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**DISTRICT MEETING MINUTES**

**March 25, 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 6:01 PM.

**1b. *Pledge of Allegiance***

Commissioner Mirabella led the Pledge of Allegiance.

**1c. *Roll Call***

Carol Greco called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, Kenny Edge, George Mirabella 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 March 25, 2024 Amended District Meeting Agenda***

Commissioner KE made a ***motion to approve the*** March 25, 2024 Amended District Meeting Agenda. Commissioner FC seconded, and the Board unanimously passed the motion.

**2b. *Approval of the February 26, 2024 Draft Amended District Meeting Minutes***

Commissioner Edge made a ***motion to approve the Corrected Amended February 26, 2024*** District 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: Status of Clerk Position/Advertising/Misuse of "Clerk" Title [Mirabella]**

Discussions were had regarding the status of advertisement of the Clerk's position in local papers; confirmation of position being full-time (37.5-40 hours a week). Requested Board to review the current job description in an effort to minimize for the purposes of advertising. List in state website (information to be provided).

To date, there were three applicants for review to board; bring back to next meeting to further discussion on applicants.

**7. NEW BUSINESS**

**7a. DISCUSSION/APPROVAL: Purchase of 20 SCBA Bottles [Jones/Tucker]**

Capt. Jones led a discussion on the request to purchase 20 SCBA Bottles. Hydro testing is performed every five year; some of the current inventory did not pass the test; short on bottles due to the purchase of new trucks. The bottles have an approximate 15 year lifespan. If they fail hydro testing cannot use.

Commissioner Powers made a motion **to approve the Purchase of 20 SCBA Bottles**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

**7b. DISCUSSION/APPROVAL: Invoice of Jack Bridges, Esq. [Mumper]**

Lt. Mumper came before the Board for approval of payment of Jack Bridges' invoice for services rendered on behalf of R. Blesser during the time Mr. Bridges' represented the Fire Department. Discussions were had regarding the ramifications of payment. Move item to Old Business for next meeting.



**7c. DISCUSSION/APPROVAL: Purchase of Bunker Gear [Johnson]**

Ms. Johnson led a discussion regarding a request of \$37,623 for purchase of new bunker gear. This item is budgeted. The Department can donate old gear to other agencies/countries in need; accumulated a few sets; bring to board for approval to donate.

Commissioner Powers made a **to approve the Purchase of Bunker Gear**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

**8. LEGAL REPORT**

**8a. DISCUSSION/APPROVAL: Key Largo Fire & EMS District RFP 2024-001 [Bryan]**

Attorney R. Bryan advised the Board the RFP is ready to go; received no feedback from commissioners. A comprehensive solicitation is prepared; post on demand; put out to bid. Scope of services from J. Johnson was incorporated into RFP; feasibility studies adopted to fit our configuration. Can make any changes.

Capt. Jones commented on the Engle audit; some was duplicative; essentially then same audit with additional parts to feasibility study. Performance review; state mandated.

Commissioner Powers made a motion **to approve the study**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

**8b. DISCUSSION: Update on RFQ 2023-003 [Bryan]**

Attorney Bryan provided an updated on RFQ 2023-003. The Proposal needs to be broken up; design services first; based on discussions proposed; separate services/scope of work. Put a contract together for winning bidder, Currie Sowards, for approval a next meeting. The Board will need to designate a contact to work with Currie Sowards.

Currie Sowards' focus for now will be on design drawing elements; design phase services; schematic and plans only; make the number for engineering services small for schematic. Subsequent site plan approval; design development; construction; bidding/permitting/ limited construction administration; as project moves forward, we can address additional scope of work.

**9. FINANCE REPORT**

M. Johnson received the audit report, which came back clean.



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**10. AMBULANCE CORPS REPORT**

**10a. *KLEMS February Statistics***

S. Robinson advised there were 181 calls; 101 transported. A citizen fell at their residence requiring being airlifted; grateful for the services rendered by the responding personnel.

10b. *KLEMS February 2024 Meeting Agenda/Minutes*

10c. *KLEMS February 2024 Treasurer's Report*

**11. FIRE DEPARTMENT REPORT**

**11a. DISCUSSION/ACTION: Tiles/Formica Countertops at Station 25 [Bock/Mumper]**

**11b. *KLTFD February Statistics***

**11c. *KLTFD Performance Report***

D. Bock led a discussion regarding Station 25 requesting the remodeling of countertops. Officers are concerned about sharing desks/cabinets. They would like to remove the desks attached to walls and replace them with three separate desks for personnel use; relocate furniture. Keep costs to a minimum. Can we reach out to State of Florida regarding desk purchase from state prisoners? The firefighters would undertake removing countertops. May need a painter for touchups to walls; currently in budget. Will bring a proposal to next meeting.

Three firefighters were interview; all passed testing/interviews. Orientation is schedule for Saturday with start dates of second week in April. Received 10 volunteer applications. Testing on April 6th.

**12. COMMISSIONER ITEMS**

**12a. DISCUSSION/APPROVAL: Ethics Training [Mirabella]**

Commissioner Mirabella led a discussion was had regarding ethics training through FASD for approximately \$20; state may be changing requirement to annual training. Personal responsibility to complete training; work to obtain link to provide commissioners for training.

**12b. DISCUSSION: Addition of Hyperlinks into Minutes [Mirabella]**

Commissioner Mirabella inquired as to how we can hyperlink documents on the agenda so that same may be accessed within minutes.



**12c. DISCUSSION: EMS By-Laws [Mirabella]**

Commissioner Mirabella made inquiry regarding readmission to EMS service after member left service. S. Robinson provided he believes there is nothing in the by-laws that would indicate an individual cannot reapply, take a test and go through the process of becoming a member of the EMS team.

**12d. DISCUSSION: FASD Annual Meeting – June 10-13 in Orlando Training [Mirabella]**

Commissioner Mirabella commented on the upcoming FASD Annual Meeting. Any commissioner can attend; however, funding limits the attendee to one person in the district. Conceptionally a number could attend, if it is just training. Paid by individual going and then reimbursed. Is this something that can be obtained online? Come up with policies to alternate attendees. Bring back to next meeting for approval attendance.

Commissioner Allen commented on the turnaround time to respond to emails, text messages; that some Board members have outside employment which does not always allow for the immediate response to emails, text message, etc.

Attorney Bryan further commented on the recent fire boat discussion; that this is a specific appropriation request that did get into both the house and senate for budget. This now awaits the governor's trim process of the appropriations before him.

**13. NEXT MEETING**

***April 8, 2024 District Meeting (if required)***

***April 22, 2024 District Meeting***

Commissioner Powers made a ***motion to cancel*** the April 8, 2024 District Meeting, unless required. The next meeting will be April 22, 2024. Commissioner Conklin seconded, and the Board unanimously passed the motion.

**14. ADJOURN**

Commissioner Edge made a ***motion to adjourn*** the meeting at 7:22 PM. Commissioner Powers seconded, and the Board unanimously passed the motion.