

WLAD / SVFR ADMINISTRATIVE IGA APRIL 2017 OBJECTIVES

TYPE	TASK	Responsible	STATUS / UPDATE
Financial 1	Develop a manageable and reliable payroll process that is error free. <ol style="list-style-type: none"> 1. There will be no repeats of the failure to notify the Administrative Division Chief about promotional and new hire payroll issues (see HR Objective-1). <i>NOTE: This objective will remain in place until the Management Team is confident that we have addressed this issue and these practices have become routine.</i>	Management Team	In progress and ongoing. Created payroll SOG Created a monthly timecard workbook. Noticed a significant decrease in errors. Will begin using Portland Payroll Inc. starting June 1.
Financial 2	Research and identify finance / payroll software. <ol style="list-style-type: none"> 1. Obtain proposals Completed 2. Obtain funding through both budgets In progress 3. Select a vender and sign agreement 4. Implement new system 	Admin Div. Chief	In progress. Quotes have been requested for the 17/18 budget process.
Financial 3	Obtain a payroll service for both organizations. <ol style="list-style-type: none"> 1. Receive quotes completed 2. Select service completed 3. Obtain training completed 4. Implement new system 	Chief / Admin Div. Chief	Portland Pay Roll LLC. Selected and set to begin June 1, 2017. Div. Chiefs attended training to begin the process on 4/12/2017.
Administrative 1	Map our network filing system in a logical, accessible, useful way. <ol style="list-style-type: none"> 1. Ensure every Admin and Management Team Member has access to the server drives they need. 2. Ensure every Admin and Management Team Member knows where to locate the files they need access to. 3. Train Supervisors 	Admin Division Chief	In progress and will be ongoing. We had a delay due to a server crash.
Administrative 2	Create a joint policy manual that is organized and contains up-to-date and relevant information. <ol style="list-style-type: none"> 1. Separate policies and SOGs and begin creating a logical filing system. (this portion completed) 2. Purchase policy management software Completed 3. Assign project to an Admin Team member Assigned to Mary 4. 	Admin Div. Chief and Fire Chief	In progress and will be ongoing.

WLAD / SVFR ADMINISTRATIVE IGA APRIL 2017 OBJECTIVES

<p>Administrative 3</p>	<p>Create an Intranet employee portal that contains useful information for our employees and members.</p> <ol style="list-style-type: none"> 1. Identify the categories of the contents to be added. (completed) 2. Begin adding the contents. (in progress) 3. Involve WLAD Supervisor and SVFR St. 1 Capt. 	<p>Admin Div. Chief</p>	<p>We have begun adding information to the employee portal, this will be ongoing. Delayed due to server crash and will be resuming this month.</p>
<p>Administrative 4</p>	<p>Develop SOG for Accounts Receivable Process</p>	<p>Admin Div. Chief</p>	<p>In progress</p>
<p>Administrative 5</p>	<p>Put employee files on confidential drives:</p> <ol style="list-style-type: none"> 1. Create folder system Completed 2. Scan WLAD personnel files In Progress 3. Scan SVFR personnel files 4. Train Management Team on systems 	<p>Admin Div. Chief</p>	<p>In progress</p>
<p>Administrative 6</p>	<p>Create a quarterly newsletter for WLAD and send to all employees and Board members electronically.</p>	<p>Admin Div. Chief</p>	<p>Will be completed in May.</p>
<p>Administrative 7</p>	<p>Put training files on EMS and OPS drives</p> <ol style="list-style-type: none"> 1. Create folder system Completed 2. Scan SVFR Documents 3. Scan WLAD Documents Currently on Target Solutions 	<p>Admin Div. Chief</p>	<p>In progress</p>
<p>Administrative 8</p>	<p>Put all vendor and other administrative files on the Admin drive</p> <ol style="list-style-type: none"> 1. Create folder system Complete 2. Enter WLAD vendors Complete 3. Enter SVFR vendors In progress 4. Train Management Team 	<p>Admin Div. Chief</p>	<p>Assigned and in progress</p>
<p>Administrative 9</p>	<p>Research and get bids for new copy machine at SVFR</p>	<p>Admin Div. Chief</p>	<p>Completed. New machine installed April 27th</p>
<p>Administrative 10</p>	<p>Develop Purchase Order Process</p> <ol style="list-style-type: none"> 1. Create Policy Completed 2. Create SOG In progress 3. Train personnel 	<p>Admin Div. Chief</p>	<p>In progress</p>

WLAD / SVFR ADMINISTRATIVE IGA APRIL 2017 OBJECTIVES

<p>Human Resources 1</p>	<p>Create and implement an identical employee / volunteer in processing system for both organizations.</p> <ol style="list-style-type: none"> 1. Create Volunteer in processing system Complete 2. Create a new employee in processing system. In progress 3. Finalize and implement a New Member In-Processing SOG. 	<p>Management Team</p>	<p>SVFR volunteer tier process complete. We continue to work the bugs out. The FTE and PTE process is in progress.</p>
<p>Training 1</p>	<p>Create a training schedule for the rest of the fiscal year for the Admin Team.</p> <ol style="list-style-type: none"> 1. Publisher training in May (scheduling with Joleen now) 2. PDF Training in June 	<p>Admin Division Chief</p>	<p>Scheduled through May to include additional Word, Outlook, PDF and Publisher.</p>