

South Kitsap
FIRE
Rescue

2012
GOALS
AND
OBJECTIVES

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Document Name: **2012 Goals and Objectives Working Copy**

Location: Public – Goals and Objectives - 2012

The 2012 Goals and Objectives Working Copy excel document is organized by tabs; each person below is responsible for their tab. The 4 reference tabs (Sorted by Name, Goals, List of Names and Goals, Master) are locked but can be viewed.

Update the information on your tab in the green highlighted areas (quarters and description columns). Read each of the descriptions and make sure it belongs in your 2012 goals. Mark an **X** in the quarter(s) that the objective or action will be completed.

To delete wording or row: Use ~~strikethrough~~ only. Do not delete row or numbering. To change wording to an existing description: revise wording as needed within the field. To add row: add the line at the bottom of your section and note what code number to attach it to. Do not change font or color of font. Select SAVE button. Do not Save As.

Email DC Wright when you have completed your section, do not attach the excel document. If you have any excel questions, please contact Terri Mooney.

Note: Only one person can be in the document at a time. If someone else has it open, you will receive a 'Read Only' message. Please try back later

TAB Category	
Blake	Nugent
Christenson	Office Staff
Dalrymple	Powers
Gascoyne	Richards
Gudmundsen	Rogers
Hartley	Roller
Hill	Salters D
Honsey	Shift BC's
Johnson	Slagle
Kehl	Smith
Lamoureux	Wernet
Mason	Wright
Mooney	

Introduction / Overview

SKFR develops this document in order to plan and execute the strategic directions of its elected officials and Fire Chief. Its use is designed to provide strategic oversight, organize responsibilities, accountability, and to deliver reasonable accomplishments during the calendar year.

The development of this plan is continuous in a climate of change and challenge needing effective examination of performance, creation of efficiencies, and ultimately helps SKFR to provide the best service to the citizens entrusting us with their tax dollars.

The process used to create this document begins in January of each year. During the first quarter, the Center for Public Safety Excellence accreditation self-assessment is updated to include the planning section for all criterion, criteria, and performance indicators. These planning elements project the future of the area addressed and needed changes that are projected to occur. From these planning elements, the CPSE Site Team Visit report, the Citizen Budget Review Committee report, and the Mission Statement, strategic goals are drafted to be emphasized over all divisions of the organization. From these five documents and the program strategic statements, the following year's goals and objectives are created. From these goals and objectives, a budget is drafted to fund the items identified in the goals and objectives.

The budget process includes a staff review of all requests, a preliminary review by SKFR elected officials, a thorough review by a Citizens Budget Review Committee, and finally a thorough review by the SKFR elected officials. By November 15th, a final budget is adopted by the elected Fire Commissioners, which authorizes the budget to meet the approved goals and objectives. The goals and objectives are then modified to reflect direction and changes in the authorized budget and implemented in January of the New Year.

**South Kitsap Fire and Rescue
Mission Statement**

To prevent the loss of life and property resulting from fire, medical emergencies, and other disasters while continually striving to meet the future needs of the citizens, in a climate, which supports and maintains district personnel in a quality environment.

Strategic Goals 2012

- Provide for the safety of all personnel.
- Communicate effectively with all groups in order to assure good coordination and understanding.
- Identify internal administrative efficiencies to better serve our citizens without increasing staff.
- Identify response efficiencies to increase response effectiveness.
- Institutionalize good character within the organization.
- Work toward developing measures to evaluate performance and outcomes.

Strategic Direction/Program Guidance

Disaster Preparedness:

Provide the plans and procedures to prepare the District for, and respond to, any emergency or disaster that affects the citizens of South Kitsap County or its neighbors. This will be accomplished by working in collaboration with all Kitsap County fire agencies, KCDEM, and any other public agency that has a role in the response, recovery, and mitigation for incidents of this nature.

Emergency Medical Services:

Provide the human and physical resources needed to deliver high quality EMS to the citizens of South Kitsap Fire and Rescue at the operating level as defined by the Standards of Cover.

Financial:

Forecast, plan, develop and implement a system of funding, budgeting, accounting and spending that complies with the law, meets accounting best management practices, and focuses on fiscal accountability to our citizens and elected officials in a manner that supports the needs and the mission of SKFR.

Fleet:

Develop and maintain a vehicle replacement schedule that supports the communities need for service and reliability of emergency apparatus. Maintain an on going program for repair and capital upgrades for the fleet, which also includes routine inspecting, testing, and annual preventative maintenance in accordance with manufactures recommendations.

Information Services:

Provide innovative and cost effective technology in computing, emergency communications, and telephone services to enable administration and emergency responders of South Kitsap Fire and Rescue to effectively meet their goals of serving the community. To accomplish this mission, Information Services works collaboratively with other agencies and vendors to maintain existing technology, and create new systems and technology for the future.

Prevention:

Reduce community risk by providing a fire & life safety program focused on public information/education, engineering, code enforcement, and investigation.

Prefires:

To provide basic but meaningful electronic data of priority facilities within 30 seconds for responding crews. Provide additional detailed information for more complex incidents and integrate with CenCom, GIS, AVL, and other emergency service software used within our response areas.

Report Management System:

To provide a countywide RMS system that allows data sharing between all organizations; creates reports needed for local, State, and Federal requirements; and provides a user-friendly system that minimizes the duplication of data collection in an internet and wireless environment.

Training:

To provide meaningful competency based training system that maintain comfortable competence, meets all laws and recognized standards, and manages risk. When possible utilize web based or packaged programs to achieve goals while working with our countywide partners. Work with labor/management to incorporate reasonable measures that include 3rd party evaluation of basic skills.

Wellness:

Maintain and improve the physical and behavioral health of district members by creating a positive environment through education, fitness, support, nutritional, and rehabilitative programs.

Wildland:

Maintain policy as currently written. Do not train personnel to the red card status. Assure tool and equipment adequate for mission. Do not participate in DNR mobilizations.

Workplace Safety: Maintain a safe workplace through education focused on preventing accidents, personal injuries, and occupational illnesses; investigation and analysis of both workplace and industry data as a means to further reduce the risk of accident and/or injury; and by complying with District, state, and federal safety standards.

2012 Goals and Objectives

In order for a plan to be successful it must be implemented with sufficient energy and enthusiasm to overcome the hurdles that are present when change occurs in an organization. It is the chief officers, managers, and staff of SKFR that provides this energy and drive to complete this plan as intended.

These goals and objectives are developed with a concept of working toward a set of measures, what are we trying to achieve, when do we know we have achieved it. Future editions will continue with this focus in mind. Each goal and objective is assigned an owner and has columns representing the quarter of the year it is to be completed. In the final 2012 Excel document a percentage will be assigned to each quarter that applies in order to help with accomplishment and tracking of the goal or objective.

Goals and objectives are valuable to the organization as they provide the individual members and programs with clear direction. It's important to note that goals and objectives are management tools, they should be updated on an ongoing basis to identify what has been accomplished and to note change within the organization and the community.

Goals provide the organization the direction as to "where we are headed". The objectives provide us with "how will we get there". In the end, this document reflects a significant portion of the administrative work plan for SKFR in the year identified.

Some of the major non-routine items SKFR will work to accomplish in 2012 are:

- Incorporation of recommendations from the 2010 site team visit
- Continuation of the Regional Fire Authority Study with BFD
- Continue with the JATC program for all new hires
- Implement the final area of Emergency Reporting Implementation
- Measure the risk reduction impacts of Station 9 and SOC updates being staffed
- Complete and refine the on Board computers implemented through KCDEM
- Local 2876 suppression contract negotiations
- Complete the policies reorganized around divisions and new electronic format
- Standards of Cover reviewed and first year edits
- Risk Assessment process updated with crew updates
- Purchase and placement into service of one Medic Unit
- Develop operations manual for the new ladder truck
- Continued involvement in the Kitsap County Special Operation Team development
- Develop county training manual

