

ACTION ITEM FROM MEETING	ASSIGNED TO	ITEM	TARGET DATE	STATUS	COMMENTS . . . For October 17, 2016 Meeting (10/12)
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.
S.7 Strong Volunteerism	Beyer	Strong Volunteerism	2016 (3rd Qtr.)	Closed	160919 Commissioner Beyer discussed the pros and cons of the District's volunteer program.
O.1 Cadet Program	Mirabella	Create a Cadet Program	2017 (3rd Qtr.)	Ongoing	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.
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	2016 (3rd Qtr)		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.
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.	2016 (3rd Qtr.)	Ongoing	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.	2016 (3rd Qtr.)	Ongoing	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.	2016 (3rd Qtr.)	Ongoing	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.3 Ensure Capital Improvement Funding	Thomas	Prepare ILA for Impact Fees.	2016 (3rd 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.	2016 (3rd Qtr.)		190919 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.
S.3 Controlling Finances	Beyer, Johnson	Quarterly Department Meeting (From Strategic Plan Controlling Finances)	2016 (4th Qtr.)		160919 The next proposed Strategic Planning Meeting is scheduled for 11/14/16; 160711 The Clerk will schedule a Department Workshop the 4th Qtr. of 2016.
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.	2016 (4th Qtr.)		Review upcoming 2017 Legislation.
W.3 Improve Fractured Internal/External	Thomas	Fire Hydrant Project Phase 5 (FY 2016-2017)	2016 (4th Qtr.)		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 FAAA has not had any response 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.2 Community Support	Cullen, Bock	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 an item.	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. 160919 Agreement was submitted to Miami Dade; 160627: Legal submitted the Mutual Aid Agreement to Miami Dade; 160523 Per Chief Bock, Miami-Dade needs a copy of the Mutual Aid Agreement; 160121 Per Chief Bock the Miami Dade Review process takes approximately 1 year to complete. 150511: The agreement needs to be approved by Miami Dade's Fire Chief, MDRR Legal, the MD County Administrator, MD County Legal & then it goes to the Miami Dade County Commissioners. Any changes will have to be approved as well. 150223 & 150126: The Mutual Aid Agreement has been submitted to Miami-Dade Legal for review.
SP: Funding	Fay	Prepare Mutual Aid Agreement with Miami Dade.  Pursue additional grant funding	2016 Ongoing	160919: The District will submit the upcoming AFG grant; 160822: 2015 AFG not received; 160627: 2016 DOH Grant. 160506: The District applied for the FR&S Grant; 160425 The District will apply for the FEMA FR&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
S.3 Controlling Finances	Beyer, Johnson	Quarterly Department Meeting (From Strategic Plan Controlling Finances)	2017 (1st Qtr)	Schedule 1st Quarter Strategic Planning meeting.
T.2 Monitor the Economy	District Board	Review economic indicators and budget accordingly.	2017 (2nd 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	Fay	Draft Procedure 31-4, Acquisition & Disposition of Assets Purchased with Federal Funds	2017 (2nd Qtr.)	
S.3 Controlling Finances	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 (3rd Qtr.)	Schedule 3rd Quarter Strategic Planning meeting.
S.3 Controlling Finances	Beyer, Johnson	Quarterly Department Meeting (From Strategic Plan Controlling Finances)	2017 (4th Qtr.)	Schedule 4th Quarter Strategic Planning meeting.
	Thomas	Fire Hydrant Project Phase 6 (FY 2017-2018)	2017 (4th Qtr.)	160919 The Proposed Locations were submitted to FKAA to determine if the locations are feasible; 160822 The List is being submitted to FKAA. CONSTRUCTION CANNOT BEGIN PRIOR TO 10/1/17.