

**Minutes to the Study Session of the Board of Directors of the Sonoita-Elgin Fire District**  
**Thursday, March 22, 2018**  
**10 a.m.**

Call to order

Pledge of Allegiance

Roll Call – Webber, Jenkins, Bahti, Archibald & Johnson; Chief De Wolf, BC Bennett, K. Goodwin

Call to the Public – Richard Cardillo spoke to the board referencing the strategic plan that was created back in 2015, describing how and why it was created.

Strategic Planning Session – Chief De Wolf

1. Discussion & review of past strategic plans
2. Discussion on Priorities
3. Discussion on plan lay-out “size” of plan, etc.,
4. Objective of plan – what do we final to achieve – our final goal

Chief De Wolf began the meeting by describing – from the creation of the district – the strategic plans we had and currently have, how we got from the creation of the district to where John Flynn, our Administrator left us when the new board was elected. This discussion took up the bulk of the meeting. Following this, there was general discussion of individual thoughts on how to create the plan, short and long term ideas of how to build the plan, when and how to get community involvement, and how good the Overview written in 2010 was and that it just needed to be brought current. General consensus was ...

### **Strategic Plan**

**Our Mission:** Mission of the Sonoita-Elgin Fire District is to provide the members of our district with high quality fire, prevention and emergency medical services.

#### **Overriding Principals**

Goals listed by Chairman Bahti (to base discussion upon)

- Comply with all applicable laws and regulation relating to training, safety, health and operations of a fire district
- Maintain or increase current level of service in all areas of response.
- Maintain or improve current response time to call-outs
- Maintain current level of staffing including full-time and volunteer positions. Retention of volunteers.
- Maintain or improve communication with the public we serve. Encourage public participation and input. Remain transparent in Operations & Board functions
- Improve pre-planning for large structures in the Sonoita-Elgin Area sot that there are operational plans in place in case of fire at these locations.
- Research the potential of the adoption of a fire code with the intent of fire prevention in new construction
- Maintain a plan for the replacement of apparatus and personal protective equipment to include funding sources and potential grants.
- Remain proactive in researching new funding sources for possible expansion of services to better serve the more remote areas within the district boundaries.

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General consensus resulted in the following... The Board determined to allocate \$1,000 for mailing and print costs for a survey to be sent to all 85637, 85611 mail boxes and to those district taxpayers living in the 85624 zip code area (namely Adobe, Hog and Wood Canyon areas). Support for the final Strategic Plan would be presented as the Overview (updated from 2010), Mandated Issues, and an Excel Spreadsheet.

Chief De Wolf would work with Board members Bahti and Archibald, BC Bennett and Jenkins will work on the survey questions and have a draft ready by the April Board meeting. Chief DeWolf, Webber, Jenkins and Bahti will work on revising the Overview.

Ballpark timing would be end of July for both the Revised Overview and Survey results in hand. The Survey Committee will have a draft set of survey questions for the Board to review at the April Board meeting. The Overview Committee will have an organizational meeting within the next couple weeks (to break the Overview into manageable sections for revision and determine which section shall be the statement for the Strategic plan).

Motion to Adjourn by Archibald, seconded by Johnson, motion carried unanimously.