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
								EMERGENCY RESPONSE
1	G	1	Wright					Respond to emergency request for service with enough apparatus, equipment, and trained personnel to perform quickly in order to save lives and property within the response interval in Standard of Cover.
2	O	1.1	Wright	x	x	x	x	Maintain career personnel distributed to meet the Standards of Coverage (SOC) to include 19 minimum staffing.
3	A	1.1.1	Wright	x	x	x	x	Maintain a shift Battalion Chief or acting on duty per shift.
4	A	1.1.2	Wright	x	x	x	x	Maintain a minimum of 3 Paramedics on duty per shift.
5	A	1.1.3	Wright	x	x	x	x	Maintain a minimum of 8 Lieutenants or acting Lieutenants on duty per shift.
6	A	1.1.4	Wright	x	x	x	x	Maintain a minimum of 7 Firefighters on duty per shift.
7	A	1.1.5	Wright	x	x	x	x	Maintain a total of 28 personnel per shift.
8	O	1.2	Wright	x	x	x	x	Maintain volunteer personnel to support the meeting of the SOC.
9	A	1.2.1	Hartley	x	x	x	x	Maintain the V-Shift system so that 7 suppression volunteers respond to all Structure fires.
10	A	1.2.2	Hartley	x	x	x	x	Maintain the V-Shift system so that 2 suppression volunteers respond to all other fire/rescue type events.
11	A	1.2.3	Hartley	x	x	x	x	Continue volunteer EMT response to EMS calls when closest or can assist.
12	A	1.2.4	Hartley	x	x	x	x	Maintain the Tender and air support program to provide the air unit, 2 tenders to all structure fires in non-hydrated areas, and 1 tender to other fires in non-hydrated areas.
13	A	1.2.5	Hartley		x			Develop budget request for 15 new volunteer recruits.
14	A	1.2.6	Hartley	x	x	x	x	Audit volunteer program and collect all outstanding Firefighter gear.
15	O	1.3	Wright	x	x	x	x	Maintain apparatus that are fully equipped and located to best meet the response needs of the community.
16	A	1.3.1	Wright		x			Review call demographics annually to assure station locations are utilizing the available resources efficiently.
17	O	1.4	Wright	x	x	x	x	Review call activity to assure that we meet the SOC and evaluate when we don't.
18	A	1.4.1	Wright		x			Review alarm activity monthly for priority 1 and 2 events to assure that the SOC is met.
19	A	1.4.2	Wright		x			Review all property loss events that do not meet the SOC and report annually.
20	O	1.5	Wright	x	x	x	x	Maintain the peer staffing notification mechanism for fast and reliable off shift response.
21	O	1.6	Powers					Review and update current policy to provide an orderly process for mobilizing SKFR resources when requested by Regional, State, or Federal jurisdiction.
22	O	1.7	Wright		x			Maintain the Departments Goals and Objectives process and continue to improve and refine.
								EMERGENCY MEDICAL SERVICES
23	G	2	Wernet					Provide the personnel, technical expertise, operating procedures, and equipment to deliver high quality EMS to the citizens of South Kitsap to the operating level defined, meeting the standard of response.
24	O	2.1	Wernet	x				Submit articles about the program for the annual report within the timeline determined by the report coordinator.
25	O	2.2	Wernet	x	x	x	x	Participate in the Kitsap County EMS Council, and maintain service levels under the direction of the medical program director in order to maintain licensing by the Washington State Department of Health.
26	O	2.3	Wright		x			Given the agency's "Standard of Response Coverage" and emergency deployment objectives as described in Accreditation, the district will evaluate minimum staffing levels and monitor the impact on response times.
27	A	2.3.1	Wernet	x	x	x	x	Expand SOC to include all portions of the total response time, Call processing, turnout & travel times.
28	A	2.3.2	Wernet	x	x	x	x	Analyze reliability of response units to improve towards CFAI "Best Practices".
29	O	2.4	Wright		x			Monitor the data from RMS and CAD systems in order to maintain station staff placement to achieve the best utilization of on duty staffing.
30	O	2.5	Wright		x			The district will monitor and evaluate staffing requirements and establish objectives to assure staffing is adequate to maintain service to the community.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
31	A	2.5.1	Wernet	X	X	X	X	The EMS division will assist operations with the intern program and provide the needed training and education to maintain the minimum recommended staffing for a BLS unit.
32	O	2.6	Wernet	X	X	X	X	Monitor and assess the district's fleet and make all appropriate adjustments in order to continue to meet State mandates to remain licensed as a certified provider of ALS and BLS services.
33	A	2.6.1	Wernet	X	X	X	X	Review and modify the five-year EMS unit replacement schedule as necessary to meet the needs of the community.
34	A	2.6.2	Wernet	X	X			Write, review and modify specifications for a new unit.
35	A	2.6.3	Wernet		X	X		Order EMS unit in accordance with the adopted budget.
36	A	2.6.4	Wernet		X	X		Place new EMS unit into service following EMS unit replacement schedule.
37	O	2.7	Wernet	X	X	X	X	Monitor daily operation and supplies to meet the needs of the program and make any appropriate adjustments needed to maintain minimum mandatory equipment and comply with state mandates to remain a licensed and certified provider of ALS and BLS services.
38	O	2.8	Wernet	X	X	X	X	Oversee needed expendable and durable medical supplies at the best possible prices to maintain BLS and ALS services to the community within the adopted budget.
39	A	2.8.1	Wernet	X	X	X	X	Oversee and maintain an inventory control program for medical supplies to assure minimum losses.
40	A	2.8.2	Wernet	X	X	X	X	Oversee and maintain equipment and inventory on our MCI Unit to assure state of readiness.
41	A	2.8.3	Wernet	X	X	X	X	Maintain service agreement with oxygen supplier for medical oxygen bottle rental.
42	A	2.8.4	Wernet	X	X	X	X	Monitor, maintain and purchase needed medical supplies (expendable and durable) for bike team trailer, allowing unit to be a stand-alone, fully equipped unit.
43	A	2.8.5	Wernet	X	X	X	X	Maintain service contract with provider to assure our stretchers are maintained and serviceable.
44	A	2.8.6	Wernet	X	X	X	X	Purchase new stretcher with EMS unit in accordance with our EMS unit replacement schedule.
45	A	2.8.7	Wernet	X	X	X	X	Budget and provide the necessary funding and expertise to assure repair and maintenance of our medical equipment is maintained.
46	O	2.9	Wernet	X	X	X	X	Assure that there are standard operating procedures, standing orders, protocols and methods in place to meet the stated level of response.
47	A	2.9.1	Wernet	X	X	X	X	Standard operating procedures, standing orders, protocols, and methods will be continually reviewed and evaluated to assure that new standards and legislative mandates are being accomplished in the most efficient and effective way possible.
48	O	2.10	Wernet	X	X	X	X	Assure that an information system is in place to record and analyze the effectiveness of the EMS program.
49	A	2.10.1	Wright	x	x	x	x	Review alarm activity by ESZ for EMS alarms to assure we are meeting our SOC.
50	O	2.11	Wernet	X	X	X	X	Review alarm activity and conduct a risk assessment by ESZ for EMS to determine the worst case and average risk and assure the proper quantities and types of units are being initially and ultimately deployed to meet the needs to mitigate the risk.
51	A	2.11.1	Wernet	X	X	X	X	Review response mechanism to assure enough initial units are dispatched for a low to moderate severity risk.
52	A	2.11.2	Wernet	X	X	X	X	Review response mechanism for worst case risk and assure resource deployment is accessible and can manage risk.
53	O	2.12	Wernet	X	X	X	X	Oversee that a patient care record is maintained for each patient contacted by the EMS system.
54	A	2.12.1	Wernet	X	X	X	X	Evaluate a methodology to capture electronic data in the field.
55	A	2.12.2	Wernet	X	X	X	X	Evaluate electronic connectivity with HMM.
56	A	2.12.3	Wernet	X	X	X	X	Evaluate and implement a system of sharing information electronically with facilities and KCEMS.
57	O	2.13	Wernet	X	X	X	X	Assure that there is an independent review of patient care records.
58	A	2.13.1	Wernet	X	X	X	X	Support the KCEMS Office in the Q/A and Q/I process.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
59	A	2.13.2	Wernet	X	X	X	X	Provide BLS personnel to the KCEMS Office for ALS and BLS peer review.
60	A	2.13.3	Wernet	X	X	X	X	Provide staff to the KCEMS Office for CBD Q/A and Q/I.
61	A	2.13.4	Wernet	X	X	X	X	Participate in CBD committee to assure proper ALS and BLS dispatch criteria.
62	O	2.14	Wernet	X	X	X	X	Provide the required training necessary to maintain minimum standards required by the State of Washington DOH and the KCEMS MPD for BLS and ALS personnel.
63	A	2.14.1	Wernet	X	X	X	X	Budget and maintain contracted services with King County EMS Office for the online OTEP program.
64	A	2.14.2	Wernet	X	X	X	X	Maintain a cadre of BLS/ALS evaluators to assist with the practical evaluations for OTEP.
65	A	2.14.3	Wernet	X	X	X	X	Maintain 3rd party instruction and evaluations for the practical CBT's for OTEP.
66	A	2.14.4	Wernet	X	X	X	X	Provide funding for ALS personnel to meet contractual requirements to maintain their training required by the State of Washington DOH and the KCEMS Office for continued certification.
67	A	2.14.5	Wernet	X	X	X	X	Maintain current memberships in professional organizations in order to provide up to date EMS information to our members.
68	A	2.14.6	Wernet			X	X	Manage the recertification process of EMS personnel for recertification each year. (October)
69	O	2.15	Wernet	X	X	X	X	Continue working with the safety committee membership in researching and implementing every increasing industry standards involving body substance isolation. This includes both mechanical and physical equipment and continued awareness training for its us
70	A	2.15.1	Wernet		X			Review and update infectious disease policy annually.
71	O	2.16	Wernet			X	X	Oversee the conversion of the old ambulance to a new MCI unit
72	G	3	Dalrymple					Respond to emergency requests for Technical Rescue services with enough apparatus, equipment, and trained personnel to safely save lives within the scope and disciplines defined in Policy and the Standard of Cover.
73	O	3.1	Dalrymple	X	X	X	X	Develop and maintain Special Operations EOP's to meet recognized standards for equipment and personnel safety, to the level of service defined by the District and in accordance with ITAC procedures.
74	A	3.1.1	Dalrymple	X				Review all current Special Operations EOP's.
75	O	3.2	Dalrymple	X	X	X	X	Conduct training necessary to sustain defined level of service delivery.
76	A	3.2.1	Dalrymple		X			Conduct refresher training for approved Acting Battalion Chiefs in HazMat IC.
77	A	3.2.2	Lamoureux					Conduct HazMat Operations refresher training for all personnel.
78	O	3.3	Dalrymple	X	X	X	X	Conduct a risk assessment of Special Operations to determine the worst case and average risk to assure the proper quantities and types of units are being initially and ultimately deployed to meet the needs to mitigate the risk.
79	A	3.3.1	Dalrymple				X	Review all alarm activities for all disciplines of Special Rescue in the past year.
80	O	3.4	Dalrymple	X	X	X	X	Maintain working agreements and define mechanisms to call for outside resources and expertise when an incident is beyond our defined service levels.
81	A	3.4.1	Dalrymple	X	X	X	X	Represent SKFR at the County TAGs for Technical Rescue and Water Rescue.
82	A	3.4.2	Dalrymple	X	X	X	X	Maintain membership in the Kitsap County Technical Rescue Team.
83	A	3.4.3	Dalrymple	X	X	X	X	Maintain three (3) personnel qualified at the Technician Level for participation on the Kitsap County Technical Rescue Team.
84	G	4	Dalrymple					WILDLAND Respond to Wildland emergencies with enough apparatus, equipment, and trained personnel to perform quickly in order to save lives and property within the scope defined in policy and the Standard of Cover.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
85	O	4.1	Dalrymple	X	X	X	X	Develop and maintain EOP's to define the level of service provided, how to receive assistance when beyond our operating level, roles and responsibilities, and specific operating procedures to be followed when responding and operating at these events to in
86	O	4.2	Dalrymple		X			Maintain the tools and equipment needed to accomplish the service levels identified in EOP.
87	A	4.2.1	Dalrymple		X			Conduct annual refresher training.
88	G	5	Hartley					VOLUNTEER ADMINISTRATION Maintain apparatus, equipment, facilities, and personnel, in a condition of readiness while meeting administrative participation needs and assignments to keep our services operational.
89	O	5.1	Hartley	x	x	x	x	Perform weekly and quarterly; readiness and inventory checks, cleaning, stocking and inspections to Stations 6, 8A, 12, 15 apparatus and facilities.
90	A	5.1.1	Hartley	x	x	x	x	Perform weekly apparatus and station inspections, checks, and cleaning to Stations 6, 8A, 12, 15 apparatus and facilities.
91	A	5.1.2	Hartley	x	x	x	x	Perform monthly safety inspections to assigned facilities.
92	A	5.1.3	Hartley	x	x	x	x	Develop and maintain apparatus and station inventories to Stations 6, 8A, 12, 15 apparatus and facilities.
93	A	5.1.4	Blake	x	x	x	x	Perform monthly readiness and inventory inspection of apparatus and monthly station safety inspection at Station 7, 13, 18, 19, 20.
94	O	5.2	Hartley	x	x	x	x	Maintain trained personnel who are comfortably competent and safe in performing their jobs.
95	A	5.2.1	Hartley	x	x	x	x	Follow the outlined training schedule established by policy.
96	A	5.2.2	Hartley	x	x	x	x	Provide one person to coordinate and assist training with evaluation and implementation of training for the volunteer program.
97	A	5.2.3	Hartley	x	x	x	x	Provide one person to coordinate and assist safety awareness and training and function on the safety committee.
98	A	5.2.4	Hartley	x	x	x	x	Recruit and maintain 10 volunteers on each V-Shift.
99	A	5.2.5	Hartley	x	x	x	x	Maintain drill attendance for suppression volunteers at 70% for FF's and 75% for officers.
100	A	5.2.6	Hartley	x	x	x	x	Develop next quarters officers development training schedule.
101	A	5.2.7	Hartley	x	x	x	x	Develop next quarters training schedule.
102	O	5.3	Hartley	x	x	x	x	Complete all routine administrative program assignments.
103	A	5.3.1	Hartley	x	x	x	x	Events and outreach-Provide one person to coordinate community events from the volunteers. Provide a group of personnel to function at events.
104	A	5.3.2	Hartley	x	x	x	x	RMS-Develop and maintain accurate reporting of all drill and alarm activity to assure quality of data and reporting.
105	A	5.3.3	Hartley	x				Complete annual evaluations of all Officers.
106	A	5.3.4	Hartley		x			Create an annual budget request for Stations 6, 12, 15 and Apparatus at same stations) and turn in requests to facility and supply for processing and accomplishment.
107	A	5.3.5	Hartley			x		Review process for new recruit entry with procedures, timelines, and an employee packet.
108	A	5.3.6	Hartley				x	Review active volunteer member requirements.
109	A	5.3.7	Hartley		x			Review training program to better serve the volunteers needs.
110	A	5.3.8	Hartley			x		Review Volunteer SOP's and update as required.
111	G	6	Shift BC's					CAREER ADMINISTRATION Maintain apparatus, equipment, facilities, and personnel, in a condition of readiness while meeting administrative participation needs and assignments to keep our services operational.
112	O	6.1	Shift BC's	X	X	X	X	Shift staffing-maintain duty roster of 19.
113	A	6.1.1	Shift BC's	X	X	X	X	Create staffing assignments 1 month in advance in Telestaff.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
114	A 6.1.2	Shift BC's	X	X	X	X	Assure proper code assignment for all leaves and compensation by at the end of each shift.
115	O 6.2	Shift BC's	X	X	X	X	Maintain the readiness condition of all staffed apparatus and facilities.
116	A 6.2.1	Shift BC's	X	X	X	X	Inspect all vehicles, equipment, and stations daily per policy.
117	A 6.2.2	Shift BC's	X	X	X	X	Perform weekly apparatus and station inspections, checks, and cleaning as assigned by policy.
118	A 6.2.3	Shift BC's	X	X	X	X	Perform safety inspections to facilities and apparatus as responsibilities are assigned by policy.
119	A 6.2.4	Shift BC's	X	X	X	X	Develop and maintain apparatus and station inventories in areas assigned by policy.
120	O 6.3	Shift BC's	X	X	X	X	Maintain trained personnel who are comfortably competent and safe in performing their jobs.
121	A 6.3.1	Shift BC's	X	X	X	X	Follow the outlined training schedule established by policy.
122	A 6.3.2	Shift BC's	X	X	X	X	Complete the probationary training schedule for any probationary personnel assigned.
123	A 6.3.3	Shift BC's	X	X	X	X	Provide one person to coordinate and assist training with evaluation and implementation of training on shift.
124	A 6.3.4	Shift BC's	X	X	X	X	Provide one person to coordinate and assist safety awareness and training and function on the safety committee.
125	O 6.4	Shift BC's	X	X	X	X	Complete all routine administrative program assignments.
126	A 6.4.1	Shift BC's	X	X	X	X	Pre-fire- Provide a Liaison to coordinate pre-fire activities and draw pre-fires into current system. Complete pre-fires as assigned.
127	A 6.4.2	Shift BC's	X	X	X	X	Events and outreach-Assist the Events Team coordinator when able by providing career staff and apparatus as requested.
128	A 6.4.3	Shift BC's	X	X	X	X	RMS-Provide Q/A to all RMS activities occurring to assure quality of data is being maintained.
129	A 6.4.4	Shift BC's	X	X	X	X	Engine Company Inspections-Complete engine company inspections as assigned by prevention.
130	A 6.4.5	Shift BC's	X	X	X	X	Hydrants-Complete hydrants inspections as assigned by prevention.
131	A 6.4.6	Blake	x	x	x	x	Provide mail delivery weekly per policy.
132	A 6.4.7	Shift BC's	X	X	X	X	Complete annual evaluations of all personnel as required by policy.
133	A 6.4.8	Shift BC's	X	X	X	X	Maintain and annually review for accuracy policy assigned to each person for responsibility by policy
134	A 6.4.9	Shift BC's	X	X	X	X	Update and maintain all accreditation categories and performance indicators assigned in the strategic plan prior to the annual goals/objectives and budget process.
135	O 6.5	Shift BC's	X	X	X	X	Create annual budgets for facilities and apparatus and turn in requests to facility and supply for processing and accomplishment.
136	A 6.5.1	Shift BC's	X	X	X	X	A shift budget for staffed Fire Apparatus and new or upgraded equipment.
137	A 6.5.2	Shift BC's	X	X	X	X	B shift budget for staffed EMS unit new or upgraded equipment.
138	A 6.5.3	Shift BC's	X	X	X	X	C shift budget for staffed Facilities new or upgraded supplies.
139	O 6.6	Richards	x	x	x	x	Career Advancement Path: Establish a career development program so that members can follow a defined advancement path as they progress through their career with the District.
140	A 6.6.1	Richards	x	x	x	x	Establish a career development plan for members to follow as they prepare for future promotions (CFAI Specific recommendation).
141	O 6.7	Richards	x	x	x	x	Risk Management and Personal Safety: Establish and maintain a risk management program designed to protect the organization and personnel from unnecessary injuries or losses from accidents or liability.
142	A 6.7.1	Richards	x	x	x	x	Maintain the District's Safety Team.
143	A 6.7.2	Richards	x	x	x	x	Participate in the Kitsap County Risk Management Group.
144	A 6.7.3	Richards	x	x	x	x	Monitor the effectiveness of safety policies and procedures, updating them on an as-needed basis.
145	A 6.7.4	Richards	x	x	x	x	Monitor the effectiveness of personal protection and safety equipment, updating them on an as-needed basis.
146	O 6.8	Richards	x	x	x	x	Safety Officer: Maintain a designated Health and Safety Officer responsible for managing the District's risk management program.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
147	A 6.8.1	Richards	x	x	x	x	Maintain the Health and Safety Officer's position.
148	O 6.9	Richards	x	x	x	x	Hazard Assessment: Maintain a system for identifying and evaluating the District's workplace hazards.
149	A 6.9.1	Richards	x	x	x	x	Monitor local, state, and federal regulations to ensure that vehicles, equipment, and practices remain compliant with the applicable occupational safety standards.
150	A 6.9.2	Richards	x	x	x	x	Use the Safety Team's strategic plan to guide SKFR in its efforts to identify, evaluate, and seek to minimize the significance of workplace hazards.
151	O 6.10	Richards	x	x	x	x	Risk Reduction: Establish and maintain methods and procedures for correcting unsafe or unhealthy conditions and work practices once they have been identified, supported with a records system that documents the steps taken to implement risk reduction throu
152	A 6.10.1	Richards	x	x	x	x	Continue to monitor and incorporate the Safety Team's goals and objectives during 2011 so that the NFFF 16 Firefighter Life Safety Initiatives are incorporated.
153	O 6.11	Richards	x	x	x	x	Workplace Safety Training and Education: Maintain an occupational health and safety training program designed to instruct members in general safe work practices, from point of initial employment to each job assignment and/or whenever there are: new substa
154	A 6.11.1	Richards	x	x	x	x	Analyze incident investigations and data from both the workplace as well as the fire service industry as a means to further reduce the risk of accident and/or injury.
155	G 7	Richards					TRAINING AND EDUCATION PROGRAM REQUIREMENTS Support the District's emergency service providers with a structured in-service training program that ensures they are able to comply with industry related training mandates and they possess the minimum skills n
156	O 7.1	Richards	x	x	x	x	Job Analysis: Maintain a process to identify training needs so that members possess the knowledge, skills, and competencies required to perform the tasks and activities needed to deal with anticipated emergencies.
157	A 7.1.1	Richards	x	x	x	x	Maintain a TAG who's assignment is to enhance the CBT program by implementing minimum job performance requirements and to establish a process for third party competency validation.
158	O 7.2	Richards	x	x	x	x	Regulatory Compliance: Maintain a process to evaluate SKFR's training program to ensure that it is consistent with legal requirements for performing mandatory training.
159	A 7.2.1	Richards	x	x	x	x	Upon publication, audit the updated WAC 296-305 safety standards to determine the impacts to the District's training programs and training requirements.
160	O 7.3	Richards			x		Qualification Levels: Maintain a process to evaluate the District's operational needs for the purpose of identifying minimum levels of training for all positions within the organization.
161	A 7.3.1	Richards			x		Establish minimum training requirements for all levels and positions within the District (CFAI Specific recommendation).
162	A 7.3.2	Richards			x		For each of the District's current qualification levels, assess the qualification standards for the purpose of identifying needed updates.
163	O 7.4	Richards			x		Member Development: Develop and maintain a structured professional development program for members holding command and staff positions so they possess minimum competencies commensurate to their job duties.
164	A 7.4.1	Richards	x	x	x	x	Complete and/or conduct probationary training for any new hired in 2011.
165	G 7A	Richards					TRAINING AND EDUCATION PROGRAM PERFORMANCE Support the District's operational needs with a training program that utilizes short and long term scheduling, effective delivery methodology, periodic competency evaluation based on relevant performance criteria
