

ACTION ITEM FROM MEETING	ASSIGNED TO	2016 . . . ITEMS	DESIGNATES NEW ITEMS	TARGET DATE	STATUS	COMMENTS . . . For December 12, 2016 Meeting (12/06)
	Thomas	KLVAC & KLVFD Submit Governing Documents to the District in accordance with the contracts.				
SP: Property	District Board	Create Fire Training Grounds		Ongoing	Permission to Delete	The District Board will need to identify if this is a project they would like to pursue. 161114: See newly-identified items from Strategic Planning Workshop; 161017: This item is being scheduled for 11/14/16 meeting; 160919 Three cost recovery items were combined into this item (and the other two are closed) & Theron will discuss at the next meeting; 160822 Commissioner Cullen approached FASD no responses were received; 160822 Theron will ensure Comm Cullen has appropriate legislation; 160725 This item was discussed at the 07/25 meeting was determined to be an ongoing item; 160720 Statute was changed to FS 191; 160627 Legal is reviewing.
O.4 & S.6 Limited Revenue Sources: Cost Recovery for the Fire Department & Corps	Simmons/Cullen/Bock	Review Cost Recovery Methods for the Fire Department & Corps; Review FL Statute 191	NEW: 1) From Strategic Planning Meeting 161114: Review and identify other medical services for which the Corps may possibly charge. 2) From Strategic Planning Meeting 161114: Review and identify other services (extrication or supplies) for which the Fire Department may possibly charge. 3) From Strategic Planning Meeting 161114: Determine if the Fire Department may possibly charge non-residents for car accidents.	2016 (4th Qtr.)		
O.3 Ensure Capital Improvement Funding	Thomas	Prepare ILA for Impact Fees.		2016 (4th Qtr.)		160725 Meeting with County scheduled for 08/22/16; 160627 Legal awaiting feedback from County as of 06/22/16.
O.3 Ensure Capital Improvement Funding	Thomas	Finalize Sales Tax ILA.	NEW: 1) From Strategic Planning Meeting 161114: Review legislation to determine if the Station 24 2nd Story can be funded with Sales Tax	2016 (4th Qtr.)		161017 The District will submit for BOCC approval at the 12/14/16 BOCC Mtg; 160919 The District approved the ILA from the County for 2017-2021; 160907 The County expects to send ILA to Smits in about a week; 160725 Meeting with County scheduled for 08/22/16; 160627 Legal is setting up meeting with County.
T.4 Identify Potential Legislation Important to District	Simmons	Identify Potential Legislation Important to District & identify a District representative to represent the District, if/when required.	NEW: 1) From Strategic Planning Workshop 161114L: Identify changes to legislation that formed the District that would not require voter approval.	2016 (4th Qtr.)		Review upcoming 2017 Legislation.
	Thomas	Fire Hydrant Project Phase 5 (FY 2016-2017)		2016 (4th Qtr.)		161212: The ILA has been submitted to Monroe County for approval at the 12/14/16 BOCC Meeting; 161114 The District approved the Contract, and the District is awaiting approval of the ILA with the County on 12/14/16 in order to begin installation; 161017 Selection of Vendor and Contract for RFP 17-001 scheduled for approval; 160919 The RFP 17-001 was submitted to the Board for approval, no response from FDOT; 160822 FKAA has not had from FDOT, and the RFP will be submitted to the Board in September; 160712 FDOT received the paperwork for the Phase 5 hydrant that requires FDOT approval.
S.3 Controlling Finances	Beyer, Johnson	Quarterly Department Meeting (From Strategic Plan Controlling Finances)	The 1st Quarter Strategic Planning Meeting has been scheduled for 2/27/17.	2016 (4th Qtr.)	Closed	Schedule 1st Quarter Strategic Planning meeting.

ACTION ITEM FROM MEETING	ASSIGNED TO	2017 . . . ITEMS	TARGET DATE	STATUS
	Thomas	Fire Hydrant Project Phase 6 (FY 2017-2018)		CONSTRUCTION CANNOT BEGIN PRIOR TO 10/1/17 . . . 161117 The Phase 6 Fire Hydrant Locations have been confirmed, and FCAA has confirmed no FOOT approval is required. The drawings will be ordered the 1st Qtr. of 2017. 160919 The Proposed Locations were submitted to FCAA to determine if the locations are feasible; 160822 The List is being submitted to FCAA.
