

***Island County Fire District #3***  
**SPECIAL MEETING**

**Strategic Planning Retreat**  
**Saratoga Inn**  
**201 Cascade Ave., Langley, WA**  
**January 30, 2010**

**MINUTES**

In Attendance: Chairman Kenon Simmons  
Commissioner Mike Helland  
Commissioner Bob Elliot  
Chief Dan Stout  
Chief Rusty Palmer

- I. Call to Order – The Strategic Planning Retreat for Island County Fire District #3 was called to order by Board Chair Kenon Simmons at 08:00.
- II. Approval of the Agenda – Commissioner Elliot moved to approve the agenda, second by Commissioner Helland. Approved.
- III. The Board discussed the Strategic Plan Timeline Update as follows;

**Goal #1: Provide facilities, apparatus, and equipment necessary to meet current and future District needs.**

- a. The current progress on the central facility was discussed.
- b. The Thompson Road property was discussed.
- c. Timeframes for future progress were discussed.
- d. Apparatus and equipment replacement was discussed.

**Goal #2: Deliver effective and efficient services to the community.**

- a. The department's EMS delivery was discussed.
- b. Response times were discussed.
- c. The department's disaster plan was discussed.

**Goal #3: Provide the staffing needed to meet the needs of the organization and community.**

- a. Short term and long term staffing was discussed.

**Goal #4: Maintain close and effective communications with the public.**

- a. The need for community wide discussion and input on a regular basis was discussed.
- b. The need for community wide discussion and input on the central facility was discussed.

**Goal #5: Manage the financial resources needed to meet current and future service levels and organizational needs.**

- a. Short and long range funding needs were discussed.

**Goal #6: Provide management services, programs and oversight that ensures organization is responsible to the needs of it's members and the community it serves.**

- a. Review of and future amendment to the Strategic Plan was discussed.
- b. Policies and Procedures were discussed.
- c. Effective internal and external communications were discussed.

Chief Palmer will review current policies and procedures and bring recommendations to the Board at next regularly scheduled meeting.

**Goal #7: Provide an ongoing comprehensive training program that the membership is prepared to maintain a state of readiness and to perform the functions and tasks necessary to be successful as an organization and as individuals.**

- a. The department's training program was discussed.

**Goal #8: Develop a safe community through pro-active fire prevention, public safety education and hazard mitigation.**

- a. The department's public education efforts were discussed.
- b. The department's future prevention needs were discussed.

Strategic Planning Retreat Minutes

January 30, 2010

Page 3

A general discussion of the roles and responsibilities of the Board and the Chief took place. Board Chair Simmons thanked Chief Stout for his service to the organization and community. The Board wished him well in his retirement.

There being no further business, the meeting was adjourned at 10:40.

Respectfully submitted,

H.L. "Rusty" Palmer

Chief