



DISTRICT STRATEGIC PLANNING WORKSHOP
MEETING MINUTES - FINAL
November 16, 2020

1. AGENDA

1.A. Call to Order

Chairman Allen called the combination (in-person meeting and Zoom video conference) Strategic Planning Workshop to order at 7:12 pm.

1.B. Pledge of Allegiance

The Pledge of Allegiance was conducted at the District Meeting

1.C. Roll Call

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

In attendance via Zoom were: Don Bock, Vicky Fay, Jennifer Johnson, Jason Mumper, and Scott Robinson.

2. APPROVAL OF AGENDA – November 16, 2020

Motion: Commissioner Edge made a motion to ***approve the November 16, 2020 Strategic Planning Workshop Agenda***. Commissioner Conklin seconded the motion, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

Sue Heim spoke at Item 5a and 5c.

4. BRAINSTORMING (*Looking to the Future*)
Strengths, Weaknesses, Opportunities and Threats

5. REVIEW STRATEGIC PLANNING ACTION ITEMS

5a. Fact-Finding Committee & Audit Results

The District Board reviewed and discussed presentation and worksheet submitted by the Fact Finding Committee. The Committee proposed three options involving the consolidation of KLVAC and KLVFD, or the consolidation of both entities with the District.

Commissioner Powers expressed concern there may have been outside influence from District Commissioners. The Chief and the departments confirmed that was no commissioner interaction during the preparation of this report.



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

The Fact-Finding Committee reviewed the Power Point Presentation with the Options: (A) Converting to all paid departments; (B) Consolidating/Combining Departments or (C) personnel reporting directly to the District. The presentation included retirement costs for the current 401K Plan, FRS State Retirement and Chapter 175 Pension Plan (both of these funds would require personnel to be District employees).

Finance reported that Marathon is looking at changing FRS to 15%. The State administers the Chapter 175 Pension Trust. Finance indicated these Budget Options do not include the Capital Plan or increases in legal or accounting. If there are any volunteers, the District would still need a 501C organization to manage them (contract, organizational fees, volunteer reimbursement and 401K expenses).

Finance indicated that for the District to pursue any of these proposed options, it will need to negotiate millage increase in 2021 for 2022 election, as Options B or C will cause the District to start creating deficit spending in 2022 or 2023.

Discussion was conducted regarding the addition of the Station 24 2nd Story. This item will be added to the next District Meeting Agenda under Chairman Allen.

For the District's Business Plan, the District needs to know what they can ask for, and what they need for the next 10 years. The Districts need each department's Strategic Plan and their five-year capital improvement costs.

5b. **Emergency Pay Plan (Mirabella)**

This item was postponed to the next meeting, or when KLVFD and KLVAC have submitted revised emergency pay policies to District Board for review.

5c. **Review Strategic Plan List (Jones)**

Gaelan Jones led the review of the Strategic Plan list.

19-002 General Funding

Legal received the Burke drawing proposal and will review and bring back to the Board for approval. Chairman Allen and Legal will meet with Monroe County to discuss the project. Gaelan Jones requested Commissioner feedback.

19-003 Limited Revenue

The District will need reasons to raise the millage, which is recommended in FY 2022-2023. There was no change in target date.

19-004 Identify Actions Required to Raise Millage

There was no change in the target date.



19-005 Special Assessment Cost Recovery

A list of potential items has been prepared that could be recovered. The target date was changed to 2021 3rd Quarter.

19-006 Website User Friendliness

Gaelan Jones and Vicky Fay have been revising and updating the website. Gaelan Jones has updated the Commissioner I pads. The date was changed to 2021.

19-007 Communications Plan

The Fire Department posts updates, and Vicky posts changes to the website. The District is not utilizing Facebook and Twitter. The date was changed to 2021.

20-001 Fire Hydrant Phase 8

Phase 8 has been completed, and this item is closed.

20-002 Economic Indicators

It was recommended that multiple housing projects be included in the budget.

20-003 Five-Year Capital Improvement Plan

The Fire Departments updated the plan, and Finance still needs the Five-year plan. The target date was moved to 2021 Ongoing.

20-004 Potential Legislation

Gaelan Jones and Vicky Fay monitor the potential legislation, and Gaelan continues to provide updates. There was no change to the target date.

20-005 Review Retention Incentives

The Fire Department 401K is 8%. The Corps is 6%. The departments would like to go to 10% to encourage more recruitment. The target date was moved to 2021 Ongoing.

20-006 401 Match

This item was combined with 20-005 and closed.

20-007 Grant Funding

The Fire Department did not receive the 2nd Safer Grant. More information is needed on how to improve the narrative or other grant items. The target date was changed to 2021 3rd Quarter.

20-008 Community Support

The Fire Department reported the Prevention and Mask was successful. The Corps will assist in administering vaccines. The target date was moved to 2021.



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20-009 Quarterly Meetings

This item was closed.

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

The Board will approve the contract in December.

20-012 Prepare KLFD Strategic Plan

The target date was moved to 2021 Ongoing.

20-013 Prepare KLVAC Strategic Plan

The target date was moved to 2021 Ongoing.

20-014 Fact-Finding Business Plan

The Fact Finding Committee made a presentation. Finance needs the Five-Year Capital Improvement Budget to add to the Operations Budget. This item will be discussed on an ongoing, as-needed basis.

20-015 District Business Plan

This item remains the same.

6. ADJOURN WORKSHOP

Commissioner Mirabella made a Motion to adjourn at 8:58 p.m., which was seconded by Commissioner Powers and unanimously approved by the Board.

Documents:

Strategic Planning Workshop Agenda
Fact-Finding Committee Report – Power Point Presentation
Fact-Finding Committee Report – Excel Report
Strategic Plan Action Plan

Next Scheduled Workshop:

February 8, 2021