



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

DISTRICT MEETING MINUTES

April 6, 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 Conklin 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. Jones, Capt. Garcia, Capt. Garrido, Lt. Mumper and Jennifer Johnson.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of April 6, 2026 District Meeting Agenda*

Commissioner Mirabella made a **Motion to Approve the April 6, 2026 District Meeting Agenda**. Commissioner Edge seconded, and the Board unanimously passed the motion.

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

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

3. PUBLIC COMMENT

None

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None



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6. OLD BUSINESS

6a. DISCUSSION/APPROVAL: Fire Rescue Marine Emergency Response Vessel Grant [Lombardo]

District Manager Lombardo led a discussion for the approval/denial to move forward with accepting the Grant to purchase an emergency marine response vessel. DM Lombardo drafted an operational plan to spend the \$300k on the purchase of a boat to be trailered; unstaffed. Further, the Grant is a reimbursable grant that can be used to purchase the vessel, trailer, safety equipment, striping, radios, etc. The deadline to enter into a purchase order/agreement before June 30, 2026; to own before September 15 2026.

Commissioner Jenkins made a **Motion to Begin the Purchase Order Process Not to Exceed Grant Amount of \$300k**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

Roll Call Vote

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

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: Horton Ambulance Order Cancellation [Lombardo]

District Manager withdrew item as additional information regarding cancellation fees was provided. There may be valid reason to consider cancellation as the Horton trucks ordered will not fit into the bay at the KLVAC building. The cost to modify the building is approximately \$100K. Therefore, there may be an interest in cancelling and purchase vehicles that will fit the current configuration. Bring back item back to the April 20, 2026 meeting.

7b. DISCUSSION/APPROVAL: Usage of District Credit Cards Policy [Lombardo]

District Manager Lombardo provided a draft District credit card policy that would allow the incoming Chief and authorized personnel to purchase of small items, use for travel expenses, etc., excluding alcohol purchases. All expenditures must serve a district purchase; have backup receipts.

Commissioner Conklin made a **Motion to Approve the District Credit Card Policy**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

7c. DISCUSSION/APPROVAL: Procurement of Insurance Required for COPCN Application [Hicks]

Attorney Hicks led a discussion regarding procurement of insurance for vehicles required for the COPCN application process. The BOCC public hearing is scheduled for April 15, 2026. Currently, the insurance is in the names of the respective departments. Therefore, at a minimum, prior to the



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hearing, there needs to be an amendment to the fire department policy to add the District as additional insured of the vehicles. Attorney Hicks recommends moving forward with procurement of insurance in the name of the District. At this time we do not have the premium cost numbers yet and are asking the Board to give DM Lombardo approval to procure insurance not to exceed a set number. DM Lombardo was able to get the District named as additional insureds under the ambulance and fire department policies and have obtained Certificates of Insurance which will be provided to the County. Therefore, if the County does not accept the COI's we are seeking authority to purchase insurance.

Commissioner Jenkins made a **Motion for District Manager Lombardo to procure insurance not to exceed 125% of the current premiums**. Commissioner Edge seconded, and the Board unanimously passed the motion.

8. LEGAL REPORT

None

9. FINANCE REPORT

None

10. AMBULANCE CORPS REPORT

None

11. FIRE DEPARTMENT REPORT

Capt. Jones provided information regarding career testing with interviews. Therefore, the Fire Department will be bringing on 4-5 new members.

12. COMMISSIONER ITEMS

None

13. DISTRICT MANAGER ITEMS

District Manager Lombardo reiterated all the work that has gone into the COPCN application process, which has consumed a great deal of time since the last meeting. He will comment on any of the below items the Board wished to further discuss.

1. **Fire/EMS Chief Hiring Process:** We have received a number of applications, phone calls, and visits from interested parties. As of the writing of this report, we have received seven completed applications. Three of these are from out of state. As a reminder, the closing date for applications is April 10, 2026.



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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:** As previously discussed, we received a contract from PPS EMS Billing at a reduced collection fee rate; however, after discussion with legal, we believe this service needs to be sent out to bid. Accordingly, legal is drafting invitations to bid. Once the bid period has expired, we will proceed accordingly.
 - b. **Standard Operating Procedures (SOP):** We are working on necessary changes to a number of SOPs, especially administrative policies, to better meet the mission of the District. Most of these policies are still in draft form, and will be presented to the Board for consideration as they are completed. These include policies on volunteer requirements, changes to the volunteer stipend policy (formerly volunteer reimbursement); employee work schedule and benefits agreement (to include the FLSA 7(k) work exemption), a draft organizational chart, and a draft employee pay scale. Additionally, Captain Jones and I have been evaluating potential budget numbers for FY 26-27 as they relate to the many changes on the horizon to ensure we can efficiently fund our services without a drastic increase in the millage rate. At this point, budget numbers are speculative. Exact numbers are not possible until we have estimated property values from the property appraiser's office.
 - c. **Hiring District Employees:** I am working to assure all applicants are processed according to the legal recommendations for government agency due diligence. The process is moving efficiently.
 - d. **Organizational Chart and Pay Scale:** I plan to have a draft organizational chart along with a proposed employee pay scale for your consideration at the April 20, 2026 meeting. I believe this will give you a better idea of what the organization will look like and how much it will cost to provide the service. Once an organizational chart is adopted, we will move forward with updating and developing job descriptions for each position.
 - e. **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 able to process all future employees from both agencies.
 - f. **Insurance:** We are awaiting quotes for liability insurance, workers compensation, and accidental death. Additionally, Legal is developing invitations to bid as necessary for insurance brokerage firms and coverage.
 - g. **Employee Benefits:** Captain Jones met with Plan Member Services to work on switching over our 401(k) plan, which is a private sector employer sponsored retirement account) to a 457 (b) plan, which is the plan required for a



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government entity. Both are essentially the same, but a 457(b) plan typically offers penalty free, early withdrawals upon separation from service. Should the Board choose to move to the Florida Retirement System, you may choose to keep the 457(b) for employees to fund themselves.

