



**MEETING MINUTES
SEPTEMBER 1, 2017
STRATEGIC PLANNING MEETING
FOREST LAKES FIRE DISTRICT BOARD**



- 1 The meeting was called to order in the main equipment bay of the fire station by Chairman John Nelson at 2:00 pm.
- 2 In addition to Chairman Nelson, Clerk Hennessey, Treasurer Cummiskey, Member Massion, Chief Rodriquez and Administrative Assistant Roxie Allen were in attendance.
- 3 The topics for discussion were guided by the following Powerpoint presentation:



FLFD Strategic
Planning Session 9-01

- 4 Chairman Nelson led discussion on the "Plan for the plan" and a brief review of Foundational documents (Mission, Vision, Values, Guiding Operational Principles). The next strategic planning meeting was rescheduled from Friday, 9/15 to Saturday, 9/16, following the regular Board meeting.
- 5 Chief's Overview (Chief Rodriquez). The Chief reported that the District is financially healthy, morale is good, and we are executing according to plan.
 - The most significant challenge is staffing -- both POC and ODS. Merger or JPA may be required in the longer term. This will be a topic for detailed discussion in a future meeting.
 - Chief is working with the USFS for cost sharing in our campground responses
 - Chief is researching vehicle grants. A new or updated ambulance is the highest current priority
- 6 Building program overview and strategic outlook (John Hennessey). Building Committee Chairman Hennessey provided an update on building activities.
 - The Building Committee is no longer guiding the day-to-day construction activity. However, there was consensus that the Building Committee should continue to be responsible for planning and execution of future upgrades and repurposing of the existing fire station.
 - Chief Rodriquez commented that repurposing of the current building may include the provision of space for other governmental entities such as the Sheriff's office or the Post Office. This could also provide a new revenue stream.
- 7 Rolling Stock Operational Needs Assessment (Chief Rodriquez). The Chief commented that there is nothing really different from the 2016 STRAP regarding equipment.
- 8 Finance Committee report (Tom Cummiskey). Treasurer Cummiskey will review the Baseline 5 Year Financial Plan, and identify the primary drivers and milestones to completion of the updated plan at the 9/16 strategic planning meeting.
- 9 The next meeting will also focus on the SWOT analysis and HR related issues.
- 10 Action Items
 - Chief Rodriquez will contact attorney Whittington regarding legal impacts of the recent minimum wage and sick time legislation.
- 11 Chairman Nelson adjourned the meeting at 4 pm.