



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 20 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, and District Manager William Lombardo, BC. Jones, BC Garrido, Capt. BC Garcia, Lt. Mumper and Jennifer Johnson.

Chairman Allen found cause to add 7I – Discussion/Approval: Recommendation to KLVAC to Perform Investigation.

Commissioner Conkling made a **Motion to Approve add Item 7I to the April 20, 2026 District Meeting Agenda**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of April 20, 2026 District Meeting Agenda*

Commissioner Mirabella made a **Motion to Approve the April 20, 2026 District Meeting Agenda as Modified**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

2b. *Approval of April 6, 2026 District Meeting Minutes*

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

3. PUBLIC COMMENT

Tess Martin – Commented on the potential millage increase to the taxpayers of potentially 1.385 to increase fire department personnel pay; volunteer stipends and lowering volunteer maximum hours.



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

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6a. DISCUSSION/APPROVAL: Horton Ambulance Order Cancellation [Lombardo]

DM Lombardo communicated with the vendor who informed him there no cancellation fee, if cancelled soon. However, the PO drafted and signed by Ambulance. Therefore, the District cannot cancel. As District funds these purchases, you can direct ambulance to cancel. Request corp. to cancel. The Board directs legal to send a letter to the leasing company regarding cancellation.

Commissioner Mirabella made a **Motion to Direct KLVAC to Cancel the Horton Ambulance Order**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: Command Vehicles [Jones]

BC Jones led a discussion regarding the purchase of command vehicles to be utilized by the incoming District Manager/Fire Chief, as well the potential utilization for towing the fire boat; Battalion Chiefs. BC Jones is asking the board to approve the purchase of 2 command vehicles not to exceed \$120k per truck. The potential build-out is approximately 4-6 mos. buy in lieu of lease.

Commissioner Mirabella made a **Motion to Purchase Two Command Vehicles not to Exceed \$240,000**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

7b. DISCUSSION/APPROVAL: Volunteer Stipend Policy [Hicks]

Attorney Hicks provided a **Draft** Volunteer Stipend Policy in concert with the consolidation process. The policy addresses protection from liability as well as IRS regulations. It is understood the current rate is \$83 per hour per 12-hour shift; it could be \$87 (potential scrivener's error); needs to be implemented before July 1st. Bring back this item.

7c. DISCUSSION/APPROVAL: Resolution No. 2026-0004: A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Providing for the Adoption of a Standard Operating Guideline Regarding Background Screening and Driver's License Policy (Policy No. 2026-01-002); Providing for the Adoption of a District Manager Review Determination Form Regarding Non-Mandatory Employment and Volunteer Disqualification; Providing for the Adoption of an Affidavit of Good Moral Character Form for Employee and Volunteer Applicants; Providing for Scrivener's Errors; Providing for Severability; and Providing for an Effective Date. [Lombardo]



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

Attorney Hicks led a discussion regarding a proposed policy regarding background checks, driver's license checks, etc.; providing the DM some discretionary review of a candidates past, i.e. was involved in an altercation over 10 years ago; however, has since maintained a clean record.

Attorney Hicks read into the record: Resolution No. 2026-0004: A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Providing for the Adoption of a Standard Operating Guideline Regarding Background Screening and Driver's License Policy (Policy No. 2026-01-002); Providing for the Adoption of a District Manager Review Determination Form Regarding Non-Mandatory Employment and Volunteer Disqualification; Providing for the Adoption of an Affidavit of Good Moral Character Form for Employee and Volunteer Applicants; Providing for Scrivener's Errors; Providing for Severability; and Providing for an Effective Date.

Commissioner Conklin made a **Motion to Approve Resolution No. 2026-0004: A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Providing for the Adoption of a Standard Operating Guideline Regarding Background Screening and Driver's License Policy (Policy No. 2026-01-002); Providing for the Adoption of a District Manager Review Determination Form Regarding Non-Mandatory Employment and Volunteer Disqualification; Providing for the Adoption of an Affidavit of Good Moral Character Form for Employee and Volunteer Applicants; Providing for Scrivener's Errors; Providing for Severability; and Providing for an Effective Date.** Commissioner Jenkins 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

7d. DISCUSSION/APPROVAL: Proposed Employee Compensation & Pay Plan [Lombardo/Jones]

A discussion regarding the proposed employee compensation and pay plan was led by BC Jones. We need to adopt a pay plan to allow for the hiring of personnel prior to July 1, 2026 and for the allowance to set the budget. There is a 15-year plan close to that of Monroe County; allow current personnel to fall into step plan. On average there is an average 3% growth annually. Based on the property values in the servicing district, we estimate moderate growth at 6%. We are comfortable you could adopt a 1.3185 millage; currently at 1.317. This is a very small increase and include FRS, and therefore comfortable with adoption of the pay scale tonight. Additionally, some this change up or down as there is no failsafe way to gauge property values.

