

WLAD / SVFR Administrative IGA October & November Objectives

TYPE	TASK	Responsible	STATUS
Financial 1	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
Financial 2	Training Administrative Assistants to assist in financial responsibilities.	Admin Div. Chief	Ongoing, Cindy is being trained to do accounts receivable. Karin is being trained to work on payroll and accounts payable.
Financial 3	Research and identify finance / payroll software. <i>Deferred from September</i>	Admin Div. Chief	In progress. Julie will be meeting with other CFO's from similar sized fire districts throughout the month of December to discuss what software they use and recommend.
Financial 4	Begin scanning invoices and save them in Quick Books software program for each District.	Admin Division Chief	Began November 1 st , this will be an ongoing project with the goal of eliminating all paper invoices.
Administrative 1	Roll out communications plan to both organizations. <i>Deferred from September</i>	Fire Chief / Interim WLAD Director	A communications policy has been created by both organizations. It was adopted by WLAD at their October meeting and will be on the agenda for the January SVFR Board meeting. We are currently working on a Communications SOG and hope to introduce it to members of both organizations by the end of December, 2016.

WLAD / SVFR Administrative IGA October & November Objectives

Administrative 2	Begin using Aladtec Scheduling Software to assist in payroll.	Admin Div. Chief	In progress. WLAD has been using this system for several months. SVFR is being trained and is expected to be operational by January 1 st .
Administrative 3	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	Completed.
Administrative 4	Develop an Intranet employee portal that contains secure, up to date, and useful information that can be accessed by our employees and volunteers.	Admin Div. Chief	Ongoing, intranet portal created. Content is being added and the portal will be updated as it is created.
Human Resources 1	Create a part-time administrative assistant job selection process. <i>Deferred from September</i>	Admin Div. Chief / Fire Chief / Interim Director	Completed
Human Resources 2	Conduct a part-time administrative assistant job selection process. <i>Deferred from September</i>	Admin Div. Chief / Fire Chief / Interim Director	Completed
Human Resources 3	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	Karin Guy was hired and began work November 1, 2016.
Human Resources 4	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. We continue to find policies that are appropriate to both organizations and introduce them at Board meetings.

WLAD / SVFR Administrative IGA October & November Objectives

Human Resources 5	Post internal job announcement for WLAD Shift EMT / Paramedic.	WLAD Operations Manger	Completed.
Human Resources 6	Complete all tasks associated to conducting an assessment center for the WLAD Shift EMT / Paramedic.	WLAD Operations Manger	Scheduled for November 29, 2016.