

MONTECITO FIRE PROTECTION DISTRICT
Strategic Planning Committee Meeting Agenda

Montecito Fire Protection District Headquarters
595 San Ysidro Road
Santa Barbara, California

March 2, 2022 at 3:00 p.m.

The Strategic Planning Committee meeting will be held via teleconference connection in accordance with the requirements set out in Government Code section 54953 (e) and pursuant to the findings and authority set out in Montecito Fire Protection District Resolution No. 2022-04.

Members of the public will be able to observe the Committee meeting and provide public comments via Zoom: <https://us06web.zoom.us/j/87801242103>, or by calling 1-669-900-6833, meeting ID: 878 0124 2103. Any member of the public who would like to provide public input on an item listed on the agenda may utilize the “Raise Hand” feature through the Zoom App or enter “*9” if participating by telephone only. The host will be notified, and you will be recognized to speak on the agenda item in the order such requests are received by the District.

Agenda items may be taken out of the order shown.

1. Public comment: Any person may address the Committee at this time on any non-agenda matter that is within the subject matter jurisdiction of the Montecito Fire Protection District. (30 minutes total time allotted for this discussion.)
2. Receive briefing on Phase 2 and Phase 3 of the Strategic Planning Process facilitated by AP Triton, LLC. (Strategic Plan Goal 4)
 - a. Staff report presented by Fire Chief Taylor.
3. Fire Chief’s Report.
4. Requests for items to be included in the next Strategic Planning Committee Meeting.
5. Adjournment.

This agenda posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of the posting is February 24, 2022.




Kevin Taylor, Fire Chief

Note: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District office at 969-7762. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements.

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Montecito Fire Protection District's office located at 595 San Ysidro Road during normal business hours.



STAFF REPORT

To: Strategic Planning Committee
From: Kevin Taylor, Fire Chief 
Date: March 2, 2022
Topic: Strategic Planning Process

Summary

The District entered into an agreement with AP Triton to complete our Customer-Centered Strategic Plan in November 2020. The process was delayed several times by the pandemic due to in-person meeting requirements.

Discussion

The Customer-Centered Strategic Planning process consists of three phases. The first phase, introductions and development of the work plan, was completed in early 2021. This phase included the community survey which informs the remainder of the project. Phase 2, Strategic Planning Workshop, occurs March 9-11, 2022. The final phase, Strategic Plan Completion and Publication follows in late April 2022. The Strategic Planning Committee will have an opportunity to review the final draft document prior to presentation to the Board of Directors.

The Planning Workshop Team consists of members of management, labor, and staff. This group will participate in a three-day workshop facilitated by AP Triton (see Attachment 1). The Team will be guided through several exercises that will identify where we want to be and how we get there.

Conclusion

Staff recommends that the Strategic Planning Committee receive and file this update.

Attachments

1. Montecito Fire Protection District Planning Workshop Agenda

Strategic Plan Reference

1. Strategic Plan Goal #4, Deliver Exceptional Emergency Service to our Community.

Montecito Fire Protection District
Strategic Plan Facilitation

PLANNING WORKSHOP AGENDA

Date: 03/09/2022-03/11/2022 **Time:** 08:00

Wednesday, March 9th

- 0800 – 0815 Introductions
- 0815 – 0830 **“What Are We Doing Here?”**
An introduction to strategic planning and explanation of the workshop
- 0830 – 1000 **“Why Do We Exist?”**
Review of Planning Foundations:
 - Mission Statement
 - Values Statements
- 1000 – 1130 **“Where Are We Now?”**
Review of Community Input
- 1230 – **“Where Are We Now?” continued...**
Analysis of Strengths, Weaknesses, Opportunities and Threats (SWOT)
Identification of Critical Issues and Service Gaps

Thursday, March 10th

- 0800 – 0830 Progress Review
- 0830 – 1130 **“Where Do We Want to Be”**
Develop, review, edit and revise:
Goals
 - Agency Goals
 - Program Goals
- 1230 – **“How Do We Get There?”**
Develop, review, edit and revise:
Objectives
Critical Tasks

Friday, March 11th

- 0800 – Review Draft Strategic Plan