



# EAST FORK FIRE AND PARAMEDIC DISTRICTS

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Tod F. Carlini, District Fire Chief  
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## MEMORANDUM

**TO:** Strategic Planning Update Team

**FROM:** Tod Carlini, District Chief

**DATE:** February 5, 2015

**SUBJECT:** Assignments and Timelines

**CC:**

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Our Strategic Planning Update process is now underway. I want to thank you all for attending the first meeting of this important task.

In recapping our first meeting, we reviewed what has been accomplished over the past nine years following the adoption of the 2006 Strategic Plan. We also discussed that it would not be necessary to start from scratch with the process. It is clear to all of us that things have changed significantly over the past nine years, but our values and mission have remained the same. *We continue to be a compassionate, honest, dedicated, professional, and committed group, "Serving the fire and life safety needs of our community"*.

We agreed that while our mission and values have not changes, there will need to be a change to our "vision" in order to reflect the current realities and environment in which we provide our services.

We also agreed that with some modification we will continue to establish strategic objectives in the original seven (7) Strategic categories plus a new category for Volunteer Program. So we will be working with a total of eight (8) Strategic Categories.

The following is the list of the eight Strategic Categories and those assigned to each:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>GOVERNANCE</b>	<b>CAPITAL IMPROVEMENTS</b>	<b>PERSONNEL &amp; STAFFING</b>	<b>FINANCIAL MANAGEMENT</b>
Carlini (Lead) Cates Thomas Owen	Eisele (Lead) Thomas Sozzi Azevedo Withrow	Fogerson (Lead) Azevedo Thomas Sozzi Soule	Carlini (Lead) Nelson Hill Owen
<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>TRAINING</b>	<b>RISK PREVENTION/ PUBLIC EDUCATION</b>	<b>OPERATIONS</b>	<b>VOLUNTEER PROGRAM</b>
Soule (Lead) Cates Thomas Withrow Fogerson	Eisele (Lead) Sozzi Carlini	Fogerson (Lead) Hill Azevedo Soule Withrow	Soule (Lead) Hill Carlini Thomas

We have established a rather aggressive timeline to complete the update. Our desire is by June or July of this year. Each work group will prepare its own schedule and will organize and develop a meeting schedule. The lead individual is identified for each Strategic Category. We also decided to use the same basic format found in the current plan. If a workgroup finds it necessary to conduct a SWOT analysis, they are free to do so.

I would like to schedule a group meeting for some time in early April to review the progress. This will allow each group around two months to work as a group. Obviously, we are all serving on more than one work group. I know this is a huge commitment of time, but it is essential that we complete the task at hand in order to guide the future of the district over the next five years.

After our group meeting in April, we will probably try to schedule a meeting with the District Board in a workshop format to discuss our Strategic Planning Update efforts. So, please move forward by calling your group(s) together and let's get down to work.

Once again, thank you for your desire to participate in this important task.