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**DISTRICT “STRATEGIC PLANNING WORKSHOP” AGENDA**  
**February 8, 2021**

Pursuant to Monroe County Emergency Directive 20-06 and Center for Disease Control (“CDC”) social distancing guidelines established to contain the spread of the COVID-19 virus, this meeting will be accessible virtually via Zoom Meetings. Members of the public who wish to comment on matters before the District Board may do so by either: Sending an email to the [clerk@klfremms.org](mailto:clerk@klfremms.org) or Calling (301) 715-8592, and upon receiving voice prompt, dialing Meeting ID: 602 743 6243 and Password: 33037 *Members of the public who participate in the meeting through this option must mute themselves until called upon to speak.* Website: <https://us02web.zoom.us/j/6027436243?pwd=Ylp2b3JYckhlQVpwVkFIMmVKbEtuZz09>

1. **AGENDA**
  - 1a. *Call to Order*
  - 1b. *Pledge of Allegiance*
  - 1c. *Roll Call*
2. **APPROVAL OF AGENDA – February 8, 2021**
3. **PUBLIC COMMENT**
4. **BRAINSTORMING (*Looking to the Future*)**  
*Strengths, Weaknesses, Opportunities and Threats*
5. **REVIEW STRATEGIC PLANNING ACTION ITEMS**
  - 5a. *Emergency Pay Plan (Mirabella)*
  - 5b. *Review Strategic Plan List (Jones)*
6. **ADJOURN WORKSHOP**

**Documents:**

Strategic Planning Workshop Agenda  
Strategic Plan Action Plan

**Next Scheduled Workshop:**

May 24, 2021

*Persons who wish to be heard shall send submit a  
Speaker Request Form to the District Clerk.*

#	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	02/01/21: District Meeting . . . Page 1 of 2
		21201: 2 <sup>nd</sup> Story contract and contract changes to Board on 210125 f			
19-002	ALLEN	GENERAL FUNDING SOURCE - General Sales Tax SP (0.7.1)	2020 Ongoing		21201: 2nd Story contract and contract changes to Board on 210125 for approval and 210208 and 20204 Meeting with Chairmn, Legal and Commissioner Forster regarding Fire Hydrant Project; 201116: The proposal to prepare the drawings was received from Burke, and Legal will review and bring back to the Board; 200803: Legal is working on the drawings; 200210: Legal is scanning drawings and then submitted to engineering firm; 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 C - This Item is linked to 20-015.	2021 (3rd Qtr.)		210201: This item is linked with 20-015; 201116: Recommendation millage to be raised 2022-2023; 200727: Rescheduled to 3rd Quarter of 2021; 200713: The Board voted not to raise the millage at the 03/09/20 meeting; 200210: See Item 19-004;.
19-004	JONES	Identify Actions Necessary to Raise Millage - This Item is linked to 20	2021 (3rd Qtr.)		210201: This item is linked with 20-015; 201116: Date remains the same, no action at this time; 200727 & 200713: Rescheduled to 3rd Quarter of 2021 as the Board voted not to raise the millage at the 03/09/20 meeting; 200210: At the March meeting, the Board will vote to raise the millage.
19-005	JONES CONKLIN BOCK	Special Assessment & Cost Recovery: Fire Department (SP 0.7.3) -	2021 (3rd Qtr.)		210201: This item is linked with 20-015; 201116: This item moved to 2021; List of Items has been prepared & Board will need to determine which items it would like to consider; 200727: Legal will meet with the departments; 200713: discuss; 200210: Legal met with the departments, and provided a list of potential billable items;. This item on hold until potential millage increase is resolved.
19-006	JONES	Update Website User Friendliness (SP: Outreach)	2021 Ongoing		210201: Legal and clerk updating website; 201116: This item moved to 2021; 20727: Senate Bill 1466 changes District website requirements; 200713: Legal continues to tweak the website for user friendliness; 200210: Legal will resolve technical issues.
19-007	KLVFD KLVAC Clerk	Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter	2021 Ongoing		210201: Clerk is posting to the website; 201116: This item moved to 2021, and the Clerk and Fire Department post updates; 200727: The Clerk posts safety tips on website and Fire Department is utilizing Facebook; 200210: The Clerk submitted an advertising proposal to commissioners for raising the millage; Snapchat and Twitter were removed and website may be used to promote millage increase.
20-002	BOARD	Review economic indicators and budget accordingly (T.2)	2021 (2nd & 3rd Qtrs.)		210201: Ongoing; 20116: Suggestion budget for multiple housing projects; 201116: This item moved to 2021; 200727 & 200713: This item was moved to 2021; The District is reviewing during current budget cycle; 200210: This is being monitored and will be reviewed during budget process.
20-003	JOHNSON	Review and update the Five-Year Capital Improvement Plan annually (T.3)	2021 (Ongoing)		210201: EMS 5-Year Plan presented to Board and 012421 Fire Department presented to 5 Year Plan to Board; 201116: Finance needs individual departments 5 Year Capital Plan; 200727: Finance distributed 5 Year Plan to Departments for updating and is awaiting information from the departments; 200210: Finance will distribute to departments.
20-004	JONES FAY	Identify Potential Legislation Important to District & Identify a District representative to represent the District, if/when required.	2021 (2ndQtr.)		210201: Legal and Clerk monitoring beginning of legislative session and session to end in April 2021; 201116: Legal & Clerk monitor; 200727: Senate Bill 1466 changes District website requirements; 200713: Legal reviewed and provided information to the Board regarding potential litigation: Legal will review pending litigation; 200210: Legal will research.