166	O 7A.1	Richards	x	x	x	x	trained.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
167	A	7A.1.1	Richards	x	x	x	x	Where applicable, continue to incorporate on-line delivery methodology based on self paced instruction that can be completed in station.
168	A	7A.1.2	Richards	x	x	x	x	Conduce interagency training and education using the Readiness Complex on a quarterly basis for the purpose of enhancing interagency interoperability mutual-aid partners.
169	A	7A.1.3	Richards	x	x	x	x	Maintain a budget to support career member training (Building construction, NW Leadership, multi-agency drills, Strategy and Tactics, etc.).
170	A	7A.1.4	Richards			x		Establish a budget to support the overtime and tuition associated with ICS 300 and ICS 400 level training as required for NIMS compliance.
171	A	7A.1.5	Richards				x	Deliver a workplace harassment course.
172	A	7A.1.6	Richards			x		Conduct EVIP re-certification for all qualified drivers as a means to renew their EVAP certification.
173	A	7A.1.7	Richards			x		Deliver a minimum of 1 annual EVIP certification course.
174	A	7A.1.8	Richards			x		Deliver a minimum of 1 annual Tender Operator course.
175	A	7A.1.9	Richards			x		Deliver a minimum of 1 annual Pump Operator course.
176	O	7A.2	Richards	x	x	x	x	Planning and Scheduling: Maintain the use of both short and long term schedules for the purpose of forecasting, sequencing, establishing frequency, and assigning training events.
177	A	7A.2.1	Richards	x	x	x	x	Maintain a three-year delivery plan for the sequencing, frequency, and delivery of volunteer firefighter training.
178	A	7A.2.2	Richards	x	x	x	x	Maintain an annual schedule for courses delivered by the Kitsap County Training Officers Division.
179	O	7A.3	Richards	x	x	x	x	JPR Competencies: Establish and maintain a process for developing relevant performance-based measurements so that validated criteria can be used to evaluate individual, company, and multi-company performance competencies.
180	A	7A.3.1	Richards	x	x	x	x	Based on the CBT Delivery Plan, identify for competency evaluation, the essential JPR skills needed for efficient, safe, and competent performance.
181	A	7A.3.2	Richards	x	x	x	x	Based on the identified essential JPR skills, establish minimum performance criteria for validating minimum levels of competency.
182	O	7A.4	Richards				x	Performance Evaluation: Establish and maintain a process for conducting periodic evaluation of individual, company, and multi-company performance based on relevant and validated competency criteria.
183	A	7A.4.1	Richards				x	Develop a evaluation process for MCO's at the shift level, based off the CBT quarterly requirements for the DC to evaluate crews on a quarterly basis.
184	A	7A.4.2	Richards	x	x	x	x	Maintain a progress tracking process for documenting the completion of CBT program training assignments.
185	A	7A.4.3	Richards	x	x	x	x	Maintain a progress tracking system for managing member compliance with the District's annual SCBA certification program.
186	O	7A.6	Richards	x	x	x	x	Establish and maintain a training records management system that accurately documents training activities as they are completed.
187	G	7B	Richards					TRAINING AND EDUCATION RESOURCES Support the District's training programs with sufficient resources so that the needed facilities, apparatus, instructional staff, and instructional materials are well maintained, up-to-date, and readily accessible to adeq
188	O	7B.1	Richards	x	x	x	x	Facilities and Apparatus: Establish and maintain the availability of training facilities and apparatus to support the District's training needs.
189	A	7B.1.1	Richards	x	x	x	x	Use the Readiness Center on a periodic basis for the delivery of live fire training, interagency training, and specialty courses.
190	O	7B.2	Richards	x	x	x	x	Instructional Staff: Establish and maintain a cadre of qualified instructors who are available to meet the District's needs.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
191	A	7B.2.1	Richards	x	x	x	x	Maintain budget appropriations for the overtime needed to provide supplemental staffing used to support the District's annual training and education programs.
192	A	7B.2.2	Richards	x	x	x	x	Maintain budget appropriations for the contract instructors needed to support the District's annual training and education programs.
193	O	7B.3	Richards	x	x	x	x	Instructional Materials: Provide instructional materials that are current, relevant, accessible, and that support the District's training programs.
194	A	7B.3.1	Richards	x	x	x	x	Maintain budget appropriations for the consumable supplies and equipment needed to support the District's annual training and education programs.
195	A	7B.3.2	Richards	x	x	x	x	Contribute instructional materials to the process of updating and supplementing the Kitsap County Training manual.
196	O	7B.4	Richards	x	x	x	x	Resource Inventory: Establish and maintain an inventory of instructional resources that adequately meets the District's training needs.
197	G	7C	Richards					SELECTION OF TRAINING MATERIALS Support the District's training programs with instructional materials that have been selected based on operational need and are evaluated on a continual basis to ensure they continue to reflect current practices.
198	O	7C.1	Richards	x	x	x	x	Resource Selection: Establish and maintain a process for selecting the instructional resources.
199	A	7C.1.1	Richards	x	x	x	x	Maintain budget appropriations for the purchase of instructional materials needed to support the District's training library and/or programs.
200	G	8	Richards					WORKPLACE SAFETY Maintain a risk management program designed to protect the organization and personnel from unnecessary injuries or losses from accidents or liability.
201	O	8.1	Richards	x	x	x	x	Risk Management and Personal Safety: Establish and maintain a risk management program designed to protect the organization and personnel from unnecessary injuries or losses from accidents or liability.
202	A	8.1.1	Richards	x	x	x	x	Maintain the District's Safety Team with a composition that represents each of the District's at risk work groups.
203	A	8.1.2	Senter	x	x	x	x	Actively participate in the Kitsap County Risk Management Group.
204	A	8.1.3	Richards	x	x	x	x	Monitor the effectiveness of the District's personal protection and safety equipment, and policies and procedures updating them on an as needed basis.
205	O	8.2	Mason	x	x	x	x	Maintain a (physical fitness) wellness program where members can actively participate in the District's health and fitness program in a manner that effectively utilizes the afforded on-duty exercise period.
206	A	8.2.1	Blake	x	x	x	x	Maintain exercise equipment routinely based on the 2012 Facilities Division Annual Work Plan.
207	A	8.2.2	Blake			x		Develop and establish a replacement schedule for exercise equipment.
208	A	8.2.3	Blake			x		Maintain a budget line item so the District is able to adequately replace exercise equipment.
209	A	8.2.4	Richards	x	x	x	x	Empower members with a sense of safety from unwanted consequence when reporting, while simultaneously empowering them with a sense of responsibility to proactively report workplace hazards.
210	O	8.3	Richards	x	x	x	x	Continue to maintain an information management system for the purpose of documenting accident investigations, damages, loss time injuries, and legal actions.
211	A	8.3.1	Richards	x	x	x	x	Use the existing accident/injury reporting and investigation process while continuing to use the lessons learned to support accident/injury prevention efforts.
212	A	8.3.2	Richards	x	x	x	x	Compile accident report data into a format that will enable the Safety Committee to recognize emerging trends and to identify high risk activities as the basis for strategic planning.
213	A	8.3.3	Richards				x	Report applicable injuries in accordance with WISHA reporting criteria.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
214	O	8.4	Blake	x	x	x	x	Equipment: Ensure that District members can be issued and/or have access to the safety equipment needed to sufficiently protect themselves from identified workplace hazards.
215	O	8.4.1	Blake	x	x	x	x	Purchase safety equipment that is compliant and that effectively protects members from workplace hazards.
216	A	8.4.2	Blake	x	x	x	x	Monitor the performance of safety equipment to ensure that it functions appropriately for the applications it was intended.
217	A	8.4.3	Blake	x	x	x	x	Participate in the evaluation of new safety equipment as it becomes available or needs are identified.
218	A	8.4.4	Blake	x	x	x	x	Monitor safety equipment standards to maintain compliance with local, state, and federal workplace safety standards.
219	A	8.4.5	Nugent	x	x	x	x	Maintain an inventory of SCBA and replacement parts needed to support their routine maintenance.
220	O	8.5	Blake	x	x	x	x	Distribution: Ensure that the distribution of safety equipment sufficiently supports the workplace functions performed by applicable District members.
221	A	8.5.1	Blake	x	x	x	x	Maintain the current process for members to request replacement safety equipment.
222	A	8.5.2	Blake	x	x	x	x	Maintain the current pick-up and/or delivery system that provides for the distribution of safety equipment so that it is replaced both timely and on an as needed basis.
223	A	8.5.3	Nugent	x	x	x	x	Maintain the availability of replacement SCBA that can be placed in-service when SCBA are taken out-of-service for repairs.
224	A	8.5.4	Blake	x	x	x	x	Distribute prescription eye protection to those members identified as eligible.
225	O	8.6	Richards	x	x	x	x	Distribution: Ensure the safety equipment provided to District members is adequate in its ability to perform in a manner that sufficiently protects them from the hazards they are potentially exposed to.
226	A	8.6.1	Richards	x	x	x	x	Monitor the effectiveness of safety equipment to assure adequate performance reliability.
227	A	8.6.2	Johnson	X				Annually service test ground ladders to assure adequate performance reliability.
228	A	8.6.3	Johnson				X	Annually service test aerial apparatus to assure adequate performance reliability.
229	A	8.6.4	Johnson		X		X	Annually service test pumpers to assure adequate performance reliability.
230	O	8.7	Blake	x	x	x	x	Replacement: Establish and maintain a replacement program for safety equipment so that replacement is projected on a scheduled basis, expenditures are budgeted, and replacement schedules are adhered to.
231	A	8.7.1	Blake	x	x	x	x	Implement a program whereby company officers perform and document a routine inspection the PPE of their crews on a monthly/quarterly basis.
232	A	8.7.2	Blake	x	x	x	x	Maintain an inventory of PPE and safety equipment to adequately support initial distribution and replacement as it becomes no longer serviceable and/or obsolete.
233	A	8.7.3	Blake			x		Maintain a budget line item for the ongoing and/or scheduled replacement of safety equipment.
234	O	8.8	Blake	x	x	x	x	Ensure that the maintenance of all safety equipment is conducted by qualified personnel and appropriate records are kept.
235	A	8.8.1	Blake	x	x	x	x	Maintain a process for the Facilities Division to conduct routine apparatus inspections for stations 7, 13, 18, 19, and 20.
236	A	8.8.2	Blake			x		Maintain a process to perform an advanced PPE inspection in accordance with established criteria, track progress completion, and to document completed inspections.
237	A	8.8.3	Blake	x	x	x	x	Maintain a records management system to document the inspection and maintenance history associated with safety equipment.
238	A	8.8.4	Blake	x	x	x	x	Implement a database for documenting PPE inspections, repairs and care and maintenance.
239	A	8.8.5	Nugent	x	x	x	x	Use the existing maintenance tracking database to track the maintenance of SCBA.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
								FIRE PREVENTION PROGRAM
240	G	9	Rogers					Maintain an efficient fire prevention program directed towards fire and life safety, hazard reduction through code enforcement; detection and control of fires and other emergencies, for the purpose of effectively reducing the risk
241	O	9.1	Rogers	X	X	X	X	Base the District's code enforcement programs on the applicable fire code and local ordinance requirements.
242	A	9.1.1	Rogers	X	X	X	X	Perform annual fire inspections in accordance with the applicable local codes and ordinances.
243	A	9.1.2	Rogers			X	X	Participate with the Kitsap County Fire and Life Safety Committee to develop and adopt fire safety provision within the applicable local codes and ordinances.
244	A	9.1.3	Rogers		X	X		Maintain open dialog with the Code Adoption Committees for both the City of Port Orchard and Kitsap County while evaluating the periodic code changes with the cost and benefit impact to the community.
245	A	9.1.4	Rogers	X	X	X	X	Maintain active participation in WSAFM as a means to monitor and influence State fire code adoption, relevant fire prevention legislative items, and national fire code development processes.
246	O	9.2	Rogers	X	X	X	X	Execute the District's code enforcement programs in a manner designed to ensure compliance with applicable fire protection code requirements and agency objectives.
247	A	9.2.1	Rogers	X	X	X	X	Perform a minimum of 500 annual fire inspections of commercial facilities, using the District's company inspection program.
248	A	9.2.2	Rogers	X	X	X	X	Perform a minimum of 220 annual fire inspections of commercial facilities each quarter, using the District's Fire Prevention Staff.
249	A	9.2.3	Rogers		X	X	X	Use the District's customer survey program to assist fire prevention staff in evaluating the annual inspection program for the purpose of identifying areas for improvement .
250	A	9.2.4	Rogers	X	X	X	X	Conduct and maintain a plan review process between the City and County Building, Planning and Code enforcement districts.
251	A	9.2.5	Rogers	X	X	X	X	Participate in the site visits and pre-development meetings for all applicable construction projects.
252	A	9.2.6	Rogers	X	X	X	X	Monitor and maintain these components of fire prevention through the annual budget process and the monthly prevention reports.
253	O	9.3	Rogers	X	X	X	X	Maintain the staffing levels needed to adequately meet the District's fire prevention obligations and performance objectives.
254	A	9.3.1	Rogers	X	X	X	X	Maintain existing staff within the prevention division.
255	A	9.3.2	Rogers			X	X	Maintain the budget provisions needed to support the Overtime Inspector position.
256	A	9.3.3	Rogers	X	X	X		Train and certify additional members so that the pool of members eligible to participate in the overtime inspector program is expanded.
257	A	9.3.4	Rogers		X	X		Evaluate the projected new construction workload for 2011 and 2012 to determine the level of funding needed for the overtime inspector position so that it adequately supports prevention staff.
258	A	9.3.5	Rogers		X	X		Evaluate the impact to prevention staff that will be generated by City annexations from Port Orchard to Bremerton.
259	A	9.3.6	Rogers		X	X		Adequate staffing is evaluated by accomplishment of district goals and objectives in a timely, cost effective manner, and modify as necessary through the annual budget development process.
260	A	9.3.7	Rogers	X	X	X	X	Continue the teamwork relationship between the District's prevention staff and neighboring agencies.
261	A	9.3.8	Rogers	X	X	X	X	Inspect commercial buildings for fire hazards that exist and monitor abatement procedures.
262	A	9.3.9	Rogers			X	X	Through pre-fire planning, continue to identify target hazards, including information on fire flow requirements, built-in suppression system, and the maintenance thereof.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
263	A	9.3.10	Rogers	X			X	Provide training to suppression personnel on technical applications of codes and standards and required tactics based on construction of target hazards, fire loading anticipated, and any fire protection systems or special features with the structure.
264	O	9.4	Rogers	X	X	X	X	Maintain the District's active participation in the applicable aspects of the plans review process to insure buildings are built in accordance with adopted fire codes, ordinances, and operational interests.
265	A	9.4.1	Rogers	x	X	X	X	Provide plan review services through the County inter-local agreement and the City of Port Orchard. Fire prevention will continue to monitor construction projects and continued teamwork between the District's prevention office and other County and City ag
266	A	9.4.2	Rogers	X	X	X	X	Monitor the plans review process through evaluation of monthly reports and the annual budget development process.
267	O	9.5	Rogers	X	X	X	X	Maintain adequate provisions for the equipment and supplies needed for the fire prevention division to efficiently perform its duties.
268	A	9.5.1	Rogers	X	X	X	X	Maintain adequate materials and supplies available for the achievement of fire prevention objectives.
269	A	9.5.2	Rogers	X	X	X	X	District needs are identified in the annual budget process, reviewed and adequately funded with an approved budget document.
270	O	9.6	Rogers	X	X	X		Maintain the standard operating procedures and general operating guidelines needed to support the District's fire prevention and life safety program.
271	A	9.6.1	Rogers	X	X	X	X	District policies are under continuous review and are modified under an as needed basis by the division chief and then district staff for approval.
272	A	9.6.2	Rogers	X	X	X	X	Maintain the inter-local agreement with the KCFMO and provide the identified services. Cooperate and maintain an open line of communication between the district and other outside agencies and districts.
273	A	9.6.3	Rogers		X	X	X	Take a leadership role in the development and adoption of codes and ordinances supporting district goals and objectives.
274	O	9.7	Rogers	X	X	X	X	Maintain an information management system to record activities, transactions, and risk reduction efforts as a means to determine the effectiveness of fire prevention programs.
275	A	9.7.1	Rogers	X	X	X	X	Maintain the electronic RMS program for inspections and plan review.
276	A	9.7.2	Rogers	X	X	X		Monitor and modify information gathering that will produce a document measuring the successes of fire prevention and fire suppression activities.
277	A	9.7.3	Rogers	X	X	X	X	Utilize RMS allowing a comparison of basic entry date; i.e., number of inspections, violations corrected City of Port Orchard, businesses physical location, and response zone comparisons showing response activities within a zone.
278	A	9.7.4	Rogers	X	X	X	X	Document the request or complaint if follow-up is required by using the Customer Complaint Form and Log.
279	A	9.7.5	Rogers	X	X	X	X	Provide copies of compliant forms to County and City agencies.
280	A	9.7.6	Rogers	X	X	X	X	Provide support to other personnel resolving customer service or complaint requests.
281	A	9.7.7	Rogers	X	X	X	X	Respond to citizen service requests and complaints within 24 hours.
282	A	9.7.8	Rogers		X		X	Maintain and update the rapid access program, to include inventory control, application status, information update to the KNOX company, and installation information.
283	O	9.8	Rogers		X	X		Periodically appraise the balance between the Districts fire suppression capabilities and the community's fire hazard risk and determine the effectiveness of that balance.
284	A	9.8.1	Rogers		X	X		Continue efforts toward a balance between suppression abilities and community risks, by continuously monitoring and evaluating fire prevention activities and associated costs in relationship to fire suppression calls and loss estimates.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
285	A	9.8.2	Rogers			X	X	Develop electronic RMS to adequately and accurately reflect a history of fire prevention activities supporting fire suppression capabilities, through code enforcement and pre-fire planning.
286	A	9.8.3	Rogers		X	X		Maintain and evaluate the annual fire prevention plan to maintain a balanced effort between fire prevention and fire suppression.
287	O	9.9	Kehl	x	x	x	x	Maintain an electronic database of prefire information on all commercial structures within the District's jurisdiction that meet prefire criteria, including initial risk potential and immediate hazards to first responding personnel.
288	A	9.9.1	Kehl	x	x	x	x	Prefire manager to maintain Excel spreadsheet with all commercial structures within the District's jurisdiction that meet prefire criteria based upon preset priorities outlined in policy and use to prioritize prefire shift assignments.
289	A	9.9.2	Kehl	x	x	x	x	Prefire manager to review new construction lists as received by prevention office and determine prefire necessity. If necessary, structure will be added to database and assigned for completion.
290	O	9.10	Rogers	X	X	X	X	Maintain an active presence with local Fire and Building Code Authorities to assist their efforts to assure that adequate staffing is present to respond to the community's risks.
291	A	9.10.1	Rogers	X	X	X	X	The district will pursue built-in fire protection systems through the planning process as a means to limit fire growth and provide early detection within the community. The district will continue to pursue the use of built-in fire protection systems thru
292	O	9.11	Rogers	X	X	X	X	Maintain active participation in the plans review process so that fire flow and/or sprinkler requirements associated with proposed projects are accordance with IFC Table B105.1 and Adopting Ordinance 323-2004.
293	O	9.12	Rogers	X	X	X	X	Maintain an effective fire prevention and public education program utilizing the annual commercial business inspection program and the home inspection program, to identify community risk of both fire and EMS while reducing the risks impact through public
294	A	9.12.1	Rogers	X	X	X	X	Provide Fire Extinguisher training to businesses throughout the community.
295	A	9.12.2	Rogers	X	X	X	X	Be involved with Community Events as a public education opportunity.
296	O	9.13	Rogers			X	X	Monitor the Public Education Program and its service delivery to assure the service is being provided and SKFR is achieving effective results.
297	A	9.13.1	Rogers	X	X	X	X	Maintain the Home Inspection Program and continue to provide for training.
298	A	9.13.2	Rogers	X	X	X	X	Monitor the Public Education Program and the service delivery during the annual budget process to assure service is being provided achieving effective results.
299	A	9.13.3	Rogers	X	X	X	X	Provide education to juvenile and parents about the correct behavior when it comes to fire. Provide follow-up with juvenile and parents as needed. Set up appointments with juveniles and their parents so and assessment can be conducted.
300	O	9.14	Rogers		X	X	X	Periodically analyze and adjusted the yearly budget to insure there is adequate funding to support the various public education programs. Outside funding and grants are applied for when appropriate.
301	A	9.14.1	Rogers	X	X	X	X	The district has embraced Public Education as a vital element of service to the community. The district intends to maintain public education as a tool by conducting station tours and participating in community events.
302	A	9.14.2	Rogers	X	X	X	X	Analyze the yearly budget and adjust to insure adequate funding to support the various programs. Outside funding and grants are applied for when appropriate.
303	O	9.15	Rogers	X	X	X	X	The District will monitor local and national statistics for trends indicating a needed service level as well as monitor SKFR statistics for risk variables associated to response activities. The public education programs are targeted toward specific audien

