

Chelan County Fire District No. 5
250 West Manson Blvd.
Manson, WA 98831
July 23, 2016
Special Commissioner's Workshop

Commissioners Present: Brian Harris, Dan Baker and John Spencer

Others Present: Chief Arnold Baker and Tammy Pratt

Call to Order: Chairman Brian Harris called the meeting to order at 8:00 a.m. and the flag salute commenced.

National Fire Academy Executive Planning: Chief Baker presented the power point presentation which his team at National Fire Academy, created and presented. The presentation was an example of a proposal to construct a new fire station. Chief Baker explained all of the necessary planning steps required in executing the project.

- Planning Model Explained – University Model
- Planning to Plan
- Community Values – Getting input from community
 - Identify Community
 - Public Safety Needs
- Planning Team – Has its own “mission” following up with the districts mission. Both missions should support each other.
- Identify Goals – Standards of Coverage,
- Gap Analysis
- List of Strategic Initiatives (Actions to Do)
- Strategic Plan Progress Reporting Commitment
- Project Management – Project Team – Those people who will build the facility.

Project Planning Lewis Model

- Define the Problem
- Develop Solutions Options
- Plan the Project
- Execute the Plan
- Monitor & Control Progress
- Closeout Project

New Station Project Timeline – The timeline for the construction of a new fire station for our District was discussed. The tentative completion date was forecasted to be in 2025. With this

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forecast date in mind the District will begin to plan its work breakdown structure of all of the components required to complete this project.

New Station Planning Committee – The need for a project planning committee was discussed. The Commissioners and Chief will form the committee. Commissioner Baker and Chief will be working on messaging. Commissioner Harris and Chief will be working on developing a timeline. Commissioner Spencer and Chief will be working on cultivating donations.

It was established that the Planning Committee should meet every two months with the next meeting being in September.

Santana Drive & Emerson Acres Annexation Petition Field Trip – The Commissioners discussed some of the roadway challenges of the areas that are requesting annexation into the District. Both areas are private roadways maintained by the parcel owners. Chief Baker and the Commissioners decided a tour of the areas in an engine would give them a thorough understand of the conditions of the roadway and the challenges the District might encounter when responding to a call.

Recessing: There being no more business before the board, the meeting was closed at: 9:51 a.m. To be reconvened at Station 52 for field trip drive to Santana Drive and Emerson Acres.

Adjournment: 12:20 p.m.

Chelan County Fire District 5 Board of Commissioners:



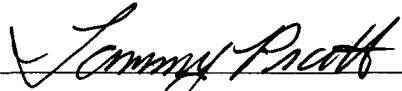
Brian Harris, Commissioner



John Spencer, Commissioner



Dan Baker, Commissioner



Attest: Tammy Pratt, District Secretary