Commissioner Mirabella made a **Motion to Approve the Proposed Employee Compensation & Pay Plan.** Commissioner Jenkins seconded, Commissioner Edge voted no; and the Board 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

- 7e. **DISCUSSION/APPROVAL: Proposed Resolution No. – 2026-005: A Resolution of the Board of Commissioners of the Key Largo Fire Rescue & EMS District Adopting the District Employee Compensation and Pay Plan Policy (Policy No. HR-2026-001) and Providing for Related Matters [Lombardo/Jones]**

Requires further attorney review; item to be brought back.

- 7f. **DISCUSSION/APPROVAL: Organization Structure Chart [Lombardo/Jones]**

A discussion was had regarding the organizational structure exclusive of the interfacility transport; good for the community; volunteers. Current ALS does not allow for facility transport. You may wish to include it at a later time. There is a provision for volunteers in the capacity of a support/operational member to report in accordance with the chain of command.

Commissioner Conklin made a **Motion to Approve the Organization Structure Chart**. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

- 7g. **DISCUSSION/APPROVAL: Grant Vessel Purchase [Lombardo/Mobley]**

Continued discussion from the last meeting where the question was presented as to how long we would need to keep the boat, which is at least 5 years. Additional discussions surrounded the procurement process; invitation to bid. Currently, there are 2 boats on lot ready to go. Looking at a Parker 25; meets the department's needs; to be specked. Once outfitted it comes out to approximately \$292K.

Commissioner Jenkins made a **Motion to Commence the Bid Process for a Fire Vessel**. Commissioner Edge seconded, and the Board unanimously passed the motion.

- 7h. **DISCUSSION/APPROVAL: 457(b) Savings Plan [Lombardo/Mobley]**

DM Lombardo discussed the 457(b) like 401(k) except for government. If the Board decides to go with FRS, you can still have a 457(b) savings plan. Allows the employee to make the choice. BC Jones provided additional information regarding the department's current financial advisor who offer 457(b) plans; awaiting quotes on plan administration.

Commissioner Jenkins made a **Motion to Provide Direction to District Manager to Further Research 457(b) Savings Plan**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

- 7i. **DISCUSSION/APPROVAL: KLVFD Independent Incident Investigation**

A discussion surrounded a recent KLVFD incident independent investigation into a personal matter and the request to have KLVAC to perform same in accordance with their contractual agreement. DM Lombardo to draft correspondence KLVAC regarding same.

FD Corp Board at 3rd party independent study; should advise ambulance corp. study regarding incident. Ambulance Corps. are required per agreement. DM to notify.



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 Instruct KLVAC Conduct and Independent Investigation Into an Incident**. Commissioner Conklin seconded, and the Board unanimously passed the motion.

8. **LEGAL REPORT**

None. Legal will be drafting polices and procurements for further discussion/approval . Comments surrounded remote appearances and voting.

9. **FINANCE REPORT**

None

10. **AMBULANCE CORPS REPORT**

The April KLVAC Board meeting had to be postponed; therefore, there are no documents for Commissioners.

Commissioner Mirabella inquired into a Public Records Request surrounding a request for backup documentation regarding \$321,000 for improvements.

11. **FIRE DEPARTMENT REPORT**

Chief Mobley reported the hiring of four additional firefighters. Would like to obtain a banner for parades, etc.; DM Lombardo to research.

Lt. Mumper updated the board regarding Station 25 bay doors; pending separate quotes. Trucks out of service; aerial back in service; engine out of service until tomorrow.

12. **COMMISSIONER ITEMS**

Chaplin Hardy commented on the May 7, 2026 National Day of Prayer at 10AM community event next door; providing refreshments.

Commissioner Edge inquired about the building expansion; county will not allow building expansion of 24; options to work around roadblocks; potentially seeking state land to build a third station. Legal's suggestion is keeping this on hold; additional comments surrounding other potential properties, i.e. Rowell's.

