Philomath Fire Strategic Planning Committee

December 16, 2021

10:00 AM

CALL TO ORDER/ROLL CALL: The Philomath Fire Strategic Planning Committee (SPC) began their meeting at 10:00 am. Committee members present were Doug Edmonds, Ken Corbin, and Rick Brand. Staff present was Office Administrator (OA) Lillee Rodriguez.

DISCUSSION: Members discussed the development of a strategic plan on behalf of the Fire District, summarizing the purpose of the document, and discussing some of the themes of the purpose of the District.

The SPC identified the following layout for the strategic plan document format:

*Front Page*

*Mission Statement*

*Vision*

*Guiding Principles*

* *Theme – High level plans to guide the District*
  + *Objectives – Categories of focus*
    - *Goals – Specific, attainable ideas*
      * *Action Items – Actionable steps*

*Associated timeline*

*Metrics for evaluating success*

*Responsible department/role/individual*

* + - * *Funding Source*
      * *Outcomes/Tracking*

*Appendix of changes/history*

The SPC also identified the below Themes and Objectives. Themes are identified with ●, Objectives with ᴏ.

* Fire Services
  + Prevention
  + Suppression
* Life Safety & Medical
* Community Partnership
  + Education
  + Bridge Program
  + Customer Service
* Fiscal Responsibility
  + Buildings, Equipment, Apparatus Maintenance
  + Accountability & Budget
  + IT
  + Levy & Bonds
  + Savings
  + New Revenue Sources
* People
  + Training
  + Teamwork
  + Retention
  + Recruitment

The members of the SPC discussed various guiding principles that could be said to apply to all themes of the document and discussed some verbiage, including:

“The following guiding principles are applied to each of the themes, objectives and goals of this plan. The Strategic Plan of the District is intended to be future oriented and to most effectively use the resources available. The responsibility to the community is focused on People First Orientation toward community as well as the internal members of the District. The District works to be fiscally responsible in the allotment of resources while working within the budget. The themes identified by the strategic plan are cooperative/integrated/balanced, developed including multiple perspectives as well as recognizing that the various programs interrelate.”

The SPC members agreed to review the Master Plan document prior to the next meeting. They each committed to working on the above Guiding Principles. The SPC asked that Chief Miller and his designees be available at the next meeting. The next meeting of the SPC was scheduled for January 4th, 2022 at 10 am. They noted that at the next meeting they will work more pointedly on developing the objectives and their corresponding timelines. The SPC set a goal of having this document template established by Spring of 2022.

ADJOURNMENT: Meeting adjourned at 11:31 am.