



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Kay Cullen; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

DISTRICT "STRATEGIC PLANNING WORKSHOP" MEETING MINUTES – May 9, 2016 – DRAFT

1. AGENDA

1.A. Call to Order

Chairman Allen called the meeting to order at 6:00 p.m.

1.B. Pledge of Allegiance

Commissioner Beyer led the Pledge of Allegiance.

1.C. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Kay Cullen, George Mirabella and Bob Thomas. There was a quorum.

Also present were Don Bock, Vicky Fay, David Garrido, Jennifer Johnson, Chris Jones, Scott Robinson and Theron Simmons. The Strategic Planning Workshop was held at Station 24.

2. APPROVAL OF AGENDA – May 9, 2016

MOTION: Commissioner Mirabella made a motion to approve the May 9, 2016 District Workshop Agenda. Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

3. PUBLIC COMMENT

No members of the general public requested to address the Board; however, Frank Conklin, Marcus Golling, and Sue Heim participated during the workshop.

4. IDENTIFY IF ANY OF THE STRENGTHS SHOULD BE ADDED AS AN ACTION ITEM

The Board will schedule two strengths for discussion at the regular meetings until all items are reviewed to identify if the District can further capitalize on improving these strengths.

Table with 3 columns: Strength ID, Strength Description, and Assigned Commissioner. Items include Unity of District/Departments, Community Support, Controlling Finances, Board Diversity, Training, EMS Cost Recovery, and Strong Volunteerism.

5. PRIORITIZE #1 ITEMS . . . and then DEVELOP ITEM ACTION PLAN:

Table with 2 columns: Item ID and Description. Item 0.1: Establish a Cadet Program. This item was tabled for the June 13, 2016 Workshop.



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5. PRIORITIZE #1 ITEMS . . . and then DEVELOP ITEM ACTION PLAN (Continued):

W.1.	Recruit Local Volunteers	Calculate the cost of the Firefighter I Training Course. Place Advertising to encourage local volunteers.
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Newly-Combined Item:

T.1.	Minimize Loss of Staffing/ Create Retention Incentives/ Ensure Guarantee Staffing	Develop and expand the core group of employees. Build advancement within the department. Increase the millage.
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6. PRIORITIZE #2 ITEMS . . . and then DEVELOP ITEM ACTION PLAN:

The items identified below should be discussed and reviewed during the budget process.

W.2.	Guaranteed Staffing	Deleted and combined with (Loss of Staffing & Retention Incentives).
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O.2.	Retention Incentives	Deleted and combined with (Loss of Staffing & Retention Incentives).
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T.2.	Economy	Review going to a referendum to raise the millage as a cautionary move. Monitor the economy and budget appropriately.
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7. PRIORITIZE #3 ITEMS . . . and then DEVELOP ITEM ACTION PLAN:

W.3.	Improve Fractured Internal/ External Communications	Identify when substantial time is required on a project. Submit a monthly legal report. Notify Clerk to disseminate information on issues of which the entire board should be aware.
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O.3.	Ensure Capital Improvement Funding	Monitor and conduct communications with the County. Prepare ILA for Impact Fees. Finalize ILA for Discretionary Sales Tax.
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Commissioner Thomas will be the Board Liaison for this project.

T.3.	Review Capital Budget	Update the Five-Year Capital Improvement Fund annually.
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8. PRIORITIZE #4 ITEMS . . . and then DEVELOP ITEM ACTION PLAN:

W.4.	Limited Revenue Sources	Deleted and combined with (Cost recovery).
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O.4.	Review Cost Recovery (Fire Department)	Review Florida Statute 633. (Simmons) Review Department Services to identify those items that are eligible to be billed. (Cullen/Bock)
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8. PRIORITIZE #4 ITEMS . . . and then DEVELOP ITEM ACTION PLAN (Continued):

T.4.	Identify potential legislation important to the District.	Identify a District representative to represent the District in Tallahassee if/when required.
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9. PRIORITIZE #5 ITEMS . . . and then DEVELOP ITEM ACTION PLAN:

O.5.	ILA Impact	This item was deleted (See Capital Improvement Funding).
T.5.	Maintain awareness of Global Warming issues.	Periodically review this item to determine if any action is necessary.

See the attached Strategic Plan Action List developed as a result of this workshop, which will be combined into the existing District Action Plan.

10. REVIEW 2013 STRATEGIC PLAN & STRATEGIC ACTION PLAN

There were three changes to the 2013 Strategic Plan Action List: Remove the second story, add a revision date and add Captain Garrido to the Phase 4 Fire Hydrant Project.

11. ADJOURN WORKSHOP

June 13, 2016 has already been advertised for a Strategic Planning Meeting.

Commissioner Beyer recommended the June 13, 2016 workshop be used to discuss the Cadet Program, and Commissioner Thomas agreed. Commissioner Mirabella and the Fire Department will bring what they have to the workshop.

Commissioner Thomas made a Motion to adjourn at 8:17 p.m., which was seconded by Commissioner Cullen.

ATTACHMENT

Action Plan Items from the Strategic Planning Workshop

Next Scheduled Meetings:

June 13, 2016 District Meeting or Strategic Planning Workshop (if required)

DOCUMENTS

AI 04.0 Initial SWOT List