



## 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

December 22, 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*

Commissioner Mirabella called to order the District Meeting at 6:00PM.

##### 1b. *Pledge of Allegiance*

Commissioner Edge led the Pledge of Allegiance

##### 1c. *Roll Call*

Carol Greco called the roll. The following Commissioners were present: Commissioner Conklin, Commissioner Edge, Commissioner Mirabella. There was a quorum.

Also present in person were Carol Greco, Hunter O'Connor, District Manager William Lombardo, Chief Bock, Capt. Jones, Lt. Mumper and Jennifer Johnson.

#### 2. APPROVAL OF AGENDA & MINUTES

##### 2a. *Approval of December 22, 2025 District Meeting Agenda*

Commissioner Edge made a ***Motion to Approve the December 22, 2025 District Meeting Agenda*** to the Agenda. Commissioner Conklin seconded, and the Board unanimously passed the motion.

##### 2b. *Approval of November 24, 2025 District Meeting Minutes*

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

##### 2c. *Approval of November 24, 2025 Strategic Planning Workshop Minutes*

Commissioner Conklin made a ***Motion to Approve the November 24, 2025 Strategic Planning Workshop Meetings*** to the Agenda. Commissioner Edge seconded, and the Board unanimously passed the motion.

#### 3. PUBLIC COMMENT

None



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### 4. CHAIRMAN REPORT

None

### 5. SECRETARY REPORT

None

### 6. OLD BUSINESS

#### 6a. DISCUSSION/STATUS: New Rescue Vehicles and EMS Building [Bock]

Chief Bock provides that the contractor would like to know the status of ambulance building extension, which is now \$10,000.00 more than the previously approved budget of \$100,000.00. Additional discussions regarding the extension process will be tabled until the next meeting.

#### 6b. DISCUSSION: KLVFD Audit Contract [Mumper]

Chief Bock spoke with the department's CPA. The listed documents were not purchased by corporation; either purchased by the district or are over 7 years old and documents are unavailable which has the ability to be written off. Capt. Jones further commented that the \$1,200.00 fee for auditor is to reassess capital items for depreciation value; Fire Department does not own anything, but rather owned by the District. Ms. Johnson provided that District assets are their books; inadvertently the Fire Department had District assets listed on their books, which has since been corrected. They should advise their auditors that those balances are zero. Chief Bock clarified that is was \$8,000.00 for EMS audit. Ms. Johnson explained EMS has medical billing analysis regarding bad debt. Commissioner Mirabella inquired as to the contracts regarding pricing. Bring back to next meeting.

### 7. NEW BUSINESS

#### 7a. DISCUSSION/APPROVAL: KLFR&EMS 2026 Meeting Schedule [Greco]

Commissioner Edge made a **Motion to Approve KLFR&EMS 2026 Meeting Schedule** to the Agenda. Commissioner Conklin seconded, and the Board unanimously passed the motion.

#### 7b. DISCUSSION/APPROVAL: Purchase of Gear Extractor [Garrido]

Chief Bock commented that this is commercial washing machine for bunker gear, which the Department received Grant money. Discussions were had regarding additional information regarding the proposed companies with terms of purchase Bring back to next meeting.

Commissioner Edge made a **Motion to Approve Financing for Gear Extractor Equipment not to exceed the highest bid** to the Agenda. Commissioner Conklin seconded, and the Board unanimously passed the motion.



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7c. **DISCUSSION/APPROVAL: Contract Renewal with Citrin Cooperman for Statutorily Required Audit [O'Connor]**

Attorney O'Connor provides this is the annual district audit for the 24-25 fiscal year. The service is the same with the exception of an additional charge of \$1,900.00.

Commissioner Conklin made a **Motion to Approve Contract Renewal with Citrin Cooperman for Statutorily Required Audit** to the Agenda. Commissioner Edge seconded, and the Board unanimously passed the motion.

8. **LEGAL REPORT**

None

9. **FINANCE REPORT**

None

10. **AMBULANCE CORPS REPORT**

None

11. **FIRE DEPARTMENT REPORT**

Capt. Jones commented on the opening of up to 5 positions to internal volunteers; 9 volunteers. Close applications on January 1, 2026; to be filled by February 2026.

The Department completed the annual local toy drive with St. Justin's; Terry Able provided additional toys great turnout; community very appreciative. Did a giveaway Sunday. Engine 25 participated; their Santa cancelled last minute. We were able to get one of our guys to fill in; everyone appreciated it. Capt. Jones further commented that additional business are interested in assisting in next year's toy drive.

Further discussion regarding the bridge run was had; 500 participants with one medical incident. The new mule was utilized and performed well.

12. **COMMISSIONER ITEMS**

None

13. **DISTRICT MANAGER ITEMS**

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

**Action Items:     None**

**Non-Action Items:**



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1. **Strategic Plan Completed:** *The District's 5-year Strategic Plan has been completed and distributed to legal for final review and posting on our website in accordance with State law.*
2. **Community Involvement:**
  - a. **Toy Drive:** *I am happy to report the District is once again involved in a Key Largo Christmas Toy Drive. Station 24 and 25 are drop off locations for new, unwrapped toys for younger children and gift cards for older children. All toy donations are distributed to local children in need.*
  - b. **Light Up Key Largo:** *The Fire Department participated in the Light Up Key Largo event on November 22. Apparatus were on stand-by and the District UTV was deployed on the grounds to help protect the public. The event was well attended.*
3. **Internal Customers:**
  - a. **Awards Ceremony:** *The awards ceremony committee, consisting of members from fire and EMS met to begin the planning process of determining a date, location, awards, etc. Nomination forms will soon be distributed to all personnel. We hope to have the ceremony in early Spring 2026.*
  - b. **Officer Development Program:** *I would like to thank Captain Jones and Captain Garcia for taking the lead in creating an officer development program. We are in the process of final review, training, and implementation. Once implemented, this program will help train interested members in becoming officers, which is a critical aspect of succession planning.*

DM Lombardo commented updated the Board on Officer Development Program; when written was in final review. Has since been and implemented. DM Lombardo thanked those who assisted in the process.

DM Lombardo advised the board that the J. Angle consolidation report will be finalize mid-January.

### 14. **NEXT MEETING**

*January 5, 2026 District Meeting (if required)*

*January 19, 2026 District Meeting*

Commissioner Conklin **made a motion to hold the next two District Meetings on January 5, 2026 and January 19, 2026.** Commissioner Edge second, and the Board unanimously passed the motion.



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### 15. ADJOURN

Commissioner Edge made a ***motion to adjourn*** the meeting at 6:31 PM. Commissioner Conklin seconded, and the Board unanimously passed the motion.