



## 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

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### DISTRICT MEETING MINUTES

November 25, 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.

#### 1. AGENDA

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

Chairman Allen called to order the November 25, 2024 District Meeting at 5:55 PM to find cause to amend the agenda to add 1d Changing of the Commissioners, 1e Election of Officers and 1f Recalling of Roll.

##### 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 Frank Conklin, Commissioner Kenny Edge, Commissioner George Mirabella and Commissioner Danny Powers. There was a quorum.

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

##### 1d. *Changing of Commissioners*

Chairman Allen thanked Commissioner Powers for his eight years on the board wishing him well in retirement.

Chairman Allen called Commissioner Jenkins to the table to fill Seat No. 5 on the board.

##### 1e. *Recall of Roll Call*

Chairman Allen called to order the November 25, 2024 District Meeting at 6:00 PM and directed the Clerk to Recall the Roll.

Carol Greco called the roll. The following Commissioners were present: Chairman Allen, Commissioner Frank Conklin, Commissioner Kenny Edge, Commissioner George Mirabella and Commissioner Michael Jenkins. There was a quorum.



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

### 1f. ***Election of Officers***

Commissioner Edge nominated Chairman Allen as Chair, Commissioner Jenkins seconded, and the Board unanimously passed the election.

Commissioner Jenkins nominated Commissioner Mirabella as Vice Chair, Commissioner Edge seconded, and the Board unanimously passed the election.

Chairman Allen nominated Commissioner Edge as Treasurer, Commissioner Jenkins seconded, and the Board unanimously passed the election.

## 2. **APPROVAL OF AGENDA & MINUTES**

**2a. *Approval of November 25, 2024 District Meeting Agenda as modified for cause.*** Commissioner Mirabella made ***motion to approve the November 25, 2024 Agenda.*** Commissioner Edge seconded, and the Board unanimously passed the motion.

**2b. *Approval of October 21, 2024 District Meeting Minutes.*** Commissioner Mirabella made ***motion to approve the October 21 District Meeting Minutes.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

## 3. **PUBLIC COMMENT**

S. Heim commented on 7b of the October 21, 2024 District Meeting Minutes regarding payment by the Fire Department of R. Blesser's fees. Chairman Allen provided that as it was reported to him, the Fire Department was approved to pay the fees; however, cannot comment on whether payment was made.

## 4. **CHAIRMAN REPORT**

Chairman Allen again thanked the commissioner who left and welcomed the new commissioner to the Board. It was noted 1f had been overlooked and therefore, will be doing the elections now.

## 5. **SECRETARY REPORT**

None

## 6. **OLD BUSINESS**

**6a. DISCUSSION: Update on Computer System [Mumper]**



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Lt. Mumper provided an update on the computer system with issues of some items being blocked; currently 3 Wi-Fi systems in place within the station; (1) guest network; (2) admin staff; and (3) internal network. Approaching Phase III of the upgrade to include Board devices with access and storage to commence working in early January, 2025. Stations 24 and 25 are fully online; some software hiccups. Working on access for Clerk through remote access currently being blocked.

Discussions were had regarding the integration of the current OneDrive documents into the new system, along with addressing Commissioner emails and accessibility; potentially renaming each commissioner email. Table discussion until new system/network is in place. Lt. Mumper provides an option to the Department which currently utilizes Google Suite that can add additional domains already paid for by the District to facilitate commissioner email/administrator hosting and internal maintenance of same essentially needing 6 email profiles.

**6b. DISCUSSION/APPROVAL: First Amendment to Contract between KLFREMS and The J. Angle Group [Consolidation Study] [Smits/O'Connor]**

Attorney Smits commented that this Amendment is to provide additional time to complete the study.

Commissioner Jenkins made *motion to approve First Amendment to Contract between KLFREMS and The J. Angle Group [Consolidation Study]*. Commissioner Conklin seconded, and the Board unanimously passed the motion.

**6c. DISCUSSION/APPROVAL: Streamline Platform-Subscription Agreement [Mirabella]**

Commissioner Mirabella led a discussion regarding an email exchange with S. Heim's IT person which resulted in no response. Ms. Heim commented that the individual did attempt to connect with Commissioner Mirabella; however, being Thanksgiving week, was unable to confer.

Commissioner Jenkins made *motion to approve the Streamline Platform-Subscription Agreement*. Commissioner Conklin seconded, and the Board unanimously passed the motion.

## 7. NEW BUSINESS

**7a. DISCUSSION/APPROVAL: Proposed KLFR&EMS 2025 District Meeting Schedule [Greco]**

Carol Greco provided the Board with a proposed 2025 District Meeting Schedule similar to previous schedules.



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Commissioner Edge made ***motion to approve Proposed KLFR&EMS 2025 District Meeting Schedule***. Commissioner Jenkins seconded, and the Board unanimously passed the motion.