T.2 Monitor the Economy	District Board	Review economic indicators and budget accordingly.	2017 (1st Qtr.)	Review during the budget process.
T.5 Maintain Awareness of Global Warming Issues	District Board	Maintain Awareness of Global Warming Issues	2017 (2nd Qtr.)	Periodically review this item to identify if action is required.
S.3 Controlling Finances	Beyer, Johnson	Quarterly Department Meeting (From Strategic Plan Controlling Finances)	2017 (1st Qtr.)	Schedule 2nd Quarter Strategic Planning meeting.
T.3 Review Capital Budget	Johnson	Review and update the Five-Year Capital Improvement Plan annually.	2017 (2nd Qtr.)	160627 The Five-Year Capital Improvement Plan was updated and distributed to the Board on 4/25/16.
S.3 Controlling Finances	Beyer, Johnson	Quarterly Department Meeting (From Strategic Plan Controlling Finances)	2017 (2nd Qtr.)	Schedule 3rd Quarter Strategic Planning meeting.
W.2 & O.2 Create Guaranteed Staffing	Fay	Draft Procedure 31-4, Acquisition & Disposition of Assets Purchased with Federal Funds	2017 (2nd Qtr.)	
W.2 & O.2 Create Guaranteed Staffing	Departments	Create Guaranteed Staffing by Creating retention incentives: Review salary increase, 401K and build advancement within the departments.	2017 (3rd Qtr.)	2017: 160919 The District approved a Vacation Reimbursement Program for the Depts.; 160711 Guaranteed Staffing being reviewed during Budget Process.
W.2 & T.1 Create Guaranteed Staffing	Departments	Create Guaranteed Staffing by Minimizing loss of staffing: Develop and Expand the Core Group of Employees and Consider Increasing the millage.	2017 (3rd Qtr.)	160906 The Firefighter I class started; 160711 Guaranteed Staffing being reviewed during Budget Process.
W.2 & W.1 Create Guaranteed Staffing	Departments	Create Guaranteed Staffing by Recruiting local volunteers: Calculate the cost of conducting Firefighter I training, and place advertising to encourage local volunteers.	2017 (3rd Qtr.)	160902 The Department advertised for volunteers - there were no local volunteers; however, one Tavernier firefighter from Miami-Dade applied; 160711 Guaranteed Staffing being reviewed during Budget Process.
O.1 Cadet Program	Mirabella	Create a Cadet Program	2017 (3rd Qtr.)	160919 The Procedure was approved at this meeting and the details of the program will continue to be developed and will be presented to the Board in 2017; 160822 Draft Procedure submitted to Board; 160613 Commissioner Mirabella will revise the Cadet Program Procedure and resubmit to the Board.
S.3 Controlling Finances	Thomas	Fire Hydrant Project Phase 7 (FY 2018-2019)	2017 (3rd Qtr.)	CONSTRUCTION CANNOT BEGIN PRIOR TO 10/1/18 . . . Need to identify 25 hydrant locations.
S.3 Controlling Finances	Beyer, Johnson	Quarterly Department Meeting (From Strategic Plan Controlling Finances)	2017 (3rd Qtr.)	Schedule 4th Quarter Strategic Planning meeting.

ACTION ITEM		ONGOING ITEMS			TARGET DATE	STATUS
FROM MEETING	ASSIGNED TO					
S.2 Community Support	Cullen, Beck	Community Support			2016 Ongoing	160523 The departments currently has an AED, CPR, Child Car Seat Installation and Address (residence/business) Verification Programs in place.
W.3 Improve Fractured Internal/External	District Board & Staff	Identify when substantial staff time is required to research items.			2016 Ongoing	
W.3 Improve Fractured Internal/External	District Board & Staff	Notify Clerk to disseminate information on issues of which the entire board should be aware.			2016 Ongoing	
W.3 Improve Fractured Internal/External	Legal	Submit monthly legal report.			2016 Ongoing	
SP: Outreach	Fay	Update Website User Friendliness			2016 Ongoing	150506 Extensive work on Commissioners & News Sections: The Home, Commissioners, Schedule, News-Press: Volunteer pages have been reviewed and updated. All sections have been updated through 12/31/13. The website was reviewed in April, and numerous pages were slightly modified.
