

March 9 Special Meeting Minutes

Meeting called to order by President Dimic at 10:10AM

All directors present.

Pledge

Welcome

Public comment—none.

Begin Strategic Plan Workshop

Every five years or so we need to revisit and update the strategic plan. We've engaged The Consulting Team (TCT) to help the board do so. With us today are Nina and Victoria of TCT.

Introductions

Environmental Scan/Community Survey

- Promulgated via USPS.
- 110 respondents
- Eleven questions
- Issues [not weighted]
 - Website—ease of use/user friendliness.
 - AC Alerts signups
 - Only about 1,100 are signed up in FFPD.
 - Information sharing—going beyond the newsletter.
 - Weed abatement—increasing program awareness.
 - Increasing the use of the program in Five Canyons.
 - CPR classes
 - Alternative routes
 - Thurston gate mentioned.
 - “Who comes up with the routes?” “We did.”
 - Delineating the difference between HFD and FFPD, including the boundaries.

- Perhaps we can have a list of the streets on the website as well as the map.
 - Fireworks
 - Homeless camps
 - Emergency planning for the elderly.
 - Parking/emergency access on narrow roads.
- The General Manager commented on the website, alternative routes, and AC Alerts. The lion's share of the conversation centered on alternative routes.
 - "We need to confirm that [alternative routes are] usable."

Summary of the SLOTS

- Strengths
 - Partnership with HFD.
 - Quick responses.
 - Unified board, with minimal bureaucracy.
 - Commitment to stakeholders.
 - Outreach
 - Newsletter
 - Mailings
 - Fiscal Strength
 - Weed abatement program
- Limitations
 - Current outreach
 - LAFCO
 - Evacuation options impact
 - Property taxes—decrease/
 - County's hold on funds.
 - Limited representation
 - Succession
- Opportunities
 - More outreach
 - Strategic plan response from the community.
 - Increased social media.
 - More classes.

- More fuel management.
- More grants.
- Threats—some of these are repeated from other areas.
 - LAFCO
 - Succession of general manager, board members.
 - Change in designation of zones.
 - County’s influence on funding/ERAF.
 - Many stakeholders believe that FFPD has authority over public/private lands to an extent that is not realistic.
 - Droughts after wet years/increased fuel.

Activity—Selecting three to five priorities regarding the Strategic Plan.

Values—the standards and principles upon which one bases one’s actions. We reviewed ours and focused on the “top five” individually. I chose:

- Responsiveness, service—after all, we’re a *fire protection* district.
- Fiscal responsibility—we must always be mindful that it’s *public* funding.
- Commitment, Dedication—some would say this should be first, but you must start with something to commit *to*, something to dedicate oneself *to*.
- Transparency
- Collaboration.

The general manager and the other board members had varying answers. Part of the divergent answers were due to the amount of **overlap** between the terms. For example, one could interpret *Accountability/Responsibility* to be the same as *Communication/Transparency*.

The areas in which there was the most consensus.

- Responsiveness, service
- Fiscal responsibility
- Community collaboration
- Innovation
- Transparency

Vision

Currently, our plan has no vision statement.

Elements to include.

- Innovation
- Collaboration
- Transparency
- Fiscal responsibility

Director Clark reviewed some points from the prior strategic plan that were pertinent.

After some discussion, we decided to turn to the mission statement.

Mission

The district's mission is to provide our unique and diverse suburban/rural district with:

- Rapid and effective emergency response.
- Safety and prevention.
- Fiscal sustainability...

This section is not finished.

Vision Redux

The Fairview Fire Protection District will continue to foster the district's partnership with its contracted fire agency to anticipate and respond to the diverse and changing needs of the community.

Priorities, Goals, and Actions

We endeavored to have *SMART* goals.

- Specific
- Measurable
- Aligned (with the values/vision/purview)
- Realistic
- Time specific

We split into several groups to discuss the following areas.

- **Community engagement.**
- **Succession regarding the general manager and the board.**
- **Emergency preparedness.**
- **District facilities/equipment analysis.**

Community Engagement

- Tab at the top of the website saying *About this website*. It could clarify that some people want more on the site, some want less. If the website confuses anyone, or leaves anyone dissatisfied, please contact...
 - This could also be a FAQ link.
- Move the **Contact** tab to the top of the homepage.
 - And keep the current tab on the bottom.
 - Have test groups for the site?
- Signage about CPR/safety classes.
- Signage about the website with a QR code.

Succession Planning

- Should we rotate officer positions periodically?
- General Manager
 - Ad hoc committee to work on a job description, salary, benefits, etc.
 - Outreach, applicants, interview process.

Emergency Preparedness

- Establish and confirm (test drive) the alternate evacuation routes.

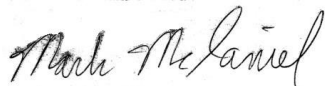
- Disseminate this information via the website, HOA meetings, USPS, etc.
- AC Alert
 - Pop-up on website?
 - With a “Do not show this again” function.
- Weed abatement.
 - Continued work on grants.
 - Education—see above.

Facilities and Equipment

- Station 8—Have counsel examine ownership facets.
- Station 9—Evaluate the station.
 - If we don’t act, do we lose the collaboration?
- Equipment—inventory

We had public comment at the end.

We adjourned the meeting at 2:15 PM



**Mark McDaniel,
Secretary of the Board of Directors
Fairview Fire Protection District**