



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 PLANNING WORKSHOP AGENDA

July 25, 2022

Pursuant to 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 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=Ylp2b3JYckhIQVpwVkFIMmVKbEtuZz09>

1. **AGENDA**

1a. **Call to Order**

1b. **Roll Call**

2. **APPROVAL OF AGENDA**

2a. **Approval July 25, 2022 Strategic Workshop Planning Agenda**

3. **PUBLIC COMMENT**

4. **REVIEW STRATEGIC PLANNING ACTION ITEMS**

4a. **Review Strategic Plan Action Items**

5. **ADJOURN**

DOCUMENTS

4a. *Strategic Planning Action List*

| # | ASSIGNED TO | ACTION ITEMS | TARGET DATE | STATUS | Comments : 7/25/22 Strategic Workshop |
|--------|--------------------------|---|--------------------|--------|---|
| 19-002 | ALLEN | GENERAL FUNDING SOURCE - General Sales Tax SP (0.7.1) | 2022 Ongoing | | Status: Sales Surtax ILA with Monroe County renewed for 5-year term starting September 2021. \$150K per year. 1st year dedicated to Hydrant Phase 10. Remainder of proceeds may be dedicated to other eligible capital projects Station 24 Second Story drawings completed. Legal tasked with obtaining soft-cost estimate for construction, but having difficulty locating contractor willing to offer such estimate. Meeting with County Commissioner to be scheduled with Allen. |
| 19-004 | JONES | Identify Actions Necessary to Raise Millage | 2022 Ongoing | | Status: Board approved Resolution calling for ballot question raising max millage from 1.00 to 2.00. Legal transmitted to Elections Office, confirmed referendum on ballot for 11.8.22 election. Legal to issue required millage ads on 10/1; 10/15; 10/29. Per HB 921, District prohibited from spending public revenue to promote referendum. |
| 19-005 | JONES CONKLIN BOCK | Special Assessment & Cost Recovery: Fire Department (SP 0.7.3) | 2022 Ongoing | | Status: TABLED UNTIL AFTER NOVEMBER 2022. Legal met with KLVFD and KLVAC to develop list of potential items eligible for Special Assessment and Cost Recovery. Commissioners elected to pause consideration of this item pending outcome of voter referendum for increase of maximum millage rate. |
| 19-006 | JONES | Update Website User Friendliness (SP: Outreach) | 2022 Ongoing | | Status: Legal updated website to comply with new requirements of SB 1466(2022). Legal and Clerk continue to maintain website and tweak for user friendliness Legal directed to develop brief scope of work for potential hiring of dedicated web maintenance service. Vendor called 'Streamline' has offered to replace IONOS for web hosting, provide accessibility support, approx. \$200/month (not including domain registration, MS Office licenses, etc.). IONOS: \$193/3 months (hosting + domain registration); WordPlus Platform \$120/year; MS Office: \$35/month |
| 19-007 | KLVFD KLVAC Clerk | Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter | 2022 Ongoing | | 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; 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. |
| 20-002 | BOARD | Review economic indicators and budget accordingly (T.2) | 2022 (1st Quarter) | | Status: Board and Finance continue to monitor economic indicators and budget accordingly. Budget largely fixed due to millage cap. Board previously agreed to briefly review this item on quarterly basis through November 2022 election for any drastic changes in economic circumstances. |
| 20-003 | JOHNSON | Review and update the Five-Year Capital Improvement Plan annually (T.3) | 2022 Ongoing | | 200727: Finance distributed 5 Year Plan to Departments for updating and is awaiting information from the departments; 200210: Finance will distribute to departments; 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; 190225: This is done during budget process. |

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| 20-004 | JONES FAY | Identify Potential Legislation Important to District & Identify a District representative to represent the District, if/when required. | 2021 (1st Qtr.) | | Status: Legal continues to monitor Florida Legislative Session for newly enacted bills impacting District, KLVFD and KLVAC operations. |
| 20-005 | KLVFD KLVAC | Review Retention Incentives including 401K Match | 2020 (2nd & 3rd Qtrs.) | | Status: KLVAC raised its 401K match to 8% effective 10/1/21. Departments will discuss 401K increases further during next budget cycle |
| 20-007 | KLVFD KLVAC | Pursue additional grant funding (SP Funding) | 2022 Ongoing | | Status: KLVFD and KLVAC continue to monitor available grant opportunities. KLVFD opted not to apply for 2021 SAFER Grant due to employment requirements. Tabled until after November 2022 election. |
| 20-008 | CONKLIN BOCK | Community Support | 2022 Ongoing | | 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; 190708: Departments worked with Wesley House for Christmas; an event will be held later this year. Fire Department may have cookout at National Night Out and may participate in cooking with Fire TV Show. FKCC is conducting a paramedic class at Coral Shores for the classroom work and will use the EMS Building for the lab portion of the class. |
| 20-018 | Allen | IT Support | 2023 (1st Quarter) | | Status: Legal presented Board with list of IT duties on 3.28.22. Board agreed IT services distinct from web maintenance. |
| 20-019 | Edge/Garrido | Public Safety | 2022 Ongoing | | Status: No formal response from FDOT on request for lighting installation near MM104. "Lighting Justification Study" remains in Master Plan as Item 135, first step requiring coordination with stakeholders, to include KLFEMS District, FWC and FPL. |
| 21-001 | Edge | Fire Hydrant Project Phase 10 (2021-22) | 2022 (3rd Quarter) | | ITB 22-001 was issued and awarded to LaRocco. Phase 10 construction has begun and is expected to complete by 3rd Quarter 2022. Commissioner Edge continues to monitor progress |

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| 21-002 | Allen | Station 24 Renovation | <i>Ongoing</i> | | Second Story Design Concept was approved tentatively by Board on 2/28 for purposes of furthering discussions with BOCC regarding support through sales tax. Legal having difficulty locating contractor willing to provide soft-cost estimate for construction. Meeting to be scheduled with County Commissioners once estimate obtained. |
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CLOSED ITEMS

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| 20-009 | JOHNSON POWERS | Quarterly Department Meeting (SP S.3) | <i>2020 Ongoing</i> | <i>Closed</i> | This item is being closed. |
| 20-011 | THOMAS | Fire Hydrant Project Phase 9 (FY 2020-2021) | <i>2020 (3rd Qtr.)</i> | <i>Closed</i> | 200727: & 200713: The Phase 9 Fire Hydrant List was submitted to FCAA for approval. |
| 20-12 | KLVFD | Prepare KLVFD Strategic Plan | <i>Closed (Combined with</i> | | 200727: This item was added to the District Action List. |
| 20-13 | KLVAC | Prepare KLVAC Strategic Plan | <i>Closed (Combined with 20-00</i> | | 200727: This item was added to the District Action List. |
| 20-14 | FACT- FINDING COMMITTEE | Fact-Finding Provide Business Plan to District Board. | | | 200727: This item was added to the District Action List. |
| 20-15 | DISTRICT | District Prepare Business Plan (4 to 5 years) | <i>Closed (Combined with 20-00</i> | | 200727: This item was added to the District Action List. |