

WLAD / SVFR Administrative IGA March 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 3	Research and identify finance / payroll software. <i>Deferred from September</i>	Admin Div. Chief	Ongoing/receiving quotes for 17/18 budget process.
Administrative 1	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 2	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.
Administrative 3	Create an Intranet employee portal that contains useful information for our employees and members. 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 4	Develop SOP's for Accounts Receivable Process	Admin Div. Chief	In progress

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Administrative 5	Put employee files on confidential drives: 1. Create folder system	Admin Div. Chief	Assigned
Administrative 6	Create a quarterly newsletter for WLAD and send to all employees and Board members electronically.	Admin Div. Chief	Assigned
Administrative 7	Put training files on EMS and OPS drives 1. Create folder system	Admin Div. Chief	Identified, but not yet assigned
Administrative 8	Put all vendor and other administrative files on the Admin drive 1. Create folder system	Admin Div. Chief	Identified not yet assigned
Human Resources 1	Create and implement an identical employee / volunteer in processing system for both organizations. 1. Have each Management Team Member bring an overview of the required information they use to in process their new members at the January 11 th Management Team Meeting. 2. Create a DRAFT in processing SOG that can be reviewed and discussed at the January 11 th 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 in processing of WLAD similar to the SVFR	Admin/OPS Chiefs	Inprogress
Training 1	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.

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Training 2	Identify the training needs of the Admin Team	Admin Division Chief	In progress and ongoing.
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