

**South Whidbey Fire / EMS**

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***Special Meeting of the Board of Commissioners***

***Friday, September 26, 2025 at 1:00pm***

**Minutes**

Join Zoom Meeting

<https://us06web.zoom.us/j/2208026387?pwd=WWNSR3JscUhZK3ZHU3JOV05ZOHF1UT09&omn=83922484826>

Meeting ID: 220 802 6387

Passcode: 926342

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**In Attendance:** Chief Walsh, Commissioner Erickson, Commissioner Towers, Commissioner Noblet, FF Marc Swenson, Lt. Kalahiki, BC Burbank, AC Dilley, BC Magallon, Arthur Fleming.

1. **Call to Order**

Commissioner Noblet called the Special Meeting to order at 1:00pm.

1. **Chairman Remarks**

Commissioner Noblet remarked that a Strategic Plan is critical for those we serve in our community. He also mentioned he would like to see us create a real, working blueprint for the next 5 years.

1. **Review Strategic Planning Timeline**

Chief Walsh reviewed the timeline for completing the Strategic Plan and states we are on schedule to publish the new plan by December 2025.

1. **Review of Requested Data**
* **Station 31 Response**

Chief Magallon provided data over the last 14 months on fires in our district. Data shows we have a much quicker response time with the planned addition of Station 32. The shorter distance to arrive on scene impacts the improved response times, with some being approx. 9 minutes.

 This data further supports Station 32.

* **Marine Response**

Chief Magallon provided us with marine response times covering the last 17 months. There were 36 total calls, 23 that SWFE responded to. Our average on-route time is about 18 minutes with an on-scene arrival time of 8 minutes. Chief mentioned the data is improving as training continues. Commissioner Noblet asked how we compare to other districts in the marine division. Chief Magallon responded that he would need to reach out to other districts to obtain information regarding comparable data. He did state he feels good about how quickly we are able to arrive on scene.

* **Response Map Review**

Chief Walsh covered response times of fire incidents from our Standard of Cover. EMS heat maps show much the same distribution, with Freeland getting the majority of calls. Chief also discussed station zone maps and response time analysis. Station 32 does indicate faster response times and more coverage. Plan is to staff Station 32 full time. Commissioner Towers would like to see a proposal for faster response times that cover north side of the district.

1. **2026-2030 Updated Strategic Plan Document**

Chief Dilley presented a newly created foundation of the Strategic Plan 2026-2030. He developed a new Table of Contents, added in proposed Themesand re-wrote some initiatives and objectives, as noted in prior meetings. Chief Dilley also added an *Executive Summary* to display completed and non-completed objectives and drafted a new document *Approval and Implementation Statement* for the plan.

 Chief Dilley walked us through the first draft while agreed upon edits were made during discussions. Red text areas indicate *re-write* sections gathered from prior notes. Yellow highlighted areas are several proposed objective options for feedback. Black text indicates verbatim items. Appendix A will list completed objectives from the 2020-2025 Strategic Plan. There was some discussion amongst the committee on whether or not Theme #5 *Training and Education* was necessary. Commissioner Erickson suggested making it more concise in how we meet and retain NFPA standards along with ongoing evaluations to improve training programs. It was decided that Theme #5 will undergo construction to condense objectives. Chief Dilley was given kudos for a job well done in getting the foundation of our new plan ready for the next five years.

1. **Public Meeting Date/Plan**

Chief Walsh will get to work on finalizing the draft and present it to the board on Oct. 9th.

 Public Meeting is scheduled on Oct. 29th at 5:30pm.

1. **Conclude**

Commissioner Noblet adjourned the Special Meeting at 4:37pm.

 Shari Schroeder, District Secretary