



DISTRICT MEETING MINUTES

March 24, 2025

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 March 24, 2025 District Meeting at 6:03 PM.

1b. *Pledge of Allegiance*

Commissioner Conklin led the Pledge of Allegiance.

1c. *Roll Call*

Carol Greco called the roll. The following Commissioners were present: Chairman Anthony Allen, Commissioner Conklin, Commissioner Edge, Commissioner Mirabella and Commissioner Jenkins. There was a quorum.

Also present in person were Carol Greco, Hunter O'Connor, Chief Bock, Lt. Mumper, Jennifer Johnson, Scott Robinson.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of March 24, 2025 District Meeting Agenda*

Commissioner Jenkins made a ***motion to approve the March 24, 2025 District Meeting Agenda***. Commissioner Edge seconded, and the Board unanimously passed the motion.

2b. *Approval of February 10, 2025 District Meeting Minutes*

Commissioner Edge made a ***motion to approve the February 10, 2025 District Meeting Minutes***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

2c. *Approval of February 10, 2025 Strategic Planning Meeting Minutes*

Commissioner Jenkins made a ***motion to approve the February 10, 2025 Strategic Planning Meeting Minutes***. Commissioner Conklin 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: Vehicle Replacement Plan/Leasing Options [Johnson]

J. Johnson led a discussion regarding the Department's request to begin the process of replacing the ladder and in addition to replace the tanker three years sooner. It is the intention to surplus the squad and keep the current tanker as back up. Commissioner Mirabella is not in favor of replacing, but rather repair; has previously requested a vehicle repair report. He would rather see the money spent on other items, i.e., building, district employee study. Chairman Allen further commented on the previously discussed leasing option program for vehicles, which is the direction we were going in. Lt. Mumper provided information, based on the current timeframe for building vehicles with the vendor they would like to go with; ladder truck is approximately 3 years from the time of order. The tanker is roughly a 2 year build, falling in on its replacement; about 7 months early. The 2013 ladder truck is approaching its service life within the next 2-3 years based on replacement schedule. The 2013 tanker is limited to a 2 seat configuration and is the same age as the ladder. Asking to go to a 4 seat tanker to allow its use if a truck goes out of service. The intention is to keep the tanker as a reserve vehicle. Would like to process replacement of the ladder and begin specs. Combining procurement can potentially provide a discount. Currently have a little over \$1 mil in reserves for trucks; \$1.3 to purchase vehicles (inclusive of 1 ambulance), which would not cover the replacement of the vehicles. Leasing provides for cost effective management. Bring back to next meeting for discussion/approval.

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: Volunteer Chaplin Evelyn Harde [Allen]

Chairman Allen led a discussion regarding Chaplin Evelyn and her work with the Fire Department, which is believed to be through the benevolent association. Would like to make her Chaplin for the District which would allow her to be in the building and provide programs; offer community support. Trained in individual and group for critical incidents. This is a volunteer position that would not involve any expense to the District. Legal to draw something up regarding this request.



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 approve Volunteer Evelyn Chaplin***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7b. DISCUSSION: KLFR&EMS District Purchasing Policies and Procedures Increase [Johnson]

A discussion was had regarding a recent issue with costs associated with vehicle repairs above the Chief's allowed limit. Ms. Johnson would like to revise the 2014 purchasing policy and bring back into a resolution at the next meeting. Would like to change the current purchase order limit from \$2,500 to \$15,000 to allow for the increased costs of products over the past 11 years. Would also like to revise the emergency purchasing policy. Bring back to next meeting.

7c. DISCUSSION/APPROVAL: Bishop, Rosasco & Co. Updated Engagement Letter [Johnson]

Ms. Johnson led a discussion regarding Bishop, Rosasco & Co.'s Engagement Letter which has not been updated since 2005. This is the same letter providing new hourly pricing only; the services not to exceed amount remains the same, which has not been exceeded.

Commissioner Jenkins made a ***motion to approve the Bishop, Rosasco & Co. Updated Engagement Letter***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7d. DISCUSSION/APPROVAL: KLVAC/KLVFD FY24 Workers Payroll Audit Invoice [Johnson]

An invoice from the worker's comp auditors was received regarding the fiscal year 24 numbers. As you know the fire department payroll was over budget, along with other items which may have factored into it; however, there is an overage in the amount of \$39,632.00 owed to the insurance company.

Commissioner Edge made a ***motion to approve Benchmark Insurance Company's Invoice***. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

7e. DISCUSSION/APPROVAL: Massey-Richards Station 24 Updated Survey [Greco]

Carol Greco led a discussion regarding a request from the builder (Currie Sowards) for an updated survey from Massey-Richards, which is at a cost of \$4,500.00.

Commissioner Jenkins made a ***motion to approve Massey-Richard Invoice***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7f. DISCUSSION/APPROVAL: Purchase MES Turnout Gear [Jones]

This item is already approved in the budget; however, requires board approval. Capt. Jones has requested this not to exceed \$40k; piggy back contract with Lake County. Trying to obtain a copy of the original RFP; however, is almost 20 years old and gets renewed every 5 years. It goes right



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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back out to bid; the current winner is MES, which is the same gear we use. Basically a five year price block. Commissioner Mirabella inquired about the gear; need 2 additional sets for fire fighters that they are trying to ensure gets into the budget, requested not to exceed \$40k. 20 sets went out of service in November; starting the replacement.

Commissioner Jenkins made a ***motion to approve the purchase of the MES Turnout Gear pending legal review***. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

7g. DISCUSSION/APPROVAL: Purchase Additional CompX Narcotic Safe for L25 [Jones]

A discussion regarding the purchase of an additional narcotic safe for Ladder 25, which is the same safe placed in both engines. The money is already budgeted under the small tools replacement category. The ladder serves as a reserve vehicle when apparatus goes out of service.

