

Business Plan – Tasking Schedule (Revised November 2013)  
Appendix A

Comprehensive Objectives	Tasking	Charge Person	Target Date
<p><b>Fire District Management #1 – Priority A</b> Objective: The Business Plan shall be maintained through a semi-annual review/revision process.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. A tasking schedule to establish tasks and assignments to meet the Comprehensive Objectives.</li> <li>2. The Business Plan, alarm statistics, major accomplishments and annual financial report will be compiled to create historical documentation.</li> </ol>	<p>Maintain Work Plan to establish tasks and assignments</p> <p>June Board Workshop will establish Comprehensive Objectives; Fall Board Workshop will review and modify, as necessary. Include BP and annual recap documents on website.</p>	<p>R. Johnson</p> <p>Mack</p>	<p>Ongoing</p> <p>Ongoing</p>
<p><b>Fire District Management #2 – Priority A</b> Objective: Maintain the Equipment Replacement Plan and identify a funding mechanism.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Identify future needs and develop an apparatus replacement configuration.</li> </ol>	<p>Review and update Equipment Replacement Plan</p>	<p>L. Rash</p>	<p>Ongoing</p>
<p><b>Fire District Management #3 – Priority A</b> Objective: Maintain the identified organizational structure and staffing to meet the intent of the Business Philosophy.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Monitor organization structure</li> <li>2. Foster working relationships with all personnel</li> <li>3. Maintain 40%+District-wide volunteer involvement with shift program</li> <li>4. Creative staffing alternatives</li> </ol>	<p>Evaluate Chain-of-Command/Span-of-Control</p> <p>Maintain productive working relations with all segments of the organization</p> <p>Monitor and report semi-annually 40% minimum participation</p> <p>Develop a program to utilize post-retirement volunteers to operate Tenders, EMS response and Support Units</p>	<p>R. Johnson/Rash</p> <p>R. Johnson/Rash</p> <p>H. Johnson</p> <p>H. Johnson</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p><b>Fire District Management #4 – Priority A</b> Objective: Maintain a funding plan to meet the established Levels of Service</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>Identify all funding needs</li> <li>Establish an advisory committee</li> </ol>	<p>Through the annual budget process and the 5-year expense plan Reconvene advisory committee for funding discussion.</p>	<p>Staff &amp; Board</p>	<p>Ongoing</p>
<p><b>Fire District Management #5 – Priority B</b> Objective: Continue to maintain and, where possible, improve the current insurance rating for the District.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>Identify ways to maintain, and where possible, improve individual insurance rating based on current and anticipated service demands.</li> <li>Maintain the best obtainable tender credit.</li> <li>Maintain communication between water district/purveyors.</li> </ol>	<p>Continue to work with individual property owners on rate issues; use technology to identify station response areas in regard to insurance issues. Continue to inform and update the public on the insurance rating. When possible, work to improve coverage with automatic aid agreements and system improvements.</p>	<p>R. Johnson  R. Johnson</p>	<p>Ongoing  Ongoing</p>
<p><b>Fire District Management #6 – Maintenance Mode</b> Objective: Review and update District Policies and procedures. Maintain Safety Policies to meet the WAC 296-305 Safety Standards.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>Update Procedures as needed.</li> </ol>	<p>Maintain current procedures.</p>	<p>Mack</p>	<p>Ongoing</p>
<p><b>Fire District Management #7 – Priority A</b> Objective: Maintain a cost effective system to meet the District’s “information service” needs.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>Maintain up-to-date computer/technology</li> <li>Develop a web-site management strategy</li> </ol>	<p>Identify/justify technology systems Utilize existing staff resources to manage and maintain District’s web site.</p>	<p>R. Johnson/Bob S. R. Johnson/Bob S.</p>	<p>Ongoing Ongoing</p>
<p><b>Fire District Management #8 – Priority A</b> Objective: Develop a strategy for capital facility/property sites.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>Continue to explore options for new, replacement, and additions to stations</li> <li>Identify site(s) for replacement of Station 41</li> </ol>	<p>Develop a plan and explore options for a threshold evaluation system for facility needs.</p>	<p>R. Johnson/Rash</p>	<p>Dec 2013</p>