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
304	A	9.15.1	Rogers	X	X	X	X	The district will monitor Local and National statistics for trends indicating a needed service level as well as monitor district statistics for risk variables associated to response activities.
305	A	9.15.2	Rogers			X	X	Participate in the National Fire Prevention Week through NFPA.
306	O	9.16	Rogers	X	X	X	X	The District will gather statistical data and as resources allow, track program while evaluating benefits with current loss data and emergency calls with program elements.
307	A	9.16.1	Rogers	X			X	Annual, the District will evaluate the loss data and emergency calls using the annual report from RMS.
308	O	9.17	Rogers	X	X			There is a periodic appraisal of public education program outcomes to determine the effectiveness of the public education program and its effect on eliminating unacceptable risks.
309	A	9.17.1	Rogers	X			X	Monitor public education programs to determine effectiveness of eliminating risks identified from data loss and emergency calls.
310	O	9.18	Rogers	X	X	X	X	The District will educate the public about the variety of prevention and education services available to them from their local fire department.
311	A	9.18.1	Rogers	X	X	X	X	The district will educate the public about the variety of services available to them from their local fire department.
312	A	9.18.2	Rogers	X	X	X	X	The district will look for more efficient and effective methods for distributing this information.
313	A	9.18.3	Rogers	X			X	The district will monitor the effect and impact this information has on the district and its citizens.
314	A	9.18.4	Rogers		X	X		Improve smoke detector loan program. Program Manager will ensure career engines are supplied with required materials for the program. Review and update the Standard Operating Procedure for the smoke detector loan program. Data input of inspection record
315	O	9.19	Rogers	X	X	X	X	The District will use a variety of methods, such as the news media, to educate our customer about the services provided, this shall include the publication of a comprehensive annual report.
316	A	9.19.1	Rogers	X	X	X	X	The district will work with the news media and prepare and distribute news releases in a timely manner. The department will continue to publish and distribute a comprehensive annual report.
317	O	9.20	Rogers	X	X	X	X	Maintain an effective and efficient program directed toward identification of cause and origin of fires, explosions and other emergency situations endangering life or property.
318	O	9.21	Rogers	X	X	X	X	There are methods and procedures in place to investigate the cause and origin of all reported fires.
319	A	9.21.1	Rogers		X	X	X	Maintain the inter-local agreement between KCFMO and SKFR through the sharing of resources for the accomplishment of fire investigations.
320	O	9.22	Rogers	X	X	X	X	The District will maintain adequate staffing, to include interagency relationships, to complete fire investigation objectives.
321	A	9.22.1	Rogers	X	X	X	X	Improve the training of district staff to provide fire investigation services.
322	O	9.23	Rogers	X	X	X	X	The District will maintain adequate tools and equipment, to include interagency relationships, to complete fire investigation objectives.
323	O	9.24	Rogers	X	X	X	X	The District will maintain the agreements with other agencies, such as the KCFMO inter-local agreement, to aid in accomplishing fire investigation objectives.
324	A	9.24.1	Rogers	X	X	X	X	To maintain a positive working relationship between district personnel and the investigating agencies supporting fire investigation.
325	A	9.24.2	Rogers			X	X	To annually review the inter-local agreement between KCFMO and SKFR for value in the effectiveness of the fire investigation system of the county Fire Marshals Office.
326	O	9.25	Rogers	X	X	X	X	The District will maintain an information system documenting fire investigation activities and to provide data for analyzing program results.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
327	A	9.25.1	Rogers	X	X	X	X	Under Washington State law, the responsibility for fire investigation belongs to the Department of Community Development. This only applies to areas of unincorporated Kitsap County served by the fire district.
328	A	9.25.2	Rogers	X	X	X	X	The responsibility for fire investigation within the city of Port Orchard remains with the district and is assisted by an inter-local agreement with the county Fire Marshal's Office.
329	O	9.26	Rogers	X	X	X	X	The District will monitor the effectiveness of the investigation programs standard operating procedures, general guidelines, and inter-local agreements.
330	A	9.26.1	Rogers	X	X	X	X	The district will support the county Fire Marshal in the investigation of fires in the city of Port Orchard. The district will be involved with the inter-local agreement and evaluate its effectiveness when working with the county Fire Marshal through the
331	O	9.27	Rogers	X	X	X	X	The District will periodically appraise the effectiveness of the investigation programs through annual review with the prevention division.
332	A	9.27.1	Rogers	X	X	X	X	To maintain cooperation and open dialog with the county Fire Marshal for the development of a regional database system that will allow the exchange of information between agencies.
333	A	9.27.2	Rogers			X	X	To implement a new data collection program, allowing investigators information through appropriate data field entry. Incorporation of fire investigation information with County Fire Marshal information and district prevention data will assist in annual report
334	O	9.28	Rogers	X	X	X	X	Through the home inspection program provide a service to the community in accordance with the Fire District's mission, goals and objectives.
335	O	9.29	Rogers	X	X	X	X	The District will maintain Home Inspection Program as a volunteer function under the oversight of the fire prevention division and to provide the financial obligation of the program through our annual budget process.
336	A	9.29.1	Rogers	X	X	X	X	The district will recruit a nucleus of individuals that will be able to meet the demand of the citizens and the district for the Home Inspection Team.
337	A	9.29.2	Rogers	X	X	X	X	Annual review of the program will be done to determine the effectiveness of the program, and modifications will be made as needed.
338	O	9.30	Rogers	X	X	X	X	Evaluate each structure with consideration in modifying the building processes, equipment or inclusion of built-in protection to meet the required fire flows when required fire flow is not initially available.
339	O	9.31	Rogers	X	X	X	X	The district's prevention division will continue to include water supply as a key element in the pre-planning and plan review process.
340	A	9.31.1	Rogers	X	X	X	X	The water supply system which provides available fire flow for the planning zones, major risks, key risks and special hazard areas should be included in the planning effort.
341	O	9.32	Rogers	X	X	X	X	Create an effective system including information on all water systems serving South Kitsap Fire and Rescue. This information should include, reservoirs, pumps, wells, hydrants, main size/location, valve locations, emergency power, flow data, etc.
342	O	9.33	Rogers			X	X	The District will collect data for fire flow requirements and availability for both suppression activates and pre-planning efforts.
343	A	9.33.1	Rogers	X	X	X	X	Conduct fire flow test for new developments and construction projects.
344	O	9.34	Rogers		X		X	The District will work with adjacent fire districts purveyors to implement a joint pre-fire program, to include hydrant/fire flow information. The District will consider the use of both hard copy and electronic information as to the effectiveness of comp
345	O	9.35	Rogers		X	X		Maintain reliance on tender operations to provide fire flow in existing areas while working with the Kitsap County DCD, City of Port Orchard and water purveyors to assure adequate water is available for fire protection purposes in future developments.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
346	O 9.36	Rogers		X	X		Fire prevention division oversees the annual maintenance and follow-up of the water systems/hydrants.
347	A 9.36.1	Rogers		X	X		Fire prevention division will communicate with the respective water purveyors regarding the annual maintenance of the water systems/hydrants.
348	A 9.36.2	Rogers	X	X	X	X	Prevention division will follow-up fire hydrant or fire flow deficiencies with the water authority.
349	O 9.37	Rogers	X	X	X	X	The District shall maintain tools to allowing for flow tests existing hydrants and monitor available fire flow, while working with the Growth Management Committees ensuring new development has adequate fire flow before construction. The District will main
350	A 9.37.1	Rogers		X	X		Analyze the yearly budget and adjust to insure adequate funding to maintain tools to continue flow testing.
351	A 9.37.2	Rogers	X	X	X	X	Work with the City and County to determine fire flow for new development.
352	O 9.38	Rogers	X	X	X	X	The District will continue efforts to ensure an adequate and reliable water supply is available for fire fighting purposes.
353	A 9.38.1	Rogers	X	X	X	X	The district will maintain reliance upon water tenders into the service zones where fire flow is inadequate.
354	O 9.39	Rogers		X		X	Communicate between the managers of public and private water systems to keep the district informed about all sources of water available for fighting fires.
355	A 9.39.1	Rogers		X		X	Maintain current level of contact with water purveyors, with ongoing contact through the WATERPAK meetings.
356	O 9.40	Rogers	X	X	X	X	Continue the current process of providing input into the design and development planning through the pre-application process plus the plan review procedures.
357	A 9.40.1	Rogers	X	X	X	X	The district will participate in the City and County's pre-application process.
358	O 9.41	Rogers		X	X		Fire hydrants within the district should be easily located, maintained and tested so ensuring each hydrant location is visible and accessible at all times.
359	A 9.41.1	Rogers			X	X	The hydrant maintenance program should be reviewed on a continual basis for effectiveness and identified improvements or recommendations to ensure the system adequacy.
360	O 9.42	Rogers		X	X	X	The District will periodically evaluate the maintenance, inspection and testing to ensure the adequacy and availability of public or private water for fire protection.
361	A 9.42.1	Rogers		X	X		The district will maintain the existing hydrant testing, maintenance program and district database.
362	O 9.43	Rogers	X				The District will develop contingency plans for alternative water supplies for those areas without hydrants, where hydrant flows are insufficient, or in the event of a major disruption in public water supply capabilities.
363	A 9.43.1	Rogers	X				Planning efforts and program review on a continuing basis has allowed the district to meet this objective.
364	G 10	Roller					HYDRANTS Ensure that hydrants are a reliable water source for emergency operations through inspections, plans review, repair, and maintenance.
365	O 10.1	Roller	x	x	x	x	SKFR shall maintain a ERS database with all required hydrant information including the GPS mapping and fire flow information.
366	O 10.2	Roller	x	x	x	x	Establish relationships with all water districts. Contact as needed to report water system problems and to identify changes in the water system.
367	O 10.3	Roller		x	x		All hydrants shall be checked and maintained annually and flow tested as required. Assign annual hydrant checks to each shift and to budget and maintain the tools and supplies needed to complete hydrant checks and flow testing.
368	O 10.4	Roller		x			Maintain and review annually the policy on maintenance, in and out of service, and the flow testing of hydrants.
369	G 11	Christenson					MAPS Minimize response times to emergency calls by providing accurate, accessible, and easy to use response maps in all SKFR vehicles.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
370	O	11.1	Christenson	X	X	X	X	Maintain appropriate response maps in all District vehicles and supplied to all volunteers.
371	A	11.1.1	Christenson	X	X	X	X	Maintain response maps of Kitsap, Mason and Pierce Counties 5 and 16 in all District response vehicles.
372	A	11.1.2	Christenson	X	X	X	X	Supply response maps of Kitsap County for all volunteers and ancillary vehicles.
373	A	11.1.3	Christenson	X	X	X	X	Budget annually for ongoing replacement of maps as required.
374	G	12	Christenson					ADDRESSING Liaise with the Kitsap County addressing system to meet the addressing needs of the District and community.
375	O	12.1	Christenson	X	X	X	X	Resolve address problems identified within SKFR by working with the Kitsap County Addressing Technician.
376	G	13	Kehl					PREFIRE To provide accurate building and facility prefire information that assists the incident commander in managing an emergency incident with an emphasis to provide a greater level of safety for firefighters, an increased chance of survival for our ci
377	O	13.1	Kehl	x	x	x	x	Place new occupancies meeting prefire plans criteria into system.
378	A	13.1.1	Kehl	x	x	x	x	As prevetion recieves certificate of occupancy, notification will be given to pre fire manager for assignment.
379	O	13.2	Kehl			x	x	Continue to update all prefire drawings every 4 years as outlined by accreditation.
380	A	13.2.1	Kehl			x	x	Project director will compile a list quarterly of prefires needing to be done following established policy and priority.
381	A	13.2.2	Kehl			x	x	Project director will divide list and submit to shift BC's on a quarterly basis for assignment to crews.
382	A	13.2.3	Kehl			x	x	Collection of prefire information to be completed through line crew prefire inspections updating current drawings or producing new field drawings utilizing 'Top 10' data sheet.
383	O	13.3	Kehl			x	x	Create prefire plan drawings in First Look Pro from shift field drawings.
384	A	13.3.1	Kehl			x	x	As shift crews complete prefire field drawings, they will forward to their shift representative at stn.31 for input into Fire Zone.
385	A	13.3.2	Kehl			x	x	Project director will review all electronic drawings for completeness and save PDF copy of Fire Zone drawing to Prefire database.
386	O	13.4	Kehl				x	Work with prevention to develop process for obtaining electronic aoutocad copy of building plans during construction permitting process that can be used by district for pre fire drawings.
387	A	13.4.1	Kehl				x	Contact with prevention on topic and criteria. (Discussion with Prevention proves that this will be a very complex process with the County Fire Marshal's office, but it is in the works).
388	O	13.5	Kehl		x			Project director to place tier II reporting info into system via scanned documents or other to be determined method.
389	A	13.5.1	Kehl		x			Prevention staff will collect Tier II reporting and forward to prefire project director.
390	A	13.5.2	Kehl		x			Project director to scan in as PDF folder and attatch to current prefire drawing by address to be utilized by MCT.
391	O	13.6	Kehl				x	Assure that the needed computer software is available and current for each station computer utilized for Pre Fire drawing.
392	A	13.6.1	Kehl				x	Purchase software and upgrades as necessary to insure proper and efficient data entry through CAD/FLP.
393	O	13.7	Kehl	x	x	x	x	Prefire manager to manage database for electronic Pre-Fire files used by onboard MCT's.
394	A	13.7.1	Kehl	x	x	x	x	Project manmager will import completed drawings into data base.
395	A	13.7.2	Kehl	x	x	x	x	Project manager will work with Cencom to plan scheduled updates of SKFR prefire PDF drawings to onboard Cencom MCT's
396	O	13.8	Kehl	x	x			Work with CT Hill and Cencom to develop a system to view electronic prefire data saved in ERS on onboard MCT's

