

WLAD / SVFR Administrative IGA July Objectives

TYPE	TASK	Responsible	STATUS
Financial	Review and identify both organizations financial records (i.e., budget documents, yearly audits, and contracts etc. that need to be converted to electronic files.	Admin Div. Chief	In progress and ongoing. Currently working on spreadsheet system to be utilized by both Districts to assist during the annual auditing process.
Financial	Create a plan to convert appropriate financial records into electronic format.	Admin Div. Chief	In progress.
Financial	Create an invoicing system / format for services provided by SVFR to WLAD.	Admin Div. Chief	Deferred to August.
Financial	Identify and create an identical board financial report format.	Admin Div. Chief	In progress. A format was presented during the July WLAD that received positive feedback. This same format will be used during future meetings and modified as needed based on Board direction.
Administrative	Create and implement a Bi Monthly Administrative Advisory Committee meeting format to include recruitment of committee members, an agenda, purpose, and meeting schedule.	Fire Chief / Interim WLAD Director	In Progress. Draft documents created and first meeting scheduled for August 10, 2016.
Administrative	Create and implement a weekly Administrative Team Meeting format intended to discuss important information, review and assign implementation plan tasks, and discuss work projects.	Admin Div. Chief	Admin Team retreat held July 14 th . First meeting scheduled for July 20, 2015 and will be held on bimonthly basis from now on.
Administrative	Create a monthly Leadership Team meeting format with Division Chiefs and Supervisors to discuss monthly tasks and review work plan and implementation schedule.	Fire Chief / Interim WLAD Director	Admin Team Meeting scheduled for July 14 th . WLAD Supervisor meeting scheduled for end of July. All hands meeting scheduled for July 26 th . Awaiting the appointment of a

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			WLAD Operations Manager to fully implement this process.
Administrative	Review the draft administrative work plan and job descriptions.	Fire Chief / Interim WLAD Director	The administrative team has updated their work assignment plan and draft job descriptions have been written for all positions.
Administrative	Create an administrative work plan implementation schedule.	Admin Div. Chief	Created.
Administrative	Create a written communication plan for all members of both organizations.	Fire Chief / Interim WLAD Director	Defer to August.
Administrative	Create a part time administrative assistant job description.	Fire Chief / Interim WLAD Director	Draft document created.
Administrative	Create written report format that provides information about IGA implementation status for the Board Member Advisory / Oversight Committee.	Fire Chief / Interim WLAD Director	Completed. This is the document.
Administrative	Create a chronological transition plan for the Interim Director and Fire Chief.	Fire Chief / Interim WLAD Director	A document has been completed and presented to both Boards. It will be presented to the AAC on August 10th. It will be considered a living document.
Human Resources	Initiate organizational policy reviews to identify and prioritize revisions and/or additions to administrative related policies.	Admin Div. Chief / Fire Chief / Interim Director	On-going.
Human	Create a part time administrative assistant job selection process.	Admin Div.	Deferred until a need arises.

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Resources		Chief / Fire Chief / Interim Director	Staff has chosen to use a temp agency for the interim period.
Human Resources	Conduct a part time administrative assistant job selection process.	Admin Div. Chief / Fire Chief / Interim Director	Deferred until a need arises. Staff has chosen to use a temp agency for the interim period.
Human Resources	Make a hiring decision to a candidate to fill the part time administrative assistant and select a start date.	Admin Div. Chief	Deferred until a need arises. Staff has chosen to use a temp agency for the interim period.
Logistical	Schedule a meeting with ORCO Tech and LCOG to determine IT needs to include server access, calendar access, and other considerations	Admin Div. Chief / Fire Chief / Interim Director	Meeting conducted August 8 th .
Logistical	Develop an IT needs plan.	Admin Div. Chief	Draft plan will be delivered on August 12 th .
Logistical	Create and implement a single Outlook Calendar for use of both organizations.	Admin Div. Chief	This will be accomplished through the execution of the IT plan.
Logistical	Hold shift and staff meetings to inform all members what's going on.	Fire Chief / Interim WLAD Director	Admin Team retreat July 14 th . SVFR Staff Meeting July 19 th . WLAD Supervisor Meeting will be held before the end of July. All Hands Meeting with both SVFR and WLAD scheduled for July 26 th .
Political	Conduct a media release to inform public of the IGA status.	Fire Chief / Interim WLAD Director	Deferred to August.

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Political	Hold shift and staff meetings to inform all members what's going on.	Fire Chief / Interim WLAD Director	Admin Team retreat July 14th. SVFR Staff Meeting July 19th. WLAD Supervisor Meeting will be held before the end of July. All Hands Meeting with both SVFR and WLAD scheduled for July 26th.
Training	Coordinate basic computer training for Mary and Cindy to include: <ul style="list-style-type: none"> • Attaching files and using email • Setting up and saving to folders • Directories and locating files • Creating groups in email 	Admin Div. Chief	Scheduled for July 29 th and rescheduled to August 5 th at the instructor's request. Positive feedback was received from the Admin personnel attending the training.
Training	Identify needed training for operational personnel and create a plan to deliver the training.	Admin Div. Chief / Fire Chief / Interim Director	Deferred until an actual need exists. There are no identified training needs at this time.