

WLAD / SVFR Administrative IGA August Objectives

TYPE	TASK	ASSIGNED	STATUS
Financial	Create a single purchase and finance policy for both organizations.	Admin Div. Chief	Defer to September
Financial	Research and identify finance / payroll software.	Admin Div. Chief	Defer to January to align with budgeting process.
Financial	Execute the plan to convert appropriate financial records into electronic format.	Admin Div. Chief	Plan still being created, execution will be deferred to October.
Financial	Create an invoicing system / format for services provided by SVFR to WLAD.	Admin Div. Chief	Accomplished additional updates pending the August Board Meeting.
Administrative	Conduct a Leadership Team meeting with Division Chiefs and Supervisors to discuss monthly tasks and review work plan and implementation schedule.	Fire Chief / Interim WLAD Director	Defer to October to accommodate the hiring of the WLAD Operations Manager.
Administrative	Review essential meeting schedule for both organizations and assign delegates if necessary to maintain continuity.	Fire Chief / Interim WLAD Director	In progress.
Administrative	Place essential meetings on shared calendar.	Fire Chief / Interim WLAD Director	Pending above.
Administrative	Roll out communications plan to both organizations.	Fire Chief / Interim WLAD Director	Deferred to September
Administrative	Research if any record retention laws need to be considered and create a plan to address them	Admin Div. Chief	ch completed. Working on a Records Retention Policy to serve both Districts.
Administrative	Create a written communication plan for all members of both organizations.	Fire Chief /	In progress.

WLAD / SVFR Administrative IGA August Objectives

		Interim WLAD Director	
Human Resources	Develop Operations Manager job description.	Fire Chief / Interim Director	Completed and approved by WLAD Board at the July Board Meeting.
Human Resources	Continue the review of both agencies' policy manuals and identify policy revisions and/or additions specific to the administrative process.	Admin Div. Chief / Fire Chief / Interim Director	In progress and as described in July's objectives.
Human Resources	Create a plan to integrate the identified policies that are specific to the administrative process, to include a delegation of tasks and estimated completion date.	Admin Div. Chief	Defer to September.
Human Resources	Create a hiring process and schedule for the position of WLAD Operations Manager, to include a candidate profile, application process, and selection process. This process should identify what happens if the IGA is eliminated.	Fire Chief / Interim Director	Application period opened and the testing process is in progress.
Logistical	Initiate plan to accommodate off site access and necessary upgrades to current computer system.	Admin Div. Chief	In progress with LCOG and Orco Tech. Deliverable expected Aug 12 th .
Political	Conduct shift and staff meetings to review and when appropriate, delegate monthly tasks.	Fire Chief / Interim WLAD Director	On-going.
Political	Create and provide monthly IGA report to the Board.	Fire Chief / Interim WLAD Director	On-going.
Political	Conduct a media release to inform public of the IGA status.	Fire Chief / Interim WLAD Director	
Training	Identify needed training for operational personnel and create a plan to deliver the training.	Admin Div. Chief / Fire Chief / Interim Director	No needs identified at this point. We will divert this until a need arises.

WLAD / SVFR Administrative IGA August Objectives

Training	Create a personal training plan, to include a calendar utilizing SMART Objectives for all administrative team members.	Admin Div. Chief	In progress.
Training	Create and provide monthly IGA report to the Board.	Admin Div. Chief	On-going

Bimonthly Advisory Committee Notes: