



DISTRICT MEETING MINUTES

November 27, 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*

Chairman Allen called to order the November 27, 2023 District Meeting at 6:02 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, and George Mirabella. There was a quorum.

Also present in person or via Zoom were Carol Greco, Roget Bryan, Jennifer Johnson, Scott Robinson, David Garrido, Jason Mumper and Don Bock.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of November 27, 2023 District Meeting Agenda*

Commissioner Mirabella made a ***motion to approve the*** November 27, 2023 District Meeting Agenda. Commissioner Conklin second, and the Board unanimously passed the motion.

2b. *Approval of the October 23, 2023 Draft District Meeting Minutes*

Commissioner Conklin made a ***motion to approve the*** October 23, 2023 Draft District Meeting Minutes with the revisions to correct initials to proper names. Commissioner Mirabella second, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

NONE



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

4. CHAIRMAN REPORT

NONE

5. SECRETARY REPORT

None

6. OLD BUSINESS

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

A brief discussion was had regarding the posting of the District Clerk/Manager position.

Commissioner Conklin made a ***motion to approve the*** publishing of the District Clerk/Manager Job Position. Commissioner Mirabella second, and the Board unanimously passed the motion.

6b. DISCUSSION: Follow-Up to Feasibility Study [Mirabella]

Jennifer Johnson led a discussion regarding the feasibility study and requested that the Board provide direction on whether or not they would like this request to go out to bid. The Board subsequently agreed to put this item out to bid.

6c. DISCUSSION: Building Addition and RFP for Architect [Conklin]

To be discussed in Item 8a.

7. NEW BUSINESS

NONE

8. LEGAL REPORT

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

Attorney Bryan advised the Board that legal has drafted an RFQ, which was mostly prepared and ready to be issued pending direction from the Board. Further discussion was had regarding the timetable within which to post the RFQ; utilizing the standard timeframe of 60 days with responses due on or about January 2024 and out to bid in February 2024. Commissioner Conklin inquired if the RFQ description was for the second and ground floors. Attorney Bryan provided this would be the same addendum as provide on the previous RFQ. Tentatively, depending on the issue date, a pre-submittal meeting could occur on or near 12.19.23; two weeks after for questions and submittal of potential bids due on or about 1.31.24



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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The Board provided Legal direction to move forward on the RFQ.

9. FINANCE REPORT

9a. DISCUSSION/ACTION: RFP for a Focused Agency Analysis of The District, The KLFDD, and The KLVAC with the goal of identifying any potential financial and/or operational benefits of merging the two contract agencies under the District and the Board of Commissioners. [Johnson]

Addressed under 6b.

10. AMBULANCE CORPS REPORT

10a. October Statistics

Scott Robinson advised they brought on two paramedics; two additional paramedics were completing paperwork and the addition of 1 more volunteer.

11. FIRE DEPARTMENT REPORT

11a. October Treasurer's Report

11b. October Meeting

The Fire Department attended 30 calls during the recent no name storm, which included wires/trees down.

Commissioner Conklin inquired if they Fire Department was going to participate with Toys for Tots; however, was advised no one from the organization had reached out to them. Ms. Heim provided that Wesley House engages in community holiday toy drives; however, that organization have had changes in personnel and a decision has not yet been made on how to proceed. She will inquire further.

12. COMMISSIONER ITEMS

NONE

13. NEXT MEETING

December 4, 2023 District Meeting (if required)

December 18, 2023 District Meeting

The Board decided to table the Strategic Planning meeting due to the absence of two commissioners until the December 18, 2023 meeting.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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Commissioner Mirabella made a ***motion to cancel*** the December 4, 2023 District Meeting, unless required. The next meeting will be December 18, 2023. Commissioner Conklin second, and the Board unanimously passed the motion.

14. **ADJOURN**

Commissioner Mirabella made a ***motion to adjourn*** the meeting at 6:16 PM. Commissioner Conklin 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.*