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
397	A	13.8.1	Kehl	x	x			Evaluate if Cencom can attach additional information in their program allowing access to data information or create a form to extract information from ERS and save as PDF attachment to be incorporated in to pre fire drawing PDF.
398	A	13.8.2	Kehl	x	x			Develop process to update data information on an annual basis and give to Cencom for update on MCT's.
399	G	14	Nugent					RESPIRATORY PROTECTION Provide the highest level of respiratory protection for line personnel during fire suppression and emergency medical response.
400	O	14.1	Nugent	x	x	x	x	Assure daily, weekly SCBA apparatus checks are current with manufacturer's recommendations.
401	A	14.1.1	Nugent	x	x	x	x	Maintain continual update of rig check forms to conform with manufacturers and industry standards.
402	O	14.2	Nugent	x	x	x	x	Assure that all compressed air sources utilized for SCBA meets quality analysis standards set by NFPA industry standards.
403	A	14.2.1	Nugent	x	x	x	x	Coordinate with facility/maintenance/supply quarterly collection, delivery and pickup of air sample directly from each individual air supply compressor to certified laboratory for quarterly testing.
404	A	14.2.2	Nugent	x	x	x	x	Review results of the air sample analysis assuring compliance of the appropriate industry standards for breathing air quality.
405	O	14.3	Nugent				x	Assure yearly individual facemask fit tests are completed and individually recorded.
406	A	14.3.1	Nugent				x	Prepare, coordinate, disseminate tools and materials needed to assign and assure completion of annual personnel Facemask Fit Testing.
407	A	14.3.2	Nugent				x	Documentation of individual completion of annual facemask fit test shall be maintained in a computer data based program.
408	A	14.3.3	Nugent				x	Assure fit test has been completed and a personal facemask has been issued and assigned to all line personnel.
409	O	14.4	Nugent	x	x	x	x	Document, maintain and continually update all individual SCBA data, parts inventory, repairs completed, flow test results, fit test records and cylinder hydrostatic test results on a computer data-based program.
410	A	14.4.1	Nugent	x	x	x	x	All repairs, parts utilized and personal equipment assigned shall be recorded as data utilizing MSA Minder software program and the PosiChek 3 tester.
411	O	14.5	Nugent	x				Coordinate annual test calibration of the PosiChek 3 regulator tester.
412	A	14.5.1	Nugent	x				Assure annual calibration of regulator tester equipment, computer software, and update as needed to maintain industry and manufacturers standards.
413	O	14.6	Nugent		x		x	On a biannual basis implement, assure completion, and document cylinder hydrostatic testing on a five year rotation .
414	A	14.6.1	Nugent		x		x	Coordinate with line personnel and facility/supply personnel the collection, testing and delivery of cylinders needing hydrostatic testing.
415	O	14.7	Nugent	x	x	x	x	Assure there exists a SCBA Maintenance and Repair Manual located in each station and is continually updated.
416	A	14.7.1	Nugent	x	x	x	x	Assure that each SCBA Maintenance and Repair Manual will included the following MSA publications; MSA MMR with Firehawk Regulator, Users Maintenance Instructions Manual.
417	A	14.7.2	Nugent	x	x	x	x	Distribute to each station any pertinent manufacturers publications concerning the SCBA utilized.
418	O	14.8	Nugent	x	x	x	x	Assure that individual repair and line personnel have the resources necessary and or certifications required to maintain, utilize and or repair the SCBA equipment and such training shall meet or exceed the standards set forth by manufacturers and industry
419	A	14.8.1	Nugent	x	x	x	x	Assure through the budgetary process that all necessary tools to assure and complete effective repairs and appropriate maintenance are purchased and procured.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
420	A	14.8.2	Nugent	x	x	x	x	Continually update and distribute to line personnel the most current industry bulletins regarding training, repair and maintenance of SCBA.
421	A	14.8.3	Nugent	x	x	x	x	Maintain educational updates to achieve current training standards to manufacturers and industry guideline standards.
422	O	14.9	Nugent	x	x	x	x	Assure that SKFR maintains its certification as an MSA - C.A.R.E. Authorized Repair Center.
423	A	14.9.1	Nugent	x	x	x	x	Maintain the manufacturers standards adopted for certification as an authorized center.
424	A	14.9.2	Nugent	x	x	x	x	Adhere and comply with all applicable industry standards, manufacturer's recommendations for testing, maintenance and repairs of SCBA.
425	A	14.9.3	Nugent	x	x	x	x	Maintain and assure that parts, test and repair equipment, computer programs meet or exceed current industry and manufacturers standards.
426	O	14.10	Nugent		x			Implement and complete and document annual flow, leak testing of each individual SCBA unit.
427	A	14.10.1	Nugent	x	x			Coordinate and document annual flow and leak tests for all SCBA.
428	G	15	Powers					REPORT MANAGEMENT SYSTEM (RMS) Provide consistent data inputs so that reports can be developed to measure response outcomes and so that reasonable strategic decisions can be made.
429	O	15.1	Mooney	x	x	x	x	Evaluate and closely monitor the risks associated with uncovered fire companies / stations to determine if staffing levels are adequate.
430	A	15.1.1	Mooney	x	x	x	x	Explore more ways to assist the ease and effectiveness of the electronic RMS.
431	A	15.1.2	Mooney	x	x	x	x	Explore more ways to reduce expenses by data analysis.
432	O	15.2	Mooney	x	x	x	x	Maintain RMS Program (Incident module and data).
433	A	15.2.1	Mooney	x	x	x	x	Collect data and prepare reports for Chief Officers to evaluate and access the effectiveness of the fire prevention program and its efforts in risk reduction.
434	A	15.2.2	Mooney	x	x	x	x	Collect data and prepare reports for Chief Officers to evaluate, assess, and monitor changes in mutual aid zones as they apply to the district. (Drop Borders Now and SKIA-North/South).
435	A	15.2.3	Mooney	x	x	x	x	Collect data and prepare reports for Chief Officers to evaluate and assess fire loss, injury and life loss, property loss and other associated losses.
436	A	15.2.4	Mooney	x	x	x	x	Collect data and prepare reports (Initial Company Response and Effective Response Force) for Chief Officers to measure the department's ability to meet the adopted SOC. Identify the strengths and weaknesses of the SOC with the response data.
437	A	15.2.5	Mooney	x	x	x	x	Collect data and prepare reports for Chief Officers to evaluate and assess false alarm and provide needed information to determine current and future needs.
438	A	15.2.6	Mooney	x	x	x	x	Collect data and prepare reports for Chief Officers to assess the community risks.
439	A	15.2.7	Mooney	x	x	x	x	Collect data and prepare reports for Chief Officers to establish SOC strategy for each type of non-fire risk(s) and service demand.
440	A	15.2.9	Mooney	x	x	x	x	Maintain CAD system link with RMS and Review Daily CAD Summary (remove any RMS events that are not calls). Input and/or review all Mutual Aid calls (Drop Borders, SKIA, Tri Lakes, Pierce or Mason County responses).
441	A	15.2.12	Mooney	x	x	x	x	Prepare and deliver Quarterly NFIRS Export to WSP and WSFMO. Prepare and deliver annually the Fireworks Report to WSFMO.
442	A	15.2.13	Mooney	x	x	x	x	Prepare monthly/annual reports on SOC for Chief Officers.
443	A	15.2.15	Mooney	x	x	x	x	Continue working towards electronic data capture in the field for responders and coordinate the quality assurance for each shift.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
444	A	15.2.16	Mooney	X	X	X	X	Share information with the Kitsap County EMS Office, Kitsap County Fire Marshal Office and Olympic Ambulance.
445	A	15.2.17	Mooney	X	X	X	X	Complete and deliver FARS (Fatality Analysis Reporting System) EMS Information Request form to State of WA Traffic Safety Commission for all fatal crashes.
446	A	15.2.18	Mooney	X	X	X	X	Prepare and deliver to WSFMO any fire fatalities that occur within our jurisdiction.
447	A	15.2.19	Mooney	X	X	X	X	Prepare and deliver NFPA Survey, DNR Survey and Grant stats.
448	A	15.2.20	Mooney	X	X	X	X	Prepare and deliver Volunteer Personnel Emergency Responses stats to BC Harlley quarterly or as requested.
449	A	15.2.21	Honsey	X	X	X	X	Input Volunteer Call Responses into RMS.
450	A	15.2.22	Mooney	X			X	Prepare and submit stats, graphs and data from RMS for the Annual Report.
451	A	15.2.23	Mooney	X	X	X	X	Attend County RMS and DECCAN meetings. Resource sharing ideas between other agencies.
452	A	15.2.24	Mooney		X			Prepare and coordinate the report required by RCW 52.33.010 (Agency Reporting).
								GRANT APPLICATIONS AND ADMINISTRATION
453	G	16	Gudmundsen					Apply and administer applicable grants as a means to secure additional funding for the District's eligible programs.
454	O	16.1	Gudmundsen	x	x	x	x	As eligible grant opportunities become available, apply for and/or refer to appropriate program managers to submit grants as a means to secure supplemental funding sources for the District.
455	A	16.1.1	Gudmundsen	x	x	x	x	Submit quarterly performance reports associated with the 2005 SAFER grant until the program's completion (Nine firefighters).
456	A	16.1.2	Wernet	X				Oversee preparation and submittal of an application for the Regional EMS grant, by the EMS division.
457	A	16.1.3	Gudmundsen	x	x	x	x	Attend appropriate classes/meetings to stay current and prepared for grant opportunities.
								FIXED FACILITIES
458	G	17	Wernet					Maintain an inventory of fixed facilities designed, maintained, and managed in a manner that effectively and adequately meets the service delivery goals and objectives established by the District's Standard of Cover.
459	O	17.1	Wernet	X	X	X	X	Space Allocations: Provide facilities that will adequately meet the space requirements for the District's administrative, operations, fire prevention, training, and support service functions.
460	A	17.1.1	Wernet	X	X	X	X	Oversee and evaluate the capital improvements projected within the Fifteen-Year Facility Maintenance Plan so that recommendations can be prepared for the coming year's budget process.
461	A	17.1.2	Wernet		X	X	X	Based on the Fifteen-Year Facility Maintenance Plan, oversee and develop budget recommendations to support the Plan's capital improvement expenditures for the coming year's budget process.
462	O	17.2	Blake	x	x	x	x	Maintenance Program: Maintain a systematic facilities maintenance program so that the District's buildings and grounds are kept clean and in good repair.
463	A	17.2.1	Blake	x	x	x	x	Develop the 2013 Facilities Division Annual Work Plan based on the previous year's Annual Work Plan, 2012 budget appropriations, and 2012 Facilities Division goals.
464	A	17.2.2	Blake	x	x	x	x	Perform routine facilities maintenance, grounds maintenance and safety inspections based on the 2012 Facilities Division Annual Work Plan
465	A	17.2.3	Blake	x	x	x	x	Perform annual audit of small and attractive asset and fixed assets based on the 2012 Facilities Division Annual Work Plan.
466	A	17.2.4	Wernet	X	X	X	X	Oversee and evaluate the Fifteen-Year Facility Maintenance Plan so that recommendations can be prepared for the coming year's budget process.
467	A	17.2.5	Wernet	X	X	X	X	Based on the Fifteen-Year Facility Maintenance Plan, oversee and develop budget recommendations to support the Plan's programmed facility maintenance expenditures for the coming year's budget process.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
468	O	17.3	Wernet	X	X	X	X	Distribution of Facilities: Ensure that the District's physical facilities remain adequate and properly distributed in accordance with the District's Standard of Cover service level objectives.
469	A	17.3.1	Wright		x			Participate in efforts to continually analyze the efficient distribution of facilities in comparison to response data.
470	O	17.4	Wernet	X	X	X	X	Regulatory Compliance: Oversee and ensure that the District's facilities remain compliant with the applicable local, state, and federal regulations.
471	A	17.4.1	Blake	x	x	x	x	Perform routine performance testing of protection systems based on the 2012 Facilities Division Annual Work Plan.
								TOOLS AND SMALL EQUIPMENT
472	G	18	Blake					Maintain an inventory of tools and small equipment properly designed and maintained in a manner that adequately meets the District's goals and objectives.
473	O	18.1	Blake	x	x	x	x	Maintain the District's tools and small equipment inventory so that resources are adequately distributed and in sufficient quantities.
474	A	18.1.1	Blake	x	x	x	x	Maintain an inventory of replacement tools and small equipment so that replacement items can be distributed as the need arises.
475	A	18.1.2	Blake			x		Maintain a budget line item so the District is able to adequately sustain an inventory of replacement tools and small equipment.
476	O	18.2	Blake	x	x	x	x	Replacement Program: Establish and maintain a program that supports the adequate replacement of tools and small equipment as they become lost, damaged, or obsolete.
477	A	18.2.1	Blake	x	x	x	x	Maintain a replacement schedule for portable equipment such as power saws, mower, blowers, and generators.
478	A	18.2.2	Nugent				x	Analyze the necessity of a SCBA and SCBA cylinder replacement schedule.
479	O	18.3	Wernet	X	X	X	X	Maintenance Qualifications: Oversee the program to Establish and maintain a process to ensure that equipment maintenance is performed by qualified personnel.
480	A	18.3.1	Nugent	x	x	x	x	Maintain a budget line item that supports annual training for the District's SCBA technicians.
481	A	18.3.2	Blake	x	x	x	x	Maintain tools and small equipment on an as needed basis.
482	A	18.3.3	Nugent				x	Evaluate the feasibility of establishing a minimum of one qualified repair technician per shift certified to test and repair SCBA.
483	O	18.4	Blake	x	x	x	x	Maintain an inventory control system so that fixed and small and attractive assets are entered as they are aquired, an accurate and current account of resources maintained and the disposition of resources documented.
484	A	18.4.1	Blake	x	x	x	x	Evaluate the feasibility of implementing an inventory control program capable of tracking the District's consumable supplies inventory both as it is distributed and kept in storage (CFAI Specific Recommendation).
485	A	18.4.2	Blake	x	x	x	x	Analyze future capabilities to expand, and develop a plan for providing an expandable central supply warehouse system.
486	A	18.4.3	Blake	x	x	x	x	Consider expanding the half-time grounds maintenance position to full time to allow for a more proactive approach.
								PHYSICAL RESOURCES PLAN
487	G	18A	Wernet					Utilize a systematic and planned approach to determine the future development of facilities so that their development and use is consistent with the District's established plans.
488	O	18A.1	Wernet	X	X	X	X	Future Planning: Develop, construct, and purchase physical resources in a manner that is consistent with the District's goals and strategic plan.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
489	A	18A.1.1	Rogers			X	X	Based on the Kitsap County Growth Management Plan and population projections, continually evaluate the need for additional station locations.
490	O	18A.2	Wernet	X	X	X	X	Planning Participation: Conduct all physical facilities planning processes in a manner that involves the District's governing body, administration, and staff.
491	A	18A.2.1	Wernet	X	X	X	X	Maintain administrative involvement in the process of projecting short and long-term facilities needs.
492	A	18A.2.2	Rogers			X	X	Maintain participation with local government agencies and committees responsible for growth management and planning activities.
493	A	18A.2.3	Rogers	X	X	X	X	The Fire Prevention Bureau will continually monitor DCD demographic projections for the purpose of forecasting the District's capital facilities requirements.
494	A	18A.2.4	Wernet	X	X	X	X	Oversee the operating and maintenance costs associated each of the District's facilities so they can be viewed as individual cost centers.
495	G	19	Hill					IT SERVICES Provide information technology services to meet the needs of the employees.
496	O	19.1	Hill				X	Submit articles for the program of the Annual Report within the timeline determined by the report coordinator.
497	A	19.1.1	Hill				X	Submit annual report article to BC Powers.
498	O	19.2	Hill	X	X	X	X	Evaluate new technologies that may allow for faster processing and distribution of program information without added long term costs.
499	A	19.2.1	Hill	X	X	X	X	Evaluate current software products and competing products that may increase productivity without added long term costs.
500	A	19.2.2	Hill	X	X	X	X	Review current network hardware and connections to determine if it is adequate for current usage, and evaluate solutions to resolve network congestion and without added long term costs.
501	A	19.2.3	Hill	X	X	X	X	Review current server hardware to determine if it is adequate for current usage, and evaluate solutions to resolve poor performance without added long term costs.
502	O	19.3	Hill	X	X	X	X	Maintain, replace and Install new Computers.
503	A	19.3.1	Hill	X	X	X	X	Maintain existing workstations and servers in working order.
504	A	19.3.2	Hill		X			Purchase and install 10 replacement workstations.
505	A	19.3.3	Hill			X		Purchase and install email archiving solution.
506	A	19.3.4	Hill	X	X	X	X	Purchase needed miscellaneous computer supplies without going over budget.
507	O	19.4	Hill	X	X	X	X	Maintain, replace and Install new software.
508	A	19.4.1	Hill	X	X	X	X	Maintain support agreements with software vendors.
509	A	19.4.2	Hill	X	X	X	X	Evaluate, purchase and install software as required.
510	O	19.5	Hill	X	X	X	X	Maintain, replace and Install new networking hardware and related services.
511	A	19.5.1	Hill	X	X	X	X	Maintain and replace networking hardware as required.
512	A	19.5.2	Hill	X	X	X	X	Maintain networking services with CKFR. This is for the ongoing cost associated with our shared fiber circuit.
513	A	19.5.3	Hill	X	X	X	X	Evaluate moving our network over to PUD fiber.
514	A	19.5.4	Hill	X	X	X	X	Maintain networking services with Wave cable and Kitsap County.
515	A	19.5.5	Hill		X			Implement QoS on ASA5505 firewalls to improve quality of voice communications on existing VoIP phone system
516	O	19.6	Hill	X	X	X	X	Continue supporting RMS for SKFR.
517	A	19.6.1	Hill	X	X	X	X	Continue Supporting ERS on technical issues as needed.
518	O	19.7	Hill	X	X	X	X	Create and modify reports as needed.
519	A	19.7.1	Hill	X	X	X	X	Continue creating and modifying reports as needed.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
520	O 19.8	Hill	X	X	X	X	Maintain, Upgrade, and create new databases.
521	A 19.8.1	Hill	X	X	X	X	Create and modify databases as needed.
522	O 19.9	Hill	X	X	X	X	Maintain portable and mobile radio equipment.
523	A 19.9.1	Hill	X	X	X	X	Maintain Radios, Minitors, pagers, phones, and cell phone equipment.
524	A 19.9.2	Hill	X	X	X	X	Maintain adequate supply of spare batteries for portable radios and minitors.
525	A 19.9.3	Hill	X	X	X	X	Purchase needed miscellaneous communications supplies without going over budget.
526	O 19.10	Hill	X	X	X	X	Outside Organizations/User Groups (KCGIS, RMS Coop), attend meetings, evaluate resource sharing to save money.
527	A 19.10.1	Hill	X	X	X	X	Continue attending county IT meetings to stay informed about what other agencies are doing, as well as evaluate possible resource sharing opportunities.
528	O 19.11	Hill	X	X	X	X	Attend computer tech training as needed.
529	O 19.12	Hill	X	X	X	X	Maintain service contracts with communication vendors.
530	A 19.12.1	Hill	X	X	X	X	Maintain pager, phone service, cell phone service and website provider service contracts.
531	G 20	Christenson					HOSE Maintain and test all hose so it can reliably and safely function in emergency and non-emergency service environments.
532	O 20.1	Christenson	X	X	X	X	All SKFR fire hose shall be tested annually in accordance with NFPA 1962.
533	A 20.1.1	Christenson	X	X	X	X	The hose program manager will facilitate hose testing of in-service fire hose using an outside commercial service.
534	O 20.2	Christenson	X	X	X	X	All SKFR fire hose shall be repaired and maintained in accordance with NFPA 1962.
535	A 20.2.1	Christenson	X	X	X	X	The hose program manager will coordinate the successful repair and maintenance of all hose in a timely fashion.
536	A 20.1.2	Christenson	X	X	X	X	New and repaired hose will be service tested to assure adequate performance reliability prior to being made available for use.
537	O 20.3	Christenson	X	X	X	X	Maintain an adequate supply of in-service and reserve hose.
538	A 20.3.1	Christenson	X	X	X	X	The hose program manager will review hose wear and tear trends within SKFR and recommend appropriate annual purchases to maintain replacement hose of all sizes and styles of hose used in SKFR.
539	O 20.4	Christenson	X	X	X	X	The hose program manager will oversee the inventory and tracking of SKFR's fire hose within the departments RMS database, in accordance to NFPA 1962.
540	A 20.4.1	Christenson	X	X	X	X	All hose testing data is kept on file in Admin office.
541	A 20.4.2	Christenson	X	X	X	X	All annual hose maintenance and repair data will be the responsibility of the hose program manager.
542	O 20.5	Christenson	X	X	X	X	The hose program manager will submit an annual report on the program within the timeline determined by the report coordinator.
543	A 20.5.1	Christenson	X	X	X	X	A brief report shall be written that outlines the programs accomplishments for the reported year.
544	G 21	Gudmundsen					DISPATCH Assure that resources are dispatched to emergencies that meet the Standard of Response Cover; manage the community emergency response risk.
545	O 21.1	Smith	X	X	X	X	Establish, enhance and maintain Mutual Aid Relationships in CAD.
546	A 21.1.1	Smith	X	X	X	X	Assure that mutual and automatic aid is available and can respond with minimal delays to SKFR.
547	A 21.1.2	Smith	X	X	X	X	Work to eliminate the dispatch delay with Pierce County and look into how to better deploy them in SKFR.
548	A 21.1.3	Smith	X	X	X	X	Develop and maintain mutual and automatic aid agreements with all agencies that could provide assistance to our community.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
549	A 21.1.4	Smith	X				Place Pierce County 5 and 16 units into the CAD system where closest and practically obtainable.
550	O 21.2	Smith	X	X	X	X	Establish and maintain working relationship with CenCom.
551	A 21.2.1	Smith	X	X	X	X	Continue ongoing coordination and communication with Cencom regarding dispatch issues which affect the departments dispatch procedures and responsibilities.
552	A 21.2.2	Smith	X	X	X	X	Maintain and follow up on dispatch problems and inquires in the field.
553	A 21.2.3	Smith	X	X	X	X	Maintain the proper response data to facilitate meeting the SOC.
554	O 21.3	Smith	X	X	X	X	SKFR shall maintain a Dispatch Project Manager.
555	A 21.3.1	Smith	X				Submit articles about the program for the Annual Report.
556	O 21.4	Smith	X	X	X	X	Maintain ESZ / CAD response areas for effective service delivery.
557	A 21.4.1	Smith	X	X	X	X	Monitor and revise zones as needed.
558	A 21.4.2	Smith	X		X		Coordinate with Deputy Chief to evaluate fire and non-fire risk in each Division and maintain dispatch recommendations to meet SOC.
559	G 22	Mason					WELLNESS Maintain and improve the physical and behavioral health of all fire department members by creating a positive environment through education, fitness, support, nutritional, and rehabilitative programs.
560	O 22.1	Mason	x	x	x	x	Maintain a successful joint IAFF and IAFC program.
561	A 22.1.1	Mason	x	x	x	x	Maintain a standing Wellness Committee.
562	A 22.1.2	Mason	x	x	x	x	Continue to look at ways to implement the remaining 3 chapters of the IAFF/ IAFC.
563	O 22.2	Mason	x	x	x	x	Maintain a proactive wellness program.
564	A 22.2.1	Mason	x				Review and update the 5 year plan.
565	A 22.2.2	Mason	x				Conduct onsite fitness evaluations annually.
566	A 22.2.3	Mason	x	x	x	x	Maintain positive communication between wellness team and members.
567	A 22.2.4	Mason	x	x	x	x	Reevaluate the current structure of the Wellness Program
568	A 22.2.5	Mason	x	x	x	x	Research avenues to fund the program through grants.
569	A 22.2.6	Mason	x	x	x	x	Replace equipment as needed per general wear and tear.
570	A 22.2.7	Mason		x			Develop long term budgeting plans.
