

ACTION ITEM	ASSIGNED TO	ITEM	TARGET DATE	STATUS	COMMENTS
SP: Property	District Board	taxpayer money on land not owned by the District. (These items were combined) as the end result will be the same for each item.	2/28/2014	Ongoing	No District Action Required at this time.
SP: Property	Griffeths	Create a Fire Hydrant Program - PHASE 1... (2013 Hydrants)	7/1/2014	Ongoing	All of the Phase I Fire Hydrants are pending installation. The Contract was given to LaRocco on 7/29/14. See Master Fire Hydrant List for the location of the hydrants. Installation of Phase I fire hydrants should be completed by 9/30/14.
	Thomas/Griffeth	PERMIT TERMINATION: The permits for the 7 hydrants FDOT approved expires in October 2014	10/1/2014		Each of the seven hydrants have a different permit expiration date in October 2014.
SP: Property	Legal	Create a Fire Hydrant Program - PHASE 2... (2014 Hydrants)	7/1/2014	Ongoing	Two more fire hydrants were added to Phase II. Reynolds Engineering has completed 16 of the 17 Drawings/Specifications have been given to FKA. Legal needs to issue an RFP for the Phase II hydrants.
SP: Property	Griffeths	Create a Fire Hydrant Program - PHASE 3 (2015 Hydrants) In progress	7/1/2014	Ongoing	The fire hydrants in Phase III are identified in have been identified in the FKA 5 Year Master Plan.
SP: Property	Griffeths	Create a Fire Hydrant Program - PHASE 4... (2015 Hydrants)	7/1/2014	Ongoing	Commissioner Thomas conducted preliminary discussions with FKA, and 9 hydrants are being placed on the FKA Five (5) Year Master Plan. For the locations, see the Master Fire Hydrant List (Bermuda Shores and Cross-Key Waterways Sub-division).
SP: Property	District Board	Create Fire Training Grounds	7/1/2014	Ongoing	The District Board will need to identify if this is a project they would like to pursue.
SP: Property	Mirabella	Station 24: Second story addition	7/1/2014	Ongoing	The Drawings & the Proposal were submitted to the District Board at the March 10, 2014 District Meeting. Commissioner Mirabella reported nothing may proceed until the legal issues with the Old Fire Department are resolved.
SP: Money/Funding	Thomas	304 Discretionary Sales Tax (Work with Monroe County)	7/1/2014	Schedule for Followup 2015	District legal worked with the County's Legal Department, and a 3 Year Inter-local Agreement was submitted to the BOCC for approval at their 8/20/14 Meeting. The District & BOCC approved 3 year I/LA (2014-\$350,000) (2015-\$300,000) and (2016-\$300,000)
SP: Money/Funding	Thomas	Impact Fees (Work with Monroe County)	7/1/2014	Ongoing	Chairman, Finance & Legal will work with County last quarter of 2014.
SP: Money	District Board	Legislature funding abilities	7/1/2014	Ongoing	See above.
SP: Money	Johnson	Create plan for building restoration, replacement fund & paving	7/1/2014	Ongoing	Jennifer is working with the departments to capture information and pricing for analysis.
SP: Money	Simmons	Create reserve fund categories	2/28/2014	Ongoing	Special Fee Assessments were approved in 2012 for False Alarms and Illegal Open Burning. To date, no fee assessments have been issued. This item needs to be discussed for clarity. 1) Does the Ambulance Corps or Fire Department want to implement more special fees for services? Special Assessment is discussed in the Legislative Funding Abilities Section.
#2012-001(False	Simmons	Research possibilities of special fees/assessments	7/1/2014	Ongoing	Special Assessment is discussed in the Legislative Funding Abilities Section.
SP: Staffing/Retention	Book	Obtain and retain local volunteers for adequate staffing	7/1/2014	Ongoing	02/12 & 02/14 Reporter & Keynote advertisements for FFI & FFII. Testing on February 22, 2014. 2/22: 20 Applicants tested. The Board is awaiting a new report from the department.
SP: Staffing/Retention	Book	Track new staffing programs implemented in December 2013	12/31/2014	Ongoing	Department management is reviewing and monitoring staff scheduling.
SP: Funding	Fay	Pursue additional grant funding	3/31/2014	Ongoing	On July 4th, the District was awarded the 2013 AFG Grant for PPE. 2/6/13 KLVFD Grant Submitted, Clerk reviewed grant requirements for DOH 2014 Grant (Corps) Due 2/28/14 & NVFC Training Grant (Fire Dept.) and provided information to the dept. 12/24/13 & 2/7/14. March review and prepare report for dept. for AFG Fire Prevention & Safety Grant.
SP: Outreach	Fay	Update Website User Friendliness	3/31/2014	Ongoing	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	Legal	Create a Communications Plan Proposal for the District Board to consider Press Releases, Facebook & Twitter	3/31/2014	Ongoing	The 3/26 Meeting cancelled, 4/14/14 meeting plan submitted to Board, 5/12/14 Board Approved, and Facebook Account Established. The plan addresses Press Releases, Social Media (Facebook & Twitter) - 01/14: January letter to the Editor, 02/06: Smoke Detector PR for Radio Stations, 03/00 Advertising (Newspaper/Radio) Press Releases, 04/00 Tanker Sale, 05/14 Press Release Sale of Tanker and Departments at Memorial Day & 4th of July Events, 07/14 Press Release District Awarded DHS/FEMA Grant for PPE, Facebook Messages are distributed weekly or bi-weekly, Radio & Newspaper issued for Press Releases for 911 Remembrance Event and Press Release for Fire Prevention Week & the Live-Burn Demonstration.
	Legal	Finalize Mutual Aid Agreement with Islamorada Village.	10/1/2014	Ongoing	Legal returned District-approved Mutual Aid Agreement to the Village for approval.

	Legal	Prepare Mutual Aid Agreement with the County.				
	Legal	Prepare Mutual Aid Agreement with Ocean Reef.				
	Legal	Prepare Mutual Aid Agreement with Miami Dade.				
	Fay	Draft Procedure #104, Acquisition & Disposition of Assets Purchased with Federal Funds				
	Fay	Draft Procedure #105, Acquisition & Disposition of Assets Purchased with State Funds				
130211	Board	AI 6 E: FASD recommends developing a Social Media Policy (Need Board Direction)	2013			The Clerk and Legal need Board direction if they would like the District to pursue establishing this policy.
131000	Fundora	Research ISO Computer Program	9/30/2014			This is the ISO program that shows the ratings for homes.

This color: To request District Board to combine these items as they are so closely related.

This color relates to Fire Hydrants.

This color: District Board direction is requested.

This color identifies Financial Items

SP- Outreach	Fay	Include in Communication Plan: Schedule Press Releases	3/31/2014	Closed	This item was combined into the Communications Plan Action Item.
	Fay	Include in Communication Plan: Explore use of Social Media, Twitter & Facebook	3/31/2014	Closed	This item was combined into the Communications Plan Action Item.