

WLAD / SVFR Administrative IGA February 2017 Objectives

TYPE	TASK	Responsible	STATUS / UPDATE
Financial 1	Develop a manageable and reliable payroll process that is error free. 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. Receiving outsourcing bids. Noticed a significant decrease in errors.
Financial 2	Assign Administrative Assistants to assist in financial responsibilities.	Admin Div. Chief	Completed and ongoing.
Financial 3	Research and identify finance / payroll software. <i>Deferred from September</i>	Admin Div. Chief	Ongoing/receiving quotes for 17/18 budget process.
Financial 4	Establish Baseline numbers for Life Med to determine a plan to have a net gain in membership each year.	Admin Div. Chief	Completed
Financial 5	Make master schedule for preparing and executing the Life Med Program.	Admin Div. Chief	Completed
Financial 6	Write an SOG to capture all the procedures necessary to process Accounts Payable from receiving the mail to mailing the payments.	Admin Team	Completed and appears to be working efficiently.
Administrative 1	Begin using Aladtec Scheduling Software to assist in payroll.	Admin Div. Chief	Completed and ongoing
Administrative 2	Map our network filing system in a logical, accessible, useful way. 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.	Admin Division Chief	In progress and will be ongoing. We had a delay due to a server crash.
Administrative 3	Create a joint policy manual that is organized and contains up-to-date and relevant information. 1. Separate policies and SOGs and begin creating a logical filing system. <i>(this portion completed)</i> 2. Creation of indexes and separating SOG's from policies <i>(one week extension to be completed, 3/8/17)</i>	Admin Div. Chief and Fire Chief	In progress and will be ongoing.

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Administrative 4	<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. 2. Begin adding the contents. 3. Involve WLAD Supervisor and SVFR St. 1 Capt. 	Admin Div. Chief	We have begun adding information to the employee portal, this will be ongoing. Delayed due to server crash and will be resuming this month.
Administrative 5	Create and document a process and SOG for processing Accounts Payables for both districts.	Admin Div. Chief	Completed
Administrative 6	Forecast Pay dates for the year and notify all employees of both districts.	Admin Div. Chief	Completed and Memo sent to all employees
Administrative 7	Develop SOP's for Accounts Receivable Process	Admin Div. Chief	In progress
Human Resources 1	<p>Create and implement an identical employee / volunteer in processing system for both organizations.</p> <ol style="list-style-type: none"> 1. Have each Management Team Member bring an overview of the required information they use to in process their new members at the January 11th Management Team Meeting. 2. Create a DRAFT in processing SOG that can be reviewed and discussed at the January 11th Management Te3am Meeting. 3. Finalize and implement a New Member In Processing SOG. 	Management Team	SVFR volunteer tier process 95% complete. FTE and PTE process in progress.
Human Resources 2	Create a form for the Recruitment and Retention Coordinator to on board potential candidates.	Admin/OPS Chiefs	Completed
Training 1	Schedule MS Outlook Training for Mary and Cindy	Admin Division Chief	Completed on 1/12/17

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Training 2	Create a training schedule for the rest of the fiscal year for the Admin Team.	Admin Division Chief	Scheduled through May to include additional Word, Outlook, PDF and Publisher.
Training 3	Identify the training needs of the Admin Team	Admin Division Chief	In progress and ongoing.