



KLFR&EMS STRATEGIC PLANNING WORKSHOP MINUTES

March 28, 2022

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 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=Ylp2b3JYckhIQVpwVkFIMmVKbE1uZz09>

1. AGENDA

1a. Call to Order

Chairman Tony Allen called the (in person and Zoom video conference) Strategic Planning Workshop Meeting to Order at 6:00 PM.

1b. Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner George Mirabella.

1c. Roll Call

Carol Greco call the roll. The following commissioners were present: Tony Allen, Frank Conklin, Kenny Edge, George Mirabella and Dan Powers. There was a quorum.

Also present were Carol Greco, Gaelan Jones, Jennifer Johnson and David Garrido.

2. APPROVAL OF AGENDA & Minutes

2a. Approval of March 28, 2022 Strategic Workshop Planning Agenda

MOTION: Commissioner Edge made a motion to *approve the March 28, 2022 Strategic Workshop Planning Agenda*. Commissioner Conklin second, and the Board unanimously passed the motion.

2b. Approval of February 28, 2022 District Meeting Minutes

MOTION: Commissioner Powers made a motion to *approve the February 28, 2022 District Meeting Minutes*. Commissioner Conklin second, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

None

4. CHAIRMAN REPORT

None

5. **SECRETARY REPORT**

None

6. **OLD BUSINESS**

6a. Fire Hydrant Project (Edge) - A discussion was had regarding the plans and a delay with Florida Keys Aqueduct and FDOT and roadway issues. Currently awaiting paperwork on resolution.

7. **REVIEW STRATEGIV PLANNING ACTION ITEMS**

7a. Review Strategic Plan Action Items

There were no items for vote.

Item 19-002 was discussed regarding the Sales Surtax ILA with Monroe County; Board Chair and legal, by the next meeting, would have had a meeting or have scheduled a meeting with Monroe County Commissioner Holly Raschein to further discuss the district's intention of a millage increase. Further discussions were had regarding funding/soft costs estimate for construction of fire station; capital projects funded through Sales Tax.

Items 19-003-04 were combined; discussion regarding the placement a referendum on the November ballot to increase millage rate has been completed. Further discussions were had regarding advertisement/promotion to the taxpayers of the requested the sales tax increase on the November ballot; the need to clarify with the Public that an increase to raise the millage rate has not been done since. Question regarding whether public taxpayer funds can be dedicated toward advertising referendum and restrictions associated; dedicate small portion of budget for advertising. Commissioners can advocate in their individual capacity; post on website, Facebook, social media. The fire department's benevolent association can assist in payment for advertisement. The Board has tasked Legal with providing bullet points regarding millage increase and advertising.

Item 19-005 – Tabled untiled after November 2022.

Item 19-006 was discussed with Legal and user friendliness; updates were made advising of some updates; the District Clerk's involvement in maintenance. A discussion was had regarding the District Clerk's current position and contract/renewal. The Board directed Legal to draft for the next meeting a contract for the Clerk to commence with the new fiscal year, October 1, 2022 with performance review and annual renewal.

Item 19-007 – The department's website and social media accounts are utilized for PSA's; training, local events, i.e. recent boot drive for disaster victims in Kentucky; hurricane season preparation.

20-002 – Finance discussed the large economic increase, which effects budgeting.

20-003 - A discussion of the five year cap is ongoing and will be addressed during the budget process.

20-004 –Nothing impacting the department. Legal has been monitoring 2022 legislative session and the definition of Firefighter and cancer; does not extend to cover volunteer firefighters. Next five year operational audit is due October, 2022. The Board has tasked legal to work with finance and the department and arrange to obtain a quote for an auditor.

20-005 – No change.

20-007 – Consider AFG Grant for equipment/hydraulic tools. Discussion was had regarding the setting up of a grant portal for the department and transfer any and all proprietary documents currently maintained by the District Clerk to a portal. Board directed Legal to obtain quotes for a grant writer.

20-008 – Recently the department participated in the local St. Patrick’s Day Parade and assisting with the distribution of 5 gallon water bottles into the community. October is Fire Prevention month and the department plans on hosting community event on the importance of annual battery replacement in smoke detectors and carbon monoxide alarms; potentially passing out smoke detectors. Maintain website to include upcoming community events.

20-018 – There was a discussion regarding the retention of an IT person who would focus on website maintenance, equipment maintenance, etc. The Board as instructed Legal to draft a proposal for an IT person for the next meeting.

20-019 – A discussion was had regarding the possibility of a feasibility study for the installation of lighting near MM 104 still in transportation plan with; feasibility study would involve FDOT and FKEC.

21-001 – Commissioner Edge addressed.

21-002 – Continued discussion on soft cost estimates for Station 24 renovations; meet with Commissioner Raschein to determine if BOCC could support through sales tax revenue.

21-14 – Legal added that factfinding committee to provide a business plan to the district board remains; however, tabled until after the 2022 election. Add item regarding fire department and providing inspection services.

8. FINANCE REPORT

None

9. LEGAL REPORT

None

10. **AMBULANCE CORPS REPORT**

10a. **February Statistics**

2 New Volunteers started; with 2 Part-Time Paramedics scheduled to start in April, 2022.

There was a minor fender/bender accident involving one of the ambulances, which is being handled through the Corps' insurance carrier. Calls were down in March.

11. **FIRE DEPARTMENT REPORT**

11a. **Annual Report**

Diesel spillage did not require excavation of tank; remove/replaced about a five gallon buck of gravel; the diesel spill buck has been installed and is operational. There is still one truck out of service for the header issue.

11b. **February Statistics**

There was a car fire that occurred in front of the Ambulance Corps building, which was quickly extinguished by the fire department.

12. **COMMISSIONER ITEMS**

None

13. **NEXT MEETING**

13a. ***District Meeting April 11 (If Required); April 25***

Motion: Commissioner Mirabella made a motion *to cancel the April 11, 2022 meeting if there are no items requiring District Board approval; next District Meeting will be held on April 25, 2022.* The motion was second by Commissioner Powers and the motion passes.

14. **ADJOURN**

Commissioner Mirabella made a *Motion to Adjourn* at 7:30 PM, Commissioner Edge second, and the motion was unanimously approved by the Board.