

**Rappahannock Emergency Medical Services Council
Strategic Planning Committee
February 11, 2004**

MINUTES

Present: Mark Garnett, Chairman
Kelly Southard
Kay Arnold
Ray Pittman
Shawn McDermott

Tina Skinner, Staff

The meeting was called to order at 7:05 p.m. at the Rappahannock EMS Council Training Center. Introductions were made by all Committee members under the new Chair, Mark Garnett.

The group reviewed the proposed Schedule, Plan of Action and timetable which included: (see attached)

- Step One - Agree on Process
- Step Two - Clarify Mission
- Step Three - Identify Mandates (assigned to Kelly Southard & Kay Arnold)
- Step Four - Assess the Environment (assigned to Shawn McDermott)
- Step Five - SWOT Analysis (assigned to Ray Pittman)
- Step Six - Agree on Priorities
- Step Seven - Draft Plan (assigned to Chair, Mark Garnett)

The committee set a deadline for the draft plan to be completed for the October 20, 2004 Board of Director's meeting. It was also decided to use the "Focal Area Model" for our strategic plan.

There was additional discussion on reevaluating the Mission Statement. Still needs additional work. Each committee member was asked to email Mark their ideas on the Mission Statement and will work out through group electronically.

Tina Skinner and President Kevin Dillard were asked to prepare a draft Vision Statement. To be presented to committee by March 19, 2004.

The committee also had brief discussions on the future land purchase and building for the Council. Hope to work on by the first of the year with a business and financial plan established. Will invite Financial Committee to work on as well.

The meeting was adjourned at 8:05 p.m. **The next meeting will be held on May 12, 2004, 7:00p.m., at the General Washington Executive Plaza in Fredericksburg.**

Respectfully submitted by:
Tina Skinner 2/18/04