

Chief / Director IGA Transitional Plan

Areas of Responsibility	July	August	September	October	November	December
Finance	Jim will be learning about WLAD financial responsibilities.	Jim will continue with familiarity of WLAD financial management Including Fiscal Budget, A/R & A/P, financial reports, Audit and become a signer for A/P.	Jim will sign checks for A/P and review all Purchase Orders. Jim will be briefed on fiscal year C/O obligations.	Jim will be in charge of all fiscal responsibilities with guidance from Brian (if needed).	Jim will be in charge of all fiscal responsibilities.	Jim will be in charge of all fiscal responsibilities.
Personnel Management	WLAD members will report to Brian. Jim will attend all applicable personnel meetings.	Jim will be briefed on all personnel matters. Jim and Brian will create and begin the process to fill the Ops Mgr Position.	Jim and Brian will conclude the hiring process for the Ops Mgr Position. Job offer and negotiations for the position will be completed.	The Ops Mgr will report to Jim. Brian will provide consultation and assist with the development of the position. Brian will assist Jim and HR designing the promotion process for the Supervisor Position.	Supervisors will report to Ops Mgr. Brian will consult as needed.	Brian will consult as needed.
Policies	Jim will become oriented and learn about WLAD Policies.	Jim and Brian will identify policy revisions or create new policies needed for the IGA.	Jim and Brian will work with HR to create needed policies.	Ongoing	Ongoing	Ongoing

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Board	Brian will lead the meeting. Jim will attend, and participate in IGA related discussions.	Brian will lead the administrative portions of the meeting. Mutual participation in agenda preparation and meeting. Scheduled opportunities for Jim to meet with Board members.	Jim will lead the administrative portions of the meeting. Brian will assist with agenda preparations and participate as needed.	Jim will lead the administrative portions of the meeting. Brian will assist with agenda preparations and participate as needed.	Jim will lead the administrative portions of the meeting. Brian will assist with agenda preparations and participate as needed.	Jim will lead the administrative portions of the meeting. Brian will assist with agenda preparations and participate as needed.
Strategic Plan	Jim and Brian will review WLAD Strategic Plan.	Jim will roll out Strategic Plan to WLAD personnel and begin oversight of plan.	Jim will direct Brian in the achievement of Strategic Goals and Objectives.	Ongoing	Ongoing	Ongoing
Regulatory Compliance	Jim will start familiarization with applicable State EMS & Trauma regulatory ORS/OAR's and Lane County ASA regulations.	Jim will work with assigned WLAD Supervisor to assess current compliance with State ORS/OARs. Jim will attend any ASA meetings and reporting requirements.	Ongoing	Ongoing	Ongoing	Ongoing
Community Paramedic Program	Jim will be briefed on current progress and concept of CPP. Jim will attend and participate in the creation of the CPP.	Jim and Brian will work with Board on potential staffing options and required equipment needs for the CPP.	Brian will assist in the development of the CCP.	Ongoing	Ongoing	Ongoing