571	G 23	Wernet					COMMUNITY EVENTS AND OUTREACH Prevent the loss of life and property from fire, medical, and other emergencies by providing safety information and information about our services to the community.
572	O 23.1	Wernet	X				Develop and submit articles for the program for the annual report within the timeline determined by the report coordinator.
573	A 23.1.1	Wernet	X	X	X	X	Analyze the impact of eliminating the Public Education / PIO position and appraise the accomplishments of the program, goals and objectives.
574	O 23.2	Wernet	X	X	X	X	Coordinate and assign all community event activities within SKFR.
575	A 23.2.1	Wernet	X	X	X	X	Assign to shifts, community event requests, as soon as they are requested.
576	A 23.2.2	Wernet	X	X	X	X	Maintain a history of community events that we participate in.
577	O 23.3	Wernet	X	X	X	X	Develop a standard message for our community integrating fire and EMS using the NFPA message for fire and historical data.
578	O 23.4	Wernet	X	X	X	X	Work with the fire prevention manager to assist with community events and needed supplies for specific events throughout the year.
579	O 23.5	Wernet	X	X	X	X	Maintain a community events team.
580	A 23.5.1	Wernet	X	X	X	X	Maintain a minimum standard of training for the community events members.
581	A 23.5.2	Wernet	X	X	X	X	Deploy community events team to all appropriate events.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
582	O 23.6	Wernet	X	X			Coordinate a Safety Fair annually Including press releases and flyers.
583	A 23.6.1	Wernet	X	X			Coordinate with other agencies for participation in the safety fair.
584	A 23.6.2	Wernet	X	X			Coordinate annual mock DUI Crash with SKHS.
585	A 23.6.3	Wernet	X	X	X	X	Coordinate Athletic Medicine Training with SKHS.
586	A 23.6.4	Wernet	X	X	X	X	Coordinate Job Fairs with three Junior High Schools.
587	O 23.7	Wernet	X	X	X	X	Coordinate activities the district will participate in for fire prevention month (October).
588	A 23.7.1	Wernet		X			Order supplies for fire prevention month.
589	A 23.7.2	Wernet		X	X	X	Schedule fire prevention activities with elementary schools and write press releases.
590	O 23.8	Wernet	X	X	X	X	Provide CPR and First Aid Classes to the community.
591	A 23.8.1	Wernet	X	X	X	X	Continue evaluate and implement a broader scope of CPR classes for the community.
592	A 23.8.2	Wernet	X	X	X	X	Maintain a cadre CPR and First aid instructors and provide the required training.
593	A 23.8.3	Wernet	X	X	X	X	Budget and maintain the purchase of new supplies and equipment to meet the needs of the established CPR and First Aid program goals.
594	O 23.9	Wernet	X	X	X	X	Maintain a community newsletter to be published and distributed quarterly.
595	A 23.9.1	Salters	x	x	x	x	Edit and proof read community newsletter that is published and distributed quarterly.
596	G 24	Johnson					FLEET Ensure our vehicles are able to respond for emergency services and are reliable for non-emergency use.
597	O 24.1	Johnson		X			Purchase supplies, tools, equipment, and parts as authorized in the budget.
598	A 24.1.1	Johnson	X	X	X	X	Purchase authorized items from the budget.
599	O 24.2	Johnson	X	X	X	X	Maintain apparatus in accordance with manufacture's recommendations.
600	A 24.2.1	Johnson	X	X	X	X	Call crews on Monday's to get ambulance mileage and every 5,000 miles perform maintenance using the ambulance check sheets.
601	A 24.2.2	Johnson		X		X	Perform career engine maintenance twice a year using the career engine check sheets.
602	A 24.2.3	Johnson		X			Perform volunteer engine maintenance once a year using the volunteer engine check sheets.
603	A 24.2.4	Johnson		X			Perform tender maintenance once a year using the tender check sheets.
604	A 24.2.5	Johnson	X	X	X	X	Perform staff vehicle maintenance as outlined in the fleet managers outlook calendar using the staff vehicle check sheets.
605	A 24.2.6	Johnson			X		Perform station generator maintenance once a year using the generator check sheets.
606	A 24.2.7	Johnson		X		X	Perform air compressor maintenance twice a year using the compressor check sheets.
607	A 24.2.8	Johnson		X			Perform brush truck maintenance once a year using the brush truck check sheets.
608	O 24.3	Johnson	X	X	X	X	Test all equipment in accordance with state and local laws.
609	A 24.3.1	Johnson				X	Contact UL to conduct aerial ladder testing per NFPA 1914.
610	A 24.3.2	Johnson	X				Have ground ladders tested to meet NFPA 1932.
611	A 24.3.3	Johnson		X			Perform pump testing during June engine maintenance to meet NFPA 1911.
612	A 24.3.4	Johnson	X	X	X	X	Perform apparatus testing to make sure vehicle systems and equipment work properly during maintenance.
613	O 24.4	Johnson	X	X	X	X	Maintain accurate records for all vehicles and equipment in SKFR fleet.
614	A 24.4.1	Johnson	X	X	X	X	Place Maintenance/Repair information into MRDD program and file a hard copy by license number.
615	A 24.4.2	Johnson	X			X	Place ladder testing information into MRDD program and file the ladder testing form by license number.
616	A 24.4.3	Johnson		X			Place pump testing information into MRDD program and file the pump testing form by license number.
617	O 24.5	Johnson	X			X	Maintain vehicles with appropriate tires for seasonal response needs.
618	A 24.5.1	Johnson	X			X	Evaluate weather conditions for the installation and removal of studded tires.
619	O 24.6	Johnson	X	X	X	X	Dispose of used supplies to maintain a clean environment.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
620	A 24.6.1	Johnson	X	X	X	X	Contact Emerald services to remove used oil when tank reaches near full.
621	A 24.6.2	Johnson	X	X	X	X	Take used tires to Goodyear when disposing.
622	O 24.7	Johnson	X	X	X	X	Process invoices from the automotive maintenance division and turn in to accounting.
623	A 24.7.1	Johnson	X	X	X	X	Turn invoices into accounting on Fridays.
624	O 24.8	Johnson	X	X	X	X	Run Fleet Maintenance Reports to look at accuracy and performance.
625	A 24.8.1	Johnson	X	X	X	X	Run SKFR maintenance/repair reports monthly to evaluate and give copies to BC and Accounting.
626	O 24.9	Johnson	X	X	X	X	Attend meetings to support fleet information, in and around the district.
627	A 24.9.1	Johnson	X	X	X	X	Attend staff meetings to inform SKFR members of what has been, and will be going on around the shop.
628	A 24.9.2	Johnson	X	X	X	X	Attend SKFR safety meetings to evaluate accidents and give input to keep them at a low.
629	A 24.9.3	Johnson	X	X	X	X	Attend county safety meetings to give input and learn about overall department safety.
630	A 24.9.4	Johnson	X	X	X	X	Attend county mechanics meetings to share information regarding repair, maintenance, tools, etc.
631	O 24.10	Johnson	X	X	X	X	Review and update the 10 year fleet master list to reflect current apparatus placement, status, and replacement scheduling.
632	A 24.10.1	Johnson	X	X	X	X	Maintain all vehicle replacement schedules.
633	A 24.10.2	Johnson	X	X	X	X	Adjust the fleet master list on the server as new vehicles are bought, old ones are sold, and as they moved to different station locations.
634	O 24.11	Johnson	X				Submit articles for the program of the Annual Report within the timeline determined by the report coordinator.
635	A 24.11.1	Johnson		X	X	X	Research and implement a continuing education program for apparatus maintenance personnel to renew and or acquire certifications through the NI-ASE program through the Emergency Vehicle Technician Certification Commission.
636	G 25	Richards					ACCREDITATION Manage all Accreditation process in order to remain accredited.
637	O 25.1	Richards	x	x	x	x	Update and maintain the self-assessment manual to CPSC standards.
638	A 25.1.1	Richards	x	x	x	x	Submit to CFAI the annual compliance report with updates and the progress made towards strategic recommendations.
639	A 25.1.2	Richards	x	x	x	x	Continue the 8th edition updates
640	A 25.1.3	Richards	x	x	x	x	Review and update the Strategic Plan.
641	O 25.2	Richards	x	x	x	x	Review and maintain the Standard of Response Coverage document to reflect the current status and risk assessment for the district.
642	O 25.3	Richards	x	x	x	x	Complete a annual review of Risk Assessment.
643	G 26	Powers					DISASTER PREP Provide the technical expertise, operating procedures, and equipment to prepare SKFR and its citizens to manage disaster response for emergency and non-emergency problems in the event of a disaster, WMD, Terrorism or other major emergency.
644	O 26.1	Powers	x	x	x	x	Maintain a well organized and effective disaster prep program.
645	A 26.1.1	Powers	x	x	x	x	Working with with new County Disaster Prep Committee, develop master preparation policies for County FD's.
646	A 26.1.2	Powers	x	x	x	x	Audit disaster prep EOP and Policies to reflect current practices.
647	A 26.1.3	Powers	x	x	x	x	Develop disaster prep manual for SKFR that includes available resources.
648	O 26.2	Powers	x	x	x	x	Maintain disaster prep sheds.
649	A 26.2.1	Powers	x	x	x	x	Develop a Phase 3 ACC set up plan and budget for implementation in 2013.
650	O 26.3	Powers	x	x	x	x	Schedule and participate in both district and county drills to regularly test the districts disaster plan to ensure that the plan is understood by district personnel, and is functional.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
651	A	26.3.1	Powers	x	x	x	x	Participate with all scheduled DEM drills as the district representative, attempt to test the updated district and county fire operational plans as they are created.
652	A	26.3.2	Powers	x	x	x	x	Submit for budget funding for overtime to cover drill and training participation.
653	A	26.3.3	Powers	x	x	x	x	Conduct a drill and training for personnel annually on ACC setup and function.
654	A	26.3.4	Powers	x	x	x	x	Evaluate the amateur radio operators program in order to assist the district in providing emergency communications.
655	O	26.4	Powers	x	x	x	x	Maintain a reliable working and equipped ACC for use during large scale events
656	G	27	Powers					POLICIES Maintain policies to give guidance, manage risk, and provide for orderly execution of SKFR directives.
657	O	27.1	Powers	x	x	x	x	Maintain current policies through established District procedures.
658	G	28	Gudmundsen					EOP Maintain emergency operating procedures for all emergency scene operations. Except for EMS, Special Operations, WMD, and Disasters.
659	O	28.1	Gudmundsen				x	Institutionalize ITAC policies into SKFR.
660	A	28.1.1	Gudmundsen				x	Continually update/analyze/maintain ITAC in all emergency operations.
661	A	28.1.2	Gudmundsen				x	Remove redundant old EOP's and replace with ITAC.
662	A	28.1.3	Gudmundsen	x	x	x	x	Develop and update ITAC EOP as part of the county wide team. Also maintain line item in annual budget to support this effort.
663	O	28.2	Gudmundsen				x	Assure NIMS compliance in appropriate suppression EOP's.
664	A	28.2.1	Gudmundsen				x	Implement NIMS into all emergency operations defined in suppression EOP's.
665	O	28.3	Gudmundsen				x	Maintain all suppression EOP's, to current standards and to meet the changing needs of SKFR and the community we serve.
666	G	29	Office Staff					FINANCIAL, ADMINISTRATIVE AND CUSTOMER SERVICE Provide Administrative and customer services that support our Mission in a timely, efficient and professional manner.
667	O	29.1	Gascoyne	x	x	x	x	Billing, EMS, Transport: To bill for EMS services and receive payment within 90 days of invoicing with a 70% of recovery rate.
668	A	29.1.1	Gascoyne	x	x	x	x	Enter call data and patient information into billing program.
669	A	29.1.2	Gascoyne	x	x	x	x	Mail requests for insurance information to patients, HCFA 1500 claim forms to insurance companies, send electronic claims via internet, and transmit Medicare files.
670	A	29.1.3	Gascoyne	x	x	x	x	Receive and post funds for EMS services and records requests.
671	A	29.1.4	Gascoyne	x	x	x	x	Refer delinquent accounts to the collection agency.
672	A	29.1.5	Gascoyne	x	x	x	x	Answer incoming calls regarding EMS services and medical records requests.
673	A	29.1.6	Gascoyne	x	x	x	x	Create invoices for medical records requests.
674	A	29.1.7	Gascoyne	x	x	x	x	Process medical records requests and enter information into Access database.
675	A	29.1.9	Slagle	x	x	x	x	Input all ambulance checks into accounting system and provide billing tech with check log and billing backup.
676	O	29.2	Slagle	x	x	x	x	Accounts Payable: To process payment for all approved purchases/services within ten days of receiving the invoices.
677	A	29.2.1	Slagle	x	x	x	x	To process invoices in a timely manner in order for our vendors to be paid. Inspect all incoming invoices for accuracy. To have personnel submit signed packing slip to A/P for back-up when the invoice arrives.
678	A	29.2.2	Slagle	x	x	x	x	Approve office expense invoices for payment.
679	A	29.2.3	Slagle	x	x	x	x	Act as auditing officer for vouchers by reviewing and approving.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
680	29.2.4	Honsey	X	X	X	X	Reconcile the monthly Good To Go bridge tolling account with district records.
681	O 29.3	Slagle	X	X	X	X	Payroll, Benefits and Human Resources: To accurately process payroll for all members in a timely manner and maintain benefits and leave accruals up-to-date.
682	A 29.3.1	Gascoyne	X	X	X	X	Maintain a process to enroll new employees for benefits (Medical, Dental, Cafeteria Plan
683	A 29.3.2	Mooney	X	X	X	X	Maintain a process to implement new employees and remove exiting employees in all lists, staffing programs, and database.
684	A 29.3.3	Slagle	X	X	X	X	Enter all payroll information such as overtime, comptime, acting on Telestaff system.
685	A 29.3.3	Slagle	X	X	X	X	Enter all payroll information such as vacation and sick leave accruals on Telestaff system.
686	A 29.3.4	Slagle	X	X	X	X	Keep current pay rates on Telestaff and County payroll systems.
687	A 29.3.5	Slagle	X	X	X	X	Extract payroll information from Telestaff.
688	A 29.3.6	Slagle	X	X	X	X	Prepare Excel payroll report.
689	A 29.3.7	Slagle	X	X	X	X	Input SKFR's payroll and personnel changes into the County Treasurer's payroll system.
690	A 29.3.8	Slagle	X	X	X	X	Distribute mid month draw, end of month, wellness and holiday pay checks.
691	A 29.3.9	Slagle	X	X	X	X	Maintain payroll records and rosters.
692	A 29.3.10	Slagle	X	X	X	X	Maintain flexible spending account and health reimbursement account for members.
693	A 29.3.11	Slagle	X	X	X	X	Extract reports from HRA/FSA vendor to notify members of status of debit cards and claims.
694	A 29.3.12	Slagle	X	X	X	X	Notify HRA/FSA vendor of payments made by members.
695	A 29.3.13	Slagle	X	X	X	X	Distribute HRA/FSA checks to members.
696	A 29.3.14	Slagle	X	X	X	X	Maintain a procedure to process exiting employees out for all benefits and compensation.
697	A 29.3.16	Wright	x	x	x	x	As necessary, interview exiting employees to determine the reason for exiting and to develop recommended changes.
698	A 29.3.17	Slagle	X	X	X	X	Make sure human resource management policies and practices are consistent with SKFR's policy, collective bargaining agreements, as well as, state and federal requirements.
699	A 29.3.18	Slagle	X	X	X	X	Monitor SOP's that contain human relations related policies designed to establish standards of conduct, protect against all forms of workplace harassment, advocate open communication and so on.
700	A 29.3.19	Slagle	X	X	X	X	Maintain three collective bargaining agreements to represent both line and support services personnel. These agreements establish wage scales, benefit packages and criteria for managing personnel matters.
701	A 29.3.20	Mooney	X	X	X	X	Maintain job descriptions accessed through the public folder on SKFR's network file server and intranet. SKFR maintains a classification system.
702	A 29.3.21	Slagle	X	X	X	X	Prepare and input online Dept. of Retirement, Labor & Industries, Federal Employment Taxes, and Employment Security reports.
703	O 29.4	Slagle	X	X	X	X	Accounts Receivable: To properly endorse, process and deposit all monies received from office staff within two to three days of receipt. This is an ongoing process and uses BARS Accounting to comply with Washington State regulations.
704	A 29.4.1	Slagle	X	X	X	X	Verify all funds received against transaction forms.
705	A 29.4.2	Slagle	X	X	X	X	Prepare deposit paperwork and deliver to bank.
706	A 29.4.3	Slagle	X	X	X	X	Prepare deposit transaction form for County and notify County of funds deposited.
707	A 29.4.4	Slagle	X	X	X	X	Input deposit totals into MIP accounting and District spreadsheet.
708	A 29.4.5	Slagle	X	X	X	X	Balance monthly deposits against County's end of month summary report.
709	A 29.4.6	Slagle	X	X	X	X	Extract credit card transactions from Merchant Bank, prepare weekly report and submit to County Treasurers office.
710	A 29.4.7	Slagle	X	X	X	X	Prepare monthly financial reports.
711	A 29.4.8	Slagle	X	X	X	X	Make proper distribution of funds into investment pool.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
712	A 29.4.9	Slagle	X	X	X	X	Monitor account balances, provide adequate resource in accordance with State requirements.
713	A 29.4.10	Slagle	X	X	X	X	Update any contracts or agreements payment date and amount on the Contract Master List.
714	A 29.4.11	Slagle	X	X	X	X	Process bills, voucher sheets, invoices and warrants.
715	A 29.4.12	Slagle	X	X	X	X	Process accounts receivables, reconcile monthly deposits and expenditures against county's end of month summary report, and prepare and distribute financial statements monthly.
716	A 29.4.13	Slagle	X	X	X	X	Create and process invoices for any contracts or agreements for payment.
717	A 29.4.14	Office Staff	x	x	x	x	Process Daily Transactions for any Accounts Receivable including public records requests, rent, donations, ambulance billing payments, etc. (write receipt and create summary).
718	29.4.15	Honsey	X	X	X	X	Amerizorb - weekly check of incidents and invoice EF Recovery.
719	O 29.5	Office Staff	x	x	x	x	Records Management (Personnel, EMS, Public, Archiving): To properly and accurately maintain all District records according to state regulations and to facilitate access to members and public.
720	A 29.5.1	Slagle	X	X	X	X	Act as Public Records officer.
721	A 29.5.2	Slagle	X	X	X	X	Act as HIPAA records officer.
722	A 29.5.3	Slagle	X	X	X	X	Act as Records Retention officer.
723	A 29.5.4	Slagle	X	X	X	X	Provide citizens with public records when requested.
724	A 29.5.5	Slagle	X	X	X	X	Maintain career personnel and medical files.
725	A 29.5.6	Slagle	X	X	X	X	Maintain Dept. of Retirement, Labor & Industries, Federal Employment Taxes and Employment Security reports.
726	A 29.5.7	Slagle	X	X	X	X	Maintain Board of Commissioner minutes and board packets.
727	A 29.5.8	Slagle	X	X	X	X	Maintain accounts receivable and payroll accounting reports.
728	A 29.5.9	Mooney	X	X	X	X	Maintain job descriptions.
729	A 29.5.10	Slagle	X	X	X	X	Maintain Fixed Asset database.
730	A 29.5.11	Slagle	X	X	X	X	Maintain current budget expenditures.
731	A 29.5.12	Slagle	X	X	X	X	Produce financial documents monthly for fire commissioners and annually for state auditor.
732	A 29.5.13	Slagle	X	X	X	X	Maintain current Office Operating Procedures, Accounting Procedures.
733	A 29.5.14	Honsey	X	X	X	X	Maintain current SOPs and EOP's
734	A 29.5.15	Slagle	X	X	X	X	Produce and distribute staff minutes.
735	A 29.5.16	Slagle	X	X	X	X	Produce and distribute JMG minutes.
736	A 29.5.17	Honsey	X	X	X	X	Maintain banner hanging applications, payments and calendar. Coordinate with Rotary.
737	A 29.5.18	Mooney	X	X	X	X	Process all Labor & Industries claims. Compute sick leave buy back hours and input in Telestaff.
738	A 29.5.19	Honsey	X	X	X	X	Collect all articles that are published in our local papers, make copies for Commissioners packet and Chiefs. Scan articles and place on server and place original dated articles in historical book
739	A 29.5.20	Office Staff	x	x	x	x	Public Record Requests - customer service, process request and enter into ACCESS log.
740	A 29.5.21	Office Staff	x	x	x	x	Use the functions of archiving and scanning to provide the necessary copies for archiving while reducing the cost of the procedure to the department.
741	A 29.5.22	Salters	x	x	x	x	Input and maintain all personnel with current addresses, phone numbers and emergency contact data in ERS. Add new members and terminate former members when needed. Keep labels and files updated to match current employee roster.
742	A 29.5.23	Salters	x	x	x	x	Maintain Training and Certification files for all department personnel (career and volunteer). When certificates are submitted, make a copy and place in the training file.
743	A 29.5.24	Salters	x	x	x	x	Maintain volunteer personnel files to keep up-to-date information on all volunteer personnel. Sort and file all paperwork for the volunteers. Maintain a process to remove exiting employees in all lists, staffing programs, and database.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
744	A	29.5.25	Salters	x	x	x	x	Inter-departmental phone roster. Maintain current phone numbers, pagers, addresses, station assignments, etc. for all district personnel. Update and advise via email as necessary. Keep an up-to-date record of all personnel.
745		29.5.26	Honsey	X	X	X	X	Record donations and send thank you cards.
746		29.5.26	Honsey	X	X	X	X	Process and input all occupancy annual inspections and reinspections in ERS by cross checking data with ERS database, making any changes, checking violations, and marking completion dates.
747	O	29.6	Office Staff	x	x	x	x	Support Deputy Chief and Battalion Chiefs in meeting their goals by providing timely and efficient clerical support.
748	A	29.6.1	Honsey	X	X	X	X	Maintain Burn Permit program by inputting information into ACCESS database.
749	A	29.6.2	Honsey	X	X	X	X	Keep Deputy Chief's calendar.
750	A	29.6.3	Honsey	X	X	X	X	Review and file City of Port Orchard Council meeting information for Prevention Manager.
751	A	29.6.4	Honsey	X	X	X	X	Insert updates for NFPA and City Municipal Codebook for Prevention Manager.
752	A	29.6.5	Honsey	X	X			Prepare and track Fireworks permits for Prevention Manager.
753	A	29.6.6	Honsey	X	X			Gather Tier II Compliance Reports from hazardous businesses. Manage database and file hardcopy.
754	A	29.6.7	Honsey	X	X	X	X	Contact Community Groups and schedule District informational speakers for Chief.
755	A	29.6.8	Honsey	X	X	X	X	Receive electronic business license applications for city and county . Cross check for zoning and occupancies. Review burning complaint incidents and send warning letters or invoice the Puget Sound Clean Air Agency for enforcement.
756	A	29.6.9	Honsey	X	X	X	X	Input Non-Staffed Apparatus Monthly Rig, SCBA checks into RMS Database.
757	A	29.6.10	Honsey	X	X	X	X	Member of the Accreditation Team and clerical support on various related projects.
758	A	29.6.11	Mooney	X	X	X	X	Assist the Accreditation Team Manager with clerical support.
759	A	29.6.12	Mooney	X	X	X	X	Prepare driver/criminal checks for new members and process background checks on perspective members. Submit driver checks through the commissioner meeting for payment processing (\$10.00 each). The check is then issued to the state through the A/P department
760	A	29.6.13	Salters	x	x	x	x	When the state returns their findings, they are processed through the Chief who reviews them for any activity. If everything checks out, they are then given to the Training Department to notify the perspective member of the next step in the process.
761	A	29.6.14	Salters	x	x	x	x	When inter-departmental mail comes to HQ, distribute to the proper mail boxes for delivery through the inter-departmental mail run. When the U.S. mail is delivered to our outside mailbox, distribute to the proper mail boxes for delivery to personnel.
762	A	29.6.15	Salters	x	x	x	x	Order, stock, and distribute office supplies to maintain a sufficient stock of office supplies for all stations. Inventory supplies weekly. Order any supplies as needed.
763	A	29.6.16	Salters	x	x	x	x	Assist BC with EMT/Paramedic re-certification reports to keep all EMT's and Paramedic's certified per the State requirements.
764	A	29.6.17	Salters	x	x	x	x	Run a 3-year training report for all EMT's/Paramedics (to show OTEP attendance) who are coming up for re-certification.
765	A	29.6.18	Salters	x	x	x	x	Submit monthly volunteer attendance reports for BC to track monthly volunteer training to keep them in compliance with departmental training requirements. Print monthly reports for all volunteers from the RMS database.
766	A	29.6.19	Salters	x	x	x	x	Generate personnel training reports, EMT/Paramedic reports, and individual reports from ERS to keep up-to-date reports on all personnel. Run reports from ERS as requested.
767	A	29.6.20	Salters	x	x	x	x	

