



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

KLFR & EMS STRATEGIC PLANNING WORKSHOP 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 Strategic Planning Workshop at 6:27 PM.

1b. *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 Garrido, Capt. Jones, Lt. Mumper and Jennifer Johnson.

2. APPROVAL OF AGENDA

2a. *Approval of the November 24, 2025 Strategic Planning Workshop Agenda*

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

2b. *Approval of the November 10, 2025 Strategic Planning Workshop Minutes*

Commissioner Jenkins made a *Motion to Approve the November 10, 2025 Strategic Planning Workshop Minutes*. Commissioner Conklin seconded, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

None

4. REVIEW STRATEGIC PLANNING ACTION ITEMS

Attorney O'Connor led the discussion with Action Items:

25-010 – District Clerk – Tabled until consolidation study completed.

25-011 – Salary Schedule - Tabled until consolidation study completed.

25-012 – District Governance - Tabled until consolidation study completed.



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25-013 – New Vehicles – Purchased and are in process of being built. No action at this time.

25-014 – General Funding Source – Building Expansion/Renewal of ILA - No action at this time.

25-015 – County ILA Funds - No action at this time.

25-016 – Update Mutual Aid Agreements – General feedback from neighboring entities are not in need of revision/update. Atty. Hicks will be meeting with Capt. Jones and District Manager Lombardo regarding same, and will update accordingly.

25-017 – Medical Director – Monitoring implementation plan and commitment to clinical performance- No action at this time.

25-018 – Identify Potential Legislation Important to the District to include User Charges and Potential Impact Fees – Legal is awaiting further direction; previously issued memorandum regarding fees schedule, etc.. Commissioner Mirabella commented on user fees regarding mutual aid. Ms. Johnson provided comment on bills moving through the legislation regarding eliminating property homestead property taxes. May need to consider a non-ad valorem fire fee rather than a tax. Legal continues to monitor Florida Legislative Session for newly enacted bills impacting District operations - No action at this time.

25-019 – Potential Fire Station Property at MM 103 - No action at this time.

Recurring Items:

001 – Pursue Additional Grant Funding – Monitor available grant opportunities.

002 – Public Safety – Monitor opportunities to improve public safety.

003 – High Safety Standards – Established safety committee; publish safety committee meeting minutes. District Manager commented on NFPA 1550 requires adoption of risk management plan. Potentially create community risk analysis in-house to improve public safety.

004 – NFPA Standards - District will meet NFPA standards on certifying all fire pumps, hoses, and ladders; fire pump in building supporting sprinkler system; fire apparatus pump testing; aerial device; new apparatus and bunker gear; SCBAs. Develop large equipment replacement plan. District Manager to prepare a schedule.

005 – CPR Certification - District will ensure that all personnel are CPR Certified. No action at this time/monitoring.

006 – Training - The District will implement / carry out a training program that will monitor training hours and needs and will assign specific training based on job descriptions. No action at time time/monitoring.

007 – ISO Rating - The District will endeavor to lower its ISO rating. No action at time time/monitoring.

008 – Community Personal Life Safety – Create and maintain smoke alarm program for single family homes. Create and maintain a fire extinguisher training program for citizens. Conduct / offer CPR training for



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citizens. Addressed at National Night Out. Trying to obtain grant for fire extinguisher program for community. CPR training expected December 2025.

009 – Maintenance - Establish procedure for routine updates on status of District property to ensure everything is kept in working order. Formalize inventory schedules. No action at time time/monitoring.

Commissioner Jenkins made a **Motion to Approve the November 24, 2025 Strategic Plan**. Commissioner Mirabella seconded, and the Board unanimously passed the motion.

5. **ADJOURN**

Commissioner Mirabella **made a motion to adjourn the meeting at 6:53 PM**. Commissioner Edge second, and the Board unanimously passed the motion.