



**Tallahassee Fire Protection District
Minutes of Feb 5, 2018 – Special Meeting of the Board of Directors
To discuss the District's Strategic Plan**

Mike Meyrick, President, called the Meeting to order at 1:01 p.m. on Feb 5, 2018.

Directors present: Mike Meyrick, Donna Toeroek, David Matassoni and Tim Benton

Directors absent: Greg Cook (excused)

Other Members present: Jennifer Walsh

Firefighters/Public present: Mark Norris and Phil Stevens

Purpose of Special Meeting: Continue the discussion and strive to finalize the District's Strategic Plan that was started in 2017.

Discussion Items:

- **Background:** The Board of Directors and interested public met in 2017 to start discussions on creating the TFPD Strategic Plan. This included the creation of 4 objectives:
 - **OBJ 1:** Establish a sustainable organization to support the current and future administration needs of the District. POC: Mike M.
 - **OBJ 2:** Provide the financial resources necessary to achieve sustainable funding sufficient to support the purchase and maintenance of equipment, buildings, and recruit/train/equip our firefighters. POC: Donna T.
 - **OBJ 3:** Provide the services our property owners require/expect from the District, (wild land, structure, auto extraction, medical, emergency response, mitigation assessment, I.S.O. ratings, brush disposal, controlled burn supervision). POC: Mark N.
 - **OBJ 4:** Create a strong positive relationship with our property owners/community outreach. POC: Dave M.
- **Mission Statement:** After much discussion, the following Mission Statement was finalized:
 - "The Tallahassee Fire Protection District works with citizens to deliver quality emergency response, resulting in a safer community through prevention, preparedness and public education."
- **Organizational Chart:** Detailed Organization Chart was determined that includes Board of Directors, Fire Fighting personnel, and various support entities within and outside the District.
- **Follow-up Meeting Dates:** Tues, February 27, 2018 at 1 pm and Mon, March 12, 2018 at 1 pm.
- **Follow-up Meeting Discussions to include:** The Team will further delve into each Objective (above) to determine how best to accomplish them (strategies), what the associated costs may be (tie the objectives to income), the best timeline to accomplish each and what actions need to be taken.

Action Item:

- Mark will document the detailed Organizational Chart and provide it to the Strategic Planning Team.
- Mike will provide a copy of the I.S.O. Document to Mark and the Strategic Planning Team.
- Follow-up meetings Notice will be created and posted in all applicable locations.

Public Input/Questions:

- There were no public individuals in attendance at this meeting.

Adjournment: Meeting adjourned at 3:03 p.m.

Respectfully Submitted by Jennifer L. Walsh, Secretary.