

# WLAD / SVFR Administrative IGA September Objectives

TYPE	TASK	Responsible	STATUS
<b>Financial</b> 1	Make a recommendation to the planning team on which finance / payroll software best fits the needs of both organizations.	Admin Div. Chief	In progress. A meeting has been arranged with the CRFR Director of Finance and Human Resources to discuss and test the software they use.
<b>Financial</b> 2	Create a single purchase and finance policy for both organizations. <i>Deferred from September</i>	Admin Div. Chief	In progress. Both organizations have updated their policy now we are working on merging them into a single policy.
<b>Financial</b> 3	Research and identify finance / payroll software. <i>Deferred from September</i>	Admin Div. Chief	We will continue to use Quick Books for the interim period. IT is updating our version and the fiber connection will be in place by September 27 <sup>th</sup> .
<b>Administrative</b> 1	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>Administrative</b> 2	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</b> 3	Delegate the responsibility of updating and managing each organization's policy manual		Completed
<b>Human Resources</b> 1	Post internal job announcement for WLAD Operation Manager.	Admin Div. Chief	Completed.
<b>Human Resources</b> 2	Complete all tasks associated with conducting an assessment center for the WLAD Operations Manager position.	Fire Chief / Interim WLAD Director	Completed
<b>Human</b>	Create a plan to integrate the identified policies that are specific to	Fire Chief /	In progress

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<b>Resources</b> 3	the administrative process, to include a delegation of tasks and estimated completion date. <i>Deferred from September</i>	Interim WLAD Director	
<b>Logistical</b> 1	Combine WLAD and SVFR servers.	Admin Div. Chief	In progress completion expected by October 7, 2016.
<b>Logistical</b> 2	Complete work station at WLAD office for Chief / Director and Admin Div. Chief.	Admin Div. Chief	In progress completion expected by the end of September.
<b>Political</b> 1	Create and provide monthly IGA report to the Board.	Fire Chief / Interim WLAD Director	This began in August and will continue on an as needed basis.
<b>Political</b> 2	Conduct shift and staff meetings to review and, when appropriate, delegate monthly tasks.	Fire Chief / Interim WLAD Director	This began in July but will continue on an ongoing basis.
<b>Training</b> 1	Schedule MS Outlook Training for Cindy and Mary	Admin Div. Chief	Scheduled for September 28th.

**NOTES:**

The following tasks were deferred to September but will be on hold until the Administrative Team can determine how best to use this position. For now a temporary agency will be used for occasional assistance.

<b>Human Resources</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</b>	Conduct a part time administrative assistant job selection process. <i>Deferred from September</i>	Admin Div. Chief / Fire Chief /	In progress

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		Interim Director	
<b>Human Resources</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