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**DISTRICT MEETING MINUTES**

**October 23, 2023**

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#uaccess>  
Password: 33037.

**1. AGENDA**

**1a. *Call to Order***

Vice Chairman Mirabella called to order the October 23, 2023 District Meeting at 6:03 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: Tony Allen, Frank Conklin, Kenny Edge, George Mirabella and Danny Powers. There was a quorum.

Also present in person or via Zoom were Tony Allen, Danny Powers, Carol Greco, Dirk Smits, Roget Bryan, Jennifer Johnson, Scott Robinson, David Garrido, and Don Bock.

**2. APPROVAL OF AGENDA & MINUTES**

**2a. *Approval of October 23, 2023 Amended District Meeting Agenda***

Commissioner Mirabella made a ***motion to approve the*** October 23, 2023 Amended District Meeting Agenda. Commissioner KE second, and the Board unanimously passed the motion.

**2b. *Approval of the September 25, 2023 Draft Minutes of the Final Public Hearing and District Meeting***

Commissioner Conklin made a ***motion to approve the*** September 25, 2023 Draft Minutes of the Final Public Hearing and District Meeting. Commissioner Edge second, and the Board unanimously passed the motion.



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**3. PUBLIC COMMENT**

None

**4. CHAIRMAN REPORT**

None

**5. SECRETARY REPORT**

None

**6. OLD BUSINESS**

**6a. *DISCUSSION: Job Description District Clerk/Manager [Board]***

A discussion was had regarding the Clerk Job Description which Commissioner Mirabella commented the description was thorough; Commissioner Edge agreed. The board would like this item brought back to the next meeting for final approval and direction regarding posting of the position.

**6b. *DISCUSSION/MOTION: Lease of Vacant Land [Bock]***

A discussion was had regarding the vacant lot behind the Bank of America as a potential site to build a station. Could it be more cost effective to build one level versus building up?

**6c. *DISCUSSION: Update on Station 24 and 25 Generators [Mumper]***

Lt. Mumper advised both generator have been ordered along with a transfer switch for Station 24. There was discussion how much longer the rental generator will remain at the station; safe to remove after hurricane season (until November 30, 2023).

Delivery of the generators is as follows: (1) early delivery in March for 25 and, (2) late March for 24. Transfer switch may come earlier.

**7. NEW BUSINESS**

**7a. *DISCUSSION/MOTION: Approval to Purchase ESO Software [Jones]***

Lt. Mumper provided that the ESO Software is budgeted. There is an ability to integrate with EMS. Ties into State of Florida and Nippers (sp.)



Commissioner Powers made a motion to approve purchase of the ESO software, Commissioner Conklin second, and the Board unanimously passed the motion.

**7b. MOTION/APPROVAL: Vernis & Bowling Contract for Legal Services FY 23-25 (Legal)**

Attorney Smits briefly spoke with Commissioners regarding the Vernis & Bowling Contract for Legal Services which included a 5% increase due to inflation. There were no other changes to the contract.

Commissioner Edge made a ***motion to approve*** Vernis & Bowling Contract for Legal Services for FY 23-25. Commissioner Powers second, and the Board unanimously passed the motion.

**8. LEGAL REPORT**

**8a. DISCUSSION: Update on RFP 2023-002 and Discussion on Station 24 Expansion [Bryan]**

Attorney Bryan provided an update to the discussion to concerning the Station 24 expansion since the meeting and bid closing. There was considered interest at the prebid meeting; however, same did not elicit any bids. We have a better idea on why no bids were received and will put together a memo to include, i.e.; (1) Design drawings; (2) Direct Solicitation (provisions under state law limited); (3)Public Private Partnership; (4) alternate site(s) (not owned by district/ other gov entity); (4 temporary modular system while construction being performed.

Attorney Smits received a call from CBT Construction regarding putting together a proposal, and the Board unanimously passed the motion.

Additional discussions were reiterated to include the prebid meeting and contractors who had questions regarding the scope of work; have Little Red Rooster complete the plans; obtain architectural renderings; request architects' qualifications to be ranked. Legal is directed to prepare RFQ. Approach Holly to get county to match funds and Walgreen's property. County may be able to help with contractors.

**9. FINANCE REPORT**

None

**10. AMBULANCE CORPS REPORT**

Chief Don Bock advised that four (4) paramedics were tested, along with 2 volunteers with the majority of them being dual certified. Commissioner Mirabella inquired if this would create overstaffing of the department.



## 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

**10a. September Statistics**

**10b. September Meeting**

### 11. FIRE DEPARTMENT REPORT

**11a. September Statistics**

**11b. September Meeting**

There were a total of 76 calls to include 5 fire, 25 EMS and 3 hazmat calls. Currently there is an ongoing officer class.

The ISO was plagued with software issues; 2 weeks to submit corrections.

### 12. COMMISSIONER ITEMS

Commissioner Conklin started a discussion regarding an ongoing legal issue stemming from an dive incident regarding a former member of the department, R. Blesser as part of an emergency rescue/recovery team. Mr. Blesser respectfully requests that the district and/or department acknowledge that a water emergency team was in force at the time of the incident prior to a deposition scheduled later in the week. Would like a letter from Chief Bock as to same.

Conversation was had regarding the current recording equipment/camera utilized for the meetings for clarity. Suggestions included repositioning the speaker and moving the commissioners' table to the back of the room. When Proteche originally installed the equipment, 2 speakers were requested; however, only 1 was billed for and installed. Can get a secondary speaker? Does not believe system was installed correctly. David Garrido indicated he would reach out to Proteche.

Lt. Mumper led a discussion regarding his ongoing communications with Dell regarding the consolidation of the fire district and EMS into a shared platform. Initial quotes are not in this year's budget. Next year budget over as the cost is over \$100K; technical process. Large WIP regarding Microsoft accounts. Secured network for all data meeting national security requirements; backup servers.

### 13. NEXT MEETING

**November 6, 2023 District Meeting (if required)**

**November 20, 2023 Strategic Planning Workshop**

**November 20, 2023 District Meeting**

Commissioner Edge made a ***motion to cancel*** the November 6, 2023 District Meeting, unless required. The next meeting will be November 20, 2023. Commissioner Conklin second, 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: Danny Powers

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### 14. ADJOURN

Commissioner Conklin made a ***motion to adjourn*** the meeting at 7:07 PM. Commissioner Edge second, and the Board unanimously passed the motion.

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