

Thurston County Fire Protection District 8

DISTRICT PROCEDURE MANUAL



PROCEDURE TITLE:	General Organization of the District and Strategic Direction
PROCEDURE NUMBER:	0-02-PR-01
REVISION:	0
DATE ISSUED/REVISED:	DRAFT
FIRE CHIEF APPROVAL:	

The following Procedure shall detail the schedule and procedures as authorized under the current revision of Policy 0-02 “General Organization of the District and Strategic Direction” to review and update the District’s Strategic Plan (“Plan”), goals and objectives. Activities identified in the Procedure are to be coordinated with activities defined in Policy 1-60 “District Funds & Budgets” and Policy 3-30 “Member Performance Evaluations”.

Date	Task	Responsible Mgr
At the regular Board meeting in March	1. Coordinate Plan review: the Board will: <ul style="list-style-type: none"> ▪ consider the status of the District and any relevant issues & interests; and ▪ determine the process and schedule for the review and update of the Plan and to set priorities for the next year. 	Board Chair (and Fire Chief)
As scheduled above (April through August)	2. Plan review: the Board will: <ul style="list-style-type: none"> ▪ evaluate the current status of progress on the Plan; ▪ identify any internal and external factors impacting progress on the Plan (SWOT analysis ^{NOTE 1}); ▪ determine if any changes need to be made to the Plan; ▪ develop the priorities for the next year; and ▪ identify measurements that support SMART ^{NOTE 2} objectives. 	Board Chair (and Fire Chief)
Prior to regular Board meeting in September	3A. District Goals & Objectives: the Fire Chief will <ul style="list-style-type: none"> ▪ develop draft goals and objectives for the next year based on the priorities and measurements set; and ▪ draft the Annual Budget-Policy Recommendation report (budget step 1). 	Fire Chief
At the regular Board meeting in September ^{NOTE 3}	3B. Annual Budget-Policy Recommendations/District Goals & Objectives: the Board will review the draft goals and objectives as well as the draft Annual Budget-Policy Recommendations.	Fire Chief (and Board Chair)
At the regular Board meeting in October	4. Annual Budget-Policy Recommendations/District Goals & Objectives: the Board will <ul style="list-style-type: none"> ▪ adopt the goals and objectives for the next year; ▪ approve the Annual Budget-Policy Recommendations (budget step 3); and ▪ incorporate the adopted goals and objectives into the Fire Chief’s annual PDP (part 1) process. 	Board Chair (and Fire Chief)

NOTE 1: SWOT = Strengths, Weaknesses, Opportunities, Threats

NOTE 2: SMART = Specific, Measurable, Attainable, Relevant, Timely

NOTE 3: Additional meetings/workshops may need to be scheduled to accomplish this activity.