Commissioner Conklin made a ***motion to approve the purchase of an additional CompX Narcotic Safe for Ladder 25***. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

7h. DISCUSSION: F-550 Horton Type I Rescue Quote [Bock]

Chief Bock led a discussion for a 3rd truck which is identical to the last 2 purchased; price increased by \$125,000. Buy or lease; whatever is cost effective. Bring back to next meeting under the lease/purchase of equipment discussion/approval.

7i-j. DISCUSSION/APPROVAL: Proposals for Fire Dept. Awards Ceremony/Dinner [Mumper]

Lt. Mumper discussed an annual awards ceremony/banquet, which has not been done in over 5 years. Both departments had budgeted to \$10k (other, including recruitment/retention/awards ceremony; \$5,500 under EMS) to do one of these this year. Received proposals from Reef House, which includes alcohol in original quote; benevolent will pick alcohol costs. Chairman Allen commented he believes when other agencies had this type of function, it was funded through donations. Tax payers dollars cannot fund a party. Money can be raised through donations to have a party, otherwise this type of function would have to be held in the fire building.

7k. DISCUSSION/APPROVAL: Award RFP 24-004.2 Audit Services to Citrin Cooperman & Company, LLP [O'Connor]

Attorney O'Connor provided a status of RFP 24-004.2; RFP went out for bid; 2 bids were submitted. There was a bid opening wherein Citrin Cooperman & Co. received the highest ranking and came in with the lowest cost. A draft engagement letter was provided with the package. The board can award the contract tonight or review to ratify. Commissioner Mirabella asked for clarification regarding a previous audit; Ms. Johnson commented this is a financial audit from the RFP. The auditors will report back upon completion of the audit. There was a previous discussion as to whether to audit the fire department and EMS separately. Attorney O'Connor further stated



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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that the RFP can be awarded tonight and bring the contract back with a more definitive scope of the work to be performed.

Commissioner Conklin made a ***motion to Award RFP 24-004.2 Audit Services to Citrin Cooperman & Company, LLP and bring back the contract for approval at the next meeting.*** Commissioner Edge seconded, and the Board unanimously passed the motion.

7I. DISCUSSION: L. Caputo Retirement [Conklin]

Commissioner Conklin gave a heartfelt retirement speech outlining the importance of partnerships between emergency service agencies like fire, sheriff's office, highway patrol who work together to provide these essential services to the public. Tonight we have the pleasure of celebrating Col. Lou Caputo as he retires after 40 years of service with the Monroe County Sheriff's office. The District awarded Col. Caputo with an appreciation plaque. Col. Caputo shared a few highlights from his storied career.

8. LEGAL REPORT

Attorney O'Connor provided an update regarding the J. Angle Group's consolidation study and the anticipated completion in early July and possible preliminary findings in June. J. Angle would like the board to weigh in on the process of community input. This can be accomplished by noticing an in-person meeting or through an online survey. S. Heim commented on the preference of an in-person meeting as opposed to an online forum.

9. FINANCE REPORT

9a. DISCUSSION: KLVAC Overtime Budget [Johnson]

Ms. Johnson addressed the Ambulance Overtime Budget. However, Chief has indicated there is enough money in their corporate billing account to cover overtime for the rest of the fiscal year.

9b. DISCUSSION: FY25 1st Quarter Financial Report [Johnson]

Ms. Johnson provided revenues for the first three months of the fiscal year as follows:

72.38% or \$5,438,758.00

District Board is at 40% of its budget or \$239,306.00 mainly due to payment of 3% to the tax collector; getting revenues at the beginning of the year so expenses are higher.

Fire Department is at 27% of its budget or \$1,081,892.00

Ambulance is at 17% of its budget or \$490,192.00



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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Overall there is a surplus of \$3.5 mil.; \$125,00 set aside for vehicles

10. AMBULANCE CORPS REPORT

10a. *KLVFD February 2025 Statistics*

Chief provides 1 medic was cleared; 2 more to start in April and 1 more volunteer. Commissioner Mirabella commented on overdue ambulance corps reports; believes none have been received since November; January/February. Commissioner Mirabella asked if the overtime costs are due to being understaffed; which was affirmed. Chairman Allen inquired as to whether only paramedics were being hired as he read an ad that did not read very well almost discouraging dual certified applicants. Chief is accepting all applications.

11. FIRE DEPARTMENT REPORT

Capt. Garrido had nothing to report.

Lt. Mumper inquired as to the February Treasurer's Report, attached. January was not provided due to clerical errors. Additionally commented on the interest the department and becoming District employees; should a committee be formed; include an administrative employee to start the process. Commissioner Mirabella commented that currently no one seems to know what the department needs moving forward in an administrator, so we backed off for now; he reached out to Leon County Fire for a job description. Wait until J. Angle study is completed.

12. COMMISSIONER ITEMS

Commissioner Conklin inquired as to the status of the Grant application for the boat. Chief submitted and has not yet had a response.

Commissioner Mirabella advised the annual FASD conference will be held in June meeting; he will be unable to attend. He can get information if any other commissioner would like to attend.

13. NEXT MEETING

April 7, 2025 District Meeting (if required)

April 21, 2025 District Meeting (if required)

Commissioner Edge ***made a motion to cancel*** the April 21, 2025 District Meeting, unless required. The next District Meeting will be April 7, 2025. Commissioner Jenkins seconded, and the Board unanimously passed the motion.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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14. ADJOURN

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 7:04 PM. Commissioner Conklin seconded, and the Board unanimously passed the motion.