**7b. DISCUSSION/APPROVAL: Agreement Between KLFREMS & KLVFD [Smits/O'Connor]**

Attorney Smits commented that the contract lapsed; contract is same as last. Commissioner Mirabella inquired about EMS services inclusion, i.e., ALS engines? Attorney Smits suggests approving contract as provided with the caveat of potentially amending at the next meeting to include EMS verbiage. S. Heim commented on Section 44 referring to Chief of Ambulance Corps., which she believes should be title Chief of Fire Department. Mr. Smits indicated this can be amended. Contract is for one year with no renewals; awaiting Angle study completion. Ms. Johnson commented that the contract is set to auto renew, unless revisions needed to be made; therefore, no vote is required at this time. Await completion of study before making any amendments/revisions to contract.

**7c. DISCUSSION/APPROVAL: Resolution 2024-009 A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Approving Payment of Attorney's Fees and Costs to Robert Bleser; and Providing for an Effective Date [Smits/O'Connor]**

Discussed at last meeting to have the Resolution be brought today for approval.

Commissioner Edge made ***motion to approve Resolution 2024-009 A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Approving Payment of Attorney's Fees and Costs to Robert Bleser; and Providing for an Effective Date***. Commissioner Conklin seconded, and the Board unanimously passed the motion.

Chairman Allen read into the record a Resolution 2024-009 A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Approving Payment of Attorney's Fees and Costs to Robert Bleser; and Providing for an Effective Date of November 24, 2024.

**Roll Call Vote**

Chairman Allen	Yes
Commissioner Conklin	Yes
Commissioner Edge	Yes
Commissioner Mirabella	Yes
Commissioner Jenkins	Yes

Passed



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Jennifer Johnson requested to be provided a mailing address for payment. Clerk to provide same.

**7d. DISCUSSION/APPROVAL: RFP No. 24-002: Audit Services [Smits/O'Connor]**

Attorney Smits put this together as an option in the event audit services for the departments would be needed to address issues as payroll. No upfront costs; negotiated only when responses are provided. This is only a solicitation required by statute for audit services. If an audit is performed and responses provided, a committee will be formed to negotiate with the top four. Ms. Johnson further commented that each department has an advance to meet payroll, benefits on time. In October we increased the advance to the Fire Department by \$50k as they now have more employees, costs. Now EMS is running short; they have a \$40k advance with the latest payroll being over \$70k. One suggestion is to increase their advance enough to cover payroll; perhaps payroll/benefits that is withdrawn from their account automatically on the 1st of each month. Also included is volunteer reimbursements. Ms. Johnson will bring this back at the next meeting for discussion approval of increasing the advances.

Commissioner Jenkins made *motion to approve RFP No. 24-002: Audit Services*. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

**7e. DISCUSSION: Fire Apparatus Leasing Options [Johnson]**

Jennifer Johnson provides options available after a discussion with Mr. Fink three different leasing options/terms under each option as follows: 6 years with 5 years of payments; 8 years or 10 years. Option to push back the first payment by 2 years which would align with the delivery of the ladder truck; escrow to start making payments when agreement is signed lowering payments; full fleet replacement helps as it allows amount to be budget annually; however, does not include ambulances; and, a balloon by leasing for 7 years after which would have to make balloon payment. May not be best option but does keep you in new vehicles. Ms. Johnson believes leasing may be the way to go. Currently vehicles are nearing replacement. Lt. Mumper commented that new builds take 18-24 mos. depending on manufacturer, so if we need to replace a ladder truck by 2027; would need to starting looking into the process now. Confer with Mr. Fink regarding manufacturer. Ms. Johnson will continue discussions with Mr. Fink to potentially have something a next meeting or January , 2025.

**7f. DISCUSSION/APPROVAL: Assistance to Firefighters Grant Application for the Cost to Cover Paramedic School, Fire Academy, HAZMAT Certifications, and Technical Rescue Certifications [Jones]**

Capt. Jones provides information regarding grant; opportunity to apply to save money on certifications. Grant is 2 year period with 5% on the district. Increases education/training for both departments. Need approval to apply for grant.



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Commissioner Jenkins made ***motion to approve Assistance to Firefighters Grant Application for the Cost to Cover Paramedic School, Fire Academy, HAZMAT Certifications, and Technical Rescue Certifications.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

**7g. APPROVAL: Controlled Substance Safe for Security and Accountability [Jones/Morrison]**

Capt. Jones led a discussion regarding a NARC controlled safe; to take away issues with storage of drugs [NARC as identified under DEA protocol, safe is DEA compliant]; provides for accountability. The quote is for 2 units, one for each engine, and 1 central storage unit at the station. The cost is approximately \$15k. Dr. Morrison provided that this is about accountability.

