



DISTRICT STRATEGIC PLANNING WORKSHOP
Minutes February 10, 2020 – 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

Commissioner Conklin led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, Danny Powers and Bob Thomas. Commissioner Mirabella was at funeral out of state. There was a quorum.

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

Commissioner Allen moved to conduct the District Board Meeting prior to the Strategic Planning Workshop.

2. APPROVAL OF AGENDA – February 10, 2020

Motion: Commissioner Thomas made a motion to ***approve the February 10, 2020 Strategic Planning Workshop Agenda***. Commissioner Conklin seconded the motion, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Sue Heim addressed the Board regarding the millage rate and potentially adding failure to pass millage increase as a threat on strategic plan.

4. REVIEW STRATEGIC PLANNING ACTION ITEMS

4a. Surplus Vehicles (Squad 24 and Dive Rescue 25)

Both vehicles have been removed from the surplus list. Legal to review V&B records for memorandum on insurance coverage for Dive Rescue vehicle drafted by Theron Simmons.

4b. Progress Report from Fact-Finding Committee)

There was no updated information to report from fact-finding committee. Discussion on millage increase was held under this item.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

4c. Review Audit Results 2007

Each Commissioner will bring one or two items back to the March 9, 2020 meeting to justify the rate increase.

4d. Transponder Communications

Two separate systems are required - One for the Fire Department with a separate one for the Corps. Information is needed for the three and five-year plan. Captain Garrido will get with Chief Bock to check on the status of this item.

4e. Review Strategic Plan List

19-002 General Funding:

Legal reported that 2/3 of the Station 24 plans have been scanned. When completed, Legal will send to the department and vendors for quotes. The good news is that it appears Station 24 was built to accommodate a 2nd story.

19-003 Limited Revenue:

See item 19-004.

19-004 Raise Millage:

The District Board discussed the potential millage rate increase. Legal requested that Board pass a resolution calling for election on millage rate at least 90 days prior to closing of election books: For the primary election books close July 20, 2020 (resolution must be passed by April 2020; books close on October 5, 2020 for the general election (resolution must be passed by July 2020).

In order for Legal to proceed with millage referendum, the District Board needs to provide direction for: 1) The Proposed New Millage Rate cap, 2) Which Election referendum will be placed on ballot and 3) Reasons to justify the rate increase.

Assumptions – Does the Board want to remain at 1.0 mil with no additional rate increase with the level of service remaining the same or does the Board want to look at a future increase in the millage improving the level of service. If the Board selects the primary election, Legal will need the ballot language in April. The Fact-Finding Committee will submit one or two items to justify the millage rate increase. The Departments are looking at additional staffing and upgrading the engines.

A Motion/Approval to Establish a Proposed Millage and a Motion/Approval to Select the Primary or General Election for the Millage Rate Increase at the March 9, 2020 meeting.

19-005 Special Assessment/Cost Recovery:

Legal met with Chief Bock and Scott Robinson regarding special assessments. Legal is holding a special assessment list, and recommended it be reviewed after the potential millage rate increase is established.



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

19-006 Website Friendliness:

Legal requested an hour to resolve a technical snafu to add documents to the website and some general maintenance.

19-007 Communications Plan:

Snapchat and Twitter have been removed from the strategic plan list. The Clerk has been adding Fire Safety posts. The website can be utilized to promote the proposed millage rate increase.

20-001 Fire Hydrant Project Phase 8:

Phase 8 is progressing.

20-002 Economic Indicators:

This will be reviewed during the budget process.

20-003 Five-Year Capital Plan:

Finance sent out a reminder to the departments to submit the Five-Year Capital Plans.

20-004 Potential Legislation:

Commissioner Allen donated his hour of legal time for Legal to research and compile a list of potential legislation that may affect the District.

20-005 Review Retention Incentives:

Captain Garrido has a list of potential retention incentives.

20-006 Review 401K Match:

The Chief will prepare a report and provide Information at the May Strategic Planning Workshop.

20-007 Grant Funding:

The Fire Department is reviewing possible items, including cameras, for grant funding. A grant was received for the ultrasound machine; however, the grant for the Ballistic Vest was not awarded. The Clerk has been working on the Financial Review of the Safer Grant, Safer Grant reimbursement, Closeout of the Radio Grant, Performance and Annual Reports.

20-009 Quarterly Department Meetings:

Finance is working with the departments on the Strategic Plan.

4d. Identify Any New Strategic Plan Items/Action Items

Items discussed:

Add a threat in the event the millage rate increase fails.

(See Next Page)



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

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

5. ADJOURN WORKSHOP

Commissioner Conklin made a Motion to adjourn at 8:04 p.m., which was seconded by Commissioner Powers and unanimously approved by the Board.

Documents

Agenda

Strategic Planning Action Plan

Next Scheduled Workshop:

May 18, 2020