR THE SAME;**



## 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

PROVIDING FOR THE RATIFICATION AND READOPTION OF ACTIONS PREVIOUSLY TAKEN FOR PURPOSES OF CONSOLIDATION, INCLUDING EVALUATING, HIRING AND ON-BOARDING OF A FIRE-EMS CHIEF/DISTRICT MANAGER AND OTHER PERSONNEL;

PROVIDING FOR THE RATIFICATION AND READOPTION OF VFD AND VAC STANDARD OPERATING GUIDELINES, OPERATIONAL POLICIES AND PROCEDURES, MEDICAL POLICIES AND PROTOCOLS, AND ALL OTHER SIMILAR POLICIES AND PROCEDURES FOR PURPOSES OF CONSOLIDATION;

PROVIDING FOR THE ADOPTION OF AN AMBULANCE FEE SCHEDULE FOR PURPOSES OF CONSOLIDATION;

PROVIDING FOR THE APPLICATION OF A CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY, AND AN APPLICATION FOR AN ADVANCED LIFE SUPPORT LICENSE FOR PURPOSES OF CONSOLIDATION;

PROVIDING FOR THE ACQUISITION OF CERTAIN INSURANCE FOR PURPOSES OF CONSOLIDATION;

PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR CONSTRUCTION; AND PROVIDING FOR AN EFFECTIVE DATE [HICKS]

Attorney Banks read into the record, Resolution 2026-002 verbatim as identified above.

Commissioner Jenkins made a **Motion to Approve Resolution 2026-002**. Commissioner Conklin seconded, and a roll call vote was polled to three votes yes, two votes no. Item passes.

Commissioner Mirabella commented on a communication wherein Capt. Jones identified a change in the organizational structure. Capt. Jones, on behalf of Chief Mobley; moving forward with restructuring the department to address staffing, improve safety on fire/emergency scenes; following consolidation study. Eliminating stipends so that everything is within the budget; this is from a safety standpoint; growth potential when departments combine. Commissioner Mirabella regarding costs to the taxpayers regarding the restructuring. DM Lombardo is working with Legal on an organization chart to present to the Board at an April meeting for approval that would be inclusive of job descriptions, etc. Commissioner Mirabella commented that the implementation of Battalion Chiefs will be made during the next pay schedule. Commissioner Jenkins commented that the fire department is not asking for permission to make these changes; but rather are running their department. Attorney Hicks commented that the purpose of the resolution is to establish baseline policies; not personnel decisions, hiring/firing; not saying what the fire department can/cannot do; rather tweak/modified policies. We need some policies in place for the COPCN applications to county that are to go out this week. Without some policies our COPCN application is going to have a difficult time at the county, which will delay the ALS.



## 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

### ROLL CALL VOTE

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	No
Commissioner Mirabella	No
Commissioner Jenkins	Yes

- 7b. Discussion/Approval: Resolution 2026-003 - A RESOLUTION OF THE KEY LARGO FIRE RESCUE AND EMERGENCY MEDICAL SERVICES DISTRICT, AMENDING THE DISTRICT'S PURCHASING POLICIES AND PROCEDURES, SECTION 3.0 "EXCEPTIONS TO PROCUREMENT PROCEDURES"; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE [HICKS]**

Attorney Banks read into the record Resolution 2026-003 - A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Amending the District's Purchasing Policies and Procedures, Section 3.0 "Exceptions to Procurement Procedures"; Providing for Severability; and Providing for an Effective Date.

Commissioner Conklin made a **Motion to Approve Resolution 2026-002**. Commissioner Jenkins seconded, and a roll call vote was polled. All affirmative. Item passes.

### ROLL CALL VOTE

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	Yes
Commissioner Mirabella	Yes
Commissioner Jenkins	Yes

**8. LEGAL REPORT**

None

**9. FINANCE REPORT**

None

**10. AMBULANCE CORPS REPORT**

none

**11. FIRE DEPARTMENT REPORT**

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

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### 12. COMMISSIONER ITEMS

Commissioner Conklin introduced Chaplin Hardy (sp.) who commented on the May 7, 2026 National Day of Prayer; will host same at Station 24 at 10AM; has Bibles for those interested.

Commissioner Conklin commented that on June 8, 2005, the District was created; this year the 8th lands on a meeting date; will work on celebration with DM Lombardo.

Commissioner Edge commented that things are moving fast, i.e., building, boat, new positions; a lot of money being spent. Believes this DM Lombardo to work on budgets with finance and Capt. Jones. Once merger is complete there are no longer corporations; board will have control.

### 13. DISTRICT MANAGER ITEMS

1. **Fire/EMS Chief Hiring Process:** With the help of Carol Greco we created an online employment application for the Fire-EMS Chief/District Manager position. It was posted on March 18 on our website, throughout the County, internally, and with several professional emergency service and special district organizations. The deadline to submit applications is April 10.

The position has been posted; received three applications; two interested parties; one person coming down. Will have top candidates come for meeting; board interviews; public meeting.

