



DISTRICT MEETING MINUTES

May 20, 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#ucess>
Password: 33037.

1. AGENDA

1a. *Call to Order*

Chairman Allen called to order the May 20, 2024 District Meeting at 6:00 PM.

1b. *Pledge of Allegiance*

Commissioner Powers 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, Dirk Smits, Hunter O'Connor, Scott Robinson, David Garrido, C.J. Jones, Jason Mumper, Don Bock and Jennifer Johnson.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of May 20, 2024 District Meeting Agenda*

Commissioner Edge made a ***motion to approve the*** May 20, 2024 District Meeting Agenda. Commissioner Conklin seconded, and the Board unanimously passed the motion.

2b. *Approval of the April 22, 2024 Draft Amended District Meeting Minutes*

Matter not voted on as the Clerk is to present corrected minutes at the next meeting for approval.



3. PUBLIC COMMENT

None

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

6a. DISCUSSION: Status of Clerk Position

A discussion was had regarding the advertisement of the clerk's position in local publications. Further, that the cost associated with the advertisement of the job position as currently drafted would not be cost effective. Efforts to be taken to streamline the job description into an abridged version for publication.

7. NEW BUSINESS

7a. DISCUSSION/APPROVAL: Surplus of Generators at Stations 24 and 25 [Mumper]

Lt. Mumper provided that Station 25 generator is approximately 90% installed. There is an issue with the transfer of a wire that Kohler will address. Wire Nuts installed however, Kohler needs to provide computer access to complete the installation. The generator for Station 24 is to be delivered in approximately two weeks.

Further discussions were had regarding the surplus of the old generator. Clerk will reach out to GovDeals to determine if this is something they can assist us with.

Commissioner Powers made a ***motion to surplus the old generators from Stations 24 and 25***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

8. LEGAL REPORT

8a. DISCUSSION/ACTION: Update on RFP 2024-001 – Consolidation Study [Smits]

Legal provided that RFP 2024-001: District Operational Analysis & Consolidation Study was awarded to J. Angle Group, LLC. Information from the committee comprised of fire/ambulance; district finance will be providing input. The audit will encompass a comprehensive evaluation of



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: Danny Powers

the District and its function through specific areas/benchmarking with the best practices of other agencies; inclusive of state and nationwide agencies. We want the community to be aware of what their tax dollars is paying for. This is being done for the community and will be a fair/equal audit. J. Angle will work with staff and commissioners, individually; interview finance and legal to obtain pros/cons. The price of the audit is not to exceed \$44,600.

Commissioner Powers made a ***motion to accept the Contract with J. Angle Group, LLC.*** Commissioner Conklin seconded, and the Board unanimously passed the motion. Contract to be executed at the next meeting.

Further, legal provides that the final contract with Currie Sowards Aguila Architects for RFQ No. 23-003: Fire Station 24 Design for \$178,000 is to be signed.

A discussion was had regarding future spending into next year and to prioritize same.

9. **FINANCE REPORT**

9a. DISCUSSION: 2nd Quarter Financial Report FY23-24 [Johnson]

At the 6 month mark, we are at 50% of the budget
90.98 % of total budget
\$432,533.00 or 66.81% for the District
50.3% for Fire
27.31% for Ambulance

2.5 mil.; \$137,500 for new vehicle; leaving a 2.9 mil surplus.

9b. MOTION/APPROVAL: KLVAC Insurance Renewal [Johnson]

Renewal for the Ambulance Insurance is over \$81K, which is over the \$10k threshold.

Commissioner Conklin made a ***motion to pay the KLVAC Insurance Renewal.*** Commissioner Powers seconded, and the Board unanimously passed.

10. **AMBULANCE CORPS REPORT**

10a. KLEMS April Statistics

S. Robinson provided that the annual report for last year will be approved at the next meeting. Fire/EMS calls are less than 7 minutes to respond; positive outcome. Islamorada Fire has asked to borrow one of the rescue trucks; however, legal wants to draft an ILA. The Board provided legal authority to work on ILA.



Commissioner Mirabella led a discussion regarding the possibility of ambulance to provide more detailed information regarding specifics of calls. HIPPA regulations protect personal information. Further that no names or medical information would be provided; just would like to know what type of calls they are.

S. Robinson advised that EMS do breakdown the calls regarding ALS/BLS; assists and back-up; trauma, cardiac, pediatric, etc.

11. FIRE DEPARTMENT REPORT

11a. *KLKFD March Statistics*

11b. *KLKFD Performance Report*

There were 74 calls, 34 medical, 4 fires and 10 false alarms; 24 other public assists

On Wednesday, 5-6 new hires will begin orientation; 4 week academy class.

A Safer Grant safer grant application was submitted; August/September notification of approval.

Capt. Jones led a discussion providing that an ALS license is a non-transport license; required by State of Florida, Dept of Health. ALS/BLS ALS non-transport. There is a 3rd rescue at north. Why do we need an ALS truck? Medical Director Morrison is working on rough draft regarding equipment on trucks. \$40/\$50K per truck. Commissioner Edge commented on the need to be cognizant of spending and perhaps holding off until the study is completed. However, oxygen, eye gel would need to come off truck if there is no ALS license. Can the doctor write letter regarding the ALS license requirements? If law requires, we need to comply? Trying to accomplish the needs and requirements in the most cost effective way; purchasing used equipment.

Capt. Jones commented on the status of the elevator, which currently works; however, the motherboard is bad and will cost approximately \$30K to fix. He is receiving contradicting opinions on how to accomplish fix by vendor.

12. COMMISSIONER ITEMS

DISCUSSION: *Scanning of Documents*

At the last meeting, S. Heim offered to assist with the scanning of documents; however, we currently do not have a place or a scanner to accomplish this task. The Board is appreciative of Ms. Heim's offer; however, we will need to address logistics. Additionally discussions were had regarding outsourcing the job. We need to determine how to utilize OneDrive. Clerk is directed to contact G. Jones regarding same.

13. NEXT MEETING



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: Danny Powers

June 10, 2024 District Meeting (if required)

June 24, 2024 KLVFD Budget Workshop

June 24, 2024 District Meeting

Commissioner Mirabella made a ***motion to cancel*** the June 10, 2024 District Meeting unless required. The next District Meeting and Budget Workshop will be June 24, 2024. Commissioner Edge seconded, and the Board unanimously passed the motion.

14. ADJOURN

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 6:54 PM. Commissioner Edge seconded, and the Board unanimously passed the motion.

DOCUMENTS

Al 2b. April 22, 2024 Draft District Meeting Minutes

Al 9a. 2nd Quarter Financial Report FY23-24

Al 9b. KLVAC Insurance Renewal

Al 10a. KLEMS April Statistics

Al 11a. KLVFD April Statistics

Al 11b. KLVFD April Performance Report

*Persons who wish to be heard shall send submit a
Speaker Request Form to the Chairman or request to speak via Zoom.*