



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: Danny Powers

DISTRICT “STRATEGIC PLANNING WORKSHOP” MINUTES May 21, 2018 – **DRAFT**

1. **AGENDA**

1.A. **Call to Order**

Chairman Allen called the District Meeting to order at 6:00 PM.

1.B. **Roll Call**

Carol Greco called the roll. The following Commissioners were present: Tony Allen, Kay Cullen, Bob Thomas, George Mirabella and Danny Powers. There was a quorum.

Also present were Don Bock, Scott Robinson, Gaelan Jones and Jennifer Johnson

2. **APPROVAL OF AGENDA – May 21, 2018**

MOTION: Commissioner Cullen made a motion ***to approve the May 21, 2018 District Meeting Agenda***, which was seconded by Commissioner Mirabella. The Board unanimously passed the motion.

3. **PUBLIC COMMENT**

Sue Heim, if necessary.

4. **REVIEW STRATEGIC PLANNING ACTION ITEMS**

4.1 Review Strategic Plan List (Jones)

Commissioner Allen reports on General Funding Services and update on fire hydrant; Fire/EMS to present items to be funded through County budget.

Increasing Millage (Jennifer Johnson) increased this year to cap. Proposed Property Tax Increase; null and void; at cap. Have ability to go above 1 mil to 1.3 mil; however, referendum needs to be on November ballot (election year). Significant cost associated to call as a special election; would be less complicated to address on the 2020 ballot.



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: Danny Powers

Report on Comparing District Millage Rate with County (Jennifer Johnson). County's rate is 1.999 mil; District's rate is 1mil.

Saving generated to 1 mil. (Jennifer Johnson) Will know by July 1, 2018; currently utilizing reserves to purchase engine; replace reserves.

Department Report – Reviewing Retention Incentives (Don Bock) by increasing 401k; not many participants on EMS; training classes/mutual aid training.

Department Report on Matching 401k – In discussions with plan administrator on increasing based on participation; add health benefits for full time EMS Staff.

Costs Recovery Reports for Ambulance Corp. and Fire Department (Commissioner Cullen). Ambulance Corp. able to recover costs through insurance for transports; partially covers paid medic payroll. For Fire Department, research whether recovery costs could be generated through homeowner's/car insurance; legal advised it would amount to double taxation on residents.

Commissioner Allen proposes removing the following previously addressed items from the strategic planning agenda:

Jennifer Johnson – Proposed Property Tax Increase
Commissioner Cullen - Cost Recovery for Ambulance/Fire – Board
Agreed to Remove Ambulance, retain Fire for future research

Commissioner Thomas – ILA Impact Fees – Continued discussions, possible max of \$10,000 for a fire hydrant

Commissioner Thomas – ILA Sales Tax – Taken over by Commissioner Allen; moved to General Funding

4.2 Identify Any New Strategic Plan Items/Action Items (Jones)

Commissioner Allen – Reports on Fire Hydrants 5 and 6; Commissioner Thomas reports completed; Phase 7 – submitted 17 (16 + 1 Extra) requests; FCAA in process of approving; construction to begin October 1st.

District Board – Monitor Economy/Review Economic Indicators and Budget Accordingly - Nothing to report.

Review/Update Five-Year Capital Improvement Plan (Jennifer Johnson) – Will send template for five-year plan updates to departments; include in budget package



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: Danny Powers

Drafting Procedure 31-4 – Vicky Fay informed this was closed at last meeting; going to take off list.

Creation of Cadet Program (Commissioner Mirabella) – Going to drop item; Islamorada in process of starting a program. Take off list.

Quarterly Department Finance Reports (Commissioner Powers and Jennifer Johnson) – JJ reports no strategic planning meeting set; department should contact her to arrange.

Identify Potential Legislation Important to District & Identify District Representative to Represent District, if/when Required (Former Legal: T. Simmons and V. Fay) – G. Jones advises nothing in legislation requiring appointment of a representative; however, good idea to do so. If Board inclined, can appoint a representative voluntarily.

Community Support Report (Commissioner Cullen/Chief Bock) – Commissioner Cullen reports Citizens and Fire EMS Academy was drafted and provided to all commissioners; one public presentation. Chief Bock - Fire/EMS considering a program to follow-up with community to provide additional assistance from outside agencies; i.e. social service intervention. Legal requests when Board or Fire/EMS start to do community outreach items that they email us with a brief description of what you are doing to be included in website.

Identify When Substantial Staff Time is Required to Research Items – Commissioner Cullen advised previous board discussions were had regarding legal research; no board member could have legal perform extensive research. Legal suggests limiting each board member to one (1) hour. Commissioner Thomas suggests adding a motion to the regular board meeting agenda to allow 1 hour for legal research.

Notify Clerk to Disseminate Information on Issues of Which the Entire Board Should be Aware – Legal suggests this can be accomplished when website is fully updated.

Submitting Quarterly Legal Report (Jones) – Jones suggests continuation of legal updates at regular board meetings; Commissioner Cullen agrees. Jones requests that W-3 – clerk notification and quarterly legal reports be removed from Action Items list. Commissioners Allen and Cullen concur; no objections.

Update Website User Friendliness (Fay) - Jones in process of updating.



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: Danny Powers

Pursue Additional Grant Funding (Fay) – AFG and SAFER grants previously submitted. Jones suggests taking off list, as no additional grants are available for application this year; Commissioner Cullen agreed with caveat that if any available grants present that they be brought to Board attention. Awaiting receipt of funds from AFG/Safer Grants.

Create A Communications Plan Proposal for the District Board to Consider Press Releases, Facebook & Twitter (Fay) – Jones believes will be resolved upon completion of updated website.

5. ADJOURN WORKSHOP

Commissioner Cullen made a ***motion to adjourn the workshop***; Commissioner Powers second, no objections from Board; motion passes. Workshop adjourned at 6:40 PM.

Next Scheduled Workshop:

November 19, 2018

Persons who wish to be heard shall complete a Speaker Request card, and submit the card to the district clerk prior to the agenda item being heard.