

**Whatcom County Fire District #4
Whatcom County Fire District #21
4142 Britton Loop, Bellingham, WA 98226
September 19, 2015
8:00 a.m.
Special Meeting Minutes
Strategic Planning Meeting**

A special meeting/strategic planning meeting of the Board of Commissioners of Whatcom County Fire District #21 (dba North Whatcom Fire and Rescue) and Whatcom County Fire District #4 was held on Saturday, September 19, 2015 at 4142 Britton Loop at 8:00 a.m. Those who attended were Whatcom County Fire District #4 Chairman Harry Andrews, Commissioner Steve Ness and Commissioner Mary Beth Neal and District #4 Board Secretary Kris Parks;
NWFR Commissioners Dean Whitney, Rich Bosman, Dean Berkeley and Larry McPhail; Chief William Pernet; Division Chief Henry Hollander; Health and Fitness Coordinator Kelly Freeman, Business Manager Benita Williams; Administrative Assistant Jennie Sand; Labor Representatives Chuck Shipp and Danny Jensen, Volunteer Representatives Larry Johnston and Todd Berge, Lead Mechanic Elliot Courage, Firefighter John Hollstein and Lt. Adam Smith.

The meeting was called to order at 8:20 a.m.

INTRODUCTIONS

Chief Pernet welcomed the attendees to the annual meeting which has been scheduled as per the Inter-local Agreement for Fire and Emergency Medical Services.
The attendees introduced themselves to the group.

STRATEGIC PLANNING PROCESS

Employees and Commissioners gathered to take part in a one day strategic planning session. The strategic plan is a key foundational document that serves as a blueprint to build and improve the organization. It is designed to focus the attention and guide the decision making as the department continues to become an agency of exceptional quality and best practices. The strategic plan is a result of a collaborative effort in involving people from all areas of the organization and will help guide the organization for the next 5 years.

The one day planning session was just the beginning of the development of the strategic plan.
Throughout the course of the next few months employees will be meeting in small group committees to create objectives for the strategic goals that were identified in the planning meeting. After several reviews a comprehensive strategic plan will be presented to the Commissioners for approval.

MISSION, VISION AND VALUE STATEMENTS

At the planning session the Mission, Vision, and Value statements were reviewed and edited to support the framework of our new strategic plan.

Mission: “To protect the lives and property of our community through innovation and compassionate care”

Vision: “Striving to be an innovative organization we are driven to be a leader in our community and profession, while honoring our values and accomplishing our mission through fiscal responsibility”

Values: “Trust, Integrity, and Accountability form the foundation of North Whatcom Fire & Rescue. Strong Leadership brings forward effective Teamwork, Communication, and Respect, which are the pillars of our organization. As our capstone we serve with Humility and value Loyalty and Compassion”



The results of the S.W.O.T. survey and initiatives from the 2006 strategic plan were reviewed and fourteen new strategic goals were identified for development. Those goals are:

<u>Initiative</u>	<u>Chairperson</u>
Budget	Benita Williams
Communications technology	Henry Hollander
Developing relationships with outside agencies	Dean Berkeley
Equipment/facilities/fleet maintenance	Henry Hollander
Leadership/communication	Kelly Freeman
Organizational structure	Chuck Shipp
Policies and Procedures	William Pernet
Progressive fire district/culture	John Hollstein
Recruitment/retention/expansion/succession planning	Joe Noonchester
RFA/mergers/consolidations	Steve Ness
Specialty teams	William Pernet
Staffing/rising call volume	Adam Smith
Training	Joe Noonchester
Volunteer program	Larry Johnston

If members are interested in participating as a committee member in any of the groups listed, please contact the group chairperson.

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

Respectfully Submitted by:

Kris Parks, Board Secretary

ATTEST:

Harry Andrews, Chairman

Mary Beth Neal, Commissioner

Steve Ness, Commissioner