Commissioner Conklin made ***motion to approve Controlled Substance Safe for Security and Accountability.*** Commissioner Jenkins seconded, and the Board unanimously passed the motion.

**7h. APPROVAL: Extrication Equipment [Jones]**

Capt. Jones provides that this is the sister set to the submersible extrication equipment purchased last year; allows for two trucks to be outfitted with the same equipment; move current hydraulic tool to other apparatus. This was already budgeted for.

Commissioner Jenkins made ***motion to approve purchase of Extrication Equipment.*** Commissioner Conklin seconded, and the Board unanimously passed the motion.

**7i. DISCUSSION/APPROVAL: Purchase of UTV [Mumper]**

Lt. Mumper provides information for the purchase of UTV equipment; \$41,874.79 which is \$4,374.79 overbudget; however, includes purchase of a trailer. Quotes provided two years ago have gone up. Would not necessarily need trailer at this time. All quotes came from bid list vendors with the exception of vendor (All Design, Inc.) to build the sled at \$8,750.00; go with same as Monroe County, Marathon and Islamorada; replica of Marathon insert. 24 Kawaski Mule Pro-DXT FE (Diesel mule).

Commissioner Mirabella made ***motion to Purchase of UTV with Trailer with a line item transfer.*** Commissioner Jenkins seconded, and the Board unanimously passed the motion.

**8. LEGAL REPORT**

Nothing to add.



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### 9. FINANCE REPORT

**9a. DISCUSSION/APPROVAL: Resolution 2024-008 A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Amending the District's Budget for Fiscal Year 2023-2024; Providing for Severability; and Providing for an Effective Date [Johnson]**

Ms. Johnson led a discussion regarding amendment to the District's Budget for Fiscal Year 2023-2024 to include increase of total revenue by \$282,031 with approximately \$50k increase in Ad Valorem taxes; received \$58,461 in grant reimbursement, approximately \$50k from FEMA associated with Covid-19. Interest income from bank account at 4% is \$173k increase. Started fiscal year with \$128,852 more than budgeted for so came in under budget for fiscal year 2023. Decreasing District budget by \$58,450; increasing Fire Dept. budget by \$221,205; decreasing Ambulance Corp. budget by \$570,045 for an overall budget expenditure decrease of \$407,290. The \$407,290 coupled with revenue increases get us to an actual increase in our unassigned fund balance of \$818,173. Overall budget for Fiscal Year 2024 is \$11,463,939.

Commissioner Mirabella made ***motion to adopt Resolution 2024-008 A Resolution of the Key Largo Fire Rescue and Emergency Medical Services District, Florida, Amending the District's Budget for Fiscal Year 2023-2024; Providing for Severability; and Providing for an Effective Date.*** Commissioner Edge seconded, and the Board unanimously passed the motion.

### 10. AMBULANCE CORPS REPORT

None

### 11. FIRE DEPARTMENT REPORT

Capt. Jones provides the department hired 4 new Firefighter/EMTs starting the first week of December.

Fire boat update – Committee selected a vendor and vessel type. Waiting to hear from county attorney on ILA fund usage. Have \$300k in grant money. Attorney Smits advised we had three ILA's one for fire hydrants, one for building and one for boat. His opinion we can use these funds for any of these three things; confirming with county. Will further advise when a response from the county is received. Discussions were had regarding dockage/storage to secure a spot a Pennekamp prior to the completion of the build of the boat. Chairman Allen to contact Holly Raschein regarding same.

Commissioner Mirabella requested a monthly report on truck condition/maintenance with cost associated with each repairing/replacing any faulty equipment. Currently developing a report that will provide information requested. Chairman Allen suggests alternatively provide a monthly email containing this information be provided monthly via E-Mail to the board so they may print at their discretion.



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### 12. COMMISSIONER ITEMS

Commissioner Mirabella suggests board members have shirts similar to his. Chairman Allen would not approve tax payer money for this. Commissioners can obtain shirts at their own expense.

Commissioner Jenkins commended Station 25 personnel with their assistance at the call on the passing of his mother-in-law.

Commissioner Edge also commended Station 24 personnel; Capt. Garcia, Fire/EMS with their assistance/professionalism in providing care to his girlfriend following a motor vehicle accident.

Commissioner Edge led a discussion was had regarding potentially bringing back Zoom for district meeting; Chairman Allen commented that Zoom was creating issues due to equipment.

Chairman Allen asked about a plaque for both Commissioner Powers and Vicky Faye.

### 13. NEXT MEETING

***December 9, 2024 District Meeting***

***December 23, 2024 District Meeting***

***December 30, 2024 District Meeting***

Commissioner Mirabella made a ***motion to cancel*** the December 23, 2024 and December 30, 2024 District Meetings, 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 7:15 PM. Commissioner Edge seconded, and the Board unanimously passed the motion.