



DISTRICT STRATEGIC PLANNING WORKSHOP
Minutes July 8, 2019 – FINAL

1. AGENDA

1.A. Call to Order

Chairman Allen called the meeting to order at 6:00 p.m.

1.B. Pledge of Allegiance

Jennifer Johnson led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, George Mirabella, Danny Powers and Bob Thomas.

Also present were: Don Bock, Vicky Fay, Jennifer Johnson, Chris Jones, and Gaelan Jones Esq. The meeting was held at Station 24.

2. APPROVAL OF AGENDA – July 8, 2019

Motion: Commissioner Powers made a motion to ***approve the July 8, 2019 Strategic Planning Workshop Agenda***. Commissioner Conklin seconded the motion, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Sue Heim spoke on Item 4.1.

4. REVIEW STRATEGIC PLANNING ACTION ITEMS

4.1 Review Strategic Plan List

Review Special Assessment Requirements: Legal discussed the requirements for creating Special Assessments and was directed to engage in discussions with Departments to explore viability in light of potential millage cap increase. This Item shall be combined with Cost Recovery.

Option to Budget for Reserves: The reserves are reviewed during the budget process. This item is closed.

5-Year Capital Improvement Plan: Finance sent the 2020-2024 chart to the departments to review and will meet with the departments to update the plan.

General Funding Source & Limited Revenue: Commissioner Allen & Legal will meet with the BOCC Commissioner to discuss the half-cent sales tax. The capital improvement items suggested were: Station 24 second story, Station 24 impact windows and doors and working with Florida Keys Community College (FKCC) for a fire training program and burn center at the new Key Largo FKCC location. FKCC does not feel there is enough of a demand, at this time, for a fire training class; however, they are willing to revisit.

4.1 Review Strategic Plan List (Continued)

Identify Actions Necessary to Raise Millage in 2019: A 2019 Special Election would be paid for by the District. In 2020, this item can be placed on the 2020 primary or general ballot at no charge to the District. The District is far away from the formal legislative process and does not need to do anything at this time. The District will need to place advertising in advance to raise the millage. Legal recommended the Commissioners reach out to the community now. The millage could be raised beyond 1.00 to a maximum of 3.50 mils. Finance recommends 2.00 mils. The County is currently at 2.187 mils. It is important for the Board to discuss raising the millage with the public now to help identify whether, and to what extent, the community will support a millage increase. The District needs to look at what will be budgeted in future years. Legal recommends the Board select the proposed millage increase by the end of December.

Review Retention Requirements: The 401K plan is being reviewed to identify ways to increase participation and retention. The District reimburses the departments for the 401K plan. The fund is limited per person. The department is conducting monthly mutual aid training with Islamorada and the County.

Review 401K Match: Both departments are participating in the 401K plan, and want to encourage more participation in the Fire Department.

Special Assessment/Cost Recovery Fire Department: Legal needs to review with the department, and identify items that are not included in the tax base to create a fee schedule for the services to be charged. Examples include expenditure of unusual amount of materials and events.

Review Economic Indicators: This is done during the budget process.

Quarterly Finance Meetings with Departments: Finance is meeting with the departments regularly.

Identify Potential Legislation: Legal discussed how new firefighter cancer benefits will have a financial impact on the fire department budget; Public record requests for videos are limited to law enforcement only. Legal will review the FASD memo regarding Special District requirements.

Fire Hydrant Project Phase 7: 14 hydrants completed, 2 FDOT hydrants are pending installation.

Fire Hydrant Project Phase 8: List to FCAA for review the hydrant list for feasibility.

Community Support: The departments work with Wesley House at Christmas. The Fire Department will host an event later this year. The Fire Department may have a cookout at National Night Out, and may participate in Cooking with Fire TV show. FKCC is conducting a paramedic class at Coral Shores for the classroom work, and will use the EMS Building for the lab portion of the class.

Identify Substantial Staff Time Required for Research: One agreement is one hour per commissioner per meeting. This item is closed.

4.1 Review Strategic Plan List (Continued)

Update Website: Designing of the website is basically finished, Commissioners emails are in process and expected to be completed by August 5, 2019. Commissioners may need new business cards with updated District email addresses.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Kay Cullen; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Danny Powers

Grant Funding: A grant was submitted for an Ultrasound Machine. Grants need to be reviewed for accuracy.

Communications Proposal: The Department will do Facebook, the District Clerk will do press releases.

4.2 Identify Any New Strategic Plan Items/Action Items

There were no Strengths, Weaknesses, Opportunities or Threats identified.

5. ADJOURN WORKSHOP

Commissioner Conklin made a Motion to adjourn at 7:19 p.m., which was seconded by Commissioner Mirabella, and unanimously approved by the Board.

Documents

Agenda

Strategic Planning Action Plan

Next Scheduled Workshop:

November 18, 2019