



## 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

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### DISTRICT "STRATEGIC PLANNING WORKSHOP" February 8, 2021 - FINAL

#### **1. AGENDA**

##### **1a. Call to Order**

Chairman Allen called the combination (in-person meeting and Zoom video conference) District Meeting to order 6:05 pm.

##### **Pledge of Allegiance**

Commissioner Mirabella led the Pledge of Allegiance.

##### **1c. Roll Call**

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, Kenny Edge (Zoom), George Mirabella, and Danny Powers. There was a quorum. David Garrido and Gaelan Jones, Esq. were also present.

Also present via Zoom were: Don Bock, Vicky Fay, CJ Jones, Jennifer Johnson. Jason Mumper and Scott Robinson.

#### **2. APPROVAL OF AGENDA**

##### **2a Approval of February 8, 2021 Strategic Planning Workshop Meeting Agenda**

**MOTION:** Commissioner Edge made a motion *to approve the February 8, 2021 Strategic planning Workshop Meeting Agenda.* The motion was seconded by Commissioner Conklin and the Board unanimously passed the motion.

#### **3. PUBLIC COMMENT**

Sue Heim spoke at items 19-002 and 20-18.

#### **4. BRAINSTORMING (Looking to the Future)**

This item is on District Meeting Agenda Item 7f.

#### **5. REVIEW STRATEGIC PLANNING ACTION ITEMS**

##### **5a. Emergency Pay Plan**

See Item 20-016.

##### **5b. Review Strategic Plan List**

Gaelan Jones led the review of the Strategic Plan list.



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### **19-002 General Funding**

Chairman Allen and Gaelan Jones met with Commissioner Forster who was receptive to the renewal of Fire Hydrant ILA and the 2<sup>nd</sup> story addition. The Board will continue to develop the one-year timeline from today. A resolution that is approved by the KLFR&EMS Board and the BOCC needs to be sent to the Supervisor of Elections for placement on the ballot 90 days in advance of the election.

### **19-003 Limited Revenue**

This item is linked to #20-015, District Business Plan.

### **19-004 Identify Actions Required to Raise Millage**

This item is linked to #20-015, District Business Plan.

### **19-005 Special Assessment Cost Recovery**

This item is linked to #20-015 District Business Plan. This item was tabled until Millage issue is resolved.

### **19-006 Website User Friendliness**

Gaelan Jones has been revising and updating the website broken links. Vicky is updating and reviewing. Gaelan Jones reported the Corporate Board Meetings may be added to the District website, and he will get with the departments.

### **19-007 Communications Plan**

The Clerk is placing posts on the website.

### **20-002 Economic Indicators**

Jennifer Johnson reported the real estate market is strong, values will be set in December, and Finance does not expect a decrease in value. Sales tax revenue has decreased due to COVID-19.

### **20-003 Five-Year Capital Improvement Plan**

The Fire Department 5-Year Plan was presented on 1/25/21 and the Ambulance Corps was presented on 2/1/21. Next meeting the overall plan, District Plan and revenue requirements to meet the plans.

### **20-004 Potential Litigation**

Both Gaelan Jones and Vicky Fay are monitoring potential litigation. No bills have left the Legislative Committees; however, they are expected to bring more transparency to Special Districts. Gaelan discussed several proposed bills, which includes the change to the Firefighter's Bill of Rights.

### **20-005 Review Retention Incentives**

This item was moved to the 2<sup>nd</sup> and 3<sup>rd</sup> Quarters of 2021. Scott Robinson indicated EMS updated the Step Plan for this year, and will relook at the 401K Plan. Don Bock reported the Fire Department's 401K is at 8%, and the department does not qualify for the State 175 plan.



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### **20-007 Grant Funding**

The FEMA Safer Grant Debrief was rescheduled to 2/11/21, and the Fire Department will consider another SAFER grant based upon the results of this call. The Corps has an item on the District Meeting to apply for a grant.

### **20-008 Community Support**

The Fire Department worked with the Marines for the 2020 Toys for Tots Program. in 2021. the Departments are not scheduling community support activities until COVID-19 slows down.

### **20-011 Fire Hydrant Project, Phase 9 FY 20-21**

Phase 9, the two hydrants on Kay Drive and Samson Road have been installed, and La Rocco is following up with FCAA on the balance of the Phase 9 hydrants permits. Commissioner Edge will follow up with computer issues. The Fire Department is adding blue reflectors or reflector tape to ensure the fire hydrants are visible at night. Commissioner Edge will coordinate public safety issues with Captain Garrido.

### **20-012 Prepare KLFD Strategic Plan**

The Fire Department is working on the Strategic Plan.

### **20-013 Prepare KLVAC Strategic Plan**

The Ambulance Corps is working on the Strategic Plan, the ultimate goal is for three people at each station per day.

### **20-014 Fact-Finding Business Plan**

Both departments have submitted their 5-Year Operating/Capital Budgets. This item will be included in the 5-Year Plan.

### **20-015 District Business Plan**

No action at this time. Jennifer needs both department's plans.

### **20-016 Emergency Pay Plan**

Commissioner Mirabella reported the Corps presented the Emergency Plan at the Corporate Board meeting. It has not been finalized yet. Suggested updates include volunteers receive double the stipend, and paid staff on duty will receive time and a half after 40 hours. This is to not exceed a four-day period, and the cost would be approximately \$20,000. The Departments will simultaneously submit Emergency Pay Plans as an Agenda Discussion Item to the Board.

### **21-017 20<sup>th</sup> Anniversary 911 Service**

Commissioner Conklin reported a committee is being established including the Sheriff's Office, Ambulance Corps and Fire Department to conduct a 20<sup>th</sup> anniversary 911 service at the North Station.

### **21-018 IT Support**

Chairman Allen suggested IT support for the District, it will be reviewed at budget time. Gaelan Jones will bring a proposal to the next meeting for IT support including: 1) video conferencing, 2) website



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### **21-018 IT Support (Continued)**

maintenance, 3) network or device management, and 4) hearing and seeing people talking. Gaelan Jones will get with Jennifer Johnson to discuss KLWTD purchases.

### **21-019 Public Safety**

This item was added to follow up on street lighting.

## **6. ADJOURN WORKSHOP**

Commissioner Mirabella made a Motion to adjourn at 7:03 pm, which was seconded by Commissioner Powers and unanimously approved by the Board.

### **Documents**

Agenda

Strategic Planning Action Plan

### **Next Scheduled Workshop:**

May 24, 2021