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20-005	KLVFD KLVAC	Review Retention Incentives including 401K Match	2021 (2nd & 3rd Qtrs.)		201116:: This item was moved to 2021; KLF D submitted 8% to Board on 201012, Corps 6% and KLF D would like to raise to 10%; , 200727 & 200713: The Fire Department is reviewing retirement options, and the Corps contacted DeMoss Financial regarding 401K plan ; 200210 & 191118: Retention incentives were reviewed during budget process; this item was moved to 2020 and Fire Department would like a pension.
20-007	KLVFD KLVAC	Pursue additional grant funding (SP Funding)	2021 (3rd Qtr.)		210201: Meeting with FEMA scheduled on 210204 and EMS Grant Application at 210208 meeting; 201116:This item moved to 2021; 2nd Safer grant not received & Clerk will follow up with FEMA; 200727: & 200713: The Fire Department applied for a 2nd Safer Grant, and the Corps did not apply for any grants; 200210 & 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
20-008	CONKLIN BOCK	Community Support	2021 Ongoing		210201: Fire Dept worked with Marines for Christmas toys for tots; 201116: Fire Dept. conducted Fire retention & Mask Training; Corps will assist in administering vaccines; 200727: No events were scheduled due to Covid-19, events are planned later in the year, if appropriate; 200210 & 191118: The Fire Department conducted Fire Prevention Week Training in both departments and participated in Stuff-the Bus - moved to 2020.
20-011	THOMAS	Fire Hydrant Project Phase 9 (FY 2020-2021 )	2021 (3rd Qtr.)		210201: Contractor working with FKA A for permits and two hydrant installations; 201116: Bid Selection Committee provided recommendation to Board; 200727: & 200713: The Phase 9 Fire Hydrant List was submitted to FKA A for approval.
20-12	KLVFD	Prepare KLVFD Strategic Plan	2021 Ongoing		201116: This item moved to 2021 and the Board reconfirmed Strategic Plan is needed; 200727: This item was added to the District Action List.
20-13	KLVAC	Prepare KLVAC Strategic Plan			201116: This item moved to 2021 and the Board reconfirmed Strategic Plan is needed; 200727: This item was added to the District Action List.
20-14	FACT- FINDING COMMITTEE	Fact-Finding Provide Business Plan to District Board.			210201: Both Departments 5-Year Plans are being presented to Board; 201116: The Fact-Finding Committee made a Presentation and need to add 5 Year Capital Budget; 200727: This item was added to the District Action List.
20-15	DISTRICT	District Prepare Business Plan (4 to 5 years)			201116: No action at this time; 200727: This item was added to the District Action List.
20-16	DISTRICT	Emergency Pay Policy			201116: No action at this time; 20091: From District Meeting
20-17	CONKLIN	20th Anniversary 911 Service	2021 (3rd Qtr.)		210201: Item added at 012521 Meeting
20-18	ALLEN	IT Support	2021 (3rd Qtr.)		210201: Item added at 012521 Meeting