



DISTRICT MEETING/STRATEGIC PLANNING MEETING MINUTES

May 22, 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://us02web.zoom.us/j/6027436243?pwd=Ylp2b3JYckhIQVpwVkFIMmVKbE1uZz09>

1. AGENDA

1a. *Call to Order*

Chairman Allen called to order the District Meeting at 6:03 PM.

1b. *Pledge of Allegiance*

Commissioner Mirabella 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 Carol Greco, Dirk Smits, Janette Smith, Jennifer Johnson, Scott Robinson, David Garrido, and Don Bock.

2. APPROVAL OF AGENDA & MINUTES

2a. *Approval of May 22, 2023 District Meeting/Strategic Planning Amended Agenda*

Commissioner Edge made a ***motion to approve*** May 22, 2023 District Meeting/Strategic Planning Agenda. Commissioner Powers second, and the Board unanimously passed the motion.

2b. *Approval of April 24, 2023 District Meeting Minutes*

Commissioner Mirabella made a ***motion to approve*** the April 24, 2023 District Meeting Minutes with requested revision. Commissioner Powers second, and the Board unanimously passed the motion.

2c. *Strategic Planning Items*



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

Discussion was had regarding placement of item on agenda moving forward; to be placed at last item under new business.

Per the last discussion regarding Strategic Plan Items; a review/revision was to be made to update current spreadsheet, i.e. items completed, continuing to be addressed, new items. With the millage increase, it may be beneficial to have the Strategic Planning Meeting to potentially occur on a Saturday, public open meeting, to include members from Fire/EMS, commissioner, etc., in an effort to ensure inclusivity of the planning items/goals for the district moving into the future 5-10 years. Some items of discussion could include, AB&C Plans, 2nd floor renovation; safety projects, budget. Commissioner Powers commended Chairman Allen maintaining the current items on with the plan. Commissioner Mirabella requested a copy of the Fact Finding Committee Report. We have three months to the next Strategic Planning Meeting.

3. PUBLIC COMMENT

None

4. CHAIRMAN REPORT

None

5. SECRETARY REPORT

None

6. OLD BUSINESS

DISCUSSION: Station 25 Generator Repair Quote (Jones)

Lt. Mumper is in the process of obtaining another quote regarding the generator repair, which will be brought back at the next meeting for discussion.

7. NEW BUSINESS

7a. DISCUSSION/MOTION: Agreement between Key Largo Fire Rescue & Emergency Services District and The Florida Keys Aqueduct Authority for Installation and Maintenance of Fire Hydrants [Legal]

Discussion was had regarding the renewal agreement. There were no major changes; those noted were to style, grammar; nothing substantive. Further discussions were had regarding getting water out of the hydrants; firefighting use only; not use for training. If the board has substantive changes, we can go back to FKA.



Commissioner Powers made a ***motion to approve*** the Agreement between Key Largo Fire Rescue & Emergency Services District and The Florida Keys Aqueduct Authority for Installation and Maintenance of Fire Hydrants. Commissioner Conklin second, and the Board unanimously passed the motion.

8. LEGAL REPORT

Legal is working with the department's worker's compensation carrier on a claim; contact counsel for claimant and advise to send to insurance. There is an EEOC matter; tender to carrier; EEOC to liability or EPL; need Dec sheet; requested from carrier. Chief Bock may have.

9. FINANCE REPORT

9a. DISCUSSION: KLFR&EMS FY 2023-2024 Proposed Budget [Johnson]

Packet includes a preliminary graph of the Fiscal Year 24 Budget. As of now, there are no taxable values yet. The fire department is requesting two additional employees; ambulance an additional 6; largest change in budget. Pay adjustments need to be made to bring employees up to county level; be competitive with rest of department personnel and paying staff to provide services without having to retrain; hourly rate without step? No step raises; not this year. If approval of higher pay \$19.42/hour; forego step plan; pick up following year. Savings would be approximately \$30k year. Working toward national average? Private ambulances are making \$5-7/hr. more. Can we get pay/benefits comparison with private agencies.

Fire Department Administration stipend \$750 to \$1k per person; \$12k increase – what's driving the increase; justification to increase? Computer services; \$36k is employee salary; part-time employee for administrative position. \$250/mo. vehicle maintenance person; coordinates repairs. Need a breakdown/explanation as to why an employee is getting extra to doing job.

\$1MIL surplus; run like business; generator replacement, salt water extraction tools; hydrant; use as improvement \$150k; submitted second request to Commissioner Raschien.

401K , 10% match request; 6% is good; if allowed for fire then allow for ambulance as well. Any change with government retirement plans, i.e. military? FRS making changes next year; FRS cut pension; only to police/fire investment plan and defined benefit plan.

This is a preliminary budget. Fire will provide line item breakdown. We own building why is maintenance in ambulance instead of fire. fire is professional services. Look into having fire take over building budget, repairs, etc.



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

Trim Notices to go out in August. Final budget will be provided in September.

Line 490 – Go Daddy – Software Subscription

Commissioner Powers requested Commissioners be emailed regarding ambulance board corporate meetings.

9b. DISCUSSION: KLFR&EMS District FY23 Quarterly Financial Report [Johnson]

None

10. AMBULANCE CORPS REPORT

10a. *KLEMS Annual Report 2022*

There were 168 calls; 58 north of the 103; year to date, 695. Testing 1 volunteer

10b. *April Business Meeting Agenda/Minutes*

None

10c. *April Treasurer's Report*

None

11. FIRE DEPARTMENT REPORT

11a. *April Statistics*

There were two filled positions.

11b. *April Business Meeting Agenda/Minutes*

None

12. COMMISSIONER ITEMS

A discussion was had regarding 223 Jolly Roger Drive and a hydrant placed in middle of a lot since 2015; wants fire to pay to move.

13. NEXT MEETING



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

13a. ***KLFREMS District Board Meeting June 12 or June 26, 2023***

A discussion was had regarding whether or not to have both budget workshop meetings in one. EMS will be ready to go on June 12, 2023.

Motion: Commissioner Edge made a ***Motion to have the EMS and Fire Budget Meetings on separate dates.*** Commissioner Powers second, and the Board unanimously passed the motion.

14. **ADJOURN**

Commissioner Mirabella made a ***Motion to Adjourn*** at 7:25PM. Commissioner Edge second, and the motion was unanimously approved by the Board.

NEXT MEETINGS

June 12, 2023 District Meeting (if required)

June 26, 2023 District Meeting (if required)

June 12, 2023 KLVFD Budget Workshop (if required)

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