



POLICY MANUAL

Goals & Objectives

Focus Work Plan

Revised: 12-18-07

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2.0 Purpose: Define short term direction.

2.01 Scope: All Fire Department Personnel.

2.02 **TIME PERIOD**

At the direction of the Fire Chief, every 24 months all Fire Department members will evaluate activities and develop a focus for the next 24 months. This work plan will have several broad categories with more specific statements to give short-term direction and keep all members heading in the same direction.

Each program or project supervisor shall provide the Command Team with his/her program focus, goals, and objectives. A written work plan shall be prepared by the Command Team and distributed to department members.

2.03 **WORK PLAN**

Content of the work plan should include a brief statement describing the expected outcome for each of the Fire Department divisions, groups, programs, and projects involved. The following report categories shall be addressed in the report, but the report is not limited to these categories.

2.04 **FIRE ADMINISTRATION DIVISION PROGRAMS**

Record Keeping Systems
Information Management Systems
Budget Administration
Accounts Receivable/Billing/Documentation
Employee Assistance Systems

2.05 **EMERGENCY SERVICES BUREAU REPORT CATEGORIES**

Operations Division:

Communicable Disease Prevention
Critical Incident Stress Management
Emergency Scene Accountability System
Health & Safety
Readiness/Emergency Scene Effectiveness
Response Times
Staffing



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2.04 EMERGENCY SERVICES BUREAU REPORT CATEGORIES - (Cont.)

Support Services Division:

Apparatus
Blue Dots – Hydrants
CPR Program - Department and Citizen
Emergency Medical Services Equipment
Facilities/Supplies
Fitness Equipment
Fire Extinguishers
Fire Fighting Equipment
Fire Hose
Fitness Testing
Information Systems/Data Management
Keys
Ladder Testing
Nozzles
OES/Wildland Equipment
Personal Protective Equipment
Pre-fire Planning
Pump Testing
Rehabilitation Support Unit
Response Maps
SCBA Equipment
Station Supplies
TB Testing

Communications Division:

Communications
Mobile Data Computers
Pagers-Cell Phones
Radio Equipment

Special Operations Division Programs:

Hazardous Materials Response Team
Honor Guard Team
Urban Search and Rescue Team



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2.04 EMERGENCY SERVICES BUREAU REPORT CATEGORIES - (Cont.)

Training Division Programs:

- Annual Hearing Test
- Company Officer Development
- Department Defibrillation (EMT-D)
- EMT Training/Recertification
- Engineer Academy
- Explorer Post
- Haz Mat Responder Operational Training (FRO)
- Multi-Media Development
- Probationary Testing/Training
- Promotional Testing All Ranks
- Quarterly Multi-Company Drills
- Recruit Firefighter Academy
- Recruitment
- Special Training Needs
 - New Apparatus
 - New Equipment

2.05 LIFE SAFETY AND ENFORCEMENT BUREAU REPORT CATEGORIES

Fire Prevention Division Programs:

- Plan/Project Review and Approval Process
- Businesses/Developers Front Counter Walk-ins
- Inspection Programs
 - Company Inspections
 - New Business Licenses
 - New Construction
- Fire Suppression System Inspections
 - Automatic Sprinklers
 - Overhead Systems
 - Underground Systems
 - Fire Alarm Systems
 - Hood Suppression Systems
 - Paint Spray Booths



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2.05 LIFE SAFETY AND ENFORCEMENT BUREAU REPORT CATEGORIES - (Cont.)

New Construction Final Inspections
Code Enforcement
Fire Prevention Activities (inspection - weed abatement)
Fire Investigation
Cost Recovery Program

Emergency Preparedness Division Programs:

Disaster Preparedness
Public Safety Education
Fire Pal
Public Education Special Events
Parades
Trade Shows
Fire Prevention Week
Public Information Officer
Juvenile Fire Setter Prevention - Counseling Program
Customer Services
Smoke Detectors/Inspections
Time to Survive
Child Safety Seat Coalition