





# 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

## 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).
O.2.	Retention Incentives	Deleted and combined with (Loss of Staffing & Retention Incentives).
T.2.	Economy	Review going to a referendum to raise the millage as a cautionary move. Monitor the economy and budget appropriately.

## 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.
O.3.	Ensure Capital Improvement Funding	Monitor and conduct communications with the County. Prepare ILA for Impact Fees. Finalize ILA for Discretionary Sales Tax.  Commissioner Thomas will be the Board Liaison for this project.
T.3.	Review Capital Budget	Update the Five-Year Capital Improvement Fund annually.

## 8. PRIORITIZE #4 ITEMS . . . and then DEVELOP ITEM ACTION PLAN:

W.4.	Limited Revenue Sources	Deleted and combined with (Cost recovery).
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*



## ACTION PLAN ITEMS FROM THE STRATEGIC PLANNING WORKSHOP

S.1	Simmons	Unity of District/Departments	Schedule for 05/23/16 Meeting.
S.2	Cullen, Bock	Community Support	Schedule for 05/23/16 Meeting.
S.3	Beyer, Johnson	Controlling Finances	Schedule for 06/27/16 Meeting.
S.4	Thomas, Simmons	Board Diversity	Schedule for 06/27/16 Meeting.
S.5	Allen, Garrido	Training	Schedule for 07/25/16 Meeting.
S.6	Cullen, Bock	EMS Cost Recovery	Schedule for 07/25/16 Meeting.
S.7	Beyer	Strong Volunteerism	Schedule for 08/22/16 Meeting.
O.1	Mirabella	Establish a Cadet Program	Schedule for 06/13/16 Workshop.
W.2	Departments	<u>Create Guaranteed Staffing by:</u>	
T.1	"	Minimizing loss of staffing	Develop and Expand the Core Group of Employees and Consider Increasing the millage.
W.1	"	Recruiting local volunteers	Calculate the cost of conducting Firefighter I training, and place advertising to encourage local volunteers.
O.2	"	Creating retention incentives	Review salary increase, 401K and build advancement within the departments.
O.3	Thomas	Ensure Capital Improvement Funding	Monitor and conduct communications with the County. Prepare ILA for Impact Fees. Finalize ILA for Discretionary Sales Tax.
O.4	Simmons	Limited Revenue Sources - Review Fire Department Cost Recovery	Review FL Statute 6.33.
O.4	Cullen/Bock		Review department services to identify those items that are eligible to be billed.

W.3	District Board & Staff	Improve Fractured Internal/External Communications	<p>Identify when substantial staff time is required to research an item.</p> <p>Submit monthly legal report.</p> <p>Notify Clerk to disseminate information on issues of which the entire board should be aware.</p>
T.2	District Board	Monitor the Economy	Review economic indicators and budget accordingly.
T.4	Simmons	Identify Potential Legislation Important to District	Identify a District representative to represent the District, if/when required.
T.3	Johnson	Review Capital Budget	Review and update the Five-Year Capital Improvement Plan annually.
T.5	District Board	Maintain Awareness of Global Warming Issues	Periodically review this item to identify if action is required.
O.5	N/A	ILA Impact	Deleted and combined with capital funding.
W.4	N/A	Limited Revenue Sources	Deleted and combined with Cost Recovery.