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
768	A	29.6.21	Salters	x	x	x	x	Member of the Safety Team (take notes and type minutes) to help keep the department a safe working environment. Meet monthly with the Safety Team members to discuss ideas on safety issues.
769	A	29.6.22	Salters	x	x	x	x	Assist BC with EVIP courses throughout the year. Enter data for district personnel into ERS and file tests. Process out-of-district paperwork and mail to the proper agency.
770	A	29.6.23	Salters	x	x	x	x	File all tests and certificates for department personnel into their training and certification files. Distribute original certificates to the proper personnel.
771	A	29.6.24	Salters	x	x	x	x	Process certificates for out-of-district personnel and mail to the proper department(s).
772	A	29.6.25	Salters	x	x	x	x	Process paperwork, type letters, make phone calls and anything else that is requested.
773	A	29.6.26	Salters	x	x	x	x	Enter new training opportunities into the database to give all employees an opportunity to attend educational seminars and classes.
774	A	29.6.27	Salters	x	x	x	x	Assemble manuals as needed for academies and special programs as needed or arrange for copies to be made if the job is too big. Assure the necessary training materials are available for all personnel. Copy, collate and bind the training materials.
775	A	29.6.28	Salters	x	x	x	x	Assist Volunteer BC with volunteer academies. Process all paperwork, enter personnel into computer, make sure they have all information (physicals, meeting times, gear issue). Make sure all potential volunteer personnel have all the necessary paperwork.
776	A	29.6.29	Hartley	x			x	Assemble academy calendars and meeting times for distribution.
777	A	29.6.30	Salters	x	x	x	x	Maintain levels of service, call for repair or replacement and troubleshoots problems for office equipment (copiers/printers, fax machine, shredder and postage meter). Assist with problems that may occur in the machines.
778		29.6.31	Honsey					Prepare monthly Rig Check report for DC.
779		29.6.32	Honsey	X	X	X	X	Prepare CPR student roster and packet and deliver to instructor.
780		29.6.33	Honsey				X	Assign occupancy annual inspections to crews and inspectors.
781		29.6.34	Honsey	X	X	X	X	Assign reinspections to inspectors.
782		29.6.35	Honsey		X		X	Send 250 annual inspection customer survey cards twice a year and produce report from responses.
783		29.6.36	Honsey	X	X	X	X	Receive and log customer complaints for the Prevention Manager.
784		29.6.37	Honsey	X	X	X	X	Filing for Prevention Division (inspection forms, fire alarm tests, fire sprinkler tests, letters, burn permits, building plans, fire works permit copies, home inspection forms, fire alarm installation forms)
785		29.6.38	Honsey		X			Hydrant Maintenance - assign shift work orders.
786		29.6.39	Honsey	X	X	X	X	Hydrant Maintenance - notify water companies of work needed.
787		29.6.40	Honsey	X	X	X	X	Rapid Access Program - help public with applications, track inventory, sell inventory.
788		29.6.41	Honsey	X	X	X	X	Compile statistics for monthly prevention report (completed inspections, violations noted, violations corrected, reinspections completed, customer complaints, inspections incomplete, plan reviews, new construction inspections and tech reviews, fire investigations, classes, smoke detectors installed).
789		29.6.42	Honsey	X	X	X	X	Input and maintain Plan Review database. Maintain hard copy file and archive when needed.
790		29.6.43	Honsey				X	Notify Pre-fire manager of new buildings annually.
791		29.6.44	Honsey	X	X	X	X	Prevention staff support (producing and editing forms and letters, purchasing code books, mailing, faxing, providing statistical lists).
792		29.6.45	Honsey	X				Prepare an annual report of year's activities.
793		29.6.46	Honsey	X	X	X	X	Receive KC Fire Marshall investigative reports, attach to incidents in ERS, adjust value information, file.
794	O	29.7	Office Staff	x	x	x	x	Provide citizens with prompt, courteous and efficient customer service. Use internal and external resources to help citizen with information. Reception for walk-in blood pressure checks, directions, permits, payments.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
795	A	29.7.1	Office Staff	x	x	x	x	Schedule facility requests on the Daily Notes calendar.
796	A	29.7.2	Office Staff	x	x	x	x	Issue burning permits. Keep up to date on rules and regulations regarding burn permits. Offer alternatives to burning.
797	A	29.7.3	Office Staff	x	x	x	x	Process CPR class reservations and payments
798	A	29.7.4	Office Staff	x	x	x	x	Schedule station tours and notify BC
799	A	29.7.5	Honsey	X	X	X	X	Maintain manual with procedures to complete job tasks/duties.
800	A	29.7.6	Office Staff	X	X	X	X	Answer email inquiries from website.
801	A	29.7.7	Office Staff	X	X	X	X	Help public find their nearest hydrant for insurance purposes.
802	O	29.8	Mooney	X	X	X	X	Event Planning: Plan and coordinate District events for maximum outcome and efficient use of resources and funding.
803	A	29.8.1	Mooney	X	X	X	X	Coordinate Administrative and Commissioner Workshops/Retreats (invitation mailings, flyers, agendas, meals, facilities).
804	A	29.8.3	Mooney	X	X	X	X	Provide the District with graphic art support for brochures, flyers and announcements.
805	O	29.9	Slagle	X	X	X	X	Executive Support (Chief, Board of Commissioners, Confidential): Provide confidential, executive support to Chief and Board of Commissioners to ensure efficient operation of department and relationships with members and public.
806	A	29.9.1	Salters	x	x	x	x	Coordinate travel arrangements for all personnel to attend conferences, workshops, meetings, and seminars. Also handle all registrations for the above.
807	A	29.9.2	Slagle	X	X	X	X	Prepare agenda and commission packets for meetings each month.
808	A	29.9.3	Slagle	X	X	X	X	Type commission minutes after each meeting.
809	A	29.9.4	Slagle	X	X	X	X	Notify newspapers, public agencies and personnel of commission meeting dates.
810	A	29.9.5	Slagle	X	X	X	X	Prepare correspondence for Chief and Commissioners.
811	A	29.9.6	Slagle	X	X	X	X	Calculate all salaries and benefits for members for budget.
812	A	29.9.7	Slagle	X	X	X	X	Prepare timesheets to pay Commissioners' stipends.
813	A	29.9.8	Slagle	X	X	X	X	Take minutes of Volunteer Pension Board meetings and transcribe.
814	A	29.9.9	Slagle	X	X	X	X	Prepare resolutions for Board approval at Commission meetings.
815	O	29.10	Slagle	X	X	X	X	Financial Management - Budgets will be developed in accordance with governing body goals, six-year strategic financial planning and federal and state laws. Six year revenue/expenditure projection/forecasts will be conducted annually.
816	A	29.10.1	Slagle	X	X	X	X	Develop and maintain Revenue / Expenditure projection / forecasts annually.
817	A	29.10.2	Slagle	X	X	X	X	Develop and maintain six-year strategic financial planning annually at a minimum.
818	A	29.10.3	Slagle	X				Produce and submit annual financial statements to State Auditor within 150 days after close of fiscal year.
819	A	29.10.4	Slagle	X	X	X	X	Produce and submit monthly financial statements for Fire Commissioners.
820	A	29.10.5	Slagle	X	X	X	X	Produce and maintain data base with statistical history on finances of the district.
821	A	29.10.6	Slagle		X			Produce and maintain budget and narrative development.
822	O	29.11	Slagle	X	X	X	X	Fixed Asset Management (MIP): Public officials are responsible with respect to custody of capital assets. Custody means answering inquiries such as what property and equipment the District owns, where it is, what condition it is in and if it is protected
823	A	29.11.1	Slagle	X	X	X	X	Have more than one person inputting and tracking district assets into one central system that is linked to MIP.
824	A	29.11.2	Slagle	X	X	X	X	Input contracts' and agreements' key information into a new 'Contract' calendar in outlook.
825	A	29.11.3	Slagle	X	X	X	X	Keep updated calendar of when contracts/agreements are to be reviewed.
826	A	29.11.4	Slagle	X	X	X	X	Have appointed personnel know terms and conditions of contracts/agreements they are in charge of.