Key Largo Moose would like a fire truck/ambulance at their July 25th Christmas in July; gift giving to children possibly have someone dress as Santa.

13. **DISTRICT MANAGER ITEMS**

1. **Fire/EMS Chief Hiring Process:** As of the application closing date (April 10, 2026), we received a total of 13 applicants, many with extensive qualifications. During the week of April 13, the selection committee evaluated and scored the applicants/resumes. We plan to schedule virtual interviews with those that qualify for the position. As a reminder, the Board will hire the Fire-EMS Chief/District Manager. The team is simply serving to work through a process to provide the Board with a small group of the highest qualified applicants to interview. The hiring plan includes the use



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

of four phases: 1. application evaluations, 2. virtual interviews, 3. stakeholder interview/interaction, 4. Board Interviews. Additionally, each commissioner has received copies of the applicant packages. As we proceed through the process, I will keep you informed on the status of the applicants that are moving to the next phase in the process. Ultimately, you will do the hiring, so at any point in the process, if you want any of the applicants to be interviewed by the Board, please advise. Additionally, please let me know if any Board members wish to be involved in the process beyond the final interviews.

There were 13 applicants; 1 withdrew; 2 did not meet the initial criteria; potential interviews with top 5; three additional if the top 5 are not satisfactory. Would like direction as to the interview process; i.e., how many people would you like to interview at a time; Commissioner Conklin suggests 3 at a time; score sheet w/questions; narrow down to 3-5 to interview. DM Lombardo has five potential candidates to begin the interview process; will provide the list to the Board.

2. **Implementation Status:** The implementation team continues to meet regularly and is working to address the items necessary for a smooth merger transition. A great deal of work is being accomplished to meet our implementation goal date of July 1. An update on the more critical items is provided below:
 - a. **Ambulance Billing:** We continue to work with PPS Billing to secure a contract. As you may recall, legal was developing an invitation to bid document for these services; however, we believe PPS has a contract with Marathon Fire Department, which may give us the ability to *piggyback* on that contract. This would eliminate the need to send out invitations to bid.

\$15K – May be able to piggyback. On Marathon; unable to find documentation. If not will need to obtain quotes prior to July 1st.
 - b. **Organizational Policies:**
 - i. **Employee Pay Scale:** Included on the agenda is a *draft* pay scale for all existing employees. The pay scale is similar to the pay scale utilized by Monroe County Fire Department. It details the pay scale based on rank and time in grade. For individuals that may be at the top of the scale when the District hires personnel from KLVAC and KLVFD, these individuals would be frozen at their current rate of pay until their time in grade reaches the point where their pay is even with other employees in the same rank. The proposed scale is 15 years. By comparison, Monroe County utilizes a 20 year pay scale. Capt. Jones worked on this plan extensively. Accordingly, he will present the plan to the Board for your discussion/approval.
 - ii. **Organizational Structure Chart:** Included on the agenda for discussion/approval is a proposed draft organizational structure chart. The draft organizational structure chart and the draft pay scale allowed us to run budget projections. These projections are very preliminary. We will not know our projected income until June, but this will give us an idea of expenditures based on the number of proposed personnel employed by the District and the amount of pay they will receive. By



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

applying a conservative estimated increase in property value of 6%, the least expensive projection, based on the personnel costs and proposed organization chart, would require a millage rate of 1.3185. This number includes the cost of the Florida Retirement System for all employees, and is very close to the same millage rate as last year. While we cannot guarantee that this rate will hold true until after we receive property values from the Property Appraiser's Office, we are confident we can create a budget that requires a millage rate close to this number. We continue to work through the various line items in the budget to see where other adjustments can be made, and still provide a high level of emergency services to the community. Once the organizational chart is approved, we will begin updating job descriptions for all employees.

- c. **Hiring District Employees:** The hiring process continues. The physicals for EMS employees has been completed along with background checks and E-Verify checks. We are awaiting the approval of a pay scale and exclusion criteria (to be presented for board discussion/approval in May). Once the Board adopts these items, the transition applicants will be processed and offered employment by the District with a projected start date of July 1, 2026.
- d. **Payroll:** BC Jones and Jennifer Johnson are working on the final aspects of the payroll program and we will be ready to implement on July 1, 2026.

Thanks to Jennifer Johnson and BC Jone for all their efforts into getting this done.

