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**DISTRICT “STRATEGIC PLANNING WORKSHOP” AGENDA**

*July 8, 2019*

**1. AGENDA**

- 1.A. Call to Order**
- 1.B. Pledge of Allegiance**
- 1.C. Roll Call**

**2. APPROVAL OF AGENDA – July 8, 2019**

**3. PUBLIC COMMENT**

**4. REVIEW STRATEGIC PLANNING ACTION ITEMS**

**4.1 Review Strategic Plan List (Jones)**

**4.2 Identify Any New Strategic Plan Items/Action Items (Jones)**

***Strengths***  
***Weaknesses***  
***Opportunities***  
***Threats***

**5. ADJOURN WORKSHOP**

**Documents**

Agenda  
Strategic Planning Action Plan

**Next Scheduled Workshop:**

*November 18, 2019*

*Persons who wish to be heard shall complete a Speaker Request card, and submit the card to the district clerk prior to the agenda item being heard.*

FROM MEETING	ASSIGNED TO	ACTION ITEMS	DESIGNATES NEW ITEMS	TARGET DATE	STATUS	COMMENTS . . . For July 8, 2019 Meeting . . . Page 1 of 2
	Jones	Review Special Assessment Requirements	Should this item remain for 2019?			181119 Legal needs to review the options for a special assessment, but you can't charge a special assessment and millage (ad-valorem) revenues for the same services (double taxation) to it would have to be one or the other.
	Jones	Option to Budget for Reserves	Should this item remain for 2019?			181119 Reserves are included in the budget.
T.3 Review Capital Budget	Johnson	Review and update the Five-Year Capital Improvement Plan annually.	This item updated to 2019.	2019 (2nd & 3rd Qtrs.)		180814 The departments reviewed the plan; 170814 The Fire Department is reviewing; 160627 The Five-Year Capital Improvement Plan was updated and distributed to the Board on 4/25/16.
O.7.1	Allen	GENERAL FUNDING SOURCE - General Sales Tax				180521 Combined Sales Tax here; 171016 In Process.
	Johnson	Limited revenue - Review Increasing the Millage				180924 Millage set at 1.0 mil; 180521 The cap for the District is 1.0 mil; and a special election is not required if 2020. 171016 Final Millage rate increased to one mil.
	Jones	Identify Actions Necessary to Raise Millage in 2019	This item updated to 2019.			181119 This item was changed to 2019; 171016 In Process.
	KLVFD/KLVAC	Review Retention Incentives	Should this item remain for 2019?			180521 Incentives 401K, Training Classes; Mutual Aid Classes; 171016 In Process
	KLVFD/KLVAC	Review 401K match	Should this item remain for 2019?			180521 Discussions with Plan Administer for 401K participation, health benefits for EMS personnel; 171016 In Process.
O.7.3	Jones/Cullen/Bock	Cost Recovery: Fire Department				180521 The Department needs to research whether recovery costs can be generated through homeowner/car insurance - Legal advised it would be double taxation on residents; 170524 the Fire Department has not added any new fees.
T.2 Monitor the Economy	District Board	Review economic indicators and budget accordingly.	This item updated to 2019.	2019 (2nd & 3rd Qtr)		180521; Nothing to report; 180521 Review during the budget process.
S.3 Controlling Finances	Powers, Johnson	Quarterly Department Meeting (From Strategic Plan Controlling Finances)	This item updated to 2019.	2019 (3rd Qtr.)	171113	181119 Finance will work with the departments.
T.4 Identify Potential Legislation Important to District	Jones/Fay	Identify Potential Legislation Important to District & Identify a District representative to represent the District, if/when required.		2019 (1st Qtr.)		180521 Legal recommended a Board Liaison be selected. There is no proposed litigation impacting the District at this time.
	Thomas	Fire Hydrant Project Phase 7 (FY 2018-2019)	Construction cannot begin prior to October 1, 2018.	2019 (3rd Qtr.)		181119 Bid Committee submitted to Board for approval, and construction may begin after 11/19/18; 180521 FCAA approving locations; construction may start 10/1/2018.
	Thomas	Fire Hydrant Project Phase 8 (FY 2019-2020)	Construction cannot begin prior to October 1, 2019.	2019 (3rd Qtr.)		181119 Need to identify hydrant locations and confirm FCAA hydrant FY 2019-2020 installation locations.
S.2 Community Support	Cullen, Bock	Community Support	This item updated to 2019.	2019 Ongoing		180521 The Departments created the Citizens Fire Academy and Citizens EMS Academy, KLVAC is considering a follow-up program (social services), and Legal requested the departments provide community outreach efforts to the District for inclusion in the District website; 160523 The departments currently has an AED, CPR, Child Car Seat Installation and Address (residence/business) Verification Programs in place.
W.3 Improve Fractured Internal/External	District Board & Staff	Identify when substantial staff time is required to research items.	This item updated to 2019.	2019 Ongoing		180521 Legal is approved one hour to research Commissioners items. If further research is required it will come before the Board.