2. **Implementation Status:** The implementation team continues to meet regularly and is working to address the items necessary for a smooth merger transition. An update on the more critical items is provided below:

- a. **Ambulance Billing:** Lombardo has received a contract from PPS EMS Billing. This has been forwarded to Legal for review. You have given me the ability to sign the contract; nonetheless, once I receive it back from Legal, I will forward to the Board for your review.
- b. **Standard Operating Procedures (SOP) and Medical Protocols:** EMS Lt. Roxy Perez and Fire Lt. Jamie Arana completed the merger of all the medical protocols, which were approved by our Medical Director. The Fire Department has completed updating SOPs and we are currently in the process of comparing Fire Department and EMS SOPs for consistency and duplication.
- c. **Hiring District Employees:** Transition employment applications have been e-mailed to current employees of the Key Largo Volunteer Fire Department, Inc. and the Key Largo Volunteer Ambulance Corps, Inc. The deadline for submittal is Friday March 20. I will provide a verbal status update to the Board at the March 23, 2026 meeting.
- d. **Payroll:** Captain Jones is working on a new payroll system known as *Ready Payroll* that can tie into our current staffing system and will be



## 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

able to process all future employees from both agencies. He is also creating a payroll wage step scale to help with the transition to the new system. Once the step scale is completed, I will present the scale to the Board for discussion/approval.

- e. **Insurance:** Legal is requesting you consider updating District policy to include insurance. This has not been previously included in the purchasing policy because the District has not had employees. If the Board approves the new purchasing policy, we can move forward with obtaining liability insurance and requesting bids for health insurance.

Going as planned. COPCN has been filed. Thank you Capt. Jones for all your efforts with the COPCN application; presented at April 15th BOCC meeting. DM Lombardo and legal to attend.

Ambulance billing down to 6.5%; researching bid to see if we need to bid out.

District employee application process closed; all personnel applied with some volunteers. More employees from EMS than anticipated; 33 people; may need addition funds for physicals. Board approved additional costs associated with the physicals, if over budget. Would like to keep some volunteers.

3. **District Website:** On March 20, 2026 Commissioner Mirabella and I attended a Zoom meeting with Streamline, the company that is developing our new website. As discussed at the last meeting, the design of the website is generally complete, and the migration of our old website along with all of our archived documents is complete. As you may recall, there have been issues merging our PDF documents into ADA compliant documents. We continue to research various options. Is there interest in going live with the site while we continue to fix these problems? Conversely, we can wait until all the issues are fixed and then go live.

Continue to work with the website; can go live at any time; not completely ADA Compliant [special district enforcement April, 2027]. Getting quotes to address PDF/ADA compliance. Commissioner Mirabella was of the opinion the Streamline package included make everything complaint; now they are asking \$500/mo. to maintain. If we have full control can break subscription. Fire Department IT can handle website. Capt. Jones can reach out to IT further information.

Interest in interlocal contract with museum for Tahoe? Board agrees.

4. **Boat Committee:** The Boat Committee has been researching various options for the Board to consider. Included with my report is an internally developed community risk assessment specific to the implementation of a fire/rescue boat in Key Largo. The study analyzes the water rescue and water-based fire risk in our community and provides the Board information and various options necessary to decide on this potential expansion of services. The current \$300,000 grant from the State of Florida expires on June 30, 2026. It is generally not good practice to deny the acceptance of a State Grant, as this could impede our ability to obtain future grants. As you will see in the study, a high to extreme risk has been identified in Key Largo and there is need for a fire/rescue



## 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

boat. Accordingly, the Boat Committee is recommending the utilization of the \$300,000 grant money to purchase a fire/rescue boat that can be trailered. They are also recommending utilizing the non-profit organization *Heart Like Harlie* to pay for boat operator training through the National Association of State Boating Law Administrators. This course is specific to the fire service and is done on-site with our boat at no charge to the District.

I will request the Boat be placed on the agenda in April for discussion/approval. If the Board approves the purchase of the boat (utilizing grant funds) in April, the Committee will move to purchase a suitable fire/rescue boat prior to the conclusion of the grant on June 30.

5. **Travel Policy for Fire-EMS Chief/District Manager Candidates:** Under direction from the Board, I have developed a draft policy which allows for the lodging of up to three final candidates who might travel over 100 miles to interview for the Fire-EMS Chief/District Manager position. Legal has confirmed this is allowable under State Law. There is also a provision in the policy that requires reimbursement to the District should a candidate be offered, and denies the position.

Previously addressed above.

6. **Purchase of Light Refreshments:** I have place on the agenda for discussion/approval a draft policy to detail and give the District the ability to purchase light refreshments for long meetings, training sessions, and promotional and hiring processes. These are defined as anything over three hours and the limit on expenditures is \$250. Providing light refreshments at these types of events.

Previously addressed above.

Commissioner Mirabella appreciative of DM Lombardo and Captains, etc. for all their hard work.

### 14. **NEXT MEETING**

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

***April 20, 2026 District Meeting***

Commissioner Mirabella **made a motion to hold the next District Meetings on April 6, 2026 and April 20, 2026.** Commissioner Jenkins seconded, and the Board unanimously passed the motion.

### 15. **ADJOURN**

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 6:36 PM. Commissioner Jenkins seconded, and the Board unanimously passed the motion.