

# WLAD / SVFR Administrative IGA October Objectives

TYPE	TASK	Responsible	STATUS
<b>Financial 1</b>	Create a single purchase and finance policy for both organizations. <i>Deferred from September</i>	Admin Div. Chief	Adopted by WLAD at the September Board Meeting. On the Agenda for the SVFR October Board Meeting
<b>Financial 2</b>	Training Administrative Assistants to assist in financial responsibilities.	Admin Div. Chief	In progress. Mary being training to Cindy being trained to
<b>Financial 3</b>	Research and identify finance / payroll software. <i>Deferred from September</i>	Admin Div. Chief	In progress.
<b>Administrative 1</b>	Roll out communications plan to both organizations. <i>Deferred from September</i>	Fire Chief / Interim WLAD Director	Sample policies have been obtained and are under review now.
<b>Administrative 2</b>	Begin using Aladtec Scheduling Software to assist in payroll.	Admin Div. Chief	In progress
<b>Administrative 3</b>	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	This process began in July and will continue on an ongoing basis.
<b>Human Resources 1</b>	Create a part time administrative assistant job selection process. <i>Deferred from September</i>	Admin Div. Chief / Fire Chief / Interim Director	In progress
<b>Human Resources 2</b>	Conduct a part time administrative assistant job selection process. <i>Deferred from September</i>	Admin Div. Chief / Fire Chief / Interim Director	In progress
<b>Human Resources 3</b>	Make a hiring decision to a candidate to fill the part time administrative assistant and select a start date. <i>Deferred from September</i>	Admin Div. Chief	In progress

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<b>Human Resources</b> <b>3</b>	Create a plan to integrate the identified policies that are specific to the administrative process, to include a delegation of tasks and estimated completion date. <i>Deferred from September</i>	Admin Div. Chief	In progress
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