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<p><b>Fire Prevention #1 – Maintenance Mode</b> Objective: Site plan and construction plan reviews be completed within five days of submittal to the Fire District.</p> <p>Recommendations: 1. Continue current status</p>		Rash	Ongoing
<p><b>Fire Prevention #2 – Priority: A</b> Objective: Continue the pre-incident planning process and Life-Safety Building Inspections.</p> <p>Recommendations: 1. Continue pre-incident planning process (training, data collection and electronic entry and output). 2. Have a pre-incident plan available for field applications 3. Life-Safety inspections on target occupancies conducted by fire personnel 4. Provide necessary training for fire personnel responsible for inspections</p>	<p>Continue working on target occupancies</p> <p>Conduct annual inspections of commercial occupancies</p> <p>Identify and schedule training opportunities</p>	<p>H. Johnson</p> <p>Rash</p> <p>B. Bender</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
<p><b>Fire Prevention #3 – Priority: C</b> Objective: A fuel modification plan be implemented in the wildland urban interface area. Initiate a program in cooperation with other agencies to include approved prescribed fires to enhance or restore fire dependent ecosystems and forest health.</p> <p>Recommendations: 1. Continue with fuel modification priorities within Fire District 4. Work with existing county, state, and federal resources to implement. 2. Evaluate pro-active solutions for fuels reduction within the District.</p>	<p>The District has participated in the development of the Community Wildfire Protection Plan.</p> <p>Offer the ‘wood-collection’ program at the stations and educate the public on no-burn and rule-burn areas.</p>	<p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p>
<p><b>Fire Safety Education #1 – Maintenance Mode</b> Objective: Maintain a comprehensive public safety education program.</p>	Identify opportunities for updates and improvements.	Palomino	Ongoing

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<p><b>Fire Safety Education #2 – Priority: B</b> Objective: Maintain curriculum which addresses safety issues for the local schools.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Continue elementary school Risk-Watch program.</li> <li>2. Provide mock-crash demonstrations at all high schools within District boundaries as requested.</li> <li>3. Continue to support Project-ADAM.</li> <li>4. Lock down at schools</li> </ol>	<p>Educate schools about AED units. Contact local service clubs to inform/educate them of ongoing projects and offer partnership opportunities.</p> <p>Support to the School Districts on lock-down policies and procedures. Communication with Superintendents about providing Battalion Captains to participate in drills and execution of.</p>	<p>Palomino R Johnson</p> <p>Palomino R Johnson</p>	<p>Ongoing</p> <p>Ongoing</p>
<p><b>Incident Response #1 – Priority: A</b> Objective: Continue to quantify the standard service level which specifies the first-arriving unit on scene on any type of incident response from the receipt of the alarm with a goal of 90% compliance within:</p> <ul style="list-style-type: none"> <li>• 7 minutes or less - Urban (City of Deer Park)</li> <li>• 10 minutes or less - Suburban</li> <li>• 15 minutes or less - Rural</li> <li>• 30 minutes or less - Wilderness</li> </ul> <p>An ALS unit will arrive on scene of incidents requiring ALS response with a goal of 90% compliance within:</p> <ul style="list-style-type: none"> <li>• 10 minutes or less - Urban</li> <li>• 15 minutes or less - Suburban</li> <li>• 20 minutes or less - Rural</li> <li>• 30 minutes or less - Remote Rural</li> <li>• 45 minutes or less – Wilderness</li> </ul> <p>Recommendations:</p> <ol style="list-style-type: none"> <li>1. Monitor the goals based on data</li> <li>2. Monitor District 4 ALS program.</li> </ol>	<p>Update criteria to compute response times (out of District responses, no-code removed from computation)</p> <p>Develop report of response times by demographic breakdown.</p> <p>Where possible, work to improve coverage with automatic aid agreements and system improvements.</p> <p>Monitor county wide and Deer Park ambulance agreements for compliance.</p>	<p>Rash/Bob S Palomino/Bob S</p>	<p>Ongoing</p> <p>Ongoing</p>

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<p><b>Emergency Medical Service #1 – Priority: A</b>  Objective: Provide for the delivery of advanced life support (paramedic) and ground ambulance services.  Recommendations:  1. Monitor the contract agencies.</p>	<p>Manage internal/external customer feedback on transport agencies  Maintain presence on Deer Park and county-wide ambulance service boards.</p>	<p>Palomino</p>	<p>Ongoing</p>
<p><b>Training #1 – Priority: B+</b>  Objective: Implement a training facility plan.  Recommendations:  1. Identify funding.  2. Construct training site as funding is available</p>	<p>Determine from identified funding strategy.  Implement site improvements as funded</p>	<p>R. Johnson  Bender</p>	<p>Ongoing</p>
<p><b>Disaster Planning #1 – Maintenance Mode</b>  Objective: Develop and implement an in-district response plan for major incidents.  Recommendations:  1. Assess major incident risks  2. Develop and implement response plan  3. Internal exercise of response capability</p>	<p>Continue to participate in IMT at the local, regional and national level.  Develop personnel for IMT participation. Participate in training and exercise planning and execution.</p>	<p>Staff</p>	<p>Ongoing</p>

**Priority A** = highest priority with most emphasis given to complete

**Priority B** = moderate priority, to work on objective as time and resources allow

**Priority C** = low priority, no critical objectives, will work on as time permits