



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

November 24, 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 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, Hunter O'Connor, William Lombardo, Chief Bock, Capt. Garrido, Lt. Mumper and Jennifer Johnson.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of November 24, 2025 Amended District Meeting Agenda*

Commissioner Jenkins made a ***Motion to Approve the Amended November 24, 2025 District Meeting Agenda***. Commissioner Edge seconded, and the Board unanimously passed the motion.

2b. *Approval of November 10, 2025 District Meeting Minutes*

Commissioner Conklin made a ***Motion to Approve the November 10, 2025 District Meeting Agenda***. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

S. Heim commented on issues and statements going by constituents regarding the district merger; county not taking over KLFED.

SH – 7a Increase contract value by \$1250. If two department contracts are terminated what would be the purpose of continuing the audit if there is no department to audit.



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13a – 1a – Language regarding merger; not really merger you are dissolving a contract. Timeline regarding consolidation study?

13b – Range of salary as opposed to a fixed number. Hypothetical comments made regarding 401K and FRS. Cannot be addressed until consolidation study is completed.

4. **CHAIRMAN REPORT**

None

5. **SECRETARY REPORT**

None

6. **OLD BUSINESS**

None

7. **NEW BUSINESS**

7a. **DISCUSSION/APPROVAL: KLVFD Audit Contract [Mumper]**

Lt. Mumper advised Fire Board voted against the audit company; documents unavailable to back-up for an audit. Chief Bock to have Capt. Jones review/revise. Currently, there is no in-house reconciliation process. The additional \$1,250 will not resolve the reconciliation issues. Commissioner Mirabella made comments believes questions regarding financial statements should track how money is coming in and out. They are questioning check request reconciliations can be provide by Ms. Johnson; however, the audit company indicated this has to come from the department. Chief Bock provided additional information to the auditor regarding depreciated items; Captain Jones is reviewing capital asset list to determine what is owned/purchase by the district. Attorney O'Connor commented that this is on hold until documents requested are provided to resolve prior to completion of audit. Board would like to see audit report to attempt to obtain requested information.

8. **LEGAL REPORT**

None

9. **FINANCE REPORT**

None

10. **AMBULANCE CORPS REPORT**

Chief Bock advised they are bringing on a few more EMT's currently have more volunteer than paid medics. Lightening truck repaired and will be shipped back and pick up other truck that needs to be repaired.



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11. FIRE DEPARTMENT REPORT

Capt. Garrido commented they are on the final week of recruitment class. Capt. Garrido gave appreciation to Lt. Mumper and his crew for participating at the tree light up ceremony at the Murray Nelson Building.

12. COMMISSIONER ITEMS

None

13. DISTRICT MANAGER ITEMS

13a. DISCUSSION: KLFREMS District Manager Report [Lombardo]

Non-Action Items:

1. The Key Largo Fire Rescue and EMS District was represented well at the Veterans Day Ceremony on November 11, 2025 at the Murray Nelson Government Center. Members from the Key Largo Fire Department, Key Largo EMS, and Ocean Reef Public Safety Department attended. I was very proud to see all of the members in attendance.
2. Happy to report the fire Department passed the state FFOSHA safety inspection. Special thanks to Capt. Garrido for overseeing the inspection.

Action Items:

1. **Approve as presented or modify the Fire Chief/District Manager Job Description pending legal review.**

- a. ***I am requesting the job description be approved at this time so that we can begin the advertising and selection process to fill the position should the Board choose to merge. If a merger does not occur, the approved job description can remain an approved document, but the position can remain unfilled if so desired.***

If approved, you do not have to fill the position; await until study; board revision. Chairman Allen and board agreed to hold in draft until study completed. Would like the Board to consider the 50 Mile radius of district. Chairman Allen and board would like the chief to be a part of the community and live within the area. District Manager Lombardo will revise in accordance with Board recommendation. Additional dialogue regarding the compensation package with a salary range. Board agrees; however would like to make final decisions until the consolidation study is completed.

- b. ***The advertising and selection process for a Fire Chief/District manager will not occur until approved by the Board of Commissioners after a decision is reached on a potential merger.***



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2. **Approve as presented or modify the compensation package for the Fire Chief/District Manager position.**
 - a. **The salary and benefits were provided by the District CPA and are budgeted.**
 - b. **It is intended for the compensation package to be included in the advertising for the position should the board chose to fill it at a future time.**

Compensation package to include a salary range provision. Awaiting study to finalize.

14. **NEXT MEETING**

Commissioner Mirabella **made a motion to hold the next District Meeting on December 22, 2025**, unless required. Commissioner Jenkins second, and the Board unanimously passed the motion.

15. **ADJOURN**

Commissioner Mirabella **made a motion to adjourn the meeting at 6:26 PM**. Commissioner Edge second and the Board unanimously passed the motion.