



## 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

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### KLFR & EMS STRATEGIC PLANNING WORKSHOP AGENDA [AMENDED<sup>1</sup>]

November 10, 2025

*(Immediately Following the District Meeting)*

Members of the public who wish to comment on matters before the District Board may do so in person at 1 East Drive, Key Largo, Florida.

1. AGENDA

1a. *Call to Order*

1b. *Roll Call*

2. APPROVAL OF AGENDA

2a. *Approval of November 10, 2025 Strategic Planning Workshop Agenda*

3. PUBLIC COMMENT

4. REVIEW STRATEGIC PLANNING ACTION ITEMS

5. ADJOURN

DOCUMENTS

4a. *Strategic Plan Action Items*

*Persons who wish to be heard shall send submit a Speaker Request Form to the Chairman*

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<sup>1</sup> Amended Strategic Plan Action Items.

**4a.**

ITEM #	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	COMMENTS: 11/10/25 STRATEGIC WORKSHOP
25-001	FRANK/LEGAL	Station Expansion	2026	<p>Final discussions with Architect prior to submittals and further discussion with County</p> <p>Architect estimates 6 months to complete final design and construction documents from County approval.</p> <p>Construction bid</p>	
25-002	LEGAL	RFP NO. 24-001 Operational Analysis & Consolidation Study		<p>Report coming along well and currently in technical review process</p> <p>Final stages of completion</p>	
25-003	LEGAL	District Audit		<p>Beginning FY 2025-2026 Audit Process</p> <p>Auditor preparing engagement letter and contract renewal</p>	

25-004	LEGAL	Corporation Audit		Auditor cannot move forward without cooperation from corporations  Need solution as current personnel assigned are not assisting	
25-005	MIRABELLA/GRECO	Transition of Webhosting from IONOS to Streamline		Meeting with Streamline on 11/12/25 to work to continue transition	
25-006	ALLEN	Fire Boat		for implementation or put on hold	
25-007		Chief Search		District Chief will need to be hired by June 2026  Need to discuss / define search parameters, job descriptions, etc.	
25-008	FRANK	Surplus Property		Legal awaiting list and description of property to be auctioned via competitive solicitation	
25-009	LEGAL	Policy Review		Given the likelihood of District consolidation legal recommends full policy review to make necessary revisions / changes	

25-010		District Clerk		Should search for District clerk be resumed? Consideration of remote employee?	
25-011		Salary Schedule		District will need to consider and adopt a salary schedule for employees in order to prepare for likelihood of consolidation	
25-012	LEGAL	District Governance		Legal recommends review of policy, job descriptions, etc. to clarify staff roles, responsibilities, and overall evaluation to determine where improvements can be made	
25-013	LEGAL	New Vehicles	2026/2027	New firetrucks and ambulances have been purchased and are in the process of being built by the vendor	
25-014	ALLEN	General Funding Source		Need to obtain extension / renewal of ILA as building expansion unlikely to be incurred by District by September 2026	

25-015		County ILA Funds	<p>Previous ILA (2016-2021) fully utilized</p> <p>Current ILA expires September 2026 and has not been utilized yet</p> <p>Recommend submitting architect fees for reimbursement under current ILA</p>	
25-016	LEGAL/CJ	Update Mutual Aid Agreements	General sentiment from neighboring entities is that MAAs are not in need of revision / update.	
25-017	MEDICAL DIRECTOR	Improvement Plan	Monitor implementation of improvement plan and commitment to clinical performance	
RECURRING ITEMS				
001		Identify Potential Legislation Important to the District	Legal continues to monitor Florida Legislative Session for newly enacted bills impacting District operations	
002	KLVAC KLVFD	Pursue Additional Grant Funding	Continue to monitor available grant opportunities	

003		Public Safety		Monitor opportunities to improve public safety	
004		High Safety Standards		District will meet high safety standards  Establish safety committee to meet quarterly  Implement and follow SOP/SOGs to reduce safety risks	
005		NFPA Standards		District will meet NFPA standards on certifying all fire pumps, hoses, and ladders	
006		CPR Certification		District will ensure that all personnel are CPR Certified	
007		Training		The District will implement / carry out a training program that will monitor training hours and needs and will assign specific training based on job descriptions	
008		ISO Rating		The District will endeavor to lower its ISO rating	

009		Community Personal Life Safety		<p>Create and maintain smoke alarm program for single family homes</p> <p>Create and maintain a fire extinguisher training program for citizens</p> <p>Conduct / offer CPR training for citizens</p>	
010		Maintenance		<p>Establish procedure for routine updates on status of District property to ensure everything is kept in working order</p> <p>Formalize inventory schedules</p>	