SP: Outreach	Fay	Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter			2016 Ongoing	160905: Press Release Distributed 911 Service; 160822: Trauma Star Press Release distributed; 150323: Press Releases were issued for Smoke Alarms and the KLVFD Call Volume; 150205 Press Release 2015 Accomplishments.
SP: Funding	Fay	Pursue additional grant funding			2016 Ongoing	161212: Need to confirm if Corps wants to apply for a DOH Grant (Due 2/1/17); 161117: AFG Grant successfully submitted to AFG; 161017 Grant to be submitted to Board for approval; 160919: The District will submit the upcoming AFG grant; 160822: 2015 AFG not received; 160627: 2016 DOH Grant. 160506: The District applied for the FP&S Grant; 160425 The District will apply for the FEMA FP&S Grant; 160323 The District applied for the DOH Grant; 160216 The Corps will apply for a DOH grant for training. 160118 The 2016 DOH Grant is being reviewed to determine if the District will submit a grant for the Corps. 160115 The District submitted the 2015 AFG Grant.
SP: Outreach	Fay	Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter			2016 Ongoing	1090923: Fire Prevention Week Activities Press Release distributed; 160902: 911 Ceremony Press Release distributed; 160722: Trauma Star Press Release distributed; 150323: Press Releases were issued for Smoke Alarms and the KLVFD Call Volume; 150205 Press Release 2015 Accomplishments.

ACTION ITEM FROM MEETING	ASSIGNED TO	2016 . . . CLOSED ITEMS		TARGET DATE	STATUS	
S.3 Controlling Finances	Beyer, Johnson	Quarterly Department Meeting (From Strategic Plan Controlling Finances)	. . . Quarterly Strategic Planning Meeting was conducted on 11/14/16.	2016 (4th Qtr.)	Closed	161114 The next proposed Strategic Planning Meeting is scheduled for 02/27/17; 160919 The next Strategic Planning Meeting is scheduled for 11/14/16; 160711 The Clerk will schedule a Department Workshop the 4th Qtr. of 2016.
O.3 Ensure Capital Improvement Funding	Thomas	Monitor and conduct communications with the County.		2016 Ongoing	Closed	This item is closed - there are items for Impact Fees and Sales Tax (LA's with the county. 160725 Meeting with County scheduled for 08/22/16; 160627 Legal awaiting feedback from County as of 06/22/16.
O.4 Limited Revenue Sources	Cullen/Bock	Review Department Services to identify those items that are eligible to be billed.	. . . Perhaps these related items should be combined . . .	Closed	Closed	160919 Item Combined with 160725 Limited Revenue Stream; 160822 No Action - Rescheduled for September 19, 2016 meeting.
O.5 ILA Impact	N/A	ILA Impact		Closed	Closed	Deleted and combined with Capital Funding.
O.5 ILA Impact	N/A	ILA Impact		Closed	Closed	Deleted and combined with Capital Funding.
S.1 Unity of District/Departments	Simmons	Unity of District/Departments		05/23/2016	Closed	160523 This item was closed at the June 27th meeting.
S.3 Controlling Finances	Beyer, Johnson	Controlling Finances		06/27/2016	Closed	160627 Commissioner Beyer & Johnson made a presentation to the Board. The Board will schedule a quarterly meeting.
S.4 Board Diversity	Thomas, Simmons	Board Diversity		2016	Closed	160627 The Board closed this item at the June 27th meeting.
S.5 Training	Allen, Garrido	Training		2016 (3rd Qtr.)	Closed	160822 The Firefighter I program is awaiting approval from the State. This item is considered closed. 160725 This item was rescheduled for August 22nd meeting; Originally scheduled for July 25th Meeting.
S.6 EMS Cost Recovery	Cullen, Bock	EMS & Fire Cost Recovery	. . . Perhaps these related items should be combined . . .	Closed	Closed	160919 Item Combined with 160725 Limited Revenue Stream; This item was discussed at the July 25th Meeting, and it was determined it would be an ongoing item.
S.7 Strong Volunteerism	Beyer	Strong Volunteerism		2016 (3rd Qtr.)	Closed	160919 Commissioner Beyer discussed the pro's and con's of the District's volunteer program.
SP: Outreach	Fay	Include in Communication Plan: Schedule Press Releases		03/31/2014	Closed	This item was combined into the Communications Plan Action Item.
W.4 Limited Revenue	N/A	Limited Revenue Sources		Closed	Closed	Deleted and combined with Cost Recovery