



DISTRICT MEETING MINUTES

April 7, 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 April 7, 2025, District Meeting at 6:00 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: 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, Capt. Jones, Capt. Garrido, Lt. Mumper, and Jennifer Johnson

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of April 7, 2025, District Meeting Agenda*

Commissioner Edge made a *motion to approve the April 7, 2025, District Meeting Agenda*. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

2b. *Approval of March 24, 2025, District Meeting Minutes*

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

3. PUBLIC COMMENT

Community Forum for Consolidation Study – Confirmed 7 to 8 PM tomorrow.

4. CHAIRMAN REPORT

None



5. **SECRETARY REPORT**

None

6. **OLD BUSINESS**

6a. DISCUSSION/APPROVAL: Vehicle Replacement Leasing [Johnson]

Jennifer Johnson led a discussion providing an update regarding ambulance leasing. Community Leasing has two options for ambulance leasing; replacement for 1 or 2 as there is an ambulance due to be replaced next year and the lead time on the build for the vehicles is approximately one year. Ms. Johnson recommended the 7-year term for the 2 ambulances at \$120k annually (1 ambulance at \$60K); 3.869% interest. Closing costs are not included. Legal needs financing agreement for review. Do we replace 1 or 2 ambulances; finance both and get the second one in build? Bring back agreement with terms to the next meeting. Additionally at the last meeting there was a discussion regarding the replacement/leasing of fire apparatus. The Board directed staff to spec out vehicles.

Commissioner Edge made a ***motion to approve Vehicle Replacement Leasing for two Ambulances.*** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

6b. DISCUSSION/APPROVAL: Key Largo Fire Rescue & EMS District Purchasing Policies and Procedures [Johnson]

Ms. Johnson provided an updated Purchasing Policy to increase the limit from 10K to 15K. Additionally, regarding emergency authorization language, purchases of more than \$15K may be approved by the District Board Chairman and will be ratified at the next District Board without the requirements for advertising and competitive bidding.

Commissioner Jenkins made a ***motion to approve the Key Largo Fire Rescue & EMS District Purchasing Policies and Procedures.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

6c. DISCUSSION/APPROVAL: F-550 Horton Type I Rescue Quote [Bock]

Ms. Johnson led a discussion regarding the actual purchase of the ambulance which needs to be done before the end of the month. We have a quote for \$361,430; we need to approach them for obtaining 2 trucks and trading-in what we have.

Commissioner Edge made a ***motion to approve the purchase of Two (2) F-550 Horton Type I Rescue Vehicles.*** Commissioner Jenkins seconded, and the Board unanimously passed the motion.



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

6d. DISCUSSION/APPROVAL: Engine 24 Turbo Repair [Bock]

Ms. Johnson provides an update from the last meeting regarding the repair of the Engine; seeking approval for the engine repair not to exceed \$10,005.

Commissioner Jenkins made a ***motion to approve the Repair of Engine 24 Turbo***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7. NEW BUSINESS

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

Attorney O'Connor led a discussion regarding the audit services contract; audit the district is \$19K; Citrin to provide additional services to EMS/Fire. Two possible services were provided: (1) audit for \$15k per organization; and (2) a review at \$8k per organization. This provides for the highest level of assurance that the audits are free from material misstatements, thorough examination of financial records, etc. for Fire/EMS. Contract statutorily \$19K; approve \$30k for both departments to be audited.

Ms. Heim commented that the calendar dates in the contract have passed; needs to be adjusted to more current dates. Additionally, EX B. Contractor Certificates were not attached. Attorney O'Connor advised the dates calendar dates were proposed and will be revised.

Commissioner Jenkins made a ***motion to approve the Audit Services Agreement to Citrin Cooperman & Company, LLP for Fire/EMS for \$49,000***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

8. LEGAL REPORT

None

9. FINANCE REPORT

None

10. AMBULANCE CORPS REPORT

Per K. Cullen – Neither corporation [KLVAC and KLVFD] had issues requiring board discussion or approval; therefore, the March meeting was cancelled.

Was grant extension to the boat approved? Chief sent request.



11. FIRE DEPARTMENT REPORT

Per K. Cullen – Neither corporation [KLVAC and KLVFD] had issues requiring board discussion or approval; therefore, the March meeting was cancelled.

On Saturday there will be a volunteer academy; four new recruits.

Commissioner Mirabella discussed Tanker 24 at community events with a Captain and coverage issues if a fire were to happen. Capt. Garrido addressed any concerns regarding driver/engineer and coverage should there be an emergency. Additionally, we see people at the worst of times; believe it is also important to have presence in the community in the best times and what a better way to do it by going to the park talking to the children as future firefighters. This is an internal department issue and should not be addressed in this forum.

A community leader spoke and agrees that the presence of fire personnel at events should be encouraged, and partnerships forged with the tax paying public. Be involved with the community to bring back the small-town feel.

12. COMMISSIONER ITEMS

Commissioner Conklin commented on making a strong department and district by creating partnerships in the community; networking. And today we have the pleasure of recognizing one of our special people in the community, Dr. Morrison, and his five years of service; his involvement in bringing the department up to its highest standards in medical/fire.

13. NEXT MEETING

May 5, 2025, District Meeting (if required)
May 5, 2025, Strategic Planning Workshop (Postpone Until Study Completed)
May 19, 2025, District Meeting (if required)
May 19, 2025, Strategic Planning Workshop (Postpone Until Study Completed)

Commissioner Mirabella ***made a motion to cancel*** the May 5, 2025, District Meeting, unless required. The next District Meeting will be May 19, 2025. Commissioner Edge seconded, and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Mirabella ***made a motion to adjourn the meeting at 6:44 PM***. Commissioner Jenkins seconded, and the Board unanimously passed the motion.