



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

(followed by District Meeting)

November 22, 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 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

2a. Approval November 22, 2021 Strategic Planning Workshop Agenda

3. PUBLIC COMMENT

4. REVIEW STRATEGIC PLANNING ACTION ITEMS

4a. Staffing Options (District/Combined/Separate)

4b. Review Strategic Plan Action Items

5. NEXT MEETING.

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

6. ADJOURN

NEXT MEETINGS

February 14 or February 28, 2022

May 9 or May 23, 2022

DOCUMENTS

Strategic Planning Workshop Agenda

Strategic Planning Action List

Persons who wish to be heard shall send submit a Speaker Request Form to the Chairman or request to speak via Zoom.

#	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	11/22/21: District Meeting . . . Page 1 of 2
19-002	ALLEN	GENERAL FUNDING SOURCE - General Sales Tax SP (0.7.1)	2022 Ongoing		211122: The District renewed the Sales Tax ILA with the County for the Phase 10 Fire Hydrant Project and other projects, and the 2nd Story is becoming a NEW separate item 21-002; 210606: The Sales Tax ILA expires this year. Commissioner Allen will meet with Commissioner Forster and expects the fire hydrants to be funded. Commissioner Allen needs to review projects to be funded based upon Commissioner feedback; 210524: Contract for the design drawings to Little Red Rooster was approved; 210217: Chairman Allen and Legal met with BOCC Commissioner Forster, who was receptive to fund the Fire Hydrant ILA and helping to fund 2nd Story addition; 210201: 2nd Story contract and contract changes to Board on 210125.
19-003	JOHNSON	Limited revenue - Review Increasing the Millage C - This Item is linked to 20-015.	2022 (3rd2tr.)		211122: The District is on track with the potential increase; 210524 & 210606: The District is on track with potential millage increase; 210201: This item is linked with 20-015.
19-004	JONES	Identify Actions Necessary to Raise Millage - This Item is linked to 20-015.	2022 (3rd Qtr.)		211122: The District is on track with the potential increase, and Legal expects to submit a draft Referendum and Resolution to the Board in January 2022; 210524: & 210606: No action at the time. District is on track with potential millage increase; 210201: This item is linked with 20-015; 2101116: Date remains the same, no action at this timer.
19-005	JONES CONKLIN BOCK	Special Assessment & Cost Recovery: Fire Department (SP 0.7.3) - T	TABLED UNTIL DETERMINATION OF MILLAGE ISSUE		211122: No action on this item at this time; 210524 & 210606: No action is required at this time; 210217: This item was tabled until Millage decision; 210201: This item is linked with 20-015.
19-006	JONES	Update Website User Friendliness (SP: Outreach)	2022 Ongoing		210524: Legal and the Clerk are updating the website; 210201: Legal and clerk updating website.
19-007	KLVFD KLVAC Clerk	Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter	2022 Ongoing		211122: The Fire Department and Clerk issued press releases; 210524 * 210606: The Clerk is posting updates on the website; 210201: Clerk is posting to the website.
20-002	BOARD	Review economic indicators and budget accordingly (T.2)	2022 (2nd & 3rd Qtrs.)		211122: This item is being moved to 2022; 210524: This item is ongoing during the budget process; 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)	2022 (Ongoing)		211122: This item is being moved to 2022; 210524: The 5-year plan was discussed at this workshop; 210217: The overall plan, District plan and revenue requirements twill be presented at next meeting; 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.	2022 (2ndQtr.)		211122: This item is being moved to 2022; 210524: Legal discussed the proposed 2021 Special District and Department Legislation changes; 210201: Legal and Clerk monitoring beginning of legislative session and session to end in April 2021; 201116: Legal & Clerk to monitor.
20-005	KLVFD KLVAC	Review Retention Incentives including 401K Match	2022 (2nd & 3rd Qtrs.)		211122: The Corps raised its 401K to 8% effective 10/1/21, and this item is being moved to 2022 when the departments will discuss 401K increases during the budget cycle; 210524 & 210606: The KLVAC will raise 401K to 8% effective FY 21-22, KLVFD Corporate Board has not approved changes to 401K; 210217: Departments will review 401K Plans.