- e. **Insurance:** We continue to await quotes for liability insurance, workers compensation, and accidental death. Additionally, Legal is developing invitations to bid as necessary for insurance brokerage firms and coverage.
- f. **Employee Benefits:** Included on the agenda is a proposal to implement two separate 457(b) savings plans for employees. A 457(b) is similar to a 401(k) plan but is designed for public employers. We are suggesting the Board offer two separate plans to employees. There is no cost to the District to implement these plans. If the Board chooses to move forward with the Florida Retirement System, you can still keep the 457(b) without any matching funds. This simply gives employees the ability to save their own funds in an investment plan. Participation in a 457(b) is not mandatory for any employee. By offering two plans, you give employees the opportunity to choose the plan they prefer. The programs are Cambridge Financial and Plan Member. I am requesting you grant me authority to enter into agreements with both 457(b) plans (subject to legal review) with a starting date of July 1, 2026.
- g. **COPCN and ALS License:** The District COPCN application, along with all documents has been submitted to Monroe county and is scheduled for the BOCC Agenda on April 15. This has been an extensive, complicated process. Captain Jones, Jimmie Hicks, and I worked exhaustively to make sure the application was on the April BOCC agenda so that we can receive our COPCN in time to apply to the State of Florida for our Advanced Life Support Transport and non-Transport license. County officials were also extremely helpful and include Assistant County Attorney Eve Lewis, Cheri Tamborski, Cara Johnson, and Monroe



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

County Fire Chief RL Colina. I plan to attend the BOCC meeting and will have a verbal update on the status of the COPCN at the District meeting.

Thanks to Attorney Banks for all his work to accomplish this task. County Attorney also instrumental.

- h. **District Website:** This is work in progress and I continue to work through some of the items previously discussed. We hope to have our website ready to go "live" within the next few weeks.

Meeting tomorrow.

3. **Vessel Grant:** At the direction of the Board, I contacted the State of Florida regarding how long we are required to keep the vessel after we receive the grant money. As I understand it, we can "dispose of the property" at any time, but we must notify the state and receive approval to do so for 5 years, or until the asset reaches its depreciated life, whichever is shorter. If we "dispose" of it before five years, the state can request reimbursement for the vessel's fair market value. After five years, we can dispose of, replace, or do whatever the District chooses.

The following language is from our grant specialist:

The agreement requires the Grantee to notify the Department if the Grantee wishes to dispose of the property in any way. When the Department is notified, Key Largo has to wait on Department approval of disposal. "Dispose" can be selling it, transferring it, donating it, junking it, etc.

The following language is from the grant language agreement:

The Grantee shall provide advance written notification to the Department if, during the five (5) year period following the termination of this Agreement or during the depreciable life of the nonexpendable property purchased under this Agreement (determined by the depreciation schedule in use by the Grantee), whichever is shorter, the Grantee proposes to dispose of or take any other action that will impact its ownership of the nonexpendable property or modify the use of the nonexpendable property from the purposes authorized herein. If any of these situations arise, the Department shall have the right, in its sole discretion, to demand that the Grantee immediately reimburse the Department the fair market value of the impacted nonexpendable property valued at the time of disposition or modified use.

You will note the Vessel was placed on the agenda for discussion/approval. The intent of this is to update the Board and move to allow us to enter into a purchase order for the vessel as described and approved at the April 6 meeting. At the time of writing this report, the selection of the boat had not been finalized; however, I will have a verbal report at the meeting.

4. **Fuel Tank at Station 25:** The fuel tank at Station 25 was beginning to show rust under the generator. I would like to recognize and thank Lt. Fernando Garcia, Lt. Curtis Tucker, and D/E Travis Wilson for taking the lead in sanding, preparing, and painting the tank. We are confident that ongoing maintenance such as this will help extend the longevity of the tank.

Thank you to all who participated in painting the tank.



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. **EMS Ambulances:** As of the writing of this report, I have not yet received a cost of cancellation for the two ambulances as discussed at the April 6 meeting. I hope to have a verbal update at the meeting.

Wanted to recognize two new paramedics who attended a very difficult call to provide services on a difficult patient; they were impressive, professional.

14. **NEXT MEETING**

Next meeting will be held on **May 4, 2026 and May 18, 2026**

15. **ADJOURN**

Commissioner Edge made a ***motion to adjourn*** the meeting at 7:25 PM. Commissioner Mirabella seconded, and the Board unanimously passed the motion.