



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

May 19, 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 May 19, 2025, 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 Anthony Allen, Commissioner Conklin, Commissioner Edge and Commissioner Mirabella. There was a quorum.

Also present in person were Carol Greco, Hunter O'Connor, Chief Bock, Capt. Garrido, Lt. Mumper, and Jennifer Johnson.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of May 19, 2025 District Meeting Agenda*

Chairman Allen led a discussion to Amend the May 19, 2025 agenda to add item 7c.

Commissioner Mirabella made a ***motion to approve the May 19, 2025, District Meeting Agenda as Amended to Add Item 7b.*** Commissioner Edge seconded, and the Board unanimously passed the motion.

2b. *Approval of April 7, 2025 District Meeting Minutes*

Commissioner Conklin made a ***motion to approve the April 7, 2025, District Meeting Minutes.*** Commissioner Mirabella seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

None



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4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6a. DISCUSSION: Update Mutual Aid Agreement [Jones]

Lt. Mumper led a discussion regarding the Outdated/Unexecuted mutual aid agreements. Currently, agreements with neighboring agencies are outdated and unsigned since 2014. A sample from Monroe County Fire is provided for reference when reviewing/revising agreements to potentially include provisions for the lending of apparatus, reimbursement of agency resources, i.e. through business/homeowner insurance, etc.

The Board directed legal to review/revise mutual aid agreements for review/execution at next meeting.

6b. DISCUSSION/APPROVAL: Engagement Letters Related to the Audits of Key Largo Volunteer Ambulance Corps, Inc. and Key Largo Fire Department [O'Connor]

Attorney O'Connor advise this item was previously approved. These are the two engagement letters for Fire and EMS respectively.

Commissioner Mirabella made a ***motion to approve the Engagement Letters Related to the Audits of Key Largo Volunteer Ambulance Corps, Inc. and Key Largo Fire Department Pending Legal Review.*** Commissioner Edge seconded, and the Board unanimously passed the motion.

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: State EMS Matching Grant Awards 2025 Grantee Match [Jones]

Lt. Mumper advised the Fire Department was awarded approximately \$25K from a matching grant with a 10% contribution requirement of \$2,500 which needs to be approved prior to releasing the funds.

Commissioner Mirabella made a ***motion to approve the \$2,500 Contribution to Obtain the \$25,000 EMS Grant Funds.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.



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7b. **DISCUSSION: New Platform Truck Budget/Spending Limit [Mirabella]**

Commissioner Mirabella led a discussion regarding the budget/spending limit for ladder; set a spending guideline. Ms. Johnson advised this is up to the Board as it is subject to appropriation so the cost will be built into the budget. Chairman Allen commented that it would be difficult to set a limit. The truck will be built pursuant to the department's specifications at which time a line item review of the costs can be discussed prior to finalizing build. Lt. Mumper further advised the working budget is between \$1.8-\$2 mil.; however, the sales team does not have definitive pricing at this time; pricing will be adjusted with current tariffs. The goal is to be cost conscious.

7c. **DISCUSSION/APPROVAL: Ten-8 Fire & Safety, LLC Increased Cost to Repair Tanker**

Commissioner Mirabella inquired as to the actual costs to repair as no figures are noted; this is a courtesy inspection. Ms. Johnson advised that this is a note providing information as to what is wrong with the truck. Chairman Allen believes the rough estimate is \$15k. The truck went for the transfer case. When the pump came out of the truck it was determined there was saltwater intrusion damage to the case/gears. When this was initially presented the cost of repair exceeded the spending cap. Now it again presents exceeding the current spending cap of \$15k cap. The rough estimate is \$16k.

Commissioner Mirabella made a ***motion to approve the Ten-8 Fire & Safety, LLC Cost to Repair the Tanker not to Exceed \$20,000.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

8. **LEGAL REPORT**

Attorney O'Connor reports he is working on the financing agreements for the 2 ambulances and that everything is good so far. They would like approved at the June 9, 2025 meeting. However, awaiting auditor agreement so that the agreements can be approved on June 9th. Chairman Allen would like clarification on required signatures on the agreements. Potentially Chair/Treasurer/Legal Opinion/Finance.

Chairman Conklin inquired as to the status of surplus for the 2 generators, 2 ambulances and squad. C. Greco advised Squad 24 to be up for auction on May 20; Commissioner Mirabella will take the lead with the auction of the 2 ambulances. Generators to be further addressed.

9. **FINANCE REPORT**

None

10. **AMBULANCE CORPS REPORT**

None



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Commissioner Mirabella requested updated treasurer reports Jan/Feb 2025; however, there were no meetings.

11. FIRE DEPARTMENT REPORT

A discussion regarding a recent boat fire. Accolades to the personnel attending the fire for a job well done. The ladder truck needs repair (fan clutch, radiator); however, cannot be addressed until the tanker comes back; make provision for loaner? Potentially place Ocean Reef on standby when vehicles are called for service.

12. COMMISSIONER ITEMS

Commissioner Mirabella requested information from Lt. Mumper regarding the generators for auction.

Chairman Allen discussed moving forward with server, website, emails, etc. Streamline suggests a .gov and/or .org domain. Need to change the current image on the District's website to District Logo/Patch for new website.

Commissioner Mirabella made a ***motion to obtain a .gov domain***. Commissioner Edge seconded, and the Board unanimously passed the motion.

13. NEXT MEETING

June 9, 2025 District Meeting (if required)
June 23, 2025 District Meeting (if required)

Ms. Johnson advised the next meeting also needs to include a Budget Workshop to set the millage.] Chairman Allen inquired as to the necessity of the June 9 meeting. Attorney O'Connor indicates this would be needed to finalize leasing agreement; however, will reach out to see if same cannot be postponed until the June 23rd meeting. If not, we will have to move forward on June 9th.

Commissioner Edge ***made a motion to cancel*** the June 9, 2025, District Meeting, unless required to finalize the Leasing Agreements. The next District Meeting/Budget Workshop will be June 23, 2025. Commissioner Conklin seconded, and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Mirabella ***made a motion to adjourn the meeting at 6:40 PM***. Commissioner Edge seconded, and the Board unanimously passed the motion.