



## **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*

### **KLFR&EMS STRATEGIC WORKSHOP AGENDA December 20, 2021**

#### **1. AGENDA**

**1.A. Call to Order:** Chairman Tony Allen called to Order the KLFR&EMS Planning Workshop at 6:43 PM.

**1.B. Roll Call:** Carol Greco called the roll. The following Commissioners were present: Tony Allen, Frank Conklin, Kenny Edge, George Mirabella and Dan Powers. There was a quorum.

#### **2. APPROVAL OF AGENDA & MINUTES**

##### **2.A. Approval of December 20, 2021 District Meeting Agenda**

Discussion was had regarding a scrivener's error in the agenda, stating approval of the *November 22* Strategic Planning Workshop Agenda. The Board directed the Clerk to correct this error in the published agenda.

***Motion:*** Commissioner Powers made a motion to approve the December 20, 2021 District Meeting Agenda, as corrected. The motion was seconded by Commissioner Edge.

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

None

#### **4. REVIEW STRATEGIC PLANNING ACTION ITEMS:**

##### **4A. Staffing Options (District/Combined/Separate)**

Discussion that this topic should become part/parcel on millage issues in the Strategic Plan Action Items list. The Five-Year Plan created by Fire Dept, Ambulance Corps, and Finance was reviewed. J. Johnson advises projected costs from the departments are unverified. Scott Robinson touched on the need for a third ambulance as calls are up 33%. The Board unanimously agreed to table discussion on these options until after the November 2022 election for purposes of raising additional millage prior to further discussion of this issue.

#### **4B. Review Strategic Plan Action Items**

An initial discussion was held regarding organization of strategic plan items. The Board unanimously agreed that all items related to future adjustments to District/Department structure will be discussed under these items until after November 2022 election. Board may request that some recurring items be discussed under Old Business instead of Strategic Workshop.

Items 19-002; 19-003; and 19-004 were discussed collectively. All items relate to increasing the District's maximum millage cap. The Board discussed what might be presented to the public regarding justification of the proposed millage cap increase. The Board requested that Legal draft a Resolution requesting placement of a Referendum Increasing District's Millage Cap on the ballot for the 2022 election and bring it to the Board for vote at next meeting. The Board directed Legal and Finance to collect historical data on KLFEMS District millage and budget compared to other comparable jurisdiction, such as Monroe County. The Board requested that these items be combined into a single item on Millage Increase under Old Business on District Meeting Agenda.

19-006: Discussion was had on website updates. Legal indicated that he continues to maintain the website approximately once per quarter. The Board requested that Legal develop a scope of work for all IT and website work being performed by Legal or Clerk for purposes of soliciting a contract with a IT or Website professional.

20-003: J. Johnson indicated that the 5-Year capital plan was presented to the Board and reviewed under Item 4A.

20-004: Legal indicated that updates on Legislation would be provided to the Board at the next strategic workshop after the start of the 2022 legislative session

20-005: Scott Robinson indicated that the Ambulance Corps has raised their 401K match to 8%. Chief Bock indicated that training is being offered to new staff as a retention incentive

20-007: Discussion was had regarding the risks and benefits of receiving grant funding for additional paid staff before results of the voter referendum on increasing the millage cap have been received. The Board recommended that the Fire Department consider applying for the upcoming SAFER Grant. The Fire Department agreed that it will apply for the SAFER Grant during the next application period. Scott Robinson indicated that the Ambulance Corps will also consider applying for upcoming Department of Health grants. Both Fire Department and Ambulance Corps may request assistance in retaining a grant writer for these applications.

20-005: Fire Department will be hosting a smoke/carbon monoxide detector giveaway

20-007: Phase 10 of the Fire Hydrant project has begun, J.A. Larocco was selected as the best and lowest bidder by the bid selection committee.

20-008 and 20-009: The Board agreed that these topics will be folded into discussions on the 5 year operating plan, which will remain part of ongoing discussions related to the millage increase voter referendum in 2022.

20-012: The Board agreed that this topic will be folded into ongoing discussions on millage increase voter referendum

20-013: Scott Robinson requested that the Strategic Plan Action Item List reflect the Ambulance Corps intent to pursue addition of a 3<sup>rd</sup> ambulance. The Board agreed.

**5. NEXT MEETING:**

**5A. KLFR&EMS Strategic Planning Workshop February 14, 2022 or February 28, 2022**

The Board agreed to discuss the next strategic workshop date at the next District Meeting. Strategic Workshop may be rescheduled to March 2022.

**6. ADJOURN**

Commissioner Powers made a Motion to Adjourn at 7:30 PM, Commissioner Mirabella seconded the motion. The motion was unanimously approved by the Board.

**NEXT MEETINGS**

February 14 or February 28, 2022

May 9 or May 23, 2022

**DOCUMENTS**

Strategic Planning Workshop Agenda

Strategic Planning Action List