

WLAD / SVFR Administrative IGA December Objectives

TYPE	TASK	Responsible	STATUS
Financial 1	Training Administrative Assistants to assist in financial responsibilities.	Admin Div. Chief	Ongoing. Mary and Cindy are being training to do accounts receivable and Karin is being trained to work on payroll.
Financial 2	Research and identify finance / payroll software. <i>Deferred from September</i>	Admin Div. Chief	In progress. Julie will be meeting with other CFO's from similar sized fire districts throughout the month of December to discuss what software they use and recommend.
Administrative 1	Roll out communications plan to both organizations. (<i>Deferred from September</i>) <ol style="list-style-type: none"> 1. Create a DRAFT SOG. 2. Review DRAFT SOG with Management Team Members and make needed modifications. 3. Review DRAFT SOG with Officers and Supervisors and make needed modifications. 	Fire Chief / Interim WLAD Director	In progress, DRAFT SOG created. The Management Team reviewed the SOG on November 29 th , 2016.
Administrative 2	Begin using Aladtec Scheduling Software to assist in payroll.	Admin Div. Chief	In progress. WLAD has been using this software for several months and SVFR is currently being trained. SVFR hopes to have it fully operational by January 1, 2017.
Administrative 3	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	Completed.
Administrative 4	Create an effective and intuitive file system on the shared server that is accessible to all appropriate management and administrative team members.	Admin Division Chief	In progress.

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Administrative 5	<p>Create a joint policy manual that is organized and contains up-to-date and relevant information.</p> <ol style="list-style-type: none"> 1. Assign an administrative team member to be responsible for the project. 2. Locate all policies and SOGs from each District and place them in a single file. 	Admin Div. Chief and Fire Chief	In progress.
Administrative 6	<p>Create an Intranet employee portal that contains useful information for our employees and members.</p> <ol style="list-style-type: none"> 1. Create the location with the Web Master. 2. Identify the categories of the contents to be added. 	Admin Div. Chief	In progress. The site has been created.
Human Resources 1	<p>Conduct an assessment center for the shift supervisor position.</p>	WLAD Operations Manager	Scheduled for December 5, 2016.
Human Resources 2	<p>Make an offer to a candidate to fill the shift supervisor position.</p>	WLAD Operations Manager and Chief / Director	Anticipated to be completed by the end of December.
Training 1	<p>Schedule MS Outlook Training for Mary and Cindy</p>	Admin Division Chief	In progress