

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 1 <i>Governance and Board Policies</i>	Section 18 <i>Strategic & Long-Term Planning</i>

Relevant Information: Planning is a conscious, systematic process during which decisions are made about the goals and activities that an organization will pursue in the future. Planning occurs on many levels involving individuals, work groups, divisions, and the overall organization. Short-term planning involves the development of annual goals and objectives, schedules, meeting agendas, and an annual budget. Long-term planning involves a process of forecasting and assessing potential changes in the community and environment in which the UFA must operate. Long-term strategies generally take multiple years to accomplish and serve as the target for short-term planning activities. Both long and short-term strategies should be evaluated on a continuous basis. This is accomplished during regular monthly Board meetings. Board study sessions should be scheduled routinely to discuss specific situations and to update long-term strategies that may require attention. The Fire Chief is generally responsible for the establishment of objectives and the implementation of activities designed to carry out the strategy established by the Board. The Board reviews progress and provides additional direction as necessary.

Policy Statement: It is the policy of the Board to maintain an ongoing process of policy and strategic goal evaluation and to hold study sessions dedicated to long-term planning as needed.