



MEMORANDUM REPORT

Meeting Date: July 28, 2020

TO: Board of Commissioners of the Los Altos Hills County Fire District

FROM: J. Logan, General Manager

SUBJECT: Process for Successor Strategic Plan Document

RECOMMENDATION:

Receive Report; approve expenditures for process for Successor Strategic Plan Document.

BACKGROUND

The Los Altos Hills County Fire District 2015-2020 Strategic Plan facilitated and prepared by CPSE (Center for Public Safety Excellence) will be concluding. The District and CPSE planned to move forward with a professional services agreement in March 2020 for the successor Strategic Plan process. However, the onset of the COVID-19 public health emergency postponed the approval of the final agreement due to quarantine and inability to travel and hold public meetings under shelter in place conditions. It was hoped the public health emergency would lessen and tentative dates were set for the process to occur in September 2020. Currently, the shelter in place, and County health warnings do not lend to public meetings necessary for CPSE facilitation of the Strategic Planning process. On July 6, 2020, CPSE advised the District of formally withdrawing all proposals submitted for Strategic Planning facilitation.

DISCUSSION

The Strategic Plan Ad Hoc Subcommittee discussed potential next steps for a process to develop a successor Strategic Plan document. There are sufficient communication systems available, such as the Zoom platform, to proceed with a Strategic Plan process utilizing virtual meetings. In consideration of the timing of the Strategic Plan process, there is not a “best time” but a desire to move forward utilizing the skills and talents of the current Commissioners to plan and approve a successor Strategic Plan document. It is helpful to always have an active Strategic Plan as the basis for decision-making and expenditures, so it is helpful to avoid ending 2020 without an up-to-date Plan that looks forward.

In light of the very rapid rate of change occurring both inside and external to the District, it may not be effective to project a strategic direction for the next five years. The belief is that it is worth having this strategic plan effort to provide a two to three-year outlook.

It is important for the Board of Commissioners provide their time to forge a group-sense of longer-term strategic priorities and needs of the District during the process that will occur during the remainder of the year. The 2015-2020 Strategic Plan is one of the tree pillars of the District and the successor document is needed to support that designated pillar.

As a next step, it is recommended that staff work with MRG Consulting on the details of the Successor Strategic Plan process, what services MRG can provide, along with a detailing of methods available to facilitate Strategic Plan meetings. Once this pre-planning is completed, Staff will present Strategic Plan options for the Commission to consider at a future Commission meeting.

Recommendation.

Request authority from the Los Altos Hills County Fire District Board of Commissioners for expenditures in an amount not to exceed five-thousand dollars (\$5,000) for pre-planning for the Successor Los Altos Hills County Fire District Strategic Plan

Attachment: None