

Minutes to the Study Session of the Sonoita-Elgin Fire District Board of Directors  
March 6, 2017  
6 pm

Call to Order


Roll Call of Board Members – Venos, Archibald, Webber, Jenkins present; Bahti absent

Pledge of Allegiance

Board Study Session – This study session is being held to begin development of goals and objectives for the Chief's review of FY 2017-2018. The meeting was held at the request of Susan Archibald. Susan Jenkins asked for goals and objectives which were strategic, measurable and achievable. Chief De Wolf had prepared a short list of items that he felt met their needs. That list is attached to this document.

After the discussion the group decided to schedule another study session in a couple months to discuss the topic from the board's perspective.

Motion to adjourn – Susan Archibald, second by Susan Jenkins, motion carried

Minutes approved on March 27, 2017  \_\_\_\_\_, Board Clerk.  
Susan Archibald

# Chief De Wolf's Goals and Objectives

2017 / 2018

## Objectives

- 1) Provide a management structure that will provide a means for employees to accept responsibility and become involved in the management of Sonoita-Elgin Fire District.
- 2) Continue to maintain a training and education program to develop, improve and provide a certified professional employee workforce.
- 3) Annually review alternative funding sources and develop these sources as appropriate.
- 4) Review the long-range plan for the resource deployment of the station, apparatus, personnel and service levels for the fire district
- 5) Actively pursue grants from the federal, state, and local agencies.
- 6) Continue to seek Board direction and input through one-on-one meetings throughout each month and as need.
- 7) Continue to look at multiple ways to solve any one issue to ensure the District is receiving the best value and/or product.

## Goals

- 8) Complete the purchase, construction of 2 type-6 brush trucks, 1 type 1/3 Eng., 1 type-1 ambulance, and staff vehicle A\and the sale of out-of-service apparatus.
  1. Have all new wild land apparatus ready for state inspection by mid-April
  2. Out-of-service apparatus ready for sale by May first
  3. Out-of-service apparatus sold by May 31
  4. Updated staff vehicle purchased and in-service by middle of June
- 9) Complete the building and grounds upgrades: windows, roof, bay doors, painting, and storage sheds additions.
  1. Have Archive shed ordered and installed mid-May
  2. Have Training Room shed ordered and installed mid-May
- 10) Research and select software to implement an electronic Patient Reporting program (state mandated)
  1. Review computer manufactures and have a computer selection by June
  2. Review and demo software programs and have a selection early Sept
  3. Have software, Computers installed and in-service training for personnel by end of Nov
  4. Program in-service first of Dec

## Chief De Wolf's Goals and Objectives

2017 / 2018

11) Develop a merit-based reward program to compensate staff, career, dispatchers, volunteer professionals

1. First Draft to Board Aug 2017
2. Implementation Jan 2018

12) Become a nationally recognized Firewise Community.

1. Casas Arroyo Home Owners Association Oct 2017
2. Crown C Property Owner Association Feb 2018

13) Start the process to adopt Fire Codes - this could be a two –three year process.

1. Research other fire District Code enforcement Dec-Jan
2. Impact of code enforcement Feb – Mar

14) Work with Human Resource Strategies to adjust our HR policies to accommodate proposition 206

1. Completed by July 2017