- h. **COPCN and ALS License:** The COPCN has been submitted for the District and the Fire Department. Both are scheduled for the BOCC Agenda on April 15. I plan to attend that meeting along with a representative from our legal team.
 - i. **FDID #:** We are working with the State of Florida on the Fire Department Identification Number (FDID). This number is placed on all fire reports and is essential for data collection. At this point, we do not know if the state will issue a new FDID or have the District utilize the Fire Department FDID.
3. **Credit Card Usage Policy:** Submitted for your consideration is a District credit card usage policy. I would like to thank Jennifer Johnson for her insight and knowledge in helping create this policy. This policy will come into use if the District chooses to apply for credit cards after July 1. In my experience, a credit card for an agency such as ours can be issued, but the head of the agency generally has to be the person that guarantees payment. As such, his or her personal information and credit is tied to the card. Therefore, I recommend waiting until a permanent Fire-EMS Chief/District Manager is employed. A Board member can also apply, but this is generally not recommended due to term limits.
4. **District Website:** On March 25 I met with a company that can make all of our PDF documents ADA accessible at a cost of \$7 per page. We continue to work on our webpage to determine what can be archived and what will remain. I have also received the Streamline subscription from Legal. There does not appear to be a full contract, only subscription details. According to the subscription they will provide: *Built-in ADA compliance (the platform is fully accessible out of the "box")*. I will discuss with Legal our options to see if they are responsible for converting all our PDFs to ADA accessible documents based on the language in their "subscription".
- Further to Commissioner Mirabella's comment regarding the ADA compliance and the Streamline contract, which is actually not a contract, but rather a subscription detail, which includes a built in ADA compliance platform that is fully accessible out of the box. Therefore, District Manager Lombardo is asking the Board allow him to get with legal to draft correspondence to address the ADA component of the subscription.*
5. **Boat Committee:** Based on the information I provided the Board at the March 23, 2026 District Board Meeting, I am requesting you consider moving to accept the Fire Rescue Marine Emergency Response Vessel grant from the State of Florida. If approved, I recommend we don't spend any District funds above the grant amount (\$300,000) for the purchase of fire/rescue boat.

I have requested marine response information from FWC, MCSO, and the US Coast Guard. As of the writing of this report, I have not received any information from any of the requests. I have also requested a quote from VFIS to add insurance to a boat. Because we don't currently have a boat,



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they cannot provide an exact quote, but it estimated to be approximately \$25,000 annually. As a reminder, the current grant from the State of Florida expires on June 30, 2026. If the Board approves the purchase of the boat (utilizing grant funds), the Committee will move to purchase a suitable fire/rescue boat prior to the conclusion of the grant on June 30.

I have also included for your review a draft operational policy. This policy is very elementary and requires a great deal more work, but it gives you foresight into our proposed boat training, usage, and response plan.

6. **Smoke Alarm Installation:** On Saturday March 28, the District worked with the American Red Cross to install smoke alarms at the Silver Shores Mobile Home Community. The Red Cross provided all of the smoke alarms and installation equipment free of charge. Nine Key Largo Fire Department personnel, along with 12 Red Cross Volunteers installed 92 smoke alarms in 40 homes. We estimate we made contact with approximately 100 people. David Garrido also created a system to begin tracking this information. The Insurance Services Office Public Protection Classification (ISO PPC) gives credit for Community Risk Reduction. Programs such as these, and other public education programs, will add points directly to our future PPC rating review. The Red Cross is now partnering with our District and will be providing a supply of smoke alarms, so that we can install them as requested by our citizens. Special recognition and appreciation is warranted for Lieutenant Fernando Garcia for spearheading this program.
7. **Painting Parking Lot lines at Station 24:** I would like to recognize B-shift personnel for painting the parking lot lines at Station 24. Lt. Fernando Garcia, along with Chris Fischman, Andres Alvarez, and David Garrido identified the need, and took it upon themselves to paint the lines. This work shows pride in the station and displays a sense of ownership among the personnel.
8. **EMS Ambulances:** As you are aware, EMS has two Horton ambulances on order that will not fit in the bay of Station 23. If the District is able to utilize Station 23 after July 1, we would be required to modify the station to fit the ambulances. Given the restrictions on set-backs, parking, and other issues, we are not certain if extending the bays is possible. Additionally, the Horton ambulances that we currently have in inventory have had ongoing maintenance issues, especially regarding the air conditioning systems in the patient care area. As you may have noticed in the last several months, EMS has regularly borrowed an Ambulance from Islamorada so that we can send our Horton's out for maintenance. As we move forward to directly provide the EMS service to the residents and visitors of the District, we feel it would be prudent to cancel the order of the Horton Ambulances. Subject to full legal review, we have reviewed the contract the District has with ETR, and we are confident we can cancel the order of the Horton Ambulances without penalty.

Going forward, I recommend we establish an Ambulance Purchase Committee to design and spec ambulances that will serve the District well for several years. The committee should consist of fire personnel with experience designing emergency vehicle specs, and especially EMS personnel who have expertise in ambulance based patient care. We are confident we can purchase two ambulances at or under the amount budgeted for the Horton ambulances.



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14. NEXT MEETING

April 20, 2026 District Meeting [Approved at the March 23, 2025 District Meeting.]

15. ADJOURN

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 6:23 PM. Commissioner Jenkins seconded, and the Board unanimously passed the motion.