

# WLAD / SVFR ADMINISTRATIVE IGA JUNE 2017 OBJECTIVES

TYPE	TASK	Responsible	STATUS / UPDATE
Financial 1	Continue to work on the Administrative process to develop a manageable and reliable payroll process that is error free. <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	Payroll current being outsourced. We have noted a significant decrease in errors but continue to make this an error free process.
Financial 2	Create an RFP process for the purchasing of financial management software.	Admin Div. Chief	
Financial 3	Create an RFP process for the purchasing of a phone system.	Admin Div. Chief	
Administrative 1	Create a joint policy manual that is organized and contains up-to-date and relevant information. <ol style="list-style-type: none"> <li>1. Separate policies and SOGs and begin creating a logical filing system. (this portion completed)</li> <li>2. Purchase policy management software Completed</li> <li>3. Assign project to an Admin Team member Assigned to Holly</li> </ol>	Admin Div. Chief and Fire Chief	In progress and will be ongoing.
Administrative 2	Map our network filing system in a logical, accessible, useful way. <ol style="list-style-type: none"> <li>1. Ensure every Admin and Management Team Member has access to the server drives they need. Completed</li> <li>2. Ensure every Admin and Management Team Member knows where to locate the files they need access to. Completed</li> <li>3. Determine what additional shared drives need to be created</li> <li>4. Train Supervisors</li> </ol>	Admin Division Chief	In progress and will be ongoing.
Administrative 3	Create an Intranet employee portal that contains useful information for our employees and members. <ol style="list-style-type: none"> <li>1. Identify the categories of the contents to be added.(completed)</li> <li>2. Begin adding the contents.(in progress)</li> <li>3. Involve WLAD Supervisor and SVFR St. 1 Capt.</li> </ol>	Admin Div. Chief	This task is currently on hold until other priority tasks can be completed.

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<b>Administrative 4</b>	<p>Put employee files on confidential drives:</p> <ol style="list-style-type: none"> <li>1. Create folder system <b>Completed</b></li> <li>2. Scan WLAD personnel <b>In Progress</b></li> <li>3. Scan SVFR personnel files <b>In Progress</b></li> <li>4. Train Management Team on systems</li> </ol>	Admin Div. Chief	In progress
<b>Administrative 5</b>	<p>Put training files on EMS and OPS drives</p> <ol style="list-style-type: none"> <li>1. Create folder system <b>Completed</b></li> <li>2. Scan SVFR Documents</li> <li>3. Scan WLAD Documents <b>Currently on Target Solutions</b></li> </ol>	Admin Div. Chief	In progress
<b>Administrative 6</b>	<p>Put all vendor and other administrative files on the Admin drive</p> <ol style="list-style-type: none"> <li>1. Create folder system <b>Complete</b></li> <li>2. Enter WLAD vendors <b>Complete</b></li> <li>3. Enter SVFR vendors <b>In progress</b></li> <li>4. Train Management Team</li> </ol>	Admin Div. Chief	Assigned and in progress
<b>Administrative 7</b>	<p>Develop Purchase Order Process</p> <ol style="list-style-type: none"> <li>1. Create Policy <b>Completed</b></li> <li>2. Create SOG <b>In progress</b></li> <li>3. Train personnel</li> </ol>	Admin Div. Chief	In progress
<b>Human Resources 1</b>	<p>Create and implement an identical employee / volunteer in processing system for both organizations.</p> <ol style="list-style-type: none"> <li>1. Create Volunteer in processing system <b>Complete</b></li> <li>2. Create a new employee in processing system. <b>In progress</b></li> <li>3. Finalize and implement a New Member In-Processing SOG.</li> </ol>	Management Team	SVFR volunteer tier process complete. We continue to work the bugs out. The FTE and PTE process is in progress.