Sort	Code	Primary	Q1	Q2	Q3	Q4	Description
827	A 29.11.5	Slagle	X	X	X	X	Have appointed personnel invoice according to terms of contract/agreement when needed.
828	A 29.11.6	Slagle	X	X	X	X	Appointed personnel shall alert Fire Chief when contracts/agreements are coming up for renewal or should be renegotiated.
829	G 30	Wernet					CHAPLAIN PROGRAM To establish a functional partnership with existing agencies and non agency persons who possess training and skills to help the department maximize its delivery of human services, comfort in crisis, manage conflicts and otherwise assist t
830	O 30.1	Wernet	X				Submit articles about the program for the annual report within the timeline determined by the report coordinator.
831	O 30.2	Wernet	X	X	X	X	Monitor annually to assess its effectiveness and to ensure it is meeting its stated goals and objectives.
832	O 30.3	Wernet	X	X	X	X	Conduct an annual assessment to assure there is appropriate and adequate equipment and supplies to achieve operational needs.
833	O 30.4	Wernet	X	X	X	X	Oversee and maintain a RMS system that allows for analysis of its activity.
834	A 30.4.1	Wernet	X	X	X	X	Provide training to insure accurate reports and responding procedures.
835	O 30.5	Wernet	X	X	X	X	Recruit chaplains to maintain a program of six.
836	O 30.6	Wernet	X	X	X	X	Develop a chaplains information system for the community and maintain brochure.
837	A 30.6.1	Wernet	X	X	X	X	Evaluate the voucher program.
838	A 30.6.2	Wernet	X	X	X	X	Confirm that all merchants and providers of service presently accessed through our voucher program, understand and support the program.
839	A 30.6.3	Wernet	X	X	X	X	Develop a resource list for families in need.
840	O 30.7	Wernet	X	X	X	X	Provide a chaplains response to all appropriate alarms within five minutes of being notified.
841	G 31	Mooney					INTERNET To provide the public and employees with access to information about the fire departments functions and practices through a web page and intranet access.
842	O 31.1	Mooney	X	X	X	X	Develop socail networking systems for the public to access information and learn about the district with a people friendly and modern look.
843	A 31.1.1	Mooney	X	X	X	X	Update website monthly with new information for the public.
844	G 32	Wright					EVALUATIONS Provide a system of employee evaluations that facilities mentoring, recognition, and needed improvements.
845	O 32.1	Wright	x	x	x	x	Maintain system of evaluations to accomplish the goal.
846	A 32.1.1	Wright				x	Provide annual evaluations to all career members.
847	A 32.1.2	Wright	x	x	x	x	Assure evaluations to all career probationary members per policy.
848	G 33	Richards					STAFFING Provide an orderly method to assign personnel, track benefits and administrative to payroll.
849	O 33.1	Richards	x	x	x	x	Maintain the electronic staffing and benefit program.
850	A 33.1.1	Richards	x	x	x	x	Attend training with staff and implement upgrades.
851	A 33.1.2	Richards	x	x	x	x	Train employees on use.
852	A 33.1.3	Richards	x	x	x	x	Provide proper daily codes according to staffing policy and budget.
853	A 33.1.4	Richards	x	x	x	x	Update personnel information and roster changes.
854	A 33.1.5	Richards	x	x	x	x	Maintain Telestaff codes to align with budget and needs.
855	A 33.1.6	Richards	x	x	x	x	Annual review of policy and update.

Sort		Code	Primary	Q1	Q2	Q3	Q4	Description
								INTERN PROGRAM Establish and maintain a cadre of volunteer members who will provide volunteer support service in the form of non-urgent patient transports, water supply, fire ground support activities under the direct supervision of career members from st
856	G	34	Wright					
857	O	34.1	Wright	x	x	x	x	Maintain a total number of Intern program participants to a maximum of eighteen.
858	A	34.1.1	Richards		x			Recruit, screen, and select up to nine Intern candidates annually for program participation.
859	A	34.1.2	Wright	x	x	x	x	Assign to station 8 and 17 per policy.
860	O	34.2	Powers	x	x	x	x	Provide training to Intern members in order for them to attain and function to meet the goal statement.
								Evaluate the program on an annual basis to assess program effectiveness, determine enrollment allocations, evaluate training and qualification requirements, evaluate program policies and procedures, as well as any other aspect determined applicable.
861	O	34.3	Richards	x	x	x	x	
862	A	34.3.1	Wright	x	x	x	x	Adjust program as needed from the evaluation and as agreed upon by both Local 2876 and the District's administration.