SP: Outreach	Fay	Update Website User Friendliness	Should this item be closed?	2018 Ongoing		181119 The new website is operational; 180521 The new website is currently under development.
<b>ACTION ITEM</b>				<b>TARGET</b>		
<b>FROM MEETING</b>	<b>ASSIGNED TO</b>	<b>ONGOING ITEMS</b>		<b>DATE</b>	<b>STATUS</b>	<b>COMMENTS . . . For July 8, 2019 Meeting . . . Page 2 of 2</b>
SP: Funding	Fay	Pursue additional grant funding	This item updated to 2019.	2019 Ongoing		181119 The District received the AFG grant for radios and the SAFER grant for full-time firefighters; 180521 The District applied for AFG and SAFER Grants and the District is awaiting reimbursement from FEMA for Hurricane Irma.
SP: Outreach	Fay	Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter	Should this item be closed?	2018 Ongoing		180521 Legal believes new website will resolve this item; 170102: Press Release District Accomplishments; 1090923: Fire Prevention Week Activities Press Release distributed; 160902: 911 Ceremony Press Release distributed; 160722: Trauma Star Press Release distributed; 150323: Press Releases were issued for Smoke Alarms and the KLVFD Call Volume; 150205 Press Release 2015 Accomplishments.
	Johnson	Determine Proposed Property Tax Increase			Closed	180521 This item was removed.
	Johnson	Compare District Millage Rate with County			Closed	180521 District millage rate is 1.0 mil, and the County is 1.999 mil.
	Johnson	Determine the Savings Generated with 1.0 Millage.			Closed	180924 Final Millage Rate 1.0 mil. 171016 Final Millage rate increased to one mill
O.7.2	Jones/Cullen/Bock	Cost Recovery: Ambulance Corps			Closed	180521 The Corps recovers cost through insurance, which partially covers paid medic payroll; 170424 the Corps raised their fees.
O.7.4	Thomas	ILA: Impact Fees			Closed	Guaranteed % of impact fees; 170424 Thomas/Rosasco to meet with County.
	Thomas	Fire Hydrant Project Phase 5 (FY 2016-2017)		2017 (2nd Qtr.)	Closed	PHASE 5 IS COMPLETE !!! - 170724
	Fay	Draft Procedure 31-4, Acquisition & Disposition of Assets Purchased with Federal Funds		2017 (2nd & 3rd Qtrs.)	Closed	180521 This item was closed; 170814 Procedure to Legal for Review
O.1 Cadet Program	Mirabella	Create a Cadet Program		2017 (3rd Qtr.)	Closed	180521 This item was closed, 160919 the Procedure was approved at this meeting and the details of the program will continue to be developed and will be presented to the Board in 2017; 160923 Draft
	Thomas	Fire Hydrant Project Phase 6 (FY 2017-2018)		2017 (2nd Qtr.)	Closed	PHASE 6 IS COMPLETE !!! - 180521
W.3 Improve Fractured Internal/External	District Board & Staff	Notify Clerk to disseminate information on issues of which the entire board should be aware.		2018 Ongoing	Closed	180521 This item was removed from the Action List.
W.3 Improve Fractured Internal/External	Legal	Submit quarterly legal report.		2018 Ongoing	Closed	180521 This item was removed from the Action List; 170710 This item was changed to quarterly instead of monthly.