



## 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

### DISTRICT "STRATEGIC PLANNING WORKSHOP" AGENDA

**February 10, 2020**

#### 1. AGENDA

- 1a. Call to Order
- 1b. Pledge of Allegiance
- 1c. Roll Call

#### 2. APPROVAL OF AGENDA – February 10, 2020

#### 3. PUBLIC COMMENT

#### 4. REVIEW STRATEGIC PLANNING ACTION ITEMS

- 4a. Surplus Vehicles (Squad 24 and Dive Rescue 25) (Thomas)
- 4b. Progress Report from Fact-Finding Committee (Conklin)
- 4c. Review Audit Results 2007 (Conklin)
- 4d. Transponder Communications (Thomas)
- 4e. Review Strategic Plan List (Jones)
- 4f. 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:

May 18, 2020

*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 ASSIGNED TO		ACTION ITEMS	TARGET DATE	STATUS	COMMENTS . . . For February 10, 2020 Meeting . . . Page 1 of 2
19-002	ALLEN	GENERAL FUNDING SOURCE - General Sales Tax SP (0.7.1)			191118: Legal will coordinate obtaining drawings and information for Station 24 second story; 190708: Commissioner Allen & Legal to meet with BOCC Commissioner to discuss Station 24 Second Story; 190225 Allen will meet with BOCC.
19-003	JOHNSON	Limited revenue - Review Increasing the Millage			191118: Legal will prepare Referendum when directed by Board; 190708: Legal discussed process for increasing millage; 180924 Millage set at 1.0 mil.
19-004	JONES	Identify Actions Necessary to Raise Millage in 2019			191118: See Item 19-003; A 2019 Special Election would be paid for by the District. In 2020, this item could be placed on the 2020 primary or general ballot at no charge to the District. Legal recommends the Board determine which proposed millage will by the end of December.
19-005	JONES CONKLIN BOCK	Special Assessment & Cost Recovery: Fire Department (SP 0.7.3)			1907082/3/2020 Legal will review with department, and identify items not included in the tax base to create a fee schedule. 190708 Legal needs to review with the department, and identify items not included in the tax base to create a fee schedule.
19-006	JONES	Update Website User Friendliness (SP: Outreach)	2019 Ongoing		191118: The website is essentially correct, Legal will contact KLWTD regarding website compliance; ; 190708 The website is basically complete, Commissioners emails are in process and expected to be completed by August 5, 2019. Commissioners may need new business cards. 190225 Jones will follow up with Heim. This item was closed 181119 The new website is operational.
19-007	KLVD KLVAC Clerk	Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter	2019 Ongoing		191118: Expand website home page, Facebook, explore Instagram & Snap Chat; 190708 Department will do Facebook, Clerk will do press releases, and Jones will explore Instagram.
20-001	THOMAS	Fire Hydrant Project Phase 8 (FY 2019-2020)	2020 (3rd Qtr.)		191118: Fire Hydrant Locations & Drawings Complete, 12 Hydrants require FDOT approval; Proposals required by November 25, 2019; 190708 FKA is reviewing the 2019-2020 list for feasibility.
20-002	BOARD	Review economic indicators and budget accordingly (T.2)	2020 (2nd & 3rd Qtrs.)		191118 This item was moved to 2020 and will be monitored; 190708 This is done during the budget process. 180521; Nothing to report; 180521 Review during the budget process.
20-003	JOHNSON	Review and update the Five-Year Capital Improvement Plan annually (T.3)	2020 (2nd & 3rd Qtrs.)		191118: This item was moved to 2020, and Finance will send to departments for review; 190708: Finance sent out to department and will meet with departments; is meeting; 1 190225: This is done during budget process;
20-004	JONES FAY	Identify Potential Legislation Important to District & Identify a District representative to represent the District, if/when required.	2020 (1st Qtr.)		191118: This item was moved to 2020; and 190708 Legal discussed how new firefighter cancer benefits financial impact on fire department budget; 190708 Public record requests for videos limited to law enforcement only, and awaiting FASD memo.
20-005	KLVD KLVAC	Review Retention Incentives	2020 (2nd & 3rd Qtrs.)		191118: Retention incentives were reviewed during budget process; this item was moved to 2020 and Fire Department would like a pension; 190708 Reviewing the 401K plan for retention. 190225 Advancement opportunities and Safer grant will help retention.
20-006	KLVD KLVAC	Review 401K match	2020 (2nd & 3rd Qtrs.)		191118: This item was reviewed during budget process and moved to 2020; 190708 Both departments are participating in the plan, and want to encourage more participation in Fire Department.
20-007	KLVD KLVAC	Pursue additional grant funding (SP Funding)	2020 Ongoing		191118 : The Fire Department applied for a private Ballistic Vest grant; 190708: Submitted grant for Ultrasound Machine. Grants need to be reviewed for accuracy; 181119: The District received the AFG grant for radios and the SAFER grant for full-time firefighters.

FROM	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	COMMENTS . . . For February 10, 2020 Meeting . . . Page 2 of 2
20-009	JOHNSON POWERS	Quarterly Department Meeting (SP S.3)	2020 Ongoing		191118: This item was moved to 2020 and Finance will continue quarterly meeting.
20-010	BOCK	The Corps will explore a permanent GPS system for vehicles	2020		191118: This item was added to the Strategic Planning Action List.
19-008	JONES	Review Special Assessment Requirements	Ongoing	Closed	190708 This item is closed. 190225: This item combined with Department Cost Recovery items.
19-009	JONES	Option to Budget for Reserves		Closed	190708: Reserves are reviewed during budget process. This item is closed. 181119 Reserves are included in the budget.
19-010	BOARD STAFF	Identify when substantial staff time is required to research items. (SP W.3 )	2019 Ongoing	Closed	190708 Commissioners approved 1 hour per meeting.
19-001	THOMAS	Fire Hydrant Project Phase 7 (FY 2018-2019)	2019 (3rd Qtr.)	Closed	191118 All hydrants have been installed and are operable; 190708 14 hydrants are installed, and 2 FDOT hydrants are pending; 181119 Bid Committee submitted to Board for approval, and construction may begin after 11/19/18.