

**Whatcom County Fire District #21  
Station 61 – Blaine  
9408 Odell Street, Blaine WA 98230  
9:00 am  
May 21, 2016  
Special Board of Fire Commissioners Meeting**

**CALL TO ORDER**

Chairman Bosman called the special Whatcom County Fire District #21 Board of Fire Commissioners meeting for May 21, 2016 to order at 9:03 a.m. at Station 61 – 9408 Odell Street, Blaine, WA 98230.

**PLEDGE OF ALLEGIENCE**

**ROLL CALL**

Attendees: Chairman Rich Bosman; Vice-Chairman Larry McPhail; Fire Commissioners Dean Berkeley and Bruce Ansell; Fire Chief William Pernet; Division Chief Henry Hollander.

Commissioner John Crawford was previously excused from this meeting.

**PUBLIC COMMENT**

Chairman Bosman announced that this was a special meeting and the Board will not be allotting time for public comment. The public will only be permitted to speak if asked a direct question.

**2016-2021 STRATEGIC PLAN REVIEW**

Chief Pernet reviewed the purpose of strategic planning:

- To help our organization do a better job
- To focus our energy
- To ensure that members of this organization are working toward the same goals
- To assess and adjust the organizations' directions in response to a changing environment

Chief Pernet provided an overview of the strategic plan process that began with a strategic planning session held in September 2015:

- Reviewed and adjusted the district mission, vision and values statements
- Reviewed previous strategic plan
- Evaluated SWOT (strengths, weaknesses, opportunities, threats) analysis
- Created fourteen initiatives and assigned chairpersons
  - After an initial review in March 2016, the Board requested an additional public education / fire prevention component to be included in the plan.

Each chairperson formed a committee that developed action plans highlighting objectives, goals, timelines and measures for success. Each action plan was submitted to Chief Pernet for review and once finalized was added to the overall document. Once the strategic plan is approved, committees will continue to work on their initiatives over the next three to five years. Chief Pernet reviewed how he envisions the initiatives moving forward:

- All are important
- Some will need only a short time frame, some longer
- Continued evaluations of each initiatives
- Linked district budget
- General road map for future direction
- Overall goal is efficiency and improved service to the residents and community we serve

Chief Pernet reviewed each initiative and action plan worksheet:

- Budget
- Communication Technology
- Developing Relationships with Outside Agencies
- Equipment, Facilities, Fleet Maintenance
- Leadership/Communications
- Organizational Structure
- Policy and Procedures
- Progressive / Culture
- Recruitment, Retention, Succession Planning
- RFAs, Mergers, Consolidation
- Specialty Teams
- Staffing
- Training
- Volunteer Program
- Fire Prevention/Public Education

Initiative chairpersons are expected to provide updates to the Board on a regular basis.

Commissioner Ansell requested information on whether the district could take in potential revenue by loaning apparatus and having members gain valuable experience during wildland fire season. Chief Pernet noted that much would depend on developing better relationships with the Department of Natural Resources (DNR) and ensuring our members are provided with the necessary training and equipment.

For customer and employee safety, Commissioner Ansell requested that a pre fire planning component be added to the tasks under fire prevention/public education. In addition, Commissioner Ansell will be added to the fire prevention/public education committee.

Chief Pernet stated that all commissioner input will be taken into account moving the plan forward. In conclusion, Chief Pernet noted that he was appreciative of everyone's involvement in the plan.

The Board recognized Chief Pernet for his diligence in coordinating and spearheading the plan.

**MOTION:** Commissioner Berkeley moved to approve the District 2016-2021 Strategic Plan. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

**ADJOURNMENT**

**MOTION:** There being no further business Commissioner Ansell moved to adjourn the meeting at 11:07 a.m. The motion was seconded by Vice-Chairman McPhail and approved 4-0.

Respectfully Submitted by:

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Jennie Sand, Recording Secretary

**ATTEST:**

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Rich Bosman, Chairman

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Larry McPhail , Vice-Chairman

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Dean Berkeley, Commissioner

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Bruce Ansell, Commissioner

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Chief Pernet, Board Secretary