	ASSIGNED TO	ACTION ITEMS	TARGET DATE	STATUS	11/22/21: District Meeting . . . Page 2 of 2
20-007	KLVFD KLVAC	Pursue additional grant funding (SP Funding)	2022 Ongoing)		211122: The Departments did not apply for any grants; 10524: This item is ongoing, and the departments have not applied for any grants the 3rd quarter of 2021; 210201: Ongoing; 20116: Suggestion budget for multiple housing projects; 201116: This item moved to 2021; 200727 & 200713: This item was moved to 2021.
20-005	CONKLIN BOCK	Community Support	2022 Ongoing		211122: The Corps is providing support in the vaccine program and distributing Narcan products. The Fire Department participated in Fire Week and conducted fire prevention training at all of the schools. The Fire Department also participated in the Key Largo School Halloween Program; 210524 & 210606: The Corps has received the Facility Use Permit to administer vaccinations, and no major community outreach during this quarter due to Covid-19; 210201: Fire Dept worked with Marines for Christmas toys for Tots.
20-011	THOMAS	Fire Hydrant Project Phase 9 (FY 2020-2021)	2021 (3rd Qtr.)	Completed	211122: Phase 9 of the Fire Hydrant Project has been completed.
20-012	KLVFD	Prepare KLVFD Strategic Plan	2022 Ongoing		211122: This item was moved to 2022, no further action required at this time; 210524: KLVFD has submitted 5-year plan to District; 210217: Department is working on Plan; 01116: This item moved to 2021 and the Board reconfirmed Strategic Plan is needed; 200727: This item was added to the District Action List.
20-013	KLVAC	Prepare KLVAC Strategic Plan	2022 Ongoing		211122: This item was moved to 2022, no further action required at this time; 210524: KLVAC has submitted 5-year plan to District; 210217: Plan is being presented at meeting on 210208.
20-014	FACT-FINDING COMMITTEE	Fact-Finding Provide Business Plan to District Board.	2022		211122: This item was moved or 2022, no further action at this time; 210524: The Committee submitted 5-Year Plan to the District; 210217: The Fact Finding Committee Report will be included in the 5-Year Plan; 210201: Both Departments f-Year Plans were being presented to the Board.
20-015	DISTRICT	District Prepare Business Plan (4 to 5 years)	2022		211122: The Board will prepare the Business Plan; 210524: The Board needs to finalize proposed millage rate increases prior to creating business plan; 201116: No action at this time; 200727: This item was added to the District Action List.
20-016	DISTRICT	Emergency Pay Policy	2021	Completed	211122: The Emergency Plans were submitted to the Board. This item is considered closed; 210524: The KLVAC will submit to Board at next District meeting and KLVFD needs to finalize Department's Plan; 210217: the Departments will simultaneously submit plans as Discussion Item to Board for review; 201116: No action at this time; 20091: From District Meeting.
20-017	CONKLIN	20th Anniversary 9811 Service	2021 (3rd Qtr.)	Completed	211122: The Fire Department conducted a ceremony on Facebook due to COVID; 210524: Captains Garrido Jones will coordinate event, with Commissioner Conklin as the Board liaison; preliminary Plans for the event are in progress.
20-018	ALLEN	IT Support	2021 (3rd Qtr.)	Completed	211122: The installation is complete, and the District Meetings have Zoom available to the public; 210524: ProTech Proposal accepted at 4/26/21 Meeting; 210217: Legal will present proposal to District Board; 210201: Item added at 012521 Meeting.
20-019	Edge/Garrido	Public Safety	2022 Ongoing		211122: This item was changed to 2022, no action as of yet; 210524: Resolution #21-001 approved by Board at 4/12 meeting, and FKEC is coordinating with county; 210217: This item added at 210202 Meeting.
21-001	Edge	Fire Hydrant Project Phase 10 (FY 2021-2022)	2022 (3rd Qtr.)		211122: ITB 22-001 was issued on 211112.
21-002	Allen	Station 24 - 2nd Story	Ongoing		211122: This item was separated from 19-002.