



**DISTRICT “STRATEGIC PLANNING WORKSHOP”**  
**MEETING MINUTES - April 11, 2016 – FINAL**

**1. AGENDA**

**1.A. Call to Order**

Chairman Allen called the meeting to order at 6:02 p.m.

**1.B. Pledge of Allegiance**

Commissioner Cullen 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, Ronnie Fell, Matt Francis, David Garrido and Jennifer Johnson. The workshop was held at Station 24.

**2. APPROVAL OF AGENDA – April 11, 2016**

**MOTION:** Commissioner Thomas made a motion **to approve the April 11, 2016 District Workshop Agenda**. Commissioner Cullen seconded the motion, and the Board unanimously passed the motion.

**3. PUBLIC COMMENT**

No members of the general public requested to address the Board.

**4. REVIEW LIST**

The list was reviewed and the following items were discussed were: Training for each department Firefighter I; Recruiting Local Volunteers (Advertise Locally); and Developing Plan to Improve Internal/External Opportunities.

**5. IDENTIFY AND ADD ANY NEW ITEMS**

Strengths	Training was added.
Weaknesses	There were no new weaknesses added to the list.
Opportunities	There were no new opportunities identified.
Threats	No new threats were added.

**6. RANK ITEMS BY PRIORITY**

**PRIORITIZE STRENGTHS: The Strengths were prioritized as follows:**

- S.1. Unity of District/Departments
- S.2. Community Support
- S.3. Controlling Finances
- S.4. Board Diversity
- S.5. Training
- S.6. EMS Cost Recovery
- S.7. Strong Volunteerism



## 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

### 6. RANK ITEMS BY PRIORITY

#### **PRIORITIZE "W" . . . WEAKNESSES: The Weaknesses were prioritized as follows:**

- W.1. Recruit Local Volunteers
- W.2. Guaranteed Staffing
- W.3. Fractured Internal/External Communications
- W.4. Limited Revenue Sources

#### **PRIORITIZE "O" . . . OPPORTUNITIES: The opportunities were prioritized as follows:**

Guaranteed Staffing was deleted as an Opportunity, and Vehicle Replacement was changed to Capital Improvement Funding.

- O.1. Cadet Program
- O.2. Retention Incentive
- Q.3. Capital Improvement Funding
- Q.4. Revenue, Fire Response – Cost Recovery
- Q.5. ILA Impact

#### **PRIORITIZE "T" . . . THREATS: The Threats were prioritized as follows:**

The Potential Rescue Service Tax was removed from the list.

- T.1. Loss of Staffing
- T.2. Economy
- T.3. Capital Budget
- T.4. Legislation
- T.5. Global Warming

### 7. ADJOURN WORKSHOP

An additional workshop will need to be scheduled to complete prioritizing the Strategic Plan Items, and developing the item action plans. On April 25, 2016, there is a District Meeting. Commissioner Mirabella made a Motion to adjourn at 6:58 p.m.

#### **Next Scheduled Meetings:**

April 25, 2016 District Meeting

May 9, 2016 District Meeting or Strategic Planning Workshop (if required)

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

#### **DOCUMENTS**

AI 04.0 Initial SWOT List